



DATE	November 16, 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: 809 076 94#

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

- a. Head Start / Early Head Start Budget to Actual Reports for October 2022 – **Info Item** Tracy Webster, Chief Financial Officer
 1. Head Start Budget to Actual for the Period Ended October 31, 2022 **(p.3-5)**
 2. Early Head Start budget to Actual for the Period Ended October 31, 2022 **(p.6-8)**
 3. Early Head Start San Joaquin (No Cost Extension) Period Ended October 31, 2022 **(p.9-10)**
 4. Early Head Start Child Care Partnership (No Cost Extension) Period Ended October 31, 2022 **(p.11-12)**
 5. American Rescue Plan Funding Budget to Actual for the Period Ended October 31, 2022 **(p.13-14)**
- b. Indirect Excess (Deficit) Transfer to Discretionary – **Action Item (p.15)** Tracy Webster, Chief Financial Officer
- c. County of Kern Home Visiting Program Agreement Revision- **Action Item (p.16-28)** Esperanza Contreras, Partnership Administrator
- d. Head Start / Early Head Start Budget Revision – **Action Item (p.29-30)** Jerry Meade, Assistant Director HS/SCD
- e. Farmers Markets Contract Agreement: Wonderful Community Grant – **Action Item (p.31-52)** Vanessa Cortez, Grant Administrator
- f. Shafter Youth Center Contract Agreement: Wonderful Community Grant – **Action Item (p.53-60)** Vanessa Cortez, Grant Administrator

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| g. Amendment to County of Kern / Community Action Partnership of Kern Agreement to Operate the M Street Navigation Center - Action Item (p.61-63) | Rebecca Moreno, Director of Community Development |
| h. CalEITC and VITA Outreach and Marketing Contract for Services – Action Item (p.64-66) | James Burger, Outreach and Advocacy Coordinator |
| i. New Accounting Software Update – Info Item (Verbal Report) | Tracy Webster, Chief Financial Officer |
| j. Medi-Cal Health Enrollment Navigator Project Draft Agreement – Action Item (p.67-108) | Lois Hannible, FHCC Program Manager |
| k. California Department of Food and Agriculture (CFDA) Fairground and Community Resilience Centers Program Application – Action Item (p.109-110) | Pritika Ram, Chief Business Development Officer |
| l. October 2022 Financial Statements – Action Item (p.111-166) | Tracy Webster, Chief Financial Officer |

5. Old Business

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| a. Energy Utilization Update – Info Item (p.167-170) | Wilfredo Cruz, Program Administrator
Energy |
|---|--|

6. Committee Member Comments

7. Next Scheduled Meeting

Budget & Finance Committee Meeting
 12:00 pm
 To be Determined
 5005 Business Park North
 Bakersfield, CA 93309

8. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 5: 00 pm, November 10, 2022. Laura Alford, Assistant to CFO.



MEMORANDUM

To: Budget and Finance Committee

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

Date: November 16, 2022

Subject: *Agenda Item 4a*: Head Start Budget to Actual Report for the Period Ended October 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 October 31, 2022. Eight months (66.7%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 56% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 61% of the budget.

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

Non-Federal share is at 52% 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 - October 31, 2022

Month 8 of 12 (66.7%)

Prepared 11/08/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,267,039	4,901,068	4,365,971	53%	47%
FRINGE BENEFITS	3,776,726	1,570,299	2,206,427	42%	58%
TRAVEL	-	-	-		
EQUIPMENT	55,000	150,540	(95,540)	274%	-174%
SUPPLIES	890,498	455,704	434,794	51%	49%
CONTRACTUAL	165,175	170,036	(4,861)	103%	-3%
CONSTRUCTION	-	-	-		
OTHER	2,724,977	2,242,878	482,099	82%	18%
INDIRECT	1,630,902	876,889	754,013	54%	46%
TOTAL BASE FUNDING	18,510,317	10,367,413	8,142,904	56%	44%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	44,192	58,101	(13,909)	131%	-31%
SUPPLIES	30,013	17,096	12,917	57%	43%
CONTRACTUAL	26,080	1,384	24,696	5%	95%
OTHER	212,393	113,924	98,469	54%	46%
INDIRECT	31,268	18,562	12,706	59%	41%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	209,069	134,877	61%	39%

CARRYOVER

SUPPLIES	923,529	923,529	-	100%	0%
CONTRACTUAL	-	-	-		
CONSTRUCTION	666,925	666,925	-	100%	0%
OTHER - CARES	91,015	-	91,015	0%	100%
INDIRECT	-	12,951	(12,951)		
TOTAL CARRYOVER	1,681,469	1,603,405	78,064	95%	

GRAND TOTAL HS FEDERAL FUNDS	20,535,732	12,179,886	8,355,846	59%	41%
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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	1,317,472	1,022,583	56%	44%
CALIF DEPT OF ED	7,988,651	4,097,317	3,891,334	51%	49%
TOTAL NON-FEDERAL	10,328,706	5,414,789	4,913,917	52%	48%

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

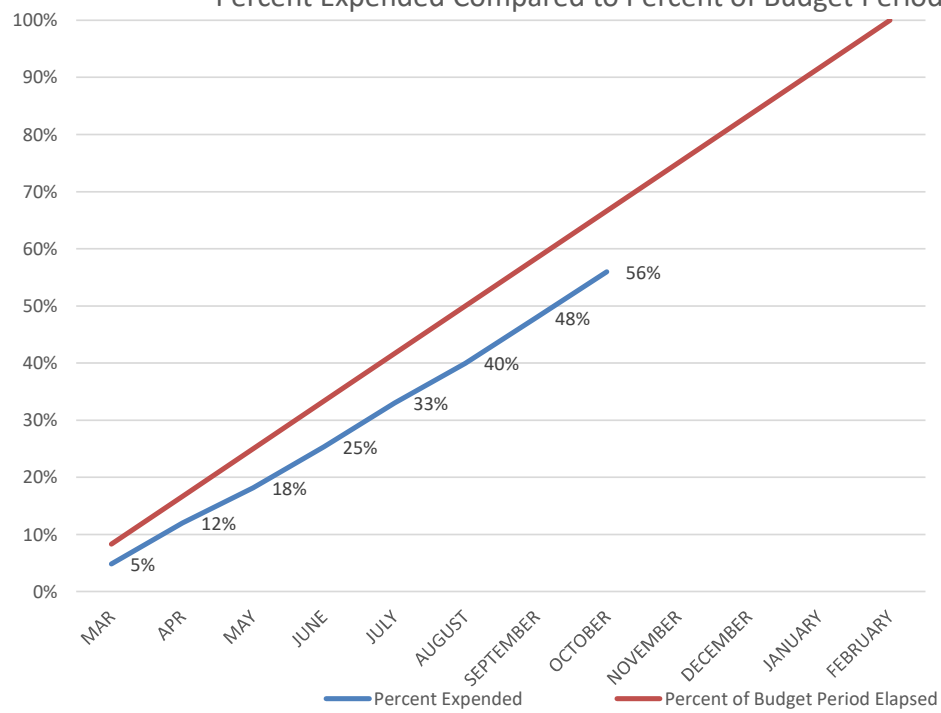
Actual expenditures include posted expenditures and estimated adjustments through 10/31/2022

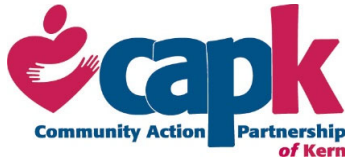
Administrative Cost for HS and EHS Combined 6.0%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	42,118	-	-	-	42,118	10/2/2022
Lowe's	506	-	-	-	506	10/1/2022
Smart & Final	564	148	14	-	725	10/2/2022
Save Mart	498	-	-	-	498	10/10/2022
Chevron & Texaco Business Card	10,482	-	-	-	10,482	10/6/2022
Home Depot	-	-	-	-	0	10/5/2022
	54,168	148	14	-	54,329	

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: November 16, 2022

Subject: *Agenda Item 4a*: Early Head Start Budget to Actual Report for the Period Ended October 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 Early Head Start Budget to Actual Report for the period of March 1, 2022, through October 31, 2022. Eight months (66.7%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 59% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 43% 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 - October 31, 2022
 Month 8 of 12 (66.7%)

Prepared 11/08/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,701,422	5,138,012	4,563,410	53%	47%
FRINGE BENEFITS	2,363,974	1,473,537	890,437	62%	38%
TRAVEL	-	-	-		
EQUIPMENT	45,000	221,173	(176,173)	491%	-391%
SUPPLIES	916,242	513,158	403,084	56%	44%
CONTRACTUAL	1,025,838	367,602	658,236	36%	64%
CONSTRUCTION	-	-	-		
OTHER	1,527,720	1,551,708	(23,988)	102%	-2%
INDIRECT	1,512,778	861,870	650,908	57%	43%
TOTAL BASE FUNDING	17,092,974	10,127,060	6,965,914	59%	41%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	44,192	49,916	(5,724)	113%	-13%
SUPPLIES	30,013	9,522	20,491	32%	68%
CONTRACTUAL	26,080	14,603	11,477	56%	44%
OTHER	212,393	90,797	121,596	43%	57%
INDIRECT	31,268	18,599	12,669	59%	41%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	183,436	160,510	53%	47%

CARRYOVER

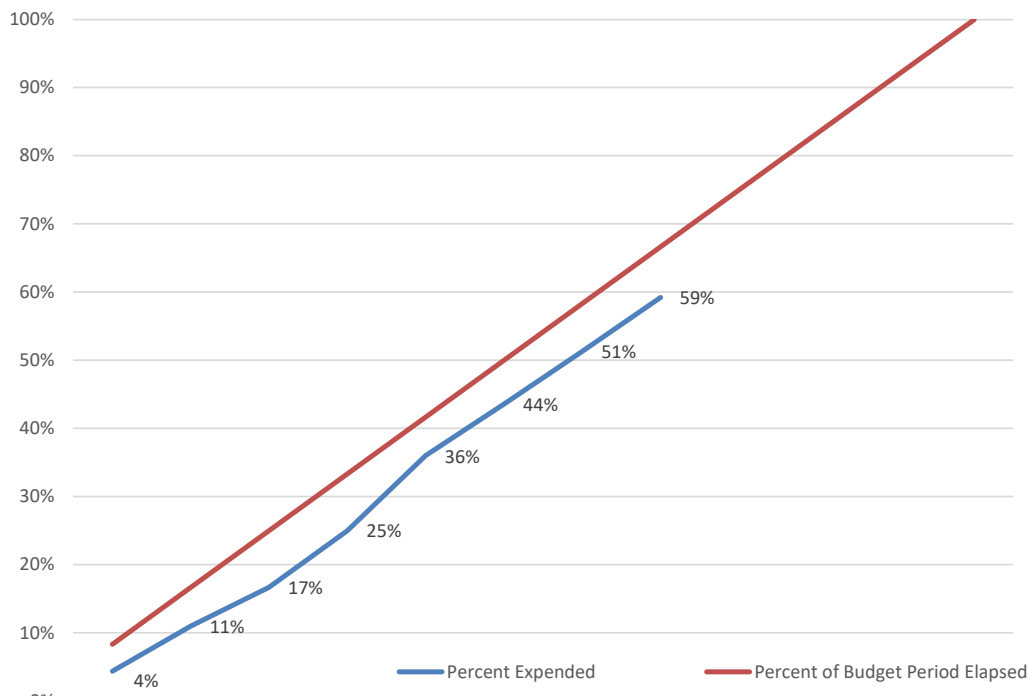
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	1,601,144	52,263	1,548,881	3%	97%
OTHER	24,512	156,880	(132,368)	640%	-540%
INDIRECT	-				
TOTAL CARRYOVER	1,625,656	209,143	1,416,513	13%	

GRAND TOTAL EHS FEDERAL FUNDS	19,062,576	10,519,639	8,542,937	55%	45%
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Budget reflects Notice of Award #09CH011132-04-01

Actual expenditures include posted expenditures and estimated adjustments through 10/31/2022

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: November 16, 2022

Subject: *Agenda Item 4a:* Early Head Start – San Joaquin (No Cost Extension)
Budget to Actual Report for the period ended October 31, 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 one months (84%) 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 - October 31, 2022

Month 21 of 25 (84%)

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 10/31/2022



MEMORANDUM

To: Budget and Finance Committee

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

Date: November 16, 2022

Subject: *Agenda Item 4a:* Early Head Start Child Care Partnerships (No Cost Extension) Budget to Actual Report for the Period Ended October 31, 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 October 31, 2022. Twenty months (83%) 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 97% 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 - October 31, 2022

Month 20 of 24 (83%)

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	2,336,566	122,015	95%	5%
CONTRACTUAL	14,000	19,199	(5,199)	137%	-37%
OTHER	14,121	72,098	(57,977)	511%	-411%
INDIRECT	4,412	2,128	2,284	48%	52%
TOTAL CARRYOVER	2,507,114	2,429,991	77,123	97%	3%

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	4,211,551	891,718	83%	17%
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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 10/31/2022



MEMORANDUM

To: Budget and Finance Committee

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

Date: November 16, 2022

Subject: *Agenda Item 4a:* American Rescue Plan Funding Budget to Actual Report for the Period Ended October 31, 2022 – **Info Item**

The following are highlights of the American Rescue Plan Budget to Actual Report for the period of April 1, 2021, through October 31, 2022, nineteen months (79.17%) 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 57% 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 - October 31, 2022

Month 19 of 24 (79.17%)

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	490,097	273,341	64%	36%
FRINGE BENEFITS	251,934	37,492	214,442	15%	85%
TRAVEL					
SUPPLIES	553,540	553,540	0	100%	0%
CONTRACTUAL					
OTHER	830,310	386,386	443,924	47%	53%
INDIRECT	266,580	52,759	213,821	20%	80%
TOTAL	2,665,802	1,520,274	1,145,528	57%	43%

GRAND TOTAL ARP FEDERAL FUNDS	3,336,361	2,190,833	1,145,528	66%	34%
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Centralized Administrative Cost	5.2%
Program Administrative Cost	0.0%
Total Administrative Cost	5.2%

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

Actual expenditures include posted expenditures and estimated adjustments through 10/31/2022



MEMORANDUM

To: Budget & Finance Committee

Tracy Webster

From: Tracy Webster, Chief Financial Officer

Date: November 16, 2022

Subject: *Agenda Item 4b*: Indirect Excess (Deficit) Transfer to Discretionary - **Action Item**

CAPK implemented the utilization of the 10% De Minimis indirect rate during fiscal year 2016-17 with board approval on February 24, 2016. The use of the De Minimis rate is described in Uniform Guidance. CAPK had historically utilized a Direct Cost Rate that was administratively intensive. The De Minimis Indirect Rate was allowable for agencies that never had a negotiated indirect rate.

The use of the De Minimis Indirect Rate allows an excess or deficit indirect collection to become unrestricted. Funds held in the Indirect Fund must match the allowability of cost principles described in Uniform Guidance. Hence it is in the best interest of the agency to transfer excess or deficit funds at the end of the fiscal year to the Discretionary Fund. This will allow for the excess funds to be more transparently displayed to the Board. Plus, it allows the agency to build unrestricted reserves within the control of the Board.

Last fiscal year, excess indirect earnings for fiscal years 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21 were moved to the Discretionary Fund in the amount of \$3,358,062.90. During fiscal year 2021-22, an indirect excess of \$135,844.72 was recognized. Accordingly, these funds will be transferred from the Indirect Fund to the Discretionary Fund.

Recommendation:

Staff recommends that the excess funds in the amount of \$135,844.72 from the Indirect Fund be transferred to the Discretionary Fund.



MEMORANDUM

To: Budget & Finance Committee

From: Esperanza Contreras, Partnership Administrator

Date: November 16, 2022

Subject: *Agenda Item 4c*: County of Kern Home Visiting Program Agreement
Revision – **Action Item**

Kern County Department of Human Services (DHS) received additional funding from California Department of Social Services to support the Home Visiting Program (HVP) in Kern County. As the HVP Contractor, additional funds have been awarded to CAPK to expand services to our CalWorks clients. Within the attached Agreement you will find an increase in funding of \$1,459,982 for the HVP Agreement for FY 2022-23

The current agreement includes funding for \$3,414,062. With the additional \$1,459,982, the amended agreement will total \$4,874,043. Program staff have evaluated current and historical data to identify where this funding will best support the needs of the county. Program will expand the current HVP services in the outlying communities to the East, West and Northern parts of the county. Twelve (12) additional staff will be added to the program to support this expansion and will be onboarded in positions already approved in the CAPK Compensation Schedule with approved job descriptions. The positions are: 1 HVP Coordinator, 9 Home Visitors, 1 Data Analyst and 1 Program Assistant.

The number of clients served within this revised agreement will be increased from 240 clients to 312 concurrent clients. This is an increase of seventy-two (72) clients from the current FY 22-23 agreement, CDSS has also expanded the material goods allotment per family from \$500 to \$1,000. As per the agreement, material goods are purchased to support clients with identified health and safety items.

This request supports the CAPK Strategic Plan Goal 2.1.1 Identifying and leveraging finding opportunities to expand services for both early childcare and youth services. 2.1.1b Increase capacity to provide slots by taking advantage of emerging funding opportunities at the County, Regional, State and Federal levels.

Recommendation:

Staff recommends the Board of Directors approve the Home Visiting Program Agreement as revised and authorize the Chief Executive Officer (CEO) to execute the Agreement on behalf of CAPK and any amendments throughout the duration of the agreement term.

Attachments:

Exhibit A HVP 1 Year Plan
Organization Chart

**AMENDMENT NO. 1
FOR AGREEMENT
CalWORKs HOME VISITING PROGRAM SERVICES**

Independent Contractor
(COUNTY – COMMUNITY ACTION PARTNERSHIP OF KERN)

THIS AMENDMENT No 1 ("Amendment No. 1") is made and entered into on _____, ("Execution Date") by and between the County of Kern, a political subdivision of the State of California ("County"), as represented by the Department of Human Services ("Department"), and Community Action Partnership of Kern ("Contractor"), whose principal place of business is at 5005 Business Park North, Bakersfield, CA 93309. County/Department and Contractor are referred to individually as a "Party" and collectively as the "Parties".

CONTRACTOR'S UNIQUE ENTITY IDENTIFIER NUMBER: MH2JA4FK2WK1

WHEREAS:

- a. County and Contractor entered into an Agreement dated June 14, 2022 for the term of July 1, 2022 to June 30, 2024, Kern County Agreement 338-2022 (Agreement), for the Home Visiting Program; and
- b. County and Contractor wish to modify scope of services; and
- c. County and Contractor wish to increase the maximum compensation payable under the Agreement by \$1,459,982 based on State allocation via County Fiscal Letter 22/23-12; and
- d. County and Contractor agree to certain modifications as set forth in this Amendment No. 1

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

1. Paragraph 2, Section E of the Agreement is amended to read in its entirety as follows:

"2. RESPONSIBILITIES OF CONTRACTOR

Contractor shall assume responsibility for providing the following services:

E: Material Goods

Material goods funding related to the health and safety of the child and family is available up to the \$1,000 lifetime limit per family. The Contractor and Department collaborated in the development of a list of items for material goods purchased as set forth in **Exhibit "B"**. The CAPK home visitor shall do the following:

- 1) Verify need by completing initial assessment.
- 2) Purchase the items.
- 3) Deliver or arrange for delivery of items.

- 4) Request Department approval via Material Goods Approval Request **Exhibit "C"** for purchase of material goods not listed in **Exhibit "B"**.
- 5) Monitor cases to ensure \$1,000 lifetime limit per family is not exceeded.

2. Paragraph 4 of the Agreement is amended to read in its entirety as follows:

"4. COMPENSATION

County shall compensate Contractor in an amount not to exceed \$4,874,043 for Fiscal Year 2022-2023 and \$3,414,061 for Fiscal Year 2023-2024. The total amount of compensation over the term of this agreement is not to exceed \$8,288,104. County shall reimburse Contractor for all necessary and reasonable costs incurred on behalf of County as set forth in **Exhibit "D" to Amendment No. 1"**.

During Fiscal Year 2022-23, Contractor shall implement a Retention Incentive Plan for its employees and shall include the costs as a separate line item in **Exhibit "D" to Amendment No. "1."**

A. Staff Retention Incentive Plan

Contractor shall implement a Retention Incentive Plan for its employees to reduce the rate of attrition and increase the rate of retention and length of service of home visiting staff. Contractor's employees shall be eligible to earn retention incentives of up to \$2,000 if they meet the following criteria:

- 1) Hired and on active status as of March 30, 2022 and employment retained through August 26, 2022, employee shall be paid the first incentive payment of \$1,000 on September 9, 2022; and
- 2) Hired and on active status as of March 30, 2022 and retained employment through December 2, 2022 employee shall be paid the second incentive payment of \$1,000 on December 16, 2022; or
- 3) Hired and on active status as of August 27, 2022 and retained employment through December 2, 2022, employee shall be paid one incentive payment of \$1,000 on December 16, 2022.

The amount paid to the Contractor by County shall not exceed the total amount of the Home Visiting funding being made available by the State to the County for the Period of July 2022 through June 30, 2024. No additional compensation will be paid. No funds paid to the Contractor through this Agreement shall be utilized to compensate employees of Contractor for overtime or compensatory time off pursuant to the Fair Labor Standards Act of 1938, 29 USC Section 201 et seq., or applicable State Law.

3. Exhibit "D" is superseded by **Exhibit "D" to Amendment No. 1**, attached hereto and made part hereof.
4. Except as expressly amended herein, all terms and conditions of the original Agreement dated June 14, 2022 as amended, will remain in full and effect

[Remainder of this page is intentionally left blank]

COUNTY OF KERN

Dated: _____

By _____
Chairman, Board of Supervisors
"County"

COMMUNITY ACTION PARTNERSHIP OF KERN

Dated: _____

By _____
Jeremy T. Tobias, Executive Director
"Contractor"

APPROVED AS TO CONTENT:
Kern County Department of Human Services

Dated: _____

By _____
Lito Morillo, Director

APPROVED AS TO FORM:
Office of the County Counsel

Dated: _____

By _____
Bryan Walters, Deputy County Counsel

Exhibit "B"

CAPK / DHS Home Visiting Program

Material Goods Items for Health and Safety

List of potential Material Goods Items for Health and Safety:

Safe Sleep Items ~ Items for the purpose of promoting a safe sleeping environment for Infants and toddlers. Items may include:

- Co-Sleeper
- Pack & Play
- Crib with Mattress
- Crib Mattress & fitted sheets
- Blankets Sleepers

- Baby Monitors
- Humidifiers
- Vaporizers

Transportation Safety ~ Items for the purpose of promoting a safe transportation for Infants and toddlers. Items may include:

- Car Seat
- Infant Carrier
- Stroller
- "Baby in Car" Reminder

Household Safety Items ~ Items for the purpose of promoting a safe home environment for Infants and toddlers. Items may include:

- Door & Window Locks or devices to deter child access (Knob covers, Chains, latches, Etc...)
- Cabinet Locks
- Baby Gates
- Carbon Monoxide Detectors
- Smoke Detectors
- Batteries
- Plug Covers
- Fans/Heaters
- Child safety kits
- Furniture anchors
- Sharp edge protectors
- Appliance locks / Stove Knob Covers
- Toilet Locks
- Fire extinguisher
- Cord clips
- Window guards
- Locking cabinets
- Anti-slip devices
- Firearm safety devices
- Power Strips
- Lead and Mold Detection Kits
- First Aid Kits
 - Band-Aids
 - Ice Packs
 - Thermo Blankets
 - Flashlights w/ batteries
 - Gauze
 - Ointments

Nutrition Safety ~ Items for the purpose of promoting a healthy eating habits for Infants and toddlers. Items may include:

- Baby Bottle Warmers
- Baby Bottle Sterilizers
- Baby Bottle Drainers

Exhibit "B"

- Breast Pump
- Infant Booster/Feeding Chair
- Water Filtration Devices
- High Chair
- Choking Tubes

Personal Hygiene Protection ~ Items for the purpose of promoting a personal hygiene and safe practices while performing hygienic practices for Infants and toddlers. Items may include:

- Baby Bath Tubs
- Bath Water Safety Thermometer
- Guard rails or protective screens
- Personal Hygiene Products

Cleaning Supplies and Equipment ~ Items for the purpose of promoting a clean and safe home environment for Infants and toddlers. Items may include:

- Vacuum
- Cleaners
- Mops, Brooms, Brushes, Buckets
- Trash Receptacles

Pest Control Products and Services ~ Items for the purpose of promoting a pest free environment for Infants and toddlers. Items may include:

- Rodent Traps
- Insecticides
- Lice Treatments
- Bed Bug Treatments
- Flea and Tick Protective Equipment

EXHIBIT "C"

HVI Exceptional Material Goods Approval Request

Date: _____

Client Name: _____ Case # _____
Last, First, MI

Items Requested: _____

Justification: _____

\$1000 Material Goods Balance	\$0
Cost of purchase	_____
Balance Remaining	_____

CAPK Home Visitor (print) _____

_____	Date _____
Signature	

_____ CAPK Supervisor (print)

_____	Date _____
Signature	

Approved ☐

Denied ☐

Reason: _____

_____ DHS Representative (print)

_____	Date _____
Signature	

COMMUNITY ACTION PARTNERSHIP OF KERN

CAPK HOME VISITING PROGRAM

FY 22/23



Line Item	Budget Amount
SALARIES	\$2,710,094
PAYROLL TAXES & BENEFITS	\$894,331
OPERATIONAL/PROGRAM COSTS	\$826,523
TOTAL DIRECT COSTS	\$4,430,948
OVERHEAD OR INDIRECT COSTS	\$443,095
TOTAL COSTS	\$4,874,043

COMMUNITY ACTION PARTNERSHIP OF KERN

CAPK HOME VISITING PROGRAM

FY 22/23



Line Items	Descriptive Narratives
SALARIES	\$2,710,094
HVI Program Manager	Salaries and wages includes program management responsible for program oversight, cost-of-living adjustment, merit increase and retention incentive; 1 program manager and 4 program coordinators for staff supervision and supporting monitoring. 39 home visitors responsible for providing individual and family services and program delivery, 4 liaisons responsible for case management, enrollment services and coordination of shared communication with DHS, 1 program assistant to support the program with supplies, ordering, inventory; 1 data analyst responsible for data reporting, analyzing and database. Administrative management for compliance in all areas of the program. Additional service areas include: Ridgecrest, Rosamond, Lake Isabella, Wasco, Delano, Taft.
39 Home Visitors	
4 Liaisons	
4 Program Coordinators	
1 Data Analyst / 1 Program Assistant	
1 Senior Management (@ 50% allocation)	
7 Senior Management (@ 10% allocation)	
3 Program Support (@ 10% allocation)	
PAYROLL TAXES & BENEFITS	\$894,331
Taxes & Benefits	Benefits include FICA, State Disability, FUTA, Workers Compensation and benefits @33% of salaries and wages. Benefits include retirement, medical, dental, vision, and long term disability plan.
OPERATIONAL/PROGRAM COSTS	\$826,523
Professional Development/Travel	Operational expenses are prorated amounts using CAPK allocation schedule bases on an occupied square footage allocation methodology. Cost allocation includes rent, depreciation (space cost), facility, utilities, phone/telecommunications, equipment/leases, professional services, supplies, marketing/advertising/printing, and insurances. Other operational cost include mileage reimbursement, and professional development trainings and conferences including curriculum, early childhood education and leadership. Travel and expenses to be included. Computers and other workspace supplies to include furnishings for additional staff. Program curriculum, ECE consumable items, books, crafts, music, and incidental food costs. Consultant services for specialized needs, nurse, and family engagement activity funds. Material goods related to health and safety of the child/family (not to exceed \$1,000 per family). Activity kits and other educational supplies
Rent/Facility/Utilities	
Phone/Telecommunication	
Equipment/Leases	
Professional Services	
Marketing/Advertising/Printing	
Insurances	
Child and Family Services Supplies	
Nutrition Services	
Child Service Consultants	
Parent Services	
Material Goods	
TOTAL DIRECT COSTS	\$4,430,948
OVERHEAD OR INDIRECT COSTS	\$443,095
	Certified Rate 0% Fixed Rate 10%
TOTAL COSTS	\$4,874,043

COMMUNITY ACTION PARTNERHSIP OF KERN**CAPK HOME VISITING PROGRAM****FY 23/24**

Line Item	Budget Amount
SALARIES	\$2,178,864
PAYROLL TAXES & BENEFITS	\$719,025
OPERATIONAL/PROGRAM COSTS	\$205,803
TOTAL DIRECT COSTS	\$3,103,692
OVERHEAD OR INDIRECT COSTS	\$310,369
TOTAL COSTS	\$3,414,061

COMMUNITY ACTION PARTNERHSIP OF KERN
CAPK HOME VISITING PROGRAM
FY 23/24



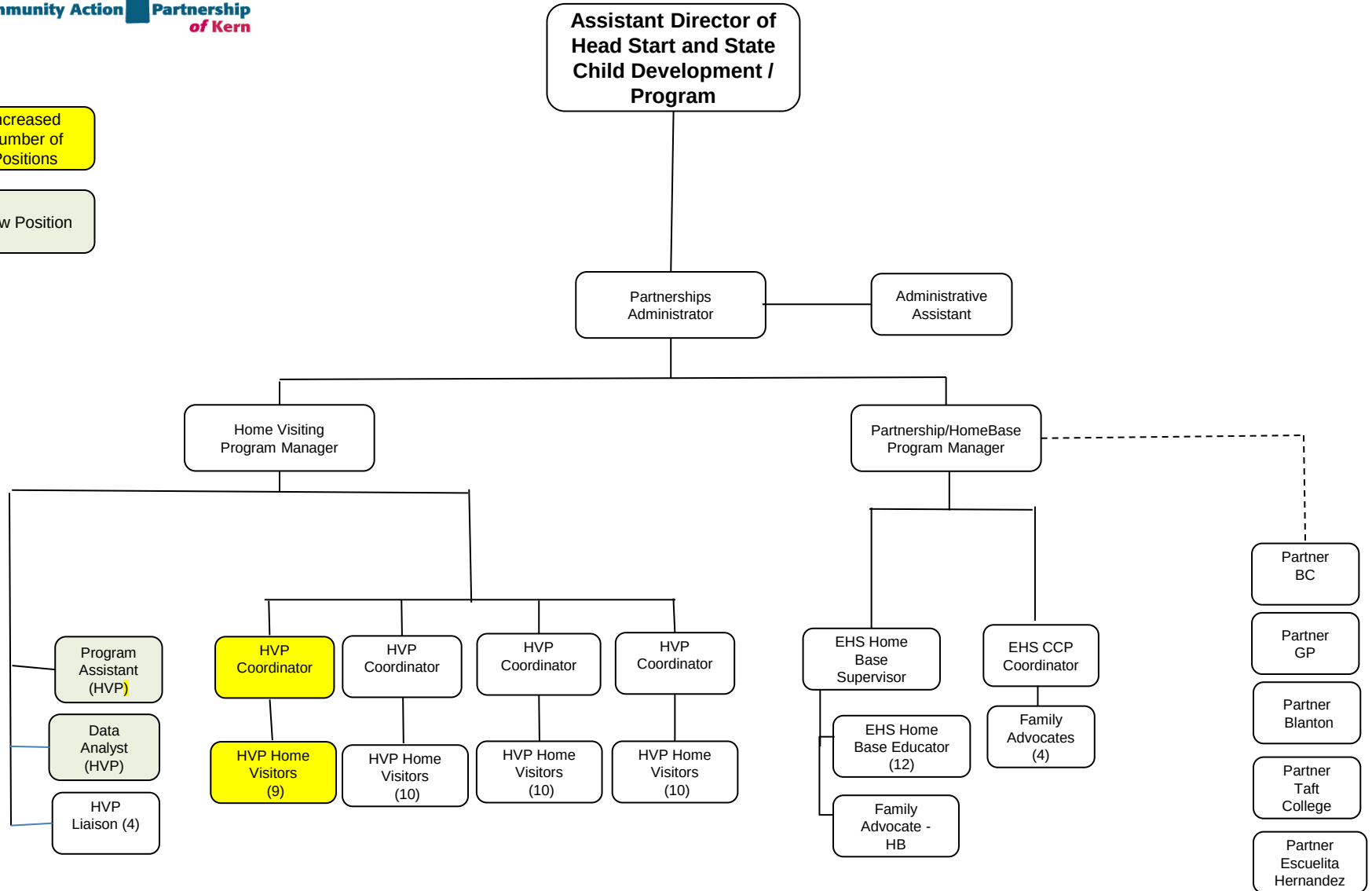
Line Items	Descriptive Narratives
SALARIES	\$2,178,864
HVI Program Manager	Salaries and Wages includes Program Management responsible for program oversight, cost of living adjustment, merit increase and retention incentive; 3 Program Coordinators for staff supervision and support in the monitoring; 30 Home Visitors responsible for providing individual and family services and over all program delivery; 4 Liasion positions responsible for case management, enrollment services and coordination of shared commuications with DHS; Enrollment and Attendance team meambers responsible for monitoring compliance; and Administrative management for compliance in all areas of the program.
30 Home Visitors	
4 Liaisons	
3 Program Coordinators	
1 Senior Management (@ 50% allocation)	
7 Senior Management (@ 10% allocation)	
2 Program Support Staff (@ 10% allocation)	
Data Analyst(@ 5% allocation)	
PAYROLL TAXES & BENEFITS	\$719,025
TAXES/BENEFITS	Benefits includes FICA, State Disability, FUTA, Workers Compensation and benefits @33% of Salaries and Wages. Benefits include retirement, medical, dental, vision, and long term disability plan.
OPERATIONAL/PROGRAM COSTS	\$205,803
Professional Development/Travel	Operational expenses are prorated amounts using CAPK allocation schedule bases on an occupied square footage allocation methodology. Cost allocated include rent, facility, utilities, phone /telecommunications, equipment/leases, professional services, supplies,marketing/advertising/printing, and insurances. Other operational costs include mileage reimbursement, and professional development trainings and conferences including curriculum, early childhood education and leadership. Travel expenses to be included. Computers and other workspace supplies to include furnishings for additional staff. Program supplies which include curriculum, ECE consumable items, books, crafts, music, and incedental food costs. Consultant services for specialized needs, and family engagement activity funds. Material goods related to health and safety of the child/family (Not to exceed \$500.00 per family).
Rent/Facility/Utilities	
Phone/Telecmmunication	
Equipment/Leases	
Professional Services	
Marketing/Advertising/Printing	
Insurances	
Child and Family Services Supplies	
Nutrition Services	
Child Service Consultants	
Parent Services	
Material Goods	
TOTAL DIRECT COSTS	\$3,103,692
OVERHEAD OR INDIRECT COSTS	\$310,369
	Certified Rate 0% Fixed Rate 10%
TOTAL COSTS	\$3,414,061



Head Start/State Child Development Programs

Increased
Number of
Positions

New Position





MEMORANDUM

To: Budget and Finance

From: Jerry Meade, Assistant Director - Program

Date: November 16, 2022

Subject: *Agenda Item 4g*: Head Start /Early Head Start Budget Revision – **Action Item**

As we approach the end of our fiscal year, the Head Start and State Child Development division, through ongoing monitoring and review of the budget to actuals, is proposing to reallocate any potential savings within the budget to other projects. Program staff in partnership with the Finance division have identified savings in the Head Start / Early Head Start Kern grant in the personnel and fringe categories. We attribute this to staff vacancies, budgeted positions intentionally not filled pending construction projects as well as under-enrollment. It is the intent of the program to obtain approval to submit a Budget Revision to the Office of Head Start. Within this budget revision, staff are proposing to reallocate savings from the Personnel, Fringe and Contractual categories to Travel, Equipment, Construction, and Other categories. The table below identifies the changes proposed in the budget revision:

CATEGORY	Head Start BASE OPERATING			Early Head Start BASE OPERATING		
	ORIGINAL	NEW	CHANGE	ORIGINAL	NEW	CHANGE
Personnel	9,267,039	7,767,039	(1,500,000)	9,701,422	8,001,422	(1,700,000)
Fringe Benefits	3,776,726	2,876,726	(900,000)	2,363,974	2,463,974	100,000
Travel	0	85,000	85,000	0	80,000	68,000
Equipment	55,000	250,000	195,000	45,000	110,000	65,000
Supplies	890,498	890,498	0	916,242	916,242	0
Contractual	165,175	255,175	90,000	1,025,838	725,838	(300,000)
Facilities/Construction	0	1,049,500	1,049,500	0	175,000	175,000
Other	2,724,977	3,724,977	1,000,000	1,527,720	3,127,720	1,600,000
Indirect	1,630,902	1,611,402	(19,500)	1,512,778	1,504,778	(8,000)
TOTAL	18,510,317	18,510,317	0	17,092,974	17,092,974	0

Savings from Personnel, Fringe and Contractual will augment project expenditures in the Travel category to support the increased travel opportunities stemming from former COVID restrictions. The request will include the purchase of additional vehicles to replace the aging vans currently used by the Central Kitchen. For expenditures in both Construction and the Other categories, funds will support construction expenditures as well as, the minor renovation and repair projects at HS/EHS facilities.

Recommendation:

Staff recommends approval, with resolution, for the submission of the Budget Revision for Head Start and Early Head Start Kern (09CH011132) for the 2022-2023 budget periods.

Attachment:

Resolution #2022-37



RESOLUTION # 2022-37

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Budget Revision 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 November 30, 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 Budget Revision for the Head Start / Early Head Start Kern (09CH011132), for budget year 2022-2023; and

WHEREAS, the Head Start and State Child Development Division has requested to submit an budget revision to support vehicle purchases and general maintenance/repair and construction projects; 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 budget revision as presented including equipment purchases for the Head Start and Early Head Start grant; 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 2022-2023 budget revision for the Head Start and Early Head Start grant.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 30th day of November 2022.

Fred Plane, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Budget and Finance Committee
Vanessa Cortez
From: Vanessa Cortez, Grant Administrator
Date: November 16, 2022
Subject: *Agenda Item 4e:* Farmers Markets Contract Agreements: Wonderful Community Grant - **Action Item**

The Wonderful Company routinely donates funding for the purpose of improving the health and well-being of Central Valley Communities. Through recent grant applications, CAPK was awarded \$128,000 to support operational costs of Farmers Markets in Shafter, Delano, and Wasco.

The grant period begins on December 1, 2022 and ends on November 30, 2023. The CAPK Food Bank will utilize grant funds to purchase produce for distribution.

Due to various economic challenges including a dramatic rise in the cost of food, our Food Bank has seen a measurable increase in the need for food assistance throughout Kern County. On average, 325 families receive access to no cost produce every month at each location.

This activity is aligned with Goal 1 of the 2021-25 Strategic Plan, Increased access to healthy, affordable food to support the health of the communities we serve.

Recommendation:

Staff recommends approval of the Farmers Market Contracts for Shafter, Delano and Wasco, and authorize the Chief Executive Officer to execute the contracts and any amendments throughout the term of the contracts.

Attachments:

Shafter Farmers Market Contract Agreement 2022
Delano Farmers Market Contract Agreement 2022
Wasco Farmers Market Contract Agreement 2022

11/01/2022

Dear Pritika Ram,

On behalf of the Resnick Foundation (the "Foundation"), I am pleased to announce that Community Action Partnership of Kern ("the Grantee") has been selected to receive a Wonderful Community Grant in the amount of \$28,000 in support of the "Free Farmers Market Shafter", as more fully described in the proposal submitted by Grantee attached hereto as Exhibit A (the "Grant Proposal"). This Grant is for the grant period beginning 12/1/2022 and ending 11/30/2023. The Foundation agrees to pay the Wonderful Community Grant according to the schedule below:

\$28,000 shall be paid on or around 12/01/2022

Payment of these funds is subject to the terms and conditions set forth in the Grant Agreement below.

GRANT AGREEMENT

As a recipient of a Wonderful Community Grant, you agree to the following:

1. USE OF GRANT FUNDS

Funds will be used for the purpose set forth in the Grant Proposal, provided that the purpose may be amended from time to time as mutually agreed by the Foundation and the Grantee. Notwithstanding the foregoing, in no event shall the funds be used for any other purpose unless otherwise discussed and agreed upon in writing by the Foundation. All of the funds will be used prior to 11/30/2023, unless otherwise discussed and agreed upon by the foundation. You agree to comply with any and all requirements, terms and conditions set forth in your grant application and as may be provided by the Foundation from time to time during the grant period.

2. PAYMENT OF GRANT FUNDS

All payments of the funds to the Grantee hereunder shall be made by the Foundation by ACH transfer as follows:

Beneficiary Bank:	_____
Beneficiary Bank Address:	_____
Beneficiary Bank Code:	_____
Beneficiary Account No.:	_____
Account Type:	_____
ABA No.:	_____

3. REQUIRED REPORTING

The Grantee agrees to submit a project plan, monthly reports, and final report as outlined in the Reporting Guidelines provided to the Grantee, as well as any additional updates as requested by the Foundation in connection with and relating to your project during the grant period. The Grantee must maintain records of receipts and expenditures and submit receipts for the purchase of any items valued at \$1,000 or greater to the Foundation attached to the next monthly report following the date of purchase. Failure to submit the required reports or respond to any requests you receive from the Foundation for additional updates may make you ineligible to receive any future funding.

4. SITE VISITS

The Grantee will be required to participate in a minimum of one (1) virtual or in-person site visit to assess the progress of your project during the grant period.

5. PUBLICITY

No announcement or recognition of this donation may be made without prior written approval from the Foundation. If the Foundation agrees in writing to any such announcement or recognition, The Wonderful Company LLC (the "Company") shall receive recognition for this donation.

6. NAMING/BRANDING RIGHTS

In consideration of the Wonderful Community Grant, the Grantee agrees and acknowledges that the Foundation reserves the right to place the Company name and logo on any physical structures or materials purchased or produced with the Wonderful Community Grant funds.

7. TAX STATUS

By countersigning this letter, the Grantee confirms that it either: (1) has been determined by the Internal Revenue Service to be an organization (a) described in Section 501(c)(3) of the Internal Revenue Code of 1986 (the "Code") and (b) which is not a private foundation within the meaning of Section 509(a) of the Code, and that such determination has not been revoked or modified and continues in full force and effect; or (2) is a governmental entity described in Section 170(c)(1) or 511(a)(2)(B) of the Code. If any such determination is revoked or modified, the Grantee shall notify the Foundation immediately. No payment hereunder shall be required to be made at any time after the Grantee ceases to be an organization described in Sections 501(c)(3), 170(c)(1) or 511(a)(2)(B) of the Code and which is not a private foundation.

8. INSURANCE

Grantee agrees to maintain, at its sole cost and expense, and will ensure that all of its subcontractors and vendors maintain, insurance with carriers with A.M. Best's ratings of not less than A-, and a minimum Financial Rating of Class VII and the type of insurance and coverage shall be in such amounts as shall be reasonable to satisfy its obligations under this Grant Agreement, including, but not limited to, its indemnification obligations under this Grant Agreement and all insurance required by law. Grantee shall furnish to the Foundation a certificate(s) of insurance evidencing such insurance coverage and such certificate shall name the Foundation as an additional insured. The liability of Grantee under this Grant Agreement shall not be limited to or by the insurance coverage required of Grantee.

9. INDEMNIFICATION

Grantee shall indemnify and hold harmless the Foundation and its affiliates, heirs, beneficiaries, successors, assigns, and representatives from and against any and all losses, claims, demands, costs, damages, liabilities, expenses of any nature (including sales and use taxes, if any, and reasonable attorneys' fees (at market rates) and disbursements), judgments, fines, settlements and other amounts arising from any and all claims, demands, actions, suits or proceedings, whether civil, criminal, administrative or investigative, that may arise or which relate to or arise from this Grant Agreement or the breach of any of Grantee's obligations, representations, warranties or covenants set forth in this Grant Agreement.

10. COVID-19

The Foundation and the Grantee acknowledge and agree that the parties are entering into this Grant Agreement during the COVID-19 pandemic (the "Pandemic"). The Grantee agrees that during the Pandemic, you will use reasonable endeavors to meet your obligations under this Grant Agreement, including, but not limited to, the execution and/or completion of your project during the Grant Period. If, during the Pandemic, it appears to the Foundation or the Grantee that the Grantee will be unable to fulfill part or all of its obligations under this Grant Agreement (including, for example, but not limited to, due to a shortage of personnel or government guidance making it impracticable or impossible for the Grantee to complete the project), then the Foundation, in its sole discretion, may either (i) terminate this Grant Agreement and cancel any further payments of grant funds, and

the Grantee shall return any and all unspent funds from your Wonderful Community Grant, or (ii) extend the grant period for the Grantee to execute and/or complete the project.

In the event you do not comply with any of the requirements set forth herein, the Foundation reserves the right to terminate your Wonderful Community Grant and cancel any further payments of grant funds. If your Wonderful Community Grant is terminated, you shall return any and all unspent funds from your Wonderful Community Grant within two (2) weeks after the effective date of such termination.

Executed on behalf of the Resnick Foundation:

Signature _____
Craig B. Cooper, Executive Vice President

Date _____

On behalf of Grantee, I understand and agree to the foregoing terms and conditions of the Grant Agreement, and hereby certify my authority to execute this agreement on Grantee's behalf:

Signature _____
Name _____
Title _____
Mailing Address _____

Date _____

Your Submitted Application

The application you previously submitted appears below. No further changes may be made to this application. Click here to return to the Welcome page.

Organization Contact Information

- * Organization Legal Name Community Action Partnership of Kern
- AKA Name CAPK
- * Tax ID 95-2402760
- * Organization Mailing Address 5005 Business Park North
- * Organization City Bakersfield
- * Organization State California
- * Organization Zip Code 93309-1651
- * Organization Website http://www.capk.org

Organization Information

- * Mission Statement Community Action Partnership of Kern

will address underlying causes of poverty,

alleviate the effects, and promote dignity

and self-sufficiency in the communities

we serve.
- * Organization History CAPK has been the official anti-poverty agency for Kern County, working to provide services for low-income families since 1965. One of more than 1,000 community action agencies nationwide, CAPK is one of Kern County's largest nonprofit 501(c)(3) corporations. The Agency has over 900 employees and 17 comprehensive direct service programs. CAPK provides help and hope to over 100,000 low-to-moderate income residents and 50,000 families annually by providing basic needs during crisis and challenging times, pre-K child development and education, case management, home-based services, prevention and education services, financial education and empowerment support, social and life skills-building, pre-employment and paid work experience. Through these services, CAPK provides hands-on experience/s designed to increase self-sufficiency, foster increased learning and provide opportunities for productive and successful lives.
- * Active Programs Through a variety of programs and in collaboration with other community service agencies, CAPK helps participants pursue their educational goals, secure, and retain health insurance, maintain adequate housing, obtain energy subsidy and weatherization assistance, counteracts hunger and malnutrition, provides early learning education, and other personal/ family development opportunities. Our current and active programs include:

1) Head Start & Early Head Start

2) Home Visiting Program

3) CalFresh Healthy Living

4) Central Kitchen

5) Food Bank

6)WIC

7) 2-1-1 Call Center

8) Coordinated Entry System

9) Energy Program (Utility Assistance & Weatherization)

10) Housing Services

11) Homeless Services at M Street

- 12) Volunteer Income Tax Assistance
- 13) East Kern Family Resource Center
- 14) Oasis Family Resource Center
- 15) Friendship House Community Center
- 16) Shafter Youth Center
- 17) Migrant Childcare Program
- * Number of Paid Full-Time Staff

665
- * Number of Paid Part-Time Staff

257
- * Average Annual Number of Volunteers

1000
- * Annual Organization Budget

\$104,174,023.00
- * Organization Financials

• 2020 Form 990_FINAL.pdf (587.51 K), uploaded by Savannah Maldonado on 07/20/2022

Contact/Project Lead Information

- * First Name

Vanessa
- * Last Name

Cortez
- * Title

Senior Community Development Specialist
- * E-mail Address

vcortez@capk.org
- * Telephone

8186341885
- * Secondary Contact First Name

Pritika
- * Secondary Contact Last Name

Ram
- * Secondary Contact Title

Chief Business Development Officer
- * Secondary Contact E-mail Address

pram@capk.org
- * Secondary Contact Phone Number

(661) 336-5236 Ext 1142

Contact/Project Lead Information

- * First Name

Kelly
- * Last Name

Lowery
- * Title

Program Administrator – Food Bank
- * E-mail Address

klowery@capk.org
- * Telephone

6613365236
- * Secondary Contact First Name

Susana
- * Secondary Contact Last Name

Magana
- * Secondary Contact Title

Director of Health and Nutrition
- * Secondary Contact E-mail Address

smagana@capk.org
- * Secondary Contact Phone Number

6613365236

Grant Request Information

- * What communities will be impacted by this grant?

Shafter
- * Please select one area of focus for your project:

Health and Wellness
- * Please select your grant category:

Program Support
- * Project Start Date

11/01/2022
- * Project End Date

11/30/2023
- * Requested Cash Amount

\$50,000.00

Project Description

- * Project Title

Shafter Free Farmers Market 2022-23

* Project Summary	With funding from Wonderful, CAPK will be able to provide free farmers markets in the underserved community of Shafter. These free farmers markets will offer a range of nutritional food at no cost to the community that is plagued by severe food insecurity. By addressing food access and cost concerns, obesity and health related issues will also benefit individuals and families living in this area.
* Project Overview	The CAPK Food Bank proposes to continue the success of the Shafter Free Farmers Markets and increase our response to food insecurity. If awarded, CAPK will provide access to free produce as well as other items such as bread, when available. Due to various economic challenges including a dramatic rise in the cost of food, our Food Bank has seen a measurable increase in the need for food assistance throughout Kern County. Currently, in partnership with Wonderful, we provide approximately 1,800 people in Shafter with access to no-cost produce every month.
* Impact Statement	Reduce local food insecurity rates by increasing access and affordability to produce and goods distributed at our local farmers markets.
* Statement of Need	Kern County consistently ranks among the top 5 most-productive agricultural counties in the US; yet many Kern County residents experience hunger and malnourishment. According to Feeding America (FA), 22.8% of children in Kern County are food insecure compared to 13% of children in California. Data on Shafter affirm these assertions. Based on FA's statistics, 1,568 children are food insecure in these city. CAPK expanded our services to Shafter in 2020; total pounds distributed doubled (210%) between 2020 and 2021 due to the pandemic. Thus, more than ever, social service providers need to increase local access via farmers markets
* Project Deliverables	1. Hold Monthly No-Cost Farmers Market Produce Distributions 2. Distribute approximately 86,000 pounds of produce 3. Serve approximately 325 households monthly
* Project Goals and Outcomes	We expect to serve 23,400 during the grant term. Our goal is to reduce health and food insecurity disparities by increasing access to affordable fruits and vegetables in the community of Shafter. Reducing these barriers will increase healthy consumption patterns that improve the wellness of local community members.
* Project Timeline	Farmers markets will occur every month during November of 2022 until November of 2023
* Evaluation Plan	Success will be measured by number of households served, number of pounds distributed, and number of people who receive nutrition information.
Partnerships/Collaborations	Sign-in sheets will be used at each Free Farmers Market. Produce distributed at each market will be tracked using pre-and-post market weights. Pre-and post-counts will be used to track nutrition information handed out. All tracked information will be entered into an Excel database and reports will be issued at the end of the project.

Project Budget Calculation

* Project Personnel	\$5,187.00
* Contracted Services/Partnerships	\$0.00
* Supplies & Equipment	\$2,813.00
* Printing & Production	\$2,000.00
* Meals & Transportation	\$2,880.00
* Recognition Costs	\$0.00
* Other Costs	\$37,120.00
* Total Budget	\$50,000.00

Project Budget Detail

* Project Personnel Description	1) Warehouse Specialist @ 8 hours/month x 12 months x \$18.22 hr = \$1749; (2) Warehouse Specialist @ 4 hours/month x 12 months x \$17.69 hr.= \$849; Farmers Market Coordinator @ 5 hours/month x 12 months x \$24.23 hr.= \$1,454; Salary Total: \$4,052; Benefits @ 28% = \$1,135.
* Contracted Services/Partnerships Description	0
* Supplies & Equipment Description	Supplies include t-shirts for volunteers, paper, bags, pens, clipboards, etc
* Printing & Production Description	Flyers, posters, etc. to promote markets
* Meals & Transportation Description	Gas - \$200 x 2 box vans +\$80 for pick-up truck = \$480 per trip x 6 trips
* Recognition Costs Description	0
* Other Costs Description	10% deminis indirect cost rate + costs for goods distributed at the farmers

- markets
- *

Other Funding

In kind volunteers for event valued at approximately \$7,000
- *

Grant Request Amount

\$50,000.00
- *

What is your cost per person served?

\$2.14

Grant Agreement

*

User Agreement

Agree

*

Electronic Signature

Vanessa Cortez

*

Title

Senior Community Development Specialist

*

Date

09/07/2022

Please be sure to save and/or print a copy of your completed application for your records. A copy of this application will also be available through this online system upon log-in.

Terms of Service

Privacy Policy

11/01/2022

Dear Pritika Ram,

On behalf of the Resnick Foundation (the "Foundation"), I am pleased to announce that Community Action Partnership of Kern ("the Grantee") has been selected to receive a Wonderful Community Grant in the amount of \$50,000 in support of the "Free Farmers Market Delano" project, as more fully described in the proposal submitted by Grantee attached hereto as Exhibit A (the "Grant Proposal"). This Grant is for the grant period beginning 12/01/2022 and ending 11/30/2023. The Foundation agrees to pay the Wonderful Community Grant according to the schedule below:

\$25,000 shall be paid on or around 12/01/2022

\$25,000 shall be paid on or around 06/01/2023

Payment of these funds is subject to the terms and conditions set forth in the Grant Agreement below.

GRANT AGREEMENT

As a recipient of a Wonderful Community Grant, you agree to the following:

1. USE OF GRANT FUNDS

Funds will be used for the purpose set forth in the Grant Proposal, provided that the purpose may be amended from time to time as mutually agreed by the Foundation and the Grantee. Notwithstanding the foregoing, in no event shall the funds be used for any other purpose unless otherwise discussed and agreed upon in writing by the Foundation. All of the funds will be used prior to 11/30/2023, unless otherwise discussed and agreed upon by the foundation. You agree to comply with any and all requirements, terms and conditions set forth in your grant application and as may be provided by the Foundation from time to time during the grant period.

2. PAYMENT OF GRANT FUNDS

All payments of the funds to the Grantee hereunder shall be made by the Foundation by ACH transfer as follows:

Beneficiary Bank:	_____
Beneficiary Bank Address:	_____
Beneficiary Bank Code:	_____
Beneficiary Account No.:	_____
Account Type:	_____
ABA No.:	_____

3. REQUIRED REPORTING

The Grantee agrees to submit a project plan, monthly reports, and final report as outlined in the Reporting Guidelines provided to the Grantee, as well as any additional updates as requested by the Foundation in connection with and relating to your project during the grant period. The Grantee must maintain records of receipts and expenditures and submit receipts for the purchase of any items valued at \$1,000 or greater to the Foundation attached to the next monthly report following the date of purchase. Failure to submit the required reports or respond to any requests you receive from the Foundation for additional updates may make you ineligible to receive any future funding.

4. SITE VISITS

The Grantee will be required to participate in a minimum of one (1) virtual or in-person site visit to assess the progress of your project during the grant period.

5. PUBLICITY

No announcement or recognition of this donation may be made without prior written approval from the Foundation. If the Foundation agrees in writing to any such announcement or recognition, The Wonderful Company LLC (the "Company") shall receive recognition for this donation.

6. NAMING/BRANDING RIGHTS

In consideration of the Wonderful Community Grant, the Grantee agrees and acknowledges that the Foundation reserves the right to place the Company name and logo on any physical structures or materials purchased or produced with the Wonderful Community Grant funds.

7. TAX STATUS

By countersigning this letter, the Grantee confirms that it either: (1) has been determined by the Internal Revenue Service to be an organization (a) described in Section 501(c)(3) of the Internal Revenue Code of 1986 (the "Code") and (b) which is not a private foundation within the meaning of Section 509(a) of the Code, and that such determination has not been revoked or modified and continues in full force and effect; or (2) is a governmental entity described in Section 170(c)(1) or 511(a)(2)(B) of the Code. If any such determination is revoked or modified, the Grantee shall notify the Foundation immediately. No payment hereunder shall be required to be made at any time after the Grantee ceases to be an organization described in Sections 501(c)(3), 170(c)(1) or 511(a)(2)(B) of the Code and which is not a private foundation.

8. INSURANCE

Grantee agrees to maintain, at its sole cost and expense, and will ensure that all of its subcontractors and vendors maintain, insurance with carriers with A.M. Best's ratings of not less than A-, and a minimum Financial Rating of Class VII and the type of insurance and coverage shall be in such amounts as shall be reasonable to satisfy its obligations under this Grant Agreement, including, but not limited to, its indemnification obligations under this Grant Agreement and all insurance required by law. Grantee shall furnish to the Foundation a certificate(s) of insurance evidencing such insurance coverage and such certificate shall name the Foundation as an additional insured. The liability of Grantee under this Grant Agreement shall not be limited to or by the insurance coverage required of Grantee.

9. INDEMNIFICATION

Grantee shall indemnify and hold harmless the Foundation and its affiliates, heirs, beneficiaries, successors, assigns, and representatives from and against any and all losses, claims, demands, costs, damages, liabilities, expenses of any nature (including sales and use taxes, if any, and reasonable attorneys' fees (at market rates) and disbursements), judgments, fines, settlements and other amounts arising from any and all claims, demands, actions, suits or proceedings, whether civil, criminal, administrative or investigative, that may arise or which relate to or arise from this Grant Agreement or the breach of any of Grantee's obligations, representations, warranties or covenants set forth in this Grant Agreement.

10. COVID-19

The Foundation and the Grantee acknowledge and agree that the parties are entering into this Grant Agreement during the COVID-19 pandemic (the "Pandemic"). The Grantee agrees that during the Pandemic, you will use reasonable endeavors to meet your obligations under this Grant Agreement, including, but not limited to, the execution and/or completion of your project during the Grant Period. If, during the Pandemic, it appears to the Foundation or the Grantee that the Grantee will be unable to fulfill part or all of its obligations under this Grant Agreement (including, for example, but not limited to, due to a shortage of personnel or government guidance making it impracticable or impossible for the Grantee to complete the project), then the Foundation, in its sole discretion, may either (i) terminate this Grant Agreement and cancel any further payments of grant funds, and

the Grantee shall return any and all unspent funds from your Wonderful Community Grant, or (ii) extend the grant period for the Grantee to execute and/or complete the project.

In the event you do not comply with any of the requirements set forth herein, the Foundation reserves the right to terminate your Wonderful Community Grant and cancel any further payments of grant funds. If your Wonderful Community Grant is terminated, you shall return any and all unspent funds from your Wonderful Community Grant within two (2) weeks after the effective date of such termination.

Executed on behalf of the Resnick Foundation:

Signature _____
Craig B. Cooper, Executive Vice President

Date _____

On behalf of Grantee, I understand and agree to the foregoing terms and conditions of the Grant Agreement, and hereby certify my authority to execute this agreement on Grantee's behalf:

Signature _____
Name _____
Title _____
Mailing Address _____

Date _____

Your Submitted Application

The application you previously submitted appears below. No further changes may be made to this application. Click here to return to the Welcome page.

Organization Contact Information

- * Organization Legal Name Community Action Partnership of Kern
- AKA Name CAPK
- * Tax ID 95-2402760
- * Organization Mailing Address 5005 Business Park North
- * Organization City Bakersfield
- * Organization State California
- * Organization Zip Code 93309-1651
- * Organization Website http://www.capk.org

Organization Information

- * Mission Statement Community Action Partnership of Kern

will address underlying causes of poverty,

alleviate the effects, and promote dignity

and self-sufficiency in the communities

we serve.
- * Organization History CAPK has been the official anti-poverty agency for Kern County, working to provide services for low-income families since 1965. One of more than 1,000 community action agencies nationwide, CAPK is one of Kern County's largest nonprofit 501(c)(3) corporations. The Agency has over 900 employees and 17 comprehensive direct service programs. CAPK provides help and hope to over 100,000 low-to-moderate income residents and 50,000 families annually by providing basic needs during crisis and challenging times, pre-K child development and education, case management, home-based services, prevention and education services, financial education and empowerment support, social and life skills-building, pre-employment and paid work experience. Through these services, CAPK provides hands-on experience/s designed to increase self-sufficiency, foster increased learning and provide opportunities for productive and successful lives.
- * Active Programs Through a variety of programs and in collaboration with other community service agencies, CAPK helps participants pursue their educational goals, secure, and retain health insurance, maintain adequate housing, obtain energy subsidy and weatherization assistance, counteracts hunger and malnutrition, provides early learning education, and other personal/ family development opportunities. Our current and active programs include:

1) Head Start & Early Head Start

2) Home Visiting Program

3) CalFresh Healthy Living

4) Central Kitchen

5) Food Bank

6)WIC

7) 2-1-1 Call Center

8) Coordinated Entry System

9) Energy Program (Utility Assistance & Weatherization)

10) Housing Services

11) Homeless Services at M Street

- 12) Volunteer Income Tax Assistance
- 13) East Kern Family Resource Center
- 14) Oasis Family Resource Center
- 15) Friendship House Community Center
- 16) Shafter Youth Center
- 17) Migrant Childcare Program
- * Number of Paid Full-Time Staff 665
- * Number of Paid Part-Time Staff 257
- * Average Annual Number of Volunteers 1000
- * Annual Organization Budget \$104,174,023.00
- * Organization Financials
 - 2020 Form 990_FINAL.pdf (587.51 K), uploaded by Savannah Maldonado on 07/20/2022

Contact/Project Lead Information

- * First Name Vanessa
- * Last Name Cortez
- * Title Senior Community Development Specialist
- * E-mail Address vcortez@capk.org
- * Telephone 8186341885
- * Secondary Contact First Name Pritika
- * Secondary Contact Last Name Ram
- * Secondary Contact Title Chief Business Development Officer
- * Secondary Contact E-mail Address pram@capk.org
- * Secondary Contact Phone Number (661) 336-5236 Ext 1142

Contact/Project Lead Information

- * First Name Kelly
- * Last Name Lowery
- * Title Program Administrator – Food Bank
- * E-mail Address klowery@capk.org
- * Telephone 6613365236
- * Secondary Contact First Name Susana
- * Secondary Contact Last Name Magana
- * Secondary Contact Title Director of Health and Nutrition
- * Secondary Contact E-mail Address smagana@capk.org
- * Secondary Contact Phone Number 6613365236

Grant Request Information

- * What communities will be impacted by this grant? Delano
- * Please select one area of focus for your project: Health and Wellness
- * Please select your grant category: Program Support
- * Project Start Date 11/01/2022
- * Project End Date 11/30/2023
- * Requested Cash Amount \$50,000.00

Project Description

- * Project Title Delano Free Farmers Market 2022-23

* Project Summary	With funding from Wonderful, CAPK will be able to provide free farmers markets in the underserved community of Delano. These free farmers markets will offer a range of nutritional food at no cost to the community that is plagued by severe food insecurity. By addressing food access and cost concerns, obesity and health related issues will also benefit individuals and families living in this area.
* Project Overview	The CAPK Food Bank proposes to continue the success of the Delano Free Farmers Markets and increase our response to food insecurity. If awarded, CAPK will provide access to free produce as well as other items such as bread, when available. Due to various economic challenges including a dramatic rise in the cost of food, our Food Bank has seen a measurable increase in the need for food assistance throughout Kern County. Currently, in partnership with Wonderful, we provide approximately 1,800 people in Delano with access to no-cost produce every month.
* Impact Statement	Reduce local food insecurity rates by increasing access and affordability to produce and goods distributed at our local farmers markets.
* Statement of Need	Kern County consistently ranks among the top 5 most-productive agricultural counties in the US; yet many Kern County residents experience hunger and malnourishment. According to Feeding America (FA), 22.8% of children in Kern County are food insecure compared to 13% of children in California. Data on Delano affirm these assertions. Based on FA's statistics, 3,087 children are food insecure in these city. On average, CAPK observed a 158% increase in pounds distributed between 2019 and 2020 in Delano. Thus, more than ever, social service providers need to increase local access via farmers markets.
* Project Deliverables	1. Hold Monthly No-Cost Farmers Market Produce Distributions 2. Distribute approximately 150,000 pounds of produce 3. Serve approximately 325 households monthly
* Project Goals and Outcomes	We expect to serve 23,400 during the grant term. Our goal is to reduce health and food insecurity disparities by increasing access to affordable fruits and vegetables in the community of Delano. Reducing these barriers will increase healthy consumption patterns that improve the wellness of local community members.
* Project Timeline	Farmers markets will occur every month during November of 2022 until November of 2023
* Evaluation Plan	Success will be measured by number of households served, number of pounds distributed, and number of people who receive nutrition information. Sign-in sheets will be used at each Free Farmers Market. Produce distributed at each market will be tracked using pre-and-post market weights. Pre-and post-counts will be used to track nutrition information handed out. All tracked information will be entered into an Excel database and reports will be issued at the end of the project.

Partnerships/Collaborations

Project Budget Calculation

* Project Personnel	\$5,187.00
* Contracted Services/Partnerships	\$0.00
* Supplies & Equipment	\$2,813.00
* Printing & Production	\$2,000.00
* Meals & Transportation	\$2,880.00
* Recognition Costs	\$0.00
* Other Costs	\$37,120.00
* Total Budget	\$50,000.00

Project Budget Detail

* Project Personnel Description	1) Warehouse Specialist @ 8 hours/month x 12 months x \$18.22 hr = \$1749; (2) Warehouse Specialist @ 4 hours/month x 12 months x \$17.69 hr.= \$849; Farmers Market Coordinator @ 5 hours/month x 12 months x \$24.23 hr.= \$1,454; Salary Total: \$4,052; Benefits @ 28% = \$1,135.
* Contracted Services/Partnerships Description	0
* Supplies & Equipment Description	Supplies include t-shirts for volunteers, paper, bags, pens, clipboards, etc
* Printing & Production Description	Flyers, posters, etc. to promote markets
* Meals & Transportation Description	Gas - \$200 x 2 box vans +\$80 for pick-up truck = \$480 per trip x 6 trips
* Recognition Costs Description	0

- * Other Costs Description 10% deminis indirect cost rate + costs for goods distributed at the farmers markets
- * Other Funding In kind volunteers for event valued at approximately \$7,000
- * Grant Request Amount \$50,000.00
- * What is your cost per person served? \$2.14

Grant Agreement

- * User Agreement Agree
- * Electronic Signature Vanessa Cortez
 - * Title Senior Community Development Specialist
 - * Date 09/07/2022

Please be sure to save and/or print a copy of your completed application for your records. A copy of this application will also be available through this online system upon log-in.

[Terms of Service](#) [Privacy Policy](#)

11/01/2022

Dear Pritika Ram,

On behalf of the Resnick Foundation (the "Foundation"), I am pleased to announce that Community Action Partnership of Kern ("the Grantee") has been selected to receive a Wonderful Community Grant in the amount of \$50,000 in support of the "Free Farmers Market Wasco" project, as more fully described in the proposal submitted by Grantee attached hereto as Exhibit A (the "Grant Proposal"). This Grant is for the grant period beginning 12/01/2022 and ending 11/30/2023. The Foundation agrees to pay the Wonderful Community Grant according to the schedule below:

\$25,000 shall be paid on or around 12/01/2022

\$25,000 shall be paid on or around 06/01/2023

Payment of these funds is subject to the terms and conditions set forth in the Grant Agreement below.

GRANT AGREEMENT

As a recipient of a Wonderful Community Grant, you agree to the following:

1. USE OF GRANT FUNDS

Funds will be used for the purpose set forth in the Grant Proposal, provided that the purpose may be amended from time to time as mutually agreed by the Foundation and the Grantee. Notwithstanding the foregoing, in no event shall the funds be used for any other purpose unless otherwise discussed and agreed upon in writing by the Foundation. All of the funds will be used prior to 11/30/2023, unless otherwise discussed and agreed upon by the foundation. You agree to comply with any and all requirements, terms and conditions set forth in your grant application and as may be provided by the Foundation from time to time during the grant period.

2. PAYMENT OF GRANT FUNDS

All payments of the funds to the Grantee hereunder shall be made by the Foundation by ACH transfer as follows:

Beneficiary Bank:	_____
Beneficiary Bank Address:	_____
Beneficiary Bank Code:	_____
Beneficiary Account No.:	_____
Account Type:	_____
ABA No.:	_____

3. REQUIRED REPORTING

The Grantee agrees to submit a project plan, monthly reports, and final report as outlined in the Reporting Guidelines provided to the Grantee, as well as any additional updates as requested by the Foundation in connection with and relating to your project during the grant period. The Grantee must maintain records of receipts and expenditures and submit receipts for the purchase of any items valued at \$1,000 or greater to the Foundation attached to the next monthly report following the date of purchase. Failure to submit the required reports or respond to any requests you receive from the Foundation for additional updates may make you ineligible to receive any future funding.

4. SITE VISITS

The Grantee will be required to participate in a minimum of one (1) virtual or in-person site visit to assess the progress of your project during the grant period.

5. PUBLICITY

No announcement or recognition of this donation may be made without prior written approval from the Foundation. If the Foundation agrees in writing to any such announcement or recognition, The Wonderful Company LLC (the "Company") shall receive recognition for this donation.

6. NAMING/BRANDING RIGHTS

In consideration of the Wonderful Community Grant, the Grantee agrees and acknowledges that the Foundation reserves the right to place the Company name and logo on any physical structures or materials purchased or produced with the Wonderful Community Grant funds.

7. TAX STATUS

By countersigning this letter, the Grantee confirms that it either: (1) has been determined by the Internal Revenue Service to be an organization (a) described in Section 501(c)(3) of the Internal Revenue Code of 1986 (the "Code") and (b) which is not a private foundation within the meaning of Section 509(a) of the Code, and that such determination has not been revoked or modified and continues in full force and effect; or (2) is a governmental entity described in Section 170(c)(1) or 511(a)(2)(B) of the Code. If any such determination is revoked or modified, the Grantee shall notify the Foundation immediately. No payment hereunder shall be required to be made at any time after the Grantee ceases to be an organization described in Sections 501(c)(3), 170(c)(1) or 511(a)(2)(B) of the Code and which is not a private foundation.

8. INSURANCE

Grantee agrees to maintain, at its sole cost and expense, and will ensure that all of its subcontractors and vendors maintain, insurance with carriers with A.M. Best's ratings of not less than A-, and a minimum Financial Rating of Class VII and the type of insurance and coverage shall be in such amounts as shall be reasonable to satisfy its obligations under this Grant Agreement, including, but not limited to, its indemnification obligations under this Grant Agreement and all insurance required by law. Grantee shall furnish to the Foundation a certificate(s) of insurance evidencing such insurance coverage and such certificate shall name the Foundation as an additional insured. The liability of Grantee under this Grant Agreement shall not be limited to or by the insurance coverage required of Grantee.

9. INDEMNIFICATION

Grantee shall indemnify and hold harmless the Foundation and its affiliates, heirs, beneficiaries, successors, assigns, and representatives from and against any and all losses, claims, demands, costs, damages, liabilities, expenses of any nature (including sales and use taxes, if any, and reasonable attorneys' fees (at market rates) and disbursements), judgments, fines, settlements and other amounts arising from any and all claims, demands, actions, suits or proceedings, whether civil, criminal, administrative or investigative, that may arise or which relate to or arise from this Grant Agreement or the breach of any of Grantee's obligations, representations, warranties or covenants set forth in this Grant Agreement.

10. COVID-19

The Foundation and the Grantee acknowledge and agree that the parties are entering into this Grant Agreement during the COVID-19 pandemic (the "Pandemic"). The Grantee agrees that during the Pandemic, you will use reasonable endeavors to meet your obligations under this Grant Agreement, including, but not limited to, the execution and/or completion of your project during the Grant Period. If, during the Pandemic, it appears to the Foundation or the Grantee that the Grantee will be unable to fulfill part or all of its obligations under this Grant Agreement (including, for example, but not limited to, due to a shortage of personnel or government guidance making it impracticable or impossible for the Grantee to complete the project), then the Foundation, in its sole discretion, may either (i) terminate this Grant Agreement and cancel any further payments of grant funds, and

the Grantee shall return any and all unspent funds from your Wonderful Community Grant, or (ii) extend the grant period for the Grantee to execute and/or complete the project.

In the event you do not comply with any of the requirements set forth herein, the Foundation reserves the right to terminate your Wonderful Community Grant and cancel any further payments of grant funds. If your Wonderful Community Grant is terminated, you shall return any and all unspent funds from your Wonderful Community Grant within two (2) weeks after the effective date of such termination.

Executed on behalf of the Resnick Foundation:

Signature _____
Craig B. Cooper, Executive Vice President

Date _____

On behalf of Grantee, I understand and agree to the foregoing terms and conditions of the Grant Agreement, and hereby certify my authority to execute this agreement on Grantee's behalf:

Signature _____
Name _____
Title _____
Mailing Address _____

Date _____

Your Submitted Application

The application you previously submitted appears below. No further changes may be made to this application. Click here to return to the Welcome page.

Organization Contact Information

- * Organization Legal Name Community Action Partnership of Kern
- AKA Name CAPK
- * Tax ID 95-2402760
- * Organization Mailing Address 5005 Business Park North
- * Organization City Bakersfield
- * Organization State California
- * Organization Zip Code 93309-1651
- * Organization Website http://www.capk.org

Organization Information

- * Mission Statement Community Action Partnership of Kern

will address underlying causes of poverty,

alleviate the effects, and promote dignity

and self-sufficiency in the communities

we serve.
- * Organization History CAPK has been the official anti-poverty agency for Kern County, working to provide services for low-income families since 1965. One of more than 1,000 community action agencies nationwide, CAPK is one of Kern County's largest nonprofit 501(c)(3) corporations. The Agency has over 900 employees and 17 comprehensive direct service programs. CAPK provides help and hope to over 100,000 low-to-moderate income residents and 50,000 families annually by providing basic needs during crisis and challenging times, pre-K child development and education, case management, home-based services, prevention and education services, financial education and empowerment support, social and life skills-building, pre-employment and paid work experience. Through these services, CAPK provides hands-on experience/s designed to increase self-sufficiency, foster increased learning and provide opportunities for productive and successful lives.
- * Active Programs Through a variety of programs and in collaboration with other community service agencies, CAPK helps participants pursue their educational goals, secure, and retain health insurance, maintain adequate housing, obtain energy subsidy and weatherization assistance, counteracts hunger and malnutrition, provides early learning education, and other personal/ family development opportunities. Our current and active programs include:

1) Head Start & Early Head Start

2) Home Visiting Program

3) CalFresh Healthy Living

4) Central Kitchen

5) Food Bank

6)WIC

7) 2-1-1 Call Center

8) Coordinated Entry System

9) Energy Program (Utility Assistance & Weatherization)

10) Housing Services

11) Homeless Services at M Street

- 12) Volunteer Income Tax Assistance
- 13) East Kern Family Resource Center
- 14) Oasis Family Resource Center
- 15) Friendship House Community Center
- 16) Shafter Youth Center
- 17) Migrant Childcare Program
- * Number of Paid Full-Time Staff 665
- * Number of Paid Part-Time Staff 257
- * Average Annual Number of Volunteers 1000
- * Annual Organization Budget \$104,174,023.00
- * Organization Financials
 - 2020 Form 990_FINAL.pdf (587.51 K), uploaded by Savannah Maldonado on 07/20/2022

Contact/Project Lead Information

- * First Name Vanessa
- * Last Name Cortez
- * Title Senior Community Development Specialist
- * E-mail Address vcortez@capk.org
- * Telephone 8186341885
- * Secondary Contact First Name Pritika
- * Secondary Contact Last Name Ram
- * Secondary Contact Title Chief Business Development Officer
- * Secondary Contact E-mail Address pram@capk.org
- * Secondary Contact Phone Number (661) 336-5236 Ext 1142

Contact/Project Lead Information

- * First Name Kelly
- * Last Name Lowery
- * Title Program Administrator – Food Bank
- * E-mail Address klowery@capk.org
- * Telephone 6613365236
- * Secondary Contact First Name Susana
- * Secondary Contact Last Name Magana
- * Secondary Contact Title Director of Health and Nutrition
- * Secondary Contact E-mail Address smagana@capk.org
- * Secondary Contact Phone Number 6613365236

Grant Request Information

- * What communities will be impacted by this grant? Wasco
- * Please select one area of focus for your project: Health and Wellness
- * Please select your grant category: Program Support
- * Project Start Date 11/01/2022
- * Project End Date 11/30/2023
- * Requested Cash Amount \$50,000.00

Project Description

- * Project Title Wasco Free Farmers Market 2022-23

* Project Summary	With funding from Wonderful, CAPK will be able to provide free farmers markets in the underserved community of Wasco. These free farmers markets will offer a range of nutritional food at no cost to the community that is plagued by severe food insecurity. By addressing food access and cost concerns, obesity and health related issues will also benefit individuals and families living in this area.
* Project Overview	The CAPK Food Bank proposes to continue the success of the Wasco Free Farmers Markets and increase our response to food insecurity. If awarded, CAPK will provide access to free produce as well as other items such as bread, when available. Due to various economic challenges including a dramatic rise in the cost of food, our Food Bank has seen a measurable increase in the need for food assistance throughout Kern County. Currently, in partnership with Wonderful, we provide approximately 1,800 people in Wasco with access to no-cost produce every month.
* Impact Statement	Reduce local food insecurity rates by increasing access and affordability to produce and goods distributed at our local farmers markets
* Statement of Need	Kern County consistently ranks among the top 5 most-productive agricultural counties in the US; yet many Kern County residents experience hunger and malnourishment. According to Feeding America (FA), 22.8% of children in Kern County are food insecure compared to 13% of children in California. Data on Wasco affirm these assertions. Based on FA's statistics, 1,576 children are food insecure in these city. On average, CAPK observed a 105% increase in pounds distributed between 2020 and 2021 in Wasco. Thus, more than ever, social service providers need to increase local access via farmers markets
* Project Deliverables	1. Hold Monthly No-Cost Farmers Market Produce Distributions 2. Distribute approximately 150,000 pounds of produce 3. Serve approximately 325 households monthly
* Project Goals and Outcomes	We expect to serve 23,400 during the grant term. Our goal is to reduce health and food insecurity disparities by increasing access to affordable fruits and vegetables in the community of Wasco. Reducing these barriers will increase healthy consumption patterns that improve the wellness of local community members.
* Project Timeline	Farmers markets will occur every month during November of 2022 until November of 2023
* Evaluation Plan	Success will be measured by number of households served, number of pounds distributed, and number of people who receive nutrition information. Sign-in sheets will be used at each Free Farmers Market. Produce distributed at each market will be tracked using pre-and-post market weights. Pre-and post-counts will be used to track nutrition information handed out. All tracked information will be entered into an Excel database and reports will be issued at the end of the project.

Partnerships/Collaborations

Project Budget Calculation

* Project Personnel	\$5,187.00
* Contracted Services/Partnerships	\$0.00
* Supplies & Equipment	\$2,813.00
* Printing & Production	\$2,000.00
* Meals & Transportation	\$2,880.00
* Recognition Costs	\$0.00
* Other Costs	\$37,120.00
* Total Budget	\$50,000.00

Project Budget Detail

* Project Personnel Description	1) Warehouse Specialist @ 8 hours/month x 12 months x \$18.22 hr = \$1749; (2) Warehouse Specialist @ 4 hours/month x 12 months x \$17.69 hr.= \$849; Farmers Market Coordinator @ 5 hours/month x 12 months x \$24.23 hr.= \$1,454; Salary Total: \$4,052; Benefits @ 28% = \$1,135.
* Contracted Services/Partnerships Description	0
* Supplies & Equipment Description	Supplies include t-shirts for volunteers, paper, bags, pens, clipboards, etc
* Printing & Production Description	Flyers, posters, etc. to promote markets
* Meals & Transportation Description	Gas - \$200 x 2 box vans +\$80 for pick-up truck = \$480 per trip x 6 trips
* Recognition Costs Description	0
* Other Costs Description	10% deminis indirect cost rate + costs for goods distributed at the farmers

- markets
- * Other Funding

In kind volunteers for event valued at approximately \$7,000
- * Grant Request Amount

\$50,000.00
- * What is your cost per person served?

\$2.14

Grant Agreement

* User Agreement

Agree

* Electronic Signature

Vanessa Cortez

* Title

Senior Community Development Specialist

* Date

09/07/2022

Please be sure to save and/or print a copy of your completed application for your records. A copy of this application will also be available through this online system upon log-in.

Terms of Service

Privacy Policy



MEMORANDUM

To: Budget and Finance
Vanessa Cortez
From: Vanessa Cortez, Grant Administrator
Date: November 16, 2022
Subject: *Agenda Item 4f:* Shafter Youth Center Contract Agreement: Wonderful Community Grant - **Action Item**

The Wonderful Company routinely donates funding for the purpose of improving the health and well-being of Central Valley Communities. Through recent grant applications, CAPK was awarded \$22,000 to support Shafter Youth Center with operational costs.

The grant period begins on December 1, 2022 and ends on November 30, 2023. Center staff will utilize grant funds to purchase fitness equipment to promote physical wellbeing for Shafter Youth Center (SYC) clients.

The SYC has a partnership with Kern County Public Health (KCPH) to teach children the importance of eating nutritious meals and daily exercise. SYC's *Gets Active Project* intends to extend the students' learning received by KCPH with access to outdoor equipment for their daily exercise activities. This purchase will compliment the education students receive in this project, while introducing interactive ways to be active.

This activity is aligned with Goal 2 of the 2021-25 Strategic Plan: All families in the communities we serve have access to high-quality early learning and care choices to meet their diverse needs.

Recommendation:

Staff recommends approval for the Chief Executive Officer to execute the Shafter Youth Center Contract Agreement and any future amendments throughout the duration of the contract term.

Attachment:

Shafter Youth Center Contract Agreement 2022

11/01/2022

Dear Pritika Ram,

On behalf of the Resnick Foundation (the "Foundation"), I am pleased to announce that Community Action Partnership of Kern ("the Grantee") has been selected to receive a Wonderful Community Grant in the amount of \$22,000 in support of the "Shafter Youth Center Gets Active", as more fully described in the proposal submitted by Grantee attached hereto as Exhibit A (the "Grant Proposal"). This Grant is for the grant period beginning 12/1/2022 and ending 11/30/2023. The Foundation agrees to pay the Wonderful Community Grant according to the schedule below:

\$22,000 shall be paid on or around 12/01/2022

Payment of these funds is subject to the terms and conditions set forth in the Grant Agreement below.

GRANT AGREEMENT

As a recipient of a Wonderful Community Grant, you agree to the following:

1. USE OF GRANT FUNDS

Funds will be used for the purpose set forth in the Grant Proposal, provided that the purpose may be amended from time to time as mutually agreed by the Foundation and the Grantee. Notwithstanding the foregoing, in no event shall the funds be used for any other purpose unless otherwise discussed and agreed upon in writing by the Foundation. All of the funds will be used prior to 11/30/2023, unless otherwise discussed and agreed upon by the foundation. You agree to comply with any and all requirements, terms and conditions set forth in your grant application and as may be provided by the Foundation from time to time during the grant period.

2. PAYMENT OF GRANT FUNDS

All payments of the funds to the Grantee hereunder shall be made by the Foundation by ACH transfer as follows:

Beneficiary Bank:	_____
Beneficiary Bank Address:	_____
Beneficiary Bank Code:	_____
Beneficiary Account No.:	_____
Account Type:	_____
ABA No.:	_____

3. REQUIRED REPORTING

The Grantee agrees to submit a project plan, monthly reports, and final report as outlined in the Reporting Guidelines provided to the Grantee, as well as any additional updates as requested by the Foundation in connection with and relating to your project during the grant period. The Grantee must maintain records of receipts and expenditures and submit receipts for the purchase of any items valued at \$1,000 or greater to the Foundation attached to the next monthly report following the date of purchase. Failure to submit the required reports or respond to any requests you receive from the Foundation for additional updates may make you ineligible to receive any future funding.

4. SITE VISITS

The Grantee will be required to participate in a minimum of one (1) virtual or in-person site visit to assess the progress of your project during the grant period.

5. PUBLICITY

No announcement or recognition of this donation may be made without prior written approval from the Foundation. If the Foundation agrees in writing to any such announcement or recognition, The Wonderful Company LLC (the "Company") shall receive recognition for this donation.

6. NAMING/BRANDING RIGHTS

In consideration of the Wonderful Community Grant, the Grantee agrees and acknowledges that the Foundation reserves the right to place the Company name and logo on any physical structures or materials purchased or produced with the Wonderful Community Grant funds.

7. TAX STATUS

By countersigning this letter, the Grantee confirms that it either: (1) has been determined by the Internal Revenue Service to be an organization (a) described in Section 501(c)(3) of the Internal Revenue Code of 1986 (the "Code") and (b) which is not a private foundation within the meaning of Section 509(a) of the Code, and that such determination has not been revoked or modified and continues in full force and effect; or (2) is a governmental entity described in Section 170(c)(1) or 511(a)(2)(B) of the Code. If any such determination is revoked or modified, the Grantee shall notify the Foundation immediately. No payment hereunder shall be required to be made at any time after the Grantee ceases to be an organization described in Sections 501(c)(3), 170(c)(1) or 511(a)(2)(B) of the Code and which is not a private foundation.

8. INSURANCE

Grantee agrees to maintain, at its sole cost and expense, and will ensure that all of its subcontractors and vendors maintain, insurance with carriers with A.M. Best's ratings of not less than A-, and a minimum Financial Rating of Class VII and the type of insurance and coverage shall be in such amounts as shall be reasonable to satisfy its obligations under this Grant Agreement, including, but not limited to, its indemnification obligations under this Grant Agreement and all insurance required by law. Grantee shall furnish to the Foundation a certificate(s) of insurance evidencing such insurance coverage and such certificate shall name the Foundation as an additional insured. The liability of Grantee under this Grant Agreement shall not be limited to or by the insurance coverage required of Grantee.

9. INDEMNIFICATION

Grantee shall indemnify and hold harmless the Foundation and its affiliates, heirs, beneficiaries, successors, assigns, and representatives from and against any and all losses, claims, demands, costs, damages, liabilities, expenses of any nature (including sales and use taxes, if any, and reasonable attorneys' fees (at market rates) and disbursements), judgments, fines, settlements and other amounts arising from any and all claims, demands, actions, suits or proceedings, whether civil, criminal, administrative or investigative, that may arise or which relate to or arise from this Grant Agreement or the breach of any of Grantee's obligations, representations, warranties or covenants set forth in this Grant Agreement.

10. COVID-19

The Foundation and the Grantee acknowledge and agree that the parties are entering into this Grant Agreement during the COVID-19 pandemic (the "Pandemic"). The Grantee agrees that during the Pandemic, you will use reasonable endeavors to meet your obligations under this Grant Agreement, including, but not limited to, the execution and/or completion of your project during the Grant Period. If, during the Pandemic, it appears to the Foundation or the Grantee that the Grantee will be unable to fulfill part or all of its obligations under this Grant Agreement (including, for example, but not limited to, due to a shortage of personnel or government guidance making it impracticable or impossible for the Grantee to complete the project), then the Foundation, in its sole discretion, may either (i) terminate this Grant Agreement and cancel any further payments of grant funds, and

the Grantee shall return any and all unspent funds from your Wonderful Community Grant, or (ii) extend the grant period for the Grantee to execute and/or complete the project.

In the event you do not comply with any of the requirements set forth herein, the Foundation reserves the right to terminate your Wonderful Community Grant and cancel any further payments of grant funds. If your Wonderful Community Grant is terminated, you shall return any and all unspent funds from your Wonderful Community Grant within two (2) weeks after the effective date of such termination.

Executed on behalf of the Resnick Foundation:

Signature _____
Craig B. Cooper, Executive Vice President

Date _____

On behalf of Grantee, I understand and agree to the foregoing terms and conditions of the Grant Agreement, and hereby certify my authority to execute this agreement on Grantee's behalf:

Signature _____
Name _____
Title _____
Mailing Address _____

Date _____

Your Submitted Application

The application you previously submitted appears below. No further changes may be made to this application. Click here to return to the Welcome page.

Organization Contact Information

- * Organization Legal Name Community Action Partnership of Kern
- AKA Name CAPK
- * Tax ID 95-2402760
- * Organization Mailing Address 5005 Business Park North
- * Organization City Bakersfield
- * Organization State California
- * Organization Zip Code 93309-1651
- * Organization Website http://www.capk.org

Organization Information

- * Mission Statement Community Action Partnership of Kern

will address underlying causes of poverty,

alleviate the effects, and promote dignity

and self-sufficiency in the communities

we serve.
- * Organization History CAPK has been the official anti-poverty agency for Kern County, working to provide services for low-income families since 1965. One of more than 1,000 community action agencies nationwide, CAPK is one of Kern County's largest nonprofit 501(c)(3) corporations. The Agency has over 900 employees and 17 comprehensive direct service programs. CAPK provides help and hope to over 100,000 low-to-moderate income residents and 50,000 families annually by providing basic needs during crisis and challenging times, pre-K child development and education, case management, home-based services, prevention and education services, financial education and empowerment support, social and life skills-building, pre-employment and paid work experience. Through these services, CAPK provides hands-on experience/s designed to increase self-sufficiency, foster increased learning and provide opportunities for productive and successful lives.
- * Active Programs Through a variety of programs and in collaboration with other community service agencies, CAPK helps participants pursue their educational goals, secure, and retain health insurance, maintain adequate housing, obtain energy subsidy and weatherization assistance, counteracts hunger and malnutrition, provides early learning education, and other personal/ family development opportunities. Our current and active programs include:

1) Head Start & Early Head Start

2) Home Visiting Program

3) CalFresh Healthy Living

4) Central Kitchen

5) Food Bank

6)WIC

7) 2-1-1 Call Center

8) Coordinated Entry System

9) Energy Program (Utility Assistance & Weatherization)

10) Housing Services

11) Homeless Services at M Street

	12) Volunteer Income Tax Assistance
	13) East Kern Family Resource Center
	14) Oasis Family Resource Center
	15) Friendship House Community Center
	16) Shafter Youth Center
	17) Migrant Childcare Program
* Number of Paid Full-Time Staff	665
* Number of Paid Part-Time Staff	257
* Average Annual Number of Volunteers	1000
* Annual Organization Budget	\$104,174,023.00
* Organization Financials	2020 Form 990_FINAL.pdf (587.51 K), uploaded by Savannah Maldonado on 07/20/2022

Contact/Project Lead Information

* First Name	Vanessa
* Last Name	Cortez
* Title	Senior Community Development Specialist
* E-mail Address	vcortez@capk.org
* Telephone	8186341885
* Secondary Contact First Name	Pritika
* Secondary Contact Last Name	Ram
* Secondary Contact Title	Chief Business Development Officer
* Secondary Contact E-mail Address	pram@capk.org
* Secondary Contact Phone Number	(661) 336-5236 Ext 1142

Grant Request Information

* What communities will be impacted by this grant?	Shafter
* Please select one area of focus for your project:	Health and Wellness
* Please select your grant category:	One-time request for technology, equipment or infrastructure (ex. computers for ESL program)
* Project Start Date	10/03/2022
* Project End Date	10/03/2023
* Requested Cash Amount	\$21,546.00

Project Description

* Project Title	Shafter Youth Center Gets Active
* Project Summary	The Shafter Youth Center Gets Active project intends to utilize funds for the purchase of an outdoor obstacle course and fitness equipment to promote the importance of physical wellbeing with Shafter Youth Center participants.
* Project Overview	The Shafter Youth Center Gets Active project proposes that the equipment purchased will serve as an outdoor activity for Shafter Youth Center (SYC) participants. As part of the after-school schedule, staff plans physical activities for students to play during the school week for one hour after homework time to improve the overall health of participants. In addition to the hour of physical activity, the SYC currently has a partnership with Kern County Public Health, students are taught nutritional information about food groups, the importance of nutrient dense food, and try out new healthy recipes from the vegetable garden located at the SYC. The purchase of outdoor equipment will further attest to the curriculum students are learning about nutrition and will experience the benefits of eating healthy and exercising daily.
* Impact Statement	75 students between the ages of 6 to 12 will be impacted by the Shafter Youth Center Gets Active project through the engagement of daily physical activity.
* Statement of Need	The Center for Disease Control and Prevention (CDC) states that childhood obesity is a critical problem the United States is facing and risks the livelihoods

	for young people with poor health. 20.7 percent of young children aged between 6-11 face obesity challenges (CDC). Furthermore, obesity is more prevalent amongst minority groups with the consequences of high blood pressure, high cholesterol, type 2 diabetes, and joint pain (CDC). This statement holds true for Shafter students, as the California Department of Education states through the statewide Physical Fitness Test that 44.8 percent of Kern County students are overweight or obese. The Shafter Youth Center Gets Active project intends to improve the overall wellbeing of participants by making physical activities fun and interactive for students, so that they do not grow up viewing physical activity as an unnecessary addition to their daily lives, rather a necessity.
* Project Deliverables	* An hour of physical activity per school day
* Project Goals and Outcomes	Shafter Gets Active Goal: To improve the overall wellness of Shafter Youth Center Participants through physical activity. Outcomes * Shafter Youth Center participants will understand the importance of daily exercise * Shafter Youth Center participants will build active lifestyles into their everyday lives * Shafter Youth Center participants overall health will improve
* Project Timeline	September 2022 * Notice/Receipt of Award * Confirm cost of outdoor equipment. Note: The cost of the obstacle course and teether ball set was identified in August 2022 October 2022 * Finalize purchasing items * Submit purchase order to Procurement team * Purchase outdoor equipment * Notify Maintenance team for equipment installation November 2022-December 2022 * Receive outdoor equipment January 2023- February 2023 * Install outdoor equipment * Provide marketing requests to Outreach team * Recognize Wonderful through social media and email blast to community March 2023 * Announce new installation of outdoor equipment * Shafter Youth Center participants enjoy outdoor equipment
* Evaluation Plan	This project will be evaluated by measuring the following below: * Number of students who engage in physical activity exercises * The amount of time engaged in physical activity * Pre and Post surveys conducted by Kern County Public Health
Partnerships/Collaborations	As mentioned in the Project Overview, the Shafter Youth Center currently has a partnership with Kern County Public Health (KCPH) to teach children the importance of eating nutritious meals and daily exercise. The Shafter Youth Center Gets Active projects intends to extend the students' learning received by KCPH with access to outdoor equipment for their daily exercise activities. This purchase will compliment the education students have previously received by KCPH.

Project Budget Calculation

* Project Personnel	\$0.00
* Contracted Services/Partnerships	\$0.00

- * Supplies & Equipment \$19,667.00
- * Printing & Production \$0.00
- * Meals & Transportation \$0.00
- * Recognition Costs \$189.00
- * Other Costs \$1,690.00
- * Total Budget \$21,546.00

Project Budget Detail

- * Project Personnel Description 0
- * Contracted Services/Partnerships Description 0
- * Supplies & Equipment Description \$19,461 for an outdoor obstacle course.
\$205.56 for two (2) teether ball sets.
- * Printing & Production Description 0
- * Meals & Transportation Description 0
- * Recognition Costs Description \$189 for an outdoor Wonderful recognition plaque.
- * Other Costs Description \$1,500 for installation, permitting, and site preparation costs. \$190 for indirect costs
- * Other Funding 0
- * Grant Request Amount \$0.00
- * What is your cost per person served? \$284.28

Grant Agreement

- * User Agreement Agree
- * Electronic Signature Vanessa Cortez
 - * Title Shafter Youth Center Gets Active
 - * Date 08/29/2022

Please be sure to save and/or print a copy of your completed application for your records. A copy of this application will also be available through this online system upon log-in.



MEMORANDUM

To: Budget and Finance

From: Rebecca Moreno, Director of Community Development

Date: November 16, 2022

Subject: *Agenda Item 4g:* Amendment to County of Kern / Community Action Partnership of Kern Agreement to Operate the M Street Navigation Center – **Action Item**

On January 14, 2020, the County of Kern and CAPK entered into Agreement No. 017-2020 dated January 14, 2020, through January 13, 2023. The County wishes to amend the agreement and replace the termination date of January 13, 2023, to January 13, 2026. This would extend the term of the contract for an additional three years.

The current budget of \$2,257,925.79 will not be impacted. The budget is negotiated separately at the end of each county fiscal year (07/2022-06/2023).

The M Street Navigation team continues to provide much needed services to the most vulnerable in our community. Since May 15, 2020, M Street Navigation has served a total of 1601 clients and 142 in Safe Camping/Parking. We have successfully housed a combined total of 173 (167 M St. 6 S.C.) clients, transitioned 18 clients from Safe Camping/Parking to M Street, and have had a total of 20 graduates from Project Hire Up.

This agreement aligns with CAPK's enduring mission to address critical needs in the community and Strategic Goal #3, Objective 3.1 to increase housing stability for people experiencing or at risk of homelessness.

Recommendation:

Staff recommends that the Board of Directors authorize the Chief Executive Officer to execute the contract amendment for continued services with the County of Kern and authorize the execution of any future amendments to the contract.

Attachment:

Amendment Number 1 to Agreement 017-2020 to Operate Low Barrier Navigation Center

**AMENDMENT NUMBER ONE TO AGREEMENT 017-2020 TO OPERATE A LOW BARRIER
NAVIGATION CENTER**

(County of Kern- Community Action Partnership of Kern)

THIS AMENDMENT NO. 1 ("**Amendment No. 1**") is made and entered into on _____ ("**Execution Date**"), by and between the COUNTY OF KERN, a political subdivision of the State of California ("COUNTY" herein), and the COMMUNITY ACTION PARTNERSHIP OF KERN, a California non-profit,corporation (CONTRACTOR").

WITNESSETH:

WHEREAS:

- a. COUNTY and CONTRACTOR entered into Kern County Agreement No. 017-2020, dated January 14, 2020 ("Agreement"), to, to terminate on January 13, 2023; and
- b. COUNTY and CONTRACTOR wish to amend Agreement No. 017-2020 to include certain modifications as set forth in this Amendment No. 1; and
- c. Except as amended herein, all other provisions of Agreement 017-2020 shall remain in full force and effect.

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

1. Section 3.4, Term of the Agreement, shall be deleted in its entirety and replaced with the following:
"3.4. **Term** The term of this Agreement will commence upon the Effective Date and continue through January 13, 2026, unless sooner terminated as provided herein."

IN WITNESS WHEREOF, this Amendment Number One to Agreement Number 017-2020 has been duly executed as of that date first above written.

APPROVED AS TO CONTENT
County Administrative Office "CAO"

COUNTY OF KERN
Board of Supervisors

By: _____

By: _____
Chairman

"County"

APPROVED AS TO FORM:
Office of the County Counsel

**COMMUNITY ACTION
PARTNERSHIP OF KERN**

By: _____
Deputy County Counsel

By: _____
Chief Executive Officer

"Contractor"



MEMORANDUM

To: Budget and Finance Committee

From: Jacquelyn Guerra, Program Manager
James Burger, Outreach and Advocacy Coordinator

Date: November 16, 2022

Subject: *Agenda Item 4h*: CalEITC and VITA Outreach and Marketing Contract for Services – **Action Item**

Through the Health and Human Services Agency - California Department of Community Services and Development (CSD), the CAPK Volunteer Income Tax Assistance (VITA) Program has been awarded a contract to promote the California Earned Income Tax Credit (CalEITC) program to clients eligible for the VITA program during the 2022 tax season in 2023.

With the approval from the CSD contract analyst, this item proposes to use a portion of those funds to contract with CAPK's contract marketing firm, Hey Salty, Inc., to lead an aggressive, targeting digital marketing campaign to meet the purpose of the CalEITC grant. This effort will connect low-income working individuals who are eligible for the state benefit to CalEITC and VITA services.

Hey Salty Contract: CalEITC 2023 Marketing
Contract amount: \$68,150
Contract term: Dec. 1, 2022 through May 31, 2023

This contract proposal is modeled after portions of the very successful, board approved CAPK Energy Marketing campaign that is currently underway promoting our Utility Assistance and Weatherization services with eligible clients. Using program-specific campaigns such as this one ensures services are a direct charge to the program and will not count toward the general retainer fee under the Executive Division for agency-level outreach activities. This contract aligns with Strategic Plan Goals and Activities 3.1.3 and 4.3.1 by allowing us to enhance our marketing and communication with our staff, clients, partners, and supporters in the communities we serve.

Recommendation:

Staff recommends the Board of Directors authorize the use of Hey Salty for Outreach and Communication for the Volunteer Income Tax Assistance (VITA) CalEITC 2023 Marketing and Strategic Communications Plan, and authorize the Chief Executive Officer to execute the contract and any future amendments..

Attachment:

Hey Salty, Inc. & CalEITC/VITA Marketing and Strategic Communications Plan

MEMO

TO: James Burger, Community Action Partnership of Kern

FROM: Justin Salters, President

DATE: October 13, 2022

RE: CalEITC/VITA Marketing and Strategic Communications Plan

The Situation: CAPK's CalEITC and VITA programs help low-income families file their annual tax returns, so they can benefit from the Earned Income Tax Credit (EITC) and other services. CAPK needs marketing and strategic communications that reach low-income families in Kern County, so that more of them schedule appointments to file their taxes and receive the EITC.

This memo outlines a proposed plan for marketing and strategic communications to support CAPK's 2023 CalEITC and VITA programs.

The Solution: We propose a digital campaign targeting low-income households in Kern County to increase awareness of CAPK's CalEITC and VITA programs and increase program participation. The campaign will consist of the following:

- **Program Microsite:** a custom-designed and developed website with information specifically about the CalEITC/VITA program. The website will include FAQs, forms for download and instructions for visitors to schedule an appointment or volunteer. The website will include plugins for language translation and accessibility. We will report website visitors, new visitors and average visit duration monthly.
- **Creative Production:** we will produce a 30-second ad in English and Spanish promoting the CalEITC and VITA programs. We will also produce 15-second and 7-second versions of the ad. We will also produce graphic ads for banner display and social media as needed. These ads will be used across all advertising channels.
- **Connected TV (CTV/OTT) Advertising:** We will use demographic information to deliver targeted ads to our audience via streaming television services. Ad-supported streaming platforms like Pluto are among the fastest growing channels for reaching consumers,

especially those with low- and moderate-incomes. We will report reach and frequency on a monthly basis.

- **Programmatic Digital Advertising:** We will deliver display and video advertising across digital platforms targeting low-income Kern County residents. We will report reach and frequency on a monthly basis.
- **Monthly Strategy and Consulting:** Our team will provide management and oversight of the campaign for its duration. We will also create 2 posts in English and Spanish per month that CAPK and its partners can share on their social media profiles for the duration of the campaign, for a total of 8 posts in English and Spanish.

We do not advise Search Engine Marketing (Pay-Per-Click) for this campaign. There are many tax preparation services who will be marketing at the same time that will drive the cost per click too high to be effective.

The Budget: We propose the following budget for marketing and strategic communications. We propose executing the media components of the campaign from February 1 through May 31, 2023:

Description	Amount	Qty	Total
Web Development (Program Microsite)	\$7,150	1	\$7,150
Creative Production	\$11,000	1	\$11,000
Monthly Strategy and Consulting	\$2,500	4	\$10,000
Monthly Advertising (CTV and Programmatic)	\$10,000	4	\$40,000
TOTAL			\$68,150

Next Steps: Please let me know if you have any questions, would like to request revisions to the plan and budget proposed above, or if this is approved. We are excited to continue working with you and extend our support to CAPK's CalEITC and VITA programs.



MEMORANDUM

To: Budget & Finance Committee

Lois Hannible

From: Lois Hannible, Program Manager

Date: November 16, 2022

Subject: *Agenda Item 4j*: Medi-Cal Health Enrollment Navigator Project Draft Agreement – **Action Item**

In August of 2019, CAPK Friendship House Community Center (FHCC) was awarded a Positive Youth Development Mentor Services grant by the County of Kern (County), to provide mentoring services to community youth. In March of 2020, the contract agreement was amended to include CAPK's participation in the County's Medi-Cal Health Enrollment Navigator Project, which was administered in partnership between the CAPK Friendship House, 211, and CES programs.

The State budget proposed additional funds for the Health Navigator Project that would be available for State FY 2022 through State FY 2026. To avoid a gap in services, the State offered a temporary extension of the program through September 30, 2022. The temporary three-month extension allowed the CAPK Medi-Cal program to extend beyond the program end date of June 30, 2022.

CAPK partnered with the County to apply for a new round of State funds to implement another Health Navigator Medi-Cal Project. The DHCS allocation has been signed and the draft agreement between Kern County Department of Human Services and Community Action Partnership of Kern for the provision of Medi-Cal Health Enrollment Navigator Project Services with a term of 10/1/22 - 6/30/23 has been submitted to CAPK for approval.

The general scope of work for the Medi-Cal Health Enrollment Navigator Project is to be facilitated by the FHCC and 211, and consists of providing Medi-Cal outreach, education, enrollment, navigation, and renewal assistance for individuals in the community. The focus of the program will be to assist with the unwinding of the Public Health Emergency, by proactively encouraging and assisting current Medi-Cal beneficiaries to ensure that their current contact information is on file with their local county social services agency and informing them to complete and return renewal/recertification packets, if received.

Recommendation:

Staff recommends approval of the Medi-Cal Health Enrollment Navigator Project agreement and authorize the Chief Executive Officer to sign and execute the final agreement and any amendments throughout the term of the agreement.

Attachment:

Draft contract agreement for the Medi-Cal Health Enrollment Navigator Project

**AGREEMENT
FOR
PROVISION OF MEDI-CAL HEALTH ENROLLMENT
NAVIGATOR PROJECT SERVICES
Independent Contractor
(COUNTY – Community Action Partnership of Kern)**

THIS AGREEMENT (“**Agreement**”) is made and entered into on _____ (“**Execution Date**”), by and between the COUNTY OF KERN, a political subdivision of the State of California (“**County**”), as represented by the Department of Human Services (“**Department**”), and Community Action Partnership of Kern (CAPK), (“**Contractor**”), whose principal place of business is at 5005 Business Park North, Bakersfield, CA 93309. County/Department and Contractor are referred to individually as a “**Party**” and collectively as the “**Parties**”. CONTRACTOR’S UNIQUE ENTITY IDENTIFIER NUMBER: MH2JA4FK2WK1.

WHEREAS:

- a. Government Code Sections 31000 and 53060 permit the County Board of Supervisors to contract for the furnishing of special services with individuals specially trained, experienced, and competent to perform those services; and
- b. The Department has been chosen as a recipient for funding from the Department of Health Care Services for the administration of the Medi-Cal Health Enrollment Navigator Project to provide Outreach, Education, Enrollment, Navigation and Renewal services for the Medi-Cal program; and
- c. County recently engaged with the Contractor to provide Medi-Cal Outreach, Education, Enrollment, and Renewal services and County desires to re-engage Contractor to continue to provide said services. Contractor, by reason of Contractor’s qualifications and experience, has offered to provide the required services on the terms set forth in this Agreement.

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

1. **TERM**

This Agreement shall commence on October 1, 2022 and shall remain in effect until June 30, 2023, unless sooner terminated as provided for in this Agreement.

2. **RESPONSIBILITIES OF CONTRACTOR**

Contractor shall assume responsibility for providing Medi-Cal Health Enrollment Navigator Project services including Outreach, Education, Enrollment Navigation, and Renewal assistance activities for the State Medi-Cal program for individuals in the community. Contractor agrees to perform the agreed upon and authorized Work Plan activities, as presented in **Exhibit “A”**, for the purpose of performing the Medi-Cal Health Enrollment Navigator Project and will meet the agreed upon target impact goals.

Contractor will Outreach to community to prepare individuals for the unwinding of the Public Health Emergency by communicating with beneficiaries to encourage them to provide updated contact information about keeping their Medi-Cal coverage.

- A. Contractor shall attend meetings and trainings as set by the Department for the Medi-Cal Health Enrollment Navigator Project; and
- B. Contractor shall provide Medi-Cal Navigator reports and invoicing consistent with the requirements listed above. Contractor shall use specific forms and systems as specified by the Department for tracking and reporting Medi-Cal Health Enrollment Navigator Project outcomes.
- C. Reporting Responsibilities
 - 1) Contractor shall provide monthly reports to Department by the 25th calendar day of each month following the month in which services are rendered. Report data shall include information as agreed upon by the County and Contractor on services that are provided within the scope of the Work Plan.
 - 2) Reports shall be sent electronically in an Excel format as provided by Department by the twenty-fifth (25th) calendar day of each month following the month in which services were rendered.

3. RESPONSIBILITIES OF COUNTY

Department shall assume responsibility for providing the following services:

- A. Department shall disseminate information pertaining to this program to its staff and will process Medi-Cal applications and renewals for Medi-Cal services expeditiously once received from the Contractor.
- B. Department shall provide contract monitoring and oversight.
- C. Department shall review monthly reports and approve invoices.

4. COMPENSATION

County shall reimburse Contractor for all necessary and reasonable costs incurred on behalf of County, in an amount not to exceed \$311,248, as set forth in **Exhibit "B"**. No additional compensation will be paid. No funds paid to Contractor through this Agreement shall be utilized to compensate employees of Contractor for overtime or compensatory time off, except to the extent that Contractor is required to pay for overtime or compensatory time off pursuant to the Fair Labor Standards Act of 1938, 29 USC Section 201 et seq., or applicable State law.

5. REIMBURSEMENT POLICY AND BILLING REQUIREMENTS

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

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

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

- 1) A monthly total and itemization of all costs by budget line item, arranged in the same order as the approved budget. Supporting documentation, including payroll reports, must be provided for each item for which reimbursement is requested.
- 2) Itemization of all travel expenses incurred. Reimbursement for travel and other related costs shall not exceed County's rates which are in effect at the time the expense(s) is/are incurred.
- 3) Copies of invoices submitted to Contractor from subcontractors.
- 4) Invoices shall be sent to the following attention:

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

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

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

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

- B. Department reserves the right to withhold payment if Contractor falls behind schedule or submits substandard work.
- C. Final invoices must be received by Department no later than 45 days following termination of this Agreement.
- D. Budget funds are restricted for use within the budget fiscal year. Administrative shifts of funds among budget categories or the addition of a budget category cannot be approved without prior submission of a revised budget by Contractor and prior written approval by Department.

6. REPRESENTATIONS

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

- A. Contractor has the expertise, support staff, and facilities necessary to provide the services described in this Agreement; and
- B. Contractor does not have any actual or potential interests adverse to County, nor does Contractor represent a person or firm with an interest adverse to County with reference to the subject of this Agreement; and
- C. Contractor shall diligently provide all required services in a timely and professional manner in accordance with the terms and conditions stated in this Agreement.

7. ASSIGNMENT

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

8. NEGATION OF PARTNERSHIP

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

9. IMMIGRATION REFORM AND CONTROL ACT

Contractor acknowledges that Contractor, and all subcontractors hired by Contractor to perform services under this Agreement, are aware of and understand the Immigration Reform and Control Act ("IRCA"). Contractor is and shall remain in compliance with IRCA and shall ensure that any subcontractors hired by Contractor to perform services under this Agreement are in compliance with IRCA. In addition, Contractor agrees to indemnify, defend and hold harmless the County, its agents, officers and employees, from any liability, damages or causes of action arising out of or relating to any claims that Contractor's employees, or the employees of any subcontractor hired by Contractor, are not authorized to work in the United States for Contractor or its subcontractor and/or any other claims based upon alleged IRCA violations committed by Contractor or Contractor's subcontractors.

10. INDEMNIFICATION

Contractor agrees to indemnify, defend and hold harmless County and County's agents, Board members, elected and appointed officials and officers, employees, volunteers, and authorized representatives from any and all losses, liabilities, charges, damages, claims,

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

11. INSURANCE

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

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

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

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

- B. Liability Insurance Requirements:

- 1) Contractor shall maintain in full force and effect, at all times during the term of this Agreement, the following insurance:
 - a) Commercial General Liability Insurance including, but not limited to, Contractual Liability Insurance (specifically concerning the indemnity provisions of this Agreement with the County), Products-Completed Operations Hazard, Personal Injury (including bodily injury and death), and Property Damage for liability arising out of Contractor's performance of work under this Agreement. The Commercial General Liability insurance shall contain no exclusions or limitation for independent contractors working on the behalf of the named insured. Contractor shall maintain the Products-Completed Operations Hazard coverage for the longest period allowed by law following termination of this Agreement. The amount of said insurance coverage required by this Agreement shall be the policy limits, which shall be at least \$1,000,000 each occurrence and \$2,000,000 aggregate.
 - b) Automobile Liability Insurance against claims of Personal Injury (including bodily injury and death) and Property Damage covering any vehicle and/or all owned, leased, hired and non-owned vehicles used in the performance of services pursuant to this Agreement with coverage equal to the policy limits, which shall be at least \$1,000,000 each occurrence.
 - c) Professional Liability (Errors and Omissions) Insurance, for liability arising out of, or in connection with, the performance of all required services under this Agreement, with coverage equal to the policy limits, which shall not be less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- 2) The Commercial General Liability and Automobile liability Insurance required in this sub-paragraph B. shall include an endorsement naming the County and County's board members, officials, officers, agents and employees as additional insureds for liability arising out of this Agreement and any operations related thereto. Said endorsement shall be provided using 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, Contractor, at Contractor's option, shall either (i) maintain said coverage for at least three years following the termination of this Agreement with coverage extending back to the effective date of this Agreement; (ii) purchase an extended reporting period of not less than three years following the termination of this Agreement; or (iii) acquire a full prior acts provision on any renewal or replacement policy.

- C. **All insurance afforded by Contractor pursuant to this Agreement shall be primary to and not contributing to all insurance or self-insurance maintained by the County. An endorsement shall be provided on all policies, except professional liability/errors and omissions, which shall waive any right of recovery (waiver of subrogation) against the County.**
- D. All insurance shall be issued by a company or companies admitted to do business in California and listed in the current "Best's Key Rating Guide" publication with a minimum rating of A-; VII. Any exception to these requirements must be approved by the County Risk Manager.
- E. If Contractor is, or becomes during the term of this Agreement, self-insured or a member of a self-insurance pool, Contractor shall provide coverage equivalent to the insurance coverages and endorsements required above. The County will not accept such coverage unless the County determines, in its sole discretion and by written acceptance, that the coverage proposed to be provided by Contractor is equivalent to the above-required coverages.
- F. Insurance coverages in the minimum amounts set forth herein shall not be construed to relieve Contractor for any liability, whether within, outside, or in excess of such coverage, and regardless of solvency or insolvency of the insurer that issues the coverage; nor shall it preclude the County from taking such other actions as are available to it under any other provision of this Agreement or otherwise in law.
- G. Failure by Contractor to maintain all such insurance in effect at all times required by this Agreement shall be a material breach of this Agreement by Contractor. County, at its sole option, may terminate this Agreement and obtain damages from Contractor resulting from said breach. Alternatively, County may purchase such required insurance coverage, and without further notice to Contractor, County shall deduct from sums due to Contractor any premiums and associated costs advanced or paid by County for such insurance. If the balance of monies obligated to Contractor pursuant to this Agreement are insufficient to reimburse County for the premiums and any associated costs, Contractor agrees to reimburse County for the premiums and pay for all costs associated with the purchase of said insurance. Any failure by County to take this alternative action shall not relieve Contractor of its obligation to obtain and maintain the insurance coverages required by this Agreement.
- H. Cancellation of Insurance -- The above stated insurance coverages required to be maintained by Contractor shall be maintained until the completion of all of Contractor's obligations under this Agreement except as otherwise indicated herein. Each insurance policy supplied by the Contractor shall not be suspended, voided, cancelled or reduced in coverage or in limits except after 10 days written notice by Contractor in the case of non-payment of premiums, or 30 days written notice in all other cases. This notice requirement does not waive the insurance requirements stated herein. Contractor shall immediately obtain replacement coverage for any insurance policy that is terminated, canceled, non-renewed, or whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.

12. EVALUATION

Services to be provided by Contractor shall be evaluated by Department on a continuing basis. Evaluation may be accomplished by written or verbal communication and/or by site visits to view fiscal and/or program processes and information. Any deficiencies noted

during an evaluation shall be stated and placed in detailed written form, with a copy submitted to Contractor. Contractor shall respond in writing to the deficiencies statement within 20 days from the date of receipt. A plan to remedy these deficiencies, where applicable, shall be implemented within 60 days from the date of the deficiencies statement. Failure to remedy the stated deficiencies may result in termination of the Agreement by County.

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

- A. Failure to notify Department and receive prior written approval for any changes to Program delivery within 15 days of change for:
 - 1) Change in assigned program staff.
 - 2) Change in program or service hours and days.
 - 3) Change in program or service locations and access for participants.
- B. Failure to notify Department for written approval prior to any changes to delivery of program services. As designated in the contract.
- C. Failure to request, in writing, and receive written pre-approval from County for changes to, or the addition of line items in, the approved budget.
- D. Failure to provide written assurance of required civil rights training as detailed in **Section 32**, below.
- E. Failure to adhere to the performance and fiscal requirements and standards required under this Agreement.

13. CONTRACT DISPUTE

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

14. TERMINATION

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

15. NON-APPROPRIATION

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

16. NOTICES

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

Notice to County shall be addressed as follows:

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

Notice to Contractor shall be addressed as follows:

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

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

17. OWNERSHIP OF DOCUMENTS

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

18. CONFLICT OF INTEREST

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

19. SOLE AGREEMENT

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

20. AUTHORITY TO BIND COUNTY

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

21. MODIFICATION OF AGREEMENT

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

22. NON-WAIVER

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

23. CHOICE OF LAW/VENUE

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

24. CONFIDENTIALITY

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

- A. During the term of this Agreement, Parties may receive or create certain confidential health or medical information ("Protected Health Information" or "**PHI**"). This PHI is subject to protection under State and federal law, including the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("**HIPAA**"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("**the HITECH Act**"), and regulations promulgated thereunder by the U.S. Department of Health and Human Services ("**HIPAA Regulations**") and other applicable laws. The Parties represent that the Parties have in place policies and procedures that will adequately safeguard any PHI the Parties receive or create, and the Parties specifically agree, on behalf of themselves, the Parties'

subcontractors and agents, to safeguard and protect the confidentiality of PHI consistent with applicable law, including currently effective provisions of HIPAA, the HITECH Act, and the HIPAA Regulations.

- B. For purposes of this section, PHI means any information, whether oral or recorded in any form or medium: (a) that relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual, and (b) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.
- C. The Parties acknowledge that State and federal laws relating to electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to provide for procedures to ensure compliance with such developments. The Parties hereto specifically agree to take such action as is necessary to implement the requirements of HIPAA, the HITECH Act, and HIPAA Regulations and other applicable laws relating to the security or confidentiality of PHI. The Parties understand and agree that the Parties must provide, when requested, written evidence that the Parties are in compliance with the HITECH Act, and applicable HIPAA Regulations.
- D. Notwithstanding any other provision of this Agreement, the Parties may terminate this Agreement upon twenty (20) days' notice in the event: (a) the Parties do not promptly provide written evidence of compliance with the HITECH Act, and applicable HIPAA Regulations, or (b) the Parties become aware that the Parties or any of the Parties' subcontractors or agents discloses PHI in a manner that is not authorized by the Parties or by applicable law.
- E. During the term of this Agreement, the contractor agrees to abide by the Information Exchange Agreement between the Social Security Administration ("SSA") and the California Department of Health Care Services "DHCS"), the Computer Matching and Privacy Protection Act Agreement between the Social Security Administration and the Health and Human Services Agency of California, the Electronic Information Exchange Security Requirement and Procedures for State and Local Agencies Exchanging Electronic Information with the Social Security Administration-Technical Systems Security Requirements ("TSSR"), and the Computer Matching Agreement between the Department of Homeland Security United States Citizenship and Immigration Services and the California Department of Health Care Services. **These documents contain sensitive material and the Contractor agrees not to post these documents in a public viewing area including any public Internet site.** Contractor agrees to abide by all relevant requirements in the National Institute of Standards and Technology ("NIST") Special Publications ("SP") 800-122 and 800-53 (<https://www.nist.gov/>), and the Memorandums of Understanding that the County has with DHCS and CDSS regarding all Personally Identifiable Information ("PII").

CONTRACTOR RESPONSIBILITIES

- 1) Contractor will provide a list of all employees who will have access to SSA data to the County prior to County giving Contractor access to such data. See **Exhibit "C"**.
- 2) Contractor and their staff will be required to complete an initial and annual confidentiality training. Each staff member, who handles SSA information, will sign a non-disclosure agreement stating they are aware of the

requirements to maintain the confidentiality and non-disclosure of any SSA related information that is used by them to complete their daily duties and any sanctions and penalties that can follow any wrongful disclosure of PII/PHI information will be the responsibility of the Contractor. Contractor will maintain the non-disclosure statements for their employees for the required five years as stated in the TSSR and NIST guidelines. Additionally, if requested, Contractor will provide proof of such training to the Department as required by the MOUs.

- 3) Contractor agrees to allow the County to complete periodic onsite reviews of their facility to ensure that the following steps meet SSA's requirements:
 - a) Safeguards for sensitive information;
 - b) Technological safeguards on computer(s) that have access to SSA-provided information;
 - c) Security controls and measures to prevent, detect, and resolve unauthorized access to, use of, and re-disclosure of SSA-provided information, and;
 - d) Continuous monitoring of the Contractor's or agent's network and infrastructure and assets.
 - e) Compliance with all applicable TSSR and NIST guidelines.
- 4) Contractor will maintain records of all PII and PHI exchanges under this contract for a period of five years and will provide such records upon request to the County for evidentiary purposes.
- 5) Contractor agrees no PII or PHI record will be stored outside the Contractor's information system without approval by County. Contractor will physically control and securely store information system media, both paper and digital, based on the highest Federal Information Processing Standard ("FIPS") 199 security category of the information recorded on the media. Contractor will restrict the pickup, receipt, transfer, and delivery of such media to authorized personnel.
- 6) Contractor is required to encrypt any PHI/PII information prior to transmission to the County as outlined in the TSSR and NIST guidelines. If encryption is not available, Contractor will work with County on alternate methods to receive any PII/PHI documents.
- 7) Contractor is required to report any breach or loss of PII/PHI within 24 hours to the appropriate County Security Officers. See **Exhibit "C"**.
- 8) Contractor will institute a destruction policy for the handling of all PII/PHI information including shredding, burning, and pulverizing of records to avoid any accidental disclosure of such information along with purging and sanitizing digital media using approved equipment, techniques, and procedures. Contractor will track, document, and verify media sanitization actions.

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

COUNTY RESPONSIBILITIES

- 1) County will provide Contractor with training materials which the Contractor will use to assist in completing their initial and annual training. See **Exhibit "C"** for access instructions.
- 2) County will provide Contractor access to the TSSR guidelines and the Memorandums of Understanding with DHCS and CDSS to assist them in meeting the requirements for maintaining confidentiality of all PII/PHI records. See **Exhibit "C"** for access instructions.
- 3) County will maintain records of all Contractor's and employees who handle PII/PHI as part of their daily duties and will only give access to SSA provided information as outlined in this Agreement.
- 4) If necessary, County will request records for evidentiary purposes when needed from the Contractor.
- 5) County agrees to provide a copy of their Breach Reporting Incident Policy to the Contractor along with contact names and telephone numbers for all County Privacy Officers.

25. BUSINESS ASSOCIATE ADDENDUM

Each Party agrees to execute the Business Associate Addendum attached hereto as **Exhibit "D"**, which covers obligations under HIPAA and HITECH, so that County may comply with its obligations under the HIPAA laws and Regulations.

26. ENFORCEMENT OF REMEDIES

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

27. SEVERABILITY

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

28. COMPLIANCE WITH LAW

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

29. CAPTIONS AND INTERPRETATION

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

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

30. TIME OF ESSENCE

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

31. COUNTERPARTS

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

32. NONDISCRIMINATION

Neither Contractor, nor any officer, agent, employee, servant or subcontractor of Contractor, shall discriminate in the treatment or employment of any individual or groups of individuals on the grounds of age, sex, color, disability, national origin, race, marital status, sexual orientation, religion, political affiliation, or any other classification protected by law, either directly, indirectly or through contractual or other arrangements as described in CDSS Manual of Policies and Procedures, Chapter 21. Contractor will further adhere to all mandated requirements as described in the CDSS Manual of Policies and Procedures, Chapter 21.

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

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

33. AUDIT, INSPECTION, AND RETENTION OF RECORDS

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

35. DEBARMENT, SUSPENSION, and OTHER RESPONSIBILITY MATTERS

- A. Contractor certifies to the best of its knowledge and belief, that it and its subcontractors [45 CFR 92.35]:
 - 1. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; and
 - 2. Have not within a three (3) year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
 - 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - 4. Have not within a three-year period preceding this Agreement had one or more public transactions (federal, State, or local) terminated for cause or default.
 - 5. Contractor shall report immediately to the County in writing any incidents of alleged fraud and/or abuse by either Contractor or Contractor's subcontractor. Contractor shall maintain any records, documents, or other evidence of fraud and abuse until otherwise notified by County.
- B. The Contractor agrees to timely execute any and all amendments to this Agreement or other required documentation relating to their subcontractor's debarment/suspension status.

36. CAPITAL ASSET EQUIPMENT

- A. At termination or completion of this Agreement, Contractor shall dispose of all "non-expendable equipment" which was purchased wholly or in part with federal or state funds, in accordance with federal, State and County procedures. If said equipment is to continue to be used by Contractor, said equipment, shall remain with and continue to be used by Contractor subject to DHS's written consent.
- B. Unless otherwise provided for in this Section, property refers to all assets used in operation of this Agreement. Property includes land, buildings, improvements, machinery, vehicles, furniture, tools, intangibles, etc. Property does not include consumable office supplies such as paper, pencils, toner, file folders, etc.

- C. Property acquired under this agreement, which meets any of the following criteria is subject to the reporting requirements:
1. Has a normal useful life of at least one (1) year and has a unit acquisition cost of at least \$5,000 (a desktop or laptop setup, is considered a unit, if purchased as a unit).
 2. All computing devices, regardless of cost (including but not limited to, workstations, servers, laptops, personal digital assistants, notebook computers, tablets, smartphones and cellphones).
 3. All portable electronic storage media, regardless of cost (including but not limited to, thumb/flash drives and portable hard drives).
- D. Contractor shall maintain an inventory list of tangible capital assets at \$5,000 or more and intangible (Equipment Inventory valued between \$1,000 and \$4,999. Property purchased with funds from this Agreement or any predecessor Agreement for the same purpose. For the purposes of this section equipment is defined as moveable personal property with a useful life of one year or longer and has a value in excess of \$1,000. The list will be transmitted in an excel document. The transmittal shall occur at fiscal year-end within 25 days and at the permanent closeout of the Agreement to:

DHSContracts@kerndhs.com

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

Contractor shall record the following information when property is acquired:

1. Date acquired on site.
2. Item description (include model number).
3. Tag number or other tag identifier.
4. Serial number (if applicable).
5. Purchase cost or other basis of valuation.
6. Location
7. Condition

37. LOBBYING CERTIFICATION

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

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or

employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

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

38. NON-COLLUSION COVENANT

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

39. NO THIRD PARTY BENEFICIARIES

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

40. SIGNATURE AUTHORITY

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

41. EXHIBITS

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

[Remainder of this page is intentionally left blank.]

The Parties have executed this Agreement on the Execution Date.

COUNTY OF KERN

Dated: _____

By

Chairman, Board of Supervisors
"County"

COMMUNITY ACTION PARTNERSHIP OF KERN

Dated: _____

By

Jeremy T. Tobias, CEO
"Contractor"

APPROVED AS TO CONTENT:
Kern County Department of Human Services

Dated: _____

By

Lito Morillo, Director

APPROVED AS TO FORM:
Office of the County Counsel

Dated: _____

By

Bryan Walters, Deputy County Counsel

EXHIBIT “A” Work Plan

Work Plan Instructions
The Department of Health Care Services (DHCS) is requesting a completed Work Plan for the Health Navigators Project. The Work Plan provides an overall scope of work efforts each project partner anticipates to implement and execute throughout the duration of the Health Navigators Project. DHCS will use the Work Plan as part of the application process and, if awarded, as a way to refer and monitor the work being completed in your county. Please complete each section of the Work Plan and provide realistic goals, activities, and approaches based on your community and county needs and organizational capacity.
Planning & Start-Up
Identify specific program planning and start-up activities your county or organization will implement before beginning navigation efforts. Identify the anticipated completed by date or timeframe.
Normal Operations
Identify specific strategies and activities your county or organization intends to utilize and execute to meet the core objectives of AB74, (outreach, application assistance, enrollment, navigation, retention, and troubleshooting). Identify specific target population(s) and the responsible entity who will implement these activities.
Public Health Emergency (PHE) Plan
Per the Medi-Cal Health Enrollment Navigators Project (HNP) Bulletin 2022-002, the Department of Health Care Services (DHCS) is preparing for the eventual termination of the COVID-19 PHE and the unwinding of efforts implemented as part of the response to this emergency. To prepare for the resumption of normal operations within our communities, HNP is requesting partners to implement focused activities, above and beyond, based off the status of the PHE. As such, identify below, the specific strategies and activities your county or organization intends to utilize and execute to meet each focus relating to the status of the PHE. Identify specific target population(s) and the responsible entity that will implement these activities.
During PHE
These focused activities are implemented while PHE is in effect. Identify activities relating to outreach focus during PHE to encourage beneficiaries to provide their local county social services agency with any updated contact information. Identify if the outreach will be direct or if media outreach will be used. Identify specific target population(s) and responsible entity that will implement these activities.
60 Days Prior To PHE Termination
These focused activities are implemented from the 60 day notice through the end of PHE. Identify activities relating to outreach to encourage beneficiaries to update their contact information with their local county services office and check for upcoming renewal packets. Identify specific target population(s) and the responsible entity that will implement these activities.
12 Month PHE Unwinding Period
These focused activities are implemented at the end of the PHE through the unwind period as directed by DHCS. Identify activities that support the retention and redetermination of Medi-Cal benefits. Identify the specific target population(s) and the responsible entity that will implement these activities.
Project Goals
For tab 5, on the normal operations table, identify the number of individuals your county or organization anticipates to encounter for each data point related to normal operations. Enter the number for each goal under each fiscal year (FY). On the Focused Activities for PHE table identify the number of individuals your county or organization anticipates to encounter for each data point related to PHE Focused Activities.

(NAME OF COUNTY OR COMMUNITY-BASED ORGANIZATION)
NAVIGATORS PROJECT WORK PLAN

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Normal Operations

(NAME OF COUNTY OR COMMUNITY-BASED ORGANIZATION)
NAVIGATORS PROJECT WORK PLAN

Attachment 2

Normal Operations			
Section 2: Identify specific outreach, application assistance, enrollment, access & utilization to health care, troubleshooting, and retention strategies and activities that meets the core objectives of AB 74 you will conduct to implement this approach. Identify specific target population(s) and the responsible entity who will implement these activities. Please list an activity(ies) for each task. For reference, a short list of examples of activities under each task is on Tab 6.			
Task	STRATEGIES AND ACTIVITIES What strategies/ activities will be used to achieve the AB74 goals?	TARGET POPULATIONS Refer to Tab 6	RESPONSIBLE ENTITY Name of county or CBO, or subcontracted entity
Outreach	All current and new incoming clients will be contacted and offered information and assistance regarding Medi-Cal Health care coverage benefits. Also, beneficiaries will be encouraged to update contact information and to watch for renewal packets.	☐ Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status	CAPK
Outreach	Outreach and enrollment services will be offered at community resource fairs and via social media which have been determined to be strategically advantageous in reaching the desired Targeted Populations.	☐ Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	KCDHS and CAPK
Outreach	Community outreach and canvassing of need for Medi-Cal health coverage will be conducted in neighborhoods where the need is determined to be high, to include locations such as food pantries, schools, libraries, churches and other locations where the public gather. Enrollment assistance and follow up for individuals and families will be provided as necessary.	☐ Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	KCDHS
Application Assistance	The Parents of Youth enrolled in other CBO Programs will be contacted to provide information and education (Outreach services) regarding MAGI Medi-Cal and to offer assistance in the application process as needed.	☐ Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	KCDHS

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Media Outreach	Due to COVID there is limited booth-based outreach is not possible. As a result, CAPK will provide expand outreach to include through social media platforms such as Instagram, Facebook & Twitter; also chat websites such as Zoom, Skype, Microsoft Teams, Podcasts, video promos. Outreach will	Persons who are low-wage workers and their families or dependents/ Persons who are homeless/ Young people of color/ Aged persons/ Immigrants and families of mixed immigration status/ Uninsured children and youth formerly enrolled in Medi-Cal	Community Action Partnership of Kern (CAPK) Program Educator
Outreach	CAPK will provide Medi-Cal outreach and enrollment services at the CAPK Food Bank commodity distributions, senior food giveaways, and at CAPK WIC sites located throughout Kern County	Person who are low-wage workers and their families or dependents/ Persons who are homeless/ Young people of color/ Aged persons/ Immigrants and families of mixed immigration status/ Uninsured children and youth formerly enrolled in Medi-Cal	Community Action Partnership of Kern (CAPK) Program Educator
Application Assistance	CAPK will contact the parents of youth enrolled in the CAPK Friendship House & Shafter Youth Center After-School programs and CAPK Head Start programs will be contacted to provide information and assistance regarding Medi-Cal Health Care coverage/benefits.	Person who are low-wage workers and their families or dependents/ Persons who are homeless/ Young people of color/ Aged persons/ Immigrants and families of mixed immigration status/ Uninsured children and youth formerly enrolled in Medi-Cal	Community Action Partnership of Kern (CAPK) Program Educator
Application Assistance	CAPK 211 Program Specialist will conduct follow-up calls to the target population after the initial contact is made through 2-1-1. Three attempts will be made to reach each caller by phone. CAPK currently provides assistance to individuals applying for CalFresh through the 211 system. Enrollment and assistance to individuals applying for Medi-Cal will be offered concurrently	Person who are low-wage workers and their families or dependents/ Persons who are homeless/ Young people of color/ Aged persons/ Immigrants and families of mixed immigration status/ Uninsured children and youth formerly enrolled in Medi-Cal	Community Action Partnership of Kern (CAPK) Program Specialist

(NAME OF COUNTY OR COMMUNITY-BASED ORGANIZATION)
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Enrollment	CAPK/Program Specialist will follow 2-1-1 project protocol, asking a series of demographic questions to determine Medi-Cal eligibility. 2-1-1 callers will be offered an onsite appointment for Medi-Cal enrollment via the BenefitsCal website portal. Medi-Cal education will be offered by Program Specialist s, following 2-1-1 call/campaign information. Program Specialist s will offer added assistance to 2-1-1 in screening callers for Medi-Cal eligibility, and will offer Medi-Cal outreach and education to all callers. CAPK-Program	Person who are low-wage workers and their families or dependents/ Persons who are homeless/ Young people of color/ Aged persons/ Immigrants and families of mixed immigration status/ Uninsured children and youth formerly enrolled in Medi-Cal.	Community Action Partnership of Kern (CAPK) Program Specialist
Access & Utilization	KCDHS, along with CBO Partners, will collaborate throughout Kern County as deemed necessary to supplement activities, and/or increase positive outcomes provided by CBO Partners, and/or to incorporate events and opportunities not otherwise captured through CBO Partners.	☐ Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	KCDHS
Access & Utilization	Through continuous support & guidance from KCDHS, CBOs will be strengthened, and encouraged towards maximum outcomes. Furthermore, through project reporting requirements (such as Data Systems, Enrollment follow-up requirements) CBO outcomes will be monitored and reported.	☐ Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	KCDHS
Troubleshooting	KCDHS reviews enrollments and considers the best practices for obtaining, and communicating data to meet needs of project while remaining consistent with confidentiality requirements.	☐ Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	KCDHS
Troubleshooting	KCDHS will develop and refine internal systems: I.E.: Information Technology systems, fiscal A/P, A/R, and monitoring systems, KCDHS applicants through CBOs' tracking systems, project communication systems. KCDHS will develop forms and materials for CBO Partners to utilize in their efforts to increase positive project outcomes and maximize eligible Target Populations' for RETENTION of Medi-Cal.	☐ Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	KCDHS

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Retention	Once eligibility is determined, and if enrolled, client will be put on a 10-month follow-up list for re-enrollment assistance services. KCDHS will assist as able with client status confirmation, as well as with data confirmation.	☐ Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	KCDHS
Retention	CAPK will contact current Medi-Cal clients in Kern County to offer information and assistance regarding continued coverage for Medi-Cal Health Care /benefits.	Person who are low-wage workers and their families or dependents/ Persons who are homeless/ Young people of color/ Aged persons/ Immigrants and families of mixed immigration status/ Uninsured children and youth formerly enrolled in Medi-Cal.	Community Action Partnership of Kern (CAPK)
Retention	CAPK Program Specialist will provide call follow-ups, screening, Medi-Cal education and enrollments. 211 will screen every caller for potential Medi-Cal eligibility and offer onsite education and retention services	Person who are low-wage workers and their families or dependents/ Persons who are homeless/ Young people of color/ Aged persons/ Immigrants and families of mixed immigration status/ Uninsured children and youth formerly enrolled in Medi-Cal.	Community Action Partnership of Kern (CAPK)
Access & Utilization	KCDHS will seek and take advantage of the opportunities that arise as made possible by insight and available resources. Here to, KCDHS will provide support with data confirmation as able.	☐ Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	KCDHS
Troubleshooting	Through continuous support & guidance from KCDHS, CBOs will be strengthened, and encouraged towards maximum outcomes. Furthermore, through project reporting requirements (Data Systems, Enrollment follow-up requirements, etc.) CBO outcomes will be monitored and reported.	☐ Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	KCDHS
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PHE Operations

(NAME OF COUNTY OR COMMUNITY-BASED ORGANIZATION)
NAVIGATORS PROJECT WORK PLAN

Attachment 2

Public Health Emergency (PHE) Plan			
Section 3: On this tab, partners should list additional activities that go above and beyond the core AB74 activities as for the following phases of PHE. 1) Identify activities relating to outreach focus during PHE to encourage beneficiaries to provide their local county social services agency with any updated contact information such as: name, address, phone number, and email so the county can contact beneficiaries with important information about keeping their Medi-Cal coverage. Identify specific target population(s) and the responsible entity who will implement these activities. 2) Identify activities relating to outreach and retention during the 60 days prior to PHE termination. Identify specific target population(s) and the responsible entity who will implement these activities. 3) Identify activities relating to the PHE unwind which focuses on retention. Identify specific target population(s) and the responsible entity who will implement these activities.			
Task	STRATEGIES AND ACTIVITIES What strategies/ activities	TARGET POPULATIONS Refer to Tab 6	RESPONSIBLE ENTITY Name of county or CBO, or subcontracted entity
During PHE			
Outreach	Implement Phase 1 with the strategies below	Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	CAPK
Retention Ass	Program Educators will encourage beneficiaries to update contact information	Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	CAPK
Retention Ass	Program Educators will inform beneficiaries to watch for renewal packets in the mail	Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	CAPK

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Retention Ass	Program Educators will support community members with updating their contact information through the local DHS office	☐ Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	CAPK and DHS
Retention Ass	Program Educators will disperse messaging about the importance of Medi-Cal and how to enroll	☐ Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	CAPK
Retention Ass	Information and Referral Specialist will share Medi-Cal information with every person that calls into 2-1-1	☐ Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	CAPK
Retention Ass	Information and Referral Specialist will share information regarding the PHE termination and share the importance of updating their contact information	☐ Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	CAPK

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Retention	Program Specialist supports the completion of Medi-Cal applications through BenefitsCal	☐ Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	CAPK
Retention Assi	Program Specialist will share information regarding the PHE termination and share the importance of updating their contact information	☐ Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	CAPK
Retention Assi	Program Educators will support the re-certification of the application renewal process and updating of contact info	☐ Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	CAPK
Outreach	Information and Referral Specialist will follow up with all eligible parties to support their enrollment	☐ Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	CAPK
(Select One)			
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60 Days Prior to PHE Termination

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Retention Assi	Implement Phase 2 with the strategies below	Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	CAPK
Retention Assi	Promote continuity of coverage for beneficiaries by educating eligible populations that a termination of PHE will take place	Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	CAPK
Retention Assi	Inform beneficiaries to watch for their renewal packets in the mail	Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	CAPK
Retention Assi	Encourage community members to return requested information and review/update contact information	Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	CAPK
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(Select One)			
12 Month PHE Unwinding Period			
Outreach	Continue to implement Phase 1 and Phase 2 strategies as listed above	Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	CAPK
Outreach	Outreach to the community to inform them of Medi-Cal	Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	CAPK
Outreach	Provide assistance with Medi-Cal applications and follow up with applicants	Persons with mental health disorder needs ☐ Persons with substance use disorder needs ☐ Persons with other disabilities ☐ Aged persons ☐ Persons who are homeless ☐ Young people of color ☐ Persons who are in county jail, in state prison, on state parole, on county probation, or under post release community supervision ☐ Immigrants and families of mixed immigration status ☐ Persons with limited English proficiency ☐ Low-wage workers and their families or dependents ☐ Uninsured children and youth formerly enrolled in Medi-Cal	CAPK
(Select One)			CAPK
(Select One)			
(Select One)			
(Select One)			
(Select One)			
(Select One)			

Project Goals

Normal Operations			
	FY 2022-23	FY 2023-24	FY 2024-25
Media Outreach	2,940,775	2,941,775	2,942,775
Direct Outreach	30,000	35,000	40,000
Application Assistance	870	900	950
Enrollment	112	122	132
Retention	17,300	17,400	17,500
Navigation			
Troubleshooting			

Focused Activities For PHE	
Direct Outreach	9,000
Application Assistance	920
Media Outreach	1,000,060
Enrollment	135
Retention	17,500
Navigation	
Troubleshooting	

Information

(NAME OF COUNTY OR COMMUNITY-BASED ORGANIZATION)
NAVIGATORS PROJECT WORK PLAN

Attachment 2

Target Populations	
1.	Persons with Mental Health Disorders
2.	Persons with Substance Use Disorders
3.	Persons with Other Disabilities
4.	Aged Persons
5.	Homeless Persons
6.	Young People of Color
7.	Immigrants & Families of Mixed Immigration Status
8.	Persons with Limited English Proficiency
9.	Low-Wage Workers and their Families and Dependents
10.	Uninsured Children or Youth Formerly Enrolled in Medi-Cal
11.	Persons Who are in County Jail or State Prison, on State Parole, on County Probation, or Under Post Release Community Supervision

Task	Definition	Example
Enrollment	Activities for this task are for individuals encountered was enrolled into/approved for Medi-Cal as a result of submitting their application package.	Example activities include processing/approving the Medi-Cal application or when Medi-Cal enrollment is a direct result of being educated by or receiving assistance from the Navigators Project.
Retention	Activities for this task are for individuals encountered that result in their continuation of their Medi-Cal benefits, or re-establishing eligibility within the 90 day cure period.	Example activities include processing redeterminations, change in circumstance reports, assisting individuals complete the redetermination packets and and/or submit required substantiating documentation.
Direct Outreach	Activities for this task are if the individual was directly encountered as part of the outreach activities. For purposes of this Project, "outreach" is defined as "Individuals being informed or educated about Medi-Cal Program including how to apply for and keep Medi-Cal benefits.	Example activities include community events, handing out flyers, and direct calls.
Media Outreach	Activities for this task are used if the individual was encountered through various media platforms as part of the outreach activities. For purposes of this Project, "outreach" is defined as "Individuals being informed or educated about Medi-Cal Program including how to apply for and keep Medi-Cal benefits.	Example activities include radio ads, bill board ads, and an Instagram post.
Application Assistance	Activities for this task are when an individual encountered was assisted in completing any or all parts of the Medi-Cal application package.	Example activities include filling out an application, and/or submit required substantiating documentation.
Access & utilization to health care	Activities for this task include assisting with access & utilization to health care.	Example activities include providing information about how to use Medi-Cal, explaining the difference between managed care and eligibility.
Troubleshooting	Activities are assisting with resolving any problems or issues associated with their Medi-Cal benefits and access to care.	Example activities include researching limitations or denials of care, requesting new Medi-Cal Benefits Identification Cards, and providing points of contact to resolve issues.
Assistance with Redetermination	Activities for this task are when an individual encountered was assisted in completing any or all parts of the Medi-Cal annual redetermination package prior to their redetermination date, or those same efforts during the 90 day cure period to retain.	Example activities include researching limitations or denials of care, requesting new Medi-Cal Benefits Identification Cards, and providing points of contact to resolve issues.

EXHIBIT "B"

Budget

Community Action Partnership of Kern
Connecting Kids to Coverage
HEALTHY KIDS 2022

Outreach and Enrollment Cooperative Agreement

	Medi-Cal Navigators Project	Budget Detail	
	FHCC and 211	COMMENTS	Year 1
SALARIES			
5105	Salaries	Direct: Two Program Educators, 1 Project Director, 1 Information and Referral Specialist, and 1 Program Specialist.	160,998
BENEFITS			
5205	FICA/FICA-MED Expense	27% average	43,470
TRAVEL			
			-
6150	Vehicle Gasoline	1200 miles traveled monthly x \$0.625 per mile x 12 months x 3 years	9,000
			9,000
SUPPLIES			
6305	Supplies	Office supplies (locking file/storage cabinets, copy paper, pens, file folders, pop-up canopy & portable table for recruitment)	3,000
6310	Computer & Peripheral Supplies	(computer or laptop, monitor, headsets, webcam, phone, cables)	5,000
			8,000
OTHER OPERATING COSTS			
6205	Rent/Lease	\$726 a month (\$726 x 36)	7,318
6235	Utilities	(\$0.19/sf @145 sf/person*years)	1,000
6625	Hiring Costs	\$250 per position. Cost for 4 positions noted.	500
	Printing	\$8,571 required each year	8,571
6610	Postage	\$2,000 required per year	2,000
6615	Outreach	\$37,000 for English/Spanish radio, billboard campaigns, Get Bus advertisements, flyers for hand distribution, letters and envelopes, etc. allocated per year. Outreach strategies will be reviewed to increase or decrease their individual utilization based on return. CAPK will do direct media buys.	37,000
6520	Consultant	12% of outreach cost will go to HeySalty to support our marketing strategies and management	4,440
7127	Client Incentives	2000 hand sanitizers/key chains (1 order per year)	1,984
			62,793
INDIRECT			
9999	Indirect Expense		26,986
	DIRECT COST		284,261
	INDIRECT COST		26,986
	AMOUNT REQUESTED		311,248
	MATCH REQUIREMENT (NONE)		
	TOTAL		311,248

EXHIBIT “C” PII

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

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

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

- All Contractors must provide the Department of Human Services with a list of their employees who will have access to PII information exchanged under its Agreement. Please send listing to BAAContracts@kerndhs.com.
- If there is a data breach of your technical system or any loss of PII information by you or your staff, this must be immediately reported to the Department of Human Services Security Officers. You must work with the Department’s Security Officers to determine if the breach is reportable to the State and provide evidence and a report of how the loss occurred, if requested.
- It is important to note that any PII violation carries civil and criminal sanctions for Contractors as well as employees if the SSA information is used in a manner or purpose not authorized under your Agreement with the County. Additionally, violations may result in a suspension of all SSA related documents being provided to the Contractor.

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

Department of Human Services Security Officers:

- Technology Services Manager (661-334-3343) BAAContracts@kerndhs.com
- Senior Human Resources Manager (661-633-7373) BAAContracts@kerndhs.com

**EXHIBIT “D”
BUSINESS ASSOCIATE ADDENDUM**

This Business Associate Addendum ("Addendum") supplements and is made a part of the contract ("Contract") by and between County of Kern, by and through the Department of Human Services ("CE") and Community Action Partnership of Kern ("BA").

RECITALS

- A. CE wishes to disclose certain information, some of which may constitute Protected Health Information ("PHI") (defined below), to BA pursuant to the terms of the Contract.
- B. CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Contract in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act"), and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.
- C. As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into a contract containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations ("C.F.R.") and contained in this Addendum.

In consideration of the mutual promises below and the exchange of information pursuant to this Addendum, the parties agree as follows:

1. Definitions

Catch-all definition:

The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required by Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

Specific definitions:

- (a) Business Associate. "Business Associate" shall generally have the same meaning as the term "business associate" at 45 CFR 160.103, and in reference to the party to this agreement, shall mean [Insert Name of Business Associate].
- (b) Covered Entity. "Covered Entity" or "CE" shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to the party to this agreement, shall mean the Kern County Department of Human Services.
- (c) HIPAA Rules. "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.
- (d) **Electronic Health Record** shall have the meaning given to such term in the HITECH Act, including, but not limited to, 42 U.S.C. Section 17921.

- (e) **Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164 (Subparts A and E).

2. **Obligations and Activities of Business Associate**

Business Associate agrees to:

- (a) Not use or disclose protected health information other than as permitted or required by the Agreement or as required by law;
- (b) Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of protected health information other than as provided for by the Agreement;
- (c) Report to covered entity any use or disclosure of protected health information not provided for by the Agreement of which it becomes aware, including breaches of unsecured protected health information as required at 45 CFR 164.410, and any security incident of which it becomes aware;
- (d) In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the business associate agree to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information;
- (e) Make available protected health information in a designated record set to the “covered entity” as necessary to satisfy covered entity’s obligations under 45 CFR 164.524;
- (f) Make any amendment(s) to protected health information in a designated record set as directed or agreed to by the covered entity pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy covered entity’s obligations under 45 CFR 164.526;
- (g) Maintain and make available the information required to provide an accounting of disclosures to the “covered entity” as necessary to satisfy covered entity’s obligations under 45 CFR 164.528;
- (h) To the extent the business associate is to carry out one or more of covered entity's obligation(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to the covered entity in the performance of such obligation(s); and
- (i) Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

Permitted Uses and Disclosures by Business Associate

- (a) Business associate may only use or disclose protected health information as necessary to perform the services set forth in the attached Agreement
- (b) Business associate may use or disclose protected health information as required

by law.

- (c) Business associate agrees to make uses and disclosures and requests for protected health information consistent with covered entity's minimum necessary policies and procedures.
- (d) Business associate may not use or disclose protected health information in a manner that would violate Subpart E of 45 CFR Part 164 if done by covered entity except for the specific uses and disclosures set forth below.
- (e) Business associate may use protected health information for the proper management and administration of the business associate or to carry out the legal responsibilities of the business associate.
- (f) Business associate may disclose protected health information for the proper management and administration of business associate or to carry out the legal responsibilities of the business associate, provided the disclosures are required by law, or business associate obtains reasonable assurances from the person to whom the information is disclosed that the information will remain confidential and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies business associate of any instances of which it is aware in which the confidentiality of the information has been breached.
- (g) Business associate may provide data aggregation services relating to the health care operations of the covered entity.

Provisions for Covered Entity to Inform Business Associate of Privacy Practices and Restrictions

- (a) Covered entity shall notify business associate of any limitation(s) in the notice of privacy practices of covered entity under 45 CFR 164.520, to the extent that such limitation may affect business associate's use or disclosure of protected health information.
- (b) Covered entity shall notify business associate of any changes in, or revocation of, the permission by an individual to use or disclose his or her protected health information, to the extent that such changes may affect business associate's use or disclosure of protected health information.
- (c) Covered entity shall notify business associate of any restriction on the use or disclosure of protected health information that covered entity has agreed to or is required to abide by under 45 CFR 164.522, to the extent that such restriction may affect business associate's use or disclosure of protected health information.
- (d) **Reporting of Improper Access, Use or Disclosure.** BA shall report to CE in writing of any access, use or disclosure of Protected Information not permitted by the Contract and Addendum, and any Breach of Unsecured PHI of which it becomes aware without unreasonable delay and in no case later than 10 calendar days after discovery [42 U.S.C. Section 17921; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)].
- (e) **Business Associate's Agents.** BA shall ensure that any agents, including subcontractors, to whom it provides Protected Information, agree in writing to the

same restrictions and conditions that apply to BA with respect to such PHI and implement the safeguards required by paragraph (c) above with respect to Electronic PHI [45 C.F.R. § 164.504(e)(2)(ii)(D); 45 C.F.R. § 164.308(b)]. BA shall implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 C.F.R. §§ 164.530(f) and 164.530(e)(1)).

- (f) **Amendment of PHI.** If applicable within ten (10) days of receipt of a request from CE for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, BA or its agents or subcontractors shall make such Protected Information available to CE for amendment and incorporate any such amendment to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.526. If any individual requests an amendment of Protected Information directly from BA or its agents or subcontractors, BA must notify CE in writing within five (5) days of the request. Any approval or denial of amendment of Protected Information maintained by BA or its agents or subcontractors shall be the responsibility of CE [45 C.F.R. Section 164.504(e)(2)(ii)(F)].
- (g) **Accounting Rights.** Within ten (10) days of notice by CE of a request for an accounting of disclosures of Protected Information BA and its agents or subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935(c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents or subcontractors for at least six (6) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an electronic health record and is subject to this requirement. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure. In the event that the request for an accounting is delivered directly to BA or its agents or subcontractors, BA shall within five (5) days of a request forward it to CE in writing. It shall be CE's responsibility to prepare and deliver any such accounting requested. BA shall not disclose any Protected Information except as set forth in Sections 2.b. of this Addendum [45 C.F.R. Sections 164.504(e)(2)(ii)(G) and 165.528]. The provisions of this subparagraph shall survive the termination of this Agreement.
- (h) **Governmental Access to Records.** BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with the Privacy Rule [45 C.F.R. Section 164.504(e)(2)(ii)(H)]. BA shall provide to CE a copy of any Protected Information that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.
- (i) **Data Ownership.** BA acknowledges that BA has no ownership rights with respect to the Protected Information.

- (j) **Notification of Breach.** During the term of the Contract, BA shall notify CE within twenty-four (24) hours of any suspected or actual breach of security, intrusion or unauthorized use or disclosure of PHI of which BA becomes aware and/or any actual or suspected use or disclosure of data in violation of any applicable federal or state laws or regulations. BA shall take (i) prompt corrective action to cure any such deficiencies and (ii) any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.
- (k) **Breach Pattern or Practice by Covered Entity.** Pursuant to 42 U.S.C. Section 17934(b), if the BA knows of a pattern of activity or practice of the CE that constitutes a material breach or violation of the CE's obligations under the Contract or Addendum or other arrangement, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the Contract or other arrangement if feasible, or if termination is not feasible, report the problem to the Secretary of DHHS. BA shall provide written notice to CE of any pattern of activity or practice of the CE that BA believes constitutes a material breach or violation of the CE's obligations under the Contract or Addendum or other arrangement within five (5) days of discovery and shall meet with CE to discuss and shall attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.
- (l) **Audits, Inspection and Enforcement.** Within ten (10) days of a written request by CE, BA and its agents or subcontractors shall allow CE to conduct a reasonable inspection of the facilities, systems, books, records, agreements, policies and procedures relating to the use or disclosure of Protected Information pursuant to this Addendum for the purpose of determining whether BA has complied with this Addendum; provided, however, that (i) BA and CE shall mutually agree in advance upon the scope, timing and location of such an inspection. (ii) CE shall protect the confidentiality of all confidential and proprietary information of BA to which CE has access during the course of such inspection; and (iii) CE shall execute a nondisclosure agreement, upon terms mutually agreed upon by the parties. If requested by BA. The fact that CE inspects, or fails to inspect, or has the right to inspect, BA's facilities, systems, books, records, agreements, policies and procedures does not relieve BA of its responsibility to comply with this Addendum, nor does CE's (i) failure to detect or (ii) detection, but failure to notify BA or require BA's remediation of any unsatisfactory practices, constitute acceptance of such practice or a waiver of County's enforcement rights under the Contract or Addendum, BA shall notify CE within ten (10) days of learning that BA has become the subject of an audit, compliance review, or complaint investigation by the Office for Civil Rights.

3. Termination

- (a) **Material Breach.** A breach by BA of any provision of this Addendum, as determined by CE, shall constitute a material breach of the Contract and shall provide grounds for immediate termination of the Contract, any provision in the Contract to the contrary notwithstanding. [45 C.F.R. Section 164.504(e)(2)(iii)].
- (b) **Judicial or Administrative Proceedings.** CE may terminate the Contract, effective immediately, if (i) BA is named as a defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has

been joined.

(c) Obligations of Business Associate Upon Termination.

Upon termination of this Agreement for any reason, business associate, with respect to protected health information received from covered entity, or created, maintained, or received by business associate on behalf of covered entity, shall:

1. Retain only that protected health information which is necessary for business associate to continue its proper management and administration or to carry out its legal responsibilities;
2. Return to covered entity the remaining protected health information that the business associate still maintains in any form;
3. Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information to prevent use or disclosure of the protected health information, other than as provided for in this Section, for as long as business associate retains the protected health information;
4. Not use or disclose the protected health information retained by business associate other than for the purposes for which such protected health information was retained and subject to the same conditions set out in this Agreement above which applied prior to termination; and
5. Return to covered entity or, if agreed to by covered entity, destroy the protected health information retained by business associate when it is no longer needed by business associate for its proper management and administration or to carry out its legal responsibilities.

4. **Indemnification**

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

5. **Disclaimer**

CE makes no warranty or representation that compliance by BA with this Addendum, HIPAA, the HITECH Act, or the HIPAA Regulations will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

6. **Certification**

To the extent that CE determines that such examination is necessary to comply with CE's legal obligations pursuant to HIPAA relating to certification of its security practices, CE or its authorized agents or contractors, may, at CE's expense, examine BA's facilities,

systems, procedures and records as may be necessary for such agents or contractors to certify to CE the extent to which BA's security safeguards comply with HIPAA, the HITECH Act, the HIPAA Regulations or this Addendum.

7. **Amendment**

a. **Amendment to Comply with Law.** The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the Contract or Addendum may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule and other applicable laws relating to the security or confidentiality of PHI. The parties understand and agree that CE must receive satisfactory written assurance from BA that BA will adequately safeguard all Protected Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this Addendum embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule or other applicable laws. CE may terminate the Contract upon thirty (30) days written notice in the event (i) BA does not promptly enter into negotiations to amend the Contract or Addendum when requested by CE pursuant to this Section or (ii) BA does not enter into an amendment to the Contract or Addendum providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

8. **Assistance in Litigation or Administrative Proceedings**

BA shall make itself, and any subcontractors, employees or agents assisting BA in the performance of its obligations under the Contract or Addendum, available to CE, at no cost to County, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against County, its directors, officers or employees based upon a claimed violation of HIPAA, the HITECH Act, The Privacy Rule, the Security Rule, or other laws relating to security and privacy, except where BA or its subcontractor, employee or agent is a named adverse party.

9. **No Third-Party Beneficiaries**

Nothing express or implied in the Contract or Addendum is intended to confer, nor shall anything herein confer, upon any person other than County, BA and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

10. **Effect on Contract**

Except as specifically required to implement the purposes of this Addendum, or to the extent inconsistent with this Addendum, all other terms of the Contract shall remain in force and effect.

11. **Interpretation**

The provisions of this Addendum shall prevail over any provisions in the Contract that may conflict or appear inconsistent with any provision in this Addendum. This Addendum and the Contract shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule. The parties agree that any ambiguity in this Addendum shall be resolved in favor of a meaning that complies and is consistent with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule.

EXHIBIT "E"

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

NAME OF VENDOR/RECIPIENT Community Action Partnership of Kern

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

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

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

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



MEMORANDUM

To: Budget & Finance Committee

From: Pritika Ram, Chief Business Development Officer

Date: November 16, 2022

Subject: *Agenda Item 4k*: California Department of Food and Agriculture (CFDA) Fairground and Community Resilience Centers Program Application– **Action Item**

Background

The California Department of Food and Agriculture (CFDA) published a draft 2020 Community Resilience Center¹ Request for grant applications for public comment earlier this year for two resilience-focused infrastructure programs: one focused on fairgrounds (\$94.5 million), the other focused on neighborhood-level CRC (\$38 million). The intent of the funding, specifically on the Community Resilience Centers (CRC) program, is to focus on improving community facilities to enhance the state's emergency preparedness capabilities, particularly in response to climate change. Funding can be used to support infrastructure for emergency evacuation, shelter, base camps during emergency events, and critical deferred maintenance. Elements for this infrastructure may include cooling and heating centers, clean air centers, and extended emergency evacuation response centers, equipped with community kitchens, shower facilities, broadband, back-up power, and other community needs during an emergency or climate events. The CRC Program will award \$38 million to neighborhood-level CRCs within California, with a single application ranging from \$5,000,000 to \$10,000,000.00.

Through the City of Bakersfield, the Center for Strategic Policy Innovation (CSPI), has been working alongside CAPK staff to assess the needs of three CAPK sites in Southeast Bakersfield. The three CAPK locations include the Friendship House, the nearby (one mile away) Food Bank, and the Head Start warehouse (which is being upgraded to become a commercial kitchen facility) and administrative offices/classrooms.

Proposal

CAPK is providing the City of Bakersfield with the use of and access to three of its building locations on the Southeast side of the City (all within a mile of one another) to serve as a multi-site emergency response center location for use by nearby City residents during wildfires, earthquakes, floods, grid failure and other potential disaster/emergency events. The Center for Strategic Policy Innovation CSPI and the City are working with CAPK to model and upgrade these facilities with solar PV-anchored microgrid support that will

¹ [CDFA 2022 Community Resilience Centers Program \(ca.gov\)](https://www.cdfa.ca.gov/Programs/Community-Resilience-Centers-Program/)

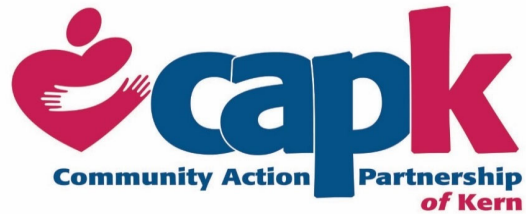
provide 24/7 electric power during such emergencies, and these upgrades and ongoing activities will be part of a grant application by the City, CAPK and CSPI for the California Department of Food and Agriculture (CDFA) "Community Resilience Centers" (CRC) grant. Further, CAPK and CSPI have been meeting with the local Office of Emergency Services (OES) (County branches) to help identify and/or determine how best to develop this three-site community resilience center project so that we maximize benefits to the impacted community members in the Southeast area of the City.

While we plan for at least 40-65% of any grant monies to go to pay for the batteries and other microgrid-related hardware and software associated with this project, a substantial portion of the CRC grant monies will go to help in operating the numerous city and county services that need to function in that area of the City during an emergency. Health care and outreach services in the southeast area of the City will be supplemented with a cooling center location at the Friendship House, food preparation capabilities at the converted warehouse facility, electric vehicles (EV) charging for City vehicles, and food storage and distribution capabilities both onsite, and for outreach into the neighborhoods during emergencies, to name just a few benefits for the City and its citizens. Temporary city staff/emergency operations can occur (also with solar photovoltaic (PV) anchored microgrid resiliency capabilities) in the classrooms/admin offices of Head Start, and medical equipment/cell phone plug-in and charging will be provided for vulnerable children and seniors (likely at the Friendship House facility) to help lessen the load on City and County services otherwise assisting with those needs.

The grant application is not published; however, CSPI is under the impression the grant application will be due by 12/12/2022. Given the size of the grant amount, complexity, and the due date, it was imperative to bring this item to the Board for discussion and approval.

Recommendation:

Staff recommend the Board of Directors authorize the submission of the California Department of Food and Agriculture (CFDA) Community Resilience Centers (CRC) Program grant application.



BUDGET AND FINANCE COMMITTEE

NOVEMBER 16, 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

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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
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
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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				
10/31/22	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 15, 2021 for \$1.5 million during January , February, July, August 2021 and will 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 OCTOBER 31, 2022	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(289,790.47)
HEAD START/EARLY HEAD START	1,191,912.88
SUBTOTAL	902,122.41
GENERAL CHILD CARE	217,069.52
MIGRANT A/P	10,006,643.09
MIGRANT CHILD CARE	121,031.12
MIGRANT SPECIALIZED SERVICES	(9,693.40)
SAN JOAQUIN COE GENERAL CHILD CARE	180,831.67
STATE PRESCHOOL	2,452,909.02
SUBTOTAL	12,968,791.02
ANTHEM BLUE CROSS FOOD BANK	0.00
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	1,728.00
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(126,235.48)
EF&S	103,573.50
EFAP	(362,346.76)
FEEDING AMERICA SENIOR HUNGER	(3,365.56)
FEEDING AMERICA SERVICE INSIGHTS	100,000.00
FOOD BANK	(439,623.84)
FOOD BANK EXPANSION	(583,855.59)
FOOD BANK CAPACITY PROGRAM	3,159,083.63
FOOD BANK - STATE	62,219.30
KAISER	1,739.36
SENIOR FARMERS MARKET NUTRITION PROGRAM	18,451.31
WONDERFUL FOOD BANK EXPANSION	1,364,911.26
WONDERFUL FOUNDATION	83,038.98
SUBTOTAL	3,379,318.11
ENERGY	(204,909.44)
DOE WAP	40,002.73
LIHEAP	(1,365,734.75)
LIWHAP	(10,996.05)
PG&E	17,359.01
DAP (Disorgement Assistance Program)	0.13
TRANSFER NEGATIVE BALANCE	1,524,278.37
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	344,106.30
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(7,216.44)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(10,630.78)
CALAIM HOMELESS PREVENTION SERVICES	(8,567.23)
CAL FRESH	(10,218.97)
CALEITC	(11,485.70)
CAPK FOUNDATION	(216,540.24)
COST POOLS	(8,950.08)
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	1,125.98
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(669,635.82)
CSBG	(17,153.34)
DIFFERENTIAL RESPONSE	(37,769.10)
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	3,871,207.03
EAST KERN FAMILY RESOURCE CENTER	21,439.33
ESG CARES ACT HOMELESS SERVICES	(1,414,024.87)
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(318,767.46)
ESG COORDINATED ENTRY SERVICE - COVID19	13,277.89
ASTHO VACCINE EQUITY	205,715.72
FIRST 5 KERN 211	(26,169.36)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(38,786.43)
FIRST 5 HELP ME GROW	(44,620.15)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(47,390.53)
FRIENDSHIP HOUSE	(5,482.56)
FUNDRAISING	275,059.44
GENERAL FUND	(27,921.48)
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(48,957.01)
Health Net	130,000.00
HOME VISIT INITIATIVE (CO OF KERN)	(185,260.21)
HOUSING FOR THE HARVEST STATE	(1,809.22)
HUD-COORDINATED ENTRY SYSTEM	(61,934.87)
COUNTY OF KERN - 211	(769.54)
INDIRECT FUND	71,091.44
IRS - VITA	(51,568.24)
TAX ASSISTANCE	19,617.06
M ST NAVIGATION CENTER	24,412.43
NEOPB CAL FRESH HEALTHY LIVING	(386,141.22)
POSITIVE YOUTH DEV SVC	(12,316.27)
POSITIVE YOUTH M	(52,501.12)
SHAFTER YOUTH CENTER	59,037.07
OASIS FAMILY RESOURCE CENTER	23,537.62
SIERRA FOUNDATION - ASTHMA MITIGATION	123,890.19
UNITED WAY 211	981.55
UW STANISLAUS CES	(37,329.67)
WELLS FARGO FOUNDATION	66,981.80
WIC	(602,263.25)
LESS: ENERGY NEGATIVE BALANCE	(1,524,278.37)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	(633,929.98)
TOTAL OPERATING CASH	16,618,301.56

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
October 31, 2022

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	10/31/22		17,259,219.83
LESS: OUTSTANDING CHECKS		628,214.69	
ADJUSTED BANK BALANCE AT	10/31/22		16,631,005.14
GENERAL LEDGER BALANCE AT	09/30/22		19,223,682.88
ADD: DEPOSITS		1,056,683.31	
US TREAS DRAWDOWNS		3,559,463.79	
FUNDS FROM OTHER GRANTS		404,455.99	
TRANSFERS FROM RESTRICTED ACCOUNTS		555,123.86	
ADP /HEALTH EQUITY REFUND		260.25	
REIMBURSEMENT OF ALTERED PAYEE		1,784.10	
		-	
		-	
		-	
LESS: CHECKS		3,355,482.82	
ADP PAYROLL 10/07/22		1,526,515.50	
ADP PAYROLL 10/21/22		1,512,132.66	
EFTS FOR HRA/HSA/ STD/403B		232,988.55	
REC LOAN PRINCIPAL/INT EXPENSES		30,739.83	
TRANSFERS FROM RESTRICTED ACCOUNTS		-	
CREDIT CARD		36,012.66	
BANK FEES		-	
ACH VOUCHERS		1,476,577.02	
GENERAL LEDGER BALANCE AT	10/31/22		16,631,005.14

DIFFERENCE: -

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 11/08/2022
APPROVED BY: *Nancy Webster* TITLE: Chief Financial Officer DATE: Nov 8, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2022

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	10/31/22	1,080,953.24
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	10/31/22	1,080,953.24

BALANCE PER G/L	09/30/22	1,080,494.31
ADD:		
DEPOSITS		0.00
INTEREST		458.93
ROUNDING ERROR		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	10/31/22	1,080,953.24

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: 11/02/22

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Nov 2, 2022

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

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2022

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 10/31/22 74,123.21

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 10/31/22 74,123.21

BALANCE PER G/L 09/30/22 576,949.76

ADD: DEPOSITS 0.00

INTEREST 196.68

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 503,023.23

BALANCE PER G/L 10/31/22 74,123.21

* 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: Naomi Ibarra

TITLE: Accountant

DATE: 11/02/22

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Nov 2, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2022

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	10/31/22	37,914.10
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE	10/31/22	37,914.10

BALANCE PER GENERAL LEDGER	09/30/22	87,169.99
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	2,908.35	
PAYPAL DEPOSIT	0.00	
INTEREST	32.12	
LESS:		
APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	78.28	
BANKCARD FEES	17.45	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	52,100.63	
	0.00	
BALANCE PER GENERAL LEDGER:	10/31/22	37,914.10

* 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: 11/04/22

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Nov 4, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2022

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING: 10/31/22 4,670.20

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 10/31/22 4,670.20

BALANCE PER G/L 09/30/22 11.98

ADD: DEPOSITS 0.00

INTEREST 0.52

BANK ACCOUNT TRANSFER FROM GENERAL FUND 4,657.70

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 10/31/22 4,670.20

DIFFERENCE: 0.00

PREPARED BY: N. IBARRA

TITLE: Accountant

DATE: 11/02/22

APPROVED BY: *Nancy Webster*

TITLE: Chief Financial Officer

DATE: Nov 2, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2022

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: 10/31/22 35,113.22

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 10/31/22 35,113.22

BALANCE PER G/L 09/30/22 35,079.32

ADD: DEPOSITS 0.00

INTEREST 14.90

BANK ACCOUNT TRANSFER FROM GENERAL FUND 19.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 10/31/22 35,113.22

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 11/02/22

APPROVED BY:  TITLE: Chief Financial Officer DATE: Nov 2, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED October 1, 2022 - October 31, 2022

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Catherine Anspach	Foundation Director of Development	748.28
Gloria Barbero	Administrator - EHS San Joaquin	-
Yolanda Gonzales	Director of Head Start/State Child Development Programs	17,679.78
Freddy Hernandez	Director of Youth and Community Services	3,138.41
Traco Matthews	Chief Program Officer	-
Lisa McGranahan	Director of Human Resources	112.19
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	466.70
Pritika Ram	Chief Business Development Officer	1,785.92
Jeremy Tobias	Chief Executive Officer	460.54
Emilio Wagner	Director of Operations	2,689.01
Tracy Webster	Chief Financial Officer	6,147.30
Rebecca Moreno	Director of Community Development	6,049.54
Susana Magana	Director of Nutrition Services	2,840.21
Total		\$ 42,117.88



Reporting Period : 10/1/2022 - 10/31/2022

Statement Summary

Name	Capk Ap	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	Currency	US Dollar
Reporting Period	10/1/2022 - 10/31/2022		

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 : 10/1/2022 - 10/31/2022

Statement Summary

Name	Catherine Anspach	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-1647	Currency	US Dollar
Reporting Period	10/1/2022 - 10/31/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 10/13/2022	10/14/2022	Uricchios Trattoria				64.29
Lunch Meeting for Foundation Planning. Attendees: Catherine Anspach & Ariana Joven						
2 10/15/2022	10/17/2022	Smitten - Ca				15.15
Lunch Meeting for Foundation Board Recruitment. Attendees: Catherine Anspach & Janea Benton						
3 10/20/2022	10/21/2022	Usps Po 0504620528				275.00
CAPK Foundation USPS Non-Profit Bulk Mail Permit Imprint Fee						
4 10/26/2022	10/27/2022	Displays2go				393.84
Foundation Acrylic Stands with Brochure Holders						

Transaction Count: 4
Total: 748.28

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 10/1/2022 - 10/31/2022

Statement Summary

Name	Gloria Barbero	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7058	Currency	US Dollar
Reporting Period	10/1/2022 - 10/31/2022		

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

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 10/1/2022 - 10/31/2022

Statement Summary

Name	Yolanda Gonzales			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7009			Currency	US Dollar		
Reporting Period	10/1/2022 - 10/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 9/30/2022	10/3/2022	Southwes				270.97	
Air flight ticket - HSC Health Institute Conference Newport Beach Valerie Caffese							
2 9/30/2022	10/3/2022	Southwes				270.97	
Air flight ticket - HSC Health Institute Conference Newport Beach - Maria Pinano							
3 10/5/2022	10/6/2022	Www.Calcapa.Org				549.00	
Registration - 2022 Annual Cal CAPA Conference - San Diego - Yolanda Gonzales							
4 10/7/2022	10/10/2022	Hotelbookingservfee				14.99	
Hotel Reservation for Staff - Service Fee Charge - Las Vegas 2022 ChildPlus Scramble Conference							
5 10/7/2022	10/10/2022	Hotel*hotelbooking				12,655.86	
Hotel Reservation for 7 staff members to attend 2022 ChildPlus Scramble Conference in Las Vegas, NV							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 10/12/2022	10/13/2022	Hotel Reservation Loh				1,095.13
		Hotel Reservation - 2022 ChildPlus Scramble Las Vegas, NV - Esperanza Contreras				
7 10/25/2022	10/27/2022	Hyatt Regency Newport Bc				489.36
		Hotel Reservation - HSC Health Institute Conference - Newport Beach - Yolanda Gonzales				
8 10/26/2022	10/28/2022	Hyatt Regency Newport Bc				466.70
		Hotel Reservation - HSC Health Institute Conference - Newport Beach - Angel Perez				
9 10/26/2022	10/28/2022	Hyatt Regency Newport Bc				466.70
		Hotel Reservation - HSC Health Institute Conference - Newport Beach - Rita Fregoso				
10 10/26/2022	10/28/2022	Hyatt Regency Newport Bc				466.70
		Hotel Reservation for Maria Pinano - HSC Health Institute Conference in Newport Beach				
11 10/26/2022	10/28/2022	Hyatt Regency Newport Bc				466.70
		Hotel Reservation for Maria Gonzalez - HSC Health Institute Conference in Newport Beach				
12 10/26/2022	10/28/2022	Hyatt Regency Newport Bc				466.70
		Hotel Reservation for Alan Rodriguez - HSC Health Institute Conference				

Transaction Count: 12
Total: 17,679.78

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 10/1/2022 - 10/31/2022

Statement Summary

Name	Freddy Hernandez				Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-8850				Currency	US Dollar		
Reporting Period	10/1/2022 - 10/31/2022							
Trans Date	Post Date	Merchant Name	Charge Codes			Approved	Receipt	Amount
1 10/12/2022	10/13/2022	Py *natl Energy & Utility						500.00
		Neuac Membership Renewal						
2 10/21/2022	10/24/2022	Holiday Inn Exp Stockton						831.37
		Holiday Inn hotel stay for Rene Ambriz to attend PG&E Training in Stockton, CA.						
3 10/21/2022	10/24/2022	Holiday Inn Exp Stockton						853.81
		Holiday Inn hotel stay for Adam Wages to attend PG&E Training in Stockton, CA.						
4 10/21/2022	10/24/2022	Holiday Inn Exp Stockton						831.37
		Holiday Inn hotel stay for Adam Wages to attend PG&E Training in Stockton, CA.						
5 10/25/2022	10/26/2022	Canva* I03584-28483812						12.95
		Software required for VITA.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 10/28/2022	10/31/2022	Smart And Final 326				108.91
Candy purchased for several trunk or treat events throughout the county; outreach expense.						

Transaction Count: 6
Total: 3,138.41

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 10/1/2022 - 10/31/2022

Statement Summary

Name	Lisa McGranahan	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	Currency	US Dollar
Reporting Period	10/1/2022 - 10/31/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 10/10/2022	10/12/2022	Biometrics4all Inc				15.00
Relay Fees for running New Hire Fingerprints Invoice Period 9/01/2022-9/30/2022 Invoice Date 10/01/2022						
2 10/12/2022	10/13/2022	Dollar Tree				27.26
CAPK Job Fair Event on 10/14/2022, Decoration Items						
3 10/13/2022	10/14/2022	Smart And Final 362				29.08
Candy provided for CAPK Job Fair Event on 10/14/2022						
4 10/20/2022	10/21/2022	Usps Po 0504700579				40.85
COVID test kits for Stockton Location.						

Transaction Count: 4
Total: 112.19

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 10/1/2022 - 10/31/2022

Statement Summary

Name	Jerry Meade	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8086	Currency	US Dollar
Reporting Period	10/1/2022 - 10/31/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 10/26/2022	10/28/2022	Hyatt Regency Newport Bc				466.70
		Hotel stay for HS California Health Institute for Content Area Specialist				

Transaction Count: 1
Total: 466.70

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 10/1/2022 - 10/31/2022

Statement Summary

Name	Pritika Ram			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7074			Currency	US Dollar		
Reporting Period	10/1/2022 - 10/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 10/2/2022	10/5/2022	Marriott Irvine				241.20	
Hotel Fee for Catherine Anspach to attend CAP Orange County Event on 10-2.							
2 10/7/2022	10/10/2022	Facebk *kfm9shxem2				100.00	
Facebook Ad - Feed the Need Food Drive / Microbusiness / Job Fair							
3 10/7/2022	10/10/2022	Caeconomy.Org				500.00	
Registration Fee for Janea Benton to attend the 2022 California Economic Summit							
4 10/7/2022	10/10/2022	Caeconomy.Org				500.00	
Registration Fee for Yolanda Ochoa to attend the 2022 California Economic Summit							
5 10/13/2022	10/14/2022	Panera Bread #601790 O				31.87	
Coffee & Bagels for CEO's Chief's Meeting. Attendees: J. Tobias, T. Webster, T. Matthews & P. Ram.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 10/13/2022	10/14/2022	Facebk *zgd7uj3fm2				100.00
Facebook Ad - Microbusiness / Job Fair						
7 10/18/2022	10/19/2022	Food-Ex				232.38
2-1-1 Kern Meeting with United Way Fresno & Madera on 10/18/22						
8 10/20/2022	10/21/2022	Facebk *54bucjfem2				51.47
Facebook Ad - Microbusiness / Job Fair						
9 10/31/2022	10/31/2022	Stk*shutterstock				29.00
Monthly fee for stock photos						
					Transaction Count: 9	
					Total: 1,785.92	

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 10/1/2022 - 10/31/2022

Statement Summary

Name	Jeremy Tobias	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7066	Currency	US Dollar
Reporting Period	10/1/2022 - 10/31/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 10/17/2022	10/19/2022	Shell Oil 12822045006				101.19
		Gasoline for CEO's Agency Vehicle				
2 10/25/2022	10/27/2022	National Community Action				225.00
		NCAF Webinar Series				
3 10/26/2022	10/28/2022	Too Fats Sandwiches And C				132.35
		Lunch for Board Meeting. Attendee list and agenda are attached.				
4 10/27/2022	10/31/2022	City Of Bakersfield Parki				2.00
		Parking Fee for Jeremy to attend Head Start Policy Council Meeting / Dinner on 10/27/22.				

Transaction Count: 4
Total: 460.54

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 10/1/2022 - 10/31/2022

Statement Summary

Name	Emilio Wagner	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7041	Currency	US Dollar
Reporting Period	10/1/2022 - 10/31/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 10/3/2022	10/4/2022	Mindbody				461.98
MindBody - Premier Basic monthly charge and subscription fee Sept 2022						
2 10/7/2022	10/10/2022	Hrs Pro Enterprise				395.00
This is a credit card purchase for Finance and their unclaimed property software/HRS Pro Enterprise Edition						
3 10/19/2022	10/19/2022	Microsoft#g015411486				1,370.05
Microsoft#g009792710- Microsoft Azure - Software Support HS						
4 10/20/2022	10/21/2022	Mindbody				461.98
MindBody - Premier Basic monthly charge and subscription fee Oct 2022						

Transaction Count: 4
Total: 2,689.01

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 10/1/2022 - 10/31/2022

Statement Summary

Name		Tracy Webster		Company	Community Action Partnership O		
Account #		XXXX-XXXX-XXXX-6993		Currency	US Dollar		
Reporting Period		10/1/2022 - 10/31/2022					
Trans Date	Post Date	Merchant Name	Charge Codes		Approved	Receipt	Amount
1 10/12/2022	10/13/2022	Premier Learning Solut					199.00
		Training for Naomi Ibarra					
2 10/17/2022	10/19/2022	Wipfli Llp					925.00
		Training for Jennifer Davis					
3 10/19/2022	10/20/2022	Sq *murray Family Farms					1,749.30
		Pumpkins purchased for Head Start and Early Head Start children					
4 10/19/2022	10/20/2022	Ca Secretary Of State Web					5.00
		Purchase Certificate of Status					
5 10/20/2022	10/24/2022	Wipfli Llp					925.00
		Training for Liliana Solorio					

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 10/25/2022	10/26/2022	Api Apa Gpmi Meet Apas				1,419.00
		Training for Eric Kelley				
7 10/26/2022	10/28/2022	Wipfli Llp				925.00
		Training for Christine Mata				
						Transaction Count: 7
						Total: 6,147.30

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 10/1/2022 - 10/31/2022

Statement Summary

Name	Rebecca Moreno			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-4956			Currency	US Dollar		
Reporting Period	10/1/2022 - 10/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 9/30/2022	10/3/2022	Clartyconnect2022				999.00	
Registration for Ryan Dozier to attend the Clarity Connect Conference in Las Vegas.							
2 9/30/2022	10/3/2022	Park Mgm/Nomad-Adv Dep				158.73	
Hotel deposit for Ryan Dozier to attend the Clarity Connect Conference in Las Vegas.							
3 10/7/2022	10/10/2022	Park Mgm/Nomad-Front Dsk				447.30	
Hotel for Rebecca Moreno to attend the Clarity Connect conference in Las Vegas.							
4 10/7/2022	10/10/2022	Park Mgm/Nomad-Front Dsk				375.30	
Hotel for Joseph Aguilar to attend the Clarity Connect conference in Las Vegas.							
5 10/7/2022	10/10/2022	Park Mgm/Nomad-Front Dsk				566.91	
Hotel for Ryan Dozier to attend Clarity Connect in Las Vegas.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 10/7/2022	10/10/2022	Park Mgm/Nomad-Front Dsk				375.30
Hotel for Laurie Hughey to attend the Clarity Connect conference in Las Vegas.						
7 10/13/2022	10/17/2022	Travelodge				952.00
Isolation housing for COVID 19 resident at M Street.						
8 10/19/2022	10/20/2022	Naeh				725.00
Registration for Nagely Portesgil to attend the National Alliance to End Homelessness in Oakland.						
9 10/19/2022	10/20/2022	Naeh				725.00
Registration for Laurie Hughey to attend the National Alliance to End Homelessness in Oakland.						
10 10/19/2022	10/20/2022	Naeh				725.00
Registration for Rebecca Moreno to attend the National Alliance to End Homelessness in Oakland.						

Transaction Count: 10
Total: 6,049.54

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 10/1/2022 - 10/31/2022

Statement Summary

Name	Susana Magana			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-6693			Currency	US Dollar		
Reporting Period	10/1/2022 - 10/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 10/4/2022	10/5/2022	Hyatt Regency Sacramento				74.24	
Hotel deposit for Maureen Andrew to attend the Food Access conference in Sacramento.							
2 10/5/2022	10/7/2022	Hyatt Regency Sacramento				550.00	
Hotel for Kelly Lowery to attend the Food Access conference in Sacramento.							
3 10/11/2022	10/12/2022	Target 00013847				119.52	
Baby formula purchase.							
4 10/11/2022	10/12/2022	Wal-Mart #2557				51.42	
Special diet food purchase.							
5 10/11/2022	10/12/2022	Target 00027151				169.08	
Baby formula purchase.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 10/11/2022	10/13/2022	Albertsons #3172				94.95
Baby formula purchase.						
7 10/11/2022	10/13/2022	Vallarta Supermarket 53				93.96
Baby formula purchase.						
8 10/14/2022	10/17/2022	Lassens Natural Foods-Bk				106.09
Special diet food purchase.						
9 10/19/2022	10/21/2022	Hyatt Regency Orange Cou				319.26
Hyatt hotel for Alejandra Morales to attend the Healthy Living Forum in Orange County, CA.						
10 10/19/2022	10/21/2022	Hyatt Regency Orange Cou				281.26
Hyatt hotel for Kennedy Valadez to attend the Healthy Living Forum in Orange County, CA.						
11 10/19/2022	10/21/2022	Hyatt Regency Orange Cou				281.26
Hyatt hotel for Yesenia Fernandez to attend the Healthy Living Forum in Orange County, CA.						
12 10/25/2022	10/26/2022	Wal-Mart #2557				29.16
Cookware purchased for CalFresh.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 10/26/2022	10/27/2022	Sequoia Sand Downtown				446.60
Food provided for program training.						
14 10/27/2022	10/28/2022	Ntlrest Servsafe				15.00
Food handler certificate for Jose Caballero.						
15 10/27/2022	10/28/2022	162- Brimhall Mini Stor				48.03
WIC Montclair office closure, needed extra temporary storage space to house items due to no space in current WIC locations or CAPK warehouse.						
16 10/30/2022	10/31/2022	Walmart.Com				37.33
Baby formula purchase.						
17 10/30/2022	10/31/2022	Walmart.Com				123.05
Baby formula purchase.						

Transaction Count: 17
Total: 2,840.21

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 (8 OF 12 MONTHS OR 66.67%)**

Line Item	2022/23 Budget	3/1/22 - 2/28/23 Actual	% Expended	Available Budget
USDA Revenue (Note A)	2,183,659	660,289	30.2%	1,523,370
Head Start Subsidy	<u>377,301</u>	<u>960,748</u>	254.6%	<u>(583,447)</u>
Total Revenue	<u>2,560,960</u>	<u>1,621,037</u>	63.3%	<u>939,923</u>
Expenditures (Note B)				
Salaries	724,671	453,124	62.5%	271,547
Benefits	200,399	143,061	71.4%	57,338
Vehicle Gasoline, Repair/Maintenance	27,000	31,604	117.1%	(4,604)
Space Costs	121,700	67,563	55.5%	54,137
Supplies - Office & Food Service	92,500	90,164	97.5%	2,336
Equipment Purchase	-	68,536	Not budgeted	(68,536)
Consultant Services	-	5,854	Not budgeted	(5,854)
Equipment Repair/Maintenance & Lease	35,300	23,647	67.0%	11,653
Communication	14,000	11,670	83.4%	2,330
Risk Insurance	12,700	9,574	75.4%	3,126
Printing	1,000	243	24.3%	757
Hiring & Employee Costs	100	170	169.8%	(70)
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	<u>1,015,580</u>	<u>569,782</u>	56.1%	<u>445,798</u>
Sub Total	2,245,450	1,474,992	65.7%	770,458
Adult Meals Prepared	128,794	91,720	71.2%	37,074
Indirect	<u>186,716</u>	<u>54,325</u>	29.1%	<u>132,391</u>
Total Expenditures	<u>2,560,960</u>	<u>1,621,037</u>	63.3%	<u>939,923</u>

	Prior Period	OCTOBER 2022	Cumulative
Total Meals Prepared and Vended (Note C)	431,975	72,063	504,038
Total Meals Claimed	<u>240,974</u>	<u>41,148</u>	<u>282,122</u>
Difference	191,001	30,915	221,916

Percentage Claimed to Prepared/Vended		57.1%	56.0%
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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 (3 OF 12 MONTHS = 25.0%)

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	\$ 813,343	\$ 947,739	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,374,456		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	\$ -		
Net Provider Payments	\$ 613,374	\$ 813,343	\$ 947,739	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,374,456	79.16%	
Maximum Reimbursable Amount (MRA) for Provider Payments													22,736,992		10.44%
<u>Administration & Support Services Revenue</u>															
Provider Payments	\$ 613,374	\$ 813,343	\$ 947,739	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,374,456		
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	\$ 216,205	\$ 251,931	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 631,185		
Program Administration/Support Services Costs	101,757	115,317	138,846	-	-	-	-	-	-	-	-	-	355,921	11.87%	
Indirect (10% x MTDC) Costs	70,328	91,733	107,284	-	-	-	-	-	-	-	-	-	269,346	8.98%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	\$ 172,085	\$ 207,050	\$ 246,131	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 625,266	20.84%	
Revenue Earned Over/(Under) Costs	\$ (9,036)	\$ 9,155	\$ 5,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,919		
TOTAL COSTS - NET OF FAMILY FEES	\$ 785,460	\$ 1,020,393	\$ 1,193,870	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,999,723	100.00%	

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

Provider payments	2,374,456
Reimbursement Rate (17.5% / 82.5%)	x 26.5823%
Revenue Earned	<u>631,185</u>

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	<u>689,000</u>	<u>2.50%</u>
Maximum Reimbursable Amount (MRA)	<u>27,559,990</u>	<u>100.00%</u>

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 (4 OF 12 MONTHS = 33.3%)

	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	5,746	-	-	-	-	-	-	-	-	19,659	
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	\$ 296,225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,013,427	27.55%
Maximum Reimbursable Amount (MRA)													\$3,678,194	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.61%	98.89%	98.84%	98.84%										98.98%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%										100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-0126)														
Adjusted Days of Enrollment - Certified	2,399	4,982	6,446	7,512									21,340	
Reimbursement Rate per Child per Day	<u>X \$5.27</u>	<u>X \$5.27</u>	<u>X \$5.27</u>	<u>X \$5.27</u>	<u>X \$5.27</u>	<u>X \$5.27</u>	<u>X \$5.27</u>	<u>X \$5.27</u>	<u>X \$5.27</u>	<u>X \$5.27</u>	<u>X \$5.27</u>	<u>X \$5.27</u>	<u>X \$5.27</u>	
Revenue Earned	\$ 132,607	\$ 275,374	\$ 356,282	\$ 415,171	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,179,434	25.95%
Maximum Reimbursable Amount (MRA)													\$4,544,694	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	98.41%	98.26%	98.67%	97.89%										98.27%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%										100.00%
MIGRANT CHILD CARE (CMIG-0004)														
Adjusted Days of Enrollment - Certified	95	124	131	160									510	
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	\$ 8,228	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,305	9.62%
Maximum Reimbursable Amount (MRA)													\$273,318	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	100.00%										100.00%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%										100.00%

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum 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 (4 OF 12 MONTHS = 33.3%)

	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	995									3,421	
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	\$ 45,804	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 157,490	10.02%
Maximum Reimbursable Amount (MRA)													\$1,571,900	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	100.00%										100.00%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%										100.00%

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2022/23 Cooperative Agreement with the San Joaquin County Office of Education

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	12,434,357
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 40,412,866

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>4,330,162</u>

Total Liabilities 18,680,076

Total Net Assets 21,732,790

Total Liabilities and Net Assets 40,412,866

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

REVENUE

Grant Revenue	87,203,662
Donations	30,640,997
Other Revenue	915,618
In-Kind	<u>206,161</u>

Total Revenue 118,966,438

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 7,525,007

Net Assets, beginning 14,207,782

Net Assets, ending 21,732,790

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF OCTOBER 31, 2022

ASSETS

Cash in Bank	16,777,391
Cash - Vacation Reserve	1,080,494
Petty Cash	-
Accounts Receivable	(0)
Travel Advance	11,748
Prepaid Expense	571,737
Inventory	1,043,276
Net Fixed Assets - Unrestricted	792,628
Net Fixed Assets - Restricted	<u>16,596,054</u>

Total Assets 36,873,326

LIABILITIES AND NET ASSETS

Accounts Payable	764,978
Accrued Expenses	352,063
Accrued Vacation	1,007,684
Line of Credit	-
Note Payable	796,031
Advance Payable	5,325,225
Deferred Revenue	<u>8,185,172</u>

Total Liabilities 16,431,153

Total Net Assets 20,442,173

Total Liabilities and Net Assets 36,873,326

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2022 TO OCTOBER 31, 2022

REVENUE

Grant Revenue	58,372,734
Donations	207,952
Other Revenue	5,153,580
In-Kind	<u>4,874,956</u>

Total Revenue 68,609,223

EXPENDITURES

Salaries	23,883,161
Benefits	6,786,009
Travel	480,007
Space Costs	11,334,082
Supplies	1,838,404
Consultant/Contract Services	3,206,788
Other Costs	2,879,108
Program Costs	9,025,780
Capital Expenditures	980,938
Indirect	4,610,606
In-Kind	<u>4,874,956</u>

Total Expenditures 69,899,839

Net Change in Assets (1,290,616)

Net Assets, beginning 21,732,790

Net Assets, ending 20,442,173

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 10-31-22 (66.6%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	38,578,242	21,868,420	16,709,822	57%
BENEFITS	11,160,531	6,248,055	4,912,476	56%
TRAVEL	721,930	425,135	296,795	59%
SPACE COST	23,506,027	10,573,651	12,932,376	45%
SUPPLIES	3,253,861	1,741,363	1,512,498	54%
EQUIPMENT	831,379	1,415,791	(584,412)	170%
CONSULTANT/CONTRACT SERVICES	3,798,580	2,521,114	1,277,466	66%
OTHER COSTS	3,449,253	2,413,028	1,036,225	70%
PROGRAM COSTS	11,277,182	8,385,403	2,891,779	74%
INDIRECT	7,597,038	4,641,022	2,956,016	61%
TOTAL	104,174,023	60,232,981	43,941,042	58%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 10-31-22 (66.6%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	27,451,264	16,042,921	11,408,343	58%
BENEFITS	8,315,926	4,733,676	3,582,250	57%
TRAVEL	492,583	244,913	247,670	50%
SPACE COST	6,603,218	5,333,676	1,269,542	81%
SUPPLIES	2,644,635	1,242,371	1,402,264	47%
EQUIPMENT	100,000	499,566	(399,566)	500%
CONSULTANT/CONTRACT SERVICES	1,369,385	597,335	772,050	44%
OTHER COSTS	1,130,700	964,346	166,354	85%
PROGRAM COSTS	7,769,839	7,023,576	746,263	90%
INDIRECT	5,263,450	3,315,526	1,947,924	63%
TOTAL	61,141,000	39,997,907	21,143,093	65%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 10-31-22 (66.6%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,210,991	2,317,186	1,893,805	55%
BENEFITS	1,260,035	598,407	661,628	47%
TRAVEL	91,246	63,676	27,570	70%
SPACE COST	15,209,213	4,125,748	11,083,465	27%
SUPPLIES	211,553	194,693	16,860	92%
EQUIPMENT	724,960	718,622	6,338	99%
CONSULTANT/CONTRACT SERVICES	563,961	246,468	317,493	44%
OTHER COSTS	378,585	336,021	42,564	89%
PROGRAM COSTS	1,436,167	870,226	565,941	61%
INDIRECT	765,412	422,288	343,124	55%
TOTAL	24,852,123	9,893,335	14,958,788	40%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 10-31-22 (66.6%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,971,121	1,052,957	1,918,164	35%
BENEFITS	553,144	270,869	282,275	49%
TRAVEL	65,110	32,321	32,789	50%
SPACE COST	299,407	149,865	149,542	50%
SUPPLIES	110,076	81,511	28,565	74%
EQUIPMENT	6,419	51,295	(44,876)	799%
CONSULTANT/CONTRACT SERVICES	1,056,518	1,136,269	(79,751)	108%
OTHER COSTS	1,341,076	729,223	611,853	54%
PROGRAM COSTS	868,172	166,369	701,803	19%
INDIRECT	755,931	354,713	401,218	47%
TOTAL	8,026,974	4,025,392	4,001,582	50%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 10-31-22 (66.6%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,830,412	1,730,858	1,099,554	61%
BENEFITS	737,565	460,647	276,918	62%
TRAVEL	27,313	33,465	(6,152)	123%
SPACE COST	1,206,276	758,876	447,400	63%
SUPPLIES	220,349	209,493	10,856	95%
EQUIPMENT	-	146,308	(146,308)	Not budgeted
CONSULTANT/CONTRACT SERVICES	767,936	458,714	309,222	60%
OTHER COSTS	491,102	336,414	154,688	69%
PROGRAM COSTS	1,105,101	275,093	830,008	25%
INDIRECT	613,244	418,401	194,843	68%
TOTAL	7,999,298	4,828,270	3,171,028	60%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 10-31-22 (66.6%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	990,854	642,575	348,279	65%
BENEFITS	267,905	172,174	95,731	64%
TRAVEL	23,578	50,061	(26,483)	212%
SPACE COST	182,213	203,792	(21,579)	112%
SUPPLIES	52,498	11,496	41,002	22%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	5,780	1,983	3,798	34%
OTHER COSTS	51,480	32,725	18,755	64%
PROGRAM COSTS	97,903	50,137	47,766	51%
INDIRECT	170,659	111,501	59,158	65%
TOTAL	1,842,870	1,276,442	566,428	69%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 10-31-22 (66.6%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	123,600	81,923	41,677	66%
BENEFITS	25,956	12,282	13,674	47%
TRAVEL	22,100	700	21,400	3%
SPACE COST	5,700	1,693	4,007	30%
SUPPLIES	14,750	1,799	12,951	12%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	35,000	80,345	(45,345)	230%
OTHER COSTS	56,310	14,299	42,011	25%
PROGRAM COSTS	-	-	-	0%
INDIRECT	28,342	18,593	9,749	66%
TOTAL	311,758	211,635	100,123	68%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2022/23
BUDGET TO ACTUAL - 03/01/22 TO 10/31/22 (8 OF 12 MONTHS = 66.6%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 7,597,038	\$ 4,553,282	59.9%	\$ 3,043,756
Expenditures				
Salaries	4,122,037	2,417,348	58.6%	1,704,689
Benefits @ 23.6% actual	<u>927,258</u>	<u>563,321</u>	<u>60.8%</u>	<u>363,937</u>
Total Personnel Costs	5,049,295	2,980,669	59.0%	2,068,626
Operating Costs				
Travel	67,900	54,537	80.3%	13,363
Space Costs	215,700	158,267	73.4%	57,433
Supplies	252,500	96,525	38.2%	155,975
Consultant/Contract	1,288,000	693,985	53.9%	594,015
Other Operating Costs	<u>474,125</u>	<u>459,941</u>	<u>97.0%</u>	<u>14,184</u>
Total Operating Costs	2,298,225	1,463,256	63.7%	834,969
Total Expenditures	<u>\$ 7,347,520</u>	<u>\$ 4,443,926</u>	<u>60.5%</u>	<u>\$ 2,903,594</u>
Excess (Deficit) Indirect Revenue	<u>\$ 249,518</u>	<u>\$ 109,356</u>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 1,288,307	\$ 812,641	63.1%	\$ 475,666
Operations	2,272,694	1,541,284	67.8%	731,410
Executive	1,337,079	798,719	59.7%	538,360
Program Administration	130,000	102,037	78.5%	27,963
Finance	<u>2,319,440</u>	<u>1,189,244</u>	<u>51.3%</u>	<u>1,130,196</u>
	<u>\$ 7,347,520</u>	<u>\$ 4,443,926</u>	<u>60.5%</u>	<u>\$ 2,903,594</u>

Prepared Date: 11/07/22



MEMORANDUM

To: Budget and Finance

A handwritten signature in blue ink, appearing to read "Wilfredo Cruz", is written over the printed name.

From: Wilfredo Cruz, Energy Program Administrator

Date: November 16, 2022

Subject: *Agenda Item 5a*: Response to Board Member Request – **Info Item**

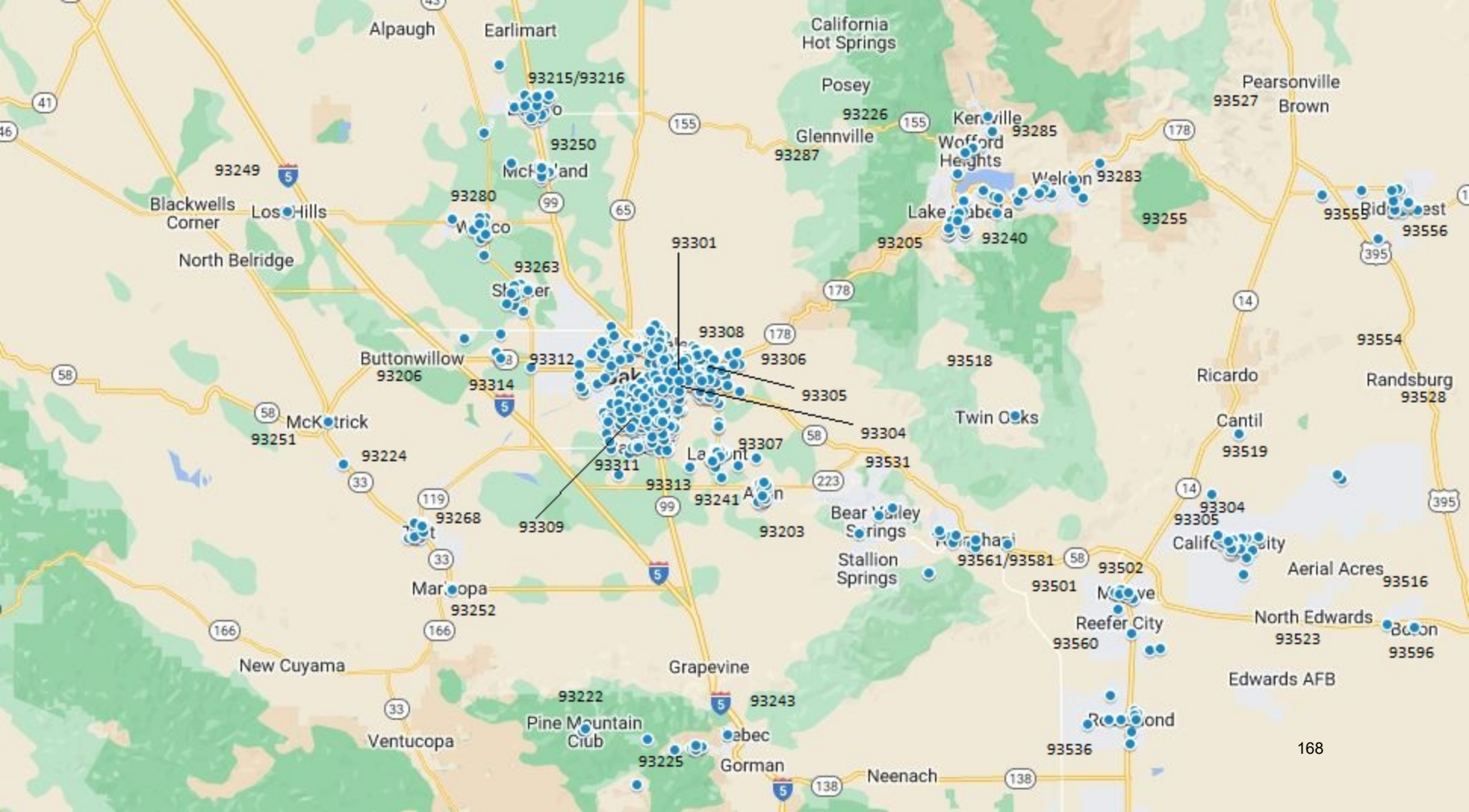
At the October 19th Budget & Finance Committee meeting, the Committee Chair, Janea Benton, requested staff to include the service breakdown areas of where the Energy Program has provided services throughout Kern County in 2022. The attached documentation provides details on the requested information.

The first attachment is a percentage breakdown that shows what cities or towns our clients receive Energy Program services in. This information was abstracted from Hanock, our front-end system vendor. When clients apply for services, all their application information is entered into this system.

The second attachment is a map of Kern County. The dots show where in the community clients have received our services in 2022. This document is a screenshot of a custom Google Map that was created based off the same information obtained for the first mentioned document. Each dot represents an individual client that has received benefits from our various contracts: LIHEAP 2021, LIHEAP 2022, 2021 ARPA, 2021 SLIHEAP, or 2021 LIHWAP.

Attachments:

Kern County Energy Program Service Map
Client Services Percentage Breakdown



Clients Service Percentage Breakdown– 2022

<u>Zip code</u>	<u>City</u>	<u>Percentage of clients serviced</u>
93307	Bakersfield (Southeast)	15.93%
93304	Bakersfield (Central)	12.96%
93306	Bakersfield (East)	9.64%
93309	Bakersfield (Southwest)	9.27%
93305	Bakersfield (Central East)	8.38%
93308	Bakersfield (North)	7.13%
93313	Bakersfield (South)	4.77%
93301	Bakersfield (Central - Downtown)	4.08%
93215	Delano	3.62%
93505	California City	2.63%
93311	Bakersfield (Further Southwest)	2.23%
93263	Shafter	2.01%
93280	Wasco	1.85%
93203	Arvin	1.84%
93312	Bakersfield	1.52%
93558	Ridgecrest	1.51%
93240	Lake Isabella	1.28%
93560	Rosamond	1.10%
93501	Mojave	1.09%
93251	McFarland	1.05%
93268	Taft	0.96%
93561	Tehachapi	0.91%
93241	Lamont	0.91%
93283	Weldon	0.59%
93314	Bakersfield	0.58%
93225	Frazier Park/Pine Mt. Club	0.58%
93285	Wofford Heights	0.41%
93205	Bodfish	0.38%
93516	Boron	0.19%
93206	Buttonwillow	0.16%
93252	Maricopa	0.13%
93238	Kernville	0.09%
93527	Inyokern	0.09%
93255	Onyx	0.08%

93249	Lost Hills	0.07%
93518	Caliente	0.07%
93523	North Edwards	0.04%
93243	Lebec	0.03%
93528	Johannesburg	0.02%
	Total=	100%