



DATE	October 19, 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: 745 815 703#

Budget & Finance 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

Janea Benton (Chair)
Joe Garcia

Craig Henderson
Nila Hogan

Guadalupe Perez

3. Public Comments

The public may address the Committee on items not on the agenda but under the jurisdiction of the Committee. 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. New Business

- | | |
|---|--|
| <p>a. Head Start / Early Head Start Budget to Actual Reports for September 2022 – Info Item</p> <ol style="list-style-type: none"> 1. Head Start Budget to Actual for the Period Ended September 30, 2022 (p. 3-5) 2. Early Head Start budget to Actual for the Period Ended September 30, 2022 (p. 6-8) 3. Early Head Start San Joaquin (No Cost Extension) Period Ended September 30, 2022 (p. 9-10) 4. Early Head Start Child Care Partnership (No Cost Extension) Period Ended September 30, 2022 (p. 11-12) 5. American Rescue Plan Funding Budget to Actual for the Period Ended September 30, 2022 (p. 13-14) | <p>Tracy Webster, Chief Financial Officer</p> |
| <p>b. 2-1-1 Information and Referral Service Agreement, County of Kern – Action Item (p. 15-22)</p> | <p>Jennifer Jordan, Program Administrator 211</p> |
| <p>c. 2023-24 Head Start & Early Head Start Refunding Application – Action Item (p. 23-34)</p> | <p>Jerry Meade, Assistant Director of HS/SCD</p> |
| <p>d. Resolution to Approve the Submission of the 2023 Low Income Home Energy Assistance Program (LIHEAP) Contract 23B-5012 – Action Item (p. 35-37)</p> | <p>Wilfredo Cruz, Energy Program Administrator</p> |

- e. Resolution to Approve the Submission of the Community Project Funding (CPF) for the CAPK Food Bank Expansion Grant B-22-CP-CA-0119 – **Action Item (p. 38-63)** Tracy Webster, Chief Financial Officer
- f. September 2022 Financial Statements – **Action Item (p. 64-123)** Tracy Webster, Chief Financial Officer

5. **Committee Member Comments**

6. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
12:00 pm
November 16, 2022
5005 Business Park North
Bakersfield, CA 93309

7. **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, October 14, 2022. Laura Alford, Assistant to CFO.



MEMORANDUM

To: Budget and Finance Committee

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

Date: October 19, 2022

Subject: *Agenda Item 4a*: Head Start Budget to Actual Report for the Period Ended September 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 fourth-year budget period is March 1, 2022, through February 28, 2023.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2022, through September 31, 2022. Seven months (58.3%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 48% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 38% of the budget.

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

Non-Federal share is at 45% 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 - September 30, 2022

Month 7 of 12 (58.3%)

Prepared 9/12/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,267,039	4,277,900	4,989,139	46%	54%
FRINGE BENEFITS	3,776,726	1,416,329	2,360,397	38%	62%
TRAVEL	-	-	-		
EQUIPMENT	55,000	-	55,000	0%	100%
SUPPLIES	890,498	372,610	517,888	42%	58%
CONTRACTUAL	165,175	163,366	1,809	99%	1%
CONSTRUCTION	-	-	-		
OTHER	2,724,977	1,951,503	773,474	72%	28%
INDIRECT	1,630,902	701,507	929,395	43%	57%
TOTAL BASE FUNDING	18,510,317	8,883,215	9,627,102	48%	52%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	44,192	40,405	3,787	91%	9%
SUPPLIES	30,013	10,592	19,421	35%	65%
CONTRACTUAL	26,080	1,163	24,917	4%	96%
OTHER	212,393	70,316	142,077	33%	67%
INDIRECT	31,268	9,836	21,432	31%	69%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	132,312	211,634	38%	62%

CARRYOVER

SUPPLIES	923,529	923,529	-	100%	0%
CONTRACTUAL	-	-	-		
CONSTRUCTION	666,925	666,925	(0)	100%	0%
OTHER - CARES	91,015	-	91,015	0%	100%
INDIRECT	-	9,733	(9,733)		
TOTAL CARRYOVER	1,681,469	1,600,187	81,282	95%	

GRAND TOTAL HS FEDERAL FUNDS	20,535,732	10,615,715	9,920,017	52%	48%
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HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,340,055	1,151,600	1,188,455	49%	51%
CALIF DEPT OF ED	7,988,651	3,487,525	4,501,126	44%	56%
TOTAL NON-FEDERAL	10,328,706	4,639,126	5,689,580	45%	55%

Budget reflects Notice of Award #09CH011132-04-01

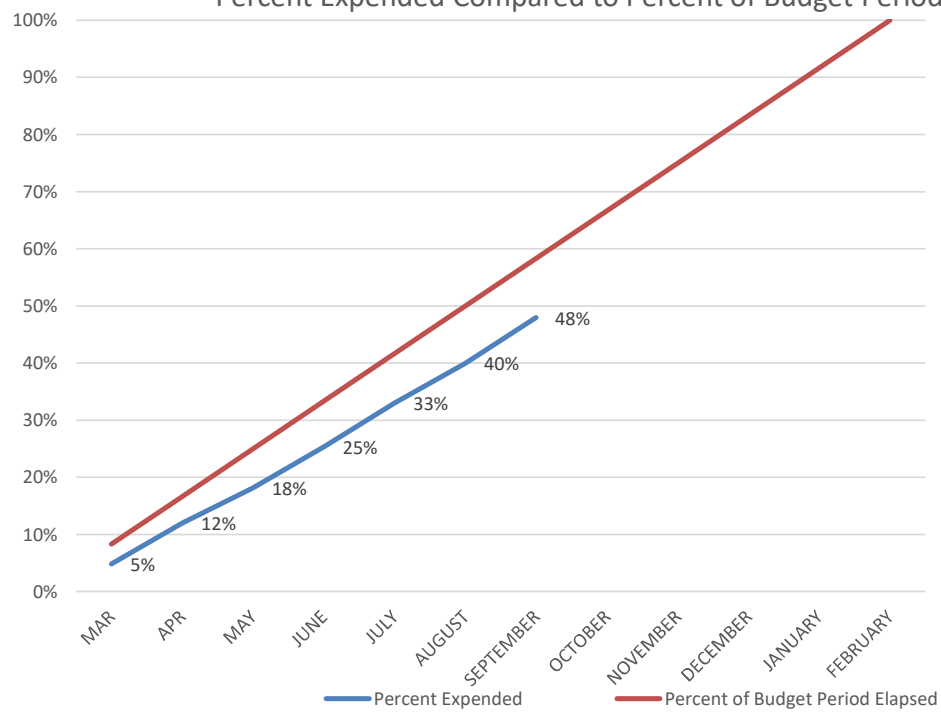
Actual expenditures include posted expenditures and estimated adjustments through 9/30/2022

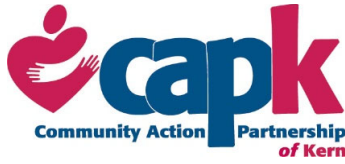
Administrative Cost for HS and EHS Combined 5.2%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	36,013	-	-	-	36,013	9/2/2022
Lowe's	506	-	-	-	506	9/2/2022
Smart & Final	301	45	28	-	374	9/2/2022
Save Mart	498	-	-	-	498	9/10/2022
Chevron & Texaco Business Card	9,106	-	-	-	9,106	9/6/2022
Home Depot	6,567	-	-	-	6,567	9/5/2022
	52,991	45	28	-	53,064	

Head Start
Percent Expended Compared to Percent of Budget Period Elapsed





MEMORANDUM

To: Budget and Finance Committee

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

Date: October 19, 2022

Subject: *Agenda Item 4a*: Early Head Start Budget to Actual Report for the Period Ended September 30, 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 fourth-year budget period is March 1, 2022, through February 28, 2023.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2022, through September 30, 2022. Seven months (58.3%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 51% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 42% 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 - September 30, 2022
 Month 7 of 12 (58.3%)

Prepared 9/12/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,701,422	4,509,818	5,191,604	46%	54%
FRINGE BENEFITS	2,363,974	1,296,992	1,066,982	55%	45%
TRAVEL	-	-	-		
EQUIPMENT	45,000	-	45,000	0%	100%
SUPPLIES	916,242	406,716	509,526	44%	56%
CONTRACTUAL	1,025,838	364,179	661,659	36%	64%
CONSTRUCTION	-	-	-		
OTHER	1,527,720	1,488,092	39,628	97%	3%
INDIRECT	1,512,778	705,416	807,362	47%	53%
TOTAL BASE FUNDING	17,092,974	8,771,213	8,321,761	51%	49%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	44,192	35,651	8,541	81%	19%
SUPPLIES	30,013	6,600	23,413	22%	78%
CONTRACTUAL	26,080	13,448	12,632	52%	48%
OTHER	212,393	72,368	140,025	34%	66%
INDIRECT	31,268	12,472	18,796	40%	60%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	140,539	203,407	41%	59%

CARRYOVER

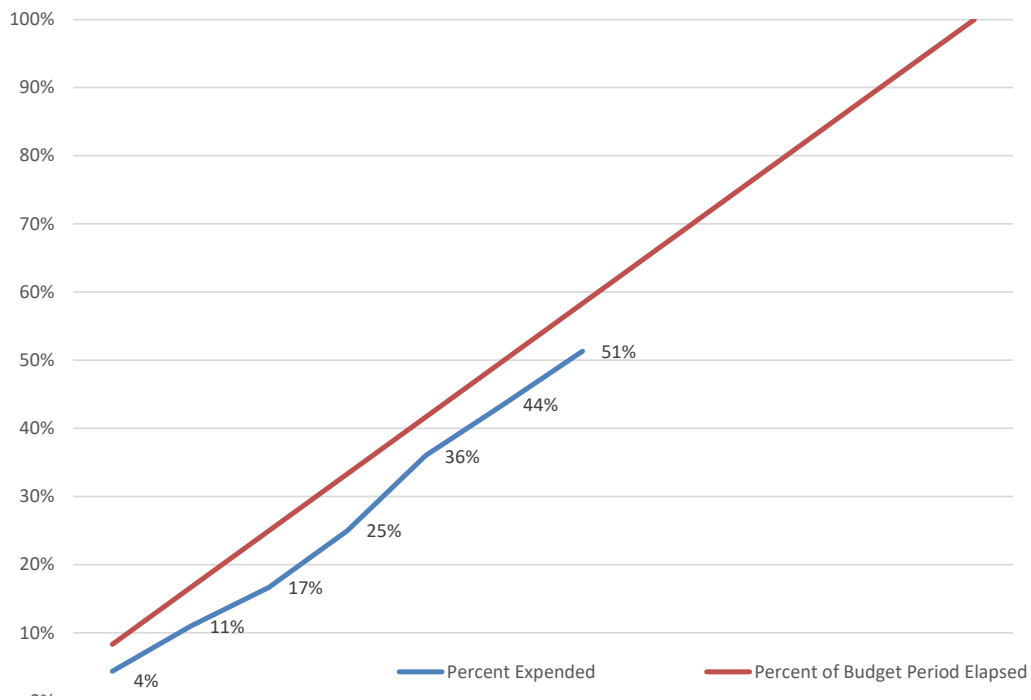
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	1,601,144	1,592,189	8,955	99%	1%
OTHER	24,512	16,090	8,422	66%	34%
INDIRECT	-	-	-		
TOTAL CARRYOVER	1,625,656	1,608,279	17,377	99%	

GRAND TOTAL EHS FEDERAL FUNDS	19,062,576	10,520,031	8,542,545	55%	45%
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Budget reflects Notice of Award #09CH011132-04-01

Actual expenditures include posted expenditures and estimated adjustments through 9/30/2022

Early Head Start Percent Expended Compared to Percent of Budget Period Elapsed





MEMORANDUM

To: Budget and Finance Committee

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

Date: October 19, 2022

Subject: *Agenda Item 4a*: Early Head Start San Joaquin (No Cost Extension)
Budget to Actual Report for the period ended September 30, 2022 – **Info Item**

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period of February 1, 2021, through February 28, 2023. Twenty months (80%) of the 25-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2023. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are at 95% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 100% of the budget.

Carryover Funds

Overall expenditures are at 22% of the budget.

COVID Cares Funds

Overall expenditures are at 100% of the budget.

Non-Federal Share

Non-Federal share is at 117% of the budget.

**Community Action Partnership of Kern
Early Head Start - San Joaquin County
Budget to Actual Report**

Budget Period: February 1, 2021 - February 28, 2023 (No Cost Extension)

Report Period: February 1, 2021 - September 30, 2022

Month 19 of 25 (80%)

Prepared 9/12/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,509,263	3,234,991	274,272	92%	8%
FRINGE BENEFITS	985,996	813,437	172,559	82%	18%
TRAVEL	0	46,889	(46,889)		
EQUIPMENT	45,000	31,190	13,810	69%	31%
SUPPLIES	143,912	222,535	(78,623)	155%	-55%
CONTRACTUAL	10,244	28,736	(18,491)	281%	-181%
OTHER	776,728	848,060	(71,331)	109%	-9%
INDIRECT	536,733	488,066	48,667	91%	9%
TOTAL	6,007,877	5,713,904	293,972	95%	5%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	53,809	52,188	1,621	97%	3%
FRINGE BENEFITS	23,718	21,722	1,996	92%	8%
TRAVEL	3,519	3,975	(456)	113%	-13%
SUPPLIES	7,355	3,094	4,261	42%	58%
CONTRACTUAL	7,924	10,383	(2,458)	131%	-31%
OTHER	20,817	25,788	(4,971)	124%	-24%
INDIRECT	11,675	11,667	7	100%	0%
TOTAL	128,816	128,817	(0)	100%	0%

CARRYOVER

EQUIPMENT	21,035	0	21,035	0%	100%
SUPPLIES	29,804	0	29,804	0%	100%
CONTRACTUAL	8,000	0	8,000	0%	100%
OTHER	381,242	97,793	283,449	26%	74%
INDIRECT	41,905	9,756	32,149	23%	77%
TOTAL	481,986	107,549	374,437	22%	78%

COVID CARES - Carried over from 2020-21

PERSONNEL		19,203	(19,203)		
FRINGE BENEFITS		3,331	(3,331)		
SUPPLIES	75,407	69,273	6,134	92%	8%
OTHER	21,681	3,128	18,553	14%	86%
INDIRECT	9,709	11,861	(2,152)	122%	-22%
TOTAL	106,797	106,797	0	100%	0%

GRAND TOTAL EHS FEDERAL FUNDS	6,725,476	6,057,067	668,409	90%	10%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,630,480	1,913,366	(282,885)	117%	-17%
TOTAL NON-FEDERAL FUNDS	1,630,480	1,913,366	(282,885)	117%	-17%

Centralized Administrative Cost	6.6%
Program Administrative Cost	2.8%
Total Administrative Cost	9.4%

Budget reflects Notice of Award #09CH011406-02-02 and NOA 09CH011406-02-04

Actual expenditures include posted expenditures and estimated adjustments through 9/30/2022



MEMORANDUM

To: Budget and Finance Committee

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

Date: October 19, 2022

Subject: *Agenda Item 4a*: Early Head Start Child Care Partnerships (No Cost Extension) Budget to Actual Report for the Period Ended September 30, 2022 – **Info Item**

The following are highlights of the Early Head Start Child Care Partnership Budget to Actual Report for the period of March 1, 2021, through September 30, 2022. Nineteen months (79%) of the 24-month budget period have elapsed. The Office of Head Start processed a no cost extension to the prior year contract through February 28, 2023. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are at 71% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 39% of the budget.

Carryover Funds

Overall expenditures are at 109% of the budget.

COVID Cares Funds

Overall expenditures are at 32% of the budget.

Non-Federal Share

Non-Federal share is at 134% of the budget.

**Community Action Partnership of Kern
Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report**

Budget Period: March 1, 2021 - February 28, 2023 (No Cost Extension)

Report Period: March 1, 2021 - September 30, 2022

Month 19 of 24 (79%)

Prepared 9/12/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	668,881	565,607	103,274	85%	15%
FRINGE BENEFITS	183,736	150,179	33,557	82%	18%
TRAVEL	0	2,669	(2,669)		
SUPPLIES	37,083	128,104	(91,021)	345%	-245%
CONTRACTUAL	1,091,504	472,161	619,343	43%	57%
OTHER	231,300	254,580	(23,280)	110%	-10%
INDIRECT	215,164	151,160	64,004	70%	30%
TOTAL BASE FUNDING	2,427,668	1,724,460	703,208	71%	29%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	5,294	0	5,294	0%	100%
SUPPLIES	16,391	6,962	9,429	42%	58%
CONTRACTUAL		3,346	(3,346)		
OTHER	29,393	9,487	19,906	32%	68%
INDIRECT	5,107	1,904	3,203	37%	63%
TOTAL TRAINING & TECHNICAL ASSISTANCE	56,185	21,700	34,485	39%	61%

CARRYOVER

SUPPLIES	16,000	0	16,000	0%	100%
CONSTRUCTION	2,458,581	2,659,808	(201,227)	108%	-8%
CONTRACTUAL	14,000	19,198	(5,198)	137%	-37%
OTHER	14,121	35,000	(20,879)	248%	-148%
INDIRECT	4,412	21,507	(17,095)	487%	-387%
TOTAL CARRYOVER	2,507,114	2,735,513	(228,399)	109%	-9%

COVID CARES

PERSONNEL					
FRINGE BENEFITS					
SUPPLIES	77,735	0	77,735	0%	100%
OTHER	24,361	35,000	(10,639)	144%	-44%
INDIRECT	10,206	400	9,806	4%	96%
TOTAL COVID	112,302	35,400	76,902	32%	68%

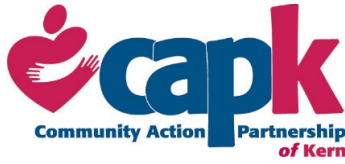
GRAND TOTAL EHS FEDERAL FUNDS	5,103,269	4,517,072	586,197	89%	11%
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NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	588,256	790,157	(201,901)	134%	-34%
TOTAL NON-FEDERAL	588,256	790,157	(201,901)	134%	-34%

Budget reflects Notice of Award #09HP000163-03-02

Actual expenditures include posted expenditures and estimated adjustments through 09/30/2022



MEMORANDUM

To: Budget and Finance Committee

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

Date: October 19, 2022

Subject: *Agenda Item 4a: American Rescue Plan Funding Budget to Actual Report for the Period Ended September 30, 2022 – Info Item*

The following are highlights of the American Rescue Plan Budget to Actual Report for the period of April 1, 2021, through September 30, 2022, eighteen months (75%) of the 24-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 60% of the budget. These funds are being utilized to support the retention incentive for staff and Construction.

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 - September 30, 2022

Month 17 of 24 (75%)

Prepared 09/12/2022

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

American Rescue Plan Act

PERSONNEL	763,438	489,000	274,438	64%	36%
FRINGE BENEFITS	251,934	37,409	214,525	15%	85%
TRAVEL					
SUPPLIES	553,540	202,540	351,000	37%	63%
CONTRACTUAL					
OTHER	830,310	830,310	0	100%	0%
INDIRECT	266,580	52,641	213,939	20%	80%
TOTAL	2,665,802	1,611,900	1,053,902	60%	40%

GRAND TOTAL ARP FEDERAL FUNDS	3,336,361	2,282,459	1,053,902	68%	32%
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Centralized Administrative Cost	5.0%
Program Administrative Cost	0.0%
Total Administrative Cost	5.0%

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

Actual expenditures include posted expenditures and estimated adjustments through 09/30/2022



MEMORANDUM

To: Budget & Finance Committee

From: Jennifer Jordan, 211 Program Administrator

Date: October 19, 2022

Subject: *Agenda Item 4b*: 2-1-1 Information and Referral Service Agreement, County of Kern– **Action Item**

Community Action Partnership of Kern's 2-1-1 Information and Referral line is a vital service and support safety net for the overall Kern community, whereby members seek to obtain information about government and human services by calling 2-1-1. The value of the 2-1-1 program is known throughout the region and across other Central Valley counties where several communities have contracted with our agency and team to help them face challenges and solve social problems with just a phone call.

With the assistance of 13 professional, knowledgeable, and compassionate Information and Referral Specialists, 2-1-1 Kern answers the call for individuals and families in need. This service included taking calls from those impacted by the COVID-19 pandemic and continually serves as the first line of support during other periods of crisis, uncertainty, or natural disaster. The 2-1-1 Kern Program supports multiple goals on the CAPK Strategic Plan, including providing increased access to healthy, affordable food (Goal 1).

In an ongoing partnership with the County of Kern, the 2-1-1 Information and Referral Service Agreement will provide a rapid telecommunication system for all residents to obtain information and referrals about government and human services by calling 2-1-1. The proposed agreement is a continuation of critically needed services with a contract period of July 1, 2022, through June 30, 2023. Funding in the amount of \$45,000 will be utilized for staff salaries and the operation of the 2-1-1 system in Kern County.

Recommendation

Staff recommends committee approval for the CEO to sign the agreement with the County of Kern for 2-1-1 Information and Referral Services and any future amendments throughout the term of the contract.

Attachment:

Agreement for 2-1-1 Information and Referral Service, County of Kern

**AGREEMENT
FOR
CALL 2-1-1 INFORMATION AND REFERRAL SERVICE**
(County of Kern – Community Action Partnership of Kern)

THIS AGREEMENT (“**Agreement**”), made effective this _____ (“**Effective Date**”), is by and between the COUNTY OF KERN, a political subdivision of the State of California (“**COUNTY**”), and the COMMUNITY ACTION PARTNERSHIP OF KERN, a California non-profit corporation (“**PARTNERSHIP**”). COUNTY and PARTNERSHIP are referred to herein individually as “**Party**” and collectively as “**Parties**”.

RECITALS:

The Board of Supervisors of the COUNTY may enter into agreements with organizations providing advice, assistance, and information to low-income, elderly, and disadvantaged residents of Kern County.

The Board of Supervisors desires a rapid telecommunication system for all residents to obtain information and referral about government services by calling 2-1-1.

PARTNERSHIP is actively collaborating with many community agencies to maintain and expand a 2-1-1 calling system in Kern County.

Funds were appropriated in the Fiscal Year 2022-23 County Budget in the sum of Forty-Five Thousand (\$45,000) Dollars to be used by contracting with PARTNERSHIP to provide a 2-1-1 Informational and Referral System (“**2-1-1 System**”).

NOW, THEREFORE, the Parties agree as follows:

1. During the term beginning July 1, 2022 and ending June 30, 2023, PARTNERSHIP will use the funds provided under this Agreement to operate the 2-1-1 System in Kern County.
2. In full consideration for all services rendered by PARTNERSHIP, COUNTY agrees to pay, and PARTNERSHIP agrees to accept, the sum of Forty-Five Thousand (\$45,000) Dollars.
3. PARTNERSHIP shall be solely responsible for all costs and expenses of implementing and maintaining the 2-1-1 System. COUNTY’S sole obligation under and pursuant to the terms and provisions of this Agreement shall be the payment specified in **Paragraph 2**.
4. In the performance of all services under this Agreement, PARTNERSHIP shall be, and acknowledges that it is, in fact and law, an independent contractor and not an agent or employee of the COUNTY. PARTNERSHIP has and retains the right to exercise full supervision and control over the manner and methods of providing services to the COUNTY under this Agreement. PARTNERSHIP retains full supervision and control over the employment, direction, compensation and discharge of all persons assisting PARTNERSHIP in the provision of services under this Agreement. With respect to PARTNERSHIP’S employees, PARTNERSHIP shall be solely responsible for the payment of wages, benefits and other compensation compliance with all occupational safety, welfare and civil rights laws, tax withholding and payment of employee taxes, whether federal State or local, and compliance with any and all other laws regulating employment.
5. PARTNERSHIP agrees to maintain and make available to the COUNTY accurate books and records relative to all of its activities under this Agreement. PARTNERSHIP shall permit the

COUNTY to audit, examine and make excerpts and transcripts from such records, and to conduct audits of all invoices, materials, or other data related to all other matters covered by this Agreement. PARTNERSHIP shall maintain such data and records in an accessible location and condition for a period of not less than three years from the conclusion of the term specified in **Paragraph 1**, or until after the conclusion of any audit, whichever occurs last.

6. PARTNERSHIP agrees to indemnify, defend and hold harmless, the COUNTY, the COUNTY'S Board members, agents, 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, of whatever kind or nature (including, but not limited to, reasonable attorneys' fees of counsel retained by COUNTY, expert fees, costs of staff time and investigation costs) which arise out of or are in any way connected with any negligent or willful act or omission of PARTNERSHIP or its officers, agents employees, independent contractors, sub-contractors of any tier or authorized representatives arising out of this Agreement. Without limiting the generality of the forgoing, 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 PARTNERSHIP; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of PARTNERSHIP by any person or entity. PARTNERSHIP; and any workers' compensation claim or suite arising from or connected with any services performed pursuant to this Agreement on behalf of PARTNERSHIP by any person or entity. PARTNERSHIP shall also indemnify COUNTY from any and all liability or damages incurred by COUNTY from any improper expenditure of funds by PARTNERSHIP.
7. It is understood that PARTNERSHIP, in PARTNERSHIP'S performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has no authority to bind the COUNTY to any agreements or undertakings.
8. The COUNTY may immediately suspend or terminate this Agreement, in whole or in part where in the determination of the COUNTY there is:
 - a. An illegal or improper use of the funds provided by the COUNTY; or
 - b. A failure to comply with any term of this Agreement.

In no event shall any payment by the COUNTY constitute a waiver by the COUNTY of any breach of this Agreement or any default, which may then exist on the part of PARTNERSHIP. Neither shall such payment impair or prejudice any remedy available to the COUNTY with respect to the breach or default. The COUNTY shall have the right to demand of PARTNERSHIP the repayment to the COUNTY of any funds disbursed to PARTNERSHIP under this Agreement which in the judgment of the COUNTY were not expended in accordance with the terms of this Agreement. PARTNERSHIP shall promptly refund any such funds upon demand. In addition to immediate suspension or termination, the COUNTY may impose any other remedies available at law, in equity, or otherwise specified in this Agreement.

9. **INSURANCE.** PARTNERSHIP, 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 PARTNERSHIP's actions in connection with the performance of PARTNERSHIP's obligations, as required in this Agreement, shall secure and maintain insurance as described below. PARTNERSHIP shall not perform any work under this Agreement until PARTNERSHIP 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, Insurance Tracking Services Inc. (ITS). Receipt of evidence of insurance that does not comply with all applicable insurance requirements shall not constitute a waiver of the insurance requirements set forth herein. The required documents must be signed by the authorized representative of the insurance company shown on the certificate. Upon request, PARTNERSHIP 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 PARTNERSHIP shall promptly deliver to ITS a certificate of insurance, and all required endorsements, with respect to each renewal policy, as necessary to demonstrate the maintenance of the required insurance coverage for the term specified herein. Such certificates and endorsements shall be delivered to ITS prior to the expiration date of any policy and bear a notation evidencing payment of the premium thereof if so requested. PARTNERSHIP shall immediately pay any deductibles and self-insured retentions under all required insurance policies upon the submission of any claim by PARTNERSHIP or COUNTY as an additional insured.

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

PARTNERSHIP 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 PARTNERSHIP. If any class of employees engaged in work or services performed under this Agreement is not covered by California Labor Code section 3700, PARTNERSHIP shall provide and/or require each sub-contractor to provide adequate insurance for the coverage of employees not otherwise covered. PARTNERSHIP shall also maintain employer's liability insurance with limits of one million dollars (\$1,000,000) for bodily injury or disease.

- b. Liability Insurance Requirements:

- (1) PARTNERSHIP 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 PARTNERSHIP'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. PARTNERSHIP shall maintain the Products-Completed Operations Hazard coverage for the longest period allowed by law following termination of this Agreement. The amount of said insurance coverage required by this Agreement shall be the policy limits, which shall be at least one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) aggregate.
 - (b) Automobile Liability Insurance against claims of Personal Injury (including bodily injury and death) and Property Damage covering 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 one million dollars (\$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 one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate.
 - (2) The Commercial General Liability and Automobile liability Insurance required in this subparagraph 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 one of the following three options: (i) on ISO form CG 20 10 11 85; or (ii) on ISO form CG 20 37 10 01 plus either ISO form CG 20 10 10 01 or CG 20 33 10 01; or (iii) on such other forms which provide coverage at least equal to or better than form CG 20 10 11 85.
 - (3) Any self-insured retentions in excess of \$100,000 must be declared on the Certificate of Insurance or other documentation provided to COUNTY and must be approved by the COUNTY Risk Manager.
 - (4) If any of the insurance coverages required under this Agreement is written on a claims-made basis, PARTNERSHIP, at PARTNERSHIP's option, shall either (i) maintain said coverage for at least three (3) years following the termination of this Agreement with coverage extending back to the effective date of this Agreement; (ii) purchase an extended reporting period of not less than three (3) years following the termination of this Agreement; or (iii) acquire a full prior acts provision on any renewal or replacement policy.
- c. Cancellation of Insurance -- The above stated insurance coverages required to be maintained by PARTNERSHIP shall be maintained until the completion of all of PARTNERSHIP's obligations under this Agreement except as otherwise indicated herein. Each insurance policy supplied by the PARTNERSHIP shall not be suspended, voided, cancelled or reduced in coverage or in limits except after ten (10) days written notice by PARTNERSHIP in the case of non-payment of premiums, or thirty (30) days written notice in all other cases. This notice requirement does not waive the insurance requirements stated herein. PARTNERSHIP shall immediately obtain replacement coverage for any insurance policy that is terminated, canceled, non-renewed, or whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.
 - d. All insurance shall be issued by a company or companies admitted to do business in California and listed in the current "Best's Key Rating Guide" publication with a minimum rating of A-; VII. Any exception to these requirements must be approved by the COUNTY Risk Manager.
 - e. If PARTNERSHIP is, or becomes during the term of this Agreement, self-insured or a member of a self-insurance pool, PARTNERSHIP 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 PARTNERSHIP is equivalent to the above-required coverages.

- f. All insurance afforded by PARTNERSHIP 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. A waiver of right of recovery (waiver of subrogation) is only required on Workers' Compensation policies when a PARTNERSHIP's personnel deliver or perform services for the COUNTY while on COUNTY property.
 - g. Insurance coverages in the minimum amounts set forth herein shall not be construed to relieve PARTNERSHIP 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.
 - h. Failure by PARTNERSHIP to maintain all such insurance in effect at all times required by this Agreement shall be a material breach of this Agreement by PARTNERSHIP. COUNTY, at its sole option, may terminate this Agreement and obtain damages from PARTNERSHIP resulting from said breach. Alternatively, COUNTY may purchase such required insurance coverage, and without further notice to PARTNERSHIP, COUNTY shall deduct from sums due to PARTNERSHIP any premiums and associated costs advanced or paid by COUNTY for such insurance. If the balance of monies obligated to PARTNERSHIP pursuant to this Agreement are insufficient to reimburse COUNTY for the premiums and any associated costs, PARTNERSHIP 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 PARTNERSHIP of the responsibility of obtaining insurance.
10. Any notice required or permitted to be given under this Agreement shall be in writing and shall be served by registered mail or personal service upon the other Party. When served by registered mails, service shall be conclusively deemed to be made three days after deposit with the United States Postal Service (postage prepaid) addressed to the Party to whom such notice is to be given as follows:

Notice to COUNTY shall be made to:

Clerk of the Board of Supervisors
1115 Truxtun Avenue, 5th Floor
Bakersfield, CA 93301

Notice to PARTNERSHIP shall be made to:

Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

11. None of the funds provided under this Agreement shall be used for any political activity, or to further the election or defeat of any candidate for public office contrary to federal or State Laws, statutes, regulations, rules or guidelines. In addition, none of the funds provided or property purchased under this Agreement shall be used for purposes designed to support or defeat legislation before the Congress of the United States of America or the Legislature of the State of California.

12. No covenant or condition of this Agreement can be waived except by the written consent of the COUNTY. Forbearance or indulgence by the COUNTY in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by PARTNERSHIP. The COUNTY shall be entitled to invoke any remedy available to the COUNTY under this Agreement or by law or in equity despite said forbearance or indulgence.
13. 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.
14. No right or remedy herein conferred on or reserved to the 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.
15. Each Party has 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.
16. 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 the COUNTY and PARTNERSHIP. 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 the COUNTY and PARTNERSHIP that any such person or entity, other than the COUNTY or PARTNERSHIP, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.
17. PARTNERSHIP shall observe and comply with all applicable local, 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.

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IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the Effective Date.

COUNTY OF KERN

COMMUNITY ACTION PARTNERSHIP OF KERN

By: _____
Chairman
Board of Supervisors
“COUNTY”

By: _____
Jeremy T. Tobias, Chief Executive Officer
Community Action Partnership of Kern
“PARTNERSHIP”

APPROVED AS TO CONTENT:
County Administrative Office

APPROVED AS TO FORM:
Office of County Counsel

By: _____
Ryan J. Alsop
Chief Administrative Officer

By: _____
Deputy County Counsel



MEMORANDUM

To: Budget and Finance Committee



From: Jerry Meade, Assistant Director ~ Program

Date: October 19, 2022

Subject: *Agenda Item 4c: 2023-24 Head Start & Early Head Start Refunding Application – Action Item*

On June 29, 2022, the CAPK Board of Director approved the submission of a budget revision and program option change which included a reduction of slots for the Head Start / Early Head Start (09CH011132) grant. Staff have been working with the Office of Head Start to support the approval of said program option change for the current year. A notice of award will be released once approved by the Office of Head Start.

As we approach the 2023-2023 program year, staff are preparing the annual refunding application to mirror the program option approved by the Board in June 2022. This annual refunding application will be the fifth year of the five-year grant cycle supporting funding from March 1, 2023 to February 28, 2024. Included with the annual application will be an update on our program goals and a detailed budget.

Program goals are nearing completion. Significant accomplishments include streamlining management systems and data collection processes. The program's infrastructure has also developed within the last four years with the construction projects and acquisition of new facilities along with the renovation of existing facilities. The loss of Planz and Fairview in Kern as well as Walnut in San Joaquin in 2022, has led to new opportunities to support the communities we serve. School readiness continues to be a program strength as well. The 2022 Goals and Objectives Summary is included for shared information to the Board.

Budgetary changes are identified in the attached budget detail. The most significant include an overall funding increase stemming from the 2022 Cost of Living Adjustment (COLA) and Quality improvement funding awarded earlier this year. Another significant impact includes the rising costs of Health Insurance in the Fringe Benefit category. Other noted changes are listed in the comment section of the detail. The total funding for this application includes \$35,947,237 in base funding and \$521,532 Training and Technical Assistance Funding.

Recommendation:

Staff recommends the Budget and Finance Committee approves with resolution the submission of the Refunding Application for Head Start and Early Head Start Grant 09CH011132 for the funding year 2023-2024.

Attachment:

2022-2023 Program Goals and Objectives Update
Budget Detail
Resolution #2022-31

**Head Start and Early Head Start 09CH011132
2022-2023 Program Goals and Objectives Update**

Goal I Consistency of Process/Systems: To streamline program delivery and management systems to fully embrace technology and data collection processes.			
HS & EHS Kern Measurable Objectives/ Outcomes	Objectives	Progress	Challenges
	Objective A: Prior to June of 2020, evaluate each service area data collection process (Health, Education, Nutrition, Wellness, Disabilities, Family Engagement/Governance, Enrollment and Attendance, and Quality Assurance), identify gaps, and revise written procedures.	COMPLETE	N/A
	Objective B: Prior to June 2021, develop and pilot 1 to 2 data monitoring systems to effectively ensure quality data is provided from partners.	COMPLETE	HVP: unable to collect some data requested by county through Child Plus. Currently using another mechanism.
	Objective C: Prior to June 2022, evaluate efficiencies and staff workflow of data collection in each service area to streamline processes effectively. Make any needed revisions to procedures.	Program explored the opportunity to use a data system to collect and tabulate in-kind. CAPK is currently in development of a custom in-kind system to be rolled out in 2023.	N/A

**Head Start and Early Head Start 09CH011132
2022-2023 Program Goals and Objectives Update**

Goal II Program Infrastructure Establish standards of practice for facility development, mitigating risk, community collaborations and data driven responses to service delivery.			
HS & EHS Kern Measurable Objectives/Outcomes	Objectives	Progress	Challenges
	Objective A: By May of 2020, standardize the utilization of Work Hub to improve facility monitoring for program infrastructure.	COMPLETE	N/A
	Objective B: By June 2020, the program will establish a consistent system of Emergency/ Disaster Preparedness for all centers, home based participants, and staff to increase knowledge through drills and assessments.	COMPLETE	N/A
	Objective C: By May of 2022, CAPK will utilize the Health and Safety screening tool to monitor facilities and support a risk management plan; efforts will promote consistency in quality to meet CAPK's standard of excellence.	The programs Head Start (HS), and Early Head Start (EHS) Kern implemented the Health and Safety Screening Tool. EHS San Joaquin County continues to utilize the screening tool; data is analyzed regularly. COMPLETE	
	Objective D: By May of 2022, with the use of internal monitoring, establish a culture of active	The program concluded the implementation of internal monitoring to ensure adherence to safety procedures.	N/A

Head Start and Early Head Start 09CH011132
2022-2023 Program Goals and Objectives Update

	supervision within all centers and socialization sites to standardize regulations.	Facility department conducts site visits daily to respond to work orders and to monitor and repair/correct possible safety hazards. Monthly, Site Supervisors monitor the center's environment, input results into IMS, and conduct a meeting to review findings. Administration staff reviews results and assists in correcting findings. Administration staff and Content Area Specialist also monitor centers using the health and safety screening. Staff receive training on a continuous basis. All systems are in place and a culture of active supervision is evident at the centers. COMPLETE	
Goal III Employee Competency and Behaviors: Strategically align workforce development to build a proficient team with succession planning that promotes longevity.			
HS & EHS Kern Measurable Objectives/Outcomes	Objectives Objective A: By July of 2021, program will provide opportunities for teaching staff to strengthen their skillset in the use of technology to engage and support parents in their child's learning.	Progress The program has purchased many new forms of technology for teaching staff. During the last two school years, teachers began using ChildPlus Mobile, HATCH, and Creative Curriculum Cloud. CAPK has developed training videos on several different topics for staff to watch on their devices from any location. These links are easily accessible and provide teachers with knowledge on how to build and implement new skillsets, while increasing their utilization of technology. Ready Rosie platform: family engagement COMPLETE	Challenges N/A

Head Start and Early Head Start 09CH011132
2022-2023 Program Goals and Objectives Update

	Objective B: By August 2021, become an active stakeholder in a community collaborative to partner within the community to grow an ECE workforce	CAPK collaborates with the early childhood council and SJCOE to maintain professional relationships with community agencies that promote the ECE workforce. Strategies have been identified to become a more prominent ECE stakeholder in the community. One strategy includes monitoring volunteer interns from Bakersfield College and assisting them with transitioning to permanent employment within Head Start. Furthermore, CAPK will present information on job openings during Policy Council meetings in hopes of recruiting Head Start parents. ECE Workforce: partnered with high school district (12 units in child dev.) / Bakersfield College (student-teaching lab work) to bolster skilled individuals that will eventually be hired Monthly Early Stars meetings: discussion of topics regarding TK, integration of forces to bolster 3- and 4-year-old ed. Collaborations to improve services for students with special needs Ongoing conversation about strategies to retain workforce COMPLETE	N/A
	Objective C: By May of 2022, develop plans of action to build a succession plan workforce within each community of the organization of qualified teachers.	CAPK continues to support staff in developing and implementing professional development plans. Director credential: Supporting staff in field, admin, leadership through trainings, involvement opportunities, & planning was completed through 4 Staff earning a Director's Ce In the Fall of 2021, a professional Development Series will be offered COMPLETE	N/A

**Head Start and Early Head Start 09CH011132
2022-2023 Program Goals and Objectives Update**

Goal IV			
School Readiness: Increase families and staff capacity to support children's school readiness			
HS & EHS Kern Measurable Objectives/Outcomes	Objectives	Progress	Challenges
	Objective A: During every program term, CAPK will utilize Spring data to determine methods to provide children and families with age-appropriate learning activities across domains of language and literacy, cognition and general knowledge, approaches to learning, physical well-being & motor development and social and emotional development that will support their readiness for kindergarten.	The program uses spring data to develop School Readiness Goals that contain age-appropriate learning activities that can be done in the classroom and at home. The agency has also purchased HATCH, a play-based technology that engages and instructs children while providing data that will help teachers to monitor everyone's progress. The program utilizes ReadyRosie/ ReadyBaby, a research-based parenting curriculum that builds on parents' knowledge and provides the connection between the school and the home. COMPLETE/ONGOING	N/A
	Objective B: The program will partner with parents and provide them with the knowledge and skills to be engaged in their child's learning and lifelong success by meeting weekly to gather input for lesson plans and reviewing DRDP parent observations.	The program has provided parents with a Parent Observation form that helps parents to understand learning objectives and to support teachers in identifying developmental skills in their children. Teachers meet weekly with parents to discuss educational goals and the parent observation form. During this meeting, parents are asked for their input for their child's individual goals for the lesson plan. COMPLETE/ONGOING	N/A
	Objective C: By June of 2021, per the E Pyramid Cohort survey tool, 80% of	EHS SJC -A Monthly Smore Newsletter is sent to all families with the Back Series handouts. Back Series is shared in PowerPoint Presentations in Monthly VIP	N/A

**Head Start and Early Head Start 09CH011132
2022-2023 Program Goals and Objectives Update**

	the families serviced will demonstrate knowledge of the pyramid model activities they can implement with their children at home.	Meetings. A survey is completed at the beginning and end of the program year to obtain data on family's implementation and knowledge of the Pyramid Model. Families received Social Emotional kits and attended a workshop on Social Emotional Literacy, provided by Lakeshore in English/Spanish. A survey was completed at the beginning and at the end of the program year to obtain data on family's knowledge of the Pyramid Model. 42% did not have knowledge of the Pyramid Model strategies and 56% had some knowledge. Based on end of year survey, 42% felt somewhat comfortable with using Pyramid Model strategies and 44.3% felt very comfortable with Pyramid Model strategies. Surveys successful	
	Objective D: By May of 2021, the program will provide 2-4 monthly opportunities for teachers to share dual language educational activities and information with families.	ReadyRosie and Learning Genie, bilingual web-based programs, include activities, books, and videos to promote family engagement and collaborations with staff. Parents give their input on the lesson plans and home visits. Teachers send weekly dual-language newsletters that target education, wellness, health, nutrition, family engagement, and inclusion. COMPLETE/ONGOING	N/A
	Objective E: By June of 2021, per the E Pyramid Cohort survey tool, 80% of Teachers and Home-Based Educators will implement social emotional literacy in the classrooms and during Home Visits.	EHS SJC -Monthly Smore Newsletter is sent to all Staff with the Back Series handouts; exemplary videos on the Pyramid Model are included. A survey is completed at the beginning and at the end of the program year to obtain data on teaching staff's implementation and knowledge of the Pyramid Model.	N/A

**Head Start and Early Head Start 09CH011132
2022-2023 Program Goals and Objectives Update**

		Teaching Staff received Social Emotional kits for the classroom and attended a workshop on Social Emotional Literacy, provided by Lakeshore in English/Spanish. Survey results at the beginning of the school year revealed that 53% of staff felt very comfortable in using emotional literacy in the classroom, 44% felt somewhat comfortable, and 3% did not feel comfortable using emotional literacy in the classroom. Based on end of year survey 71% of staff felt very comfortable in using emotional literacy in the classroom, 24% felt somewhat comfortable, and % did not feel comfortable using emotional literacy in the classroom. Socio-emotional workshop	
	Objective F: By June of 2021, per the E Pyramid Cohort Survey results, 90% of Teachers and Home Base Educators will have the knowledge and skills to implement the pyramid model strategies in their instruction.	EHS SJC -A survey was completed at the beginning and at the end of the program year to obtain data on teaching staff's implementation and knowledge of the Pyramid Model. 23% did not have knowledge of the Pyramid Model strategies and 77% had some knowledge. Based on the end of the year survey results, 90% of staff feel comfortable and 10% do not feel comfortable utilizing the Pyramid Model. 2 cohorts of staff in pyramid model training... ending May 2022	

**HEAD START & EARLY HEAD START
CHILD AND ADULT CARE FOOD PROGRAM
CALIFORNIA DEPARTMENT OF EDUCATION
2023-2024 COMBINED BUDGET DETAIL**

BUDGETED EXPENDITURES

Head Start/Early Head Start Program Operations, Training & Technical Assistance, Child & Adult Care Food Program, California Department of Education	2022-2023 Approved	2023-2024 Projected	VARIANCE increase (decrease)	Comments
PERSONNEL	26,956,944	26,915,413	(41,531)	Position Reduction
FRINGE BENEFITS	8,001,794	9,021,607	1,019,813	28% increase in Health Insurance costs
TRAVEL	86,096	86,096	-	
EQUIPMENT	55,000	-	(55,000)	No new equipment budgeted in this budget period
SUPPLIES				
Office Supplies	325,100	326,570	1,470	
Child and Family Services Supplies	1,227,268	1,084,331	(142,937)	Reduced previously budgeted classroom start-ups
Food Services Supplies	93,000	93,000	-	
Other Supplies (e.g. janitorial, training)	219,291	219,291	-	
TOTAL SUPPLIES	1,864,659	1,723,192	(141,467)	
CONTRACTUAL				
Administrative Services	51,450	51,450	-	
Training & Technical Assistance	48,880	48,880	-	
Other Contracts	1,085,343	1,063,963	(21,380)	Reduced Loss of Subsidy for Child Chare Partners
TOTAL CONTRACTUAL	1,185,673	1,164,293	(21,380)	
CONSTRUCTION				
Construction Projects	-	-	-	
TOTAL CONSTRUCTION	-	-	-	
OTHER				
Rent	843,016	956,730	113,714	Adjusted for new facilities
Mortgage	297,840	297,840	-	
Utilities, Telephone	971,287	970,675	(612)	
Building & Child Liability Insurance	120,550	119,200	(1,350)	
Building Maintenance/Repair	834,767	826,107	(8,660)	Adjustment to projeted repair and maintenance
Local Travel (children)	-	-	-	
Nutrition Services	1,547,165	1,417,800	(129,365)	Reduction to mirror historical data
Child Services Consultants	75,750	100,332	24,582	Increased cost for Consultant services
Volunteers	4,937	4,937	-	
Parent Services	16,490	16,305	(185)	
Publications/Advertising/Printing	78,750	58,750	(20,000)	Reduced Printing Needs stemming from paperless systems
Training or Staff Development	285,145	285,145	-	
Other	538,738	548,238	9,500	Return of in person meetings results in incidental costs
TOTAL OTHER	5,614,435	5,602,059	(12,376)	
INDIRECT	4,250,550	4,325,740	75,190	New Modified Direct Costs (No equipment budgeted)

BUDGETED EXPENDITURES **48,015,151** **48,838,400** **823,249**
REVENUES

	2022-2023 BUDGET	2023-2024 BUDGET	VARIANCE increase (decrease)	Comments
STATE & FEDERAL REVENUES				
Head Start/EHS Program Operations	35,008,308	35,947,237	938,929	COLA 2022
Head Start/EHS Training & Technical Assistance	521,532	521,532	-	
Estimated Child & Adult Care Food Program	2,306,410	2,301,525	(4,885)	CACFP Contract Adjustments for 2022-22
Estimated California Department of Education	10,178,901	10,068,106	(110,795)	CDE Contract Adjustments for 2022-23
TOTAL STATE & FEDERAL REVENUES	48,015,151	48,838,400	823,249	

SUMMARY - 2023-2024

TOTAL REVENUES	48,838,400
TOTAL BUDGETED EXPENDITURES	48,838,400
DIFFERENCE	-
ESTIMATED HS/EHS ADMINISTRATIVE COST RATE:	13.10%



RESOLUTION # 2022-

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

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met remotely on October 26, 2022, at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the Head Start and State Child Development Division has requested to submit an Annual Application for the Head Start / Early Head Start Kern (09CH011132), for budget year 2023-2024; and

WHEREAS, the Head Start and State Child Development Division has requested to submit an Annual Application with the budget detail including \$35,947,237 in base funding and \$521,532 Training and Technical Assistance Funding; and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the Head Start and Early Head Start contract; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a Change of Scope Request for the Consolidation of all Head Start and Early Head Start grants; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK’s representative signatory with regard to the submission the 2023-2024 refunding application for the Head Start and Early Head Start grant.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 26th day of October 2022.

Fred Plane, Chair
CAPK Board of Directors

Date

**HEAD START & EARLY HEAD START
CHILD AND ADULT CARE FOOD PROGRAM
CALIFORNIA DEPARTMENT OF EDUCATION
2023-2024 COMBINED BUDGET DETAIL**

BUDGETED EXPENDITURES

Head Start/Early Head Start Program Operations, Training & Technical Assistance, Child & Adult Care Food Program, California Department of Education	2022-2023 Approved	2023-2024 Projected	VARIANCE increase (decrease)	Comments
PERSONNEL	26,956,944	26,915,413	(41,531)	Position Reduction
FRINGE BENEFITS	8,001,794	9,021,607	1,019,813	28% increase in Health Insurance costs
TRAVEL	86,096	86,096	-	
EQUIPMENT	55,000	-	(55,000)	No new equipment budgeted in this budget period
SUPPLIES				
Office Supplies	325,100	326,570	1,470	
Child and Family Services Supplies	1,227,268	1,084,331	(142,937)	Reduced previously budgeted classroom start-ups
Food Services Supplies	93,000	93,000	-	
Other Supplies (e.g. janitorial, training)	219,291	219,291	-	
TOTAL SUPPLIES	1,864,659	1,723,192	(141,467)	
CONTRACTUAL				
Administrative Services	51,450	51,450	-	
Training & Technical Assistance	48,880	48,880	-	
Other Contracts	1,085,343	1,063,963	(21,380)	Reduced Loss of Subsidy for Child Chare Partners
TOTAL CONTRACTUAL	1,185,673	1,164,293	(21,380)	
CONSTRUCTION				
Construction Projects	-	-	-	
TOTAL CONSTRUCTION	-	-	-	
OTHER				
Rent	843,016	956,730	113,714	Adjusted for new facilities
Mortgage	297,840	297,840	-	
Utilities, Telephone	971,287	970,675	(612)	
Building & Child Liability Insurance	120,550	119,200	(1,350)	
Building Maintenance/Repair	834,767	826,107	(8,660)	Adjustment to projeted repair and maintenance
Local Travel (children)	-	-	-	
Nutrition Services	1,547,165	1,417,800	(129,365)	Reduction to mirror historical data
Child Services Consultants	75,750	100,332	24,582	Increased cost for Consultant services
Volunteers	4,937	4,937	-	
Parent Services	16,490	16,305	(185)	
Publications/Advertising/Printing	78,750	58,750	(20,000)	Reduced Printing Needs stemming from paperless systems
Training or Staff Development	285,145	285,145	-	
Other	538,738	548,238	9,500	Return of in person meetings results in incidental costs
TOTAL OTHER	5,614,435	5,602,059	(12,376)	
INDIRECT	4,250,550	4,325,740	75,190	New Modified Direct Costs (No equipment budgeted)

BUDGETED EXPENDITURES **48,015,151** **48,838,400** **823,249**
REVENUES

	2022-2023 BUDGET	2023-2024 BUDGET	VARIANCE increase (decrease)	Comments
STATE & FEDERAL REVENUES				
Head Start/EHS Program Operations	35,008,308	35,947,237	938,929	COLA 2022
Head Start/EHS Training & Technical Assistance	521,532	521,532	-	
Estimated Child & Adult Care Food Program	2,306,410	2,301,525	(4,885)	CACFP Contract Adjustments for 2022-22
Estimated California Department of Education	10,178,901	10,068,106	(110,795)	CDE Contract Adjustments for 2022-23
TOTAL STATE & FEDERAL REVENUES	48,015,151	48,838,400	823,249	

SUMMARY - 2023-2024

TOTAL REVENUES	48,838,400
TOTAL BUDGETED EXPENDITURES	48,838,400
DIFFERENCE	-
ESTIMATED HS/EHS ADMINISTRATIVE COST RATE:	13.10%



RESOLUTION # 2022-31

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

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met in-person and virtually on October 26, 2022, at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the Head Start and State Child Development Division has requested to submit an Annual Application for the Head Start / Early Head Start Kern (09CH011132), for budget year 2023-2024; and

WHEREAS, the Head Start and State Child Development Division has requested to submit an Annual Application with the budget detail including \$35,947,237 in base funding and \$521,532 Training and Technical Assistance Funding; and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the Head Start and Early Head Start contract; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a Change of Scope Request for the Consolidation of all Head Start and Early Head Start grants; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK’s representative signatory with regard to the submission the 2023-2024 refunding application for the Head Start and Early Head Start grant.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 26th day of October 2022.

Fred Plane, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Budget & Finance Committee



From: Wilfredo Cruz, Energy Program Administrator

Date: October 19, 2022

Subject: *Agenda Item 4d*: Resolution to Approve the Submission of the 2023 Low Income Home Energy Assistance Program (LIHEAP) Contract 23B-5012 – **Action Item**

On October 13, 2022, the California Department of Community Services and Development (CSD) provided the Energy Program with the 2023 LIHEAP contract. The contract provides funding to assist qualified low-income Kern County residents with Utility Assistance and Weatherization services. The contract period will be from November 1, 2022 through June 30, 2024 with an initial allocation of \$7,083,340. This initial amount is slightly smaller than the initial amount for the LIHEAP 2022 contract (\$7,129,494), a minimal decrease of 0.6% (\$46,154), and within a reasonable range for annual fluctuations.

The contract allows CAPK's Energy Program to assist eligible low-income Kern County households with their heating and cooling energy costs, bill payment assistance, energy crisis assistance, weatherization and energy related home repairs at no cost to the participants. This program supports the federal and state efforts to answer the concerns of rising energy prices and to assist low-income households with heating and cooling costs. The work 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 federal contract, a Board Resolution must be submitted with the contract package.

Recommendation:

Staff recommends that the Board of Directors approve with Resolution, the 2023 LIHEAP contract number 23B-5012 and authorize the Chief Executive Officer to execute the contract and any future amendments.

Attachments:

Resolution #2022-33

CSD LIHEAP Contract #23B-5012



RESOLUTION # 2022-33

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the 2023 LIHEAP Contract

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met both in-person and virtually on October 26, 2022, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the State of California Department of Community Services and Development has made available LIHEAP funds for 2023; and

WHEREAS, the State of California Department of Community Services and Development has offered a 2023 LIHEAP Contract to the Partnership; and

WHEREAS, the State of California Department of Community Services and Development requires that an authorized signatory be named for the 2023 LIHEAP contract.

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to act on behalf of the Board as the Partnership’s representative signatory with regard to the submission of the 2023 LIHEAP Contract and any subsequent amendments during the contract period.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 26th day of October 2022.

Fred Plane, Chair
CAPK Board of Directors

Date

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD. 213 (Rev 03/2019) CSD (Rev 07/2019)

AGREEMENT NUMBER

23B-5012

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: November 1, 2022 through June 30, 2024

3. The maximum amount of this Agreement is: Total \$7,083,340.00

4. The parties agree to comply with the terms and conditions of the following exhibits that are by this reference made a part of the Agreement:

Preamble*

Article 1 - Scope of Work*

Article 2 - Contract Administration and Procedure*

Article 3 - Contract Changes*

Article 4 - Administrative Policies and Procedures*; Article 5 - Administrative and Program Expenditures R

Article 6 - Reporting Policies and Procedures*; Article 7 - Program Policies and Procedures*;

Article 8 - Program Implementation*; Article 9 - Training, Licensing and Certifications*;

Article 10 - Compliance Policies and Procedures*; Article 11 - Federal and State Policy Provisions*;

Article 12 - General Terms and Conditions GTC 04/2017* ; Article 13 - Definitions*;

Article 14 - Table of Forms and Documents Incorporated by Reference*

Items shown with an Asterisk (*) are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be accessed at <https://agencies.csd.ca.gov/>.

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

CONTRACTOR				California Department of General Services Approval (or exemption, if applicable)	
CONTRACTOR NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i>					
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	
STATE OF CALIFORNIA					
CONTRACTING AGENCY NAME					
Department of Community Services and Development					
CONTRACTING AGENCY ADDRESS		CITY	STATE	ZIP	
2389 Gateway Oaks Drive, Suite 100		Sacramento	CA	95833	
PRINTED NAME OF PERSON SIGNING		TITLE			
Chris Vail		Chief Financial Officer			
CONTRACTING AGENCY 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.					



MEMORANDUM

To: Board of Directors

From: Tracy Webster, Chief Financial Officer *Tracy Webster*

Date: October 19, 2022

Subject: *Agenda Item 4e:* Resolution to Approve the Submission of the Community Project Funding (CPF) for the CAPK Food Bank Expansion Grant B-22-CP-CA-0119 – **Action Item**

As previously reported, U.S. Representative David Valadao advocated for funding to support the CAPK Food Bank expansion. As a result of his advocacy, Congress made available grants for the Economic Development Initiative for the purposes of Community Project Funding/Congressionally Directed Spending in the Consolidated Appropriations Act, 2022. These Community Project Funding (CPF) awards are directly awarded and administered by the Department of Housing and Urban Development (HUD).

The amount awarded for the purpose of the CAPK Food Bank Expansion with Grant B-22-CP-CA-0119 is \$3,000,000. The contract period for this grant will be the date of grant obligation through August 31, 2030. However, it is expected that CAPK will achieve all contract obligations and fully expend this grant in the completion of the Food Bank expansion by the second quarter of 2023.

This contract will allow CAPK to complete the capital investment required to expand the Food Bank by 40,000 square feet. The Food Bank expansion is intended to meet the food insecurity needs of the Kern County community. The work connects to CAPK's mission and Strategic Goal 1, increasing access to healthy, affordable food to support the health of the communities 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 Department of Housing and Urban Development's Community Project Funding Grant B-22-CP-CA-0119 and authorize the Chief Executive Officer to execute the contract and any future amendments.

Attachments:

Resolution #2022-34

HUD Community Project Funding Grant #B-22-CP-CA-0119



RESOLUTION # 2022-34

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the 2022 Community Project Funding (CPF) Contract

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met in-person and virtually on October 26, 2022, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the U.S. Department of Housing and Urban Development has made available Community Project Funding (CPF) funds for 2022; and

WHEREAS, the U.S. Department of Housing and Urban Development has offered a 2022 Community Project Funding (CPF) Contract to the Partnership for the purposes of the Food Bank Expansion Project; and

WHEREAS, the U.S. Department of Housing and Urban Development requires that an authorized signatory be named for the 2022 Community Project Funding (CPF) contract.

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to act on behalf of the Board as the Partnership’s representative signatory with regard to the submission of the 2022 Community Project Funding (CPF) Contract and any subsequent amendments during the contract period.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 26th day of October 2022.

Fred Plane, Chair
CAPK Board of Directors

Date

**FY 2022 COMMUNITY PROJECT FUNDING
GRANT AGREEMENT NO. B-22-CP-CA-0119**

Grantee Name: Community Action Partnership of Kern

Grantee Address: 5005 Buisness Park North Bakersfield, CA 93309

Grantee's Unique Entity Identifier (UEI):

Federal Award Identification Number (FAIN) B-22-CP-CA-0119

Assistance Listing Number and Name 14.251 Economic Development Initiative,
Community Project Funding, and Miscellaneous Grants

Period of Performance/Budget Period Start Date Date of grant obligation

Period of Performance/Budget Period End Date August 31, 2030

This Grant Agreement between the Department of Housing and Urban Development (HUD) and Community Action Partnership of Kern (the Grantee) is made pursuant to the authority of the Consolidated Appropriations Act, 2022 (Public Law 117-103) and the Explanatory Statement for Division L of that Act, 2022, which was printed in the House section of the Congressional Record on March 9, 2022 (Explanatory Statement). This Grant Agreement includes and incorporates the Grantee's assurances and certifications, which are attached as Appendix 9.

In reliance upon and in consideration of the mutual representations and obligations under this Grant Agreement, HUD and the Grantee agree as follows:

ARTICLE I. Definitions

The definitions at 2 CFR 200.1 apply to this Grant Agreement, except where this Grant Agreement specifically states otherwise.

Grant obligation, for the purpose of this Grant Agreement, refers to the date the designated HUD official signs this Grant Agreement.

Grantee, for the purpose of this Grant Agreement, may also be referred to as “recipient.”

ARTICLE II. Total Grant Amount

Subject to the provisions of the Grant Agreement, HUD will make grant funds in the amount of \$3,000,000 available to the Grantee.

ARTICLE III. Award-Specific Requirements

A. Federal Award Description. The Federal funds provided under this Grant Agreement (Grant Funds) must be used for the Grantee’s “project” as identified in the table included in the Explanatory Statement and as further described in the project narrative in Appendix 1 to this Grant Agreement. The project narrative in Appendix 1 may be amended in accordance with conditions under 2 CFR 200.308, provided that the Grantee does not change its project in a manner that would conflict with the express language of the Explanatory Statement.

B. Approved Budget. The Grantee's approved budget in Appendix 2 to this Grant Agreement is the most recent line-item budget submitted by the Grantee and approved by HUD for this project. The Grantee may change the amounts budgeted for each activity only as provided by 2 CFR 200.308 and this Grant Agreement.

C. Changes to Project Narrative or Budget. To request HUD's approval for a change in the project narrative or budget, the Grantee must submit a formal letter to the Director of HUD's Office of Economic Development - Congressional Grants Division through the assigned Grant Officer. The letter, submitted by email to the assigned Grant Officer, must include both justification for the change and a revised line-item budget that includes the requested change. The Grantee is prohibited from changing its budget in a manner that would conflict with the express language of the Explanatory Statement or the cost limitations provided in Article III, paragraphs C and D of this Grant Agreement. The assigned Grant Officer for this grant is provided in the Award Letter for this grant and found on HUD's website.

The HUD Office of Economic Development – Congressional Grants Division will notify the Grantee in writing, by email, whether HUD approves or disapproves the change and revised budget. If approved, the Grantee must update its budget information in Disaster Recovery Grant Reporting (DRGR) before the Grantee expends Grant Funds in accordance with an approved change.

D. Unless explicitly stated in the Explanatory Statement and documented in the approved budget in Appendix 2, no more than 20 percent of the total grant amount may be used for planning and management development costs, as described under 24 CFR 570.205, or administrative costs, as described under 24 CFR 570.206. Program income and eligible activities identified in the description of the Grantee's "project" in the Explanatory Statement are not subject to this spending limit.

This Grant Agreement is not otherwise subject to the Community Development Block Grant regulations at 24 CFR part 570 or Title I of the Housing and Community Development Act of 1974.

E. The Grantee may not use any grant funds to reimburse costs incurred before the date HUD signed this Grant Agreement.

F. As authorized under 2 CFR 200.307(e)(2), program income must be used for the purposes and under the conditions of this Grant Agreement. In accordance with 2 CFR 200.307(b), costs incidental to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the grant.

G. The Grantee must use the Grant Funds only for costs (including indirect costs) that meet the applicable requirements in 2 CFR part 200 (including appendices). The Grantee's indirect cost rate information is as provided in Appendix 3 to this Grant Agreement. Unless the Grantee is an Institution of Higher Education,

the Grantee must immediately notify HUD upon any change in the Grantee's indirect cost rate during the Period of Performance, so that HUD can amend the Grant Agreement to reflect the change if necessary. Consistent with 2 CFR Part 200,

Appendix III (C.7), if the Grantee is an Institution of Higher Education and has a negotiated rate in effect on the date this Grant Agreement is signed by HUD, the Grantee may use only that rate for its indirect costs during the Period of Performance.

H. The Grantee must comply with any specific award conditions that HUD may attach to this Grant Agreement as provided by 2 CFR 200.208. If applicable, these conditions will be listed or added as Appendix 5 to this Grant Agreement.

I. The Grantee is responsible for managing the project and ensuring the proper use of the Grant Funds. The Grantee is also responsible for ensuring the completion of the project, the grant closeout, and compliance with all applicable federal requirements.

The Grantee may subaward all or a portion of its funds to one or more subrecipients, as identified in the Project Narrative (Appendix 1) or as may be approved by HUD in accordance with 2 CFR 200.308. Subawards are subject to the requirements that apply to pass-through entities under 2 CFR Part 200, including 2 CFR 200.332, and other requirements provided by this Grant Agreement. The Grantee is responsible for ensuring each subrecipient complies with all requirements under this Grant Agreement, including the general federal requirements in Article IV.

ARTICLE IV. General Federal Requirements

A. If the Grantee is a unit of general local government, a State, an Indian Tribe, or an Alaskan Native Village, the Grantee is the Responsible Entity (as defined in 24 CFR part 58) and agrees to assume all of the responsibilities for environmental review and decision-making and action, as specified and required in regulations issued by the Secretary pursuant to the Multifamily Housing Property Disposition Reform Act of 1994 and published in 24 CFR Part 58.

B. If the Grantee is a housing authority, redevelopment agency, academic institution, hospital or other non-profit organization, the Grantee shall request the unit of general local government, Indian Tribe or Alaskan Native Village, within which the project is located and which exercises land use responsibility, to act as Responsible Entity and assume all of the responsibilities for environmental review and decision-making and action as specified in paragraph A above, and the Grantee shall carry out all of the responsibilities of a grantee under 24 CFR Part 58.

C. After Grantee's receipt of the Letter of Invitation for this grant, neither the Grantee nor any of its contractors, subrecipients and other funding and development partners may commit or expend grant funds or local funds for project activities (other than for planning, management, development and administration activities)

until one of the following occurs: (i) the Responsible Entity has completed the environmental review procedures required by 24 CFR part 58, and HUD has approved the environmental certification and given a release of funds; (ii) the Responsible Entity has determined that the activities are exempt under 24 CFR 58.34 or are categorically excluded and not subject to compliance with environmental laws under 24 CFR 58.35(b); or (iii) HUD has performed an environmental review under 24 CFR part 50 and has notified Grantee in writing of environmental approval of the activities.

D. Following completion of the environmental review process, the Grantee (recipient) shall exercise oversight, monitoring, and enforcement as necessary to assure that decisions and mitigation measures adopted through the environmental review process are carried out during project development and implementation.

E. The Grantee must comply with the generally applicable HUD and CPD requirements in 24 CFR Part 5, subpart A, including all applicable fair housing, and civil rights requirements. If the Grantee is a Tribe or a Tribally Designated Housing Entity (TDHE) as established under 24 CFR 1000.206, the Grantee must comply with the nondiscrimination requirements in 24 CFR 1000.12 in lieu of the nondiscrimination requirements in 24 CFR 5.105(a). The Grantee must report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of the Grantee's project, consistent with the instructions and forms provided by HUD in order to carry out its responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987 (e.g. HUD-27061).

F. The Grantee must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 CFR part 200, as may be amended from time to time. If 2 CFR part 200 is amended to replace or renumber sections of part 200 that are cited specifically in this Grant Agreement, the part 200 requirements as renumbered or replaced by the amendments will govern the obligations of HUD and the Grantee after those amendment become effective.

G. The Grantee must comply with the Award Term in Appendix A to 2 CFR Part 25 ("System for Award Management and Universal Identifier Requirements") and the Award Term in Appendix A to 2 CFR Part 170 ("Reporting Subawards and Executive Compensation"), which are hereby incorporated into and made part of this Grant Agreement.

H. If the Total Grant Amount, as provided in Article II of this Grant Agreement, is greater than \$500,000, the Grantee must comply with the Award Term and Condition for Grantee Integrity and Performance Matters in Appendix 4 to this Grant Agreement.

I. Unless the Grantee is exempt from the Byrd Amendment as explained below, the Grantee must comply with the provisions of Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment) and 24 CFR Part 87, which prohibit recipients of Federal contracts, grants, or loans from using appropriated funds for lobbying the executive or legislative branches of the Federal Government in connection with a specific contract, grant, loan, or cooperative agreement. The Grantee must include in its award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements), the requirements for the certification required by Appendix A to 24 CFR Part 87 and for disclosure using Standard Form- LLL (SF-LLL), "Disclosure of Lobbying Activities." In addition, the Grantee must obtain the executed certification required by Appendix A and an SF-LLL from all covered persons. "Person" is as defined by 24 CFR Part 87. Consistent with these requirements, the Grantee must sign the certification that is included in Appendix 8 and return it to HUD with this signed agreement.

Federally recognized Indian tribes and TDHEs established by Federally recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage of the Byrd Amendment. State-recognized Indian tribes and TDHEs established only under state law must comply with this requirement.

J. The Grantee must comply with drug-free workplace requirements in Subpart B of 2 CFR Part 2429, which adopts the governmentwide implementation (2 CFR Part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988, Pub. L. 100-690, Title V, Subtitle D (41 U.S.C. 701-707).

K. The Grantee must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) as implemented by regulations at 49 CFR Part 24. The URA applies to acquisitions of real property and relocation occurring as a direct result of the acquisition, rehabilitation, or demolition of real property for Federal or Federally funded programs or projects. Real property acquisition that receives Federal financial assistance for a program or project, as defined in 49 CFR 24.2, must comply with the acquisition requirements contained in 49 CFR part 24, subpart B. Unless otherwise specified in law, the relocation requirements of the URA and its implementing regulations at 49 CFR part 24, cover any displaced person who moves from real property or moves personal property from real property as a direct result of acquisition, rehabilitation, or demolition for a program or project receiving HUD financial assistance

L. If grant funds are used for purchase, lease, support services, operation, or work that may disturb painted surfaces, of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead- based paint rules (Lead Disclosure; and Lead Safe Housing (24 CFR part 35)), and EPA's lead- based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

M. The Grantee must comply with Section 3 of the Housing and Urban Development Act of 1968 (Section 3), 12 U.S.C. 1701u, and HUD's regulations at 24 CFR Part 75, as applicable, including the reporting requirements in 24 CFR 75.25. Grants made to Tribes and TDHEs are subject to Indian Preference requirements in Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b)). As stated in 24 CFR 75.3(c), grants to Tribes and TDHEs are subject to Indian Preference requirements in lieu of Section 3. Grantees that are not exempt from Section 3 must submit annual reports of Section 3 accomplishment Performance Measures in DRGR in January of the calendar year. This report reflects Section 3 accomplishments for the previous calendar year.

N. The Grantee must not use any Grant Funds to support any Federal, state, or local project that seeks to use the power of eminent domain, unless eminent domain is employed only for a public use. Public use includes use of funds for mass transit, railroad, airport, seaport, or highway projects, and utility projects which benefit or serve the general public (including energy-related, communication-related, water-related, and waste water-related infrastructure), other structures designated for use by the general public or with other common-carrier or public-utility functions that serve the general public and are subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfields, as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Pub. L. 107-118). Public use does not include economic development that primarily benefits private entities.

O. The Grantee must not use any Grant Funds to maintain or establish a computer network that does not block the viewing, downloading, and exchanging of pornography. This requirement does not limit the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

P. The Grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, if applicable to the Grantee's project. Pursuant to HUD's Notice, "General Applicability Waiver of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (87 FR 26219), any funds obligated by HUD and the Grantee on or after November 14, 2022, are subject to BABA requirements, unless excepted by a waiver.

For Tribal recipients/Grantees, including Tribes and TDHEs, HUD's Notice, "General Applicability Waiver of Build America, Buy America Provisions as Applied to Tribal Recipients of HUD Federal Financial Assistance" (87 FR 26221), establishes that any funds obligated by HUD and the Grantee on or after May 14, 2023, are subject to BABA requirements, unless excepted by a waiver.

Additional information on BABA will be available at
https://www.hud.gov/program_offices/general_counsel/BABA

Q. The Grantee must administer its Grant Funds in accordance with the Conflict of Interest requirements set forth in Appendix 6 of this Grant Agreement.

R. The Grantee must comply with the governmentwide debarment and suspension requirements in 2 CFR part 180 as incorporated and supplemented by HUD's regulations at 2 CFR Part 2424.

S. The Grantee must comply with the award term and condition regarding trafficking in persons in Appendix 7 of this Grant Agreement.

ARTICLE V. Drawdown Requirements

A. The Grantee may not draw down grant funds until HUD has received and approved any certifications and disclosures required by 24 CFR 87.100 concerning lobbying, if applicable.

B. The Grantee must use HUD's Disaster Recovery Grant Reporting (DRGR) system to draw down grant funds and report to HUD on activities.

C. The Grantee must enter activity and budget information in DRGR that is consistent with the activities and budget HUD approved under this Grant Agreement and complies with HUD's instructions for entering information in DRGR found in the document titled "Grant Award Instructions" that accompanies the Grant Agreement.

D. The Grantee must only enter activities in DRGR that are described in the Approved Budget (Appendix 2).

E. The Grantee must expend all Grant funds in accordance with the activity and budget information in DRGR.

F. Each drawdown of grant funds constitutes a representation by the Grantee that the funds will be used in accordance with this Grant Agreement.

G. The Grantee must use DRGR to track the use of program income and must report the receipt and use of program income in the reports the Grantee submits to HUD under Article IV of this Grant Agreement. The Grantee must expend program income before drawing down grant funds through DRGR.

H. Notwithstanding any other provision of this grant agreement, HUD will not be responsible for payment of any grant funds after the date Treasury closes the account in accordance with 31 U.S.C. § 1552. Because Treasury may close the account up to one week before the September 30 date specified by 31 U.S.C. § 1552, the grantee is advised to make its final request for payment under the grant no later than September 15, 2030.

ARTICLE VI. Program-Specific Reporting Requirements.

In addition to the general reporting requirements that apply under other provisions of this Agreement, the following program-specific reporting requirements apply to the Grantee:

A. The Grantee must submit a performance report in DRGR on a semi-annual basis and must include a completed Federal financial report as an attachment to each performance report in DRGR. Performance reports shall consist of a narrative of work accomplished during the reporting period. During the Period of Performance, the Grantee must submit these reports in DRGR no later than 30 calendar days after the end of the 6-month reporting period. The first of these reporting periods begins on the January or June after the date this Grant Agreement is signed by HUD.

B. The performance report must contain the information required for reporting program performance under 2 CFR 200.329(c)(2) and (d), including a comparison of actual accomplishments to the objectives indicated in the Grantee's project narrative, the reasons why established goals were not met, if appropriate, and additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

C. The performance reports must contain the information required for reporting program performance under 2 CFR 200.329(c)(2) and (d), including a comparison of actual accomplishments to the objectives indicated in the Grantee's Project Narrative (Appendix 1), the reasons for slippage if established objectives were not overruns.

D. Financial reports must be submitted using DRGR or such future collections HUD may require and as approved by OMB and listed on the Grants.gov website <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>

E. The performance and financial reports will undergo review and approval by HUD. If a report submission is insufficient, HUD will reject the report in DRGR and identify the corrections the Grantee must make.

F. No drawdown of funds will be allowed through DRGR while the Grantee has an overdue performance or financial report.

G. The Grantee must report and account for all property acquired or improved with Grant Funds as provided by 2 CFR part 200 using the applicable common forms approved by OMB and provided on the Grants.gov website <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>

This reporting obligation includes submitting status reports on real property at least annually as provided by 2 CFR 200.330, accounting for real and personal property acquired or improved with Grant Funds as part of Project Closeout, and promptly submitting requests for disposition instructions as provided by 2 CFR 200.311(c), 200.313(e), and 200.314(a).

ARTICLE VII. Project Closeout.

A. The grant will be closed out in accordance with 2 CFR part 200, as may be amended from time to time, except as otherwise specified in this Grant Agreement.

B. The Grantee must submit to HUD a written request to closeout the grant no later than 30 calendar days after the Grantee has drawn down all Grant funds and completed the activities described in the Project Narrative (Appendix 1). HUD will then send the Closeout Agreement and Closeout Certification to the Grantee.

C. At HUD's option, the Grantee may delay initiation of project closeout until the resolution of any findings as a result of the review of semi-annual activity reports in DRGR. If HUD exercises this option, the Grantee must promptly resolve the findings.

D. The Grantee recognizes that the closeout process may entail a review by HUD to determine compliance with the Grant Agreement by the Grantee and all participating parties. The Grantee agrees to cooperate with any HUD review, including reasonable requests for on-site inspection of property acquired or improved with Grant Funds. E. No later than 120 calendar days after the Period of Performance, Grantee shall provide to HUD the following documentation:

1. A Certification of Project Completion.
2. A Grant Closeout Agreement.
3. A final financial report giving the amount and types of project costs charged to the grant (that meet the allowability and allocability requirements of 2 CFR part 200, subpart E); a certification of the costs; and the amounts and sources of other project funds.
4. A final performance report providing a comparison of actual accomplishments with each of the project commitments and objectives in the approved application, the reasons for slippage if established objectives were not met and additional pertinent information including explanation of significant cost overruns.
5. A final property report, if specifically requested by HUD at the time of closeout.

ARTICLE VIII. Default.

A default under this Grant Agreement shall consist of any use of grant funds for a purpose other than as authorized by this Grant Agreement, any noncompliance with statutory, regulatory, or other requirements applicable to the Grant Funds, any other material breach of this Grant Agreement, or any material misrepresentation in the Grantee's submissions to HUD in anticipation of this award. If the Grantee fails to comply with the terms and conditions of the Grant Agreement, HUD may adjust specific conditions of this Grant Agreement as described in 2 CFR part 200, as may be amended from time to time. If HUD determines that noncompliance cannot be remedied by imposing additional conditions, HUD may take one or more of the remedies for noncompliance described in 2 CFR part 200, as may be amended from time to time. HUD may also terminate all or a part of this award as provided by 2 CFR 200.340 and other applicable provisions of 2 CFR part 200, as may be amended from time to time. Nothing in this Grant Agreement shall be construed as creating or justifying any claim against the federal government or the Grantee by any third party.

ARTICLE IX. HUD Contact Information.

Except where this Grant Agreement specifically states otherwise, all requests, submissions, and reports the Grantee is required to make to HUD under this Grant Agreement must be made in writing via email CPFGrants@hud.gov

This agreement is hereby executed on behalf of the parties as follows:

GRANTEE

(Name of Organization)

BY: _____
(Signature of Authorized Official)

Jeremy T. Tobias, Chief Executive Officer
(Typed Name and Title of Authorized Official)

(Date)

HUD

BY: _____
Robin J. Keegan,
Deputy Assistant Secretary for Economic Development

(Date)

APPENDIX 1 – Project Narrative

APPENDIX 2 – Approved Budget

APPENDIX 3 – Grantee’s Indirect Cost Rate Information

OPTION 1: The Grantee will not use an indirect cost rate to charge its indirect costs to the grant. [This option must be checked if the Grantee has not provided its indirect cost rate information to HUD as specified in the Community Project Funding Grant Guide.]

OPTION 2: The Grantee is authorized to use the indirect cost rate(s) identified in the table below to charge its indirect costs to the grant, provided that each rate identified meets the applicable requirements under 2 CFR part 200 (including appendices).

Agency/Dept./Major Function	Indirect cost rate	Direct Cost Base
	%	
	%	

[This schedule must include each indirect cost rate that will be used to calculate the Grantee’s indirect costs under the grant. The schedule must also specify the type of direct cost base to which each included rate applies (for example, Modified Total Direct Costs (MTDC)). Do not include indirect cost rate information for subrecipients.

For government entities, enter each agency or department that will carry out activities under the grant, the indirect cost rate applicable to each department/agency (including if the de minimis rate is used per 2 CFR 200.414), and the type of direct cost base to which the rate will be applied.

For nonprofit organizations that use the Simplified Allocation Method for indirect costs or elects to use the de minimis rate of 10% of Modified Total Direct Costs in accordance with 2 CFR 200.414, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.

For nonprofit organizations that use the Multiple Allocation Base Method, enter each major function of the organization for which a rate was developed and will be used under the grant, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.]

APPENDIX 4 –

Award Term and Condition for Grantee Integrity and Performance Matters

Reporting of Matters Related to Grantee Integrity and Performance

1. General Reporting Requirement

If the total value of the Grantee's currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then during that period of time the Grantee must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

2. Proceedings About Which Grantee Must Report

During any period of time when the Grantee is subject to the requirement in paragraph 1 of this award term and condition, the Grantee must submit the information required about each proceeding that:

- a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- b. Reached its final disposition during the most recent five-year period; and
- c. Is one of the following:
 - (1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
 - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 - (3) An administrative proceeding, as defined in paragraph 5. of this award term and condition, that resulted in a finding of fault and liability and the Grantee's payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
 - (4) Any other criminal, civil, or administrative proceeding if:
 - (i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;

(ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the Grantee's part; and

(iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting Procedures

During any period of time when the Grantee is subject to the requirement in paragraph 1 of this award term and condition, the Grantee must enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. The Grantee does not need to submit the information a second time under assistance awards that the Grantee received if the Grantee already provided the information through SAM because the Grantee was required to do so under Federal procurement contracts that the Grantee was awarded.

4. Reporting Frequency

During any period of time when the Grantee is subject to the requirement in paragraph 1 of this award term and condition, the Grantee must report proceedings information through SAM for the most recent five-year period, either to report new information about any proceeding(s) that the Grantee has not reported previously or affirm that there is no new information to report. If the Grantee has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, the Grantee must disclose semiannually any information about the criminal, civil, and administrative proceedings.

5. Definitions

For purposes of this award term and condition:

a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

c. Total value of currently active grants, cooperative agreements, and procurement contracts includes—

(1) Only the Federal share of the funding under any Federal award with a cost share or match requirement; and

(2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

APPENDIX 5 – Specific Award Conditions
[NONE]

APPENDIX 6 – Conflict of Interest Requirements

1. *Conflicts Subject to Procurement Regulations.* When procuring property or services, the grantee and its subrecipients shall comply with the applicable conflict-of-interest rules in 2 CFR 200.317 and 2 CFR 200.318(c). In all cases not governed by 2 CFR 200.317 and 2 CFR 200.318(c), the Grantee and its subrecipients must follow the requirements contained in paragraphs 2-5 below.

2. *General prohibition.* No person who is an employee, agent, consultant, officer, or elected or appointed official of the Grantee or subrecipient and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have a financial interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including a stepparent), child (including a stepchild), sibling (including a stepsibling), grandparent, grandchild, and in-laws of a covered person.

3. *Exceptions.* HUD may grant an exception to the general prohibition in paragraph (ii) upon the Grantee's written request and satisfaction of the threshold requirements in paragraph (iv), if HUD determines the exception will further the Federal purpose of the award and the effective and efficient administration of the Grantee's project, taking into account the cumulative effects of the factors in paragraph (v).

4. *Threshold requirements for exceptions.* HUD will consider an exception only after the Grantee has provided the following documentation:

- a. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how that disclosure was made; and
- b. An opinion of the Grantee's attorney that the interest for which the exception is sought would not violate state or local law.

5. *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the Grantee has satisfactorily met the threshold requirements in paragraph (iii), HUD will consider the cumulative effect of the following factors, where applicable:

- a. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
- b. Whether an opportunity was provided for open competitive bidding or negotiation;
- c. Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception

will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;

d. Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process regarding the assisted activity in question;

e. Whether the interest or benefit was present before the affected person was in a position as described in paragraph (ii);

f. Whether undue hardship will result either to the Grantee or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and

g. Any other relevant considerations.

6. *Disclosure of potential conflicts of interest.* The Grantee must disclose in writing to HUD any potential conflict of interest.

APPENDIX 7 – Award Term and Condition Regarding Trafficking in Persons

The following award term and condition, which is required by 2 CFR part 175, applies as written:

a. Provisions applicable to a grantee that is a private entity.

1. You as the grantee, your employees, subrecipients under this award, and subrecipients' employees may not—

- i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
- ii. Procure a commercial sex act during the period of time that the award is in effect; or
- iii. Use forced labor in the performance of the award or subawards under the award.

2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity:

- i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
- ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—

A. Associated with performance under this award; or

B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by HUD at 2 CFR 2424.

b. Provision applicable to a grantee other than a private entity.

We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or

2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either:

- i. Associated with performance under this award; or
- ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by HUD at 2 CFR 2424.

c. Provisions applicable to any grantee.

- 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
- 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
- 3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. Definitions. For purposes of this award term:

- 1. “Employee” means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
- 2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3. “Private entity”:

i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.

ii. Includes:

A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).

B. A for-profit organization.

4. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

APPENDIX 8 – Grantee's Assurances and Certifications

Included under this Appendix 9 are:

- ☐ Grantee's Certification Regarding Lobbying
- ☐ Grantee's Standard Form SF 424 B, Assurances for Nonconstruction Programs
- ☐ Grantee's Standard Form SF 424 D, Assurances for Construction Programs.
- ☐ Grantee's Standard Form SF- LLL Disclosure of Lobbying Activities
- ☐ Grantee's Request for Release of Funds Form 7015.15 and Certification

Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

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

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

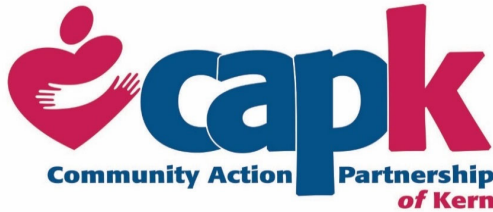
(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(Signature of Authorized Official)

Jeremy T. Tobias, Chief Executive Officer
(Typed Name and Title of Authorized Official)

(Date)



BUDGET AND FINANCE COMMITTEE

OCTOBER 19, 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
<u>UNRESTRICTED</u>						
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
<u>RESTRICTED</u>						
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	22VITAA0297	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

**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
LIHWAP (LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM)	537,098	93.499	21Z-9556	04/01/22 - 08/31/23	124	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085 8,241 600,085	93.575	CCTR - 1057 CCTR - 1057 CCTR - 2058	07/01/21 - 06/30/22 07/01/21 - 06/30/22 07/01/22 - 06/30/23	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855 275,855	93.596	CCTR - 1057 CCTR - 2058	07/01/21 - 06/30/22 07/01/22 - 06/30/23	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 138,128 5,411,000	93.575	CMAP - 1000 CMAP - 1000 CMAP - 2000	07/01/21 - 06/30/22 07/01/21 - 06/30/22 07/01/22 - 06/30/23	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 CAPABILITY	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

**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
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
LOCAL FOOD PURCHASE ASSISTANCE PROGRAM (LFPA)	815,097	10.182			131	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
ESG CARES ACT HOMELESS SERVICES	3,800,000	14.231	752-2020	3/1/2020 - 9/30/2022	141	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COMMUNITY PLANNING AND DEVELOPMENT, EMERGENCY SHELTER GRANTS PROGRAM CARES, COUNTY OF KERN
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 1,212,423	21.027		4/1/2022 - 6/30/2022 7/1/2022 - 6/30/2023	142-000	U S DEPT OF TREASURY 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)	398,229	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)	4,101,059	10.557	19 - 10139	10/01/21 - 09/30/22	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
ASTHO VACCINE EQUITY PROJECT	425,000	93.185	00-FE-3400-01-00	05/01/22 - 07/30/22	151	US DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS OF DISEASE CONTROL AND PREVENTION, ASSOCIATION OF STATE AND TERRITORIAL HEALTH OFFICIALS (ASTHO)
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM	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
HUD COMMUNITY PROJECT FUNDING - FOOD BANK EXPANSION	3,000,000	14.251	B-22-CP-CA-0119	11/01/22 - 08/31/30	168	DEPARTMENT OF URBAN HOUSING AND DEVELOPMENT
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
BCSD CA SCHOOL COMMUNITY PARTNERSHIP	500,000	N/A		08/03/2022 - 06/30/2027	205	STATE OF CALIFORNIA, DEPT OF EDUCATION, BAKERSFIELD CITY SCHOOL DISTRICT (BCSD)
CITY OF BAKERSFIELD CALVIP	578,731	N/A	2022-199	9/21/22-12/31/25	247	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, CITY OF BAKERSFIELD

**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
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 22,010,862		CMAF - 1000 CMAF - 2000	07/01/21 - 06/30/22 07/01/22 - 06/30/23	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,802,254 2,802,254		CCTR - 1057 CCTR - 2058	07/01/21 - 06/30/22 07/01/22 - 06/30/23	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	4,577,394 4,544,694		CSPP - 1123 CSPP - 2120	07/01/21 - 06/30/22 07/01/22 - 06/30/23	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	273,427 273,318		CMIG - 1004 CMIG - 2004	07/01/21 - 06/30/22 07/01/22 - 06/30/23	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	40,079 40,079		CMSS - 1004 CMSS - 2004	07/01/21 - 06/30/22 07/01/22 - 06/30/23	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	1,466,598		21T-1015	12/01/21 - 06/30/23	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

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

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PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
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
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 KERN, 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 KERN, FIRST 5 KERN
SIERRA FOUNDATION - ASTHMA MITIGATION	500,000		N/A	08/01/20 - 05/15/23	290	STATE OF CALIFORNIA, DEPARTMENT OF HEALTH CARE SVCS, SIERRA FOUNDATION
UNITED WAY STANISLAUS - CES	123,161 402,525			03/01/22 - 06/30/22 07/01/22 - 06/30/23	292	STATE OF CALIFORNIA, HOUSING HOMELESS ASSISTANCE AND PREVENTION, UNITED WAY OF STANISLAUS COUNTY
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 SERVICES
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

**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
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND
FRIENDSHIP HOUSE - ALBERTSONS STEM	4,868				531-266	ALBERTSONS COMPANIES FOUNDATION
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
FEEDING AMERICA SERVICE INSIGHTS	100,000		N/A		423	FEEDING AMERICA SERVICE INSIGHTS
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
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				
	<u>Food Bank</u>		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
	<u>Energy</u>						
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			
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	<u>Small Business Development</u>						
456	Bank of the West				X		
	<u>East Kern Family Resource Center</u>						
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		
	<u>Youth Services</u>						
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		
	<u>Census</u>						
273	County of Kern 2020 Census				X		
408	Sierra Foundation 2020 Census				X		
409	NALEO Education Foundation 2020 Census				X		
	<u>Homeless Services</u>						
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
	<u>2-1-1</u>						
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				
04/30/22	n/a				
05/31/22	n/a				
06/30/22	n/a				
07/31/22	n/a				
08/31/22	n/a				
09/30/22	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 increase 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	4.13%
04/01/22 - 6/30/22	90 days	\$ 221.16	5.35%
07/01/22 - 9/30/22	90 days	\$ 718.75	6.83%
10/01/22 - 12/31/22	90 days		

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 SEPTEMBER 30, 2022	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(231,688.07)
HEAD START/EARLY HEAD START	1,309,253.27
SUBTOTAL	1,077,565.20
CHILD DEVELOPMENT RESERVE No. 1	4,657.70
CHILD DEVELOPMENT RESERVE No. 2	19.00
GENERAL CHILD CARE	522,350.92
MIGRANT A/P	11,206,035.04
MIGRANT CHILD CARE	129,827.00
MIGRANT SPECIALIZED SERVICES	(1,201.03)
SAN JOAQUIN COE GENERAL CHILD CARE	231,231.95
STATE PRESCHOOL	2,964,055.22
SUBTOTAL	15,056,975.80
ANTHEM BLUE CROSS FOOD BANK	0.00
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	1,728.00
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(89,520.99)
EF&S	103,573.50
EFAP	(358,108.98)
FEEDING AMERICA CUSTOMER INSIGHTS	100,000.00
FEEDING AMERICA SENIOR HUNGER	(2,053.50)
FOOD BANK	(425,505.50)
FOOD BANK EXPANSION	(78,764.68)
FOOD BANK CAPACITY PROGRAM	3,497,892.18
FOOD BANK - STATE	112,848.59
KAISER	1,739.36
SENIOR FARMERS MARKET NUTRITION PROGRAM	18,451.31
WONDERFUL FOOD BANK EXPANSION	1,377,164.72
WONDERFUL FOUNDATION	105,266.64
SUBTOTAL	4,364,710.65
ENERGY	(248,514.15)
DOE WAP	57,552.85
LIHEAP	(1,679,517.60)
LIWHAP	(10,408.72)
PG&E	17,359.01
DAP (Disorgement Assistance Program)	0.13
TRANSFER NEGATIVE BALANCE	1,863,528.48
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	253,336.20
211 HOSPITAL PREPAREDNESS PROGRAM	0.00
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(28.50)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(5,021.97)
CAL FRESH	(6,113.90)
CALEITC	(21,065.66)
CAPK FOUNDATION	(200,141.92)
CITY OF BKFD HOMELESS HOUSING ASST & PREV (HHAP)	0.00
COST POOLS	49,749.92
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	1,125.98
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(493,704.58)
CSBG	(30,656.74)
CSBG CARES ACT	(288.40)
CSBG DISCRETIONARY	0.00
DIFFERENTIAL RESPONSE	(52,628.85)
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	4,160,929.67
EAST KERN FAMILY RESOURCE CENTER	21,652.33
ESG CARES ACT HOMELESS SERVICES	(1,398,837.60)
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(263,609.71)
ESG COORDINATED ENTRY SERVICE - COVID19	3,345.42
ASTHO VACCINE EQUITY	311,751.48
FIRST 5 KERN 211	(38,620.52)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(68,913.63)
FIRST 5 HELP ME GROW	(49,650.66)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(92,357.17)
FRIENDSHIP HOUSE	(14,079.77)
FUNDRAISING	275,059.44
GAAP FUND	0.00
GENERAL FUND	(498,816.48)
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(35,780.79)
Health Net	130,000.00
HOME VISIT INITIATIVE (CO OF KERN)	(160,613.73)
HOUSING FOR THE HARVEST STATE	(1,809.22)
HUD-COORDINATED ENTRY SYSTEM	(46,014.11)
COUNTY OF KERN - 211	(763.53)
INDIRECT FUND	(272,369.99)
IRS - VITA	(18,243.45)
TAX ASSISTANCE	30,949.26
M ST NAVIGATION CENTER	22,412.43
NEOPB CAL FRESH HEALTHY LIVING	(290,472.33)
POSITIVE YOUTH DEV SVC	(10,622.13)
POSITIVE YOUTH M	(73,602.95)
SHAFTER YOUTH CENTER	30,843.61
OASIS FAMILY RESOURCE CENTER	27,847.53
SIERRA FOUNDATION - ASTHMA MITIGATION	129,412.01
UNITED WAY 211	981.55
UW STANISLAUS CES	(20,330.09)
WELLS FARGO FOUNDATION	66,981.80
WIC	(593,496.26)
LESS: ENERGY NEGATIVE BALANCE	(1,863,528.48)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	(1,104,755.79)
TOTAL OPERATING CASH	19,396,495.86

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
September 30, 2022

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

OPERATING ACCOUNT
ACCOUNT NO: XXXXXX-X2976

BANK BALANCE AT	09/30/22		19,865,367.20
LESS: OUTSTANDING CHECKS		641,684.32	
ADJUSTED BANK BALANCE AT	09/30/22		19,223,682.88
GENERAL LEDGER BALANCE AT	08/31/22		15,528,020.71
ADD: DEPOSITS		1,129,111.87	
US TREAS DRAWDOWNS		8,938,515.87	
FUNDS FROM OTHER GRANTS		2,020,144.45	
TRANSFERS FROM RESTRICTED ACCOUNTS		-	
ADP /HEALTH EQUITY REFUND		582.40	
REIMBURSEMENT OF ALTERED PAYEE		-	
		-	
		-	
		-	
		-	
LESS: CHECKS		2,388,817.84	
ADP PAYROLL 9/09/22		2,361,808.84	
ADP PAYROLL 9/23/22		1,525,341.32	
EFTS FOR HRA/HSA/ STD/403B		280,425.95	
REC LOAN PRINCIPAL/INT EXPENSES		103,024.44	
TRANSFERS FROM RESTRICTED ACCOUNTS		-	
CREDIT CARD		29,362.23	
BANK FEES			
ACH VOUCHERS		1,703,911.80	
GENERAL LEDGER BALANCE AT	09/30/22		19,223,682.88

DIFFERENCE: -

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 10/07/2022

APPROVED BY: *Nancy Webster*

TITLE: Chief Financial Officer

DATE: Oct 7, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION*
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2022

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING: 09/30/22 1,080,494.31

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 09/30/22 1,080,494.31

BALANCE PER G/L 08/31/22 1,008,619.58

ADD: DEPOSITS 0.00

INTEREST 335.58

ROUNDING ERROR 0.00

BANK ACCOUNT TRANSFER FROM GENERAL FUND 71,539.15

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 09/30/22 1,080,494.31

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: 10/04/22

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Oct 4, 2022

**COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT****

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
September 30, 2022**

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 09/30/22 576,949.76

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 09/30/22 576,949.76

BALANCE PER G/L 08/31/22 571,697.78

ADD: DEPOSITS 5,064.00

INTEREST 187.98

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 09/30/22 576,949.76

* December 2009 name changed from Food Bank to DOE ARRA. DIFFERENCE: 0.00

** January 2018 name changed from DOE ARRA to CSD Advances.

PREPARED BY: N. Ibarra

TITLE: Accountant

DATE: 10/04/22

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Oct 4, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
ON-LINE DONATIONS ACCOUNT
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2022

WELLS FARGO BANK, N.A.
P. O. BOX 63021
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	09/30/22	87,169.99
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE	09/30/22	87,169.99

BALANCE PER GENERAL LEDGER	08/31/22	84,366.10
ADD: DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	2,859.03	
PAYPAL DEPOSIT	0.00	
INTEREST	28.36	
LESS: APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	66.05	
BANKCARD FEES	17.45	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
	0.00	
BALANCE PER GENERAL LEDGER:	09/30/22	87,169.99

* October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.

Difference: 0.00

** 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.

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 10/06/22

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Oct 6, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #1
 5005 BUSINESS PARK NORTH
 BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2022

WELLS FARGO BANK, N.A.
 P. O. BOX 63020
 SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	09/30/22	11.98
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE:	09/30/22	11.98
BALANCE PER G/L	08/31/22	11.98
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	09/30/22	11.98
DIFFERENCE:		(0.00)

PREPARED BY: <u>N. IBARRA</u>	TITLE: <u>Accountant</u>	DATE: <u>10/06/22</u>
APPROVED BY: <u><i>Nancy Webster</i></u>	TITLE: <u>Chief Financial Officer</u>	DATE: <u>Oct 6, 2022</u>

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #2
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2022

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: 09/30/22 35,079.32

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 09/30/22 35,079.32

BALANCE PER G/L 08/31/22 35,067.79

ADD: DEPOSITS 0.00

INTEREST 11.53

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 09/30/22 35,079.32

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 10/06/22

APPROVED BY: *Grace Webster*

TITLE: Chief Financial Officer

DATE: Oct 6, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED September 1, 2022 - September 30, 2022

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Catherine Anspach	Foundation Director of Development	-
Gloria Barbero	Administrator - EHS San Joaquin	-
Yolanda Gonzales	Director of Head Start/State Child Development Programs	6,715.87
Freddy Hernandez	Director of Youth and Community Services	528.27
Traco Matthews	Chief Program Officer	1,430.68
Lisa McGranahan	Director of Human Resources	50.05
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	84.72
Pritika Ram	Chief Business Development Officer	7,048.70
Jeremy Tobias	Chief Executive Officer	3,370.24
Emilio Wagner	Director of Operations	11,013.45
Tracy Webster	Chief Financial Officer	2,041.90
Rebecca Moreno	Director of Community Development	1,888.92
Susana Magana	Director of Nutrition Services	1,315.14
	Total	\$ 35,487.94



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Capk Ap	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	Currency	US Dollar
Reporting Period	9/1/2022 - 9/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
						Transaction Count: 0
						Total: 0.00

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Catherine Anspach	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-1647	Currency	US Dollar
Reporting Period	9/1/2022 - 9/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
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Transaction Count: 0
Total: 0.00

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Yolanda Gonzales			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7009			Currency	US Dollar		
Reporting Period	9/1/2022 - 9/30/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 8/28/2022	9/5/2022	Marriott Ny Marquis				268.39	
Hotel stay reservation charge for NCAP Annual Convention - Sylvia Ortega							
2 8/28/2022	9/5/2022	Marriott Ny Marquis				1,710.05	
Hotel stay reservation charge for NCAP Annual Convention - Esperanza Contreras							
3 8/31/2022	9/2/2022	United				899.86	
Air flight tickets -R9HSA Family Engagement & Cultural Effectiveness Conference - Esperanza Contreras							
4 8/31/2022	9/2/2022	United				978.86	
Air flight tickets - R9HSA Family Engagement & Cultural Effectiveness Conference - Maria Guadian							
5 8/31/2022	9/2/2022	United				972.03	
Air flight tickets --R9HSA Family Engagement & Cultural Effectiveness Conference - Lisa Gonzales							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/2/2022	9/5/2022	United				1,002.03
		Air flight tickets --R9HSA Family Engagement & Cultural Effectiveness Conference - Yolanda Gonzales				
7 9/2/2022	9/5/2022	United				969.03
		Air flight tickets - R9HSA Family Engagement & Cultural Effectiveness Conference - Letisha Brooks Kona, HI 101822-102122				
8 9/6/2022	9/8/2022	Office Depot #952				19.47
		Purchase Hot Spot cord for Yolanda Gonzales				
9 9/6/2022	9/9/2022	Office Depot #952				-19.47
		Returned Hot Spot cord for Yolanda Gonzales it was incorrect cord				
10 9/7/2022	9/9/2022	United				917.00
		Air flight ticket for R9HSA Family Engagement & Cultural Effectiveness Conference for Sylvia Ortega 101822-102122				
11 9/7/2022	9/9/2022	Marriott Ny Marquis				-268.39
		Hotel charged credit card incorrectly due to hotel being paid by CAPK check in-advance. Refund charge				
12 9/8/2022	9/9/2022	Smore.Com				999.00
		Smore account membership upgrade for Education & Support service team				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 9/15/2022	9/19/2022	Marriott Ny Marquis				-1,710.05
Hotel stay charged in error, Hotel was paid by CAPK check in advance. Refund charge						
14 9/19/2022	9/20/2022	Hyatt Regency Crystal Ci				-1,220.20
Hotel stay cancelled reservation for NHSA Conference - Yolanda Gonzales						
15 9/20/2022	9/21/2022	Hyatt Regency Crystal Ci				1,220.20
Hotel stay charge for NHSA conference - Yolanda Gonzales						
16 9/23/2022	9/26/2022	Hyatt Regency Crystal Ci				-71.94
Hotel stay charge refund - NHSA conference - Elizabeth Williams						
17 9/27/2022	9/28/2022	Paypal				50.00
ERSEA recruitment event - Kern Cancer Run/Walk Festival 2022 registration						
					Transaction Count: 17	
					Total: 6,715.87	

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Freddy Hernandez			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-8850			Currency	US Dollar		
Reporting Period	9/1/2022 - 9/30/2022						
Trans Date	Post Date	Merchant Name	Charge Codes		Approved	Receipt	Amount
1 8/31/2022	9/1/2022	Dianas Flower Llc					162.38
Flowers for Advisory Board Members Margo Perry (sympathy) and Fuchsia Ward (get well soon).							
2 9/19/2022	9/20/2022	Bc Foundation					200.00
Registration for Wilfredo Cruz to attend the CA Economic Pre-Summit Institute in Bakersfield.							
3 9/23/2022	9/26/2022	Smart And Final 326					137.94
Purchase for the Youth & Community Services National Night Out and Trick or Tweet Outreach Events.							
4 9/25/2022	9/26/2022	Canva* I03554-20200363					12.95
Software required for VITA.							
5 9/27/2022	9/28/2022	Ntlrest Servsafe					15.00
Angie Nelson food safety certificate renewal.							

Transaction Count: 5
Total: 528.27

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Traco Matthews			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-3726			Currency	US Dollar		
Reporting Period	9/1/2022 - 9/30/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 9/6/2022	9/7/2022	Kc Shrm				229.00	
Registration for Vanessa Nevarez to attend the 2022 KC SHRM Symposium in Bakersfield.							
2 9/7/2022	9/8/2022	Kc Shrm				229.00	
Registration for Savannah Maldonado to attend the 2022 KC SHRM Symposium in Bakersfield.							
3 9/7/2022	9/8/2022	Kc Shrm				229.00	
Registration for Angie Nelson to attend the 2022 KC SHRM Symposium in Bakersfield.							
4 9/7/2022	9/8/2022	Kc Shrm				229.00	
Registration for Erica Dunn to attend the 2022 KC SHRM Symposium in Bakersfield.							
5 9/13/2022	9/15/2022	Tst* Victors Mexican Gril				163.30	
Lunch for the CAPK & Cal Aim billing and claims meeting.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/22/2022	9/23/2022	Zoom.Us 888-799-9666				549.90
Zoom subscription renewal for CalFresh.						
7 9/22/2022	9/27/2022	Sheraton				-198.52
Sheraton hotel room deposit credit for Traco Matthews to attend the CA climate and energy forum.						
						Transaction Count: 7
						Total: 1,430.68

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Lisa McGranahan	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	Currency	US Dollar
Reporting Period	9/1/2022 - 9/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 9/6/2022	9/7/2022	Usps Po 0504680519				40.30
Covid Test Kits sent to Stockton Location.						
2 9/10/2022	9/12/2022	Biometrics4all Inc				9.75
Relay Fees for running New Hire Fingerprints Invoice Period 8/01/2022-8/31/2022 Invoice Date 9/01/2022						

Transaction Count: 2
Total: 50.05

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Jerry Meade	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8086	Currency	US Dollar
Reporting Period	9/1/2022 - 9/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 9/21/2022	9/22/2022	Qr-Code-Generator.Com				83.88
		Purchase of QR Codes for Professional Development/Staffing				
2 9/21/2022	9/22/2022					0.84
		Currency Conversion fee for QR Code purchase				

Transaction Count: 2
Total: 84.72

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Pritika Ram			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7074			Currency	US Dollar		
Reporting Period	9/1/2022 - 9/30/2022						
Trans Date	Post Date	Merchant Name	Charge Codes		Approved	Receipt	Amount
1 8/31/2022	9/1/2022						4.68
Cross Border Transaction Fee / Bank Merchant Fee tied to Vennage, Inc. A business operating from Canada. No receipt was provided.							
2 8/31/2022	9/1/2022	Venngage.Com					468.00
Annual Subscription for graphic reporting tool.							
3 9/7/2022	9/7/2022	Dd Doordash Urbanecaf					41.30
Foundation Meeting with Valley Strong Credit Union to discuss Partnership Opportunities							
4 9/7/2022	9/9/2022	Kern Co Parks And Rec					30.00
Park Fees for Vaccine Equity Resource Fair							
5 9/9/2022	9/12/2022	Facebk *cc6v6j7fm2					100.00
Facebook Ad for Microbusiness and Vaccine Equity							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/13/2022	9/15/2022	Esri				984.00
		Registration to attend in-person training for Chase Rangel - Introduction to GIS				
7 9/13/2022	9/15/2022	Esri				984.00
		Registration to attend in-person training for Karen Vazquez - Introduction to GIS				
8 9/13/2022	9/15/2022	Homewood Suites				350.44
		Hotel Fee for Chase Rangel to attend GIS Training in Redlands, CA. This fee will be charged to the Head Start Program.				
9 9/13/2022	9/15/2022	Esri				984.00
		Registration to attend in-person training for Pritika Ram - Introduction to GIS				
10 9/13/2022	9/15/2022	Esri				984.00
		Registration to attend Virtual Training for Vanessa Cortez - Introduction to GIS				
11 9/13/2022	9/15/2022	Homewood Suites				350.44
		Hotel Fee for Karen Vazquez to attend GIS Training in Redlands, CA				
12 9/13/2022	9/15/2022	Homewood Suites				350.44
		Hotel Fee for Pritika Ram to attend GIS Training in Redlands, CA				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 9/14/2022	9/15/2022	Facebk *t55y6hxem2				100.00
		Facebook Ad for Vaccine Equity, Microbusiness and Feed the Need				
14 9/14/2022	9/15/2022	Cap Oc				450.00
		Tickets for the CAP of Orange County Fundraising Event in Irvine, CA. Attendees: Catherine Anspach, Director of Development, and her guest, Marianne Harmer.				
15 9/14/2022	9/16/2022	Marriott Ny Marquis				-970.96
		Hotel Credit for Corinne Thompson's room that was pre-paid. Purpose of travel was to attend the NCAP Convention in New York.				
16 9/14/2022	9/16/2022	The Home Depot #1050				49.72
		Supplies needed for the Vaccine Equity Project event on September 17, 2022.				
17 9/15/2022	9/16/2022	El Cuscatleco Rest				37.78
		Foundation Business Lunch - Board Prospect. Attendees: Catherine Anspach & Lillian Brust from Clifford & Bradford				
18 9/16/2022	9/19/2022	Tst* Chefs Choice Noodle				121.80
		Dinner Meeting with NCAP & ASTHO Staff regarding the Vaccine Equity Project				
19 9/16/2022	9/19/2022	Sq *locale Farm To Table				61.24
		Foundation Business Lunch - Board Member Prospect. Attendees: Catherine Anspach & Robin Woodward from Chevron				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
20 9/20/2022	9/20/2022	Facebk *6ql6qhkem2				100.00
		Facebook Ad for Vaccine Equity, Microbusiness and Feed the Need				
21 9/20/2022	9/21/2022	Facebk *grllfj7fm2				5.79
		Facebook Ad for Feed the Need and Microbusiness				
22 9/20/2022	9/21/2022	Kc Shrm				900.00
		Sponsorship for Kern County Society for Human Resource Management (SHRM)				
23 9/25/2022	9/26/2022	Facebk *bd6cghxem2				100.00
		Facebook Ad for Micorbusiness & Feed the Need				
24 9/27/2022	9/28/2022	Eb Jlb Oktoberfest 20				162.40
		2 Tickets to Junior League of Bakersfield Event - Oktoberfest. Attendees: Catherine Anspach and Eric Esposito				
25 9/28/2022	9/29/2022	Urbane Cafe Bakersfiel				270.63
		Lunch for Foundation Board Meeting - See agenda and attendees on attached receipt.				
26 9/30/2022	9/30/2022	Stk*shutterstock				29.00
		Monthly Fee for Stock Photos				

Transaction Count: 26
Total: 7,048.70

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Jeremy Tobias			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7066			Currency	US Dollar		
Reporting Period	9/1/2022 - 9/30/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 8/27/2022	9/5/2022	Marriott Ny Marquis				2,265.55	
Hotel fee for Jeremy Tobias to attend the NCAP Convention in New York, NY. 3 nights were personal stay and will be reimbursed to CAPK upon liquidation of the trip.							
2 8/31/2022	9/1/2022	Daniela Trattoria				722.65	
Group Dinner at the NCAP Convention in New York, NY. Attendees included staff and Board Members (see attached documentation).							
3 9/3/2022	9/5/2022	Curb Svc New York				107.46	
Cab fare for transportation from Marriott Marquis Hotel to Newark Airport							
4 9/9/2022	9/12/2022	Shell Oil 57445309107				86.27	
Gasoline for CEO's Agency Vehicle.							
5 9/28/2022	9/29/2022	Tst* West Coast Sourdough				188.31	
Lunch for Board Meeting on 9/28. See agenda and attendee names on attached receipt.							

Transaction Count: 5
Total: 3,370.24

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Emilio Wagner			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7041			Currency	US Dollar		
Reporting Period	9/1/2022 - 9/30/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 9/2/2022	9/5/2022	M365 Conference Inc.				3,199.00	
Reg for Luisa Rosa Silva 2022 Microsoft Power Platform eMpower everyone Conference Sept 17-24, 2022							
2 9/2/2022	9/5/2022	M365 Conference Inc.				3,249.00	
Reg for Ryan Dozier 2022 Microsoft Power Platform eMpower everyone Conference Sept 17-24, 2022							
3 9/5/2022	9/7/2022	Waldorf				727.05	
Waldorf - Lodging for Laurie Sproule Sep 6-9, 2022 to attend The Workers Compensation & Risk Conference							
4 9/24/2022	9/26/2022	Home2 Suites Orlando				1,217.79	
Lodging for Ryan Dozier 2022 Microsoft Power Platform eMpower everyone Conference Sept 17-24, 2022							
5 9/24/2022	9/26/2022	Home2 Suites Orlando				4.00	
Possible dispute: this is the hotel used for Ryan & Luisa for the 2022 Microsoft Power Platform eMpower everyone Conference Sept 17-24, 2022 under review.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/24/2022	9/26/2022	Home2 Suites Orlando				1,217.79
Lodging for Luisa Rosa Silva 2022 Microsoft Power Platform eMpower everyone Conference Sept 17-24, 2022						
7 9/29/2022	9/30/2022	Microsoft#g014283481				1,398.82
Microsoft#g009792710- Microsoft Azure - Software Support HS						
						Transaction Count: 7
						Total: 11,013.45

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Tracy Webster			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-6993			Currency	US Dollar		
Reporting Period	9/1/2022 - 9/30/2022						
Trans Date	Post Date	Merchant Name	Charge Codes		Approved	Receipt	Amount
1 8/30/2022	9/1/2022	American Air					30.00
		Baggage fee for NCAP Conference for Tracy Webster					
2 8/30/2022	9/5/2022	Marriott Ny Marquis					970.95
		Hotel stay for Gabrielle Alexander NCAP Conference 0830-090222					
3 8/30/2022	9/5/2022	Marriott Ny Marquis					970.95
		Hotel stay for Tracy Webster NCAP Conference 0830-09222					
4 9/2/2022	9/5/2022	American Air					30.00
		Baggage fee for NCAP Conference for Tracy Webster					
5 9/3/2022	9/5/2022	Rps Bakersfield					40.00
		Parking fee for Tracy Webster at Bakersfield Airport for the NCAP Conference					

Transaction Count: 5
Total: 2,041.90

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Rebecca Moreno	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-4956	Currency	US Dollar
Reporting Period	9/1/2022 - 9/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/31/2022	9/2/2022	Doubletree By Hilton M				1,079.48
Doubletree hotel for Rebecca Moreno and Joseph Aguilar to visit Stanislaus County for work.						
2 9/19/2022	9/21/2022	Hilton Advpurch8002367113				404.72
Hilton room deposit for Joseph Aguilar for the Stanislaus County visit.						
3 9/19/2022	9/21/2022	Hilton Advpurch8002367113				404.72
Hilton room deposit for Rebecca Moreno for the Stanislaus County visit.						
						Transaction Count: 3
						Total: 1,888.92

Employee Signature	Date	Authorized Approver Signature	Date
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Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Susana Magana			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-6693			Currency	US Dollar		
Reporting Period	9/1/2022 - 9/30/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 8/31/2022	9/1/2022	Hyatt Regency Sacramento				218.68	
Hyatt hotel for Maureen Andrew to attend the 2022 Food Access Conference in Sacramento.							
2 9/6/2022	9/7/2022	Target 00013847				70.06	
Baby formula for central kitchen.							
3 9/6/2022	9/7/2022	Target 00027151				214.68	
Baby formula for central kitchen.							
4 9/6/2022	9/7/2022	Target 00013847				17.49	
Baby formula for central kitchen.							
5 9/12/2022	9/13/2022	Target 00025247				193.72	
Baby formula & bread for central kitchen.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/21/2022	9/22/2022	Wal-Mart #1624				86.30
Baby formula for central kitchen.						
7 9/21/2022	9/22/2022	Wm Supercenter #1624				86.30
Baby formula for central kitchen.						
8 9/21/2022	9/22/2022	Target 00006148				71.66
Baby formula for central kitchen.						
9 9/21/2022	9/23/2022	Wal-Mart #2557				35.88
Baby formula for central kitchen.						
10 9/21/2022	9/23/2022	Vallarta Supermarket 53				87.96
Baby formula for central kitchen.						
11 9/29/2022	9/30/2022	Sals Mexican				232.41
Lunch purchased for Food Bank staff training.						

Transaction Count: 11
Total: 1,315.14

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 (7 OF 12 MONTHS OR 58.33%)**

Line Item	2022/23 Budget	3/1/22 - 2/28/23 Actual	% Expended	Available Budget
USDA Revenue (Note A)	2,183,659	551,753	25.3%	1,631,906
Head Start Subsidy	<u>377,301</u>	<u>866,164</u>	229.6%	<u>(488,863)</u>
Total Revenue	<u>2,560,960</u>	<u>1,417,917</u>	55.4%	<u>1,143,043</u>
Expenditures (Note B)				
Salaries	724,671	395,561	54.6%	329,110
Benefits	200,399	121,522	60.6%	78,877
Vehicle Gasoline, Repair/Maintenance	27,000	34,187	126.6%	(7,187)
Space Costs	121,700	56,688	46.6%	65,012
Supplies - Office & Food Service	92,500	73,826	79.8%	18,674
Equipment Purchase	-	68,536	Not budgeted	(68,536)
Consultant Services	-	3,500	Not budgeted	(3,500)
Equipment Repair/Maintenance & Lease	35,300	48,408	137.1%	(13,108)
Communication	14,000	9,687	69.2%	4,313
Risk Insurance	12,700	8,377	66.0%	4,323
Printing	1,000	196	19.6%	804
Hiring & Employee Costs	100	170	169.8%	(70)
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	<u>1,015,580</u>	<u>489,922</u>	48.2%	<u>525,658</u>
Sub Total	2,245,450	1,310,578	58.4%	934,872
Adult Meals Prepared	128,794	52,278	40.6%	76,516
Indirect	<u>186,716</u>	<u>55,061</u>	29.5%	<u>131,655</u>
Total Expenditures	<u>2,560,960</u>	<u>1,417,917</u>	55.4%	<u>1,143,043</u>

	Prior Period	SEPTEMBER 2022	Cumulative
Total Meals Prepared and Vended (Note C)	366,345	65,630	431,975
Total Meals Claimed	<u>202,019</u>	<u>38,955</u>	<u>240,974</u>
Difference	164,326	26,675	191,001

Percentage Claimed to Prepared/Vended		59.4%	55.8%
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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 7/1/22 - 6/30/23 (2 OF 12 MONTHS = 16.7%)

Contract CMAP-1000	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	Total	%	% Earned to MRA
Provider Payments	\$ 613,374	\$ 810,502	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,423,876		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	-		
Net Provider Payments	\$ 613,374	\$ 810,502	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,423,876	79.11%	
Maximum Reimbursable Amount (MRA) for Provider Payments													22,736,992		6.26%
Administration & Support Services Revenue															
Provider Payments	\$ 613,374	\$ 810,502	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,423,876		
Reimbursement Rate	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%		
Revenue Earned	\$ 163,049	\$ 215,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 378,499		
Program Administration/Support Services Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	
Indirect (10% x MTDC) Costs	70,190	91,049	-	-	-	-	-	-	-	-	-	-	161,239	20.89%	
Transfer Indirect to CSBG	100,373	114,352	-	-	-	-	-	-	-	-	-	-	214,725		
Total Operating Costs	\$ 170,563	\$ 205,401	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	375,963	20.89%	
Revenue Earned Over/(Under) Costs	\$ (7,514)	\$ 10,049	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,536		
TOTAL COSTS - NET OF FAMILY FEES	\$ 783,937	\$ 1,015,903	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,799,840	100.00%	

Note 1: Administration and Support Services revenue is earned based on the amount of provider payments incurred. Example:

Provider payments	1,423,876
Reimbursement Rate (17.5% / 82.5%)	x 26.5823%
Revenue Earned	378,499

Note 2: The maximum reimbursable amount per the 2022/23 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 2022/23 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/22 - 6/30/23 (3 OF 12 MONTHS = 25.0%)

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-0052)														
Adjusted Days of Enrollment - Certified	3,185	4,839	5,889	-	-	-	-	-	-	-	-	-	13,913	
Reimbursement Rate per Child per Day	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	X \$51.55	
Revenue Earned	\$ 164,192	\$ 249,446	\$ 303,564	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 717,202	19.50%
Maximum Reimbursable Amount (MRA)													\$3,678,194	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.61%	98.89%	98.84%											99.61%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%											100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-0126)														
Adjusted Days of Enrollment - Certified	2,336	4,893	6,357										13,586	
Reimbursement Rate per Child per Day	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	X \$1.87	
Revenue Earned	\$ 121,179	\$ 253,820	\$ 329,731	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 704,729	15.51%
Maximum Reimbursable Amount (MRA)													\$4,544,694	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	98.41%	98.26%	98.67%											98.41%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%											100.00%
MIGRANT CHILD CARE (CMIG-0004)														
Adjusted Days of Enrollment - Certified	95	124	131										351	
Reimbursement Rate per Child per Day	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	X \$51.55	
Revenue Earned	\$ 4,913	\$ 6,404	\$ 6,759	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,076	6.61%
Maximum Reimbursable Amount (MRA)													\$273,318	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%											100.00%
Five Percent Flexibility, Maximum = 100 Percent	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 reimbursable amount is per the 2022/23 State contracts.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2022/23 CONTRACTS - EARNED REVENUE
SAN JOAQUIN COUNTY OFFICE OF EDUCATION
FOR THE PERIOD 7/1/22 - 6/30/23 (3 OF 12 MONTHS = 25.0%)

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL	% Earned to MRA
<u>GENERAL CHILD CARE (CCTR-1242)</u>														
Adjusted Days of Enrollment - Certified	648	919	860										2,426	
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	\$ 29,832	\$ 42,283	\$ 39,571	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,686	7.11%
Maximum Reimbursable Amount (MRA)													\$1,571,900	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%											100.00%
Five Percent Flexibility, Maximum = 100 Percent	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 reimbursable amount is per the 2022/23 Cooperative Agreement with the San Joaquin County Office of Education

Division/CFO: Tracy Webster, CFO
Program/Work Unit: Not Applicable

Month/Year: September-2022
Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	September-2022		Year to Date 03/1/22 - 09/30/22	
Description	Number	Amount		Amount
Bank Deposits	9	1,129,112	117	22,188,999
Wire Deposits	12	7,234,135	81	21,711,892
Head Start/IRS Drawdowns	5	3,724,525	36	23,928,131
Vendor Checks Issued	1152	8,908,043	7,551	41,565,933
Payroll Disbursed		3,887,150		21,217,516
Grant Reports Prepared	35		259	
ASTHO Vaccine Equity				
CalFresh Outreach				
CalFresh SSI				
CalFresh Healthy Living				
CALEITC				
CAL Food				
City of Bakersfield Homeless Housing & Prevention				
City of Bakersfield CDBG Food Bank Expansion				
Commodity Supplemental Food Prog				
County of Kern - 211				
County of Kern CDBG Food Bank Expansion				
CMAP Fiscal Report & Caseload				
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				
HUD				
LIHEAP 2021				
LIHEAP 2022				
LIHEAP ARPA				
Postive Youth				
Postive Youth Medi-Cal				
San Joaquin COE General Child Care				
VITA				
UW STANISLAUS CES				
WIC				

Total Division Staffing 22 positions + 2 Vacancies

CFO	Accounting Technician (4)
Director of Finance	Accounting Specialist (2)
Finance Administrator	AP Supervisor (1)
Payroll/HRIS Manager	Fiscal Technician (2)
Accounting Administrator	Payroll Specialists (3)
Accounting Administrator - Energy	Position Control Specialist (1)
Accountant (2)	Administrative Assistant to CFO
Accountant II (2)	

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 28, 2022

ASSETS

Cash in Bank	7,377,795
Cash - Vacation Reserve	986,470
Petty Cash	-
Accounts Receivable	4,016,569
Travel Advance	6,231
Prepaid Expense	542,407
Inventory	1,045,253
Net Fixed Assets - Unrestricted	1,017,341
Net Fixed Assets - Restricted	<u>17,003,012</u>

Total Assets 31,995,078

LIABILITIES AND NET ASSETS

Accounts Payable	6,079,346
Accrued Expenses	3,351,345
Accrued Vacation	1,667,283
Line of Credit	-
Note Payable	1,083,367
Advance Payable	2,168,574
Deferred Revenue	<u>(4,906,270)</u>

Total Liabilities 9,443,644

Total Net Assets 22,551,434

Total Liabilities and Net Assets 31,995,078

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2021 TO FEBRUARY 28, 2022

REVENUE

Grant Revenue	87,353,386
Donations	30,640,997
Other Revenue	915,618
In-Kind	<u>206,161</u>

Total Revenue 119,116,162

EXPENDITURES

Salaries	33,857,168
Benefits	9,214,698
Travel	394,937
Space Costs	7,091,036
Supplies	3,164,960
Consultant/Contract Services	2,978,688
Other Costs	2,917,985
Program Costs	44,753,361
Capital Expenditures	(0)
Indirect	6,862,436
In-Kind	<u>206,161</u>

Total Expenditures 111,441,431

Net Change in Assets 7,674,731

Net Assets, beginning 14,876,703

Net Assets, ending 22,551,434

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF SEPTEMBER 30, 2022

ASSETS

Cash in Bank	20,104,323
Cash - Vacation Reserve	1,080,494
Petty Cash	-
Accounts Receivable	(0)
Travel Advance	23,054
Prepaid Expense	657,044
Inventory	1,048,556
Net Fixed Assets - Unrestricted	820,548
Net Fixed Assets - Restricted	<u>16,596,054</u>

Total Assets 40,330,073

LIABILITIES AND NET ASSETS

Accounts Payable	1,747,338
Accrued Expenses	531,669
Accrued Vacation	1,007,684
Line of Credit	-
Note Payable	889,004
Advance Payable	5,327,384
Deferred Revenue	<u>9,593,007</u>

Total Liabilities 19,096,086

Total Net Assets 21,233,987

Total Liabilities and Net Assets 40,330,073

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2022 TO SEPTEMBER 30, 2022

REVENUE

Grant Revenue	47,867,620
Donations	201,593
Other Revenue	8,090,044
In-Kind	<u>4,874,956</u>

Total Revenue 61,034,213

EXPENDITURES

Salaries	20,888,127
Benefits	5,968,776
Travel	390,591
Space Costs	10,233,124
Supplies	1,572,022
Consultant/Contract Services	2,861,067
Other Costs	2,468,518
Program Costs	7,807,192
Capital Expenditures	1,260,094
Indirect	4,027,192
In-Kind	<u>4,874,956</u>

Total Expenditures 62,351,660

Net Change in Assets (1,317,447)

Net Assets, beginning 22,551,434

Net Assets, ending 21,233,987

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 09-30-22 (58.3%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	38,578,242	19,123,758	19,454,484	50%
BENEFITS	11,160,531	5,492,299	5,668,232	49%
TRAVEL	721,930	351,461	370,469	49%
SPACE COST	23,506,027	9,504,102	14,001,925	40%
SUPPLIES	3,253,861	1,464,246	1,789,615	45%
EQUIPMENT	831,379	1,694,947	(863,568)	204%
CONSULTANT/CONTRACT SERVICES	3,798,580	2,232,062	1,566,518	59%
OTHER COSTS	3,449,253	2,072,677	1,376,576	60%
PROGRAM COSTS	11,277,182	7,156,735	4,120,447	63%
INDIRECT	7,597,038	4,007,445	3,589,593	53%
TOTAL	104,174,023	53,099,733	51,074,290	51%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 09-30-22 (58.3%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	27,451,264	13,987,407	13,463,857	51%
BENEFITS	8,315,926	4,175,114	4,140,812	50%
TRAVEL	492,583	195,484	297,100	40%
SPACE COST	6,603,218	4,492,118	2,111,100	68%
SUPPLIES	2,644,635	1,037,331	1,607,304	39%
EQUIPMENT	100,000	797,177	(697,177)	797%
CONSULTANT/CONTRACT SERVICES	1,369,385	582,867	786,518	43%
OTHER COSTS	1,130,700	829,742	300,958	73%
PROGRAM COSTS	7,769,839	6,026,797	1,743,042	78%
INDIRECT	5,263,450	2,866,834	2,396,616	54%
TOTAL	61,141,000	34,990,870	26,150,130	57%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 09-30-22 (58.3%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,210,991	2,060,946	2,150,045	49%
BENEFITS	1,260,035	531,593	728,442	42%
TRAVEL	91,246	49,509	41,737	54%
SPACE COST	15,209,213	4,024,032	11,185,181	26%
SUPPLIES	211,553	148,101	63,452	70%
EQUIPMENT	724,960	718,622	6,338	99%
CONSULTANT/CONTRACT SERVICES	563,961	229,425	334,536	41%
OTHER COSTS	378,585	307,389	71,196	81%
PROGRAM COSTS	1,436,167	673,235	762,932	47%
INDIRECT	765,412	354,325	411,087	46%
TOTAL	24,852,123	9,097,177	15,754,946	37%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 09-30-22 (58.3%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,971,121	905,736	2,065,385	30%
BENEFITS	553,144	237,933	315,211	43%
TRAVEL	65,110	28,067	37,043	43%
SPACE COST	299,407	136,945	162,462	46%
SUPPLIES	110,076	75,220	34,856	68%
EQUIPMENT	6,419	51,295	(44,876)	799%
CONSULTANT/CONTRACT SERVICES	1,056,518	921,930	134,588	87%
OTHER COSTS	1,341,076	581,240	759,836	43%
PROGRAM COSTS	868,172	149,417	718,755	17%
INDIRECT	755,931	297,312	458,619	39%
TOTAL	8,026,974	3,385,096	4,641,878	42%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 09-30-22 (58.3%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,830,412	1,594,730	1,235,682	56%
BENEFITS	737,565	395,414	342,151	54%
TRAVEL	27,313	30,685	(3,372)	112%
SPACE COST	1,206,276	683,287	522,989	57%
SUPPLIES	220,349	192,382	27,967	87%
EQUIPMENT	-	127,853	(127,853)	Not budgeted
CONSULTANT/CONTRACT SERVICES	767,936	453,564	314,372	59%
OTHER COSTS	491,102	315,432	175,670	64%
PROGRAM COSTS	1,105,101	257,148	847,953	23%
INDIRECT	613,244	385,727	227,517	63%
TOTAL	7,999,298	4,436,220	3,563,078	55%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 09-30-22 (58.3%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	990,854	531,762	459,092	54%
BENEFITS	267,905	144,149	123,756	54%
TRAVEL	23,578	47,278	(23,700)	201%
SPACE COST	182,213	166,026	16,187	91%
SUPPLIES	52,498	9,551	42,947	18%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	5,780	1,962	3,819	34%
OTHER COSTS	51,480	27,193	24,287	53%
PROGRAM COSTS	97,903	50,137	47,766	51%
INDIRECT	170,659	93,018	77,641	55%
TOTAL	1,842,870	1,071,076	771,794	58%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 09-30-22 (58.3%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	123,600	43,177	80,423	35%
BENEFITS	25,956	8,097	17,859	31%
TRAVEL	22,100	439	21,661	2%
SPACE COST	5,700	1,693	4,007	30%
SUPPLIES	14,750	1,660	13,090	11%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	35,000	42,315	(7,315)	121%
OTHER COSTS	56,310	11,682	44,628	21%
PROGRAM COSTS	-	-	-	0%
INDIRECT	28,342	10,229	18,113	36%
TOTAL	311,758	119,293	192,465	38%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2022/23
BUDGET TO ACTUAL - 03/01/22 TO 09/30/22 (7 OF 12 MONTHS = 58.3%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 7,597,038	\$ 4,007,445	52.8%	\$ 3,589,593
Expenditures				
Salaries	4,122,037	2,144,594	52.0%	1,977,443
Benefits @ 23.6% actual	<u>927,258</u>	<u>504,608</u>	<u>54.4%</u>	<u>422,650</u>
Total Personnel Costs	5,049,295	2,649,201	52.5%	2,400,094
Operating Costs				
Travel	67,900	38,382	56.5%	29,518
Space Costs	215,700	142,102	65.9%	73,598
Supplies	252,500	90,225	35.7%	162,275
Consultant/Contract	1,288,000	628,819	48.8%	659,181
Other Operating Costs	<u>474,125</u>	<u>393,443</u>	<u>83.0%</u>	<u>80,682</u>
Total Operating Costs	2,298,225	1,292,971	56.3%	1,005,254
Total Expenditures	<u>\$ 7,347,520</u>	<u>\$ 3,942,172</u>	<u>53.7%</u>	<u>\$ 3,405,348</u>
Excess (Deficit) Indirect Revenue	<u>\$ 249,518</u>	<u>\$ 65,273</u>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 1,288,307	\$ 733,999	57.0%	\$ 554,308
Operations	2,272,694	1,372,758	60.4%	899,936
Executive	1,337,079	699,199	52.3%	637,880
Program Administration	130,000	91,709	70.5%	38,291
Finance	<u>2,319,440</u>	<u>1,044,508</u>	<u>45.0%</u>	<u>1,274,932</u>
	<u>\$ 7,347,520</u>	<u>\$ 3,942,172</u>	<u>53.7%</u>	<u>\$ 3,405,348</u>

Prepared Date: 10/13/22