DATE	January 25, 2023
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: 801 820 092#

Board of Directors Meeting Agenda - REVISED

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

I. Call to Order

a. Roll Call

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

b. Board Seat Appointments – ***Action Item***

i. Accepting the reappointment of Nila Hogan as the Head Start Policy Council Representative.
ii. Accepting the appointment of Jeff Flores as the Kern County Board of Supervisors Representative ***(p. 4)***
iii. Accepting the appointment of Mia Cifuentes as the 32nd Assembly District Representative ***(p. 5)***

c. Election of Board Officers – ***Action Item***

i. Call for Nominations
- Existing Slate of Chair, Fred Plane, Vice Chair, Maritza Jimenez, and Secretary, Ana Vigil
- Nomination for Treasurer

ii. Voting by Roll Call for the Board Officer Positions

iii. Reading of the Election Results

II. Resolution approving Authorization and Verification that the Exemption from Traditional Teleconference Requirements is Necessary Pursuant to Assembly Bill 361

a. Resolution #2023-01 – ***Action Item (p. 6-7)*** Jeremy Tobias, Chief Executive Officer

III. Introduction of Guests / Public Forum

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

IV. Special Presentation

a. Special recognition of outgoing Board Members: Craig Henderson, Mike Maggard, Janea Benton and Joe Garcia.

V. Consent Agenda

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

a. **Minutes from November 30, 2022, Board of Directors Meeting *(p. 8-13)***
b. **Minutes from the December 14, 2922, Executive Committee Meeting *(p. 14-18)***
c. Resolution to Approve the 2023 CSBG Contract #23F-4015 ***(p. 19-21)***
d. Approval for the National Community Action Partnership (NCAP) and Association for State and Territorial Heal Organizations (ASTHO) – Vaccine Equity Project Community Initiatives – Amendment 1 Subrecipient Agreement ***(p. 22-23)***
e. CAPK Foundation FY 2023-24 Budget Presentation ***(p. 24-39)***
f. California Department of Social Service Annual Refunding Application ***(p. 40-41)***
g. California Department of Education Annual Refunding Application ***(p. 42-43)***
h. 2021-2022 Head Start and Early Head Start Self-Assessment ***(p. 44-48)***
i. **Minutes from the January 4, 2023 Personnel Committee Meeting *(p. 49-51)***
j. Head Start Personnel Update ***(p. 52-53)***
k. New Agency-Wide Attendance Policy ***(p. 54-63)***
l. **Minutes from the January 11, 2023, Program Review & Evaluation Committee Meeting *(p. 64-66)***
m. November & December 2022 Program Reports ***(p. 67-128)***
n. November & December 2022 Application Status Report & Funding Profiles ***(p. 129-133)***
o. November & December 2022 Head Start / State Child Development Enrollment Update & Meals Report ***(p. 134-137)***
p. 2023-2024 Program Planning Calendar ***(p.138-142)***
q. 2023-2024 Recruitment and Selection Plan ***(p. 143-167)***
r. **Minutes from the January 18, 2023, Budget & Finance Committee Meeting *(p. 168-171)***
s. Head Start / Early Head Start Budget to Actual Reports for November 2022 ***(p. 172-184)***
t. Food Bank Purchase Order Request ***(p. 185-191)***
u. Early Head Start Child Care Partnership COLA ***(p. 192-202)***
v. Approval of Energy Program RFP Awards for Subcontractors ***(p. 203-231)***
w. Annual Budget for Fiscal Year 2023/2024 ***(p. 232-407)***
x. November 2022 Financial Statements ***(p. 408-465)***
y. **Minutes from the January 19, 2023 Audit & Pension Committee Meeting *(p. 466-468)***
z. Pension Plan Update ***(p. 469-479)***

VI. New Business

a. Daniells Phillips Vaughn & Bock Presentation of the Independent Audit Reports for the Year Ended February 28, 2022, and the Special Purpose Financial Statements for the Year Ended June 30, 2022 – ***Action Item (p. 469-732)***	Tracy Webster, Chief Financial Officer Nancy Belton, DPVB
b. Update on 2022 Grand Jury 2-1-1 Call Center Visit – ***Info Item (p. 733-754)***	Pritika Ram, Chief Business Development Officer
c. Appointment of Ad-Hoc Committee to Review Employee Benefits and Working Conditions – ***Action Item (p. 755)***	Jeremy Tobias, Chief Executive Officer

d. Property & Casualty Insurance Renewal Update – ***Info Item (Verbal Report)*** — Emilio Wagner, Director of Operations

e. Subcontract for the CalFresh Healthy Living Program – ***Action Item (p. 756-774)*** — Alan Rodriguez, Cal Fresh Healthy Living Administrator; Susana Magana, Director of Health & Nutrition

VII. CAPK Foundation Report

a. CAPK Foundation Report and Minutes from the September 27, 2022 Board of Directors Meeting – ***Action Item (p. 775-779)*** — Catherine Anspach, Director of Development

VIII. Advisory Board Reports

a. Head Start Policy Council Report – ***Action Item (p. 780-785)*** — Nila Hogan, PC Representative
   1. January 2023 Policy Council Report
   2. November 15, 2022, Policy Council Minutes

IX. Chief Executive Officer Report

a. CEO Report for January 2023 – ***Info Item*** — Jeremy Tobias, Chief Executive Officer
   1. COVID-19 Update
   2. Update on Search for Chief Program Officer
   3. Items of General Interest
      a. Conflict of Interest Form, Oath of Confidentiality, and Contact Information Forms to be completed and returned by February 10, 2023. (To be sent via Adobe Sign)

X. Board Member Comments

XI. Closed Session

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

b. Reconvene into Open Session

XII. Closed Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
February 22, 2023
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, January 20, 2022. Paula Daoutis, Administrative Coordinator.

BOARD OF SUPERVISORS
COUNTY OF KERN

SUPERVISORS

PHILLIP PETERS District 1
ZACK SCRIVNER District 2
JEFF FLORES District 3
DAVID COUCH District 4
LETICIA PEREZ District 5

KATHLEEN KRAUSE
CLERK OF THE BOARD OF SUPERVISORS
Kern County Administrative Center
1115 Truxtun Avenue, 5th Floor
Bakersfield, CA 93301
Telephone (661) 868-3585
TTY (800) 735-2929
www.kerncounty.com

January 10, 2023

Mr. Jeremy Tobias, Executive Director
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Dear Mr. Tobias:

On January 10, 2023, the Kern County Board of Supervisors met in regular session and approved the Chairman's Committee Assignments for 2023. Supervisor Jeff Flores was appointed to serve on the Community Action Partnership of Kern. To relay any information about meetings or issues, please forward to his attention at 1115 Truxtun Avenue, 5th Floor, Bakersfield, CA 93301.

If we can be of further service, please call the Clerk of the Board at the number shown above.

Sincerely,

Kathleen Krause

KATHLEEN KRAUSE
Clerk of the Board

KK

cc: Supervisor Flores

STATE CAPITOL
P.O. BOX 942849
SACRAMENTO, CA 94249-0032
(916) 319-2032
FAX (916) 319-2132

Assembly
California Legislature

VINCE FONG
ASSEMBLYMEMBER, THIRTY-SECOND DISTRICT

January 14, 2023

Mr. Jeremy Tobias
Chief Executive Officer
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Dear Mr. Tobias,

I write to request that Ms. Mia Cifuentes serve as the 32nd Assembly District Board Representative with the Community Action Partnership of Kern.

Mia Cifuentes currently serves as the Senior Public Affairs Specialist for Berry Corporation and in this role has continued her reputation of building and maintaining strong and dynamic community relationships. Prior to her employment with Berry Corporation, Mia served as Senior Field Representative in my office, serving constituents, in the then 34th Assembly District, with empathy and compassion. Mia has extensive experience working with a variety of non-profit organizations and has a deep understanding of the challenges and needs of this vital sector of our community.

I firmly believe that Mia's background in public service, along with her current role serving in one of Kern County's most important industries, makes her an exceptionally qualified and capable addition to the board.

For these reasons, I ask the Community Action Partnership of Kern to appoint Mia Cifuentes as the 32nd Assembly District representative to its board.

Sincerely,

Vince Fong
California State Assembly, 32nd District

RESOLUTION 2023-01

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

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met in-person and virtually on January 25, 2023, in Bakersfield, California and resolved as follows:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 25th day of January 2023.

Fred Plane Chair
CAPK Board of Directors

Date

DATE	November 30, 2022
TIME	12:00 pm
LOCATION	Hybrid Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID 275 124 687#

Board of Directors Meeting Minutes

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

I. Call to Order

Chairman Fred Plane called the meeting to order at 12:03 pm via a hybrid option with some members attending in-person and others attended virtually, with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

a. Roll Call was taken with a quorum present:

Present: Fred Plane (Chair), Maritza Jimenez (Vice Chair), Jimmie Childress, Curtis Floyd, Joe Garcia (arrived at 12:11 pm), Craig Henderson, Nila Hogan, Mike Maggard, Jonathan Mullings, Yolanda Ochoa, Marian Panos, Guadalupe Perez (left at 1:00 pm)

Absent: Janea Benton, Michelle Jara-Rangel, Ana Vigil

Others present: Jeremy Tobias, Chief Executive Officer; Gabrielle Alexander, Director of Finance; Catherine Anspach, Director of Development; Freddy Hernandez, Director of Youth & Community Services; Susana Magana, Director of Health & Nutrition; Lisa McGranahan, Director of Human Resources; Rebecca Moreno, Director of Community Development; Pritika Ram, Director of Administration; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; other CAPK staff

II. Resolution approving Authorization and Verification that the Exemption from Traditional Teleconference Requirements is Necessary Pursuant to Assembly Bill 361

a. Resolution #2022-38 – Jeremy Tobias, Chief Executive Officer - ***Action Item***

Motion was made and seconded to approve Resolution #2022-38. Carried by unanimous vote (Mullings/Childress).

b. Governor's Executive Order N-29-20 and Assembly Bill 361 Update – Jeremy Tobias, Chief Executive Officer – ***Info Item***

Jeremy Tobias explained the new provisions that indicate AB 361 expires on 2/28/23. Beginning in March, all Board & Committee meetings will be held in-person. There is a one-year grace period for members to meet remotely if they meet specific justification as outlined in the staff memo, with a maximum of 2 times per year per person, with the mandate that a quorum must be present in-person.

III. Introduction of Guests / Public Forum

No one addressed the Board.

IV. Special Presentation

a. Community Needs Survey Presentation – November 2022 by Vanessa Cortez, Grant Administrator

Vanessa Cortez provided a special presentation on the upcoming Community Needs Assessment Survey and said that this is a call to action to encourage participation so that staff can analyze the data received and make necessary adjustments to CAPK's programs.

V. Consent Agenda

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

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

VI. New Business

a. City of Bakersfield – Economic and Community Development FY 2023-24, Community Development Block Grant (CDBG) - Vanessa Cortez, Grant Administrator – ***Action Item***

Vanessa Cortez presented the above action item to request approval to pursue a CDBG competitive funding application in the amount of $522,385 for solar installation at Friendship House Community Center. Along with the lighting and fencing enhancements already covered from alternate funding, the solar installation, if awarded, will greatly reduce the operational costs.

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

b. City of Bakersfield – Economic and Community Development FY 2023-24 Funding Handbook: HOME Investment Partnership (HOME) Grant for a Tenant-Based Rental Assistance (TBRA) Program – Vanessa Cortez, Grant Administrator – ***Action Item***

Vanessa Cortez presented the above action item requesting approval to pursue a funding opportunity to develop a tenant-based rental assistance program, with the main goal to assist households experiencing or at risk of experiencing homelessness achieve self-sustainability through rental assistance and supportive services. Having a program like this will be very beneficial to the community, however, if Case Management is not an allowable cost, we would reconsider the application. Continued Case Management support for the individuals is needed to help them achieve self-sustainability. The application for funding is due on December 16th and requires board approval with a resolution.

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

c. 2022-2023 City of Bakersfield – State of California Natural Resources Agency Department of Parks and Recreation Agreement: Friendship House Community Center Sports Field Enhancement Project – Pritika Ram, Chief Business Development Officer – ***Action Item***

Pritika Ram reported that the agency was able to secure $1M for Friendship House Community Center (FHCC) for fencing and lighting. The contract is with the City of Bakersfield, but the funds will be coming through the State of California Department of Parks and Recreation. The Bakersfield City Council is scheduled to approve the grant later this month, with the term of the contract beginning December 12, 2022 through June 30, 2025. Staff anticipates completing the project sooner, in approximately 10-12 months. If any funds are remaining, funds will go towards the solar installation.

Jeremy Tobias said the funding stems from assistance through the office of Assemblymember Rudy Salas and while the funding has been approved in the State Budget, it does need to pass through the City as described above.

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

d. Board of Directors Private Sector Recruitment: Appointment Recommendation – Pritika Ram, Chief Business Development Officer – ***Action Item***

Pritika Ram presented the above action item for approval and summarized the process the Ad-Hoc Committee adhered to for the recruitment of a Private Sector member as a result of recent Bylaws changes that added term limits for the Private Sector members. The recruitment effort was publicized in the local newspapers, the CAPK website and social media outlets, and yielded nine applications with three selected for interviews. The committee recommended appointment of Denise Boshers who is a Controller at a local business. Denise is a long-time Kern County resident and understands the needs of the community.

Curtis Floyd, who was a member of the Ad-Hoc Committee, said all applications were great and the committee reviewed each application thoroughly and utilized a grid to assist with their evaluation to ensure that the applicant meets the needs of the Board. The committee was unanimous on their decision and is happy to present Denise Boshers for consideration and approval by the full Board.

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

e. Food Bank Expansion Adjustment of Guaranteed Maximum Price (GMP) – Emilio Wagner, Director of Operations – ***Action Item***

Emilio Wagner presented the above action item for approval and reported the construction project is 50% complete. Bids are in and qualified and staff is ready to move forward with contracts. The revenue for the project is higher than the expected completion costs with an expected contingency fund of nearly $300,000. At this time, we are still awaiting the federally approved $3 million in funding from HUD, and all other funding is secured.

Jeremy reminded the Board that the outstanding $3 million was initiated by Congressman Valadao and that an official Ribbon Cutting ceremony is tentatively scheduled for May 11, 2023 but that may change depending on availability of our major funders / dignitaries.

Jonathan Mullings asked how many square feet were added to the Food Bank and Emilio said 40,000 square feet are being added.

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

f. Brighter Bites MOU 2022/2023 – Susana Magana, Director of Health & Nutrition – ***Action Item***

Susana Magana presented the above action item and explained what the collaboration with Brighter Bites will provide. The MOU is for a period of 16 months and will renew automatically. It is a good partnership with the Food Bank and all left over items can be distributed to the community with 25 lbs per week going to elementary school kids. The food boxes will be ready for distribution at the end of the day.

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

g. Renewal of the United Way Fresno and Madera County 2-1-1 Call Center Contract for Services, Jennifer Jordan, 2-1-1 Program Administrator – ***Action Item***

Jennifer Jordan presented the above action item for approval and described the tier pricing system. The renewal begins January 1, 2023 and ends December 31, 2025.

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

h. Request to Approve the California vs. Hate Resource Line and Network – Martha Gonzalez, 2-1-1 Supervisor – ***Action Item***

Martha Gonzalez presented the above action item for approval and described the scope of work for the contract. Staff will be responsible for providing a monthly report and the budget for the project is $10K for year 1, $15K for years 2 & 3 for a total of $40K.

Fred Plane asked where the calls will come from. Martha Gonzalez said there is already a phone line established and all will go directly to LA County. Any calls originating from Kern County will be referred back to Kern and staff will do the follow-up and provide resources for Kern County but updates to the database are necessary to include the resources. Staff will work with 2-1-1 LA with the intention to obtain data and create change in the community.

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

i. 2023 Board & Committee Meeting Schedule – Jeremy Tobias, Chief Executive Officer – ***Action Item***

Jeremy Tobias presented the above action item for approval.

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

VII. <u>Advisory Board Reports</u>

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

Nila Hogan presented the above action item for approval and reported that the Policy Council items presented at the October 27, 2022, meeting were approved.

Motion was made and seconded to approve the November 2022 Policy Council report and all items. Carried by unanimous vote (Mullings/Childress).

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

Freddy Hernandez provided an update on activities initiated by the members of the FHCC Advisory Board and reported that $1,802 was raised from 2 recent fundraising events. Funds will be used to purchase winter coats for students attending Friendship House. Other fundraising activities are being planned, including the initiation of the Huggy Heart Campaign, spearheaded by Catherine Anspach, Director of Development.

VIII. Chief Executive Officer Report

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

1. COVID-19 Update

Jeremy Tobias provided an update on COVID-19 and reported that staff is getting back to in-person meetings.

2. Update on Search for Chief Program Officer

Jeremy announced Traco Matthews departure and said the recruitment process is ongoing with some great internal and external applicants.

3. Items of General Interest.

Jeremy said invitations will go out for the Food Bank Ribbon Cutting ceremony once the date has been finalized.

Fred Plane asked Traco Matthews to stand and be recognized for his time and service to CAPK over the last few years. Fred said Traco has been a great asset, and wishes him the best, as he follows his passion, and heart. Traco said he is excited for the opportunity, but thankful for the 2.5 years with CAPK and said that CAPK is the best nonprofit in the county.

Jeremy Tobias also announced that three Board Seats will be vacated, Supervisor Mike Maggard (Public Sector), Janea Benton (Public Sector), and Craig Henderson (Private Sector). New appointments for the Public Sector members are expected in early January, and the Private Sector seat was approved by the Board under new business today with her start date effective in February 2023.

Mike Maggard said that he has enjoyed his time serving on the CAPK Board for the last 16 years and expressed his gratitude for the staff of CAPK, and singled out Jeremy Tobias, who he said has elevated the organization to a high level and commended him for his leadership and surrounding himself with excellent staff.

IX. Board Member Comments

- Fred Plane said this is the last meeting for Supervisor Mike Maggard and thanked him for his 15 years of dedicated service to CAPK.

X. Closed Session

a. Conference with Real Property Negotiators pursuant to Section 54956.8:

Property Address:	1300 18th Street, Bakersfield, CA 93301
Agency Negotiators:	Jeremy Tobias, Tracy Webster, Traco Matthews, Emilio Wagner,
Negotiating Parties:	County of Kern
Under Negotiation:	Concerning price and terms.

Motion was made and seconded to enter into closed session at 1:06 pm. Carried by unanimous vote (Henderson/Childress).

Motion was made and seconded to re-enter into open session at 1:34 pm. Carried by unanimous vote (Henderson/Childress).

XI. Closed Session Report

Jeremy Tobias reported staff and the Board reviewed the purchase agreement for the property located at 1300 18th Street in Bakersfield, California and the Board authorized the Executive Committee to review and consider action at the meeting of December 14, 2022, if applicable.

XII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, January 25, 2023
5005 Business Park North
Bakersfield, CA 93309

XIII. Adjournment

The meeting was adjourned at 1:35 pm.

DATE	December 14, 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: 171 699 514#

Executive Committee Minutes

1. **Call to Order**

   Committee Chair Fred Plane called the meeting to order at 12:01 pm with all members attending in-person, with the opportunity for the public to attend in-person at the Community Action Partnership of Kern administrative building, located at 5005 Business Park North, Bakersfield, CA, or join virtually.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Fred Plane (Chair), Curtis Floyd, Maritza Jimenez, Jonathan Mullings, Ana Vigil (arrived at 12:08 pm)

   Absent: Janea Benton

   Others present: Jeremy Tobias, Chief Executive Officer; Traco Matthews, Chief Program Officer; Pritika Ram, Chief Business Development Officer; Tracy Webster, Chief Financial Officer; Gabrielle Alexander, Director of Finance; Catherine Anspach, Director of Development; Freddy Hernandez, Director of Youth & Community Services; Lisa McGranahan, Director of Human Resources; Rebecca Moreno, Director of Community Development; Emilio Wagner, Director of Operations; and other CAPK staff; and Jonathan Schreter from Bolton.

3. **Resolution approving Authorization and Verification that the Exemption from Traditional Teleconference Requirements is Necessary Pursuant to Assembly Bill 361 – Pritika Ram, Chief Business Development Officer – Action Item**

   Jeremy Tobias presented the above action item for approval.

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

4. **Public Comments**

   No one addressed the Committee.

5. **New Business**

   a. Property & Casualty Insurance Budget Presentation – Emilio Wagner, Director of Operations - ***Info Item***

      Emilio Wagner advised the Committee that the above info item is being presented in advance of the required action in February 2023 to allow the Board sufficient time to review the renewal information prior to taking action. Emilio introduced Jonathan Schreter from Bolton who presented the results of the insurance renewal preliminary numbers from the insurance carriers. It is expected the final numbers will be available by mid-February. Jonathan reported there is a 55% increase in property coverage over the last

year and CAPK management needs to be sure the insurance coverage is increased to be closer to the value of the property as the current valuations are not up to the amount it should be. The market in general is a difficult market. Part of the problem with property insurance is significant casualty losses across the U.S. All those losses have an impact on the rate the insurance carriers charge. Jonathan also reported that the auto insurance is projected to increase by 10% but we anticipate updated projections by February. Unfortunately, CAPK has had some auto claims due to theft of catalytic converters. If more autos are added to the fleet, the 10% number will increase. General Liability and Cyber Insurance have also had spikes in premiums.

Jonathan advised the Committee that Bolton will present more precise numbers at the January Board meeting with the final numbers ready for action at the February meeting. Fred Plane said that he feels the proposed plan is reasonable and the Committee members requested to receive a copy of the information presented.

Fred Plane asked how the premium increases will affect the budget. Tracy Webster said it will impact the budget by reducing available funds for the programs, but the increases have been budgeted.

b. Resolution to Approve the 2023 CSBG Contract #23F-4015 – ***Action Item***

Pritika Ram presented the above action item for approval and said the term of the contract is from January 1, 2023 to December 31, 2023 in the amount of $1,756,701 which represents an increase of $159,283 from the prior year. Pritika said that the increased funding allocation was reflective of the Certified 2020 US Census and the formulation of how much is allocated to eligible Community Action Agencies is based on the population makeup of the County. This funding provides gap funding for 2-1-1, Food Bank, Friendship House Community Center, Shafter Youth Center and both Family Resource Centers. Affordable Housing is a high-level priority, and the management team decided the best way to move forward is to hire a person to dedicate 100% of their time to research viable options and models that the agency should be pursuing. The housing lead position will be paid primarily through the CSBG funding for the first couple of years and staff will also seek grant funding to support the position.

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

c. Approval for the National Community Action Partnership (NCAP) and Association for State and Territorial Heal Organizations (ASTHO): Vaccine Equity Project Community Initiatives – Amendment 1 Subrecipient Agreement – James Burger, Outreach & Advocacy Coordinator – ***Action Item***

James Burger presented the above action item for approval and said that CAPK received an extension to the ASTHO agreement through July 30, 2023 and an additional $150,000. James provided highlights and stats on the clinics and vaccination counts since the contract inception. The extension will allow CAPK to continue with the partnerships to continue the great work being done for the community.

Maritza Jimenez asked if staff has looked into forming other local partnerships. James said one of the challenges working with other partners is the time necessary to get them up to speed, with some needing more handholding. The goal is to reach the small pockets of individuals within cultural groups to make sure they receive good info on the vaccines and staff recommends approval of the contract amendment.

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

d. CAPK Foundation FY 2023-24 Budget Presentation – Catherine Anspach, Director of Development and Tracy Webster, Chief Financial Officer – ***Action Item***

Jeremy Tobias advised the Committee that the above item is being presented today because the Foundation Budget starts January 1, 2023 and we are also including discussion of the long-term operational funding for the Foundation. Tracy Webster said that the budget year for the Foundation differs from CAPK, but it is more efficient for the Foundation.

Catherine Anspach presented general information about the Foundation, and restated the purpose of the Foundation, and the need for Capital Campaigns. Catherine reported that sponsorship proposals have been developed and some sponsorships have been received. The "Huggy Heart" Campaign initiated earlier this year has already yielded donor funds to the Foundation. Catherine is also seeking opportunities for employee giving partnerships that will bring in monthly donations and said that marketing collateral, including a brochure and donation envelopes, have been developed. Social media outreach will be increased, and staff is working on a video and also working to improve the website to increase traffic to the website. Staff is also working to acquire a new CRM so donations will go directly to the Tri-Counties Bank account (the Foundation Bank).

Catherine reported that some of the CAPK programs have reached out and requested assistance to help raise funds for their immediate needs. Catherine said that the Foundation Board is looking to expand membership and seeking individuals with fundraising experience. Board members will need to give or get $1,000 to be members of the Board.

Tracy Webster presented the January 1, 2023 budget for the Foundation and said there are carryover funds due to low expenses the past year. There is $408,000 budgeted for 2023 with the detail noted on page 12 of the attachment. The amount to be transferred from CAPK to the Foundation has already been budgeted. The Foundation is making direct asks for the CAPK programs and serves as a developmental tool to the parent company (CAPK). CAPK will need to continue to foster the Foundation and the cycle will continue over time.

Maritza Jimenez asked how we allocate funds received. Tracy said that they look at restriction and intent.

Catherine said that the Foundation is requesting an Administrative Assistant. It is expected that funds received from CAPK will support the position rather than taking a percentage from the donations.

Fred suggested the Committee vote on 2 parts, with the budget vote today, and hold off on the funding mechanism until more information can be presented because it is not what the Board originally approved and stated that he is not against what is being recommended but it is a change, and he requested the Foundation staff develop a policy on un-designated donations. Fred said the Board should look at that in greater detail before voting.

Curtis agreed and recommended staff revisit the approach but also said that most donors understand that there are reasonable administrative costs but not sure we should specify the percentage that is allocated for that purpose. Curtis said more thought should go into how we communicate with donors and we should make sure the goal of self-sustainment is there.

Jeremy Tobias agreed that the second part of the budget for self-sustainment can be discussed in coming meetings and said that staff will bring back some research. Fred said that the entire Board should be part of the discussion of the funding mechanism for the Foundation.

Motion was made and seconded to approve the Foundation budget only, with further discussion about the funding mechanism deferred to a later date. Carried by unanimous vote (Vigil/Mullings).

e. California Department of Social Service Annual Refunding Application – Jerry Meade, Assistant Director of Head Start – ***Action Item***

Jerry Meade presented the above action item for approval, with resolution, as required by the California Department of Social Services (CDSS). Funds will be used to continue the Migrant Alternative Payment (CMAP), Migrant Child Care (CMIG), Migrant Specialized Services (CMSS), and General Child Care (CCTR) services from the period of July 2023 through June 2024.

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

f. California Department of Education Annual Refunding Application – Jerry Meade, Assistant Director of Head Start – ***Action Item***

Jerry Meade presented the above action item for approval, with resolution, as required by the California Department of Education Program (CSPP) with the funding period from July 2023 through June 2024. Funds will be used to continue the State Preschool program that is currently blended with Head Start center-based services.

Maritza Jimenez asked if we are expected to increase enrollment and Jerry verified that the reimbursement rate was increased, and we are expected to reach full enrollment and maintain it.

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

g. 2021-2022 Head Start and Early Head Start Self-Assessment – Sylvia Ortega, Quality Assurance Administrator – ***Action Item***

Sylvia Ortega presented the above action item for approval and said that the self-assessment provides an opportunity to review the program's operations, goals, and objectives with an opportunity to self-correct. Staff concluded that there are 3 areas to be addressed, Wage Comparability, Lead Water Testing, and Full Enrollment. Plans to address the items have been completed.

Ana Vigil asked about the under-enrollment concerns and stated that she has heard in the community that there are children on wait lists. Sylvia confirmed that is correct but said that the waitlists are at specific centers, and the parents do have the opportunity to place their children in other centers that have openings.

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

6. Committee Member Comments

- Maritza said good job to the staff and said she is excited about the Foundation and said that Kern Health Systems would like to participate in the employee giving. Maritza also said that she has some referrals for Catherine and will connect with her offline.

7. Closed Session

Motion was made and seconded to enter closed session at 1:25 pm. Carried by unanimous vote (Jimenez/Vigil).

a. Conference with Real Property Negotiators pursuant to Section 54956.8:

Property Address:	1300 18th Street, Bakersfield, CA 93301
Agency Negotiators:	Jeremy Tobias, Tracy Webster, Traco Matthews, Emilio Wagner,
Negotiating Parties:	County of Kern
Under Negotiation:	Concerning price and terms

Motion was made and seconded to re-enter into open session at 1:41 pm. Carried by unanimous vote (Jimenez/Vigil).

8. Closed Session Report

Jeremy Tobias reported that the Executive Committee gave direction to the property negotiators and no reportable action was taken.

9. Next Scheduled Meeting

Executive Committee
12:00 pm
Wednesday, July 19, 2023
5005 Business Park North
Bakersfield, CA 93309

10. Adjournment

The meeting was adjourned at 1:43 pm.

MEMORANDUM

To: Executive Committee

From: Pritika Ram, Chief of Business Development

Date: December 14, 2022

Subject: *Agenda Item 5b*: Approve the 2023 Community Service Block Grant (CSBG) Contract Number 23F-4015 from the Department of Community Services and Development - **Action Item**

As part of our annual contract with the Department of Community Services and Development (CSD), we have received the 2023 Community Services Block Grant (CSBG) contract. The contract term begins on January 1, 2023, to December 31,2023 for $1,756,701. There was an increase of $159,283 over the final 2022 contract of $1,597,418. This change in funding can be attributed to the use of an updated funding formula created to facilitate the distribution of 2023 CSBG grant funds to qualifying agencies. The data used in the formula is updated every ten years after each census. Kern County, with its population growth and high poverty rates as verified in the 2020 census, received an increase in our overall share of funding. Other areas saw increases as well, and some counties received decreases in funding.

The CSBG allocation is the agency's only funding source that allows the flexibility to support multiple low-income programs, as well as administration. The 2023 CSBG contract will be used to support programs that serve areas of great need, but that have a significant program and administrative funding gap, such as the Food Bank, Volunteer Income Tax Assistance (VITA), Friendship House Community Center (FHCC), Shafter Youth Center (SYC), Oasis Family Resource Center, East Kern Family Resource (EKFRC), and the 2-1-1 Call Center. This funding source will also be used to support a new program initiative around affordable housing. This includes efforts related to research and coordination of housing solutions (permanent and transitional) to increase local capacity for low-income residents, including targeting sub-populations, such as the elderly and transitioning foster youth, which are considered vulnerable populations with limited resources around housing, in addition to other populations identified by the local Continuum of Care and homeless service provider network.

Recommendation:

Staff recommends the Board of Directors approve the 2023 Community Service Block Grant (CSBG) Contract (23F-4015) from the Department of Community Services and Development (CSD) and authorize to the Chief Executive Officer to sign the 2023 CSBG contract on behalf of the Agency and to execute any amendments over the contract term.

Attachments:

Resolution Number 2022-42

Department of Community Services and Development (CSD) Community Services Block Grant (CSBG) Contract #23F-4015

RESOLUTION # 2022-42

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

The Executive Committee of the Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on December 14, 2022 in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

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

WHEREAS, the State of California Department of Community Services and Development has offered a 2022 CSBG Contract to the Partnership; and

WHEREAS, the State of California Department of Community Services and Development requires that an authorized signatory be named for the 2023 CSBG Contract and the Executive Committee of the CAPK Board of Directors has designated Jeremy T. Tobias, Chief Executive Officer, as the official representative and signatory of CAPK; and

NOW, THEREFORE, be it resolved that the Executive Committee of the CAPK Board of Directors hereby authorizes the Chief Executive Officer, to execute Contract #23F-4015 and any subsequent amendments throughout the term of the contract.

APPROVED by a majority vote of the Executive Committee of Board of Directors of Community Action Partnership of Kern, this 14th day of December 2022.

Fred Plane, Chair
CAPK Board of Directors

Date

DocuSign Envelope ID: 69496167-B678-44C2-B9F4-1AE01D482FB8

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT STD. 213 (Rev 03/2019) CSD (Rev 07/2019)	AGREEMENT NUMBER **23F-4015**	PURCHASING AUTHORITY NUMBER (if applicable)

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

CONTRACTING AGENCY NAME
Department of Community Services and Development

CONTRACTOR NAME
Community Action Partnership of Kern

2. The term of this Agreement is: January 1, 2023 through May 31, 2024

3. The maximum amount of this Agreement is: Total $1,756,701.00

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

Preamble
Article 1 - Scope of Work
Article 2 - Contract, Administration, Procedure
Article 3 - Agreement Changes
Article 4 - Administrative Policies and Procedures
Article 5 - Program Budget Requirements and Payments
Article 6 - Financial Reporting
Article 7 - CSBG Terms, Conditions, Programmatic Provisions, and Reporting
Article 8 - Compliance Policies and Procedures
Article 9 - Federal and State Policies and Provisions
Article 10 - Addendum B: Contractor Security
Definitions
Table of Forms and Attachments
These documents can be accessed at https://providers.csd.ca.gov/.

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

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

MEMORANDUM

To: Executive Committee

From: James Burger, Outreach and Advocacy Coordinator

Date: December 14, 2022

Subject: *Agenda Item 6b*: Approval for the National Community Action Partnership (NCAP) and Association for State and Territorial Heal Organizations (ASTHO) – Vaccine Equity Project Community Initiatives – Amendment I Subrecipient Agreement- **Action Item**

Background

In February 2022, Community Action Partnership of Kern (CAPK) entered into a contract for services with the Association for State and Territorial Health Organizations (ASTHO), Gramercy Research, and the National Community Action Partnership (NCAP) as part of a pilot project - a Place-based Approach to Vaccination - centered around vaccination disparities efforts, specifically in Kern County, CA.

This project is designed to help communities reduce racial and ethnic disparities with respect to vaccination rates, knowledge, and trust to improve health equity and reduce vaccine-preventable diseases among adults. NCAP continues to provide intensive support through a Learning Community Group cohort of 6 place-based teams consisting of Community Action Agencies, community members with lived poverty experience, and local partners. Under this pilot initiative, CAPK committed to work with trusted partners in the community through a subrecipient agreement and provider networks that are currently part of vaccine efforts. One of those providers was Community Initiatives (also known as South Kern Sol).

Summary

The original contract period was January 25, 2022, to July 30, 2022 totaling $425,000.00, which was allocated towards administration and three subrecipients. In August 2022, CAPK received an extension to the ASTHO agreement through July 30, 2023, and an additional $150,000.00.

We initially entered a subrecipient agreement with South Kern Sol in Feb 2022 in the amount of $142,000. Since the start of the pilot program, South Kern Sol has led vaccination efforts for the County and as part of this agreement with a total of 712 vaccines administered at 21 outreach events in partnership with state and local Public Health Departments and their nursing teams. With the extension, staff have identified Community Initiatives (South Kern Sol) to receive the additional funds to target individuals and communities with low-vaccination rates, or in need of boosters because of their exemplary performance and ability to meet and exceed contract expectations.

Recommendation:

Staff recommends the Board of Directors authorize the Chief Executive Officer to execute Amendment I Subrecipient Contract for Services under the Association for State and Territorial Heal Organizations (ASTHO) Vaccine Equity Project with Community Initiatives as part of the Vaccine Equity Project.

Attachment:

Vaccine Equity Project Community Initiatives – Amendment I Subrecipient Agreement

Community Action Partnership of Kern
5005 Business Park North, Bakersfield, CA 93309
P: (661) 336-5236 F: (661) 336-5228

AMENDMENT I TO SUBRECIPIENT AGREEMENT

This is Amendment I to Subrecipient Agreement ("Agreement") dated April 29th, 2022, by and between Community Initiatives ("Subrecipient") and Community Action Partnership of Kern ("CAPK"). The effective date for this Amendment I will be December 1, 2022.

Section 3 of the original Agreement is revised to read as follows:
This agreement is now extended until July 31, 2023. Both parties wish to extend and continue the said agreement.

Section 5 of the original Agreement is revised to read as follows:
Payment shall be made when CAPK has confirmed receipt of formal invoices. Subrecipient will submit monthly invoices up to an additional aggregate sum not to exceed the total amount of $292,000.00 with supporting documentation of actual expenses. Invoices shall be provided to CAPK by the tenth day of the following month containing the signature of approval authorized to act on behalf of Subrecipient. Terms are Net 45 from the date the original invoice is received at CAPK's Finance Department.

All other terms of the original Agreement remain binding except where they contradict Amendment I, which shall prevail.

SUBRECIPIENT: COMMUNITY INITIATIVES

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____ **Date:** _____

Printed Name: Jeremy T. Tobias **Title:** Chief Executive Officer

MEMORANDUM

To: Executive Committee

From: Catherine Anspach, Director of Development
Tracy Webster, Chief Financial Officer

Date: December 14, 2022

Subject: *Agenda Item 5d*: Foundation Budget FY 2023 – **Action Item**

Background

On an annual basis, the Community Action Partnership of Kern Foundation develops an operational budget to identify expenses, consisting of personnel, rent/space, travel, supplies, contractual services, and administrative oversight (indirect), as well anticipated expenses associated with the service line. For the purposes of the Foundation, that includes upcoming campaigns and program-targeted events, fundraisers, and board development costs.

When the Foundation was being formed, the decision was that the Foundation operational costs would be seeded by the parent company for an initial period of time until donations grew and operational dollars could be collected. It was envisioned that the Foundation would become "self-sufficient" as far as the operational costs and would send the remainder of collected donations to CAPK for the specific projects and activities identified by the foundation and as directed by potential donors.

Budget FY 2023

In the enclosed Budget Summary, the Foundation's operational expenses were budgeted at approximately $276,064 for FY 2021-22. Due to a delay in the recruitment of key personnel, the Foundation experienced unspent funds that were used as a carryover for the FY 2023 budget period (01/01/2023 to 12/31/2023) and the remaining balance after projecting expenses through 02/28/2023, there was a minimum transfer of approximately $7,300 from CAPK (parent company) to the Foundation, totaling the FY 2023 budget at $408,080, see attached budget summary.

A preliminary agency budget has been drafted involving all program leaders. The requested amount to be transferred to the Foundation has been appropriately budgeted for the upcoming fiscal year in the preliminary budget.

Additionally, staff have prepared a budget presentation to review areas of focus, perceived challenges and opportunities, and goals for the upcoming year.

Looking towards the future - Foundation Ongoing Support

Based on recent experience, it has been recognized that donations received are primarily designated towards specific CAPK programs or activities. An example would be the recent $3 million donation from Wonderful designated for the Food Bank expansion. To honor the intent of donors, these funds are being directly transferred in full to the identified activities at CAPK. This creates the dilemma of how to fund the operational budget of the Foundation. One option could be carving a specific percentage off each donation (i.e. a 10% administrative fee on each donation). However, the staff is fearful that as this is divulged to donors, it could hinder our ability to generate large donations and to build stronger relationships with the community of donors. In fact, we believe it may be a stronger message if we develop a policy in which 100% of donations are directed towards the donors identified activity or project.

Another option would be to target donations for the operations of the Foundation. In other words, creating a specific campaign to raise funds around the operational needs and budget of the Foundation. However, the identification of donors who wish to contribute specifically towards the operating costs of the Foundation would be quite difficult. Most donor cultivation has been targeted toward the program operations of CAPK. Donors are most interested in directing funds towards activities that directly help our clients and the community at large.

The third option is to continue to direct 100% of the donations made to the Foundation directly to CAPK, and in return for that, the parent company will fund the operations each year. Through discretionary unrestricted funds, the operational budget for the foundation would be incorporated into the agency budget (much like it is today). This cost would be paid for through the generation of some unrestricted funds by random donors, and ultimately the generation of funds from the relief on using unrestricted funds for other purposes. For example, the agency and Food Bank originally contributed $234,000 of unrestricted funds towards the expansion project construction budget to cover early project design, engineering, etc. The $3,000,000 directed donation from Wonderful has allowed the project to be 100% fully funded from outside sources, thus the $234,000 will be paid back.

Staff believes the third option is the best alternative for the long-term, ongoing operations of the Foundation. It allows for some agency oversight of the operational budget of the Foundation, and it will allow for the strongest possibility of generating a large, consistent pool of donations to the Foundation. At the end of the day, it will be the same amount of total funding flowing through and between the agency and its Foundation, it is just a matter of how it is accounted for and moved around.

Recommendation

Staff recommends the Board of Directors approve the Fiscal Year 2023 budget (01/01/2023 to 12/31/2023) for the Community Action Partnership of Kern Foundation in the amount of $408,080. Additionally, staff recommends that CAPK adopt a strategy of ongoing annual operational budget support for the CAPK Foundation.

Attachments:
FY 2023 Budget Summary
Budget Development Presentation – CAPK Foundation

Community Action Partnership of Kern Foundation			
Budget Summary			
FY 2023 (01/01/2023 to 12/31/2023)			
		FY 2021-22	**FY 2023** *Proposed*
REVENUE			
4990	Net Assets Released from Restriction (CAPK)	276,064	408,080
	Transfer from CAPK to Foundation	-	-
	Total Revenue	**276,064**	**408,080**
Budget Detail			
	Salaries	72,700	157,156
	Benefits	19,467	48,718
	Travel	18,150	24,750
	Space Costs	20,200	3,500
	Supplies	19,000	8,800
	Consultant/Contract Services	62,500	30,307
	Other Operating Costs	38,950	104,350
	Administrative Indirect	25,097	37,758
	Total Expenditures	276,064	415,339

	Transfer: FY 2021-22 Remaining Budget Less FY 2023 Proposed Budget	
	As of 09/30/2022 - Remaining Balance	$ 201,304
	Average Expense per Month $13,500 * 5 months)	$ 67,500
	Projected expense for CAPK FY 2022-23	$ 268,804
	Remaining balance 2022-23	**$ 7,259**
	Request for FY 2023	**$ 408,080**

CAPK Foundation 601
FY 2023
Budget Development

PRESENTED BY: CATHERINE ANSPACH

DIRECTOR OF DEVELOPMENT



Program Overview

Mission & Purpose

The CAPK Foundation was created to address the immediate funding needs of Community Action Partnership of Kern and to develop unrestricted funding sources to support their programs that serve people who are facing poverty and economic disadvantage.









Development Overview

Fund Developments

CAPITAL CAMPAIGNS



capk FOOD BANK

FOOD BANK EXPANSION PROJECT
$15,000,000



FRIENDSHIP HOUSE COMMUNITY CENTER

SPORTS FIELD ENHANCEMENT PROJECT
$1,500,000

Fund Developments

SPONSORSHIP PROPOSALS

Valley Strong-$25,000

Possibility Labs DAF - $67,500

GRANTS

Kern Health Systems-$25,000

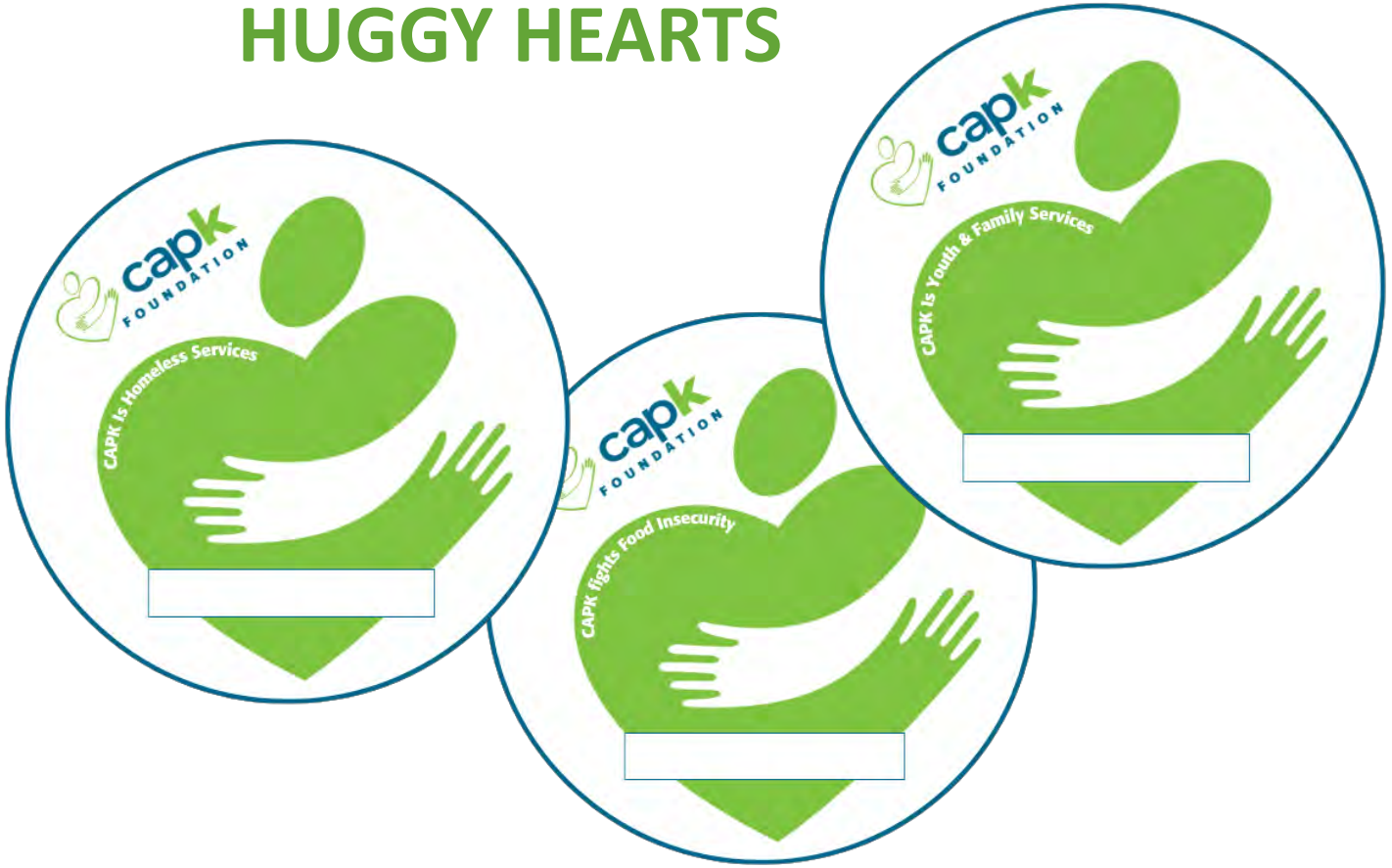
Bakersfield West Rotary-$5,000

Citizens Business Bank-$5,000



Fundraising Campaigns

HUGGY HEARTS



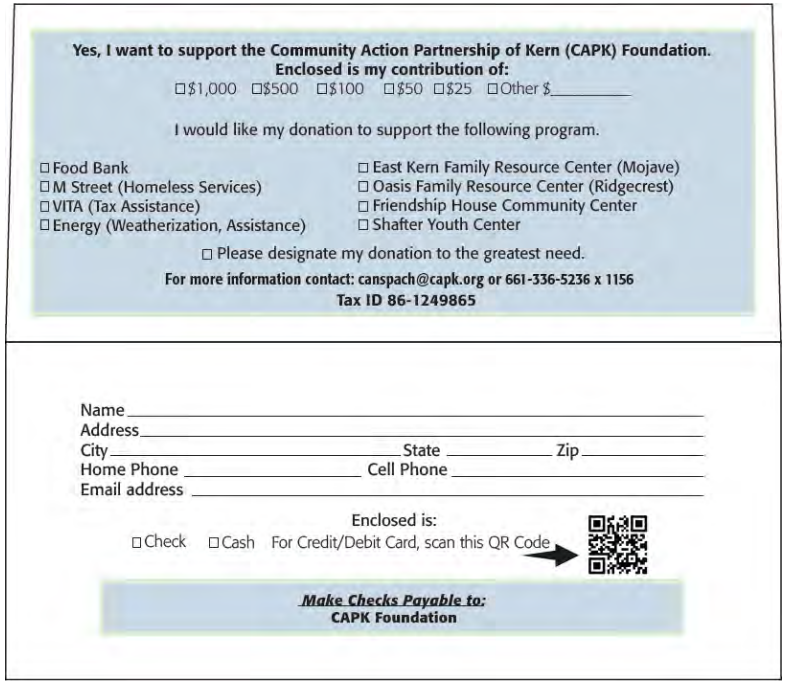


Marketing Collateral



PROGRAM SITE GIVING

DONATION ENVELOPES



Yes, I want to support the Community Action Partnership of Kern (CAPK) Foundation.
Enclosed is my contribution of:
☐$1,000 ☐$500 ☐$100 ☐$50 ☐$25 ☐Other $_____

I would like my donation to support the following program.

☐ Food Bank
☐ M Street (Homeless Services)
☐ VITA (Tax Assistance)
☐ Energy (Weatherization, Assistance)
☐ East Kern Family Resource Center (Mojave)
☐ Oasis Family Resource Center (Ridgecrest)
☐ Friendship House Community Center
☐ Shafter Youth Center

☐ Please designate my donation to the greatest need.

For more information contact: canspach@capk.org or 661-336-5236 x 1156
Tax ID 86-1249865

Name _____
Address _____
City _____ State _____ Zip _____
Home Phone _____ Cell Phone _____
Email address _____

Enclosed is:
☐ Check ☐ Cash For Credit/Debit Card, scan this QR Code

Make Checks Payable to:
CAPK Foundation

Marketing Collateral

FOUNDATION BROCHURE



FY 2023 GOALS

Establish standardized processes

- Internal Programs communication
- Finance workflow and process

Identify critical needs & funding gaps within each program

Increase Foundation awareness in the Community

- Story telling through marketing collateral and social media
- Increase traffic and engagement on website
- Developing varied giving campaigns to engage donors

Increase Board membership

- Diverse industries and backgrounds
- Fundraising experience and/or connections in the community

Build donor engagement and retention using newly acquired CRM

Establish varied sources of funding

- Annual Fund
- Grants and Sponsorship Proposals
- Online Giving
- Fundraising Events
- Employee Giving



FY 2023 Budget

FY 2023 BUDGET

Carryover from FY 2022 to FY 2023 totaling $67,500

- Based on BTA as of 09/30/2022 less the average expenditures per month x 3 months. [$67,500-($13,500 x 5 months)].

Staffing

- Proposed adding 1.0 FTE Development Assistant
- This includes associated expenses (e.g., desktop and laptop, employee costs)

Consultant Services

- Endowment Planning and Development
  - Potentially could hold 2024.
  - Donor Advised Funds

Events and Campaigns

- (1)Foundation Mixer and (1) Fundraiser
- Individual program targeted campaigns and fundraisers


capk
FOUNDATION

MEMORANDUM

To: Executive Committee

From: Jerry Meade, Assistant Director ~ Program

Date: December 14, 2022

Subject: *Agenda Item 5e:* Request to Approve Submission of the Fiscal Year 2023-2024 Continued Funding Application for California Department of Social Services (CDSS) Programs (CMAP, CMIG, CMSS, CCTR) – **Action Item**

The California Department of Social Services (CDSS) requires submission of a refunding application for the CDSS state contracts. Funds will be used to continue the Migrant Alternative Payment, Migrant Child Care/Specialized Services, and General Child Care services. The funding period would be July 2023 through June 2024 supporting following programs:

- Migrant Alternative Payment (CMAP): $27,421,862
- Migrant Child Care (CMIG): $273,318
- Migrant Specialized Services (CMSS): $39,396
- General Child Care (CCTR): $3,678,194

This program supports state and county efforts to improve communities by promoting educational opportunities that enrich the lives of children and their families.

Recommendation

Staff recommends the Executive Committee approve, with resolution, the submission of the Fiscal Year 2023-2024 Continued Funding Application for California Department of Social Services programs.

Attachment:
Resolution #2022-43

RESOLUTION # 2022-43

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the 2023-2024 California Department of Social Services Continued Funding Application

The Executive Committee of the Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on December 14, 2022, in Bakersfield, California at a scheduled 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, program is requesting to submit to submit the California Department of Social Services continued funding application for Migrant Child Care (CMIG), General Child Care (CCTR), Migrant Specialized Services (CMSS) and Migrant Alternative Payment (CMAP); and

WHEREAS, staff are requesting a maximum funding amount of $31,421,770 in annual funding; and

WHEREAS, the California Department of Social Services requires that an authorized signatory be named for the refunding application: and

NOW, THEREFORE, be it resolved that 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 CDSS Continued Funding Application.

APPROVED by a majority vote of the Executive Committee of the Board of Directors of Community Action Partnership of Kern, this 14th day of December 2022.

_____ _____

Fred Plane, Chair Date
CAPK Board of Directors

MEMORANDUM

To: Executive Committee

From: Jerry Meade, Assistant Director ~ Program

Date: December 14, 2022

Subject: *Agenda Item 5f:* California Department of Education Program (CSPP) Continued Funding Application – **Action Item**

The Head Start and State Child Development Division is requesting approval from the Board of Directors to submit an application for continued funding for the California Department of Education's California State Preschool Program (CSPP) grant. The funding period would be July 2023 through June 2024.

The funds will be used to continue the State Preschool program that is currently blended with Head Start center-based services. The estimated funding is $7,153,992 which includes an increase of $2,609,298 to our 2022-2023 funding from the California Department of Education.

Recommendation

Staff recommends the Executive Committee approve with resolution the submission of the Fiscal Year 2023-2024 Continued Funding Application for California Department of Education's CSPP program and authorize the Chief Executive Officer to sign the application for funding and execute the contract.

Attachment:
Resolution #2022-44

RESOLUTION # 2022-44

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the 2023-2024 California Department of Education Continued Funding Application

The Executive Committee of the Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on December 14, 2022, in Bakersfield, California at a scheduled 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, program is requesting to submit the California Department of Education continued funding application for State Preschool (CSPP), for funding from July 1, 2023 through June 30, 2024; and

WHEREAS, the Head Start and State Child Development Division is requesting a maximum funding amount of $7,153,992 in annual funding; and

WHEREAS, the California Department of Education requires that an authorized signatory be named for the refunding application: and

NOW, THEREFORE, be it resolved that Executive Committee of 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 CDE Continued Funding Application and CSPP contract.

APPROVED by a majority vote of the Executive Committee of the Board of Directors of Community Action Partnership of Kern, this 14th day of December 2022.

_____ _____

Fred Plane, Chair Date
CAPK Board of Directors

MEMORANDUM

To: Executive Committee

From: Sylvia Ortega, Quality Assurance Administrator

Date: December 14, 2022

Subject: *Agenda Item 5g:* 2021-2022 Head Start and Early Head Start Self-Assessment – **Action Item**

The Head Start/State Child Development program conducts an annual self-assessment to involve the agency in a review of its program's operations, goals, and objectives. Self-assessment is a process used to measure a program's effectiveness in meeting program goals and objectives. It also gives programs a chance to identify and make necessary course corrections early on before they become findings as part of a federal review. The agency must self-assess the implementation systems and services of program governance and management systems, fiscal integrity, Enrollment Recruitment Selection Eligibility and Attendance (ERSEA), environmental health and safety, Classroom Assessment Scoring System (CLASS), Early Childhood Environment Rating Scale (ECERS), comprehensive services and school readiness.

The Head Start and Early Head Start programs self-assessment resulted in three program findings in the areas of:

- Wage Comparability Study - The Head Start and Early Head Start programs are in the process of conducting an internal wage compensation comparability study.
- Lead Water Testing - The program is in the process of finalizing lead water testing for all childcare facilities.
- Full Enrollment - The program is actively working on its full enrollment initiative.

Plans of Action to address the three areas have been completed. Self-Assessment results are used to update applicable policies and procedures, and to develop the improved strategies for the Grant Application for the subsequent year.

Recommendation
Staff recommends the Executive Committee approve the 2021-2022 Head Start and Early Head Start Self-Assessment Report.

Attachments:
Summary of 2021-2022 Self-Assessment Process
2021-2022 Self-Assessment Report

Community Action Partnership of Kern
Head Start and Early Head Start
Summary of 2021-2022 Self-Assessment process

The Head Start/State Child Development self-assessment was completed from February 2022 – May 2022. The process included an in depth look of current program practices, operations, and management systems. A review of the self-assessment planning process was completed with key management staff. Staff received an orientation training and an overview of the monitoring checklists in preparation of completing the program self-assessment.

Self-assessment teams were comprised of key Head Start and Early Head Start staff. Multiple methods were used to gather information. Staff reviewed monitoring data from folder reviews, care and supervision checklists, site visits, and observations. Teams reviewed requirements of the program, including comprehensive services and fiscal oversight.

In addition, Desired Results Developmental Profile (DRDP) results, Infant/Toddler Environmental Rating System (ITERS) scores, Early Childhood Environment Rating Scale (ECERS) and program plans were reviewed. The program self-assessment resulted in three program findings in the areas of:

- Wage and Comparability Study- The Head Start and Early Head Start programs are in the process of conducting an internal wage compensation comparability study.
- Lead Water Testing- The program is in the process of finalizing lead water testing for all childcare facilities.
- Full Enrollment- The program is actively working on its full enrollment initiative.

Through the self-assessment process and interviews with Head Start and Early Head Start Child Development staff, it has been determined that the program provides quality care and has consistent systems across program options. Head Start and Early Head Start funds have been used to improve and support the program and implement a process of continuous program improvement. These improvements include:

- Additional materials and supplies
- Maintenance Repair and Maintenance
- Personal Protective Equipment Supplies
- Training and Professional Development

Areas of Strengths:

- Child outcomes, especially readiness for kindergarten
- Children are making progress in the domains associated with school readiness
- Engaging environments that encourage focused play, critical thinking, autonomy, and peer collaboration
- Coaching and supports available to all teachers.

Self-Assessment results are used to update applicable policies and procedures, and to develop improved strategies for the grant application. The Director of Head Start/State Child Development will conduct meetings with key staff to ensure completion of the plans of action, including supporting documentation.

Community Action Partnership of Kern
Head Start/ State Child Development
2021-2022 Self-Assessment Report

Compliance Item: Wage Comparability Study

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
Head Start Act Sec. 640(a)(5)(A) Allotment of Funds (i) ensure that compensation is adequate to attract and retain qualified staff for the programs involved to enhance program quality. Head Start Act Sec. 653(a) Comparability of Wages: Head Start agencies to provide compensation according to salary scales that are based on training and experience. Fair Labor Standards Act (FLSA)	The program finalized the SEIU bargaining unit positions Compensation Schedule May 2022. The agency finalized the last program wide Compensation Administrative Guide on April 22, 2015.	Director of Head Start/ State Child Development Human Resources Director Finance Director	March 1, 2022, and ongoing	Conduct an internal wage compensation comparability study. Obtain Board approval to finalize the Wage Comparability Study and modify CAPK compensation schedule.	Approved Compensation Schedule	Comparability of wages will ensure that compensation is adequate to attract and retain qualified staff for the programs involved to enhance program quality.

Community Action Partnership of Kern
Head Start/ State Child Development
2021-2022 Self-Assessment Report

Compliance Item: Funded Enrollment Level

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
Head Start Program Performance Standards 1302.15 Enrollment (a) Funded Enrollment: A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days. Head Start Act 642(g): Requires Head Start programs to enroll 100 percent of its funded enrollment and maintain an active waiting list at all times with ongoing outreach to the community and activities to identify underserved populations.	The Office of Head Start has the authority to designate an agency as chronically under enrolled and reduce the base grant for programs that are not fully enrolled.	Program Design and Management Administrator Enrollment and Attendance Manager	March 1, 2022 and ongoing	Reopen licensed classrooms. Hire and retain fully qualified staff.	Full Enrollment Reporting	Full Enrollment and active waiting list.

Compliance Item: Lead Water Testing

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
Health and Safety Code 1596.7996: A licensed child day care facility shall provide parents with written information on the risks and effects of lead exposure. 1597.16: Child care centers that are located in a building that was constructed before January 1, 2010, shall have its drinking water tested for lead contamination levels on or after January 1, 2020, but no later than January 1, 2023, and every five years after the date of the initial test. Assembly Bill 2370, Chapter 676, Statutes of 2018. Lead Testing and Prevention: Requirement for lead testing of drinking water in child care centers.	Lead exposures can be preventative by identifying the source. Program will strengthen system to ensure 100% of centers test their water for lead within required timelines.	Quality Assurance Administrator Program Administrator	January 1, 2023	Complete water lead sampling and obtain results summary report with less than 5 parts per billion for all outlets: faucets, fixtures or other device that distributes water for human consumption at a Child Care Center every 5 years.	Finalized Lead Water Testing and Corrective Action Plans as needed.	Water Lead Results Summary for all child care centers.

DATE	January 4, 2023
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: 597 260 60#

Personnel Committee Minutes

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

1. **Call to Order**

   Committee Chair Maritza Jimenez called the meeting to order at 12:05 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern administrative building, located at 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

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

   Absent: Guadalupe Perez

   Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Pritika Ram, Chief Business Development Officer; Lisa McGranahan, Director of Human Resources; Freddy Hernandez, Director of Youth and Community Services; Rebecca Moreno, Director of Community Development; and other CAPK staff.

3. **Public Comments**

   No one addressed the Committee.

4. **Regular Business**

   a. Head Start Personnel Update – Jerry Meade, Assistant Director, Program – ***Info Item***

      Jerry Meade presented the above monthly informational report and said the data only represents the Head Start Division, and not the agency. As it relates to employees departing and entering Head Start positions, 2022 was very volatile. Jerry discussed the various reasons for departures as outlined in the memo.

      Nila Hogan questioned why some positions are purposely not filled. Jerry responded that Head Start has 10 classrooms currently under construction and those rooms are not yet operational, so there are positions within those classrooms that will need to be filled once the construction has concluded and it's licensed. Another example is some of the administrative positions are not being filled due to low child enrollment. As enrollment increases, the administrative positions will be filled to support the higher number of children. Lastly, Head Start experienced expansion of the

Home Visiting program, but until workstations are secured for these employees, Head Start will pause filling those positions.

Jonathan Mullings asked if a timeline has been established for these next steps described in the memo. Jerry responded that Head Start is working with Human Resources on a wage comparability study. Once completed, Head Start anticipates implementation either March 1, 2023, or the beginning of the school year. Jerry added that there are some concerns about meeting enrollment quotas. If CAPK does not achieve full enrollment in April, CAPK will be placed on a plan of action by the Office of Head Start (OHS). If enrollment is below 50%, OHS will implement a 12-month cycle to resolve the issue. OHS recognizes this as a national issue and luckily, CAPK has maintained 50%-60% enrollment for the last several months. As Head Start begins to implement these actions, they will be presented to the Committee and Board of Directors for review and approval.

Maritza Jimenez commented that CAPK's pay scale is different compared to competitors' and that hopefully CAPK can offer other benefits to remain competitive. Maritza asked why CAPK's pay scale is lower than school districts and how are other districts able to pay more. Jerry answered that the amount of funding CAPK receives is different than School Districts. Jerry added that CAPK is governed differently with stricter regulations and have different pipelines of funding. Lastly, Jerry commented that we operate more like a social services program with a child education program than a traditional public school.

Tracy Webster added that when offering benefits, we go to market and school districts are able to purchase their benefits at a different rate than we can. Tracy added that the benefit of being in a school district allows them to mass pool funds with larger buying power, so it causes the hourly rate to fluctuate. Jeremy Tobias mentioned that CAPK will be looking at similar pools for benefits and exploring some other affordable options.

Jeremy Tobias also added that CAPK does not receive general tax revenue like school districts. He added that CAPK is under contract with governmental agencies to operate various programs with more limitations on what we can do. In general, our funding is different, and we have more limitations compared to school districts.

Maritza Jimenez commented that employees would benefit from this kind of explanation to better understand how CAPK differs from the public school system.

b. New Agency-Wide Attendance Policy – Lisa McGranahan, Director of Human Resources – ***Action Item***

Lisa McGranahan presented the above action item for approval and said the new policy is far more employee-friendly while still allowing for employees to be held accountable for achieving reasonable attendance.

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

5. Committee Member Comments

- None

6. Next Scheduled Meeting

Personnel & Affirmative Action Committee
12:00 pm
February 1, 2023
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

The meeting was adjourned at 12:58 pm.

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director ~ Program
Robert Espinosa, Program Design and Management Administrator

Date: January 4, 2023

Subject: *Agenda Item 4a:* Head Start Personnel Update – **Info Item**

The Head Start and State Child Development Division is committed to continue providing an ongoing update regarding personnel challenges affecting the Head Start program.

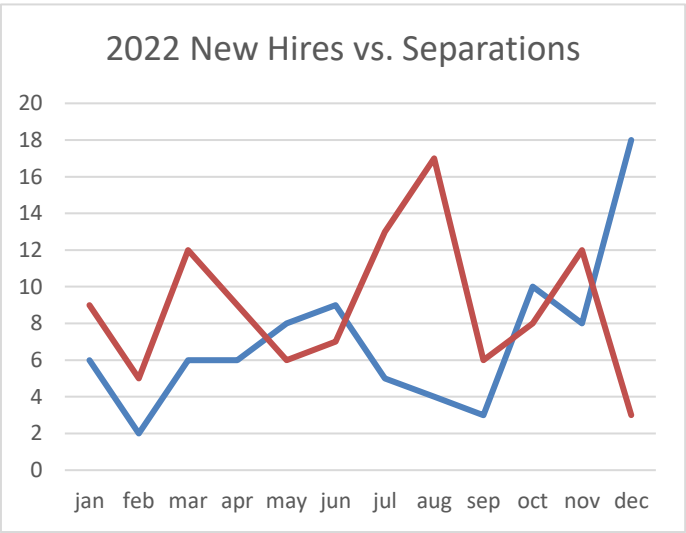
Looking back at 2022, the highlights below document the Head Start and State Child Development Division's staffing challenges:

January 2022 – December 2022

- 701 positions were budgeted in 2022
- 594 positions filled on average in 2022
- 85 staff were onboarded in 2022
- 107 staff were separated (voluntary and involuntary) in 2022

Separations:





The line charts above represent the volatility of the Head Start and State Child Developments Staffing throughout 2022. With 107 terminations, 16 were hired in 2022 representing 15% of the 2022 termination left within 12 months. The most significant reason for the 107 staff leaving was for a new job with better pay, benefits and growth opportunities (68%). Other reasons included retirements (5%), relocation (6%), lack of childcare (4%), family responsibility/elder care (5%), with the balance in employer driven or no reason provided by employee.

Wage Comparability vs. Total Compensation:

Wage comparability is currently underway with CAPK's HR department. When looking at wages, CAPK is close in relation to hourly rate of pay. Looking into total compensation, staff have identified a discrepancy with the total competition. When evaluating CAPK's threats for recruiting and retaining qualified teachers: school districts, transitional kindergarten, and fringe benefits are the highest. In collaboration with Finance, the data below represents a few examples of discrepancies in total compensation.

	CAPK	**KCSOS**	**PBVUSD (Pre-K)**	**PBVUSD (TK)**
Starting Wage	23.73	28.20	24.94	42.48
Salary	49,358.00	51,879.00	51,875.00	54,414.00
Benefits Employee Cost	(6,448.00)	-	-	-
Benefits Employer Cost	18,228.00	17,324.00	18,000.00	18,000.00
	61,138.00	69,203.00	69,875.00	72,414.00
Adjusted Hourly	**29.39**	**37.61**	**33.59**	**56.53**

Loss of Qualified Staff:

The loss of Bachelor Degreed Teachers is a threat. The Head Start Act requires that no less than 50% of all Head Start Teachers (nationally) have a bachelor's degree. Grantees nationwide worked diligently to hire fully qualified staff as well as support existing staff with degree attainment. Even though, CAPK demonstrated improvements to increase the number of Head Start Teachers with BA degrees over the last few years, the current staffing situation at the end of 2022 has shown a significant decrease. In fact, CAPK's BA degreed Teacher percentage has declined lower than recorded numbers in 2018-2019 when the push was at its highest.

BA teacher PIR 2019	~	41% HS & 17% EHS
BA teacher PIR 2021	~	60% HS & 41% EHS
BA teacher PIR 2022	~	53% HS & 37% EHS
BA teachers today	~	34% HS & 31% EHS

Next Steps:

The data presented shows the staffing situation has shifted from a concern to a crisis. Program staff have met with the CEO, CFO and Director of HR to exercise emergency measures to support recruitments, onboarding and retention. In the coming months, the CAPK Board will be presented with action items to support shifts in job duties, recruitment incentives, retention incentives (both tangible and intangible), and compensation strategies. Program Staff will continue to improve onboarding strategies and new hire trainings to improve retention. The recent increase in State contract reimbursement rates as well as the projected 5.2% Cost of Living Adjustment from the Office of Head Start will result in increased revenue provided that adequate staff are hired to serve full funded enrollment. These additional funds can be used to support improved compensation strategies, as well as programmatic changes to support more desirable work environments (classroom size, flexible working hours, approaches to leadership, etc.) In partnership with the Office of Head Start, our National/State Head Start Associations, and our local community colleges/universities, CAPK staff will continue to build the desirability of Early Childhood Education as a desired profession.

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: January 4, 2023

Subject: *Agenda Item 4(b)*: New Agency-Wide Attendance Policy – **Action Item**

In our ongoing commitment to item number 4 of the Strategic Plan, "*CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organizations desired results*," attached hereto is a significantly revised attendance policy. The former policy, attached for reference also, no longer aligns with CAPK's vision nor the Strategic Plan. The new policy is far more employee-friendly while still allowing for employees to be held accountable for achieving reasonable attendance.

Some of the highlights of the new policy are:

- Absences related to sick time are now classified as either protected or unprotected.
- Employees now can take their earned, needed sick hours either for themselves or their families, provided the hours are subject to protection, without fear of disciplinary action.
- Absences will follow a rolling 12-month calendar, as does Federal and State protections, so that the attendance policy more clearly aligns with existing protection protocols.
- There are tiers of attendance accountability for part- and full-year employees, so that employees who can work a part-day can do so more easily.

This policy has been reviewed and approved by all parties including SEIU. Additionally, this policy will have no fiscal impact on the budget. In accordance with our Strategic Plan Objective 4.2 the benefits of this new policy will increase staff morale and assist with future recruiting efforts.

Recommendation:
Staff recommends that the Personnel Committee approve the new attendance policy for all CAPK employees.

Attachments:
New Attendance Policy
Current Attendance Policy for Full Year and Part Year

Policy and Procedure

POLICY TITLE:	Attendance Policy
BOARD APPROVED DATE:	TBD
APPLIES TO:	Community Action Partnership of Kern Employees
DEPARTMENT:	Human Resources

PURPOSE:
This policy aims to set forth Community Action Partnership of Kern's (CAPK) policy and procedures for handling employee absences and tardiness to promote clarity and transparency of policy, the efficient operation of the agency, and to minimize unscheduled absences.

POLICY:
CAPK's policy is to provide a standard of attendance for all CAPK employees. Punctual and regular attendance is an essential responsibility of each employee at CAPK. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. Employees are expected to accurately record the start and end of their daily work time using an appropriate electronic method of timestamping available to them in their workplace or voluntarily on the ADP Mobile App. Under no circumstances are hourly employees permitted to work or perform assigned duties "off the clock."

Employees must not begin work earlier than scheduled and may not work beyond their regularly scheduled hours without authorization.

CAPK does not allow for make-up time.

SCOPE:
This policy applies to all hourly CAPK employees. Exempt employees are also responsible for upholding the standard of attendance as stated above.

DEFINITIONS:

Absence	The failure of an employee to report for work when they are scheduled to work; when an employee misses a full scheduled day of work; or fails to work their entire scheduled shift.
Protected Absence	Protected absence is excused and does not contribute to attendance actions. The categories below describe when time away from a scheduled workday is considered protected absence: • CAPK provided and accruable paid sick leave (including California MPSL) • CAPK provided and accruable paid vacation • CAPK provided paid holidays

	• Lactation Accommodation Leave • CAPK provided bereavement leave • Jury duty leave • Witness leave • Disability leaves of absence pursuant to the ADA • Disability leaves of absence pursuant to the California FEHA • Worker's Compensation leave • Organ and Bone Marrow Donor leave • Military Service leave • Military Spouse leave • Leave for Pregnancy and Pregnancy Related Disabilities • Leave for Victims of Domestic Violence or Serious Crime *To seek medical attention *To attend court proceedings *To plan for personal safety and reasonably accommodation • Parental Leave for Child's School/Daycare Activities • Parental Leave for Child's School Suspension • California Statutory Leave for Voting • Family Medical Leave Act leave • California Family Rights Act leave • California Alcohol and Drug Rehabilitation Leave • California Paid Family Leave • California Volunteer Civil Service Leave • California Literacy Accommodation • Any other local, state, and federal protected leave Protected leaves of absence are detailed in separate policies and applicable local, state, and federal regulations and are subject to eligibility, notification requirements, and other limitations.
Unprotected Absence	Time away from the scheduled workday that does not meet the criteria of a protected absence, as described above. Unprotected absence includes late arrival, early departure, and full day absence if not otherwise arising from a protected leave. Unprotected absence contributes to attendance actions.

POLICY GUIDELINES:

Mandatory Notification Requirements

The giving of notice will not change classification of leave as protected or unprotected.

If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor at least two (2) hours prior to the

start of their scheduled workday or as soon as possible. If the employee is unable to call, they must have someone make the call on their behalf.

Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Employees with three (3) or more consecutive days of excused absences *because of illness or injury* must give Human Resources proof of physician's care and fitness for duty release prior to returning to work.

Other than emergency situations or unforeseen circumstances, employees must provide a one (1) week advance notice to their supervisor for any pre-planned sick circumstance (i.e., medical appointment, etc.).

Unprotected Absence Points Accumulation

Attendance points are accumulated based on the amount of scheduled time missed from an unprotected absence in a workday, as described below. Unprotected absence is tracked in a rolling 12-month period, calculated from the first day of unprotected absence. Points are removed from tracking after the rolling 12-month period.

Unprotected Absence Violation	Penalty
Less than two hours of missed work on a scheduled workday	½ point
Two hours or more of missed work on a scheduled workday	1 point
One day of no call/no show	2 points

Attendance Warning Notification and Disciplinary Action

Point accumulations will result in warning notices. Below are the thresholds at which the notices are generated.

Full-Year Employees

Warning Level	Points
Documented Verbal Warning	5
Written Warning	6

Final Written Warning	7
Subject to Discharge	8

Part-Year Employees

Warning Level	Points
Documented Verbal Warning	3
Written Warning	4
Final Written Warning	5
Subject to Discharge	6

Job Abandonment
Notwithstanding the above, any employee who fails to report to work for a period of three (3) days or more without notifying his or her supervisor and is not on protected leave will be considered to have abandoned the job and voluntarily terminated the employment relationship.

Tentatively Agreed:

Date: December 21, 2022

SEIU 521: _____

Community Action Partnership of Kern: _____

COMMUNITY ACTION PARTNERSHIP OF KERN
Full Year Attendance Policy
Revised 09-02-2019

It is the policy of Community Action Partnership of Kern (CAPK) to provide a standard of attendance for all full year CAPK employees. Management recognizes that circumstances beyond an employee's control may cause the employee to be absent from work for all or part of a day. Absenteeism will be evaluated throughout the year and during performance evaluations.

I. GENERAL ATTENDANCE POLICIES

1) WHEN YOU OR A FAMILY MEMBER IS SICK: Full year employees that work 40 hours per week or more and are classified as full-time and accrue sick leave at 3.69 hours per pay period. Regular benefited employees working less than 40 hours will accrue sick time on a prorated basis. The foregoing accruals include the State of California mandated paid sick leave of one (1) hour of paid sick leave for every thirty (30) hours worked (capped at 3 days or 24 hours per calendar year.) An employee cannot have a negative sick leave balance and sick leave has no cash value.

2) WHEN A DOCTOR'S NOTE IS REQUIRED: A healthcare provider's clearance to return to work (with or without restrictions) (i.e. doctor's note) is required when the illness is three (3) consecutive days or more to ensure you can return to work (subject to reasonable accommodation of any restrictions). If an employee is on intermittent or full time FMLA/CFRA or any other state or federal protected leave, then the employee will contact Human Resources in regard to returning to work and a healthcare provider's clearance may be required.

3) WHEN AN EMPLOYEE WILL BE ABSENT DUE TO ANY REASON FOR THREE (3) (or more) WORKDAYS: Employees who are absent from work for three (3) or more consecutive workdays must contact CAPK Human Resources immediately. CAPK Human Resources will make a determination whether the employee should contact the Hartford to apply for FMLA/CFRA, or any other state or federal protected leave. The Harford determines eligibility (not CAPK) for FMLA/CFRA and approves the leave based on complete and timely documentation from your healthcare provider.

4) USE OF ACCRUED VACATION: Employee vacation time must be scheduled as provided for in CAPK policies and the Collective Bargaining Agreement.

5) UNSCHEDULED ABSENCES: If an employee will be late for or absent from a scheduled shift, the employee must personally notify their supervisor or the supervisor's designee, by phone or text message, at least two (2) hours prior to the start of their scheduled workday or as soon as possible. Employees must make this notification for each day they will be absent unless Human Resources has approved/been notified of the extended absences. Notification does not excuse the tardy or absence.

6) FAILURE TO CALL IN AND REPORT YOUR ABSENCE (No call, no show): Failure by an employee to call in and report his or her absence for more than three (3) consecutive workdays is considered job abandonment and will be grounds for immediate termination. If an employee is unable to call due to an accident, injury, or illness resulting in a hospital stay, a family member should call CAPK Human Resources within three (3) work days to ensure employee is not terminated from his or her position. Proper documentation is required to verify the employee's accident, injury or illness.

7) MAKE-UP TIME: CAPK does not allow for make-up time. (Approved at Meet and Confer: January 27, 2017.)

8) PROTECTED LEAVE: Time off for any FMLA, CFRA, or any other state or federal protected leave is not considered in the attendance hours. Employees on approved state or federal leave may use accrued sick leave, vacation time or leave without pay after accruals are exhausted. Employees are allowed to integrate qualifying leave accruals with State Disability Income (SDI).

II. ATTENDANCE SYSTEM RULES

In order for CAPK to provide a standard attendance policy for all employees, CAPK maintains an attendance accrual system to ensure standardized attendance consistency.

A) Annual Attendance Rule (Calendar Year):

The Annual Attendance Rule counts hours used in a 12-month calendar year (full year employee). Starting at 48 or more hours of time off, notices (NOT a disciplinary warning) will be issued to employees. The ADP Attendance system will be modified to ensure it is non-disciplinary in nature and that all notices will also be non-disciplinary in nature. Sick Leave and vacation time must be used prior to leave without pay. Sick leave, unscheduled vacation time and leave without pay will calculate towards the Annual Attendance rules as outlined below.

B) Should employees miss consecutive sick days that would put them at a higher notice level, the higher notice will be administered and may or may not lead to disciplinary action, depending upon the circumstances and/or extenuating or mitigating factors. Recommendations will be made by the Division Directors to the Chief Executive Officer (CEO) for review and approval. Example: You use 68 hours of sick leave, unscheduled vacation time or LWOP, you will receive a written notice. You would bypass the Memo Contact Log notice level.

NOTE: The first 24 hours of sick leave taken or used do NOT subject the employee to any disciplinary action of any kind whatsoever (per State of CA law)

Notice Level	Hours of Missed Work
Memo/Contact Log	48
Written Notice	68
2nd Written Notice	78
Possible Disciplinary Action	96+ (plus)

Note: The above hours include the first 24 hours taken or used.

IMPORTANT NOTE: Possible (NOT Automatic) Termination at 96+ (plus) hours of sick leave taken or used by the employee. Using 96.0 hours of sick leave DOES NOT cause possible disciplinary action. Using more than 96 hours, even if only 15 minutes (96.25 hours), DOES cause possible disciplinary action.

COMMUNITY ACTION PARTNERSHIP OF KERN
Part-Year Attendance Policy
Revised 09-02-2019

It is the policy of Community Action Partnership of Kern (CAPK) to provide standards for attendance of all CAPK employees. Reliable and consistent attendance is a condition of employment. Management recognizes that circumstances beyond an employee's control may cause the employee to be absent from work for all or part of a day. However, excessive and abusive absenteeism will not be tolerated. Absenteeism will be evaluated throughout the year and during performance evaluations. All state and federal protected leaves are excluded.

I. GENERAL ATTENDANCE POLICIES

1) WHEN YOU OR A FAMILY MEMBER IS SICK: Part-Year employees that work full-time but less than 12 months a year will be allowed to take up to 40 hours of sick leave per CAPK's Head Start school year. Employees that start after August 31, will receive a pro-rated amount of sick leave based on employment as of the first of the month:
    - September 36 hours
    - October 32 hours
    - November 28 hours
    - December 24 hours
    - January 20 hours
    - February 16 hours
    - March 12 hours
    - April 8 hours
    - May 4 hours

    The foregoing accruals include the State of California mandated paid sick leave of one (1) hour of paid sick leave for every thirty (30) hours worked (capped at 3 days or 24 hours per calendar year.) An employee cannot have a negative sick leave balance and sick leave has no cash value.

2) WHEN A DOCTOR'S NOTE IS REQUIRED: A healthcare provider's clearance to return to work (with or without restrictions) (i.e. doctor's note) is required when the illness is three (3) consecutive days or more to ensure you can return to work (subject to reasonable accommodation of any restrictions). If an employee is on intermittent or full time FMLA/CFRA or any other state or federal protected leave, then the employee will contact Human Resources regarding returning to work and a healthcare provider's clearance may be required. physician's verification of illness (i.e. doctor's note) is required when the illness is three (3) consecutive days or more to ensure you can return to full duty upon your return. If an employee is on intermittent or full time FMLA/CFRA or any other state or federal protected leave, then the employee will contact HR in regard to returning to work and a doctor's note may be required.

3) USE OF ACCRUED VACATION: Employee vacation time must be scheduled as provided for in CAPK policies and the Collective Bargaining Agreement.

4) UNSCHEDULED ABSENCES: If an employee will be late for or absent from a scheduled shift, the employee must personally notify their supervisor or the supervisor's designee, by phone or text message, at least two (2) hours prior to the start of their scheduled workday or as soon as possible. Employees must make this notification for each day they will be absent unless Human Resources has approved/been notified of the extended absences. Notification does not excuse the tardy or absence.

5) FAILURE TO CALL IN AND REPORT YOUR ABSENCE (No call, no show): Failure by an employee to call in and report his or her absence for more than three (3) consecutive workdays is considered job abandonment and will be grounds for immediate termination. If an employee is unable to call due to an accident, injury, or illness resulting in a hospital stay, a family member should call CAPK Human Resources within three (3) work days to ensure employee is not terminated from his or her position. Proper documentation is required to verify the employee's accident, injury or illness.

6) MAKE-UP TIME: CAPK does not allow for make-up time. (Approved by Meet and Confer: January 27, 2017.)

7) PROTECTED LEAVE – Time off for any FMLA, CFRA, or any other state or federal protected leave is not considered in the attendance hours. Employees on approved state or federal leave may use accrued sick leave, vacation time or leave without pay after accruals are exhausted. Employees are allowed to integrate qualifying leave accruals with State Disability Income (SDI).

II. ATTENDANCE ACCRUAL SYSTEM

In order for CAPK to provide a standard attendance policy for all employees, CAPK maintains an attendance accrual system to ensure standardized attendance discipline.

A) The Annual Attendance Rule counts hours used over a 10-month (part year employee) period. Starting at 32 or more hours of time off, notices (NOT a disciplinary warning) will be issued to the employee. The ADP Attendance system will be modified to ensure it is non-disciplinary in nature and that all notices will also be non-disciplinary in nature. Sick Leave and vacation time must be used prior to leave without pay. Sick Leave, unapproved Personal Days and leave without pay will calculate towards the Annual Attendance Rules as outlined below.

B) Should employees miss consecutive sick days that would put them at a higher notice level, the higher notice will be administered and may or may not lead to disciplinary action, depending upon the circumstances and/or extenuating or mitigating factors. Recommendations will be made by the Division Directors to the Chief Executive Officer (CEO) for review and approval.

Example: you are currently at the Verbal Notice Level of 36 hours. You then use 12 hours of sick leave, unapproved Personal Days or LWOP; then you would move to a 2nd Written Notice Level at 48 hours (36 + 12 = 48). You would bypass the first Written Notice Level of 44 hours. You would NOT receive two separate written notices.

Notice Level	Hours of Missed Work
Memo/Contact Log	32
Verbal Notice	36
Written Notice	44
2nd Written Notice	48
Possible Disciplinary Action	49+ (plus)

Note: The above hours include the first 24 hours taken or used.

IMPORTANT NOTE: Possible (NOT Automatic) Termination at 48+ (plus) hours of sick leave taken or used by the employee. Using 48.0 hours of sick leave DOES NOT cause possible disciplinary action. Using more than 48 hours, even if only 15 minutes (48.25 hours), DOES cause possible disciplinary action.

Effective date 09/02/2019
Union Approval 09/02/2019

DATE	January 11, 2023
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: 920 659 273#

Program Review & Evaluation Committee Minutes

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

1. **Call to Order**

   Committee Member Ana Vigil called the meeting to order at 12:03 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

   Roll call was taken with a quorum present.

   Present: Ana Vigil, Michelle Jara-Rangel, Yolanda Ochoa (joined at 12:07), and Marian Panos.

   Absent: Jimmie Childress.

   Others Present: Jeremy Tobias (Chief Executive Officer), Catherine Anspach (Director of Development), Yolanda Gonzales (Director of Head Start), Freddy Hernandez (Director of Youth & Community Services), Susana Magana (Director of Health & Nutrition), Rebecca Moreno (Director of Community Development), Pritika Ram (Chief Business Development Officer), Emilio Wagner (Director of Operations), Tracy Webster (Chief Financial Officer), and other CAPK staff.

3. **Public Comments**

   No one addressed the Committee.

4. **Program Presentation**

   a. Overview of Community School Partnership Program – Sabrina Jones-Roberts, Supervisor

      Sabrina Jones-Roberts provided a presentation that gave an overview of the Community School Partnership Program.

      Marian Panos asked the ages in which the program serves and if the program ever links up with the External Agency of CPS. Sabrina Jones-Roberts replied that the program serves the ages of kindergarten through eighth grade and ensured that the program reports to the proper law enforcement agencies when necessary.

5. **New Business**

   a. November and December 2022 Program Reports – Pritika Ram, Chief Business Development Officer - ***Action Item***

Pritika Ram presented the November and December 2022 Program Reports for approval and provided notable highlights.

Michelle Jara-Rangel praised the work that the MCAP staff is doing and asked about the timing for the start and end dates for the CalFresh surveys. Susana Magana responded that they will be incorporated once in-person meetings resume.

Michelle Jara-Rangel inquired about the progress of the East Kern Family Resource Center. Freddy Hernandez replied that they have faced challenges with the new location due to internet providers, so EKFRC is looking into additional locations as potential options.

Michelle Jara-Rangel asked if the Friendship House Community Center sample of artwork has been submitted. Lois Hannible replied that artwork should be ready to show in February.

Michelle Jara-Rangel asked if the 211 program is seeking to hire more staff. Pritika Ram confirmed that 211 is actively recruiting, specifically information and referral specialists for call handling.

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

b. November and December 2022 Application Status Report & Funding Profiles – Vanessa Cortez, Grants Administrator – ***Action Item***

Vanessa Cortez presented the above action item for approval.

Ana Vigil inquired if the classes listed in the Funding Profiles are court approved. Eric Le Barbe explained that some of the classes offered are.

Motion was made and seconded to approve the November and December 2022 Application Status Report & Funding Profiles. Carried by unanimous vote (Jara-Rangel/Ochoa).

c. November and December 2022 Head Start / State Child Development Enrollment Update & Meals Report – Robert Espinosa, PDM Administrator - Action Item

Robert Espinoza presented the above action item for approval.

Michelle Jara-Rangel asked about enrolling eligible children that are on waiting lists to bring classroom numbers up. Robert Espinosa replied that some age groups are on hold due to staffing.

Michelle Jara-Rangel suggested that Head Start use a system that would allow the to skip over children on a waitlist to fill centers, even if they are considered over income. Robert Espinosa replied that they have to follow a priority list as that is procedure.

Marian Panos questioned the reason for the high number of resignations throughout the Head Start program. Robert Espinosa and Yolanda Gonzales explained that the pay and benefits are the main reasons employees resign as CAPK cannot compete with the school districts. Yolanda also said that the recruiting effort is ongoing and new staff continues to be onboarded.

Marian Panos requested to know the outcome of the job fair CAPK recently had. Yolanda Gonzales said it went well and the data can be provided at the next meeting.

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

d. 2023-2024 Program Planning Calendar – Robert Espinosa - ***Action Item***

Robert Espinoza presented the above action item for approval.

Michelle Jara-Rangel suggested the dates be moved forward to give Head Start time to make revisions should the Board request any.

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

e. 2023-2024 Recruitment and Selection Plan – Robert Espinosa - ***Action Item***

Robert Espinoza presented the above action item for approval.

Marian Panos made the recommendation to have a well-rounded recruitment plan meaning with less staff and more community representatives.

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

6. Committee Member Comments

7. Next Scheduled Meeting

Program Review & Evaluation Committee
12:00 pm
February 8, 2023
5005 Business Park North
Bakersfield, CA 93309

8. Adjournment

The meeting was adjourned at 1:25 pm.

January 2023 Program Monthly Reports

PRE Committee November & December 2022

Community Development

Coordinated Entry Services

M Street Homeless Navigator Center

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

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

Homeless Referrals/Assessments (SRV 7c)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	905	11,137	10,000	109%	111%
Stanislaus County	0	0	5,000	0%	0%
Total Calls	**905**	**11,137**	**15,000**		

Pending Assessments	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern Pending contact/call back	0	0	15	-	-
Stanislaus Pending contact/call back	0	0	15	-	-

Performance: Number of applicants who received a response within 24 Hours	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	801	9,895	7,800	123%	127%
Stanislaus County	0	0	3,750	0%	0%

Explanation (Over/Under Goal Progress)

Stanislaus County is pending "go live" date.

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

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

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

Homeless Referrals/Assessments (SRV 7c)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	1,228	12,365	10,000	147%	124%
Stanislaus County	0	0	5,000	0%	0%
Total Calls	**1,228**	**12,365**	**15,000**		

Pending Assessments	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern Pending contact/call back	0	0	15	-	-
Stanislaus Pending contact/call back	0	0	15	-	-

Performance: Number of applicants who received a response within 24 Hours	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	985	10,880	7,800	152%	139%
Stanislaus County	0	0	3,750	0%	0%

Explanation (Over/Under Goal Progress)

Stanislaus County is pending "go live" date.

Program Strategic Goals	Progress Towards Goal
1. Implement effective 24 hour response time for Stanislaus County.	NA
2. Increase staff recruitment and retention.	HR Conversations
3. Build provider network support with Stanislaus Continuum of Care (CoC)/Homeless Collaborative.	In progress. Weekly meetings every Thursday at 2pm, Stanislaus came for visit 12/27 and 12/28 to discuss workflow

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

CAPK operates the 147-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals and an array of mental health, medical care and economic resources to un-sheltered individuals with pets and partners.

Shelter Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b, SRV 4m)	118	1,155	950	149%	122%
Pets (i.e., kennel, emotional support assistance and service pet)	10	101	170	71%	59%
Residents Under 90 days length of stay	77	684	500	185%	137%
Exits to Permanent Housing (FNPI 4b)	12	86	96	150%	90%
Exits-Self	16	137	180	107%	76%
Exits-Involuntary	84	681	400	252%	170%
Case Management Services (SRV 7a)	783	8,258	3,000	313%	275%
Critical Incidents	34	230	360	113%	64%
Shelter Residents Meals (SRV 5ii)	6,773	54,190	60,000	135%	90%
Number of Volunteers *(duplicated)*	66	539	175	453%	308%
Volunteers Hours *(duplicated)*	221	1,583	1,500	177%	106%
Safe Camping					
Total clients served (SRV 7b)	78	324	400	234%	81%
Current client census	51	221	250	245%	88%
Meals (SRV 5ii)	3,108	10,294	3,100	1203%	332%
Pets	20	69	75	320%	92%
Clients moved to Shelter (SRV 4m)	2	19	85	28%	22%
Safe Camping					
Total clients served	8	25	100	96%	25%
Current census	8	21	60	160%	35%

Explanation (Over/Under Goal Progress)

Clients are refusing to enter M street because they cannot lay around all day and there is a curfew.

Program Strategic Goals	Progress Towards Goal
1. Number of residents participating in job training program (i.e. project hire up, financial literacy, etc.)	Next cohort for Project Hire-up starts in January
2. Develop Encampment/Overnight parking program at Navigation location.	Encampment/safe parking started on 6/13/2022; total of 51 currently enrolled and 78 total served in the month of November. 2 individuals moved from safe camping into the M street Navigation Center.

3. Increase job retention/recruitment at M street by (1) developing job descriptions that accurately reflect the job they are doing (2) differential pay for PM/Overnight employees, (3) regrading/reclassification of job positions	Job descriptions and job retention are currently under review with HR for reclassification. Job descriptions approved are Program Administrator, Operations Supervisor and Food Prep coordinator. In November the Shelter worker position will be reviewed and discussed at the budget and finance committee for approval. Staff are currently receiving the differential pay for PM and overnight shift.

Race Demographic	Month
18 - 24	18
25 - 34	45
35 - 44	59
45 - 54	49
55 - 61	29
62+	22
Total:	**222**

Race Demographic	Month
American Indian or Alaska Native	4
Asian	5
Black or African American	55
Native Hawaiian or Other Pacific Islander	3
White	147
Multiple races	8
Client Don't know / Refused	-
No Answer	-
Total:	**222**

Gender	Month
Female	94
Male	127
Trans Female (MTF or Male to Female)	-
Trans Male (FTM or Female to Male)	-
Gender Non-Conforming (i.e. not exclusively male or female)	1
Client doesn't know	-
Client refused	-
No Answer	-
Total:	**222**

Zip Code	Month		
93301	43	93560	1
93302	1	92404	1
93304	26	94964	1
93305	28	93274	1
93306	10	93280	2
93307	25	32256	1
93308	26	89010	1
93309	9	89121	1
93311	4	43535	1
93312	4	45345	1
93314	5	97224	1
90212	1	86351	1
93516	1		
91502	1		
93206	1		
92234	1		
93215	2		
93240	1		
3249	1		
90044	1		
93555	1		
Not specified	17		
Total	**222**		

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

CAPK operates the 147-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals and an array of mental health, medical care and economic resources to un-sheltered individuals with pets and partners.

Shelter Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b, SRV 4m)	125	1,280	950	158%	135%
Pets (i.e., kennel, emotional support assistance and service pet)	8	109	170	56%	64%
Residents Under 90 days length of stay	80	764	500	192%	153%
Exits to Permanent Housing (FNPI 4b)	13	99	96	163%	103%
Exits-Self	17	154	180	113%	86%
Exits-Involuntary	64	745	400	192%	186%
Case Management Services (SRV 7a)	718	8,976	3,000	287%	299%
Critical Incidents	31	261	360	103%	73%
Shelter Residents Meals (SRV 5ii)	6,877	61,067	60,000	138%	102%
Number of Volunteers *(duplicated)*	67	606	175	459%	346%
Volunteers Hours *(duplicated)*	200	1,783	1,500	160%	119%
Safe Camping					
Total clients served (SRV 7b)	75	399	400	225%	100%
Current client census	52	273	250	250%	109%
Meals (SRV 5ii)	2,789	13,083	3,100	1080%	422%
Pets	13	82	75	208%	109%
Clients moved to Shelter (SRV 4m)	1	20	85	14%	24%
Safe Camping					
Total clients served	5	30	100	60%	30%
Current census	3	24	60	60%	40%

Explanation (Over/Under Goal Progress)

One client transferred from Safe Camping into M Street. Staff present the clients with moving to M street daily, although clients are reluctant to move because there is more structure. There is no curfew or security checks in Safe Camping.

Program Strategic Goals	Progress Towards Goal
1. Number of residents participating in job training program (i.e. project hire up, financial literacy, etc.)	Next cohort for Project Hire-up starts in January
2. Develop Encampment/Overnight parking program at Navigation location.	Total of 75 clients served, and current census is 52 in Safe Camping in Safe Parking with 3 currently. One client moved from Safe Camping into M Street.

3. Increase job retention/recruitment at M street by (1) developing job descriptions that accurately reflect the job they are doing (2) differential pay for PM/Overnight employees, (3) regrading/reclassification of job positions	Job descriptions and job retention are currently under review with HR for reclassification. Staff are currently receiving the differential pay for PM and overnight shift.

Race Demographic	Month
18 - 24	11
25 - 34	54
35 - 44	46
45 - 54	44
55 - 61	31
62+	20
Total:	**206**

Race Demographic	Month
American Indian or Alaska Native	4
Asian	4
Black or African American	48
Native Hawaiian or Other Pacific Islander	2
White	141
Multiple races	7
Client Don't know / Refused	-
No Answer	-
Total:	**206**

Gender	Month
Female	84
Male	121
Trans Female (MTF or Male to Female)	-
Trans Male (FTM or Female to Male)	-
Gender Non-Conforming (i.e. not exclusively male or female)	1
Client doesn't know	-
Client refused	-
No Answer	-
Total:	**206**

Zip Code	Month		
93301	36	93560	1
93304	28	92675	1
93305	34	94964	1
93306	9	93263	1
93307	21	93280	1
93308	24	93283	1
93309	5	89121	1
93311	2	45426	1
93302	2	97224	1
86351	1		
93314	3		
90212	1		
93515	1		
93516	1		
91502	1		
93206	1		
92234	1		
93240	1		
93535	1		
93249	1		
93555	3		
Not specified	20		
Total	**206**		

Program Highlights

Health and Nutrition Services

Cal-Fresh Health Living Program

Food Bank

Migrant Childcare Alternative Payment

Women, Infant, and Children

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

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

Engage Supplemental Nutrition Assistance Program (SNAP-Ed) eligible participants in Nutrition Education (FNPI 5a) (SRV 5ff).	Month	YTD	YTD Goal	Month Progress	Annual Progress
Community Action Partnership of Kern (CAPK)	15	416	7,000	3%	6%
Kern County Superintendent of Schools (KCSOS)	65	2,187	1,000	78%	219%
Kernville Unified School District (KUSD)	35	816	1,000	42%	82%
Lamont Elementary School District (LESD)	48	929	1,000	58%	93%
Collaborate with SNAP-Ed approved Collaboratives to improve opportunities for the SNAP-Ed eligible population to have healthy choices (duplicated).	4	50			
Complete Nutrition Environment Food Pantry Assessment Tool (NEFPAT) to provide baseline data that could be valuable for interventions within the nutrition environment of food pantries.	0	0	12	0%	0%
Indirect Education: Indirect education, for SNAP-Ed purposes, is defined as the distribution or display of information and resources which involve no participant interaction with an instructor or multimedia.	4017	26,979	10,000	482%	270%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress
1. CAPK is part of the County Nutrition Action Plan (CNAP) Collaborative in partnership with funded partners, such as the Kern County Department of Aging and Adult Services Department (KCAASD) and the University of California Cooperative Extension (UCCE) work to enhance opportunities for health and well-being by creating positive changes in the environment where we work, live and play.	CalFresh Healthy Living has scheduled the County Nutrition Action Plan (CNAP) Collaborative in person meetings for the months of December, March, May, and August from 9:30am -12:00pm.The next CNAP meeting will take place on December 7th at BPN.

2. Staff Professional Development	Staff completed their renewal of the Civil Rights certificate necessary to provide services and completed ServSafe training in order to safely handle food for direct and indirect education. Some staff attended the annual CalFresh Healthy Living Forum in Southern California involving workshops and updates with a focus on "Reinventing, Reimagining, and Reconnecting."
3. Work with partners to plan and implement sustainable community measures to ensure changes that support healthy eating and physical activity.	Health Educators in the LIVE domain continued Direct Education with the CAPK MCAP program. The SHOP domain began Direct Education with Stay Focused Ministries and Taft College.

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

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

Engage Supplemental Nutrition Assistance Program (SNAP-Ed) eligible participants in Nutrition Education (FNPI 5a) (SRV 5ff).	Month	YTD	YTD Goal	Month Progress	Annual Progress
Community Action Partnership of Kern (CAPK)	128	544	7,000	22%	8%
Kern County Superintendent of Schools (KCSOS)	60	2,247	1,000	72%	225%
Kernville Unified School District (KUSD)	65	881	1,000	78%	88%
Lamont Elementary School District (LESD)	155	1,084	1,000	186%	108%
Collaborate with SNAP-Ed approved Collaboratives to improve opportunities for the SNAP-Ed eligible population to have healthy choices (duplicated).	6	56			
Complete Nutrition Environment Food Pantry Assessment Tool (NEFPAT) to provide baseline data that could be valuable for interventions within the nutrition environment of food pantries.	0	0	12	0%	0%
Indirect Education: Indirect education, for SNAP-Ed purposes, is defined as the distribution or display of information and resources which involve no participant interaction with an instructor or multimedia.	1785	28,764	10,000	214%	288%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress

Community Action Partnership of Kern
Monthly Report 2022

1. CAPK is part of the County Nutrition Action Plan (CNAP) Collaborative in partnership with funded partners, such as the Kern County Department of Aging and Adult Services Department (KCAASD) and the University of California Cooperative Extension (UCCE) work to enhance opportunities for health and well-being by creating positive changes in the environment where we work, live and play.	CalFresh Healthy Living hosted the County Nutrition Action Plan (CNAP) Collaborative on December 7, 2022 from 10 am -11:30am. UCCE, Aging & Adult, Kernville presented to over 20 collaborative partners. The next CNAP meeting will take place on March 8th,2023 at BPN.
2. Staff Professional Development	Program Coordinator met with Health Educators and discussed FFY 2023 SNAP-ed guidelines, and reviewed SHOP & LIVE IWP. Discussed PSE opportunities for the CalFresh Healthy Living program and Garden Pathways. Two health educators registered for online course: A Systems Approach for Healthy Communities to gain further understanding of how to implement PSE in communities. CFHL staff participated with MCAP Staff Development day at CAPK Staff Development Center on December 16th, where CFHL staff learned more about CAPK's programs i.e. Food Bank and Friendship House.
3. Work with partners to plan and implement sustainable community measures to ensure changes that support healthy eating and physical activity.	CFHL Health Educators attended 6 different Collaboratives where they promoted nutrition education workshops, NPP, and Market Match. Through collaborations, health educators were able to connect with Garden Pathways to present NPP that will benefit their new Pantry. Health Educators in the LIVE domain began Direct Education with the Arvin Unified School District @ Bear Mountain Elementary and Owens Valley Career Development Center in Bakersfield. The SHOP Domain continued Direct Ed with Taft College. Health Educator reconnected with Cal City Farmer's Market with the goal to implement Market Match at the market.
Program Highlights	

Community Action Partnership of Kern
Monthly Report 2022

Month	November-22	Program/Work Unit	Food Bank
Division/Director	Susana Magana Director of Health & Nutrition	Program Manager	Kelly Lowery
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The Food Bank provides food assistance to low-income families and individuals through a network of more than 150 partnering food distribution sites throughout Kern County. The Food Bank also offers the Senior Food boxes to individuals ages 60 & older. The Backpack Buddies program provides youth with food when they are out of school (i.e., afterschool/weekends/holidays) distributed at CAPK youth centers, schools, and other community sites.

Food Distributions	Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served (TFAP Duplicated) (SRV 5jj)	81,452	539,691	400,000	244%	135%
Pounds Received	1,622,567	20,461,718	22,000,000	89%	93%
Pounds Carried Over from Previous Month	1,091,285				
Pounds Distributed	**1,385,949**	**15,431,460**	**22,000,000**	**76%**	70%

Senior Food	Month	YTD	Month Goal	Month Progress
Individuals Served (SRV 5jj)	5,113	48,754	4,800	107%
Pounds Distributed	**189,181**	**1,706,400**	**144,000**	**131%**

Free Farmers Markets	Month	YTD	Annual Goal	Month Progress	Annual Progress
Households Served (SRV 5jj)	1,655	16,519	18,000	110%	92%
Pounds Distributed	**43,097**	**535,944**	**185,000**	**280%**	290%

State-based Meal Kits (i.e., 3-4 day Food Supply 30lbs box)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Meal Kits Received (SRV 5jj)	**3,975**	**53,640**	**100,000**	**48%**	54%

Total Pounds Distributed	Month	YTD	Annual Goal	Month Progress	Annual Progress
All Programs	**1,618,227**	**17,673,804**	**22,329,000**	**162%**	79%

Volunteers	Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training (SRV 6f) (paid partnership though service providers, duplicated)	22	175	210	**126%**	83%
Other Volunteers (i.e., general public, duplicated)	101	922	750	162%	123%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Update program level organization chart and fill open positions in anticipation of increased capacity after completion of expansion project.	Identified a phased-approach to address vacancies, including internal and external recruitment.

2. Create positional depth within both the Admin Clerk and Warehouse Specialist positions.	Pending -- this goal may change.

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

The Food Bank provides food assistance to low-income families and individuals through a network of more than 150 partnering food distribution sites throughout Kern County. The Food Bank also offers the Senior Food boxes to individuals ages 60 & older. The Backpack Buddies program provides youth with food when they are out of school (i.e., afterschool/weekends/holidays) distributed at CAPK youth centers, schools, and other community sites.

Food Distributions	Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served (TFAP Duplicated) (SRV 5jj)	77,619	617,310	400,000	233%	154%
Pounds Received	1,512,642	21,974,360	22,000,000	83%	100%
Pounds Carried Over from Previous Month	1,097,692				
Pounds Distributed	**1,286,451**	**16,717,911**	**22,000,000**	**70%**	76%

Senior Food	Month	YTD	Month Goal	Month Progress
Individuals Served (SRV 5jj)	4,679	53,433	4,800	97%
Pounds Distributed	**173,123**	**1,879,523**	**144,000**	**120%**

Free Farmers Markets	Month	YTD	Annual Goal	Month Progress	Annual Progress
Households Served (SRV 5jj)	1,375	17,894	18,000	92%	99%
Pounds Distributed	**34,071**	**570,015**	**185,000**	**221%**	308%

State-based Meal Kits (i.e., 3-4 day Food Supply 30lbs box)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Meal Kits Received (SRV 5jj)	**6,300**	**59,940**	**100,000**	**76%**	60%

Total Pounds Distributed	Month	YTD	Annual Goal	Month Progress	Annual Progress
All Programs	**1,493,645**	**19,167,449**	**22,329,000**	**137%**	86%

Volunteers	Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training (SRV 6f) (paid partnership though service providers, duplicated)	22	197	210	**126%**	94%
Other Volunteers (i.e., general public, duplicated)	84	1,006	750	134%	134%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Update program level organization chart and fill open positions in anticipation of increased capacity after completion of expansion project.	Identified a phased-approach to address vacancies, including internal and external recruitment.

2. Create positional depth within both the Admin Clerk and Warehouse Specialist positions.	TBD

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

The Migrant Childcare Alternative Payment (MCAP) program provides childcare subsidy to migrant, agriculturally working families. Families can apply for child care services in six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once a family is enrolled in the program, the family can migrate anywhere in California to follow agricultural work and their childcare services can continue.

Services	Month	YTD	Goal	Month Progress	Annual Progress
Number of Child Enrollments	171	2,334	1,000	205%	233%
Childcare Providers (SRV 7f)	21	388	200	126%	194%
MCAP Subsidies (SRV 7e) Jul 21-Jun 22	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Provider Payments-Subsidies Expended	$1,231,905	$ 15,078,508	$12,000,000	123%	126%
MCAP FY 2022-2023 Provider Payments-Subsidies Expended	**Month**	**YTD**	**Goal Adjusted (2 Months)**	**Month Progress**	**Annual Progress**
Provider Payments-Subsidies Expended Program FY	$1,224,668	$ 3,599,034	$6,500,000	226%	55%

Explanation (Over/Under Goal Progress)

All program personnel is fully engaged in conducting outreach activities, family enrollments and provider clearances to increase program enrollments in all counties. MCAP currently has a total of 1546 enrolled children. We currently have no waiting list and all eligible families are being enrolled on the spot with a complete application or scheduled for enrollment within 2 days of submitting a complete application for services by mail.

Program Strategic Goals	Progress Towards Goal
1. Fill Staff Vacancies.	We continued to work with Human Resources to fill the newly approved positions by our Board of Directors.
2. Retain Staff.	Managements is currently reviewing the current specialist caseload assignation to ensure workload is appropriate and manageable. Staff training and team building activities are being conducted to promote team work and job satisfaction.
3. Contingency Staffing Plan	Additional office space has been secured in Madera County and we are currently recruiting for a second family specialist position to work out of this office.

Program Highlights

Management secured additional office space in Madera County. This will allow us to hire an additional program specialist at this location and ensure greater service coverage for this county, while also increasing our ability to conduct outreach activities and family enrollments. Our program also reached a total enrollment of 1546 children, almost double our active enrollment total at the beginning of the current FY.

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

The Migrant Childcare Alternative Payment (MCAP) program provides childcare subsidy to migrant, agriculturally working families. Families can apply for child care services in six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once a family is enrolled in the program, the family can migrate anywhere in California to follow agricultural work and their childcare services can continue.

Services	Month	YTD	Goal	Month Progress	Annual Progress
Number of Child Enrollments	121	2,455	1,000	145%	246%
Childcare Providers (SRV 7f)	12	400	200	72%	200%

MCAP Subsidies (SRV 7e) Jul 21-Jun 22	Month of Nov processed in Dec	YTD	Goal	Month Progress	Annual Progress
Provider Payments-Subsidies Expended	$1,966,899	$ 17,045,406	$12,000,000	197%	142%

MCAP FY 2022-2023 Provider Payments-Subsidies Expended	Month	YTD	Goal Adjusted (2 Months)	Month Progress	Annual Progress
Provider Payments-Subsidies Expended Program FY	$1,966,899	$ 5,565,933	$6,500,000	363%	86%

Explanation (Over/Under Goal Progress)

All program personnel is fully engaged in conducting outreach activities, family enrollments and provider clearances to increase program enrollments in all counties. MCAP has reached an active enrollment of 1667 children. This is the highest enrollment total for any month in the history of our program. We currently have no waiting list and all eligible families are being enrolled on the spot with a complete application or scheduled for enrollment within 2 days of submitting a complete application for services via mail. We continued to make great strides to meet the necessary enrollment goals to fully earn our contract.

Program Strategic Goals	Progress Towards Goal
1. Fill Staff Vacancies.	Management continues to work with Human Resources to fill the vacancies of the new positions recently approved by our Board of Directors.
2. Retain Staff.	Management is reviewing the current caseloads to ensure work assignation is reasonable and manageable to ensure high quality of work and compliance.
3. Contingency Staffing Plan	Management is actively seeking to increase family specialists in our satellite offices. Office space was secure in Madera and we are actively recruiting for this location.

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

This month MCAP reached a total of 1667 enrolled children. This is the highest enrollment number in the history of our program. Our program now has 2 family specialists in our Fresno County office, and will soon have also two in the counties of Madera and Tulare. Historically, MCAP's satellite offices have been operated with only one staff member. This change will allow us to expand our operations and reach more families in those counties.

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

The Women Infants & Children (WIC) program provides education, breastfeeding support and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breast feeding. CAPK WIC operates in 21 sites throughout Kern County, 5 locations in San Bernardino County, and through one mobile WIC clinic to reach hard-to-serve populations.

Services	Month	YTD	Goal	Month Progress	Annual Progress
Caseload (SRV 5g)	13,742		14,610	94%	
Local Vendor Liaison-Contact Stores (contact 68 vendors 1 contact required per quarter totaling 272 contacts per year)	7	304	272	31%	112%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,034		900	115%	
Prenatal Education: 25% of prenatal will receive the "Let's talk" pre-natal class. (Class is given in last trimester of pregnancy)	205	1,676	1,350	182%	124%
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	105	1,673	1,800	70%	93%
WIC Presentations and Outreach Events	6	67	48	150%	140%
Publication in newspaper, television, and/or social media postings (English and Spanish)	44	627	720	73%	87%
Regional Breast Liaison (RBL)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Meet with key community stakeholders (i.e., medical managed care, hospital staff, lactation support, health care providers, other WIC agencies) in Region 24 to increase breastfeeding awareness and referrals to the WIC program, as well as share WIC digital materials and utilization.	8	54	48	200%	113%

Community Action Partnership of Kern
Monthly Report 2022

Explanation (Over/Under Goal Progress)	
Local Vendor Liaison Store contacts were down during this month - attempts were made to contact the store mangers but some calls were not returned. Also due to staff shortages related to covid and the flu the LVL who is also a WIC Nutrition Assistant was needed to serve participants. Social Media posting were down due to the holidays during the month of November and the Outreach person being out for several days. Online enrollments were down due to staff shortages due to covid and the flu and also the work days were reduced by 3 days due to the Veterans and Thanksgiving Holidays.	
	Progress
1 Increase participant use of tele-health (doxy.me) platform with goal.	We are still struggling with the tele-health platform. Participants in outlying areas often have issues with the internet connection. Others just don't want to connect via video and request the appointment be done by phone. We are putting this goal on hold for now as State WIC is looking into a new vendor for the tele-health platform.
2. To work with outreach to come up with strategies to increase WIC retention and re-engagement with current participants.	We continue to focus on reaching out to participants who have missed their recertification appointments and are sending text messages with appointment reminders. With Staff shortage due to and increase in covid and the flu, staff availability to follow-up on missed appointments this month was limited.
Program Highlights	

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

The Women Infants & Children (WIC) program provides education, breastfeeding support and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breast feeding. CAPK WIC operates in 21 sites throughout Kern County, 5 locations in San Bernardino County, and through one mobile WIC clinic to reach hard-to-serve populations.

Services	Month	YTD	Goal	Month Progress	Annual Progress
Caseload (SRV 5g)	13,507		14,610	92%	
Local Vendor Liaison-Contact Stores (contact 68 vendors 1 contact required per quarter totaling 272 contacts per year)	14	318	272	62%	117%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	979		900	109%	
Prenatal Education: 25% of prenatal will receive the "Let's talk" pre-natal class. (Class is given in last trimester of pregnancy)	232	1,908	1,350	206%	141%
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	104	1,777	1,800	69%	99%
WIC Presentations and Outreach Events	6	73	48	150%	152%
Publication in newspaper, television, and/or social media postings (English and Spanish)	48	675	720	80%	94%
Regional Breast Liaison (RBL)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Meet with key community stakeholders (i.e., medical managed care, hospital staff, lactation support, health care providers, other WIC agencies) in Region 24 to increase breastfeeding awareness and referrals to the WIC program, as well as share WIC digital materials and utilization.	9	63	48	225%	131%

Explanation (Over/Under Goal Progress)	
Local Vendor Liaison Store contacts were down during this month - attempts were made to contact the store mangers but some calls were not returned. Also due to staff shortages related to covid and the flu the LVL who is also a WIC Nutrition Assistant was needed to serve participants. Online enrollments were down due to staff shortages due to covid and the flu and also the work days were reduced due to Agency holidays.	
Program Strategic Goals	**Progress**
1 Increase participant use of tele-health (doxy.me) platform with goal.	We have put this goal on hold for now as State WIC is looking into a new vendor for the tele-health platform.
2. To work with outreach to come up with strategies to increase WIC retention and re-engagement with current participants.	We continue to focus on reaching out to participants who have missed their recertification appointments and are sending text messages with appointment reminders. With Staff shortage due to and increase in covid and the flu, staff availability to follow-up on missed appointments this month was limited.
Program Highlights	



Youth and Community Services

East Kern Family Resource Center

Oasis Family Resource Center

Energy, Weatherization, and Utility Assistance

Friendship House Community Center

Shafter Youth Center

Volunteer Income Tax Assistance

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

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

Differential Response	Month	YTD	Annual Goal	Month Progress	Annual Progress
Provide One Time Referral Services to Families (SRV 7c)	40	369	250	192%	148%
Provide One Time Referral Services to Children (SRV 7c)	18	411	350	62%	117%
Case Management-Families (SRV 7a)		207	100	0%	207%
Case Management-Children (SRV 7a)	0	263	250	0%	105%
Differential Response Total	**58**	**1250**	**950**	**63%**	132%

First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	0	49	40	0%	123%
Children Receiving Case Management Services (SRV 7a)	0	57	55	0%	104%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	21	20	0%	105%
Children Educational Center Base Activities (FNPI 2b)	0	46	30	0%	153%
Children Educational Home Base Activities (FNPI 2b)	2	70	30	80%	233%
Children Summer Bridge Activities (FNPI 2b)	0	12	15	0%	80%
Collaborative Meetings Participated	1	14	15	80%	93%
Family Support Services for non-clients with children ages 5 and under	2	114	100	24%	114%
First 5 Total	**5**	**383**	**305**	**23%**	126%

Walk-In Services (Non-Clients)	Month	YTD
Food/Household Items (SRV 5jj; SRV 5nn)	177	915
Referrals/Administrative Services (SRV 7c)	305	2070

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Move to a better-suited location.	exploring
2. Offer more on-site services.	in process of converting part-time teacher employee to full-time, making her part of HEAP for her second part of day.
3. Expand our reach across the East Kern Communities.	in process/searching for opportunities

Program Highlights
Our new hire has a start date of December 5. We are very excited to fill the DR Case manager position.

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

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

Differential Response	Month	YTD	Annual Goal	Month Progress	Annual Progress
Provide One Time Referral Services to Families (SRV 7c)		369	250	0%	148%
Provide One Time Referral Services to Children (SRV 7c)		411	350	0%	117%
Case Management-Families (SRV 7a)		207	100	0%	207%
Case Management-Children (SRV 7a)		263	250	0%	105%
Differential Response Total	**0**	**1250**	**950**	**0%**	132%

First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)		49	40	0%	123%
Children Receiving Case Management Services (SRV 7a)		57	55	0%	104%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)		21	20	0%	105%
Children Educational Center Base Activities (FNPI 2b)		46	30	0%	153%
Children Educational Home Base Activities (FNPI 2b)		70	30	0%	233%
Children Summer Bridge Activities (FNPI 2b)		12	15	0%	80%
Collaborative Meetings Participated		14	15	0%	93%
Family Support Services for non-clients with children ages 5 and under		114	100	0%	114%
First 5 Total	**0**	**383**	**305**	**0%**	126%

Walk-In Services (Non-Clients)	Month	YTD
Food/Household Items (SRV 5jj; SRV 5nn)		915
Referrals/Administrative Services (SRV 7c)		2070

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Move to a better-suited location.	exploring
2. Offer more on-site services.	in process of converting part-time teacher employee to full-time, making her part of HEAP for her second part of day.
3. Expand our reach across the East Kern Communities.	in process/searching for opportunities

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

Month	November-22	Program/Work Unit	Oasis Family Resource Center
Division/Director	Services Freddy Hernandez	Program Manager	Eric Le Barbe
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

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

First 5	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Parents Receiving Case Management Services (SRV 7a)	1	35	30	20%	117%
Children Receiving Case Management Services (SRV 7a)	3	46	30	60%	153%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	24	10	0%	240%
Children Educational Home Base Activities (FNPI 2b)	3	45	15	120%	300%
Children Summer Bridge Activities (FNPI 2b)	0	23	10	0%	230%
Collaborative Meetings	1	9	8	75%	113%
Family Support Services for non-clients with children 5 and under	4	148			
First 5 Total	**12**	**330**	**103**	70%	320%

Walk-In Community Services (Duplicated & Non First 5 Clients)	Month	YTD
Food/Household Items (SRV 7c)	75	636
Referrals/Administrative Services (SRV 7c)	12	245
Emergency Clothing (SRV 7n)	19	106
Copies	15	177
Transportation Assistance (SRV 7d)	12	140
COVID-19 Supplies (SRV 5oo)	1	128
Total Community Services	**134**	**1432**

Explanation (Over/Under Goal Progress)

YTD all First 5 Kern goals have either been met or been exceeded.

Program Strategic Goals	Progress Towards Goal
1. Offer Court Mandated Nurturing Parenting Class every other quarter.	The Oasis FRC completed a 12-week parenting class at the beginning of November, 15 parents graduated this quarter.

2. Strengthen educational Homebase and Summer Program for children ages 0 - 5 utilizing Kern Early Stars Resources.	The Oasis FRC is working with Kern Early Stars on the academic 2022-2023 goals focusing on language and literacy, and school readiness.
3. Increase range of services offered to clients in the Ridgecrest community by brining VITA & Energy Assistance programs on site to the Oasis FRC.	The Oasis FRC continues to partner with CAPK programs to promote additional services to Ridgecrest clients including HEAP, VITA, and CES.
4. Apply for 3 three funding opportunities that would help extend range of services outside First 5 clients for under served families (Children 6-18, seniors, and homeless individuals).	The Oasis FRC was awarded $1,050 from WACOM in November. The Oasis FRC is working on seeking new funding for a car seat program.

Program Highlights

The Oasis Family Resource provided community services for a total of 127 inquires in the month of November 2022. The graduating Nurturing Parenting Court Mandated class was the largest since the Oasis FRC first opened with two sections offered this quarter and a 75% success rate (typically for most programs, the success rate is 50% or less where half of the parents drop out before end of the 12 week-period).

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

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

First 5	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Parents Receiving Case Management Services (SRV 7a)	0	35	30	0%	117%
Children Receiving Case Management Services (SRV 7a)	1	47	30	20%	157%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	24	10	0%	240%
Children Educational Home Base Activities (FNPI 2b)	1	46	15	40%	307%
Children Summer Bridge Activities (FNPI 2b)	0	23	10	0%	230%
Collaborative Meetings	0	9	8	0%	113%
Family Support Services for non-clients with children 5 and under	7	155			
First 5 Total	**9**	**339**	**103**	52%	329%

Walk-In Community Services (Duplicated & Non First 5 Clients)	Month	YTD
Food/Household Items (SRV 7c)	67	703
Referrals/Administrative Services (SRV 7c)	21	266
Emergency Clothing (SRV 7n)	13	119
Copies	10	187
Transportation Assistance (SRV 7d)	18	158
COVID-19 Supplies (SRV 5oo)	27	155
Total Community Services	**156**	**1588**

Explanation (Over/Under Goal Progress)

YTD all First 5 Kern goals have either been met or been exceeded.

Program Strategic Goals	Progress Towards Goal
1. Offer Court Mandated Nurturing Parenting Class every other quarter.	The Court Mandated was offered twice in 2022 (Every other quarter) and will be offered again in February 2023
2. Strengthen educational Homebase and Summer Program for children ages 0 - 5 utilizing Kern Early Stars Resources.	The Oasis FRC is working with Kern Early Stars on the academic 2022-2023 goals focusing on language and literacy, and school readiness utilizing the SMORE dashboard.

3. Increase range of services offered to clients in the Ridgecrest community by brining VITA & Energy Assistance programs on site to the Oasis FRC.	The Oasis FRC continues to partner with CAPK programs to promote additional services to Ridgecrest clients including HEAP, VITA, and CES.
4. Apply for 3 three funding opportunities that would help extend range of services outside First 5 clients for under served families (Children 6-18, seniors, and homeless individuals).	The Oasis FRC applied for the Differential Response and the Parents As Teachers grants in December 2022.

Program Highlights

The Oasis Family Resource provided community services for a total of 170 inquires in the month of December 2022. The Oasis provided Christmas gifts for a total of 120 children from all the families enrolled in all our First 5 Kern programs; in addition to all the children aged 0-5, all olders siblings were included. All gifts were donated by Ridgecrest community members.

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

The Energy Program assists income-eligible Kern County residents with utility bill payment, free weatherization, and energy education at no cost to the participant. Weatherization services include weather stripping; repair or replacement of windows and doors, heating/ cooling appliances, stoves, refrigerators, and more.

Low-income Home Energy Program (LIHEAP) 2021 Ends December 2022	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	-	2,593	2,275	0%	114%
Utility Payments	$ -	$ 1,942,381	$ 1,942,401	0%	100%
Households Served - Weatherization	-	60	60	0%	100%
Low-income Home Energy Program (LIHEAP) 2022 Ends June 2023	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	736	2,135	1,500	589%	142%
Utility Payments	$ 962,800	$ 2,672,813	$ 3,351,190	345%	80%
Households Served - Weatherization	11	72	90	147%	80%
American Rescue Plan Act (ARPA) Ends March 2023	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	107	2,876	2,835	45%	101%
Utility Payments	$ 100,204	$ 2,808,217	$ 3,500,000	34%	80%
Households Served Weatherization	-	6	10	0%	60%
2021 Low-Income Household Water Assistance Program (LIHWAP) Ends August 2023	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	74	304	500	178%	61%
Utility Payments	$ 44,194.00	$210,763	$300,000	177%	70%
2022 Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) Ends June 2023	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	31	51	64	581%	80%
Utility Payments	$ 37,032.00	$64,710	$80,000	555%	81%
Totals	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)	**948**	**8,569.00**	**8,919**	128%	96%
Total Utility Payments	**$ 1,144,230**	**$ 8,520,589**	**$ 8,793,591**	156%	97%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	**11**	**137**	**160**	83%	86%

Explanation (Over/Under Goal Progress)

LIHEAP 2021 - no longer open, in the process of closing
2022 SLIHEAP - stand alone contract that came from extra state 2022 LIHEAP funds

Program Strategic Goals	Progress Towards Goal
1. Become fully staffed and fully trained - Reach 90% staffed and 90% fully trained levels (both in WX and UA).	We are currently staffed over 90% in both UA and WX.

2. Continue to develop the use of Hancock to become fully paperless across the entire program (100% = fully paperless).	Currently at 20% - we are working with IT and Hancock to develop a data driven project management software. Also in the process of developing an online application where clients will be able to complete a self-intake and submit documents as necessary.
3. Fully expend funds for contracts that end in the current fiscal year (2021 LIHEAP and 2020 DOE).	Both contract have been expended.

Program Highlights

- We are in the process of hiring an Energy Program Assistant that will assist WX Manager directly to help expediate the closure of client files
- Working with Hancock to develop an online application where clients will be able to complete a self-intake and submit documents as necessary - hoping to be implemented by the new year
- Utility Assistance Team has done amazing work, expending the 2022 LIHEAP contract at a record pace

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

The Energy Program assists income-eligible Kern County residents with utility bill payment, free weatherization, and energy education at no cost to the participant. Weatherization services include weather stripping; repair or replacement of windows and doors, heating/ cooling appliances, stoves, refrigerators, and more.

Low-income Home Energy Program (LIHEAP) 2021 Ends June 30, 2022	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	-	2,593	2,275	0%	114%
Utility Payments	$ -	$ 1,942,381	$ 1,942,401	0%	100%
Households Served - Weatherization	-	60	60	0%	100%
Low-income Home Energy Program (LIHEAP) 2022 Ends June 30, 2023	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	670	2,069	1,500	536%	138%
Utility Payments	$ 918,246	$ 2,628,259	$ 3,351,190	329%	78%
Households Served - Weatherization	10	82	90	133%	91%
American Rescue Plan Act (ARPA) Ends March 2023	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	332	3,101	2,835	141%	109%
Utility Payments	$ 377,820	$ 3,085,833	$ 3,500,000	130%	88%
2020 DOE - Weatherization Ends June 30, 2022	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served Weatherization	-	6	10	0%	60%
2021 Low-Income Household Water Assistance Program (LIHWAP)*	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	57	287	500	137%	57%
Utility Payments	$ 35,225.00	$201,794	$300,000	141%	67%
Totals	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)	**1,059**	**8,680.00**	**8,919**	142%	97%
Total Utility Payments	**$ 1,331,291**	**$ 8,707,650**	**$ 8,793,591**	182%	99%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	**10**	**148**	**160**	75%	93%

Explanation (Over/Under Goal Progress)

LIHEAP 2021 - no longer open, in the process of closing
LIHEAP 2022 - UA funding has been fully expended
LIHWAP 2021 - expenditure low, awaiting revised contract from CSD to allow easier client payments

Program Strategic Goals	Progress Towards Goal
1. Become fully staffed and fully trained - Reach 90% staffed and 90% fully trained levels (both in WX and UA).	We are currently staffed over 95% in both UA and WX.
2. Continue to develop the use of Hancock to become fully paperless across the entire program (100% = fully paperless).	Currently at 20% - we are working with IT and Hancock to develop a data driven project management software. Also in the process of developing an online application where clients will be able to complete a self-intake and submit documents as necessary.

3. Fully expend funds for contracts that end in the current fiscal year (2021 LIHEAP and 2020 DOE).	Both contract have been expended. □

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

Located in Southeast Bakersfield, the program serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.

Youth Programs	Current Enrolled	Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (FNPI 2c.2., FNPI 2c.3, SRV 2p) Reporting ends June 30, 2022	40	0	40	50	0%	80%
Summer Program (Max Capacity due to COVID) (SRV 2m)	Complete	N/A	41	25	-	164%
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	33	2	33	35	69%	94%
Medi-Cal Outreach (ends June 30, 2022)		**Month (Added)**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Social media emails and impressions		979	279131	350,000	3%	80%
Canvasing phone calls and flyers		1580	24093	30,000	63%	80%

Explanation (Over/Under Goal Progress)

The FHCC continues outreach efforts for the Medi-Cal program and recruitment efforts for the FHCC afterschool and mentor programs.

Program Strategic Goals	Progress
1. Develop an Ad Hoc Committee and implement a fencing/lighting campaign for the CAPK Friendship House.	In progress. funds for the FHCC fence and lighting have been secured. In addition, CAPK added pour in place padding for the FHCC playground to the project.
2. Develop a meeting schedule for the Friendship House Advisory Board and implement scheduled meetings/trainings.	In progress.
3. Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.	In progress. The FHCC received three new grants this year and recently submitted an additional grant application for solar.

Program Highlights

The Westchester Kiwanis invited seven Friendship House youth participants that are in need, to participate in their annual Children's Christmas Shopping Spree, which was held on December 3, 2022 at Walmart. The Friendship House children were each provided $150 worth of items, which they selected themselves. The Kiwanis are heroes in action, who not only provide assistance when needed, but actively seek out ways in which they can help. The joy this event brought to our program youth will forever be remembered and appreciated!

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

Located in Southeast Bakersfield, the program serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.

Youth Programs	Current Enrolled	Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (FNPI 2c.2., FNPI 2c.3, SRV 2p) Reporting ends June 30, 2022	42	2	40	50	48%	80%
Summer Program (Max Capacity due to COVID) (SRV 2m)	Complete	N/A	41	25	-	164%
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	33	0	22	35	0%	63%
Medi-Cal Outreach (ends June 30, 2022)		**Month (Added)**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Social media emails and impressions		0	278152	350,000	0%	79%
Canvasing phone calls and flyers		657	23170	30,000	26%	77%

Explanation (Over/Under Goal Progress)

FHCC continues outreach efforts for the Medi-Cal Outreach Program, and recruitment efforts for the afterschool & mentor programs. During December the Medi-Cal Program focused on phone calls and flyers as a way to inform people of Medi-Cal and Medi-Cal recertification requirements.

Program Strategic Goals	Progress
1. Develop an Ad Hoc Committee and implement a fencing/lighting campaign for the CAPK Friendship House.	In progress. Funds for fence & lighting have been secured.
2. Develop a meeting schedule for the Friendship House Advisory Board and implement scheduled meetings/trainings.	In progress.
3. Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.	In progress. A grant for solar was submitted in Dec. of 2022 and the program is awaiting notification to see if awarded

Program Highlights

Creative Crossings Co-Create, a local non-profit organization that does civic murals around Bakersfield, has received a grant to create a large community mural inside the Friendship House gym. This mural will capture the history of Friendship House as well as the challenges, triumphs, and experiences of the diverse communities that it serves. The Friendship House Advisory Board will help guide the effort and will provide advice to CAPK staff as we collaborate with Creative Crossings to create the mural. This project will begin in 2023 and culminate with a community unveiling at an arts and culture fair at the Friendship House in June of 2023.

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

The Shafter Youth Center (SYC) serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.

Youth Programs	Current Enrolled (duplicated)	Month (unduplicated)	YTD (unduplicated)	Goal	Month Progress	Annual Progress
Summer Program starting in June (Max Capacity due to COVID) (SRV 2m)	completed		28	30	0%	93%
After School/Learning Pods Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	27	33	66	25	1584%	264%

Community Programs	Month
Dignity Health Mental Health Project, Youth Basketball, Adult Basketball, Energy Program (Utility Assistance), Fitness Boot Camp and Girl Scouts *See below in explanation	6

Outreach Activities	Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates)	0	8	6	0%	133%
Community Events (i.e., diaper, food, PPE distributions)	1	3	6	200%	50%

Explanation (Over/Under Goal Progress)

Dignity Health Mental Health (Spanish) meeting 1x per week virtual, Dignity Health Mental Health (Spanish) meets 1x per month in person; Youth basketball practices 2x per week; Energy Program hosts appointments 1x per month; Fitness Boot Camp meets 2x per week; Girl Scouts meet 1x per month; Adult Basketball meets 3x per week.

Program Strategic Goals	Progress

1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment.	Enrollment holding steady with 1 new enrollee per month
2. Increase attainment of program funding to provide larger variety of program offerings.	Lego Robotics almost completed, thanks to the grant from Kern Health Systems. Cares for Kids Foundation awarded SYC $1520 to be used for program supplies. Bakersfield Rotary awarded SYC $5000 to convert manual basketball winches to electronic units.
3. Increase community engagement, including volunteers, social media, program participation.	Community engagement is increasing with social media

Program Highlights

Shafter Youth Center staff were invited to help distribute Thanksgiving Meals to 100 families in Shafter. SYC was awarded a $1,520 grant from Care for Kids Foundation; a $22,000 grant from Wonderful Community Foundation; and $5,000 from Bakersfield Rotary.

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

The Shafter Youth Center (SYC) serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.

Youth Programs	Current Enrolled (duplicated)	Month (unduplicated)	YTD (unduplicated)	Goal	Month Progress	Annual Progress
Summer Program starting in June (Max Capacity due to COVID) (SRV 2m)	completed		28	30	0%	93%
After School/Learning Pods Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	27	1	67	25	48%	268%

Community Programs	Month
Dignity Health Mental Health Project, Youth Basketball, Energy Program (Utility Assistance), Fitness Boot Camp and Girl Scouts *See below in explanation	6 groups

Outreach Activities	Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates)	1	8	6	200%	133%
Community Events (i.e., diaper, food, PPE distributions)	0	3	6	0%	50%

Explanation (Over/Under Goal Progress)

Dignity Health Mental Health (Spanish) meeting 1x per week virtual, Dignity Health Mental Health (Spanish) meets 1x per month in person; Youth basketball practices 2x per week; Energy Program hosts appointments 1x per month; Fitness Boot Camp meets 2x per week; Girl Scouts meet 2x per month.

Program Strategic Goals	Progress

1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment.	Youth enrollment remains steady by increasing by one each month, yet students leave for various reasons
2. Increase attainment of program funding to provide larger variety of program offerings.	Grant opportunities continue to be sought and applied for.
3. Increase community engagement, including volunteers, social media, program participation.	Community engagement remains steady as evening program tries to attract more participation. Social media posts have helped

Program Highlights

Shafter Youth Center kids were fortunate to receive gifts for the holidays. Dignity Health donated toys to the kids in the program. Villagers Inc. donated toys by filling requests from Letter to Santa that were written by the kids in the program.

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

VITA offers no-cost tax preparation and e-filing for low and moderate-income individuals and families. VITA also assists eligible clients to take advantage of the Earned Income Tax Credit (EITC), increasing their tax return and boosting the local economy. All VITA services are provided by IRS-certified staff and volunteers.

Completed Tax Returns (SRV 3o) 10/01/2021 to 09/30/2022	Month	YTD	Goal	Month Progress	Annual Progress
Federal	141	4,932	5,100	34%	97%
State	103	4,751	5,100	26%	93%

Refunds and Credits (SRV 3o) 10/01/2021 to 09/30/2022	Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds	$ 221,151	$6,545,122	$5,100,000	41%	128%
State Refunds	$ 9,502	$926,908	$1,500,000	12%	62%
Federal EITC *(income limit $57,414/household)*	$ 13,403	$2,698,447	$2,200,000	6%	123%
CalEITC *(income limit $30,000/household)*	$ 5,867	$401,999	$370,000	18%	109%
Total Refunds and Credits	**$249,923**	**$10,572,476**	**$9,170,000**	28%	115%

Individual Taxpayer Identification Number (ITIN) (SRV 3o) 10/01/2021 to 09/30/2022	Month	YTD	Goal	Month Progress	Annual Progress
Applications (New/Renewal)	13	74	75	211%	99%

Completed Tax Returns (SRV 3o) 10/01/2022 to 09/30/2023	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal	141	270	1,500	627%	18%
State	103	201	1,500	615%	13%

Refunds and Credits (SRV 3o) 10/01/2022 to 09/30/2023	Month	YTD
Federal Refunds	$221,151	$442,563
State Refunds	$9,502	$20,052
Federal EITC *(income limit $57,414/household)*	$13,403	$37,917
CalEITC *(income limit $30,000/household)*	$5,867	$10,633
Total Refunds and Credits	**$249,923**	**$511,165**

Individual Taxpayer Identification Number (ITIN) (SRV 3o) 10/01/2022 to 09/30/2023	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Applications (New/Renewal)	13	15	100	1040%	15%

Explanation (Over/Under Goal Progress)	
Program Strategic Goals	**Progress Towards Goal**
1. Develop and implement site expansion plan, including isolated areas and new partners.	TBD
2. Build community awareness of VITA services through partnership opportunities.	TBD
3. Program capacity building by pursuing funding opportunities to support operational expenses.	TBD
Program Highlights	

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

VITA offers no-cost tax preparation and e-filing for low and moderate-income individuals and families. VITA also assists eligible clients to take advantage of the Earned Income Tax Credit (EITC), increasing their tax return and boosting the local economy. All VITA services are provided by IRS-certified staff and volunteers.

Completed Tax Returns (SRV 3o) 10/01/2021 to 09/30/2022	Month	YTD	Goal	Month Progress	Annual Progress
Federal	22.00	4,813	5,100	5%	94%
State		4,648	5,100	0%	91%

Refunds and Credits (SRV 3o) 10/01/2021 to 09/30/2022	Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds	$ 21,419	$6,345,390	$5,100,000	4%	124%
State Refunds	$ -	$917,406	$1,500,000	0%	61%
Federal EITC *(income limit $57,414/household)*	$ -	$2,685,044	$2,200,000	0%	122%
CalEITC *(income limit $30,000/household)*	$ -	$396,132	$370,000	0%	107%
Total Refunds and Credits	**$21,419**	**$10,343,972**	**$9,170,000**	2%	113%

Individual Taxpayer Identification Number (ITIN) (SRV 3o) 10/01/2021 to 09/30/2022	Month	YTD	Goal	Month Progress	Annual Progress
Applications (New/Renewal)	6	80	75	90%	107%

Completed Tax Returns (SRV 3o) 10/01/2022 to 09/30/2023	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal	22	292	1,500	90%	19%
State	0	201	1,500	0%	13%

Refunds and Credits (SRV 3o) 10/01/2022 to 09/30/2023	Month	YTD
Federal Refunds	$21,419	$463,982
State Refunds	$0	$20,052
Federal EITC *(income limit $57,414/household)*	$0	$37,917
CalEITC *(income limit $30,000/household)*	$0	$10,633
Total Refunds and Credits	**$21,419**	**$532,584**

Individual Taxpayer Identification Number (ITIN) (SRV 3o) 10/01/2022 to 09/30/2023	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Applications (New/Renewal)	6	21	100	343%	21%

Explanation (Over/Under Goal Progress)	
Taxslayer has no state data for December due to efiling being shut down until new season comes.	
Program Strategic Goals	**Progress Towards Goal**
1. Develop and implement site expansion plan, including isolated areas and new partners.	
2. Build community awareness of VITA services through partnership opportunities.	
3. Program capacity building by pursuing funding opportunities to support operational expenses.	
Program Highlights	
Hired on all staff for new tax year 2023.	

Operations

Business Services*

Maintenance

Information Technology

Data Services

Risk Management

Community Action Partnership of Kern
Monthly Report 2022

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

Division Description

Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.

Business Services

Activity	Requested	In-Progress	Processed	Processed YTD
Purchase Orders	216		216	2432
Contracts	14	14	14	218
Leases	0	16	0	10
Requests for Proposals	1	2	1	24

Business Services Projects

Description	*% Completed*	*Comments*
Energy Subcontractor -Re-Issued	*80*	
Design Build Sports Field Lighting FHCC	*60*	
Jewett Design Build Tenant Improvement	*100*	
Oasis TI Design Build Tenant Improvements	*100*	

Data Services

Activity	Requested	In-Progress	Processed	Processed YTD
Dynamic 365 Fixes	0	0	0	0
Dynamic 365 Enhancements	0	0	1	2

Projects

Universal Intake	Develop intake for programs that don't have an electronic process.	60%	60%
Volunteer Management	Track and manage volunteers working within the agency.	100%	100%
Contract Management System	Track and manage contracts within the Agency	90%	90%
In-kind Management	Application is used to track the total number of in-kind hours with built in automation. This application will eliminate the current paper process.	70%	70%

CalAIM - KHS	New grant form Kern Health Systems for the CALAIM funding. IS part is to generate flat files used to data upload and verifying SFTP is working correctly.	70%	70%
Case Management Application	Designed with the Student Case Management grant in mind, will allow case managers to have assessments and track student progress with Dynamics.	100%	100%

Facilities				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Facility Work Orders	226	370	267	3109
Construction Projects				
Head Start Expansion		Harvey Hall, Pete Parra,	98%	
Food Bank Expansion		Roof application started,	59%	
Major Maintenance Projects				

Information & Technology				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Help Desk Work Orders	185		194	2696

Information & Technology Projects		
Description	*% Completed*	*Comments*
iPad upgrades	*60*	
Network upgrades	*90*	
Firewall upgrades	85	

Risk Management		
Workers Compensation Claims	**Reported**	**Reported YTD**
First Aid (Reported only)	2	49
First Aid	1	14
Medical Treatment	0	9
Modified Duty	1	7
Lost Time	0	7
Non-Industrial (not work related)	2	3
Under Investigation	0	1
Confirmed Work Related COVID	0	19
Other	5	122
Totals	**11**	**231**

Program Strategic Goals	Progress Towards Goal
1. Identify current business processes	TBD
2. Maximize business efficiency with the	TBD
3. Provide better communication	TBD

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

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

Division Description

Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.

Business Services

Activity	Requested	In-Progress	Processed	Processed YTD
Purchase Orders	204		204	2636
Contracts	20	7	13	231
Leases	0	16	0	10
Requests for Proposals	0	2	1	25

Business Services Projects

Description	*% Completed*	*Comments*
Energy Subcontractor	*80*	*Preparing contract*
Design Build Sports Field Lighting FHCC	*70*	

Data Services

Activity	Requested	In-Progress	Processed	Processed YTD
Dynamic 365 Fixes	0	0	0	0
Dynamic 365 Enhancements	0	0	0	2

Projects

Universal Intake	Develop intake for programs that don't have an electronic process.	60%	60%
Volunteer Management	Track and manage volunteers working within the agency.	100%	100%
Contract Management System	Track and manage contracts within the Agency	90%	90%
In-kind Management	Application is used to track the total number of in-kind hours with built in automation. This application will eliminate the current paper process.	70%	70%
CalAIM - KHS	New grant form Kern Health Systems for the CALAIM funding. IS part is to generate flat files used to data upload and verifying SFTP is working correctly.	70%	70%
Case Management Application	Designed with the Student Case Management grant in mind, will allow case managers to have assessments and track student progress with Dynamics.	100%	100%

Community Action Partnership of Kern
Monthly Report 2022

Facilities				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Facility Work Orders	219	305	201	3310
Construction Projects				
Head Start Expansion		Harvey Hall, Pete Parra, Sterling, & Martha J Morgan	98%	
Food Bank Expansion		Roof application completed, Mechanical openings framed, Continue Site Concrete	63%	
Major Maintenance Projects				

Information & Technology				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Help Desk Work Orders	198		177	2873
Information & Technology Projects				
Description		*% Completed*	*Comments*	
iPad upgrades		*65*		
Network upgrades		*90*		
Firewall upgrades		90		

Risk Management		
Workers Compensation Claims	**Reported**	**Reported YTD**
First Aid (Reported only)	8	57
First Aid	2	16
Medical Treatment	2	11
Modified Duty	0	7
Lost Time	0	7
Non-Industrial (not work related)	1	4
Under Investigation	0	1
Confirmed Work Related COVID	0	19
Other	7	109
Totals	**20**	**231**

Program Strategic Goals	Progress Towards Goal
1. Identify current business processes associating standard level agreements and priorities.	TBD
2. Maximize business efficiency with the existing technology.	TBD
3. Provide better communication surrounding operations.	TBD

Program Highlights



Administration

Grant Development

CAPK Foundation

Outreach & Marketing

2-1-1 Kern Call Center

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

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

Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	14,723	205,467	220,000	80%	93%
Facebook Impressions (i.e., number of times users see content)	55,132	610,054	500,000	132%	122%
Other Social Media Impressions	9,459	140,063	145,000	78%	97%

Outreach Advocacy	Outreach Special Projects
Developed team and registered for CalCAPA Legislative Day.	Health net truck donation press conference event at the food bank.
Tracked November elections results and updated Executive leadership to prepare for CAPK board	Working alongside HeySalty to prep information for 2022 annual report.
Participation with Kern Alliance of Non Profits	Holiday Food Drive with KGET
	Thanksgiving Luncheon at M street
	Food Drive at Walmart in partnership with JJO Charities
	Provided photos for SFP boxing with Kern Health Systems and Wonderful farms.
Grants In Progress/Research	**Projects**
	Continuation of DEI committee organization by chair, Savannah Maldonado.
Community Services Block Grant (CSBG)	**Process Improvement (i.e., ROMA, PCDD)**
Continue bi-weekly meetings with Wipfli re CDP	
Monthly Meetings with Wipfli - Client Data Platform and review of PRE program metrics (NPIs and SRVs)	Recertification Training - ROMA P. Ram
Bi-Monthly CSBG Training	

Foundation	
Attended Friendship House Advisory Board Meeting	Completed all donation reporting for Aug-Nov, 2022
Attended CalCAPA Conference	Attended Bakersfield Chamber Mixer
Began training of new CRM, Aplos	Developed Informational Marketing Flyer for Oasis

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Customer Relationship Management Projects,	Volunteer Management CRM is continuing to operate
2. Increase grant development and marketing activities, which are aligned with the 2021-25 Strategic Plan.	Working alongside Marketing Firm to start planning for next year.

3. Agency-level adoption of Results Oriented Management & Accountability (ROMA) and Patient-Centered Data Driven Principles to programmatic and operational use.	ROMA Training - Cohort + Goal 5 In Progress

Program Highlights

Community Action Partnership of Kern
Monthly Report 2022

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

Program Description

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

Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	13,759	219,226	220,000	75%	100%
Facebook Impressions (i.e., number of times users see content)	30,082	640,136	500,000	72%	128%
Other Social Media Impressions	10,678	150,741	145,000	88%	104%

Outreach Advocacy	Outreach Special Projects
Developed team and registered for CalCAPA Legislative Day.	Attended shopping experience with FHCC student who was sponsored by the Westchester Kiwanis.
Tracked November elections results and updated Executive leadership to prepare for CAPK board appointments.	Assisted with volunteer check in, photos, and social media highlights for BCHS Serve Day at the CAPK Food Bank.
Developed 2023 Outreach Calendar and Plan	Developed CEO Holiday Christmas message.
Invited Elected officials to May 5 Food Bank expansion ribbon-cutting.	Attended M Street Holiday Luncheon.
	Assisting CAPK foundation with collateral development for mixer launch.
	Development of truck rebranding for CAPK Food Bank.
	Launch of new CAPK Food Bank logo.
	Hosted media event recognizing Health Net vehicle donation
	Hosted KGET Food Drive
	Provided social media coverage and photos of M Street Thai

Grants In Progress/Research	Projects
Parents as Teachers and Differential Response Grant under Kern County Network for Children	Continuation of DEI committee organization by chair, Savannah Maldonado.
Community Development Block Grant (CDBG) and HOME Tenant-Based Rental Assistance under the	Continued Vaccine Equity Project and transitioned into second year of grant.
	Continued Food Insecurity Assessment. GIS Consultant

Community Services Block Grant (CSBG)	Process Improvement (i.e., ROMA, PCDD)
Preparing for end of year (2022) Annual Reporting	Pritika Ram -- Recertified ROMA Implementer
	ROMA Implementers course in January of 2023

Foundation	
Submitted grant for $5,000 for Citizens Bank	Attended Downtown Business Association Mixer
	Attended Kern Tax Association Annual Luncheon
Held meeting for Food Bank Ribbon Cutting	Attended Bank of America Reception

Community Action Partnership of Kern
Monthly Report 2022

Booked venue and set date for Foundation mixer	Met with VITA to develop fundraising plan
Explanation (Over/Under Goal Progress)	
Program Strategic Goals	**Progress Towards Goal**
1. Customer Relationship Management Projects, including Volunteer Management, inter-agency Referral Management, and contract management.	Volunteer Management CRM is continuing to operate hours are be tracked through the portal. As well as training and a check in will be completed in January to assess if staff are doing well.
2. Increase grant development and marketing activities, which are aligned with the 2021-25 Strategic Plan.	Working alongside Marketing Firm to start planning for next year.
3. Agency-level adoption of Results Oriented	ROMA Training - Cohort + Goal 5 In Progress
Program Highlights	

Community Action Partnership of Kern
Monthly Report 2022

Month	November-22	**Program/Division**	2-1-1 Call Center Program
Division/Director	Pritika Ram, CBDO	**Program Manager**	Jennifer Jordan
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The 2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. The 2-1-1 Kern has a database of 1,500 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org. The program has over 15 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Kings, Tulare, Stanislaus, Fresno, and Madera through the United Way partnerships.

Most Requested Services	Homelessness Programs	Utility Service Payment Assistance	Food Pantries
Top 3 Unmet Needs	Homelessness Programs	Rental Payment Assistance	Holiday Programs

Information and Referral Services Calls Handled	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Kern County (SRV 7c)	7,633	83,537	90,000	102%	93%
Kings County (SRV 7c)	224	2,449	4,000	67%	61%
Tulare County (SRV 7c)	557	7,517	18,000	37%	42%
Stanislaus County (SRV 7c)	693	7,827	19,200	43%	41%
Fresno & Madera	1,212	21,185	20,000	73%	106%
Merced & Mariposa (*effective March 2022*)	41	437	500	98%	87%
Total I&R Calls Handled	**10,360**	**122,952**	**151,700**	**70%**	81%

Staffing vs. Call Volume	**Current Staff**	**Staff Needed Per Call**	**Staff Over/ Short**
2-1-1 staff designated for calls handled across all counties contracts with the expectation of 42 calls per staff for an 8-hour shift.	13	1.8	**(10.08)**

Grant Funded Services	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
CalFresh Application (SRV 7b & SRV 7c)	9	134	300	36%	45%
Medi-Cal Application (SRV 7b & SRV 7c)	10	78	100	120%	78%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)	27	264	300	108%	88%

2-1-1 Website Visitors	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Duplicated Visitors *(i.e., accessing 2-1-1 e-services and database resources)*	22,933	253,277	225,000	122%	113%

Other Calls	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
LIHEAP (SRV 7b & SRV 7c)	4,058	42,726	45,000	108%	95%
Mental Health (SRV 7c)	240	2,471	3,700	78%	67%
Health and Human Service Referrals	7,427	78,920	110,000	81%	72%
Total Other Services	11,725	124,117	158,700		

Explanation (Over/Under Goal Progress)

The team was pleased to have a successful month for completing Medi-Cal applications. Annual progress for Tulare is lower than expected. In meeting with the Tulare team, this could be attributed to lower than usual outreach in their area. The Tulare team has shared their outreach efforts are expected to increase.

Program Strategic Goals	Progress Towards Goal
1. Recruitment and Retention of staff	The program recruited three Information & Referral specialists to assist will call handling for all service contracts, staff is expected to be fully onboarded in December.
2. Contract Retention	The program has renewed a 2 year contract for services agreement with United Way of Fresno County for 2-1-1 call handling services. The program has entered into a 3 year contract for services agreement with 2-1-1 Los Angeles County to participate in the CA vs. Hate Hotline project, 2-1-1 Kern will provide a safe space and resources for individuals who have experienced hate incidents.
3. AIRS call type reporting	Homelessness Assistance- 59, Information & Referral- 1,072, Provider/Partner Agency- 2, Disaster-Coronavirus-3, MH/Crisis-2

Program Highlights

2-1-1 Kern secured the renewal of the United Way Fresno Madera contract with the enhanced fee schedule.

Community Action Partnership of Kern
Monthly Report 2022

Month	December-22	Program/Division	2-1-1 Call Center Program
Division/Director	Pritika Ram, CBDO	Program Manager	Jennifer Jordan
Reporting Period	January 1, 2022 - December 31, 2022		

Program Description

The 2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. The 2-1-1 Kern has a database of 1,500 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org. The program has over 15 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Kings, Tulare, Stanislaus, Fresno, and Madera through the United Way partnerships.

Most Requested Services	Utility Service Payment	Homelessness Programs	Food Pantries
Top 3 Unmet Needs	Holiday Programs	Rental Payment Assistance	Homelessness Programs

Information and Referral Services Calls Handled	Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County (SRV 7c)	4,050	87,587	90,000	54%	97%
Kings County (SRV 7c)	220	2,669	4,000	66%	67%
Tulare County (SRV 7c)	655	8,172	18,000	44%	45%
Stanislaus County (SRV 7c)	763	8,590	19,200	48%	45%
Fresno & Madera	1,484	22,669	20,000	89%	113%
Merced & Mariposa (*effective March 2022*)	73	510	500	175%	102%
Total I&R Calls Handled	**7,245**	**130,197**	**151,700**	**79%**	86%

Staffing vs. Call Volume	Current Staff	Staff Needed Per Call	Staff Over/ Short
2-1-1 staff designated for calls handled across all counties contracts with the expectation of 42 calls per staff for an 8-hour shift.	14	1.2	**(2.35)**

Grant Funded Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)	12	146	300	48%	49%
Medi-Cal Application (SRV 7b & SRV 7c)	2	80	100	24%	80%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)	18	282	300	72%	94%

2-1-1 Website Visitors	Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated Visitors *(i.e., accessing 2-1-1 e-services and database resources)*	20,493	273,770	225,000	109%	122%

Other Calls	Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)	3,472	46,198	45,000	93%	103%
Mental Health (SRV 7c)	325	2,796	3,700	105%	76%
Health and Human Service Referrals	7,726	86,646	110,000	84%	79%
Total Other Services	11,523	135,640	158,700		

Explanation (Over/Under Goal Progress)

The team has exceeded the goal of 20,000 handled calls for Fresno and Madera Counties. In discussion with Fresno/Madera, they anticipate the volume of calls to increase as they enhance marketing efforts in their area.

Program Strategic Goals	Progress Towards Goal
1. Recruitment and Retention of staff	The 2-1-1 team onboarded two I&R's.
2. Contract Retention	The program continues to have strong partnerships to maintain current contracts.
3. AIRS call type reporting	Homelessness Assistance- 78, Information & Referral- 974, Provider/Partner Agency- 1, Disaster-Coronavirus-3, MH/Crisis-1

Program Highlights

The 2-1-1 Kern program successfully secured AIRS Re-Accreditation for another 5 years.

Application Status Report
November and December of 2022

Funder	Name	Description	Amount Requested	Amount Awarded	Status
Sierra Health Foundation	California Equitable Recovery Initiative	CBOs will use the funding to address underlying inequities in the social determinants of health that have contributed to disproportionate harm from the Coronavirus among priority communities. Abandoned: Not Eligible.	$ 300,000.00	$ -	Abandoned
California Department of Parks and Recreation, Office of Grants and Local Services	Outdoor Recreation Legacy Partnership (ORLP)	Low-income communities with little to no access to publicly available, close-by, outdoor recreation opportunities in urban areas (i.e., amphitheater, access infrastructure within the project area). Abadoned: Not Eligible.	$ 1.00	$ -	Abandoned
No Kid Hungry	Coordinating SNAP & Nutrition Support (CSNS) 2.0	Scope should address food access/nutrition to support streamlined access to and co-enrollment between SNAP and other supports. Abadoned: Lack of partnerships established for the application.	$ 750,000.00	$ -	Abandoned
US Internal Revenue Service (IRS)	Volunteer Income Tax Assistance (VITA) Matching Grant	The Volunteer Income Tax Assistance (VITA) grant program is an IRS initiative designed to support free tax preparation service for the underserved through various partner organizations. This service helps low- to moderate-income individuals, persons with disabilities, the elderly, and limited English speakers file their taxes each year. IRS awards matching funds to these support organizations that offer free tax preparation services during the tax filing season at locations in all 50 states, Puerto Rico and the District of Columbia.	$ 244,686.00	$ 244,686.00	Awarded
Bank of the West	2022 Bank of the West Community Contribution	Bank of the West Charitable Investments Program - M Street Navigation Center. Employment and Job Readiness.	$ 25,000.00	$ 25,000.00	Awarded
Bakersfield West Rotary-Stroope Family Foundation	Bakersfield West Rotary Community Grant	To upgrade and improve the basketball court at CAPK's Shafter Youth Center by purchasing electric-powered winches and operating switches for the (2) retracktable basketball backstops.	$ 5,000.00	$ 5,000.00	Awarded
California Coastal Commission	Whale Tail Grants Program	Project funds will be utilized to give FHCC and SYC at-risk children from FHCC and SYC residing in the economically challenged areas of southeast Bakersfield and Shafter California new knowledge, curiosity, appreciation and respect for marine life and ecosystems	$ 11,003.00	$ -	Pending
Bank of America	Hunger and Employee Health (COVID 19 Vaccine	Bank of America - Employee Participation to promote COVID 19 Vaccines and Booster Shots. For each of our teammates who receive a flu shot	$ 25,000.00	$ -	Pending
City of Bakersfield	Community Development Block Grant	Solar installations at Friendship House Community Center	$ 522,385.00	$ -	Pending
City of Bakersfield	HOME	Tenant-Based Rental Assistance for 100 low-income community members with an Area Median Income at or below 60%	$ 1,908,840.00	$ -	Pending
Kern County Network for Children	Parents as Teachers	Funding to create an East Kern Hub that provides Parents as Teachers services out of OFRC and EKFRC	$ 478,364.00	$ -	Pending

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Grant	**CAPK Program**	EKFRC and OFRC
Funding Agency	Kern County Network for Children	**Project Name**	East Kern Differential Response
CFDA	N/A	**Target Population**	Low-Income Residents from East Kern
Reapplication (Y/N)	N	**Number to be served**	400
Estimated Request	628,062	**Division Director**	Freddy Hernandez
Award Period	2023-27	**Program Manager**	Eric Le Barbe and Anna Saavedra
Project Goal (One sentence goal statement)			
Provide Differential Response services in East Kern.			
Project Description (Brief one paragraph description)			
The goal with this proposal is to establish a Differential Response Program at our East Kern Family Resource Center in Mojave, and our Oasis Family Resource Center in Mojave. This proposed project will expand access to much-needed resources, services and supports for families in this region by a.) utilizing the "Strengthening Families" approach in our service deliver efforts and b.) creating multi-system collaboration of area partners and systems of care offering evidenced based prevention-education.			
Estimated Budget Summary			
A total of 628,062 was requested for personnel, office and computer supplies, printing/postage, program specific audits, travel, utilities, and client services.			
Recommendation			
Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.			

Approvals:

1. Division Director Date
2. Chief Business Development Officer Date
3. Chief Program Officer Date
4. Chief Financial Officer Date
5. Chief Executive Officer Date

Date Presented / Approved:

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

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	State	**CAPK Program**	East Kern FRC and Oasis FRC
Funding Agency	CA Department of Healthcare Services	**Project Name**	Parent and Caregiver Support
CFDA	N/A	**Target Population**	Parents and Caregivers
Reapplication (Y/N)	N	**Number to be served**	TBA
Estimated Request	$400,000	**Division Director**	Freddy Hernandez
Award Period	May 1, 2023 – May 31, 2025	**Program Manager**	Anna Saavedra and Eric Le Barbe
Project Goal (One sentence goal statement)			
The goal for this project proposal is to promote positive social and emotional development for children/youth with, or at risk of, developing behavioral health conditions.			
Project Description (Brief one paragraph description)			
This project proposal intends to expand current parenting class efforts from the East Kern FRC and Oasis FRC provides to the East Kern region with evidence-based practices. Parenting classes are aimed to teach parents positive reinforcements for their children's developmental growth. Additionally, this project will provide funding availability for training and credential purposes. This project proposal will strengthen child and parent/caregiver relationships, improve emotional challenges, strengthen positive parenting practices, and reduce health disparities by providing equitable access to services to parents and caregivers with at-risk children.			
Estimated Budget Summary			
We will request the full funding amount permitted - $400,000. This quantity will be used for all program and indirect expenses.			
Recommendation			
Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.			

Approvals:

1. Division Director Date

2. Chief Business Development Officer Date

3. Chief Program Officer Date

4. Chief Financial Officer Date

5. Chief Executive Officer Date

Date Presented / Approved:

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

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Grant	**CAPK Program**	EKFRC and OFRC
Funding Agency	Kern County Network for Children	**Project Name**	East Kern Parents as Teachers
CFDA	N/A	**Target Population**	Low-Income Residents from East Kern
Reapplication (Y/N)	N	**Number to be served**	400
Estimated Request	$478,364	**Division Director**	Freddy Hernandez
Award Period	2023-27	**Program Manager**	Eric Le Barbe and Anna Saavedra
Project Goal (One sentence goal statement)			
Establish an East Kern Hub that delivers a Parents as Teacher program from our Family Resource Centers.			
Project Description (Brief one paragraph description)			
Our goal with this proposal is to establish a Parent as Teachers Program at our East Kern Family Resource Center in Mojave, and our Oasis Family Resource Center in Ridgecrest. The program design includes two overarching elements: a Home Visiting component and the implementation of center-based classes for the Nurturing Parenting curriculum. Through the PAT program, CAPK will provide access to comprehensive cognitive, intellectual, mental health, and nutritional needs with the overall goal of providing a safer place for children who have experienced neglect or abuse.			
Estimated Budget Summary			
A total of $478,364 was requested for personnel, office and computer supplies, printing/postage, program specific audits, travel, utilities, and client services.			
Recommendation			
Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.			

Approvals:

1. Division Director Date
2. Chief Business Development Officer Date
3. Chief Program Officer Date
4. Chief Financial Officer Date
5. Chief Executive Officer Date

Date Presented / Approved:

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

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
November / December 2022

Funding Type	Private	**CAPK Program**	Food Bank
Funding Agency	Bank of America	**Project Name**	Hunger and Employee Health
CFDA	N/A	**Target Population**	N/A
Request	$25,000	**Division Director**	Susana Magana
Award Period	TBA	**Program Manager**	Kelly Lowery
Description	This proposal aims to utilize funds to cover renovation costs of the Food Bank lobby entrance.		

Recommendation	Staff recommends approval to submit the small funding application(s) up to $50,000 per year, and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Date Presented/Approved

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

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** November 2022
Program/Work Unit: Head Start/Early Head Start	**Program Administrator:** Robert Espinosa
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Funded Enrollment	Reportable Enrollment	Percentage	Disabilities	Over Income 131%+ up to 10% 101—130% Up to 35%
Head Start • 8 Classrooms Fully Closed	**1317** 155	**864**	**65%**	**3%**	**3%** **6%**
Early Head Start • 15 Classrooms Fully Closed/ 9 Classrooms Partially Closured	**908** 133	**584**	**64%**	**9%**	**6%** **5%**

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	163	**240**

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
596	105	44	77

HIGHLIGHTS: 10 staff were onboarded, and there were three days of interviews for three open requisitions. Additionally, there were 11 resignations.

Program Update & Compliance

Kern:
11/1/2022- CLASS assessments began and will continue until 1/6/2023.
11/5/2022- Rebound The MLK Community.
11/17/2022- Attendance Summit & Resource Fair.
11/20/2022- California Holiday Toy Food Drive CAPK.
11/28/2022- During the week of the 28th, training was provided to FSWs regarding inclusion and family engagement. Administrative staff received Brain Fit training.

Partnership:
11/7/2022- Taft College center had an unannounced licensing visit which resulted in no deficiencies.
11/8/2022- Bakersfield College had their annual licensing visit which also resulted in no deficiencies.
11/21/2022- During the last week of November, Escuelita Hernandez center is collaborating with OMNI Health to offer on-site dental screenings for enrolled children.

SJC:
11/12/22- Recruitment event at Hoover K-12 SUSD school
11/4/22- Recruitment at Lodi Community Center
11/9/22- Loose Parts Inspiring Play in Young Children training for teaching staff and Site Supervisors
11/15/22- Recruitment at "Building Blocks" Victor CA.
11/15/22- WIC clinic- Stockton, CA
11/18/22- Closed Walnut center
11/21/22- Lathrop- new center open
11/30/22- Northeast Community Center
11/30/22- Lincoln Park and WIC clinic at Tracy

Compliance:
Construction was completed at Pete H Parra and Harvey Hall. Staff will be submitting licensing packets to increase capacity at both locations.

Central Kitchen November 2022				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Center Totals	**54,159**	20,602	16,741	16,816

CACFP						
October 2022						
Total Meals Delivered			**Meals Allocated**		**# of Meals Served**	**% of Meals Served**
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
58,502	9,576	68,078	30,915	37,163	46,668	67%

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** December 2022
Program/Work Unit: Head Start/Early Head Start	**Program Administrator:** Robert Espinosa
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Funded Enrollment	Reportable Enrollment	Percentage	Disabilities	Over Income 131%+ up to 10% 101—130% Up to 35%
Head Start • 8 Classrooms Fully Closed	**1317** 155	**870**	**66%**	**3%**	**3%** **6%**
Early Head Start • 17 Classrooms Fully Closed/ 8 Classrooms Partially Closured	**908** 144	**585**	**64%**	**8%**	**6%** **5%**

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	157	**240**

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
584	117	27	51

HIGHLIGHTS: 17 staff were onboarded, and there were nine days of interviews for seven open requisitions for center positions. Additionally, there were 7 resignations and one retirement.

Program Update & Compliance

Kern:
12/1- Application intake at Enrollment and Attendance office.
12/1- ERSEA Training for Manager and Coordinators
12/6- Meeting with BC volunteers regarding employment opportunities
12/7- Home Visiting Program Training
12/8- Partnership Training
12/12-12/16- Family Engagement Conference in Dallas, Texas- Four Policy Council parents participated.
12/15- Recruitment and Selection Plan meeting

Partnership:
- Quarterly Ready Rosie workshop conducted.
- To ensure compliance, Health and Safety and Center Monitoring was conducted at Garden Pathways, Escuelita Hernandez, Blanton Academy and Taft College.

SJC:
12/6- WIC recruitment event
12/9- Valley Mountain Regional Center recruitment
12/9- Victory Park Recruitment
12/10- YMCA Winter Bash Event
12/11- Christmas on Main Street Event.
12/16, 19, and 21st - Staff Development

Program:
Licensing packets have been submitted to increase the total amount of toddler children we can serve at Harvey L. Hall and Pete H. Parra Child Development Centers.

Central Kitchen December 2022				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Center Totals	**47,862**	18,146	15,011	14,705

Highlights: Equipment for Pete Parra and Stockdale HS center arrived. The Pete Parra kitchen should be ready for service once dishwasher is installed.

CACFP						
November 2022						
Total Meals Delivered			**Meals Allocated**		**# of Meals Served**	**% of Meals Served**
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
54,159	8,208	62,367	31,773	30,594	30,915	57%

MEMORANDUM

To: Program Review & Evaluation Committee

From: Robert Espinosa, Program Design and Management Administrator

Date: January 11, 2023

Subject: *Agenda Item 5d*: 2023-2024 Program Planning Calendar – **Action Item**

The Head Start/State Child Development Division is requesting approval of the annual Program Planning Calendar. The Program Planning Calendar is based on the funding cycle commencing on March 1, 2023. The intent of the program is to continue to provide a comprehensive service delivery plan that supports school readiness for children ages 0-5. These programs are funded by CDE, OHS, and USDA. This calendar will guide CAPK's initiatives in managing the development, implementation, and evaluation of early learning theories. The calendar includes a list of activities and persons responsible, timelines, and governing bodies involved in the decision-making process.

This program supports state and county efforts to improve communities by promoting educational opportunities that enrich the lives of children and their families. Upon approval, the Head Start/State Child Development Division will begin priority-based initiatives noted for January and February.

Attachment:
2023-2024 Program Planning Calendar

Community Action Partnership *of* Kern
Head Start and State Child Development Division
2023 Program Planning Calendar for Grant Application Due December 1st
Funding Cycles: 3/1/2023 – 2/28/2024

Planning Activity	**Persons Responsible/ Team Leader**	**Timelines**	**Governing Bodies Involved**	**Governance Timelines**	**Governance Action Type**
Written Planning Procedure • Identify the planning team • Review & update planning calendar	Program Design and Management Administrator & Assistant Director Program	January – February	Policy Council Board of Directors	March	Approval Approval
Recruitment Plan and Selection Criteria/Training • Based on Community Assessment • Develop selection criteria (requires PC approval) • Develop Recruitment Plan • PC/BOD Annual Training	PDM Administrator; Audit & Enrollment Committee; Community Partners; Program Parents	October – November	Policy Council Board of Directors	January	Approval Approval
Self-Assessment • Identify strengths & areas needing improvement • Develop Corrective Action Plans	Quality Assurance Administrator, ED & SS Administrator	January – May	Policy Council Board of Directors	May	Approval Approval
Comprehensive Data Analysis • Community Assessment • Child outcomes • Child assessments • CLASS assessments • ITERS & ECERS • Family Services data • CCR • Health data • Evaluate Staffing Data • Budget vs. actual expenditures • Non-Federal share • Parent surveys • ERSEA Data	PDM Administrator; ED & SS Administrator; Quality Assurance Administrator; Professional Development Manager, Assistant Directors	March – June			

Community Action Partnership *of* Kern
Head Start and State Child Development Division
2023 Program Planning Calendar for Grant Application Due December 1st
Funding Cycles: 3/1/2023 – 2/28/2024

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
• Disabilities Data *Comprehensive Data Analysis continued…* • Training evaluations • Program Information Report (PIR) • Ongoing monitoring results • Self assessment results May include other data sets relevant for determining community and program needs and strengths					
Program Improvement Plans • Based on data including those from the Self Assessment, PIR, federal review report, etc…	HS Director; Administrative Team	June – July	Policy Council Board of Directors	August	Approval Approval
Program Design & Program Options • Review site locations • Basis for program options • Include in Refunding Application	Administrative Analyst & HS AD Program; Audit & Enrollment Committee	April – May	Policy Council Board of Directors	June	Approval Approval
Goals and Objectives • Identify priorities • Review/revise Head Start and State Child Development division mission statement • Identify long & short term program goals	Administrative Analyst & HS AD Program; Administrative Team; Board of Directors; Policy Council	April – May	Policy Council Board of Directors	June	Approval Approval
Program Information Report (PIR) • Summarize data • Verify data	Quality Assurance Administrator; Administrative Staff	June – August	Policy Council Board of Directors	February	Informational Informational

Community Action Partnership *of* Kern
Head Start and State Child Development Division
2023 Program Planning Calendar for Grant Application Due December 1st
Funding Cycles: 3/1/2023 – 2/28/2024

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
• Input data into online Head Start Enterprise System					
Begin Budget Draft • Include funds to support program goals/ objectives • Involve all divisions that support the requirements of the Head Start program	Finance; Admin Team	June – August			
Program Objectives & Need for Assistance • Draft program narrative	Administrative Analyst; HS AD Program & Administrative Team	June – August			
Training and Technical Assistance Plan • Identify training needs based on the results of data analysis • Indicate outcomes and evaluation of achievement	PDM Administrator; Professional Development Manager	Draft June-Aug Final October	Policy Council Board of Directors	October	Approval Approval
Completed Budget • Final management review & approval	HS Director; CPO: CFO	August			
Completed grant application including: • Program options and design • Program priorities, goals & objectives • Training & Technical Assistance (T/TA) Plan • Line item budget & budget narrative	HS Director; CFO, HS AD Program, Administrative Analyst	October	Policy Council Board of Directors	October	Approval Approval
Approved Grant Application Submitted for funding	Administrative Analyst & HS AD Program	Oct./Nov. 14th			

Community Action Partnership *of* Kern
Head Start and State Child Development Division
2023 Program Planning Calendar for Grant Application Due December 1st
Funding Cycles: 3/1/2023 – 2/28/2024

Planning Activity	**Persons Responsible/ Team Leader**	**Timelines**	**Governing Bodies Involved**	**Governance Timelines**	**Governance Action Type**
Head Start Annual Report	Quality Assurance Administrator; Admin Team	February			

Begin planning cycle for 2024 – February 2025 Program Year

Community Assessment • Collect data • Compile information into written Community Assessment	Administrative Analyst & HS AD Program; Administrative Staff	November – January	Policy Council Board of Directors	March	Informational Informational

MEMORANDUM

To: Program Review & Evaluation Committee

From: Robert Espinosa, Program Design and Management Administrator
Carol Hendricks, Enrollment and Attendance Manager

Date: January 11, 2023

Subject: *Agenda Item 5e*: 2023-2024 Recruitment and Selection Plan – **Action Item**

Head Start Performance Standards require each program annually review and revise, if necessary, its Recruitment and Selection Plan. CAPK engages a committee of staff, parents, and community partners in this process. The committee members come together to review the current plan, make recommendations, and provide feedback on the revisions once discussed.

This year the Recruitment and Selection Plan committee members included staff representing governance, program, enrollment, our partnerships, and administration. In addition, our committee include CAPK Board member, Michelle Jara-Rangel, Bakersfield Police Department Community Liaison Officer Chad Dickson and Community Relations Specialist Rachel Rivera, and Policy Council members Sarita Little and Andrea Flores.

The committee came together for a total of two meetings. During these meetings a review of our Community Assessment was conducted. Additionally, an analysis of the current Selection Criteria point system to ensure our Selection Criteria and Recruitment Plan meet the Head Start Program Performance Standard's requirements to ensure the most vulnerable families/children in our community have an opportunity to enroll.

It is the decision of the committee the current Selection Criteria point system meets each of these criterions. A discussion was held regarding the need to prioritize children with a diagnosed disability (IEP/IFSP) by providing additional points to the category; however, after further investigation it was determined additional points would not make a significant impact in enrolling children with a diagnosed disability. Therefore, no changes to the plan will be made at this time.

Attachment:
2023-2024 Recruitment and Selection Plan

2023-2024
Recruitment and Selection Plan
Community Action Partnership of Kern

1/3/2023

Head Start/State Child Development Division

Recruitment and Selection Plan Committee Members 3

Introduction 4

Methodology 5

Eligibility 6-7

Recruitment 7-9

Selection 10-11

Appendices 12-21

HHS Poverty Guidelines 22

Selection Criteria Verification Form 23-24

RECRUITMENT AND SELECTION PLAN COMMITTEE

BOD and Policy Council Members

Michelle Jara-Rangel	Board Member
Sarita Little	Parent, Policy Council
Susana Barrios	Parent, Policy Council
Andrea Flores	Parent, Policy Council

Community Members

Chad Dickson	Bakersfield Police Department-Community Liaison Officer
Rachel Rivera	Bakersfield Police Department- Community Relations Specialist
Steven Montanio	Kern High School District- Special Education
Daisy Torrez	Kern Health Systems- Marketing Coordinator

CAPK/CEDS Division Staff

Yolanda Gonzales	Executive Director, Head Start
Jerry Meade	Assistant Director of Program
Gloria Barbero	Assistant Director- San Joaquin
Laurie Hughey	Homeless Services Program Administrator
LeTisha Brooks	Program Administrator
Esperanza Contreras	Partnership Administrator
Sylvia Ortega	Quality Assurance Administrator
Carolyn Coffey	Education Support Services Administrator
Robert Espinosa	Program Design & Management Administrator
Elizabeth Williams	Professional Development Manager
Carol Hendricks	Enrollment & Attendance Manager
Maria Guadian	Family Engagement & Inclusion Manager
Mary Ann Mooney	Program Manager
Luz Adams	Program Manager
Janey Felsoci	Program Manager
Rosa Del Toro	Program Manager
Rashi Strother	Education Manager
Alan Rodriguez	Health and Nutrition Manager
Lisa Gonzales	Program Governance Coordinator
Nicole Callahan	Early Head Start Program Coordinator
Sandra Acevedo	Enrollment and Attendance Coordinator
Lorena Juarez	Enrollment and Attendance Coordinator
Theresa Priest	Attendance Coordinator
Jennifer Johnson	CACFP Attendance Technician
Lavar Newsome	Family Service Worker
Alice Duran	Family Service Worker
Rita Fergoso	Family Advocate

INTRODUCTION

Kern and San Joaquin County's Early Head Start and Head Start programs are part of the network of non-profit 501(c) (3) agencies governed by the Community Action Partnership of Kern. Community Action Partnership of Kern has a $55 million annual budget and over 800 employees. Funding is derived from federal, state, local and private sources. In addition to Head Start and Early Head Start, the partnership administers the following programs: State-Funded Migrant and General Child Care, Women, Infants and Children (WIC), Green Energy HEAP & Weatherization, Food Bank, USDA Commodities, Senior Brown Bag, 2-1-1Kern Help Line, VITA, Shafter Youth Center, Home Visiting Program, CalFresh Healthy Living, East Kern Family Resource Center, M Street Navigation Center, Coordinated Entry System, and Friendship House Community Center.

The purpose of the annual Recruitment and Selection Plan is to form a plan that is based on the CAPK Community Assessment, to maintain adequate waiting lists that will assist Head Start in maintaining constant full enrollment and establish criteria for enrolling those children and families who will most benefit from Head Start and Early Head Start services when enrollment opportunities become available. The plan is required by Head Start Program Performance Standards at CFR 1302.

The process for annual revision of this plan is described in Head Start/State Child Development Division procedures and involves parents, Policy Council, staff, and community partners. In accordance with the Head Start Program Performance Standards, the Policy Council, and the Board of Directors, reviews and approves the plan. The Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) management team designs and carries out the annual training prior to recruitment kick-off.

The Head Start Kern grant is funded to serve 1,317 Head Start (HS) children and 908 Early Head Start children (EHS), including women who participate in our EHS-Pregnant Woman Program through Home Base. Since July 1, 2022, 963 children were served in Head Start, and 790 in Early Head Start in our programs.

METHODOLOGY

The Recruitment and Selection Plan Committee was assembled with the intent of including the perspectives of the diverse areas of Kern County's 8,000 square miles, as well as the San Joaquin County communities.

Management of the Kern County Head Start and Early Head Start programs is divided into regions, each of which receives oversight by a Program Manager. Each Program Manager was asked to participate as representation for their region. Head Start Policy Council members were also invited. Community members representing foster children, children with disabilities, homeless families, and families receiving public assistance were invited to appoint representatives to the committee.

The Recruitment and Selection Plan Committee met on November 17, 2022, and December 15, 2022. The committee members participated in open discussion; identifying community needs based on Community Assessment. The discussions also included a review of the 2022-2023 Selection Criteria as well as the 2022-2023 Recruitment and Selection Plan. The Plan includes excerpts from the Head Start Program Performance Standards and from the Head Start Act for School Readiness.

At the meeting, information was shared about the purpose of the Recruitment and Selection plan. There were six sections of the 2022 Community Assessment reviewed. Additionally, committee members were advised of the importance of their work, as some data points may guide recruitment efforts throughout the counties in the coming year, as well as determine selection priorities for which children are enrolled. Committee were asked to review the two documents provided to them, and freely discuss the ideas of the priorities they would like to see established. They were informed the Recruitment and Selection Plan is required to be based on the needs identified in the community assessment.

Committee members engaged in the task of shepherding a new Recruitment and Selection Plan during the planning session. They examined the priorities established by the 2021/2022 Recruitment and Selection Plan. The primary discussion was regarding meeting the Office of Head Start's requirement of 10% of children with a diagnosed disability and the options available to increase enrollment for the category. After further research, it was determined there would be no significant difference in enrollment if the eligibility points increased; therefore, no changes were made. What follows is the result of their examination of the needs and strengths of the communities served.

Eligibility

The Head Start Program Performance Standards set a minimum percentage for the number of enrollees with diagnosed disabilities and a maximum percentage for the number of enrollees from over income families.

- At least, 90 percent of enrollees must be Income/Public Assistance eligible based upon federalguidelines, in foster placement or homeless.
- No more than 10 percent of enrollees may be over income according to federal poverty guidelines, unless categorically eligible.
- The Head Start Act of 2007 provided that if the annual community assessment were to find the low-income families in the area have already been served, CAPK could request Office of Head Start approval to serve up to 35 percent of its enrolled children from families up to 130 percent of the federal poverty guidelines, in addition to the ten percent noted as allowable above.
- No less than 10 percent of EHS and HS enrollees must be children with a diagnosed disability and a verified Individualized Family Services Plan (IFSP) or Individualized Education Plan (IEP).

Eligibility Categories

The Head Start Program Performance Standards and the Head Start for School Readiness Act establishes family eligibility categories.

McKinney-Vento Eligible Children (Homeless Children)

Homelessness has been a continual issue in Kern and San Joaquin County due to the economy. The Office of Head Start recognized the importance of providing services to homeless families as they are the "neediest-of-the-needy."Homeless families are categorically eligible for Head Start and are considered a priority for services. Based on data tabulated by Kidsdata.org, there are an estimated 9,882 children homeless at any point during the 2018 school year in Kern and San Joaquin County. CAPK has reported in the first part of the 2021-2022 School Year, 61 homeless children and their families have been provided services.

Children with Disabilities

Head Start Performance Standards require a minimum of 10% of the funded enrollment of both Head Start and Early Head Start being children with disabilities (IEP/IFSP). The California Department of Education reported a total of 4,547 children under 5 years of age enrolled in Kern and San Joaquin County Special Education Programs in 2018. In thefirst half of the 2021-2022 School Year, CAPK reports serving 215 children with a diagnosed disability.

Foster Placement

Foster placement is a high priority for selection at Head Start. According to kidsdata.org, in 2018, there was a reported total of 941 children 5 years old and under in fostercare in Kern and San Joaquin County.

Income/Public Assistance eligible (low income) per federal poverty guidelines

Based on the most recent update to the 2021 Community Assessment, it was determined 70,269 children in Kern County and 52,388 in San Joaquin County are under the age of 5. Additionally, an estimated 22,524 of children in Kern County lived in poverty and 89% of children 0-5 lived in communities served by CAPK. When it comes to San Joaquin County, there are approximately 6,178 that were age and income eligible.

Based on that number, 31.1% of those children under the age of 5 are living below the federal poverty level; that means, there is an estimated 22,524 children that are Income/Public Assistance eligible for Head Start and Early Head Start currently residing in Kern County and 6,178 in San Joaquin County. During the first half of the 2021-2022 School Year, 1,384 of those served are categorized as Income/PublicAssistance eligible in both Kern and San Joaquin County.

Over income who meet the program selection criteria

Although it has been stated more than 27,000 children are Income/Public Assistance eligible for services in Kern County, the agency can provide services to 10% of the funded enrollment that exceed the income requirements of the program, at any given time. Generally, these slots are saved for those children that have disabilities but may be over income for the program or for centers in locations that struggle with securing Income/Public Assistance eligible families. During the first part of the 2021-2022 School Year, CAPK reports serving 240 over income families.

Recruitment

Children with diagnosed disabilities

At least ten percent of all children enrolled in Head Start and Early Head Start are diagnosed with disabilities and qualify for special education services. To support recruitment efforts, collaboration, and open communication is maintained with the Special Education Local Plan Area/ Local Education Agencies (SELPA/LEA) and Kern Early Start Services, as well as with the Valley Mountain Regional Center (VMRC) in San Joaquin County. Activities to continue this collaboration include:

- Attending IFSP/IEP meetings with prospective families referred by school districts or other agencies.
- Provide flexible/modified attendance schedules (Dual Enrollment).
- Establishing a relationship with the local School Districts Special Education Department.
- Establishing a relationship with the Special Education Preschools, on-site direct outreach efforts to groups affiliated with accommodation, accessibility, and awareness issues in our communities.
- Participating on the Kern Early Start Services Advisory Committee and Valley Mountain Regional Center (VMRC) in San Joaquin.
- Providing specific materials for recruitment of children with disabilities.
- Participating on the Kern County Superintendent of Schools SELPA/LRE (Special Education Local Plan Area/Least RestrictiveEnvironment) Committee.
- Participating in MVCCP-Medically Vulnerable Care Coordinator Project.

Head Start/State Child Development Division will provide information to the following regarding services for children with diagnosed disabilities:

- Private early childcare agencies that do not accept children with disabilities.
- Farmers' Markets, Fairs, Carnivals, Craft Shows, etc.
- Hospitals, doctors' offices, dentists' offices, the Health Department, and low-income clinics.
- Kern Regional Center and H.E.A.R.T.S. Connection.
- Search and Serve
- Valley Achievement
- San Joaquin County Office of Education
- Community Connection for Child Care will flag our program as "accepting children with disabilities."
- MOU with Department of Human Services to recruit in the lobby of the main office.
- Health Fairs or other community events geared toward families of children with disabilities.
- MOU and referral process between San Joaquin VMRC and Head Start San Joaquin.

Recruitment Strategies

Children and families are recruited throughout Kern and San Joaquin County; Kern County was established as the Partnership's service area beginning in 1965 and San Joaquin County in 2015.

The Partnership maintains an active, year-round recruitment process designed to reach Kern and San Joaquin County families eligible for services. Head Start's recruitment plan is based upon information from:

- Community Assessment Data drawn from a wide variety of sources
- Self-Assessment Data
- Individual Center Recruitment
- Community Partners
- Program Information Report Data

Recruitment is everyone's responsibility. It's also the responsibility of all Head Start/State Child Development Division employees to maintain 100 percent enrollment each school year. Through the dedicated efforts of parents and staff all program options must, always beginning on day one and, thereafter, maintain full enrollment and prioritized waiting list. In effort to recruit year-round, Head Start participates in many recruitment events as well as creating events in areas where community events are lacking.

Recruitment efforts are all-inclusive for all program options, and include the following:

- Initial Spring recruitment focuses on enrollment for the upcoming school year.
- Word of mouth recruitment through parents, volunteers, program staff, agency staff and community partners.
- Collaborative efforts with community events and agencies to coordinate ongoing recruitment opportunities, ensuring adaptation of outreach materials for local cultures and languages.
- Close collaboration with Special Education Local Plan Area/Local Education Agencies (SELPA/LEA), Kern Early Start Services, and other community groups, and medical professionals to keep communication open for services available for children with special needs and/or diagnosed disabilities.
- Application clinics, in-home application appointments, on-site or Head Start's office application appointments; and whenever possible assistance to walk-in parents to complete applications.
- Collaborating with media outlets to advertise the availability of Head Start services.
- Collaboration with Bakersfield Police Department's Community Resource Division.
- Year-round recruitment efforts.
- Memo of Understanding (MOU) with community agencies to provide on-site assistance to

- McKinney-Vento eligible children/families, domestic violence victims, child protective services and other families in need.
- Private sector child development programs.
- MOU with the Department of Human Services to recruit in the lobby of the main office in Bakersfield, where applications can be completed during the work week on a consistent basis.
- Collaboration with CAPK WIC and San Joaquin WIC.
- Nutrition and Child Support services in San Joaquin County.
- Create events at each individual center to draw attention to what Head Start does for the families in each neighborhood/community.
- Have a CAPK Community Resource event that promotes Head Start as well as other CAPK programs that provide services to low-income families.
- Provide recruitment materials and information to the 50 Head Start Dental providers.
- Provide recruitment materials and information to the CHDP providers.
- Utilize technology and social media
- Rebranding from Child Education and Development Services to Head Start services.
- Utilize CAPK Outreach department to maximize recruitment efforts county-wide.

Recruitment Strategies are individualized by the local community

Local recruitment is planned, carried out, monitored, and evaluated based on recruitment plans created by each Head Start center in collaboration with the Enrollment and Attendance Department. Local and site-based recruitment plans are available upon request from the Enrollment and Attendance Department.

Parents and staff will share information about the positive impact of the program.

Parents and staff distribute program information in readily available venues such as stores, libraries, laundromats, doctors' and dentists' offices, clinics, etc.

Head Start will issue Press Releases and/or Public Service Announcements regarding recruitment and Head Start's participation in program and activities in the community, for example:

- Festivals, fairs, or holiday events sponsored by the program
- Parades
- Center locations or relocations
- Awards received by parents, volunteers, or staff
- Special projects
- Donations to program
- Community farmer's markets
- Head Start staff will attend community meetings to share information about program services.
- Head Start will invite the community to program open houses.
- Head Start staff attends monthly collaboratives.
- Head Start collaborates with other CAPK programs and other community agencies for referrals, for example, the Health Advisory Committee, WIC, and the annual parent conference.
- San Joaquin ECE enrollment staff networking event, held quarterly.
- San Joaquin Housing Authority networking event, held quarterly.
- EHS Partnership with Bakersfield Community College recruitment strategy meetings held quarterly.

Selection Priorities

Head Start priority for an enrollment opportunity is:

1. McKinney-Vento Eligible Children (Homeless Children)-individuals who lack fixed, regular and adequate nighttime residence; and includes:

    a. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster placement.

    b. Children and youth who have a primary nighttime residence that is a public or a private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.

    c. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

    d. Migrant children who qualify as McKinney-Vento eligible because they are living in circumstancesdescribed in one of the above.

2. Foster Placement

In addition to the priority outline stated, points are awarded for the following factors:

- Public Assistance Eligible
- Income Eligible
- Children with a validated IEP/IFSP from a local Education Agency or Part C Agency
- Transitioning (EHS to HS, 3RD year enrollee)
- Parents who were/are18 and under, pregnant and/or parenting
- In the absence of Childcare would potentially be eligible for public assistance
- Child on EHS or HS wait-list prior program year and not enrolled
- Pregnant woman with documented medical risk
- First pregnancy
- Medical referral
- Social service referral
- Public Assistance Program
- Parent Works Full Time/Attending school Full time
- Home Language other than English
- Family is undergoing Court-ordered Family Maintenance

Total priority points are calculated by our ChildPlus database.

Trained Head Start staff will document the applicant's priority points on the program eligibility priority sheet.

When the applicant's priority points are entered into the database, the database calculates the total points to determine priority on the waiting list.

Selection is based upon priority and ranking on the waiting list database at the time the enrollment opportunity becomes available.

The recruitment and application process are year-round; therefore, families are regularly added to the database. The database continually updates the priority ranking of each site/option wait list. Additionally, it is important to note the Enrollment and Attendance Department's internal processes have procedures in place to ensure that a child who is over-income cannot be enrolled over a categorically eligible child even if the over-income child has higher points.

APPENDICES

Excerpts from the Head Start Program Performance Standards and Head Start Act for School Readiness pertaining to the Recruitment and Selection Plan

(go to www.eclkc.ohs.acf.gov for additional standards, HS Act)

Definitions from the Compilation of the Act

(1) The term "child with a disability" means

A. A child who qualifies for an Individualized Education Plan as defined under Individuals with Disabilities Education Act, established by a local education agency or Part C agency.
B. An infant or toddler qualifies for an Individualized Family Service Plan as defined under Individuals with Disabilities Education Act, established by a local education agency or Part C agency.

(11) The term "local educational agency" has the meaning given such term in the Elementary and Secondary Education Act of 1965.

(14) The term "poverty line" means the official poverty line (as defined by the Office of Management and Budget)--

A. adjusted to reflect the percentage change in the Consumer Price Index For All Urban Consumers, issued by the Bureau of Labor Statistics, occurring in the 1-year period or other interval immediately preceding the date such adjustment is made; and
B. adjusted for family size.

Sections of the Act

640. ALLOTMENT OF FUNDS; LIMITATIONS ON ASSISTANCE (m) The Secretary shall issue rules to establish policies and procedures to remove barriers to the enrollment and participation of homeless children in Head Start programs. Such rules shall require Head Start agencies—

(1) IN GENERAL- To determine whether Head Start agencies meet standards described in subsection (a)(1) established under this subchapter with respect to program, administrative, financial management, and other requirements, and in order to help the programs identify areas for improvement and areas of strength as part of their ongoing self-assessment process, the Secretary shall conduct the following reviews of Head Start agencies, including the Head Start programs operated by such agencies:

K) include as part of the reviews, a review and assessment of whether agencies have adequately addressed the needs of children with disabilities, including whether the agencies involved have met the 10 percent minimum enrollment requirement specified in section 640(d) and whether the agencies have made sufficient efforts to collaborate with State and local agencies providing services under section 619 or part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.);

PARTICIPATION IN HEAD START PROGRAMS

Sec. 645. [42 U.S.C. 9840] (a)(1)(A) The Secretary shall by regulation prescribe eligibility for the participation of persons in Head Start programs assisted under this subchapter.

(B) Except as provided in paragraph (2), such regulation shall provide--

(i) that children from low-income families shall be eligible for participation in programs assisted under this subchapter if their families' incomes are below the poverty line, or if their families are eligible or, in the absence of childcare, would potentially be eligible for public assistance; and

(ii) that homeless children shall be deemed to be eligible for such participation;

(iii) that programs assisted under this subchapter may include--

(I) to a reasonable extent (but not to exceed 10 percent of participants), participation of children in the area served who would benefit from such programs but who are not eligible under clause (i) or (ii); and

(II) from the area served, an additional 35 percent of participants who are not eligible under clause (i) or (ii) and whose families have incomes below 130 percent of the poverty line, if—

(aa) the Head Start agency involved establishes and implements outreach and enrollment policies and procedures that ensure such agency is meeting the needs of children eligible under clause (i) or (ii) (or sub clause (I) if the child involved has a disability) prior to meeting the needs of children eligible under this sub clause; and

(bb) in prioritizing the selection of children to be served, the Head Start agency establishes criteria that provide that the agency will serve children eligible under clause (i) or (ii) prior to serving the children eligible under this sub clause;

(iv) that any Head Start agency serving children eligible under clause (iii)(II) shall report annually to the Secretary information on--

(I) how such agency is meeting the needs of children eligible under clause (i) or (ii), in the area served, including local demographic data on families of children eligible under clause (i) or (ii);

(II) the outreach and enrollment policies and procedures established by the agency that ensure the agency is meeting the needs of children eligible under clause (i) or (ii) (or clause (iii)(I) if the child involved has a disability) prior to meeting the needs of children eligible under clause (iii)(II);

(III) the efforts, including outreach efforts (that are appropriate to the community involved), of such agency to be fully enrolled with children eligible under clause (i) or (ii);

(IV) the policies, procedures, and selection criteria such agency is implementing to serve eligible children, consistent with clause (iii)(II);

(V) the agency's enrollment level, and enrollment level over the fiscal year prior to the fiscal year in which the report is submitted;

(VI) the number of children served by the agency, disaggregated by whether such children are eligible under clause (i), clause (ii), clause (iii)(I), or clause (iii)(II); and

(VII) The eligibility criteria category of the children on the agency's waiting list;

(VIII) That a child who has been determined to meet the eligibility criteria described in this subparagraph andwho is participating in a Head Start program in a program year shall be considered to continue to meet the eligibility criteria through the end of the succeeding program year.

(C) In determining, for purposes of this paragraph, whether a child who has applied for enrollment in a Head Start program meets the eligibility criteria, an entity may consider evidence of family income during the 12 months preceding the month in which the application is submitted, or during the calendar year preceding the calendar year in which the application is submitted, whichever more accurately reflects the needs of the family at the time of application.

(2) Whenever a Head Start program is operated in a community with a population of 1,000 or less individuals and--

(A) There is no other preschool program in the community;

(B) the community is located in a medically underserved area, as designated by the Secretary pursuant to section 330(b)(3) of the Public Health Service Act [42 U.S.C. §254c(b)(3)] and is located in a health professional shortage area, as designated by the Secretary pursuant to section 332(a)(1) of such Act [42 U.S.C. §254e(a)(1)];

(C) the community is in a location which, by reason of remoteness, does not permit reasonable access to the types of services described in clauses (A) and (B); and
(D) not less than 50 percent of the families to be served in the community are eligible under the eligibility criteria established by the Secretary under paragraph (1); the Head Start program in such locality shall establish the criteria for eligibility, except that no child residing in such community whose family is eligible under such eligibility criteria shall, by virtue of such project's eligibility criteria, be denied an opportunity to participate in such program. During the period beginning on the date of the enactment of the Human Services Reauthorization Act and ending on October 1, 1994, and unless specifically authorized in any statute of the United States enacted after such date of enactment, the Secretary may not make any change in the method, as in effect on April 25, 1984, of calculating income used to prescribe eligibility for the participation of persons in the Head Start programs assisted under this subchapter if such change would result in any reduction in, or exclusion from, participation of persons in any of such programs.

<u>Sections of the Head Start Performance Standards</u>

1302.11 Determining community strengths, needs, and resources.
(a) Service area. (1) A program must propose a service area in the grant application and define the area by county or sub-county area, such as a municipality, town or census tract or jurisdiction of a federally recognized Indian reservation.

> (i) A tribal program may propose a service area that includes areas where members of Indian tribes or those eligible for such membership reside, including but not limited to Indian reservation land, areas designated as near-reservation by the Bureau of Indian Affairs (BIA) provided that the service area is approved by the tribe's governing council, Alaska Native Villages, Alaska Native Regional Corporations with land-based authorities, Oklahoma Tribal Statistical Areas, and Tribal Designated Statistical Areas where federally recognized Indian tribes do not have a federally established reservation.

(ii) If the tribe's service area includes any area specified in paragraph (a)(1)(i) of this section, and that area is also served by another program, the tribe may serve children from families who are members of or eligible to be members of such tribe and who reside in such areas as well as children from families who are not members of the tribe, but who reside within the tribe's established service area.
(2) If a program decides to change the service area after ACF has approved its grant application, the program must submit to ACF a new service area proposal for approval.

(b) Community wide strategic planning and needs assessment (community assessment).
(1) To design a program that meets community needs, and builds on strengths and resources, a program must conduct a community assessment at least once over the five-year grant period. The community assessment must use data that describes community strengths, needs, and resources and include, at a minimum:
(i) The number of eligible infants, toddlers, preschool age children, and expectant mothers, including their geographic location, race, ethnicity, and languages they speak, including:
(A) Children experiencing homelessness in collaboration with, to the extent possible, McKinney-Vento Local Education Agency Liaisons (42 U.S.C. 11432 (6)(A));
(B) Children in foster care; and
(C) Children with disabilities, including types of disabilities and relevant services and resources provided to these children by community agencies;
(ii) The education, health, nutrition and social service needs of eligible children and their families, including prevalent social or economic factors that impact their well-being;
(iii) Typical work, school, and training schedules of parents with eligible children;
(iv) Other child development, child care centers, and family child care programs that serve eligible children, including home visiting, publicly funded state and local preschools, and the approximate number of eligible children served;
(v) Resources that are available in the community to address the needs of eligible children and their families; and,
(vi) Strengths of the community.

(2) A program must annually review and update the community assessment to reflect any significant changes including increased availability of publicly funded pre-kindergarten- (including an assessment of how the pre-kindergarten available in the community meets the needs of the parents and children served by the program, and whether it is offered for a full school day), rates of family and child homelessness, and significant shifts in community demographics and resources.

(3) A program must consider whether the characteristics of the community allow it to include children from diverse economic backgrounds that would be supported by other funding sources, including private pay, in addition to the program's eligible funded enrollment. A program must not enroll children from diverse economic backgrounds if it would result in a program serving less than its eligible funded enrollment.

1302.12 Determining, verifying, and documenting eligibility.
(a) Process overview.
(1) Program staff must:
(i) Conduct an in-person interview with each family, unless paragraph (a)(2) of this section applies;
(ii) Verify information as required in paragraphs (h) and (i) of this section; and,
(iii) Create an eligibility determination record for enrolled participants according to paragraph (k) of this section.
(2) Program staff may interview the family over the telephone if an in-person interview is not possible or convenient for the family.
(3) If a program has an alternate method to reasonably determine eligibility based on its community assessment, geographic and administrative data, or from other reliable data sources, it may petition the responsible HHS official to waive requirements in paragraphs (a)(1)(i) and (ii) of this section.

(b) Age requirements.

(1) For Early Head Start, except when the child is transitioning to Head Start, a child must be an infant or a toddler younger than three years old.

(2) For Head Start, a child must:

(i) Be at least three years old or, turn three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located; and,

(ii) Be no older than the age required to attend school.

(3) For Migrant or Seasonal Head Start, a child must be younger than compulsory school age by the date used to determine public school eligibility for the community in which the program is located.

(c) Eligibility requirements.

(1) A pregnant woman or a child is eligible if:

(i) The family's income is equal to or below the poverty line; or,

(ii) The family is eligible for or, in the absence of child care, would be potentially eligible for public assistance; including TANF child-only payments, or,

(iii) The child is homeless, as defined in part 1305; or,

(iv) The child is in foster care.

(2) If the family does not meet a criterion under paragraph (c)(1) of this section, a program may enroll a child who would benefit from services, provided that these participants only make up to 10 percent of a program's enrollment in accordance with paragraph (d) of this section.

(d) Additional allowances for programs.

(1) A program may enroll an additional 35 percent of participants whose families do not meet a criterion described in paragraph (c) of this section and whose incomes are below 130 percent of the poverty line, if the program:

(i) Establishes and implements outreach, and enrollment policies and procedures to ensure it is meeting the needs of eligible pregnant women, children, and children with disabilities, before serving pregnant women or children who do not meet the criteria in paragraph (c) of this section; and,

(ii) Establishes criteria that ensure pregnant women and children eligible under the criteria listed in paragraph (c) of this section are served first.

(2) If a program chooses to enroll participants who do not meet a criterion in paragraph (c) of this section, and whose family incomes are between 100 and 130 percent of the poverty line, it must be able to report to the Head Start regional program office:

(i) How it is meeting the needs of low-income families or families potentially eligible for public assistance, homeless children, and children in foster care, and include local demographic data on these populations;

(ii) Outreach and enrollment policies and procedures that ensure it is meeting the needs of eligible children or pregnant women, before serving over-income children or pregnant women;

(iii) Efforts, including outreach, to be fully enrolled with eligible pregnant women or children;

(iv) Policies, procedures, and selection criteria it uses to serve eligible children;

(v) Its current enrollment and its enrollment for the previous year;

(vi) The number of pregnant women and children served, disaggregated by the eligibility criteria in paragraphs (c) and (d)(1)of this section; and,

(vii) The eligibility criteria category of each child on the program's waiting list.

(e) Additional allowances for Indian tribes. (1) Notwithstanding paragraph (c)(2) of this section, a tribal program may fill more than 10 percent of its enrollment with participants who are not eligible under the criteria in paragraph (c) of this section, if:

(i) The tribal program has served all eligible pregnant women or children who wish to be enrolled from Indian and non-Indian families living within the approved service area of the tribal agency;

(ii) The tribe has resources within its grant, without using additional funds from HHS intended to expand Early Head Start or Head Start services, to enroll pregnant women or children whose family incomes exceed low-income guidelines or who are not otherwise eligible; and,

(iii) At least 51 percent of the program's participants meet an eligibility criterion under paragraph (c)(1) of this section.

(2) If another program does not serve the approved service area, the program must serve all eligible Indian and non-Indian pregnant women or children who wish to enroll before serving over-income pregnant women or children.

(3) A program that meets the conditions of this paragraph (e) must annually set criteria that are approved by the policy council and the tribal council for selecting over-income pregnant women or children who would benefit from program services.

(4) An Indian tribe or tribes that operates both an Early Head Start program and a Head Start program may, at its discretion, at any time during the grant period involved, reallocate funds between the Early Head Start program and the Head Start program in order to address fluctuations in client populations, including pregnant women and children from birth to compulsory school age. The reallocation of such funds between programs by an Indian tribe or tribes during a year may not serve as a basis for any reduction of the base grant for either program in succeeding years.

(f) Migrant or Seasonal eligibility requirements. A child is eligible for Migrant or Seasonal Head Start, if the family meets an eligibility criterion in paragraphs (c) and (d) of this section; and the family's income comes primarily from agricultural work.

(g) Eligibility requirements for communities with 1,000 or fewer individuals.
(1) A program may establish its own criteria for eligibility provided that it meets the criteria outlined in section 645(a)(2) of the Act.
(2) No child residing in such community whose family is eligible under criteria described in paragraphs (c) through (f) of this section, may be denied an opportunity to participate in the program under the eligibility criteria established under this paragraph (g).

(h) Verifying age. Program staff must verify a child's age according to program policies and procedures. A program's policies and procedures cannot require families to provide documents that confirm a child's age, if doing so creates a barrier for the family to enroll the child.

(i) Verifying eligibility.
(1) To verify eligibility based on income, program staff must use tax forms, pay stubs, or other proof of income to determine the family income for the relevant time period.

(i) If the family cannot provide tax forms, pay stubs, or other proof of income for the relevant time period, program staff may accept written statements from employers, including individuals who are self-employed, for the relevant time period and use information provided to calculate total annual income with appropriate multipliers.

(ii) If the family reports no income for the relevant time period, a program may accept the family's signed declaration to that effect, if program staff describes efforts made to verify the family's income, and explains how the family's total income was calculated or seeks information from third parties about the family's eligibility, if the family gives written consent. If a family gives consent to contact third parties, program staff must adhere to program safety and privacy policies and procedures and ensure the eligibility determination record adheres to paragraph (k)(2) of this section.

(iii) If the family can demonstrate a significant change in income for the relevant time period, program staff may consider current income circumstances.

(2) To verify whether a family is eligible for, or in the absence of child care, would be potentially eligible for public assistance, the program must have documentation from either the state, local, or tribal public assistance agency that shows the family either receives public assistance or that shows the family is potentially eligible to receive public assistance.

(3) To verify whether a family is homeless, a program may accept a written statement from a homeless

services provider, school personnel, or other service agency attesting that the child is homeless or any other documentation that indicates homelessness, including documentation from a public or private agency, a declaration, information gathered on enrollment or application forms, or notes from an interview with staffto establish the child is homeless; or any other document that establishes homelessness.

(i) If a family can provide one of the documents described in this paragraph (i)(3), program staff must describe efforts made to verify the accuracy of the information provided and state whether the family is eligible because they are homeless.

(ii) If a family cannot provide one of the documents described in paragraph (i)(3) to prove the child is homeless, a program may accept the family's signed declaration to that effect, if, in a written statement, program staff describe the child's living situation that meets the definition of homeless in part 1305 of this chapter.

(iii) Program staff may seek information from third parties who have firsthand knowledge about a family's living situation, if the family gives written consent. If the family gives consent to contact third parties, program staff must adhere to program privacy policies and procedures and ensure the eligibility determination record adheres to paragraph (k) of this section.

(4) To verify whether a child is in foster care, program staff must accept either a court order or other legal or government-issued document, a written statement from a government child welfare official that demonstrates the child is in foster care, or proof of a foster care payment.

(j) Eligibility duration.

(1) If a child is determined eligible under this section and is participating in a Head Start program, he or she will remain eligible through the end of the succeeding program year except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services.

(2) Children who are enrolled in a program receiving funds under the authority of section 645A of the Act remain eligible while they participate in the program.

(3) If a child moves from an Early Head Start program to a Head Start program, program staff must verify the family's eligibility again.

(4) If a program operates both an Early Head Start and a Head Start program, and the parents wish to enroll their child who has been enrolled in the program's Early Head Start, the program must ensure, whenever possible, the child receives Head Start services until enrolled in school, provided the child is eligible.

(k) Records.

(1) A program must keep eligibility determination records for each participant and ongoing records of the eligibility training for staff required by paragraph (m) of this section. A program may keep these records electronically.

(2) Each eligibility determination record must include:

(i) Copies of any documents or statements, including declarations, that are deemed necessary to verify eligibility under paragraphs (h) and (i) of this section;

(ii) A statement that program staff has made reasonable efforts to verify information by:

(A) Conducting either an in-person, or a telephone interview with the family as described under paragraph (a)(1)(i) or (a)(2) of this section; and,

(B) Describing efforts made to verify eligibility, as required under paragraphs (h) through (i) of this section; and, collecting documents required for third party verification that includes the family's written consent to contact each third party, the third parties' names, titles, and affiliations, and information from third parties regarding the family's eligibility.

(iii) A statement that identifies whether:

(A) The family's income is below income guidelines for its size, and lists the family's size;

(B) The family is eligible for or, in the absence of child care, potentially eligible for public assistance;
(C) The child is a homeless child or the child is in foster care;
(D) The family was determined to be eligible under the criterion in paragraph (c)(2) of this section; or,
(E) The family was determined to be eligible under the criterion in paragraph (d)(1) of this section.

(3) A program must keep eligibility determination records for those currently enrolled, as long as they are enrolled, and, for one year after they have either stopped receiving services; or are no longer enrolled.

(l) Program policies and procedures on violating eligibility determination regulations. A program must establish written policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Early Head Start or Head Start services.
(m) Training on eligibility.
(1) A program must train all governing body, policy council, management, andstaff who determine eligibility on applicable federal regulations and program policies and procedures. Training must, at a minimum:
(i) Include methods on how to collect complete and accurate eligibility information from families and third party sources;
(ii) Incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and,
(iii) Explain program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.

(2) A program must train management and staff members who make eligibility determinations within 90 days of hiring new staff.

(3) A program must train all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.

(4) A program must develop policies on how often training will be provided after the initial training.

1302.13 Recruitment of children.
In order to reach those most in need of services, a program must develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services, and encourage and assist them in applying for admission to the program. A program must include specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care.

1302.14 Selection process.
(a) Selection criteria.
(1) A program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 et seq.) and other relevant family or child risk factors.

(2) If a program serves migrant or seasonal families, it must select participants according to criteria in paragraph (a)(1) of this section and give priority to children whose families can demonstrate they have relocated frequently within the past two-years to pursue agricultural work.

(3) If a program operates in a service area where Head Start eligible children can enroll in high-quality publicly funded pre-kindergarten for a full school day, the program must prioritize younger children as part of the selection criteria in paragraph (a)(1) of this section. If this priority would disrupt partnerships with local education agencies, then it is not required. An American Indian and Alaska Native or Migrant or Seasonal Head Start program must consider whether such prioritization is appropriate in their community.

(4) A program must not deny enrollment based on a disability or chronic health condition or its severity.

(b) Children eligible for services under IDEA.
(1) A program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.

(2) If the requirement in paragraph (b)(1) of this section has been met, children eligible for services under IDEA should be prioritized for the available slots in accordance with the program's selection criteria described in paragraph (a) of this section.

(c) Waiting lists. A program must develop at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program's selection criteria.

1302.15 Enrollment.
(a) Funded enrollment. A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.

(b) Continuity of enrollment.
(1) A program must make efforts to maintain enrollment of eligible children for the following year.

(2) Under exceptional circumstances, a program may maintain a child's enrollment in Head Start for a third year, provided that family income is verified again. A program may maintain a child's enrollment in Early Head Start as described in §1302.12(j)(2).

(3) If a program serves homeless children or children in foster care, it must make efforts to maintain the child's enrollment regardless of whether the family or child moves to a different service area, or transition the child to a program in a different service area, as required in §1302.72(a), according to the family's needs.

(c) Reserved slots. If a program determines from the community assessment there are families experiencing homelessness in the area, or children in foster care that could benefit from services, the program may reserve one or more enrollment slots for pregnant women and children experiencing homelessness and children in foster care, when a vacancy occurs. No more than three percent of a program's funded enrollment slots may be reserved. If the reserved enrollment slot is not filled within 30 days, the enrollment slot becomes vacant and then must be filled in accordance with paragraph (a) of this section.

(d) Other enrollment. Children from diverse economic backgrounds who are funded with other sources, including private pay, are not considered part of a program's eligible funded enrollment.

(e) State immunization enrollment requirements. A program must comply with state immunization enrollment and attendance requirements, with the exception of homeless children as described in §1302.16(c)(1).

(f) Voluntary parent participation. Parent participation in any program activity is voluntary, including consent for data sharing, and is not required as a condition of the child's enrollment.

1302.16 Attendance. Promoting regular attendance. A program must track attendance for each child.
(1) A program must implement a process to ensure children are safe when they do not arrive at school. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure the child's well-being.

(2) A program must implement strategies to promote attendance. At a minimum, a program must:
(i) Provide information about the benefits of regular attendance;
(ii) Support families to promote the child's regular attendance;
(iii) Conduct a home visit or make other direct contact with a child's parents if a child has multiple unexplained absences (such as two consecutive unexplained absences); and,
(iv) Within the first 60 days of program operation, and on an ongoing basis, thereafter, use individual child attendance data to identify children with patterns of absence that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or intensive case management, as necessary.

(3) If a child ceases to attend, the program must make appropriate efforts to reengage the family to resume attendance, including as described in paragraph (a)(2) of this section. If the child's attendance does not resume, then the program must consider that slot vacant. This action is not considered expulsion as described in §1302.17.
(b) Managing systematic program attendance issues. If a program's monthly average daily attendance rate falls below 85 percent, the program must analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate. The program must use this data to make necessary changes in a timely manner as part of ongoing oversight and correction as described in §1302.102(b) and inform its continuous improvement efforts as described in §1302.102(c).

(c) Supporting attendance of homeless children.
(1) If a program determines a child is eligible under §1302.12(c)(1)(iii), it must allow the child to attend for up to 90 days or as long as allowed under state licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. A program must work with families to get children immunized as soon as possible in order to comply with state licensing requirements.

(2) If a child experiencing homelessness is unable to attend classes regularly because the family does not have transportation to and from the program facility, the program must utilize community resources, where possible, to provide transportation for the child.

Definitions from the Head Start Program Performance Standards

§1305.2 Definitions Recruitment area means that geographic locality within which a Head Start program seeks to enroll Head Start children and families. The recruitment area can be the same as the service area or it can be a smaller area or areas within the service area.

Community Action Partnership of Kern
Head Start /State Child Development
Income Breakdown Chart
2023 - 2024

2022 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA	
Persons in family/household	Poverty guideline
1	$13,590
2	$18,310
3	$23,030
4	$27,750
5	$32,470
6	$37,190
7	$41,910
8	$46,630

For families/households with more than 8 persons, add $4,720 for each additional person.

Revised January 25, 2022

2023—2024 Selection Criteria Verification Form

Applicant Name: _____ **DOB:** _____

Program: ☐ **HS** ☐ **EHS** ☐ **EHS-SJ** ☐ **EHS Partnership** **Family Size**_____

Option: ☐ **HB** ☐ **PD** ☐ **FD/PY** ☐ **FD/FY** **Center/HB Educator:**_____

Eligibility Type: (select only one)		**Documentation Examined**	
☐ McKinney-Vento Eligible *		☐ Public Assistance (Tribal TANF,TANF, SNAP, SSI)	☐ Pay Stub/W-2
☐ Foster Care		☐ Foster Care Reimbursement	☐ 2021 Taxes-Form 1040
☐ Income Eligible		☐ SSI	☐ Employer Statement
☐ Public Assistance (Tribal TANK, TANF, SNAP, SSI)		☐ EDD-Unemployment	☐ Other:
☐ Over Income			

CRITERIA***	POINTS	CRITERIA***	POINTS
ELIGIBILITY		OTHER FACTORS (Circle all that apply)	
McKinney-Vento Eligible*/Foster-Kinship Care**	900	Disability (IFSP/IEP)	200
Income		Public Assistance (Valid Aid Code or SSI)	50
75—100% Below Poverty	255	Caregiver-Kinship Care (Guardian) in process (GBLA letter)	15
50—74% Below Poverty	250	Transitioning from EHS to HS – 3rd year enrollee	350
25— 49% Below Poverty	245	Child on Waitlist prior year—not enrolled	50
0—24% Below Poverty	240		
Over-Income	5	Parents(s) work FT, attend school FT or CalWorks	50
AGE		Court Ordered Family Maintenance	50
HS: 4-year-old (on September 1)	60	Medical or Social Service Referral	20
3-year-old (on September 1)	15	Sibling enrolled EHS or HS	15
		Primary Language in home other than English	10
EHS: Pregnant Woman	25	First Time Pregnancy	30
Infant	25	High Risk Pregnancy	50
Toddler	20	Teen Parent (19 yrs. or younger at time of applicant's birth)	30
		One Parent	20
*Based on the definition outlined by the McKinney-Vento Act **Kinship Care as outlined in ACF-IM-HS-19-03		***Refer to descriptors on back for clarification	

Residential Verification: ☐ Dept Human Services ☐ Utility Bill ☐ Other: _____

Staff Verifying Eligibility—Print Name	Signature	Date

Guidance for Selection Criteria Verification Form

Participant Name and DOB: The name and date of birth (DOB) that is on the child's birth certificate or other document used to verify legal name and age.

Program: The program which the family is applying for HS, EHS Kern, EHS SJC, or EHS Partnership

Option: Select the program option which the family is applying: Home Based (HB); Part Day (PD); Full Day/Part Year (FD/PY); and/or Full Day/Full Year (FD/FY).

Center/Educator Name: Name of center or Home-Based Educator for which they are applying.

Eligibility Type: Only one type of eligibility may be selected. Choose the most applicable with the highest need.

Documentation Examined: To determine eligibility, select all that apply. For documentation not listed, staff must identify on the "other" line. All documents used to determine eligibility MUST be attached to the application.

Eligibility: Applicants are considered eligible if homeless (as defined by the McKinney-Vento Homeless Assistance Act), in Foster Care, Kinship Care, or are Income/Public Assistance eligible.

Income: Income points are determined by the Federal Poverty Guideline and family size, even those that are categorically eligible.

Age: Select the classroom age of the child. For Pre-K (HS) children, if the child turns 4-years-old after cutoff of September 1, the child is considered 3-years-old. If the child turns 5-years-old after September 1, they are considered a 4-year-old. (Based on cut-off age for kindergarten.)

Other Factors:
Disability: ONLY if current Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) is provided.
Public Assistance (Tribal TANF, TANF with valid Aid Code or SSI): TANF documentation with valid Aid Code, Tribal TANF documentation, or SSI documentation.
Caregiver in process: Caregiver-Kinship Care (includes Guardian) who does not yet have legal documentation. However, applicant is in process of such and has a letter stating to this effect from Great Bakersfield Legal Assistance, Inc., or similar entity.
Transitioning (EHS to HS or 3rd year enrollee): Select only if currently enrolled EHS participant or 3rd year HS applicant.
Child on waitlist prior program year: The applicant was on the waitlist the previous program year and was not enrolled.
Parent Works/Attends School: Documentation must be provided, and case note must include parent(s) employment and/or attending school.
Court Ordered Family Maintenance: Family is engaged in court-ordered program/classes. (Court documents must be provided.)
Medical Referral: A medical referral from the physician must be provided.
Social Service Referral: A social service agency referral must be provided.
Sibling Enrolled: Must have a sibling currently enrolled in Head Start/Early Head Start.
Primary Language is other than English: Any language other than English spoken in the home.
At-risk Pregnancy and First Pregnancy: Pregnant women applying for EHS Home Base only.
Teen Parent: Parent was/will be 19 years or younger at time of applicant's birth. (Including currently pregnant women.)
One Parent: Family size is one parent.

Residential Verification: Must provide proof of residency in Kern County or San Joaquin County.

Signature: The staff member who verified eligibility must print their name and sign the Selection Criteria Verification form

DATE	January 18, 2023
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: 554 954 960#

Budget & Finance Committee Minutes

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

1. **Call to Order**

   Committee Chair, Nila Hogan called the meeting to order at 12:05 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

   Roll call was taken with a quorum present.

   Present: Nila Hogan, Craig Henderson and Guadalupe Perez (12:06 joined)

   Absent:

   Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Emilio Wagner Director of Operations; Yolanda Gonzalez Director of Head Start; Susana Magana, Director of Health & Nutrition; and other CAPK staff

3. **Public Comments**

   No one addressed the Committee.

4. **New Business**

   a. Head Start / Early Head Start Budget to Actual Reports for November2022 – Tracy Webster, Chief Executive Officer – ***Info Item***

      Tracy Webster presented the above info item and provided highlights of the five attached reports.

      Nila Hogan asked how In-Kind is calculated, is it based on donations or volunteer hours? Tracy Webster responded that In-Kind is based on both volunteer hours and donations. Volunteer hours is time parents read to their children along with volunteer time in the classroom. The state portion for funding can also be used for In-Kind. Donated materials or services are also recognized as In-Kind donations.

   b. Food Bank Purchase Order Request – Kelly Lowery, Food Bank Administrator - ***Action Item***

      Kelly Lowrey presented the above action item and reported that CAPK has received a significant source of funding through the Department of Social Services called the CalFood Grant for over $3,000,000. To utilize this source of funding, the food must be grown or distributed in California. This aligns with the CAPK Strategic Goal 1 "Increased access to healthy affordable food to support the health of the communities we serve." To achieve this goal, the CAPK Food Bank operates multiple programs including, but not limited to,

the Community Pantry program, and the Free Farmers Market program." The CAPK Food Bank is requesting approval of Blanket Purchase Orders to be in place to purchase the necessary food expeditiously with the CalFood Grant as it becomes available to best serve the food insecure population of Kern County with vendors California Association of Food Banks, Grimmway Farms, and Cal Logistics.

Nila Hogan asked if the vendors that were listed were vendors CAPK Food Bank has a history with. Kelley Lowery responded yes, CAPK has an established relationship.

Tracy Webster emphasized that CalFood funding grant is for $3,000,000 when we normally receive $242,000.

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

c. Early Head Start Child Care Partnership COLA -Esperanza Contreras, Partnership Administrator - ***Action Item***

Esperanza Contreras presented the above action item and reported that The Board of Directors previously approved the application in 2022 to receive the 2.28% COLA for Kern Early Head Start Child Care Partnership. This application was received and approved by the Office of Head Start. The approval for the COLA is retroactive to the full contract year starting March 1, 2022, to include the increase to the contractual payments for service.

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

d. Approval of Energy Program RFP Awards for Subcontractors– Wilfredo Cruz, Energy Program Administrator ***Action Item***

Wilfredo Cruz submitted a Request for Proposals (RFP) seeking qualified vendors, possessing a State of California Class "B" General Building Contractor's Licenses issued by the Contractor's State License Board (CSLB) to provide full-service weatherization services to low-income, single, and multi-family households in Kern County and allow the Energy Program to continue working within the community while simultaneously expending the energy contracts.

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

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

e. Annual Budget for Fiscal Year 2023/2024; 2023-24 Budget Presentations – Tracy Webster, Chief Executive Officer – ***Info Item***

Tracy Webster presented the above info item to allow the Committee and Board members an opportunity to review and comment prior to the budget being finalized at the February meeting. The annual operating budget for program services and support services of $109,269,816 was developed using individual grant or program budgets prepared by program staff that were combined into functional categories. The annual budget for FY 2023/2024 is 4.9% greater than the prior year.

The Indirect budget of $8,356,468 for the five support divisions: Executive, Human Resources, Finance, Operations, and Community Development Administration is 9.9% greater than the prior year. The Indirect Budget reflects projected costs for additional staff in Information Technology and Outreach staff. Fiscal Year 2023/2024 will be the eighth year using the 10% indirect cost rate. 69.3% of the Indirect budget is for personnel costs and 30.7% is for operating costs. The Indirect budget reflects projected costs for additional staff in Information Technology and Outreach. The 2023/24 budgeted indirect surplus amounts to $1,277,382. However, this is heavily reliant on MCAP operational performance.

f. November 2022 Financial Statements – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the November 2022 financial statements. The agency did not require a draw from the line of credit during the month of November. We are retaining the line of credit as a safety measure.

The Central Kitchen expenditures are currently 71.5% at the end of 11/30/2022 and USDA revenue is at 34.5%. Expenditures are lower than the target of 75.0% (9 of 12 months). Due to low enrollment, the Central Kitchen is unable to serve the same level of meals for the Head Start program. We continue to expect a decline in expected USDA revenue. This gap will need to be picked up by Head Start funds.

CMAP is currently earning 23.0% as of November 30, 2022. The target for this period should be 41.7%.

Center based state programs (CSPP, CMIG and CCTR) reflect average attendance/enrollment for the current period. The part year calendar starts in August. However, we are expecting low attendance rates stemming from low enrollment. CCTR is at 35.07%, CSPP is at 52.9%, and CMIG is at 12.2% Additionally, we have been operating a CCTR program in San Joaquin County sponsored by SJCOE. The current attendance is 12.7% with a target of 41.7%.

At the time of this report, the Finance Division has three vacancies in staffing. The Finance Team is currently working with SageIntacct on the accounting software platform conversion. We have just completed the assessment of needs phase and we will be moving to the next phase of data conversion and validation. We are expected to have a go live date of May 1, 2023.

The agency expenditures are currently at 67% for the year. This is less than the 75.0% goal, this will be spent down with the Food Bank expansion.

The Indirect Fund budget to actual report for November month end showed that revenue is excess expenditures by $140,749 which is 56.4% of the budgeted indirect surplus. Overall expenditures are 69.7% of the budget and matches the target of 75.0% (9 of 12 months)

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

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

Craig Henderson expressed his gratitude for being part of CAPK's board for 24 years and said that this is his last committee meeting.

6. Next Scheduled Meeting

Wednesday, February 15, 2023
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

The meeting was adjourned at 12:46 pm.

o

MEMORANDUM

To: Budget and Finance Committee

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

Date: January 18, 2023

Subject: *Agenda Item 4a: Head Start* Budget to Actual Report for the period ended November 30, 2022 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the fourth-year budget period is March 1, 2022, through February 28, 2023.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2022, through November 30, 2022. Nine months (75%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 66% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 70% of the budget.

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

The non-Federal share is at 56% 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 - November 30, 2022
Month 9 of 12 (75%)

Prepared 01/06/2023

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,267,039	5,113,903	4,153,136	55%	45%
FRINGE BENEFITS	3,776,726	1,590,908	2,185,818	42%	58%
TRAVEL	-	-	-		
EQUIPMENT	55,000	-	55,000	0%	100%
SUPPLIES	890,498	440,755	449,743	49%	51%
CONTRACTUAL	165,175	201,414	(36,239)	122%	-22%
CONSTRUCTION	-	-	-		
OTHER	2,724,977	2,848,324	(123,347)	105%	-5%
INDIRECT	1,630,902	1,035,873	595,029	64%	36%
TOTAL BASE FUNDING	**18,510,317**	**11,231,178**	**7,279,139**	**61%**	**39%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	44,192	59,498	(15,306)	135%	-35%
SUPPLIES	30,013	17,096	12,917	57%	43%
CONTRACTUAL	26,080	1,605	24,475	6%	94%
OTHER	212,393	140,112	72,281	66%	34%
INDIRECT	31,268	21,017	10,251	67%	33%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**239,329**	**104,617**	**70%**	**30%**

CARRYOVER

SUPPLIES	923,529	923,529	-	100%	0%
CONTRACTUAL	-	-	-		
CONSTRUCTION	666,925	1,052,677	(385,752)	158%	-58%
OTHER - CARES	91,015	84,786	6,229	93%	7%
INDIRECT	-	16,950	(16,950)		
TOTAL CARRYOVER	**1,681,469**	**2,077,942**	**(396,473)**	**124%**	

GRAND TOTAL HS FEDERAL FUNDS	**20,535,732**	**13,548,449**	**6,987,283**	**66%**	**34%**

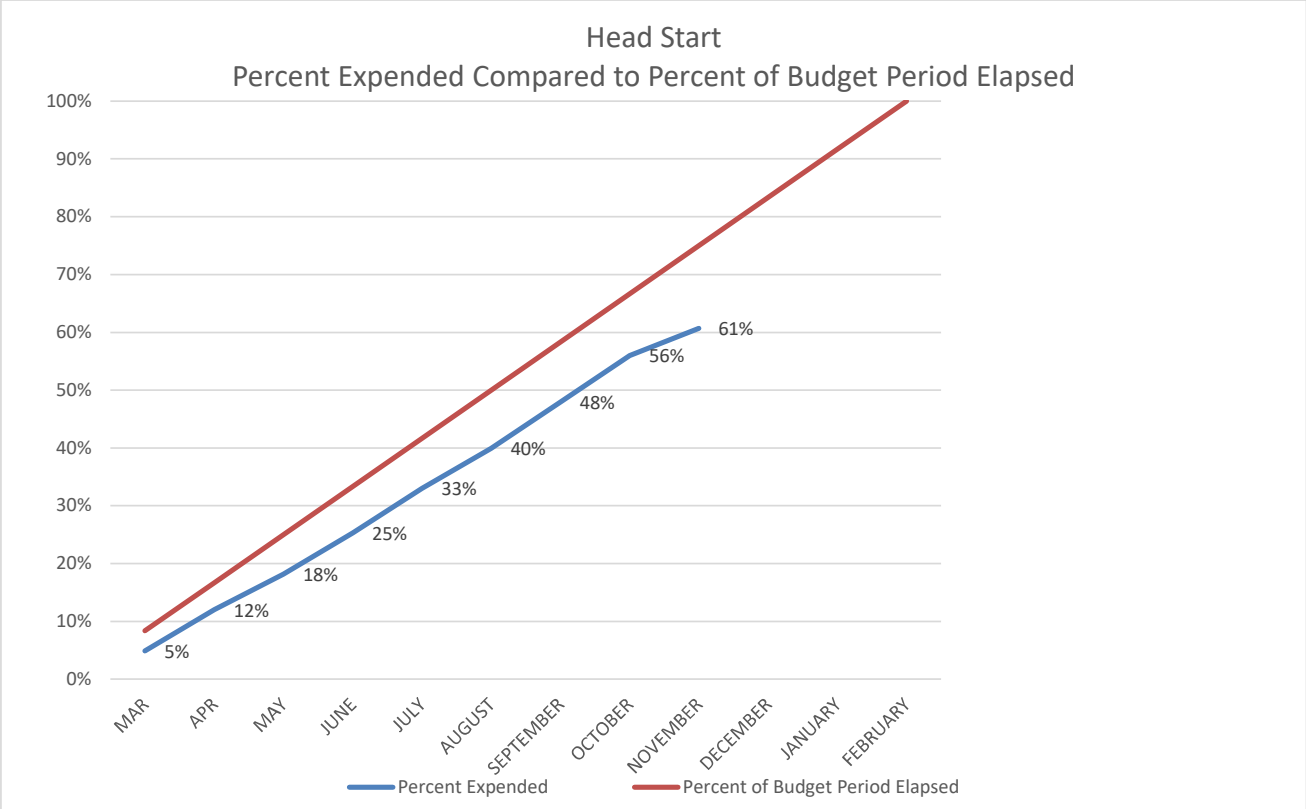
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

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 11/30/2022
Administrative Cost for HS and EHS Combined **6.2%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	31,791	-	-	-	**31,791**	12/1/2022
Lowe's	5,573		-	-	**5,573**	12/6/2022
Smart & Final	781	527	148	14	**1,469**	12/1/2022
Save Mart	799				**799**	12/1/2022
Chevron & Texaco Business Card	9,046	-	-	-	**9,046**	12/6/2022
Home Depot	6,479	-	-	-	**6,479**	12/5/2022
	54,469	**527**	**148**	**14**	**55,157**	


Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
5%
12%
18%
25%
33%
40%
48%
56%
61%
MAR
APR
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee

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

Date: January 18, 2023

Subject: *Early Head Start*
Budget to Actual Report for the period ended November 30, 2022 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the fourth-year budget period is March 1, 2022, through February 28, 2023.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2022, through November 30, 2022. Nine months (75%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 57% of the budget.

Training & Technical Assistance Funds

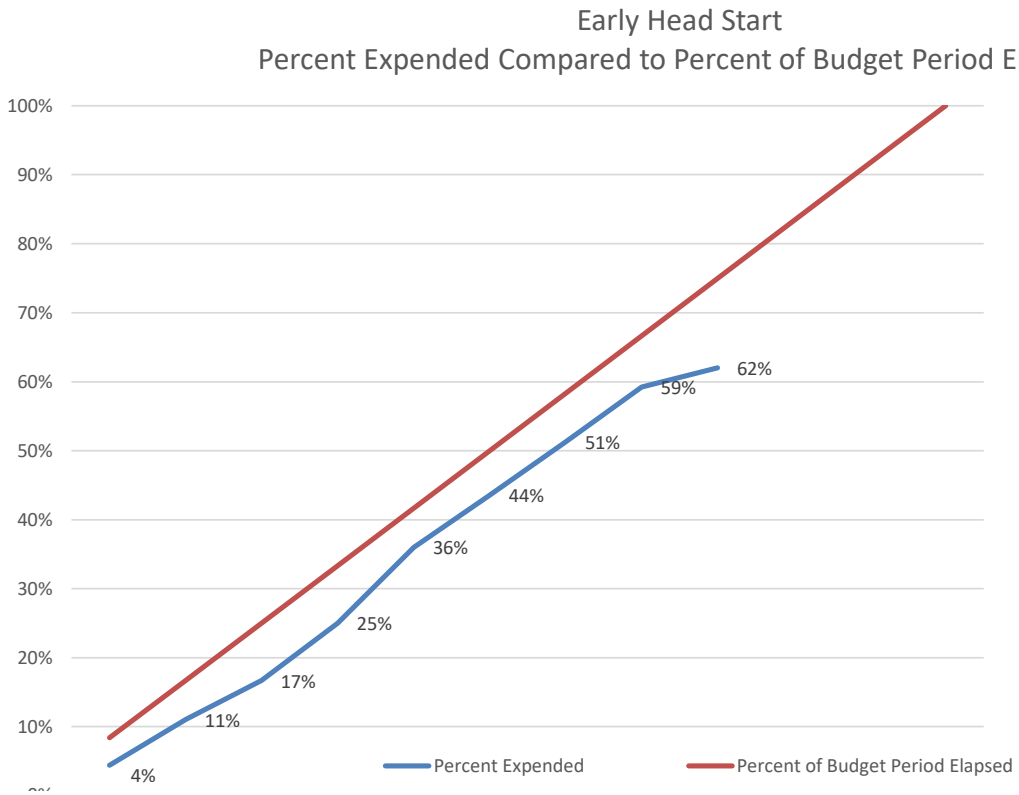
Overall expenditures are at 61% of the budget.

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 - November 30, 2022
Month 9 of 12 (75%)

Prepared 01/06/2023

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,701,422	5,312,893	4,388,529	55%	45%
FRINGE BENEFITS	2,363,974	1,521,625	842,349	64%	36%
TRAVEL	-	-	-		
EQUIPMENT	45,000	-	45,000	0%	100%
SUPPLIES	916,242	580,022	336,220	63%	37%
CONTRACTUAL	1,025,838	480,731	545,107	47%	53%
CONSTRUCTION	-	-	-		
OTHER	1,527,720	1,785,959	(258,239)	117%	-17%
INDIRECT	1,512,778	918,693	594,085	61%	39%
TOTAL BASE FUNDING	**17,092,974**	**10,599,923**	**6,493,051**	**62%**	**38%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	44,192	53,127	(8,935)	120%	-20%
SUPPLIES	30,013	9,522	20,491	32%	68%
CONTRACTUAL	26,080	14,757	11,323	57%	43%
OTHER	212,393	113,746	98,647	54%	46%
INDIRECT	31,268	20,153	11,115	64%	36%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**211,305**	**132,641**	**61%**	**39%**
CARRYOVER					
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	1,601,144	20,223	1,580,921	1%	99%
OTHER	24,512	45,626	(21,114)	186%	-86%
INDIRECT	-				
TOTAL CARRYOVER	**1,625,656**	**65,850**	**1,559,806**	**4%**	
GRAND TOTAL EHS FEDERAL FUNDS	**19,062,576**	**10,877,078**	**8,185,498**	**57%**	**43%**

Budget reflects Notice of Award #09CH011132-04-01
Actual expenditures include posted expenditures and estimated adjustments through 11/30/2022


Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
4%
11%
17%
25%
36%
44%
51%
59%
62%
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee

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

Date: January 18, 2023

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

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period of February 1, 2021, through February 28, 2023. Twenty-two months (88%) 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 104% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 100% of the budget.

Carryover Funds

Overall expenditures are at 52% 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 - November 30, 2022
Month 22 of 25 (88%)

Prepared 01/06/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,509,263	3,633,330	(124,067)	104%	-4%
FRINGE BENEFITS	985,996	939,379	46,617	95%	5%
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**	**6,238,185**	**(230,309)**	**104%**	**-4%**

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	174,921	206,321	46%	54%
INDIRECT	41,905	76,756	(34,851)	183%	-83%
TOTAL	**481,986**	**251,677**	**230,309**	**52%**	**48%**

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**	**6,725,476**	**0**	**100%**	**0%**

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 11/30/2022

MEMORANDUM

To: Budget and Finance Committee

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

Date: January 18, 2023

Subject: *Early Head Start Child Care Partnerships (No Cost Extension)*
Budget to Actual Report for the period ended November 30, 2022 – **Info Item**

The following are highlights of the Early Head Start Child Care Partnership Budget to Actual Report for the period of March 1, 2021, through November 30, 2022. Twenty-one months (88%) 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 87% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 35% of the budget.

Carryover Funds

Overall expenditures are at 103% of the budget.

COVID Cares Funds

Overall expenditures are at 19% 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 - November 30, 2022
Month 21 of 24 (88%)

Prepared 01/06/2023

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	0	0		
SUPPLIES	37,083	128,104	(91,021)	345%	-245%
CONTRACTUAL	1,091,504	861,445	230,059	79%	21%
OTHER	231,300	257,348	(26,048)	111%	-11%
INDIRECT	215,164	151,161	64,003	70%	30%
TOTAL BASE FUNDING	**2,427,668**	**2,113,844**	**313,824**	**87%**	**13%**

TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	5,294	2,741	2,553	52%	48%
SUPPLIES	16,391	2,488	13,903	15%	85%
CONTRACTUAL		3,346	(3,346)		
OTHER	29,393	9,487	19,906	32%	68%
INDIRECT	5,107	1,794	3,313	35%	65%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**56,185**	**19,857**	**36,328**	**35%**	**65%**

CARRYOVER					
SUPPLIES	16,000	0	16,000	0%	100%
CONSTRUCTION	2,458,581	2,401,541	57,041	98%	2%
CONTRACTUAL	14,000	23,198	(9,198)	166%	-66%
OTHER	14,121	138,059	(123,938)	978%	-878%
INDIRECT	4,412	19,956	(15,544)	452%	-352%
TOTAL CARRYOVER	**2,507,114**	**2,582,754**	**(75,640)**	**103%**	**-3%**

COVID CARES					
PERSONNEL		3,622			
FRINGE BENEFITS		579			
SUPPLIES	77,735	6,962	70,773	9%	91%
OTHER	24,361	7,926	16,435	33%	67%
INDIRECT	10,206	1,904	8,302	19%	81%
TOTAL COVID	**112,302**	**20,993**	**95,510**	**19%**	**81%**

GRAND TOTAL EHS FEDERAL FUNDS	**5,103,269**	**4,737,448**	**370,022**	**93%**	**7%**

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 01/06/2023

MEMORANDUM

To: Budget and Finance Committee

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

Date: January 18, 2023

Subject: *American Rescue Plan Funding*
Budget to Actual Report for the period ended November 30, 2022 – **Info Item**

The following are highlights of the American Rescue Plan Budget to Actual Report for the period of April 1, 2021, through October 31, 2022, twenty months (83.33%) 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 56% 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 - November 30, 2022

Month 20 of 24 (83.33%)

Prepared 01/06/2023

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	490,000	273,438	64%	36%
FRINGE BENEFITS	251,934	37,485	214,449	15%	85%
TRAVEL					
SUPPLIES	553,540	400,000	153,540	72%	28%
CONTRACTUAL					
OTHER	830,310	500,000	330,310	60%	40%
INDIRECT	266,580	52,749	213,831	20%	80%
TOTAL	**2,665,802**	**1,480,234**	**1,185,568**	**56%**	**44%**

GRAND TOTAL ARP FEDERAL FUNDS	**3,336,361**	**2,150,793**	**1,185,568**	**64%**	**36%**

Centralized Administrative Cost	5.3%
Program Administrative Cost	0.0%
Total Administrative Cost	**5.3%**

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

Actual expenditures include posted expenditures and estimated adjustments through 01/06/2023

Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
Budget Period: March 1, 2022 through February 28, 2023
Report for period ending October **31, 2022** (Month 8 of 12)
Percent of budget period elapsed: 66.7%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	Nov	YTD Totals	Kern/ SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	6,091	6,995	6,460	0	0	2,344	8,249	9,010	8,105	47,254	Kern	40,535	117%
Alicante	20	6,683	6,417	5,282	5,603	1,531	2,196	4,548	5,769	5,410	43,439	Kern	20,268	214%
Angela Martinez	60	5,074	6,024	10,633	5,480	1,148	776	312	2,491	1,386	33,324	Kern	60,803	55%
Broadway	40	3,607	2,961	1,979	0	0	919	1,695	2,998	2,458	16,617	Kern	40,535	41%
California City	34	13,517	9,646	8,632	0	0	4,637	8,575	7,637	102	52,746	Kern	34,455	153%
Cleo Foran	23	5,334	3,038	3,203	2,393	2,032	1,065	2,672	2,707	802	23,245	Kern	23,308	100%
Delano	76	13,615	10,753	8,740	0	0	5,146	9,870	8,771	9,495	66,391	Kern	77,017	86%
East California	52	12,674	12,159	12,553	7,210	3,713	6,436	5,564	7,805	8,372	76,484	Kern	52,696	145%
Fairfax	40	4,711	4,469	3,010	0	0	1,084	3,019	4,436	6,004	26,734	Kern	40,535	66%
Fairview	40	11,153	11,122	9,377	0	0	0	0	0	0	31,652	Kern	40,535	78%
Harvey L. Hall	156	14,849	12,921	12,144	10,731	8,322	9,204	9,448	8,532	8,047	94,198	Kern	158,087	60%
Heritage	20	1,210	1,497	398	0	0	1,318	2,892	4,208	3,493	15,017	Kern	20,268	74%
Home Base	123	4,900	6,931	6,657	4,793	7,050	6,653	5,451	7,412	3,737	53,584	Kern	62,323	86%
Lamont	20	3,579	105	0	0	0	0	4,257	4,402	5,555	17,898	Kern	20,268	88%
Martha J. Morgan	72	8,977	9,258	10,741	7,007	5,257	5,572	9,202	11,596	8,342	75,952	Kern	72,963	104%
McFarland	20	14,755	13,839	6,654	0	0	2,153	2,245	7,487	9,266	56,398	Kern	20,268	278%
Mojave	20	0	0	0	0	0	113	511	2,087	2,879	5,590	Kern	20,268	28%
Oasis	60	6,311	7,403	5,303	0	0	4,271	8,508	6,489	6,390	44,676	Kern	60,803	73%
Pete H. Parra	128	22,284	22,653	23,904	19,486	8,987	14,599	13,498	7,823	143	133,376	Kern	129,713	103%
Planz	20	1,051	909	506	0	0	0	0	0	0	2,466	Kern	20,268	12%
Primeros Pasos	78	10,068	9,300	12,109	10,241	3,707	7,301	7,296	6,098	5,282	71,403	Kern	79,044	90%
Rosamond	80	7,713	6,819	1,418	0	0	1,530	362	792	29	18,664	Kern	81,070	23%
San Diego	40	3,964	3,724	3,973	3,725	4,793	3,394	3,833	3,115	3,922	34,444	Kern	40,535	85%
Seibert	40	107	65	0	0	0	2,119	3,067	2,216	2,089	9,663	Kern	40,535	24%
Shafter	20	8,891	9,422	7,989	9,690	2,325	2,784	2,958	4,001	2,648	50,706	Kern	20,268	250%
Shafter HS/EHS	25	6,293	5,298	5,028	3,947	3,540	5,404	3,783	4,384	114	37,791	Kern	25,334	149%
Sterling	124	8,587	8,286	8,237	6,427	5,825	4,592	5,601	9,222	8,134	64,912	Kern	125,659	52%
Sunrise Villa	20	2,893	2,246	1,353	0	0	302	1,909	12,223	9,294	30,220	Kern	20,268	149%
Taft	63	3,570	3,771	2,365	0	0	145	1,384	1,529	2,233	14,997	Kern	63,843	23%
Tehachapi	34	1,674	1,695	787	0	0	0	166	1,495	1,222	7,039	Kern	34,455	20%
Vineland	20	849	1,325	0	0	0	0	161	1,188	2,661	6,183	Kern	20,268	31%
Virginia	40	7,331	6,314	5,408	0	0	1,558	6,378	6,373	6,402	39,766	Kern	40,535	98%
Wesley	60	17,881	16,343	11,003	0	0	3,590	12,546	19,245	20,220	100,828	Kern	60,803	166%
Willow	55	6,419	5,852	3,338	0	0	247	2,437	3,531	3,804	25,628	Kern	55,736	46%
Administrative Services		0	0	0	0	0	0	0	0	0	0	Kern	0	#DIV/0!
PC Planning		0	0	0	339	0	195	0	0	0	534	Kern	0	#DIV/0!
PC By Laws		0	0	0	53	0	49	0	0	0	101			
Governance		368	213	210	34	0	0	251	277	0	1,353	Kern	15,000	9%
Program Services		370	0	0	0	0	0	0	179	101	650	Kern	74,265	1%
California Street	24	7,215	6,419	6,840	5,260	4,612	4,930	3,680	1,964	3,348	44,268	SJC	39,646	112%
Chrisman	20	4,462	4,206	4,631	4,070	4,567	5,748	5,476	5,158	5,231	43,547	SJC	33,039	132%
Gianone	16	0	0	0	0	0	0	0	0	0	0	SJC	26,431	0%
Kennedy	16	4,837	4,626	2,588	1,947	3,098	3,605	2,886	2,843	724	27,154	SJC	26,431	103%
Lodi Home Base	35	3,908	5,003	4,033	2,349	3,663	2,483	784	1,597	39	23,858	SJC	28,909	83%
Lodi UCC	30	2,870	2,612	3,750	3,525	6,254	5,480	8,456	7,303	3,959	44,210	SJC	49,558	89%
Manteca Home Base	12	2,868	4,914	3,505	3,762	4,168	5,464	5,442	4,743	3,950	38,816	SJC	9,912	392%
Marci Massei	24	2,393	2,890	2,761	2,665	3,221	2,806	2,045	2,037	2,149	22,967	SJC	39,646	58%
St. Mary's	24	942	1,384	891	467	1,482	1,859	2,243	4,339	2,193	15,800	SJC	39,646	40%
Stockton Home Base	90	7,730	6,630	5,460	3,656	6,544	5,276	3,912	6,275	2,537	48,019	SJC	74,337	65%
Tracy Home Base	12	2,221	3,607	4,076	3,855	3,099	2,086	3,283	3,714	0	25,942	SJC	9,912	262%
Walnut	24	4,677	5,014	4,176	5,093	5,042	4,208	4,619	3,201	481	36,510	SJC	39,646	92%
Administrative Services		0	0	0	0	0	0	0	0	0	0	SJC	0	
Program Services		100	100	697	518	75	88	88	458	200	2,322	SJC	0	#DIV/0!
Policy Council		0	0	0	0	0	0	0	0	0	0	SJC	0	#DIV/0!
SUBTOTAL IN-KIND	**2,090**	**291,574**	**277,177**	**242,805**	**134,326**	**104,055**	**145,725**	**195,560**	**231,161**	**182,955**	**1,805,338**	**0**	**2,230,643**	**81%**
												x		
State General Child Care*		225,590	215,386	223,645	214,040	124,811	189,617	230,755	225,176	0	1,649,021	Kern	2,821,834	58%
State Preschool*		468,476	403,837	407,462	237,630	132,607	275,374	356,282	415,171	0	2,696,839	Kern	3,865,832	70%
State Migrant Child Care*		8,159	10,870	12,275	10,345	4,912	6,401	6,757	8,225	0	67,944	Kern	125,833	54%
SUBTOTAL CA DEPT of ED		**702,225**	**630,094**	**643,382**	**462,015**	**262,330**	**471,393**	**593,793**	**648,572**	**0**	**4,413,804**		**6,813,499**	**65%**
												x		
State General Child Care*		71,287	70,881	72,768	60,412	31,031	43,982	41,161	47,645	0	439,167	SJC	1,175,152	**37%**
SUBTOTAL CA DEPT of ED		**71,287**	**70,881**	**72,768**	**60,412**	**31,031**	**43,982**	**41,161**	**47,645**	**0**	**439,167**		**1,175,152**	**37%**
GRAND TOTAL		**1,065,086**	**978,152**	**958,955**	**656,753**	**397,416**	**661,100**	**830,514**	**927,378**	**182,955**	**6,658,309**		**10,219,294**	**65%**
											3,872			
											6,662,181			

https://capk.sharepoint.com/sites/Finance/Shared Documents/Private/Headstart/In - Kind Reports/In-Kind 2022-2023/In -Kind Combined/

MEMORANDUM

To: Budget and Finance Committee

From: Susana Magana, Director of Health and Nutrition/ Kelly Lowery, Food Bank Administrator

Date: Wednesday, January 18, 2023

Subject: *Agenda Item 4b:* Food Bank Purchase Order Request - **Action Item**

CAPK Strategic Goal 1 is "Increased access to healthy affordable food to support the health of the communities we serve." To achieve this goal, the CAPK Food Bank operates multiple programs including, but not limited to, the Community Pantry program, and the Free Farmers Market program. To operate these programs effectively, the CAPK Food Bank must supplement donations with the purchase of various types of canned, packaged, and fresh foods. CAPK has received a significant source of funding through the Department of Social Services called the CalFood Grant for over $3,000,000. To utilize this source of funding, the food must be grown or distributed in California. This creates challenges with sourcing the food and limits the pool of vendors we have to choose from.

Additionally, some reduced-cost loads become available and must be procured immediately. With these limitations in mind, CAPK Food Bank has identified three vendors, the California Association of Food Banks, Grimmway Farms and Cal Logistics as sources that meet these narrow limitations of the funding source and will enable our programs to continue moving CAPK toward our goal of greater access to healthy affordable food to support the health of the communities we serve.

Food Bank is requesting approval of Blanket Purchase Orders to be in place with the above listed vendors to purchase the necessary food expeditiously with the CalFood Grant as it becomes available to best serve the food insecure population of Kern County.

Recommendation

Staff Recommends the Budget & Finance Committee approve the creation of Blanket Purchase Orders with California Association of Food Banks, Grimmway Farms and Cal Logistics to purchase the food as needed with the available CalFood Grant.

Attachment:

CalFood Allocation Memo from the State of California

CDSS
KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • *www.cdss.ca.gov*

GAVIN NEWSOM
GOVERNOR

DATE: July 19, 2022

TO: ALL TEFAP PROVIDERS

FROM: BRIAN KAISER, Chief
CalFresh and Nutrition Programs Bureau

SUBJECT: ONGOING CALFOOD AND ONE TIME CALFOOD FUNDING ALLOCATIONS FOR FY 2022-23

The purpose of this memo is to notify The Emergency Food Assistance Program (TEFAP) providers (referred to as Providers) of their CalFood funding allocations for Fiscal Year (FY) 2022-23. Assembly Bill 152 (Chapter 503, Statues of 2011) established the CalFood program within the California Department of Social Services (CDSS) and the Department is allocating **$8 million** of General Funds for FY 2022-23 to Providers to operate the CalFood program. **New this year:** Assembly Bill 178 (Chapter 45, Statutes of 2022) established an *additional* One Time CalFood program within CDSS and the Department is allocating **$112 million** of General Funds for FY 2022-23 to Providers to operate the One Time CalFood program. Funds allocated for the One Time CalFood program must be spent within **three** fiscal years, compared to **one** fiscal year for the original/ongoing CalFood program. Below are the following the guidelines for both programs:

$8 million Ongoing CalFood Funding Guidelines

- CalFood funds will be disbursed only to Providers that have a current TEFAP Memorandum of Understanding with CDSS.

- Each Provider will receive a base amount of $35,000, with the remaining funds allocated using the 60/40 allocation methodology currently utilized for TEFAP allocations.

- CalFood funds can only be used to purchase, store, and transport food grown or produced in California and must be distributed to recipients free of charge. “Produced in California” is defined as being substantially made in California where at least 51 percent of the food product was produced in California.

- Storage, transportation, and other operational expenses, after receipt of food, may not exceed 25 percent of the claimed food amount and must be clearly itemized on the *Request for Reimbursement of Expenses* (EFAP-4) form.

- Providers must purchase food from an outside vendor and not from its own agency.

- Providers may request a one-time cash advance up to 25%. All cash advances must be reconciled by December 30, 2022. **Any providers who do not reconcile by December 30, 2022 will not be eligible for any cash advances for the FY 2023-24 CalFood Program**.

- Providers that have not invoiced and claimed at least **40** percent of the CalFood funds by **December 30, 2022** will lose their unclaimed allocation and the funds will be redistributed to other Providers.

- Providers not able to spend the above-mentioned redistributed funds will have the opportunity to opt out and will not be awarded the additional funds.

- The funds are to be used for the purchase of additional food and are not to supplant existing food supplies or funds.

Please continue using the existing *Request for Reimbursement of Expenses* (EFAP-4) form to claim reimbursement of CalFood expenses. Reimbursement claims for CalFood expenses must include an invoice and receipts. Providers must also state the following statement in box 8 of the EFAP-4 form:

"I certify that these funds were used to purchase, store, and transport food grown or produced in California for distribution to recipients free of charge."

Any claim submitted for reimbursement that does not include the certification statement, the transportation and storage itemization (if necessary), the required invoice and receipts will be denied.

Requests for CalFood reimbursement must follow standard TEFAP procedures. Please submit *Request for Reimbursement of Expenses* forms immediately once you have expended the funds. **All claims for reimbursement must be received as indicated below:**

FOR ALL AGENCIES WHO HAVE RECEIVED A CALFOOD ALLOCATION:		
CLAIM DUE TO THE STATE	**PERCENTAGE TO SPEND**	**VALID DATES FOR SUPPORTING INVOICES AND RECEIPTS**
December 30, 2022	40%	July 1, 2022 - December 30, 2022
May 31, 2023	**100%**	**July 1, 2022 – May 31, 2023**

$112 million One Time CalFood Funding Guidelines

- One Time CalFood funds will be disbursed only to Providers that have a current TEFAP Memorandum of Understanding with CDSS.

- Each Provider will receive a base amount of $75,000, with the remaining funds allocated using the 60/40 allocation methodology currently utilized for TEFAP allocations.

- One Time CalFood funds can only be used to purchase, store, and transport food grown or produced in California and must be distributed to recipients free of charge. “Produced in California” is defined as being substantially made in California where at least 51 percent of the food product was produced in California.

- Storage, transportation, and other operational expenses, after receipt of food, may not exceed 25 percent of the claimed food amount and must be clearly itemized on the *Request for Reimbursement of Expenses* (EFAP-4) form.

- Providers must purchase food from an outside vendor and not from its own agency.

- Providers may request a one-time cash advance up to 25%. All cash advances must be reconciled by December 30, 2023.

- Providers that have not invoiced and claimed at least **40** percent of the One Time CalFood funds by **December 30, 2023** will lose their unclaimed allocation and the funds will be redistributed to other Providers.

- Providers not able to spend the above-mentioned redistributed funds will have the opportunity to opt out and will not be awarded the additional funds.

- The funds are to be used for the purchase of additional food and are not to supplant existing food supplies or funds.

Please continue using the existing *Request for Reimbursement of Expenses* (EFAP-4) form to claim reimbursement of CalFood expenses. Reimbursement claims for CalFood expenses must include an invoice and receipts. Providers must also state the following statement in box 8 of the EFAP-4 form:

“I certify that these funds were used to purchase, store, and transport food grown or produced in California for distribution to recipients free of charge.”

Any claim submitted for reimbursement that does not include the certification statement, the transportation and storage itemization (if necessary), the required invoice and receipts will be denied.

Requests for One Time CalFood reimbursement must follow standard TEFAP procedures. Please submit *Request for Reimbursement of Expenses* forms immediately once you have expended the funds. **All claims for reimbursement must be received as indicated below:**

FOR ALL AGENCIES WHO HAVE RECEIVED ONE TIME CALFOOD ALLOCATION:		
CLAIM DUE TO THE STATE	**PERCENTAGE TO SPEND**	**VALID DATES FOR SUPPORTING INVOICES AND RECEIPTS**
December 30, 2023	40%	July 1, 2022 - December 30, 2023
April 30, 2025	**100%**	**July 1, 2022 – April 30, 2025**

The attachment to this letter details the total amount available and each Provider's allocation. Attachment A allocates funds for the $8 million CalFood program and Attachment B allocates funds for the $112 million One Time CalFood program.

An additional $52 million in funding for the CalFood program is expected for the upcoming fiscal year 2023-2024 (on top of the regularly budgeted $8 million) and will also have a three year timeline to expend. This may be important to note while implementing a spending plan for your agency. More details on this additional CalFood allocation for FY 2023-24 will come later in this fiscal year.

If you need further information or have any questions, please contact Lizethe Chavez, Emergency Food Programs Unit Acting Manager, by phone at (916) 651-0807 and by email at Lizethe.Chavez@dss.ca.gov.

c: TEFAP Coordinators

County	Eligible Recipient Agency	MOU #	Base	60/40 Percentage	60/40 Funding	Total Annual Allocation
Alameda	Alameda County Community Foodbank	15-MOU-00105	$35,000	3.2112%	$200,697	$235,697
Amador	Interfaith Council of Amador	15-MOU-00107	$35,000	0.0854%	$5,337	$40,337
Butte	Community Action Agency of Butte County	15-MOU-00108	$35,000	0.8473%	$52,957	$87,957
Calaveras	The Resource Connection	15-MOU-00109	$35,000	0.1004%	$6,274	$41,274
Contra Costa/Solano	Food Bank of Contra Costa & Solano	15-MOU-00110	$35,000	2.9286%	$183,040	$218,040
Del Norte	Rural Human Services, Inc.	15-MOU-00112	$35,000	0.0700%	$4,372	$39,372
Del Norte	Family Resource Center of the Redwoods	20-MOU-6059	$35,000	0.0175%	$1,093	$36,093
El Dorado/Alpine	Food Bank of El Dorado County	15-MOU-00113	$35,000	0.3372%	$21,076	$56,076
Fresno	Central California Food Bank	15-MOU-00114	$35,000	3.7174%	$232,339	$267,339
Humboldt	Food for People, Inc.	15-MOU-00115	$35,000	0.4345%	$27,156	$62,156
Imperial	Community Food Bank of Imperial	15-MOU-00116	$35,000	0.8020%	$50,122	$85,122
Inyo/Mono	Inyo/Mono Advocates for Community Action	15-MOU-00117	$35,000	0.0725%	$4,534	$39,534
Kern (CAP)	Community Action Partnership of Kern	15-MOU-00118	$35,000	3.3204%	$207,527	$242,527
Kings	Kings Community Action Organization	15-MOU-00119	$35,000	0.4951%	$30,946	$65,946
Lake	Clear Lake Gleaners, Inc.	15-MOU-00120	$35,000	0.2108%	$13,172	$48,172
Lassen/Modoc	CFL/Food Bank of Northern Nevada	20-MOU-6030	$35,000	0.1030%	$6,440	$41,440
Los Angeles (FBSC)	Food Bank of Southern California	15-MOU-00122	$35,000	8.9090%	$556,810	$591,810
Los Angeles (RFB)	Los Angeles Regional Food Bank	15-MOU-00123	$35,000	20.7876%	$1,299,223	$1,334,223
Madera	Madera County Food Bank	15-MOU-00124	$35,000	0.5323%	$33,266	$68,266
Mendocino	Mendocino Food and Nutrition Program, Inc.	15-MOU-00125	$35,000	0.2560%	$16,002	$51,002
Merced/Mariposa	Merced County Food Bank	15-MOU-00126	$35,000	1.0955%	$68,466	$103,466
Monterey	Food Bank for Monterey County	15-MOU-00127	$35,000	1.1968%	$74,801	$109,801
Napa	Community Action of Napa Valley	15-MOU-00128	$35,000	0.2623%	$16,391	$51,391
Nevada	Food Bank of Nevada County	15-MOU-00129	$35,000	0.2006%	$12,538	$47,538
Orange (CAP)	Community Action Partnership of Orange County	15-MOU-00130	$35,000	2.9875%	$186,720	$221,720
Orange (SHFB)	Second Harvest Food Bank of Orange County	15-MOU-00131	$35,000	3.6514%	$228,213	$263,213
Placer	Placer Food Bank	15-MOU-00132	$35,000	0.6118%	$38,238	$73,238
Riverside FIND	Food in Need of Distribution	18-MOU-06006	$35,000	2.4108%	$150,674	$185,674
Riverside FA	Feeding America Serving Riverside & San Bernardino	15-MOU-00133	$35,000	3.6162%	$226,011	$261,011
Sacramento	Sacramento Food Bank & Family Services	15-MOU-00134	$35,000	4.1177%	$257,359	$292,359
San Benito	Community Food Bank of San Benito County	15-MOU-00135	$35,000	0.1319%	$8,241	$43,241
San Bernardino	Community Action Partnership of San Bernardino Cou	15-MOU-00136	$35,000	5.9698%	$373,113	$408,113
San Diego	Jacobs & Cushman San Diego Food Bank	15-MOU-00137	$35,000	7.3757%	$460,984	$495,984
San Francisco/ Marin	San Francisco Food Bank	15-MOU-00138	$35,000	2.2091%	$138,072	$173,072
San Joaquin	San Joaquin County Aging & Community Services	15-MOU-00139	$35,000	2.1566%	$134,787	$169,787
San Luis Obispo	Food Bank Coalition of San Luis Obispo County	15-MOU-00140	$35,000	0.6295%	$39,341	$74,341
Santa Barbara	Food Bank of Santa Barbara	15-MOU-00141	$35,000	1.0323%	$64,517	$99,517
Santa Clara/San Mateo	Second Harvest Food Bank of Silicon Valley	15-MOU-00142	$35,000	4.2336%	$264,598	$299,598
Santa Cruz	Second Harvest Food Bank Serving Santa Cruz	15-MOU-00143	$35,000	0.6569%	$41,058	$76,058
Shasta	Dignity Health Connected Lving	15-MOU-00144	$35,000	0.4720%	$29,499	$64,499
Siskiyou	Great Northern Services	15-MOU-00145	$35,000	0.1279%	$7,992	$42,992
Sonoma	Redwood Empire Food Bank	15-MOU-00146	$35,000	0.9571%	$59,817	$94,817
Stanislaus	Salvation Army Modesto Citadel	15-MOU-00147	$35,000	1.5984%	$99,899	$134,899
Tehama	Tehama County Gleaners	15-MOU-00148	$35,000	0.1852%	$11,577	$46,577
Trinity	Trinity County Food Bank	15-MOU-00149	$35,000	0.0492%	$3,077	$38,077
Tulare	Foodlink for Tulare County	15-MOU-00150	$35,000	1.8609%	$116,305	$151,305
Tuolumne	Tuolumne Community Action Agency	15-MOU-00151	$35,000	0.1244%	$7,777	$42,777
Ventura	Food Share Inc. of Ventura County	15-MOU-00152	$35,000	1.6285%	$101,783	$136,783
Yolo	Yolo Food Bank	15-MOU-00153	$35,000	0.6935%	$43,346	$78,346
Yuba/Sutter	Gleaners Food Bank, Inc.	15-MOU-00154	$35,000	0.5188%	$32,423	$67,423
Food Bank Total			**$1,750,000**	**100.0000%**	**$6,250,000**	**$8,000,000**

(B) One Time CalFood
Allocation SFY 2022-23

County	Eligible Recipient Agency	MOU #	Base	60/40 Percentage	60/40 Funding	Total One Time Allocation
Alameda	Alameda County Community Foodbank	15-MOU-00105	$75,000	3.2112%	$3,476,078	$3,551,078
Amador	Interfaith Council of Amador	15-MOU-00107	$75,000	0.0854%	$92,441	$167,441
Butte	Community Action Agency of Butte County	15-MOU-00108	$75,000	0.8473%	$917,207	$992,207
Calaveras	The Resource Connection	15-MOU-00109	$75,000	0.1004%	$108,662	$183,662
Contra Costa/Solano	Food Bank of Contra Costa & Solano	15-MOU-00110	$75,000	2.9286%	$3,170,256	$3,245,256
Del Norte	Rural Human Services, Inc.	15-MOU-00112	$75,000	0.0700%	$75,722	$150,722
Del Norte	Family Resource Center of the Redwoods	20-MOU-6059	$75,000	0.0175%	$18,931	$93,931
El Dorado/Alpine	Food Bank of El Dorado County	15-MOU-00113	$75,000	0.3372%	$365,028	$440,028
Fresno	Central California Food Bank	15-MOU-00114	$75,000	3.7174%	$4,024,113	$4,099,113
Humboldt	Food for People, Inc.	15-MOU-00115	$75,000	0.4345%	$470,344	$545,344
Imperial	Community Food Bank of Imperial	15-MOU-00116	$75,000	0.8020%	$868,115	$943,115
Inyo/Mono	Inyo/Mono Advocates for Community Action	15-MOU-00117	$75,000	0.0725%	$78,533	$153,533
Kern (CAP)	Community Action Partnership of Kern	15-MOU-00118	$75,000	3.3204%	$3,594,360	$3,669,360
Kings	Kings Community Action Organization	15-MOU-00119	$75,000	0.4951%	$535,989	$610,989
Lake	Clear Lake Gleaners, Inc.	15-MOU-00120	$75,000	0.2108%	$228,147	$303,147
Lassen/Modoc	CFL/Food Bank of Northern Nevada	20-MOU-6030	$75,000	0.1030%	$111,544	$186,544
Los Angeles (FBSC)	Food Bank of Southern California	15-MOU-00122	$75,000	8.9090%	$9,643,944	$9,718,944
Los Angeles (RFB)	Los Angeles Regional Food Bank	15-MOU-00123	$75,000	20.7876%	$22,502,535	$22,577,535
Madera	Madera County Food Bank	15-MOU-00124	$75,000	0.5323%	$576,169	$651,169
Mendocino	Mendocino Food and Nutrition Program, Inc.	15-MOU-00125	$75,000	0.2560%	$277,155	$352,155
Merced/Mariposa	Merced County Food Bank	15-MOU-00126	$75,000	1.0955%	$1,185,835	$1,260,835
Monterey	Food Bank for Monterey County	15-MOU-00127	$75,000	1.1968%	$1,295,545	$1,370,545
Napa	Community Action of Napa Valley	15-MOU-00128	$75,000	0.2623%	$283,897	$358,897
Nevada	Food Bank of Nevada County	15-MOU-00129	$75,000	0.2006%	$217,156	$292,156
Orange (CAP)	Community Action Partnership of Orange County	15-MOU-00130	$75,000	2.9875%	$3,233,983	$3,308,983
Orange (SHFB)	Second Harvest Food Bank of Orange County	15-MOU-00131	$75,000	3.6514%	$3,952,645	$4,027,645
Placer	Placer Food Bank	15-MOU-00132	$75,000	0.6118%	$662,274	$737,274
Riverside FIND	Food in Need of Distribution	18-MOU-06006	$75,000	2.4108%	$2,609,673	$2,684,673
Riverside FA	Feeding America Serving Riverside & San Bernardino	15-MOU-00133	$75,000	3.6162%	$3,914,510	$3,989,510
Sacramento	Sacramento Food Bank & Family Services	15-MOU-00134	$75,000	4.1177%	$4,457,456	$4,532,457
San Benito	Community Food Bank of San Benito County	15-MOU-00135	$75,000	0.1319%	$142,740	$217,740
San Bernardino	Community Action Partnership of San Bernardino Cou	15-MOU-00136	$75,000	5.9698%	$6,462,318	$6,537,318
San Diego	Jacobs & Cushman San Diego Food Bank	15-MOU-00137	$75,000	7.3757%	$7,984,243	$8,059,243
San Francisco/ Marin	San Francisco Food Bank	15-MOU-00138	$75,000	2.2091%	$2,391,399	$2,466,400
San Joaquin	San Joaquin County Aging & Community Services	15-MOU-00139	$75,000	2.1566%	$2,334,515	$2,409,515
San Luis Obispo	Food Bank Coalition of San Luis Obispo County	15-MOU-00140	$75,000	0.6295%	$681,389	$756,389
Santa Barbara	Food Bank of Santa Barbara	15-MOU-00141	$75,000	1.0323%	$1,117,435	$1,192,435
Santa Clara/San Mateo	Second Harvest Food Bank of Silicon Valley	15-MOU-00142	$75,000	4.2336%	$4,582,837	$4,657,837
Santa Cruz	Second Harvest Food Bank Serving Santa Cruz	15-MOU-00143	$75,000	0.6569%	$711,117	$786,117
Shasta	Dignity Health Connected Lving	15-MOU-00144	$75,000	0.4720%	$510,915	$585,915
Siskiyou	Great Northern Services	15-MOU-00145	$75,000	0.1279%	$138,418	$213,418
Sonoma	Redwood Empire Food Bank	15-MOU-00146	$75,000	0.9571%	$1,036,033	$1,111,033
Stanislaus	Salvation Army Modesto Citadel	15-MOU-00147	$75,000	1.5984%	$1,730,255	$1,805,256
Tehama	Tehama County Gleaners	15-MOU-00148	$75,000	0.1852%	$200,519	$275,519
Trinity	Trinity County Food Bank	15-MOU-00149	$75,000	0.0492%	$53,295	$128,295
Tulare	Foodlink for Tulare County	15-MOU-00150	$75,000	1.8609%	$2,014,407	$2,089,407
Tuolumne	Tuolumne Community Action Agency	15-MOU-00151	$75,000	0.1244%	$134,704	$209,704
Ventura	Food Share Inc. of Ventura County	15-MOU-00152	$75,000	1.6285%	$1,762,875	$1,837,876
Yolo	Yolo Food Bank	15-MOU-00153	$75,000	0.6935%	$750,761	$825,761
Yuba/Sutter	Gleaners Food Bank, Inc.	15-MOU-00154	$75,000	0.5188%	$561,573	$636,574
Food Bank Total			**$3,750,000**	**100.0000%**	**$108,250,000**	**$112,000,000**

MEMORANDUM

To: Budget & Finance Committee

From: Esperanza Contreras, Partnership Administrator

Date: January 18, 2023

Subject: *Agenda Item 4c*: Early Head Start Child Care Partnership COLA– **Action Item**

The Board of Directors previously approved the application to receive the 2.28% COLA for Kern Early Head Start Child Care Partnership. This application was received and approved by the Office of Head Start. The approval for the COLA is retroactive to the full contract year starting March 1, 2022, to include the increase to the contractual payments for service.

The annual contractual increases are as follows:

Child Care Partner	Current Rate	Difference	2.28% COLA Rate
Escuelita Hernandez Little School	$116,605.44	$2,658.60	$119,264.04
Garden Pathways, Inc.	$80,652.00	$2,844.69	$83,496.69
Kern Community College District	$257,311.72	$5,866.68	$263,177.40
Kern Superintendent of Schools	$128,655.36	$2,933.34	$131,588.70
West Kern Community College District	$306,089.28	$6,978.84	$313,068.12

This request supports the CAPK Strategic Plan Goal 2.1 Expand access to services and resources for health and safety of children and youth by providing a safe environment. 2.1.3 Identify and secure additional funding to support facility and capacity development required to expand geographic coverage.

Recommendation:

Staff recommends the Board of Directors approve the Early Head Start Child Care Partnership Amendments to contracts and authorize the Chief Executive Officer (CEO) to execute the Amendments to Contract for Service Agreement on behalf of CAPK.

Attachments:

Escuelita Hernandez Little School Amendment II Contract for Services Agreement
Garden Pathways, Inc. Amendment II Contract for Services Agreement
Kern County Community College District Amendment I Contract for Services Agreement
Kern County Superintendent of Schools Amendment III Contract for Services Agreement
West Kern Community College District Amendment I Contract for Services Agreement

Community Action Partnership of Kern
5005 Business Park North, Bakersfield, CA 93309
P: (661) 336-5236 F: (661) 336-5228

AMENDMENT II TO CONTRACT FOR SERVICES AGREEMENT

This is Amendment II to the Contract for Services Agreement ("Agreement") dated January 1, 2020 by and between Escuelita Hernandez Little School ("Contractor") and Community Action Partnership of Kern ("CAPK"). The effective date for Amendment II will be March 1, 2022.

Section 3 of the original Agreement is revised to read as follows:

Payment for Services. The identified Contractor may receive one or more increases to their funding as presented in each Consolidated Appropriations Act that is signed into law during the term of this contract. Consolidated Appropriation Acts are signed on an annual or bi-annual basis (every two years) and includes funding for a Cost-of-Living Adjustment (COLA). The COLA will permanently increase payments to the contractor by the percentage noted on each act; the percentage fluctuates in quantity per act. The Contractor will receive notice of the COLA when CAPK receives the official Funding Guidance letter from the Office of Head Start. CAPK will utilize Amendments to the original contract to report the adjustment made to Contractor's payments in current or future budget periods. The increase will be implemented to payments beginning on March 1 of the fiscal year in which the act is enacted; retroactive payments may be required.

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.28% COLA from the Office of Head Start.

As such, payment for services shall hereafter be six hundred twenty-one and seventeen cents ($621.17) per child per calendar month, up to a maximum of eight (8) infants and eight (8) toddlers in Early Head Start children. The total maximum monthly charges are nine thousand nine hundred thirty-eight and sixty-seven cents ($9,938.67) as shown below.

- Budget Period 1 01/01/2020-08/31/2020 8 months x $9,600.00 $76,800.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x $9,600.00 $57,600.00
- Budget Period 2 03/01/2021-08/31/2021 6 months x $9,717.12 $58,302.72
- Budget Period 3 09/01/2021-02/28/2022 6 months x $9,717.12 $58,302.72
- Budget Period 3 03/01/2022-08/31/2022 6 months x $9,938.67 $59,632.02
- Budget Period 4 09/01/2022-08/31/2023 12 months x $9,938.67 $119,264.04
- Budget Period 5 09/01/2023-08/31/2024 12 months x $9,938.67 $119,264.04

As noted above, later budget periods may indicate a new funding increase once a Consolidated Appropriate Act has been signed.

Any additional services not approved by CAPK in advance will be at the Contractor's own expense. A copy of CAPK's signed approval is to be submitted with Contractor's invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10th day of the following month. Terms are Net 30 from the date the invoice is received in CAPK's Accounting Department. Additionally, Contractor invoices shall be in accordance with Attachment B contained in and attached hereto for reference.

Section 4 of the original Agreement is revised to read as follows:

FISCAL PROVISONS. The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS Child Care Partnership (as defined by the Administration for Children and Families, as determined solely by accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CRF Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.

The quantities below are subject to change upon the enactment of a Consolidated Appropriations Act. As noted in Section 3, the Consolidated Appropriations Act, signed into law annually or bi-annually (every two years), includes a COLA that increases the Federal funds received by the Contractor. As such, the Non-Federal share requirement will also increase to reflect an updated total of Federal Funds received by the Contractor.

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.28% COLA from the Office of Head Start. Budget Periods 2 through 5 indicate the Non-Federal share requirement per the funding increase.

- Budget Period 1 01/01/2020-08/31/2020 8 months x $2,400.00 @ 25% $19,200.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x $2,400.00 @ 25% $14,400.00
- Budget Period 2 03/01/2021-08/31/2021 6 months x $2,429.28 @ 25% $14,575.68
- Budget Period 3 09/01/2021-02/28/2022 6 months x $2,429.28 @ 25% $29,151.36
- Budget Period 3 03/01/2022-08/31/2022 6 months x $2,489.67 @ 25% $14,908.02
- Budget Period 4 09/01/2022-08/31/2023 12 months x $2,484.67 @ 25% $29,816.04
- Budget Period 5 09/01/2023-08/31/2024 12 months x $2,484.67 @ 25% $29,816.04

All other terms of the original Agreement remain binding except where they contradict Amendment II, which shall prevail.

VENDOR: ESCUELITA HERNANDEZ LITTLE SCHOOL

Signature: _____ **Date: _____**

Printed Name:_____ **Title:_____**

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____ **Date: _____**

Community Action Partnership of Kern
5005 Business Park North, Bakersfield, CA 93309
P: (661) 336-5236 F: (661) 336-5228

AMENDMENT II TO CONTRACT FOR SERVICES AGREEMENT

This is Amendment II to Contract for Services Agreement ("Agreement") dated August 31, 2019, by and between Garden Pathways, Inc., and Community Action Partnership of Kern ("CAPK"). The effective date for Amendment II will be March 1, 2022.

Section 3 of the original Agreement is revised to read as follows:

Payment for Services. The identified Contractor may receive one or more increases to their funding as presented in each Consolidated Appropriations Act that is signed into law during the term of this contract. Consolidated Appropriation Acts are signed on an annual or bi-annual basis (every two years) and include funding for a Cost-of-Living Adjustment (COLA). The COLA will permanently increase payments to the contractor by the percentage noted on each act; the percentage fluctuates in quantity per act. The Contractor will receive notice of the COLA when CAPK receives the official Funding Guidance letter from the Office of Head Start. CAPK will utilize Amendments to the original contract to report the adjustment made to Contractor's payments in current or future budget periods. The increase will be implemented to payments beginning on March 1, 2021, of the fiscal year in which the act is enacted; retroactive payments may be required.

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.28% COLA from the Office of Head Start.

As such, payment for services shall hereafter be six hundred thirty-two dollars and fifty-five cents ($632.55) per child per calendar month, up to a maximum of eleven (11) Early Head Start children. The total maximum monthly charges are six thousand nine hundred fifty-eight dollars and sixty-nine cents ($6,958.69) as shown below.

- Budget Period 1 09/01/2019-08/31/2020 12 months x $6,721.00 $80,652.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x $6,721.00 $40,326.00
- Budget Period 2 03/01/2021-08/31/2021 6 months x $6,802.95 $40,817.70
- Budget Period 3 09/01/2021-02/28/2022 6 months x $6,802.95 $40,817.70
- Budget Period 3 03/01/2022-08/31/2022 6 months x $6,958.06 $41,748.36
- Budget Period 4 09/01/2022-08/31/2023 12 months x $6,958.06 $83,496.69
- Budget Period 5 09/01/2023-08/31/2024 12 months x $6,958.06 $83,496.69

As noted above, later budget periods may indicate a new funding increase once a Consolidated Appropriate Act has been signed.

Any additional services not approved by CAPK in advance will be at the Contractor's own expense. A copy of CAPK's signed approval is to be submitted with Contractor's invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10th day of the following month. Terms are Net 30 from the date the invoice is received in CAPK's Accounting Department. Additionally, Contractor invoices shall be in accordance with Attachment B contained in and attached hereto for reference.

Section 4 of the original Agreement is revised to read as follows:

FISCAL PROVISONS. The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS Child Care Partnership (as defined by the Administration for Children and Families, as determined solely by accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CRF Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.

The quantities below are subject to change upon the enactment of a Consolidated Appropriations Act. As noted in Section 3, the Consolidated Appropriations Act, signed into law annually or bi-annually (every two years), includes a COLA that increases the Federal funds received by the Contractor. As such, the Non-Federal share requirement will also increase to reflect an updated total of Federal Funds received by the Contractor.

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.28% COLA from the Office of Head Start. Budget Periods 3 through 5 indicate the Non-Federal share requirement per the funding increase.

- Budget Period 1 09/01/2019-08/31/2020 12 months x $1,680.25 @ 25% $20,163.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x $1,680.25 @ 25% $10,081.50
- Budget Period 2 03/01/2021-08/31/2021 6 months x $1,700.74 @ 25% $10,204.43
- Budget Period 3 09/01/2021-02/28/2022 6 months x $1,700.74 @ 25% $10,204.44
- Budget Period 3 03/01/2022-08/31/2022 6 months x $1,739.52 @ 25% $10,437.12
- Budget Period 4 09/01/2022-08/31/2023 12 months x $1,739.52 @ 25% $20,874.24
- Budget Period 5 09/01/2023-08/31/2024 12 months x $1,739.52 @ 25% $20,874.24

All other terms of the original Agreement remain binding except where they contradict Amendment II, which shall prevail.

VENDOR: GARDEN PATHWAYS, INC

Signature: _____ **Date: _____**

Printed Name:_____ **Title:_____**

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____ **Date: _____**

Community Action Partnership of Kern
5005 Business Park North, Bakersfield, CA 93309
P: (661) 336-5236 F: (661) 336-5228

AMENDMENT I TO CONTRACT FOR SERVICES AGREEMENT

This is Amendment I to the Contract for Services Agreement ("Agreement") dated October 10, 2019 by and between Kern Community College District c/o Bakersfield Community College ("Contractor") and Community Action Partnership of Kern ("CAPK"). The effective date for Amendment I will be March 1, 2022.

Section 3 of the original Agreement is revised to read as follows:

Payment for Services. The identified Contractor may receive one or more increases to their funding as presented in each Consolidated Appropriations Act that is signed into law during the term of this contract. Consolidated Appropriation Acts are signed on an annual or bi-annual basis (every two years) and includes funding for a Cost-of-Living Adjustment (COLA). The COLA will permanently increase payments to the contractor by the percentage noted on each act; the percentage fluctuates in quantity per act. The Contractor will receive notice of the COLA when CAPK receives the official Funding Guidance letter from the Office of Head Start. CAPK will utilize Amendments to the original contract to report the adjustment made to Contractor's payments in current or future budget periods. The increase will be implemented to payments beginning on March 1 of the fiscal year in which the act is enacted; retroactive payments may be required.

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.28% COLA from the Office of Head Start.

As such, payment for services shall hereafter be six hundred eighty-five dollars and thirty cents ($685.36) per child per calendar month, up to a maximum of thirty-two (32) Early Head Start children. The total maximum monthly charges are twenty-one thousand nine hundred thirty-one and forty-five cents ($21,931.45) as shown below.

- Budget Period 1 09/01/2019-08/31/2020 12 months x $21,184.00 $254,208.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x $21,184.00 $127,104.00
- Budget Period 2 03/01/2021-08/31/2021 6 months x $21, 442.56 $128,655.36
- Budget Period 3 03/01/2021-02/28/2022 6 months x $21, 442.56 $128,655.36
- Budget Period 3 03/01/2022-08/31/2022 6 months x $21,931.45 $131,588.70
- Budget Period 4 09/01/2022-08/31/2023 12 months x $21,931.45 $263,177.40

As noted above, later budget periods may indicate a new funding increase once a Consolidated Appropriate Act has been signed.

Any additional services not approved by CAPK in advance will be at the Contractor's own expense. A copy of CAPK's signed approval is to be submitted with Contractor's invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10th day of the following month. Terms are Net 30 from the date the invoice is received in CAPK's Accounting Department. Additionally, Contractor invoices shall be in accordance with Attachment B contained in and attached hereto for reference.

Section 4 of the original Agreement is revised to read as follows:

FISCAL PROVISONS. The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS Child Care Partnership (as defined by the Administration for Children and Families, as determined solely by accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CRF Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.

The quantities below are subject to change upon the enactment of a Consolidated Appropriations Act. As noted in Section 3, the Consolidated Appropriations Act, signed into law annually or bi-annually (every two years), includes a COLA that increases the Federal funds received by the Contractor. As such, the Non-Federal share requirement will also increase to reflect an updated total of Federal Funds received by the Contractor.

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.28% COLA from the Office of Head Start. Budget Periods 3 through 4 indicate the Non-Federal share requirement per the funding increase.

- Budget Period 1 09/01/2019-08/31/2020 12 months x $5,296.00 @ 25% $63,552.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x $5,296.00 @ 25% $31,776.00
- Budget Period 2 03/01/2021-08/31/2021 6 months x $5,360.64 @ 25% $32,163.84
- Budget Period 3 09/01/2021-02/28/2022 6 months x $5,360.64 @ 25% $32,163.84
- Budget Period 3 03/01/2022-08/31/2022 6 months x $5,482.86 @ 25% $32,897.16
- Budget Period 4 09/01/2022-08/31/2023 12 months x $5, 482.86 @ 25% $65,794.32

All other terms of the original Agreement remain binding except where they contradict Amendment I, which shall prevail.

VENDOR: KERN COMMUNITY COLLEGE DISTRICT c/o BAKERSFIELD COMMUNITY COLLEGE

Signature: _____ **Date: _____**

Printed Name: _____ **Title: _____**

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____ **Date: _____**

Community Action Partnership of Kern
5005 Business Park North, Bakersfield, CA 93309
P: (661) 336-5236 F: (661) 336-5228

AMENDMENT III TO CONTRACT FOR SERVICES AGREEMENT

This is Amendment III to the Contract for Services Agreement ("Agreement") dated September 1, 2016 by and between Kern County Superintendent of Schools ("Contractor") and Community Action Partnership of Kern ("CAPK"). The effective date for Amendment III will be March 1, 2022.

Section 3 of the original Agreement is revised to read as follows:

Payment for Services. The identified Contractor may receive one or more increases to their funding as presented in each Consolidated Appropriations Act that is signed into law during the term of this contract. Consolidated Appropriation Acts are signed on an annual or bi-annual basis (every two years) and includes funding for a Cost-of-Living Adjustment (COLA). The COLA will permanently increase payments to the contractor by the percentage noted on each act; the percentage fluctuates in quantity per act. The Contractor will receive notice of the COLA when CAPK receives the official Funding Guidance letter from the Office of Head Start. CAPK will utilize Amendments to the original contract to report the adjustment made to Contractor's payments in current or future budget periods. The increase will be implemented to payments beginning on March 1 of the fiscal year in which the act is enacted; retroactive payments may be required.

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.28% COLA from the Office of Head Start.

As such, payment for services shall hereafter be six hundred eighty-five and thirty-six cents ($685.36) per child per calendar month, up to a maximum of sixteen (16) Early Head Start children. The total maximum monthly charges are ten thousand nine hundred sixty-five dollars and seventy-three cents ($10,965.73) as shown below.

- Budget Period 1 09/01/2019-08/31/2020 12 months x $10,592.00 $127,104.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x $10,592.00 $63,552.00
- Budget Period 2 03/01/2021-08/31/2021 6 months x $10,721.28 $64,327.68
- Budget Period 2 09/01/2021-02/28/2022 6 months x $10,721.28 $64,327.68
- Budget Period 3 03/01/2022-08/31/2022 6 months x $10,965.73 $65,794.38
- Budget Period 4 09/01/2022-08/31/2023 12 months x $10, 965.73 $131,588.70
- Budget Period 5 09/01/2023-08/31/2024 12 months x $10, 965.73 $131,588.70

As noted above, later budget periods may indicate a new funding increase once a Consolidated Appropriate Act has been signed.

Any additional services not approved by CAPK in advance will be at the Contractor's own expense. A copy of CAPK's signed approval is to be submitted with Contractor's invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10th day of the following month. Terms are Net 30 from the date the invoice is received in CAPK's Accounting Department. Additionally, Contractor invoices shall be in accordance with Attachment B contained in and attached hereto for reference.

Section 4 of the original Agreement is revised to read as follows:

FISCAL PROVISONS. The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS Child Care Partnership (as defined by the Administration for Children and Families, as determined solely by accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CRF Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.

The quantities below are subject to change upon the enactment of a Consolidated Appropriations Act. As noted in Section 3, the Consolidated Appropriations Act, signed into law annually or bi-annually (every two years), includes a COLA that increases the Federal funds received by the Contractor. As such, the Non-Federal share requirement will also increase to reflect an updated total of Federal Funds received by the Contractor.

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.28% COLA from the Office of Head Start. Budget Periods 3 through 5 indicate the Non-Federal share requirement per the funding increase.

- Budget Period 1 09/01/2019-08/31/2020 12 months x $2,648.00 @25% $31,776.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x $2,648.00 @25% $15,888.00
- Budget Period 2 03/01/2021-08/31/2021 6 months x $2,680.32 @25% $16,081.92
- Budget Period 3 09/01/2021-02/28/2022 6 months x $2,680.32 @25% $16,081.92
- Budget Period 3 03/01/2022-08/31/2022 6 months x $2,741.43 @25% $16,448.58
- Budget Period 4 09/01/2022-08/31/2023 12 months x $2,741.43 @25% $32,897.16
- Budget Period 5 09/01/2023-08/31/2024 12 months x $2,741.43 @25% $32,897.16

All other terms of the original Agreement remain binding except where they contradict Amendment III, which shall prevail.

VENDOR: KERN COUNTY SUPERINTENDENT OF SCHOOLS

Signature: _____ **Date: _____**

Printed Name: _____ **Title: _____**

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____ **Date: _____**

Community Action Partnership of Kern
5005 Business Park North, Bakersfield, CA 93309
P: (661) 336-5236 F: (661) 336-5228

AMENDMENT I TO CONTRACT FOR SERVICES AGREEMENT

This is Amendment I to the Contract for Services Agreement ("Agreement") dated July 23, 2019 by and between West Kern Community College District C/O Taft College Child Care Center ("Contractor") and Community Action Partnership of Kern ("CAPK"). The effective date for Amendment I will be March 1, 2022.

Section 3 of the original Agreement is revised to read as follows:

Payment for Services. The identified Contractor may receive one or more increases to their funding as presented in each Consolidated Appropriations Act that is signed into law during the term of this contract. Consolidated Appropriation Acts are signed on an annual or bi-annual basis (every two years) and includes funding for a Cost-of-Living Adjustment (COLA). The COLA will permanently increase payments to the contractor by the percentage noted on each act; the percentage fluctuates in quantity per act. The Contractor will receive notice of the COLA when CAPK receives the official Funding Guidance letter from the Office of Head Start. CAPK will utilize Amendments to the original contract to report the adjustment made to Contractor's payments in current or future budget periods. The increase will be implemented to payments beginning on March 1 of the fiscal year in which the act is enacted; retroactive payments may be required.

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.28% COLA from the Office of Head Start.

As such, payment for services shall hereafter be six hundred twenty-one and seventeen cents ($621.17) per child per calendar month, up to a maximum of forty-two (42) Early Head Start children. The total maximum monthly charges are twenty-six thousand eighty-nine and one cent ($26,089.01) as shown below.

- Budget Period 1 09/01/2019-08/31/2020 12 months x $25,200.00 $302,400.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x $25,200.00 $151,200.00
- Budget Period 2 03/01/2021-08/31/2021 6 months x $25, 507.44 $153,044.64
- Budget Period 3 09/01/2021-02/28/2022 6 months x $25,507.44 $153,044.64
- Budget Period 3 03/01/2021-08/31/2022 6 months x $26,089.01 $156,534.84
- Budget Period 4 09/01/2022-08/31/2023 12 months x $26,089.01 $313,534.84
- Budget Period 5 09/01/2023-08/31/2024 12 months x $26,089.01 $313,068.12

As noted above, later budget periods may indicate a new funding increase once a Consolidated Appropriate Act has been signed.

Any additional services not approved by CAPK in advance will be at the Contractor's own expense. A copy of CAPK's signed approval is to be submitted with Contractor's invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10th day of the following month. Terms are Net 30 from the date the invoice is received in CAPK's Accounting Department. Additionally, Contractor invoices shall be in accordance with Attachment B contained in and attached hereto for reference.

Section 4 of the original Agreement is revised to read as follows:

FISCAL PROVISONS. The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS Child Care Partnership (as defined by the Administration for Children and Families, as determined solely by accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CRF Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.

The quantities below are subject to change upon the enactment of a Consolidated Appropriations Act. As noted in Section 3, the Consolidated Appropriations Act, signed into law annually or bi-annually (every two years), includes a COLA that increases the Federal funds received by the Contractor. As such, the Non-Federal share requirement will also increase to reflect an updated total of Federal Funds received by the Contractor.

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.28% COLA from the Office of Head Start. Budget Periods 3 through 5 indicate the Non-Federal share requirement per the funding increase.

- Budget Period 1 09/01/2019-08/31/2020 12 months x $6,300.00 @25% $75,600.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x $6,300.00 @25% $37,800.00
- Budget Period 2 03/01/2021-08/31/2021 6 months x $6,376.86 @25% $38,261.16
- Budget Period 3 09/01/2021-02/28/2022 6 months x $6,376.86 @25% $39,133.50
- Budget Period 3 03/01/2022-08/31/2022 6 months x $6,522.25 @25% $78,267.00
- Budget Period 4 09/01/2022-08/31/2023 12 months x $6,522.25 @25% $76,522.32
- Budget Period 5 09/01/2023-08/31/2024 12 months x $6,522.25 @25% $76,522.32

All other terms of the original Agreement remain binding except where they contradict Amendment I, which shall prevail.

VENDOR: WEST KERN COMMUNITY COLLEGE DISTRICT C/O TAFT COLLEGE CHILD CARE CENTER

Signature: _____ **Date: _____**

Printed Name: _____ **Title: _____**

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____ **Date: _____**

MEMORANDUM

To: Budget & Finance Committee

From: Wilfredo Cruz – Energy Program Administrator

Date: January 18, 2023

Subject: Agenda Item 4d: Approval of Energy Program RFP Awards for Subcontractors – **Action Item**

On December 8, 2022, a Request for Proposals (RFP) was issued seeking qualified vendors, possessing a State of California Class "B" General Building Contractor's License issued by the Contractor's State License Board (CSLB) to provide full-service weatherization services to low-income, single, and multi-family households located in Kern County.

One (1) proposal was received on a timely basis, which complied with the requirements contained in the RFP.

A comprehensive bid analysis was completed for Huffman & Down (HD) Maintenance, and it was determined that it is in the best interest of CAPK and our clients to enter into a Contract for Services Agreement with them for a term of three (3) years. This will allow the Energy Program to continue working within the community while simultaneously expending our contracts to assist low-income families. The Agreement contains a "not to exceed" amount of $500,000 over the three (3) year term, which requires approval of the Board of Directors.

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

Recommendation:

Staff recommends that the Budget & Finance Committee approve the execution of this contract and authorizes the Chief Executive Officer to execute the contract and any future amendments.

Attachment:
Contract for Services Agreement (1)

Community Action Partnership of Kern
5005 Business Park North • Bakersfield, CA 93309
P: (661) 336-5236 F: (661) 864-1312

ACCOUNT CODE:

Contract Log:

CONTRACT FOR SERVICES AGREEMENT

This Contract for Services Agreement (the "Agreement") is made and entered into as of this 1st day of January 2023 by and between HD Maintenance, Inc ("Vendor") and Community Action Partnership of Kern ("CAPK"). In consideration of mutual promises and agreements of the parties as herein set forth, the parties agree as follows:

1. **SERVICES.**
   a. **SCOPE**. Vendor is to perform all services and install all equipment and materials as per scope of work contained in the proposal submitted by Vendor in response to RFP Energy 2022-001. Vendor's Bid Form for RFP Energy 2022-001 is found in **Attachment A** attached hereto and incorporated herein by reference.
   b. **VENDOR QUALIFICATIONS AND COMPLIANCE WITH LAWS**. Vendor and all persons engaged by Vendor to perform the Services shall possess all necessary licensing, training, permits and experience to perform the Services, safely, in a workmanlike and professional manner according to best practices. Vendor shall comply with all laws and regulations bearing on the Services. If any portions of the Services will involve work requiring governmental permission or approval, including but not limited to a permit, Vendor shall secure such permission or approval as required to perform the Services, before commencing such Services.
   c. **VENDOR PROJECT MANAGEMENT**. Vendor shall perform the Services in a timely manner and shall keep CAPK informed of progress and any developments that may affect the timeline for the completion of the Services or cause any variance to the Services as described on **Attachment A**. CAPK shall provide on a timely basis all information and documents requested by Vendor necessary for Vendor's effective representation of CAPK's interests in performing the Services.
   d. **CHANGES IN WORK**. During the course of providing the Service, CAPK may require changes in their scope. Such changes, including any increase or decrease in the amount of the Vendor's fees for such changes shall be agreed to by the parties in writing, through an addendum to this Agreement, at which time the scope of work shall be changed in accordance therewith. Vendor shall not deviate from the Services identified in **Attachment A** without such written amendment. Vendor shall not be entitled to any change in compensation for performing work that deviates from the Services identified in Exhibit A, that is not approved by CAPK in writing, prior to the performance of such Services.
   e. While performing the Services, Vendor shall abide by all instructions provided by CAPK and shall ensure that Vendor and all persons engaged by Vendor to perform the Services conduct themselves in a professional manner.
2. **TERM.**
   a. This agreement shall be effective, and all Services shall be provided for that period of time from January 1st**,** 2023, through August 31st, 2025.
3. **TERMINATION**.
   a. **TERMINATION BY CAPK**. CAPK may discharge Vendor at any time, for any reason, by written notice provide according to this agreement, which shall be effective immediately if hand-delivered to Vendor, or upon forty-eight (48) hours of mailing such written notice. Unless specifically agreed to between Vendor and CAPK, Vendor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice. Vendor shall be entitled to compensation for satisfactory work completed by Vendor, and all unfinished work in any form shall, at the option of CAPK, become CAPK's property.
   b. **TERMINATION BY VENDOR.** Vendor may terminate this Agreement for a material breach by CAPK that is not cured within sixty (60) days' notice of such breach to CAPK.
   c. **TERMINATION BY MUTUAL AGREEMENT**. The parties may mutually terminate this Agreement at any time by mutual agreement in writing.

4. PAYMENT FOR SERVICES.

a. **INVOICES**. Services shall be billed according to **Attachment A**. Vendor will submit a monthly invoice detailing i) the Services provided ii) the identity of each employee or independent contractor of Vendor providing the Services iii) the hours spent by each such person in providing the Services, and any additional costs incurred in providing the services, as provided in **Attachment A**. The total aggregate amount on this Agreement is not to exceed $500,000.00.

Vendor shall mail all invoices, with required detail, to:

Community Action Partnership of Kern,
Attn: Accounts Payable,
5005 Business Park North,
Bakersfield, CA 93309.

b. **PAYMENT OF INVOICES/DISPUTES**. CAPK shall make payment of undisputed portion of a Vendor invoice within forty-five (45) days from the date the original invoice is received at CAPK's Finance Department. CAPK shall identify any dispute as to invoicing within thirty (30) of receipt of the invoice containing a disputed charge. Notwithstanding any provision in this Agreement, non-payment of a portion of any portion of a disputed invoice of Vendor shall not be grounds for Vendor to terminate this Agreement.

c. **BILLING LIMITATION**. Unless Vendor and CAPK otherwise agree in writing, Vendor billing to CAPK according to this Agreement shall not exceed the "Not to Exceed" amount identified in **Attachment A**. In the event that service or item exceeds the maximum allowed cost by our funding source, CAPK may request a waiver to approve the additional cost. If the additional cost is not approved by the funding source, the cost will not be allowed.

5. RELATIONSHIP OF PARTIES.

a. **INDEPENDENT CONTRACTOR**. The relationship established with Vendor through this Agreement is that of independent contractor. This agreement shall not be construed to create a relationship of employment, or principal and agent between Vendor and CAPK, nor shall this Agreement be deemed to create any business relationship, such a partnership or joint venture. Vendor operates an independent business through which Vendor provides services similar to the Services to third parties.

b. **TAXES**. Vendor and solely Vendor shall be responsible for paying all taxes related to the fees that Vendor receives from CAPK pursuant to this Agreement and withholding any monies from such fee that Vendor may be required to withhold, whether on behalf of Vendor, or any employee, independent contractor or agent engaged by Vendor.

c. **WAIVER OF EMPLOYMENT RIGHTS**. Vendor hereby waives any right to any and all compensation or benefits of any kind that Vendor would be entitled to as an employee of CAPK.

d. **VENDOR'S CONTROL**. Vendor shall have full control over the performance of the Services, including the tools, personnel and materials used and the manner in which the Services are performed.

e. **NO EXCLUSIVITY**. No provision of this Agreement shall be construed to require Vendor to provide the Services exclusively to CAPK during the term of this Agreement.

6. REPRESENTATIONS OF THE PARTIES

a. **VENDOR REPRESENTATIONS. VENDOR REPRESENTS AND WARRANTS:**

i. The party executing this Agreement on behalf of the Vendor is duly authorized by Vendor to contract with CAPK.

ii. Vendor operates an independent business through which Vendor customarily provides services similar to the Services, and Vendor is experienced and qualified to provide the Services.

iii. Vendor possesses all licensing, permitting or other requirements by federal, state and local law required to provide the Services.

iv. Neither Vendor, nor any person associated with Vendor as an owner, partner, director, officer, member, principal or manager of Vendor:

1. Is under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency, nor or any of the foregoing actions pending against such person.
2. Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years.
3. Has been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

v. Neither Vendor nor any owner, partner, director, officer, member, principal, manager, employee or independent contractor engaged by Vendor is an officer or employee of CAPK, or a relative of any officer or employee of CAPK, and no individual who was an officer or employee of CAPK within the 12 months prior to the bid, is an employee, owner, partner, director, officer, member, principal, manager or independent contractor of Vendor.

vi. Vendor has no agreement, whether written or oral, with any officer or employee of CAPK, or a relative of any officer or employee of CAPK that would give such person a financial interest in this Agreement.

vii. Vendor has not offered or provided any gratuity to any CAPK employee or officer to influence CAPK's decision to engage Vendor to provide the Services.

b. **CAPK REPRESENTATIONS. CAPK REPRESENTS AND WARRANTS:**

i. The Services consist of work that is outside the usual course of CAPK's business.

ii. CAPK does not possess the skills or expertise to provide the Services.

iii. To the best of CAPK's knowledge, no employee or officer of CAPK has solicited any gratuity or any financial benefit whatsoever from Vendor, to influence CAPK's decision to retain Vendor to provide the Services.

7. INSURANCE. Vendor shall procure, furnish and maintain at all times for the duration of this Agreement the types and limits of insurance specified hereinbelow, and comply with the requirements hereunder.

a. **COMMERCIAL GENERAL LIABILITY.** Commercial General Liability insurance coverage (ISO form CG 00 01 11 85 or 88) with limits of no less than One Million Dollars ($1,000,000) per occurrence. Such insurance shall:

i. State that Vendor is an independent contractor in relation to CAPK and will include a statement that the Vendor is insured for the Services required under this Agreement and which provides contractual liability coverage for the terms of this Agreement.

ii. Contain an additional insured endorsement in favor in favor of CAPK, its board, officers, agents, employees and volunteers.

b. **AUTOMOBILE LIABILITY INSURANCE**. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:

i. Provide coverage for owned, non-owned and hired autos.

ii. Contain an additional insured endorsement in favor of CAPK, its board, officers, agents, employees and volunteers.

c. **WORKERS' COMPENSATION INSURANCE**. Vendor shall at all times during the performance of the Services, maintain Workers' compensation insurance in accordance with applicable law, and employer's liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence.

d. **REQUIREMENTS APPLICABLE TO ALL INSURANCE POLICIES.** All policies required of Vendor in this Agreement:

i. Shall contain a waiver of subrogation endorsement in favor of CAPK, its board, officers, agents, employees and volunteers.

ii. Shall be primary insurance as to CAPK, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by CAPK, its board, officers, agents employees and designated volunteers shall be in addition to the Vendor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

iii. Insurance is to be placed with insurers with a Best's rating of no less than A:VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by this Agreement, or insurance rated below Best's A:VII, must be declared prior to execution of this Agreement and approved by CAPK in writing.

iv. All policies shall contain an endorsement providing CAPK with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

v. Vendor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of Agreement or cancel this Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of this Agreement.

8. RESTRICTIVE COVENANTS.

a. **CONFIDENTIAL INFORMATION**. Vendor acknowledges and agrees that this Agreement creates a relationship of confidence and trust on the part of Vendor, and that during the term of this Agreement, Vendor may acquire or have access to, certain Confidential Information (as hereinafter defined) of CAPK. During the term of this Agreement and at all times thereafter, Vendor shall preserve as confidential all Confidential Information that it may acquire or have access to during the term of this Agreement. Without the CAPK's prior written consent, which may be given or withheld in CAPK's sole and absolute discretion, Vendor shall not (i) disclose any Confidential Information to any third party nor give any third party access thereto, (ii) use any Confidential Information except to perform the Services hereunder, nor (iii) disclose the terms and conditions of this Agreement; provided, however, that the foregoing will not apply to the extent Vendor, in the opinion of counsel, is required to disclose any Confidential Information by applicable law or legal process as long as Vendor promptly notifies CAPK of such pending disclosure and consults with CAPK prior to such disclosure as to the advisability of seeking a protective order or other means of preserving the confidentiality of the Confidential Information. In the event that Vendor is required by applicable law or legal process to disclose any Confidential Information, Vendor agrees to use reasonable efforts to obtain assurances that the information so disclosed will continue to be accorded confidential treatment.

b. **VENDOR'S INTELLECTUAL PROPERTY**. If, during the course of providing Services, Vendor:

i. utilizes or discloses existing, writings, products, inventions, discoveries, developments, improvements, ideas, technical notes, programs, specifications, computer or other apparatus programs and related documentation, and other works of authorship, tangible and intangible property, whether or not patentable, copyrightable or subject to other forms of protection, made, created, developed, discovered, written or conceived by Vendor, (the "Vendor's Intellectual Property") in whole or in part, to CAPK; or

ii. develops any of the foregoing which constitute Vendor's Intellectual Property,

Then Vendor shall identify such intellectual property in writing, and Vendor shall provide CAPK a limited license to use Vendor's Intellectual Property for so long as it is needed by CAPK, in CAPK's sole discretion, without further cost, expense, royalty or other fee.

c. **REMEDIES**. Any breach by Vendor of the restrictive covenants contained herein at Section 8 shall be a material breach of this Agreement by Vendor. If Vendor breaches any covenants restricting Vendor's use or disclosure of Confidential Information set forth herein, CAPK shall have the rights and may resort to all of the remedies available to it under existing law or in equity, by statute or otherwise. Vendor hereby acknowledges and agrees that the restrictive covenants described in herein are of a special and unique character that gives them a peculiar value, the loss of which cannot be reasonably or adequately compensated in damages or in an action at law. Vendor therefore expressly agrees that CAPK shall be entitled to seek and obtain injunctive or other equitable relief, without the necessity of proving actual damages or posting a bond, to prevent or remedy a breach by Vendor of any of said covenants.

d. **DEFINITIONS**:

i. "Confidential Information" shall mean (i) information owned by CAPK, that gives or could give CAPK some competitive advantage or the disclosure of which could be detrimental to such owner's interests, (ii) information or material which is owned by CAPK, or in which CAPK has an interest, (iii) all information (in writing or otherwise) concerning CAPK (including, without limitation, information concerning such party's business, assets, liabilities, operations, affairs, financial condition, projections, contracts, customers, products, future plans or prospects) which is not generally known by the public, (iv) all analyses, compilations, studies, reports, records or other documents or materials which contain, or are prepared on the basis of any information or material which either CAPK furnishes to Vendor, or which are prepared by CAPK for Vendor, for the purpose of providing the Services, and (v) information regarding CAPK's future

engagements and operations that may require the future services of Vendor. Vendor acknowledges that each of the foregoing items of Confidential Information constitute valuable trade secrets that are not owned by Vendor and that the use of such Confidential Information in contravention of this Agreement would constitute the misappropriation of trade secrets under California law. Notwithstanding the above, "Confidential Information" does not include any information or material that (a) is or becomes public knowledge otherwise than by act or omission of Vendor; or (b) is or becomes available to Vendor without obligation of confidence from a source having the legal right to disclose such information; or (c) is already in the Vendor's knowledge and/or possession and was not received by the non-owner as a result of a prior relationship with the other party to this Agreement.

ii. "CAPK" shall also include any and all employees, independent contractors (other than Vendor) and affiliates of CAPK.

iii. "Vendor" shall include any and all shareholders, employees, assistants, agents, advisors, independent contractors and affiliates of Vendor.

9. RELEASE OF PAPERS AND PROPERTY. Upon termination of this Agreement, Vendor will return to CAPK all records, notes, documentation and other items that were used, created or controlled by Vendor on behalf of CAPK during the term of this Agreement, regardless of whether such information constitutes Confidential Information. In the event that CAPK requests that Vendor relinquish CAPK's original documents in its file, CAPK agrees to give Vendor at least ten (10) working days written notice of CAPK's request in order to provide Vendor sufficient time to make a copy for Vendor's records.

10. NOTICES. Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by Certified Mail, to the address set forth below.

Vendor:	CAPK:
HD Maintenance, Inc.	Community Action Partnership of Kern
ATTN: Shaun Seaborn	ATTN: Freddy Hernandez
PO Box 1632	5005 Business Park North
Bakersfield, CA 93302	Bakersfield, CA 93309
Phone: (661)479-8020	Phone: (661) 336-5236

11. INDEMNIFICATION. Vendor agrees to protect, defend, indemnify and hold CAPK and each of its officers, employees, independent Vendors, volunteers and agents, free and harmless from and against any and all losses, claims, liens, demands, and causes of action of every kind and character including the amount of judgment, penalties, interest, court costs, and legal fees incurred by CAPK in defense of same, arising in favor of any party, including governmental agencies or bodies on account of taxes, liens, claims, debts, personal injuries, death (including, but not limited to, CAPK, its employees, independent contractors or volunteers, and third parties), or damages to property (including, but not limited to, property of CAPK, its employees, independent contractors, volunteers or agents, and third parties), and without limitation by enumeration all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, (i) the Services to be performed by Vendor hereunder; (ii) a breach by Vendor of any representation (meaning such representation shall not be true during the term of this Agreement), covenant, or agreement contained in this Agreement which is otherwise required to be performed or observed by Vendor; (iii) the intentional, reckless or negligent act or omission by Vendor, its employees or independent contractors while performing Services; (iv) any taxes owed by Vendor generally, or due to a determination that Vendor is something other than an independent contractor of CAPK; or (v) any violation(s) of applicable law bearing on Vendor's performance of Services. Vendor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand or suit at its expense (with counsel selected and directed by CAPK and reasonably acceptable to both parties) and agrees to bear all other costs and expenses related thereto, even if said claim, demand or suit is groundless, false or fraudulent.

12. INCORPORATION OF ADDENDUMS BY REFERENCE. Signature below indicates acceptance of all CAPK addendums that are attached hereto and incorporated by reference as if set forth fully herein:

- **a.** Addendum A: Federal Assurances.
- **b.** Addendum B: Certification Regarding Lobbying.
- **c.** Addendum C: Debarment and Suspension Certification.
- **d.** Addendum D: Non-collusion Affidavit.

e. Addendum E: Equal Opportunity.
f. Addendum F: Utilization of Women & Minority Business Enterprises.
g. Addendum G: Equal Opportunity for Special Disabled Veterans.
h. Addendum H: Certification of Workmen's Compensation.
i. Addendum I: Insurance Requirements.
j. Addendum J: Prevailing Wage Compliance Certification (if required);
k. Addendum K: Material and Workmanship Warranty (if required).
l. Addendum L: Additional Terms and Conditions

13. MISCELLANEOUS PROVISIONS.

a. **CONFLICT OF INTEREST**. The parties hereto shall at all times comply with California Public Contract Code 10410 prohibiting conflicts of interest as defined therein and CAPK's policy against any employee of CAPK personally soliciting, demanding or receiving any gratuity of any kind from a Vendor in connection with any decision affecting this Agreement.

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

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

d. **ENTIRE AGREEMENT; MODIFICATION**. This Agreement sets forth the final and entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings and representations, whether oral or written, with respect thereto. This Agreement may only be modified by a written instrument duly executed by the parties.

e. **WAIVER**. The failure of either party hereto at any time to enforce performance by the other party of any provision of this Agreement shall in no way affect such party's rights thereafter to enforce the same, nor shall the waiver by either party of any breach of any provision hereof be deemed to be a waiver by such party of any other breach of the same or any other provision hereof.

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

g. **FURTHER ASSURANCES**. The parties agree to execute and deliver such additional documents or instruments as may be necessary or appropriate to carry out the terms of this Agreement.

h. **SEVERABILITY**. All sections, clauses and covenants contained in this Agreement are severable, and in the event any of them shall be held to be invalid by any court, this Agreement shall be interpreted as if such invalid sections, clauses or covenants were not contained herein.

i. **ATTORNEY'S FEES**. In the event of any dispute concerning the enforcement or interpretation of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and expenses (including expert witness fees), in addition to any other relief to which that party may be entitled. This provision shall be construed as applicable to the entire Agreement.

j. **CONSTRUCTION**. The provisions of this Agreement shall be construed as to their fair meaning, and not for or against any party based upon any attribution to such party as the source of the language in question. Headings used in this Agreement are for convenience of reference only and shall not be used in construing this Agreement. The parties further agree that they both have been represented by independent counsel, and have freely negotiated the terms of this Agreement, such that it shall be construed neutrally and not in favor of or against any party who drafted the Agreement.

k. **AUTHORITY**. The parties hereto represent and warrant that they are authorized to enter into this agreement and have heretofore taken all acts necessary to authorize them to so act and establish the rights and obligations between the parties hereto.

l. **COUNTERPARTS**. This Agreement may be executed and delivered, including by facsimile, in one or more counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.

m. **APPLICABLE LAW**. The laws of the State of California shall govern this Agreement. The sole and exclusive venue for any action filed to interpret or enforce this Agreement shall be the Superior Court of Kern County, California or the U.S. District Court for the Eastern District of California, Fresno Division, and each party hereby consents to any motion filed by the other to move to one of those venues any action filed in any other venue or jurisdiction.

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

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date hereinabove first written.

VENDOR: HD MAINTENANCE, INC

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signed by: _____ **Date:** _____

Printed Name: _____ **Title:** _____

HD MAINTENANCE
RESIDENTIAL COMMERCIAL
LICENSE # 824529

December 8, 2022

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

RE: PROCUREMENT – RFP ENERGY 2022 -001

Community Action partnership of Kern (CAPK)
RFP No. Energy 2022-001
ATTN: Business Services
5005 Business Park North
Bakersfield, CA 93309

Proposed Energy Contactor: HD Maintenance, Inc.

Mailing Address:
HD Maintenance, Inc.
P. O. Box 1632
Bakersfield, CA 93302

Physical Address:
HD Maintenance, Inc.
603 H Street
Bakersfield, CA 93304

Federal Tax ID #83-2231485
California Contractors Licenses #824529

Contact: - President - Shaun Seaborn
Shaun@HDMaint.com
Office 661-479-8020
Cell 661-303-8073

HD MAINTENANCE
RESIDENTIAL COMMERCIAL
LICENSE # 824529

Exhibit A
Proposed Approach:

1. HD Maintenance, Inc. propose to undertake the following projects:
   a. Assessments/Diagnostic-8
   b. Health and Safety-Section - 1,2,4,5,6,7,8,9,10,11,12
   c. Mandatory- 1,2,3,4,6,7,8,9,10,11,12
   d. Measure- 13,14,15,17,18,19,20,21,23
   e. Optional- Section- 1,2,5,7
2. HD Maintenance, Inc. will perform the above listed categories of work by coordinating between CAPK and its clients a date and time that is within the agreed time limits set by CAPK to perform said scope of work with all tools and parts necessary.

HD Maintenance, Inc Proposes to Complete the Following:

	Scope and Fee's
Assessments/Diagnostics	
Dwelling Assessment	N/A
REM/Design Energy Audit	N/A
Combustion Appliance Safety Test	N/A
Blower Door Test	N/A
Duct Leakage Test	N/A
Environmental Testing	N/A
HERS Rater	N/A
Permits	$200.00
Contractor Post-Weatherization Inspector	N/A

P.O. Box 1632 Bakersfield, CA 93302 (661) 479-8020

HD MAINTENANCE
RESIDENTIAL COMMERCIAL
LICENSE # 824529

Health and Safety

Carbon Monoxide Alarm	$68.00 per alarm
Smoke Alarm	$68.00 per alarm
Cooking appliance repair	N/A
Cooking Appliance Replacement	
Free Standing Range or Cooktop	$1135.00 per dwelling
Cooling Repair	
AC/Window	$820.00 per dwelling or 50% of replacement
Evaporative Cool	$1100.00 per dwelling or 50% of replacement
FAU	N/A
Multi-Unit	N/A
Cooling Replacement	
AC Wall/Window	$1644.00 per dwelling
Evaporative Cooler Roof	$2200.00 per dwelling
Evaporative Wall/Window	$2200.00 per dwelling
FAU	N/A
Multi-Unit	N/A
CVA Venting	
All Other	$200.00 per dwelling
Louver Doors Only	$495.00 per dwelling
Environmental Hazard Work	
Lead Safe	$600.00
Heating Source Repair	N/A
Heating Source Replacement	
Exterior wall direct vent,	
Interior wall and floor furnace	$4500.00 per dwelling
FAU	N/A
Multi-Unit	N/A
Heat Pump	N/A
Dual Pack	N/A
Wood-Fueled	N/A

P.O. Box 1632 Bakersfield, CA 93302 (661) 479-8020

HD MAINTENANCE
RESIDENTIAL COMMERCIAL
LICENSE # 824529

Water Heater Repair	
Electric	$1180.00 per dwelling or 50% of replacement
Gas and Propane	$1180.00 per dwelling or 50% of replacement
Mobile Home	$1180.00 per dwelling or 50% of replacement
Multi-Unit	N/A
Water Heater Replacement	
Electric	$2360.00 per dwelling
Natural gas and Propane	$2360.00 per dwelling
Mobile Home	$2360.00 per dwelling
Multi-Unit	N/A

Mandatory

Attic Ventilation	$435.00 per dwelling
Ceiling Insulation	
R-value 0-11	$1.10 per sq. foot
R-value 12-19	$1.30 per sq. foot
R-value 20-30	$1.45 per sq. foot
R-value 31-38	$1.75 per sq. foot
Door Exterior	
Repair	$250 per door-1repair per dwelling
Replacement-Catastrophic Leak	$500.00 per door-1 occurrence per dwelling
Door/Sliding Glass	
Repair – 72" x 80" or smaller	$713.00 per door
Repair – greater than 72" x 80"	$850.00 per door
Replacement 72" x 80" or smaller	$1425.00. per door
Replacement greater than 72" x 80"	$1782.00 per door
Duct Insulation	N/A
Duct Repair and Replacement	$2500.00 per dwelling
Filter Replacement	
Air Conditioning	$100.00 per dwelling
Furnace	$100.00 per dwelling

P.O. Box 1632 Bakersfield, CA 93302 (661) 479-8020

HD MAINTENANCE
RESIDENTIAL COMMERCIAL
LICENSE # 824529

Hot Water Flow Restrictor	
Faucet Restrictor	$8.00 per dwelling-1 occurrence- no maximum
Low Flow-Handheld Showerhead	$35.00 per showerhead-1 occurrence-no maximum
Low Flow Showerhead	$27.00 per showerhead-1 occurrence-no maximum
HVAC Blower Upgrades	N/A
Infiltration Reduction (Excludes both windows and door repair and replacement)	$600.00
Kitchen Exhaust Installation, Repair and Replacement Rangehood-Wall/Ceiling Mounted	$350.00
Kneewall Insulation	
R-value 0-11	$1.50 per sq. foot
R-value 12-19	$1.65 per sq. foot
Lighting-LED Downlight Retrofit Kit	$60.00 per kit
LED Hardwire Exterior Porch light	$100.00 per luminaire
LED Hardwired Light Interior-Ceiling	$90.00 per luminaire
LED Hardwired Light Interior Wall/Sconce	$70.00 per luminaire
LED Night Lights	$6.00 per light
LED Replacement Bulbs	$25.00 per bulb
LED Torchiere Lamp Replacement	$150.00 per dwelling
Limited Home Repair	$650.00 per dwelling

P.O. Box 1632 Bakersfield, CA 93302 (661) 479-8020

HD MAINTENANCE
RESIDENTIAL COMMERCIAL
LICENSE # 824528

Low Flow Toilet Replacement	$325.00 per dwelling
Mechanical Ventilation	N/A
Microwave Oven	$284.00 per oven-1 oven per dwelling
Refrigerator	
Replacement under 19 sq. feet	$1250.00 per appliance-1 per dwelling
Replacement over 19 sq. feet	$1445.00 per appliance-1 per dwelling
Thermostat	
Manual	$65.00 per thermostat
Programmable-Standard	$157.00 per thermostat
Smart	$250.00 per thermostat
Water Heater Insulation	$55.00 per blanket
Water Heater Pipe Insulation	$3.90 per linear foot-1 occurrence-no maximum
Whole House Fan	$1250.00 per dwelling
Window	
Repair-Catastrophic-Leaks	$1455.00 per dwelling-1 occurrence-no maximum
Replacement-Catastrophic	$2910.00 per dwelling-1 occurrence-no maximum
Vacancy Sensor Switch	$50.00
Ceiling Fan	$250.00 per fan-1 occurrence-no maximum
Exterior Water Pipe Insulation	$3.80 per linear foot-1 occurrence-no maximum
Floor Foundation Venting	N/A
Floor Insulation	N/A
Hot Water Flow Restrictor	
Thermostatic Shower Valve	$50.00
Thermostatic Low Flow, Shower Head-TSV+LFSH	$60.00

P.O. Box 1632 Bakersfield, CA 93302 (661) 479-8020

HD MAINTENANCE
RESIDENTIAL COMMERCIAL
LICENSE # 824529

Mechanical Ventilation	N/A
Power Strips- Tier 2 Advanced	$100.00
Shade Screens	N/A
Storm Windows	N/A
Timer, Electric Water Heater	N/A
Tinted Window Film	N/A
Wall Insulation, Stucco, Wood	N/A

Materials Statement

When possible and depending on availability all materials, tools and parts used on any and all CAPK projects will be American made but does not guarantee that they will be due to price, availability and or quantity to perform scope of work in a timely manner.

P.O. Box 1632 Bakersfield, CA 93302 (661) 479-8020

ADDENDUM "A"
FEDERAL ASSURANCES

The Vendor:

A. Will give the awarding agency (Grantee), the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

B. Will provide and maintain competent and adequate supervision to ensure that the completed work conforms to approved specifications and will furnish progress reports and such other information as may be required by the awarding agency or State.

C. Will comply with all Federal statues relating to non-discrimination. These include but are not limited to: (a) Title Vi of the Civil Rights Act of 1964 (P.O. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; © Section 504 of the rehabilitation acts of discrimination on the basis of handicaps; (d) the U.S.C. 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to not-discrimination in the sale, rental or financing of housing; (I) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements on any other non-discrimination Statue(s) which may apply to the application.

D. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

E. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7),the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874)

F. The Contact Work Hours and Safety Standards Act (40 U.S. 327-333), regarding labor standards for federally assisted construction sub agreements (if applicable).

G. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

H. Will comply, as applicable, with the Wild and Scenic Rivers Act of 1968 (16U.S.C. , 1271 et Seq.) related to protecting components or potential components of the national wild and scenic rivers system.

I. Will assist, as applicable, with the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.)

J. Will comply, as applicable, with P.L. 93-348 regarding the protection of human subjects Involved in research, development, and related activities supported by this award of assistance.

K. Will comply, as applicable, with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling and treatment of warm blooded animals held for research, teaching or other activities supported by this award of assistance.

L. Will comply, as applicable, with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

M. Will comply with all applicable requirements of all other Federal laws, executive Orders, regulations, and policies governing this program.

N. Will comply, as applicable, with environmental standards which may be prescribed pursuant to the following : (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C.

1451 et seq.); (f) conformity of Federal actions to State Clean Air Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered Species Act of 1973, as amended (P.L. 93-205)

ADDENDUM "B"

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements
The undersigned certifies, to the best of his or her knowledge and belief, that:

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

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

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

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

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, ``Disclosure Form to Report Lobbying,'' in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each failure.

_____ _____

Signature of Vendor Date

ADDENDUM "C"

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29
DEBARMENT AND SUSPENSION CERTIFICATION

VENDOR, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:

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

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

Exceptions will not necessarily result in denial of award, but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Note: Providing false information may result in criminal prosecution or administrative sanctions.

_____ _____

Signature of Vendor Date

ADDENDUM "D"

NONCOLLUSION AFFIDAVIT

(Public Contract Code Section 7106)

In accordance with Title 23 United States Code Section 112 and Public Contract Code 7106, _____
Name of Vendor

deposes and says that he or she is _____ of _____
Title Company Name

party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Under penalty of perjury, the Vendor declares that neither the Vendor nor any subcontractor to be engaged by the Vendor for this project has been convicted of any offense referred to in the California Public Contract Code.

X

_____

Signature of Vendor Date

X

_____

Address

ADDENDUM "E"
EQUAL OPPORTUNITY
(48CFR 52.22-26)

A. If, during any 12-month period (including the 12 months preceding the award of this Agreement), the Vendor has been or is awarded nonexempt Federal contracts and/or subcontracts that have an aggregate value in excess of $10,000, the Vendor shall comply with subparagraphs (B)(1) through (11) below. Upon request, the Vendor shall provide information necessary to determine the applicability of this clause.

B. During performing this Agreement, the Vendor agrees as follows:

1. The Vendor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

2. The Vendor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. This shall include, but not be limited to (i) employment, (ii) upgrading, (iii) demolition, (iv) transfer, (v) recruitment or recruitment advertising, (vi) layoff compensation, and (viii) selection for training, including apprenticeship.

3. The Vendor shall post in conspicuous places available to employees and applicants for employment the notices to be provided by the Contracting Officer that explain this clause.

4. The Vendor shall, in all solicitations or advertisement for employees placed by or on behalf of the Vendor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

5. The Vendor shall send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, the notice to be provided by the Contracting Officer advising the labor union or workers' representative of the Vendor's commitments under this clause, and post copies of the notice in conspicuous places available to employees and applicants for employment.

6. The Vendor shall comply with Executive Order 11246, as amended, and the rules, regulations, and orders of the Secretary of Labor.

7. The Vendor shall furnish to the contracting agency all information required by Executive Order 11246, as amended, and by the rules, regulations, and orders of the Secretary of Labor. Standard Form 100 (EEO-1), or any successor form, is the prescribed form to be filed within 30 days following the award, unless filed within 12 months preceding the date of award.

8. The Vendor shall permit access to its books, records, and accounts by the contracting agency of the Office of Federal Contract Compliance Programs (OFCCP) for the purposed of investigation to ascertain the Vendor's compliance with the applicable rules regulations, and orders.

9. If the OFCCP determines that the Vendor is not in compliance with this clause or any rule, regulation, or order of the Secretary of Labor, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Vendor may be declared ineligible for further Government contracts, under the procedures authorized in Executive Order 11246, as amended. In addition, sanctions may be imposed and remedies invoked against the Vendor as provided in Executive Order 11246, as amended, the rules, regulations, and orders of the Secretary of Labor, or as otherwise provided by law.

10. The Vendor shall include the terms and conditions of subparagraph (b)(1) through (11) of this clause in every subcontract or purchase order that is not exempted by the rules, regulations, or orders of the Secretary of Labor issued under Executive order 11246, as amended, so that these items and conditions will be binding upon each subcontractor or vendor.

11. The Vendor shall take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing these terms and conditions, including sanctions for noncompliance; provided, that if the Vendor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of any direction, the Vendor may request the United States to enter into the litigation to protect the interests of the United States.

_____ _____

Signature of Vendor Date

ADDENDUM "F"

UTILIZATION OF WOMEN AND MINORITY BUSINESS ENTERPRISES

A. It is the policy of the Government that women and minority owned business enterprises shall have the maximum practicable opportunity to participate in the performance of Government contracts.

B. The Vendor agrees to use his/her best efforts to carry out this policy in the award of subcontracts to the fullest extent consistent with the efficient performance of this Agreement. As used in this Agreement, the term "minority business enterprise" means a business, at least 50 percent of which is owned by minority group members or, in case of publicly owned businesses, at least 51 percent of the stock of which is owned by women or minority group members. For the purposes of this definition, minority group members are Negroes, Spanish-speaking American persons, American-Oriental, American Indians, American-Eskimos, and American Aleuts. Vendors may rely on written representations by subcontractors regarding their status as minority business enterprises in lieu of an independent investigation.

_____ _____

Signature of Vendor Date

ADDENDUM "G"

EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS (52.222-35)(DEC 2001)

(a) Definitions. As used in this clause--

"All employment openings" means all positions except executive and top management, those positions that will be filled from within the Vendor's organization, and positions lasting 3 days or less. This term includes full-time employment, temporary employment of more than 3 days duration, and part-time employment.

"Executive and top management" means any employee--

(1) Whose primary duty consists of the management of the enterprise in which the individual is employed or of a customarily recognized department or subdivision thereof;

(2) Who customarily and regularly directs the work of two or more other employees;

(3) Who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight;

(4) Who customarily and regularly exercises discretionary powers; and

(5) Who does not devote more than 20 percent or, in the case of an employee of a retail or service establishment, who does not devote more than 40 percent of total hours of work in the work week to activities that are not directly and closely related to the performance of the work described in paragraphs (1) through (4) of this definition. This paragraph (5) does not apply in the case of an employee who is in sole charge of an establishment or a physically separated branch establishment, or who owns at least a 20 percent interest in the enterprise in which the individual is employed.

"Other eligible veteran" means any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

"Positions that will be filled from within the Vendor's organization" means employment openings for which the Vendor will give no consideration to persons outside the Vendor's organization (including any affiliates, subsidiaries, and parent companies) and includes any openings the Vendor proposes to fill from regularly established "recall" lists. The exception does not apply to a particular opening once an employer decides to consider applicants outside of its organization.

"Qualified special disabled veteran" means a special disabled veteran who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such veteran holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

"Special disabled veteran" means--

(1) A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability--

(i) Rated at 30 percent or more; or

(ii) Rated at 10 or 20 percent in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap (i.e., a significant impairment of the veteran's ability to prepare for, obtain, or retain employment consistent with the veteran's abilities, aptitudes, and interests); or

(2) A person who was discharged or released from active duty because of a service-connected disability.

"Veteran of the Vietnam era" means a person who--

(1) Served on active duty for a period of more than 180 days and was discharged or released from active duty with other than a dishonorable discharge, if any part of such active duty occurred--

(i) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or

(ii) Between August 5, 1964, and May 7, 1975, in all other cases; or

(2) Was discharged or released from active duty for a service-connected disability if any part of the active duty was performed--

(i) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or

ii) Between August 5, 1964, and May 7, 1975, in all other cases.

(b) General. (1) The Vendor shall not discriminate against the individual because the individual is a special disabled veteran, a veteran of the Vietnam era, or other eligible veteran, regarding any position for which the employee or

applicant for employment is qualified. The Vendor shall take affirmative action to employ, advance in employment, and otherwise treat qualified special disabled veterans, veterans of the Vietnam era, and other eligible veterans without discrimination based upon their disability or veterans' status in all employment practices such as--

(i) Recruitment, advertising, and job application procedures;

(ii) Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;

(iii) Rate of pay or any other form of compensation and changes in compensation;

(iv) Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;

(v) Leaves of absence, sick leave, or any other leave;

(vi) Fringe benefits available by virtue of employment, whether or not administered by the Vendor;

(vii) Selection and financial support for training, including apprenticeship, and on-the-job training under 38 U.S.C. 3687, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;

(viii) Activities sponsored by the Vendor including social or recreational programs; and

(ix) Any other term, condition, or privilege of employment.

(2) The Vendor shall comply with the rules, regulations, and relevant orders of the Secretary of Labor issued under the Vietnam Era Veterans' Readjustment Assistance Act of 1972 (the Act), as amended (38 U.S.C. 4211 and 4212).

(c) Listing openings. (1) The Vendor shall immediately list all employment openings that exist at the time of the execution of this Agreement and those which occur during the performance of this Agreement, including those not generated by this Agreement, and including those occurring at an establishment of the Vendor other than the one where the Agreement is being performed, but excluding those of independently operated corporate affiliates, at an appropriate local public employment service office of the State wherein the opening occurs. Listing employment openings with the U.S. Department of Labor's America's Job Bank shall satisfy the requirement to list jobs with the local employment service office.

(2) The Vendor shall make the listing of employment openings with the local employment service office at least concurrently with using any other recruitment source or effort and shall involve the normal obligations of placing a bona fide job order, including accepting referrals of veterans and nonveterans. This listing of employment openings does not require hiring any particular job applicant or hiring from any particular group of job applicants and is not intended to relieve the Vendor from any requirements of Executive orders or regulations concerning nondiscrimination in employment.

(3) Whenever the Vendor becomes contractually bound to the listing terms of this clause, it shall advise the State public employment agency in each State where it has establishments of the name and location of each hiring location in the State. As long as the Vendor is contractually bound to these terms and has so advised the State agency, it need not advise the State agency of subsequent contracts. The Vendor may advise the State agency when it is no longer bound by this Agreement clause.

(d) Applicability. This clause does not apply to the listing of employment openings that occur and are filled outside the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, the Virgin Islands of the United States, and Wake Island.

(e) Postings. (1) The Vendor shall post employment notices in conspicuous places that are available to employees and applicants for employment.

(2) The employment notices shall--

(i) State the rights of applicants and employees as well as the Vendor's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants who are special disabled veterans, veterans of the Vietnam era, and other eligible veterans; and

(ii) Be in a form prescribed by the Deputy Assistant Secretary for Federal Contract Compliance Programs, Department of Labor (Deputy Assistant Secretary of Labor), and provided by or through the Contracting Officer.

(3) The Vendor shall ensure that applicants or employees who are special disabled veterans are informed of the contents of the notice (e.g., the Vendor may have the notice read to a visually disabled veteran, or may lower the posted notice so that it can be read by a person in a wheelchair).

(4) The Vendor shall notify each labor union or representative of workers with which it has a collective bargaining agreement, or other contract understanding, that the Vendor is bound by the terms of the Act and is

committed to take affirmative action to employ, and advance in employment, qualified special disabled veterans, veterans of the Vietnam era, and other eligible veterans.

(f) Noncompliance. If the Vendor does not comply with the requirements of this clause, the Government may take appropriate actions under the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

(g) Subcontracts. The Vendor shall insert the terms of this clause in all subcontracts or purchase orders of $25,000 or more unless exempted by rules, regulations, or orders of the Secretary of Labor. The Vendor shall act as specified by the Deputy Assistant Secretary of Labor to enforce the terms, including action for noncompliance.

_____ _____

Signature of Vendor Date

ADDENDUM "H"

VENDOR'S CERTIFICATE
REGARDING WORKER'S COMPENSATION

Labor Code Section 3700 provides:

"Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

"(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

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

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with those provisions before commencing the performance of the work of this Agreement.

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under this Agreement.)

ADDENDUM "I"
INSURANCE REQUIREMENTS

Insurance: Vendor shall procure, furnish and maintain for the duration of this Agreement the following types and limits of insurance ("basic insurance requirements") herein:

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

All policies required of the Vendor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Vendor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

Insurance is to be placed with insurers with a Bests' rating of no less than A:VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by this Agreement, or insurance rated below Bests' A:VII, must be declared prior to execution of this Agreement and approved by the City of Bakersfield in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

The insurance required hereunder shall be maintained until all work required to be performed by this Agreement is satisfactorily completed.

Vendor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of Agreement or cancel this Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of this Agreement.

ADDENDUM "J"
MATERIAL AND WORKMANSHIP WARRANTY

Vendor hereby unconditionally guarantees that the Work performed will be done in accordance with the requirements of the Agreement therefore and further guarantees the Work of the Agreement to be and remain free of defects in workmanship and materials for a period of one (1) year from and after the completion of all Agreement obligations by the Vendor. The Vendor specifically waives any right to claim or rely on the statutory definition of completion set forth in Civil Code section 3086. The Vendor specifically acknowledges and agrees that completion shall mean the Vendor's complete performance of all Work required by the Agreement, amendments, change orders, construction change directives and punch lists, and CAPK's formal acceptance of the Project, without regard to prior occupancy, substantial completion doctrine, beneficial occupancy, or otherwise. The Vendor hereby agrees to repair or replace any and all Work, together with any adjacent Work which may have been damaged or displaced in so doing, that may prove to be not in accordance with the requirements of the Agreement or that may be defective in its workmanship or materials within the guarantee period specified, without any expense whatsoever to CAPK, ordinary wear and tear and unusual abuse and neglect only excepted.

The Vendor further agrees that within ten (10) calendar days after being notified in writing by CAPK of any Work not in accordance with the requirements of the Agreement or any defects in the Work, it will commence and prosecute with due diligence all Work necessary to fulfill the terms of this guarantee, and to complete the Work within a period of time stipulated in writing. In the event it fails to so comply, Vendor does hereby authorize CAPK to proceed to have such Work done at the Vendor's expense and it will pay the cost thereof upon demand. CAPK shall be entitled to all costs, including reasonable attorneys' fees, necessarily incurred upon the Vendor's refusal to pay the above costs.
The guarantee period for corrected defective work shall continue for a duration equivalent to the original guarantee period.

Notwithstanding the foregoing paragraph, in the event of an emergency constituting an immediate hazard to the health or safety of CAPK's clients, or its property, CAPK may undertake at the Vendor's expense without prior notice, all Work necessary to correct such hazardous condition when it was caused by the Work of the Vendor not being in accordance with the requirements of this Agreement, or being defective, and to charge the same to the Vendor as specified in the preceding paragraph. The guarantee set forth herein is not intended by the parties, nor shall it be construed, as in any way limiting or reducing CAPK's rights to enforce all terms of the Agreement referenced hereinabove or the time for enforcement thereof. This guarantee is provided in addition to, and not in lieu of, CAPK's rights on such Agreement.

ADDENDUM "K"
ADDITIONAL TERMS AND CONDITIONS

1. **TAXES.** The Vendor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.
2. **INSURANCE.** Vendor shall procure, furnish and maintain for the duration of this Agreement all insurances listed in Addendums G & H.
3. **ASSIGNMENT OF SUBCONTRACTING.** The Vendor may not assign or transfer this Agreement, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of this Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to this Agreement and must be included as so.
4. **TERMINATION FOR CONVENIENCE OF CAPK**. CAPK may terminate this Agreement at any time by giving written notice to the Vendor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Agreement is terminated by CAPK as provided herein, the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Vendor hereby expressly waives any and all claims for damages or compensation arising under this Agreement except as set forth in this section in the event of such termination.
5. **CHANGES**. CAPK may from time to time, require changes in the scope of the services of the Vendor be performed hereunder. Such changes, including any increase or decrease in the amount of the Vendor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Agreement. Amendments shall be valid only after approval by Vendor and CAPK's Executive Director.
6. **CLAIMS**. All claims for money due or to become due to the Vendor from CAPK under this Agreement may not be assigned to a bank, trust company, or other financial institution without such approval. Notice, or requests, of any such assignment or transfer shall be furnished promptly in writing to CAPK.
7. **NOTICE**. Any notice or notices required or permitted to be given pursuant to this agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
8. **AFFIRMATIVE ACTION.** The Vendor agrees to abide by all State and Federal Affirmative Action policies and laws.
9. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of this Agreement, including any claims for breach of this Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
10. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Vendor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.
11. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.
12. **CONFIDENTIALITY.** The Vendor shall use his or her best efforts to keep confidential any information obtained during the performance of this agreement.
13. **RESPONSIBILITY.** If Vendor is part of a corporation, the individual or individuals who sign this Agreement on behalf of the corporation are jointly responsible for performance of this Agreement.
14. **PROTEST BY VENDOR:** If the Vendor wishes to file a protest against CAPK for any action, the Vendor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in this agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal Agency.

    Also, no relative of an employee of CAPK may enter into or bid on a Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on a Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily.

    It is contrary to Policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Vendor in connection with any decision affecting a CAPK purchase or Agreement for services. Thus, if such a case were to occur, the Vendor may file a protest with CAPK as specified in the section titled "Protest by Vendor."

MEMORANDUM

To: Budget & Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: January 18, 2023

Subject: *Agenda Item 4e:* Annual Budget for Fiscal Year 2023/2024; 2023-24 Budget Presentations - **Info Item**

The annual budget for the 2023/2024 fiscal year is presented using the following functional categories:

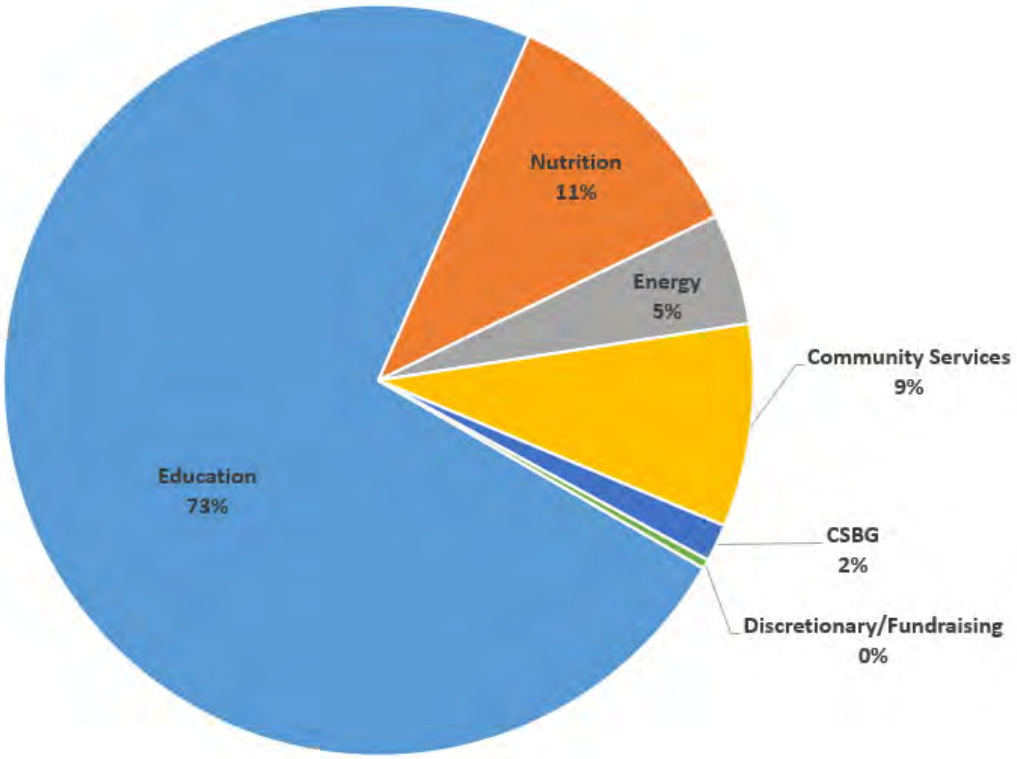
1. Program Services
    - Education
    - Nutrition
    - Energy Conservation
    - Community Services
    - CSBG
2. Support Services
    - Discretionary & Fund Raising
3. Indirect

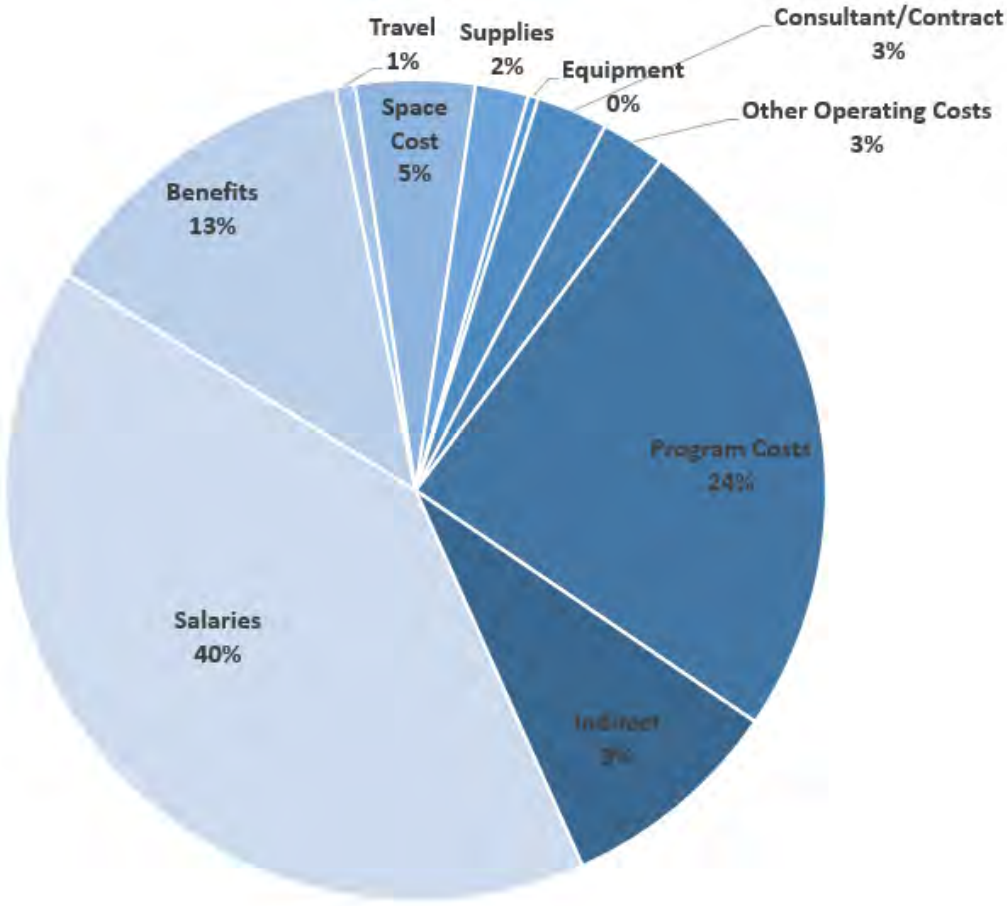
The annual operating budget (program services and support services) of $109,269,816 was developed using individual grant or program budgets prepared by program staff that were combined into the above functional categories. The annual budget for FY 2023/2024 is 4.9% greater than the prior year. Attached is the FY 2023/2024 annual budget with category support schedules.

The Indirect budget of $8,356,468 for the five support divisions: Executive, Human Resources, Finance, Operations, and Community Development Administration is 9.9% greater than the prior year. The Indirect Budget reflects projected costs for additional staff in Information Technology and Outreach staff. Fiscal Year 2023/2024 will be the eighth year using the 10% indirect cost rate. 69.3% of the Indirect budget is for personnel costs and 30.7% is for operating costs. Attached is a comparison of the Indirect budget for five years.

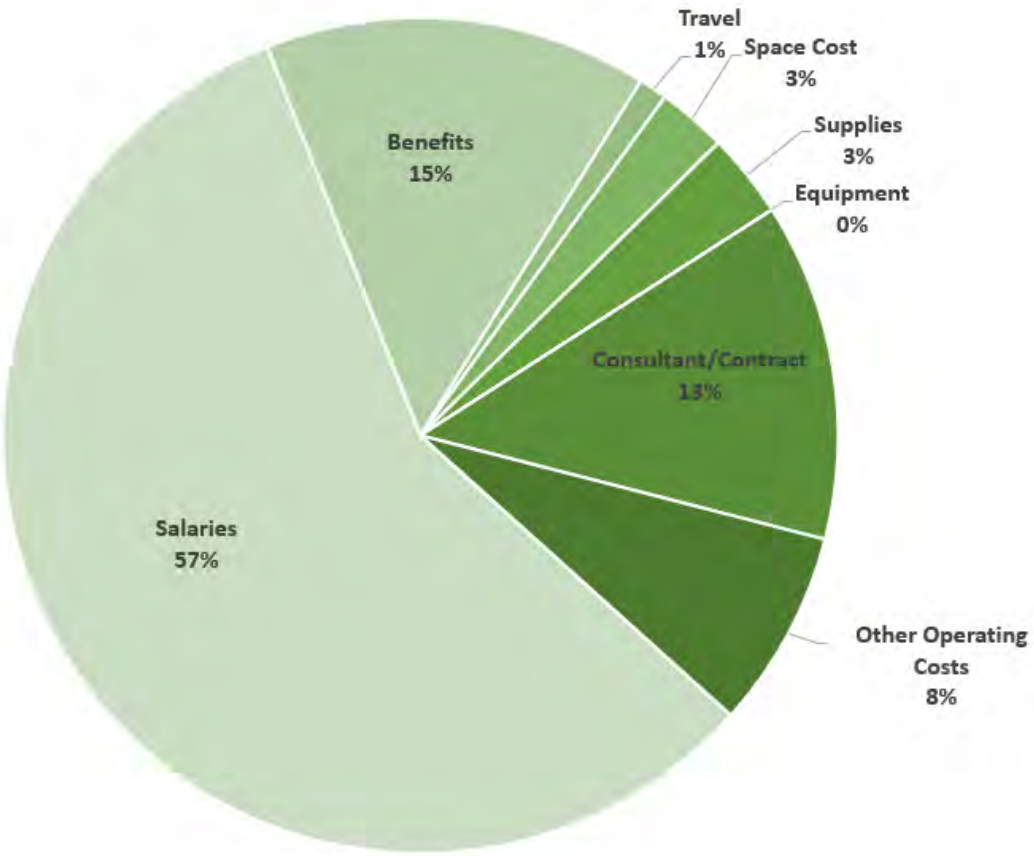
Attachments: (1) Annual Budget for FY 2023/24
(2) Indirect Budget Comparison for Five Years

AGENCY BUDGET





INDIRECT BUDGET BREAKDOWN



COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2023/24

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ 81,177,384	$ 10,291,714	$ 5,196,750	$ 10,004,495	$ 1,756,701	$ -	$ 108,427,044	$ -
Head Start Subsidy for CACFP	(1,500,335)	1,500,335	-	-	-	-	-	-
Private Revenue	-	50,000	-	-	-	11,520	61,520	-
Other Revenue	-	244,247	-	-	-	8,464	252,711	9,633,850
Donations	-	130,000	-	-	-	10,000	140,000	-
Total Revenue	**$ 79,677,049**	**$ 12,216,296**	**$ 5,196,750**	**$ 10,004,495**	**$ 1,756,701**	**$ 29,984**	**$ 108,881,275**	**$ 9,633,850**
Expenditures								
Salaries	31,698,221	4,689,341	2,279,389	4,559,481	1,007,969	157,156	44,391,557	4,599,831
Benefits	10,482,845	1,454,798	683,820	1,332,571	261,830	48,718	14,264,582	1,190,237
Travel	606,386	110,349	50,000	55,702	13,740	24,750	860,927	88,000
Space Cost	2,611,487	760,375	237,186	953,189	234,537	5,700	4,802,474	354,950
Supplies	1,779,693	125,671	109,499	232,451	18,915	8,800	2,275,029	262,650
Equipment	396,870	25,000	-	13,550	-	-	435,420	-
Consultant/Contract	1,306,125	648,910	229,213	836,414	7,750	30,307	3,058,719	1,049,000
Other Operating Costs	1,162,562	409,174	654,000	371,858	42,380	109,610	2,749,584	780,300
Program Costs	22,106,428	3,068,971	481,231	825,804	3,000	-	26,485,434	-
Depreciation	312,240	5,000	-	-	-	(5,000)	312,240	31,500
Indirect	7,214,192	918,707	472,412	823,475	166,580	38,484	9,633,850	-
Total Expenditures	**$ 79,677,049**	**$ 12,216,296**	**$ 5,196,750**	**$ 10,004,495**	**$ 1,756,701**	**$ 418,525**	**$ 109,269,816**	**$ 8,356,468**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (388,541)**	**$ (388,541)**	**$ 1,277,382**

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2023/24
EDUCATION

	Head Start	State Dept. of Education	San Joaquin COE	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	**$ -**
Other Government Revenue	38,770,294	8,539,285	1,571,900	4,874,043	27,421,862	**81,177,384**
Head Start Subsidy for CACFP	(1,500,335)	-	-	-	-	**(1,500,335)**
Private Revenue	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	**-**
Donations	-	-	-	-	-	**-**
Total Revenue	**$ 37,269,959**	**$ 8,539,285**	**$ 1,571,900**	**$ 4,874,043**	**$ 27,421,862**	**$ 79,677,049**
Expenditures						
Salaries	19,866,016	5,981,879	1,097,982	2,785,694	1,966,650	**31,698,221**
Benefits	6,922,649	1,760,125	347,456	894,331	558,284	**10,482,845**
Travel	343,886	-	-	232,000	30,500	**606,386**
Space Cost	2,368,787	-	-	96,000	146,700	**2,611,487**
Supplies	1,613,545	-	-	110,148	56,000	**1,779,693**
Equipment	-	-	-	-	396,870	**396,870**
Consultant/Contract	1,235,043	20,982	3,600	25,000	21,500	**1,306,125**
Other Operating Costs	944,918	-	-	78,284	139,360	**1,162,562**
Program Costs	247,157	-	-	196,000	21,663,271	**22,106,428**
Depreciation	297,840	-	-	14,400	-	**312,240**
Indirect	3,430,118	776,299	122,862	442,186	2,442,727	**7,214,192**
Total Expenditures	**$ 37,269,959**	**$ 8,539,285**	**$ 1,571,900**	**$ 4,874,043**	**$ 27,421,862**	**$ 79,677,049**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	34.8%	29.4%	31.6%	32.1%	28.4%	33.1%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2023/24
NUTRITION

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
Revenue							
Commuity Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	$ 376,079	**$ 376,079**
Other Government Revenue	4,346,698	1,814,696	2,098,319	203,206	2,301,525	1,828,795	**10,291,714**
Head Start Subsidy for CACFP	-	-	1,213,057	287,278	1,500,335	-	**1,500,335**
Private Revenue	-	-	-	-	-	50,000	**50,000**
Other Revenue	-	-	-	-	-	244,247	**244,247**
Donations	-	-	-	-	-	130,000	**130,000**
Total Revenue	**$ 4,346,698**	**$ 1,814,696**	**$ 3,311,376**	**$ 490,484**	**$ 3,801,860**	**$ 2,629,121**	**$ 12,592,375**
Expenditures							
Salaries	2,518,623	655,319	843,039	-	843,039	935,352	**4,952,333**
Benefits	780,773	197,066	258,634	-	258,634	297,223	**1,533,696**
Travel	12,000	33,307	27,000	-	27,000	38,042	**110,349**
Space Cost	402,948	49,627	121,700	-	121,700	186,100	**760,375**
Supplies	40,657	16,887	6,000	-	6,000	62,127	**125,671**
Equipment	25,000	-	-	-	-	-	**25,000**
Consultant/Contract	-	648,910	-	-	-	-	**648,910**
Other Operating Costs	165,816	48,608	62,600	-	62,600	132,150	**409,174**
Program Costs	3,000	-	1,801,647	-	1,801,647	792,313	**2,596,960**
- Vended Meals	-	-	-	472,011	472,011	-	**472,011**
Depreciation	5,000	-	-	-	-	-	**5,000**
Indirect	392,881	164,972	190,756	18,473	209,229	185,814	**952,896**
Total Expenditures	**$ 4,346,698**	**$ 1,814,696**	**$ 3,311,376**	**$ 490,484**	**$ 3,801,860**	**$ 2,629,121**	**$ 12,592,375**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	31.0%	30.1%	30.7%		30.7%	31.8%	31.0%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2023/24
ENERGY CONSERVATION

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	$ -
Other Government Revenue	**5,196,750**
Private Revenue	**-**
Other Revenue	**-**
Donations	**-**
Total Revenue	**$ 5,196,750**
Expenditures	
Salaries	**2,279,389**
Benefits	**683,820**
Travel	**50,000**
Space Cost	**237,186**
Supplies	**109,499**
Equipment	**-**
Consultant/Contract	**229,213**
Other Operating Costs	**654,000**
Program Costs	**481,231**
Depreciation	**-**
Indirect	**472,412**
Total Expenditures	**$ 5,196,750**
Gain/(Loss)	**$ -**
Benefit Rate	**30.0%**

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2023/24
COMMUNITY SERVICES

	211	Housing Services	E Kern Family Resource Center	Ridgecrest Resource Center	VITA	Vaccine Equity Project	School Community Partnership	Youth Centers	TOTAL
Revenue									
Community Services Block Grant (CSBG)	$ 235,916	$ 217,116	$ 24,778	$ -	$ 233,491	$ -	$ -	$ 585,587	**$ 1,296,888**
Other Government Revenue	1,494,337	5,652,920	260,000	168,205	1,082,924	377,000	500,000	469,109	**10,004,495**
Private Revenue	-	-	-	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	-	-	-	**-**
Donations	-	-	-	-	-	-	-	-	**-**
Total Revenue	**$ 1,730,253**	**$ 5,870,036**	**$ 284,778**	**$ 168,205**	**$ 1,316,415**	**$ 377,000**	**$ 500,000**	**$ 1,054,696**	**$ 11,301,383**
Expenditures									
Salaries	1,044,847	2,698,008	171,888	117,000	434,191	7,900	282,422	484,767	**5,241,023**
Benefits	313,672	772,136	37,978	35,100	119,828	2,500	87,551	134,051	**1,502,816**
Travel	2,620	17,500	7,350	2,000	9,772	600	17,500	12,100	**69,442**
Space Cost	78,000	801,269	23,700	4,500	33,252	-	-	247,005	**1,187,726**
Supplies	53,483	140,396	866	1,000	5,082	2,000	34,342	14,197	**251,366**
Equipment	-	-	-	-	13,550	-	-	-	**13,550**
Consultant/Contract	4,000	30,000	-	-	519,974	285,000	-	5,190	**844,164**
Other Operating Costs	76,335	129,778	13,371	2,136	100,827	-	32,730	59,061	**414,238**
Program Costs	-	749,104	-	-	3,500	72,700	-	3,500	**828,804**
Depreciation	-	-	-	-	-	-	-	-	**-**
Indirect	157,296	531,845	29,625	6,469	76,439	6,300	45,455	94,825	**948,254**
Total Expenditures	**$ 1,730,253**	**$ 5,870,036**	**$ 284,778**	**$ 168,205**	**$ 1,316,415**	**$ 377,000**	**$ 500,000**	**$ 1,054,696**	**$ 11,301,383**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	30.0%	28.6%	22.1%	30.0%	27.6%	31.6%	31.0%	27.7%	**28.7%**

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2023/24
COMMUNITY SERVICES BLOCK GRANT (CSBG)

	Food Bank	211	E Kern	VITA	Youth Ctrs	Housing Services	Program Admin	TOTAL
Revenue								
Community Services Block Grant (CSBG)	$ 376,079	$ 235,916	$ 24,778	$ 233,491	$ 585,587	$ 217,116	$ 83,734	**$ 1,756,701**
Other Government Revenue	-	-	-	-	-			-
Private Revenue	-	-	-	-	-			-
Other Revenue	-	-	-	-	-			-
Donations	-	-	-	-	-			-
Total Revenue	**$ 376,079**	**$ 235,916**	**$ 24,778**	**$ 233,491**	**$ 585,587**	**$ 217,116**	**$ 83,734**	**$ 1,756,701**
Expenditures								
Salaries	262,992	171,575	9,888	130,367	227,584	142,128	63,435	**1,007,969**
Benefits	78,898	42,894	1,978	28,681	56,896	39,796	12,687	**261,830**
Travel	-	-	-	3,450	5,790	4,500	-	**13,740**
Space Cost	-	-	-	24,400	207,637	2,500	-	**234,537**
Supplies	-	-	-	4,720	9,695	4,500	-	**18,915**
Equipment	-	-	-	-	-	-	-	**-**
Consultant/Contract	-	-	-	2,000	750	5,000	-	**7,750**
Other Operating Costs	-	-	-	16,575	25,055	750	-	**42,380**
Program Costs	-	-	-	3,000	-	-	-	**3,000**
Depreciation	-	-	-	-	-	-	-	**-**
Indirect	34,189	21,447	12,912	20,298	52,180	17,942	7,612	**166,580**
Total Expenditures	**$ 376,079**	**$ 235,916**	**$ 24,778**	**$ 233,491**	**$ 585,587**	**$ 217,116**	**$ 83,734**	**$ 1,756,701**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	**30.0%**	**25.0%**	**20.0%**	**22.0%**	**25.0%**	**0.0%**	**20.0%**	**26.0%**

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2023/24
DISCRETIONARY FUND & FUND RAISING FUND

	Discretionary	CAPK Foundation	Total
Revenue			
Community Services Block Grant (CSBG)	$ -	$ -	**$ -**
Other Government Revenue	-	-	**-**
Private Revenue	11,520	-	**11,520**
Other Revenue	1,205	-	**1,205**
Donations	10,000	-	**10,000**
Transfer Released From Restriction	(408,080)	408,080	**-**
Total Revenue	**$ (385,355)**	**$ 408,080**	**$ 22,725**
Expenditures			
Salaries	-	157,156	**157,156**
Benefits	-	48,718	**48,718**
Travel	-	24,750	**24,750**
Space Cost	2,200	3,500	**5,700**
Supplies	-	8,800	**8,800**
Equipment	-	-	**-**
Consultant/Contract	-	30,307	**30,307**
Other Operating Costs	5,260	104,350	**109,610**
Program Costs	-	-	**-**
Depreciation	(5,000)	-	**(5,000)**
Indirect	726	37,758	**38,484**
Total Expenditures	**$ 3,186**	**$ 415,339**	**$ 418,525**
Fund Balance	-	7,259	**7,259**
Gain/(Loss)	**$ (388,541)**	**$ -**	**$ (388,541)**
Benefit Rate	0.0%	31.0%	**31.0%**

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2023/24
INDIRECT FUND

	Human Resources	Operations	Executive	Finance	Community Development	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -		**$ -**
Other Government Revenue	-	-	-	-		**-**
Private Revenue	-	-	-	-		**-**
Other Revenue	-	-	-	-		**9,633,850**
Donations	-	-	-	-		**-**
Total Revenue	**$ -**	**$ -**	**$ -**	**$ -**		**$ 9,633,850**
Expenditures						
Salaries	877,925	1,158,641	266,107	1,552,526	744,632	**4,599,831**
Benefits	210,702	278,074	82,493	388,132	230,836	**1,190,237**
Travel	9,000	25,000	25,450	9,000	19,550	**88,000**
Space Cost	-	351,700	-	3,250	-	**354,950**
Supplies	78,000	108,000	16,000	30,000	30,650	**262,650**
Equipment	-	-	-	-	-	**-**
Consultant/Contract	103,500	253,000	16,500	498,500	177,500	**1,049,000**
Other Operating Costs	23,000	494,250	94,400	42,250	126,400	**780,300**
Program Costs	-	-	-	-		**-**
Depreciation	-	31,500	-	-		**31,500**
Indirect	-	-	-	-		**-**
Total Expenditures	**$ 1,302,127**	**$ 2,700,165**	**$ 500,950**	**$ 2,523,658**	**$ 1,329,568**	**$ 8,356,468**
Gain/(Loss)						**$ 1,277,382**
Benefit Rate	24.0%	24.0%	31.0%	25.0%	31.0%	**25.9%**

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2023/24
INDIRECT FUND - FIVE YEAR HISTORY

Line Items	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	PROPOSED FY 2023/24 Budget	% Change 2023/24 Budget to 2022/23 Budget
Revenue	$ 5,059,589	$ 5,799,844	$ 6,862,349	$ 7,471,110	$ 7,917,489	$ 9,633,850	21.7%
Expenditures							
Personnel Costs							
Salaries	2,820,260	3,070,550	3,601,982	3,983,144	4,342,212	4,599,831	5.9%
Benefits	674,091	756,241	875,486	931,312	982,302	1,190,237	21.2%
Benefit Rate	*23.9%*	*24.6%*	*24.3%*	*23.4%*	*22.6%*	*25.9%*	
Total Personnel Costs	$ 3,494,351	$ 3,826,791	$ 4,477,468	$ 4,914,456	$ 5,324,514	$ 5,790,068	8.7%
	71.3%	*72.5%*	*71.2%*	*71.9%*	*70.0%*	*69.3%*	
Operating Costs							
Travel	88,750	93,650	56,750	62,350	71,150	88,000	23.7%
Space Costs	187,900	186,800	193,300	206,370	215,700	386,450	79.2%
Supplies	138,400	166,500	119,400	150,200	195,000	262,650	34.7%
Equipment	-	-	-	196,000	-	-	0.0%
Consultant/Contract	630,725	659,100	1,144,066	956,000	1,288,000	1,049,000	-18.6%
Other Operating Costs	363,950	345,050	298,600	352,750	511,107	780,300	52.7%
Total Operating Costs	$ 1,409,725	$ 1,451,100	$ 1,812,116	$ 1,923,670	$ 2,280,957	$ 2,566,400	12.5%
	28.7%	*27.5%*	*28.8%*	*28.1%*	*30.0%*	*30.7%*	
Total Expenditures	$ 4,904,076	$ 5,277,891	$ 6,289,584	$ 6,838,126	$ 7,605,471	$ 8,356,468	9.9%
Excess Indirect Revenue	$ 155,513	$ 521,953	$ 572,765	$ 632,984	$ 312,018	$ 1,277,382	309.4%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	PROPOSED FY 2023/24 Budget	% Change 2023/24 Budget to 2022/23 Budget
Operations	$ 1,394,366	$ 1,355,800	$ 2,113,869	$ 2,324,790	$ 2,272,794	$ 2,700,165	18.8%
Human Resources	1,223,465	1,034,632	917,844	1,262,307	1,288,307	1,302,127	1.1%
Finance	1,046,900	1,563,775	1,757,619	1,786,550	2,256,840	2,523,658	11.8%
Community Development	704,410	705,930	-	-	-	1,329,568	0.0%
Executive	534,935	612,204	1,145,335	1,133,815	1,337,079	500,950	-62.5%
TOTAL	$ 4,904,076	$ 5,272,341	$ 5,934,667	$ 6,507,462	$ 7,605,471	$ 8,356,468	9.9%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2023/24
AGENCY-WIDE - FIVE YEAR HISTORY

EXPENDITURES BY PROGRAM SERVICE	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	PROPOSED FY 2023/24 Budget	% Change 2023/24 Budget to 2022/23 Budget
Education	$ 42,473,221	$ 54,886,617	$ 60,024,566	$ 61,574,517	$ 61,141,000	$ 79,677,049	30.3%
Nutrition	7,569,576	8,687,954	9,221,197	9,378,845	24,852,123	12,216,296	-50.8%
Energy Conservation	4,138,200	5,746,308	6,867,228	6,424,164	6,322,316	5,196,750	-17.8%
Community Services	1,194,256	1,549,312	4,715,591	4,764,987	6,414,298	10,004,495	56.0%
CSBG	1,469,183	1,489,531	1,489,531	1,535,543	1,530,496	1,756,701	14.8%
Discretionary & Fund Raising	41,035	41,233	203,689	284,270	311,758	418,525	34.2%
COVID Response	-	-	-	4,259,035	3,602,032	-	-100.0%
Total Annual Budget	$ 56,885,471	$ 72,400,955	$ 82,521,802	$ 88,221,361	$ 104,174,023	$ 109,269,816	4.9%

RECAP - EXPENDITURES BY CATEGORY	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	PROPOSED FY 2023/24 Budget	% Change 2023/24 Budget to 2022/23 Budget
Salaries	$ 25,995,600	$ 30,816,989	$ 33,631,062	$ 38,932,538	$ 38,578,242	$ 44,391,557	15.1%
Benefits	7,979,525	9,792,653	10,374,228	11,352,568	11,160,531	14,264,582	27.8%
Travel	536,271	604,666	814,611	723,003	721,930	860,927	19.3%
Space Cost	3,458,335	7,496,553	10,436,885	8,378,137	23,204,587	4,802,474	-79.3%
Supplies	1,796,041	2,343,556	2,061,180	2,639,488	3,253,861	2,275,029	-30.1%
Equipment	211,038	99,000	92,760	291,353	831,379	435,420	-47.6%
Consultant/Contract	954,462	2,765,704	4,177,786	4,224,507	3,795,550	3,058,719	-19.4%
Other Operating Cost	2,259,160	2,805,782	2,720,184	2,571,193	3,452,283	2,749,584	-20.4%
Program Costs	8,328,674	9,513,508	11,039,753	11,336,024	11,277,182	26,485,434	134.9%
Depreciation	306,776	362,700	311,004	301,440	301,440	312,240	3.6%
Indirect	5,059,589	5,799,844	6,862,349	7,471,110	7,597,038	9,633,850	26.8%
TOTAL	$ 56,885,471	$ 72,400,955	$ 82,521,802	$ 88,221,361	$ 104,174,023	$ 109,269,816	4.9%



2023-24 Budget Presentations



Education Services

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

BUDGETED EXPENDITURES

Head Start/Early Head Start Program Operations, Training & Technical Assistance, Child & Adult Care Food Program, California Department of Education	2022-2023 Approved	2023-2024 Projected	VARIANCE increase (decrease)	Comments
PERSONNEL	**26,956,944**	**26,915,413**	**(41,531)**	Position Reduction
FRINGE BENEFITS	**8,001,794**	**9,021,607**	**1,019,813**	28% increase in Health Insurance costs
TRAVEL	**86,096**	**86,096**	**-**	
EQUIPMENT	**55,000**	**-**	**(55,000)**	No new equipment budgeted in this budget period
SUPPLIES				
Office Supplies	325,100	326,570	**1,470**	
Child and Family Services Supplies	1,227,268	1,084,331	**(142,937)**	Reduced previously budgeted classroom start-ups
Food Services Supplies	93,000	93,000	**-**	
Other Supplies (e.g. janitorial, training)	219,291	219,291	**-**	
TOTAL SUPPLIES	**1,864,659**	**1,723,192**	**(141,467)**	
CONTRACTUAL				
Administrative Services	51,450	51,450	**-**	
Training & Technical Assistance	48,880	48,880	**-**	
Other Contracts	1,085,343	1,063,963	**(21,380)**	Reduced Loss of Subsidy for Child Chare Partners
TOTAL CONTRACTUAL	**1,185,673**	**1,164,293**	**(21,380)**	
CONSTRUCTION				
Construction Projects	-	-	**-**	
TOTAL CONSTRUCTION	**-**	**-**	**-**	
OTHER				
Rent	843,016	956,730	**113,714**	Adjusted for new facilites
Mortgage	297,840	297,840	**-**	
Utilities, Telephone	971,287	970,675	**(612)**	
Building & Child Liability Insurance	120,550	119,200	**(1,350)**	
Building Maintenance/Repair	834,767	826,107	**(8,660)**	Adjustment to projeted repair and maintenance
Local Travel (children)	-	-	**-**	
Nutrition Services	1,547,165	1,417,800	**(129,365)**	Reduction to mirror historical data
Child Services Consultants	75,750	100,332	**24,582**	Increased cost for Consultant services
Volunteers	4,937	4,937	**-**	
Parent Services	16,490	16,305	**(185)**	
Publications/Advertising/Printing	78,750	58,750	**(20,000)**	Reduced Printing Needs stemming from paperless systems
Training or Staff Development	285,145	285,145	**-**	
Other	538,738	548,238	**9,500**	Return of in person meetings results in incidental costs
TOTAL OTHER	**5,614,435**	**5,602,059**	**(12,376)**	
INDIRECT	**4,250,550**	**4,325,740**	**75,190**	New Modified Direct Costs (No equipment budgeted)
BUDGETED EXPENDITURES	**48,015,151**	**48,838,400**	**823,249**	

REVENUES

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

SUMMARY - 2023-2024

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

Migrant Childcare Program

2023-24 Budget Development

PRESENTED BY: LAURA PORTA

DIRECTOR: SUSANA MAGAÑA

1



2

Funded by the California Department of Social Services (CDSS)

Our Mission is to help provide the children of migrant agriculturally working families a safe, nurturing, and educationally growing environment.

CAPK holds the only contract of its type!



3

The Migrant Childcare Program has the following offices available to help you with your application.

Madera County
1-559-385-2503

Office: 525 East Yosemite Ave.
Madera, CA 93638

Fax: 1-559-664-3302

Tulare County
1-559-474-8902

Office: 700 Doe Ave.
Building 200, Suite C, Door 7
Visalia, CA 93291

Fax: 1-559-661-3311

Kings County
Mail: P.O. Box 1101
Hanford, CA 93232
1-559-385-2502

Office: 216 W. 7th Street
Hanford, CA 93230

Fax: 1-559-664-3305

Fresno County
1-559-334-3629

Office: 1815 Van Ness Ave
Fresno CA, 93721

Fax: 1-559-664-3304

capk Community Action Partnership of Kern

Migrant Childcare

Mail: 5005 Business Park North
Bakersfield, CA 93309

Regional Office - Kern County
1-800-259-8866

Office: 5351 Olive Dr., Suite 200
Bakersfield, CA 93308

Fax: 661-396-1746

Merced County
1-209-259-6556

Office: 1850 Wardrobe Ave.
Merced, CA 95341

Fax: 1-209-780-4041

4

Migrant Childcare Program Requirements

- Migrant Families
- Low Income & 50% wages from Agriculture
- Need Verification
- Children 0-12 yrs. old

capk
Community Action Partnership of Kern
Migrant Childcare
Childcare that migrates with you.

5



Migrant Childcare Program Childcare Options

Families can select from the following types of childcare settings available.

- Licensed Childcare Provider
- Licensed Childcare Center
- License Exempt Trust line Provider
- License Exempt Relative Provider
- In-home Provider

6

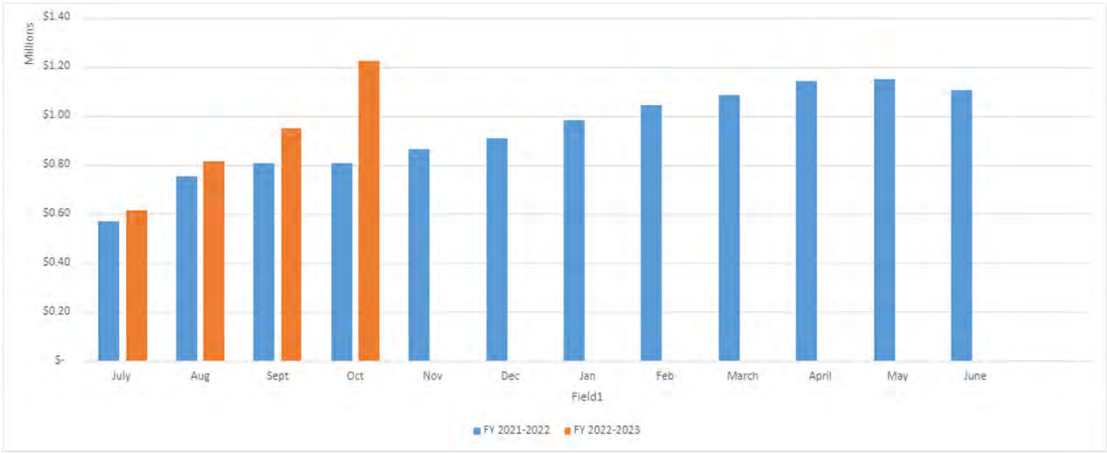
Client Outcomes 2022-2023

7

- At the end of 2021, MCAP was awarded a significant increase in funding; a total of $17.5 million.
- MCAP's current contract amount is $ 27.4 million
- MCAP served a total of 2749 children during 2022-2023
- The total number of children served includes 914 children of essential workers.
- We worked with over 400 childcare providers across

8

FY 2021-2022 vs. FY 2022-2023



9

Goals for 2023-24

10

- # 1- Fully earn MCAP's contract.
- #2 – Expand our operations in our satellite offices
- #3- Fully absorb program growth effectively
- #4 – Maintain MCAP's high compliance and excellent quality of services
- #5- Find additional funding streams

11

2023-24 Budget

12

Community Action Partnership of Kern

Program Budget

Childcare Payments	79%	$ 21,663,270.98
Administration	18.5%	$ 5,073,044.47
Support Services	2.5%	$ 685,546.55
MRA	100%	$ 27.4 Million

13

Opportunities and Challenges

14

Challenges



Time

- Fiscal Year
- Hiring/onboarding process
- Setting up program infrastructure

Residual Covid-19 Challenges

- 12-month income, not meeting the 50% requirement due to benefits received.

Shortage of Childcare Providers

- We are competing for the same families & childcare providers in our communities.

Operating without a Waiting List for MCAP

- We are enrolling and conducting outreach in our communities daily.

Childcare Provider Union

15

Opportunities

Availability of Resources

- Serving additional families

Revision of MCAP's Organizational Chart

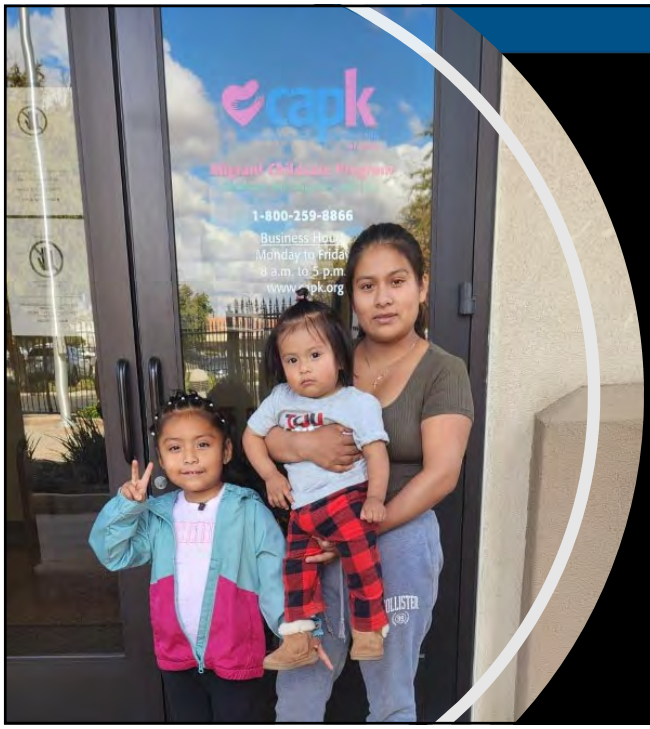
- Growth opportunities for our staff

Implement initiatives that benefit staff directly

Building Connections and new partnerships -

- CAPK Programs, local growers, field supervisors & other community partners who serve the same population.
- State representatives, new consultants, child development organizations and other child development contractors.

16



Questions?

17



Nutrition Services

Community Action Partnership of Kern

Helping People. . . Changing Lives.

COMMUNITY ACTION PARTNERSHIP OF KERN
FOOD BANK

2023-24 Budget Development

PRESENTED BY:
SUSANA MAGANA, DIRECTOR, HEALTH & NUTRITION
KELLY LOWERY, FOOD BANK ADMINISTRATOR

1

COMMUNITY ACTION PARTNERSHIP OF KERN
FOOD BANK

Program Overview

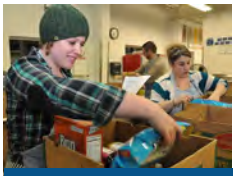
2

TEFAP
Federal Funding

CSFP
State Funding

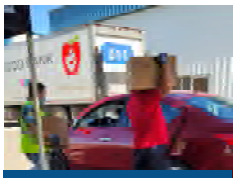
Grants
Various Organizations

Food Drives
Community Partners


Pantry Partners



Commodity Distribution


CSFP Distribution




Free Farmers Markets


Brighter Bites Program

Coming in 2023



Food2Door Program



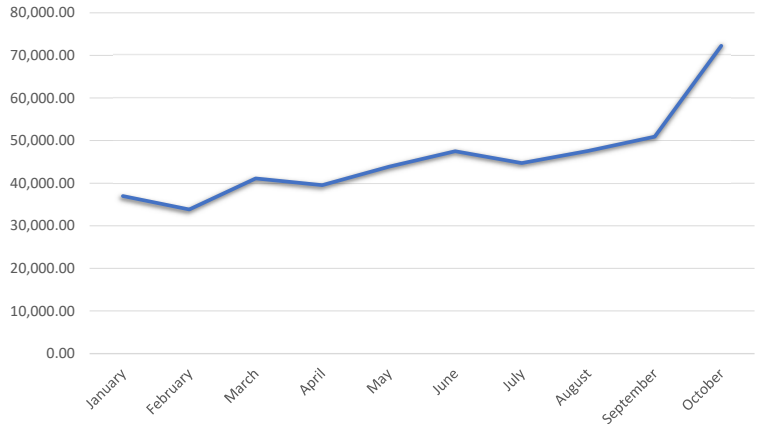
Community Events

3

Client Outcomes 2022-2023

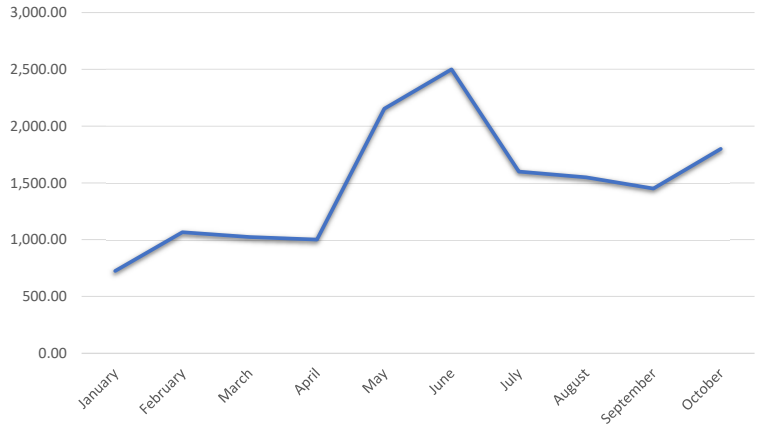
4

Individuals Served Through TEFAP Commodity Distributions *By Month*



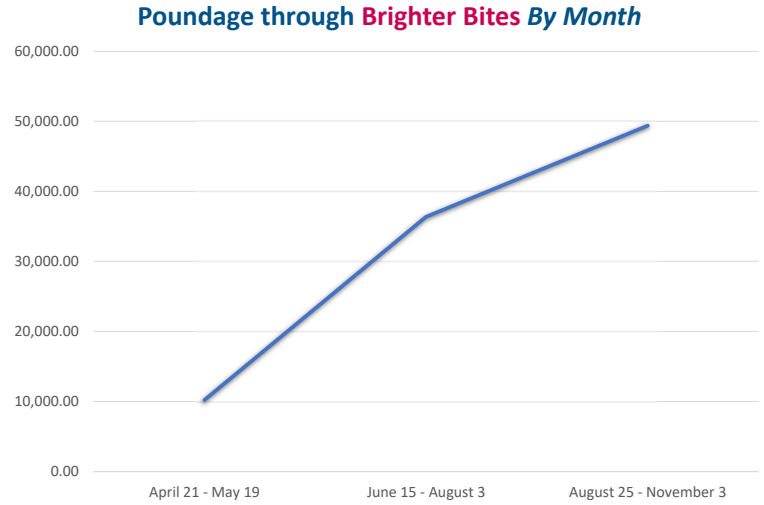
5

Individuals Served Through Free Farmers Markets *By Month*

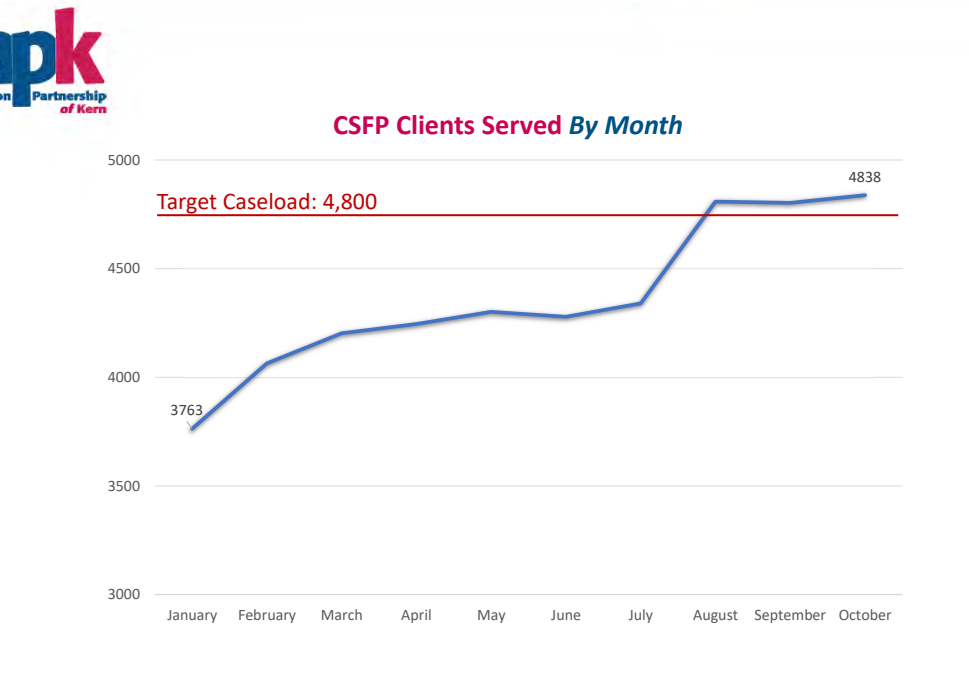


6

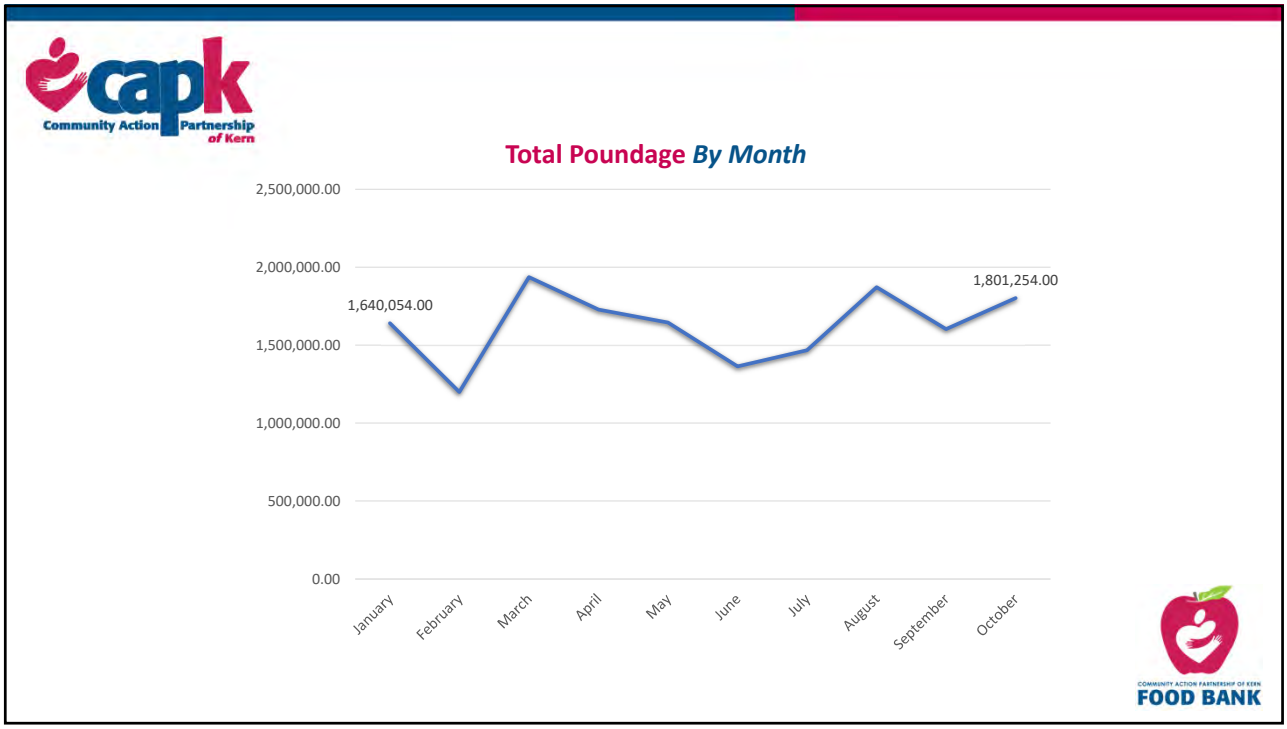
Current Enrollment of Families: 1,330



7



8



9

Goals for 2023-24

10



11

2023-24 Budget

12

Food Bank BTA	81%	77%	48%	89%	100%	82%	0%	81%
FINANCE DATA	Farmers Market-Wonderful Company Wasco, Delano & Shafter	2022 CSBG	Food Bank	EFAP	TEFAP Food and Diaper Allocation	CSFP	PG&E	Total
Fund-Activity	**467 (190,191,192)**	**103-020**	**504**	**105**	**105-097**	**147**		
	Paid by ACH						$25.00 Box fee	
	12/1/21 - 11/30/22	1/1/22- 12/31/22	3/1/22 - 2/28/23	10/1/21- 9/30/22	4/1/2021 - 2/28/2022	10/1/21 - 9/30/22	3/1/2021 - 02/28/22	
Payments Received	$ 75,000.00	$ 397,316.00	$ 424,247.00		$ 31,938.00		$ 46,565.00	
Allocation	150,000.00	397,316.00	424,247.00	364,020.00	31,938.00	386,388.55	46,565.00	2,664,158.05
YTD Expenses	46,733.36	304,250.74	204,783.99	324,659.52	31,938.00	241,874.81		2,017,902.60
Encumbered	75,000.00	-	-	-	-	73,249.76		148,249.76
Poundage								-
Total Expenses	121,733.36	304,250.74	204,783.99	324,659.52	31,938.00	315,124.57	-	2,166,152.36
Difference	28,266.64	93,065.26	219,463.01	39,360.48	-	71,263.98	46,565.00	498,005.69
Payments not received	75,000.00	-		364,020.00	-	386,388.55	-	
Notes				Refrigerator Doors			In 504 (Food Bank)	

Reporting
Grantee will provider three status reports for the duration of the funding cycle. The mid-cycle reports will be due no later than January 31, 2022 and July 31, 2022 with the end of cycle report no later than January 31, 2023. Each report must have status of expected outcomes and deliverables along with any qualitative data on outcomes.

Submission Dates

13

Food Bank BTA	142%	98%		90%	129%	140%	80%	105%		0%	55%		97%
FINANCE DATA	CAFB Farmworkers Initiative -FAFI	CSBG-CARES	Capacity Program - Food Bank Expansion	State Drought Food	SFMNP	State Disaster Boxes	Rapid Response Fund	Health Net Food Truck	EF&S Phase 39	EF&S ARPA	TEFAP Build Back Better	PG&E	Total
Fund-Activity	**461**	**104-020**	**215-100**	**216-088**	**113**	**216-093**	**216-096**	**418**	**114-000**	**114-101**	**105-099**	**494-000**	
				Paid by ACH	Paid by ACH	Paid by ACH	Paid by ACH						
	12/1/21 - 11/30/22	3/27/20-5/31/22	3/1/22 - 6/30/24	Tracking Only	Tracking only	Tracking Only	Tracking Only	7/1/21 - 12/31/22	11/1/21 - 4/30/23	11/1/21 - 4/30/23	10/1/21- 9/30/22		
Payments Received	$ 265,290.16	$ 767,107.00		$ 92,622.76	$ 28,588.00	$ 135,744.11	$ 23,625.33	$ 130,000.00					
Allocation	202,830.09	767,107.00	4,859,606.00	92,622.76	28,588.00	135,744.11	23,625.33	130,000.00	50,638.00	156,509.00	299,960.00	33,080.00	7,498,518.05
YTD Expenses	142,858.30	684,092.43	-	72,187.38	13,552.69	110,785.17	-	-	-	-	164,314.61	-	1,895,540.06
Encumbered	144,746.53	67,696.88	4,859,606.00	11,111.59	23,198.67	79,779.91	18,797.79	136,960.70	-	-	-	-	5,341,898.07
Poundage													-
Total Expenses	287,604.83	751,789.31	4,859,606.00	83,298.97	36,751.36	190,565.08	18,797.79	136,960.70	-	-	164,314.61	-	7,237,438.13
Difference	(84,774.74)	15,317.69	-	9,323.79	(8,163.36)	(54,820.97)	4,827.54	(6,960.70)	50,638.00	156,509.00	135,645.39	33,080.00	261,079.92
Payments not received	(62,460.07)	-	4,859,606.00	-	-	-	-	-	50,638.00	156,509.00	299,960.00		
Notes	Refrigerated Truck, PO-2020-1608			PO-2021-1164 Refrigerated Food Truck				PO-2021-2394 Refrigerated Food Truck for $136,960.70			FB Expansion - Pallet Racks		
	only 192,462 is extended till December			ENC-2021-1172 Refrigerated Truck									

Reporting
Grantee will provider three status reports for the duration of the funding cycle. The mid-cycle reports will be due no later than January 31, 2022 and July 31, 2022 with the end of cycle report no later than January 31, 2023. Each report must have status of expected outcomes and deliverables along with any qualitative data on outcomes.

Submission Dates

14

Opportunities and Challenges

15

Opportunities:

- Current tenured staff
- Expanded warehouse capacity
- CalFood grant
- Surplus of vehicles, forklifts
- Untapped tools within the inventory software platform
- Re-direction of funds currently allocated to lease of auxiliary warehouse space



16

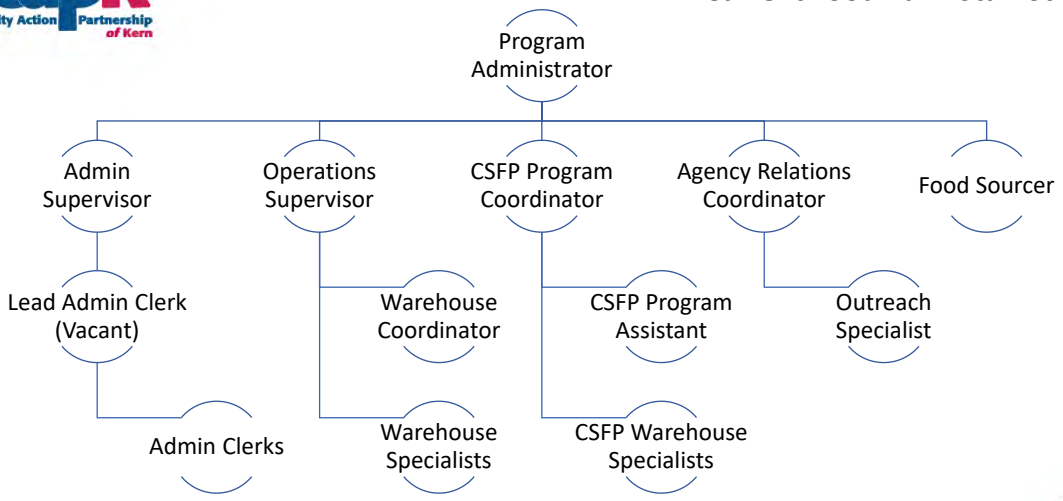


Challenges:

- **Critically** understaffed in the warehouse
- Current warehouse staff is underpaid
- Agency Relations Department priorities alignment
- Staff development: professional and personal
- Discretionary funds

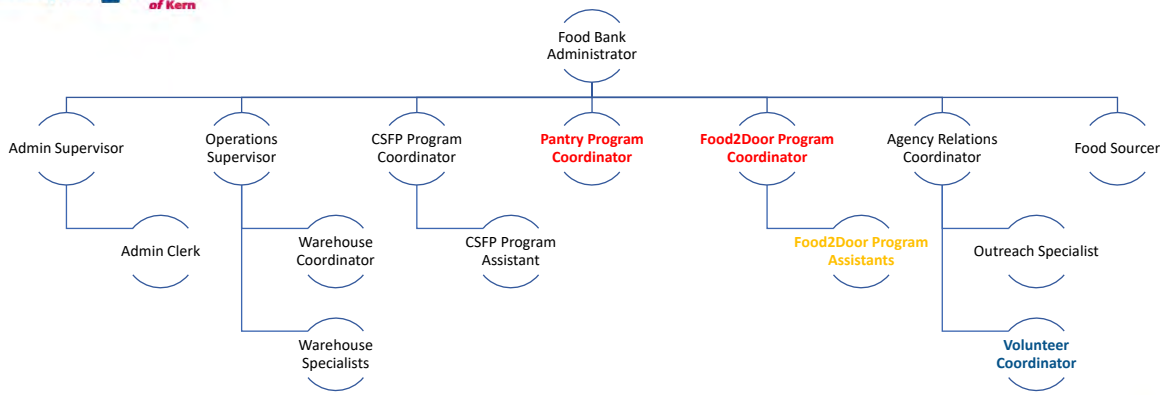
17

Current Food Bank Staff Structure



18

Proposed 2023 Food Bank Staff Structure



- Current Admin Clerk positions pivoting to Food2Door Program Assistants
- Add Pantry Program & Food2Door Program Coordinators
- Add Volunteer Coorindator
- **Warehouse Specialists**
  Current: 7 (2 CSFP, 5 main warehouse)
  Needed: 11 (2 CSFP, 2 pantry & Food2 Door programs, 7 main warehouse)

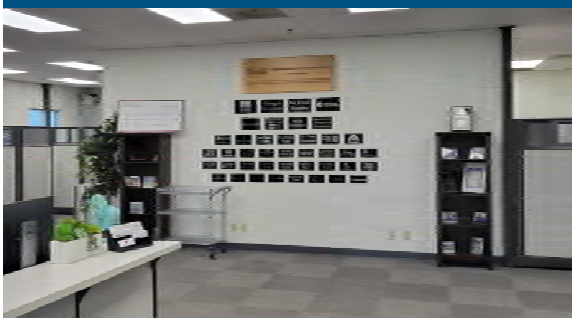
19

Special Projects

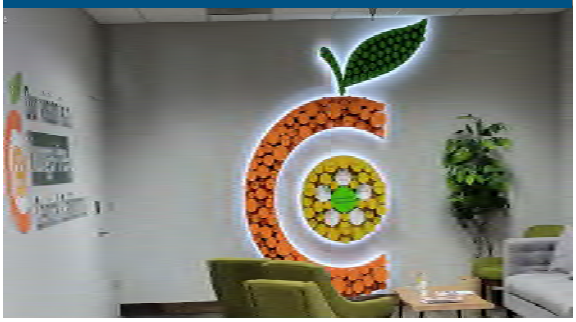
20

Lobby Refresh Project

Current East Wall



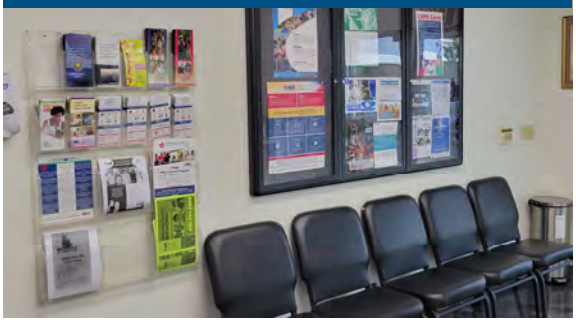
Proposed East Wall *(Inspiration, CAPK food bank logo instead)*



21

Lobby Refresh Project

Current South Wall



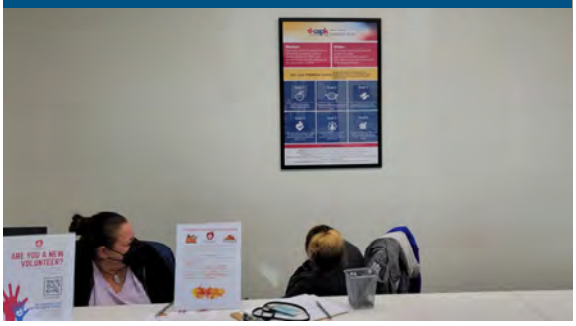
Proposed South Wall *(Inspiration, CAPK logo instead)*



22

Lobby Refresh Project

Current North Wall



Proposed North Wall



23

Lobby Refresh Project



East Wall	Donor Wall	$17,500
South Wall	Metal CAPK Logo	$1,850
North Wall	TV	$1,500
Various	Paint/Misc.Equip	$1,500
Total Project:		$22,350

FOOD BANK

24

Community Farm Project



25

Thank you for the opportunity to serve.

26

Community Action Partnership of Kern

Helping People. . . Changing Lives.

CalFresh Healthy Living: 2023-24 Budget Development

PRESENTED BY:

PROGRAM STAFF-YESENIA FERNANDEZ

DIRECTOR-SUSANA MAGANA

1

Program Overview

2

CalFresh Healthy Living

CAPK CalFresh Healthy Living improves the nutritional health of low-income Kern County residents by providing access to nutrition education, physical activity education, and leadership toward healthy community initiatives.

LIVE Domain: Healthcare clinics and hospitals
- Nutrition standards
- Water access and appeal
- Nutrition standards: Community

SHOP Domain: Food assistance sites, food banks, and food pantries
- Access to farmers markets
- Improving existing markets

3

Client Outcomes 2022-2023

4

Program Goals for Federal Fiscal Years October 1, 2020, until September 30,2023

- *reach 90,000 unduplicated SNAP-Ed eligible residents*
- *work with 146 community partners*
- *work in 161 sites to engage the SNAP-Ed community in program planning and implementation*
- *put 75 sustainability measures in place to ensure changes to support healthy eating and physical activity are continued*

5

Goals for 2023-24

6

- Create partnerships with community members/organizations to implement the Nutrition Pantry Program (NPP)
- Branch out into the California City FM
- Bring the Farmers Market Navigator program to the F St FM with the help of our supplemental grant
- Partner with a healthcare professional to initiate the "Walk with a Doc" program

7

2023-24 Budget

8

CALFRESH	Approved Budget
SALARIES AND BENEFITS	$ 857,144.45
NON-CAPITAL EQUIPMENT	$ 19,647.00
MATERIALS	$ 29,148.00
TRAVEL & PER DIEM	$ 33,307.35
BUILDING/SPACE	$ 26,707.20
MAINTENANCE	$ 29,259.92
EQUIPMENT & OTHER CAPITAL EQUIP	
CONTRACT/SUB CONTRACT AGREEMENTS	$ 648,910.45
TOTAL	**$ 1,644,124.37**

9

Opportunities and Challenges

10

Opportunities

- Increased in-person activities
- COVID-19 is no longer limiting in person interactions
- Partnerships for “Train the Trainer”
- Promote Market Match at other farmers markets (California City)

Challenges

- High staff turnover rate
- Grant restrictions
- Community garden partnerships
- Not well known in the community, often mistaken for CalFresh Food
- Client are hesitant to participate at in-person events or classes

11

Questions?

12

Community Action Partnership of Kern

Helping People. . . Changing Lives.

WIC Program: 2023-24 Budget Development

PRESENTED BY: LORNA SPEIGHT

DIRECTOR: SUSANA MAGANA

PROGRAM LEADER: LORNA SPEIGHT

1

Program Overview

2

Mission of the Program:

- Nourish – providing nutritious supplemental food benefits
- Educate – provide education on healthy eating and active living
- Support – support families in achieving their nutrition/health goals, offer support to Breastfeeding mothers
- Provide referral to community resources

Assigned Case Load:

- 14, 610

Clients served included:

- Pregnant Women
- Post-Partum Women
- Breastfeeding Women
- Infants
- Children up to 5 years of Age

3

Area Served: Kern County and portions of San Bernardino County

- 15 sites in Kern County
- 4 Sites in San Bernardino County

Special Project funding included in the WIC grant:

- Farmers Market Nutrition Program
- Breast Feeding Peer Counselor Program
- Books for Kids

4

Client Outcomes 2022-2023

5

Access to health foods, nutrition education, breastfeeding support will result in:

- Improved nutrition
- Improved hemoglobin values
- Improved birth outcomes
- Lower rates of obesity

6

Goals for 2023-24

7

- Increase our participation rates by not only recruiting new participants but by re-engaging with participants who are enrolled and not fully participating in the program.
- Complete the State Nutrition Service Plan goals:

1) Staff who deliver Nutrition Education will be provided with at least 4 hours of annual maternal, infant, and child nutrition topics and 4 hours of breastfeeding education.

2) Modernize WIC Services by incorporating at least 2 virtual interactive options for nutrition education to participants.

3) All staff will complete Level 1 of the new USDA WIC Breastfeeding curriculum.

8

2023-24 Budget

9

WIC Budget

WIC Grant: $4,346,698

Expenses:

- Salaries and Benefits $3,299,396
- Operating costs 652,148
- Indirect Costs 395,154

10

Opportunities and Challenges

11

capk Community Action Partnership of Kern

Opportunities:

- Opportunity to improve literacy by providing books for children 0-5 years in languages spoken by the family.
- Expand our use of interactive options for nutrition education by utilizing the doxy.me tele-health platform and online learning.
- Make more appointments available for certifications/recertifications by utilizing online education for those appointments that don't require in-person presence.

Challenges:

- Due to being spread out across Kern/San Bernardino counties providing staff support has been a challenge.
- Rents in some of the outlying areas has increased by 1.5 to 2 times the previous rent in the past year. With rising costs, supporting these offices will be difficult.
- Finding and retaining qualified staff is a challenge. It takes a whole year to train and certify a WIC Nutrition Assistant. Due to increased costs of sites this leaves less funds to support wage increases for staff.
- Due to staff shortages having sufficient appointments to service all participants has been a challenge. Once the USDA waivers expire serving participants will be more challenging.
- An increase in the number of homeless camping out around some of our locations has made it difficult to keep clean and safe for staff and participants.

12

Questions?

13



Energy

Energy Program: 2023-24 Budget Development

PRESENTED BY: WILFREDO CRUZ JR

DIRECTOR: FREDDY HERNANDEZ

PROGRAM LEADER: WILFREDO CRUZ JR

1

Program Overview

2

CAPK's Energy Program assists income-eligible residents with utility bill payments, free weatherization, and energy education, at no cost to the participants.

HOME ENERGY ASSISTANCE PROGRAM (HEAP)	WEATHERIZATION
Energy Bill Assistance Water Bill Assistance	Energy Conservation in Homes

3

Current Contracts for the 2023-2024 Fiscal Year

The Energy Program currently has 5 open contracts:

- 2022 LIHEAP
- 2023 LIHEAP
- 2021 ARPA
- 2021 SLIHEAP
- 2021 LIHWAP

We are expecting two new contracts within the upcoming fiscal year:

- 2022 DOE BIL (early part of 2023)
- 2024 LIHEAP (expected start date 11/1/23)

4

2022 LIHEAP

- The contract deadline is 6/30/23
- The budgeted contract amount for this fiscal year is $960,600
- 57% ($547,738) of this contract is tied to salaries & benefits expenses
- 43% ($412,862) of this contract is tied to operational funds

5

2022 LIHEAP – Operational Funds

Major line items

Subcontractor Labor & Materials - $129,271

- Currently focusing on improving process to reduce the amount of days client files are staying open
- Increasing number of projects closed out monthly
- We have obtained new subcontractors and are in the process of assigning client files to them
- New measures on LIHEAP contracts now include washers, dryers, built-in ovens

Outreach - $90,937

- Continuing marketing push with the help of Hey Salty Marketing
  - Includes utilizing television, radio, interviews, outreach events, geo-fencing
- Will focus more attention in Western Kern
  - Lost Hills, Maricopa, Taft, McKittrick areas

6

2023 LIHEAP

- The contract deadline is 6/30/24
- The budgeted contract amount for this fiscal year is $2,881,550
- 57% ($1,643,072) of this contract is tied to salaries & benefits expenses
- 43% ($1,238,478) of this contract is tied to operational funds

7

2023 LIHEAP – Operational Funds

Major line items – similar to 2022 LIHEAP

Subcontractor Labor & Materials - $333,870

- We are fully staffed in Weatherization but still require training to increase client files being closed monthly
- By the time we start to focus on this contract, entire Weatherization crew should have appropriate certifications to completed CSD related work on our contracts
- Creation of two new positions – Energy Program Assistant and Weatherization Assistant Manger

Client Utility (WPO) Payments - $81,000

- Based off past years, we will be able to expend this amount with out issues

Outreach - $241,783

- Funds will be used to determine best way to market to Western Kern County, this will include a mix of using Hey Salty Marketing and in-house Outreach staff

8

2021 ARPA

- The contract deadline is 3/31/23
- This contract is for Utility Assistance services only
- The budgeted contract amount for this fiscal year is $142,100
- 57% ($81,026) of this contract is tied to salaries & benefits expenses
- 43% ($61,074) of this contract is tied to operational funds

9

2022 SLIHEAP

- The contract deadline is 6/30/23
- This contract is for Utility Assistance services only
- The budgeted contract amount for this fiscal year is $83,300
- 57% ($47,498) of this contract is tied to salaries & benefits expenses
- 43% ($35,802) of this contract is tied to operational funds

10

2021 LIHW AP

- The contract deadline is 8/31/23
- This contract is for Utility Assistance services only
- The budgeted contract amount for this fiscal year is $168,600
- 57% ($96,136) of this contract is tied to salaries & benefits expenses
- 43% ($72,464) of this contract is tied to operational funds

11

2021 LIHW AP – Operational Funds

Major line item

Outreach - $20,000

- This contract is strictly for Utility Assistance. We will be completing mail drops in Western Kern as our main form of outreach.
- We already have one city in Kern County that has included our information on their water utility disconnection notices. Attempting to speak to other water districts to see if we can create the same type of relationship.

12

Goals for 2023-24

13

- Expend all contracts by using strategies we've recently implemented– this will enable us to serve the maximum number of clients in Kern County
- Fully train employees in Utility Assistance & Weatherization – including obtaining necessary certifications
- Start aggressive outreach efforts in Western Kern County
- Continue to work on new procedures and workflows to reduce the amount of days client files are open for Weatherization Work
- Continue to collaborate with community partners who have a vested interest in our community
- Continue to work with all other CAPK programs, as much as possible, to market our services as "One CAPK"
- Continue working with Hancock to eventually develop a paperless system for our program
- Continue work on determining appropriate data entry and needs to design a full and detailed project management process

14

2023-24 Budget

15

		SLIHEAP 2022	LIHEAP 2022	LIHEAP 2023	ARPA 2021	DOE BIL	LIHEAP 2024	LIHWAP 2021	TOTAL
REVENUE									
4120	State Grant Revenue	83,300.00	960,600.00	2,881,550.00	142,100.00	-	960,600.00	168,600.00	**5,196,750.00**
SALARIES		-	-	-	-	-	-	-	
5105	Salaries	36,537.00	421,336.00	1,263,900.00	62,328.00	-	421,337.00	73,951.00	**2,279,389.00**
BENEFITS									
5205	FICA/FICA-MED Expense	3,617.00	41,713.00	125,127.00	6,170.00	-	41,713.00	7,321.00	225,661.00
5210	SUI Expense	329.00	3,792.00	11,375.00	561.00	-	3,792.00	666.00	20,515.00
5215	Workman's Compensation	1,498.00	17,279.00	51,833.00	2,556.00	-	17,279.00	3,033.00	93,478.00
5220	Health Insurance	3,111.00	35,885.00	107,647.00	5,310.00	-	35,885.00	6,297.00	194,135.00
5225	Dental Insurance	64.00	733.00	2,199.00	108.00	-	733.00	129.00	3,966.00
5230	Life Insurance	64.00	733.00	2,199.00	108.00	-	733.00	129.00	3,966.00
5235	Long Term Disability Insurance	47.00	544.00	1,630.00	80.00	-	544.00	95.00	2,940.00
5240	Retirement (Pension)	2,231.00	25,723.00	77,162.00	3,805.00	-	25,723.00	4,515.00	139,159.00
		10,961.00	126,402.00	379,172.00	18,698.00	-	126,402.00	22,185.00	**683,820.00**
TRAVEL									
6105	Local Travel - Staff	10.00	119.00	360.00	18.00	-	119.00	21.00	647.00
6120	Out of Town Travel - Staff	220.00	2,542.00	7,625.00	376.00	-	2,542.00	447.00	13,752.00
6135	Per Diem - Staff	50.00	577.00	1,732.00	85.00	-	577.00	101.00	3,122.00
6150	Vehicle Gasoline	521.00	6,004.00	18,008.00	888.00	-	6,004.00	1,054.00	32,479.00
		801.00	9,242.00	27,725.00	1,367.00	-	9,242.00	1,602.00	**50,000.00**
SPACE COSTS									
6205	Rent/Lease	1,656.00	19,100.00	57,290.00	2,825.00	-	19,100.00	3,352.00	103,323.00
6210	Repair/Maintenance/Incidental Alterations	1,198.00	13,817.00	41,430.00	2,043.00	-	13,817.00	2,425.00	74,730.00
6230	Security/Alarm	156.00	1,798.00	5,400.00	266.00	-	1,798.00	316.00	9,734.00
6235	Utilities	792.00	9,128.00	27,397.00	1,352.00	-	9,128.00	1,602.00	49,399.00
		3,802.00	43,843.00	131,517.00	6,486.00	-	43,843.00	7,695.00	**237,186.00**
SUPPLIES									
6305	Supplies	9,001.00	7,554.00	22,650.00	15,354.00	-	7,553.00	18,238.00	80,350.00
6310	Computer & Peripheral Supplies	369.00	4,260.00	12,784.00	630.00	-	4,260.00	747.00	23,050.00
6315	IT Communication Supplies	99.00	1,126.00	3,380.00	168.00	-	1,126.00	200.00	6,099.00
		9,469.00	12,940.00	38,814.00	16,152.00	-	12,939.00	19,185.00	**109,499.00**

16

CONSULTANT/CONTRACT SERVICES									
6525	Software Support/Maintenance	1,334.00	461.00	10,000.00	2,275.00	-	-	2,700.00	16,770.00
6530	Subcontract Labor	-	37,920.00	136,141.00	-	-	38,382.00	-	212,443.00
		1,334.00	38,381.00	146,141.00	2,275.00	-	38,382.00	2,700.00	**229,213.00**
OTHER OPERATING COSTS									
6605	Communication Services	1,068.00	12,318.00	36,951.00	1,822.00	-	12,318.00	2,162.00	66,639.00
6610	Postage	167.00	1,922.00	5,767.00	284.00	-	1,922.00	337.00	10,399.00
6615	Printing	177.00	2,041.00	6,122.00	302.00	-	2,041.00	358.00	11,041.00
6620	Risk Insurance	494.00	5,693.00	17,078.00	842.00	-	5,693.00	999.00	30,799.00
6625	Hiring Costs	69.00	799.00	2,395.00	118.00	-	799.00	140.00	4,320.00
6640	First Aid	29.00	340.00	1,020.00	50.00	-	340.00	60.00	1,839.00
6660	Equipment Rent/Lease	306.00	3,534.00	10,602.00	523.00	-	3,534.00	620.00	19,119.00
6665	Equipment Repair/Maintenance	533.00	6,152.00	18,453.00	910.00	-	6,152.00	1,080.00	33,280.00
6675	Outreach	9,881.00	90,937.00	241,783.00	16,855.00	-	90,937.00	19,999.00	470,392.00
6690	Membership Dues	10.00	114.00	342.00	17.00	-	114.00	20.00	617.00
6710	Vehicle License Fees	89.00	1,027.00	3,080.00	152.00	-	1,027.00	180.00	5,555.00
		12,823.00	124,877.00	343,593.00	21,875.00	-	124,877.00	25,955.00	**654,000.00**
DIRECT PROGRAM COSTS									
7105	Weatherization Materials	-	91,251.00	197,729.00	-	-	51,251.00	-	340,231.00
7107	Waste Breakage Weatherization Materials	-	5,000.00	10,000.00	-	-	5,000.00	-	20,000.00
7120	Client Utility Payments	-	-	81,000.00	-	-	40,000.00	-	121,000.00
		-	96,251.00	288,729.00	-	-	96,251.00	-	**481,231.00**
INDIRECT									
9900	Indirect Subsidy								-
9999	Indirect Expense	7,573.00	87,328.00	261,959.00	12,919.00	-	87,327.00	15,327.00	472,433.00
		7,573.00	87,328.00	261,959.00	12,919.00	-	87,327.00	15,327.00	**472,433.00**
	REVENUE LESS EXPENSES MUST EQUAL ZERO	-	-	-	-	-	-	-	-

17

Opportunities and Challenges

18

Challenges

Utility Assistance

- Finding qualified staff/proper training
- Sudden increase in incoming applications
- LIHWAP contract
- Implementation of new Technology - Hancock
- Salaries

Weatherization

- Fully training Weatherization staff
- DOE BIL contract
- Lack of glass vendors
- Implementation of new Technology – Hancock
- Vandalism /Security
- Salaries

19

Outcomes

Utility Assistance

- Fully spent LIHEAP 2021
- Utility Assistance fully staffed
- On track to fully expend UA allocation of LIHEAP 2022 by EOY
- Created and staff Outreach Supervisor position
- Established relationship with Hey Salty Marketing
- Increased wages to Utility Assistance Technicians
- Successfully partnered with various CAPK programs to complete Outreach efforts

Weatherization

- Fully spent LIHEAP 2021
- Weatherization Fully Staffed
- Created Energy Program Assistant position
- Created new work process to expediate the Weatherization process
- Created relationships with vested organizations to partner with

20

Questions?

21



Community Development Services

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Program 211: 2023-24 Budget Development

PRESENTED BY: JENNIFER JORDAN AND MARTHA GONZALEZ

DIRECTOR: PRITIKA RAM

1

Program Overview

2

- The 2-1-1 Call Center Program is a free, 3-digit telephone number that links residents to community health and human service resources 24 hours a day, 7 days a week.
- 2-1-1 Kern serves the following counties
  - Kern
  - Kings
  - Tulare
  - Stanislaus
  - Fresno/Madera
  - Merced/Mariposa

3

Goals for 2023-24

4

- Improve staff retention by ongoing praise, support, and kudos
- Monitor high call volume and adjust accordingly
- Certify staff members who are eligible for AIRS Certified Resource Specialists.
- Successfully renew county contracts with an enhanced fee schedule for Kings, Tulare, and Stanislaus.

5

2023-24 Budget

6

Medi-Cal Health Enrollment Navigator Project

- Total amount: $311,248
- Length of the contract: 1 year (October 1, 2022- June 30,2023)
- Salaries
  - 1 FTE Program Specialist who completes the applications on the client's behalf.
  - 1 FTE Information & Referral Specialists who are identifying callers that have expressed interest in completing a Medi-Cal
- Scope of Work
  - Medi-Cal is insurance for low-income individuals and families in California, which pays for health care services
    - Identify 2-1-1 help seekers that are uninsured
    - Assist in Medi-Cal benefit enrollment via the telephone
    - Provide data on a monthly basis, regarding the total number of enrollments completed.

7

Rapid Telecommunication System I&R Referral Government Services (389)- County of Kern

- Total amount: $45,000
- Length of the contract: 1 year (7/1/2022-6/30/2023)
- Scope of work
  - No deliverables, utilized to support the 2-1-1 Call Center operations.
- Salaries: N/A

8

United Way of Tulare County (536-232)- United Way

- Total amount:
  - Year 1: $80,099.00
  - Year 2: $83,564.95
  - Year 3: $87,204.20
- Length of Contract: 3 years (7/1/2021-6/30/2024)
- Scope of Work
  - 24/7
- Salaries
  - Varies

9

United Way of Stanislaus County (536-234) United Way

- Total amount
  - Year 1: $77,021.00
  - Year 2: $97,372.05
  - Year 3: 101,415.65
- Length of Contract: 1 year
- Scope of Work
  - 24/7 Information and Referral Services via the 2-1-1 Kern Call Center.
- Salaries
  - Varies

10

United Way of Kings County (536-231)-United Way

- Total amount:
  - Year 1: $25,155
  - Year 2: $25,909.65
  - Year 3: $26,686.94
- Length of Contract: 3 years (7/1/2021-6/30/2024)
- Scope of Work:
  - 24/7 Information and Referral Services via the 2-1-1 Kern Call Center. Including live chat, bi-directional texting, and disaster call handling.
- Salaries
  - Varies

11

United Way of Fresno County (536-235)-United Way

- Total amount: Year 1: $121,281.60 Year 2: $125,139.77
- Length of contract: 2 years (1/1/23-12/31/24)
- Scope of Work:
- 24/7 Information and Referral Services via the 2-1-1 Kern Call Center and disaster call handling. Call handling includes the below special projects.
  - Special projects include: VITA call handling and scheduling, Smoking Cessation, Relief for Energy Assistance through Community Help (REACH)
  - Public Safety Power Shutoff (PSPS)
- Salaries:
  - Varies

12

United Way Mountain Valley

- Length of Contract: 3 years (3/1/2022-6/30/2025)
  - Year 1: $25,155
  - Year 2: $25,909.65
  - Year 3: $26,686.94
- Scope of work:
  - After hours and weekend coverage to complete Information & Referral Services via the 2-1-1 Kern call center.
  - Salaries
    - Varies

13

Cal-Fresh 2-1-1 San Diego (164)- State

- Total amount:
  - Year 1: $52,246
  - Year 2: $53,813
  - Year 3: $55,428
- Scope of Work:
  - Cal Fresh appointments are offered to clients who are interested in receiving Cal Fresh benefits. The 2-1-1 Program specialist along with the client, complete a Cal Fresh application using the BenefitsCal website. The Program Specialist submits all documentation to the Department of Human Services Processing Center on behalf of the client.
- Salaries:
  - Administrator and Information & Referral Specialists

14

Goodwill Industries of Sacramento Valley & Northern Nevada Inc (430)

- Total amount:$90,680.59
- Length of the contract: 4/1/2022-6/30/2023
- Scope of work:
  - 24/7 Information & Referral Services via the 2-1-1 Call Center and disaster handling, specifically to provide support during the COVID-19 Pandemic.
- Salaries:
  - Varies

15

Sierra Health Foundation Asthma Mitigation Project (290)- State

- Total amount: $500,000
- Length of the contract: 3 years (8/1/2020-5/15/2023)
- Scope of Work:
  - CAPK, CCAC (Central California Asthma Collaborative) and KFHC Partnership ensures high risk asthma patients in Kern County are automatically referred to their coordinated service network via the 2-1-1 call center.
- Salaries:
  - 1 FTE Program Supervisor

16

First 5 Kern-2-1-1 Kern Call Center Services (288)- State

- Total amount: $450,000
  - Year 1: $172,862
  - Year 2: $182,799
  - Year 3: $188,128
  - Year 4: $193,648
  - Year 5: $199,333
- Length of Contract: 5 years (7/1/2020-6/30/2025)
- Scope of Work:
  - Utilized to support the 2-1-1 call center operations. Reports are generated through Persimmony on a quarterly basis to record progress.
- Salaries
  - Administrator, I&R Specialists

17

First 5 Kern- 2-1-1 Help Me Grow (284)- State

- Total amount: 1,149,130.00
- Year 1: $156,092.00
- Year2: $222,555.00
- Year 3: $249,281.00
- Year 4: $256,716.00
- Year 5: $264,386.00
- Length of Contract: 5 years (7/1/2020-6/30/2025)
- Scope of Work:
  - Help Me Grow is a collaborative system with a critical mission; to identify children ages 0-5 at risk for delays and link them to necessary services. Along with a parent, 2-1-1 Development Specialist and/or Care Coordinator can complete an online screening tool known as ASQ, that provides a quick snapshot of a child's development. An ASQ evaluated gross motor, fine motor, problem solving, personal social, and communication skills as well as social and emotional skills
- Salaries:
  - Administrator, 2 Development Specialists, 1 Care Coordinator and various I&R Specialists

18

LIHEAP Energy Calls (536-000)- State

- Current Cost per call: $8.02
- Methodology has been developed to analyze the data to determine an annual cost per call.
- Scope of Work
  - 2-1-1 Kern County is the call center for the CAPK Home Energy Assistance Program (HEAP) and Weatherization program. Call Specialist schedule appointments, link clients to Energy services and provide status updates on pending applications for the utility assistance program.
- Salaries
  - Various

19

Grants Pending

- Stanislaus County Coordinated Entry
- CalAim (California Advancing and Innovating Medi-Cal)
- CA vs. Hate Hotline Project

20

Opportunities and Challenges

21

Opportunities/Challenges

- The volume of HEAP calls has increased over the last several months. To assist with this call handling specifically, we added in the Program Specialist and Senior I&R specialist to assist with the influx of HEAP calls.
- Finding the right fit for the Care Coordinator role. Initially after several rounds of interviews, we identified a candidate. A few months after being onboarded, we were back at square one to fill the position. This posed a challenge to the program as other staff members temporarily filled in to complete those tasks.
- Help Me Grow- competing with other agencies who also complete ASQ screenings.
- Outreach has been successful for the 2-1-1 program. On average, the team attends between 3-5 outreach events per month to bolster the 2-1-1 program.

22

Community Action Partnership of Kern

GL	Description	P.RAM TO COMPLETE									
		CAL FRESH	Kern County Public Health Emergency Prep	FIRST 5 HELP ME GROW	FIRST 5 211 KERN	SIERRA FOUNDATION ASTHMA	Goodwill Industries - CDPH	COUNTY OF KERN	Positive Youth Medi-Cal Project	211, KINGS, TULARE, STANISLAUS, FRESNO & MADERA, ENERGY	TOTAL
		164	186	284	288	290	430	389	274-271	536 | 231,232,234,235	
REVENUE											
4110	Federal Grant Revenue	161,440.00	-	-	-	-	-	-	-	-	161,440.00
4120	State Grant Revenue	-	-	-	-	-	90,680.59	-	-	-	90,680.59
4130	County/City Grant Revenue	-	-	249,281.00	90,558.00	-	-	45,000.00	116,587.90	699,048.88	1,200,475.78
4210	Private Revenue	-	-	-	-	41,742.00	-	-	-	-	41,742.00
		161,440.00	-	249,281.00	90,558.00	41,742.00	90,680.59	45,000.00	116,587.90	699,048.88	1,494,338.37
SALARIES											
5105	Salaries	112,022.00	-	168,501.00	62,837.09	28,776.35	56,706.00	-	80,919.00	363,505.42	873,266.86
		112,022.00	-	168,501.00	62,837.09	28,776.35	56,706.00	-	80,919.00	363,505.42	873,266.86
BENEFITS											
5205	FICA/FICA-MED Expense	34,726.82	-	52,235.31	19,479.50	8,920.67	17,578.86	-	25,084.89	112,686.68	270,712.73
		34,726.82	-	52,235.31	19,479.50	8,920.67	17,578.86	-	25,084.89	112,686.68	270,712.73
TRAVEL											
6105	Local Travel - Staff	-	-	1,000.00	-	250.00	-	1,370.00	-	-	2,620.00
		-	-	1,000.00	-	250.00	-	1,370.00	-	-	2,620.00
SPACE COSTS											
6205	Rent/Lease	-	-	-	-	-	-	-	-	78,000.00	78,000.00
		-	-	-	-	-	-	-	-	78,000.00	78,000.00
SUPPLIES											
6305	Supplies	-	-	-	-	-	-	-	-	7,500.00	7,500.00
6310	Computer & Peripheral Supplies	-	-	-	-	-	8,144.00	25,539.00	-	12,300.00	45,983.00
		-	-	-	-	-	8,144.00	25,539.00	-	19,800.00	53,483.00
EQUIPMENT PURCHASE											
6405	Equipment Purchase	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
CONSULTANT/CONTRACT SERVICES											
6525	Software Support/Maintenance	-	-	4,000.00	-	-	-	-	-	-	4,000.00
		-	-	4,000.00	-	-	-	-	-	-	4,000.00
OTHER OPERATING COSTS											
6605	Communication Services	-	-	-	-	-	-	14,000.00	-	20,000.00	34,000.00
6610	Postage	-	-	850.00	-	-	-	-	-	9,185.00	10,035.00
6615	Printing	-	-	-	-	-	-	-	-	1,200.00	1,200.00
6630	Employee Costs	-	-	-	-	-	-	-	-	10,500.00	10,500.00
6645	Tuition and Registration Fees - Staff	-	-	-	-	-	-	-	-	5,500.00	5,500.00
6675	Outreach	-	-	-	-	-	-	-	-	6,600.00	6,600.00
6690	Membership Dues	-	-	-	-	-	-	-	-	8,500.00	8,500.00
		-	-	850.00	-	-	-	14,000.00	-	61,485.00	76,335.00
INDIRECT											
9900	Indirect Subsidy										-
9999	Indirect Expense	14,691.18	-	22,694.69	8,241.41	3,794.98	8,251.73	4,091.00	10,584.01	63,571.78	135,920.78
		14,691.18	-	22,694.69	8,241.41	3,794.98	8,251.73	4,091.00	10,584.01	63,571.78	135,920.78
	REVENUE LESS EXPENSES MUST EQUAL ZERO	-	-	-	0.00	0.00	-	-	(0.00)	(0.00)	0.00

FY2023-2024 Budget Tool

23

Community Action Partnership of Kern

Questions?

24

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Community School Partnership Program: 2023-24 Budget Development

PRESENTED BY:

SABRINA JONES-ROBERTS

1

Community School Partnership Program is partnered with Bakersfield City School District (BCSD) to serve students and their families. The program has been developed to provide wrap around case management services and linkage for school families and students to key community-based services addressing food insecurity, housing stability, and other related basic services. The program is designed to maximize its potential by having one Case Manager co-located at BCSD's Community Schools including Dr. Martin Luther King Jr Elementary, Stella Hills Elementary, McKinley Elementary, and Emerson Middle School. Overall, the program will support the needs of students ranging from Kindergarten to 8th grade by implementing the whole family approach.

2

Scope of work

Case Managers will be assigned student families by BCSD Multi-Tiered System of Support to initiate contact to the parent or guardian. Case Managers will schedule a meeting with the family to complete an intake form, pre-assessment of needs, and create a family goal plan. The assessment will be utilized to benchmark the family's level of needs, determine a timeframe to achieve goals, offer case management congruent with their goals, and submit internal referrals using IRM and/or external referrals via 2-1-1.

3

Community School Partnership Program (205) – State

August 3, 2022 – June 30, 2027

Contract and Award Details

- Grant funds are awarded by California Department of Education to Bakersfield City School District (BCSD)
- Community School Partnership Program is the Contractor of BCSD
- The District will pay $2,500,000 total for the duration of the contract
- The District will pay $500,000 total yearly compensation

4

Community School Partnership Program (205) – State

August 3, 2022 – June 30, 2027

Salaries

- 1 FTE Program Supervisor
- 4 FTE Case Managers

Deliverables

- Community School Partnership Program is expected to serve up to 230 families per Case Manager per academic year

5

Goals

- Onboard and provide program level training to 4 Case Managers between November - December 2022.
- Introduce Case Managers to Executors at BCSD after training has been received.
- Initiate school site tours for Case Managers.
- Acquaint Case Managers with BCSD Liaisons and get them acclimated to their workspace on the school sites.

6

- 2 Case Managers onboarded on 11/14/2022
- 2 offers accepted and Individuals began pre-employment process
  - 1 candidate on 10/20/2022
  - 1 candidate on 11/2/2022
- Each Case Manager is anticipated to begin orientation after all requirements for the position have been satisfied.

7

Budget	Year 1	Year 2	Year 3	Year 4	Year 5
Total Revenue	**$500,000**	**$500,000**	**$500,000**	**$500,000**	**$500,000**
Salaries	$290,648	$299,367	$308,348	$317,597	$327,124
Benefits	$72,662	$74,842	$77,087	$79,400	$81,782
Travel	$17,500	$17,500	$17,500	$17,500	$17,500
Supplies	$34,342	$8,650	$9,365	$15,153	$11,018
Other Operating Costs	$39,395	$54,185	$42,247	$24,897	$17,123
Administrative Indirect	$45,453	$45,456	$45,453	$45,453	$45,453
Total Expenditures	$500,000	$500,000	$500,000	$500,000	$500,000

8

Questions?

9

Vaccine Equity Project: 2023-24 Budget Development

PRESENTED BY: JAMES BURGER

OUTREACH AND ADVOCACY COORDINATOR

1

Vaccine Equity Project

The Vaccine Equity Project is focused on connecting historically underserved communities, which have had traditionally negative relationships with the public health system, with COVID-19 education and life-saving vaccinations. CAPK is one of five CAAs, nationwide, who were chosen to pilot this effort during the 2022 and 2023 calendar years.

2

Scope of Work

Community Action Partnership of Kern researched the communities and zip codes which had the lowest rate of vaccine participation in underserved populations. Then we partnered with other community organizations who are trusted messengers in those communities to provide educational outreach and vaccination clinics for target populations there. Currently we are partnering with South Kern Sol and the Bakersfield American Indian Health Project.

3



4

Next Steps

1. Wrap up Year One relationship with Bakersfield American Indian Health Project.
2. Invest in continued partnership with South Kern Sol through end of grant period.
3. Coordinate with ASTHO and Grammercy to meet grant standards.
4. Expand vaccine efforts to additional target communities as needed.
5. Complete full second year performance by first or second quarter 2023.

5

Year One Activity	
Y1 Grant Revenue	$425,000
Y2 Grant Revenue	$150,000
Total Revenue	**$575,000**
Y1 Expenditures (Projected)	$198,000
Revenue Remaining	**377,000**

Budget	Year 2
Revenue Remaining	**$377,000**
CAPK Costs	$13,000
CAPK Indirect	$1,300
South Kern Sol	$190,000
BAIHP	$100,000
Client Incentives	$72,700
Total Expenditures	**$377,000**

6

Questions?

7

East Kern Family Resource Center

Budget Development: 2023-2024

PRESENTED BY: ANNA SAAVEDRA
DIRECTOR: FREDDY HERNANDEZ
PROGRAM LEADER: ANNA SAAVEDRA

1

Program Overview

2

East Kern Family Resource Center

The East Kern Family Resource Center provides a variety of services to individuals and families in East Kern County. EKFRC is a central location for services in the following communities: Mojave, Tehachapi, Boron, Keene, California City, Rosamond and Edwards.

First 5 program provides families with children 0-5

- Case Management Services
- Home-Based Program Educational Services
- Center-Based Program Educational Services
- Summer Bridge Program Educational Services
- Court Mandated Nurturing Parenting Classes
- Referral Services
- Monthly Collaborative Meetings

3

First 5 – (281)
2023-24 Budget

4

East Kern Family Resource Center

- First 5 (281) – $132,000
  - 83% Salaries & Benefits
  - 17% Operational Expenses
    - Travel
    - Space Cost
    - Supplies
    - Communications
    - Indirect Services

5

East Kern Family Resource Center

Differential Response Services

- Case Management Services
- Family Crisis Services
- Support Child Protective Services Social Workers
- Referrals Services
- Provide Family Assistance Services
- Child Abuse Prevention

6

DR – (280)
2023-24 Budget

7

East Kern Family Resource Center

- Differential Response (280) – $128,000
  - 68% Salaries & Benefits
  - 32% Operational Expenses
    - Travel
    - Space Cost
    - Supplies
    - Communications
    - Indirect Services

8

East Kern Family Resource Center

Other Program Services

- Referrals Services
- HEAP Utility Assistance
- VITA Volunteer Income Tax Assistance
- WIC
- Salvation Army Collaboration
- Career Center Collaboration
- Emergency Assistance - Food, household items, gas cards, COVID supplies, clothing
- Department of Human services – CalFresh, Medi-Cal, Welfare to Work
- Transportation Services
- Office Support Services
- Homeless Assistance Services
- Holiday Food & Gift Baskets

9

Client Outcomes 2022-2023

10

East Kern Family Resource Center

Clients Outcomes

- Food & Household Assistance – 738
- Referral & Administrative Services – 1,765
- DR Services
  - 207 Families
  - 263 Children
- First 5 - Services
  - 49 Parents
  - 57 Children

11

Goals for 2023-24

12

East Kern Family Resource Center

1. Become fully staffed
2. Relocate to a larger facility
3. Find Additional Funding
4. Expand Community Partnerships
5. Expand Services
6. Update Office Equipment
7. Provide Training Opportunities for Staff
8. Grow the Collaboration Meeting

13

Opportunities and Challenges

14

East Kern FRC Challenges

- Rental Assistance program ended with no other resource available
- Homeless cases rising:
  - ✓ There are no resources throughout East Kern for homeless assistance, forcing clients to travel to Bakersfield for placement
- Scarcity in Food supply:
  - ✓ There are no local resources available for emergency food boxes
  - ✓ We are in need of local vendors to help supply food to our location
- Transportation Needs:
  - ✓ Clients enlisted in our programs have difficulty accessing transportation to resources
  - ✓ Traveling to gather resources for our facility takes time and money away from our staff and program
- Facility Maintenance:
  - ✓ There currently is no janitorial services available at EKFRC
  - ✓ Discouragement is felt handing client cases in a timely manner when time is used to clean instead
- Limited Facility Space:
  - ✓ There is not enough storage space, limiting our supply
- Unstable Funding for Next Year
- Finding and Retaining Qualifed Staff

15

East Kern FRC Opportunities

- We are looking to extend our program availability throughout more locations in East Kern
  - ✓ Partner with CAPK food bank in order to provide emergency food boxes to families in our area
  - ✓ Work with CES to improve services throughout East Kern for homeless assistance
  - ✓ Continue to provide HEAP services
- Increase resources for our First 5 programs will accomplish goals set with Summer Bridge, Home Base Activities, Child Case Management, and our Center Base- Play & Learn Programs
  - ✓ Seeking more funds and donations for families within the programs.
- Seeking resources and donations for families and individuals outside our programs who are in need throughout East Kern from children 6-18, seniors, and homeless individuals
  - ✓ Applying for additional funds
  - ✓ Localize nearby resources for homeless clients and their families

16

Questions?

17

Anna Saavedra

Program Supervisor
East Kern Family Resource Center
Youth & Community Services

16804 Highway 14, Unit C
Mojave, CA 93501
Phone: (661) 824-4118 ext.3701

18

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Oasis Family Resource Center: 2023-24 Budget Development

PRESENTED BY: ERIC LE BARBE

DIRECTOR: FREDDY HERNANDEZ

PROGRAM LEADER: ERIC LE BARBE

1

Program Overview

2



Oasis Family Resource Center

The Oasis Family Resource Center assists individuals and families in N. Eastern Kern County. This FRC is the central location for services in Ridgecrest and neighborhood communities.

Program provides families with children 0-5:

- Case Management Services: direct family support services, educational programs
- Summer Bridge Program
- Baby and children's items: diapers, baby wipes, books, educational toys, etc.

Program provides parental education classes to families with children 0-18:

- Court Mandated Nurturing Parenting Classes

Program provides all families and individuals needing help (upon meeting requirements):

- Referrals to community partners
- Utility Assistance
- Volunteer Income Tax Assistance
- Emergency Assistance: Food, household items, bus passes, COVID supplies, DMV vouchers, etc.
- Special tailored programs: Baby shower for low-income pregnant moms, Christmas toy give away for children

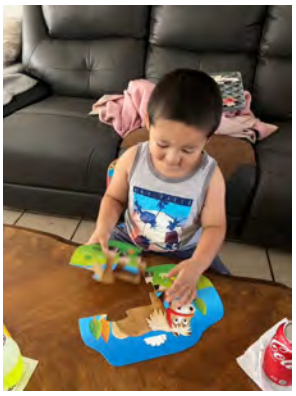
3

Client Outcomes 2022-2023

4

Client Outcomes 2022-2023





Meet and exceed all First 5 Kern Goals: See next slide results

- Case Management Services including home activities
- Summer Bridge Program: Double goal with June and July Sessions
- Court Mandated Nurturing Parenting Classes: Offer 12-week classes every other quarter
- Provide walk-in services for babies and children's 0-5 (F5K Aggregate Data). Partner with Head Start & WIC for referrals
  - 199 Unduplicated parents with children 0-5 received walk in services in 2021-2022.
  - 71 unduplicated parents with children 0-5 received walk in services YTD Q1 2022-2023
  - Provided services to 37 pregnant moms in last 12 months
  - Provided services to 188 families (unduplicated) in last 12 months for 528 inquiries providing baby items (Duplicated).

5

First 5 Kern Services

Focus Area	Service Category	Client Type	2021-2022 Results	Annual Target	YTD Results 2022-2023	% YTD (July-Oct 2022)
Parent Education & Support Services	General Case Management	Parents/Guardians	32	30	23	77%
Parent Education & Support Services	General Case Management	Children	44	30	30	100%
Parent Education & Support Services	Parent Education (Court-Mandated)	Parents/Guardians	12	10	18	180%
Early Childcare & Education	Home-Based Activities (Children)	Children	36	15	28	187%
Early Childcare & Education	Summer Bridge	Children	23	10	12	120%

All goals are on track or already exceeded for current fiscal year.
4 month-period 33% expired

6

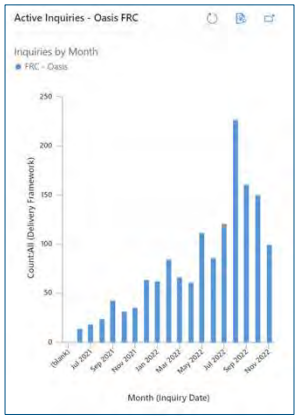
Client Outcomes 2022-2023

Provide CAPK & Non-First 5 Kern Services

1233 Inquiries in last 12 Months (Duplicated Services)

- Utility Assistance: Intake in Ridgecrest
- Volunteer Income Tax Assistance: Partner with Alta One Credit Union to expand services
- Emergency Assistance: Food, household items, bus passes, COVID supplies, DMV vouchers, etc.

Forecast 20% increase in next 12 months to provide services for 1500 inquires (Duplicated Services)



7

Goals for 2023-2024

8

First 5 Kern Services 2023-2024 Goals

Focus Area	Service Category	Client Type	Annual Target
Parent Education & Support Services	General Case Management	Parents/Guardians	30
Parent Education & Support Services	General Case Management	Children	30
Parent Education & Support Services	Parent Education (Court-Mandated)	Parents/Guardians	10
Early Childcare & Education	Home-Based Activities (Children)	Children	15
Early Childcare & Education	Summer Bridge	Children	10

All F5K goals remain the same for next fiscal year 2023-2024
Attempt to renegotiate F5K contract with increased target for additional resources

9

2023-2024 Budget

10

Oasis FRC Budget 2023-2024

Fund 286

		Budget	%
I. PERSONNEL SERVICES			
Site Supervisor	Le Barbe, Eric Jean Marie	60,486.00	34.93%
Case Manager	Harpster, Ada Evelia	42,578.00	24.59%
Office Assistant	To Be Hired	16,068.00	9.28%
Total Salaries		119,132.00	68.80%
Benefits		29,783.00	17.20%
Total Personnel		148,915.00	86.00%
I. SERVICES AND SUPPLIES			
	Office and Program Supplies	1,500.00	0.87%
	Rent/Occupancy Costs	9,000.00	5.20%
	Communications/IT Support	3,000.00	1.73%
	Travel/Mileage	2,000.00	1.15%
	Postage	50.00	0.03%
	Printing and Duplication	50.00	0.03%
	Recruitment	250.00	0.14%
	Insurance	1,000.00	0.58%
	Equipment Repair/Maintenance	740.00	0.43%
Total Services/Supplies		17,590.00	10.16%
	Subtotal I & II	166,505.00	96.15%
III. INDIRECT			
Indirect @ 4%		6,660.00	3.85%
GRAND TOTAL		173,165.00	100.00%

11

Opportunities and Challenges

12

Oasis FRC Opportunities



- Continue to extend CAPK Services to the rural area of Ridgecrest.
  - ✓ Seek additional resources within the agency for the Ridgecrest Community
    - ✓ Collaborate with CES to complete intakes in Ridgecrest
    - ✓ Collaborate with the HEAP program to hire a full time HEAP Technician
- Seek more funding from First 5 Kern to increase goals (Summer Bridge, Home Base Activities, and Children case management) and resources
  - ✓ Hire full time Office Assistant
  - ✓ Increase benefits & supplies
- Increase VITA services partnering with Alta One Credit Union
- Continue to apply for additional funding and donations to extend range of services outside First 5 clients for under-served families (Children 6-18, seniors, and homeless individuals)
- Continue to collaborate with CAPK Food Bank to receive food deliveries
- Improve procurement choice of suppliers to lower cost of emergency needs & improve delivery services

13

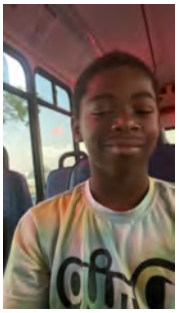
Oasis FRC Challenges



- Lack of space
  - ✓ Limited Storage
  - ✓ No space for additional employees if increasing head count
- Rental assistance program ended
- Increase in benefit costs
- Increase in homelessness
  - ✓ No resources for homelessness in Ridgecrest unless victim of domestic violence
- Increase in food insecurity
  - ✓ Challenged to keep food pantry stocked up
  - ✓ Salvation Army not keeping up with the demand
- Unmet emergency needs
  - ✓ Diapers insecurity: family are not able to afford essentials baby items
  - ✓ Lack of resources to afford feminine products, toiletries, and essential household products
- Transportation
  - ✓ Clients lack transportation
  - ✓ Costly and time consuming to access Bakersfield services
  - ✓ Delivery services are poor including Amazon
- Procurement
  - Higher cost of supplies
  - Slow deliveries
- No Janitorial Services
  - ✓ Affect staff morale in WIC, HEAD Start, and OFRC
  - ✓ Not best use of staff time when busy meeting program needs

14

Questions?











15

Eric Le Barbé
Supervisor Youth & Community Services

(760) 248-3221 X7160

Oasis Family Resource Center

814 N. Norma St.

Ridgecrest, CA. 93555

Oasis Family Resource Center – CAPK
Oasis Family Resource Center | Facebook

16

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Friendship House Community Center : 2023-24 Budget Development

PRESENTED BY: LOIS HANNIBLE

DIRECTOR: FREDDY HERNANDEZ

PROGRAM LEADER: LOIS HANNIBLE

1

Mentor Program Overview

Program Provides:
- Individual Mentoring Services
- Group Mentoring
- Tutoring
- Afterschool & Summer Programs
- Behavioral Intervention Groups
- Enrichment Activities

Mentees:
- Youth ages 6-18 receive in person mentoring, phone/video calls
- Parent registration is required for participation

Mentors:
- 18 or older
- Complete a mentor application & interview
- Pass a criminal background check
- Commit to being a mentor for 1 hour/week for 1 year
- Complete mentor training



2

Mentor Program
Client Outcomes 2022-2023

The Positive Youth Development Mentor Program is currently providing mentor services to 40 youth, through the assistance of 10 volunteer mentors.



3

Mentor Program Goals for 2023-24

100 youth between the ages of 6-18 shall be provided the following services through the Positive Youth Development Mentor Program:

- Mentor Services
- Afterschool Program
- Learning Pod
- Summer Program



4

2023-24 Budget for the Mentor Program

- Salaries & Benefits ($57,087): Provides for 1FTE Program Educator.
  Operational Expenses ($6,549):
- Travel: to allow for mentor/mentee recruitment, pick-up gift cards from Finance at BPN, and to pick-up program supplies.
- Space Costs: to pay the space costs at the FHCC for program staff housed at the center (Program Educator).
- Supplies: to purchase incentives for the program participants.
- Hiring Costs: to secure new staff if needed.



5

Mentor Program Opportunities and Challenges

Opportunities:

- Provides continued mentor services for community youth in need.
- The funding will alleviate expenses to CSBG, as the budget includes space costs.



Challenges:

- This is a year-to-year contract with the County. Continued funding is not certain.
- The upcoming increase in benefits and property & liability coverage will result in some program budget line items being eliminated, which includes the .10 FTE for the Program Manager salaries/benefits and program incentives which is needed for program retention.

6

Medi-Cal Program Overview

Friendship House- Provides outreach services to inform low-income individuals and families in California about Medi-Cal, which pays for health care services.

211- Provides Medi-Cal application assistance.

*New- Friendship House Medi-Cal program staff has now been trained to provide Medi-Cal application assistance, and will offer this service in partnership with 211 staff.



7

Medi-Cal Client Outcomes 2022-2023



- The Medi-Cal Program has provided outreach services via social media, emails, and impressions to 278,152 people YTD, exceeding its' goal of reaching 3,000 people through these methods.
- The Medi-Cal Program has also provided outreach services via canvassing, phone calls, and flyers to 23,510 people YTD, exceeding its' goal of reaching 15,300 people through these efforts.

8

Medi-Cal Program Goals for 2023-24

To provide social media outreach/impressions/mailings to 3,000 people; to provide outreach through flier distributions to 15,000 people; to provide outreach to 300 Head Start, FHCC, and SYC parents.



9

2023-24 Budget for the Medi-Cal Program

- Salaries & Benefits ($140,671): Provides for 2 FTE Program Educators, and a .10 FTE Program Manager.
- Supplies ($3,000): to obtain office supplies for the program.
- Mileage ($9,000): to allow for travel to provide program outreach.
- Postage ($2,000): to provide a mass mailing to CalFresh recipients informing them of their eligibility for Medi-Cal.
- Outreach ($37,000): to provide program outreach through use of billboards, GET bus ads, and online ads.



10

2023-24 Medi-Cal Budget Continued

- Printing cost ($8,571): the printing of program flyers for outreach, and the printing of postcards and/or flyers to be used for the mass mailing to CalFresh recipients regarding Medi-Cal services,
- Space Costs ($7,318): to pay costs at the FHCC for the two Program Educators and the Program Manager housed at the FHCC.
- Misc Expense ($1,964): the County provided approval for the program to purchase hand sanitizer keychains, stating Medi-Cal with the number for 211.
- Hiring Costs ($500): to secure new staff, if needed.



11

Medi-Cal Program Opportunities and Challenges

Opportunities:

- CAPK was awarded a new 3-year Medi-Cal Navigator Project.
- The contract allows for continued services & employment for staff.
- Funding alleviates expenses to CSBG, as the budget includes space costs and a portion of the Program Manager's salary/benefits.



Challenges:

- The program was funded at almost 50% less than what was requested.
- A decrease in funding dictated a staff reduction from 211, who partners with the FHCC to facilitate this program. This will mean less Medi-Cal applications being completed.
- The decrease in funding, coupled with the increase in benefit and property & liability costs means having to reduce and/or eliminate certain budget line items (i.e., incentives & computers).

12

CalVIP Program Overview

Subcontract of the City of Bakersfield to facilitate the California Violence Intervention and Prevention Program (CalVIP) to stop gun violence.

Program provides a mentor program for those that have either been a victim of a crime or have committed a crime.

Community partners include:

- The Bakersfield Police Department
- Compassion Christian Center
- Wendale Davis Foundation
- Mothers Against Gang Violence
- Henrietta Weill Child Guidance Clinic
- Stay Focused Ministries



13

CalVIP Client Outcomes 2022-2023

- The CalVIP program is a new program for CAPK and is still in the start-up phase.
- Although this is cohort four for the City, they have brought on new program partners and strategies, so they too are in the start-up phase.



14

CalVIP Goals for 2023-24



- Provide mentor services to 20 mentees to prevent and/or reduce incidences of gun violence for those in the program.
- Provide effective collaborative responses to incidents of gun violence as to reduce the recurrence of the incident.
- Connect victims and their families that are referred to the program to support and opportunity services as appropriate.

15

CalVIP 2023-24 Budget

- Salaries ($94,051) & Benefits ($23,513): Provides for 2 FTE Program Educators and a Program Manager at .15 FTE.
- Travel ($750): to allow for travel to and from meetings.
- Space Costs ($971): to pay the space costs at the FHCC where program staff are housed (Program Educators & Program Manager).
- Client Incentives ($8,667): to assist with program retention and participation.
- Supplies ($2,500): to purchase program supplies for the new program..
- Hiring Costs ($500): to secure new staff.



16

CalVIP Program Opportunities and Challenges

Opportunities:

- CAPK Friendship House was awarded a new 3-year CalVIP grant as a sub-contract with the City of Bakersfield to provide mentor services to community youth and adults in an effort, to reduce gun violence.
- The new contract will allow the FHCC to build capacity by employing additional staff and by offering additional services to the community.
- The funding will alleviate expenses to CSBG, as the budget includes space costs and a portion of the Program Manager's salary/benefits.



Challenges:

- The CalVIP program received less funding than was requested.
- The decrease in funding, coupled with the increase in benefit and property & liability costs will mean having to reduce and/or eliminate certain budget line items, such as monetary incentive stipends that were originally planned to be provided to mentees and mentors and computer & peripheral supplies.

17

Additional FHCC Programs & Offerings

- Afterschool Program
- Summer Program
- Mexican Consulate Services (facility rental)
- Kern High School District Sports (facility rental)
- Albertson's STEM Project
- Whale Tail Program
- Adopt A Beach Program
- Friendship House Advisory Board
- Fundraising Events: Zumba Party & Chipotle Fundraiser



18

FHCC Additional Programs: Opportunities & Challenges



Opportunity:

- Being able to offer a variety of programs and activities for the community.

Challenges:

- Tight budget does not allow for growth or staff advancement.
- No funds to hire staff, such as an Activity Specialist, to facilitate the programs and activities that the center has to offer or could offer.
- Sufficient funds are not available to upkeep the center, such as painting the interior & exterior of the facility.

19

Questions?



20

Shafter Youth Center: 2023-24 Budget Development

PRESENTED BY:
DIRECTOR, FREDDY HERNANDEZ
PROGRAM MANAGER, ANGIE NELSON

1

Program Overview

2

- Provide After School programming to children ages 6 yrs through 18 yrs old during the academic year.
- Provide Summer programming to children ages 6 yrs through 18 yrs old during summer months.
- Provide Community access to the center for fitness and exercise programming, space for meetings, use of computers for research and resume building.
- Offer opportunities for field trips and new class experiences with the assistance of grant funding.
- We collaborate with community partners in order to provide additional services to the Shafter Community.
- Provide VITA and Energy services.
- Collaborate with Dignity Health for mental health services.

3

Client Outcomes 2022-2023

4

- Students reading scores are increasing – 18 Students
- Students grades improving
- Enrollment increasing
- Energy Program - Clients being served on site once per month
- VITA Program – Clients being served on site February through April
- Food Bank Program – Senior Food clients are being serve each month
- Partners such as Dignity Health, Girls Scouts, community sports clubs are providing services on site

5

Goals for 2023-24

6

- Increase the number of services that we currently provide to the community.
- Provide Adult programming during the day and evening hours.
- Make the center more available for the community to rent.
- Attract partnerships to extend services provided at the center.
- Provide incentives for students.
- Updating the interior and exterior of the building.
- Locate additional funding for facility upgrades and staff.
- Upgrade computer lab furniture.

7

2023-24 Budget

8

Shafter Youth Center – Fund 527

Revenue	
City Revenue	$ 50,000.00
Expenses	
Salaries	$ 0
Travel	$ 603.00
Space Costs	$ 32,738.00
Supplies	$ 4,000.00
Other Operating Costs	$ 8,114.00
Indirect Expenses	$ 4,545.00

9

Opportunities and Challenges

10

Opportunities & Successes:

- Facility improvements made
  - Paint interior complete
  - Paint exterior needed, entrance has been painted
  - New furniture in offices and classrooms purchased
  - New facility vehicle
  - IT Equipment & Internet Equipment has been upgraded
  - New computer lab equipment and chrome books for students
  - Office equipment, furniture, and student desks have been upgraded after 11 years
  - Exterior landscaping has been repaired and updated
  - Acquire funding for outdoor fitness and obstacle course

Challenges:

- Computer furniture needs to be replaced its 11 years old
- Grant opportunities have been increasing, although being awarded has been the challenge
- Additional funding to hire more staff, provide more student resources, and maintain the facility
- Finding additional community partners in order to offer more services
- We have seen an increase of homeless individuals sleeping throughout the facility campus
- Property vandalism remains a challenge
  - Need a perimeter fence built
  - Need exterior paint to eliminate “calico” effect

11

Questions?

12



1

Volunteer Income Tax Assistance



Program Provides:

- **Year-round** Tax Preparation for tax year 2017 & forward
- CAA Services
- Recovering EIP (stimulus payments)
- Assist in responding to IRS/FTB letters & audits
- Promote and Educate Tax Credits
- Free tax law training and certifications for volunteers

2

Volunteer Income Tax Assistance

IRS(149) Grant Budget: $244,868($44,175 increase from 2021-22)
Period of Performance: Oct 1, 2022 –September 30, 2023
Performance expectation: 8,470 federal tax returns(1,040 increase from 2021-22)

CAPK budget:
Salary totals: $115,934
Fringe benefits: $17,390
Site upgrade (cubicles, chairs, desks): $21,890
Staff mileage: $4,873
Volunteer costs: $500
Space costs: $4,425 ($1,475 x 3 months)
Indirect: $19,249 (total budget - space cost – subcontractor amount + 1st $25k of subcontractor amount)
Tax Law Instructor: $6,400 (5 trainings total, 2 Spanish, 3 English)



Subcontractor: United Way of Kern County
Contract amount: $47,300
UWKC Performance expectation: 2,470 federal tax returns
CAPK performance expectation: 6,000 federal tax returns

3

Volunteer Income Tax Assistance

CalEITC (234) Grant Budget: $838,056($209,514)
Period of Performance: Dec 1, 2021 –June 30, 2023

CAPK budget: $373,782
Salary and fringe benefits: $251,428
Website: $7,150
Staff mileage: $1,875
Media outreach through Hey Salty: $61,000
Software subscription: $104 ($14 x 8 months)
Group events: $150
Equipment purchase: $13,550 (7 laptops and 4 scanner/printers)
Indirect: $38,525 (10% -subcontractor amount + 1st $25k of subcontractor)

Subcontractors budget: $464,274
Subcontractor: Community Services & Employment Training (CSET)
Contract amount: $168,000
Subcontractor: United Way of Kern County (UWKC)
Contract amount: $296,274

Performance expectation: Education & Outreach, Free Tax Prep Services, & ITIN Application Assistance

4

Volunteer Income Tax Assistance

2020 Success' vs. 2021 Success' vs upcoming Success

Office upgrades – cubicles, desks, chairs, computer equipment
Spent 100% VITA budget
Marketing outreach- billboards, GET bus, new vendors
Tax Return increase
- 2020-21: 4,213
- 2021-22: 4,937
- 2022-23: 6,100 goal

Site expansion
- 2020-21: 5 sites
- 2021-22: 9 sites
- 2022-23: 14 sites

Increase in refunds to Kern County residents
- 2020-21 refunds: $7,029,309
- 2021-22 refunds: $10,322,553
- 2022-23 refunds: $14,383,303

VITA remained an in-person program to continue providing services throughout the pandemic.
CalEITC- added 2nd subcontractor for additional outreach, FTPA services and ITIN services.

5

Volunteer Income Tax Assistance

Challenges

- Grant demand of production vs staffing support
  - Tax preparation
  - Outreach and partnership opportunities
  - Vendor agreements
- Year-round funding for year-round program
- Volunteer reliability

Opportunities

- Financial Education Component
- Staffing Support
- Year-round site expansion
- Unrestricted funding



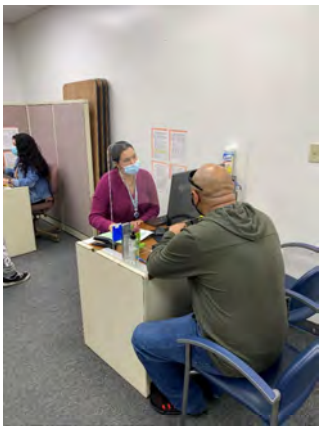






6





QUESTIONS?

7

Jacquelyn Guerra
Program Manager
(661) 407-2829 Ext 3201
300 19th Street
Bakersfield, CA 93301

8


capk
Community Action Partnership of Kern
CAPK Food Bank
DONATE HERE!
Thank you
Community Action Partnership of Kern

1


capk
Community Action Partnership of Kern
Coordinated Entry System
COORDINATED ENTRY SYSTEM

2

Coordinated Entry System

Coordinated Entry Overview



3

Coordinated Entry Budget

Coordinated Entry System

HHAP/BKRHC (276)	Funding for Homeless Housing, Assistance and Prevention Program	**$229,514**
City of BKFD- ESG CARES R2 (143)	ESG Grant	**$29,706**
Stanislaus CES (292)	CE Funding for County of Stanislaus	**$375,443**
CalAIM (550)	KHS-CalAIM	**$523,502**
Re-Entry Grant (277)	Adult Re-Entry Warm Hand-Off Funding	**$750,000**
HUD (160)	Continuum of Care Program	**$237,920**

Total : $2,146,085

4

Coordinated Entry In the Works

CAPK CES & Stanislaus

CES has been looked to by the County of Stanislaus to aid them in community resource referrals for individuals experiencing homeless

*Referrals to Community Resources *Data Tracking for County of Stanislaus *Homeless Data Base Data Management *Enact as a centralized place for individuals to check status of pending referrals, update information, and gather information on existing/new community resources

Coordinated Entry System

5

Coordinated Entry In the Works

CAPK CES & KHS CalAim

CES has joined the efforts of Kern Health System to arrange the provision of Community Supports Services

Referrals for Medi-Cal recipients to Community Resources, arranging support services of housing navigations services, housing deposit assistance, and housing sustaining services

Coordinated Entry System

6

Coordinated Entry In the Works

CAPK CES & Adult Re-Entry

CES has joined the efforts of Kern Health System to arrange the provision of Community Supports Services

Delivery of services for people formerly incarcerated in state prison. Funding consists of reentry services, specifically Warm Handoff Reentry Services. These will include extensive case management, housing navigation, and reach in services.

Coordinated Entry System

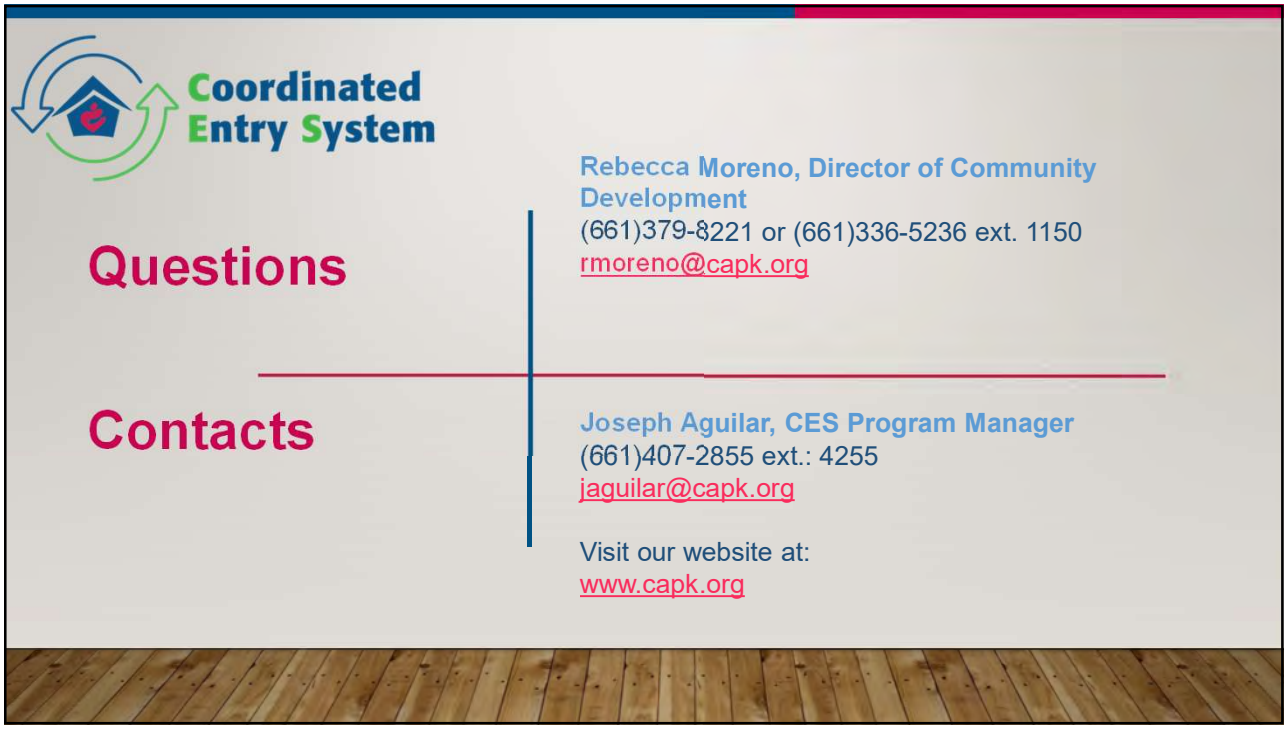
7

COMMUNITY DEVELOPMENT OPEN POSITIONS: 20 INTERVIEWS SCHEDULED FOR NEXT WEEK

Coordinated Entry System

VACANT			Homeless Services Navigator	Community Development	Homeless Services	100	Program Office 19th St
VACANT			Homeless Services Navigator	Community Development	Homeless Services	100	Program Office 19th St
VACANT			Homeless Services Navigator	Community Development	Homeless Services	100	Program Office 19th St
VACANT			Homeless Services Navigator	Community Development	Homeless Services	100	Program Office 19th St
VACANT			Homeless Services Navigator	Community Development	Homeless Services	100	Program Office 19th St
VACANT			Homeless Services Navigator	Community Development	Homeless Services	100	Program Office 19th St
VACANT			Information & Referral Specialist	Community Development	211 Kern	171	211 Program Kern
VACANT			IT Data Analyst	Community Development	IT	120	BPN
VACANT			RE-Entry Manager	Community Development	Homeless Services	100	Program Office 19th St
VACANT			RE-Entry Supervisor	Community Development	Homeless Services	100	Program Office 19th St
VACANT			CES Housing Navigator	Community Development	Homeless Services	100	Program Office 19th St
VACANT			CES Housing Navigator	Community Development	Homeless Services	100	Program Office 19th St
VACANT			CES Housing Navigator	Community Development	Homeless Services	100	Program Office 19th St
VACANT			CES Housing Navigator	Community Development	Homeless Services	100	Program Office 19th St

8


Coordinated Entry System
Questions
Rebecca Moreno, Director of Community Development
(661)379-8221 or (661)336-5236 ext. 1150
rmoreno@capk.org
Contacts
Joseph Aguilar, CES Program Manager
(661)407-2855 ext.: 4255
jaguilar@capk.org
Visit our website at:
www.capk.org

9

M Street Navigation Center: 2023-24 Budget Development

PRESENTED BY: LAURIE HUGHEY
DIRECTOR: REBECCA MORENO
PROGRAM LEADER: LAURIE HUGHEY

1

Program Overview

2

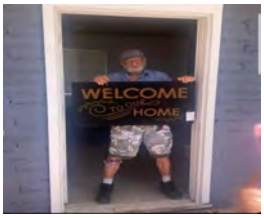


3

M STREET NAVIGATION CENTER

Client Outcomes 2022-2023

4









May 2020—April 2022

- **1601 Residents**
- **142 Safe Camping/Parking**
- **52 Pets**
- **172 Housing Placements**

5

Goals for 2023-24

6

Relapse Prevention, Job Training, and Educational Programs at M Street:



-Daily check-ins with navigators
-Recognition; weekly resident town hall meetings
-Weekly navigator meetings
-Weekly Staff meetings
-Monthly Staff Trainings with Kern BHRS
-Project Hire Up - M Street graduates (18)
-Relapse Classes (6)
-Financial Literacy with Chase Bank (42)
-Be finally Free (2)
-Recycling Lives (2)
-Bakersfield Homeless Shelter Job Program (2)
-Serve Safe Certification (5)
-New transport vehicle
-Security Guard Shacks with Heating/Cooling
-Site/Other Improvements

7

2023-24 Budget

8

Safe Camping/Parking Budget

CONTRACT YEAR TO DATE

		1 June 2022	2 July 2022	3 August 2022	4 September 2022	Total Expended	Budget Remaining	Budget	Expended
Salaries						-	365,608.00	365,608.00	0.00%
Benefits						-	102,370.00	102,370.00	0.00%
Total Personnel		-	-	-	-	-	**467,978.00**	**467,978.00**	**0.00%**
Operational Expenses	Facility Repairs/Maintenance	4,783.56	11,634.09	279.00	1,089.72	17,786.37	(7,786.37)	10,000.00	177.86%
	Utilities					-	9,425.00	9,425.00	0.00%
	Security	30,402.73	31,388.54	30,893.22	39,022.91	131,707.40	268,292.60	400,000.00	32.93%
	Equipment Lease	7,013.52	310.17	4,047.87	7,570.73	18,942.29	(6,642.29)	12,300.00	154.00%
Total Operational Expenses		**42,199.81**	**43,332.80**	**35,220.09**	**47,683.36**	**168,436.06**	**263,288.94**	**431,725.00**	**39.01%**
Client Services & Supplies									
	Client Services					-	102,300.00	102,300.00	0.00%
	Supplies	16,301.38	1,698.84	4,344.89	2,383.39	24,728.50	(24,728.50)	-	
	Computer Equipment			1,393.83		1,393.83	(1,393.83)	-	
	Training & First Aid					-	-	-	
Total Client Services & Supplies		16,301.38	1,698.84	5,738.72	2,383.39	26,122.33	76,177.67	102,300.00	25.54%
Contingency							100,200.00	100,200.00	0.00%
Indirect @ 10%		5,148.44	4,472.15	3,691.09	4,249.60	17,561.28	92,658.72	110,220.00	15.93%
GRAND TOTAL		63,649.63	49,503.79	44,649.90	54,316.35	212,119.67	1,000,303.33	1,212,423.00	17.50%

Accounting Use Only

9

M Street Navigation Center Budget

CONTRACT YEAR TO DATE

		1 July 2021	2 August 2021	Total Expended	Budget Remaining	Budget	Expended
Salaries		41,127.75	59,477.44	100,605.19	687,194.81	787,800.00	12.77%
Benefits		14,590.51	11,347.03	25,937.54	196,262.46	222,200.00	11.67%
Total Personnel		**55,718.26**	**70,824.47**	**126,542.73**	**883,457.27**	**1,010,000.00**	**12.53%**
Operational Expenses	Facility Repairs/Maintenance	17,137.79	5,021.81	22,159.60	47,840.40	70,000.00	31.66%
	Risk Insurance	410.78	410.78	821.56	2,378.44	3,200.00	25.67%
	Communications	1,424.57	1,418.87	2,843.44	9,656.56	12,500.00	22.75%
	Utilities	12,662.90	3,391.64	16,054.54	63,945.46	80,000.00	20.07%
	Security	32,251.72	31,922.78	64,174.50	349,825.50	414,000.00	15.50%
	Membership Dues			-			
	Equipment Purchase			-			
	Equipment Lease	390.62	390.62	781.24		-	
Total Operational Expenses		**64,278.38**	**42,556.50**	**106,834.88**	**473,646.36**	**579,700.00**	**18.43%**
Client Services & Supplies							
	Client Services	4,335.55	24,612.44	28,947.99	151,052.01	180,000.00	16.08%
	Supplies	3,981.37	3,628.32	7,609.69	77,390.31	85,000.00	8.95%
	Training & First Aid	2,511.00	131.25	2,642.25	12,357.75	15,000.00	17.62%
	Travel & Mileage	5,671.87		5,671.87	1,828.13	7,500.00	75.62%
Total Client Services & Supplies		16,499.79	28,372.01	44,871.80	242,628.20	287,500.00	15.61%
Contingency		-	-	-	187,720.00	187,720.00	0.00%
Indirect @ 10%		13,610.58	14,136.24	27,746.82	178,745.18	206,492.00	13.44%
GRAND TOTAL		150,107.01	155,889.22	305,996.23	1,965,415.77	2,271,412.00	13.47%

10

Opportunities and Challenges

11

M Street has seen an increase in security concerns.

- Leadership met with Allied Security: 1. Updated post orders for guards. 2. Allied will be submitting a proposal to include an increase in pay for guards from $16.00 to $18.00 an hour and will also include a site supervisor to assist with training and security risks.
- This will create an increase to the contract budget.

Safe Camping is anticipating an increase in the number of supplies.

- Tents and canopies are not sturdy enough to withstand the elements.
- A more permanent structure (canopy) is suggested to save long term cost.
- An additional dumpster is needed in order to keep up with demand of cleaning areas after a client has been exited.

12

Community Action Partnership of Kern

M STREET NAVIGATION CENTER

Questions?

13



Administrative Services

Human Resources: 2023-24 Budget Development

PRESENTED BY: LISA MCGRANAHAN

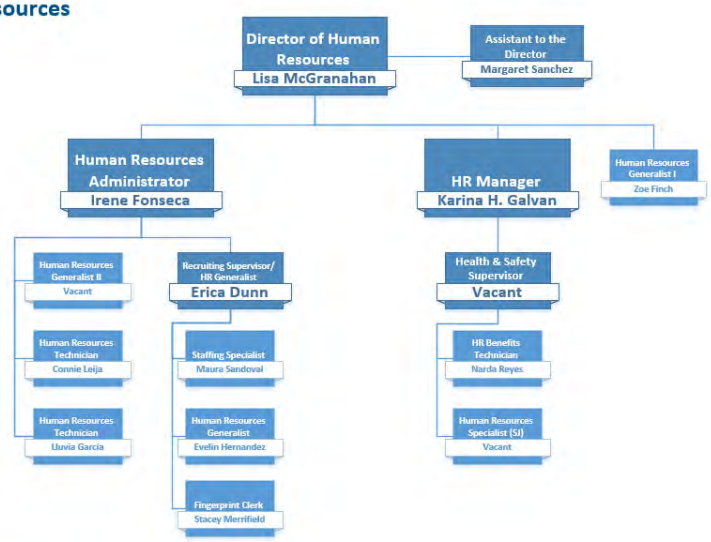
DIRECTOR OF HUMAN RESOURCES

1

Department Overview

2

Human Resources



Revised 11-22

Subject to change as organizational changes occur

3

Functions of Human Resources



4

Who do we serve?

Research indicates that the rule-of-thumb staff ratio for an organization is 1.4 full-time HR staff per 100 employees.

- Current Count of CAPK Employees: 881
- 881 employees = 12.3 HR team members
- Current HR staff: 11 team members

Source: https://www.shrm.org/resourcesandtools/tools-and-samples/hr-forms/pages/hr-to-staff-ratio.aspx

5

Goals for 2023-24

6

CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results.

- Complete development and consolidation of revised job descriptions.
- Launch new software system for compensation, performance, and learning management.
- Launch new range of On-Demand web enabled learning resources (Brainstorm).
- Revise HR handbook.
- Automate more human resource processes (pre-onboarding, status changes, etc.)
- Transition to electronic files.

7

2023-24 Budget

8

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - HUMAN RESOURCES DIVISION
PROPOSED BUDGET REVISION 2023/24

	Original Budget	Proposed Budget	Difference	Remarks
Salaries	$ 901,071	$ 877,925	$ (23,146)	See attached Personnel
Benefits	198,236	210,702	12,466	See attached Personnel
TOTAL PERSONNEL COSTS	**1,099,307**	**1,088,627**	**(10,680)**	**Decrease is 1.3%**
TOTAL OPERATING COSTS	**189,000**	**213,500**	**24,500**	**Increase is 11.3%**
TOTAL	**$ 1,288,307**	**$ 1,302,127**	**$ 13,820**	**Increase is 1.3%**
Date Prepared: 10/25/2022				

9

Opportunities and Challenges

10

Challenges

- Still discovering and correcting archaic practices (e.g. excessive amount of job titles, paper-driven processes, etc.).
- Slowly evolving company culture.
- Retention, compensation, and lack of competitive and/or modern benefits (e.g. work from home, etc.).
- Frontline leadership development.

Opportunities

- A relatively new team with fresh perspective and employees with tenure experience.
- Cultivating a new company culture based on the strategic plan
- Continuing our improvement of a DEI savvy workforce.
- Develop staff and avoid future legal claims.

11

Overall Item Scores

LEADERSHIP AND MISSION	1. Leadership models, values, and promotes open and respectful communication among staff.	3.65
	2. Leadership proactively addresses vicarious trauma in the organization's long-term vision and	3.21
	3. Leadership recognizes and values my role within the organization.	3.35
	4. Leaders model a healthy work/life balance.	3.41
	5. Leadership communicates and enforces a no-tolerance policy concerning—sexual harrasment	4.65
	6. Leadership communicates and enforces a no-tolerance policy concerning workplace violence,	4.48
	7. Leadership communicates and enforces a no-tolerance policy concerning discrimination (age,	4.54
MANAGEMENT AND SUPERVISION	1. My organization uses a protocol to address staff affected by organizational/administrative	3.03
	2. My organization uses a protocol to address staff affected by trauma.	3.06
	3. My organization uses a protocol to address staff affected by low moral, substance abuse and	3.1
	4. Meetings with my supervisor provide a forum for addressing exposure to trauma.	3.09
	5. I am able to discuss concerns about the organization or my job with my supervisor(s) without	3.54
	6. Staff meetings are highly valued as a mode of team communication and collaboration.	3.81
	7. Staff meetings are an opportunity to address topics related to trauma and stress management.	3.29
	8. My supervisor takes steps to ensure that staff have access to adequate resources to perform	3.97
EMPLOYEE EMPOWERMENT AND WORK ENVIRONMENT	1. My organization provides opportunities for all staff members to provide input into the	3.36
	2. My organization provides opportunities for all staff members to provide input into the	3.25
	3. My organization shows appreciation for employee efforts in meaningful ways.	3.13
	4. My organization evaluates staff satisfaction, including job duties, organization policies, etc.	3.35
	5. My organization shows that respect for each person is highly valued.	3.49
	6. Diversity is welcomed, respected, and valued.	4.19
	7. I experience a genuine sense of positive teamwork in my organization.	3.64
	8. My organization provides employees with a private, comfortable, and safe workspace.	3.92
TRAINING AND PROFESSIONAL DEVELOPMENT	1. My organization provides training and education to all staff on work- related trauma and its	3.53
	2. My organization provides training and education to all staff on strategies on how to address	3
	3. My organization provides onsite opportunities for training and professional development.	3.83
	4. My organization supports attendance at outside meetings and trainings.	3.46
	5. I am prepared to cover for coworkers who are absent.	4.19
	6. I am encouraged to network and collaborate with coworkers and other organizations.	3.62
STAFF HEALTH AND WELLNESS	1. My organization offers services that support individual staff members (e.g., employee	3.24
	2. My organization provides opportunities for peers to support one another.	3.31
	3. My organization conducts exit interviews that include questions related to trauma and the	2.88
	4. Differentiation between work and non-work hours is recognized and respected.	4.04
	5. My organization's policies support mental health and wellness.	3.41
	6. My organization's policies support physical health and wellness.	3.53
	7. My organization provides wellness activities (e.g., a fitness program, mindfulness/meditation,	2.59
	8. My organization encourages wellness activities (e.g., a fitness program,	2.97

Source: UCLA HCI Trauma Informed Care Cohort 3

12

SHRM Webinar

nexben.

Changing work patterns and the role of benefits

Sept. 27, 2022

13

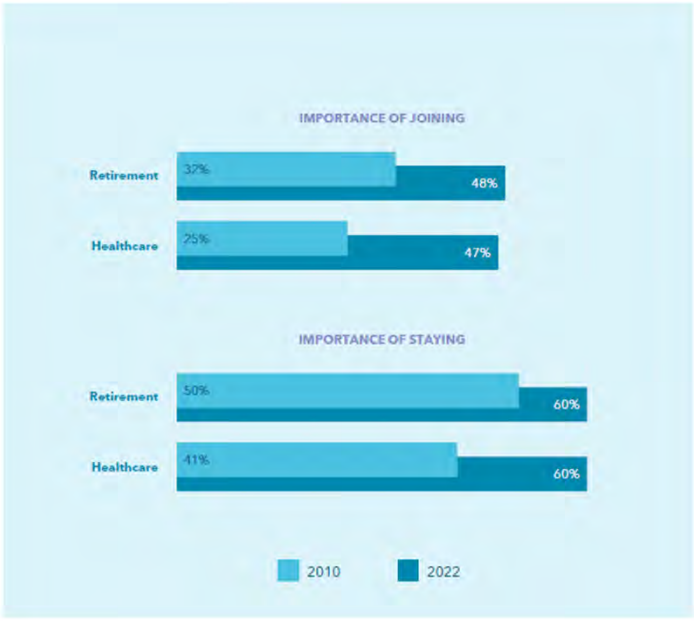
More than half of employees are open to leaving their employer

Employers face substantial risk of employee departure



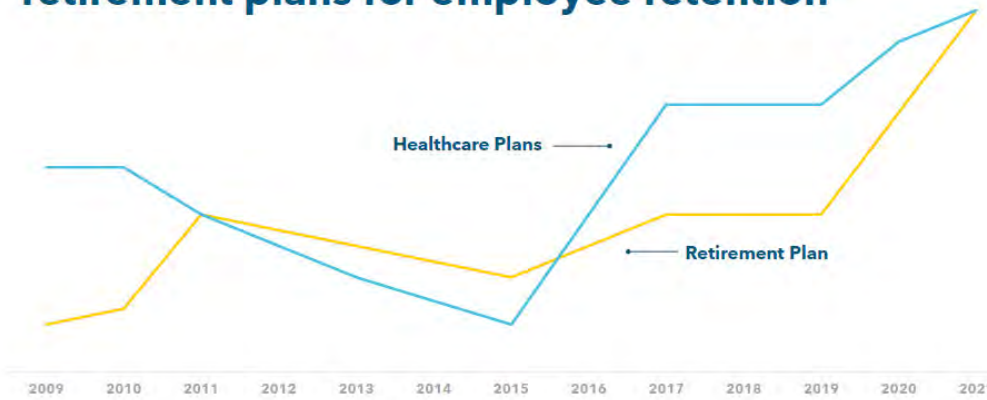
14

Benefits are vital for attraction & retention



15

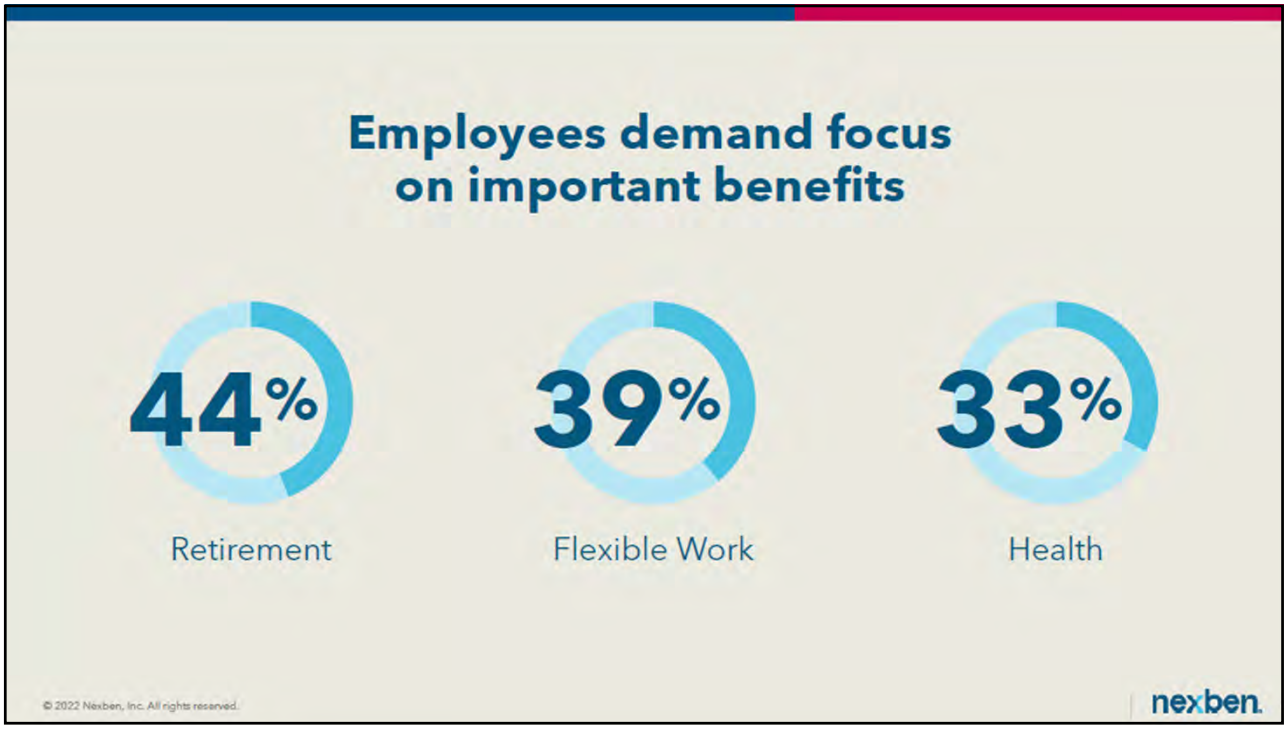
Healthcare is more important than retirement plans for employee retention



© 2022 Nexben, Inc. All rights reserved.

nexben

16



17

Community Action Partnership of Kern

Questions?

18

Operations: 2023-24 Budget Development

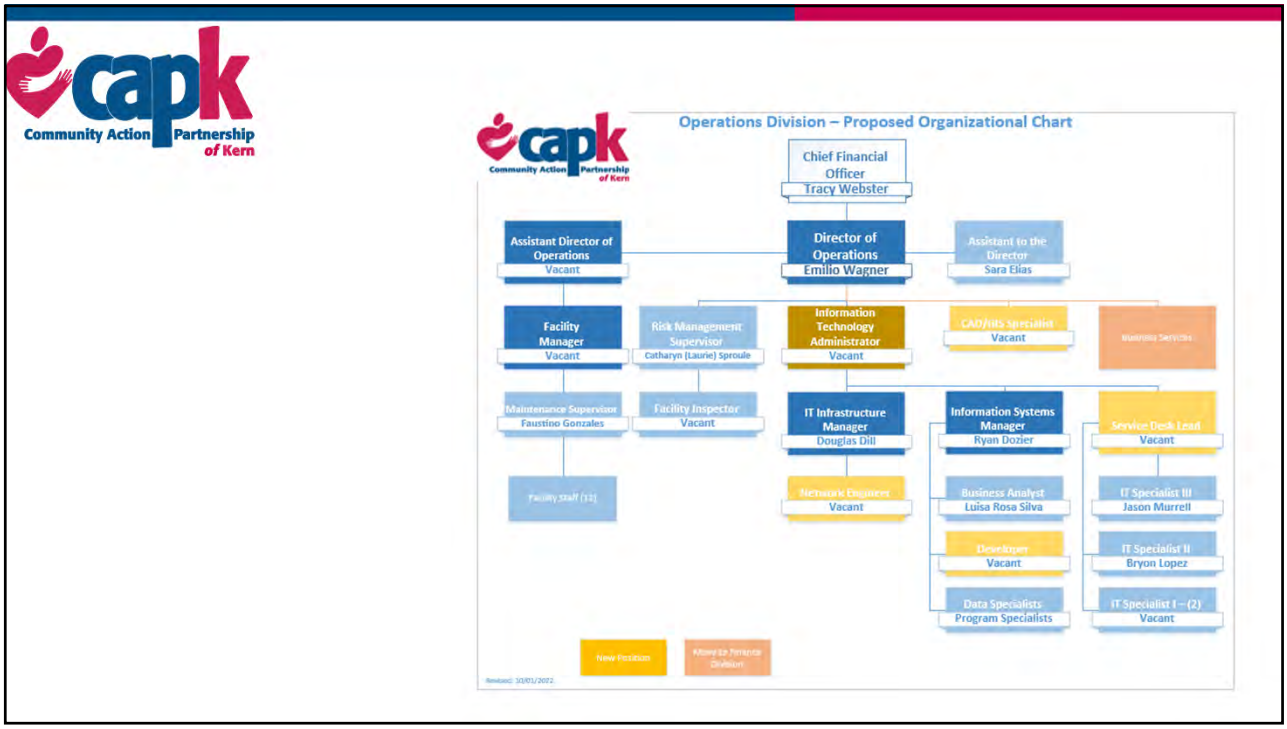
PRESENTED BY:

EMILIO WAGNER, DIRECTOR

1

Division Overview

2



3

Service Outcomes 2022-2023

4

Facilities

Building Maintenance

- 2,850 Work orders processed
- Average 285 work orders per month
- Head Start Vehicle Maintenance
- Upgrade of building access system
- Installation of asset cameras:
  - Operations
  - Sterling
  - Pete Parra

Building Renovations

- Food Bank: Restroom remodel
- M&O building: Restroom remodel, Security fencing upgrades
- Angela Martinez: Restrooms remodel & re-roof
- Oasis: ADA access, new parking lot, playground improvements
- Harvey Hall: Exterior finishes and re-paint
- LBNC: Safe camping improvements
- Primeros Pasos: Play ground improvements

Construction

- Head Start Expansion:
  - Harvey Hall
  - Pete Parra
  - Sterling
  - Martha J Morgan
- Food Bank Expansion
- FHCC: Sports Field lighting & Fencing
- Barnett House Tenant Improvements
- Angela Martinez warehouse conversion to teacher resource room.

5

Information Technology

Ticketing

- 2,600 Help desk tickets processed
- Average 260 tickets per month
- Common tickets:
  - Password reset
  - Printer Access
  - SharePoint access
  - Account creation
  - Network connectivity

Projects

- Head Start iPad upgrade
- Network upgrades
  - Access points Head Start
  - Fire Walls various programs
  - ISP upgrades
  - New hardware at new classrooms
- Cellular carrier evaluation and transfer
  - T-Mobile 5G reliability testing
- PC replacement hardware deployment
- E-rate renewal application

Infrastructure

- Network security testing
- ISP upgrades
- Server software patch schedule

6

Information Systems

Application Services Life Cycle

- Application planning
- Application Development
- Application User testing
- Application goes live
- Application enhancements
  - Follows same life cycle

Projects

- Universal Intake
- Volunteer Management
- Contract Management
- In-Kind Management
- Cheers for Peers
- Case Management Application
- CalAIMS – KHS – Data upload process
- Field Service – Customized Maintenance work order system
- Food Bank data capturing

7

Risk Management

Insurance

- Successful Worker's Compensation renewal major reduction in the experience modification 5% reduction in premium.
- Reported COVID cases are down 10 from the 2021 year.
- Vehicle Incidents are down from 42 in 2021 to 26 for 2022
- Property vandalism & theft is up from 19 in 2021 to 43.
- Expecting a 13% increase overall in Insurance.

Projects

- Finalizing Worker's Compensation annual audit.
- Implemented auto GPS tracking as required by the auto insurance carrier.

8

Goals for 2023-24

9

Strategic Goals

Facilities

- Pool to allocate maintenance staff based on time spent on work order
- Develop a deferred maintenance plan
- Transition to field service work order system
- Customer Service training
- Trade training
- Develop facility mapping & document management

Information Systems & Technology

- Build the department structure to enhance all services
- Migrate to new cellular service provider – reliability and cost (T-mobile)
- Develop Internet Service Provider RFP for E-rate. Availability of bandwidth at 18th Street
- Completion of Client Data Platform
- Hire Help Desk Supervisor to enhance customer service
- Develop Data workflow for Food Bank using Feeding America funding
- Customer Service training
- Technology Training
- Develop GIS mapping standards

Risk Management

- Fill the vacant inspector position
- Update safety policies/format and establish approval cycle
- Research and update the business continuity plan
- Enhance inspection/reporting process and frequency

10

2023-24 Budget

11

Proposed Budget		2021-2022 Budget		Difference	
SALARIES	1,158,641.00	SALARIES	1,156,364.00	2,277.00	Additional Positions
BENEFITS	278,074.00	BENEFITS	300,655.00	(22,581.00)	Actual Fringe tracking at 23.6% reduced from estimated 27.9%
TRAVEL	25,000.00	TRAVEL	23,500.00	1,500.00	Additional Proposed IT Training
SPACE COSTS	392,870.00	SPACE COSTS	212,600.00	180,270.00	Estimated space cost increase due to 18th Street
SUPPLIES	108,000.00	SUPPLIES	62,000.00	46,000.00	Proposed IT enhancements for 18th Street
CONSULTANT/CONTRACT SERVICES	253,000.00	CONSULTANT/CONTRACT SERVICES	219,500.00	33,500.00	Client Data platform Development
OTHER OPERATING COSTS	494,250.00	OTHER OPERATING COSTS	298,075.00	196,175.00	Increase in Property Casualty & D&O Insurance
Proposed Budget 2022-2023	2,709,835.00	Budget 2021-2022	2,272,694.00	437,141.00	

12

SALARIES		
5105	Salaries	1,158,641.00
		1,158,641.00
BENEFITS		
5205	FICA/FICA-MED Expense	278,074.00
		278,074.00
TRAVEL		
6105	Local Travel - Staff	6,000.00
6120	Out of Town Travel - Staff	10,000.00
6135	Per Diem - Staff	3,000.00
6150	Vehicle Gasoline	6,000.00
		25,000.00
SPACE COSTS		
6205	Rent/Lease	181,200.00
6210	Repair/Maintenance/Incidental Alterations	70,000.00
6230	Security/Alarm	30,000.00
6235	Utilities	70,000.00
6240	Property Taxes	500.00
		351,700.00
SUPPLIES		
6305	Supplies	28,000.00
6310	Computer & Peripheral Supplies	25,000.00
6315	IT Communication Supplies	45,000.00
6320	Computer Software	10,000.00
		108,000.00

CONSULTANT/CONTRACT SERVICES		
6505	Legal Fees	3,000.00
6520	Consultant Services	150,000.00
6525	Software Support/Maintenance	100,000.00
		253,000.00
OTHER OPERATING COSTS		
6605	Communication Services	42,000.00
6610	Postage	150.00
6620	Risk Insurance	410,000.00
6625	Hiring Costs	500.00
6640	First Aid	600.00
6645	Tuition and Registration Fees - Staff	8,000.00
6660	Equipment Rent/Lease	9,500.00
6665	Equipment Repair/Maintenance	5,000.00
6667	Vehicle Repair/Maintenance	5,000.00
6680	Training Expenses	5,000.00
6715	Licensing/Misc Fees	8,500.00
		494,250.00
DEPRECIATION		
7905	Depreciation Expense	31,500.00
		31,500.00
	Proposed Budget	**2,700,165.00**

13

Opportunities and Challenges

14

Opportunities

- Enhance the customer experience
- Develop efficiencies to provide better service
- Evenly distribute the workload
- Develop pathways of growth

Challenges

- Budget limitations
- Availability of resources
- Availability and experience of potential candidates

15

Questions?

16

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Executive Division: 2023-24 Budget Development

PRESENTED BY: JEREMY T. TOBIAS

CHIEF EXECUTIVE OFFICER

1

Program Overview

2

General administration and oversight of the agency, including Board of Directors management, contract routing and management, point of contact for program contracts and agreements.

3

Goals for 2023-24

4

- Board of Directors
  - Implement Board of Directors Training program
  - Fill Board vacancies and conduct appropriate recruitment
- Process Improvement
  - Contract routing and tracking (including repository)

5

2023-24 Budget

6

Roughly 37% decrease in the budget due to the following:

- Removal of the Community Development Division
  - Grant Development
  - Marketing and Outreach
  - CAPK Foundation
  - Programs (211 and Community Schools)
- All sponsorships (CAPK-paid) will be routed to 999-902

7

Opportunities and Challenges

8

- Opportunities
  - Board recruitment
  - Improved board orientation/onboarding and development trainings
  - Streamline processes around Contract Management
- Challenges
  - Training of administrative assistants to lead full cycle of Committee packets and meeting
  - Training on travel advancements and reconciliation
  - Credit card tracking and reconciliation among Directors and Chiefs, and their respective administrative assistants

9

Questions?

10

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Community Development : 2023-24 Budget Development

PRESENTED BY: PRITIKA RAM

CHIEF BUSINESS DEVELOPMENT OFFICER

1

Program Overview

2

The services under the Community Development Division (formerly the Executive Division) range from fund and grant development/research to outreach and media/public relations, as well as new business development. This includes project management of agency level initiatives, such as the 2021-25 Strategic Plan, Community Services Block Grant (CSBG) items, Results Oriented Management and Accountability (ROMA) model, and CAA-related plans, Program, Review and Evaluation Committee (PRE), and special projects. Further, the Division includes oversight of the CAPK Foundation and programs, such as the 2-1-1 Call Center and the Community Schools program in partnership with the Bakersfield City School District, 4 Pillars.

3

Goals for 2023-24

4

- Enhance Training for programs and staff
  - Results Oriented Management and Accountability (ROMA)
  - Training Schedule (CAPK Overview, Marketing, Grants Management, Volunteer Management, Board packets and contract management)
- Data Tracking and Implementation
  - Client Data Platform, in conjunction with Data Services and technology consultant
    - Use of dashboard
  - Program, Review, and Evaluation (PRE) Committee and program reports
  - Volunteer Management
  - Interagency Referrals
- Outreach and Promotion
  - Resource Fairs
  - Increased Marketing and Targeted Campaigns
  - Staff centric trainings
- Strategic Plan Management and Use
- Increased grant-based initiative and programs
- New or Perspective Growth
  - Financial Education/Literacy Program, components of CDFI
  - Affordable Housing Plan

5

2023-24 Budget

6

- Removal of the Executive Division (personnel and operational costs)
- Staffing
  - Enhancing the capacity of the marketing and outreach staff, current 2.0 FTE. Based on volume of program requests and need for improved quality and turnaround time, propose adding 2.0 FTE to focus on collateral development, videography, grant-related facilitation and community engagement, lead/participation in resource fairs.
- Special Projects
  - Diversity, Equity, and Inclusion (DEI)Committee

7

Opportunities and Challenges

8

- Opportunities
  - Build capacity of staff among the grants and marketing service lines
    - Potential to decrease use of consultants (grant writing and marketing)
  - Increase grant applications and submissions
  - Increase unrestricted funds through the CAPK Foundation
  - Increase visibility and positive engagement
- Challenges
  - Volume and pace of new opportunities
  - Identifying the right opportunities that align with the agency's goals
  - Meeting quality of service expectations during growth periods
  - Improve data collection among program staff

9

Questions?

10

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Finance Department: 2023-24 Budget Development

PRESENTED BY:

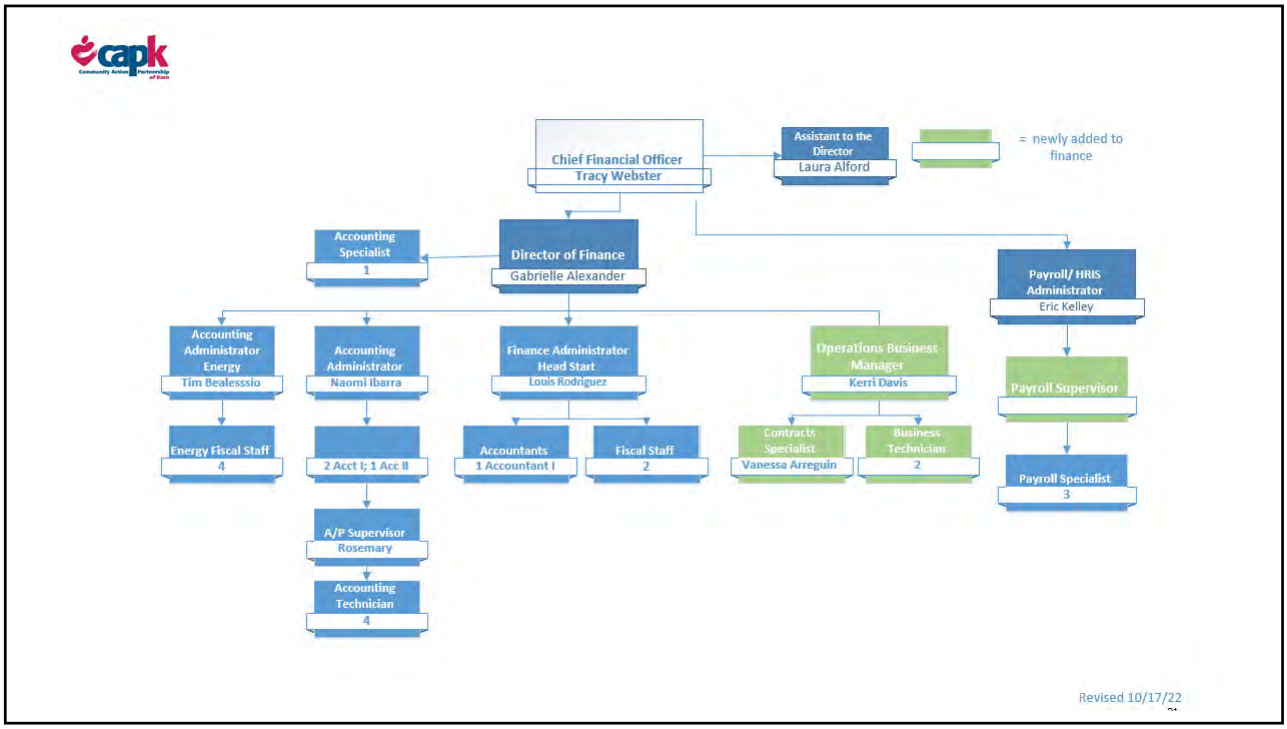
GABRIELLE ALEXANDER

DIRECTOR OF FINANCE

1

Finance Overview

2



3

Finance Functions



4

Goals for 2023-24

5

- Improved Automation
  - Sage Implementation
    - Strategic plan goal 6.3
  - Move to more paperless environment
- Streamline Accounts Receivable
  - Implement AR module in Sage
  - Improve Food Bank processes
- Manage cash flow through move to new building and possible recession
- Continue to provide real time financial information to program staff through monthly Budget to Actual meetings
- Continue to implement the Position Control system using RESNAV software
  - Strategic plan goal 6.1.1

6

2023-24 Budget

7

Discription	2022/2023 Budget	2023/2024 Proposed Budget	Difference	% Change
Salaries	1,202,450	1,556,894	354,444	29%
Benefits	240,490	389,224	148,734	62%
Total Personnel Cost	**1,442,940**	**1,946,118**	**503,178**	**35%**
Operating Costs	876,500	583,000	(293,500)	-33%
Total	**2,319,440**	**2,529,118**	**209,678**	**9%**

8

Opportunities and Challenges

9

Opportunities

- Staffing
  - Grow staff from within into specialties and promotions
- Training
  - Sage Implementation
    - Goal 6 of the Strategic Plan
    - Greater data reliability
- Merging of Business Services with Finance
  - More synergy and communication in Procurement and Accounts Payable
  - Improve workflows and reduce bottle necks

Challenges

- Staffing
  - Unable to find qualified accountants and other fiscal staff
- Training
  - Sage Implementation will be disruptive
  - Additional Supervisor Training is needed for Time Management and Attendance tracking. These are issues that Payroll deals with on a frequent basis and creates a burden on a small team.

10

Finance Trends for 2023

11

1. Cash flow is important in 2023/2024 as we approach recession. Recession due to multiple global factors is imminent and implementing appropriate measures now will help soften the impact.
2. Strategic planning in partnership with Finance needs to be in the moment and based on financial and community-based data. Having programs rely on Finance will help with long term planning and will lead to resiliency and success in the program and organization as a whole
3. Tap into business intelligence to improve financial efficiency and assist with planning and analysis. Continue automation of business and IT strategies to ensure data accuracy and save time.
4. Continue to keep a proactive pulse on CAPK Staff.
   - #1 asset which is our people.
   - Find innovative ways to attract and retain qualified people in a competitive environment
5. Be prepared to pivot and ready to communicate the changes in a way the program understands, and not just our finance teams. This can be achieved with greater data clarity and reporting.

12

Community Action Partnership of Kern

Questions?

13



CAPK Foundation

CAPK Foundation 601: 2023-24 Budget Development

PRESENTED BY: CATHERINE ANSPACH

DIRECTOR OF DEVELOPMENT

1

Program Overview

2

The CAPK Foundation was created to address the immediate funding needs of Community Action Partnership of Kern (CAPK) and to develop unrestricted funding sources to support programs that serve people who are facing poverty and economic disadvantage.

It is the philanthropic catalyst that provides the essential tools and resources CAPK needs to transform communities into places where poverty is rare, homelessness is brief, the hungry are nourished, and children and families have an equal chance to reach their full potential.

3

Goals for 2023-24

4

- Establish standardized process
  - Internal Programs
    - Messaging, campaigns, meetings w/donors and sponsors
  - Finance workflow and process
- Meeting Critical Needs
  - Areas of need, funding gaps
- Increase Foundation Awareness
  - Story telling
  - Increase traffic and engagement on website
  - Foundation sponsored events and campaigns
- Increase Board membership and select individuals with fundraising background and/or connections
- Establish sources of funding
  - Annual Fund
  - Grants and Sponsorship Proposals
  - Donations

5

2023-24 Budget

6

- Carryover from FY 2022 to FY 2023 totaling $7,300.
  - Based on BTA as of 09/30/2022 less the average expenditures per month x 3 months. [$201,304.29-($13,500 x 5 months)]
- Staffing*
  - Proposed adding 1.0 FTE Development Assistant
  - This includes associated expenses (e.g., desktop and laptop, employee costs)
- Consultant Services*
  - Endowment Planning and Development
    - Potentially could hold 2024.
- Events and Campaigns
  - 1 (one) Foundation Mixer and 1 (one) Fundraiser
  - Program targeted campaigns and fundraisers

7

Opportunities and Challenges

8

- Opportunities
  - Increase visibility of the CAPK Foundation (e.g., mixers, sponsored events)
  - Promotion of Campaigns
  - Donor Engagement and Cultivation
  - Researching alternative forms of funding sources
    - Endowment Planning and Development
    - Grants and proposals

- Challenges
  - Board Development to include philanthropic board members
  - Building donor database
  - Establishing continued sources of funding
    - Annual Fund
    - Giving Campaigns

9

Questions?

10

BUDGET AND FINANCE COMMITTEE

JANUARY 18, 2023

FINANCIAL REPORT

TABLE OF CONTENTS

SECTION		Pages (s)
A.	Schedule of Programs for the period March 1, 2022 through February 28, 2023	A1 - A6
B.	Functional Classification by Fund	B1 - B3
C.	Line of Credit Summary	C1
D.	- Cash Summary as of November 30, 2022	D1
	- Bank Reconciliations	D2 - D8
E.	Wells Fargo Visa Summary and Statements	E1 - E24
F.	Central Kitchen Budget to Actual November 30, 2022	F1
G.	State Department of Education Contract - Earned Revenue	G1 - G2
H.	Finance Division Monthly Report	H1
I.	Financial Statements as of February 28, 2022	I1
J.	Financial Statements as of November 30, 2022	J1
K.	Agency-wide Budget to Actual as of November 30, 2022	K1 - K7
L.	Indirect Fund Budget To Actual as of November 30, 2022	L1

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/22 - 02/28/23	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/22 - 02/28/23	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/22 - 02/28/23	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/22 - 02/28/23	505	DONATIONS
ENERGY			NOT APPLICABLE	03/01/22 - 02/28/23	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/22 - 02/28/23	531	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	533	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	534	DONATIONS
211			NOT APPLICABLE	03/01/22 - 02/28/23	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	541	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/22 - 02/28/23	545	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/22 - 02/28/23	595	DONATIONS
RESTRICTED						
EARLY HEAD START/HEAD START	27,829,010	93.600	09CH011132-04	03/01/22 - 02/28/23	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	7,700,832	93.600	09CH011132-04	03/01/22 - 02/28/23	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041901	08/01/21 - 07/31/22	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	200,693	21.009	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 1,756,701	93.569	22F - 5015 23F - 4015	01/01/22 - 12/31/22 01/01/23 - 12/31/23	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

A1

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 8,241 677,192	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 5,643,428	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 CA	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	388,468	10.568/.569	15 - MOU - 00118	10/01/21 - 09/30/22	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP BUILD BACK BETTER (BBB) SUPPLEMENTAL	299,960	10.568	15 - MOU - 00118	10/01/21 - 09/30/22	105-099	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP REACH AND RESILIENCY	96,159	10.568	15 - MOU - 00118	06/13/22 - 06/30/24	105-103	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

A2

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
EF&S ARPA	156,509	97.024		7/1/2022 - 3/31/2023	114-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TRADE MITIGATION BONUS OFFERING	$1,992.62 PER TRUCK LOAD	10.178		10/01/21 - 09/30/22	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
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 4,277,247	10.557	19 - 10139 22 - 10236	10/01/21 - 09/30/22 10/01/22 - 09/30/23	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 PRO	104,492	10.561	18 - 7012 - SUB - CAPK	10/01/21 - 09/30/22	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
HUD COMMUNTY PROJECT FUNDING - FOOD BANK EXPANSION	3,000,000	14.251	B-22-CP-CA-0119	11/01/22 - 08/31/30	168	DEPARTMENT OF URBANK 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)

A3

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
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
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 23,809,862		CMAP - 1000 CMAP - 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 3,043,423		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 7,153,992		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

A4

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
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 SERV
KAISER FOUNDATION - FOOD ASSISTANCE	95,000		N/A	TBD	419	KAISER FOUNDATION
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT

A5

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND
FRIENDSHIP HOUSE - ALBERTSONS STEM	4,868				531-266	ALBERTSONS COMPANIES FOUNDATION
211 LA County	10,000 15,000		N/A	11/01/22 - 06/30/23 07/01/23 - 06/30/24	536-230	CALIFORNIA 211 PROVIDERS NETWORK
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

A6

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	
108	Early Head Start	X					
109	Head Start	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					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
175-032	CSBG Discretionary - Ridgecrest		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
422	Feeding America Senior Hunger		X				
423	Feeding America Service Insights		X				
475	Wonderful Company Food Bank Expansion		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				
505	Food Bank - Expansion		X				

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2022/23

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	Energy						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
124	Low Income Home Water Assistance			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	VITA (Volunteer Income Tax Assistance)						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	East Kern Family Resource Center						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
286	First 5 Oasis Family Resource Center				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
534	Oasis Family Resource Center				X		
	Youth Services						
120	Information & Education				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				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		
	Homeless Services						
141	ESG CARES Act Homeless Services				X		
142	County of Kern LBNC - Safe Camping				X		
160	HUD Coordinated Entry System				X		
275	County of Kern LBNC				X		
276	BKRHC HHAP				X		
278	City of Bakersfield HHAP				X		
292	United Way Stanislaus CES				X		
550	CalAIM Homeless Prevention Services				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2022/23

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	2-1-1						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				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		
	Other						
151	ASTHO Vaccine Equity				X		
205	BCSD Community School Partnership Program				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				
11/30/22	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 15, 2021 for $1.5 million during January , February, July, August 2021 and will increasae to $350,000 during March - June 2021, Sept - Dec 2021. This agreement will terminate on January 15, 2022. A varied amount decrease to better manage the cash flow need during peak months.

Note 2: Interest expense is calculated at 3.75% above daily one month LIBOR.

LINE OF CREDIT COMMITMENT FEE (Based on the daily unused amount of the line of credit calculated quarterly

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/21 - 3/31/22	90 days	$ 406.25	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 NOVEMBER 30, 2022

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(227,115.14)
HEAD START/EARLY HEAD START	2,122,692.89
SUBTOTAL	**1,895,577.75**
GENERAL CHILD CARE	391,460.89
MIGRANT A/P	8,491,571.48
MIGRANT CHILD CARE	113,864.83
MIGRANT SPECIALIZED SERVICES	(17,949.59)
SAN JOAQUIN COE GENERAL CHILD CARE	137,375.77
STATE PRESCHOOL	2,559,782.01
SUBTOTAL	**11,676,105.39**
ANTHEM BLUE CROSS FOOD BANK	0.00
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	1,728.00
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(59,987.74)
EF&S	102,583.06
EFAP	(162,255.26)
FEEDING AMERICA SENIOR HUNGER	(2,158.34)
FEEDING AMERICA SERVICE INSIGHTS	100,000.00
FOOD BANK	(460,352.94)
FOOD BANK EXPANSION	(859,189.74)
FOOD BANK CAPACITY PROGRAM	2,024,673.13
FOOD BANK - STATE	(47,799.54)
KAISER	1,739.36
SENIOR FARMERS MARKET NUTRITION PROGRAM	18,451.31
WONDERFUL FOOD BANK EXPANSION	1,282,883.51
WONDERFUL FOUNDATION	77,364.24
SUBTOTAL	**2,017,679.05**
ENERGY	(176,049.14)
DOE WAP	(762.06)
LIHEAP	(1,538,815.64)
LIWHAP	(9,589.89)
PG&E	17,359.01
DAP (Disgorgement Assistance Program)	0.13
TRANSFER NEGATIVE BALANCE	1,707,857.59
SUBTOTAL	**0.00**
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	**2,000.00**
211	409,151.79
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(20,408.77)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(23,806.71)
CALAIM HOMELESS PREVENTION SERVICES	(37,581.07)
CAL FRESH	(13,525.18)
CALEITC	(9,928.18)
CAPK FOUNDATION	(238,777.51)
COST POOLS	12,845.20
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	1,125.98
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(205,930.22)
CSBG	(39,800.76)
CSBG - DISCRETIONARY	(6,646.75)
DIFFERENTIAL RESPONSE	(45,959.47)
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	3,991,332.81
EAST KERN FAMILY RESOURCE CENTER	19,378.04
ESG CARES ACT HOMELESS SERVICES	(1,208,942.80)
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(308,709.23)
ESG COORDINATED ENTRY SERVICE - COVID19	9,303.19
ASTHO VACCINE EQUITY	184,532.35
FIRST 5 KERN 211	(34,014.61)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(42,745.07)
FIRST 5 HELP ME GROW	(44,568.55)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(63,270.53)
FRIENDSHIP HOUSE	7,233.43
FUNDRAISING	275,059.44
GENERAL FUND	(18,516.74)
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(56,866.32)
Health Net	(6,901.97)
HOME VISIT INITIATIVE (CO OF KERN)	(148,899.15)
HOUSING FOR THE HARVEST STATE	(1,809.22)
HUD-COORDINATED ENTRY SYSTEM	(75,209.12)
COUNTY OF KERN - 211	(511.00)
INDIRECT FUND	(63,840.02)
IRS - VITA	(36,947.02)
TAX ASSISTANCE	19,188.24
M ST NAVIGATION CENTER	44,606.86
NEOPB CAL FRESH HEALTHY LIVING	(501,385.93)
POSITIVE YOUTH DEV SVC	(12,749.78)
POSITIVE YOUTH M	(66,943.65)
SHAFTER YOUTH CENTER	41,030.13
OASIS FAMILY RESOURCE CENTER	22,045.12
SIERRA FOUNDATION - ASTHMA MITIGATION	117,645.50
UNITED WAY 211	981.55
UW STANISLAUS CES	(21,700.46)
WELLS FARGO FOUNDATION	66,981.80
WIC	(873,289.34)
LESS: ENERGY NEGATIVE BALANCE	(1,707,857.59)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**(714,552.59)**
TOTAL OPERATING CASH	14,876,809.60

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
November 30, 2022

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 11/30/22		13,369,451.03
LESS: OUTSTANDING CHECKS	615,975.57	
ADJUSTED BANK BALANCE AT 11/30/22		12,753,475.46
GENERAL LEDGER BALANCE AT 10/31/22		16,631,005.14
ADD: DEPOSITS	320,638.88	
US TREAS DRAWDOWNS	4,344,123.09	
FUNDS FROM OTHER GRANTS	1,758,099.85	
TRANSFERS FROM RESTRICTED ACCOUNTS	-	
ADP /HEALTH EQUITY REFUND	712.91	
REIMBURSEMENT OF ALTERED PAYEE	146.25	
	-	
	-	
	-	
LESS: CHECKS	3,158,719.23	
ADP PAYROLL 11/04/22	1,523,582.32	
ADP PAYROLL 11/18/22	1,527,220.08	
ADP PAYROLL 12/02/22	1,175,335.25	
EFTS FOR HRA/HSA/ STD/403B	191,999.30	
REC LOAN PRINCIPAL/INT EXPENSES	30,717.70	
TRANSFERS FROM RESTRICTED ACCOUNTS	-	
CREDIT CARD	42,117.88	
BANK FEES	-	
ACH VOUCHERS	2,651,558.90	
GENERAL LEDGER BALANCE AT 11/30/22		12,753,475.46
	DIFFERENCE:	-

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 12/15/2022

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Dec 15, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2022

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**11/30/22**		**1,081,480.51**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**11/30/22**		**1,081,480.51**

BALANCE PER G/L	**10/31/22**		**1,080,953.24**
ADD: DEPOSITS		0.00	
INTEREST		527.27	
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	**11/30/22**		**1,081,480.51**

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: 12/07/22

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Dec 7, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT**
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2022

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**11/30/22**		**74,159.37**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**11/30/22**		**74,159.37**

BALANCE PER G/L	**10/31/22**		**74,123.21**
ADD: DEPOSITS		0.00	
INTEREST		36.16	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
WIRE TRANSFER		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**11/30/22**		**74,159.37**

** December 2009 name changed from Food Bank to DOE ARRA.*
*** January 2018 name changed from DOE ARRA to CSD Advances.*

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 12/07/22

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Dec 7, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2022

WELLS FARGO BANK, N.A.
P. O. BOX 6302(
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**11/30/22**		**42,015.30**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**11/30/22**		**42,015.30**
BALANCE PER GENERAL LEDGER	**10/31/22**		**37,914.10**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
ONLINE DONATIONS		4,194.90	
PAYPAL DEPOSIT		0.00	
INTEREST		19.53	
LESS: APPLIED MERCHANT DEBITS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		95.78	
BANKCARD FEES		17.45	
CASH CONCENTRATION FEE		0.00	
FUND TRANSFER TO GENERAL FUND		0.00	
		0.00	
BALANCE PER GENERAL LEDGER:	**11/30/22**		**42,015.30**

** October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.*
*** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.*
**** January 2018 name changed from HOPE Program Account to On-line Donations Account.*

Difference: **0.00**

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 12/16/22

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Dec 16, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2022

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	**11/30/22**		**4,672.47**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**11/30/22**		**4,672.47**
BALANCE PER G/L	**10/31/22**		**4,670.20**
ADD: DEPOSITS		0.00	
INTEREST		2.27	
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	**11/30/22**		**4,672.47**
		DIFFERENCE:	0.00

PREPARED BY: N. IBARRA TITLE: Accountant DATE: 12/07/22

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Dec 7, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2022

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:		**11/30/22**		**35,130.35**
DEPOSITS IN TRANSIT			0.00	
OUTSTANDING CHECKS			0.00	
OTHER			0.00	
ADJUSTED BANK BALANCE:		**11/30/22**		**35,130.35**
BALANCE PER G/L		**10/31/22**		**35,113.22**
ADD:	DEPOSITS		0.00	
	INTEREST		17.13	
	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		**11/30/22**		**35,130.35**
			DIFFERENCE:	0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 12/07/22

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Dec 7, 2022

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

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Catherine Anspach	Foundation Director of Development	1,462.09
Gloria Barbero	Administrator - EHS San Joaquin	-
Yolanda Gonzales	Director of Head Start/State Child Development Programs	14,259.94
Freddy Hernandez	Director of Youth and Community Services	5,471.99
Traco Matthews	Chief Program Officer	-
Lisa McGranahan	Director of Human Resources	140.28
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	1,702.44
Pritika Ram	Chief Business Development Officer	1,810.18
Jeremy Tobias	Chief Executive Officer	1,231.95
Emilio Wagner	Director of Operations	1,912.15
Tracy Webster	Chief Financial Officer	400.00
Rebecca Moreno	Director of Community Development	2,351.00
Susana Magana	Director of Nutrition Services	1,049.21
	Total	$ 31,791.23

WELLS FARGO

Reporting Period : 11/1/2022 - 11/30/2022

Statement Summary

Name	Capk Ap	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	**Currency**	US Dollar
Reporting Period	11/1/2022 - 11/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount

Transaction Count: 0

Total: 0.00

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2022 - 11/30/2022

Statement Summary

Name	Catherine Anspach	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-1647	**Currency**	US Dollar
Reporting Period	11/1/2022 - 11/30/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/31/2022	11/1/2022	Trek/Bakersfield Blue				55.00
	Set Up Charge for CAPK Foundation Logo at TREK Imaging						
2	11/3/2022	11/4/2022	Chevron 0357803				64.64
	Gasoline for Rental Vehicle - Catherine Anspach's trip to San Diego for CalCAPA Conference						
3	11/3/2022	11/7/2022	West Gate Hotel				516.00
	Hotel for Catherine Anspach - CalCAPA Conference in San Diego						
4	11/5/2022	11/7/2022	Costco Gas #0643				45.15
	Gasoline for Rental Vehicle - Catherine Anspach's trip to San Diego for CalCAPA Conference						
5	11/7/2022	11/8/2022	Jasmine And The New Taste				50.08
	Foundation Sponsor Prospect Meeting. Attendees: Catherine Anspach, Traco Matthews, and Robin Woodward.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	11/7/2022	11/8/2022	Enterprise Rent-A-Car				505.36
	Rental Car for Catherine Anspach to attend CalCAPA Conference in San Diego						
7	11/29/2022	11/30/2022	Food-Ex				225.86
	Lunch for Foundation Board Meeting. See attached agenda & attendee list.						

Transaction Count: 7

Total: 1,462.09

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2022 - 11/30/2022

Statement Summary

Name	Gloria Barbero	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7058	**Currency**	US Dollar
Reporting Period	11/1/2022 - 11/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount

Transaction Count: 0

Total: 0.00

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2022 - 11/30/2022

Statement Summary

Name	Yolanda Gonzales	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7009	**Currency**	US Dollar
Reporting Period	11/1/2022 - 11/30/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	11/10/2022	11/11/2022	Zoom.Us 888-799-9666				5,348.01
	Zoom membership licenses purchased for Policy Council Meetings						
2	11/14/2022	11/15/2022	Smore.Com - Educator				79.00
	S'more renewal membership for Education team						
3	11/14/2022	11/16/2022	American Air				581.20
	Flight Ticket 2022 Parent & Engagement NHSA Conf 121222-121522 Dallas, TX Rosita Baron						
4	11/14/2022	11/16/2022	American Air				611.21
	Flight Ticket 2022 Parent & Engagement NHSA Conf 121222-121522 - Dallas, TX Rosa Del Toro						
5	11/14/2022	11/16/2022	American Air				611.21
	Flight ticket for 2022 Parent & Engagement NHSA Conf 121222-121522 Dallas, TX Mary Lopez						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	11/14/2022	11/16/2022	American Air				611.21
	Flight Ticket for 2022 Parent & Engagement NHSA Conf 121222-121522 Dallas, TX Lisa Gonzales						
7	11/14/2022	11/16/2022	American Air				611.21
	Flight Ticket for 2022 Parent & Engagement NHSA Conf 121222-121522 Dallas, TX Janey Felsoci						
8	11/14/2022	11/16/2022	American Air				581.20
	Flight Ticket for 2022 Parent & Engagement NHSA Conf 121222-121522- Dallas, TX Nicole Callahan						
9	11/14/2022	11/16/2022	American Air				611.21
	Flight Ticket for 2022 Parent & Engagement NHSA Conf 121222-121522 Dallas, TX Candice Lujan						
10	11/14/2022	11/16/2022	American Air				611.21
	Flight Ticket for 2022 Parent & Engagement NHSA Conf 121222-121522 - Dallas, TX Carolyn Coffey						
11	11/15/2022	11/16/2022	Smore.Com - Educator				79.00
	S'more renewal membership for Esperanza Contreras						
12	11/18/2022	11/21/2022	American Air				482.20
	Flight ticket for 2022 Parent Engagement NHSA Conf 121222-121522 - Dallas, TX Ruby Reyes Cruz						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13	11/18/2022	11/21/2022	American Air				629.20
	Flight ticket for 2022 Parent & Engagement NHSA Conf 121222-121522 in Dallas, TX for Fatima Echeverria						
14	11/18/2022	11/21/2022	American Air				609.21
	Flight Ticket for 2022 Parent & Engagement NHSA conf 121222-121522 Dallas, TX for Gabriel Rios						
15	11/18/2022	11/21/2022	American Air				629.20
	Flight Ticket for 2022 Parent & Engagement NHSA Conf 121222-121522 to Dallas, TX - Anilu Saldana						
16	11/21/2022	11/22/2022	National Head Start Asso				85.00
	2022 Parent & Engagement NHSA Conf - Parent Policy Council Dinner - Fatima Echeverria						
17	11/21/2022	11/22/2022	National Head Start Asso				85.00
	2022 Parent & Engagement NHSA Conf - Parent Policy Council Dinner - Gabriel Rios						
18	11/21/2022	11/22/2022	National Head Start Asso				85.00
	2022 Parent & Engagement NHSA Conf - Parent Policy council Dinner - Lisa Gonzales						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
19	11/21/2022	11/22/2022	National Head Start Asso				85.00
	2022 Parent & Engagement NHSA Conf - Parent Policy Council Dinner - Yolanda Gonzales						
20	11/29/2022	11/30/2022	Sq *senor Pepes				1,234.46
	HS/SCD Division End of the Year Professional Development Day on December 09, 2022						

Transaction Count: 20

Total: 14,259.94

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2022 - 11/30/2022

Statement Summary

Name	Freddy Hernandez	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8850	**Currency**	US Dollar
Reporting Period	11/1/2022 - 11/30/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	11/4/2022	11/7/2022	Holiday Inn Exp Stockton				990.68
	Holiday Inn hotel stay for Adam Wages to attend PG&E training in Stockton.						
2	11/4/2022	11/7/2022	West Gate Hotel				1,032.00
	Hotel stay for Freddy Hernandez to attend the CalCAPA conference in San Diego.						
3	11/4/2022	11/7/2022	Holiday Inn Exp Stockton				990.68
	Holiday Inn hotel stay for Arturo Flores to attend PG&E training in Stockton.						
4	11/4/2022	11/7/2022	West Gate Hotel				987.00
	Westgate Hotel stay for Wilfredo Cruz to attend the CalCAPA conference in San Diego.						
5	11/4/2022	11/7/2022	Holiday Inn Exp Stockton				990.68
	Holiday Inn hotel stay for Rene Ambriz to attend PG&E training in Stockton.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	11/5/2022	11/7/2022	West Gate Hotel				90.00
	Westgate hotel parking charge for Freddy Hernandez when he attended the CalCAPA conference in San Diego. The hotel has agreed that this is a duplicate charge and it will be refunded.						
7	11/8/2022	11/9/2022	Green Training Usa				378.00
	Employee training for Andres Gonzalez.						
8	11/25/2022	11/28/2022	Canva* I03615-27165392				12.95
	Software needed for VITA.						

Transaction Count: 8

Total: 5,471.99

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2022 - 11/30/2022

Statement Summary

Name	Traco Matthews	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-4787	**Currency**	US Dollar
Reporting Period	11/1/2022 - 11/30/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	9/22/2022	11/4/2022	Dispute-Zoom.Us 888-799-9				-549.90
	Traco thought this was a Fraud purchase, turned out to a renewal of purchase of Zoom that was done prior year.						
2	9/22/2022	11/22/2022	Reversal-Zoom.Us 888-799-				549.90
	Recharge of the Fraud credit that turned out not to be Fraud						

Transaction Count: 2

Total: 0.00

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2022 - 11/30/2022

Statement Summary

Name	Lisa McGranahan	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	**Currency**	US Dollar
Reporting Period	11/1/2022 - 11/30/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	11/10/2022	11/14/2022	Biometrics4all Inc				14.25
	Relay Fees for running New Hire Fingerprints Invoice Period 10/01/2022-10/31/2022 Invoice Date 11/01/2022						
2	11/20/2022	11/21/2022	Facebk *fbxybkkem2				26.03
	Facebook AD Charge for Posting Chief Program Officer position.						
3	11/28/2022	11/29/2022	Facebk Fay4akpem2				100.00
	Facebook AD Charge for Posting Chief Program Officer position.						

Transaction Count: 3

Total: 140.28

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2022 - 11/30/2022

Statement Summary

Name	Jerry Meade	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8086	**Currency**	US Dollar
Reporting Period	11/1/2022 - 11/30/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	11/2/2022	11/3/2022	Paypal				29.00
	Registration for Staff to attend online training Pyramid Model Training - Maria Flores Torres						
2	11/3/2022	11/4/2022	Westin (Westin Hotels)				231.23
	Hotel Reservation for the EveryChild California Conference October 2022						
3	11/9/2022	11/10/2022	In *united Way Of Kern Co				25.00
	United Way of Kern Vendor Booth Registration for Enrollment outreach event						
4	11/9/2022	11/11/2022	Everychild California				199.00
	Webinar registration for Sandra Acevedo - Fiscal Essentials 11/15/2022						
5	11/14/2022	11/16/2022	American Air				644.21
	Flight reservation for NHSA Dallas Conference 12/12-12/15, Assistant Director						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	11/14/2022	11/16/2022	Everychild California				199.00
	Webinar registration for Louis Rodriguez - Fiscal Essentials 11/15/2022						
7	11/15/2022	11/17/2022	Region Ix Head Start Asso				375.00
	Registration for Governance Coordinator to attend the Governance virtual training, 12/01/2022						

Transaction Count: 7

Total: 1,702.44

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2022 - 11/30/2022

Statement Summary

Name	Pritika Ram	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7074	**Currency**	US Dollar
Reporting Period	11/1/2022 - 11/30/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	11/4/2022	11/7/2022	West Gate Hotel				729.00
	Hotel for Vanessa Cortez - CalCAPA Conference in San Diego						
2	11/4/2022	11/7/2022	West Gate Hotel				729.00
	Hotel Receipt for Board Member Yolanda Ochoa - CalCAPA Conference in San Diego						
3	11/8/2022	11/9/2022	Ads*y67ephtem2				100.00
	Facebook Ad for Microbusiness						
4	11/16/2022	11/17/2022	Ads*f3e7yjpem2				52.18
	Facebook Ad - Microbusiness						
5	11/30/2022	11/30/2022	Candid Training				100.00
	Online Writing Course for Karen Vazquez						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	11/30/2022	11/30/2022	Candid Training				100.00
	Online Writing Course for Vanessa Cortez						

Transaction Count: 6

Total: 1,810.18

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2022 - 11/30/2022

Statement Summary

Name	Jeremy Tobias	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7066	**Currency**	US Dollar
Reporting Period	11/1/2022 - 11/30/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	11/4/2022	11/7/2022	West Gate Hotel				1,042.16
	Hotel for Jeremy Tobias - CalCAPA Conference in San Diego						
2	11/5/2022	11/7/2022	West Gate Hotel				90.00
	Parking Fee for the night of 11/3/22 for Jeremy Tobias for the CalCAPA Conference. The $90 was incorrect, the charge should be $45 and those corrections are reflected on the revised invoice.						
3	11/6/2022	11/8/2022	West Gate Hotel				7.00
	Charge for Water - Included on Revised Hotel Invoice for Jeremy Tobias - CalCAPA Conference in San Diego.						
4	11/8/2022	11/10/2022	Shell Oil 12822045006				92.17
	Gasoline for CEO's Agency Vehicle						
5	11/15/2022	11/17/2022	West Gate Hotel				-45.00
	Parking Refund for Jeremy Tobias' hotel in San Diego for Cal CAPA Conference. See revised hotel receipt with $45 credit applied.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	11/17/2022	11/17/2022	Panera Bread #601790 O				45.62

Breakfast for CEO/Chiefs Meeting on 11/16/22. See attached Attendee List

Transaction Count: 6

Total: 1,231.95

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2022 - 11/30/2022

Statement Summary

Name	Emilio Wagner	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7041	**Currency**	US Dollar
Reporting Period	11/1/2022 - 11/30/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	11/4/2022	11/7/2022	Best Buy 00008565				38.41
	Construction Food Bank Expenditure Supplies						
2	11/18/2022	11/21/2022	Microsoft Msbill.Info				1,411.76
	Microsoft#g009792710- Microsoft Azure - Software Support HS						
3	11/21/2022	11/22/2022	Mindbody				461.98
	MindBody - Premier Basic monthly charge and subscription fee November 2022						

Transaction Count: 3

Total: 1,912.15

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2022 - 11/30/2022

Statement Summary

Name	Tracy Webster	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6993	**Currency**	US Dollar
Reporting Period	11/1/2022 - 11/30/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	11/22/2022	11/23/2022	Sq *real Escape				400.00

Finance Staff Development event on December 22, 2022

Transaction Count: 1

Total: 400.00

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2022 - 11/30/2022

Statement Summary

Name	Rebecca Moreno	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-4956	**Currency**	US Dollar
Reporting Period	11/1/2022 - 11/30/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	11/4/2022	11/7/2022	West Gate Hotel				639.00
	Westgate hotel stay for Laurie Hughey to attend the CalCAPA conference in San Diego.						
2	11/4/2022	11/7/2022	West Gate Hotel				987.00
	Westgate hotel stay for Rebecca Moreno to attend the CalCAPA conference in San Diego.						
3	11/18/2022	11/21/2022	Naeh				725.00
	Registration for Megan Ruth to attend NAEH conference in Oakland.						

Transaction Count: 3

Total: 2,351.00

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2022 - 11/30/2022

Statement Summary

Name	Susana Magana	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6693	**Currency**	US Dollar
Reporting Period	11/1/2022 - 11/30/2022		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/31/2022	11/1/2022	162- Brimhall Mini Stor				149.00
	Mini Storage monthly charge. The WIC Montclair office closed and needed extra temporary storage space to house items due to no space in current WIC locations or CAPK warehouse.						
2	11/15/2022	11/17/2022	Holiday In Rsort Lodge B				141.24
	Holiday Inn hotel stay for Christina Clayson. Christina was sent to Big Bear Community Healthcare District for work.						
3	11/18/2022	11/21/2022	Olive Garden 0021068				449.20
	Lunch provided for Health & Nutrition staff training/meeting.						
4	11/18/2022	11/21/2022	Lassens Natural Foods-Bk				160.77
	Special diet food purchased by Central Kitchen.						
5	11/29/2022	11/30/2022	162- Brimhall Mini Stor				149.00
	Mini Storage monthly charge. The WIC Montclair office closed and needed extra temporary storage space to house items due to no space in current WIC locations or CAPK warehouse.						

Transaction Count: 5

Total: 1,049.21

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 (9 OF 12 MONTHS OR 75.0%)

Line Item	2022/23 Budget	3/1/22 - 2/28/23 Actual	% Expended	Available Budget
USDA Revenue (Note A)	2,183,659	753,124	34.5%	1,430,535
Head Start Subsidy	377,301	1,077,398	285.6%	(700,097)
Total Revenue	2,560,960	1,830,522	71.5%	730,438
Expenditures (Note B)				
Salaries	724,671	510,991	70.5%	213,680
Benefits	200,399	156,479	78.1%	43,920
Vehicle Gasoline, Repair/Maintenance	27,000	37,818	140.1%	(10,818)
Space Costs	121,700	73,743	60.6%	47,957
Supplies - Office & Food Service	92,500	98,287	106.3%	(5,787)
Equipment Purchase	-	68,536	Not budgeted	(68,536)
Consultant Services	-	8,112	Not budgeted	(8,112)
Equipment Repair/Maintenance & Lease	35,300	30,250	85.7%	5,050
Communication	14,000	12,344	88.2%	1,656
Risk Insurance	12,700	10,770	84.8%	1,930
Printing	1,000	281	28.1%	719
Hiring & Employee Costs	100	170	169.8%	(70)
First Aid	500	25	5.0%	475
Raw Food/Vended Meals	1,015,580	656,313	64.6%	359,267
Sub Total	2,245,450	1,664,118	74.1%	581,332
Adult Meals Prepared	128,794	99,829	77.5%	28,965
Indirect	186,716	66,574	35.7%	120,142
Total Expenditures	2,560,960	1,830,522	71.5%	730,438

	Prior Period	NOVEMBER 2022	Cumulative
Total Meals Prepared and Vended (Note C)	504,038	58,040	562,078
Total Meals Claimed	282,122	31,653	313,775
Difference	221,916	26,387	248,303
Percentage Claimed to Prepared/Vended		54.5%	55.8%

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 (5 OF 12 MONTHS = 41.7%)

Contract CMAP-1000	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	Total	%	% Earned to MRA
Provider Payments	$ 613,374	$ 813,746	$ 954,574	$ 1,241,372	$ 1,966,899	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,589,964		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	$ -		
Net Provider Payments	$ 613,374	$ 813,746	$ 954,574	$ 1,241,372	$ 1,966,899	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,589,964	81.93%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**24,298,964**		**23.00%**
Administration & Support Services Revenue															
Provider Payments	$ 613,374	$ 813,746	$ 954,574	$ 1,241,372	$ 1,966,899	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,589,964		
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	$ 216,312	$ 253,748	$ 329,985	$ 522,847	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,485,941		
Program Administration/Support Services Costs	101,757	115,317	139,173	140,073	142,806	-	-	-	-	-	-	-	639,126	9.37%	
Indirect (10% x MTDC) Costs	70,328	91,774	108,006	136,952	187,019	-	-	-	-	-	-	-	594,078	8.71%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	$ 172,085	$ 207,090	$ 247,179	$ 277,024	$ 329,826	$ -	$ -	$ -	$ -	$ -	$ -	$ -	1,233,204	18.07%	
Revenue Earned Over/(Under) Costs	$ (9,036)	$ 9,222	$ 6,569	$ 52,961	$ 193,021	$ -	$ -	$ -	$ -	$ -	$ -	$ -	252,737		
TOTAL COSTS - NET OF FAMILY FEES	$ 785,460	$ 1,020,836	$ 1,201,753	$ 1,518,396	$2,296,724	$ -	$ -	$ -	$ -	$ -	$ -	$ -	6,823,169	100.00%	

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

Provider payments	5,589,964
Reimbursement Rate (17.5% / 82.5%)	x 26.5823%
Revenue Earned	1,485,941

Note 2: The maximum reimburseable amount per the 2022/23 State contract is as follows:

Provider Payments	24,298,964	82.50%
Administration	4,417,994	15.00%
Support Services	736,332	2.50%
Maximum Reimbursable Amount (MRA)	29,453,290	100.00%

Note 3: Increase to contract was received December 2022 in the amount of $2,031,428.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2022/23 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/22 - 6/30/23 (5 OF 12 MONTHS = 41.7%)

	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-2058)														
Adjusted Days of Enrollment - Certified	3,185	4,839	5,889	5,746	5,366	-	-	-	-	-	-	-	25,025	
Reimbursement Rate per Child per Day	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	
Revenue Earned	$ 164,192	$ 249,446	$ 303,564	$ 296,225	$ 276,634	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,290,061	**35.07%**
Maximum Reimburseable Amount (MRA)													**$3,678,194**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.61%	98.89%	98.84%	98.84%	98.27%									**98.82%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%									100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-2120)														
Adjusted Days of Enrollment - Certified	3,798	8,058	10,492	12,199	8,984								43,531	
Reimbursement Rate per Child per Day	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X $55.27	
Revenue Earned	$ 209,942	$ 445,371	$ 579,870	$ 674,228	$ 496,557	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,405,967	**52.94%**
Maximum Reimburseable Amount (MRA)													**$4,544,694**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	98.41%	98.26%	98.67%	97.89%	96.47%									**97.81%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%									100.00%
MIGRANT CHILD CARE (CMIG-2004)														
Adjusted Days of Enrollment - Certified	95	124	131	160	137								647	
Reimbursement Rate per Child per Day	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	
Revenue Earned	$ 4,913	$ 6,404	$ 6,759	$ 8,228	$ 7,053	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 33,358	**12.20%**
Maximum Reimburseable Amount (MRA)													**$273,318**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	100.00%	96.83%									**99.33%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%									100.00%

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

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 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 (5 OF 12 MONTHS = 41.7%)

	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-1242)														
Adjusted Days of Enrollment - Certified	648	919	860	995	918								4,339	
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	$ 42,254	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 199,744	**12.71%**
Maximum Reimburseable Amount (MRA)													**$1,571,900**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	100.00%	97.54%									**99.47%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%									100.00%

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

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

Division/CFO: Tracy Webster, CFO **Month/Year:** November-2022

Program/Work Unit: Not Applicable **Director of Finance:** Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	November-2022		Year to Date 03/1/22 - 11/30/22	
Description	**Number**	**Amount**		**Amount**
Bank Deposits	6	1,270,198	142	24,507,269
Wire Deposits	12	1,758,100	104	24,126,345
Head Start/IRS Drawdowns	7	4,344,123	49	31,831,718
Vendor Checks Issued	1211	5,807,812	9,892	52,235,357
Payroll Disbursed		3,050,802		27,306,967
Grant Reports Prepared	32		331	
ASTHO Vaccine Equity				
CalFresh Outreach				
CalFresh Healthy Living				
CALEITC				
CAL Food				
City of Bakersfield Homeless Housing & Prevention				
City of Bakersfield CDBG Food Bank Expansion				
Commodity Supplemental Food Prog				
County of Kern CDBG Food Bank Expansion				
CMAP Fiscal Report & Caseload				
CSBG Discretionary				
CSBG 2022				
Differential Response				
EFAP				
ESG CARES Act Homeless				
Food Bank Farmers Market				
First 5 Kern – Help Me Grow				
Head Start Expansion SF-425				
Head Start San Joaquin SF-425				
Homeless LBNC				
Home Visit Program				
Homeless Housing Assistance & Prevention				
HUD				
LIHEAP 2021				
LIHEAP 2022				
LIHEAP ARPA				
Postive Youth				
Postive Youth Medi-Cal				
San Joaquin COE General Child Care				
VITA				
UW STANISLAUS CES				
WIC				

Total Division Staffing 25 positions + 3 Vacancies

CFO
Director of Finance
Finance Administrator
Payroll/HRIS Manager
Accounting Administrator
Accounting Administrator - Energy
Accountant (2)
Accountant II (2)
Accounting Technician (5)
Accounting Specialist (2)
AP Supervisor (1)
Fiscal Technician (2)
Payroll Specialists (3)
Payroll Supervisor (1)
Administrative Assistant to CFO

Community Action of Partnership of Kern
Agency Total

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

ASSETS	
Cash in Bank	7,377,795
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	17,003,012
Total Assets	40,412,866
LIABILITES 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	4,330,162
Total Liabilites	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	206,161
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	206,161
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 NOVEMBER 30, 2022

ASSETS	
Cash in Bank	15,030,050
Cash - Vacation Reserve	1,081,481
Petty Cash	-
Accounts Receivable	0
Travel Advance	11,748
Prepaid Expense	625,823
Inventory	1,063,729
Net Fixed Assets - Unrestricted	763,330
Net Fixed Assets - Restricted	16,938,096
Total Assets	35,514,255
LIABILITES AND NET ASSETS	
Accounts Payable	1,199,471
Accrued Expenses	273,794
Accrued Vacation	1,085,816
Line of Credit	-
Note Payable	767,947
Advance Payable	5,323,065
Deferred Revenue	4,380,075
Total Liabilites	13,030,169
Total Net Assets	22,484,085
Total Liabilities and Net Assets	35,514,254

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

REVENUE	
Grant Revenue	69,450,581
Donations	224,968
Other Revenue	5,883,999
In-Kind	6,755,880
Total Revenue	82,315,428
EXPENDITURES	
Salaries	26,913,285
Benefits	7,608,072
Travel	565,574
Space Costs	13,979,932
Supplies	2,070,185
Consultant/Contract Services	3,793,637
Other Costs	3,285,369
Program Costs	10,745,243
Capital Expenditures	535,324
Indirect	5,311,631
In-Kind	6,755,880
Total Expenditures	81,564,133
Net Change in Assets	751,295
Net Assets, beginning	21,732,790
Net Assets, ending	22,484,085

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 11-30-22 (75.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	38,578,242	24,620,241	13,958,001	64%
BENEFITS	11,160,531	6,996,094	4,164,437	63%
TRAVEL	721,930	508,759	213,171	70%
SPACE COST	23,506,027	12,903,126	10,602,901	55%
SUPPLIES	3,253,861	1,966,674	1,287,187	60%
EQUIPMENT	831,379	1,628,432	(797,053)	196%
CONSULTANT/CONTRACT SERVICES	3,798,580	2,865,514	933,066	75%
OTHER COSTS	3,449,253	2,751,255	697,998	80%
PROGRAM COSTS	11,277,182	10,098,931	1,178,251	90%
INDIRECT	7,597,038	5,327,531	2,269,507	70%
TOTAL	104,174,023	69,666,558	34,507,465	67%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 11-30-22 (75.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	27,451,264	18,192,036	9,259,228	66%
BENEFITS	8,315,926	5,331,612	2,984,314	64%
TRAVEL	492,583	298,938	193,645	61%
SPACE COST	6,603,218	5,965,363	637,855	90%
SUPPLIES	2,644,635	1,384,736	1,259,899	52%
EQUIPMENT	100,000	562,951	(462,951)	563%
CONSULTANT/CONTRACT SERVICES	1,369,385	692,586	676,799	51%
OTHER COSTS	1,130,700	1,115,874	14,826	99%
PROGRAM COSTS	7,769,839	8,286,304	(516,465)	107%
INDIRECT	5,263,450	3,829,334	1,434,116	73%
TOTAL	61,141,000	45,659,733	15,481,267	75%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 11-30-22 (75.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,210,991	2,496,147	1,714,844	59%
BENEFITS	1,260,035	667,016	593,019	53%
TRAVEL	91,246	80,121	11,125	88%
SPACE COST	15,209,213	5,694,044	9,515,169	37%
SUPPLIES	211,553	223,441	(11,888)	106%
EQUIPMENT	724,960	855,524	(130,564)	118%
CONSULTANT/CONTRACT SERVICES	563,961	286,619	277,342	51%
OTHER COSTS	378,585	372,630	5,955	98%
PROGRAM COSTS	1,436,167	1,239,507	196,660	86%
INDIRECT	765,412	483,189	282,223	63%
TOTAL	24,852,123	12,398,237	12,453,886	50%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 11-30-22 (75.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,971,121	1,202,750	1,768,371	40%
BENEFITS	553,144	306,360	246,784	55%
TRAVEL	65,110	37,411	27,699	57%
SPACE COST	299,407	174,623	124,784	58%
SUPPLIES	110,076	93,124	16,952	85%
EQUIPMENT	6,419	63,649	(57,230)	992%
CONSULTANT/CONTRACT SERVICES	1,056,518	1,299,071	(242,553)	123%
OTHER COSTS	1,341,076	840,190	500,886	63%
PROGRAM COSTS	868,172	175,249	692,923	20%
INDIRECT	755,931	404,755	351,176	54%
TOTAL	8,026,974	4,597,182	3,429,792	57%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 11-30-22 (75.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,830,412	1,898,057	932,355	67%
BENEFITS	737,565	484,945	252,620	66%
TRAVEL	27,313	38,329	(11,016)	140%
SPACE COST	1,206,276	852,484	353,792	71%
SUPPLIES	220,349	247,164	(26,815)	112%
EQUIPMENT	-	146,308	(146,308)	Not budgeted
CONSULTANT/CONTRACT SERVICES	767,936	496,608	271,328	65%
OTHER COSTS	491,102	370,021	121,081	75%
PROGRAM COSTS	1,105,101	346,254	758,847	31%
INDIRECT	613,244	464,240	149,004	76%
TOTAL	7,999,298	5,344,409	2,654,889	67%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 11-30-22 (75.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	990,854	739,618	251,236	75%
BENEFITS	267,905	192,966	74,939	72%
TRAVEL	23,578	52,846	(29,268)	224%
SPACE COST	182,213	214,918	(32,705)	118%
SUPPLIES	52,498	13,562	38,937	26%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	5,780	8,111	(2,331)	140%
OTHER COSTS	51,480	34,648	16,832	67%
PROGRAM COSTS	97,903	51,618	46,285	53%
INDIRECT	170,659	125,632	45,027	74%
TOTAL	1,842,870	1,433,920	408,950	78%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 11-30-22 (75.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	123,600	91,634	31,966	74%
BENEFITS	25,956	13,194	12,762	51%
TRAVEL	22,100	1,114	20,986	5%
SPACE COST	5,700	1,693	4,007	30%
SUPPLIES	14,750	4,648	10,102	32%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	35,000	82,520	(47,520)	236%
OTHER COSTS	56,310	17,893	38,417	32%
PROGRAM COSTS	-	-	-	0%
INDIRECT	28,342	20,381	7,961	72%
TOTAL	311,758	233,077	78,681	75%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2022/23
BUDGET TO ACTUAL - 03/01/22 TO 11/30/22 (9 OF 12 MONTHS = 75.0%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 7,597,038**	**$ 5,260,925**	**69.2%**	**$ 2,336,113**
Expenditures				
Salaries	4,122,037	2,691,412	65.3%	1,430,625
Benefits @ 23.6% actual	927,258	641,479	69.2%	285,779
Total Personnel Costs	5,049,295	3,332,891	66.0%	1,716,404
Operating Costs				
Travel	67,900	56,815	83.7%	11,085
Space Costs	215,700	173,672	80.5%	42,028
Supplies	252,500	105,267	41.7%	147,233
Consultant/Contract	1,288,000	939,298	72.9%	348,702
Other Operating Costs	474,125	512,234	108.0%	(38,109)
Total Operating Costs	2,298,225	1,787,285	77.8%	510,940
Total Expenditures	**$ 7,347,520**	**$ 5,120,176**	**69.7%**	**$ 2,227,344**
Excess (Deficit) Indirect Revenue	**$ 249,518**	**$ 140,749**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,288,307	$ 918,087	71.3%	$ 370,220
Operations	2,272,694	1,772,874	78.0%	499,821
Executive	1,337,079	893,501	66.8%	443,578
Program Administration	130,000	103,433	79.6%	26,567
Finance	2,319,440	1,432,282	61.8%	887,158
	$ 7,347,520	$ 5,120,176	69.7%	$ 2,227,344

Prepared Date: 12/13/22

DATE	January 19, 2023
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: 429 556 075#

Audit & Pension Committee Minutes

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

1. **Call to Order**

   Committee member Yolanda Ochoa called the meeting to order at 12:10 pm at via Tele-Conference and from at the Community Action Partnership of Kern administrative building, located at 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

   Roll call was taken with a quorum present.

   Present: Jimmie Childress, Curtis Floyd, Yolanda Ochoa, Marian Panos

   Absent:

   Others present: Jeremy Tobias, Chief Executive Officer; Gabrielle Alexander, Director of Finance; Freddy Hernandez, Director of Youth & Community Services; Traco Matthews, Chief Program Officer; Rebecca Moreno, Director of Community Development; Pritika Ram, Director of Administration; Tracy Webster, Chief Financial Officer; other CAPK staff; Tom Ming from Pensionmark; Shannon Webster and Nancy Belton from Daniels Phillips Vaughn & Bock.

3. **Public Forum**

   No one addressed the Committee.

4. **New Business**

   a. Pension Plan Update: 2022 Q3 and Year-End Review – Tracy Webster, Chief Financial Officer and Tom Ming from Pensionmark – ***Action Item***

      Tracy Webster introduced Tom Ming from Pensionmark who presented the Committee with the pension plan update for approval and gave an overview of the portfolio returns for Q3 2022 as the Q4 report was not yet available.

      Tom said that interest rates are expected to rise at least two more times before the end of the year and expects that we will realize more market volatility in the future, but said it is a good time to buy and contribute as much as you can as it is expected we should see the bottom of the market over the next two quarters. Tom and his staff have been meeting with CAPK staff, many of whom have expressed concerns about their portfolios. Tom has advised staff to stay the course as the funds are diversified.

Some key points for 2023 are that the education calendar is set for employees, with monthly webinars and in-person meetings. Two new features include V-Enrollment where CAPK staff can enroll virtually with specs and videos available to better serve the staff. A Retirement Ready Report will also show detailed information to staff to demonstrate if they are prepared for retirement. Both new features will be rolled out in 2023.

b. Daniells Phillips Vaughn & Bock Presentation (DPVB) of the Independent Audit Reports for the Year Ended February 28, 2022, and the Special Purpose Financial Statements for the Year Ended June 30, 2022 – Tracy Webster, Chief Financial Officer and Shannon Webster and Nancy Belton from DPVB – ***Action Item***

Tracy Webster introduced Nancy Belton, partner at DPVB who presented the subject Audit Reports.

Nancy Belton began by reminding the Committee that everything seen in the reports are the responsibility of management, not the auditors. Only materials with DPVP letterhead are the responsibility of the audit team. The purpose of the presentation to the Committee is to provide the results of the following audit reports:

- Audit Report for Community Action Partnership of Kern for the year ended February 28, 2022
- Special Purpose Audit Report for Community Action Partnership of Kern for the year ended June 30, 2022
- Audit Report for Community Action Partnership of Kern Pension 401(a) Plan for the year ended February 28, 2022
- Audit Report for Community Action Partnership of Kern 403(b) Plan for the year ended December 31, 2021
- Report to the Audit Committee
- Form 990 – Return of Organization Exempt from Income Tax for the year ended February 28, 2022

Nancy reported that the results of the audit rendered a clean opinion, which is very good, and stated that after all the testing and sampling that was done, it is the belief of the auditors that the Financial Statements are fairly stated in all material respects in accordance with generally accepted accounting principles.

Nancy displayed the balance sheet that showed the ratio of total assets to net assets and stressed that it is an extremely strong financial position for any organization, let alone a nonprofit organization. There is very little long-term debt of $700,000 compared to $40 million in assets, which is very, very small so the Board and Management staff are to be commended for this very strong financial position, which is outstanding and not seen in very many organizations.

The State audit report must align with the State's fiscal year which ended June 30, 2022. Nancy explained that both the State and Federal governments want full audits to ensure the funds awarded are being spent appropriately per the contract specifications. The audits revealed there were 3 findings in both Federal and State audits, which is very minor for the amount of dollars and different types of programs CAPK operates. It is an outstanding report and a very strong indicator of the controls that are in place.

The 401(a) and 403(b) pension plans met all requirements. The final report is to the Audit Committee and lists a variety of required communications that reports controls over cash disbursements and

controls over payroll. The auditors are required to submit any findings in a letter, however, there were no findings other than the minor findings that were previously mentioned, so a letter was not necessary this year. The last attachment is a copy of the Form 990 tax return, which was filed electronically. It is complex and lengthy, and Nancy offered to answer any questions posed by the Committee. In closing, Nancy was grateful to have completed the audit in-person this year and she complimented the Finance staff and CEO Jeremy Tobias and said that CAPK is a phenomenal organization, and it is her honor to be affiliated in any way with CAPK for all the great things they do for the community.

Tracy Webster said the audit team was very professional and she and the staff enjoyed working with them over the last year.

Motion was made and seconded to recommend Board approval of the Independent Audit Reports for the Year Ended February 28, 2022, and the Special Purpose Financial Statements for the Year Ended June 30, 2022. Carried by unanimous vote (Floyd/Childress).

5. Committee Member Comments

- Marian Panos complimented Tracy Webster and the entire Finance team for their excellent work on achieving an outstanding audit.
- Yolanda Ochoa thanked the auditors, management staff and the finance team.

6. Next Scheduled Meeting

Audit & Pension Committee
12:00 pm
Thursday, April 20, 2023
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

The meeting was adjourned at 12:40 pm.

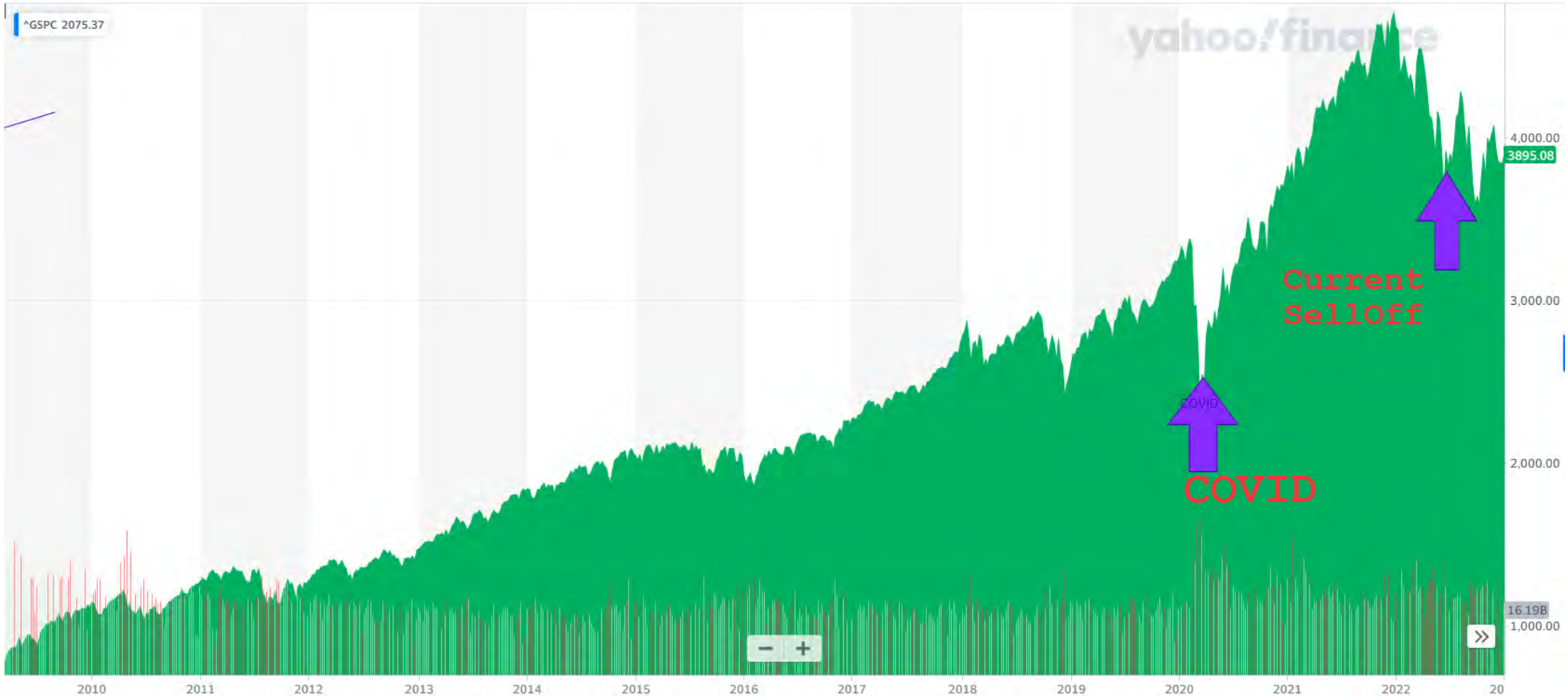
Audit & Pension Committee Meeting

January 19, 2023

Pensionmark Financial Group, LLC ("Pensionmark") is an investment adviser registered under the Investment Advisers Act of 1940. Financial Advisors at Pensionmark may also be registered representatives of CapFinancial Securities, LLC (member SIPC), which is affiliated with Pensionmark through common ownership.

Domestic Equity

- The S&P 500 ended the quarter down 4.9% and is now down over 24% from the start of the year.
- Small Cap (Russell 2000) outperformed Large Cap (Russell 1000).
- Growth (Russell 1000 Growth) outperformed Value (Russell 1000 Value).
- Consumer Cyclicals and Energy were the only positive sectors during the quarter. Communication Services, Real Estate, and Materials were the worst performing sectors.
- Equity markets fell in the face of persistent inflation and a more hawkish Federal Reserve.
- Concerns around economic growth and a weakening housing market further weighed on equity markets.


^GSPC 2075.37
yahoo!finance
4,000.00
3895.08
3,000.00
2,000.00
16.19B
1,000.00
Current
SellOff
COVID
COVID
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
2021
2022
20

Executive Summary

Investment Scoring Summary

Passing	Watch	Review	Not Scored	Total
21	2	1	1	25

Investment Additions

Investment Name	Status	Morningstar Rating
Small Growth		
Vanguard Explorer Adm	Passing	****

Investments on Watch

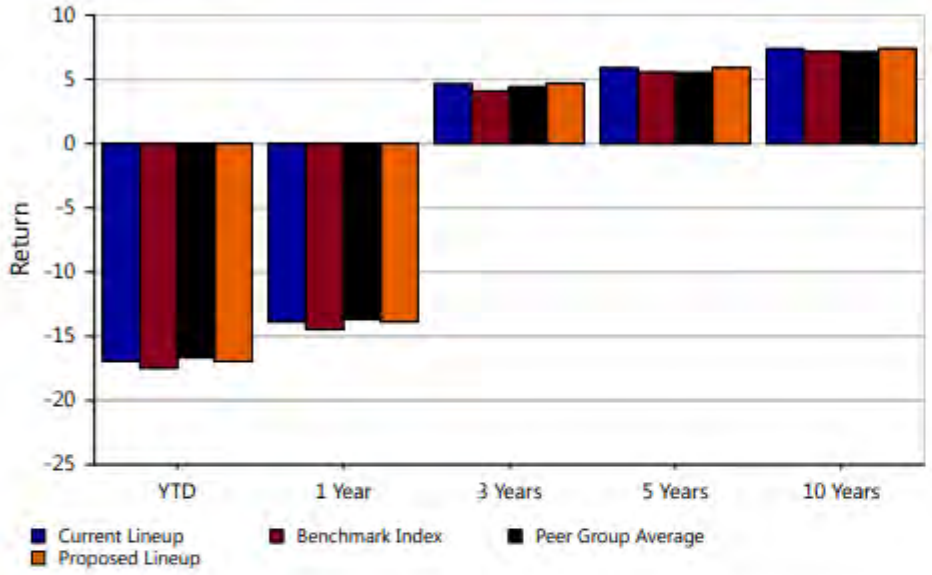
Investment Name	# of Participants	Plan Assets	% of total plan	Status	Quarters Failing Criteria	Morningstar Rating
Allocation--30% to 50% Equity						
Putnam Dynamic Asset Allocation Cnsrv Y	17	$387,283.55	1.89%	Watch	3	***
Large Growth						
TIAA-CREF Large-Cap Growth Inst	62	$268,801.09	1.31%	Watch	1	****

Investments Targeted for Review

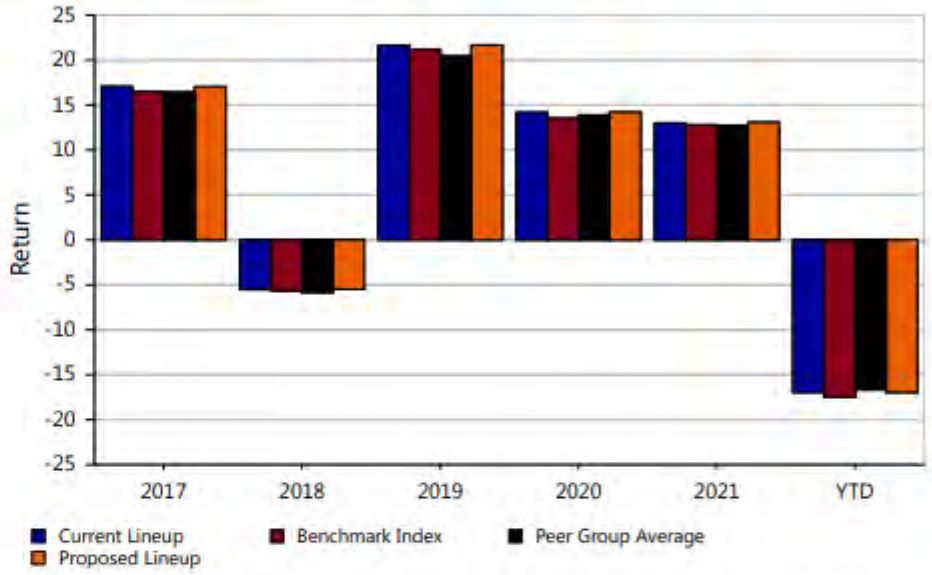
Investment Name	# of Participants	Plan Assets	% of total plan	Status	Morningstar Rating
Small Growth					
Janus Henderson Triton T	37	$115,003.75	0.56%	Review	***
Vanguard Explorer Adm	0			Passing	****

PORTFOLIO | RETURNS

Annualized Returns



Calendar Year Returns



Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	-16.95	-13.87	4.63	5.88	7.37	0.16
Benchmark Index	-17.47	-14.47	4.08	5.54	7.17	NA
Peer Group Average	-16.66	-13.69	4.41	5.51	7.11	0.73
Proposed Lineup	-16.96	-13.87	4.67	5.91	7.38	0.15

Calendar Year Returns

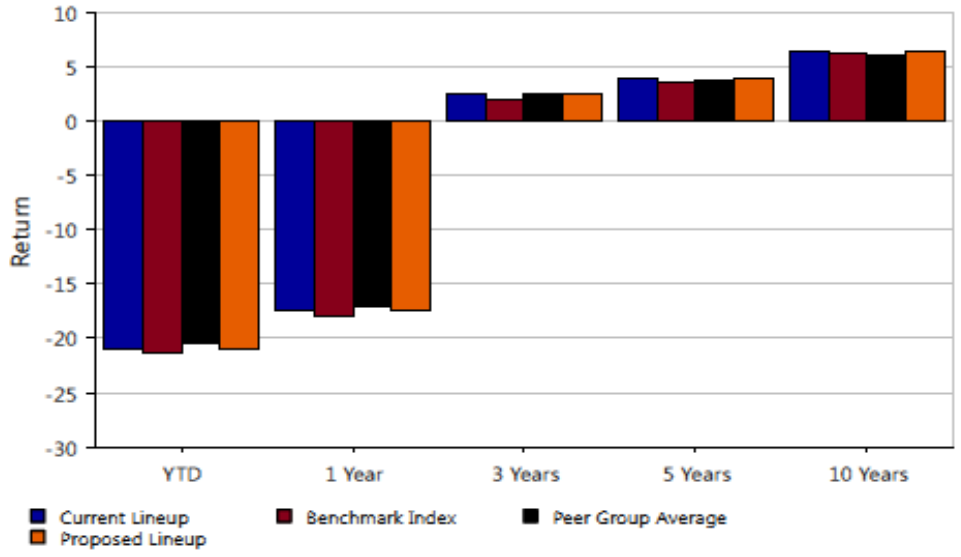
	2017	2018	2019	2020	2021	YTD	Net Exp.Ratio
Current Lineup	17.06	-5.52	21.65	14.18	12.99	-16.95	0.16
Benchmark Index	16.47	-5.66	21.15	13.53	12.78	-17.47	NA
Peer Group Average	16.43	-5.85	20.43	13.88	12.75	-16.66	0.73
Proposed Lineup	17.03	-5.49	21.67	14.20	13.08	-16.96	0.15

The Benchmark Index is constructed utilizing the underlying indexes of the Plan's investment options weighted in proportion to the asset allocation of the Plan. The underlying indexes are illustrated on the standardized performance pages of the report. For source information, please see the "Important Disclosures" section of this report.

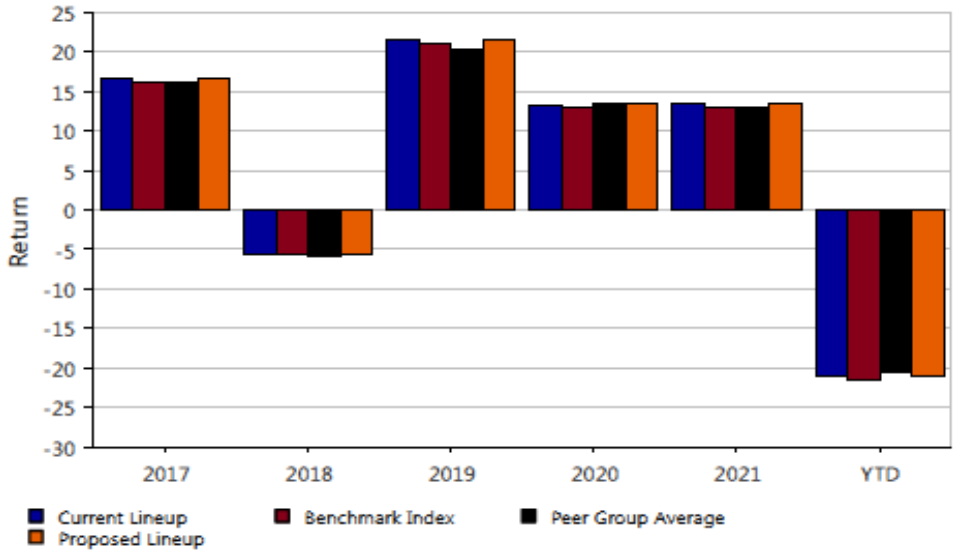
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report.

PORTFOLIO | RETURNS

Annualized Returns



Calendar Year Returns



Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	-21.04	-17.42	2.46	3.92	6.39	0.19
Benchmark Index	-21.41	-18.00	2.03	3.67	6.17	NA
Peer Group Average	-20.49	-16.99	2.56	3.73	6.16	0.75
Proposed Lineup	-21.04	-17.41	2.49	3.94	6.39	0.19

Calendar Year Returns

	2017	2018	2019	2020	2021	YTD	Net Exp.Ratio
Current Lineup	16.67	-5.66	21.54	13.35	13.39	-21.04	0.19
Benchmark Index	16.06	-5.63	21.15	12.94	13.00	-21.41	NA
Peer Group Average	16.19	-5.97	20.42	13.38	13.10	-20.49	0.75
Proposed Lineup	16.66	-5.64	21.56	13.37	13.44	-21.04	0.19

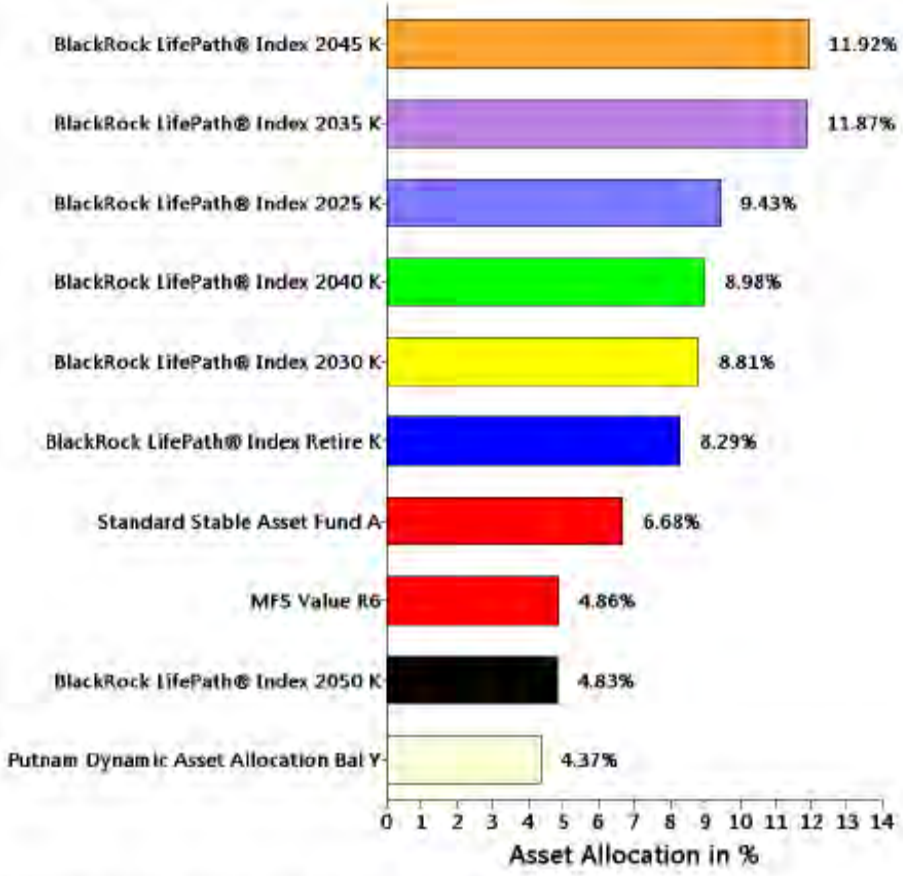
The Benchmark Index is constructed utilizing the underlying indexes of the Plan's investment options weighted in proportion to the asset allocation of the Plan. The underlying indexes are illustrated on the standardized performance pages of the report. For source information, please see the "Important Disclosures" section of this report.

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report.

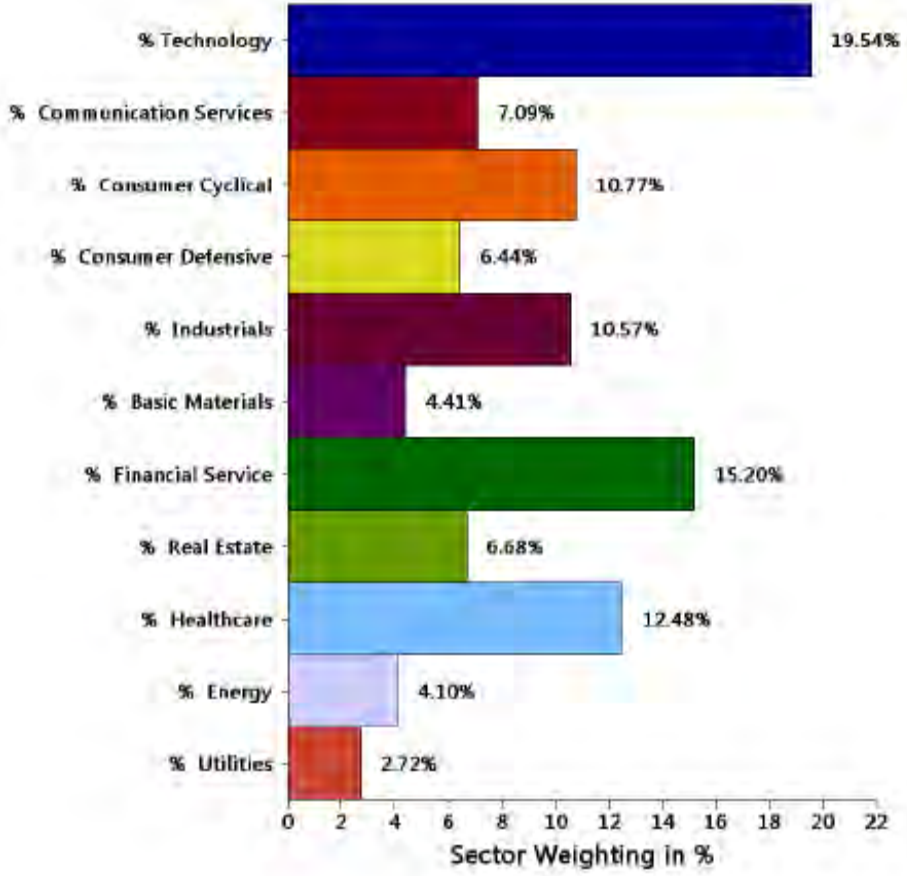
PORTFOLIO | HOLDINGS & SECTOR ALLOCATION

Pensionmark

Top 10 Holdings



Sector Allocation



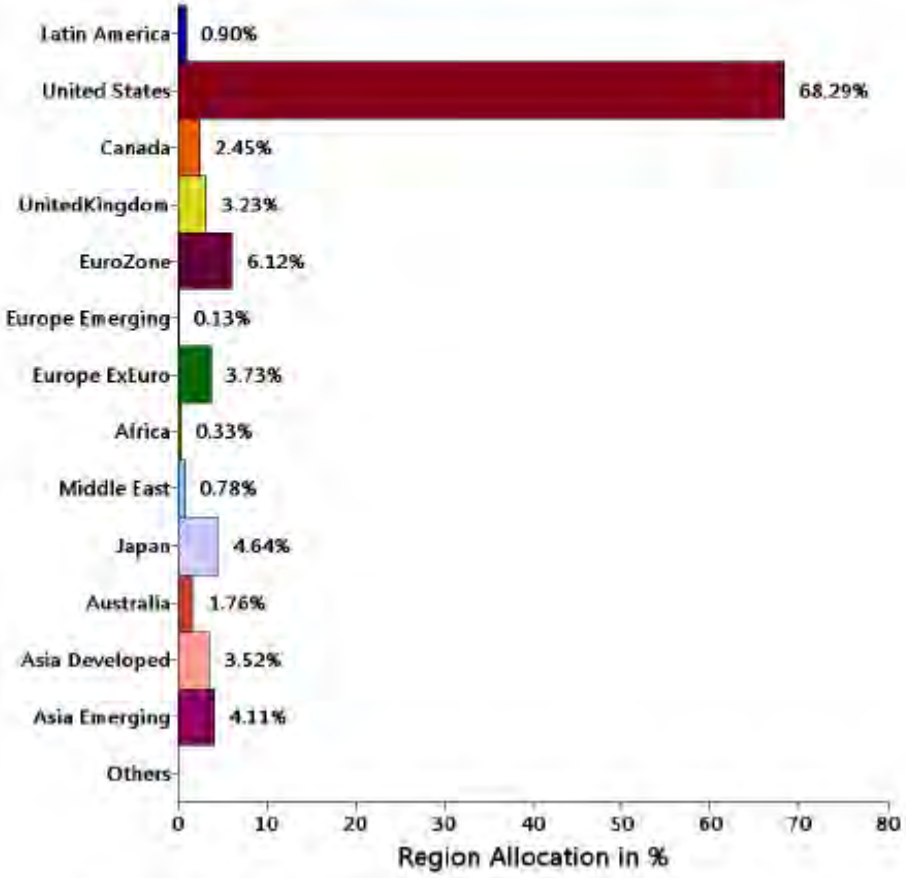
For source information, please see the "Important Disclosures" section of this report.

CAPK

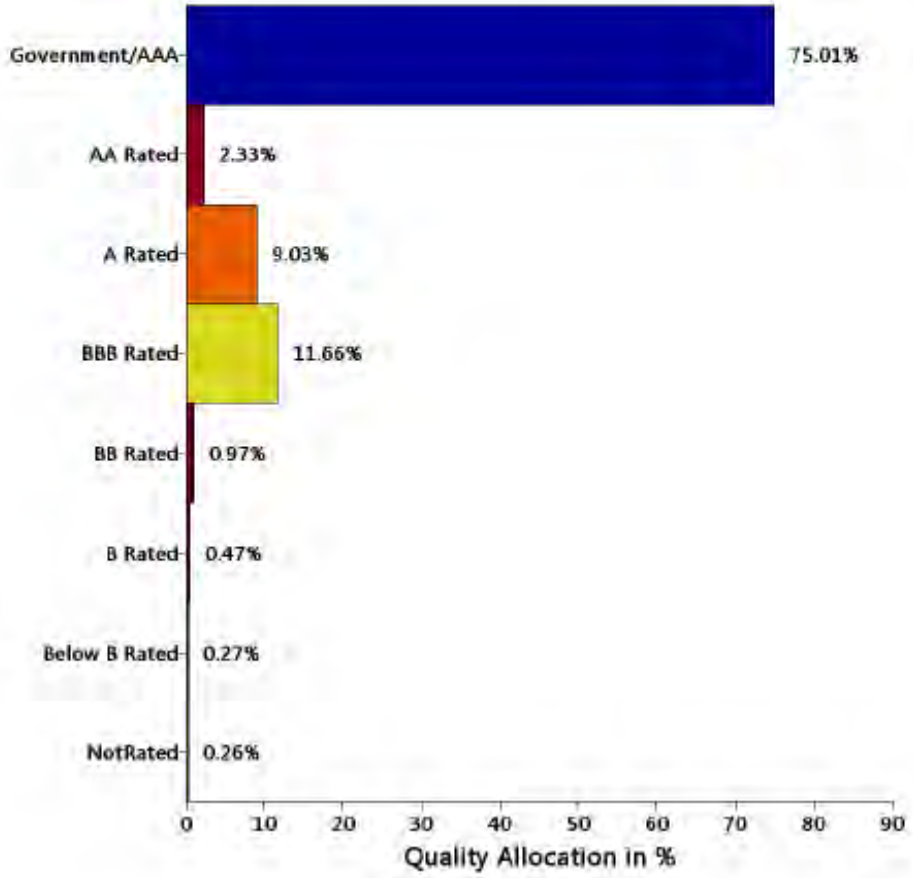
PORTFOLIO | REGION & QUALITY ALLOCATION

Pensionmark

Region Allocation



Quality Allocation



For source information, please see the "Important Disclosures" section of this report.

Investment Review- 100 Point Scoring

INVESTMENT SCORECARD | CURRENT & HISTORICAL SCORING

Pensionmark

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q2/22	Q1/22	Q4/21	Q3/21	Q2/21	Q1/21	Q4/20
Intermediate Core Bond											
Vanguard Total Bond Market Index Adm - VBTLX	100	59	$403,745.11	1.97%	100	100	92	92	92	92	100
Allocation--30% to 50% Equity											
⚠ Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	64	17	$387,283.55	1.89%	60	60	66	74	78	70	77
Allocation--50% to 70% Equity											
Putnam Dynamic Asset Allocation Bal Y - PABYX	70	46	$898,117.69	4.37%	69	73	73	74	72	68	69
Allocation--70% to 85% Equity											
Putnam Dynamic Asset Allocation Gr Y - PAGYX	77	11	$490,602.04	2.39%	76	82	80	74	79	75	77
Target-Date Retirement											
BlackRock LifePath® Index Retire K - LIRKX	93	55	$1,703,551.74	8.29%	88	93	90	90	90	90	90
Target-Date 2025											
BlackRock LifePath® Index 2025 K - LIBKX	73	75	$1,936,632.88	9.43%	77	80	79	79	81	82	84
Target-Date 2030											
BlackRock LifePath® Index 2030 K - LINKX	77	87	$1,808,680.36	8.81%	82	83	76	73	77	78	79
Target-Date 2035											
BlackRock LifePath® Index 2035 K - LIJKX	81	95	$2,438,001.02	11.87%	86	85	84	79	79	79	81
Target-Date 2040											
BlackRock LifePath® Index 2040 K - LIKKX	83	96	$1,845,428.06	8.98%	90	83	82	82	82	82	80
Target-Date 2045											
BlackRock LifePath® Index 2045 K - LIHKX	85	153	$2,447,874.27	11.92%	88	89	85	80	83	83	78
Target-Date 2050											
BlackRock LifePath® Index 2050 K - LIPKX	87	141	$991,432.19	4.83%	93	90	87	86	86	83	80

Investment Review- 100 Point Scoring

INVESTMENT SCORECARD | CURRENT & HISTORICAL SCORING

Pensionmark

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q2/22	Q1/22	Q4/21	Q3/21	Q2/21	Q1/21	Q4/20
Target-Date 2055											
BlackRock LifePath® Index 2055 K - LIVKX	90	110	$477,924.03	2.33%	89	90	87	85	84	81	80
Target-Date 2060											
BlackRock LifePath® Index 2060 K - LIZKX	86	123	$354,631.88	1.73%	87	86	85	80	82	79	81
Large Value											
MFS Value R6 - MEIKX	80	62	$998,271.44	4.86%	75	76	88	90	82	85	90
Large Blend											
iShares S&P 500 Index K - WFSPX	100	42	$510,699.98	2.49%	100	100	100	100	100	100	100
Large Growth											
TIAA-CREF Large-Cap Growth Inst - TILGX	68	62	$268,801.09	1.31%	71	75	82	87	91	98	98
Mid-Cap Value											
Allspring Special Mid Cap Value Inst - WFMIX	93	1	$5,060.48	0.02%	91	92	90	82	82	91	89
Mid-Cap Blend											
Vanguard Mid Cap Index Admiral - VIMAX	100	7	$65,644.79	0.32%	100	100	100	100	100	100	100
Mid-Cap Growth											
MassMutual Mid Cap Growth I - MEFZX	71	59	$583,586.01	2.84%	73	72	73	79	87	96	96
Small Value											
DFA US Targeted Value I - DFFVX	96	56	$175,391.34	0.85%	96	96	92	87	85	85	80
Small Growth											
Janus Henderson Triton T - JATTX	60	37	$115,003.75	0.56%	66	70	71	68	80	68	73
Vanguard Explorer Adm - VEXRX	88	0			92	90	86	84	85	88	85

Investment Review- 100 Point Scoring

INVESTMENT SCORECARD | CURRENT & HISTORICAL SCORING

Pensionmark

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q2/22	Q1/22	Q4/21	Q3/21	Q2/21	Q1/21	Q4/20
Foreign Large Blend											
Hartford International Opportunities R6 - IHOVX	90	1	$42.31	0.00%	94	90	90	88	87	88	96
Diversified Emerging Mkts											
American Funds New World R6 - RNWGX	92	59	$256,930.21	1.25%	94	97	97	95	94	95	96
Real Estate											
Principal Real Estate Securities Inst - PIREX	90	3	$3,931.47	0.02%	95	88	88	90	90	88	93

Review : Watch : Addition :

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.
For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

An independently owned member RSM US Alliance

Member of AICPA Division for Firms
Private Companies Practice Section

Community Action Partnership of Kern
Presentation to the Audit & Pension Committee

January 19, 2023

Items to be presented:

- Audit report for Community Action Partnership of Kern for the year ended February 28, 2022

- Special Purpose audit report for Community Action Partnership of Kern for the year ended June 30, 2022

- Audit report for Community Action Partnership of Kern 401(a) Plan for the year ended February 28, 2022

- Audit report for Community Action Partnership of Kern 403(b) Plan for the year ended December 31, 2021

- Report to the Audit Committee

- Form 990 – Return of Organization Exempt From Income Tax – for the year ended February 28, 2022



COMMUNITY ACTION PARTNERSHIP OF KERN

Financial Report
February 28, 2022

5005 Business Park North
Bakersfield, CA 93309

capk
Community Action Partnership of Kern
Helping People. . . Changing Lives.

COMMUNITY ACTION PARTERNSHIP OF KERN

FINANCIAL REPORT

FEBRUARY 28, 2022

CONTENTS

INDEPENDENT AUDITOR'S REPORT	1-3
FINANCIAL STATEMENTS	
Statements of financial position	4
Statements of activities	5
Statements of cash flows	6
Statements of functional expenses	7
Notes to financial statements	8-18
SUPPLEMENTARY INFORMATION	
Schedule of expenditures of federal and state awards	19-23
Schedules of revenue and expenditures for completed contracts	24-64
California Department of Community Services and Development – schedules of revenue and expenditures	65-74
OTHER INDEPENDENT AUDITOR'S REPORTS	
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*	75-76
Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance	77-79
Independent Auditor's Report on Compliance for First 5 Kern Programs and Report on Internal Control Over Compliance When Using the Program-Specific Audit Option to Satisfy the Uniform Guidance Audit Requirements	80-82
FINDINGS AND RECOMMENDATIONS SECTION	
Schedule of findings and questioned costs	83-86
Summary schedule of prior audit findings	87

DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

An independently owned member RSM US Alliance

Member of AICPA Division for Firms
Private Companies Practice Section

NANCY C. BELTON

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Community Action Partnership of Kern
Bakersfield, California

Report on the Financial Statements

Opinion

We have audited the financial statements of **Community Action Partnership of Kern** (the Organization), which comprise the statements of financial position as of February 28, 2022 and 2021, the related statements of activities, cash flows and functional expenses for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of **Community Action Partnership of Kern** as of February 28, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Finance Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern within one year after the date that the financial statements are issued.

300 New Stine Road – Bakersfield, CA 93303 – Tel. 661.834.7411 – Fax.661.834.4389 – www. dpvb.com

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.

- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of expenditures of federal and state awards, as required by *Title 2 U.S.* Code of Federal Regulations (CFR) *Part 200*, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and the additional supplementary information on pages 24-74, are presented for purposes of additional analysis, and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required* by *Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 8, 2022 on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

Daniells Phillips Vaughan & Bock

Bakersfield, California
November 8, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN

STATEMENTS OF FINANCIAL POSITION
February 28, 2022 and 2021

	2022	2021
ASSETS		
Current Assets		
Cash	**$ 7,621,686**	$ 7,143,419
Grants and contracts receivable (Note 3)	**12,434,537**	3,954,464
Inventories (Note 4)	**1,046,445**	1,212,729
Prepaid expenses	**672,994**	600,015
Total current assets	**21,775,662**	12,910,627
Noncurrent Assets		
Cash restricted for program use by funding agencies	**754,658**	601,052
Property and equipment (Notes 5 and 7)	**18,020,352**	10,440,221
Total noncurrent assets	**18,775,010**	11,041,273
Total assets	**$ 40,550,672**	$ 23,951,900
LIABILITIES AND NET ASSETS		
Current Liabilities		
Current maturities of long-term debt (Note 7)	**$ 379,626**	$ 389,169
Accounts payable	**6,205,028**	2,354,622
Accrued expenses	**5,201,099**	2,520,322
Advances payable	**2,168,574**	327,594
Deferred revenue (Note 10)	**4,159,814**	3,068,355
Total current liabilities	**18,114,141**	8,660,062
Noncurrent Liabilities		
Long-term debt, less current maturities (Note 7)	**703,741**	1,084,055
Total liabilities	**18,817,882**	9,744,117
Commitments and Contingencies (Note 11)		
Net Assets		
With donor restrictions (Note 12)	**144,994**	118,491
Without donor restrictions		
Board designated for accrued vacation liability	**993,149**	977,652
Undesignated	**20,594,647**	13,111,640
Total net assets	**21,732,790**	14,207,783
Total liabilities and net assets	**$ 40,550,672**	$ 23,951,900

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN

STATEMENTS OF ACTIVITIES
Years Ended February 28, 2022 and 2021

	2022		
	Without Donor Restrictions	With Donor Restrictions	Total
Program revenues:			
Federal grants	$ 66,214,201	$ -	$ 66,214,201
State grants	22,964,214	-	22,964,214
Local grants	1,241,435	41,295	1,282,730
Donations:			
Food	27,283,257	-	27,283,257
Cash	268,900	57,461	326,361
Contributions in-kind (Note 1)	206,158	-	206,158
Other revenue	839,238	-	839,238
Net assets released from restriction	72,253	(72,253)	-
Total revenue, gains and other support	119,089,656	26,503	119,116,159
Program expenses:			
Child care and education	52,853,627	-	52,853,627
Nutrition	39,575,215	-	39,575,215
Energy conservation	4,061,760	-	4,061,760
Community services	7,265,711	-	7,265,711
General and administrative	7,720,305	-	7,720,305
Fundraising	114,534	-	114,534
Total expenses	111,591,152	-	111,591,152
Change in net assets	7,498,504	26,503	7,525,007
Net assets, beginning	14,089,292	118,491	14,207,783
Net assets, ending	$ 21,587,796	$ 144,994	$ 21,732,790

See Notes to Financial Statements.

	2021	
Without Donor Restrictions	With Donor Restrictions	Total
$ 63,381,731	$ -	$ 63,381,731
15,437,416	-	15,437,416
1,448,872	18,732	1,467,604
35,342,864	-	35,342,864
442,966	54,830	497,796
350,625	-	350,625
1,422,293	-	1,422,293
18,890	(18,890)	-
117,845,657	54,672	117,900,329
46,744,681	-	46,744,681
52,806,092	-	52,806,092
3,766,067	-	3,766,067
5,821,772	-	5,821,772
7,760,726	-	7,760,726
24,233	-	24,233
116,923,571	-	116,923,571
922,086	54,672	976,758
13,167,206	63,819	13,231,025
$ 14,089,292	$ 118,491	$ 14,207,783

COMMUNITY ACTION PARTNERSHIP OF KERN

STATEMENTS OF CASH FLOWS
Years Ended February 28, 2022 and 2021

	2022	2021
Cash Flows From Operating Activities		
Change in net assets	**$ 7,525,007**	$ 976,758
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	**1,438,391**	1,222,564
Debt forgiveness grant revenue	**(65,052)**	(65,052)
Changes in assets and liabilities:		
(Increase) decrease in:		
Grants and contracts receivable	**(8,480,073)**	841,260
Inventories	**166,284**	207,068
Prepaid expenses	**(72,979)**	(157,191)
Increase (decrease) in:		
Accounts payable	**3,850,406**	(441,431)
Accrued expenses	**2,680,777**	571,427
Advances payable	**1,840,980**	324,681
Deferred revenue	**1,091,459**	1,512,042
Net cash provided by operating activities	**9,975,200**	4,992,126
Cash Flows From Investing Activities		
Purchase of property and equipment -		
Net cash (used in) investing activities	**(9,018,522)**	(1,227,301)
Cash Flows From Financing Activities		
Principal payments on long-term borrowings -		
Net cash (used in) financing activities	**(324,805)**	(314,528)
Net increase in cash	**631,873**	3,450,297
Cash:		
Beginning	**7,744,471**	4,294,174
Ending	**$ 8,376,344**	$ 7,744,471
Supplemental Disclosures of Cash Flow Information		
Cash payments for interest	**$ 47,834**	$ 61,478
Supplemental Schedule of Noncash Operating Activities		
Program expenses provided by contributions in-kind revenue	**$ 206,158**	$ 350,625

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN

STATEMENTS OF FUNCTIONAL EXPENSES
Years Ended February 28, 2022 and 2021

	2022						
Expenditures	Child Care and Education	Nutrition	Energy Conservation	Community Services	General and Administrative	Fundraising	Total
Salaries	$ 25,669,749	$ 3,892,189	$ 1,621,181	$ 2,543,962	$ 83,282	$ 30,885	$ 33,841,248
Fringe benefits	7,199,407	1,036,717	373,817	573,599	26,737	4,422	9,214,699
Consultant/contract services	912,625	537,076	895,687	495,465	76,865	71,972	2,989,690
Travel	217,898	139,930	17,162	19,250	717	-	394,957
Space cost	3,234,668	1,255,130	223,128	1,016,454	18,598	-	5,747,978
Consumable supplies	2,156,563	510,566	82,981	467,524	68,401	1,166	3,287,201
Other costs	1,359,431	506,839	554,658	450,777	183,691	6,089	3,061,485
Program costs	11,871,296	635,310	273,569	1,488,652	-	-	14,268,827
Depreciation	231,990	576,924	19,577	210,028	399,872	-	1,438,391
Indirect expenses	-	-	-	-	6,862,142	-	6,862,142
Donated commodities	-	30,484,534	-	-	-	-	30,484,534
Total expenditures	$ 52,853,627	$ 39,575,215	$ 4,061,760	$ 7,265,711	$ 7,720,305	$ 114,534	$ 111,591,152

See Notes to Financial Statements

	2021						
Expenditures	Child Care and Education	Nutrition	Energy Conservation	Community Services	General and Administrative	Fundraising	Total
Salaries	$ 23,839,842	$ 4,281,891	$ 1,613,377	$ 2,550,732	$ 351,455	$ 9,819	$ 32,647,116
Fringe benefits	6,924,496	1,117,425	392,896	555,828	283,455	1,166	9,275,266
Consultant/contract services	719,300	444,545	731,317	411,643	97,838	6,050	2,410,693
Travel	90,461	153,642	9,555	10,683	-	-	264,341
Space cost	3,420,146	817,566	186,574	812,166	3,203	-	5,239,655
Consumable supplies	1,875,963	527,803	82,093	389,285	121,516	2,342	2,999,002
Other costs	1,274,298	620,426	512,872	409,550	120,352	4,856	2,942,354
Program costs	8,377,153	3,026,762	209,286	481,946	-	-	12,095,147
Depreciation	223,022	428,685	28,097	190,499	352,261	-	1,222,564
Indirect expenses	-	-	-	-	6,430,646	-	6,430,646
Donated commodities	-	41,387,347	-	9,440	-	-	41,396,787
Total expenditures	$ 46,744,681	$ 52,806,092	$ 3,766,067	$ 5,821,772	$ 7,760,726	$ 24,233	$ 116,923,571

NOTES TO FINANCIAL STATEMENTS

Note 1. Nature of Activities and Significant Accounting Policies

Nature of Activities and Reporting Entity: **Community Action Partnership of Kern** (the Organization) is the designated Community Action Agency of Kern County. The purpose of the Organization is to mobilize and utilize public and private resources of the urban and rural communities in the County of Kern to combat poverty through community action programs. Major classifications of program expenses are childcare, nutrition, energy conservation, and community services.

Global Pandemic: The COVID-19 pandemic, whose effects first became known in January 2020, is having a broad and negative impact on commerce and financial markets around the world. The United States and global markets experienced significant declines in value resulting from uncertainty caused by the pandemic. The Organization is closely monitoring its liquidity and is actively working to minimize the impact of these declines. The extent of the impact of COVID-19 on the Organization's operational and financial performance will depend on certain developments, including the duration and spread of the outbreak and its impacts on the Organization's grantors, employees, and vendors, all of which at present, cannot be determined. Accordingly, the extent to which COVID-19 may impact the Organization's financial position and changes in net assets and cash flows is uncertain and the accompanying financial statements include no adjustments relating to the effects of this pandemic.

A summary of the Organization's significant accounting policies follows:

Basis of Presentation: The financial statements of the Organization have been prepared in accordance with accounting principles generally accepted in the United States of America, which require the Organization to report information regarding its financial position and activities according to the following net asset classifications:

> *Net assets without donor restrictions:* Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of the Organization's management and the board of directors.
>
> *Net assets with donor restrictions:* Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, where by the donor has stipulated the funds be maintained in perpetuity.
>
> Donor restricted contributions are reported as increase in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of activities.

Measure of Operations: The statements of activities report all changes in net assets, including changes in net assets from operating and nonoperating activities. Operating activities consist of those items attributable to the Organization's ongoing activities. Nonoperating activities are other activities considered to be of a more unusual or nonrecurring in nature.

Use of Estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTES TO FINANCIAL STATEMENTS

Revenue and Support: Support that is restricted by the donor is reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restriction.

Cash: The Organization maintains its cash in bank deposit accounts which, at times, may exceed federally insured limits. The Organization has not experienced any losses in such accounts. The Organization believes it is not exposed to any significant credit risk on cash.

The Organization is required to maintain separate bank accounts in accordance with certain grant restrictions. As of February 28, 2022 and 2021, there was $754,658 and $601,052, respectively, in separate bank accounts.

Grants and Contracts Receivable: Grants and contracts receivable represent the portion of grants earned but not received as of year-end.

Inventories: Inventories are comprised of food commodities and building weatherization supplies. Supplies are stated at cost, purchased food is stated at lower of cost or net realizable value, and food commodities received from the United States Department of Agriculture (USDA) are valued based on the USDA fair value commodity listing.

Property and Equipment: Property and equipment is stated at cost. The federal government retains a reversionary interest in property and equipment acquired with federal funds. Depreciation of property and equipment is computed on the straight-line method over the following estimated useful lives:

	Years
Buildings	10-35
Renovations	10-35
Vehicles	3
Equipment	3-5

The Organization's capitalization policy is to capitalize individual assets of $5,000 or greater that are expected to be utilized by the Organization in excess of one year. Lesser amounts are expensed as repairs and maintenance. Repairs and maintenance are charged to operations when incurred.

Compensated Absences: The Organization accrues compensated vacation pay for all qualifying employees. Sick leave is not payable upon termination, and therefore is not subject to accrual.

Deferred Revenue: Cash received for federal, state and privately funded special projects and programs is recognized as revenue to the extent that qualified expenditures have been incurred. Deferred revenue is recorded to the extent that cash received for specific projects and programs exceeds qualified expenditures.

Donated Services: Donated services are recognized in the financial statements as revenue and expense in equal amounts at their estimated fair values. In-kind grantee contributions totaling $206,158 and $350,625 are included in the statements of activities for the years ended February 28, 2022 and 2021, respectively, and include donations of supplies and professional volunteer time charged at a rate pursuant to related contract provisions. In-kind contributions of volunteer time by parents participating in the Head Start and Early Head Start programs are not included in the statements of activities, because they do not meet the criteria for recognition. The totals are $2,412,740 and $2,026,649 for the years ended February 28, 2022 and 2021, respectively.

Income Taxes: The Organization is a not-for-profit corporation and has been recognized as tax exempt pursuant to Section 501(c)(3) of the Internal Revenue Code and related California Franchise Tax Board code sections.

The Organization has adopted the accounting standard on accounting for uncertainty in income taxes, which addresses the determination of whether tax benefits claimed or expected to be claimed on a tax return should be recorded in the financial statements. Under this guidance, the Organization may recognize the tax benefit from an uncertain tax position only if it is more-likely-than-not that the tax position will be sustained on examination by taxing authorities, based on the technical merits of the position. The tax benefits recognized in the financial statements from such a position are measured based on the largest benefit that has a greater than 50% likelihood of being realized upon ultimate settlement. The guidance on accounting for uncertainty in income taxes also addresses de-recognition, classification, interest and penalties on income taxes, and accounting in interim periods.

Functional Allocation of Expenses: The cost of providing the various programs and other activities are summarized on a functional basis in the statements of activities. Management allocates costs between fundraising, general and administrative or the appropriate program based on evaluations of the related benefits. General and administrative expenses include those expenses that are not directly identifiable with any other specific function, but provide for the overall support and direction of the Organization. Indirect expenses, such as utilities are allocated based on the amount of square footage each program occupies in the building.

Authoritative Pronouncements Not Yet Adopted: In February 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2016-02, *Leases (Topic 842)*. The guidance in this ASU supersedes the leasing guidance in Topic 840, *Leases*. Under the new guidance, lessees are required to recognize lease assets and lease liabilities on the statements of financial position for all leases with terms longer than 12 months. Leases will be classified as either finance or operating, with classification affecting the pattern of expense recognition in the statement of activities.

A modified retrospective transition approach is required. An entity may adopt the guidance either (1) retrospectively to each prior reporting period presented in the financial statements with a cumulative-effect adjustment recognized at the beginning of the earliest comparative period presented or (2) retrospectively at the beginning of the period of adoption through a cumulative-effect adjustment. The Organization expects to adopt the guidance retrospectively at the beginning of the period of adoption, March 1, 2022, through a cumulative-effect adjustment, and will not apply the new standard to comparative periods presented.

The new standard provides a number of practical expedients. Upon adoption, the Organization expects to elect the transition package of practical expedients permitted within the new standard, which among other things, allows the carryforward of the historical lease classification.

The Organization is currently evaluating the impact of the pending adoption of the new standard on its financial statements.

In September 2020, the FASB issued ASU 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, which requires a not-for-profit entity to present contributed nonfinancial assets in the statement of activities as a line item that is separate from contributions of cash or other financial assets. ASU 2020-07 also requires additional qualitative and quantitative disclosures about contributed nonfinancial assets received, disaggregated by category. This ASU is effective for the Organization on March 1, 2022. The adoption of ASU 2020-07 is not expected to have a significant impact on the Organization's financial statements.

Subsequent Events: The Organization has evaluated subsequent events through November 8, 2022, the date on which the financial statements were available to be issued. There were no subsequent events identified by management which would require disclosure in the financial statements.

Note 2. Financial Assets and Liquidity Resources

The following table represents the Organization's financial assets as of February 28, 2022 and 2021:

	2022	2021
Financial assets at year-end:		
Cash	$ 8,376,344	$ 7,744,471
Grants and contracts receivable	12,434,537	3,954,464
	20,810,881	11,698,935
Less amounts not available to be used within one year:		
Cash restricted for program use by funding agencies	754,658	601,052
Net assets with donor restrictions	144,994	118,491
	899,652	719,543
Financial assets available to meet expenditures over the next twelve months	$ 19,911,229	$ 10,979,392

The Organization's operations are funded primarily by grant funds, generally with specific programmatic requirements. The Organization closely monitors program expenditures in accordance with grant budgets and within grant periods of performance. Expenses for grant funded programs are generally incurred only to the extent that there is grant funding under contract for payment. Because program expenses are generally not incurred outside of grant contract terms, there is low risk of incurring expenses for which funds are not received.

The Organization's goal is to maintain a combination of financial assets and lines of credit to meet 30 days of operating expenses (approximately $9.3 million), as this is approximately the Grants and Contracts Receivable Days Outstanding. In addition to the financial assets available to meet general expenditures over the next twelve months as of February 28, 2022, of $19,911,229, the Organization maintains a line of credit with a bank totaling $1.5 million to assist with cash flow needs.

Note 3. Grants and Contracts Receivable

The grants and contracts receivable at February 28, 2022 and 2021 are as follows:

	2022	2021
Federal funds	$ 8,130,897	$ 2,881,913
State funds	4,087,191	992,512
Other	216,449	80,039
	$ 12,434,537	$ 3,954,464

NOTES TO FINANCIAL STATEMENTS

Note 4. Inventories

Inventories as of February 28, 2022 and 2021 are comprised of the following:

	2022	2021
Food commodities	$ 906,476	$ 1,024,048
Weatherization supplies	139,969	188,681
	$ 1,046,445	$ 1,212,729

Note 5. Property and Equipment

Property and equipment as of February 28, 2022 and 2021 is comprised of the following:

	2022	2021
Land	$ 1,776,669	$ 1,776,669
Buildings	20,231,245	17,864,689
Renovations	5,862,616	5,862,616
Vehicles	4,556,155	4,300,302
Equipment	2,833,400	2,389,224
Construction in progress	5,983,782	-
	41,243,867	32,193,500
Less accumulated depreciation	23,223,515	21,753,279
	$ 18,020,352	$ 10,440,221

During the year ended February 28, 2022 the Organization received a significant amount of federal and state grant revenue for the purpose of renovating various facilities utilized by the Early Head Start, Head Start and Migrant Alternative Payment programs. At February 28, 2022 these renovations were in various stages of completion and are shown as construction in progress on the statements of financial position. Capitalization of these costs as construction in progress is required in order for the financial statements to be in accordance with generally accepted accounting principles. As such, capitalization of these costs has resulted in an increase in the change in net assets for the year ended February 28, 2022.

The federal government has a reversionary interest in property and equipment at February 28, 2022 and 2021 in the amount of $36,357,406 and $27,307,039, respectively, with accumulated depreciation of $19,302,538 and $18,157,109, respectively.

Note 6. Note Payable

The Organization has a $1,500,000 revolving line of credit agreement with a bank, which provides for credit through January 2023. As of February 28, 2022, the full amount was available to the Organization for draws under the agreement. The note bears interest at the secured overnight financing rate (SOFR) (0.05% as of February 28, 2022) plus 3.85% and is unsecured.

Note 7. Pledged Assets and Long-term Debt

Long-term debt consists of the following as of February 28, 2022 and 2021:

	2022	2021
Note payable to a bank:		
Secured by deed of trust, due in monthly installments of $23,790 including interest at 4.2%, due July 2025	$ 891,133	$ 1,133,098
Secured by land and building, due in monthly installments of $6,903 including interest at 3.98%, due December 2022	62,130	144,970
Non-interest bearing State of California, Department of Corrections and Rehabilitation Grant, secured by deed of trust, due in annual installments of $65,052 through 2023 (*)	130,104	195,156
	$ 1,083,367	$ 1,473,224

* A Department of Corrections and Rehabilitation (formerly the Department of the Youth Authority) loan from the State of California was secured and executed July 16,1999, in the amount of $1,301,040 for the construction of a facility located in the City of Shafter and County of Kern for use as a youth center. Equal annual installments of $65,052 are due through 2023. Each annual payment due is to be deemed forgiven, in whole, or in part, as long as the Organization operates the facility as a youth center for a period of 20 years, beginning with 2003, the year operations began in the completed center. The balances outstanding at February 28, 2022 and 2021, represent cash drawn on the note, net of debt forgiveness to date.

Aggregate maturities of long-term debt as of February 28, 2022 are due in future years as follows:

Year ending February 28,	
2023	$ 379,626
2024	328,458
2025	274,799
2026	100,484
	$ 1,083,367

Note 8. Retirement Plans

401 (a) Plan

The Organization has a defined contribution money purchase plan, which covers all employees who have been employed for one year or more with at least 1,000 hours worked during the year, and who are at least 21 years of age. The employer's contribution is as follows:

Group "A" – 10% of the Participant's Compensation for the Plan Year. Group "A" is defined as "Executive Director".

Group "B" – 7.5% of the Participant's Compensation for that Plan Year. Group "B" is defined as "Division Director".

Group “C” – 5% of the Participant’s Compensation for that Plan Year. Group “C” is defined as “all Participants who are not in Group “A” or “B”.

Employees become vested 25% upon two years of service, 50% upon three years of service, 75% upon four years of service, and 100% upon five years of service. Participants also become 100% vested upon normal retirement, disability, or death. The Organization’s pension contribution for the years ended February 28, 2022 and 2021 was $1,484,061 and $1,609,117, respectively.

403(b) Plan

The Organization has a tax deferred annuity plan under Section 403(b) of the Internal Revenue Code (IRC). The employees of the Organization become immediately eligible upon being hired. Participants may contribute from $1 up to the maximum amount allowed by law and certain discrimination tests prescribed by the IRC. All contributions to the Plan are directed by the participants into investments in the funds made available through a contract with the trustee. A participant’s vested interest will be 100% at all times, meaning participants are entitled to all of the amounts in their accounts attributable to the following:

- Elective deferrals including Roth elective deferrals and catch-up contributions
- Rollover contributions

The Organization may elect to match contributions each Plan year in an amount to be determined by the board of directors. The Organization made no contributions for the years ended February 28, 2022 or 2021.

457(b) Plan

On January 1, 2020, the Organization established a tax exempt 457(b) plan (the Plan), which covers all employees that the Organization has determined are in a select group of management or highly compensated employees as would constitute a “top-hat” group within the meaning of Title I of ERISA. The employees in this group become eligible to participant in the Plan as of the Plan effective date January 1, 2020 or as of his/her first day of employment with the Organization, whichever is sooner. All contributions to the Plan are directed by the participant into investments in the funds made available through a contract with the trustee. A participant’s vested interest will be 100% at all times, meaning participants are entitled to all of the amounts in their accounts attributable to the following:

- Elective deferrals including Roth elective deferrals and catch-up contributions
- Rollover contributions

The Organization may elect to match contributions each Plan year in an amount to be determined by the employer. The Organization contributed $2,348 and $10,974 for the years ended February 28, 2022 and 2021, respectively.

Note 9. Accrued Vacation

Accumulated unpaid employee vacation benefits are recognized as liabilities of the Organization. The liability is recognized in the program to which the liability relates. The value of accumulated vacation at February 28, 2022 and 2021, is as follows:

	2022	2021
Early Head Start	$ 439,577	$ 472,595
Indirect Fund	427,869	384,061
Head Start	321,579	291,133
Early Head Start San Joaquin	215,351	200,635
Low Income Home Energy Assistance Program	79,009	74,357
Women, Infants, and Children	57,138	96,651
Community Services Block Grant	45,445	56,040
Migrant Alternative Payment	45,026	48,597
County of Kern 211	18,793	20,787
Early Head Start Expansion	16,642	13,169
Commodity Supplement Food Program	854	5,785
	$ 1,667,283	$ 1,663,810

All accrued vacation is unfunded, with the exception of the following, which have been funded at February 28, 2022 and 2021:

	2022	2021
Early Head Start	$ 439,577	$ 472,595
Head Start	321,579	291,133
Early Head Start San Joaquin	215,351	200,635
Early Head Start Expansion	16,642	13,169
	$ 993,149	$ 977,532

Cash is maintained in separate interest-bearing bank accounts, as the cash is reserved for this specific purpose.

NOTES TO FINANCIAL STATEMENTS

Note 10. Deferred Revenue

Deferred revenue as of February 28, 2022 and 2021, is as follows:

	2022	2021
Migrant Alternative Payment	$ 1,662,589	$ 511,336
Early Head Start COVID-19	418,013	-
Food Bank Expansion	375,936	181,818
Community Services Block Grant	317,177	260,174
General Child Care and Development	259,071	-
General Child Care and Development - San Joaquin COE	189,484	-
State Drought Food Assistance	168,778	192,085
Health Net	130,000	-
California Association of Food Banks	129,581	235,722
Sierra Foundation - Asthma Mitigation	91,784	153,575
DOE WAP	81,765	13,941
Migrant Child Care	72,821	81,659
Wonderful Foundation	63,134	84,743
California State Preschool	54,750	775,350
Early Head Start Expansion	54,585	-
Wells Fargo Foundation	46,982	46,982
Senior Farmers Market Nutrition Program	26,075	16,254
Early Head Start San Joaquin	7,810	83,796
Child Development Reserve Fund No. 1	4,671	-
California Endowment	2,000	2,000
Kaiser Foundation	1,739	95,000
Dignity Health	1,049	4,677
Disgorgement Assistance Program (DAP)	20	-
Silicon Valley Community Foundation	-	107,652
Virginia & Alfred Harrell Foundation Literacy Program	-	87,396
Feed America Senior Hunger	-	50,000
Anthem Blue Cross Food Bank	-	46,149
Southern California Edison	-	19,613
Volunteer Income Tax Assistance	-	10,000
NALEO Educational Fund	-	7,109
United Way	-	905
County of Kern 211	-	288
Migrant Specialized Services	-	131
	$ 4,159,814	$ 3,068,355

NOTES TO FINANCIAL STATEMENTS

Note 11. Commitments and Contingencies

The Organization has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. If the review or audit discloses exceptions, the Organization may incur a liability to grantor agencies.

The Organization leases various facilities under noncancelable operating leases that expire through June 2033. Rental expense for the years ended February 28, 2022 and 2021, was $1,766,427 and $1,741,025, respectively. At February 28, 2022, total annual rental commitments are as follows:

Year ending February 28,	
2023	$ 1,232,707
2024	657,687
2025	261,086
2026	88,198
2027	37,312
Later years	167,200
	$ 2,444,190

Note 12. Net Assets with Donor Restrictions

Net assets with donor restrictions as of February 28, 2022 and 2021, are as follows:

	2022	2021
Tax Assistance	$ 35,500	$ -
East Kern Family Resource Center	22,943	18,912
M Street Navigation Center	22,024	7,390
Friendship House - Advisory Board	21,739	19,739
Blue Shield Wellness Program	19,948	19,948
Oasis Family Resource Center	9,245	-
Friendship House	5,486	10,824
Youth Centers - Robotics/STEM	2,548	2,548
Shafter Youth Center	2,526	4,104
WIC	1,521	3,577
Youth Centers - Macy's STEM	1,250	2,500
Youth Centers - First Aid	200	200
Food Bank - Backpack Buddies	64	-
Food Bank Expansion	-	24,623
Differential Response	-	3,926
Volunteer Income Tax Assistance Program	-	200
	$ 144,994	$ 118,491

NOTES TO FINANCIAL STATEMENTS

Note 13. Concentration of Revenue

For the years ended February 28, 2022 and 2021 approximately 52% and 51%, respectively, of the Organization's total revenue was received from two grant sources. Management believes these grants will be renewed on an ongoing basis.

SUPPLEMENTARY INFORMATION

COMMUNITY ACTION PARTNERSHIP OF KERN

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
Year Ended February 28, 2022
Page 1 of 5

Federal Grantor/Pass-Through Grantor Program Title	Federal Assistance Listing Number	Grantor's Number	Amount	Total
FEDERAL:				
U.S. Department of Health and Human Services				
Direct Program				
Early Head Start Expansion	93.600	09HP000163-03	$ 4,116,361	
Early Head Start Expansion - CARES Act	93.600	09HP000163-03C3	20,993	
Early Head Start (EHS) Head Start - Kern	93.600	09CH011132-03	31,310,162	
Early Head Start (EHS)/Head Start - Kern CARES ACT	93.600	09CH011132-03C3	500,732	
EHS San Joaquin	93.600	09CH011406-02	5,472,351	
EHS San Joaquin - CARES ACT	93.600	09CH011406-01C3	99,645	
Head Start CRRSA and ARP	93.600	09HE000432-01	670,559	
				42,190,803
State of California- Pass through Programs				
Department of Community Services and Development				
Community Services Block Grant	93.569	20F-3015	35,634	
Community Services Block Grant	93.569	21F-4015	1,274,323	
Community Services Block Grant	93.569	22F-5015	335,023	
Community Services Block Grant - CARES ACT	93.569	20F-3654	1,222,653	
Community Services Block Grant - Discretionary	93.569	20F-3654	9	
Community Services Block Grant - Discretionary	93.569	21F-4416	28,250	
				2,895,892
Low Income Home Energy Assistance Program	93.568	20B-2012	118,838	
Low Income Home Energy Assistance Program	93.568	21B-5012	3,895,840	
Low Income Home Energy Assistance Program	93.568	22B-4012	103,848	
Low Income Home Energy Assistance Program ARPA	93.568	21V-5561	136,120	
Low Income Home Energy Assistance Program CARES ACT	93.568	20U-2561	123,664	
				4,378,310
Department of Education				
Child Care and Development Fund				
General Child Care and Development	93.596	CCTR-0052	266,708	
General Child Care and Development	93.596	CCTR-1057	321,855	
Child Care and Development Block Grant				
General Child Care and Development	93.575	CCTR-1057	145,952	
Migrant Alternative Payment	93.575	CMAP-0000	2,597,540	
Migrant Alternative Payment	93.575	CMAP-1000	1,630,163	
Migrant Child Care	93.575	CMIG-1004	109	
Total Child Care Development Fund Cluster				4,962,327
United Way Stanislaus				
211 Rental Assistance	21.023	N/A	80,064	
				80,064
U.S. Department of Housing and Urban Development				
Pass Through United Way of Kern County				
Housing and Urban Development (CoC Planning Grant)	14.267	CA1799L9D0419.01	88,834	
Housing and Urban Development (CoC Planning Grant)	14.267	CA1799L9D0420.02	110,128	
				198,962

COMMUNITY ACTION PARTNERSHIP OF KERN

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
Year Ended February 28, 2022
Page 2 of 5

Federal Grantor/Pass-Through Grantor Program Title	Federal Assistance Listing Number	Grantor's Number	Amount	Total
FEDERAL, continued:				
Emergency Services Grant CARES Act	14.231	752-2020	827,638	
Emergency Services Grant Coordinated Entry Services COVID-19	14.231	2021-017	60,633	
				888,271
CDBG City of Bakersfield Food Bank Expansion	14.218	2021-187	209,872	
Total Community Development Block Grant Entitlement Grants Cluster				209,872
U.S. Department of the Treasury				
Direct Program				
Internal Revenue Service - Volunteer Income Tax Assistance (VITA)	21.009	21VITA0243	85,830	
Internal Revenue Service - Volunteer Income Tax Assistance (VITA)	21.009	22VITA0297	61,140	
				146,970
U.S. Department of Agriculture				
State of California - Pass Through Programs				
Department of Public Health				
Women, Infants, and Children (WIC)	10.557	19-10139	2,085,730	
Women, Infants, and Children (WIC)	10.557	19-10139	1,388,348	
				3,474,078
Department of Social Services				
Commodity Supplemental Food Program	10.565	16-MOU-20-6003	231,771	
Commodity Supplemental Food Program	10.565	16-MOU-20-6003	124,858	
Emergency Food Assistance Program (EFAP)	10.568	15-MOU-00118	266,379	
Emergency Food Assistance Program (EFAP)	10.568	15-MOU-00118	161,096	
Emergency Food Assistance Program (EFAP) CARES ACT	10.568	15-MOU-00118	67,593	
EFAP Families First Coronavirus Response Act	10.568	15-MOU-00118	120,445	
EFAP Coronavirus Relief Fund	10.568	15-MOU-00118	31,938	
EFAP CCRS	10.568	15-MOU-00118	288,169	
EFAP Build Back Better	10.568	15-MOU-00118	51,865	
EFAP Commodities	10.569	N/A	3,031,101	
Total Food Distribution Cluster				4,375,215
Senior Farmers Market Nutrition Program	10.576	N/A	5,929	
				5,929
Supplemental Nutrition Assistance				
Cal Fresh	10.561	18-SUB-7012	29,573	
Cal Fresh	10.561	21-1004-SUB	27,534	
Cal Fresh Healthy Living	10.561	19-10324	592,549	
Cal Fresh Healthy Living	10.561	19-10324	435,206	
				1,084,862
Child and Adult Care Food - Kern	10.558	15-1248-OJ	481,291	
Child and Adult Care Food - Kern - COVID 19	10.558	15-1248-OJ	10,545	
Child and Adult Care Food - Kern	10.558	15-1248-OJ	382,091	
Child and Adult Care Food - Kern - COVID 19	10.558	15-1248-OJ	119,948	
Child and Adult Care Food - San Joaquin	10.558	15-1248-OJ	65,694	
Child and Adult Care Food - San Joaquin	10.558	15-1248-OJ	33,138	
				1,092,707

COMMUNITY ACTION PARTNERSHIP OF KERN

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
Year Ended February 28, 2022
Page 3 of 5

Federal Grantor/Pass-Through Grantor Program Title	Federal Assistance Listing Number	Grantor's Number	Amount	Total
FEDERAL, continued:				
U.S. Department of Health and Human Services				
State of California-Office of Child Abuse Prevention				
Economic Empowerment	93.590	EE-KERN 17-20	3,823	
				3,823
U.S. Department of Homeland Security				
Pass Through Program - United Way of KC (Local Board)				
Emergency Food and Shelter	97.024	Phase 37	51,096	
Emergency Food and Shelter	97.024	Phase 38	60,255	
Emergency Food and Shelter	97.024	Phase CARES	101,598	
				212,949
U.S. Department of Education				
Department of Education-First 5 California				
QRIS (Quality Rating and Improvement System) - *San Joaquin*	84.412	N/A	13,167	
				13,167
				$ 66,214,201
STATE:				
State of California - Department of Education				
California State Preschool		CSPP-0126	1,272,131	
California State Preschool		CSPP-1123	2,235,693	
California State Preschool - COVID		N/A	245,858	
Child Development Center Based Reserve Fund		N/A	(13)	
General Child Care and Development		CCTR-0052	809,752	
General Child Care and Development		CCTR-1057	1,517,379	
General Child Care and Development - COVID		N/A	70,560	
Head Start - CD Stipend		N/A	222,000	
Migrant Alternative Payment		CMAP-0000	628,495	
Migrant Alternative Payment		CMAP-1000	6,468,013	
Migrant Alternative Payment - AB82 Stipend		N/A	422,809	
Migrant Alternative Payment - COVID Stipend		N/A	556,200	
Migrant Child Care		CMIG-0004	36,902	
Migrant Child Care		CMIG-1004	41,298	
Migrant Specialized Services		CMSS-0004	23,140	
Migrant Specialized Services		CMSS-1004	24,594	
San Joaquin COE General Child Care (CCTR)		N/A	1,330,584	
San Joaquin COE General Child Care (CCTR) COVID		N/A	28,933	
San Joaquin COE General Child Care (CCTR) QRIS		N/A	(23,094)	
				15,911,234
State of California - Department of Human Services				
Home Visit Initiative		411-2020	688,316	
Home Visit Initiative		079-2021	1,748,481	
Positive Youth Development Services		642-2020	33,073	
Positive Youth Development Services		258-2021	38,759	
Positive Youth Development Services - MEDI-CAL		165-2020	77,536	
Positive Youth Development Services - MEDI-CAL		752-2021	188,236	
California Emergency Solutions and Housing Program		18-CESH-12453	906	
				2,775,307

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
Year Ended June 30, 2022
Page 4 of 5

State Grantor Grantor Program Title	Grantor's Number	Amount	Total
STATE, continued:			
State of California - Department of Public Health			
Sierra Foundation - Asthma Mitigation	N/A	261,791	
			261,791
State of California - Department of Social Services			
State Tax Check-Off	15-MOU-00118	13,749	
State Tax Check-Off	15-MOU-00118	26,179	
State Emergency Food Assistance	15-MOU-00118	81,471	
State Emergency Food Assistance	15-MOU-00118	128,197	
State Drought Food Assistance	15-MOU-00118	33,035	
State Disaster Food Boxes	15-MOU-00118	50,179	
Differential Response	N/A	59,154	
Differential Response	N/A	107,860	
County of Kern Low Barrier Homeless Shelter	017-2020	1,696,774	
City of Bakersfield Homeless Housing Assistance & Prevention	2020-026	17,552	
City of Bakersfield Homeless Housing Assistance & Prevention	2020-213	40,255	
Bakersfield Kern Regional Homeless Collaborative (HHAP)	N/A	30,482	
County of Kern Housing for the Harvest Expanded Program	485-2021	967,026	
			3,251,913
Department of Community Services and Development			
CAL EITC Free Tax Preparation Assistance Grant	19T-9011	103,557	
CAL EITC Free Tax Preparation Assistance Grant	20T-1015	71,316	
			174,873
Department of Corrections and Rehabilitation			
Shafter Youth Center	99 - 011	65,052	
			65,052
California Children and Families Commission			
2-1-1	2020.2.05	7,766	
2-1-1	2020.2.05	61,357	
E Kern Family Resource Center	2020.2.06	44,622	
E Kern Family Resource Center	2020.2.06	90,049	
Help Me Grow	2020.1.06	23,371	
Help Me Grow	2020.1.06	109,027	
Oasis FRC	2020.2.18	54,009	
Oasis FRC	2020.2.18	97,914	
Differential Response	N/A	6,984	
Differential Response	N/A	28,945	
			524,044
			$ 22,964,214

Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal and state awards (the "Schedule") includes the federal and state award activity of **Community Action Partnership of Kern** under programs of the federal and state governments for the year ended February 28, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of **Community Action Partnership of Kern**, it is not intended to and does not present the financial position, changes in net assets, or cash flows of **Community Action Partnership of Kern.**

Note 2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represents adjustments or credits made, in the normal course of business, to amounts reported as expenditures in prior years.

Note 3. Indirect Cost Rate

The Organization has elected to use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.

Note 4. Noncash Assistance

The Organization received noncash assistance in the form of food commodities, which is included in the amounts reported on the Schedule of Expenditures of Federal and State Awards. Commodities, with a fair value of $3,031,101 at the time received, have been included in the determination of federal awards expended for the year ended February 28, 2022.

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
CALEITC EDUCATION OUTREACH CONTRACT NO. 19T-9011
FOR THE PERIOD OCTOBER 1, 2020 THROUGH JUNE 30, 2021

	Oct. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through Jun. 30, 2021	TOTAL
REVENUE			
State Grant Revenue	$ 51,030	$ 103,557	$ 154,587
Total Revenue	51,030	103,557	154,587
EXPENDITURES			
Salaries	16,299	20,843	37,142
Fringe Benefits	2,328	1,948	4,276
Travel	127	668	795
Space Costs	-	-	-
Consumable Supplies	261	52	313
Equipment	-	-	-
Consultant/Contract Services	13,436	46,564	60,000
Other Costs	13,941	24,068	38,009
Program Costs	-	-	-
Depreciation	-	-	-
Administration Cost	4,638	9,414	14,052
Total Expenditures	51,030	103,557	154,587
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
CHILD AND ADULT CARE FOOD - KERN
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. 15-1248-OJ
FOR THE PERIOD OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

	Oct. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through Sept. 30, 2021	TOTAL
REVENUE			
Federal Grant Revenue	$ 435,737	$ 481,291	$ 917,028
Total Revenue	435,737	481,291	917,028
EXPENDITURES			
Salaries	305,195	304,861	610,056
Fringe Benefits	90,604	100,622	191,226
Travel	8,810	15,591	24,401
Space Costs	42,126	67,004	109,130
Consumable Supplies	34,495	65,910	100,405
Equipment	-	0	0
Consultant/Contract Services	-	-	-
Other Costs	25,435	35,268	60,703
Program Costs	(109,976)	(150,623)	(260,599)
Depreciation	-	-	-
Administration Cost	39,048	42,658	81,706
Total Expenditures	435,737	481,291	917,028
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
CHILD AND ADULT CARE FOOD - SAN JOAQUIN
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. 15-1248-OJ
FOR THE PERIOD OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

	Oct. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through Sept. 30, 2021	TOTAL
REVENUE			
Federal Grant Revenue	$ 40,296	$ 65,694	$ 105,990
Total Revenue	40,296	65,694	105,990
EXPENDITURES			
Salaries	-	-	-
Fringe Benefits	-	-	-
Travel	-	-	-
Space Costs	-	-	-
Consumable Supplies	-	-	-
Equipment	-	-	-
Consultant/Contract Services	-	-	-
Other Costs	-	-	-
Program Costs	36,633	59,722	96,355
Depreciation	-	-	-
Administration Cost	3,663	5,972	9,635
Total Expenditures	40,296	65,694	105,990
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
CAL FRESH HEALTHY LIVING GRANT NO. 19-10324
FOR THE PERIOD OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

	Oct. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through Sept. 30, 2021	TOTAL
REVENUE			
Federal Grant Revenue	$ 457,751	$ 592,549	$ 1,050,300
Total Revenue	457,751	592,549	1,050,300
EXPENDITURES			
Salaries	189,179	219,032	408,211
Fringe Benefits	43,778	28,783	72,561
Travel	1,955	2,417	4,372
Space Costs	14,249	19,456	33,705
Consumable Supplies	6,631	1,696	8,327
Equipment	-	-	-
Consultant/Contract Services	152,759	308,124	460,883
Other Costs	8,599	5,566	14,165
Program Costs	-	-	-
Depreciation	-	-	-
Administration Cost	40,601	7,475	48,076
Total Expenditures	457,751	592,549	1,050,300
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 20B-2012
FOR THE PERIOD OCTOBER 1, 2019 THROUGH DECEMBER 31, 2021

	Oct. 1, 2019 through Feb. 29, 2020	Mar. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through Dec. 31, 2021	TOTAL
REVENUE				
Federal Grant Revenue	$ 1,035,887	$ 3,777,796	$ 118,838	$ 4,932,521
Total Revenue	1,035,887	3,777,796	118,838	4,932,521
EXPENDITURES				
Salaries	255,173	1,478,464	113,257	1,846,894
Fringe Benefits	55,241	358,234	48,783	462,258
Travel	2,815	8,794	2,141	13,750
Space Costs	53,955	183,102	32,339	269,396
Consumable Supplies	89,016	56,584	11,034	156,634
Equipment	58,731	-	-	58,731
Consultant/Contract Services	316,236	757,446	(178,361)	895,321
Other Costs	88,315	456,592	56,950	601,857
Program Costs	33,338	135,488	24,321	193,147
Depreciation	-	-	-	-
Administration Cost	83,067	343,092	8,374	434,533
Total Expenditures	1,035,887	3,777,796	118,838	4,932,521
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 20D-1012
FOR THE PERIOD OCTOBER 1, 2019 THROUGH DECEMBER 31, 2021

	Oct. 1, 2019 through Feb. 29, 2020	Mar. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through Dec. 31, 2021	TOTAL
REVENUE				
Federal Grant Revenue	$ 936	$ 102,682	$ 60,456	$ 164,074
Total Revenue	936	102,682	60,456	164,074
EXPENDITURES				
Salaries	-	12,601	9,444	22,045
Fringe Benefits	-	2,845	3,701	6,546
Travel	-	76	82	158
Space Costs	-	-	-	-
Consumable Supplies	-	-	-	-
Equipment	-	-	-	-
Consultant/Contract Services	50	493	249	792
Other Costs	801	10,210	4,754	15,765
Program Costs	-	67,125	34,352	101,477
Depreciation	-	-	-	-
Administration Cost	85	9,332	7,874	17,291
Total Expenditures	936	102,682	60,456	164,074
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 20U-2561
FOR THE PERIOD JULY 1, 2020 THROUGH SEPTEMBER 30, 2021

	July 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through Sept. 30, 2021	TOTAL
REVENUE			
Federal Grant Revenue	$ 163,554	$ 123,664	$ 287,218
Total Revenue	163,554	123,664	287,218
EXPENDITURES			
Salaries	106,820	78,511	185,331
Fringe Benefits	24,389	22,651	47,040
Travel	-	-	-
Space Costs	-	-	-
Consumable Supplies	22,687	-	22,687
Equipment	-	-	-
Consultant/Contract Services	2,803	76	2,879
Other Costs	-	-	-
Program Costs	-	-	-
Depreciation	-	-	-
Administration Cost	6,855	22,426	29,281
Total Expenditures	163,554	123,664	287,218
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
COMMUNITY SERVICES BLOCK GRANT NO. 20F-3015
FOR THE PERIOD JANUARY 1, 2020 THROUGH MAY 31, 2021

	Jan. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through May 31, 2021	TOTAL
REVENUE			
Federal Grant Revenue	$ 1,499,909	$ 35,634	$ 1,535,543
Total Revenue	1,499,909	35,634	1,535,543
EXPENDITURES			
Salaries	631,592	5,890	637,482
Fringe Benefits	211,176	1,294	212,470
Travel	2,604	-	2,604
Space Costs	189,954	-	189,954
Consumable Supplies	18,785	-	18,785
Equipment	-	-	-
Consultant/Contract Services	927	25,000	25,927
Other Costs	49,312	-	49,312
Program Costs	-	-	-
Depreciation	-	-	-
Administration Cost	395,559	3,450	399,009
Total Expenditures	1,499,909	35,634	1,535,543
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
COMMUNITY SERVICES BLOCK GRANT NO. 20F-3654
FOR THE PERIOD MARCH 27, 2020 THROUGH MAY 31, 2021

	Mar. 27, 2020 through Feb. 28, 2021	Mar. 1, 2021 through May 31, 2021	TOTAL
REVENUE			
Federal Grant Revenue	$ 40,361	$ 9	$ 40,370
Total Revenue	40,361	9	40,370
EXPENDITURES			
Salaries	-	-	-
Fringe Benefits	-	-	-
Travel	-	-	-
Space Costs	-	-	-
Consumable Supplies	36,692	8	36,700
Equipment	-	-	-
Consultant/Contract Services	-	-	-
Other Costs	-	-	-
Program Costs	-	-	-
Depreciation	-	-	-
Administration Cost	3,669	1	3,670
Total Expenditures	40,361	9	40,370
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
COMMUNITY SERVICES BLOCK GRANT NO. 21F-4015
FOR THE PERIOD JANUARY 1, 2021 THROUGH DECEMBER 31, 2021

	Jan. 1, 2021 through Feb. 28, 2021	Mar. 1, 2021 through Dec. 31, 2021	TOTAL
REVENUE			
Federal Grant Revenue	$ 271,632	$ 1,274,323	$ 1,545,955
Total Revenue	271,632	1,274,323	1,545,955
EXPENDITURES			
Salaries	162,645	465,794	628,439
Fringe Benefits	41,228	145,537	186,765
Travel	59	2,219	2,278
Space Costs	35,631	203,756	239,387
Consumable Supplies	645	20,698	21,343
Equipment	-	-	-
Consultant/Contract Services	62	16,868	16,930
Other Costs	5,363	41,755	47,118
Program Costs	-	118	118
Depreciation	-	-	-
Administration Cost	25,999	377,578	403,577
Total Expenditures	271,632	1,274,323	1,545,955
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
COMMUNITY SERVICES BLOCK GRANT NO. 21F-4416
FOR THE PERIOD JUNE 1, 2021 THROUGH NOVEMBER 30, 2021

	June 1, 2021 through Nov. 30, 2021	TOTAL
REVENUE		
Federal Grant Revenue	$ 28,250	$ 28,250
Total Revenue	28,250	28,250
EXPENDITURES		
Salaries	-	-
Fringe Benefits	-	-
Travel	-	-
Space Costs	-	-
Consumable Supplies	-	-
Equipment	-	-
Consultant/Contract Services	25,682	25,682
Other Costs	-	-
Program Costs	-	-
Depreciation		-
Administration Cost	2,568	2,568
Total Expenditures	28,250	28,250
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
COUNTY OF KERN 211 GRANT NO. 1004-2016
FOR THE PERIOD JULY 1, 2021 THROUGH FEBRUARY 28, 2022

	July 1, 2021 through Feb. 28, 2022	TOTAL
REVENUE		
Local Grant Revenue	$ 45,000	$ 45,000
Total Revenue	45,000	45,000
EXPENDITURES		
Salaries	-	-
Fringe Benefits	-	-
Travel	-	-
Space Costs	22,615	22,615
Consumable Supplies	1,664	1,664
Equipment	-	-
Consultant/Contract Services	-	-
Other Costs	16,696	16,696
Program Costs	-	-
Depreciation	-	-
Administration Cost	4,025	4,025
Total Expenditures	45,000	45,000
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
DIFFERENTIAL RESPONSE
FOR THE PERIOD JULY 1, 2020 THROUGH FEBRUARY 28, 2022

	STATE DEPARTMENT OF SOCIAL SERVICES				First 5 Kern			
	July 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through June 30, 2021	TOTAL	July 1, 2021 through Feb. 28, 2022	July 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through June 30, 2021	TOTAL	July 1, 2021 through Feb. 28, 2022
REVENUE								
State Grant Revenue	$ 87,479	$ 59,154	$ 146,633	$ 102,780	$ 21,952	$ 6,984	$ 28,936	$ 34,025
Total Revenue	87,479	59,154	146,633	102,780	21,952	6,984	28,936	34,025
EXPENDITURES								
Salaries	49,859	30,803	80,662	51,737	16,775	4,089	20,864	26,722
Fringe Benefits	10,752	6,980	17,732	14,184	4,334	2,626	6,960	5,995
Travel	1,494	72	1,566	3,487	-	-	-	-
Space Costs	9,803	4,494	14,297	9,372	-	-	-	-
Consumable Supplies	1,319	8,332	9,651	5,594	-	-	-	-
Equipment	-	-	-	-	-	-	-	-
Consultant/Contract Services	-	-	-	-	-	-	-	-
Other Costs	7,846	4,054	11,900	10,939	-	-	-	-
Program Costs	-	-	-	-	-	-	-	-
Depreciation			-		-	-	-	-
Administration Cost	6,406	4,419	10,825	7,467	843	269	1,112	1,308
Total Expenditures	87,479	59,154	146,633	102,780	21,952	6,984	28,936	34,025
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
EARLY HEAD START/HEAD START AWARD NO. 09CH011132-03
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022

	EARLY HEAD START BASE	EARLY HEAD START T & TA	EARLY HEAD START CARRYOVER	EARLY HEAD START CARES ACT	HEAD START BASE	HEAD START T & TA	HEAD START CARRYOVER	HEAD START CARES ACT	
	Mar. 1, 2021 through Feb. 28, 2022	Mar. 1, 2021 through Feb. 28, 2022	Mar. 1, 2021 through Feb. 28, 2022	Mar. 1, 2021 through Feb. 28, 2022	Mar. 1, 2021 through Feb. 28, 2022	Mar. 1, 2021 through Feb. 28, 2022	Mar. 1, 2021 through Feb. 28, 2022	Mar. 1, 2021 through Feb. 28, 2022	TOTAL
REVENUE									
Federal Grant Revenue	$ 7,420,902	$ 144,074	$ 3,076,908	$ 94,182	$ 17,609,135	$ 177,586	$ 2,881,557	$ 406,550	$ 31,810,894
Other Revenue	3,855	-	-	-	29,154	-	-	-	33,009
Donations	181	-	-	-	495	-	-	-	676
In-Kind	3,696	-	-	-	7,885,413	-	-	-	7,889,109
Total Revenue	7,428,634	144,074	3,076,908	94,182	25,524,197	177,586	2,881,557	406,550	39,733,688
EXPENDITURES									
Salaries	4,233,726	-	-	35,102	9,161,993	-	-	80,843	13,511,664
Fringe Benefits	1,209,679	-	-	28,570	2,613,112	-	-	52,540	3,903,901
Travel	29,669	6,725	-	-	76,721	16,568	-	-	129,683
Space Costs	370,688	-	-	86	1,596,311	-	-	647	1,967,732
Consumable Supplies	352,796	20,197	-	21,720	576,103	48,364	-	228,076	1,247,256
Equipment	-	-	-	-	-	-	-	-	-
Consultant/Contract Services	69,492	66,585	-	-	166,340	24,140	-	-	326,557
Other Costs	165,004	37,535	3,076,089	170	733,799	72,478	2,877,467	7,740	6,970,282
Program Costs	320,366	-	-	-	913,034	-	-	-	1,233,400
Depreciation	11,370	-	-	-	263,699	-	-	-	275,069
Administration Cost	662,148	13,032	819	8,534	1,537,672	16,036	4,090	36,704	2,279,035
In-Kind	3,696	-	-	-	7,885,413	-	-	-	7,889,109
Total Expenditures	7,428,634	144,074	3,076,908	94,182	25,524,197	177,586	2,881,557	406,550	39,733,688
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
TAX CHECK-OFF GRANT NO. 15-MOU-00118
FOR THE PERIOD JULY 1, 2021 THROUGH FEBRUARY 28, 2022

	July 1, 2021 through Feb. 28, 2022	TOTAL
REVENUE		
State Grant Revenue	$ 26,179	$ 26,179
Total Revenue	26,179	26,179
EXPENDITURES		
Salaries	-	-
Fringe Benefits	-	-
Travel	-	-
Space Costs	-	-
Program Costs	26,179	26,179
Total Expenditures	26,179	26,179
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
FOOD BANK STATE EMERGENCY GRANT NO. 15-MOU-00118
FOR THE PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021

	July 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through June 30, 2021	TOTAL
REVENUE			
State Grant Revenue	$ 192,778	$ 81,471	$ 274,249
Total Revenue	192,778	81,471	274,249
EXPENDITURES			
Salaries	-	-	-
Fringe Benefits	-	-	-
Travel	-	-	-
Space Costs	-	-	-
Program Costs	185,420	88,829	274,249
Administration Cost	7,358	(7,358)	-
Total Expenditures	192,778	81,471	274,249
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
EMERGENCY FOOD ASSISTANCE PROGRAM GRANT NO. 15-MOU-00118
FOR THE PERIOD OCTOBER 1, 2020 THROUGH FEBRUARY 28, 2022

	Oct. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through Sept. 30, 2021	TOTAL	Oct. 1, 2021 through Feb. 28, 2022
REVENUE				
Federal Grant Revenue	$ 136,580	$ 266,379	$ 402,959	$ 161,096
Total Revenue	136,580	266,379	402,959	161,096
EXPENDITURES				
Salaries	79,349	95,320	174,669	70,220
Fringe Benefits	12,063	13,319	25,382	10,739
Travel	2,622	4,124	6,746	4,657
Space Costs	5,005	25,198	30,203	22,756
Consumable Supplies	11,099	7,826	18,925	9,380
Equipment	23	78,737	78,760	-
Consultant/Contract Services	717	1,707	2,424	8,277
Other Costs	18,958	24,976	43,934	20,456
Program Costs	-	-	-	-
Indirect Expense	6,744	15,172	21,916	14,611
Total Expenditures	136,580	266,379	402,959	161,096
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
EMERGENCY FOOD ASSISTANCE PROGRAM CRRS GRANT NO. 15-MOU-00118
FOR THE PERIOD OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

	Oct. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through Sept. 30, 2021	TOTAL
REVENUE			
Federal Grant Revenue	$ -	$ 288,169	$ 288,169
Total Revenue	-	288,169	288,169
EXPENDITURES			
Salaries	-	-	-
Fringe Benefits	-	-	-
Travel	-	-	-
Space Costs	-	-	-
Consumable Supplies	-	19,723	19,723
Equipment	-	266,474	266,474
Consultant/Contract Services	-	-	-
Other Costs	-	-	-
Program Costs	-	-	-
Indirect Expense	-	1,972	1,972
Total Expenditures	-	288,169	288,169
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
EMERGENCY FOOD ASSISTANCE PROGRAM CARES GRANT NO. 15-MOU-00118
FOR THE PERIOD OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

	Oct. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through Sept. 30, 2021	TOTAL
REVENUE			
Federal Grant Revenue	$ -	$ 67,593	$ 67,593
Total Revenue	-	67,593	67,593
EXPENDITURES			
Salaries	-	-	-
Fringe Benefits	-	-	-
Travel	-	-	-
Space Costs	-	-	-
Consumable Supplies	-	38,997	38,997
Equipment	-	24,696	24,696
Consultant/Contract Services	-	-	-
Other Costs	-	-	-
Program Costs	-	-	-
Indirect Expense	-	3,900	3,900
Total Expenditures	-	67,593	67,593
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
EMERGENCY FOOD ASSISTANCE PROGRAM FFCRA GRANT NO. 15-MOU-00118
FOR THE PERIOD OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

	Oct. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through Sept. 30, 2021	TOTAL
REVENUE			
Federal Grant Revenue	$ -	$ 120,445	$ 120,445
Total Revenue	-	120,445	120,445
EXPENDITURES			
Salaries	-	-	-
Fringe Benefits	-	-	-
Travel	-	-	-
Space Costs	-	2,800	2,800
Consumable Supplies	-	58,116	58,116
Equipment	-	53,892	53,892
Consultant/Contract Services	-	-	-
Other Costs	-	(413)	(413)
Program Costs	-	-	-
Indirect Expense	-	6,050	6,050
Total Expenditures	-	120,445	120,445
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
EMERGENCY FOOD AND SHELTER
FOR THE PERIOD MARCH 1, 2021 THROUGH SEPTEMBER 31, 2021

	Mar. 1, 2021 through Sept. 30, 2021	TOTAL
REVENUE		
Federal Grant Revenue	$ 212,949	$ 212,949
Total Revenue	212,949	212,949
EXPENDITURES		
Salaries / Taxes	-	-
Fringe Benefits	-	-
Travel	-	-
Space Costs	-	-
Supplies	-	-
Other Costs	-	-
Program Costs	212,949	212,949
Indirect Expense	-	-
Total Expenditures	212,949	212,949
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
COMMODITY SUPPLEMENTAL FOOD PROGRAM GRANT NO. 16-MOU-20-6003
FOR THE PERIOD OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

	Oct. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through Sept. 30, 2021	TOTAL
REVENUE			
Federal Grant Revenue	$ 170,912	$ 231,771	$ 402,683
Total Revenue	170,912	231,771	402,683
EXPENDITURES			
Salaries / Taxes	64,493	63,478	127,971
Fringe Benefits	18,211	19,686	37,897
Travel	5,207	9,946	15,153
Space Costs	26,414	37,867	64,281
Supplies	35,765	73,740	109,505
Consultant/Contract Services	425	-	425
Other Costs	6,882	11,040	17,922
Indirect Expense	13,515	16,014	29,529
Total Expenditures	170,912	231,771	402,683
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
WONDERFUL FOUNDATION - FARMER'S MARKETS
FOR THE PERIOD OCTOBER 1, 2020 THROUGH FEBRUARY 28, 2022

	Oct. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through Sept. 30, 2021	TOTAL	Oct. 1, 2021 through Feb. 28, 2022
REVENUE				
Private Revenue	$ 106,161	$ 84,743	$ 190,904	$ 11,866
Total Revenue	106,161	84,743	190,904	11,866
EXPENDITURES				
Salaries	-	-	-	-
Fringe Benefits	-	-	-	-
Travel	645	-	645	-
Space Costs	-	-	-	-
Consumable Supplies	-	-	-	-
Raw Food	-	-	-	-
Receiving	-	-	-	-
Other Costs	-	-	-	-
Program Costs	95,865	77,039	172,904	10,703
Indirect Expense	9,651	7,704	17,355	1,163
Total Expenditures	106,161	84,743	190,904	11,866
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
FIRST 5 KERN - HELP ME GROW
AGREEMENT NO. 2020.1.06
FOR THE PERIOD JULY 1, 2020 THROUGH FEBRUARY 28, 2022

	July 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through June 30, 2021	TOTAL	July 1, 2021 through Feb. 28, 2022
REVENUE				
State Grant Revenue	$ 132,720	$ 23,371	$ 156,091	$ 109,027
Total Revenue	132,720	23,371	156,091	109,027
EXPENDITURES				
Salaries	102,325	16,013	118,338	78,936
Fringe Benefits	22,674	5,146	27,820	22,196
Travel	-	-	-	-
Space Costs	-	-	-	-
Consumable Supplies	2,620	1,310	3,930	1,097
Equipment	-	-	-	-
Consultant/Contract Services	-	-	-	-
Other Costs	-	-	-	2,620
Program Costs	-	-	-	-
Depreciation	-	-	-	-
Administration Cost	5,101	902	6,003	4,178
Total Expenditures	132,720	23,371	156,091	109,027
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
FIRST 5 KERN 211 AGREEMENT NO. 2020.2.05
FOR THE PERIOD JULY 1, 2020 THROUGH FEBRUARY 28, 2022

	July 1, 2020 through Feb. 28, 2021	Mar. 1 2021 through June 30, 2021	TOTAL	July 1, 2021 through Feb. 28, 2022
REVENUE				
State Grant Revenue	$ 74,382	$ 7,766	$ 82,148	$ 61,357
Total Revenue	74,382	7,766	82,148	61,357
EXPENDITURES				
Salaries	59,478	6,104	65,582	48,993
Fringe Benefits	12,044	1,364	13,408	10,004
Travel	-	-	-	-
Space Costs	-	-	-	-
Consumable Supplies	-	-	-	-
Equipment	-	-	-	-
Consultant/Contract Services	-	-	-	-
Other Costs	-	-	-	-
Program Costs	-	-	-	-
Depreciation	-	-	-	-
Administration Cost	2,860	298	3,158	2,360
Total Expenditures	74,382	7,766	82,148	61,357
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
FIRST 5 KERN - OASIS FAMILY RESOURCE CENTER
AGREEMENT NO. 2020.2.18
FOR THE PERIOD JULY 1, 2020 THROUGH FEBRUARY 28, 2022

	July 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through June 30, 2021	TOTAL	July 1, 2021 through Feb. 28, 2022
REVENUE				
State Grant Revenue	$ 2,059	$ 54,009	$ 56,068	$ 97,914
Total Revenue	2,059	54,009	56,068	97,914
EXPENDITURES				
Salaries	-	23,721	23,721	69,914
Fringe Benefits	-	4,524	4,524	15,430
Travel	-	1,469	1,469	1,314
Space Costs	1,980	5,099	7,079	1,997
Consumable Supplies	-	15,105	15,105	3,080
Equipment	-	-	-	-
Consultant/Contract Services	-	-	-	-
Other Costs	-	502	502	927
Program Costs	-	1,512	1,512	1,487
Depreciation	-	-	-	-
Administration Cost	79	2,077	2,156	3,765
Total Expenditures	2,059	54,009	56,068	97,914
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
FIRST 5 KERN - EAST KERN FAMILY RESOURCE CENTER
AGREEMENT NO. 2020.2.06
FOR THE PERIOD JULY 1, 2020 THROUGH FEBRUARY 28, 2022

	July 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through June 30, 2021	TOTAL	July 1, 2021 through Feb. 28, 2022
REVENUE				
State Grant Revenue	$ 75,027	$ 44,622	$ 119,649	$ 90,049
Total Revenue	75,027	44,622	119,649	90,049
EXPENDITURES				
Salaries	49,447	24,563	74,010	59,867
Fringe Benefits	9,737	4,292	14,029	12,619
Travel	317	219	536	1,358
Space Costs	6,465	3,499	9,964	6,186
Consumable Supplies	871	5,875	6,746	1,598
Equipment	-	-	-	-
Consultant/Contract Services	-	-	-	-
Other Costs	5,303	2,821	8,124	4,957
Program Costs	-	1,636	1,636	-
Depreciation	-	-	-	-
Administration Cost	2,887	1,717	4,604	3,464
Total Expenditures	75,027	44,622	119,649	90,049
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
HUD GRANT NO. CA1799L9D0419.01
FOR THE PERIOD AUGUST 1, 2020 THROUGH JULY 31, 2021

	Aug. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through July 31, 2021	TOTAL
REVENUE			
State Grant Revenue	$ 148,003	$ 88,834	$ 236,837
In-Kind	-	85,592	85,592
Total Revenue	148,003	174,426	322,429
EXPENDITURES			
Salaries	104,476	63,227	167,703
Fringe Benefits	30,077	17,532	47,609
Travel	-	-	-
Space Costs	(5)	-	(5)
Consumable Supplies	-	-	-
Equipment	-	-	-
Consultant/Contract Services	-	-	-
Other Costs	-	-	-
Program Costs	-	-	-
Depreciation	-	-	-
Administration Cost	13,455	8,075	21,530
In-Kind	-	85,592	85,592
Total Expenditures	148,003	174,426	322,429
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
HOME VISITING INITIATIVE PROGRAM SERVICES NO. 411-2020
FOR THE PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021

	July 1, 2020 through Feb. 28, 2021	Mar. 1 2021 through June 30, 2021	TOTAL
REVENUE			
State Grant Revenue	$ 1,052,848	$ 688,316	$ 1,741,164
Total Revenue	1,052,848	688,316	1,741,164
EXPENDITURES			
Salaries	672,472	386,023	1,058,495
Fringe Benefits	205,768	107,007	312,775
Travel	2,155	4,118	6,273
Space Costs	38,178	20,216	58,394
Consumable Supplies	12,484	98,847	111,331
Equipment	-	-	-
Consultant/Contract Services	1,703	1,278	2,981
Other Costs	25,697	8,920	34,617
Program Costs	-	-	-
Depreciation	749	428	1,177
Administration Cost	93,642	61,479	155,121
Total Expenditures	1,052,848	688,316	1,741,164
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
POSITIVE YOUTH DEVELOPMENT SERVICES NO.642-2020
FOR THE PERIOD JULY 1, 2020 THROUGH JUNE, 30 2021

	July 1, 2020 through Feb. 28, 2021	Mar. 1 2021 through June 30, 2021	TOTAL
REVENUE			
State Grant Revenue	$ 35,277	$ 33,073	$ 68,350
Total Revenue	35,277	33,073	68,350
EXPENDITURES			
Salaries	23,823	16,436	40,259
Fringe Benefits	4,248	3,384	7,632
Travel	144	333	477
Space Costs	15	165	180
Consumable Supplies	1,288	523	1,811
Equipment	-	-	-
Consultant/Contract Services	250	-	250
Other Costs	535	241	776
Program Costs	1,775	8,976	10,751
Depreciation	-	-	-
Administration Cost	3,199	3,015	6,214
Total Expenditures	35,277	33,073	68,350
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
POSITIVE YOUTH MEDI - CAL NO. 165-2020
FOR THE PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021

	July 1, 2020 through Feb. 28, 2021	Mar. 1 2021 through June 30, 2021	TOTAL
REVENUE			
State Grant Revenue	$ 125,121	$ 77,536	$ 202,657
Total Revenue	125,121	77,536	202,657
EXPENDITURES			
Salaries	86,368	49,851	136,219
Fringe Benefits	19,224	12,653	31,877
Travel	547	713	1,260
Space Costs	1,651	756	2,407
Consumable Supplies	651	4,573	5,224
Equipment	-	-	-
Consultant/Contract Services	-	-	-
Other Costs	5,359	1,889	7,248
Program Costs	-	-	-
Depreciation	-	-	-
Administration Cost	11,321	7,101	18,422
Total Expenditures	125,121	77,536	202,657
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
GENERAL CHILD CARE AND DEVELOPMENT PROGRAM
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. CCTR-0052
FOR THE PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021

	July 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through June 30, 2021	TOTAL
REVENUE			
Federal Grant Revenue	$ 399,292	$ 266,708	$ 666,000
State Grant Revenue	1,213,227	809,752	2,022,979
Parent Fees	344	400	744
Total Revenue	1,612,863	1,076,860	2,689,723
EXPENDITURES			
Salaries	1,124,501	772,186	1,896,687
Fringe Benefits	332,094	204,269	536,363
Travel	-	-	-
Space Costs	702	235	937
Consumable Supplies	2,266	1,412	3,678
Equipment	-	-	-
Consultant/Contract Services	2,540	317	2,857
Other Costs	4,142	546	4,688
Program Costs	-	-	-
Depreciation		-	-
Administration Cost	146,618	97,895	244,513
Total Expenditures	1,612,863	1,076,860	2,689,723
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
MIGRANT ALTERNATIVE PAYMENT
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. CMAP-0000
FOR THE PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021

	July 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through June 30, 2021	TOTAL
REVENUE			
Federal Grant Revenue	$ 3,232,812	$ 2,597,540	$ 5,830,352
State Grant Revenue	1,925,643	1,051,304	2,976,947
Funds Private	86,211	31,973	118,184
Parent Fees	66,241	55,672	121,913
Total Revenue	5,310,907	3,736,489	9,047,396
EXPENDITURES			
Salaries	448,120	203,011	651,131
Fringe Benefits	92,020	39,329	131,349
Travel	376	174	550
Space Costs	60,078	29,300	89,378
Consumable Supplies	5,553	2,302	7,855
Equipment	-	-	-
Consultant/Contract Services	4,616	2,287	6,903
Other Costs	41,631	19,871	61,502
Program Costs	4,436,171	3,100,546	7,536,717
Depreciation			
Administration Cost	222,342	339,669	562,011
Total Expenditures	5,310,907	3,736,489	9,047,396
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
MIGRANT CHILD CARE
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. CMIG-0004
FOR THE PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021

	July 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through June 30, 2021	TOTAL
REVENUE			
State Grant Revenue	$ 71,735	$ 36,902	$ 108,637
Total Revenue	71,735	36,902	108,637
EXPENDITURES			
Salaries	47,986	25,025	73,011
Fringe Benefits	16,105	8,259	24,364
Travel	-	-	-
Space Costs	263	88	351
Consumable Supplies	146	81	227
Equipment	-	-	-
Consultant/Contract Services	267	33	300
Other Costs	448	62	510
Program Costs	-	-	-
Depreciation	-	-	-
Administration Cost	6,520	3,354	9,874
Total Expenditures	71,735	36,902	108,637
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
CALIFORNIA STATE PRESCHOOL PROGRAMS
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. CSPP-0126
FOR THE PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021

	July 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through June 30, 2021	TOTAL
REVENUE			
State Grant Revenue	$ 1,787,842	$ 1,272,131	$ 3,059,973
Parent Fees	311	77	388
Total Revenue	1,788,153	1,272,208	3,060,361
EXPENDITURES			
Salaries	1,179,439	861,817	2,041,256
Fringe Benefits	395,622	285,617	681,239
Travel	-	-	-
Space Costs	29,554	1,180	30,734
Consumable Supplies	5,065	3,965	9,030
Equipment	-	-	-
Consultant/Contract Services	10,560	1,320	11,880
Other Costs	7,737	1,258	8,995
Program Costs	-	1,409	1,409
Depreciation		-	-
Administration Cost	160,176	115,642	275,818
Total Expenditures	1,788,153	1,272,208	3,060,361
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
MIGRANT CHILD CARE - SPECIALIZED SERVICES
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. CMSS-0004
FOR THE PERIOD JULY 1, 2020 THROUGH JUNE 30, 2021

	July 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through June 30, 2021	TOTAL
REVENUE			
State Grant Revenue	$ 16,259	$ 23,140	$ 39,399
Total Revenue	16,259	23,140	39,399
EXPENDITURES			
Salaries	12,980	17,438	30,418
Fringe Benefits	1,795	3,593	5,388
Travel	-	-	-
Space Costs	-	-	-
Consumable Supplies	-	-	-
Equipment	-	-	-
Consultant/Contract Services	-	-	-
Other Costs	6	6	12
Program Costs	-	-	-
Depreciation	-	-	-
Administration Cost	1,478	2,103	3,581
Total Expenditures	16,259	23,140	39,399
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (CAL FRESH)
GRANT NO. 18-SUB-7012
FOR THE PERIOD OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

	Oct. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through Sept. 30, 2021	TOTAL
REVENUE			
Federal Grant Revenue	$ 65,434	$ 29,573	$ 95,007
Total Revenue	65,434	29,573	95,007
EXPENDITURES			
Salaries	52,625	23,026	75,651
Fringe Benefits	6,861	3,859	10,720
Travel	-	-	-
Space Costs	-	-	-
Consumable Supplies	-	-	-
Equipment	-	-	-
Consultant/Contract Services	-	-	-
Other Costs	-	-	-
Program Costs	-	-	-
Depreciation	-	-	-
Administration Cost	5,948	2,688	8,636
Total Expenditures	65,434	29,573	95,007
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
VITA GRANT NO. 21VITA0243
FOR THE PERIOD OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

	Oct. 1, 2020 through Feb. 28, 2021	Mar. 1, 2020 through Sept. 30, 2021	TOTAL
REVENUE			
Federal Grant Revenue	$ 54,171	$ 85,830	$ 140,001
Other Revenue	-	10,000	10,000
In-Kind	28,992	116,323	145,315
Total Revenue	83,163	212,153	295,316
EXPENDITURES			
Salaries	34,023	41,289	75,312
Fringe Benefits	4,737	4,099	8,836
Travel	258	402	660
Space Costs	-	8,582	8,582
Consumable Supplies	9,525	381	9,906
Equipment	-	-	-
Consultant/Contract Services	-	33,000	33,000
Other Costs	702	546	1,248
Program Costs	-	327	327
Depreciation	-	-	-
Administration Cost	4,926	7,204	12,130
In-Kind	28,992	116,323	145,315
Total Expenditures	83,163	212,153	295,316
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
WOMEN, INFANTS & CHILDREN (WIC) GRANT NO. 19-10139
FOR THE PERIOD OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

	Oct. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through Sept. 30, 2021	TOTAL
REVENUE			
Federal Grant Revenue	$ 1,666,454	$ 2,085,730	$ 3,752,184
Private Revenue	2,000	(2,000)	-
Other Revenue	1,889	(1,816)	73
Total Revenue	1,670,343	2,081,914	3,752,257
EXPENDITURES			
Salaries	1,014,279	1,171,434	2,185,713
Fringe Benefits	262,622	335,603	598,225
Travel	348	1,524	1,872
Space Costs	153,299	208,903	362,202
Consumable Supplies	13,348	37,248	50,596
Equipment	-	22,767	22,767
Consultant/Contract Services	-	-	-
Other Costs	84,087	119,351	203,438
Program Costs	-	11,708	11,708
Depreciation	-	240	240
Administration Cost	142,360	173,136	315,496
Total Expenditures	1,670,343	2,081,914	3,752,257
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
UNITED WAY STANISLAUS 211 RENTAL ASSISTANCE
FOR THE PERIOD MARCH 1, 2021 THROUGH DECEMBER 31, 2021

	Mar. 1, 2021 through Dec. 31, 2021	TOTAL
REVENUE		
Federal Grant Revenue	$ 80,064	$ 80,064
Total Revenue	80,064	80,064
EXPENDITURES		
Salaries / Taxes	66,133	66,133
Fringe Benefits	6,652	6,652
Travel	-	-
Space Costs	-	-
Supplies	-	-
Consultant/Contract Services	-	-
Other Costs	-	-
Indirect Expense	7,279	7,279
Total Expenditures	80,064	80,064
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
BKRHC MOTEL
FOR THE PERIOD MARCH 1, 2021 THROUGH DECEMBER 31, 2021

	Mar. 1, 2021 through Dec. 31, 2021	TOTAL
REVENUE		
State Grant Revenue	$ 17,552	$ 17,552
Total Revenue	17,552	17,552
EXPENDITURES		
Salaries / Taxes	-	-
Fringe Benefits	-	-
Travel	-	-
Space Costs	-	-
Supplies	-	-
Consultant/Contract Services	-	-
Other Costs	3,466	3,466
Program Costs	14,186	14,186
Indirect Expense	(100)	(100)
Total Expenditures	17,552	17,552
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 20F - 3015 (CSBG 2020)
FOR THE PERIOD JANUARY 1, 2020 THROUGH MAY 31, 2021

	Jan. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through May 31, 2021	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE					
Grant Revenue Awarded	$ 1,499,909	$ 35,634	$ 1,535,543	$	$ 1,535,543
Total Revenue	$ 1,499,909	$ 35,634	$ 1,535,543	$ -	$ 1,535,543
EXPENDITURES					
Administrative Costs					
Salaries and Wages	$ -	$ -	$ -	$ -	$ -
Fringe Benefits	-	-	-	-	-
Operating Expenses	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-
Other Costs	395,559	3,450	399,009	399,009	399,009
Total Administrative Costs	395,559	3,450	399,009	399,009	399,009
Program Costs					
Salaries and Wages	631,592	5,890	637,482	637,482	637,482
Fringe Benefits	211,176	1,294	212,470	212,470	212,470
Operating Expenses	211,343	-	211,343	261,582	261,582
Contract/Consultant Services	927	25,000	25,927	25,000	25,000
Other Costs	49,312	-	49,312	-	-
Total Program Costs	1,104,350	32,184	1,136,534	1,136,534	1,136,534
Total Expenditures	$ 1,499,909	$ 35,634	$ 1,535,543	$ 1,535,543	$ 1,535,543

COMMUNITY ACTION PARTNERSHIP OF KERN
SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 20F - 3654 (CSBG CARES Discretionary)
FOR THE PERIOD MARCH 27, 2020 THROUGH MAY 31, 2021

	Mar. 27, 2020 through Feb. 28, 2021	Mar. 1, 2021 through May 31, 2021	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE					
Grant Revenue Awarded	$ 40,361	$ 9	$ 40,370	$	$ 40,370
Total Revenue	$ 40,361	$ 9	$ 40,370	$ -	$ 40,370
EXPENDITURES					
Administrative Costs					
Salaries and Wages	$ -	$ -	$ -	$ -	$ -
Fringe Benefits	-	-	-	-	-
Operating Expenses	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-
Other Costs	3,669	1	3,670	3,670	3,670
Total Administrative Costs	3,669	1	3,670	3,670	3,670
Program Costs					
Salaries and Wages	-	-	-	-	-
Fringe Benefits	-	-	-	-	-
Operating Expenses	36,692	8	36,700	36,700	36,700
Contract/Consultant Services	-	-	-	-	-
Total Program Costs	36,692	8	36,700	36,700	36,700
Total Expenditures	$ 40,361	$ 9	$ 40,370	$ 40,370	$ 40,370

COMMUNITY ACTION PARTNERSHIP OF KERN
SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 21F - 4015 (CSBG 2021)
FOR THE PERIOD JANUARY 1, 2021 THROUGH DECEMBER 31, 2021

	Jan. 1, 2021 through Feb. 28, 2021	Mar. 1, 2021 through Dec. 31, 2021	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE					
Grant Revenue Awarded	$ 271,632	$ 1,274,323	$ 1,545,955	$	$ 1,545,955
Total Revenue	$ 271,632	$ 1,274,323	$ 1,545,955	$ -	$ 1,545,955
EXPENDITURES					
Administrative Costs					
Salaries and Wages	$ -	$ -	$ -	$ -	$ -
Fringe Benefits	-	-	-	-	-
Operating Expenses	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-
Other Costs	25,999	377,578	403,577	403,577	403,577
Total Administrative Costs	25,999	377,578	403,577	403,577	403,577
Program Costs					
Salaries and Wages	162,645	465,794	628,439	628,439	628,439
Fringe Benefits	41,228	145,537	186,765	186,765	186,765
Operating Expenses	41,760	285,414	327,174	327,174	327,174
Contract/Consultant Services	-	-	-	-	-
Other Costs	-	-	-	-	-
Total Program Costs	245,633	896,745	1,142,378	1,142,378	1,142,378
Total Expenditures	$ 271,632	$ 1,274,323	$ 1,545,955	$ 1,545,955	$ 1,545,955

COMMUNITY ACTION PARTNERSHIP OF KERN
SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 21F -4416 (CSBG Discretionary)
FOR THE PERIOD JUNE 1, 2021 THROUGH NOVEMBER 30, 2021

	June 1, 2021 through Nov. 30, 2021	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE				
Grant Revenue Awarded	$ 28,250	$ 28,250	$	$ 28,250
Total Revenue	$ 28,250	$ 28,250	$ -	$ 28,250
EXPENDITURES				
Administrative Costs				
Salaries and Wages	$ -	$ -	$ -	$ -
Fringe Benefits	-	-	-	-
Operating Expenses	-	-	-	-
Contract/Consultant Services	-	-	-	-
Other Costs	2,568	2,568	2,568	2,568
Total Administrative Costs	2,568	2,568	2,568	2,568
Program Costs				
Salaries and Wages	-	-	-	-
Fringe Benefits	-	-	-	-
Operating Expenses	-	-	-	-
Contract/Consultant Services	25,682	25,682	25,682	25,682
Total Program Costs	25,682	25,682	25,682	25,682
Total Expenditures	$ 28,250	$ 28,250	$ 28,250	$ 28,250

COMMUNITY ACTION PARTNERSHIP OF KERN
SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 19T - 9011 (CalEITC)
FOR THE PERIOD OCTOBER 1, 2020 THROUGH JUNE 30, 2021

	Oct. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through June 30, 2021	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE					
Grant Revenue Awarded	$ 211,078	$ 103,557	$ 314,635	$	$ 314,635
Total Revenue	$ 211,078	$ 103,557	$ 314,635	$ -	$ 314,635
EXPENDITURES					
Education and Outreach Activities					
Web	$ 7,996	$ 2,590	$ 10,586	$ -	$ 10,586
Social Media	11,947	7,243	19,190	-	19,190
Canvassing	44,296	18,682	62,978	-	62,978
Media	58,773	37,664	96,437	-	96,437
Collateral Messaging	54,397	24,773	79,170	-	79,170
Group Events	19,158	12,605	31,763	-	31,763
Free Tax Preparation Assistance and Outreach	14,511	-	14,511	-	14,511
Other	-	-	-	-	-
Total Program Costs	211,078	103,557	314,635	-	314,635
Total Expenditures	$ 211,078	$ 103,557	$ 314,635	$ -	$ 314,635

COMMUNITY ACTION PARTNERSHIP OF KERN
SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 20B-2012 (WX)
FOR THE PERIOD OCTOBER 1, 2019 THROUGH DECEMBER 31, 2021

	Oct. 1, 2019 through Feb. 29, 2020	Mar. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through Dec. 31, 2021	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE						
Grant Revenue	$ 529,174	$ 1,826,503	$ 164,557	$ 2,520,234	$	$ 2,520,234
Interest Income	-	-	-	-		-
Other Income	-	-	-	-		-
Total Revenue	$ 529,174	$ 1,826,503	$ 164,557	$ 2,520,234	$ -	$ 2,520,234
EXPENDITURES						
Weatherization Program Costs						
Intake	$ 24,804	$ 141,539	$ 35,155	$ 201,498	$ 201,498	$ 201,619
Outreach	2,482	6,739	22,353	31,574	31,574	126,012
Training & Technical Assistance	(468)	126,046	-	125,578	125,578	126,012
Out of State Travel	-	-	-	-	-	-
Major Vehicle and Field Equipment (More than $5k)	-	-	-	-	-	-
Major Vehicle and Field Equipment (Less than $5k)	-	-	-	-	-	-
Liability Insurance	1,076	16,879	2,616	20,571	20,571	-
General Operating Expenditures	124,620	182,819	54,767	362,206	362,206	-
Other Program Costs	84,141	856,634	174,282	1,115,057	1,115,057	-
Total Weatherization Program Costs:	236,655	1,330,656	289,173	1,856,484	1,856,484	453,643
Weatherization Direct Program Costs						
Total Weatherization Activity Expenditures	292,519	495,847	(124,616)	663,750	663,750	2,066,591
Total Expenditures	$ 529,174	$ 1,826,503	$ 164,557	$ 2,520,234	$ 2,520,234	$ 2,520,234

COMMUNITY ACTION PARTNERSHIP OF KERN
SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 20B-2012 (EHA)
FOR THE PERIOD OCTOBER 1, 2019 THROUGH DECEMBER 31, 2021

	Oct. 1, 2019 through Feb. 29, 2020	Mar. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through Dec. 31, 2021	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE						
Grant Revenue	$ 506,114	$ 1,951,293	$ (45,719)	$ 2,411,688	$	$ 2,411,688
Interest Income	-	-	-	-		-
Other Income	-	-	-	-		-
Total Revenue	$ 506,114	$ 1,951,293	$ (45,719)	$ 2,411,688	$ -	$ 2,411,688
EXPENDITURES						
Assurance 16 Costs						
Administrative Costs	$ 45,855	$ 237,306	$ 8,993	$ 292,154	$ 292,154	$ 507,757
Administrative Costs						
Administrative Costs	83,067	343,092	8,374	434,533	434,532	507,757
Administrative Equipment	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-
Total Assurance 16/Administration Costs:	128,922	580,398	17,367	726,687	726,686	1,015,514
Program Support Costs						
Intake	102,543	331,653	21,192	455,388	455,388	485,626
Outreach	23,173	208,368	7,492	239,033	239,032	303,516
Training & Technical Assistance	1,465	11,833	-	13,298	13,299	121,406
Out of State Travel	-	-	-	-	-	-
Major Vehicle and Field Equipment (More than $5k)	-	-	-	-	-	-
Major Vehicle and Field Equipment (Less than $5k)	-	-	-	-	-	-
Liability Insurance	353	5,637	162	6,152	6,152	-
General Operating Expenditures	130,432	196,943	(8,267)	319,108	319,109	-
Automation Supplemental	-	-	-	-	-	-
Other Program Costs	22,247	213,621	15,662	251,530	251,531	-
Total Program Costs	280,213	968,055	36,241	1,284,509	1,284,511	910,548
Program Service Costs						
ECIP Emergency Heating & Cooling Services (EHCS)	77,538	333,271	(106,657)	304,152	304,151	485,626
Severe Weather Energy Assist & Trans. Srvcs (SWEATS)	-	-	-	-	-	-
Wood, Propane and Oil (ECIP & HEAP WPO)	19,441	69,569	7,330	96,340	96,340	-
Total Program Services Costs	96,979	402,840	(99,327)	400,492	400,491	485,626
Total Expenditures	$ 506,114	$ 1,951,293	$ (45,719)	$ 2,411,688	$ 2,411,688	$ 2,411,688

COMMUNITY ACTION PARTNERSHIP OF KERN
SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 20D-1012 (WX)
FOR THE PERIOD OCTOBER 1, 2019 THROUGH DECEMBER 31, 2021

	Oct. 1, 2019 through Feb. 29, 2020	Mar. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through Dec. 31, 2021	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE						
Grant Revenue	$ 794	$ 90,128	$ 52,578	$ 143,500	$	$ 143,500
Interest Income	-	-	-	-		-
Other Income	-	-	-	-		-
Total Revenue	$ 794	$ 90,128	$ 52,578	$ 143,500	$ -	$ 143,500
EXPENDITURES						
Weatherization Program Costs						
Intake	$ -	$ -	$ -	$ -	$ -	$ 11,480
Outreach	-	-	-	-	-	7,175
Training & Technical Assistance	-	-	94	94	94	7,175
Out of State Travel	-	-	-	-	-	-
Major Vehicle and Field Equipment (More than $5k)	-	-	-	-	-	-
Major Vehicle and Field Equipment (Less than $5k)	-	-	-	-	-	-
Liability Insurance	-	840	1,383	2,223	2,223	-
General Operating Expenditures	734	4,405	1,504	6,643	6,643	-
Other Program Costs	60	13,065	17,180	30,305	30,305	-
Total Weatherization Program Costs:	794	18,310	20,161	39,265	39,265	25,830
Weatherization Direct Program Costs						
Total Weatherization Activity Expenditures	-	71,818	32,417	104,235	104,235	117,670
Total Expenditures	$ 794	$ 90,128	$ 52,578	$ 143,500	$ 143,500	$ 143,500

COMMUNITY ACTION PARTNERSHIP OF KERN
SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 20D-1012 (EHA)
FOR THE PERIOD OCTOBER 1, 2019 THROUGH DECEMBER 31, 2021

	Oct. 1, 2019 through Feb. 29, 2020	Mar. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through Dec. 31, 2021	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE						
Grant Revenue	$ 85	$ 12,376	$ 7,896	$ 20,357	$	$ 20,738
Interest Income	-	-	-	-		-
Other Income	-	-	-	-		-
Total Revenue	$ 85	$ 12,376	$ 7,896	$ 20,357	$ -	$ 20,738
EXPENDITURES						
Assurance 16 Costs						
Administrative Costs	$ -	$ -	$ -	$ -	$ -	$ 3,385
Administrative Costs						
Administrative Costs	85	9,331	7,896	17,312	17,312	17,312
Administrative Equipment	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-
Total Assurance 16/Administration Costs:	85	9,331	7,896	17,312	17,312	20,697
Program Support Costs						
Intake	-	-	-	-	-	-
Outreach	-	-	-	-	-	-
Training & Technical Assistance	-	40	-	40	40	41
Out of State Travel	-	-	-	-	-	-
Major Vehicle and Field Equipment (More than $5k)	-	-	-	-	-	-
Major Vehicle and Field Equipment (Less than $5k)	-	-	-	-	-	-
Liability Insurance	-	-	-	-	-	-
General Operating Expenditures	-	-	-	-	-	-
Automation Supplemental	-	-	-	-	-	-
Other Program Costs	-	3,005	-	3,005	3,005	-
Total Program Costs	-	3,045	-	3,045	3,045	41
Program Service Costs						
ECIP Emergency Heating & Cooling Services (EHCS)	-	-	-	-	-	-
Severe Weather Energy Assist & Trans. Srvcs (SWEATS)	-	-	-	-	-	-
Wood, Propane and Oil (ECIP & HEAP WPO)	-	-	-	-	-	-
Total Program Services Costs	-	-	-	-	-	-
Total Expenditures	$ 85	$ 12,376	$ 7,896	$ 20,357	$ 20,357	$ 20,738

COMMUNITY ACTION PARTNERSHIP OF KERN
SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 20U-2561
FOR THE PERIOD JULY 1, 2020 THROUGH SEPTEMBER 30, 2021

	Jul. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through Sept. 30, 2021	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE					
Grant Revenue	$ 163,554	$ 123,664	$ 287,218	$	$ 287,218
Interest Income	-	-	-		
Other Income	-	-	-		-
Total Revenue	$ 163,554	$ 123,664	$ 287,218	$ -	$ 287,218
EXPENDITURES					
Assurance 16 Costs					
Administrative Costs	$ 59,960	$ 28,298	$ 88,258	$ 88,258	$ 100,602
Administrative Costs					
Administrative Costs	6,855	22,426	29,281	29,281	40,602
Administrative Equipment	-	-	-	-	-
Out of State Travel	-	-	-	-	-
Total Assurance 16/Administration Costs:	66,815	50,724	117,539	117,539	141,204
Program Support Costs					
Intake	49,849	24,170	74,019	74,019	74,019
Outreach	15,226	9,664	24,890	24,890	32,512
Training & Technical Assistance	535	-	535	535	11,005
Out of State Travel	-	-	-	-	-
Major Vehicle and Field Equipment (More than $5k)	-	-	-	-	-
Major Vehicle and Field Equipment (Less than $5k)	-	-	-	-	-
Liability Insurance	-	-	-	-	-
General Operating Expenditures	2,767	-	2,767	2,767	-
Business Continuation Plan	22,687	-	22,687	22,687	23,454
Automation Supplemental	-	-	-	-	-
Other Program Costs	5,675	39,106	44,781	44,781	-
Total Program Costs	96,739	72,940	169,679	169,679	140,990
Program Service Costs					
ECIP Emergency Heating & Cooling Services (EHCS)	-	-	-	-	5,024
Severe Weather Energy Assist & Trans. Srvcs (SWEATS)	-	-	-	-	-
Wood, Propane and Oil (ECIP & HEAP WPO)	-	-	-	-	-
Total Program Services Costs	-	-	-	-	5,024
Total Expenditures	$ 163,554	$ 123,664	$ 287,218	$ 287,218	$ 287,218

DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

An independently owned member RSM US Alliance

Member of AICPA Division for Firms
Private Companies Practice Section

NANCY C. BELTON

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
Community Action Partnership of Kern
Bakersfield, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of **Community Action Partnership of Kern**, as of and for the year ended February 28, 2022, and the related notes to the financial statements, which comprise **Community Action Partnership of Kern**'s financial statements, and have issued our report thereon dated November 8, 2022.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered **Community Action Partnership of Kern**'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of **Community Action Partnership of Kern**'s internal control. Accordingly, we do not express an opinion on the effectiveness of **Community Action Partnership of Kern**'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

300 New Stine Road – Bakersfield, CA 93303 – Tel. 661.834.7411 – Fax.661.834.4389 – www. dpvb.com

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether **Community Action Partnership of Kern**'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Daniells Phillips Vaughan & Bock

Bakersfield, California
November 8, 2022

DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

An independently owned member RSM US Alliance

Member of AICPA Division for Firms
Private Companies Practice Section

NANCY C. BELTON

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors
Community Action Partnership of Kern
Bakersfield, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited **Community Action Partnership of Kern**'s compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of **Community Action Partnership of Kern**'s major federal programs for the year ended February 28, 2022. **Community Action Partnership of Kern**'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, **Community Action Partnership of Kern** complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended February 28, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of **Community Action Partnership of Kern** and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of **Community Action Partnership of Kern**'s compliance with the compliance requirements referred to above.

300 New Stine Road – Bakersfield, CA 93303 – Tel. 661.834.7411 – Fax.661.834.4389 – www. dpvb.com

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to **Community Action Partnership of Kern**'s federal programs.

Auditor's Responsibilities for the Audit of Compliance.

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on **Community Action Partnership of Kern**'s compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about **Community Action Partnership of Kern**'s compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding **Community Action Partnership of Kern**'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- obtain an understanding of **Community Action Partnership of Kern**'s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of **Community Action Partnership of Kern**'s internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as items FA-2022-001 through FA-2022-003. Our opinion on each major federal program is not modified with respect to these matters.

Government Auditing Standards requires the auditor to perform limited procedures on **Community Action Partnership of Kern**'s response to the noncompliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. **Community Action Partnership of Kern**'s responses were not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Daniells Phillips Vaughan & Bock

Bakersfield, California
November 8, 2022

DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

An independently owned member RSM US Alliance

Member of AICPA Division for Firms
Private Companies Practice Section

NANCY C. BELTON

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR FIRST 5 KERN PROGRAMS AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE WHEN USING THE PROGRAM-SPECIFIC AUDIT OPTION TO SATISFY THE UNIFORM GUIDANCE AUDIT REQUIREMENTS

Board of Directors
Community Action Partnership of Kern
Bakersfield, California

Report on Compliance for First 5 Kern

Opinion on Compliance for First 5 Kern

We have audited **Community Action Partnership of Kern**'s compliance with the types of compliance requirements described in the OMB *Compliance Supplement* that could have a direct and material effect on its First 5 Kern programs for the year ended February 28, 2022.

In our opinion, **Community Action Partnership of Kern** complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its First 5 Kern programs for the year ended February 28, 2022.

Basis for Opinion on First 5 Kern

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of **Community Action Partnership of Kern** and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for First 5 Kern programs. Our audit does not provide a legal determination of **Community Action Partnership of Kern**'s compliance with the compliance requirements referred to above.

300 New Stine Road – Bakersfield, CA 93303 – Tel. 661.834.7411 – Fax.661.834.4389 – www. dpvb.com

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to First 5 Kern programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on **Community Action Partnership of Kern**'s compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about **Community Action Partnership of Kern**'s compliance with the requirements of the federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance whether due to fraud or error and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding **Community Action Partnership of Kern**'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- obtain an understanding of **Community Action Partnership of Kern**'s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of **Community Action Partnership of Kern**'s internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Daniells Phillips Vaughan & Bock

Bakersfield, California
November 8, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED FEBRUARY 28, 2022

SECTION I. SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP:	Unmodified	
Internal control over financial reporting:		
Material weakness(es) identified?	_____Yes	___X___No
Significant deficiency(ies) identified?	_____Yes	___X___None reported
Noncompliance material to financial statements noted?	_____Yes	___X___No

Federal Awards

Internal control over major programs:		
Material weakness(es) identified?	_____Yes	___X___No
Significant deficiency(ies) identified?	_____Yes	___X___None reported
Type of auditor's report issued on compliance for major federal programs:	Unmodified	
Any audit findings disclosed that are required to be reported in accordance with section 2 CFR 200.516(a)?	___X__Yes	_____ No

Identification of major programs

Federal Assistance Listing Number	Name of Federal Program or Cluster
10.557	Women Infant Children (WIC)
10.558	Child and Adult Care Food (CACFP)
10.565/10.568/ 10.569	Emergency Food Assistance Program / Commodity Supplemental Food Program
14.231	Emergency Solutions Grants (ESG)
93.489/93.575/ 93.596	Child Care and Development Fund Cluster

Dollar threshold used to distinguish between Type A and Type B programs:	$1,980,038	
Auditee qualified as low-risk auditee?	___X___Yes	_____No

COMMUNITY ACTION PARTNERSHIP OF KERN

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED FEBRUARY 28, 2022

SECTION II. FINANCIAL STATEMENT FINDINGS

None

SECTION III. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

FA-2022-001 *Child Care Development Fund, California Department of Education* Federal Assistance listing #93.596 Contract No. CCTR-0052.

Condition: The Organization inaccurately reported waived family fee revenue of $34,139 under contract CCTR-1057 for the period of October 1, 2021 through December 31, 2021. However, the correct waived family fee revenue amount for the period was $30,365 resulting in an overstatement of $3,774.

Criteria: Per the CCTR-1057 grant agreement administered by the California Department of Social Services, the Organization is required to accurately report financial activity for the quarter.

Cause: Lack of training and internal review related to the financial reporting process.

Effect: Failure to accurately report financial information may result in a reduction or loss of future funding.

Recommendation: Management should provide additional training related to proper financial reporting. Additionally, management should perform an internal review over the programs financial reports to verify that the policies and procedures set forth in the grant agreement are followed.

Management's Response/Planned Corrective Action: The Attendance Coordinator, Enrollment and Attendance Manager and the Program Design and Management Administrator will attend trainings (in-person or virtual) related to financial reporting to ensure all aspects of the reporting process are followed as indicated by the CDSS. Furthermore, to improve the internal processes, additional layers of monitoring will be incorporated. These processes include, but are not limited to the following: Peer Review, Coordinator Review, Manager Review, Administrator Review, and a random sample review from the Quality Assurance department. Additionally, policies and procedures are being updated to reflect the processes necessary to achieve accuracy in reporting.

As an additional measure of checks and balances, the Attendance team will provide full documentation back-up to Finance monthly for reporting purposes. This will allow for additional audit and review.

Policies and procedures are expected to be updated by December 2022. Staff training started in October 2022. Enhancement in reporting to Finance with supplemental documentation will start in November 2022. The Attendance team has adopted a continuous training and improvement strategy for all line staff.

Implementer: Robert Espinosa, Program Design and Management Administrator

COMMUNITY ACTION PARTNERSHIP OF KERN

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED FEBRUARY 28, 2022

FA-2022-002 *Child Care Development Fund, California Department of Education* Federal Assistance listing #93.575/93.596 Contract Nos. CMAP-0000 and CMAP-1000.

Condition: The Organization failed to provide supporting documentation to substantiate $16,215 of waived family fee revenue reported on the close-out financial report under contract CMAP-0000 and $79,200 of waived family fee revenue reported on December 2021 financial report under contract CMAP-1000.

Criteria: Per the CMAP-0000 and CMAP-1000 grant agreements administered by the California Department of Social Services, the Organization is required to accurately report financial activity.

Cause: Lack of training and lack of enforcement over the Organization's Accounting and Financial Policies and Procedures Manual requiring document retention.

Effect: Failure to accurately report financial information may result in a reduction or loss of future funding.

Recommendation: Management should maintain appropriate audit evidence to substantiate amounts reported. Additionally, management should perform an internal review over the programs to verify that the policies and procedures set forth in the Accounting and Financial Policies and Procedures Manual are being adhered to.

Management's Response/Planned Corrective Action: The documentation provided by CMAP program staff will be modified to include the detailed family fee spreadsheet. Reconciliations will be completed in collaboration with program and finance staff on a periodic basis. Program and finance staff will work together to improve the accuracy of data reported on the monthly 9500's.

This strategy will be accomplished by November 2022.

Implementer: Laura Porta, Program Administrator-CMAP
Susana Bailon, Subsidized Reimbursement Manager

FA-2022-003 *Commodity Supplemental Food Program and Emergency Food Assistance Program, California Department of Agriculture* Federal Assistance listing #10.565 Contract No. 16-MOU-20-6003.

Condition: For two of forty participants tested, the participant application did not appropriately document the recertification of the participant at the twelve and/or twenty-four-month period.

Criteria: Per the California Department of Social Services (CDSS) Policy Notice, "implementation of the CSFP Three Year Certification", the Organization is required to document verbal recertifications performed at the twelve-and twenty-four-month periods.

Cause: Lack of training and enforcement over internal review of applications provided by participants of the program.

Effect: Failure to properly document participant recertification may result in a reduction or loss of future funding.

Recommendation: Management should strengthen their current controls to internally inspect all participant applications to verify all documentation requirements are met, prior to providing program services.

Management's Response/Planned Corrective Action: The Food Bank staff is actively engaged in improving the overall training and processes with respect to tracking eligibility for the CSFP program. The targeted approach will include:

1. Complete process mapping to identify gaps in documentation
2. Improve quality review and internal audit of certification, recertification and eligibility
3. Explore software solutions to aide in compliance
4. Actively engage in state-wide user groups and training

A full quality review and internal audit will be completed by November 2022. Based on review, process mapping to be completed by December 2022. Food Bank staff will work with IT department to research and evaluate software solutions. The Food Bank staff is actively engaged with the State of California CSFP Program Consultant to identify appropriate training and resources.

Implementer: Kelly Lowery, Food Bank Administrator
Matthew Jacobs, CSFP Coordinator

COMMUNITY ACTION PARTNERSHIP OF KERN

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
YEAR ENDED FEBRUARY 28, 2022

FA-2021-001 For three of forty procurement transactions tested for the Commodity Supplemental Food Program and the Emergency Food Assistance Program, the Organization did not maintain complete documentation to substantiate that the Organization complied with all the requirements of the procurement process. *Corrective Action taken during the year.*

FA-2021-002 For four of forty participants tested under the Commodity Supplemental Food Program and Emergency Food Assistance Program, the participants were incorrectly classified as eligible to receive benefits for the period of March 1, 2020 through February 28, 2021. *Corrective Action taken during the Year.*



SPECIAL PURPOSE FINANCIAL STATEMENTS
June 30, 2022

DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

CONTENTS

INDEPENDENT AUDITOR'S REPORT	1-2
SPECIAL PURPOSE FINANCIAL STATEMENTS	
Schedule of expenditures of state awards	3
Schedule of revenue and expenditures:	
California State Preschool Programs CSPP-1123	4
General Child Care and Development Programs CCTR-1057	5
Migrant Child Care CMIG-1004	6
Migrant Specialized Services CMSS-1004	7
Migrant Alternative Payment CMAP-1000	8-9
Child and Adult Care Food 15-1248-OJ	10
Combining schedule of expenditures by state categories	11
Combining schedule of administrative costs	12
Combining schedule of renovation and repair expenditures	13
Combining schedule of equipment expenditures	14
Child and Adult Care Food Program:	
Schedule of reported, adjusted and allowed meals and earned reimbursement	15
Schedule of reported, adjusted and allowed meals	16-19
Schedule of reported, adjusted and allowed enrollment – Child Care Centers	20
Reconciliation of single audit to program audit	21
Note to special purpose financial statements	22
OTHER INDEPENDENT AUDITOR'S REPORT	
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*	23-24

AUDITED ATTENDANCE AND FISCAL REPORT

California State Preschool Programs CSPP-1123 25-30

Child Development Programs CCTR-1057 31-38

Child Development Programs CMIG-1004 39-46

AUDITED FISCAL REPORT

Migrant Special Contracts CMSS-1004 47-50

CalWORKS, Alternative Payment or Family Child Care Home Programs CMAP-1000 51-54

AUDITED RESERVE ACCOUNT ACTIVITY REPORTS

Center based programs 55

Alternate payment programs 56

California State Preschool Programs 57

FINDINGS AND RECOMMENDATIONS SECTION

Schedule of Findings and Questioned Costs 58-60

Summary Schedule of Prior Audit Findings 61

DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

An independently owned member RSM US Alliance

Member of AICPA Division for Firms
Private Companies Practice Section

NANCY C. BELTON

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Community Action Partnership of Kern
Bakersfield, California

Report on the Financial Statements

Opinion

We have audited the accompanying special purpose financial statements of **Community Action Partnership of Kern** (the Organization) for the year ended June 30, 2022, and the related note to the special purpose financial statements, which comprise the Organization's special purpose financial statements, as listed in the table of contents.

In our opinion, the special purpose financial statements present fairly, in all material respects, the special purpose financial statements of the California Department of Education funds of the Organization for the year ended June 30, 2022, in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Finance Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Special Purpose Financial Statements

Management is responsible for the preparation and fair presentation of the special purpose financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the special purpose financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern within one year after the date that the special purpose financial statements are issued.

300 New Stine Road – Bakersfield, CA 93309 – Tel. 661.834.7411 – Fax.661.834.4389 – www. dpvb.com

Auditor's Responsibilities for the Audit of the Special Purpose Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the special purpose financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the special purpose financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the special purpose financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Other Reporting Required* by *Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 14, 2022 on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

Daniells Phillips Vaughan & Bock

Bakersfield, California
November 14, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF EXPENDITURES OF STATE AWARDS
For the Period July 1, 2021 through June 30, 2022

Pass-Through Grantor Program Title	State Number / Grantor Number	Amount
STATE:		
State of California - Department of Education		
California State Preschool Programs	CSPP - 1123	$ 4,223,441
State of California - Department of Social Services		
General Child Care and Development Programs	CCTR - 1057	4,091,168
Migrant Child Care	CMIG - 1004	85,915
Migrant Specialized Services	CMSS - 1004	40,079
Migrant Alternative Payment	CMAP - 1000	13,446,736
Migrant Alternative Payment - Stipend	CMAP - 1000	556,200
Child and Adult Care Food	15-1248-OJ	984,406
Total State of California - Department of Social Services		19,204,504
Total State of California		$ 23,427,945

Basis of Presentation

The accompanying schedule of expenditures of state awards includes the state award activity of **Community Action Partnership of Kern** under programs of the state government for the year ended June 30, 2022. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of **Community Action Partnership of Kern**, it is not intended to and does not present the financial position, changes in net assets, or cash flows of **Community Action Partnership of Kern**. Additionally, **Community Action Partnership of Kern** has elected to use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
CALIFORNIA STATE PRESCHOOL PROGRAMS
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. CSPP-1123
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

	July 1, 2021 through Feb. 28, 2022	Mar. 1, 2022 through June 30, 2022	TOTAL
REVENUE			
State Grant Revenue	$ 2,235,693	$ 1,406,787	$ 3,642,480
Head Start	380,963	199,998	580,961
Total Revenue	2,616,656	1,606,785	4,223,441
EXPENDITURES			
Salaries	1,801,693	1,098,405	2,900,098
Fringe Benefits	595,983	376,646	972,629
Consultant/Contract Services	-	2,425	2,425
Travel	-	-	-
Space Costs	4,448	47	4,495
Consumable Supplies	9,080	1,125	10,205
Other Costs	2,227	247	2,474
Program Costs	-	-	-
Indirect Costs	203,225	127,890	331,115
Total Expenditures	2,616,656	1,606,785	4,223,441
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
GENERAL CHILD CARE AND DEVELOPMENT PROGRAMS
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES CONTRACT NO. CCTR-1057
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

	July 1, 2021 through Feb. 28, 2022	Mar. 1, 2022 through June 30, 2022	TOTAL
REVENUE			
Federal Grant Revenue	$ 467,806	$ 408,134	$ 875,940
State Grant Revenue	1,517,379	1,009,904	2,527,283
Head Start	604,562	83,383	687,945
Total Revenue	2,589,747	1,501,421	4,091,168
EXPENDITURES			
Salaries	1,865,667	1,069,149	2,934,816
Fringe Benefits	533,021	299,818	832,839
Consultant/Contract Services	-	1,862	1,862
Travel	-	-	-
Space Costs	891	4	895
Consumable Supplies	5,590	461	6,051
Other Costs	4,056	1,246	5,302
Program Costs	-	-	-
Indirect Costs	180,522	128,881	309,403
Total Expenditures	2,589,747	1,501,421	4,091,168
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
MIGRANT CHILD CARE
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES CONTRACT NO. CMIG-1004
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

	July 1, 2021 through Feb. 28, 2022	Mar. 1, 2022 through June 30, 2022	TOTAL
REVENUE			
Federal Grant Revenue	$ 110	$ -	$ 110
State Grant Revenue	41,298	39,557	80,855
Head Start	4,170	780	4,950
Total Revenue	45,578	40,337	85,915
EXPENDITURES			
Salaries	31,186	27,242	58,428
Fringe Benefits	9,954	9,341	19,295
Consultant/Contract Services	-	124	124
Travel	-	-	-
Space Costs	332	4	336
Consumable Supplies	172	20	192
Other Costs	171	10	181
Program Costs	-	-	-
Indirect Costs	3,763	3,596	7,359
Total Expenditures	45,578	40,337	85,915
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
MIGRANT SPECIALIZED SERVICES
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES CONTRACT NO. CMSS-1004
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

	July 1, 2021 through Feb. 28, 2022	Mar. 1, 2022 through June 30, 2022	TOTAL
REVENUE			
State Grant Revenue	$ 24,594	$ 15,485	$ 40,079
Total Revenue	24,594	15,485	40,079
EXPENDITURES			
Salaries	18,809	12,704	31,513
Fringe Benefits	3,549	1,373	4,922
Consultant/Contract Services	-	-	-
Travel	-	-	-
Space Costs	-	-	-
Consumable Supplies	-	-	-
Other Costs	-	-	-
Program Costs	-	-	-
Indirect Costs	2,236	1,408	3,644
Total Expenditures	24,594	15,485	40,079
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
MIGRANT ALTERNATIVE PAYMENT
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES CONTRACT NO. CMAP-1000
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

	July 1, 2021 through Feb. 28, 2022	Mar. 1, 2022 through June 30, 2022	TOTAL
REVENUE			
Federal Grant Revenue	$ 1,630,163	$ 1,571,753	$ 3,201,916
State Grant Revenue	6,468,013	3,776,807	10,244,820
Total Revenue	8,098,176	5,348,560	13,446,736
EXPENDITURES			
Salaries	512,154	246,851	759,005
Fringe Benefits	91,814	49,516	141,330
Consultant/Contract Services	4,002	3,508	7,510
Travel	452	440	892
Space Costs	66,040	46,845	112,885
Consumable Supplies	9,595	8,184	17,779
Other Costs	44,618	32,170	76,788
Program Costs	6,734,796	4,479,106	11,213,902
Indirect Costs	634,705	481,940	1,116,645
Total Expenditures	8,098,176	5,348,560	13,446,736
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
MIGRANT ALTERNATIVE PAYMENT
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES CONTRACT NO. CMAP-1000 STIPEND
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

	July 1, 2021 through Feb. 28, 2022	Mar. 1, 2022 through June 30, 2022	TOTAL
REVENUE			
State Grant Revenue	$ 556,200	$ -	$ 556,200
Total Revenue	556,200	-	556,200
EXPENDITURES			
Salaries	-	-	-
Fringe Benefits	-	-	-
Consultant/Contract Services	-	-	-
Travel	-	-	-
Space Costs	-	-	-
Consumable Supplies	-	-	-
Other Costs	-	-	-
Program Costs	556,200	-	556,200
Indirect Costs	-	-	-
Total Expenditures	556,200	-	556,200
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES CONTRACT NO. 15-1248-OJ
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

	July 1, 2021 through Feb. 28, 2022	Mar. 1, 2022 through June 30, 2022	TOTAL
REVENUE			
Federal Grant Revenue	$ 599,859	$ 384,547	$ 984,406
Total Revenue	599,859	384,547	984,406
EXPENDITURES			
Salaries	420,025	232,831	652,856
Fringe Benefits	123,697	66,513	190,210
Consultant/Contract Services	-	3,500	3,500
Travel	20,006	9,293	29,299
Space Costs	111,555	41,935	153,490
Consumable Supplies	83,007	48,056	131,063
Other Costs	67,376	25,037	92,413
Program Costs	(267,811) *	(78,352) *	(346,163) *
Indirect Costs	42,004	35,734	77,738
Total Expenditures	599,859	384,547	984,406
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

** Program Costs represent food subsidies provided by Head Start.*

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
COMBINING SCHEDULE OF EXPENDITURES BY STATE CATEGORIES
FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

	STATE PRESCHOOL CSPP - 1123	GENERAL CHILD CARE CCTR - 1057	MIGRANT CHILD CARE CMIG - 1004	MIGRANT SPECIALIZED SERVICES CMSS - 1004	MIGRANT ALTERNATIVE PAYMENT CMAP - 1000	TOTAL REIMBURSABLE
1000 CERTIFICATED SALARIES	$ 2,043,540	$ 2,466,047	$ 40,142	$ 16,231	$ -	$ 4,565,960
1100 TEACHERS' SALARIES	2,000,743	2,459,686	38,651	16,231	-	4,515,311
1300 CERTIFICATED SUPERVISORS' & ADMINISTRATORS' SALARIES	42,797	6,361	1,491	-	-	50,649
2000 CLASSIFIED SALARIES	856,558	468,769	18,286	15,282	759,005	2,117,900
2100 INSTRUCTIONAL AIDES' SALARIES	629,953	464,170	11,814	15,282	19,809	1,141,028
2200 CLASSIFIED SUPPORT SALARIES	-	-	-	-	-	-
2300 CLASSIFIED SUPERVISORS' & ADMINISTRATORS' SALARIES	92,861	7,211	3,012	-	-	103,084
2400 CLERICAL, TECHNICAL, & OFFICE STAFF SALARIES	133,744	(2,612)	3,460	-	739,196	873,788
3000 EMPLOYEE BENEFITS	972,629	832,839	19,295	4,922	141,330	1,971,015
3301 OASDI/MEDICARE/ALTERNATIVE CERTIFICATED	670,668	103,230	12,770	1,069	-	787,737
3302 OASDI/MEDICARE/ALTERNATIVE CLASSIFIED	281,113	19,623	5,817	1,007	57,118	364,678
3401 HEALTH AND WELFARE BENEFITS CERTIFICATED	12,649	488,965	418	507	-	502,539
3402 HEALTH AND WELFARE BENEFITS CLASSIFIED	5,302	92,947	191	478	70,678	169,596
3501 STATE UNEMPLOYMENT INSURANCE CERTIFICATED	867	31,096	29	476	-	32,468
3502 STATE UNEMPLOYMENT INSURANCE CLASSIFIED	363	5,911	13	448	9,622	16,357
3601 WORKERS' COMPENSATION INSURANCE CERTIFICATED	1,175	76,521	39	483	-	78,218
3602 WORKERS' COMPENSATION INSURANCE CLASSIFIED	492	14,546	18	454	3,912	19,422
4000 BOOKS AND SUPPLIES	10,205	6,051	192	-	17,779	34,227
4300 MATERIALS & SUPPLIES	10,205	6,051	192	-	17,779	34,227
4400 NONCAPITALIZED EQUIPMENT	-	-	-	-	-	-
5000 SERVICES AND OTHER OPERATING EXPENSES	9,394	8,059	641	-	11,411,977	11,430,071
5200 TRAVEL AND CONFERENCES	285	154	13	-	689	1,141
5300 DUES AND MEMBERSHIPS	-	-	-	-	6,100	6,100
5400 INSURANCE	98	20	7	-	9,350	9,475
5500 OPERATIONS AND HOUSEKEEPING SERVICES	1,989	386	149	-	1,616	4,140
5600 RENTALS, LEASES, REPAIRS & NONCAPITALIZED IMPROVEMENTS	2,847	577	213	-	125,569	129,206
5800 PROFESSIONAL/CONSULTING SVCS & OPERATING EXPENDITURES	3,111	6,710	180	-	11,247,022	11,257,023
5900 COMMUNICATIONS	1,064	212	79	-	21,631	22,986
Start Up Costs	-	-	-	-	-	-
6200 BUILDINGS AND IMPROVEMENTS OF BUILDINGS	-	-	-	-	-	-
6400 EQUIPMENT	-	-	-	-	-	-
Start Up Costs	-	-	-	-	-	-
INDIRECT COSTS	331,115	309,403	7,359	3,644	1,116,645	1,768,166
TOTAL	$ 4,223,441	$ 4,091,168	$ 85,915	$ 40,079	$ 13,446,736	$ 21,887,339

We have examined the claims filed for reimbursement and the original supporting records covering the transactions under these contracts to an extent considered necessary to assure ourselves that the amounts claimed by the Organization were proper.

The Stipend funds received for CMAP-1000 are intentionally not included on the Combining Schedule of Expenditures per the guidance from the funding source.

See Note to Special Purpose Financial Statements

COMMUNITY ACTION PARTNERSHIP OF KERN
COMBINING SCHEDULE OF ADMINISTRATIVE COSTS
FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

	STATE PRESCHOOL CSPP - 1123	GENERAL CHILD CARE CCTR - 1057	MIGRANT CHILD CARE CMIG - 1004	MIGRANT SPECIALIZED SERVICES CMSS - 1004	MIGRANT ALTERNATIVE PAYMENT CMAP - 1000	Total Costs
CLERICAL, TECHNICAL, AND OFFICE STAFF SALARIES	$ 71,621	$ (4,361)	$ 1,749	$ -	$ 567,445	$ 636,454
EMPLOYEE BENEFITS	41,195	(1,093)	952	-	106,582	147,636
MATERIALS AND SUPPLIES	9,913	3,811	167	-	15,389	29,280
TRAVEL AND CONFERENCES	254	146	12	-	545	957
DUES AND MEMBERSHIPS	-	-	-	-	4,384	4,384
INSURANCE	79	19	2	-	6,947	7,047
OPERATIONS AND HOUSEKEEPING SERVICES	1,609	396	50	-	1,476	3,531
RENTALS, LEASES, REPAIRS AND NONCAPITALIZED IMPROVEMENTS	2,303	577	72	-	91,253	94,205
PROFESSIONAL/CONSULTING SERVICES AND OPERATING EXPENDITURES	3,109	3,307	180	-	28,683	35,279
COMMUNICATIONS	861	212	26	-	16,381	17,480
INDIRECT COSTS	331,115	309,403	7,359	3,644	1,116,645	1,768,166
TOTAL ADMINISTRATIVE COSTS	$ 462,059	$ 312,417	$ 10,569	$ 3,644	$ 1,955,730	$ 2,744,419

The Stipend funds received for CMAP-1000 are intentionally not included on the Combining Schedule of Administrative Costs per the guidance from the funding source.

See Note to Special Purpose Financial Statements

COMMUNITY ACTION PARTNERSHIP OF KERN
COMBINING SCHEDULE OF RENOVATION AND REPAIR EXPENDITURES
FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

	STATE PRESCHOOL CSPP - 1123	GENERAL CHILD CARE CCTR - 1057	MIGRANT CHILD CARE CMIG - 1004	MIGRANT SPECIALIZED SERVICES CMSS - 1004	MIGRANT ALTERNATIVE PAYMENT CMAP - 1000	Total Costs
Unit Costs Under $10,000 Items:	$ -	$ -	$ -	$ -	$ -	$ -
Unit Costs Over $10,000 Items With CDD Approval:	-	-	-	-	-	-
Unit Costs Over $10,000 Items Without CDD Approval:	-	-	-	-	-	-
Total Renovation and Repair Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

The Stipend funds received for CMAP-1000 are intentionally not included on the Combining Schedule of Renovation and Repair Expenditures per the guidance from the funding source.

See Note to Special Purpose Financial Statements

COMMUNITY ACTION PARTNERSHIP OF KERN
COMBINING SCHEDULE OF EQUIPMENT EXPENDITURES
FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

	STATE PRESCHOOL CSPP - 1123	GENERAL CHILD CARE CCTR - 1057	MIGRANT CHILD CARE CMIG - 1004	MIGRANT SPECIALIZED SERVICES CMSS - 1004	MIGRANT ALTERNATIVE PAYMENT CMAP - 1000	Total Costs
Unit Costs Under $7,500 Items:	$ -	$ -	$ -	$ -	$ -	$ -
Unit Costs Over $7,500 Items With CDD Approval:	-	-	-	-	-	-
Unit Costs Over $7,500 Items Without CDD Approval:	-	-	-	-	-	-
Total Equipment Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

The Stipend funds received for CMAP-1000 are intentionally not included on the Combining Schedule of Renovation and Repair Expenditures per the guidance from the funding source.

See Note to Special Purpose Financial Statements

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD PROGRAM
SCHEDULE OF REPORTED, ADJUSTED AND ALLOWED MEALS AND EARNED REIMBURSEMENT
FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

FIXED PERCENTAGE METHOD

Federal Meal Compensation	Meals Reported	Meals Adjusted	Meals Allowed	Food Service Rates July 2021 to June 2022	Revenue Recognized	Audit Adjustments	Earned Reimbursements
Breakfast							
Free	138,835	-	138,835	$1.97	$ 273,504	$ -	$ 273,504
Reduced	-	-	-	$1.67	-	-	-
Base	-	-	-	$0.33	-	-	-
Total	138,835	-	138,835		$ 273,504	$ -	$ 273,504
Lunch							
Free	144,523	-	144,523	$3.66	$ 528,954	$ -	$ 528,954
Reduced	-	-	-	$3.26	-	-	-
Base	-	-	-	$0.35	-	-	-
Total	144,523	-	144,523		$ 528,954	$ -	$ 528,954
HS Snack							
Free	29,596	-	29,596	$1.00	$ 29,597	$ -	$ 29,597
Reduced	-	-	-	$0.05	-	-	-
Base	-	-	-	$0.09	-	-	-
Total	29,596	-	29,596		$ 29,597	$ -	$ 29,597
State Snack							
Free	72,813	-	72,813	$1.00	$ 72,813	$ -	$ 72,813
Reduced	-	-	-	$0.05	-	-	-
Base	-	-	-	$0.09	-	-	-
Total	72,813	-	72,813		$ 72,813	$ -	$ 72,813
Total Rate X Meals	385,767	-	385,767		$ 904,868	$ -	$ 904,868
State Reimbursements	226,454	-	226,454	$0.1853	$ 41,962	$ -	$ 41,962
Cash-in-Lieu	144,523	-	144,523	$0.2600	$ 37,576	$ -	$ 37,576
Total Federal Reimbursement					$ 984,406	$ -	$ 984,406

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD PROGRAM
SCHEDULE OF REPORTED, ADJUSTED AND ALLOWED MEALS
FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

FIXED PERCENTAGE METHOD

	Reported	Adjusted	Allowed	Reported	Adjusted	Allowed	Reported	Adjusted	Allowed
	July 1, 2021 to July 31, 2021			**August 1, 2021 to August 31, 2021**			**September 1, 2021 to September 30, 2021**		
Breakfast									
Free	8,113	-	8,113	7,930	-	7,930	11,547	-	11,547
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	8,113	-	8,113	7,930	-	7,930	11,547	-	11,547
Lunch									
Free	8,273	-	8,273	9,075	-	9,075	11,966	-	11,966
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	8,273	-	8,273	9,075	-	9,075	11,966	-	11,966
HS Snack									
Free	3,426	-	3,426	1,467	-	1,467	1,691	-	1,691
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	3,426	-	3,426	1,467	-	1,467	1,691	-	1,691
State Snack									
Free	3,048	-	3,048	4,850	-	4,850	6,462	-	6,462
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	3,048	-	3,048	4,850	-	4,850	6,462	-	6,462

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD PROGRAM
SCHEDULE OF REPORTED, ADJUSTED AND ALLOWED MEALS
FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

FIXED PERCENTAGE METHOD

	Reported	Adjusted	Allowed	Reported	Adjusted	Allowed	Reported	Adjusted	Allowed
	October 1, 2021 to October 31, 2021			**November 1, 2021 to November 30, 2021**			**December 1, 2021 to December 31, 2021**		
Breakfast									
Free	12,358	-	12,358	11,451	-	11,451	10,432	-	10,432
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	12,358	-	12,358	11,451	-	11,451	10,432	-	10,432
Lunch									
Free	13,212	-	13,212	12,088	-	12,088	11,094	-	11,094
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	13,212	-	13,212	12,088	-	12,088	11,094	-	11,094
HS Snack									
Free	1,861	-	1,861	1,719	-	1,719	1,370	-	1,370
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	1,861	-	1,861	1,719	-	1,719	1,370	-	1,370
State Snack									
Free	7,068	-	7,068	6,804	-	6,804	6,283	-	6,283
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	7,068	-	7,068	6,804	-	6,804	6,283	-	6,283

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD PROGRAM
SCHEDULE OF REPORTED, ADJUSTED AND ALLOWED MEALS
FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

FIXED PERCENTAGE METHOD

	Reported	Adjusted	Allowed	Reported	Adjusted	Allowed	Reported	Adjusted	Allowed
	January 1, 2022 to January 31, 2022			**February 1, 2022 to February 28, 2022**			**March 1, 2022 to March 31, 2022**		
Breakfast									
Free	10,746	-	10,746	11,698	-	11,698	17,623	-	17,623
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	10,746	-	10,746	11,698	-	11,698	17,623	-	17,623
Lunch									
Free	11,369	-	11,369	12,335	-	12,335	19,091	-	19,091
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	11,369	-	11,369	12,335	-	12,335	19,091	-	19,091
HS Snack									
Free	1,213	-	1,213	1,622	-	1,622	10,048	-	10,048
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	1,213	-	1,213	1,622	-	1,622	10,048	-	10,048
State Snack									
Free	6,200	-	6,200	6,618	-	6,618	2,572	-	2,572
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	6,200	-	6,200	6,618	-	6,618	2,572	-	2,572

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD PROGRAM
SCHEDULE OF REPORTED, ADJUSTED AND ALLOWED MEALS
FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

FIXED PERCENTAGE METHOD

	Reported	Adjusted	Allowed	Reported	Adjusted	Allowed	Reported	Adjusted	Allowed
	April 1, 2022 to April 30, 2022			**May 1, 2022 to May 31, 2022**			**June 1, 2022 to June 30, 2022**		
Breakfast									
Free	14,439	-	14,439	15,038	-	15,038	7,460	-	7,460
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	14,439	-	14,439	15,038	-	15,038	7,460	-	7,460
Lunch									
Free	12,297	-	12,297	16,082	-	16,082	7,641	-	7,641
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	12,297	-	12,297	16,082	-	16,082	7,641	-	7,641
HS Snack									
Free	1,915	-	1,915	2,228	-	2,228	1,036	-	1,036
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	1,915	-	1,915	2,228	-	2,228	1,036	-	1,036
State Snack									
Free	8,769	-	8,769	8,806	-	8,806	5,333	-	5,333
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	8,769	-	8,769	8,806	-	8,806	5,333	-	5,333

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD PROGRAM
SCHEDULE OF REPORTED, ADJUSTED AND ALLOWED ENROLLMENT - CHILD CARE CENTERS
FOR THE PERIOD JULY 1, 2021 THROUGH JUNE 30, 2022

FIXED PERCENTAGE METHOD

Enrollment	July	August	September	October	November	December	January	February	March	April	May	June
Total												
Reported	594	1,065	1,139	1,280	1,309	1,345	1,394	1,237	1,431	1,457	1,181	612
Adjusted	891	420	346	205	176	140	91	248	54	28	304	873
Allowed	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485
Free												
Reported	594	1,065	1,139	1,280	1,309	1,345	1,394	1,237	1,431	1,457	1,181	612
Adjusted	891	420	346	205	176	140	91	248	54	28	304	873
Allowed	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485
Reduced												
Reported	-	-	-	-	-	-	-	-	-	-	-	-
Adjusted	-	-	-	-	-	-	-	-	-	-	-	-
Allowed	-	-	-	-	-	-	-	-	-	-	-	-
Base												
Reported	-	-	-	-	-	-	-	-	-	-	-	-
Adjusted	-	-	-	-	-	-	-	-	-	-	-	-
Allowed	-	-	-	-	-	-	-	-	-	-	-	-

See Note to Special Purpose Financial Statements.

Community Action Partnership of Kern
Reconciliation of Single Audit to Program Audit
Period Ended February 28, 2022 and June 30, 2022

	Single Audit Feb. 28, 2022	Less: Mar. 1, 2021 thru June 30, 2021 and Eliminations *	Mar. 1, 2022 Thru June 30, 2022	Program Audit June 30, 2022
ASSETS				
Current Assets				
Cash	$ 7,621,686	$ (4,477,127)	$ 881,515	$ 4,026,074
Grants and contracts receivable	12,434,537	(9,685,960)	332,252	3,080,829
Inventories	1,046,445	(1,046,445)	-	-
Prepaid expenses	672,994	(652,276)	17,617	38,335
Total current assets	21,775,662	(15,861,808)	1,231,384	7,145,238
Noncurrent Assets				
Cash restricted for program use by funding agencies	754,658	(754,658)	-	-
Property and equipment	18,020,352	(18,020,352)	-	-
Total noncurrent assets	18,775,010	(18,775,010)	-	-
Total assets	$ 40,550,672	$ (34,636,818)	$ 1,231,384	$ 7,145,238
LIABILITIES AND NET ASSETS				
Current liabilities				
Current maturities of long-term debt	$ 379,626	$ (379,626)	$ -	$ -
Accounts payable	6,205,028	(4,590,855)	(433,076)	1,181,097
Accrued expenses	5,201,099	(5,028,753)	(83,271)	89,075
Advances payable	2,168,574	(130,162)	3,280,514	5,318,926
Deferred revenue	4,159,814	(2,105,913)	(2,014,167)	39,734
Total current liabilities	18,114,141	(12,235,309)	750,000	6,628,832
Noncurrent Liabilities				
Long-term debt, less current maturities	703,741	(703,741)	-	-
Total liabilities	18,817,882	(12,939,050)	750,000	6,628,832
Net Assets:				
With donor restrictions	144,994	(144,994)	-	-
Without donor restrictions				
Board designated for accrued vacation liability	993,149	(993,149)	-	-
Undesignated	20,594,647	(20,559,625)	481,384	516,406
Total net assets	21,732,790	(21,697,768)	481,384	516,406
Total liabilities and net assets	$ 40,550,672	$ (34,636,818)	$ 1,231,384	$ 7,145,238
SUPPORT AND REVENUE				
Program Revenues				
Federal grants	$ 66,214,201	$ (62,526,570)	$ 2,648,596	$ 6,336,227
State grants	22,964,214	(12,088,699)	6,256,805	17,132,320
Local grants	1,282,730	(1,282,730)	-	-
Public Support				
Contributions in-kind	206,158	(206,158)	-	-
Donations				
Food	27,283,257	(27,283,257)	-	-
Cash	326,361	(326,361)	-	-
Other	839,238	(839,200)	21	59
Total support and revenue	119,116,159	(104,552,975)	8,905,422	23,468,606
EXPENDITURES	111,591,152	(97,060,341)	8,897,134	23,427,945
EXCESS SUPPORT AND REVENUE OVER (UNDER) EXPENDITURES	$ 7,525,007	$ (7,492,634)	$ 8,288	$ 40,661

* Eliminations are non-California Department of Education and non-California Department of Social Services programs.

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN

NOTE TO SPECIAL PURPOSE FINANCIAL STATEMENTS

Note 1. Nature of Activities and Significant Accounting Policies

Nature of Activities: **Community Action Partnership of Kern** (the Organization) is a not-profit organization which has been designated as the Community Action Agency of Kern County (the County). The purpose of this organization is to mobilize and utilize public and private resources of the urban and rural communities in the County of Kern to combat poverty through community action programs.

These special purpose financial statements represent only specific information for the year ended June 30, 2022, and they are not intended to be a presentation in conformity with accounting principles generally accepted in the United States of America. The general-purpose financial statements for the Organization for the year ended February 28, 2022 were prepared in conformity with accounting principles generally accepted in the United States of America. A copy can be obtained by contacting the Organization.

The schedules of revenue and expenditures presented on pages 4-10 represent the program activity for each state grant for the year ended June 30, 2022. They are intended to assist the State Department of Education in reconciling to the Organization's fiscal year ended February 28, 2022.

The special purpose financial statements presented herein on pages 11-22 and 25-57 were prepared specifically to comply with California Department of Education reporting requirements at each program level, using the fiscal year of the state.

A summary of the Organization's significant accounting policies follows:

Basis of Presentation: The accompanying schedule of expenditures of state awards includes the state grant activity of the Organization and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."

Property: Property purchased with California Department of Education contract funds during fiscal year 2021-2022 has been separately accounted for in the property management system.

Claim Preparation: Due to the provisions in the Improving Head Start for School Readiness Act of 2007 (Public Law 110-134) (Head Start), any child enrolled in Head Start is now automatically eligible for free meals provided by the United States Department of Agriculture (USDA) National School Breakfast Program, National School Lunch Program, and the Child and Adult Care Food Program.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
Community Action Partnership of Kern
Bakersfield, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the special purpose financial statements of **Community Action Partnership of Kern**, as of and for the year ended June 30, 2022, and the related note to the special purpose financial statements, which comprise **Community Action Partnership of Kern**'s special purpose financial statements, and have issued our report thereon dated November 14, 2022.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the special purpose financial statements, we considered **Community Action Partnership of Kern**'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of **Community Action Partnership of Kern**'s internal control. Accordingly, we do not express an opinion on the effectiveness of **Community Action Partnership of Kern**'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether **Community Action Partnership of Kern**'s special purpose financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the special purpose financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as items SA-2022-001 through SA-2022-003.

Community Action Partnership of Kern's Response to Findings

Community Action Partnership of Kern's responses to findings identified in our audit are described in the accompanying schedule of findings and questioned costs. **Community Action Partnership of Kern**'s responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Daniells Phillips Vaughan & Bock

Bakersfield, California
November 14, 2022

Contractor Name: Community Action Partnership of Kern

Contract Number: CSPP1123

Fiscal Year Ended: June 30, 2022

Vendor Code: Y320

California Department of Education Audited Enrollment, Attendance and Fiscal Report for California State Preschool Program

Section 1 – Number of Counties Where Services are Provided

Number of counties where the agency provided services to certified children (Form 1): **1**

Number of counties where the agency provided mental health consultation services to certified children (Form 2): **0**

Number of counties where the agency provided services to non-certified children (Form 3): **1**

Number of counties where the agency provided mental health consultation services to non-certified children (Form 4): **0**

Total enrollment and attendance forms to attach: **4**

Note: For each of the above categories, submit one July-December form and one form for each service county for January-June.

Section 2 – Days of Enrollment, Attendance and Operation

Enrollment and Attendance Form Summary	Column A Cumulative FY per CPARIS	Column B Audit Adjustments	Column C Cumulative FY per Audit	Column D Adjusted Days per Audit
Total Certified Days of Enrollment	91,258		91,258	
Total Certified Days of Enrollment with Mental Health Consultation Services	0		0	
Days of Attendance (including MHCS)	55,494	34,049	89,543	N/A
Total Non-Certified Days of Enrollment	16,621		16,621	
Total Non-Certified Days of Enrollment with Mental Health Consultation Services	0		0	

Days of Operation	Column A Cumulative FY per CPARIS	Column B Audit Adjustments	Column C Cumulative FY per Audit	Column D Adjusted Days per Audit
Days of Operation	246		246	N/A

Section 3 – Revenue

Restricted Income	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Child Nutrition Programs			0
County Maintenance of Effort (EC Section 8279)			0
Other:			0
Other:			0
TOTAL RESTRICTED INCOME	**0**	**0**	**0**

Transfer from Reserve	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Transfer from Reserve			0

Other Income	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Waived Family Fees for Certified Children	73,357		73,357
Interest Earned on Child Development Apportionment Payments			0
Fees for Non-Certified Children			0
Unrestricted Income: Head Start	580,960		580,960
Other:			0
Other:			0

Section 4 - Reimbursable Expenses

Cost Category	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Direct Payments to Providers (FCCH only)	0		0
1000 Certificated Salaries	2,043,540		2,043,540
2000 Classified Salaries	856,558		856,558
3000 Employee Benefits	972,629		972,629
4000 Books and Supplies	10,205		10,205
5000 Services and Other Operating Expenses	9,394		9,394
6100/6200 Other Approved Capital Outlay	0		0
6400 New Equipment (program-related)	0		0
6500 Equipment Replacement (program-related)	0		0
Depreciation or Use Allowance	0		0
Start-up Expenses (service level exemption)	0		0
Indirect Costs (include in Total Administrative Cost)	313,431	17,684	331,115
TOTAL REIMBURSABLE EXPENSES	**4,205,757**	**17,684**	**4,223,441**

Does the agency have an indirect cost rate approved by its cognizant agency (Select YES or NO)? ☐ Yes ☑ No

Approved Indirect Cost Rate:

Specific Items of Reimbursable Expenses	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Total Administrative Cost (included in Reimbursable Expenses)	444,375	17,684	462,059
Total Staff Training Cost (included in Reimbursable Expenses)			0

☐ NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 4.

Section 5 - Supplemental Funding

Supplemental Revenue	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Enhancement Funding			0
Other: Covid	0	245,858	245,858
Other:			0
TOTAL SUPPLEMENTAL REVENUE	**0**	**245,858**	**245,858**

Supplemental Expenses	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
1000 Certificated Salaries			0
2000 Classified Salaries	0	178,681	178,681
3000 Employee Benefits	0	44,826	44,826
4000 Books and Supplies			0
5000 Services and Other Operating Expenses			0
6000 Equipment / Capital Outlay			0
Depreciation or Use Allowance			0
Indirect Costs	0	22,351	22,351
Non-Reimbursable Supplemental Expenses			0
TOTAL SUPPLEMENTAL EXPENSES	**0**	**245,858**	**245,858**

Section 6 - Summary

Description	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Total Certified Days of Enrollment (including MHCS)	91,258	0	91,258
Days of Operation	246	0	246
Days of Attendance (including MHCS)	55,494	34,049	89,543
Total Certified Adjusted Days of Enrollment	N/A	N/A	0.0000
Total Non-Certified Adjusted Days of Enrollment	N/A	N/A	0.0000
Restricted Program Income	0	0	0
Transfer from Reserve	0	0	0
Interest Earned on Apportionment Payments	0	0	0
Direct Payments to Providers	0	0	0
Start-up Expenses (service level exemption)	0	0	0
Total Reimbursable Expenses	4,205,757	17,684	4,223,441
Total Administrative Cost	444,375	17,684	462,059
Total Staff Training Cost	0	0	0
Non-Reimbursable Cost (State Use Only)	N/A	N/A	

Section 7 – Auditor's Assurances

Independent auditor's assurances on agency's compliance with the contract funding terms and conditions and program requirements of the California Department of Education, Early Education Division:

Eligibility, enrollment and attendance records are being maintained as required (Select YES or NO): ☑ Yes ☐ No

Reimbursable expenses claimed in Section 4 are eligible for reimbursement, reasonable, necessary, and adequately supported (Select YES or NO): ☑ Yes ☐ No

Section 8 – Comments

Include any comments in the comment box. If necessary, attach additional sheets to explain adjustments.

AUDITED ATTENDANCE AND FISCAL REPORT FOR CHILD DEVELOPMENT PROGRAMS

Fiscal Year Ending June 30, 2022

Contract Number CCTR-1057

Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Section 1 - Days of Enrollment Certified Children

	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
Infants (up to 18 months) Full-time-plus	153		153	2.8792	440.5176
Infants (up to 18 months) Full-time	6,059		6,059	2.4400	14,783.96
Infants (up to 18 months) Three-quarters-time (July to December 2021)	1,723		1,723	1.8300	3,153.09
Infants (up to 18 months) One-half-time	984		984	1.3420	1,320.528
Toddlers (18 up to 36 months) Full-time-plus	83		83	2.1240	176.292
Toddlers (18 up to 36 months) Full-time	17,231		17,231	1.8000	31,015.8
Toddlers (18 up to 36 months) Three-quarters-time (July to December 2021)	4,204		4,204	1.3500	5,675.4
Toddlers (18 up to 36 months) One-half-time	4,554		4,554	0.9900	4,508.46
Three Years and Older Full-time-plus				1.1800	
Three Years and Older Full-time				1.0000	
Three Years and Older Three-quarters-time (July to December 2021)				0.7500	
Three Years and Older One-half-time Total Standard Rate (July 2021 through June 2022)				0.5500	
Three Years and Older One-half-time Total Direct Service Counties (January 2022 through June 2022)*				Direct Service Counties	
Exceptional Needs Full-time-plus				1.8172	
Exceptional Needs Full-time				1.5400	
Exceptional Needs Three-quarters-time (July to December 2021)				1.1550	
Exceptional Needs One-half-time				0.8470	

Audit Report Page 31

Contract Number CCTR-1057

Full Name of Contractor Community Action Partnership of Kern

Section 1 - Days of Enrollment Certified Children (continued)

	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
Limited and Non-English Proficient Full-time-plus				1.2980	
Limited and Non-English Proficient Full-time				1.1000	
Limited and Non-English Proficient Three-quarters-time (July to December 2021)				0.8250	
Limited and Non-English Proficient One-half-time				0.6050	
At Risk of Abuse or Neglect Full-time-plus				1.2980	
At Risk of Abuse or Neglect Full-time				1.1000	
At Risk of Abuse or Neglect Three-quarters-time (July to December 2021)				0.8250	
At Risk of Abuse or Neglect One-half-time				0.6050	
Severely Disabled Full-time-plus				2.2774	
Severely Disabled Full-time				1.9300	
Severely Disabled Three-quarters-time (July to December 2021)				1.4475	
Severely Disabled One-half-time				1.0615	
TOTAL CERTIFIED DAYS OF ENROLLMENT	**34,991**		**34,991**	**N/A**	**61,074.0476**
DAYS OF OPERATION	**247**		**247**	**N/A**	**N/A**
DAYS OF ATTENDANCE	**34,486**		**34,486**	**N/A**	**N/A**

*If applicable, must attach AUD9500S days of enrollment supplemental pages for direct service counties

☐ NO NON-CERTIFIED CHILDREN Check this box (omit pages 3-4) and continue to Revenue Section on page 5.

Audit Report Page 32

Contract Number CCTR-1057

Full Name of Contractor Community Action Partnership of Kern

Section 2 - Days of Enrollment Non-Certified Children

	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
Infants (up to 18 months) Full-time-plus				2.8792	
Infants (up to 18 months) Full-time				2.4400	
Infants (up to 18 months) Three-quarters-time (July to December 2021)	524		524	1.8300	958.92
Infants (up to 18 months) One-half-time	651		651	1.3420	873.642
Toddlers (18 up to 36 months) Full-time-plus				2.1240	
Toddlers (18 up to 36 months) Full-time				1.8000	
Toddlers (18 up to 36 months) Three-quarters-time (July to December 2021)	5,865		5,865	1.3500	7,917.75
Toddlers (18 up to 36 months) One-half-time	3,635		3,635	0.9900	3,598.65
Three Years and Older Full-time-plus				1.1800	
Three Years and Older Full-time				1.0000	
Three Years and Older Three-quarters-time (July to December 2021)				0.7500	
Three Years and Older One-half-time Total Standard Rate (July 2021 through June 2022)				0.5500	
Three Years and Older One-half-time Total Direct Service Counties (January 2022 through June 2022)*				Direct Service Counties	
Exceptional Needs Full-time-plus				1.8172	
Exceptional Needs Full-time				1.5400	
Exceptional Needs Three-quarters-time (July to December 2021)				1.1550	
Exceptional Needs One-half-time				0.8470	

*If applicable, must attach AUD9500S days of enrollment supplemental pages for direct service counties

Audit Report Page 33

Contract Number CCTR-1057

Full Name of Contractor Community Action Partnership of Kern

Section 2 - Days of Enrollment Non-Certified Children (continued)

	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
Limited and Non-English Proficient Full-time-plus				1.2980	
Limited and Non-English Proficient Full-time				1.1000	
Limited and Non-English Proficient Three-quarters-time (July to December 2021)				0.8250	
Limited and Non-English Proficient One-half-time				0.6050	
At Risk of Abuse or Neglect Full-time-plus				1.2980	
At Risk of Abuse or Neglect Full-time				1.1000	
At Risk of Abuse or Neglect Three-quarters-time (July to December 2021)				0.8250	
At Risk of Abuse or Neglect One-half-time				0.6050	
Severely Disabled Full-time-plus				2.2774	
Severely Disabled Full-time				1.9300	
Severely Disabled Three-quarters-time (July to December 2021)				1.4475	
Severely Disabled One-half-time				1.0615	
TOTAL NON-CERTIFIED DAYS OF ENROLLMENT	**10,675**		**10,675**	**N/A**	**13,348.962**

Audit Report Page 34

Contract Number CCTR-1057

Full Name of Contractor Community Action Partnership of Kern

Section 3 - Revenue

	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Child Nutrition Programs			
Restricted Income - County Maintenance of Effort (EC Section 8279)			
Restricted Income - American Rescue Plan Act (ARPA)			
Restricted Income - Other:			
Restricted Income - Subtotal			
Transfer From Reserve			
Waived Family Fees for Certified Children	77,107	-1,828	75,279
Interest Earned on Child Development Apportionment Payments			
Unrestricted Income - Fees for Non-Certified Children			
Unrestricted Income - Head Start	687,945		687,945
Unrestricted Income - Other:			
Total Revenue	**687,945**		**687,945**

Comments:

Audit Report Page 35

Contract Number CCTR-1057

Full Name of Contractor Community Action Partnership of Kern

Section 4 - Reimbursable Expenses

	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers (FCCH only)			
1000 Certificated Salaries	2,307,546	158,501	2,466,047
2000 Classified Salaries	436,974	31,795	468,769
3000 Employee Benefits	824,775	8,064	832,839
4000 Books and Supplies	6,051		6,051
5000 Services and Other Operating Expenses	7,708	351	8,059
6100/6200 Other Approved Capital Outlay			
6400 New Equipment (program-related)			
6500 Equipment Replacement (program-related)			
Depreciation or Use Allowance			
Start-up Expenses (service level exemption)			
Budget Impasse Credit			
Indirect Costs (include in Total Administrative Cost)	294,001	15,402	309,403
Non-Reimbursable (State use only)			
Total Reimbursable Expenses	**3,877,055**	**214,113**	**4,091,168**
Total Administrative Cost (included in Section 4 above)	296,840	15,577	312,417
Total Staff Training Cost (included in Section 4 above)			

Approved Indirect Cost Rate: 10.0%

☒ NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 7.

Audit Report Page 36

Contract Number CCTR-1057

Full Name of Contractor Community Action Partnership of Kern

Section 5 - Supplemental Revenue

	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit
Enhancement Funding			
Other:			
Other:			
Total Supplemental Revenue			

Section 6 - Supplemental Expenses

	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit
1000 Certificated Salaries			
2000 Classified Salaries			
3000 Employee Benefits			
4000 Books and Supplies			
5000 Services and Other Operating Expenses			
6000 Equipment / Capital Outlay			
Depreciation or Use Allowance			
Indirect Costs			
Non-Reimbursable Supplemental Expenses			
Total Supplemental Expenses			

Contract Number CCTR-1057

Full Name of Contractor Community Action Partnership of Kern

Section 7 - Summary

	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit
Total Certified Days of Enrollment	34,991		34,991
Days of Operation	247		247
Days of Attendance	34,486		34,486
Restricted Program Income			
Transfer from Reserve			
Waived Family Fees for Certified Children	77,107	-1,828	75,279
Interest Earned on Child Development Apportionment Payments			
Direct Payments to Providers			
Start-up Expenses (service level exemption)			
Total Reimbursable Expenses	3,877,055	214,113	4,091,168
Total Administrative Cost	296,840	15,577	312,417
Total Staff Training Cost			

Total Certified Adjusted Days of Enrollment 61,074.0476

Total Non-Certified Adjusted Days of Enrollment 13,348.962

Independent auditor's assurances on agency's compliance with contract funding terms and conditions and program requirements for programs that transferred to the California Department of Social Services on July 1, 2021 pursuant to WIC Section 10203(b):

Eligibility, enrollment and attendance records are being maintained as required (select YES or NO from the drop-down box): Yes

Reimbursable expenses claimed on page 6 are eligible for reimbursement, reasonable, necessary, and adequately supported (select YES or NO from the drop-down box): Yes

Include any comments in the comments box on page 5. If necessary, attach additional sheets to explain adjustments.

Audit Report Page 38

AUDITED ATTENDANCE AND FISCAL REPORT FOR CHILD DEVELOPMENT PROGRAMS

Fiscal Year Ending June 30, 2022

Contract Number CMIG-1004

Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Section 1 - Days of Enrollment Certified Children

	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
Infants (up to 18 months) Full-time-plus				2.8792	
Infants (up to 18 months) Full-time				2.4400	
Infants (up to 18 months) Three-quarters-time (July to December 2021)				1.8300	
Infants (up to 18 months) One-half-time				1.3420	
Toddlers (18 up to 36 months) Full-time-plus				2.1240	
Toddlers (18 up to 36 months) Full-time				1.8000	
Toddlers (18 up to 36 months) Three-quarters-time (July to December 2021)				1.3500	
Toddlers (18 up to 36 months) One-half-time				0.9900	
Three Years and Older Full-time-plus				1.1800	
Three Years and Older Full-time	121		121	1.0000	121
Three Years and Older Three-quarters-time (July to December 2021)				0.7500	
Three Years and Older One-half-time Total Standard Rate (July 2021 through June 2022)				0.5500	
Three Years and Older One-half-time Total Direct Service Counties (January 2022 through June 2022)*				Direct Service Counties	
Exceptional Needs Full-time-plus				1.8172	
Exceptional Needs Full-time	140		140	1.5400	215.6
Exceptional Needs Three-quarters-time (July to December 2021)				1.1550	
Exceptional Needs One-half-time				0.8470	

Contract Number CMIG-1004

Full Name of Contractor Community Action Partnership of Kern

Section 1 - Days of Enrollment Certified Children (continued)

	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
Limited and Non-English Proficient Full-time-plus	311		311	1.2980	403.678
Limited and Non-English Proficient Full-time	687		687	1.1000	755.7
Limited and Non-English Proficient Three-quarters-time (July to December 2021)		1	1	0.8250	0.825
Limited and Non-English Proficient One-half-time	123	-1	122	0.6050	73.81
At Risk of Abuse or Neglect Full-time-plus				1.2980	
At Risk of Abuse or Neglect Full-time				1.1000	
At Risk of Abuse or Neglect Three-quarters-time (July to December 2021)				0.8250	
At Risk of Abuse or Neglect One-half-time				0.6050	
Severely Disabled Full-time-plus				2.2774	
Severely Disabled Full-time				1.9300	
Severely Disabled Three-quarters-time (July to December 2021)				1.4475	
Severely Disabled One-half-time				1.0615	
TOTAL CERTIFIED DAYS OF ENROLLMENT	**1,382**		**1,382**	**N/A**	**1,570.613**
DAYS OF OPERATION	**247**		**247**	**N/A**	**N/A**
DAYS OF ATTENDANCE	**1,371**		**1,371**	**N/A**	**N/A**

*If applicable, must attach AUD9500S days of enrollment supplemental pages for direct service counties

☐ NO NON-CERTIFIED CHILDREN Check this box (omit pages 3-4) and continue to Revenue Section on page 5.

Audit Report Page 40

Contract Number CMIG-1004

Full Name of Contractor Community Action Partnership of Kern

Section 2 - Days of Enrollment Non-Certified Children

	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
Infants (up to 18 months) Full-time-plus				2.8792	
Infants (up to 18 months) Full-time				2.4400	
Infants (up to 18 months) Three-quarters-time (July to December 2021)				1.8300	
Infants (up to 18 months) One-half-time				1.3420	
Toddlers (18 up to 36 months) Full-time-plus				2.1240	
Toddlers (18 up to 36 months) Full-time				1.8000	
Toddlers (18 up to 36 months) Three-quarters-time (July to December 2021)				1.3500	
Toddlers (18 up to 36 months) One-half-time				0.9900	
Three Years and Older Full-time-plus				1.1800	
Three Years and Older Full-time				1.0000	
Three Years and Older Three-quarters-time (July to December 2021)	15		15	0.7500	11.25
Three Years and Older One-half-time Total Standard Rate (July 2021 through June 2022)	58		58	0.5500	31.9
Three Years and Older One-half-time Total Direct Service Counties (January 2022 through June 2022)*				Direct Service Counties	
Exceptional Needs Full-time-plus				1.8172	
Exceptional Needs Full-time	21		21	1.5400	32.34
Exceptional Needs Three-quarters-time (July to December 2021)				1.1550	
Exceptional Needs One-half-time				0.8470	

*If applicable, must attach AUD9500S days of enrollment supplemental pages for direct service counties

Audit Report Page 41

Contract Number CMIG-1004

Full Name of Contractor Community Action Partnership of Kern

Section 2 - Days of Enrollment Non-Certified Children (continued)

	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
Limited and Non-English Proficient Full-time-plus				1.2980	
Limited and Non-English Proficient Full-time				1.1000	
Limited and Non-English Proficient Three-quarters-time (July to December 2021)				0.8250	
Limited and Non-English Proficient One-half-time	58		58	0.6050	35.09
At Risk of Abuse or Neglect Full-time-plus				1.2980	
At Risk of Abuse or Neglect Full-time				1.1000	
At Risk of Abuse or Neglect Three-quarters-time (July to December 2021)				0.8250	
At Risk of Abuse or Neglect One-half-time				0.6050	
Severely Disabled Full-time-plus				2.2774	
Severely Disabled Full-time				1.9300	
Severely Disabled Three-quarters-time (July to December 2021)				1.4475	
Severely Disabled One-half-time				1.0615	
TOTAL NON-CERTIFIED DAYS OF ENROLLMENT	**152**		**152**	**N/A**	**110.58**

Audit Report Page 42

Contract Number CMIG-1004

Full Name of Contractor Community Action Partnership of Kern

Section 3 - Revenue

	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Child Nutrition Programs			
Restricted Income - County Maintenance of Effort (EC Section 8279)			
Restricted Income - American Rescue Plan Act (ARPA)			
Restricted Income - Other:			
Restricted Income - Subtotal			
Transfer From Reserve			
Waived Family Fees for Certified Children	2,088		2,088
Interest Earned on Child Development Apportionment Payments			
Unrestricted Income - Fees for Non-Certified Children			
Unrestricted Income - Head Start	4,950		4,950
Unrestricted Income - Other:			
Total Revenue	**4,950**		**4,950**

Comments:

Audit Report Page 43

Contract Number CMIG-1004

Full Name of Contractor Community Action Partnership of Kern

Section 4 - Reimbursable Expenses

	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers (FCCH only)			
1000 Certificated Salaries	40,141		40,141
2000 Classified Salaries	18,286		18,286
3000 Employee Benefits	19,295		19,295
4000 Books and Supplies	192		192
5000 Services and Other Operating Expenses	642		642
6100/6200 Other Approved Capital Outlay			
6400 New Equipment (program-related)			
6500 Equipment Replacement (program-related)			
Depreciation or Use Allowance			
Start-up Expenses (service level exemption)			
Budget Impasse Credit			
Indirect Costs (include in Total Administrative Cost)	6,458	901	7,359
Non-Reimbursable (State use only)			
Total Reimbursable Expenses	**85,014**	**901**	**85,915**
Total Administrative Cost (included in Section 4 above)	9,668	901	10,569
Total Staff Training Cost (included in Section 4 above)			

Approved Indirect Cost Rate: 10.0%

☒ NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 7.

Audit Report Page 44

Contract Number CMIG-1004

Full Name of Contractor Community Action Partnership of Kern

Section 5 - Supplemental Revenue

	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit
Enhancement Funding			
Other:			
Other:			
Total Supplemental Revenue			

Section 6 - Supplemental Expenses

	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit
1000 Certificated Salaries			
2000 Classified Salaries			
3000 Employee Benefits			
4000 Books and Supplies			
5000 Services and Other Operating Expenses			
6000 Equipment / Capital Outlay			
Depreciation or Use Allowance			
Indirect Costs			
Non-Reimbursable Supplemental Expenses			
Total Supplemental Expenses			

Contract Number CMIG-1004

Full Name of Contractor Community Action Partnership of Kern

Section 7 - Summary

	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit
Total Certified Days of Enrollment	1,382		1,382
Days of Operation	247		247
Days of Attendance	1,371		1,371
Restricted Program Income			
Transfer from Reserve			
Waived Family Fees for Certified Children	2,088		2,088
Interest Earned on Child Development Apportionment Payments			
Direct Payments to Providers			
Start-up Expenses (service level exemption)			
Total Reimbursable Expenses	85,014	901	85,915
Total Administrative Cost	9,668	901	10,569
Total Staff Training Cost			

Total Certified Adjusted Days of Enrollment: 1,570.613

Total Non-Certified Adjusted Days of Enrollment: 110.58

Independent auditor's assurances on agency's compliance with contract funding terms and conditions and program requirements for programs that transferred to the California Department of Social Services on July 1, 2021 pursuant to WIC Section 10203(b):

Eligibility, enrollment and attendance records are being maintained as required (select YES or NO from the drop-down box): Yes

Reimbursable expenses claimed on page 6 are eligible for reimbursement, reasonable, necessary, and adequately supported (select YES or NO from the drop-down box): Yes

Include any comments in the comments box on page 5. If necessary, attach additional sheets to explain adjustments.

Audit Report Page 46

AUDITED FISCAL REPORT FOR MIGRANT SPECIAL CONTRACTS

Fiscal Year Ending	**June 30, 2022**
Contract Number	**CMSS-1004**
Vendor Code	**Y320**

Full Name of Contractor **Community Action Partnership of Kern**

Section 1 - Revenue

	Column A Cumulative CDNFS 9500A	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Other:			
Restricted Income - Other:			
Restricted Income - Subtotal			
Interest Earned on Child Development Apportionment Payments			
Unrestricted Income - Other:			
Total Revenue			

Contract Number CMSS-1004

Full Name of Contractor Community Action Partnership of Kern

Section 2 - Reimbursable Expenses

	Column A Cumulative CDNFS 9500A	Column B Audit Adjustments	Column C Cumulative per Audit
1000 Certificated Salaries			
2000 Classified Salaries	30,895	618	31,513
3000 Employee Benefits	4,923	-1	4,922
4000 Books and Supplies			
5000 Services and Other Operating Expenses			
Indirect Costs (include in Total Administrative Cost)	3,581	63	3,644
Non-Reimbursable (State use only)			
Total Reimbursable Expenses	**39,399**	**680**	**40,079**
Total Administrative Cost (included in Section 2 above)	3,581	63	3,644
Days of Operation	247		247

Approved Indirect Cost Rate: 10.0%

☒ NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Audit Report Page 48

Contract Number CMSS-1004

Full Name of Contractor Community Action Partnership of Kern

Section 3 - Supplemental Revenue

	Column A Cumulative CDNFS 9500A	Column B Audit Adjustments	Column C Cumulative per Audit
Enhancement Funding			
Other:			
Other:			
Total Supplemental Revenue			

Section 4 - Supplemental Expenses

	Column A Cumulative CDNFS 9500A	Column B Audit Adjustments	Column C Cumulative per Audit
1000 Certificated Salaries			
2000 Classified Salaries			
3000 Employee Benefits			
4000 Books and Supplies			
5000 Services and Other Operating Expenses			
6000 Equipment / Capital Outlay			
Depreciation or Use Allowance			
Indirect Costs			
Non-Reimbursable Supplemental Expenses			
Total Supplemental Expenses			

Audit Report Page 49

Contract Number CMSS-1004

Full Name of Contractor Community Action Partnership of Kern

Section 5 - Summary

	Column A Cumulative CDNFS 9500A	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income			
Interest Earned on Child Development Apportionment Payments			
Total Reimbursable Expenses	39,399	680	40,079
Total Administrative Cost	3,581	63	3,644
Days of Operation	247		247

Comments:

Audit Report Page 50

AUDITED FISCAL REPORT FOR CALWORKS, ALTERNATIVE PAYMENT OR FAMILY CHILD CARE HOME PROGRAMS

Fiscal Year Ending June 30, 2022

Contract Number CMAP-1000

Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Section 1 - Revenue

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Child Nutrition Programs				
Restricted Income - County Maintenance of Effort (EC Section 8279)				
Restricted Income - Uncashed Checks to Providers				
Restricted Income - Other:				
Restricted Income - Subtotal				
Transfer from Reserve (alternative payment only)				
Waived Family Fees for Certified Children (July-August) FY 2020-21 USE ONLY*				
Waived Family Fees for Certified Children (Sept.-June FY 2020-21 and FY 2021-22)*		244,919		244,919
Family Fees Collected for Certified Children				
Interest Earned on Child Development Apportionment Payments				
Unrestricted Income - Other:				
Total Revenue (*Waived Family Fees Not Included)				

Contract Number CMAP-1000

Full Name of Contractor Community Action Partnership of Kern

Section 2 - Reimbursable Expenses

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers		11,213,902		11,213,902
1000 Certificated Salaries				
2000 Classified Salaries		759,005		759,005
3000 Employee Benefits		142,237	-907	141,330
4000 Books and Supplies		26,112	-8,333	17,779
5000 Services and Other Operating Expenses		188,211	9,864	198,075
6100/6200 Other Approved Capital Outlay				
6400 New Equipment (program-related)				
6500 Equipment Replacement (program-related)				
Depreciation or Use Allowance				
Indirect Costs (include in Total Administrative Cost)		1,117,200	-555	1,116,645
Non-Reimbursable (State use only)				
Total Reimbursable Expenses		**13,446,667**	**69**	**13,446,736**
Total Administrative Cost (included in Section 2 above)		1,955,662	68	1,955,730
Days of Operation		248		248

Approved Indirect Cost Rate: 10.0%

☐ NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

Audit Report Page 52

Contract Number CMAP-1000

Full Name of Contractor Community Action Partnership of Kern

Section 3 - Supplemental Revenue

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Enhancement Funding				
Other: CSBG and COVID Supplemental			719,279	719,279
Total Supplemental Revenue			**719,279**	**719,279**

Section 4 - Supplemental Expenses

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers			556,200	556,200
1000 Certificated Salaries				
2000 Classified Salaries				
3000 Employee Benefits				
4000 Books and Supplies				
5000 Services and Other Operating Expenses				
6000 Equipment / Capital Outlay				
Depreciation or Use Allowance				
Indirect Costs			160,079	160,079
Non-Reimbursable Supplemental Expenses				
Total Supplemental Expenses			**716,279**	**716,279**

Audit Report Page 53

Contract Number CMAP-1000

Full Name of Contractor Community Action Partnership of Kern

Section 5 - Summary

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income				
Transfer from Reserve (alternative payment only)				
Family Fees Collected for Certified Children				
Interest Earned on Child Development Apportionment Payments				
Direct Payments to Providers		11,213,902		11,213,902
Total Administrative Cost		1,955,662	68	1,955,730
Days of Operation		248		248
Total Reimbursable Expenses		13,446,667	69	13,446,736

Comments:

Audit Report Page 54

AUDITED RESERVE ACCOUNT ACTIVITY REPORT

Fiscal Year End	June 30, 2022
Reserve Account Type	Center-Based
Vendor Code	Y320

Full Name of Contractor **Community Action Partnership of Kern**

Section 1 - Prior Year Reserve Account Activity

1. Beginning Balance (2020–21 AUD 9530A Ending Balance)	2,171
2. Plus Transfers to Reserve Account:	Per 2020–21 Post-Audit CDNFS 9530
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Total Transferred from 2020–21 Contracts to Reserve	
3. Less Excess Reserve to be Billed	
4. Ending Balance per 2020–21 Post-Audit CDNFS 9530	**2,171**

Section 2 - Current Year (2021–22) Reserve Account Activity

	Column A CDNFS 9530A	Column B Audit Adjustments	Column C per Audit
5. Plus Interest Earned This Year on Reserve:			
6. Less Transfers to Contracts from Reserve:			
Contract No.			
Contract No.			
Contract No.			
Contract No.			
Contract No.			
Contract No.			
Total Transferred to Contracts from Reserve Account			
7. Ending Balance on June 30, 2022	**2,171**		**2,171**

COMMENTS - If necessary, attach additional sheets to explain adjustments.

Audit Report Page 55

AUDITED RESERVE ACCOUNT ACTIVITY REPORT

Fiscal Year End	June 30, 2022
Reserve Account Type	Alternative Payment
Vendor Code	Y320

Full Name of Contractor **Community Action Partnership of Kern**

Section 1 - Prior Year Reserve Account Activity

1. Beginning Balance (2020–21 AUD 9530A Ending Balance)	34,986
2. Plus Transfers to Reserve Account:	Per 2020–21 Post-Audit CDNFS 9530
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Total Transferred from 2020–21 Contracts to Reserve	
3. Less Excess Reserve to be Billed	
4. Ending Balance per 2020–21 Post-Audit CDNFS 9530	**34,986**

Section 2 - Current Year (2021–22) Reserve Account Activity

	Column A CDNFS 9530A	Column B Audit Adjustments	Column C per Audit
5. Plus Interest Earned This Year on Reserve:	58		58
6. Less Transfers to Contracts from Reserve:			
Contract No.			
Contract No.			
Contract No.			
Contract No.			
Contract No.			
Contract No.			
Total Transferred to Contracts from Reserve Account			
7. Ending Balance on June 30, 2022	**35,044**		**35,044**

COMMENTS - If necessary, attach additional sheets to explain adjustments.

Audit Report Page 56

California Department of Education **Fiscal Year Ending: June 30, 2022**
Audited Preschool Reserve Account Activity Report **Vendor Code: Y320**

Contractor Name: Community Action Partnership of Kern

Section 1 – Prior Year Reserve Account Activity

1. Beginning Balance (2020–21 AUD 9530A Ending Balance): 2,499

2. Plus Transfers to Reserve Account:

2020–21 Contract No.	Per 2020–21 Post-Audit CDFS 9530
Total Transferred from 2020–21 Contracts	**0**

3. Less Excess Reserve to be Billed:

4. 2020–21 CDFS 9530 Reserve Balance After Billing: 2,499

Section 2 – Current Year Reserve Account Activity

5. Plus Interest Earned This Year on Reserve:

Description	Column A per CPARIS	Column B Audit Adjustments	Column C Total per Audit
Interest Earned			0

6. Less Transfers to Contracts from Reserve:

2021–22 Contract No.	Column A per CPARIS	Column B Audit Adjustments	Column C Total per Audit
			0
			0
			0
Total Transferred to Contracts	**0**	**0**	**0**

7. Ending Balance:

Description	Column A per CPARIS	Column B Audit Adjustments	Column C Total per Audit
Ending Balance on June 30, 2022	2,499	0	2,499

COMMENTS – If necessary, attach additional sheets to explain adjustments.

COMMUNITY ACTION PARTNERSHIP OF KERN

SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE PERIOD ENDED JUNE 30, 2022

SECTION I. SUMMARY OF AUDITOR'S RESULTS

State Awards

Internal control over major programs:		
Material weakness(es) identified?	____Yes	_X_No
Significant deficiency(ies) identified?	_____Yes	_X_None reported
Type of auditor's report issued on compliance for major federal programs:		Unmodified
Any audit findings disclosed that are required to be reported in accordance with section 2 CFR 200.516(a)?:	___X___Yes	___No

SECTION II. STATE AWARD FINDINGS AND QUESTIONED COSTS

SA-2022-001 Attendance –California State Preschool CSPP-1123

Criteria: Chapter 500, Section 530 Child Care and Development Programs, Part D Attendance, of the California Department of Social Services Audit Guide – August 2022 states the Contractor shall maintain a system to properly document child attendance, which includes maintaining daily sign-in/sign-out attendance sheets.

Condition: For one of two months selected for testing, which includes 2,855 days of attendance, for the month of January 2022 the Contractor did not maintain a system to properly document child attendance resulting in an error. For the CSPP-1123 Program the Contractor over reported one day of full-time day and under reported one three quarters day attendance and enrollment on the CD 9400 as compared to the daily sign-in/sign-out sheet.

Effect: The error resulted in an overpayment to the Contractor of $12.97. Failure to report attendance properly may result in a reduction, loss or repayment of funding.

Cause: The error stems from a lack of training and internal review at the program level related to tabulation and reporting of attendance.

Recommendation: Management should provide additional training related to proper attendance tabulation and reporting at the program level. Additionally, management should perform an internal review over the programs to verify that the policies and procedures are adhered to.

Management's Response/Planned Corrective Action: The Attendance Coordinator, Enrollment and Attendance Manager and the Program Design and Management Administrator will attend trainings (in-person or virtual) related to financial reporting to ensure all aspects of the reporting process are followed as indicated by the CDE. Furthermore, to improve the internal processes, additional layers of monitoring will be incorporated. These processes include, but are not limited to the following: Peer Review, Coordinator Review, Manager Review, Administrator Review, and a random sample review from the Quality Assurance department. Additionally, policies and procedures are being updated to reflect the processes necessary to achieve accuracy in reporting.

As an additional measure of checks and balances, the Attendance team will provide full documentation back-up to Finance monthly for reporting purposes. This will allow for additional audit and review.

Policies and procedures are expected to be updated by December 2022. Staff training started in October 2022. Enhancement in reporting to Finance with supplemental documentation will start in November 2022. The Attendance team has adopted a continuous training and improvement strategy for all line staff.

Implementer: Robert Espinosa, Program Design and Management Administrator

SA-2022-002 Financial Reporting – Migrant Alternative Payment CMAP-1000

Criteria: Chapter 500, Section 530 Child Care and Development Programs, Part J Reporting, of the California Department of Social Services Audit Guide – August 2022 states the Contractor shall appropriately report revenue, which includes maintaining supporting documentation.

Condition: For the month of December 2021 for contract CMAP-1000, the Contractor did not maintain a system to properly document waived family fees as the Contractor did not maintain any supporting documentation to substantiate the amount reported as waived family fee revenue.

Effect: The error resulted in an overstatement of waived family fee revenue of $79,200 for CMAP-1000. Failure to report financial information properly may result in a reduction, loss or repayment of funding.

Cause: The error stems from a lack of training and internal review at the program level related to tabulation of waived family fee revenue.

Recommendation: Management should provide additional training related to proper waived family fee revenue tabulation and reporting at the program level. Additionally, management should perform an internal review over the programs to verify that the policies and procedures are adhered to.

Management's Response/Planned Corrective Action: The documentation provided by CMAP program staff will be modified to include the detailed family fee spreadsheet. Reconciliations will be completed in collaboration with program and finance staff on a periodic basis. Program and finance staff will work together to improve the accuracy of data reported on the monthly 9500's.

This strategy will be accomplished by November 2022.

Implementer: Laura Porta, Program Administrator-CMAP
Susana Bailon, Subsidized Reimbursement Manager

COMMUNITY ACTION PARTNERSHIP OF KERN

SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE PERIOD ENDED JUNE 30, 2022

SA-2022-003 Financial Reporting – General Child Care CCTR-1057

Criteria: Chapter 500, Section 530 Child Care and Development Programs, Part J Reporting, of the California Department of Social Services Audit Guide – August 2022 states the Contractor shall appropriately report revenue, which includes maintaining supporting documentation.

Condition: The Organization inaccurately reported waived family fee revenue of $34,139 under contract CCTR-1057 for the period of October 1, 2021 through December 31, 2021. However, the correct waived family fee revenue amount for the period was $30,365, resulting in an overstatement of $3,774.

Effect: The error resulted in an overstatement of waived family fee revenue of $3,774 for CCTR-1057. Failure to accurately report financial information may result in a reduction or loss of future funding.

Cause: The error stems from a lack of training and internal review at the program level related to tabulation of waived family fee revenue.

Recommendation: Management should provide additional training related to proper financial reporting. Additionally, management should perform an internal review over the programs financial reports to verify that the policies and procedures set forth in the grant agreement are followed.

Management's Response/Planned Corrective Action: The Attendance Coordinator, Enrollment and Attendance Manager and the Program Design and Management Administrator will attend trainings (in-person or virtual) related to financial reporting to ensure all aspects of the reporting process are followed as indicated by the CDSS. Furthermore, to improve the internal processes, additional layers of monitoring will be incorporated. These processes include, but are not limited to the following: Peer Review, Coordinator Review, Manager Review, Administrator Review, and a random sample review from the Quality Assurance department. Additionally, policies and procedures are being updated to reflect the processes necessary to achieve accuracy in reporting.

As an additional measure of checks and balances, the Attendance team will provide full documentation back-up to Finance monthly for reporting purposes. This will allow for additional audit and review.

Policies and procedures are expected to be updated by December 2022. Staff training started in October 2022. Enhancement in reporting to Finance with supplemental documentation will start in November 2022. The Attendance team has adopted a continuous training and improvement strategy for all line staff.

Implementer: Robert Espinosa, Program Design and Management Administrator

COMMUNITY ACTION PARTNERSHIP OF KERN

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE PERIOD ENDED JUNE 30, 2022

SA-2021-001 For the two months selected for testing under CCTR-0052 and CSPP-0126 contracts, which includes 2,725 days of attendance, for the months of September 2020 and December 2020 the Contractor did not maintain a system to properly document child attendance resulting in variances between reported attendance and the underlying documentation. *Similar item noted in the current year. See SA-2022-001.*

SA-2021-002 For three of forty students tested under the CCTR-0052 contract the sign-in/sign-out sheet related to absences and best interest days did not agree to the amount reported to the California Department of Education (CDE) resulting in the Contractor underreporting the number of excused absences to the CDE. *Corrective action taken during the year.*

SA-2021-003 For the two months selected for testing, September 2020 and December 2020, under the Child and Adult Care Food Program, contained various reporting and tabulation errors related to the number of meals reported as compared to the underlying documents used to prepare the reports. *Corrective action taken during the year.*

COMMUNITY ACTION PARTNERSHIP OF KERN 401(A) PLAN

FINANCIAL REPORT
February 28, 2022

DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

C O N T E N T S

INDEPENDENT AUDITOR'S REPORT	1-3
FINANCIAL STATEMENTS	
Statements of net assets available for benefits	4
Statement of changes in net assets available for benefits	5
Notes to financial statements	6-10
SUPPLEMENTAL SCHEDULE	
Schedule H, Line 4i – Schedule of assets (held at end of year)	11

DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

An independently owned member RSM US Alliance

Member of AICPA Division for Firms
Private Companies Practice Section

NANCY C. BELTON

INDEPENDENT AUDITOR'S REPORT

To the Trustee
Community Action Partnership of Kern 401 (a) Plan
Bakersfield, California

Scope and Nature of the ERISA Section 103(a)(3)(C) Audit of the 2022 Financial Statements
We have performed an audit of the financial statements of **Community Action Partnership of Kern 401(a) Plan** (the Plan), an employee benefit plan subject to the Employee Retirement Income Security Act of 1974 (ERISA), as permitted by ERISA Section 103(a)(3)(C) (ERISA Section 103(a)(3)(C) audit). The financial statements comprise the statement of net assets available for benefits as of February 28, 2022, and the related statement of changes in net assets available for benefits for the year then ended, and the related notes to the financial statements (2022 financial statements).

Management, having determined it is permissible in the circumstances, has elected to have the audit of the 2022 financial statements performed in accordance with ERISA Section 103(a)(3)(C) pursuant to 29 CFR 2520.103-8 of the Department of Labor's (DOL) Rules and Regulations for Reporting and Disclosure under ERISA. As permitted by ERISA Section 103(a)(3)(C), our audit need not extend to any statements or information related to assets held for investment of the Plan (investment information) by a bank or similar institution or insurance carrier that is regulated, supervised, and subject to periodic examination by a state or federal agency, provided that the statements or information regarding assets so held are prepared and certified to by the bank or similar institution or insurance carrier in accordance with 29 CFR 2520.103-5 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA (qualified institution).

Management has obtained certifications from qualified institutions as of and for the year ended February 28, 2022, stating that the certified investment information, as described in Note 3 to the financial statements, is complete and accurate.

Opinion on the 2022 Financial Statements
In our opinion, based on our audit and on the procedures performed as described in the Auditor's Responsibilities for the Audit of the 2022 Financial Statements section

- The amounts and disclosures in the accompanying 2022 financial statements, other than those agreed to or derived from the certified investment information, are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).
- The information in the accompanying 2022 financial statements related to assets held by and certified to by qualified institution agrees to, or is derived from, in all material respects, the information prepared and certified by institutions that management determined meets the requirements of ERISA Section 103(a)(3)(C).

Basis for Opinion on the 2022 Financial Statements
We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the 2022 Financial Statements section of our report. We are required to be independent of the Plan and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our ERISA Section 103(a)(3)(C) audit opinion.

300 New Stine Road – Bakersfield, CA 93309 – Tel. 661.834.7411 – Fax.661.834.4389 – www. dpvb.com

Responsibilities of Management for the 2022 Financial Statements
Management is responsible for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. Management's election of the ERISA Section 103(a)(3)(C) audit does not affect management's responsibility for the financial statements.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern within one year after the date that the financial statements are issued or available to be issued.

Management is also responsible for maintaining a current plan instrument, including all plan amendments, administering the Plan, and determining that the Plan's transactions that are presented and disclosed in the financial statements are in conformity with the Plan's provisions, including maintaining sufficient records with respect to each of the participants, to determine the benefits due or which may become due to such participants.

Auditor's Responsibilities for the Audit of the 2022 Financial Statements
Except as described in the Scope and Nature of the ERISA Section 103(a)(3)(C) Audit of the 2022 Financial Statements section of our report, our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern for a reasonable period of time.

Our audit did not extend to the certified investment information, except for obtaining and reading the certifications, comparing the certified investment information with the related information presented and disclosed in the 2022 financial statements, and reading the disclosures relating to the certified investment information to assess whether they are in accordance with the presentation and disclosure requirements of U.S. GAAP.

Accordingly, the objective of an ERISA Section 103(a)(3)(C) audit is not to express an opinion about whether the financial statements as a whole are presented fairly, in all material respects, in accordance with U.S. GAAP.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Matters

2022 Supplemental Schedule Required by ERISA
The supplemental Schedule H, Line 4i, Schedule of Assets (held at end of year) as of February 28, 2022, is presented for purposes of additional analysis and is not a required part of the financial statements but is supplementary information required by the DOL's Rules and Regulations for Reporting and Disclosure under ERISA. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information included in the supplemental schedule, other than that agreed to or derived from the certified investment information, has been subjected to auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS. For information included in the supplemental schedule that agreed to or is derived from the certified investment information, we compared such information to the related certified investment information.

In forming our opinion on the supplemental schedule, we evaluated whether the supplemental schedule, other than the information agreed to or derived from the certified investment information, including its form and content, is presented in conformity with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA.

In our opinion:

- The form and content of the supplemental schedule, other than the information in the supplemental schedule that agreed to or is derived from the certified investment information, are presented, in all material respects, in conformity with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA.
- The information in the supplemental schedule related to assets held by and certified to by qualified institutions agrees to, or is derived from, in all material respects, the information prepared and certified by institutions that management determined meets the requirements of ERISA Section 103(a)(3)(C).

Auditor's Report on the 2021 Financial Statements
We were engaged to audit the 2021 financial statements of the Plan. As permitted by 29 CFR 2520.103-8 of the DOL's Rules and Regulations for Reporting and Disclosure under ERISA, the plan administrator instructed us not to perform and we did not perform any auditing procedures with respect to the information certified by qualified institutions. In our report dated December 9, 2021, we indicated that (a) because of the significance of the information that we did not audit, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion and accordingly, we did not express an opinion on the 2021 financial statements, and (b) the form and content of the information included in the 2021 financial statements other than that derived from the certified information were presented in compliance with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA.

Daniells Phillips Vaughan & Bock

Bakersfield, California
October 28, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN 401(A) PLAN

STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS
February 28, 2022 and 2021

	2022	2021
ASSETS		
Cash	**$ -**	$ 50
Investments at fair value (Notes 3 and 4)	**23,176,774**	22,083,229
Investments at contract value (Notes 3 and 5)	**1,355,546**	1,575,681
Employer contribution receivable	**139,149**	-
Dividends receivable	**-**	1,028
Net assets available for benefits	**$ 24,671,469**	$ 23,659,988

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN 401(A) PLAN

STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS
Year Ended February 28, 2022

Additions:	
Investment income (Note 3):	
Net appreciation in fair value of investments	$ 1,141,749
Interest and dividends	24,998
	1,166,747
Contributions:	
Employer	1,668,536
Rollovers	2,253
	1,670,789
Total additions	2,837,536
Deductions:	
Benefits paid to participants	1,665,333
Administrative expenses	160,722
Total deductions	1,826,055
Net increase	1,011,481
Net assets available for benefits:	
Beginning of year	23,659,988
End of year	$ 24,671,469

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN 401(A) PLAN

NOTES TO FINANCIAL STATEMENTS

Note 1. Plan Description

The following description of the **Community Action Partnership of Kern 401(a) Plan** (the "Plan") provides only general information. Participants should refer to the Plan agreement for a more complete description of the Plan's provisions.

General: The Plan is a defined contribution retirement plan covering all employees of Community Action Partnership of Kern (the "Organization") who have completed one year of service and a minimum of 1,000 hours of service, and are at least 21 years of age. The Plan is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA). The Trustee is responsible for oversight of the Plan. The Plan's Pension Committee determines the appropriateness of the Plan's investment offerings, monitors investment performance and reports to the Plan's Trustee.

Contributions: The Plan's provisions stipulate that the Organization will contribute as follows:

- Group "A" – 10% of the Participant's Compensation for that Plan Year. Group "A" is defined as "Chief Executive Officer."
- Group "B" – 7.5% of the Participant's Compensation for that Plan Year. Group "B" is defined as "Chief Financial Officer, Chief Program Officer, and Division Directors".
- Group "C" – 5% of the Participant's Compensation for that Plan Year. Group "C" is defined as "all other Employees who are not in Group A or Group B".

Participants direct the investment of the Organization's contribution into various investment options offered by the Plan.

Participants' Accounts: Each participant's account is credited with an allocation of (a) the Organization's contribution and (b) Plan earnings. Allocations are based on participants' earnings, as defined. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account. Any contributions made on behalf of a participant, for whom no investment direction is in effect, shall be allocated to a retirement fund appropriate to his or her age at the time of allocation.

Vesting: Participants' accounts become 25% vested after two years of credited service as defined and continues to vest at the rate of 25% for each successive year of service until 100% vested after five years of credited service.

Payment of Benefits: Upon termination of service, retirement, or death, a participant may elect to receive a lump-sum payment or to have that amount rolled over into another individual retirement account (IRA) of the participant's choosing. For distributions of $5,000 or less, the Plan Administrator may distribute the amount within one year without the participant's consent. If the vested benefit exceeds $5,000, the participant will be entitled to a distribution in a reasonable time after termination.

Forfeited Accounts: During the years ended February 28, 2022 and 2021, forfeitures were allocated among the participants who were employees on the last day of the Plan year in the ratio that each such participant's compensation for that Plan year bears to the compensation of all such Plan participants for the Plan year. For the year ended February 28, 2022, forfeitures reallocated to participant accounts were $126,916. At February 28, 2022 and 2021, forfeited nonvested accounts totaled $94,600 and $164,175, respectively, which will be used to reduce future employer contributions.

Note 2. Significant Accounting Policies

Basis of Accounting. The financial statements of the Plan are prepared on the accrual basis of accounting.

NOTES TO FINANCIAL STATEMENTS

Use of Estimates. The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and changes therein. Actual results could differ from those estimates.

Investment Valuation and Income Recognition: Investments are reported at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The Plan's Pension Committee determines the Plan's valuation policies utilizing information provided by the investment advisors, trustee, and insurance company. See Note 4 for discussion of fair value measurements.

Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend rate. Net appreciation includes the Plan's gains and losses on investments bought and sold as well as held during the year.

Payment of Benefits. Benefits are recorded when paid.

Administrative Expenses: Certain expenses of maintaining the Plan are paid by the Plan, unless otherwise paid by the Organization. Expenses that are paid by the Organization are excluded from these financial statements. Investment related expenses are included in the net appreciation of fair value of investments.

Subsequent Events. The Plan Administrator has evaluated subsequent events through October 28, 2022, the date on which the financial statements were available to be issued. There were no subsequent events identified which would require disclosure in the financial statements.

Note 3. Certified Investments

Certain information related to investments disclosed in the accompanying financial statements and supplemental schedule, including investments held at February 28, 2022 and 2021, and net appreciation in fair value of investments, interest and dividends for the year ended February 28, 2022, was obtained or derived from information supplied to the Plan Administrator and certified as complete and accurate by Standard Insurance Company (Standard) and Charles Schwab Trust Bank (the trustees of the Plan).

Note 4. Fair Value Measurements

The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3). The three levels of the fair value hierarchy under ASC 820 are described below:

Level 1 Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan has the ability to access.

Level 2 Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at February 28, 2022 or 2021.

Mutual funds: Valued at the daily closing price as reported by the fund. Mutual funds held by the Plan are open-end mutual funds that are registered with the Securities and Exchange Commission (SEC). These funds are required to publish their daily net asset value (NAV) and to transact at that price. The mutual funds held by the Plan are deemed to be actively traded. See Note 8 regarding potential volatility of mutual fund valuation.

The following table sets forth by level, within the fair value hierarchy, the Plan's assets at fair value as of February 28, 2022 and 2021:

	Assets at Fair Value as of February 28, 2022			
	Level 1	Level 2	Level 3	Total
Investments measured at fair value				
Mutual funds	$ 23,176,774	$ -	$ -	$ 23,176,774

	Assets at Fair Value as of February 28, 2021			
	Level 1	Level 2	Level 3	Total
Investments measured at fair value				
Mutual funds	$ 22,083,229	$ -	$ -	$ 22,083,229

Note 5. Group Annuity Contract With The Standard Insurance Company

In 1992, the Plan entered into a traditional fully benefit-responsive guaranteed investment contract with the Standard (Standard) totaling $1,355,546 for 2022 and $1,575,681 for 2021. Standard maintains the contributions in a general account. The account is credited with earnings on the underlying investments and charged for participant withdrawals and administrative expenses. The guaranteed investment contract issuer is contractually obligated to repay the principal and a specified interest rate that is guaranteed to the Plan. The crediting rate is based on a formula established by the contract issuer. The crediting rate is reviewed on a quarterly basis for resetting. The guaranteed investment contract does not permit the insurance company to terminate the agreement prior to the scheduled maturity date.

This contract meets the fully benefit-responsive investment contract criteria and therefore is reported at contract value. Contract value is the relevant measure for fully benefit-responsive investment contracts because this is the amount received by participants if they were to initiate permitted transactions under the terms of the Plan. Contract value, as reported to the Plan by Standard, represents contributions made under the contract, plus earnings, less participant withdrawals, and administrative expenses. Participants may ordinarily direct the withdrawal or transfer of all or a portion of their investment at contract value.

NOTES TO FINANCIAL STATEMENTS

The Plan's ability to receive amounts due is dependent on the issuer's ability to meet its financial obligations. The issuer's ability to meet its contractual obligations may be affected by future economic and regulatory developments.

Certain events might limit the ability of the Plan to transact at contract value with the issuer. Such events include (1) amendments to the Plan documents (including complete or partial Plan termination or merger with another plan), (2) changes to the Plan's prohibition on competing investment options or deletion of equity wash provisions, (3) bankruptcy of the Plan sponsor or other Plan sponsor events (for example, divestitures or spinoffs of a subsidiary) that cause a significant withdrawal from the Plan, or (4) the failure of the trust to qualify for exemption from federal income taxes or any required prohibited transaction exemption under ERISA (5) premature termination of the contract. No events are probable of occurring that might limit the ability of the Plan to transact at contract value with the contract issuers and that also would limit the ability of the plan to transact at contract value with the participants.

In addition, certain events allow the issuer to terminate the contract with the Plan and settle at an amount different from contract value. Such events include (1) an uncured violation of the Plan's investment guidelines, (2) a breach of material obligation under the contract, (3) a material misrepresentation, (4) a material amendment to the agreement without the consent of the issuer.

Note 6. Related-Party Transactions and Party in Interest Transactions

Certain Plan investments are managed by Standard Insurance Company (Standard). Standard is the custodian and recordkeeper for the Plan; therefore, these transactions qualify as party in interest transactions. Administrative expenses of $160,722 for the year ended February 28, 2022 were paid for by the Plan.

Note 7. Plan Termination

Although it has not expressed any intent to do so, the Organization has the right under the Plan to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA. In the event of Plan termination, participants would become 100 percent vested in the Organization's contributions.

Note 8. Tax Status

The Plan has adopted a volume submitter plan sponsored by Standard Retirement Services, Inc. The volume submitter plan provider has received an advisory letter from the Internal Revenue Service as to the volume submitter plan's qualified status. The volume submitter plan advisory letter has been relied upon by the Plan. The Plan Administrator believes the Plan is designed and is being operated in compliance with the applicable provisions of the Internal Revenue Code.

Accounting principles generally accepted in the United States of America require Plan management to evaluate tax positions taken by the Plan and recognize a tax liability if the Plan has taken an uncertain position that more likely than not would not be sustained upon examination by the IRS. The Plan is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress.

Note 9. Risks and Uncertainties

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect participants' account balances and the amounts reported in the statements of net assets available for benefits.

NOTES TO FINANCIAL STATEMENTS

Note 10. Reconciliation of Financial Statements to Form 5500

The following is a reconciliation of net assets available for benefits per the financial statements at February 28, 2022 and 2021 to Form 5500:

	2022	2021
Net assets available for benefits per the financial statements	$ 24,671,469	$ 23,659,988
Employer contributions receivable	(139,149)	-
Other	3	(1,029)
Net assets available for benefits per Form 5500	$ 24,532,323	$ 23,658,959

The following is a reconciliation of the change in net assets available for benefits per the financial statements to Form 5500:

Change in net assets available for benefits per the financial statements	$ 1,011,481
Employer contributions receivable	(139,149)
Other	1,032
Change in net assets available for benefits per Form 5500	$ 873,364

SUPPLEMENTAL SCHEDULE

COMMUNITY ACTION PARTNERSHIP OF KERN 401(A) PLAN

SCHEDULE H, LINE 4i - SCHEDULE OF ASSETS (HELD AT END OF YEAR)
February 28, 2022

Identity of Issuer, Borrower, Lessor, or Similar Party	Description of Investment, Including Maturity Date, Rate of Interest, Collateral, Par or Maturity Value	Current Value
	Registered Investment Companies:	
American Funds	New World R6	$ 336,437
BlackRock	LifePath Index 2025 Fund Class K	2,318,544
	LifePath Index 2030 Fund Class K	2,252,198
	LifePath Index 2035 Fund Class K	2,859,783
	LifePath Index 2040 Fund Class K	2,269,484
	LifePath Index 2045 Fund Class K	2,986,707
	LifePath Index 2050 Fund Class K	1,176,069
	LifePath Index 2055 Fund Class K	542,208
	LifePath Index 2060 Fund Class K	324,284
	LifePath Index Retirement Fund Class K	2,062,591
iShares	S&P 500 Index Fund Class K	656,976
Janus Henderson	Triton Fund Class T	149,532
MassMutual	Mid Cap Growth Fund Class I	777,113
MFS	Value Fund Class R6	1,179,977
Northern	Small Cap Value Fund	212,177
Principal	Real Estate Securities Fund Institutional Class	4,561
Putnam	Dynamic Asset Allocation Balanced Fund Class Y	1,077,195
	Dynamic Asset Allocation Growth Fund Class Y	573,220
	Dynamic Asset Allocation Conservative Fund Class Y	437,266
TIAA-CREF	Large-Cap Growth Fund Institutional Class	381,611
Vanguard	Mid-Cap Index Fund Admiral Shares	101,828
	Total Bond Market Index Fund Admiral Shares	491,129
Wells Fargo	Special Mid Cap Value Fund - Class Inst	5,884
	Insurance Company General Account	
* Standard	Stable Asset Fund Class A	1,355,546
Total assets held for investment purposes		$ 24,532,320

* Represents a party in interest

The above information has been certified by the Standard Insurance Company and Charles Schwab Trust Bank, custodians of the Plan, as complete and accurate.

COMMUNITY ACTION PARTNERSHIP OF KERN 403(B) PLAN

FINANCIAL REPORT
December 31, 2021

DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

C O N T E N T S

INDEPENDENT AUDITOR'S REPORT	1-3
FINANCIAL STATEMENTS	
Statements of net assets available for benefits	4
Statement of changes in net assets available for benefits	5
Notes to financial statements	6-9
SUPPLEMENTAL SCHEDULE	
Schedule H, Line 4i - Schedule of assets (held at end of year)	10

DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

An independently owned member RSM US Alliance

Member of AICPA Division for Firms
Private Companies Practice Section

NANCY C. BELTON

INDEPENDENT AUDITOR'S REPORT

To the Trustees
Community Action Partnership of Kern 403(b) Plan
Bakersfield, California

Scope and Nature of the ERISA Section 103(a)(3)(C) Audit of the 2021 Financial Statements
We have performed an audit of the financial statements of **Community Action Partnership of Kern 403(b) Plan** (the Plan), an employee benefit plan subject to the Employee Retirement Income Security Act of 1974 (ERISA), as permitted by ERISA Section 103(a)(3)(C) (ERISA Section 103(a)(3)(C) audit). The financial statements comprise the statement of net assets available for benefits as of December 31, 2021, and the related statement of changes in net assets available for benefits for the year then ended, and the related notes to the financial statements (2021 financial statements).

Management, having determined it is permissible in the circumstances, has elected to have the audit of the 2021 financial statements performed in accordance with ERISA Section 103(a)(3)(C) pursuant to 29 CFR 2520.103-8 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA. As permitted by ERISA Section 103(a)(3)(C), our audit need not extend to any statements or information related to assets held for investment of the Plan (investment information) by a bank or similar institution or insurance carrier that is regulated, supervised, and subject to periodic examination by a state or federal agency, provided that the statements or information regarding assets so held are prepared and certified to by the bank or similar institution or insurance carrier in accordance with 29 CFR 2520.103-5 of the Department of Labor's Rules and Regulations for Reporting and Disclosure under ERISA (qualified institution).

Management has obtained certifications from qualified institutions as of and for the year ended December 31, 2021, stating that the certified investment information, as described in Note 3 to the financial statements, is complete and accurate.

Opinion on the 2021 Financial Statements
In our opinion, based on our audit and on the procedures performed as described in the Auditor's Responsibilities for the Audit of the 2021 Financial Statements section

- The amounts and disclosures in the accompanying financial statements, other than those agreed to or derived from the certified investment information, are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).
- The information in the accompanying 2021 financial statements related to assets held by and certified to by a qualified institution agrees to, or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

Basis for Opinion on the 2021 Financial Statements
We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the 2021 Financial Statements section of our report. We are required to be independent of the Plan and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our ERISA Section 103(a)(3)(C) audit opinion.

300 New Stine Road – Bakersfield, CA 93303 – Tel. 661.834.7411 – Fax.661.834.4389 – www. dpvb.com

Responsibilities of Management for the 2021 Financial Statements
Management is responsible for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. Management's election of the ERISA Section 103(a)(3)(C) audit does not affect management's responsibility for the financial statements.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern within one year after the date the financial statements are issued or available to be issued.

Management is also responsible for maintaining a current plan instrument, including all Plan amendments, administering the Plan, and determining that the Plan's transactions that are presented and disclosed in the financial statements are in conformity with the plan's provisions, including maintaining sufficient records with respect to each of the participants, to determine the benefits due or which may become due to such participants.

Auditor's Responsibilities for the Audit of the 2021 Financial Statements
Except as described in the Scope and Nature of the ERISA Section 103(a)(3)(C) Audit of the 2021 Financial Statements section of our report, our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern for a reasonable period of time.

Our audit did not extend to the certified investment information, except for obtaining and reading the certifications, comparing the certified investment information with the related information presented and disclosed in the 2021 financial statements, and reading the disclosures relating to the certified investment information to assess whether they are in accordance with the presentation and disclosure requirements of U.S. GAAP.

Accordingly, the objective of an ERISA Section 103(a)(3)(C) audit is not to express an opinion about whether the financial statements as a whole are presented fairly, in all material respects, in accordance with U.S. GAAP.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Matters

2021 Supplemental Schedule Required by ERISA

The supplemental Schedule H, line 4i – Schedule of Assets (held at end of year) as of December 31, 2021 is presented for purposes of additional analysis and is not a required part of the financial statements but is supplementary information required by the DOL's Rules and Regulations for Reporting and Disclosure under ERISA. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information included in the supplemental schedule, other than that agreed to or derived from the certified investment information, has been subjected to auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS. For information included in the supplemental schedule that is agreed to or is derived from the certified investment information, we compared such information to the related certified investment information.

In forming our opinion on the supplemental schedule, we evaluated whether the supplemental schedule, other than the information agreed to or derived from the certified investment information, including their form and content, is presented in conformity with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA.

In our opinion

- The form and content of the supplemental schedule, other than the information in the supplemental schedule that is agreed to or is derived from the certified investment information, is presented, in all material respects, in conformity with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA.
- The information in the supplemental schedule related to assets held by and certified to by a qualified institution agrees to, or is derived from, in all material respects, the information prepared and certified by an institution that management determined meets the requirements of ERISA Section 103(a)(3)(C).

Auditor's Report on the 2020 Financial Statements

We were engaged to audit the 2020 financial statements of the Plan. As permitted by 29 CFR 2520.103-8 of the DOL's Rules and Regulations for Reporting and Disclosure under ERISA, the plan administrator instructed us not to perform and we did not perform any auditing procedures with respect to the information certified by qualified institutions. In our report dated October 13, 2021, we indicated that (a) because of the significance of the information that we did not audit, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion and accordingly, we did not express an opinion on the 2020 financial statements, and (b) the form and content of the information included in the 2020 financial statements other than that derived from the certified information were presented in compliance with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA.

Daniells Phillips Vaughan & Bock

Bakersfield, California
September 29, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN 403(B) PLAN

STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS
December 31, 2021 and 2020

	2021	2020
ASSETS		
Cash	**$ 7**	$ 35,256
Investments at fair value (Notes 3 and 4)	**7,914,689**	6,792,985
Employee contribution receivable	**40,002**	-
Employer contribution receivable	**-**	15,481
Net assets available for benefits	**$ 7,954,698**	$ 6,843,722

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN 403(B) PLAN

STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS
Year Ended December 31, 2021

Additions:		
Investment income (Note 3):		
Net appreciation in fair value of investments	$	586,050
Interest and dividends		289,584
		875,634
Contributions:		
Participants		988,394
Rollovers		34,504
		1,022,898
Total additions		1,898,532
Deductions:		
Benefits paid to participants		736,443
Administrative expenses		51,113
Total deductions		787,556
Net increase		1,110,976
Net assets available for benefits:		
Beginning of year		6,843,722
End of year	$	7,954,698

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN 403(B) PLAN

NOTES TO FINANCIAL STATEMENTS

Note 1. Plan Description

The following description of the Community Action Partnership of Kern 403(b) Plan (the "Plan") provides only general information. Participants should refer to the Plan agreement for a more complete description of the Plan's provisions.

General: The Plan is a tax deferred annuity plan under Section 403(b) of the Internal Revenue Code (IRC), effective January 27, 2010. The Plan's restated effective date is February 1, 2018. The Plan is subject to the provisions of the Employee Retirement Income Security Act (ERISA). The Trustee is responsible for oversight of the Plan. The Plan's Pension Committee determine the appropriateness of the Plan's investment offerings, monitor investment performance and report to the Plan's Trustee.

Eligibility: Eligible employees of Community Action Partnership of Kern (the "Organization") are able to enter the Plan and participate for the purposes of making elective deferrals upon his or her employment commencement date. The employment commencement date is the entry date.

Contributions: Each year, participants may contribute a specific percentage amount of pretax annual compensation, as defined in the Plan. Participants who have attained age 50 before the end of the Plan year are eligible to make catch-up contributions. Participants may also contribute amounts representing distributions from other qualified defined benefit or defined contribution plans (rollover). Participants direct the investment of their contributions into various investment options offered by the Plan.

The Plan is an automatic deferral plan, whereby the amount to be automatically withheld from eligible employee pay each pay period will be equal to 3% of the employees' compensation, and that amount will continue to be automatically withheld from the employees' pay in succeeding Plan Years unless the employer amends the Plan or the employee enters a Salary Reduction Agreement to select an alternative deferral amount or to elect not to defer under the Plan.

Employer contributions are required under certain circumstances.

Participant Accounts: Each participant's account is credited with the participant's contribution, as well as allocations of the Plan earnings or losses. Participant accounts are charged with an allocation of administrative expenses that are paid by the Plan. Allocations are based on participant earnings, account balances, or specific participant transactions, as defined. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account.

Vesting: Participants are immediately vested in their salary elective deferral contributions plus actual earnings thereon.

Payment of Benefits: Upon termination of service, retirement, or death, a participant may elect to receive lump-sum payment or to have that amount rolled over into another individual retirement account (IRA) of the participant's choosing. For distributions of $5,000 or less, the Plan Administrator may distribute the amount within one year without the participant's consent. If vested benefit exceeds $5,000, then the participant will be entitled to a distribution in a reasonable time after termination.

Note 2. Significant Accounting Policies

Basis of Accounting: The financial statements of the Plan are prepared using the accrual method of accounting.

Use of Estimates: The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of net assets available for benefits and changes therein. Actual results could differ from those estimates.

NOTES TO FINANCIAL STATEMENTS

Investment Valuation and Income Recognition: Investments are reported at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The Plan's Pension Committee determines the Plan's valuation policies utilizing information provided by the investment advisers, trustee, and insurance company. See Note 4 for discussion of fair value measurements.

Purchases and sales of securities are recorded on a settlement-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Net appreciation includes the Plan's gains and losses on investments bought and sold as well as held during the year.

Payment of Benefits: Benefits are recorded when paid.

Administrative Expenses: Certain expenses of maintaining the Plan are paid by the Plan, unless otherwise paid by the Organization. Expenses that are paid by the Organization are excluded from these financial statements. Investment related expenses are included in net appreciation in fair value of investments.

Subsequent Events: The Plan Administrator has evaluated subsequent events through September 29, 2022, the date the financial statements were available to be issued. There were no subsequent events identified which would require disclosure in the financial statements.

Note 3. Certified Investments

Certain information related to investments disclosed in the accompanying financial statements and supplemental schedule, including investments from participants held at December 31, 2021 and 2020, and net appreciation in fair value of investments, interest and dividends for the year ended December 31, 2021, was obtained or derived from information supplied to the Plan Administrator and certified as complete and accurate by Standard Insurance Company and Charles Schwab Trust Bank (the custodians of the Plan).

Note 4. Fair Value Measurements

The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3). The three levels of the fair value hierarchy under ASC 820 are described below:

Level 1 Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan has the ability to access.

Level 2 Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

NOTES TO FINANCIAL STATEMENTS

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques maximize the use of relevant observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at December 31, 2021 or 2020.

Mutual funds: Valued at the daily closing price as reported by the fund. Mutual funds held by the Plan are open-end mutual funds that are registered with the Securities and Exchange Commission (SEC). These funds are required to publish their daily net asset value (NAV) and to transact at that price. The mutual funds held by the Plan are deemed to be actively traded. See Note 8 regarding potential volatility of mutual fund valuation.

The following tables sets forth by level, within the fair value hierarchy, the Plan's assets at fair value as of December 31, 2021 and 2020:

	Assets at Fair Value as of December 31, 2021			
	Level 1	Level 2	Level 3	Total
Investments measured at fair value				
Mutual funds	$ 7,505,622	$ -	$ -	$ 7,505,622
Investments Measured at Net Asset Value (NAV)				
Group Annuity Contract (1)	$ 409,067			
Total Investments	$ 7,914,689			

	Assets at Fair Value as of December 31, 2020			
	Level 1	Level 2	Level 3	Total
Investments measured at fair value				
Mutual funds	$ 6,162,415	$ -	$ -	$ 6,162,415
Investments Measured at Net Asset Value (NAV)				
Group Annuity Contract (1)	$ 630,570			
Total Investments	$ 6,792,985			

(1) In accordance with Accounting Standard Update (ASU) Subtopic 820-10, certain investments that were measured at NAV per share (or its equivalent) have not been classified in the fair value hierarchy. The fair value amounts presented in this table are intended to permit reconciliation of the fair value hierarchy to the line items presented in the Statement of Net Assets Available for Plan Benefits.

NOTES TO FINANCIAL STATEMENTS

Note 5. Related-Party Transactions and Party in Interest Transactions

Certain Plan investments are managed by Standard Insurance Company (Standard). Standard is the trustee and recordkeeper for the Plan; therefore, these transactions qualify as party in interest transactions.

Note 6. Plan Termination

Although it has not expressed any intent to do so, the Plan Administrator has the right under the Plan to terminate the Plan subject to the provisions of ERISA. However, no such action may deprive any participant or beneficiary under the Plan of any vested right.

Note 7. Tax Status

The Plan has adopted a volume submitter plan sponsored by the Standard Retirement Services, Inc. 403(b) Volume Submitter Plan. The volume submitter plan provider has received an advisory letter from the IRS as to the volume submitter plan's qualified status. The volume submitter plan advisory letter has been relied upon by the Plan. The Plan has been amended since the volume submitter plan received the advisory letter. The Plan Administrator believes the Plan is designed and is being operated in compliance with the applicable provisions of the IRC.

Accounting principles generally accepted in the United States of America require plan management to evaluate tax positions taken by the plan and recognize a tax liability if the plan has taken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service. The Plan is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress.

Note 8. Risks and Uncertainties

The Plan invests in various investment securities. Investment securities are exposed to various risks, such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect participants' account balances and the amounts reported in the statements of net assets available for benefits.

SUPPLEMENTAL SCHEDULE

COMMUNITY ACTION PARTNERSHIP OF KERN 403(B) PLAN

SCHEDULE H, LINE 4i - SCHEDULE OF ASSETS (HELD AT END OF YEAR)
December 31, 2021

Identity of Issuer, Borrower, Lessor, or Similar Party	Description of Investment, Including Maturity Date, Rate of Interest, Collateral, Par or Maturity Value	Current Value
	Registered Investment Companies:	
American Funds	New World R6	$ 79,551
BlackRock	LifePath Index 2025 Fund Class K	929,089
	LifePath Index 2030 Fund Class K	836,291
	LifePath Index 2035 Fund Class K	817,256
	LifePath Index 2040 Fund Class K	631,611
	LifePath Index 2045 Fund Class K	905,341
	LifePath Index 2050 Fund Class K	661,742
	LifePath Index 2055 Fund Class K	217,509
	LifePath Index 2060 Fund Class K	256,459
	LifePath Index Retirement Fund Class K	833,330
Hartford	International Opportunities Fund Class R6	4,875
iShares	S&P 500 Index Fund Class K	85,132
Janus Henderson	Triton Fund Class T	71,194
MassMutual	Mid Cap Growth Fund Class I	154,171
MFS	Value Fund Class R6	108,820
Northern	Small Cap Value Fund	29,743
Principal	Real Estate Securities Fund Institutional Class	11,882
Putnam	Dynamic Asset Allocation Balanced Fund Class Y	109,957
	Dynamic Asset Allocation Growth Fund Class Y	225,314
	Dynamic Asset Allocation Conservative Fund Class Y	74,707
TIAA-CREF	Large-Cap Growth Fund Institutional Class	297,401
Vanguard	Mid-Cap Index Fund Admiral Shares	63,028
	Total Bond Market Index Fund Admiral Shares	98,518
Allspring	Special Mid Cap Value Fund - Class Inst	2,701
	Insurance Company General Account	
* Standard	Stable Asset Fund Class A	409,067
Total assets held for investment purposes		$ 7,914,689

* Represents a party in interest

The above information has been certified by the Standard Insurance Company and Charles Schwab Trust Bank, custodians of the Plan, as complete and accurate.

COMMUNITY ACTION PARTNERSHIP OF KERN

Report to the Audit Committee
November 29, 2022

DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

An independently owned member RSM US Alliance

Member of AICPA Division for Firms
Private Companies Practice Section

Audit Committee
Community Action Partnership of Kern
Bakersfield, California

Attention: Mike Maggard

We are pleased to present this report related to our audit of the financial statements of **Community Action Partnership of Kern** for the year ended February 28, 2022. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for **Community Action Partnership of Kern**'s financial reporting process.

This report is intended solely for the information and use of the Audit Committee, Board of Directors and management and is not intended to be and should not be used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have about this report. We appreciate the opportunity to continue to be of service to **Community Action Partnership of Kern**.

Daniells Phillips Vaughan & Bock

November 29, 2022

Contents

Required Communications 1-2

Summary of Significant Accounting Estimates 3

Summary of Recorded Audit Adjustments 4

Exhibit A – Representation Letter 5-13

Required Communications

Generally accepted auditing standards (AU-C 260, *The Auditor's Communication with Those Charged with Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process.

Area	Comments
Our Responsibilities with regard to the Financial Statement Audit	Our responsibilities under auditing standards generally accepted in the United States of America have been described to you in our arrangement letter dated May 10, 2022. Our audit of the financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.
Overview of the Planned Scope and Timing of the Financial Statement Audit	We have issued a separate communication regarding the planned scope and timing of our audit and have discussed with you our identification of and planned audit response to significant risks of material misstatement.
Accounting Policies and Practices	**Preferability of Accounting Policies and Practices** Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practice. **Adoption of, or Change in, Accounting Policies** Management has the ultimate responsibility for the appropriateness of the accounting policies used by the Organization. The Organization did not adopt any significant new accounting policies nor have there been any changes in existing significant accounting policies during the current period. **Significant or Unusual Transactions** We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus. **Management's Judgments and Accounting Estimates** Summary information about the process used by management in formulating particularly sensitive accounting estimates and about our conclusions regarding the reasonableness of those estimates is in the attached "Summary of Significant Accounting Estimates".

Area	Comments
Audit Adjustments	Audit adjustments proposed during the course of the audit and recorded by **Community Action Partnership of Kern** are shown on the attached "Summary of Recorded Audit Adjustments".
Uncorrected Misstatements	We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial.
Disagreements with Management	We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the financial statements.
Consultations with Other Accountants	We are not aware of any consultations management had with other accountants about accounting or auditing matters.
Significant Issues Discussed with Management	No significant issues arising from the audit were discussed with or were the subject of correspondence with management.
Significant Difficulties Encountered in Performing the Audit	We did not encounter any significant difficulties in dealing with management during the audit.
Certain Written Communications Between Management and Our Firm	Copies of significant written communications between our firm and the management of the Organization, including the representation letter provided to us by management, are attached as Exhibit A.

COMMUNITY ACTION PARTNERSHIP OF KERN

Summary of Significant Accounting Estimates
Year Ended February 28, 2022

Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events and certain assumptions about future events. There were no significant accounting estimates reflected in the Organization's February 28, 2022 financial statements.

Community Action Partnership of Kern
Year End: February 28, 2022
Summary of Recorded Audit Adjustments
Date: 3/1/2021 To 2/28/2022

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit	Recurrence	Misstatement
AJE 01	2/28/2022	Net Assets	3100-999-000-000-000-00-0-1	8000		279.00			
AJE 01	2/28/2022	Indirect Expense	9999-533-999-000-000-00-5-1	8000			279.00		
		To reconcile beginning net assets at 02.28.2022 to agree with the ending net assets per the 02.28.2021 financial statements..							Factual
AJE 02	2/28/2022	In-Kind Revenue: Volunteers	4505-149-000-120-000-00-4-1	8010. 01			114,435.00		
AJE 02	2/28/2022	In-Kind Expense: Volunteers	8105-149-000-120-000-00-4-1	8010. 01		114,435.00			
		Per Client - To correct volunteer returns vita grant.							Factual
AJE 03	2/28/2022	State Grant Revenue	4120-504-000-000-000-00-2-1	8010. 02			397.00		
AJE 03	2/28/2022	Shared Maintenance Fees	4420-504-000-000-000-00-2-1	8010. 02		397.00			
		Per Client - To adjust Food Bank revenue for the year ended 02.28.2022.							Factual
AJE 04	2/28/2022	Food Inventory	1320-111-000-000-000-00-0-0	8010. 03		75,325.00			
AJE 04	2/28/2022	Food Inventory	1320-504-000-000-000-00-0-0	8010. 03		20,745.00			
AJE 04	2/28/2022	Donated Commodities/Food Revenue	4580-111-000-120-000-00-2-1	8010. 03			75,325.00		
AJE 04	2/28/2022	Raw Food	7145-504-000-120-000-00-2-1	8010. 03			20,745.00		
		Per Client - To correct Food Bank inventory as of and for the year ended 02.28.2022.							Factual
AJE 05	2/28/2022	Accrued Operating Expenses	2275-105-000-000-000-00-0-0	4220			150,000.00		
AJE 05	2/28/2022	Salaries	5105-105-000-120-000-00-2-1	4220		6,500.00			
AJE 05	2/28/2022	Misc Expense	6790-105-000-120-000-00-2-1	4220		143,500.00			
		To accrue for settlement costs incurred as of and for the year ended 02.28.2022.							Factual
						361,181.00	**361,181.00**		

Net Income (Loss) **7,525,007.00**

Exhibit A
Representation Letter

BOARD OF DIRECTORS

Fred Plane, Chair
23rd U.S. Congressional District Representative

Maritza Jimenez, Vice Chair
South Kern County Representative

Ana Vigil, Secretary
North Kern County Representative

Janea Benton, Treasurer
32nd State Assembly District Representative

Jimmie D. Childress
Retired Teacher / Contractor

Curtis Floyd
Law Offices of Curtis Floyd

Joe Garcia
14th State Senate District Representative

Craig Henderson
The Henderson Group

Nila Hogan
Head Start Policy Council Representative

Michelle Jara-Rangel
Owens Valley Career Development Center

Mike Maggard
Kern County Board of Supervisors Representative

Pastor Jonathan Mullings
Truth Tabernacle

Yolanda Ochoa
East Kern County Representative

Marian Panos
City of Bakersfield Mayor's Office Representative

Guadalupe Perez
Greater Bakersfield Representative

Chief Executive Officer
Jeremy T. Tobias

November 29, 2022

Daniells Phillips Vaughan & Bock
300 New Stine Road
Bakersfield, California 93309

This representation letter is provided in connection with your audits of the financial statements of **Community Action Partnership of Kern** (the Organization), which comprise the statements of financial position as of February 28, 2022 and 2021, the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

We confirm, to the best of our knowledge and belief, that as of November 8, 2022:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit arrangement letter dated May 10, 2022, for the preparation and fair presentation of the financial statements referred to above in accordance with U.S. GAAP.

2. We acknowledge our responsibility for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

3. We acknowledge our responsibility for the design, implementation and maintenance of controls to prevent and detect fraud.

4. The methods, data, and significant assumptions used by us in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in the context of U.S. GAAP, and reflect our judgment based on our knowledge and experience about past and current events, and our assumptions about conditions we expect to exist and courses of action we expect to take.

5. Related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.

6. All events subsequent to the date of the financial statements, and for which U.S. GAAP requires adjustment or disclosure, have been adjusted or disclosed.

7. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.

8. With respect to the services of drafting the financial statements and data collection form and assessing the impact of new accounting standards performed in the course of the audit:

   a. We have made all management decisions and performed all management functions;

   b. We assigned an appropriate individual to oversee the services;

   c. We evaluated the adequacy and results of the services performed, and made an informed judgment on the results of the services performed;

   d. We have accepted responsibility for the results of the services; and

   e. We have accepted responsibility for all significant judgments and decisions that were made.

9. We have no knowledge of any uncorrected misstatements in the financial statements.

Information Provided

10. We have provided you with:

    a. Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters.

    b. Additional information that you have requested from us for the purpose of the audit.

c. Unrestricted access to persons within the Organization from whom you determined it necessary to obtain audit evidence.

d. Minutes of the meetings of the governing board and committees or summaries of actions of recent meetings for which minutes have not yet been prepared.

11. All transactions have been recorded in the accounting records and are reflected in the financial statements.

12. We have disclosed to you the results of our assessment of risk that the financial statements may be materially misstated as a result of fraud.

13. We have disclosed to you all information that we are aware of regarding allegations of fraud or suspected fraud affecting the Organization's financial statements involving:

a. Management.

b. Employees who have significant roles in internal control.

c. Others where the fraud could have a material effect on the financial statements.

14. We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization's financial statements received in communications from employees, former employees, regulators or others.

15. We have no knowledge of noncompliance or suspected noncompliance with laws and regulations. Additionally, we specifically represent that we are responsible for determining that we are subject to the requirements of the Single Audit Act because we have received, expended or otherwise been the beneficiary of the required amount of federal awards during the period of this audit.

16. We have disclosed to you all known actual or possible litigation and claims whose effects were considered when preparing the financial statements.

17. We have disclosed to you the identity of all of the Organization's related parties and all the related-party relationships and transactions of which we are aware.

18. We are aware of no significant deficiencies, including material weaknesses, in the design or operation of internal controls that could adversely affect the Organization's ability to record, process, summarize and report financial data.

19. We have informed you of all communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

20. During the course of your audit, you may have accumulated records containing data that should be reflected in our books and records. All such data have been so reflected. Accordingly, copies of such records in your possession are no longer needed by us.

Supplementary Information

21. With respect to supplementary information presented in relation to the financial statements as a whole:

    a. We acknowledge our responsibility for the presentation of such information.

    b. We believe such information, including its form and content, is fairly presented in accordance with U.S. GAAP.

    c. The methods of measurement or presentation have not changed from those used in the prior period.

Compliance Considerations

In connection with your audit conducted in accordance with *Government Auditing Standards*, we confirm that management:

22. Is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework.

23. Is responsible for compliance with the laws, regulations and provisions of contracts and grant agreements applicable to the auditee.

24. Has identified and disclosed to the auditor all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements.

25. Is responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

26. Acknowledges its responsibility for the design, implementation and maintenance of controls to prevent and detect fraud.

27. Has taken timely and appropriate steps to remedy identified or suspected fraud or noncompliance with provisions of laws, regulations, contracts, and grant agreements that the auditor reports.

28. Has a process to track the status of audit findings and recommendations.

29. Has identified for the auditor previous audits, attestation engagements and other studies related to the objectives of the audit and whether related recommendations have been implemented.

30. Is not aware of any investigations or legal proceedings that have been initiated with respect to the period under audit.

31. Has provided views on the auditor's reported findings, conclusions and recommendations, as well as management's planned corrective actions, for the report.

32. Acknowledges its responsibilities as it relates to non-audit services performed by the auditor, including that it assumes all management responsibilities; that it oversees the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge or experience; that it evaluates the adequacy and results of the services performed; and that it accepts responsibility for the results of the services.

In connection with your audit of federal awards conducted in accordance with Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), we confirm:

33. Management is responsible for complying, and has complied, with the requirements of Uniform Guidance.

34. Management is responsible for understanding and complying with federal statutes, regulations, and the terms and conditions of federal awards related to each of its federal programs.

35. Management is responsible for the design, implementation, and maintenance, and has designed, implemented and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that the auditee is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal award that could have a material effect on its federal programs.

36. Management is responsible for the preparation of the schedule of expenditures of federal awards, acknowledges and understands its responsibility for the presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; believes the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; asserts that methods of measurement or presentation have not changed from those used in the prior period, or if the methods of measurement or presentation have changed, the reasons for such changes have been communicated; and is responsible for any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

37. Management will make the audited financial statements readily available to the intended users of the schedule no later than the issuance date by the entity of the schedule of expenditures of federal awards and the auditor's report thereon.

38. Management has identified and disclosed all of its government programs and related activities subject to the Uniform Guidance compliance audit.

39. Management has identified and disclosed to the auditor the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.

40. Management has made available all federal and state awards (including amendments, if any) and any other correspondence relevant to federal and state programs and related activities that have taken place with federal and state agencies or pass-through entities.

41. Management has identified and disclosed to the auditor all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal awards or stated that there was no such noncompliance.

42. Management believes that the auditee has complied with the direct and material compliance requirements (except for noncompliance it has disclosed to the auditor).

43. Management has made available all documentation related to compliance with the direct and material compliance requirements, including information related to federal and state program financial reports and claims for advances and reimbursements.

44. Management has provided to the auditor its interpretations of any compliance requirements that are subject to varying interpretations.

45. Management has disclosed to the auditor any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.

46. Management has disclosed to the auditor the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.

47. Management is responsible for taking corrective action on audit findings of the compliance audit that meets the requirements of the Uniform Guidance.

48. Management has provided the auditor with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.

49. Management has disclosed the nature of any subsequent events that provide additional evidence with respect to conditions that existed at the end of the reporting period that affect noncompliance during the reporting period.

50. Management has disclosed all known noncompliance with direct and material compliance requirements occurring subsequent to the period covered by the auditor's report or stated that there were no such known instances.

51. Management has disclosed whether any changes in internal control over compliance or other factors that might significantly affect the entity's system of internal control, including any corrective action taken by management with regard to significant deficiencies and material weaknesses in internal control over compliance, have occurred subsequent to the period covered by the auditor's report.

52. Federal and state program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared.

53. The copies of federal and state program financial reports provided to the auditor are true copies of the reports submitted, or electronically transmitted, to the federal agency or pass-through entity, as applicable.

54. Management has monitored subrecipients, as necessary, to determine that they have expended subawards in compliance with federal statutes, regulations, and the terms and conditions of the subaward and have met the other pass-through entity requirements of the Uniform Guidance.

55. Management has issued management decisions for audit findings that relate to federal awards it makes to subrecipients and such management decisions are issued within six months of acceptance of the audit report by the FAC. Additionally, management has followed up to ensure that the subrecipient takes timely and appropriate action on all deficiencies detected through audits, on-site reviews and other means that pertain to the federal award provided to the subrecipient from the pass-through entity

56. Management has considered the results of subrecipient monitoring and audits, and has made any necessary adjustments to the auditee's own books and records.

57. Management has charged costs to federal awards in accordance with applicable cost principles.

58. Management is responsible for, and has accurately prepared, the summary schedule of prior audit findings to include all findings required to be included by Uniform Guidance.

59. The reporting package does not contain protected personally identifiable information.

60. Management has accurately completed the appropriate sections of the data collection form.

61. Management has disclosed all contracts or other agreements with service organizations.

62. Management has disclosed to the auditor all communications from service organizations relating to noncompliance at those organizations.

Community Action Partnership of Kern

Jeremy Tobias, Chief Executive Officer

Tracy Webster, Chief Financial Officer

EXTENDED TO JANUARY 17, 2023

Form **990**

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

A For the 2021 calendar year, or tax year beginning MAR 1, 2021 and ending FEB 28, 2022

B Check if applicable:
☐ Address change
☐ Name change
☐ Initial return
☐ Final return/ terminated
☐ Amended return
☐ Application pending

C Name of organization
COMMUNITY ACTION PARTNERSHIP OF KERN

Doing business as

Number and street (or P.O. box if mail is not delivered to street address) 5005 BUSINESS PARK NORTH

Room/suite

City or town, state or province, country, and ZIP or foreign postal code
BAKERSFIELD, CA 93309

F Name and address of principal officer: JEREMY T. TOBIAS
SAME AS C ABOVE

D Employer identification number
95-2402760

E Telephone number
661-336-5236

G Gross receipts $ 119,116,159.

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No
If "No," attach a list. See instructions

H(c) Group exemption number ▶

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) ◀ (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: ▶ WWW.CAPK.ORG

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶

L Year of formation: 1965 **M** State of legal domicile: CA

Part I Summary

1 Briefly describe the organization's mission or most significant activities: COMMUNITY ACTION PARTNERSHIP OF KERN SHALL PROVIDE AND ADVOCATE FOR RESOURCES THAT WILL EMPOWER

2 Check this box ▶ ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

Activities & Governance	**3** Number of voting members of the governing body (Part VI, line 1a)	3	15
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	15
	5 Total number of individuals employed in calendar year 2021 (Part V, line 2a)	5	1110
	6 Total number of volunteers (estimate if necessary)	6	544
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
	b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.

		Prior Year	Current Year
Revenue	**8** Contributions and grants (Part VIII, line 1h)	116,488,981.	118,413,426.
	9 Program service revenue (Part VIII, line 2g)	284,716.	257,864.
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	2,052.	2,531.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	1,111,296.	442,338.
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	117,887,045.	119,116,159.
Expenses	**13** Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	0.
	14 Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	45,649,537.	43,055,947.
	16a Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 114,534.		
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	71,260,750.	68,535,205.
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	116,910,287.	111,591,152.
	19 Revenue less expenses. Subtract line 18 from line 12	976,758.	7,525,007.

		Beginning of Current Year	End of Year
Net Assets or Fund Balances	**20** Total assets (Part X, line 16)	23,951,900.	40,550,672.
	21 Total liabilities (Part X, line 26)	9,744,117.	18,817,882.
	22 Net assets or fund balances. Subtract line 21 from line 20	14,207,783.	21,732,790.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

▶ Signature of officer — Date

▶ JEREMY T. TOBIAS, CEO
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check if self-employed	PTIN
NANCY C. BELTON, CPA			☐	P01234207

Firm's name ▶ DANIELLS PHILLIPS VAUGHAN & BOCK — Firm's EIN ▶ 95-2972229

Firm's address ▶ 300 NEW STINE ROAD
BAKERSFIELD, CA 93309 — Phone no. 661-834-7411

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

SEE SCHEDULE O FOR ORGANIZATION MISSION STATEMENT CONTINUATION

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III X

1 Briefly describe the organization's mission: NONE

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ..... Yes X No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ..... Yes X No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 52,853,627. including grants of $) (Revenue $ 58,335.)
CHILD EDUCATION AND DEVELOPMENT SERVICES: TO PROVIDE COMPREHENSIVE CHILD EDUCATION AND DEVELOPMENT SERVICES FOR 2,465 INCOME ELIGIBLE CHILDREN SIX WEEKS TO FIVE YEARS OF AGE, AND THEIR FAMILIES. ALSO INCLUDES A STATEWIDE CHILD CARE PROGRAM TO PROVIDE CHILDREN OF MIGRANT FARM WORKERS WITH A SAFE, NURTURING AND EDUCATIONALLY GROWING ENVIRONMENT.

4b (Code:) (Expenses $ 39,575,215. including grants of $) (Revenue $ 199,778.)
NUTRITION SERVICES: INCLUDES THE (1) CHILD AND ADULT CARE FOOD PROGRAM WHICH PROVIDES NUTRITIONAL LUNCH MEALS AND SNACKS TO THE 2,225 CHILDREN ENROLLED IN THE CHILD EDUCATION AND DEVELOPMENT SERVICES PROGRAM, (2) THE WOMEN, INFANTS AND CHILDREN PROGRAM WHICH PROVIDES TEMPORARY NUTRITIONAL ASSISTANCE AND COUNSELING FOR 13,482 PREGNANT AND NON-PREGNANT WOMEN, MEN AND GRANDPARENTS PER MONTH WHO ARE RAISING INFANTS AND CHILDREN WHO ARE NUTRITIONALLY AT RISK AND (3) THE FOOD BANK PROGRAM WHICH IS ONE OF THE LARGEST FOOD BANKS IN CALIFORNIA PROVIDING EMERGENCY FOOD ASSISTANCE AND DISTRIBUTING MORE THAN 22.1 MILLION POUNDS OF FOOD ANNUALLY.
WEATHERIZATION SERVICES: THE AGENCY PROVIDES ASSISTANCE TO MORE THAN 300 HOUSEHOLDS ON AN ANNUAL BASIS. A RESIDENT CAN RECEIVE

4c (Code:) (Expenses $ 4,061,760. including grants of $) (Revenue $)
ENERGY SERVICES: THE AGENCY PROVIDES UTILITY ASSISTANCE TO MORE THAN 6,500 HOUSEHOLDS ON AN ANNUAL BASIS. AN APPLICANT CAN ONLY RECEIVE THIS BENEFIT ONCE IN A 12 MONTH PERIOD. THE APPLICANT MUST RESIDE IN KERN COUNTY, HAVE A TOTAL HOUSEHOLD INCOME AT OR BELOW 150 PERCENT OF THE FEDERAL POVERTY INCOME GUIDELINES AND HAVE A UTILITY BILL WITH AT LEAST 30 DAYS OF SERVICE.

4d Other program services (Describe on Schedule O.)
(Expenses $ 7,265,711. including grants of $) (Revenue $ 372,365.)

4e Total program service expenses ▶ 103,756,313.

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1	X	
2	Is the organization required to complete *Schedule B, Schedule of Contributors*? See instructions	2	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		X
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? *If "Yes," complete Schedule C, Part III*	5		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? *If "Yes," complete Schedule D, Part V*	10		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a	X	
b	Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		X
c	Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d		X
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e	X	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f	X	
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a	X	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	16		X
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I.* See instructions	17		X
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18		X
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		X
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		X

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23	X	
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		X
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		X
28	Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV*	28a		X
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		X
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		X
29	Did the organization receive more than $25,000 in non-cash contributions? *If "Yes," complete Schedule M*	29	X	
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		X
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34	X	
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		X
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O	38	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

				Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	984		
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?			1c X	

Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

				Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	1110		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b		X	
	Note: If the sum of lines 1a and 2a is greater than 250, you may be required to *e-file.* See instructions.				
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?	3a			X
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*	3b			
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a			X
b	If "Yes," enter the name of the foreign country ▶ _____ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).				
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a			X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b			X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c			
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a			X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b			
7	**Organizations that may receive deductible contributions under section 170(c).**				
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?	7a		X	
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b		X	
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c			X
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e			X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f			X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g			
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h			
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8			
9	**Sponsoring organizations maintaining donor advised funds.**				
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a			
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b			
10	**Section 501(c)(7) organizations.** Enter:				
a	Initiation fees and capital contributions included on Part VIII, line 12	10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b			
11	**Section 501(c)(12) organizations.** Enter:				
a	Gross income from members or shareholders	11a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?	12a			
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**				
a	Is the organization licensed to issue qualified health plans in more than one state?	13a			
	Note: See the instructions for additional information the organization must report on Schedule O.				
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b			
c	Enter the amount of reserves on hand	13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a			X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*	14b			
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N.	15			X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16			X
17	**Section 501(c)(21) organizations.** Did the trust, any disqualified person, or mine operator engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	17			

Part VI Governance, Management, and Disclosure. *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI X

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year	1a	15		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.				
b	Enter the number of voting members included on line 1a, above, who are independent	1b	15		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2			X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3			X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4			X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5			X
6	Did the organization have members or stockholders?	6			X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a			X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b			X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?	8a		X	
b	Each committee with authority to act on behalf of the governing body?	8b		X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O*	9			X

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	X	
b	Describe on Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe on Schedule O how this was done*	12c		X
13	Did the organization have a written whistleblower policy?	13	X	
14	Did the organization have a written document retention and destruction policy?	14	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a	X	
b	Other officers or key employees of the organization	15b	X	
	If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ▶ CA

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

X Own website ☐ Another's website ☐ Upon request ☐ Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records ▶

TRACY WEBSTER - 661-336-5236

5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) JEREMY TOBIAS CEO	40.00			X				200,322.	0.	57,977.
(2) TRACY WEBSTER CFO	40.00			X				184,511.	0.	15,221.
(3) EMILIO WAGNER DIRECTOR OF OPERATIONS	40.00					X		138,952.	0.	31,111.
(4) YOLANDA GONZALES DIRECTOR OF HEAD START/STATE CHILD D	40.00					X		141,797.	0.	24,879.
(5) TRACO MATTHEWS CHIEF PROGRAM OFFICER	40.00					X		154,940.	0.	4,207.
(6) PRITIKA RAM CHIEF BUSINESS DEVELOPMENT OFFICER	40.00					X		140,920.	0.	17,801.
(7) LISA MCGRANAHAN DIRECTOR OF HUMAN RESOURCES	40.00					X		127,507.	0.	30,171.
(8) FRED PLANE CHAIR	4.00		X					0.	0.	0.
(9) MARITZA JIMENEZ VICE-CHAIR	4.00		X					0.	0.	0.
(10) ANA VIGIL SECRETARY	4.00		X					0.	0.	0.
(11) JANEA BENTON TREASURER	4.00		X					0.	0.	0.
(12) CURTIS FLOYD DIRECTOR	4.00		X					0.	0.	0.
(13) NILA HOGAN DIRECTOR	4.00		X					0.	0.	0.
(14) MARIAN PANOS DIRECTOR	4.00		X					0.	0.	0.
(15) MIKE MAGGARD DIRECTOR	4.00		X					0.	0.	0.
(16) YOLANDA OCHOA DIRECTOR	4.00		X					0.	0.	0.
(17) CRAIG HENDERSON DIRECTOR	4.00		X					0.	0.	0.

Part VII **Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(18) GUADALUPE PEREZ DIRECTOR	4.00		X					0.	0.	0.
(19) JIMMIE CHILDRESS DIRECTOR	4.00		X					0.	0.	0.
(20) JONATHAN MULLINGS DIRECTOR	4.00		X					0.	0.	0.
(21) JOSE GURROLA DIRECTOR	4.00		X					0.	0.	0.
(22) MICHELLE JARA-RANGEL DIRECTOR	4.00		X					0.	0.	0.
(23) JOE GARCIA DIRECTOR	4.00		X					0.	0.	0.
1b Subtotal ▶								1,088,949.	0.	181,367.
c Total from continuation sheets to Part VII, Section A ▶								0.	0.	0.
d Total (add lines 1b and 1c) ▶								1,088,949.	0.	181,367.

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization ▶ 7

		Yes	No
3	Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*		X
4	For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*	X	
5	Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
ALLIED UNIVERSAL SECURITY SERVICES, P.O. BOX 31001-2374, PASADENA, CA 91110-2374	SECURITY SERVICES	393,117.
IBI GROUP, 5500 MING AVENUE #155, BAKERSFIELD, CA 93309	CONTRACTING	209,331.
PLC SYSTEM SERVICES, 11509 ORCHARD PARK DRIVE, BAKERSFIELD, CA 93311	AC & HEATING	206,712.
4032 JEWETT AVE, LLC 18431 KINGSPORT DRIVE, MALIBU, CA 90265	LANDLORD	176,771.
KERNVILLE UNION SCHOOL DISTRICT, 3240 ERSKINE CREEK ROAD, LAKE ISABELLA, CA	SUBCONTRACTOR	147,448.

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization ▶ 5

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a				
	b Membership dues	1b				
	c Fundraising events	1c				
	d Related organizations	1d				
	e Government grants (contributions)	1e	90,461,145.			
	f All other contributions, gifts, grants, and similar amounts not included above	1f	27,952,281.			
	g Noncash contributions included in lines 1a-1f	1g	$ 27,489,415.			
	h **Total.** Add lines 1a-1f			118,413,426.		
Program Service Revenue		**Business Code**				
	2a FOOD BANK FEES	624200	199,529.	199,529.		
	b PROGRAM AND PARENT FEES	624200	58,335.	58,335.		
	c					
	d					
	e					
	f All other program service revenue					
	g **Total.** Add lines 2a-2f		257,864.			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		2,531.			2,531.
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
		(i) Real	(ii) Personal			
	6a Gross rents 6a	69,489.				
	b Less: rental expenses 6b	0.				
	c Rental income or (loss) 6c	69,489.				
	d Net rental income or (loss)			69,489.		69,489.
		(i) Securities	(ii) Other			
	7a Gross amount from sales of assets other than inventory 7a					
	b Less: cost or other basis and sales expenses 7b					
	c Gain or (loss) 7c					
	d Net gain or (loss)					
	8a Gross income from fundraising events (not including $ _____ of contributions reported on line 1c). See Part IV, line 18 8a		235.			
	b Less: direct expenses 8b		0.			
	c Net income or (loss) from fundraising events			235.		235.
	9a Gross income from gaming activities. See Part IV, line 19 9a					
	b Less: direct expenses 9b					
	c Net income or (loss) from gaming activities					
	10a Gross sales of inventory, less returns and allowances 10a					
	b Less: cost of goods sold 10b					
	c Net income or (loss) from sales of inventory					
Miscellaneous Revenue		**Business Code**				
	11a MISCELLANEOUS REVENUE	624200	372,614.	372,614.		
	b					
	c					
	d All other revenue					
	e **Total.** Add lines 11a-11d			372,614.		
	12 **Total revenue.** See instructions		119,116,159.	630,478.	0.	72,255.

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	451,111.	367,829.	83,282.	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	33,390,137.	33,359,252.		30,885.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	9,214,699.	9,183,540.	26,737.	4,422.
10 Payroll taxes				
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	2,989,690.	2,840,853.	76,865.	71,972.
12 Advertising and promotion				
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy	5,747,978.	5,729,380.	18,598.	
17 Travel	394,957.	394,240.	717.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	1,438,391.	1,038,519.	399,872.	
23 Insurance				
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a DONATED COMMODITIES	30,484,534.	30,484,534.		
b PROGRAM COST	14,268,827.	14,268,827.		
c INDIRECT EXPENSE	6,862,142.		6,862,142.	
d CONSUMABLE SUPPLIES	3,287,201.	3,217,634.	68,401.	1,166.
e All other expenses	3,061,485.	2,871,705.	183,691.	6,089.
25 **Total functional expenses.** Add lines 1 through 24e	111,591,152.	103,756,313.	7,720,305.	114,534.
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ▶ ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

				(A) Beginning of year		(B) End of year
Assets	1	Cash - non-interest-bearing		7,744,471.	1	8,376,343.
	2	Savings and temporary cash investments			2	
	3	Pledges and grants receivable, net			3	
	4	Accounts receivable, net		4,104,278.	4	12,434,537.
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons			5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)			6	
	7	Notes and loans receivable, net			7	
	8	Inventories for sale or use		1,212,729.	8	1,046,445.
	9	Prepaid expenses and deferred charges		450,201.	9	672,994.
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 41,243,866.			
	b	Less: accumulated depreciation	10b 23,223,513.	10,440,221.	10c	18,020,353.
	11	Investments - publicly traded securities			11	
	12	Investments - other securities. See Part IV, line 11			12	
	13	Investments - program-related. See Part IV, line 11			13	
	14	Intangible assets			14	
	15	Other assets. See Part IV, line 11			15	
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)		23,951,900.	16	40,550,672.
Liabilities	17	Accounts payable and accrued expenses		4,874,944.	17	11,406,127.
	18	Grants payable			18	
	19	Deferred revenue		3,068,355.	19	4,159,814.
	20	Tax-exempt bond liabilities			20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D			21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons			22	
	23	Secured mortgages and notes payable to unrelated third parties		1,473,224.	23	1,083,367.
	24	Unsecured notes and loans payable to unrelated third parties			24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		327,594.	25	2,168,574.
	26	**Total liabilities.** Add lines 17 through 25		9,744,117.	26	18,817,882.
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here ▶ X and complete lines 27, 28, 32, and 33.**				
	27	Net assets without donor restrictions		14,089,292.	27	21,587,796.
	28	Net assets with donor restrictions		118,491.	28	144,994.
		Organizations that do not follow FASB ASC 958, check here ▶ ☐ and complete lines 29 through 33.				
	29	Capital stock or trust principal, or current funds			29	
	30	Paid-in or capital surplus, or land, building, or equipment fund			30	
	31	Retained earnings, endowment, accumulated income, or other funds			31	
	32	Total net assets or fund balances		14,207,783.	32	21,732,790.
	33	Total liabilities and net assets/fund balances		23,951,900.	33	40,550,672.

Form **990** (2021)

132011 12-09-21

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	119,116,159.
2	Total expenses (must equal Part IX, column (A), line 25)	2	111,591,152.
3	Revenue less expenses. Subtract line 2 from line 1	3	7,525,007.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	14,207,783.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	21,732,790.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII ☒

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2a		X
b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2b	X	
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c	X	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a	X	
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b	X	

SCHEDULE A
(Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
▶ Attach to Form 990 or Form 990-EZ.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization
COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number
95-2402760

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
10 ☐ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
f Enter the number of supported organizations .....
g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	(iv) No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	73,118,223.	79,165,815.	96,848,982.	116,127,411.	118,070,362.	483,330,793.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3	73,118,223.	79,165,815.	96,848,982.	116,127,411.	118,070,362.	483,330,793.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4.						483,330,793.

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
7 Amounts from line 4	73,118,223.	79,165,815.	96,848,982.	116,127,411.	118,070,362.	483,330,793.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	73,373.	75,174.	74,059.	73,110.	71,475.	367,191.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	3,921.	4,883.	7,160.	1,221.	1,592.	18,777.
11 **Total support.** Add lines 7 through 10						483,716,761.

12 Gross receipts from related activities, etc. (see instructions) 12

13 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2021 (line 6, column (f), divided by line 11, column (f)) 14 99.92 %

15 Public support percentage from 2020 Schedule A, Part II, line 14 15 99.91 %

16a **33 1/3% support test - 2021.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☒

b **33 1/3% support test - 2020.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

17a **10% -facts-and-circumstances test - 2021.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ▶ ☐

b **10% -facts-and-circumstances test - 2020.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ▶ ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ▶ ☐

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support.** (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2017	(b) 2018	(c) 2019	(d) 2020	(e) 2021	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)						

14 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2021 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2020 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for **2021** (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from **2020** Schedule A, Part III, line 17	18	%

19a **33 1/3% support tests - 2021.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

b **33 1/3% support tests - 2020.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ▶ ☐

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

			Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No," describe in* **Part VI** *how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*	1		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in* **Part VI** *how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	2		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer lines 3b and 3c below.*	3a		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in* **Part VI** *when and how the organization made the determination.*	3b		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in* **Part VI** *what controls the organization put in place to ensure such use.*	3c		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.*	4a		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in* **Part VI** *how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*	4b		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in* **Part VI** *what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*	4c		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in* **Part VI,** *including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*	5a		
b	**Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?	5b		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	5c		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in* **Part VI.**	6		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990).*	7		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? *If "Yes," complete Part I of Schedule L (Form 990).*	8		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in* **Part VI.**	9a		
b	Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in* **Part VI.**	9b		
c	Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in* **Part VI.**	9c		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer line 10b below.*	10a		
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	10b		

Part IV Supporting Organizations *(continued)*

			Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?			
a	A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?	**11a**		
b	A family member of a person described on line 11a above?	**11b**		
c	A 35% controlled entity of a person described on line 11a or 11b above? *If "Yes" to line 11a, 11b, or 11c, provide detail in* **Part VI.**	**11c**		

Section B. Type I Supporting Organizations

			Yes	No
1	Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? *If "No," describe in* **Part VI** *how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*	**1**		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in* **Part VI** *how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*	**2**		

Section C. Type II Supporting Organizations

			Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in* **Part VI** *how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*	**1**		

Section D. All Type III Supporting Organizations

			Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	**1**		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? *If "No," explain in* **Part VI** *how the organization maintained a close and continuous working relationship with the supported organization(s).*	**2**		
3	By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in* **Part VI** *the role the organization's supported organizations played in this regard.*	**3**		

Section E. Type III Functionally Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the yea* **(see instructions).**

a ☐ The organization satisfied the Activities Test. *Complete* **line 2** *below.*

b ☐ The organization is the parent of each of its supported organizations. *Complete* **line 3** *below.*

c ☐ The organization supported a governmental entity. *Describe in* **Part VI** *how you supported a governmental entity (see instructions).*

			Yes	No
2	Activities Test. **Answer lines 2a and 2b below.**			
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If "Yes," then in* **Part VI identify those supported organizations and explain** *how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	**2a**		
b	Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in* **Part VI** *the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	**2b**		
3	Parent of Supported Organizations. **Answer lines 3a and 3b below.**			
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? *If "Yes" or "No" provide details in* **Part VI.**	**3a**		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? *If "Yes," describe in* **Part VI** *the role played by the organization in this regard.*	**3b**		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in* **Part VI**). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	**1**		
2 Recoveries of prior-year distributions	**2**		
3 Other gross income (see instructions)	**3**		
4 Add lines 1 through 3.	**4**		
5 Depreciation and depletion	**5**		
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	**6**		
7 Other expenses (see instructions)	**7**		
8 **Adjusted Net Income** (subtract lines 5, 6, and 7 from line 4)	**8**		

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a Average monthly value of securities	**1a**		
b Average monthly cash balances	**1b**		
c Fair market value of other non-exempt-use assets	**1c**		
d **Total** (add lines 1a, 1b, and 1c)	**1d**		
e **Discount** claimed for blockage or other factors (*explain in detail in* **Part VI**):			
2 Acquisition indebtedness applicable to non-exempt-use assets	**2**		
3 Subtract line 2 from line 1d.	**3**		
4 Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	**4**		
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	**5**		
6 Multiply line 5 by 0.035.	**6**		
7 Recoveries of prior-year distributions	**7**		
8 **Minimum Asset Amount** (add line 7 to line 6)	**8**		

Section C - Distributable Amount		Current Year
1 Adjusted net income for prior year (from Section A, line 8, column A)	**1**	
2 Enter 0.85 of line 1.	**2**	
3 Minimum asset amount for prior year (from Section B, line 8, column A)	**3**	
4 Enter greater of line 2 or line 3.	**4**	
5 Income tax imposed in prior year	**5**	
6 **Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	**6**	

7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V **Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** *(continued)*

Section D - Distributions			**Current Year**
1	Amounts paid to supported organizations to accomplish exempt purposes	**1**	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	**2**	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	**3**	
4	Amounts paid to acquire exempt-use assets	**4**	
5	Qualified set-aside amounts (prior IRS approval required - *provide details in* **Part VI**)	**5**	
6	Other distributions (*describe in* **Part VI**). See instructions.	**6**	
7	**Total annual distributions.** Add lines 1 through 6.	**7**	
8	Distributions to attentive supported organizations to which the organization is responsive (*provide details in* **Part VI**). See instructions.	**8**	
9	Distributable amount for 2021 from Section C, line 6	**9**	
10	Line 8 amount divided by line 9 amount	**10**	

Section E - Distribution Allocations (see instructions)		**(i) Excess Distributions**	**(ii) Underdistributions Pre-2021**	**(iii) Distributable Amount for 2021**
1	Distributable amount for 2021 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2021 (reasonable cause required - *explain in* **Part VI**). See instructions.			
3	Excess distributions carryover, if any, to 2021			
a	From 2016			
b	From 2017			
c	From 2018			
d	From 2019			
e	From 2020			
f	**Total** of lines 3a through 3e			
g	Applied to underdistributions of prior years			
h	Applied to 2021 distributable amount			
i	Carryover from 2016 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4	Distributions for 2021 from Section D, line 7: $			
a	Applied to underdistributions of prior years			
b	Applied to 2021 distributable amount			
c	Remainder. Subtract lines 4a and 4b from line 4.			
5	Remaining underdistributions for years prior to 2021, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, *explain in* **Part VI.** See instructions.			
6	Remaining underdistributions for 2021. Subtract lines 3h and 4b from line 1. For result greater than zero, *explain in* **Part VI**. See instructions.			
7	**Excess distributions carryover to 2022.** Add lines 3j and 4c.			
8	Breakdown of line 7:			
a	Excess from 2017			
b	Excess from 2018			
c	Excess from 2019			
d	Excess from 2020			
e	Excess from 2021			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Schedule B
(Form 990)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

▶ Attach to Form 990 or Form 990-PF.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021

Name of the organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Organization type (check one):

Filers of:	**Section:**
Form 990 or 990-EZ	☒ 501(c)(3) (enter number) organization
	☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
	☐ 527 political organization
Form 990-PF	☐ 501(c)(3) exempt private foundation
	☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation
	☐ 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule.**
Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

☐ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling $5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

☒ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** $5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than $1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than $1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling $5,000 or more during the year ..... ▶ $ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

Name of organization | Employer identification number

COMMUNITY ACTION PARTNERSHIP OF KERN | 95-2402760

Part I **Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	U. S. DEPT OF HEALTH & HUMAN SERVICES PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 54,507,396.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
2	U. S. DEPT OF AGRICULTURE PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 3,031,104.	Person [X] Payroll [ ] Noncash [X] (Complete Part II for noncash contributions.)
3	STATE OF CALIFORNIA - DEPT OF EDUCATION PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 3,507,823.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
4	U. S. DEPT OF AGRICULTURE PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 7,001,720.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
5	STATE OF CALIFORNIA - DEPT OF SOCIAL SERVICES PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 9,549,573.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)

Name of organization | Employer identification number

COMMUNITY ACTION PARTNERSHIP OF KERN | 95-2402760

Part II **Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
2	DONATED FOOD	$ 3,031,104.	
		$	
		$	
		$	
		$	
		$	
		$	

123453 11-11-21

Name of organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Part III **Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than $1,000 for the year from any one contributor.** Complete columns **(a)** through **(e) and** the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of **$1,000 or less** for the year. (Enter this info. once.) ▶ $

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

SCHEDULE D (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
▶ Attach to Form 990.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization
COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number
95-2402760

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate value of contributions to (during year)		
3	Aggregate value of grants from (during year)		
4	Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).
☐ Preservation of land for public use (for example, recreation or education)
☐ Preservation of a historically important land area
☐ Protection of natural habitat
☐ Preservation of a certified historic structure
☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

			Held at the End of the Tax Year
a	Total number of conservation easements	2a	
b	Total acreage restricted by conservation easements	2b	
c	Number of conservation easements on a certified historic structure included in (a)	2c	
d	Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d	

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ _____

4 Number of states where property subject to conservation easement is located ▶ _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ _____

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ $ _____

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 ▶ $ _____

(ii) Assets included in Form 990, Part X ▶ $ _____

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 ▶ $ _____

b Assets included in Form 990, Part X ▶ $ _____

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

a ☐ Public exhibition
b ☐ Scholarly research
c ☐ Preservation for future generations
d ☐ Loan or exchange program
e ☐ Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

		Amount
c Beginning balance	1c	
d Additions during the year	1d	
e Distributions during the year	1e	
f Ending balance	1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

Part V Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment ▶ _____ %
b Permanent endowment ▶ _____ %
c Term endowment ▶ _____ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

		Yes	No
(i) Unrelated organizations	3a(i)		
(ii) Related organizations	3a(ii)		
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		1,776,669.		1,776,669.
b Buildings		20,231,245.	12,075,113.	8,156,132.
c Leasehold improvements		5,862,614.	5,288,395.	574,219.
d Equipment		7,389,556.		7,389,556.
e Other		5,983,782.	5,860,005.	123,777.
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, column (B), line 10c.)* ▶				18,020,353.

Schedule D (Form 990) 2021

132052 10-28-21

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) ADVANCED PAYABLE	2,168,574.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	2,168,574.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ... X

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			1	119,116,159.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains (losses) on investments	2a			
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	0.
3	Subtract line **2e** from line **1**			3	119,116,159.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	0.
5	Total revenue. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 12.)*			5	119,116,159.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			1	111,591,152.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	0.
3	Subtract line **2e** from line **1**			3	111,591,152.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	0.
5	Total expenses. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 18.)*			5	111,591,152.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART X, LINE 2:

THE ORGANIZATION HAS ADOPTED THE ACCOUNTING STANDARD ON ACCOUNTING FOR UNCERTAINTY IN INCOME TAXES, WHICH ADDRESSES THE DETERMINATION OF WHETHER TAX BENEFITS CLAIMED OR EXPECTED TO BE CLAIMED ON A TAX RETURN SHOULD BE RECORDED IN THE FINANCIAL STATEMENTS. UNDER THIS GUIDANCE, THE ORGANIZATION MAY RECOGNIZE THE TAX BENEFIT FROM AN UNCERTAIN TAX POSITION ONLY IF IT IS MORE-LIKELY-THAN-NOT THAT THE TAX POSITION WILL BE SUSTAINED ON EXAMINATION BY TAXING AUTHORITIES, BASED ON THE TECHNICAL MERITS OF THE POSITION. THE TAX BENEFITS RECOGNIZED IN THE FINANCIAL STATEMENTS FROM SUCH A POSITION ARE MEASURED BASED ON THE LARGEST BENEFIT THAT HAS A GREATER THAN 50% LIKELIHOOD OF BEING REALIZED UPON ULTIMATE SETTLEMENT. THE GUIDANCE ON ACCOUNTING FOR UNCERTAINTY IN INCOME TAXES ALSO ADDRESSES

Part XIII Supplemental Information *(continued)*

DE-RECOGNITION, CLASSIFICATION, INTEREST AND PENALTIES ON INCOME TAXES, AND ACCOUNTING IN INTERIM PERIODS.

SCHEDULE J (Form 990)

Department of the Treasury
Internal Revenue Service

Compensation Information

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 23.**
▶ **Attach to Form 990.**
▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Part I Questions Regarding Compensation

			Yes	No
1a	Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.			
	☐ First-class or charter travel	☐ Housing allowance or residence for personal use		
	☐ Travel for companions	☐ Payments for business use of personal residence		
	☐ Tax indemnification and gross-up payments	☐ Health or social club dues or initiation fees		
	☐ Discretionary spending account	☐ Personal services (such as maid, chauffeur, chef)		
b	If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain	1b		
2	Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?	2		
3	Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.			
	☐ Compensation committee	☐ Written employment contract		
	☒ Independent compensation consultant	☒ Compensation survey or study		
	☐ Form 990 of other organizations	☒ Approval by the board or compensation committee		
4	During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:			
a	Receive a severance payment or change-of-control payment?	4a		X
b	Participate in or receive payment from a supplemental nonqualified retirement plan?	4b		X
c	Participate in or receive payment from an equity-based compensation arrangement?	4c		X
	If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.			
	Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.			
5	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:			
a	The organization?	5a		X
b	Any related organization?	5b		X
	If "Yes" on line 5a or 5b, describe in Part III.			
6	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:			
a	The organization?	6a		X
b	Any related organization?	6b		X
	If "Yes" on line 6a or 6b, describe in Part III.			
7	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III	7		X
8	Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III	8		X
9	If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?	9		

Part II **Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees.** Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC and/or 1099-NEC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
(1) JEREMY TOBIAS	(i)	200,322.	0.	0.	30,095.	27,882.	258,299.	0.
CEO	(ii)	0.	0.	0.	0.	0.	0.	0.
(2) TRACY WEBSTER	(i)	184,511.	0.	0.	13,883.	1,338.	199,732.	0.
CFO	(ii)	0.	0.	0.	0.	0.	0.	0.
(3) EMILIO WAGNER	(i)	138,952.	0.	0.	10,792.	20,319.	170,063.	0.
DIRECTOR OF OPERATIONS	(ii)	0.	0.	0.	0.	0.	0.	0.
(4) YOLANDA GONZALES	(i)	141,797.	0.	0.	10,896.	13,983.	166,676.	0.
DIRECTOR OF HEAD START/STATE CHILD D	(ii)	0.	0.	0.	0.	0.	0.	0.
(5) TRACO MATTHEWS	(i)	154,940.	0.	0.	4,102.	105.	159,147.	0.
CHIEF PROGRAM OFFICER	(ii)	0.	0.	0.	0.	0.	0.	0.
(6) PRITIKA RAM	(i)	140,920.	0.	0.	10,679.	7,122.	158,721.	0.
CHIEF BUSINESS DEVELOPMENT OFFICER	(ii)	0.	0.	0.	0.	0.	0.	0.
(7) LISA MCGRANAHAN	(i)	127,507.	0.	0.	4,351.	25,820.	157,678.	0.
DIRECTOR OF HUMAN RESOURCES	(ii)	0.	0.	0.	0.	0.	0.	0.
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							

Part III Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

SCHEDULE M (Form 990)

Department of the Treasury
Internal Revenue Service

Noncash Contributions

▶ **Complete if the organizations answered "Yes" on Form 990, Part IV, lines 29 or 30.**
▶ **Attach to Form 990.**
▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization
COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number
95-2402760

Part I Types of Property

		(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1	Art - Works of art				
2	Art - Historical treasures				
3	Art - Fractional interests				
4	Books and publications				
5	Clothing and household goods				
6	Cars and other vehicles				
7	Boats and planes				
8	Intellectual property				
9	Securities - Publicly traded				
10	Securities - Closely held stock				
11	Securities - Partnership, LLC, or trust interests				
12	Securities - Miscellaneous				
13	Qualified conservation contribution - Historic structures				
14	Qualified conservation contribution - Other				
15	Real estate - Residential				
16	Real estate - Commercial				
17	Real estate - Other				
18	Collectibles				
19	Food inventory	X		27,283,257.	FMV
20	Drugs and medical supplies				
21	Taxidermy				
22	Historical artifacts				
23	Scientific specimens				
24	Archeological artifacts				
25	Other ▶ (IN KIND)	X	0	206,158.	FMV
26	Other ▶ ( )				
27	Other ▶ ( )				
28	Other ▶ ( )				

			Yes	No
29	Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part V, Donee Acknowledgement	29		
30a	During the year, did the organization receive by contribution any property reported in Part I, lines 1 through 28, that it must hold for at least three years from the date of the initial contribution, and which isn't required to be used for exempt purposes for the entire holding period?	30a		X
b	If "Yes," describe the arrangement in Part II.			
31	Does the organization have a gift acceptance policy that requires the review of any nonstandard contributions?	31		X
32a	Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?	32a		X
b	If "Yes," describe in Part II.			
33	If the organization didn't report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II.			

Part II **Supplemental Information.** Provide the information required by Part I, lines 30b, 32b, and 33, and whether the organization is reporting in Part I, column (b), the number of contributions, the number of items received, or a combination of both. Also complete this part for any additional information.

SCHEDULE O (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.
▶ Attach to Form 990 or Form 990-EZ.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization: COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number: 95-2402760

FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

MEMBERS OF THE COMMUNITIES WE SERVE TO BE SELF-SUFFICIENT. COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK) IS THE FEDERALLY DESIGNATED ANTI-POVERTY AGENCY FOR KERN COUNTY AND HAS BEEN WORKING TO PROVIDE AN INTEGRATED NETWORK OF SERVICES SINCE 1965. THROUGH A VARIETY OF PROGRAMS AND IN COLLABORATION WITH OTHER COMMUNITY SERVICE AGENCIES, CAPK HELPS PARTICIPANTS PURSUE THEIR EDUCATIONAL GOALS, SECURE AND RETAIN EMPLOYMENT, MAINTAIN ADEQUATE HOUSING, RECEIVE MEDICAL SERVICES, OBTAIN ENERGY SUBSIDY AND WEATHERIZATION ASSISTANCE, ENCOURAGES PARENT PARTICIPATION, COUNTERACTS HUNGER AND MALNUTRITION, PROVIDES CHILD CARE AND PRESCHOOL EDUCATION, AND OTHE PERSONAL AND FAMILY DEVELOPMENT OPPORTUNITIES TO BUILD AND ACHIEVE INDIVIDUAL AND FAMILY SELF-SUFFICIENCY.

FORM 990, PART III, LINE 4B, PROGRAM SERVICE ACCOMPLISHMENTS:

WEATHERIZATION ASSISTANCE ONCE EVERY SEVEN YEARS. TO QUALIFY, THE APPLICANT MUST RESIDE IN KERN COUNTY AND HAVE A HOUSEHOLD INCOME AT OR BELOW 150 PERCENT OF THE FEDERAL POVERTY INCOME GUIDELINES.

FORM 990, PART III, LINE 4D, OTHER PROGRAM SERVICES:

OTHER PROGRAM SERVICES INCLUDE (1) COMPREHENSIVE INFORMATION AND REFERRAL SERVICES THAT LINK KERN COUNTY RESIDENTS TO COMMUNITY HEALTH AND HUMAN SERVICES AND SUPPORT. CAPK HAS BEEN DESIGNATED BY THE CALIFORNIA PUBLIC UTILITIES COMMISSION AS THE 2-1-1 PROVIDER FOR KERN COUNTY. SERVICES ARE AVAILABLE 24 HOURS A DAY, SEVEN DAYS A WEEK. (2) FREE TAX PREPARATION SERVICES TO LOW-TO-MODERATE INCOME INDIVIDUALS,

Name of the organization: COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number: 95-2402760

FAMILIES AND SENIORS. (3) YOUTH SERVICES TO PROVIDE PROGRAMS THAT FOCUS ON NUTRITION, EDUCATION, RECREATION, TEEN PREGNANCY PREVENTION AND ACTIVE HEALTH LIVING.

EXPENSES $ 7,265,711. INCLUDING GRANTS OF $ 0. REVENUE $ 372,365.

FORM 990, PART VI, SECTION B, LINE 11B:

THE CHIEF FINANCIAL OFFICER OF THE ORGANIZATION REVIEWS THE PREPARED FORM 990 BEFORE IT IS SIGNED BY THE CHIEF EXECUTIVE OFFICER OF THE ORGANIZATION AND BEFORE IT IS SUBMITTED TO THE IRS.

FORM 990, PART VI, SECTION B, LINE 15:

EVERY THREE YEARS AND PERIODICALLY DURING THIS TIME FRAME, AN INDEPENDENT SALARY SURVEY INCLUDING BENEFIT PACKAGE IS CONDUCTED. ALSO, THE RECENTLY ENACTED HEAD START ACT CONTAINS LANGUAGE REGARDING LIMITATIONS ON THE COMPENSATION OF HEAD START STAFF, INCLUDING THE CHIEF EXECUTIVE OFFICER, CHIEF FINANCIAL OFFICER AND OTHER KEY EMPLOYEES. SPECIFICALLY, IT PRECLUDES USING ANY FEDERAL FUNDS TO PAY ANY PART OF THE COMPENSATION OF AN INDIVIDUAL IF THAT INDIVIDUALS COMPENSATION EXCEEDS THE RATE PAYABLE FOR LEVEL II OF THE EXECUTIVE SCHEDULE ($199,300 EFFECTIVE CALENDAR YEAR 2021). ANY CHANGE IN THE SALARY GRADE OF A POSITION IS APPROVED BY THE BOARD OF DIRECTORS BEFORE THE CHANGE IS IMPLEMENTED.

FORM 990, PART VI, SECTION C, LINE 19:

COPIES OF THE ABOVE DOCUMENTS ARE MADE AVAILABLE TO THE PUBLIC ON THE ORGANIZATION'S WEBSITE, UPON REQUEST, AND ARE ALSO AVAILABLE FOR INSPECTION AT THE MAIN OFFICE OF THE ORGANIZATION.

FORM 990, PART XII, LINE 1:

Name of the organization: COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number: 95-2402760

SECTION 1.263(A)-1(F) DE MINIMIS SAFE HARBOR ELECTION

FOR THE YEAR ENDING FEBRUARY 28,2022

COMMUNITY ACTION PARTNERSHIP OF KERN (EIN: 95-2402760) IS MAKING THE DE MINIMIS SAFE HARBOR ELECTION UNDER REG. SEC. 1.263(A)-1(F).

VOLUNTEER ESTIMATE

VOLUNTEERS PARTICIPATE FOR THE MOST PART IN THE FOOD BANK, YOUTH CENTERS IN SHAFTER AND BAKERSFIELD, HEAD START AND VOLUNTEER INCOME TAX ASSISTANCE PROGRAMS OF THE ORGANIZATION.

SCHEDULE R (Form 990)

Department of the Treasury
Internal Revenue Service

Related Organizations and Unrelated Partnerships

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.

▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2021

Open to Public Inspection

Name of the organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Part I **Identification of Disregarded Entities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity

Part II **Identification of Related Tax-Exempt Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity? Yes	(g) Section 512(b)(13) controlled entity? No
FRIENDSHIP HOUSE COMMUNITY CENTER - 95-2419401, 5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309	COMMUNITY CENTER	CALIFORNIA	501(C)(4)		CAPK		X
COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION - 86-1249865, 5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309	SUPPORT CAPK	CALIFORNIA	501(C)(3)	LINE 12A, I	CAPK		X

Part III **Identification of Related Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations? Yes	(h) No	(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner? Yes	(j) No	(k) Percentage ownership

Part IV **Identification of Related Organizations Taxable as a Corporation or Trust.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity? Yes	(i) No

Part V **Transactions With Related Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.

Note: Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.		Yes	No
1 During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?			
a Receipt of **(i)** interest, **(ii)** annuities, **(iii)** royalties, or **(iv)** rent from a controlled entity	1a		X
b Gift, grant, or capital contribution to related organization(s)	1b		X
c Gift, grant, or capital contribution from related organization(s)	1c		X
d Loans or loan guarantees to or for related organization(s)	1d		X
e Loans or loan guarantees by related organization(s)	1e		X
f Dividends from related organization(s)	1f		X
g Sale of assets to related organization(s)	1g		X
h Purchase of assets from related organization(s)	1h		X
i Exchange of assets with related organization(s)	1i		X
j Lease of facilities, equipment, or other assets to related organization(s)	1j		X
k Lease of facilities, equipment, or other assets from related organization(s)	1k		X
l Performance of services or membership or fundraising solicitations for related organization(s)	1l		X
m Performance of services or membership or fundraising solicitations by related organization(s)	1m		X
n Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)	1n		X
o Sharing of paid employees with related organization(s)	1o		X
p Reimbursement paid to related organization(s) for expenses	1p		X
q Reimbursement paid by related organization(s) for expenses	1q		X
r Other transfer of cash or property to related organization(s)	1r		X
s Other transfer of cash or property from related organization(s)	1s		X

2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

	(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				

Part VI **Unrelated Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

(a) Name, address, and EIN of entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(e) Are all partners sec. 501(c)(3) orgs.? Yes	(e) No	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations? Yes	(h) No	(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner? Yes	(j) NO	(k) Percentage ownership

Part VII **Supplemental Information**

Provide additional information for responses to questions on Schedule R. See instructions.

2021 TAX RETURN FILING INSTRUCTIONS

CALIFORNIA FORM 199

FOR THE YEAR ENDING

February 28, 2022

Prepared for	Community Action Partnership of Kern 5005 Business Park North Bakersfield, CA 93309
Prepared by	Daniells Phillips Vaughan & Bock 300 New Stine Road Bakersfield, CA 93309
To be signed and dated by	Not Applicable
Amount of tax	Total tax $ 0.00 Less: payments and credits $ 0.00 Plus: other amount $ 0.00 Plus: interest and penalties $ 0.00 No pmt required $
Overpayment	Credited to your estimated tax $ 0.00 Other amount $ 0.00 Refunded to you $ 0.00
Make check payable to	Not applicable
Mail tax return and check (if applicable) to	This return has been prepared for electronic filing. If you wish to have it transmitted electronically to the FTB, please contact our office. We will then submit the electronic return to the FTB. Do not mail the paper copy of the return to the FTB.
Return must be mailed on or before	Not Applicable
Special Instructions	

100084 04-01-21

TAXABLE YEAR **2021**

California Exempt Organization Annual Information Return

128941 12-29-21
FORM **199**

Calendar Year 2021 or fiscal year beginning (mm/dd/yyyy) 03/01/2021 , and ending (mm/dd/yyyy) 02/28/2022 .

Corporation/Organization name: COMMUNITY ACTION PARTNERSHIP OF KERN

California corporation number: 0490460

Additional information. See instructions.

FEIN: 95-2402760

Street address (suite or room): 5005 BUSINESS PARK NORTH

PMB no.:

City: BAKERSFIELD

State: CA

ZIP code: 93309

Foreign country name | Foreign province/state/county | Foreign postal code

A First return ..... ☐ Yes ☒ No

B Amended return ..... ● ☐ Yes ☒ No

C IRC Section 4947(a)(1) trust ..... ☐ Yes ☒ No

D Final information return?
● ☐ Dissolved ☐ Surrendered (Withdrawn) ☐ Merged/Reorganized
Enter date: (mm/dd/yyyy) ●

E Check accounting method: (1) ☐ Cash (2) ☒ Accrual (3) ☐ Other

F Federal return filed? (1) ● ☐ 990T (2) ● ☐ 990PF (3) ● ☐ Sch H (990) (4) ☒ Other 990 series

G Is this a group filing? See instructions ..... ● ☐ Yes ☒ No

H Is this organization in a group exemption ..... ☐ Yes ☒ No
If "Yes," what is the parent's name?

I Did the organization have any changes to its guidelines not reported to the FTB? See instructions ..... ● ☐ Yes ☒ No

J If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions. ..... ● ☐ Yes ☒ No

K Is the organization exempt under R&TC Section 23701g? ● ☐ Yes ☒ No
If "Yes," enter the gross receipts from nonmember sources $

L Is the organization a limited liability company? ..... ● ☐ Yes ☒ No

M Did the organization file Form 100 or Form 109 to report taxable income? ..... ● ☐ Yes ☒ No

N Is the organization under audit by the IRS or has the IRS audited in a prior year? ..... ● ☐ Yes ☒ No

O Is federal Form 1023/1024 pending? ..... ☐ Yes ☒ No
Date filed with IRS

Part I Complete Part I unless not required to file this form. See General Information B and C.

Receipts and Revenues	1	Gross sales or receipts from other sources. From Side 2, Part II, line 8 ●		1	702,733 00
	2	Gross dues and assessments from members and affiliates ●		2	00
	3	Gross contributions, gifts, grants, and similar amounts received STMT 1 ●		3	118,413,426 00
	4	Total gross receipts for filing requirement test. Add line 1 through line 3. STMT 2 **This line must be completed.** If the result is less than $50,000, see General Information B ●		4	119,116,159 00
	5	Cost of goods sold ●	5 00		
	6	Cost or other basis, and sales expenses of assets sold ●	6 00		
	7	Total costs. Add line 5 and line 6		7	00
	8	Total gross income. Subtract line 7 from line 4 ●		8	119,116,159 00
Expenses	9	Total expenses and disbursements. From Side 2, Part II, line 18 ●		9	111,622,995 00
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8 ●		10	7,493,164 00
Filing Fee	11	Total payments ●		11	00
	12	Use tax. See General Information K ●		12	00
	13	Payments balance. If line 11 is more than line 12, subtract line 12 from line 11 ●		13	00
	14	Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12 ●		14	00
	15	Penalties and interest. See General Information J		15	00
	16	**Balance due.** Add line 12 and line 15. Then subtract line 11 from the result ◉		16	00

Sign Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Signature of officer ▶ | Title: CEO | Date | ● Telephone: 661-336-5236

Paid Preparer's Use Only

Preparer's signature ▶ | Date | Check if self-employed ▶ ☐ | ● PTIN: P01234207

Firm's name (or yours, if self-employed) and address ▶ DANIELLS PHILLIPS VAUGHAN & BOCK
300 NEW STINE ROAD
BAKERSFIELD, CA 93309

● Firm's FEIN: 95-2972229

● Telephone: 661-834-7411

May the FTB discuss this return with the preparer shown above? See instructions ..... ● ☒ Yes ☐ No

Part II **Organizations with gross receipts of more than $50,000 and private foundations regardless of amount of gross receipts - complete Part II or furnish substitute information.**

128951 01-19-22

Receipts from Other Sources	1	Gross sales or receipts from all business activities. See instructions	1	235 00
	2	Interest	2	2,531 00
	3	Dividends	3	00
	4	Gross rents	4	69,489 00
	5	Gross royalties	5	00
	6	Gross amount received from sale of assets (See instructions)	6	00
	7	Other income SEE STATEMENT 3	7	630,478 00
	8	**Total** gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1	8	702,733 00
Expenses and Disbursements	9	Contributions, gifts, grants, and similar amounts paid	9	00
	10	Disbursements to or for members	10	00
	11	Compensation of officers, directors, and trustees SEE STATEMENT 4	11	451,111 00
	12	Other salaries and wages	12	33,390,137 00
	13	Interest	13	00
	14	Taxes	14	00
	15	Rents	15	5,747,978 00
	16	Depreciation and depletion (See instructions)	16	1,470,234 00
	17	Other expenses and disbursements SEE STATEMENT 5	17	70,563,535 00
	18	**Total** expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9	18	111,622,995 00

Schedule L **Balance Sheet**

Assets	Beginning of taxable year (a)	Beginning of taxable year (b)	End of taxable year (c)	End of taxable year (d)
1 Cash		7,744,471		8,376,343
2 Net accounts receivable		4,104,278		12,434,537
3 Net notes receivable				
4 Inventories		1,212,729		1,046,445
5 Federal and state government obligations				
6 Investments in other bonds				
7 Investments in stock				
8 Mortgage loans				
9 Other investments				
10 a Depreciable assets	30,416,831		39,467,197	
b Less accumulated depreciation	(21,753,279)	8,663,552	(23,223,513)	16,243,684
11 Land		1,776,669		1,776,669
12 Other assets STMT 6		450,201		672,994
13 **Total assets**		23,951,900		40,550,672
Liabilities and net worth				
14 Accounts payable		4,874,944		11,406,127
15 Contributions, gifts, or grants payable				
16 Bonds and notes payable				
17 Mortgages payable		1,473,224		1,083,367
18 Other liabilities STMT 7		3,395,949		6,328,388
19 Capital stock or principal fund				
20 Paid-in or capital surplus. Attach reconciliation				
21 Retained earnings or income fund		14,207,783		21,732,790
22 **Total liabilities and net worth**		23,951,900		40,550,672

Schedule M-1 **Reconciliation of income per books with income per return**

Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than $50,000.

1 Net income per books	7,493,164	7 Income recorded on books this year not included in this return. Attach schedule	
2 Federal income tax		8 Deductions in this return not charged against book income this year. Attach schedule	
3 Excess of capital losses over capital gains		9 Total. Add line 7 and line 8	
4 Income not recorded on books this year. Attach schedule		10 Net income per return. Subtract line 9 from line 6	7,493,164
5 Expenses recorded on books this year not deducted in this return. Attach schedule			
6 Total. Add line 1 through line 5	7,493,164		

CA 199 CASH CONTRIBUTIONS INCLUDED ON PART I, LINE 3 STATEMENT 1

CONTRIBUTOR'S NAME	CONTRIBUTOR'S ADDRESS	DATE OF GIFT	AMOUNT
U. S. DEPT OF HEALTH & HUMAN SERVICES	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		54,507,396.
STATE OF CALIFORNIA - DEPT OF EDUCATION	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		3,507,823.
U. S. DEPT OF AGRICULTURE	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		7,001,720.
STATE OF CALIFORNIA - DEPT OF SOCIAL SERVICES	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		9,549,573.
TOTAL INCLUDED ON LINE 3			74,566,512.

CA 199 NONCASH CONTRIBUTIONS INCLUDED ON PART I, LINE 3 STATEMENT 2

CONTRIBUTOR'S NAME	CONTRIBUTOR'S ADDRESS
U. S. DEPT OF AGRICULTURE	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309

PROPERTY DESCRIPTION	DATE OF GIFT	FMV OF GIFT	TOTAL AMOUNT
DONATED FOOD		3,031,104.	3,031,104.
TOTAL INCLUDED ON LINE 3		3,031,104.	3,031,104.

CA 199 OTHER INCOME STATEMENT 3

DESCRIPTION	AMOUNT
MISCELLANEOUS REVENUE	372,614.
PROGRAM AND PARENT FEES	58,335.
FOOD BANK FEES	199,529.
TOTAL TO FORM 199, PART II, LINE 7	630,478.

CA 199 COMPENSATION OF OFFICERS, DIRECTORS AND TRUSTEES STATEMENT 4

NAME AND ADDRESS	TITLE AND AVERAGE HRS WORKED/WK	COMPENSATION
JEREMY TOBIAS 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	CEO 40.00	250,259.
TRACY WEBSTER 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	CFO 40.00	200,852.
EMILIO WAGNER 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR OF OPERATIONS 40.00	0.
YOLANDA GONZALES 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR OF HEAD START/STA 40.00	0.
TRACO MATTHEWS 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	CHIEF PROGRAM OFFICER 40.00	0.
PRITIKA RAM 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	CHIEF BUSINESS DEVELOPMENT 40.00	0.
LISA MCGRANAHAN 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR OF HUMAN RESOURCE 40.00	0.
FRED PLANE 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	CHAIR 4.00	0.
MARITZA JIMENEZ 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	VICE-CHAIR 4.00	0.
ANA VIGIL 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	SECRETARY 4.00	0.
JANEA BENTON 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	TREASURER 4.00	0.

CURTIS FLOYD 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
NILA HOGAN 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
MARIAN PANOS 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
MIKE MAGGARD 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
YOLANDA OCHOA 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
CRAIG HENDERSON 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
GUADALUPE PEREZ 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
JIMMIE CHILDRESS 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
JONATHAN MULLINGS 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
JOSE GURROLA 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
MICHELLE JARA-RANGEL 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
JOE GARCIA 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
TOTAL TO FORM 199, PART II, LINE 11		451,111.

CA 199 OTHER EXPENSES STATEMENT 5

DESCRIPTION	AMOUNT
DONATED COMMODITIES	30,484,534.
PROGRAM COST	14,268,827.
INDIRECT EXPENSE	6,862,142.
CONSUMABLE SUPPLIES	3,287,201.
OTHER EMPLOYEE BENEFITS	9,214,699.
OTHER PROFESSIONAL FEES	2,989,690.
TRAVEL	394,957.
ALL OTHER EXPENSES	3,061,485.
TOTAL TO FORM 199, PART II, LINE 17	70,563,535.

CA 199 OTHER ASSETS STATEMENT 6

DESCRIPTION	BEG. OF YEAR	END OF YEAR
PREPAID EXPENSES AND DEFERRED CHARGES	450,201.	672,994.
TOTAL TO FORM 199, SCHEDULE L, LINE 12	450,201.	672,994.

CA 199 OTHER LIABILITIES STATEMENT 7

DESCRIPTION	BEG. OF YEAR	END OF YEAR
ADVANCED PAYABLE	327,594.	2,168,574.
DEFERRED REVENUE	3,068,355.	4,159,814.
TOTAL TO FORM 199, SCHEDULE L, LINE 18	3,395,949.	6,328,388.

022
Date Accepted _____

DO NOT MAIL THIS FORM TO THE FTB

TAXABLE YEAR **2021**

California e-file Return Authorization for Exempt Organizations

FORM **8453-EO**

Exempt Organization name	Identifying number
COMMUNITY ACTION PARTNERSHIP OF KERN	95-2402760

Part I Electronic Return Information (whole dollars only)

1	Total gross receipts (Form 199, line 4)	1	119,116,159
2	Total gross income (Form 199, line 8)	2	119,116,159
3	Total expenses and disbursements (Form 199, line 9)	3	111,622,995

Part II Settle Your Account Electronically for Taxable Year 2021

4 ☐ Electronic funds withdrawal **4a** Amount **4b** Withdrawal date (mm/dd/yyyy)

Part III Banking Information (Have you verified the exempt organization's banking information?)

5 Routing number _____

6 Account number **7** Type of account: ☐ Checking ☐ Savings

Part IV Declaration of Officer

I authorize the exempt organization's account to be settled as designated in Part II. If I check Part II, box 4, I authorize an electronic funds withdrawal for the amount listed on line 4a.

Under penalties of perjury, I declare that I am an officer of the above exempt organization and that the information I provided to my electronic return originator (ERO), transmitter, or intermediate service provider and the amounts in Part I above agree with the amounts on the corresponding lines of the exempt organization's 2021 California electronic return. To the best of my knowledge and belief, the exempt organization's return is true, correct, and complete. If the exempt organization is filing a balance due return, I understand that if the Franchise Tax Board (FTB) does not receive full and timely payment of the exempt organization's fee liability, the exempt organization will remain liable for the fee liability and all applicable interest and penalties. I authorize the exempt organization return and accompanying schedules and statements be transmitted to the FTB by the ERO, transmitter, or intermediate service provider. **If the processing of the exempt organization's return or refund is delayed, I authorize the FTB to disclose to the ERO or intermediate service provider the reason(s) for the delay.**

Sign Here ▶ _____ (Signature of officer) _____ (Date) ▶ CEO (Title)

Part V Declaration of Electronic Return Originator (ERO) and Paid Preparer.

I declare that I have reviewed the above exempt organization's return and that the entries on form FTB 8453-EO are complete and correct to the best of my knowledge. (If I am only an intermediate service provider, I understand that I am not responsible for reviewing the exempt organization's return. I declare, however, that form FTB 8453-EO accurately reflects the data on the return.) I have obtained the organization officer's signature on form FTB 8453-EO before transmitting this return to the FTB; I have provided the organization officer with a copy of all forms and information that I will file with the FTB, and I have followed all other requirements described in FTB Pub. 1345, 2021 Handbook for Authorized e-file Providers. I will keep form FTB 8453-EO on file for **four** years from the due date of the return or **four** years from the date the exempt organization return is filed, whichever is later, and I will make a copy available to the FTB upon request. If I am also the paid preparer, under penalties of perjury, I declare that I have examined the above exempt organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

ERO Must Sign

ERO's signature ▶ | Date | Check if also paid preparer ☒ X | Check if self-employed ☐ | ERO's PTIN P01234207

Firm's name (or yours if self-employed) and address ▶ DANIELLS PHILLIPS VAUGHAN & BOCK
300 NEW STINE ROAD
BAKERSFIELD, CA

Firm's FEIN 95-2972229

ZIP code 93309

Under penalties of perjury, I declare that I have examined the above organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

Paid Preparer Must Sign

Paid preparer's signature ▶ | Date | Check if self-employed ☐ | Paid preparer's PTIN

Firm's name (or yours if self-employed) and address ▶ | Firm's FEIN | ZIP code

FTB 8453-EO 2021

129021 12-29-21

MEMORANDUM

To: Board of Directors

From: Pritika Ram, Chief Business Development Officer

Date: January 25, 2023

Subject: *Agenda Item VI(b)*: Update on 2022 Grand Jury 2-1-1 Call Center visit- **Info Item**

As reported to the Board of Directors in October 2022, the CAPK 2-1-1 program hosted a Kern County Grand Jury site visit. The visit went well, but at the time it was not known what may have prompted the visit to 2-1-1.

On November 15, 2022, the Grand Jury released a report covering the Kern County Department of Aging and Adult Services. Apparently during their review, the Grand Jury received information about clients being referred to the department via our 2-1-1 services. This review of KC Aging and Adult Services prompted the original visit to the CAPK 2-1-1 program.

Community members calling 2-1-1 can be referred to the Department of Aging and Adult Services for assistance or referred to other agencies depending on the assistance requested. The Grand Jury made calls to 2-1-1 and at times experienced exceptionally long wait times to speak to an Information & Referral (I&R) call specialist. One such call had a 60-minute wait. At peak times, it is not usual to experience a higher call volume. As noted in the Grand Jury's report, wait times on the 2-1-1 Kern County call center may be 30 minutes to an hour, during which clients may be discouraged and hang up.

The 2-1-1 program acknowledges the high call volume and longer than usual wait times, particularly during the pandemic periods. Since the time of the visit, the team has adjusted staffing and shifts to meet peak call volume periods. In addition, the team has onboarded new staff members to manage the call flow. As a retention strategy and to alleviate staff turnover, the program is currently re-evaluating job descriptions to appropriately compensate I&R Call Specialist. This re-evaluation includes a tiering system to differentiate additional skillsets and certifications.

The County of Kern will be responding to the Grand Jury report. The 2-1-1 Program staff had an opportunity to meet with Jeremy Oliver, Interim Director with Aging and Adult Services, and Eric Nisbett, Deputy Chief Financial Officer, wherein the teams determined to meet on a quarterly basis to discuss services and update the status of respective partners. This meeting also assisted the county staff in preparing their response to the Grand Jury report. The first quarterly meeting will occur on February 6, 2023.

Attachments:
2022-2023 Kern County Grand Jury Report – Kern County Aging and Adult Services / Senior Care Services
Draft Response from the County to the Grand Jury Report

2022-2023 KERN COUNTY GRAND JURY

Kern County
Aging and Adult Services
Senior Care Services

Release Date

11-15-2022

KERN COUNTY
AGING and ADULT SERVICES
Senior Care Services

SUMMARY:

The Kern County Department of the Aging and Adult Services (Department) administers Federal, State, and local funds to provide services to elderly and disabled adults. The Department's Mission Statement: *To provide services that protect, preserve the dignity and support the independence and safety of older adults and disabled individuals in the community.* Some of the programs and services coordinated through the Department include; In-Home Supportive Services (IHSS), abuse prevention, Adult Protective Services (APS), nutrition, homemaker assistance, conservator, disease prevention and health promotion, Health Insurance Counseling and Advocacy Program (HICAP), as well as substantial information for the elderly and referral assistance to other agencies.

Members of the community calling the 2-1-1 Kern County may be referred to the Department for assistance, and/or other agencies depending on the assistance requested.

The 2022-2023 Kern County Grand Jury (Grand Jury) was not familiar with the services available through the Aging and Adult Department, 2-1-1 Kern County, and/or how to report elder abuse and getting assistance for the elderly and their families. How familiar is the community with these services? That is the question before this Grand Jury.

PURPOSE OF INQUIRY:

Because of the ever-increasing aging population of Kern County, the Grand Jury initiated an investigation into the Kern County Department of Aging and Adult Services and the services that are provided to the elderly. California Penal Code §925 authorizes the Grand Jury to conduct inquiries/investigations into the operations, accounts, and records of county departments.

METHODOLOGY:

The Grand Jury visited the Department, located at 5357 Truxtun Avenue, Bakersfield, and conducted interviews with staff. The Department's budgets, accounts, and statistics were reviewed, on-line research was conducted, and previous Grand Jury Reports served as a starting point for this investigation. The Grand Jury also visited the 2-1-1 Kern County facility, located at 300 19th Street, Bakersfield, and the Greater Bakersfield Legal Assistance (GBLA), located at 615 California Avenue, Bakersfield, to determine the assistance available for the elderly and disabled adults.

DISCUSSION OF FACTS:

Who is an elder or dependent adult? An elder is defined as anyone aged 60 and over. A dependent adult is anyone aged 18 to 59 with a physical or mental disability.

The Department provides outreach, information, and education about the services available to seniors and disabled adults by operating information and assistance call centers where seniors are linked to services offered in the community. In addition, hands-on assistance is offered in the completion of applications for services, selection of health plans, and referrals are made for services such as, but not limited to, legal aid.

The Affordable Care Act and recent changes to Medicare was expected to result in a reduced number of HICAP cases from last year, but this did not occur. Demand shifted to the more immediate need for coverage, and more Medicare share-of-cost cases than normal. Outreach and community education presentations are provided throughout the County. In the FY 2020-2021 COVID-19 and limited staff resources prevented the Department from doing outreach events.

The California Department of Aging (CDA) administers programs that serve older adults, adults with disabilities, family caregivers, and residents in long term care facilities throughout the State. These programs are funded through the federal Older Americans Act, the Older Californians Act, and through the Medi-Cal program. The CDA's data as of the 2010 Census: Kern County had a 60+ population of 108,639 and a projected 2030 population to be 205,544. This will be an 89% increase in 20 years. The 85+ population was 8,587 in 2010; projected to be 19,178 in 2030, with a 123% increase. Data from the 2020 Census shows Kern County has a reported population of 909,235. In the 2010 Census, the County had a population of 839,631; this is an increase of nearly 70,000 in ten years.

The Department has posted the 2019-2020 Kern County Grand Jury Report on the lobby's bulletin board for public review. The Department has agreed to consider or has implemented all of the Grand Jury's recommendations. A newsletter was developed to be a network of consortium agencies and to distribute information about aging and adult topics to the public. The Department has sought and utilized new funding sources through the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the American Rescue Plan.

Aging and Adult Services Department

The Department administers Federal, State, and local funds to provide services to the aging population. The Department's Mission Statement: *To provide services that protect, preserve the dignity and support the independence and safety of older adults and disabled individuals in the community.* (See Appendix A) (See Glossary for definitions of programs)

Services provided:

- Adult Protective Services (APS)
- In Home Supportive Services (IHSS)
- Information and assistance for the elderly and disabled citizens
    - Family caregiver support
    - Senior law
    - Public Guardian

- Aging Disability Resource Connection
- Area for Aging Adults

- Health Insurance Counseling and Advocacy Program (HICAP)
- Meals for the elderly

Other Programs:

- Alzheimer's Disease Association of Kern County (family caregiver support)
- Valley Caregivers (family caregiver support)
- 2-1-1 Kern (referrals to the Department)

Summary of Actual expenditure and revenue for the FY 2021-2022: (July 1, 2021, to June 30, 2022), the primary funding is through Federal and State, which provides revenue for senior nutrition, protective services, and supportive services (See Appendix A).

A. Staffing in FY 2021-2022 funded 222 positions: 147 are permanent and 75 are part-time/seasonal (Extra Help).

B. Service and supplies expenditures consist of costs for contracted services for APS, supportive services, senior nutrition programs, and California Department of Aging programs. The Department is primarily funded through Federal and State sources of $21 million that include revenue for senior nutrition, protective services, and support services.

C. Aging and Adult Services Programs Data:

1. Adult Protective Services cases– Investigated alleged abuses	5,401
2. In Home Supportive Services clients	10,380
3. Information and Assistance contacts	18,722
4. Health Insurance Counseling and Advocacy Program clients	20,322
o Estimated savings for clients:	
$1,457,704	
5. Meals served	544,747

Adult Protective Services:

Adult Protective Services is a **voluntary** assistance program -- if the client declines, APS will no longer proceed. APS investigates instances of neglect and abuse within State prescribed guidelines and timelines (see below). For those willing to accept services, APS will provide linkage to appropriate resources and follow up/cross-report crimes to local law enforcement.

How to report elder abuse: if there are immediate or life-threatening concerns contact **911** or speak directly to a social worker; toll free 24 hours a day 800-277-7866 or 661-868-1006; or go on-line and submit your concerns at Reporting Abuse/Kern www.kerncounty.com/government/aging-adult-services. To report incidents of elder or dependent adult abuse that occurred in a licensed facility, contact the Long-Term Care

Ombudsman 24-hour crisis line 800-231-4024 or 661-323-7884. Additionally, all long-term care facilities are required to post, in a visible location, the phone number for the local Ombudsman office and the Statewide CRISIS hot line number. The CRISIS line is available 24 hours a day, 7 days a week to receive calls and refer complaints from residents in long-term care facilities to APS. The 2-1-1 Kern is also available to report abuse or to access health and human services concerns. Support and operators are accessible 24 hours a day/365 days per year.

Types of Abuse:

- Physical Abuse - causing pain and/or injury through physical or sexual contact
- Neglect - refusal or failure to provide adequate care, food, shelter, clothing, medicine, and/or medical aids (glasses, dentures, walkers, etc.)
- Financial - illegal or improper use of cash, credit cards, funds, or other assets
- Mental suffering - causing mental anguish through use of threats, intimidation, yelling, etc.
- Isolation/abandonment - willfully left or separated from others
- Self-Neglect - unable to meet one's personal needs for self-care

Signs of abuse are noticeable changes in physical conditions and behavioral patterns such as:

- Unexplained bruises, cuts, or burns
- Increased physical pain
- Dehydration or malnourishment
- Overly medicated without cause
- Unusual confinement
- Lack of cleanliness or grooming
- Fearful to speak in front of caregiver
- Shame, anxiety, embarrassment
- Sudden change in mental status
- Unusual or large bank withdrawals
- Unexpected closing of bank accounts
- Transfer of assets, deeds, trusts

The first contact of a reported abuse is the APS Social Worker. The Department employs 17 to 19 social workers for the entire County. Each worker will handle approximately 25 to 30 abuse cases per month. The County is broken up into districts and local areas of service. Each social worker will be assigned both a local and an outlying district.

The social worker will always make an attempt to see the person face to face to assess the care that is needed. Social workers must "Put Eyes on the Person" to provide the appropriate help. The social worker is not a long-term case management worker; they only work the case until assistance is provided by other agencies. Many resources are available to the social worker to provide food, clothing, and shelter to address immediate needs of the client. At times the homeless and mental health clients are underserved, and many become repeat clients to APS.

Case management varies within the Department based on the program linked to the client. For example, the In-Home Supportive Services program is designed to help older adults remain safe, active, and independent in the community for as long as possible while the Information and Referral program will assist with planning for their future.

Law enforcement agencies may be called in to assist the social worker while making a home visit. In many cases, referrals of abuse will originate from law enforcement, fire departments, ambulance services, banks (financial fraud), hospitals, hospice care workers, family, and friends.

There is a social worker on call 24 hours a day, 7 days a week, to take after-hour calls, from the emergency number 661-868-1006 or from the 2-1-1 Kern County system. Actions can be immediate if necessary. The social worker will classify cases as to the action needed: immediate, within 24 to 72 hours, or up to 10 days.

State guidelines mandate that referrals to APS must be resolved within ten days of receipt and they must be able to respond to urgent referrals. APS has been able to meet both requirements, even with increasingly complex cases, particularly dealing with financial abuse. The number of APS referrals for FY 2020-2021 was 5,159. APS investigated 4,939 cases.

2-1-1 Kern County

The 2-1-1 Kern County was launched in 2013 and is a program under the control of, and funded through, the Community Action Partnership of Kern (CAPK), a non-profit organization, provides comprehensive information and referral service that link Kern County residents to community health and services, and support.

Dialing 2-1-1 works a bit like 911. The 2-1-1 call system is a nationwide and Canadian on-line database call center that will refer the caller to other agencies for help. Calls to 2-1-1 are routed to a local calling center that helps match and direct callers to services available within the County.

This is a free, accessible, 3-digit telephone number that links County residents to health and human services and support 24 hours a day, 365 days a year. Approximately 99% of services offered are free or on a sliding scale based on income. Some of the Kern County services for seniors and dependent adults include links to food, utility assistances, health insurance, clothing, and homeless assistance.

The 2-1-1 Kern County uses approximately 17 operators; the caller is directed to an appropriate person for assistance. The 2-1-1 Kern County utilizes the ability to have operators work from home with proper training, a laptop, and internet service. Operators must have at least a high school diploma and some customer service experience with the ability to talk on the phone, listen, and type at the same time. At peak times it not unusual to have 100 waiting calls per hour. At the busiest times, an average of over 1,000 calls per day will be handled. The off-peak season and holidays have as few as ten calls per day. The

data base system allows all calls (including hang-ups) to be tracked and the capability to have a recorded playback. The Grand Jury's calls to 2-1-1 Kern County on August 9, 10, and 11, 2022, between 9 am and 2 pm had experienced an exceptionally long wait times to speak to an operator. One such call had a 60-minute wait (See Appendix B).

Greater Bakersfield Legal Assistance, Inc.

The GBLA was established in 1968 as a non-profit organization to provide legal services to the under privileged and low-income members of the community. GBLA's mission is to promote social change and justice by providing high quality legal services to the low-income community.

The Seniors Law Center is an important part of the GBLA and strives to protect the health, independence, and well-being of socially challenged and/or economically disadvantaged seniors. Their staff is approximately 50 employees; 10 licensed attorneys, 5 law school graduates and the rest are paralegal and support staff. Funding for GBLA is through various grants (Federal and State) and other sources along with private donations with a total budget of approximately $7 million.

To be eligible for services, you must reside in Kern County and be 60 years of age or older. Although the Center does not have income restrictions, priority is given to low-income seniors. The Seniors Law Center is required to establish substantive priorities that ensure preference is given to those seniors in the greatest economic and social need. Priority service areas include consumer law matters, elder abuse and neglect, public benefits, and landlord-tenant issues. Referrals to GBLA comes from many agencies; 2-1-1 Kern County, Aging and Adult Services Department, family caregivers, financial institutions, etc. GBLA may also refer clients back to the original agencies for additional services (See Appendix C).

Kern County Elder News

DEAR Newsletter, (Dependent/Elder Abuse Review), is a monthly newsletter providing information related to the seniors in Kern County. Articles are designed to assist the aging population, programs available, fraud prevention, romance scams, and agencies to contact.

Agency Partners include: Bakersfield Police Department, California Department of Insurance, CSU-Bakersfield, Department of Social Service Licensing, Greater Bakersfield Legal Assistance, Independent Living Center of Kern County, Kaiser Permanente, Kern County Behavior Health and Recovery Services, Kern County Coroner's Office, Kern County District Attorney's Office, Kern County District Attorney Victim Services, Kern County Family Law Facilitator, Kern County Public Health, Kern Regional Center, Kern County Sheriff Office, Kern County Veterans Services Department, Social Security Administration, Strata Credit Union, and the California Department of Aging.

FINDINGS:

F1. The Aging and Adult Services office and facility were clean, well maintained, and the staff was friendly and helpful. This makes for a helping and welcoming environment for clients needing assistance.

F2. The last Kern County Grand Jury Report (2019-2020) was posted and visible to the public on the Department's lobby bulletin board, projecting an appearance of openness to the Grand Jury recommendations.

F3. It is a concern that many homeless and mental health cases are repeat clients, thus requiring a need for case management work on an ongoing basis.

F4. Wait times on the 2-1-1 Kern County call centers may be 30 minutes to an hour, during which clients may get discouraged and hang up.

F5. With the increase of the aging population in the County, additional funding and staff will be needed to assist the elderly within the next decade.

COMMENTS:

The Grand Jury would like to thank the individuals who provided information for this report. All the staff at the Aging and Adult Services Department, 2-1-1 Kern County, Adult Protection Services, and Greater Bakersfield Legal Assistance were very helpful and welcomed the Grand Jury. The Department's offices were clean and very pleasant, with a large variety of informational brochures available to the walk-in clients.

The reporting of elder abuse and elder concerns is a top priority, and it is very important to make sure that all elder adults get the proper assistance. Concerns regarding the aging population are taken very seriously at all levels of government. National, State, local websites and 1-800 hotlines are available for information and assistance, 24/7.

RECOMMENDATIONS:

R1. The Kern County Board of Supervisors (BOS) should work with the Department of Aging and Adult Services to develop strategies to find additional ways to promote the services available through the Department, i.e., local television, newspaper articles, billboards, and buses. This should be completed by July 1, 2023. (Findings 1, 2, 3, and 5)

R2. The BOS should work with CAPK and GBLA to develop a plan for promoting all the services available to the aging adults including 2-1-1 Kern County throughout the community. This should be completed by July 1, 2023. (Findings 1, 2, 3, 4, and 5)

R3. The BOS should work with the Department and the 2-1-1 Kern County to develop strategic procedures to reduce the call wait-time for those needing assistance. This should be completed by July 1, 2023. (Finding 4)

R4. The BOS should work with the Department's Director to determine its needs for the next decade, due to the increase of the elderly population projections. This should be completed annually before July 1 of each year. (Finding 5)

NOTES:

- The Kern County Aging and Adult Services Department and the Kern County Board of Supervisors should post a copy of this report where it will be available for public review.
- The 2-1-1-Kern County and Community Action Partnership of Kern should post a copy of this report where it will be available for public review.
- The Greater Bakersfield Legal Assistance should post a copy of this report where it will be available for public review.
- Persons wishing to receive an email notification of newly released reports may sign up at: www.kerncounty.com/grandjury
- Present and past Kern County Grand Jury Final Reports and Responses can be accessed on the Kern County Grand Jury website: www.kerncounty.com/grandjury

RESPONSE DEADLINES:

- **REQUIRED WITHIN 90 DAYS:** Kern County Board of Supervisors
- **REQUESTED 90 DAYS:** Kern County Aging and Adult Services Department is invited to respond to this report.
- **REQUESTED 90 DAYS:** 2-1-1 Kern County and GBLA are invited to respond to this report.

RESPONSES ARE REQUIRED PURSUANT TO PENAL CODE §§933(c) AND 933.05 TO:

- **PRESIDING JUDGE**
  KERN COUNTY SUPERIOR COURT
  1415 TRUXTUN AVENUE, SUITE 212
  BAKERSFIELD, CA 93301

- **FOREPERSON**
  KERN COUNTY GRAND JURY
  1415 TRUXTUN AVENUE, SUITE 600
  BAKERSFIELD, CA 93301

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code §929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury.

GLOSSARY

1. The 2-1-1 System is a special abbreviated telephone number reserved in the North American Numbering Plan (NANP) as an easy-to-remember three-digit code to reach information and referral services to health, human, and social service organizations.

2. Assisted Living Facility (ALF) is a type of long-term care facility that provides housing, meals, and personal care support to a group of full-time residents. Residents at assisted living facilities are distinguished from those at other long-term care facility types—like skilled nursing facilities—in that they **don't require round-the-clock supervision** by nurses or other medically trained personnel.

3. Adult Protective Services (APS) is to help elder adults (60 years and older) and dependent adults (18-59 who are disabled), when these adults are unable to meet their own needs, or are victims of abuse, neglect or exploitation. County APS agencies investigate reports of abuse of elders and dependent adults who live in private homes, apartments, hotels or hospitals.

4. Area for Aging Adults (AAA) is a public or private non-profit agency, designated by the State to address the needs and concerns of all older persons at the regional and local levels. AAA coordinates and offers services that help older adults remain in their home – if that is their preference – aided by services such as Meals-on-Wheels, homemaker assistance, and whatever else it may take to make independent living a viable option.

5. Community Action Partnership of Kern is a nonprofit foundation that will address underlying causes of poverty, alleviate the affects, and promote self-sufficiency in the community. Funding programs comes from Federal grants, State grants, County funds and other community donations and grants.

6. The Coronavirus Aid, Relief, and Economic Security Act signed into law March 27, 2020, provides over $2 trillion of economic relief to workers, families, small businesses, industry sectors, and other levels of government that have been hit hard by the public health crisis created by the Coronavirus Disease 2019 (COVID-19).

7. Digital Divide refers to the gap between demographics and regions that have access to modern information and communications technology and those that don't. Though the term now encompasses the technical and financial ability to utilize available technology—along with access (or a lack of access) to the internet—the gap it refers to is constantly shifting with the development of technology.

8. Health Insurance Counseling and Advocacy Program is a volunteer-supported program that helps Medicare beneficiaries of any age make informed choices and provides advocacy when their health care benefits and rights are threatened or denied.

9. Hospice Care is a special kind of care that focuses on the quality of life for people who are experiencing an advanced, life-limiting illness and their caregivers. Hospice care provides compassionate care for people in the last phases of incurable disease so that they may live as fully and comfortably as possible.

10. In Home Supportive Services will help pay for services provided to the elderly so that they can remain safely in their own home. To be eligible, you must be 65 years of age and over, or disabled, or blind. Disabled children are also potentially eligible for service. IHSS is considered an alternative to out-of-home care, such as nursing homes or board and care facilities. The types of services which can be authorized are housecleaning, meal preparation, laundry, grocery shopping, personal care services (such as bowel and bladder care, bathing, grooming and paramedical services), accompaniment to medical appointments, and protective supervision for the mentally impaired.

11. Long-Term Care Ombudsman is an effective advocate and resource for older adults and people with disabilities who live in nursing homes, assisted living, and other licensed adult care homes. Ombudsmen help residents understand and exercise their rights to good care in an environment that promotes and protects their dignity and quality of life.

12. Medi-Cal is California's Medicaid program. This is a public health insurance program which provides needed health care services for low-income individuals including families with children, seniors, persons with disabilities, foster care, pregnant women, and low-income people with specific diseases such as tuberculosis, breast cancer, or HIV/AIDS. Medi-Cal is financed equally by the state and federal government.

13. Medicare is a U.S. Government program of hospitalization insurance and voluntary medical insurance for persons aged 65 and over and for certain disabled persons under 65 years of age.

14. Public Guardian provides a vital service to persons unable to properly care for themselves or who are unable to manage their finances. The service is provided through a legal process known as conservatorship.

15. Senior Law protects and serves the health, independence, and well-being of the socially and economically needy residents 60 years of age and older by providing free civil legal services.

16. Skilled Nursing Facility (SNF) refers to a few different terms, including "convalescent hospitals," "nursing homes," "rehabilitation centers," or "skilled nursing facilities" are used to describe facilities that are formally referred to in California as skilled nursing facilities. A SNF is required to provide 24-hour skilled nursing care, as well as related or rehabilitative services. The typical resident is a person who is chronically ill or recuperating from an illness or surgery and needs regular nursing care and other health related services. Residents in SNFs are under the care of their personal physician or the facilities' medical director. Each resident must have an individual plan of care developed by the physician, resident (or his/her representative) and facility staff. These facilities provide a protective environment with medical and social services for individuals whose care needs cannot be met at home or in a residential care setting.

17. The American Rescue Plan is designed to change the course of the pandemic and deliver immediate and direct relief to families and workers impacted by the COVID-19 crisis through no fault of their own.

BIBLIOGRAPHY

Websites visited:
Kern211@capk.org
Kerncounty.com/government/aging-adult-services/health-insurance-counseling
Kerncounty.com/government
https://www.kernsheriff.org/Public_Administrator
https://www.capk.org/211kern/https://www.kerncounty.com/government/aging-adult-services/services/information-and-referral
https://www.icarol.info/ResourceView2.aspx?org=2285andagencynum=5643882https://www.kerncounty.com/government/aging-adult-services
https://www.kerncounty.com/government/county-administrative-office/cao/budget-and-finance/county-budget
https://www.kerncounty.com/government/board-of-supervisors/boards-commissions-and-committees
https://aging.ca.gov/Providers_and_Partners/Area_Agencies_on_Aging/
Https://aging.ca.gov/Data_and_Reports/
https://www.gbla.org/
CAPK Food Bank
https://fdocuments.net/document/community-action-partnership-of-kern-board-of-2020-2-7-state-your-name-before.html?page=1
https://www.gbla.org/services
https://aging.ca/About_us
https://home.treasury.gov/news/featured-stories/fact-sheet-the-american-rescue-plan-will-deliver-immediate-economic-relief-to-families
https://eldercare.acl.gov/

APPENDIX A: Excerpt from County of Kern 2022-2023 Recommended Budget:

Aging and Adult Services

Department Head: Jeremy Oliver, Interim
Fund: Aging and Adult Services
Budget Unit: 5610

Function: Public Assistance
Activity: Other Assistance

Description of Major Services

The Department of Aging and Adult Services administers federal, State, and local funds to provide services to elderly and disabled adults. Programs and services coordinated by the department include the In-Home Supportive Services (IHSS) program, abuse prevention, nutrition, homemaker, conservator, disease prevention and health promotion, insurance counseling, as well as substantial information and referral assistance.

Summary of Expenditures and Revenue

	FY 2020-21	FY 2021-22		FY 2022-23		
	Actual	Adopted Budget	Actual	Department Requested	Preliminary Recommended	Recommended
APPROPRIATIONS:						
Salaries and Benefits	$13,759,154	$16,332,284	$15,955,091	$19,095,413	$19,095,413	$19,095,413
Services and Supplies	5,186,147	4,686,469	5,597,712	6,691,516	6,732,778	6,732,778
Other Charges	1,234,426	1,400,969	1,534,650	1,928,935	1,928,935	1,928,935
Capital Assets	131,532	117,552	194,764	0	0	0
TOTAL EXPENDITURES	**$20,311,259**	**$22,537,274**	**$23,282,217**	**$27,715,864**	**$27,757,126**	**$27,757,126**
REVENUE:						
Use of Money/Property	$67,481	$78,454	($3,834)	$70,000	$70,000	$70,000
Intergovernmental	13,953,443	14,475,802	18,542,589	21,031,387	21,031,387	21,031,387
Charges for Services	2,386,214	2,440,172	2,434,702	2,754,102	2,754,102	2,754,102
Miscellaneous	168,323	243,576	319,289	286,501	286,501	413,140
Other Financing Sources:						
General Fund Contribution	660,652	626,898	626,898	753,537	626,898	626,898
Social Services Realignment	789,538	820,896	820,896	820,896	862,158	862,158
2011 Realignment	1,538,513	1,809,780	1,809,780	1,999,441	1,999,441	1,999,441
CARES Act	311,618	0	0	0	0	0
American Rescue Plan Act	0	0	561,933	0	0	0
TOTAL REVENUE	**$19,875,782**	**$20,495,578**	**$25,112,253**	**$27,715,864**	**$27,630,487**	**$27,757,126**
NET FUND COST	**$435,477**	**$2,041,696**	**($1,830,036)**	**$0**	**$126,639**	**$0**

Public Assistance

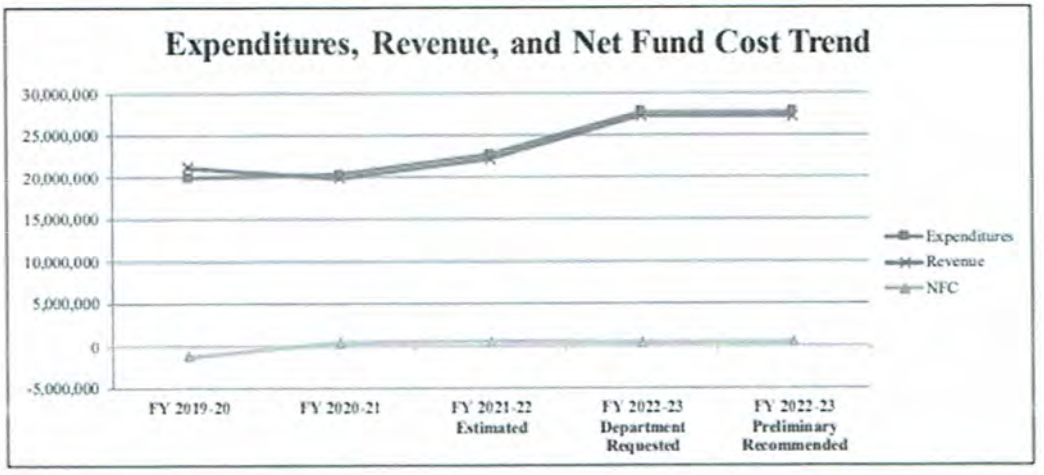
Major Expenditures and Revenue in FY 2022-23 Recommended Budget

Staffing costs of $19 million fund 237 budgeted positions, of which 201 are permanent positions and 36 are extra-help/temporary positions. Services and Supplies expenditures of approximately $6.7 million consist of costs for contracted services for adult protective services, supportive services, senior nutrition programs, and California Department of Aging programs. The department is primarily funded through federal and State sources of $21 million that include revenue for senior nutrition, protective services, and supportive services. Additionally, the department receives approximately $1.9 million in 2011 Realignment revenue, $862,158 in 1991 Social Services Realignment, and $626,898 in General Fund contribution. The department received $561,933 from American Rescue Plan Act funding in FY 2021-22 for essential employee premium pay, but those funds are no longer available for FY 2022-23.

Budget Changes and Operational Impacts

The recommended budget includes an increase of approximately $3.1 million in Salaries and Benefits, attributed to the planned filling of current vacancies and the addition of new positions, which are funded with State and federal program revenue. Costs related to Services and Supplies are budgeted to increase by approximately $1.1 million due to increased funding for Adult Protective Services, as well as cost increases for the Senior Nutrition Program. The IHSS Administration allocation is budgeted to increase by $205,000; however, the level of administrative funding is still insufficient to fully operate the IHSS program.

The fund balance at June 30, 2022 is $3.9 million, which will be placed in general designation to mitigate future downturns in revenue and help minimize service level impacts.



Staffing Changes and Operational Impacts

The recommended budget includes the addition of one (1) Accountant I/II/II position, two (2) Social Services Worker I/II/III positions, one (1) Fiscal Support Specialist positions, one (1) Office Services Coordinator position, and one (1) Office Services Technician position as well as deleting two (2) Fiscal Support Technician positions and one (1) Senior Office Services Specialist position for a net cost of $369,000. All positions are funded with State and federal program revenue.

The department will hold the following positions vacant and unfunded: one (1) Administrative Coordinator position, two (2) Office Services Technician positions, one (1) Senior Cook position, two (2) Senior Nutrition Site Coordinator positions, and two (2) Food Service Worker positions.

APPENDIX B: Services provided by 2-1-1 Kern County

2-1-1 Kern County provides assistance:

- Housing:
  - Extreme Heat-Cooling Programs
  - Older Adult/Disability Related Supportive Housing and Home Rental Listings
  - Hospice Facilities
  - Senior Housing Information and Referral
  - Home Nursing
  - Centers for Independent Living
  - Skilled Nursing Facilities
  - Supported Living Services for Adults with Disabilities
  - Adult Residential Home Care
  - Low Income Home Energy Assistance Program - LIHEAP
- Advocacy:
  - Senior Corps Volunteer Programs
  - Independent Living Skills Instructions
  - Adult Protective Services
  - Older Americans Act Administration Agencies
- Food Needs:
  - Congregate Meals/Nutrition Sites
  - Senior Centers
- Health Care:
  - Case/Care Management Referrals
  - In-Home Respite Care
  - Home Health Aide Services
  - Geriatric Medicine
  - Medicare
  - Hearing Aid Referrals
  - Hospice Care Referrals
- All resources in the 2-1-1 Kern County database provides services
  - At No Cost
  - At Low Cost
  - On a Sliding Fee Scale
  - Accepts Insurance such as Medi-Cal or Medicare

APPENDIX C: Services provided by GBLA

Areas of Practice:

- Children and Families
  - Guardianship Caregiver Project
  - Domestic Violence Reduction Project
  - Education Law Project
- Civil Rights
  - Advancing Health and Racial Equity Through Legal Strategies Project
  - Fair Housing Law Project
- Health and Public Benefits
  - Kern Health Consumer Center
  - Public Benefits
- Housing and Homelessness
  - Community Homeless Court
  - Equal Access Fund Homelessness Prevention Project
  - Housing and Disability Advocacy Program
  - Mobile Home Advocacy Project
  - Shriver Kern Housing Pilot Project
- Older Adults
  - Grandparent Guardianship Project
  - Kern County Long-Term Care Ombudsman Program
  - Seniors Law Center
- Other Services
  - Access to Justice – Rural Project
  - Consumer Law Project
- Volunteer Attorney Program

- Community Homeless Court is a special misdemeanor and traffic court session, held at a local shelter or other community site that removes legal barriers to obtaining and maintaining housing and employment for persons experiencing homelessness.

- In cooperation with the Kern County Bar Association, the Volunteer Attorney Program utilizes volunteer attorneys to promote the delivery of pro bono services to low-income clients. This increases access to the judicial system for the low-income community. This promotes the concept that pro bono service is vital to the professional responsibility of each private attorney, and to the reputation of the profession. Sixteen attorneys are currently available to work alongside or on cases for the GBLA.

January 24, 2023

Board of Supervisors
Kern County Administrative Center
1115 Truxtun Avenue
Bakersfield, CA 93301

PROPOSED RESPONSE TO GRAND JURY REPORT TITLED
KERN COUNTY AGING AND ADULT SERVICES-SENIOR CARE SERVICES
Fiscal Impact: None

The 2022-2023 Grand Jury issued the above titled report that provided a review of the Kern County Aging and Adult Services senior care services. Your Board is required by Penal Code §933 to respond to the findings and recommendations of the Grand Jury on matters within its jurisdiction. A proposed response to the Grand Jury's Final Report is attached for your Board's consideration.

Therefore, IT IS RECOMMENDED that your Board approve the response to the 2022-2023 Grand Jury report titled Kern County Aging and Adult Services-Senior Care Services and authorize the Chairman to sign a letter transmitting the Board's response to the Presiding Judge of the Superior Court.

Sincerely,

Ryan J. Alsop
Chief Administrative Officer

RA/EN/COMPL_GJ Aging and Adult

Attachments

cc: Aging and Adult Services

January 24, 2023

The Honorable J. Eric Bradshaw, Presiding Judge
Kern County Superior Court
1415 Truxtun Avenue
Bakersfield, CA 93301

Dear Judge Bradshaw:

Transmitted herewith is the Board of Supervisors' response to the 2022-2023 Grand Jury's Final Report titled Kern County Aging and Adult Services-Senior Care Services.

The Board of Supervisors appreciates the Grand Jury's review and input.

Sincerely,

Jeff Flores, Chair
Kern County Board of Supervisors

JF:EN/COMPL_GJ Aging and Adult A

Attachment

cc: Grand Jury

Kern County Board of Supervisors
Response to Grand Jury Final Report
Kern County Aging and Adult Services-Senior Care Services

Response to Findings F1-F5:

Kern County agrees with the Grand Jury's findings.

Response to Recommendation:

R1: *The Kern County Board of Supervisors (BOS) should work with the Department of Aging and Adult Services to develop strategies to find additional ways to promote the services available through the Department, i.e., local television, newspaper articles, billboards, and buses. This should be completed by July 1, 2023.*

This recommendation will be implemented. The Board of Supervisors supports the Aging & Adult Services Department's efforts to promote its services throughout the County in all media formats. The department has previously used various funding sources to promote specific programs, such as billboards and bus banners for the Health Insurance Counseling and Advocacy Program (HICAP) around the time of Medicare Open enrollment. The County has also highlighted programs through its Countywide Communications Officer and through Board of Supervisors' proclamations, promoting Older Americans Month and Elder Abuse Awareness Month. However, the County will continue to develop new strategies and identify additional avenues to best promote the services provided by the Aging & Adult Services Department.

R2: *The BOS should work with CAPK and GBLA to develop a plan for promoting all the services available to the aging and adults including 2-1-1 Kern County throughout the community. This should be completed by July 1, 2023.*

This recommendation will be implemented. The Aging & Adult Services department already meets regularly with GBLA, as they are a contracted provider of services through Older Americans Act funding. These meetings include distribution of information that impact services to mutual clients. Although Community Action Partnership of Kern (CAPK) and Greater Bakersfield Legal Assistance (GBLA) are independent of the County and not within the purview of the Board of Supervisors, County staff will reach out to both partner agencies to discuss strategies for promoting services before July 1, 2023. While both agencies actively promote their services independently, the County will continue to develop new strategies and identify additional avenues to best promote the services provided by the Aging & Adult Services Department.

R3: *The BOS should work with the Department and the 2-1-1 Kern County to develop strategic procedures to reduce the call wait-time for those needing assistance. This should be completed by July 1, 2023.*

This recommendation has been implemented. Although Community Action Partnership of Kern (CAPK) is the operator of the 2-1-1 system in Kern County and is independent of the County and not within the purview of the Board of Supervisors, representatives from the Aging & Adult Services Department and the County Administrative Office have been in contact with CAPK since receiving the Grand Jury's report. CAPK has acknowledged issues with call center staffing that led to instances of extended wait times. CAPK has already implemented some changes to staff scheduling to better cover peak call times, was actively working to hire additional staff, and will review call center staff job descriptions and compensation to address staffing issues moving forward. CAPK has also agreed to meet with representatives of the County

on a quarterly basis to monitor the 2-1-1 program and explore other potential synergies in providing and promoting services for the senior population.

R4: *The BOS should work with the Department's Director to determine its needs for the next decade, due to the increase of the elderly population projections. This should be completed annually before July 1 of each year.*

This recommendation has been implemented through the Aging & Adult Services Department's ongoing Area Agency on Aging Area Planning. The plan is submitted in accordance with California Department of Aging (CDA) guidelines and subject to approval by CDA after Board of Supervisors and Commission on Aging review and approval. The most recent plan, which is for a four-year period and updated annually, acknowledges the expected increase in Kern County's elderly population, specifically noting that the number of individuals age 60 and over is expected to increase by 52% between 2020 and 2040. As significant funding for the Aging & Adult Services Department is from State and federal sources, the ability to pre-plan is limited but is addressed annually, with the increasing senior population in mind. The County will continue to work to provide needed services to area seniors, regardless of changing population, for the next decade and beyond.

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, Chief Executive Officer

Date: January 25, 2023

Subject: *Agenda Item VI(c):* Appointment of Ad-Hoc Committee to Review Employee Benefits and Working Conditions – **Action Item**

Community Action Partnership of Kern (CAPK) experienced a significant increase in health benefits costs for calendar year 2023. The rate of increase for health plans was 28%. The financial burden of these costs was shared by CAPK and the employees. Several employees have expressed their displeasure about the rate increase since open enrollment. At the same time, CAPK continues to struggle with recruitment of qualified staff while losing existing staff.

The inability to recruit and retain staff inhibits the agency's ability to deliver essential services to individuals and families in the community. To support a vibrant workforce, we are recommending the formation of a Benefits Ad Hoc Committee to explore options surrounding benefits for all employees at CAPK. The formation of this committee supports Goal 4 of the Strategic Plan whereby CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results.

Recommendation

Staff recommends the Board of Directors authorize the Board Chair to establish a Benefits Ad Hoc Committee and appoint three Board members and key staff to review cost effective benefits solutions and working conditions that support recruitment and retention and the overall health and welfare of CAPK staff.

MEMORANDUM

To: Board of Directors

From: Alan Rodriguez, Cal Fresh Healthy Living Program Administrator

Susana Magana, Director of Health and Nutrition

Date: January 25, 2023

Subject: *Agenda Item VI(e)*: Subcontract for the Cal Fresh Healthy Living Program – **Action Item**

CAPK CalFresh Healthy Living Program's fiscal year is 10/1/2022 – 9/30/2023. One of the requirements of the CalFresh Healthy Living contract is that at least 30% of the funds are subcontracted to partners who will assist with the delivery of services. The amount being allocated for subcontracts is $648,910.45. The subcontractors continue to be Kernville Unified Schools, Kern County Superintendent of Schools, and Lamont Elementary School District. Subcontracts for Kernville and Lamont are within the CEO's signing authority and have already been signed. The subcontract for Kern County Superintendent of Schools (KCSOS) exceeds the CEO's signing authority and Board approval is required.

The mission statement of the CAPK CalFresh Healthy Living program is to improve the nutritional health of low-income Californians by providing access to nutrition education, physical activity education, and leadership toward healthy community initiatives.

This three-year reimbursable grant will reach 90,000 unduplicated SNAP-Ed participants in over 161 eligible sites to build community partnerships and implement sustainable policies where participants live, shop, learn, play, and eat.

CAPK CalFresh Healthy Living is funded by the California Department of Public Health, Nutrition Education, and Obesity Prevention Branch (CDPH NEOPB) with the origin of funding being the USDA Supplemental Nutrition Assistance Program.

CAPK CalFresh Healthy Living subcontracts to meet the fiduciary responsibility as well as programmatic compliance. The subcontracted partners provide approved CalFresh Healthy Living activities for K-12 to meet nutrition standards for the CalFresh Healthy Living three-year scope of work. CAPK CalFresh Healthy Living staff monitor subcontractor monthly activities to ensure programmatic and fiscal compliance. Subcontractors report programmatic activities in the Program Evaluation and Reporting System (PEARS) to provide evaluation data and submit monthly invoicing to meet fiscal compliance.

The total FFY 2023 budget of **$1,816,696.67** will be allocated as follows:
Personnel Costs: *$857,162.81*
Operating Costs: *$143,377.06*
Indirect Costs: *$167,246.35*
Subcontracts: *$648,910.45*
(KCSOS-$296,832.30; Kernville-$190,043.11; Lamont-$162,035.04)

CAPK CalFresh Healthy Living program goals align with the CAPK strategic goal to meet the needs of its priority populations and actively educate and advocate for healthy eating and active living environments.

Recommendation:
Staff recommends Board approval of the subcontract with Kern County Superintendent of Schools for the period of October 1, 2022, to September 30, 2023, and authorizes the Chief Executive Officer to act on behalf of the Board as CAPK's representative signatory for the subcontract and any subsequent amendments during the contract period.

Attachment:
Kern County Superintendent of Schools (KCSOS) Subcontract

Community Action Partnership of Kern
5005 Business Park North • Bakersfield, CA 93309
P: (661) 336-5236 F: (661) 864-1312

ACCOUNT CODE:

Contract Log:

SUB-CONTRACT AGREEMENT

This Contract for Services Agreement (the "Agreement") is made and entered into as of this 1st day of October 2022 by and between **Kern County Superintendent of Schools** ("Subcontractor") and **Community Action Partnership of Kern** ("CAPK"). In consideration of mutual promises and agreements of the parties as herein set forth, the parties agree as follows:

1. **DESCRIPTION OF SERVICES.** Subcontractor is to perform services as per the Scope of Work contained and found in Attachment A attached hereto and incorporated herein by reference.
2. **LOCATION FOR SERVICES.** K.C.S.O.S. Site list found in Attachment A page 12.
3. **PAYMENT FOR SERVICES.** Payment shall be made when CAPK has determined that the Scope of work contained in Attachment A has been completed for the period of the relevant monthly invoice. Subcontractor will submit monthly invoices up to an aggregate amount not exceed $296,832.30 with supporting documentation of actual expenses. Invoices shall be provided to CAPK by the fifteenth day of the following month containing the signature of approval of the authorized to act on behalf of Subcontractor. Additionally, said invoices shall contain the following:
    a. Claim for Payment: Title of program; Subcontractor's name and mailing address; period of service.
    b. General Ledger: Detail report for the period of service with copies of all bills, receipts, and all other supporting documentation.
    c. Personnel Documentation : Relevant Time Logs
    d. Indirect Cost: Documentation of indirect cost rates used to calculate reimbursement of said costs.
    e. Supporting Data: Any other supporting documentation necessary to convey costs for reimbursement.

    Term are Net 45 from the date the original invoice is received at CAPK's Finance Division

    Note: Subcontractor shall mail all invoices, with required supporting documentation, to: Community Action Partnership of Kern, Attn: Accounts Payable, 5005 Business Park North, Bakersfield, CA 93309.
4. **TERM.** This Agreement is effective as of **October 1, 2022 and** continues until **September 30, 2023**. CAPK may discharge Subcontractor at any time by written notice effective such notice is received by Subcontractor. Unless specifically agreed to between Subcontractor and CAPK, Subcontractor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice.
5. **OPTION TO RENEW.** This agreement may be renewed for two (2) 12-month periods, upon agreement between CAPK and Subcontractor. Said renewal shall be based on the quality of work and reasonableness of fees for services.
6. **RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, Subcontractor is an independent contractor and is not an officer or employee of CAPK.
7. **INSURANCE.** Subcontractor shall comply with and procure, furnish, and maintain at all times for the duration of this Agreement the types, rules, and limits of insurance specified in **Attachment B**, incorporated herein by reference, and will name CAPK as an additional insured.

8. **RESPONSIBILITIES.** Subcontractor shall perform the services provided for under this Agreement and shall keep CAPK informed of progress and developments and will respond within reasonable time to CAPK's inquires and communications. CAPK shall provide on a timely basis all information and documents necessary for Subcontractor's effective representation of CAPK's interests. Additionally, for the entire duration of this Agreement, Subcontractor shall maintain proper and effective internet access at each of its sites to ensure Subcontractor maintains the ability to achieve the goals described in this Agreement under the Scope of Work found in **Attachment A**.
9. **CONFIDENTIALITY.** Subcontractor shall not at any time or in any manner, either directly or indirectly, use for its benefit, or divulge, disclose, or communicate in any manner any information that is proprietary to CAPK. Subcontractor will protect such information and treat it as strictly confidential. This provision shall continue to be effective even after the termination of this Agreement for a period of three (3) years.
10. **RECORD KEEPING.** Documentation of program delivery, expenses and in-kind contributions are to be retained by Subcontractor for a minimum of three (3) years after submission of final reports and shall be made available to CAPK at mutually convenient times. Subcontractor shall further maintain all such record until resolution of all related audit and monitoring findings are completed.
11. **NOTICES.** Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by Certified Mail, to the address set forth below.

Vendor:	**CAPK:**
Kern County Superintendent of Schools ATTN: 1300 17th Street Bakersfield, CA 93301 Phone: (661) 852-5662	Community Action Partnership of Kern ATTN: Susana Magana 5005 Business Park North Bakersfield, CA 93309 Phone: (661) 379-8321

12. **INDEMNIFICATION.** Both parties to this agreement agree to indemnify and hold harmless one another from all claims, losses, expenses, fees, including attorney fees, costs and judgments that may be asserted against Subcontractor while executing this Agreement.
13. **HOLDING OVER:** Any holdover after the expiration date of this Agreement shall be construed as a month-to-month agreement in accordance with the terms hereof as applicable until the Agreement has been renewed in accordance with CAPK's policies not to exceed 12 months.
14. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties. No other agreement, statement or promise made on or before the effective date of this Agreement will be binding on the parties.
15. **SEVERABILITITY.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision will remain in full force and effect.
16. **APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.
17. **ADDITIONAL TERMS AND CONDITIONS.** **Attachment B**, attached hereto and incorporated herein, contains CAPK's Additional Terms and Conditions which are made a part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date hereinabove first written.

VENDOR: KERN COUNTY SUPERINTENDENT OF SCHOOLS

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

ATTACHMENT A

Community Action Partnerships of Kern (CAPK)
CalFresh Healthy Living Grant SCOPE OF WORK (SOW) October 2022

The Community Action Partnership of Kern (CAPK) CalFresh Healthy Living Funded Partner Scope of Work for ***Kern County Superintendent of Schools / Office of Mary C Barlow*** will be the LEARN Domain in the Policy System and Environment (PSE) Setting of Schools K-12. The Nutrition Standards for Schools K-12, Water Access and Appeal, and School Wellness Policy are the PSE Strategies your work will focus on.

As a funded CAPK CalFresh Healthy Living, contracted partner you will

1. Participate in Quarterly Funded Partner Update Meetings by phone or in-person;
2. Host Bi-Annual Site Review visits for CAPK's CalFresh Healthy Living Staff to review program compliance;
3. Submit CalFresh Healthy Living monthly invoices to CAPK (5005 Business Park North, Bakersfield CA 93309);
4. Attend Quarterly CAPK CNAP and other community meetings to support CalFresh Healthy Living program efforts;
5. Participate and attend the in-person or online CalFresh Healthy Living trainings, webinars annual meetings;
6. Submit to CAPK CalFresh Healthy Living Project Coordinator proof of any required CalFresh Healthy Living Program Certifications for funded staff;

7. Provide CalFresh Healthy Living Direct and Indirect Nutrition Education at approved sites:
   a. **Direct Education:** ***Conduct evidence-based direct education series reaching at a minimum 2,500 unduplicated CalFresh Healthy Living participants from 2022 to 2023.***

      Direct Education (5 to 17 Years): Provide monthly an approved curriculum evidence-based direct education series that is appropriate for the target population with an educator actively engaging participants in the learning process through delivery of approved curriculum to promote healthy eating and physical activity. Ensure staff providing the curriculum have adequate knowledge of nutrition education and standards as well as community food resource to promote referrals.

      Direct Education (18 to 59 Years): Provide six (6) approved curriculum evidence-based education series appropriate for the target population with an educator actively engaging participants in the learning process through delivery of CalFresh Healthy Living strategies, and interventions consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system, MyPlate and Start Simple with MyPlate to promote healthy eating and physical activity. Ensure school staff, teachers, administrators have adequate knowledge of nutrition education and standards as well as community food resource to promote referrals.

   b. **Indirect Education (5 to 17 & 17 to 59 Years):** ***Engage at a minimum 3,000 CalFresh Healthy Living eligible population annually using indirect education strategies and channels to share healthy eating and active living information from 2022 to 2023.***

1

Annually promote, support, and reinforce messages consistent with DE and other activities within strategy. Participate and assist in promoting the CalFresh Healthy Living Statewide Days of Action, Kern partner community events such as Rethink your drink day, Healthy Snack Day, Fruit and Veggie Fest, community, and school events etc. If the site is host to a school-based health center, consider coordinating nutrition education materials, messages, and events. Activities, strategies, and interventions will be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system, MyPlate and Start Simple with MyPlate to promote healthy eating and physical activity.

c. All CalFresh Healthy Living Education Program Activities will be reported weekly in the Program Evaluation and Reporting System (PEARS). PEARS measures program progress and meets the CAPK and CalFresh Healthy Living Evaluation Framework Priority Indicators. The Healthy Eating Behaviors (MT1); and Physical Activity and Reduced Sedentary Behaviors (MT3); indicators of behavioral change in CalFresh Healthy Living participants will be measured in direct educational programs. The multi-component indicator of Nutrition Supports Adopted in Environmental Settings (MT5) will create adoption and reach of nutrition policy, systems environmental changes and promotion across the environmental settings where CalFresh Healthy Living eligible populations eat, learn, live, play, shop, and work. The core indicators ST7 and ST8 will assess/measure using PEARS to track organizational partnerships, councils, or collaborative in qualified CalFresh Healthy Living settings such as Kern's CNAP, and the CAPK Collaborative that have a common agenda, mission and strategic plan to adopt nutrition and/or physical activity practices, supports, and/or standards. Aligning efforts with the Dietary Guidelines for Americans (DGA) and Physical Activity Guidelines for Americans (PAGA), the CalFresh Healthy Living Evaluation Framework indicator from the Population Results section of Fruits and Vegetables (R2) will track the low-income population's behaviors over time that promote positive health outcomes. R2 measures will show the results of low-income population (within 185% of Federal poverty level) that ate fruits one or more times per day and vegetables one or more times per day. This reporting outcome and medium-term indicators are a meaningful way to demonstrate CalFresh Healthy Living effectiveness across multiple levels of the Social-Ecological Model and inform continuous program improvement.

8. Conduct annual community level and setting-based needs assessments during FY20, FY2, FY22 and FY23.

a. Conduct appropriate community level and setting-based needs assessments. Pre-Assessments will assess readiness, environment and client-need of school site and/or district in relation to nutrition standards as well as current site wellness policy and adherence to National School Lunch Program (NSLP), School Breakfast Program (SBP), Smart Snacks in Schools, Fresh Fruit and Vegetable Program, Afterschool Snacks, and state level nutrition requirements, if applicable. Post-Assessments will assess environment in relation to nutrition standards and/or impact on student body. Direct Education will be the intervention for changing the target behavior around

healthy eating and physical activity. Planning and preparation for implementation will begin in FFY20 as approved curricula will be chosen, training completed and the IOE and Site Level Assessment Questionnaire (SLAQ) surveys completed. FFY21, FFY22 & FY23 will include conducting follow up IOE and SLAQ assessments, program evaluations and monitoring of activities will be performed. CalFresh Healthy Living activities, strategies, and interventions will be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system.

b. Develop and implement nutrition standards guidelines for food and beverages served in settings for meals, vending, distribution, snacks, and nutrition assistance or other sales. Water Access and Appeal and School Wellness Policies are activities that will be included for K-12 schools and will require planning/preparation for implementation and monitoring to follow up on assessments, evaluation of activities. Water Access and Appeal will cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal will improve/expand School K-12 initiatives around water access and appeal. School Wellness Policies will cultivate relationships with decision makers, nutrition services, office of education, community partners/coalitions in settings to present and educate on the benefits and impact of school wellness policies. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convenings to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet CalFresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs. By September 30, 2023, 80% of approved sites that have made changes to support healthy eating will have a sustainability plan. By September 30, 2023, 80% of approved sites that have made changes to support physical activity will have a sustainability plan.

c. All CalFresh Healthy Living Program Site Level Assessments (SLAQ) and Impact Outcome Evaluations (IOE) will be reported in the Program Evaluation and Reporting System (PEARS). The Healthy Eating Behaviors (MT1); and Physical Activity and Reduced Sedentary Behaviors (MT3); indicators of behavioral change in CalFresh Healthy Living participants will be measured in direct educational programs. The multi-component indicator of Nutrition Supports Adopted in Environmental Settings (MT5) will create adoption and reach of nutrition policy, systems environmental changes and promotion across the environmental settings where CalFresh Healthy Living eligible populations eat, learn, live, play, shop, and work. The core indicators ST7 and ST8 will assess/measure using PEARS to track organizational partnerships, councils, or collaborative in qualified CalFresh Healthy Living settings such as Kern's CNAP, and the CAPK Collaborative that have a common agenda, mission and strategic plan to adopt

nutrition and/or physical activity practices, supports, and/or standards. Aligning efforts with the Dietary Guidelines for Americans (DGA) and Physical Activity Guidelines for Americans (PAGA), the CalFresh Healthy Living Evaluation Framework indicator from the Population Results section of Fruits and Vegetables (R2) will track the low-income population's behaviors over time that promote positive health outcomes. R2 measures will show the results of low-income population (within 185% of Federal poverty level) that ate fruits one or more times per day and vegetables one or more times per day. This reporting outcome and medium-term indicators are a meaningful way to demonstrate CalFresh Healthy Living effectiveness across multiple levels of the Social-Ecological Model and inform continuous program improvement.

9. Community Engagement

a. Cultivate relationships and educate appropriate local champions/influencers and community members about Water Access Appeal and School Wellness Policy.

Identify local influencers (YPAR) projects, Student Nutrition Committees. Present assessments results and/or educate on the benefits and impact of school nutrition standards. Leverage relationships with youth leaders to generate support for existing nutrition standards and/or additional work around improved and/or expanded nutrition standards in schools among students. Engage youth consistently throughout planning, implementation, and maintenance of nutrition standards. Include Water Access and Appeal to cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal will improve/expand School K-12 initiatives around water access and appeal. School Wellness Policies will be developed with decision makers, nutrition services, office of education, community partners/coalitions to assist in implementing the benefits and impact of school wellness policies overall. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convening to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet CalFresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs.

Program Supports: YPAR, Steps for building relationships, Public Health Institute, Center for Regional Change, County Agricultural Commissioners and Sealers of Weights & Measures contact information.

b. Cultivate relationships with and educate site, organizational, and/or community level local decision-makers and officials about Water Access Appeal and School Wellness Policy.

Identify key decision makers including district and school leadership. Present assessment results and/or educate on the benefits and impact of nutrition standards in schools. Leverage relationships and generate support for existing work and/or additional work around improved and/or expanded nutrition standards among leadership, staff, outside funders, etc. this could include additional work around local procurement, healthy classroom celebration policies, reducing food waste, universal breakfast, Farm to School systems, school foodservice requirements, produce sourcing, etc. Engage decision makers at the site, organizational, and/or community level consistently throughout planning, implementation, and maintenance of nutrition standards.

Program Supports: Dairy Council of CA, LSWP Collaborative, Local School Wellness Policy Final Rule, Alliance for a Healthier Generation Healthy Schools Program, CA Department of Food and Agriculture Office of Farm to Fork.

c. ***Engage community in priority planning and implementation. Engage community members in assessment and/or present assessment results if applicable about Water Access Appeal and School Wellness Policy.***

Gather community feedback and input on the needs and desires of the community as well as facilitators and barriers related to nutrition standards in schools. Incorporate local champions, and community member's vision and high priority needs into the project planning through engaging them through meetings, listening sessions, surveys, etc. Community members may include members of wellness committees, parent/teacher associations, and local farmers, school-based health centers staff and administrators and students. Include Water Access and Appeal to cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal will improve/expand School K-12 initiatives around water access and appeal. School Wellness Policies will be developed with decision makers, nutrition services, office of education, community partners/coalitions to assist in implementing the benefits and impact of school wellness policies overall. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convening to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet CalFresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs.

Program Supports: California School Nutrition Association local chapters, Roadmap to Improving Food and Physical Activity Environments: Tips and Tools for Community Change, Parents in Action! A Guide to Engaging Parents in Local School Wellness Policy, Parent Lesson Plans: Advocating for Healthier School Environment.

d. Conduct information sharing and gathering forums with appropriate stakeholders such as Kern County Nutrition Action Plan Collaborative and Steering Committee and/or local collaboratives.

Regularly meet, share and/or gather data from assessments, community engagement activities, implementation progress, successes, solutions for challenges, and report results with community stakeholders such as wellness committees, parent/teacher associations, local farmers, and others. Engage partners with common goals to leverage relationships support and funding opportunities. If appropriate, host a convening around specific timely topic.

Program Supports: Develop report cards, Scheduled workshops by ToP (Technology of Participation) provide training on group facilitation ToP Trainings.

e. Identify and meet with appropriate funded and unfunded partners for program planning and implementation (tracking of local funding for community change strategies).

Establish, cultivate, and maintain relationships with funded and unfunded professional or community partners/coalitions at the district and site level to advance the development and implementation of improved nutrition standards. This can also include work around healthy classroom celebrations, local procurement, and breakfast policies.

Program Supports: Action for Healthy Kids Game on Wellness Policy Resources, Fresh Fruit and Vegetable Program, USDA Farm to School Resources, F2S Planning Kit, F25S Fact Sheets, F2S Toolkit, Marketing Standards, Change Lab wellness policy resources, Food Resource & Action Center, Breakfast after the Bell Breakfast Bell Toolkit, Afterschool Summer Nutrition Programs, CA Department of Food and Agriculture Office of Farm to Fork.

f. All CalFresh Healthy Living Program Site Level Assessments (SLAQ) and Impact Outcome Evaluations will be reported in the Program Evaluation and Reporting System (PEARS). The Healthy Eating Behaviors (MT1); and Physical Activity and Reduced Sedentary Behaviors (MT3); indicators of behavioral change in CalFresh Healthy Living participants will be measured in direct educational programs. The multi-component indicator of Nutrition Supports Adopted in Environmental Settings (MT5) will create adoption and reach of nutrition policy, systems environmental changes and promotion across the environmental settings where CalFresh Healthy Living eligible populations eat, learn, live, play, shop, and work. The core indicators ST7 and ST8 will assess/measure using PEARS to track organizational partnerships, councils, or collaborative in qualified CalFresh Healthy Living settings such as Kern's CNAP, and the CAPK Collaborative that have a common agenda, mission and strategic plan to adopt nutrition and/or physical activity practices, supports, and/or standards. Aligning efforts with the Dietary Guidelines for Americans (DGA) and Physical Activity Guidelines for Americans (PAGA), the CalFresh Healthy Living Evaluation Framework indicator from the Population Results

section of Fruits and Vegetables (R2) will track the low-income population's behaviors over time that promote positive health outcomes. R2 measures will show the results of low-income population (within 185% of Federal poverty level) that ate fruits one or more times per day and vegetables one or more times per day. This reporting outcome and medium-term indicators are a meaningful way to demonstrate CalFresh Healthy Living effectiveness across multiple levels of the Social-Ecological Model and inform continuous program improvement.

10. FY 22-23 KCSOS Site List		
Kern County Superintendent of Schools (KCSOS) Contact:	Elizabeth Velasco, Prevention Services Facilitator 661-852-5662 EM: evelasco@kern.org KCSOS Office of Mary C. Barlow 1300 17th Street Bakersfield 93301	
CalFresh Healthy Living Services provided	**Site Name**	**Address & Phone**
Delano Union Elementary IOE - Intervention	Fremont Elementary	1318 Clinton Street Delano CA 93215 661-721-5050
Delano Union Elementary IOE – Control Site	Del Vista Math & Science Academy	710 Quincy Street Delano CA 93215 661-721-5040
Delano Union Elementary IOE – Intervention	Princeton Street Elementary	1959 Princeton Street Delano 93215 661-721-5080
Youth Engagement Team & PSE/SLAQ	Bridges Academy	301 E. 18th St. Bakersfield CA 93305 661-852-5730
Youth Engagement Team & PSE/SLAQ	Kelly F. Blanton Education Center	300 E. Truxtun Ave., Bakersfield CA 93305 661-852-5700
Direct & Indirect Education	Independence through Grace https://www.itsgrace.org/schedule	1830 Truxtun Avenue, Suite 101 Bakersfield CA 93301 661-747-9007
Direct & Indirect Education	Albany Park Elementary School	235 West 20th Ave Delano CA 93215 661-721-5020
Direct & Indirect Education	Morningside Elementary School	2100 Summer Dr Delano CA 93215 661-720-2700
Direct & Indirect Education	Pioneer School	1001 Hiett Ave Delano CA 93215 661-474-4911
Direct & Indirect Education	Standard Elementary School	115 Miner Ave Bakersfield CA 93308 661-392-2120
Direct & Indirect Education	Highland Elementary School	2900 Barnett St Bakersfield CA 93308 661-392-2115
Direct & Indirect Education	Wingland Elementary School	701 Douglas St Bakersfield CA 93308 661-392-2125
PSE/SLAQ, Direct & Indirect Education	Nueva Vista Language Academy	120 Garces Hwy Delano CA 93215 661-721-5070
PSE/SLAQ, Direct & Indirect Education	Buttonwillow Union Elementary	426000 CA-58 Buttonwillow CA 93206 661-764-5248
PSE/SLAQ, Direct & Indirect Education	Golden Oak Elementary	19 S Wall St Shafter CA 93263 661-746-8670
PSE/SLAQ, Direct & Indirect Education	Redwood Elementary	331 N Shafter Ave Shafter CA 93263 661-746-8650

11. CalFresh Healthy Living Program Support Materials

Action for Healthier Kid
Action for Healthy Kids Game on Wellness Policy Resources
Afterschool Summer Nutrition Programs
Alliance for a Healthier Generation
Alliance for a Healthier Generation Healthy Schools Program
Alliance for Healthier Generation Smart Snacks Calculator
Breakfast after the Bell Breakfast Bell Toolkit
CA Department of Food and Agriculture Office of Farm to Fork
CA Project LEAN
California Farm to School Network Needs Assessment
California School Nutrition Association local chapters
CDPH Document Library
Center for Regional Change
Change Lab wellness policy resources
Consumer Confidence Report
County Agricultural Commissioners and Sealers of Weights & Measures
Dairy Council of CA
F25S Fact Sheets
F2S Planning Kit
F2S Toolkit
Food Resource & Action Center
Fresh Fruit and Vegetable Program
Harvest of the Month
Healthy People 2020
Impact Outcome Evaluation (IOE)
Local School Wellness Policy Final Rule
LSWP Collaborative
Marketing Standards
National Drinking Water Alliance
NEMS vending assignment tool
Parent Lesson Plans: Advocating for Healthier School Environments
Parents in Action! A Guide to Engaging Parents in Local School Wellness Policy
Photo-evidence tool for assessment of water sources
Physical Activity Guidelines (PAG)
Power Play!
Project Lean California School Food Beverage Standards Calculator
Project Lean Smart Snacks
Public Health Institute
Rethink Your Drink
Roadmap to Improving Food and Physical Activity Environments: Tips and Tools for Community Change
San Jose State Cal-Pro-Net outreach toolkit for school meals
School Health Index
School Site Level Assessment Questionnaire (SLAQ)

SNAP-Ed Resource List & Tool Kit Interventions
State Water Resource Control Board CDE Water Resources
U.S. Food and Drug Administration Nutrition Facts Label
USDA Farm to School Resources
Well Sat 2.0 Assessment Tool
YPAR, Steps for building relationships

ATTACHMENT D

Community Action Partnership of Kern
Additional Terms and Conditions

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

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

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

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

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

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

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

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

9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Subcontractor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion,

national origin, ancestry, disability, medical condition, marital status, age, or sex.

10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.
11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by Subcontractor will be American made.
12. **CONFIDENTIALITY.** The Subcontractor shall use his or her best efforts to keep confidential any information obtained during the performance of the Agreement.
13. **JOINT RESPONSIBILITY.** If Subcontractor is part of a corporation, the individual or individuals who sign the Agreement on behalf of the corporation are jointly responsible for performance of the Agreement.
14. **PROTEST BY SUBCONTRACTOR:** If the Subcontractor wishes to file a protest against CAPK for any action, the Subcontractor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity, or enterprise from which the officer or employee receives compensation or has a financial interest in the Agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Subcontractor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Subcontractor may file a protest with CAPK as specified in the section titled "Protest by Subcontractor."
16. **DEBARMENT AND SUSPENSION CERTIFICATION**: Subcontractor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
    a. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency.
    b. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years.
    c. Does not have a proposed debarment pending; and
    d. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

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

    Exceptions will not necessarily result in denial of award but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and

dates of action.

Note: Providing false information may result in criminal prosecution or administrative sanctions.

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

"Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

"(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

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

Subcontractor is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Vendor will comply with those provisions before commencing the performance of the work of the Agreement.

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under the Agreement.)

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

a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:

b. Provide coverage for owned, non-owned and hired autos.

c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees, and volunteers.

d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:

e. Provide Contractual Liability coverage for the terms of the Agreement.

f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees, and volunteers.

g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees, and volunteers.

All policies required of the Subcontractor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents, employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents, employees,

and designated volunteers shall be in excess of the Subcontractor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

Insurance is to be placed with insurers with a Best's rating of no less than A: VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by the Agreement, or insurance rated below Best's A: VII, must be declared prior to execution of the Agreement and approved by CAPK in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

The insurance required hereunder shall be maintained until all work required to be performed by the Agreement is satisfactorily completed.

Subcontractor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of an Agreement or cancel the Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of the Agreement.

19. **DAVIS BACON:** The Davis-Bacon Act, as detailed in the Code of Federal Regulations (CFR) 29. Part 5 of the CFR 29 applies to any construction, renovation or repair work that exceeds $2,000.00.
    a. The Department of Industrial Relations (DIR) determines the General Prevailing Wage Rates (GPWR), including fringe benefits, for each craft, classification, or type of worker considered to be necessary to complete the contract work.
    b. The Secretary of Labor (SOL) determines the Davis- Bacon Wage Rates for Federal-Aid projects and in most cases the wage rates set forth by the DIR and SOL will be the same for most given labor classifications.
    c. If there is a difference, the bidder shall pay not less than the higher wage rate.
    d. Concerning Classification of Labor and Davis-Bacon Wage Rate Determinations:
        i. Bidder must obtain Davis-Bacon Wage rate determinations from the following sites: http://www.wdol.gov/ (Federal); http://www.dir.ca.gov/OPRL/PWD/index.htm (State).
    e. Subcontractor must use the classification that most accurately describes the work to be performed. Bidder must reclassify workers to conform to changes in duties, if any. Subcontractor must maintain an accurate payroll record of the time spent in each classification and submit certified payroll weekly.

_____

Signature **Date**

_____

Print Name

_____

Company Name

MEMORANDUM

To: Board of Directors

From: Catherine Anspach; Director of Development

Date: January 25, 2023

Subject: *Agenda Item VII(a):* CAPK Foundation Report and Minutes from the September 27, 2022 Board of Directors Meeting – **Action Item**

The CAPK Foundation Board met in person on Tuesday, November 29, 2022. The Board approved the minutes from the September 27, 2022, meeting and was updated to the status of The Friendship House Fencing & Lighting and the Food Bank Expansion projects. Staff anticipates the project will be complete prior to June 30, 2024.

Catherine Anspach reported on funding opportunities and announced that funds will be awarded by Kern Health Systems for $25,000 to be allocated for the purchase of a vehicle for Oasis FRC.

Pritika Ram explained the process of purchasing the vehicle and the required asset transfer to CAPK for staff to manage the asset (vehicle) and requested approval to proceed as outlined in the staff memo.

Catherine Anspach presented the proposed Board of Directors meeting schedule for 2023 for approval. Motion was made and seconded to approve staff's recommendation.

Tracy Webster reported to the Board that the 2021 IRS Form 990 was filed on time. November 15th (mandatory deadline) also annual registration renewal, etc. Expenses of $151,000 recorded as payable. Required by the IRS, state of CA and registry of Charitable Trusts.
Catherine reported that she has registered the Foundation on GuideStar as a silver status and should be able to move it to gold status with the filing of the 990 form.

Catherine Anspach gave a verbal report on upcoming events:
The Foundation's Kickoff Mixer is set for Thursday, March 30th from 5:30pm-7:30pm at Lino's Venue downtown. A sub-committee will be assembled to help plan the event.

Maya Cinema reached out and wanted to help us raise funds. They will be using the Huggy Hearts that was just developed. They hope to sell the hearts for $10 and donors will receive a free movie ticket. Will bring awareness to the community and raise funds. Huggy Hearts will also be used with VITA during tax season.

Kevin said we are looking to host a Board Retreat. Could have it at KDG and be catered. Working retreat. Do a Saturday morning. Bring in someone to help with the Strategic Plan.

Recommendation:
Staff recommends the Board of Directors approve the CAPK Foundation Board of Directors report and minutes from September 27, 2022.

Attachment:
Minutes from the September 27, 2022 Foundation Board of Directors meeting.

DATE	September 27, 2022
TIME	12:00 pm
LOCATION	Teams Meeting / In-Person at 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 812 140 91#

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION
Board of Directors Meeting Minutes

I. Call to Order

Board Chair Kevin Burton called the meeting to order at 12:00 pm at the CAPK Administrative Offices, located at 5005 Business Park North., Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Kevin Burton (Chair), Michael Bowers (joined at 12:04 pm), Don Bynum, Nila Hogan, Chase Nunneley, Fred Plane, Chei Whitmore

Absent: Ariana Joven, Michele Shain

Others Present: Jeremy Tobias, Chief Executive Officer; Freddy Hernandez, Director of Youth & Community Services; Traco Matthews, Chief Program Officer; Pritika Ram, Chief Business Development Officer; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; other CAPK staff

II. Public Comments

No one addressed the Board.

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

a. Resolution #2022-04

Motion was made and seconded to approve Resolution #2022-04. Carried by unanimous vote (Plane/Bynum).

IV. Consent Agenda

Motion was made and seconded to approve the Consent Agenda. Carried by unanimous vote (Plane/Nunneley).

Kevin Burton introduced Catherine Anspach, Director of Development and said she has been very active and moving the Foundation in a positive direction.

V. Old Business

a. Friendship House Community Center (FHCC) Fundraising Campaign Update – Pritika Ram, Chief Business Development Officer – ***Info Item***

Pritika Ram provided an update of the FHCC Sports Field Enhancement Campaign and said that the project was designed to address the community's need for green space and provide a safe and secure environment for youth to access a sports field in Southeast Bakersfield. Pritika reported that Assemblymember Rudy Salas has secured $1,000,000 in funding that will be used for fencing and lighting. Staff will pursue other funding options through grants to secure the remaining funds for the solar panels to complete the project.

Emilio Wagner said that the fencing RFP has gone out to bid and the lighting RFP goes out this week. Once the funding contract is received, the expenditure contracts will be executed.

Pritika Ram also informed the Board that CAPK has been approached by the City of Bakersfield to discuss options for a micro-grid and said that if CAPK happens to move forward, it will escalate the solar project. Jeremy Tobias explained that the micro-grid is a self-contained site and where you can function if the power goes out. Emilio Wagner further explained it is typically seen as a backup generator, renewable energy for the main power source. Batteries are used alternatively to save on costs and power can be toggled back in forth. If power goes out in the community, it is a resource for people in the community to come into the center to benefit from the power. Jeremy said that the micro-grids partially helped to keep CA without having to resort to rolling blackouts during the recent heat wave, and it is a great option for emergency usage. There is funding available, and the City of Bakersfield is responsible for the distribution of funds for that purpose, and if awarded, it could pave the way to fund the solar panels and add another component in expanding services at FHCC.

Kevin asked if we have contacted the Superintendent of Schools to find out if they had plans for the surrounding property. Pritika replied and said that they currently do not have any plans for the property at this time, and not sure if they are interested in selling. The land could possibly be used to erect low-income housing, a community garden, or provide other options to expand services for FHCC. Jeremy said we may have an opportunity to partner with KCSOS in the future.

b. Food Bank Expansion – Emilio Wagner, Director of Operations – ***Info Item***

Emilio Wagner shared a presentation showcasing the progress of the Food Bank Expansion and said that construction is moving along, but slower than anticipated. There have been some delays with site concrete, and structural concrete, which resulted in a 55-day delay. Good news is that they are now back on track and the access road is completed. The structural slab is 95% complete and the last pour will be completed next month. The metal building erection began yesterday, and the columns are going up. The steel structure should be complete by October 20th and the roof sheathing by November 7th. The interior electrical, mechanical & fire will begin on November 21st and the estimated occupancy is scheduled for mid-March 2023.

Emilio also reported that the budget is looking good and discussed some opportunities to initiate some cost savings. The estimated revenue for the entire project is $14,900,000 and staff has additional construction work for any additional funds.

Kevin Burton asked about the $3 million from the Wonderful Company. Pritika Ram reported that we do have a signed contract, but they are waiting for us to hit specific milestones before they announce.

VI. New Business

a. Foundation Development (PowerPoint Presentation) – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach shared her activities for her first six weeks and said that she has spent time with program staff to understand their critical needs and funding gaps. Catherine emphasized that storytelling is important, and potential funders need to know more in-depth information about CAPK, not just what the needs are. Marketing & Collateral is important, and a one-sheet was developed to help tell the story, and Catherine is also working to update the website. Catherine also noted that CAPK donations are now going to be directed towards the Foundation. It is important to steward, engage and thank the donors. Catherine also said that she has spent some time evaluating the current CRM (Donor Perfect), and has been researching options for a new CRM, that will be able to add different points and will help us to manage events once we begin hosting events.

Catherine briefly discussed a fundraising campaign centered around the Huggy Heart and developed collateral that will be used within the programs and different site locations, by area of need. Kevin Burton said he loves the idea, and it will bring in a lot of money and it puts the brand out in the community.

Catherine also discussed upcoming Fundraising Campaigns and will create a QR Code, flyers and placards. Remittance envelopes will also be available for year-end giving for those that want to donate by check. Another option to explore is employee giving that will be recurring donations.

Kevin Burton said that the grassroots fundraising will help to build the Foundation, but it is also necessary to create sponsorship proposals and grant requests.

b. 2023 Event Planning – Catherine Anspach, Director of Development – ***Info Item***

Pritika Ram said that with the new timeline for the Food Bank, we are going to have the ribbon cutting / grand opening in April or May 2023. A committee will be assembled to start the planning.

Catherine emphasized the need to host events, building up to a signature event. Catherine said an Event Committee comprised with Foundation Board members and staff will be established soon to move this along.

c. Board Recruitment – Kevin Burton, Board Chair – ***Info Item***

Kevin said that we need to begin increasing the Foundation Board and bring on doers that can help to get some of the work done. Kevin asked the board members to recommend candidates.

Don Bynum asked what the maximum number of Board Members is. Pritika Ram said that per the Bylaws, the maximum number is 21 but that may be too large at this point and recommended another 4 to 5 members be added in the coming months.

c. Review of Board Member Responsibilities – ***Info Item***

Kevin Burton said the Board needs to be more engaged, and time is limited. Kevin is asking members to help educate the community about CAPK.

VII. Board Member Comments

- Catherine Anspach thanked Don Bynum for hosting the Bingo Night.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, November 29, 2022
5005 Business Park North
Bakersfield, CA 93309

IX. Adjournment

The meeting was adjourned at 12:59 pm

MEMORANDUM

To: Board of Directors

From: Lisa Gonzales, Program Governance Coordinator

Date: January 25, 2023

Subject: *Agenda Item VIII(a)*: January Policy Council Report – **Action Item**

The Policy Council met on November 15, 2022, for the first meeting of the 2022-2023 term, at which time quorum was established.

Assistant Director, Jerry Meade presented information to Policy Council members regarding a proposed 2022-2023 Head Start and Early Head Start Budget Revision request. Budget detail was provided and reviewed with members in depth, followed with an opportunity for questions and answers. Subsequently, the submission of the 2022-2023 Head Start and Early Head Start Budget Revision to the Office of Head Start was approved by a majority vote with one abstention.

Additional action items included the election of Policy Council members to attend the National Head Start Association Parent & Family Engagement Conference in Dallas, Texas; four members were elected to attend this event. Voting took place for the 2022-2023 Executive Board, with all officer positions filled. Members also voted and approved the membership of Nila Hogan to the Policy Council as a Community Representative. The proposed Policy Council meeting dates and time for the balance of the term were approved as well. Meetings will take place at 5:30 p.m. on the fourth Tuesday of the month.

The next Policy Council meeting is scheduled for January 24, 2023.

Recommendation:
The Policy Council requests Board approval of the January Report and the Policy Council meeting minutes from November 15, 2022.

Attachment:
Policy Council Meeting Minutes from November 15, 2022.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES
November 15, 2022
Teleconference ID: 274 303 763 917#
Per Governor's Executive Order N-25-20

1. Call to Order
   Past Policy Council Chairperson, Andrea Martinez called the meeting to order at 5:31 p.m.
   a. Roll call was taken and quorum was established.
   Policy Council Members Present: Adriana Hernandez, Andrea Flores, Anilu Saldana Audreyanna Angel Fatima Echeverria, Gabriel, Rios, Jennifer Wilson, Michelle Del Rio, Michelle Jara-Rangel, Monique McWilliams, Pablo Reyes, Ruby Cruz, Sarita Little, Teresa Fajardo

2. Public Comments
   The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the Policy Council will take no action other than that referring the item(s) to staff for study and analysis. Speakers are limited to three minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.
   None

3. Standing Committee Reports
   a. School Readiness Committee
   b. Planning Committee
   c. Budget & Finance Committee
   d. Bylaws Committee
   There were no committee reports as standing committees have not yet been established.

4. Presentations
   a. Community Needs Survey **–** Vanessa Cortez, Grants Administrator, Community Action Partnership of Kern
      Vanessa shared that every two years the agency is required to conduct a community needs assessment. This assessment is an opportunity to evaluate poverty related needs as well as available resources and to establish goals for the next year. Client surveys are utilized to collect community feedback. Vanessa spoke about a flyer created which contains a QR code to access the survey. It was noted this flyer was included in members' packets. Vanessa stated the hope is to collect as many responses and as much data as possible to see where to place time, attention, efforts, and funding. The survey is in both English and Spanish and will take anywhere from 5-10 minutes. The survey will be available through March 10, 2023.

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

   a. Policy Council Meeting Minutes – October 27, 2022 (English/Spanish)
   b. Head Start Budget vs. Actual Expenditures, March 1, 2022, to October 31, 2022
   c. Early Head Start Budget vs. Actual Expenditures, March 1, 2022, to October 31, 2022
   d. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2021, to October 31, 2022
   e. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2021, to October 31, 2022
   f. American Rescue Funding Expenditures April 1, 2021 to October 31, 2022
   g. Parent Local Travel & Childcare through October 31, 2022
   h. Parent Activity Funds through October 31, 2022
   i. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2022, to October 31, 2022
   j. Head Start Program Review Evaluation (PRE) Report – October
   k. Children's Mobile Clinic – November 2021 (English/Spanish)
   l. Monthly Parent Trainings with Dr. Kirk – Head Start Wellness

m. Backpack Connection Series: How to Help Your Child Transition Smoothly Between Places and Activities (English/Spanish)
n. Head Start Recruitment Flyer (English/Spanish)
o. Home Visiting Program Flyer (English/Spanish)
p. Executive Officer Roles and Responsibilities
q. Policy Council Subcommittee Functions

Monique McWilliams made a motion to approve items (a) through (q); seconded by Teresa Fajardo. Motion carried unanimously.

6. New Business *ACTION

a. Nomination and election of Policy Council Chairperson
Nominations were sought for chairperson with Ruby Cruz and Audreyanna Angel both interested in the position. Each candidate was provided an opportunity to introduce themselves and share why they wish to be elected to the position. Upon conclusion of such, a verbal vote was taken with Ruby Cruz elected to the position of Policy Council Chairperson by a majority vote.
b. Nomination and election of Policy Council Vice-Chairperson
A brief overview of provided on the role of Policy Council Vice-Chairperson. Audreyanna Angel and Fatima Echeverria each self-nominated for the position. After each candidate spoke about why they would like to serve in this capacity a verbal vote was taken with Audreyanna Angel elected to the position of Policy Council Vice-Chairperson by a majority vote.
c. Nomination and election of Policy Council Secretary
Monique McWilliams and Susana Perez both self-nominated for this position. An overview of the role of secretary was provided. It was noted this position will function as chairperson of the School Readiness Committee. Each candidate introduced themselves and shared why they would like to be elected to this position. A verbal vote was taken with Susana Perez elected as Policy Council Secretary by a majority vote.
d. Nomination and election of Policy Council Treasurer
It was shared the Treasurer will also be the chairperson of the Budget & Finance Committee which meets each month, typically the week prior to Policy Council. Additional information was also provided about the role. Pablo Reyes and Fatima Echeverria each self-nominated for this position and subsequently shared information as to why they would like to be elected. Upon conclusion of a verbal vote, Pablo Reyes was elected as Policy Council Treasurer by a majority vote.
e. Nomination and election of Policy Council Parliamentarian
After an overview on the role of the Policy Council Parliamentarian was shared, there were self-nominations from three members. Andrea Flores, Monique McWilliams, and Michelle Del Rio all spoke to why they would like to serve the Council in this position. After a verbal vote, Monique McWilliams was elected as Policy Council Parliamentarian by a majority vote.
f. Election of Community Representative Nila Hogan – Y-Empowerment
Nila Hogan, Executive Director of Y-Empowerment introduced herself. She shared that she has previously served on Policy Council both as a parent of a child enrolled in the program and as a Community Representative. Nila added if elected this will be her fifth and final year on the Council. Nila stated she believes in CAPK (Community Action Partnership of Kern) and Head Start. She shared a personal story stating if not for the program she would not have had access to childcare and would not have been able to work. Nila shared this is her way of giving back. She added that she has access to many resources throughout the community and likes to be able to share them with other parents. Teresa Fajardo made a motion to elect Nila Hogan as a Policy Council Representative; motion seconded by Ruby Cruz. Motion carried unanimously.
g. Request for approval of proposed Policy Council Meeting Dates and Times
It was noted the proposed schedule is in members' packets with meetings occurring on the fourth Tuesday of the month with exception given to the December meeting due to the holiday. It was further stated the proposed time is at 5:30 p.m. with meetings held on Microsoft Teams. Motion made by Monique McWilliams to approve Policy Council Meeting days and times; seconded by Teresa Fajardo. Motion carried unanimously.
h. Nomination and election of two Policy Council Representatives to attend the annual National Head Start Association (NHSA) Conference, in Dallas, Texas, December 12-15, 2022 – Lisa Gonzales, Program Governance Coordinator
Lisa applauded everyone for attending the recent new member training during which there was discussion regarding the upcoming election of two representatives to attend the upcoming National

Head Start Association (NHSA) Parent & Family Engagement Conference in Dallas, Texas. Lisa provided some touchpoints about the conference. She also spoke to the importance of ensuring that personal obligations such as work, school, childcare, etc. have been taken into consideration and arrangements made prior to making the commitment to attend. Lisa informed members NHSA does require attendees to be COVID-19 vaccinated. There were a few questions posed, such as duration of the conference, eligibility for attendance as well as acceptability of bringing a child along; all inquiries were subsequently satisfied. Fatima Echeverria, Anilu Saldana, Gabriel Rios, and Ruby Cruz self-nominated to attend the NHSA Parent & Family Engagement Conference. Prior to voting, Jerry Meade, Assistant Director added that it is important for those who have indicated they would like to attend the conference to know if they make this decision the program will obligate funding for expenses to allow for them to attend. He added, if something changes or comes up, we will understand. However, if elected to attend and the member must cancel, no one else can go in their place and that monetary obligation cannot be retrieved. Jerry stated he wanted to make sure all four members who have raised their hand wanting to attend understand that. Yolanda Gonzales, Head Start Director, stated the original decision was made for two members to be elected, however if all four are on board and ready to commit she will approve moving forward with four members attending the conference. Monique McWilliams made a motion to approve Ruby Cruz, Fatima Echeverria, Anilu Saldana, and Gabriel Rios to attend the National Head Start Conference in Dallas, Texas; seconded by Teresa Fajardo. Motion carried unanimously.

i. Head Start/Early Head Start Budget Revision 2022-2023 – Jerry Meade, Assistant Director
Jerry welcomed new Policy Council members adding how inspired he is to see all of the participation through questions and comments. Jerry shared a bit about his role which includes supporting grant development and any budget revisions or changes received for Head Start/Early Head start services. It was added that many items that will be discussed with the Planning Committee as well as the Budget & Finance Committee pertain to funding and how the program uses those funds to support the children and families across all program options in both Kern and San Joaquin counties. Jerry stated the items presented are a customary and ordinary practice of having to reallocate funding in different areas of our budget where savings have been identified. He went on to say the fiscal year begins on March 1 and goes through the end of February; this is the time of year when budget to actuals are evaluated as to where we are with our spending. Jerry spoke to the memo found in the Policy Council packet which explains where money is identified as *unspent* as well as where we can obligate those funds to better serve our program. The memo was reviewed in depth with members including the proposed budget revision table, definition of categories and examples of items within each category. It was noted that the program lost two facilities in Kern County and one facility in San Joaquin County and therefore adjustments have had to be made. Upon completion of the presentation an opportunity for questions was provided. There were several, the first was with regard to accuracy of a figure outlined in the proposed budget for travel, which proved to be a typographical error. There was also a question regarding a previous meeting statement about not needing to purchase vehicles, to which Jerry stated that statement pertained to the 2023-2024 budget. This was because the purchase, if approved would come from this meeting's request, the 2022-2023 budget revision. Additionally, an inquiry was made with regard to the category of supplies, it was asked if that figure includes home base supplies. It was noted there was not a change made to that line item as program expects to fully expend this category. The feeling expressed by a Council member was that home base needs more funding to be able to provide items for children at home to use, as many children have an Individualized Family Service Plan (IFSP). Jerry shared that he would have the Home Base manager and Administrator reach out offline, outside of this meeting for further discussion specific to this area to see where we can make improvements for our home base supplies. He added there are funds in the current budget to support any needs. A question was presented as to where any inquiries regarding wages should be addressed, noting if there are sufficient funds left for the rest of the fiscal year why that isn't being dispersed to teachers. Jerry shared the expectations from the Office of Head Start centering around wage comparability. It was noted a wage evaluation was completed last May; we are required to evaluate wage comparability across the communities we serve at least every five years. He went on to share it is an ever-changing situation more than ever with the expansion of transitional kindergarten. Jerry added that there will be an evaluation of wages for teaching staff and a review of where we feel we need to be to be most competitive in the market. When a more current evaluation is completed, it will be brought to the Board of Director's for approval. The union component was also spoken to, noting we have staff who are a part of the union, and any contract will have to be negotiated with the union prior to change. It was not thought that any challenges or concerns would arise from the union in regard to paying high wages to staff, but we do have to meet

the Head Start expectations of having data to support how we produce the various rates that we have. Jerry stated this evaluation is an ongoing topic and the highest priority for Yolanda and her team. Yolanda, spoke on the topic and shared her commitment to this component, noting it is of utmost importance to her. It was asked if there is any way to get further detailed information on the subject, noting this topic was one of the reasons for joining Policy Council. Further stating, in order for children to learn and succeed, the teachers needed to be happy. Yolanda reiterated her commitment as the director of the program, noting she agrees staff do have to be happy to provide high quality services to children. Yolanda pointed out, we have wonderful staff, and we don't want to lose them. Jerry added that a balanced budget must be based on being fully staffed. It was shared when the previous budget was written, the program had anticipated having 100% of teachers onboarded, which is not currently the case. Jerry added that we would not be able to support additional funding unless we were able to recategorize in other areas to be able to support higher wages. Jerry also mentioned one of the areas the Council looked at in June was the possibility of serving less children, which would mean we would have less employees and we can take that money budgeted for those employees (whose positions are vacant) and increase wages for teaching staff. He added it is a very difficult balance. An additional question was posed as to how parents can get more involved in receiving funding and getting the word out about the program to receive additional funding, more than statewide or federally. Yolanda shared that she would like to have another conversation specific to parent advocacy and how parents can advocate for this program when it comes to legislation because that is where the funding comes from. She added parents' voices are important especially when it comes to Congress and telling their stories on how Head Start has made a difference for them as a parent as well as supporting their children in encouraging them to be life-long learners. A question was posed regarding data and the wage evaluation. It was noted the data has already started to be collected and will be aggregated, prepared, and presented to the CAPK Personnel Committee in January. It was also noted that all committee meetings are open to the public. Upon conclusion of the presentation and hearty discussion Ruby Cruz made a motion to approve the submission of the 2022-2023 Head Start/Early Head Start Budget Revision to the Office of Head Start; seconded by Fatima Echeverria. Motion carried by majority vote with one abstention.

7. Standing Reports
   a. Program Governance – Lisa Gonzales, Program Governance Coordinator
      Lisa thanked everyone for their attendance and for the robust conversations which have been inspiring. She added she is looking forward to the upcoming 2022-2023 Policy Council term. Lisa also congratulated those members newly elected to executive officer positions as well as those who will be attending the upcoming conference. She expressed gratitude to those who attended the monthly Dr. Kirk parent training and noted other opportunities for involvement. Lisa shared there is an upcoming Disabilities Awareness Committee meeting as well as a Recruitment and Selection Plan meeting, both taking place (at separate times) on November 17, 2022. Lisa encouraged members to attend should their schedules allow.
   b. Board of Directors – Michelle Jara-Rangel, CAPK Board Member
      Michelle reported the Board of Directors (BOD) met on October 26, 2022 with the meeting conducted in a hybrid option with six members participating in person. All but two consent agenda items were approved. The two items removed for further discussion were, the revised bilingual pay policy and the final (employee) health insurance proposal for the 2023 plan year. Both consent agenda items were subsequently approved by a unanimous vote. New business items, included a grand jury visit to the 2-1-1 call center and to the M Street Navigation center. It was stated the tours are routine and provide an opportunity for the grand jury to get an in-depth look at the two programs along with an overview of the agency. The employee end of year gift was also shared and after much discussion at the committee level CAPK's holiday gift to qualified employees is a 1-day paid time off floating holiday effective October 21, 2022 and must be used by March 5, 2023. Lisa Gonzales presented the Policy Council report to the board. Jeremy Tobias provided the CEO's report and gave an update on the COVID-19 cases in Kern County and within the agency. Jeremy also announce the KGET Annual Holiday Food Drive begins November 16, 2022 and will benefit the CAPK Food Bank. This meeting of the CAPK Board of Directors was adjourned at 12:34 p.m.
   c. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director
      Yolanda thanked Andrea for leading the Council over the past several years, welcomed members to the new term, and congratulated the new executive committee on their officer positions. Yolanda shared she is a past parent who started in the program over thirty-eight years ago and is honored to be the Director of this program. She spoke to her commitment in making sure children enrolled in the

program receive the very best education. Yolanda stated that the priority is always to provide a high-quality curriculum, to ensure program options have the supplies needed, and that our staff is paid well. Yolanda stated in the next few weeks there will be some changes to the protocol in signing children in. She acknowledged there were stringent policies in place in accordance not only with CDC but with the Office of Head Start requirements however staff has rewritten policies while still following guidelines and the program will now be opening its doors to parents. Parents will be able to enter their child's classroom; site supervisors and program managers will provide additional guidance. Yolanda stated there is still a lot of construction going on and we are excited about those new classrooms. She shared we are always recruiting for both staff and children and encouraged members to share this information with others. In closing Yolanda stated that she looks forward to working together with Policy Council to continue to make our program the best in Kern County and thanked members for their attendance.

8. Policy Council Chairperson Report
   Andrea thanked everyone for their attendance and expressed appreciation for allowing her to stand in as chairperson this evening.

   Ruby expressed excitement on her new role as Policy Council Chairperson, and thanked Andrea for conducting the tonight's meeting. She added that she is ready and eager to learn. Ruby shared she is very involved in her (older) daughter's school as well and attends district meetings. She stated it is very important to her to be involved in her children's education.

9. Policy Council Member Comments
   Members were given an opportunity to share comments. Several members felt honored to serve on the Council and excitement at the opportunity to learn new things. They are also looking forward to what the future holds. Returning members were appreciative of the opportunity to serve on the Council for another year and were happy to see all the enthusiasm during the meeting.

10. Next Scheduled Meeting
    The next scheduled meeting will take place on December 20, 2022 at 5:30 p.m.

11. Adjournment
    Meeting was adjourned at 7:26 p.m.