



DATE	May 17, 2023
TIME	12:00 pm
LOCATION	CAPK Administrative Office 5005 Business Park North Bakersfield, CA 93309

Program Review & Evaluation Committee Agenda

1. Call to Order

2. Roll Call

Ana Vigil (Chair)
Jimmie Childress

Mia Cifuentes
Gina Martinez

Yolanda Ochoa

3. Public Comments

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

4. Program Presentation

- a. M Street Navigation Center by Laurie Hughey, Homeless Services Program Administrator (**p. 3-9**)

5. New Business

- a. April 2023 Program Reports – **Action Item (p. 10-42)**

Pritika Ram, Chief Business Development Officer

1. Housing & Supportive Services
 - Coordinated Entry Services (CES)
 - M Street Homeless Navigation Center
 - CalAIM – Homeless Services (N/A)
2. Health & Nutrition Services
 - CalFresh Healthy Living
 - Food Bank
 - Migrant Childcare Alternative Payment (MCAP)
 - Women Infant and Children (WIC)
3. Youth & Community Services
 - East Kern Family Resource Center (EKFRCC)
 - Oasis Family Resource Center
 - Energy, Weatherization & Utility Assistance
 - Friendship House Community Center (FHCC)
 - Shafter Youth Center (SYC)
 - Volunteer Income Tax Assistance (VITA)
4. Operations
 - Maintenance
 - Information Technology
 - Data Services
 - Risk Management
5. Community Development
 - Grant Development
 - CAPK Foundation

- Outreach & Marketing
- 211 Kern Call Center
- Community Schools Partnership Program (CSPP)

- b. April 2023 Application Status Report & Funding Profiles – **Action Item (p. 43-51)** Vanessa Mendoza, Grant Administrator
1. Application Status Report
 2. Funding Profiles
 - i. Southern California Gas Company (SoCalGas)
 - ii. VITA Matching Promotion Program
 - iii. Local Food Promotion Program
 - iv. CDFA Healthy Refrigeration
 3. Small Funding Profiles (\$50,000 and under)
 - i. Bank of America
 - ii. Union Pacific
- c. San Joaquin Valley Air Pollution Control District AB 836 Clean Air Centers Program – **Action Item (p. 52-53)** Vanessa Mendoza, Grant Administrator
- d. April 2023 Head Start / State Child Development Enrollment Update & Meals Report – **Action Item (p. 54-55)** Robert Espinosa, PDM Administrator
- e. FY 2022-2023 Program Self-Evaluations (CMAP, CMIG and CSPP) – **Info Item (p. 56-66)** Sylvia Ortega, Quality Assurance Administrator
- f. 2021-2025 Strategic Plan Update – **Info Item (p. 67-77)**
1. Goal Group 1 Update Kelly Lowery, Food Bank Administrator

6. Committee Member Comments

7. Next Scheduled Meeting

Program Review & Evaluation Committee
12:00 pm
June 14, 2023
5005 Business Park North
Bakersfield, CA 93309

8. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, May 12, 2023. Paula Daoutis, Administrative Coordinator.



Helping People...Changing Lives.



OPERATOR

County of Kern Homeless Navigation Center

M Street Navigation Center

2900 M Street

Bakersfield, California 93301

Program Summary

147 beds &
Shelter
Services

Adults 18 &
Up

Food

Clothing

Personal
hygiene items

Laundry
services

Personal
possession
storage

Pet care and
Kennels

Ending the Homeless Crisis in Kern

Financial Literacy

Substance Abuse

Mental Health services, Medical

Dental

Bible Study, Relapse Prevention

Public Defender

Seeking Safety,

M Street Café, Vita

Medi-Cal Assistance

Department of Human Services

Recycling Lives

Project Hire-Up, Respect

One Door



Program Highlights—Housing IS THE GOAL!

5/2020-4/2023

- Total clients served - 1966
- Total Pets served - 100
- Total Placed in Permanent
- Supportive Housing 232
- Total volunteers 90



Safe Camping/Parking Update

Current Census- 43

Total Served-324

Total Housed- 9

Total transferred to M Street- 19

Safe Park- 6

Total served- 25

Transferred to M Street-5



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



April 2023 Program Monthly Reports

PRE Committee May 2023



Housing and Supportive Services

Coordinated Entry Services

M Street Homeless Navigator Center

CalAIM - Homeless Services (N/A)

**Community Action Partnership of Kern
Monthly Report 2023**

Month	April-23	Program/Work Unit	Coordinated Entry Services (CES)		
Division/Director	Rebecca Moreno	Program Manager	Joseph Aguilar		
Reporting Period	January 1, 2023 - December 31, 2023				
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.					
Homeless Referrals/Assessments (SRV 7c)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	1,662	4,852	14,000	36%	35%
Total Calls	1,662	4,852	14,000		
Pending Assessments	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern Pending contact/call back	0	0	15	0%	0%
Performance: Number of applicants who received a response within 24 Hours	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	1,533	4,337	11,000	42%	39%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals		Progress Towards Goal			
1. Make CES more accessible for rural and non-shelter homeless individuals		CES has set connection to homeless response system through Lake Isabella and Shafter School			
2. Increase staff recruitment and retention.		Continued conversations with Human Resources on staff recruitment and retention.			
3. Build provider network support with KHS-CES		KHS and CES continue to work on building up case load and program enrollments			
Program Highlights					

**Community Action Partnership of Kern
Monthly Report 2023**

Month	April-23	Program/Work Unit		M Street Navigation Center		
Division/Director	Rebecca Moreno		Program Manager	Laurie Hughey		
Reporting Period	January 1, 2023 - December 31, 2023					
Program Description						
CAPK operates the 147-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals and an array of mental health, medical care and economic resources to unsheltered individuals with pets and partners.						
Shelter Services		Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b, SRV 4m)		124	517	1,000	37%	52%
Total Clients Served		236	898	2,400	30%	37%
Pets (i.e., kennel, emotional support assistance and service pet)		7	28	100	21%	28%
Residents Under 90 days length of stay		75	316	700	32%	45%
Exits to Permanent Housing (FNPI 4b)		7	52	100	21%	52%
Exits-Self		16	70	150	32%	47%
Exits-Involuntary		96	284	700	41%	41%
Case Management Services (SRV 7a)		524	2,436	8,000	20%	30%
Critical Incidents		37	121	250	44%	48%
Shelter Residents Meals (SRV 5ii)		6,072	24,742	60,000	30%	41%
Number of Volunteers (duplicated)		90	328	100	270%	328%
Volunteers Hours (duplicated)		393	1,358	1,500	79%	91%
Safe Camping		Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served (SRV 7b)		76	321	500	46%	64%
Current client census		43	208	300	43%	69%
Meals (SRV 5ii)		2,793	11,329	15,000	56%	76%
Pets		14	65	75	56%	87%
Clients moved to Shelter (SRV 4m)		3	5	50	18%	10%
Exits to Permanent Housing (FNPI 4b)		2	11	40	15%	28%
Exits-Self		3	17	50	18%	34%
Exits-Involuntary		20	58	75	80%	77%
Critical Incidents		8	22	100	24%	22%
Safe Parking		Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served		6	28	50	36%	56%
Current client census		6	28	50	36%	56%
Clients moved to Shelter (SRV 4m)		0	0	25	0%	0%
Explanation (Over/Under Goal Progress)						
Safe parking, the clients are self resolving and not wanting M Street or Safe Camp.						

**Community Action Partnership of Kern
Monthly Report 2023**

Program Strategic Goals	Progress Towards Goal
1. Number of clients participating in job training program, (i.e. Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network)	Three clients participating in this next Project Hire-Up cohort, 6 completed the Financial Literacy classes with Chase Bank. 11 clients working in various jobs out in the community, and one client attending CSUB, and one attending UEI
2. Increase job retention/recruitment at M street by (1) developing jo descriptions that accurately reflect job performance and (2) regrading/classification of job descriptions.	There are 4 remaining job descriptions that need to be repointed Custodian, Volunteer Coordinator, Program coordinator and Transport Driver. Director of Housing and Supported Services will be presenting those job descriptions at the next Personal Committee meeting on 5/10/23
3. Amend M Street policy & procedure manual, intake packet post Covid.	The M Street packets have been submitted for review, still under corrections from leadership. PA is reviewing the P & P's to make adjustments for current program procedures.
4. Increase the number of clients who transition to permanent housing by 15% from the prior year (2022 - 99) to 114 clients.	7 clients were housed during the month of April. which brings the total to 52 for M Street and 11 for Safe Camp.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	21
25 - 34	53
35 - 44	61
45 - 54	54
55 - 61	26
62+	21
Total:	236

Race Demographic	Month
American Indian or Alaska Native	9
Asian	3
Black or African American	47
Native Hawaiian or Other Pacific Islander	3
White	165
Multiple races	7
Client Don't know / Refused	2
No Answer	
Total:	236

Gender	Month
Female	106
Male	129
Trans Female (MTF or Male to Female)	-

Zip Code	Month	Zip Code	Month
93301	47	92410	1
93304	29	93263	1
93305	26	93268	1
93306	15	93280	1
93307	18	93283	1
93308	28	93285	1
93309	7	45426	1
93311	2	97224	1
93312	2	93203	1
93313	4		
93314	3		
90212	1		
93206	1		
92234	1		
95307	1		
93215	1		
93240	3		
93241	1		
90056	1		
93250	1		
93501	1		
Not specified	34		
Total			236

**Community Action Partnership of Kern
Monthly Report 2023**

Trans Male (FTM or Female to Male)	1
Gender Non-Conforming (i.e. not exclusively male or female)	-
Client doesn't know	-
Client refused	-
No Answer	-
Total:	236

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	2
25 - 34	17
35 - 44	23
45 - 54	21
55 - 61	8
62+	5
Total:	76

Race Demographic	Month
American Indian or Alaska Native	1
Asian	1
Black or African American	10
Native Hawaiian or Other Pacific Islander	-
White	63
Multiple races	1
Client Don't know / Refused	-
No Answer	-
Total:	76

Gender	Month
Female	34
Male	42
Trans Female (MTF or Male to Female)	-
Trans Male (FTM or Female to Male)	-
Gender Non-Conforming (i.e. not exclusively male or female)	-
Client doesn't know	-
Client refused	-
No Answer	-
Total:	76

Zip Code	Month	Zip Code	Month
93301	4	93560	
93304	3	92675	
93305	15	94964	
93306	4	93263	
93307	6	93280	
93308	14	93283	
93309	5	89121	
93313	2	45426	
93215	1	97224	
92344	1		
93238	1		
93556	1		
95127	1		
93280	1		
58801	1		
75014	1		
Not specified	15		
Total			76

Program Highlights

Two clients moved into permanent supportive housing this month.



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 2023**

Month	April-23	Program/Work Unit		CalFresh Healthy Living		
Division/Director	Susana Magana		Program Manager	Alan Rodriguez		
Reporting Period	January 1, 2023 - December 31, 2023					
Program Description						
The CalFresh Healthy Living (CFHL) program, Funded by the USDA and administered by CDSS, improves the nutritional health of low-income Kern County residents by providing access to nutrition education, physical activity education, and leadership within community collaboratives that focus on health and nutrition. The program does this by providing Direct Education classes, Indirect Education materials and resources, and Policy Systems and Environmental Changes (PSE's). CFHL has 3 subcontractors that assist in carrying out the goal of educating the student population.						
Supplemental Nutrition Assistance Program-Education(SNAP-Ed) eligible participants, receiving Nutrition Education 10/1/2022-9/30/2023 (FNPI 5a) (SRV 5ff).		Month	YTD	YTD Goal	Month Progress	Annual Progress
Community Action Partnership of Kern (CAPK) Direct Education provided.		10	100	2,000	2%	5%
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.		520	1,850	2,000	78%	93%
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.		195	448	1,000	59%	45%
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.		158	832	1,000	47%	83%
Complete the Healthy Food Pantry Assessment Toolkit (HFPAT) to identify potential growth opportunities for 6 different food pantries.		1	2	6	50%	33%
Cumulative 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.		2729	7,133	30,000	27%	24%
Explanation (Over/Under Goal Progress)						
In April 2023, less Direct Education resulted as Taft College rescheduled classes for the month of May due to scheduled conflicts from Taft College and Wasco Library had zero participants for 1st and 2nd class which resulted classes to be post poned for Summer 2023. CFHL continued indirect education with local Food Distribution sites and community outreach events with resulted in 1,379 resources provided. CFHL onboarded new Health Educator in April and is on track with training to start giving nutrition classes in July. All other Health Educators focused on ToPs Facilitation Method training to learn how to effectively facilitate meetings with partners and action plan Community Events and Policy, System, Environment (PSE) changes such as NPP.						
Program Strategic Goals		Progress				

**Community Action Partnership of Kern
Monthly Report 2023**

Minimize staff turn-over and become fully staffed.	The CFHL team has onboarded 1 Health Educator staff in April 2023. CFHL has another Health Educator beginning employment on 5/1/2023 CFHL ran the remaining health educator positions again in April in search of 2 more Staff members. Currently CFHL is at 70% capacity with the projection of being at 80% at the end of May 2023 CFHL Coordinator will conduct interviews for the remaining positions in early to mid May 2023.
Partner with community agencies and collaboratives that are SNAP-Ed approved, including other CAPK Programs, to increase the amount of Direct Education, Indirect Education, and PSE's which improve the opportunities for the SNAP-Ed eligible population to have healthy food choices, physical activity, and nutrition information.	In April 2023, CFHL continued Direct Education classes with Owen's Valley. CFHL has partnered with Taft College, Greenfield Resource Center, The Rio Mirada, Head Start Sterling Center and B-GLAD to begin nutrition classes next month in May 2023. CFHL also provided indirect education during community events which include Beale Library, Cal City Farmer's Market, Homeless outreach Resource Fair at the Rio Mirada, the Greenfield Health & Safety Fair, and Community Wellness Festival at Kern Health Systems. CFHL presented at the SENP Collaborative to inform about CFHL program services in an efforts to outreach and gain new partnerships for NPP, Food Insecure Screenings at Healthcare Facilities and provide nutrition education classes at SNAP-eligible site locations.
Progress with assessing Food Pantries and the progress in partnering in implementing improvement measures based on the data of the Healthy Food Pantry Assessment Toolkit (HFPAT).	CFHL completed the HFPAT for First Presbyterian Food Pantry on April 27, 2023 and will begin working on new goals. CFHL has scheduled an HFPAT with CSUB on May 18th. CFHL team will continue to network to complete HFPATs with other pantries that are interested in transforming their pantry to a client-choice and trauma-informed model.
Creative a new Food Pantry Collaborative in Kern County where Pantries can collaborate, plan, and discuss ideas to improve services and strategically plan for encouraging Nutrition based decisions for clients.	Kern County Food Pantry Collaborative (KCFPC) held its second meeting on April 10, 2023 with a total of 18 participants. The collaborative focused on Mission & Goal Strategy, featured presentation on Food Recovery, Recent Pantry Partner Connections as a result of the first KCFPC, Current NPP progress, Agency Partner Conference update and the benefits of NPP client-choice model, Grant Opportunities and Resources. The following Meeting will be held in August/September 2023.
Program Highlights	
CFHL presented for South East Neighborhood Partnership Collaborative on April 27, 2023. CFHL was able to present on services provided throughout Kern County such as NPP, Market Match, Food Insecure Screens at Hospital/Clinic sites, Indirect resources at Food Distribution sites as well as Farmer's Markets and Direct Nutrition Classes based on five of our curriculums. From this Presentation opportunity, we connected with Gabriela Gomez Meza from GBLA, who informed us of an Agriculture group in Kern County, Young Farmer's & Ranchers who have started a new Farmer's Markets in Kern County. This may potentially lead to implementing Market Match. In May 2023, CFHL will be hosting Rethink Your Drink Statewide Day of Action at Beale Library on May 10, 2023 in an effort to educate Californians to choose water or healthier options instead of Suagry Drinks. CFHL created new partnership with Bakersfield-Greater Los Angeles on Deafness (B-GLAD) which is an underrepresented group and CFHL will be hosting a nutrition class on May 31, 2023.	

**Community Action Partnership of Kern
Monthly Report 2023**

Month	April-23	Program/Work Unit	Food Bank			
Division/Director	Health & Nutrition, Susana Magana	Program Manager	Kelly Lowery			
Reporting Period	January 1, 2023 - December 31, 2023					
Program Description						
The Food Bank provides food assistance to low-income families and individuals through a network of more than 150 agency partner distribution sites across Kern County.						
TEFAP		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served (<i>Duplicated</i>)		51,194	196,650	500,000	31%	39%
Pounds Distributed		704,621	2,843,823	9,500,000	22%	30%
Pantry Program		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served (<i>Duplicated</i>)		61,692	61,692	500,000	37%	12%
Pounds Distributed		196,635	1,020,921	4,000,000	15%	26%
Fresh Rescue		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served (<i>Duplicated</i>)		16,777	69,332	150,000	34%	46%
Pounds Distributed		161,060	665,587	2,000,000	24%	33%
CSFP		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served (<i>Duplicated</i>)		4,806	18,907	57,600	25%	33%
Pounds Distributed		153,792	605,024	1,843,200	25%	33%
Free Farmers Markets		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served (<i>Duplicated</i>)		10,614	39,527	150,000	21%	26%
Pounds Distributed		80,425	277,544	1,000,000	24%	28%
Brighter Bites		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served (<i>Duplicated</i>)		4,900	19,058	80,000	18%	24%
Pounds Distributed		17,307	94,876	300,000	17%	32%
Snack Attack		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served (<i>Duplicated</i>)		175	794	2,000	26%	40%
Pounds Distributed		699	3,174	10,000	21%	32%
Community Events & Other		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served (<i>Duplicated</i>)		23,502	91,743	300,000	24%	31%
Pounds Distributed		112,810	440,366	1,000,000	34%	44%
Totals		Month	YTD	Annual Goal	Month Progress	Annual Progress
Total Individuals Served		173,660	648,139	1,739,600	30%	37%
Total Pounds Distributed (SRV 5jj)		1,427,349	5,951,315	22,000,000	19%	27%
Volunteers (SRV 6f)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training (e.g., paid partnership though service providers, duplicated)		32	98	250	38%	39%
Other Volunteers (i.e., general public, duplicated)		149	536	1,500	30%	36%

**Community Action Partnership of Kern
Monthly Report 2023**

Explanation (Over/Under Goal Progress)	
The April numbers are down due to the transition from in-person shopping to online ordering. Agency partners are still getting used to the new system. We anticipate ordering levels to increase as their familiarity with the new system increases over time.	
2023 Program Strategic Goals	Progress Towards 2023 Strategic Goals
Cultivate strong relationships with organizations working on food insecurity including the food policy council.	There was no additional progress in this area in April.
Re-configure the pantry program from on-site shopping to online ordering.	The official network-wide launch of the online ordering system occurred this month.
Create additional access points in the county by adding new pantries as well as providing night and weekend pantry access.	We added 1 pantry this month. We dismissed 2 pantries. Our total pantry partner count is: 127.
Develop a classification system for measuring, tracking and increasing the nutrition level of the food distributed.	Classification of food in nutritional categories will begin in Q4 after the completion of the expansion project.
Develop a direct to client home delivery program for emergency food assistance.	Development of this program is set to begin in Q4 after the completion of the expansion project.
Program Highlights	
In April 2023, we fully executed the transition of the pantry program from in-person shopping to an online ordering model. Operationally, the transition has been as smooth as could be expected with few, minor adjustments along the way. Agency partners for the most part are adapting well. We are anticipating onboarding several new pantries in the upcoming months.	

**Community Action Partnership of Kern
Monthly Report 2023**

Month	April-23	Program/Work Unit		Migrant Childcare Alternative Payment (MCAP)		
Division/Director	Susana Magana		Program Administrator	Laura Porta		
Reporting Period	January 01, 2023 to December 31, 2023					
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	445	945	500	267%	189%	
Childcare Providers (SRV 7f)	22	82	120	55%	68%	
MCAP Subsidies (SRV 7e)	Month of March processed in April	YTD	Goal	Month Progress	Annual Progress	
Provider Payments-Subsidies Expended	\$1,827,670.59	\$ 6,742,574	\$14,000,000	39%	48%	
MCAP FY 2022 / 2023 Progress	Current Month	FYTD	Goal	Month Progress	Annual Progress	
Child Enrollments	445	2438	2300	58%	106%	
Provider Payments-Subsidies Expended	\$1,827,670	\$12,388,324	\$21,500,000	26%	58%	
Explanation (Over/Under Goal Progress)						
The Migrant Childcare Program continues to make significant progress in reaching the target enrollment goals to earn our new contract amount. During the month of April 2023, our program was able to enroll a total of 445 children to receive subsidized childcare services. Currently, all program personnel is fully engaged in conducting outreach activities in all areas to effectively increase our enrollment numbers, while also seeking to enroll new childcare providers to participate in our program as this is one of the challenges we are currently facing in increasing our program participation.						
Program Strategic Goals		Progress Towards Goal				
1. Fill Staff Vacancies.		The Migrant Childcare Program has no current open positions. We are focusing on completing the onboarding process and full training of our recently hired Family Services Specialists.				
2. Staff Retention and Training		Program management is focused on providing training and support to all staff members, revising workloads, replacing old computer equipment, and vehicles to enhance work effectiveness and satisfaction.				
3. Contingency Staffing Plan & Solidify Program Growth.		We now have two family specialists in the Counties of Madera and Fresno to provide additional support to our families and achieve a reasonable and manageable workload in these counties.				

**Community Action Partnership of Kern
Monthly Report 2023**

Program Highlights

Our program has continued to increase our enrollment numbers. During the month of April 2023 we were able to enroll a total of 445 new children to receive services from our program accross the Central Valley. In total our program has an active enrollment of 2438 children, at the end of April. This is the highest caseload our program has reported. Program staff has been able to participate in 22 outreach events this month for this purpose.

**Community Action Partnership of Kern
Monthly Report 2023**

Month	April-23	Program/Work Unit	Women Infants & Children (WIC) Nutrition			
Division/Director	Susana Magana		Program Manager	Lorna Speight		
Reporting Period	January 1, 2023 - December 31, 2023					
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)		13,932	13,932	14,610		95%
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)		13	126	268	15%	47%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)		995	995	900		111%
Outreach		Month	YTD	Goal	Month	Annual
Online Enrollment		182	729	1,500	36%	49%
WIC Presentations and Outreach Events		10	35	72	42%	49%
Publication in newspaper, television, and/or social media postings (English and Spanish)		23	97	260	27%	37%
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	40	120	20%	33%
Explanation (Over/Under Goal Progress)						

**Community Action Partnership of Kern
Monthly Report 2023**

In April, WIC began transitioning from doing all virtual appointments to seeing our Certification/Recertification appointments in-person. Our participation dropped slightly as some participants are still hesitant to come to the office in person. We are still trying to contact those who miss their in person appointments to do them by phone until the waivers from USDA end. Our RBL visited less stores this month as she was visiting stores in rural areas that required more travel. Overall we are still on target for meeting the State goal as last month more stores were visited in the urban Bakersfield.

The RBL had fewer meetings with health care providers and community members this month as she was involved with the planning committee putting on the Central Valley Lactation Conference held in Fresno on April 20th. She did however, connect with health care providers at the conference as she, along with the other RBL's in the Central Valley had an information table at the Conference.

Program Strategic Goals		Progress
Develop strategies to increase WIC retention and re-engagement with current participants		We continue to focus on re-engaging with participants have missed their recertification appointment in order to keep our participation up. Our outreach coordinator also has been attending more outreach events (since things are opening up post covid).
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

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Month	April-23	Program/Work Unit	East Kern Family Resource Center (EKFRC)			
Division/Director	Youth & Community Services	Program Manager	Anna Saavedra			
Reporting Period	January 1, 2023 - December 31, 2023					
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
DR Referrals - Received from DHS		20	108	125	48%	86%
Case Management-Families (SRV 7a)		7	16	50	42%	32%
Case Management-Children (SRV 7a)		30	48	125	72%	38%
Differential Response Total		57	172	300	57%	57%
First 5		Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)		2	7	30	20%	23%
Children Receiving Case Management Services (SRV 7a)		3	9	30	30%	30%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)		4	4	10	120%	40%
Children Educational Center Base Activities (FNPI 2b)		1	3	30	10%	10%
Children Educational Home Base Activities (FNPI 2b)		3	8	30	30%	27%
Children Summer Bridge Activities (FNPI 2b)		0	0	15	0%	0%
Family Support Services for non-clients with children 5 and under		28	76			
Collaborative Meetings Participated		1	4	12	25%	33%
First 5 Total		42	111	157	34%	71%
Walk-In Community Services (Duplicated Clients & Case		Month	YTD			
Food Assistance		114	456			

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House Hold Items	10	40
Hygiene Kits	20	43
Referrals	45	148
Emergency Clothing	58	204
Administrative Services & Copies	717	1,622
Transportation Services	3	15
Education Supplies	10	33
Covid - 19 Supplies	22	43
Baby Supplies	25	68

Explanation (Over/Under Goal Progress)

The Summer Bridge Program is currently underperformed because the students do not participate in the program until the month of June. We currently are enrolling student into the program.

Program Strategic Goals	Progress Towards Goal
1. Find additional funding.	We are currently waiting to receive a Kern County contract in order to provide Homeless services in East Kern County.
2. Participate in community events.	We participated a community event establish by CAPK in California City.
3. Expand our reach across the East Kern Communities.	We continue to provide UA services and outreach information at the Salvation Army office located in Tehachapi.

Program Highlights

We are currently working on a lease agreement to relocate the East Kern Family Resource Center into a larger building down the street from our current location.

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Month	April-23	Program/Work Unit		Oasis Family Resource Center	
Division/Director	Fred Hernandez		Program Manager	Eric Le Barbe	
Reporting Period	January 1, 2023 - December 31, 2023				
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 Kern (Unduplicated Services)	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Parents Receiving Case Management Services (SRV 7a)	0	7	30	0%	23%
Children Receiving Case Management Services (SRV 7a)	0	8	30	0%	27%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	7	10	0%	70%
Children Educational Home Base Activities (FNPI 2b)	1	6	15	20%	40%
Children Summer Bridge Activities (FNPI 2b)	0	0	10	0%	0%
Family Support Services for non-clients with children 5 and under	14	58			
First 5 Total	15	86	95	47%	91%
Walk-In Community Services (Duplicated & Non First 5 Kern Clients)	Month	YTD			
Food/Household Items (SRV 7c)	86	315			
Household Items (SRV 7c)	101	406			
Baby Supplies	63	253			
Referrals/Administrative Services (SRV 7c)	60	236			
Court Mandated Correspondence	14	31			
Emergency Clothing (SRV 7n)	15	66			
Copies	15	62			
Educational Supplies	16	45			
Transportation Assistance (SRV 7d)	19	67			
COVID-19 Supplies (SRV 5oo)	5	62			
Total Community Services	394	1543			
Explanation (Over/Under Goal Progress)					
The First 5 Kern numbers may appear to be low in April but the Oasis FRC has already met or exceeded all the F5K fiscal year 2022-2023 goals as reporting is from July 2022 to June 2023. Goals are met with 30 parents and 39 children being case managed in current fiscal year.					
Program Strategic Goals		Progress Towards Goal			
1. Offer Court Mandated Nurturing Parenting Class every other quarter.		Nine students graduated from the Court Mandated Nurturing Parenting class in April. The class will be offered again this fall.			

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2. Apply for three funding opportunities that would help extend range of services outside First 5 clients for under served families (Parenting, Children 6-18, seniors, and homeless individuals).	The Oasis FRC Received \$5109 of educational supplies from Care for Kids in April. The Oasis was also awarded \$3500 from First 5 Kern for their next baby shower. A grant application to Bank Of America for the Neighborhood Champion program was submitted this month. A letter of intent was also submitted with Planned Parenthood for future funding.
3. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary).	Kelly Lowery hosted a first Emergency Food Bank Collaborative meeting at Cerro Coso Community College with several community partners who distribute food in the greater Ridgecrest area. The CAPK Community Development Team hosted a Community engagement meeting in California City that was well attended from many partners from the East Kern Community.
Program Highlights	
The Oasis Family Resource Center provided community services to a total of 172 families in the month of April 2023. The Oasis FRC is planning its 2023 Summer Bridge program and several children are already enrolled.	

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Month	April-23	Program/Work Unit		Energy & Utility Assistance	
Division/Director	Fred Hernandez		Program Administrator	Wilfredo Cruz Jr.	
	January 1, 2023 - December 31, 2023				
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) 2022 Ends December 2023	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	42	42		0%	100%
Utility Payments	\$ 63,947	63,947		0%	100%
Households Served - Weatherization	21	64	64	98%	100%
American Rescue Plan Act (ARPA) 2021 Ends September 2023	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	475	1,973	2,000	71%	99%
Utility Payments	\$ 653,643	2,091,234	\$ 2,565,058	76%	82%
Low-Income Household Water Assistance Program (LIHWAP) 2021 Ends September 2023	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	119	362	2,000	18%	18%
Utility Payments	\$ 97,621.00	\$248,260	\$1,972,332	15%	13%
Low-income Home Energy Program (LIHEAP) 2023 Ends June 2024	Month	YTD	Goal		
Households Served - Utilities Assistance	332	813	1,900	52%	43%
Utility Payments	\$ 338,103	1,054,991	\$ 2,587,322	39%	41%
Households Served - Weatherization	0	0	106	0%	0%
Totals	Month	YTD	Goal	Month Progress	Annual Progress
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)	968	3,190	5,900	49%	54%
Total Utility Payments	\$ 1,153,314	3,458,432	\$ 7,124,712	49%	49%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	21	64	170	37%	38%
Explanation (Over/Under Goal Progress)					
- We received supplemental UA funding for LIHEAP 2022 (\$63,947) - 2023 LIHEAP weatherization - will commence in May as 2022 LIHEAP has been fully expended this month					
	Progress Towards Goal				
1) Fully implementing online client self-application for Utility Assistance	Currently in process of testing self-application system. ☐				
2) Become fully staffed and trained in Weatherization and Utility Assistance	Wx - 90% staffed, 85% trained UA - Fully staffed, 65% trained (influx of temp employees)				
3) Fully expend 2022 LIHEAP and 2021 ARPA contracts by end of contract dates	2022 LIHEAP almost fully expended, 2021 ARPA in process				
Program Highlights					
1) Signed marketing contract with Hey Salty for big LIHWAP marketing push - work is underway 2) Fully expended UA/WX LIHEAP 22 funds ahead of schedule 3) Accepted new contract for program - 2023 (Emergency Supplemental Low Income Home Energy Assistance Program) ESLIHSEAP					

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Month	April-23	Program/Work Unit		Friendship House Community Center (FHCC)		
Division/Director	Fred Hernandez		Program Manager	Lois Hannible		
Reporting Period	January 1, 2023 - December 31, 2023					
Program Description						
Located in Southeast Bakersfield, the program serves children, adults, and families through after-school, summer and mentor programs, 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, 2023	42	0	42	100	0%	42%
Summer Program (Max Capacity due to COVID) (SRV 2m)		TBD	N/A	35	N/A	N/A
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	16	5	16	50	30%	32%
Medi-Cal Outreach		Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions		2807450	5031166	7,000,000	120%	72%
Canvasing phone calls and flyers		690	4743	10,000	21%	47%
Explanation (Over/Under Goal Progress)						
The CAPK Medi-Cal program's extensive outreach campaign, which includes numerous billboards and GET bus ads was successful, and is thus being extended. This campaign has helped to drastically increase the number of impressions reached through these outreach efforts.						
Program Strategic Goals		Progress				
Plan and facilitate Friendship House (FHCC) Advisory Board fundraising event to benefit the Friendship House .		FHCC Advisory Board is planning a, Passport to Success," fundraiser for October 5, 2023.				
Recruit and secure staffing for the Friendship House.		FHCC is fully staffed.				
Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.		The Positive Youth Development Mentor Program & the Health Navigator Medi-Cal program have been renewed for FY 2023/24. Also, the FHCC was awarded a California Coastal Commision grant.				
Program Highlights						
CAPK Friendship House Community Center will be offering a free Summer Program, which starts June 5th. The program will offer exciting activities for those ages 6 and older, which includes STEM, recreational activities, group games, sports, educational enrichment, mentor services, arts & crafts, fieldtrips, free breakfast and lunch, and more.						

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Month	April-23	Program/Work Unit			Shafter Youth Center (SYC)	
Division/Director	Fred Hernandez			Program Manager	Angelica Nelson	
Reporting Period	January 1, 2023 - December 31, 2023					
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) June/July	NA		0	40	0%	0%
After School Program Enroll (FNPI 2c &SRV 2I) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	22	1	24	35	9%	69%
Community Programs		Month				
Dignity Health Mental Health Project, Adult Basketball, Energy Program (Utility Assistance), VITA Tax Assistance, Fitness Boot Camp and Girl Scouts, New Citizenship Classes		9 groups				
Outreach Activities		Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates)		2	6	6	100%	100%
Community Events (i.e., diaper, food, PPE distributions)		1	2	6	50%	33%
Dignity Health Mental Health (Spanish) meets 1x per month in person; Adult basketball 4 per week; Energy Program hosts appointments 1x per month; Fitness Boot Camp meets 2x per week; Girl Scouts meet 2x per month; VITA Tax service by CAPK were 2x in April; Service Clubs/Chamber of Commerce used for meetings this month. Citizenship classes are new this month. 2 students currently being served.						
Program Strategic Goals		Progress				
1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment.		Registration is increasing as families are looking for Summer activities				
2. Increase attainment of program funding to provide larger variety of program offerings.		Funding resources have increased in the last month as we are looking for funding to complete our playground.				
3. Increase community engagement, including volunteers, social media, program participation.		Volunteers are starting to seek out SYC for opportunities				
Program Highlights						
SYC was host to the recent Community Needs Assessment, addressing the needs of Shafter and the surrounding communities.						

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Month	April-23	Program/Work Unit	Volunteer Income Tax Assistance (VITA)			
Division/Director	Fred Hernandez		Program Manager	Jacqueline Guerra		
Reporting Period	January 1, 2023 - December 31, 2023					
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) 10/01/2022 to 09/30/2023		Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal		1,289	5,732	6,000	64%	96%
State		1,304	5,713	6,000	65%	95%
Refunds and Credits (SRV 3o) 10/01/2022 to 09/30/2023		Month	YTD			
Federal Refunds		\$664,082	\$3,080,983			
State Refunds		\$334,162	\$1,067,650			
Federal EITC (income limit \$57,414/household)		\$418,900	\$1,942,727			
CalEITC (income limit \$30,000/household)		\$136,313	\$435,421			
Total Refunds and Credits		\$1,553,457	\$6,526,781			
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)		35	129	65	81%	198%
Explanation (Over/Under Goal Progress)						
Tax season was extended until Oct 16, 2023. During mid April, the season does slow down and we begin to assist clients who received letters from IRS and FTB that they need assistance in responding to. We also begin to assist with all amendments and prior year tax returns during this time and through October.						
Program Strategic Goals			Progress Towards Goal			
Continue to build relationships in rural communities in order to reach more clients			Sites were extended until June in the following areas: McFarland, Wasco, Taft, Ridgecrest and Mojave.			
Program Highlights						
Edmundo Espinosa, an ITIN recipient, recently received \$1127 from the California Earned Income Tax Credit (CALEITC). (Being eligible for CalEITC means he worked for his money and earned \$30,000 during 2022.) With a responsible and forward-thinking mindset, Edmundo recognizes the importance of financial preparedness. Rather than spending the money impulsively, he has made the decision to save it for a rainy day. Edmundo's choice to save the CALEITC funds for a future emergency brings him peace of mind and financial security. Having struggled in the past without a safety net to fall back on, he is extremely grateful for the extra help and the opportunity to build a financial cushion. -Delano, California taxpayer						



Operations

Data Services

Facilities & Maintenance

Information Technology

Risk Management

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Month	April-23	Program/Work Unit	Operations Division	
Division/Director, Assistant Director	Emilio Wagner Director of Operations, Maria Contreras Assistant Director	Program Managers	Douglas Dill, Ryan Dozier, Laurie Sproule, Kenneth Lawrence	
Reporting Period	January 1, 2023 - December 31, 2023			
Division Description				
Facility repair and maintenance, information technology, risk insurance, and facility planning.				
Data Services				
Activity	Requested	In-Progress	Processed	Processed YTD
Dynamic 365 Fixes	0	0	0	0
Dynamic 365 Enhancements	0	0	0	0
Projects				
Universal Intake	Develop intake for programs that don't have an electronic process.		60%	60%
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.		85%	85%
M Street Services Check in	Project is used to track the many paper processes involving giving meals, showers, and other items at the M Street facility		85%	85%
Feeding America Service Insights Project	Effort to digitize the intake process for our Food Bank and partner sites.		20%	20%
Facilities				
Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	286	501	323	1174
Construction Projects				
Head Start Expansion		Harvey Hall, Pete Parra, Sterling, & Martha Morgan	100%	
Food Bank Expansion		Access Road & Site Utilities	84%	
Major Maintenance Projects				
Oasis Renovation			15%	
Angela Martinez			15%	
Stockdale HS			80%	

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Navigation Center Shade Structures			5%	
Playgrounds		Sterling, Angela Martinez, Pete Parra EHS	60%	
Information & Technology				
Activity	Requested	In-Progress	Processed	Processed YTD
Help Desk Work Orders	285	124	256	1107
Information & Technology Projects				
Description		% Completed	Comments	
SJC WIFI Replacement		80		
SJC Firewall Replacement		100		
Head Start Expansion		60		
Risk Management				
Workers Compensation Claims	Reported		Reported YTD	
For Report Only	7		23	
First Aid	0		6	
Medical	0		4	
Modified Duty	3		4	
Lost Time	0		0	
Under Invest / Non-Ind / Students / Parents / Volunteers / Clients	2		5	
Property	1		3	
Vehicle Incident / Grand Theft Auto	1		3	
Motor Vehicle Accident	1		5	
Work Place Violence / ODs / Death	1		2	
Total	16		55	
Program Strategic Goals		Progress Towards Goal		
Develop a facility deferred maintenance program.	Initiated planning discussion for new work order system. The system will be designed to capture all deferred maintenance of facilities, incorporate associated budgets, and schedule remediation.			
Develop and implement a Data Governance	TBD			
Enhance customer experience —measured	TBD			
Program Highlights				



Community Development

Grant Development

CAPK Foundation

Outreach & Marketing

2-1-1 Kern Call Center

Community Schools Partnership Program (CSPP)

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Month	April-23	Program/		Community Development Division		
Division/Director	Pritika Ram		Program Manager			
Reporting Period	January 1, 2023 - December 31, 2023					
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		23,465	102,057	230,000	31%	44%
Facebook Impressions (i.e., number of times users see content)		64,000	357,955	600,000	32%	60%
Other Social Media Impressions		10,368	58,917	150,000	21%	39%
Outreach Advocacy		Outreach Special Projects				
Met with Senator Hurtado's and Senator Grove's Office to Discuss CAPK initiatives		Assisted CAPK Food Bank with promotion of Easter Food Drive at the Valley Plaza				
Attended the CALCAPA Legislative Day in Sacramento		Assisted grants team with the promotion and logistics of CNA community meeting in Shafter and Cal City				
Met with Assemblymember Fong and Assemblymember Bains to discuss CAPK initiatives		Assisted with the wipfli staff visit				
Prepared talking points and did research for all the above meetings		Worked on the creation of the community school partnership program logo				
		Assisted the Foundation on the promotion of Give Big Kern Day				
		Preparing and assisting BC with staff graduation for applied leadership cohort				
Grants In Progress/Research		Projects				
CDFA - Community Resilience Grant. Microgrid and emergency response for the Friendship House Community Center (FHCC) in partnership with City of Bakersfield.		Strategic Plan Goal 1 - Food Insecurity Assessment - In progress. The surveys went out to pantry sites to collect their feedback on access and affordability. Expected Completion by June 2023.				
Strategic Growth Council - Transformative Climate Communities (TCC) Round 5. Research viable projects , including Food Hub/Incubator and home weatherization and solar installations in the Southeast Bakersfield area. Grant is led by the City of Bakersfield.		Community Economic Resilience Fund Program (CERF) and the Kern Coalition continues to meet weekly to plan for the upcoming contract.				
Research and Planning for upcoming RFP from the County of Kern on the Supportive Services Village in North Bakersfield.		Homeless Rapid Response Planning				
Community Services Block Grant (CSBG)		Process Improvement (i.e., ROMA, PCDD)				
Re-submission of CSBG 2022 Annual Report (4/7/2023).		ROMA - Phase III has been completed and the cohort is now working on the final exam. Their due date for the exam is 2/17.				
Foundation						
Attended weekly Friendship House Mixer Meeting. Developed Sponsor Agreement		Completed set up & prepared for Give Big Kern. Held meetings with Oasis & East Kern to finalize fundraising				

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Completed Webinar on Planned Giving	Secured Christmas donations from Wonderful for Youth Centers
Created Valley Strong Huggy Heart Flyers	Attended BARC dinner
Presented overview of CAPK Huggy Heart Campaign to Valley Strong Branch Managers	Met with prospective Board Member Lillian Brust
Met with M Street to discuss donation process	Processed donations and sent thank you letters for March
Completed migration of data from Donor Perfect to Aplos	Sent introduction letter of Foundation & update to current monthly donors
Participated in Wipfli visit with partnering organizational leaders	
Program Strategic Goals	Progress Towards Goal
1. Customer Relationship Management Projects, including Volunteer Management, inter-agency Referral Management, and contract management.	This project is active. Currently, staff is in the process with the technology consultant on complete client demographic information for 2022.
2. Increase grant development and marketing activities, which are aligned with the 2021-25 Strategic Plan.	Staff continue to meet weekly to discuss Goals 1-6. Progress on Goal 1, 4, 5, and 6 continues and others are in the development phase.
3. Agency-level adoption of Results Oriented Management & Accountability (ROMA) and Patient-Centered Data Driven Principles to programmatic and operational use.	As mentioned above, one (1) staff is ROMA Implementer certified and a cohort 2 has completed ROMA certification, and cohort 3 will be starting in Sept 2023.
Program Highlights	
Staff was able to on-board new Governing Board members as well as Foundation Board members.	

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Month	April-23	Program/Division		2-1-1 Call Center Program		
Division/Director	Pritika Ram		Program Manager	Sabrina Jones-Roberts		
Reporting Period	January 1, 2023 - December 31, 2023					
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	Cal Fresh		Homeless Programs		Food Pantries	
Top 3 Unmet Needs	Utility Payment Assistance		Rent Payment Assistance		Homeless Shelter	
Information and Referral Services Calls Handled		Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County (SRV 7c)		4,301	17,125	90,000	14%	19%
Kings County (SRV 7c)		203	1,066	4,000	15%	27%
Tulare County (SRV 7c)		734	3,406	18,000	12%	19%
Stanislaus County (SRV 7c)		797	3,340	19,200	12%	17%
Fresno & Madera		2,568	8,886	20,000	39%	44%
Merced & Mariposa (effective March 2022)		101	403	500	61%	81%
Total I&R Calls Handled		8,704	34,226	151,700	17%	23%
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.				9	20.8	(11.80)
Grant Funded Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)		4	27	300	16%	9%
Medi-Cal Application (SRV 7b & SRV 7c)		2	11	100	24%	11%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)		35	130	300	140%	43%
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)		15,236	82,735	225,000	81%	37%
Other Calls		Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)		3,982	19,717	45,000	106%	44%
Mental Health (SRV 7c)		311	1,350	3,700	101%	36%
Health and Human Service Referrals		7,802	23,897	110,000	85%	22%
Total Other Services		12,095	44,964	158,700	91%	28%

**Community Action Partnership of Kern
Monthly Report 2023**

Explanation (Over/Under Goal Progress)	
2-1-1 consistently aims to meet or exceed annual goals for all counties. The program has experienced a high call volume attributed to callers request for tax preparation services. Although Kern, Kings, Tulare and Stanislaus are under the annual goal, the call handling service continues to be a necessity for those counties.	
Program Strategic Goals	Progress Towards Goal
1. Recruitment and Retention of staff ☐	2-1-1 is actively recruiting for 6 Information & Referral Specialists with the assistance of a Staffing Agency. The program has onboarded 4 Individuals on 4/10/2023 as temporary employees from the staffing agency. The program offers database support, schedule accommodations, basic technical assistance and opportunities to recognize special occasions for existing employees to align with its overall objective of staff retention.
2. Contract Retention	2-1-1 continues to maintain communication between its partners and contract grantors with an objective to discuss progress and meet objectives, deliverables, and goals. The program is consistently working on meeting the reporting expectations of all funding sources and maintaining a trusting relationship to strengthen the opportunity for existing contracts to be retained.
Program Highlights	
2-1-1 had its monthly meeting with a partner to discuss progress in call handling, the partners expressed the desire to allow the program to continue with recruitment efforts to build staffing capacity to manage call volumes. 2-1-1 connected with its telephony servicer to update the phone announcements to encourage callers to access the website for resource information.	

**Community Action Partnership of Kern
Monthly Report 2023**

Month	April-23	Program/Work Unit	Community School Partnership Program		
Division/Director	Pritika Ram	Program Manager	Que'Mesha Banner		
Reporting Period	January 1, 2023 - December 31, 2023				
Program Description					
The Community School Partnership Program provides direct wrap around case management to school families for students who are enrolled within Bakersfield City School District's Community Schools. The program links student families to community-based services addressing food insecurities, housing stability, or other related basic services. The program is modeled after the Four Pillars of a successful Community School designed to mitigate academic and social impacts of emergencies affecting its local communities and improve school responsiveness to student and family needs.					
Additional Requested Services	VITA		Parenting Classes		N/A
Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
Families referred to Program (SRV 7c)	29	138	920	9%	15%
Total Families referred internally for Employment Resources (2-1-1)	11	20	153	22%	13%
Total Families referred internally for Food and Nutrition (2-1-1 or CalFresh)	6	32	153	12%	21%
Total Families referred internally for Housing (CES)	3	28	153	6%	18%
Total Families referred internally for Childcare (Head Start)	12	36	153	24%	24%
Total Families referred internally for Utility Assistance (Energy)	10	55	153	20%	36%
Total Families referred internally for Weatherization (Energy)	4	14	153	8%	9%
Families Receiving Case Management Services (SRV 7a)	17	91	460	11%	20%
Explanation (Over/Under Goal Progress)					
All Case Managers are co-located at Bakersfield City School Districts School Sites. Bakersfield City School District is the direct referrer of student families. Case Managers are encouraged to actively communicate with Family and Community Engagement Liaisons and School Social Workers and participate in the school sites Multi-Tiered System of Support meetings to identify student families that are in need of community based services.					
☐					
Program Strategic Goals		Progress Towards Goal			
1) Recruitment		On 4/17/23, the Program Supervisor was onboarded, introduced to Case Managers, and toured each school site. The program has fulfilled recruitment expectations.			
2) Fill vacancies for open positions		The program has filled all positions as of 4/17/2023 and no longer has existing vacancies.			
Program Highlights					
CSPP is in process of finalizing a program logo and flyers. The Case Managers (CM) will distribute throughout each school site. On 5/3/23, McKinley held a family night event and the CM set up a table with program materials and a sign-up sheet for families in need of services. CM had 2 parents sign up that were in need of community-based services.					

**Application Status Report
April 2023**

Name	Description	Funder	Amount Requested	Amount Awarded	Status
Regional Food System Partnership	The U.S. Department of Agriculture (USDA), Agricultural Marketing Service (AMS), requests applications for the fiscal year (FY) 2023 Regional Food System Partnerships (RFSP) grant program. RFSP purpose is to support partnerships that connect public and private resources to plan and develop local and regional food systems. Abandoned: Grant scope not aligned with current program needs	US Department of Agriculture (USDA)	\$ 250,000.00	\$ -	Abandoned
C.R.I.S.E.S. Grant Pilot Program	The C.R.I.S.E.S. Grant Pilot Program, administered by the California Department of Social Services (CDSS), is a \$10 million pilot to support partnerships between city, county, and/or tribal governments and community-based organizations (CBOs) to provide emergency response services to lessen the reliance on law enforcement agencies as first responders to crisis situations unrelated to a fire department or emergency medical service response. Abandoned: Grant scope not aligned with program needs	California Department of Social Services (CDSS)	\$ -	\$ -	Abandoned
Allstate Racial Equity Program	The Allstate Foundation's Racial Equity grantmaking program seeks proposals from 501(c)3 nonprofit organizations working in one or more of the following focus areas: Racial equity and inclusivity in the green economy, including career pathways and pipelines. Racial equity and inclusivity in implementation of projects and programs related to the American Rescue Plan and American Jobs Plan. Worker-centric policies and opportunities for frontline and essential workers with a racial equity and inclusivity lens. Abandoned: Grant Scope does not align with DEI Needs	Allstate Foundation Group	\$ 100,000.00	\$ -	Abandoned
Diaper Distribution Demonstration and Research Pilot	The funding source of this diaper pilot program is coming from the Office of Community Services (OCS). Cal CAPA will be applying as a pilot program with 5 other CAP agencies located in CA: Sonoma, Orange County, San Francisco, Santa Barbara, and Merced. The intent of this pilot program is to assist families with diaper distributions and current services offered as wraparound case management.	California Community Action Partnership Association (Cal CAPA)	N/A (REQUEST FOR GOODS)	\$ -	Awarded
2023 Community Contribution	Support the purchase of the playground or outdoor fitness equipment circuit for the Shafter Youth Center.	Bank of the West	\$ 25,000.00	\$ 25,000.00	Awarded
Emergency Solutions Grant	Homeless prevention services that includes financial assistance with housing.	City of Bakersfield	\$ 700,000.00	\$ -	Denied
English Language Learner Integrated Education and Training Fund	County ETR is the lead applicant. CAPK to provide referrals and child care for participants with children during their course training at the FHCC.	County of Kern Employer's Training Resource	\$ 114,376.00	\$ -	Pending

**Application Status Report
April 2023**

High Road Training Partnership Training Implementation Project: Clean Vehicle Technician Apprenticeship	Kern Community College District is the lead applicant in partnership with the California New Car Dealership Foundation for a electric vehicle a training program to achieve employment and career advancement outcomes. CAPK will support with community outreach and engagement in target communities in Kern County.	Kern Community College District	\$ 320,825.00	\$ -	Pending
Fueling Our Communities	Food Bank Capacity Building for commodity and pantry distribution partner organizations in the SoCalGas service area and incorporate free farmer markets consisting of fresh produce and healthy food choices.	Southern California Gas Company	\$ 200,000.00	\$ -	Pending
Local Food Promotion Program	Feasibility study on a food incubator	US Department of Agriculture (USDA)	\$ 250,000.00	\$ -	Pending
Supportive Services Village	24/7 low-barrier navigation center utilizing the housing first model located at 201 East Roberts Lane, Bakersfield, CA 93308. Fifty (50) dwellings that are insulated, have cooling and heating features that have individual unit control, ventilated, secure to allow for safe storage of personal possessions, and connected to utilities.	County of Kern	\$ 7,771,183.00	\$ -	Pending
Union Pacific Foundation Local Grants	Goods for FRC for client distribution	Union Pacific	\$ 25,000.00	\$ -	Pending
Providing Access and Transforming Health (PATH) Capacity and Infrastructure Transition, Expansion and Development (CITED)	The PATH CITED initiative provides funding to enable the transition, expansion and development of Enhanced Care Management (ECM) and Community Supports capacity and infrastructure.	California Department of Healthcare Services (DHCS)	\$ -	\$ -	Research
Virginia & Alfred Harrell Foundation	http://www.vahfoundation.org/ provide experience and educational opportunities for children	Virginia & Harold Harrell Foundation	\$ -	\$ -	Research
AB 836 Clean Air Centers Pilot Program	The Clean Air Centers Pilot Program was established by Assembly Bill 836, which provided funding to create Wildfire Smoke Clean Air Centers for Vulnerable Populations and establish a network of publicly accessible facilities with high-efficiency air filtration systems for valley residents who may not otherwise have access to clean air during wildfire events.	San Joaquin Valley Air Pollution Control District	\$ 4,000.00	\$ -	Research
Healthy Refrigeration Grant	CDFA will fund energy-efficient and climate-friendly refrigeration and freezer equipment in corner stores, small businesses, and food donation programs in low-income or low food access areas throughout the state. New units are to stock California-grown fresh produce, nuts, eggs, meat, dairy, minimally processed, and culturally appropriate foods. The purpose of the program is to improve access to healthy foods in underserved communities, while promoting CA-grown agriculture.	California Department of Food and Agriculture	\$ -	\$ -	Research

**Application Status Report
April 2023**

Stater Bros Charities Grants	Taking applications from nonprofits making a positive impact in our Southern California communities with a focus on hunger relief, children's well-being, education, health, veterans and active service members, and pet well-being.	Stater Bros. Charities	\$ 2,500.00	\$ -	Research
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Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Private	CAPK Program	Food Bank
Funding Agency	Southern California Gas Company (SoCalGas)	Project Name	Fueling Our Communities
CFDA	N/A	Target Population	SoCalGas Service area - Kern, CA
Reapplication (Y/N)	N	Number to be served	150,000
Estimated Request	\$200,000.00	Division Director	Susana Magana
Award Period	Through 12/31/2023	Program Manager	Kelly Lowery
Project Goal (One sentence goal statement)			
Community Action Partnership of Kern (CAPK) has partnered with Southern California Gas Company (SoCal Gas Company) on an opportunity to build capacity of our Food Bank partner commodity sites and hosting free farmer markets through a \$200,000 grant.			
Project Description (Brief one paragraph description)			
Below is a brief description of both proposals. (1) The Food Bank partners with 150 commodity and pantry site partners to distribute the food to all parts of Kern County, working directly with non-profits, faith-based entities, government partners, rotary, and related service providers. Due to the lack of resources and infrastructure of our partner sites, we are limited on the type of food we are able to distribute. For example, when our partner site in Arvin, CA does not adequate storage or refrigeration, then we cannot offer perishable food items, such as meats, dairy, vegetables. This in turn creates a barrier for area residents to access a variety of foods and limits options to non-perishable, long-shelf-life items (i.e., beans, rice, canned foods). The funds will allow us to target those key partners that distribute food in the SoCalGas service area with equipping them with a range of equipment items, such as refrigerators to store fresh perishable food (i.e., milk, meat, cheese) and freezers as well as storage and hand trucks for transportation. (2) Similar to the above, our goal of the CAPK Food Bank is to continue to offer a variety of food options for our clients that include fresh produce and protein items (i.e., meat, cheese, milk) that are incorporated with long-shelf-life foods. We find that having the ability to purchase food directly allows us to offer choices to our clients. The funds will allow the program to have a food choices for residents with variety of fresh produce and non-perishable items at no-cost to the resident.			
Estimated Budget Summary			
Through this funding opportunity, we have an opportunity to build the capacity of our Food Bank partner commodity and pantry sites by allocating \$100,000.00 (50%) for equipment, non-allowable indirect. The remaining balance, \$90,000.00 (45%), will be used for direct food purchase and hosting free farmer markets of fresh produce and healthy food choices to SoCalGas service area residents. The remaining balance \$10,000 (5%) is allocated towards administrative indirect. Please note - only a portion of this funding was eligible for the indirect expense.			

Approvals:

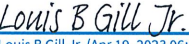

 Susana Magana (Apr 18, 2023 16:39 PDT)

Apr 18, 2023

1. Division Director Date


 Pritika Ram Digitally signed by Pritika Ram
 Date: 2023.04.18 11:27:06 -07'00' 04/18/2023

2. Chief Business Development Officer Date


 Louis B Gill Jr. (Apr 19, 2023 06:36 PDT)

Apr 19, 2023

3. Chief Program Officer Date


 Tracy Webster (Apr 19, 2023 06:43 PDT)

Apr 19, 2023

4. Chief Financial Officer Date


 J.T.D. Apr 19, 2023

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	Federal	CAPK Program	VITA
Funding Agency	Internal Revenue Services	Project Name	VITA Matching Grant
CFDA	21.009	Target Population	Low to moderate income tax payers
Reapplication (Y/N)	Y	Number to be served	Pending
Estimated Request	\$2,000,000	Division Director	Freddy Hernandez
Award Period	10/1/23-9/30/24	Program Manager	Jacquelyn Guerra
Project Goal (One sentence goal statement)			
To provide free federal tax return preparation to targeted segments of taxpayers including, low to moderate income taxpayers, persons with disabilities, persons with limited English proficiency, Native Americans, individuals living in rural areas, and the elderly.			
Project Description (Brief one paragraph description)			
Project activities will be geared towards promoting free tax preparation assistance. Staff will focus on volunteer recruitment. The grant allows IRS partners to, 1.) Increase VITA services to the undeserved across the country; 2.) Increase the number of returns filed electronically; and 3.) enhance volunteer training.			
Estimated Budget Summary			
The expected award size for each IRS partner is between \$5,000 to \$2,000,000. On average, \$93,000 is funded per agency. A budget is currently being drafted for this submission. Our request will exceed the average award size as we intend to subcontractor United Way of Kern in this application.			

Approvals:

1. Division Director

Date _____

Pritika Ram

May 8, 2023

2. Chief Business Development Officer Date _____

May 9, 2023

3. Chief Program Officer

Date _____

Louis Gill (May 9, 2023 09:46 PDT)

Tracy Webster

May 8, 2023

4. Chief Financial Officer

Date _____

J.T.D.

May 9, 2023

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	Federal	CAPK Program	Community Development
Funding Agency	U.S. Department of Agriculture	Project Name	Food Incubator Feasibility Study
CFDA	10.175	Target Population	Food Vendors
Reapplication (Y/N)	N	Number to be served	TBA
Estimated Request	\$250,000	Division Director	N/A
Award Period	9/30/23-9/29/25	Program Manager	N/A
Project Goal (One sentence goal statement)			
Community Action Partnership of Kern will use USDA funding through the Local Food Promotion Program (LFPP) to conduct a feasibility study for determination of a Bakersfield-based, Food Incubator program.			
Project Description (Brief one paragraph description)			
CAPK is embarking on a project to conduct a feasibility study with the aim of establishing a food incubator program for small business entrepreneurs and local food vendors. CAPK will begin by using the feasibility study to assess whether the community is interested in a food incubator program. After determining the level of interest, the program's potential locations and training offerings can then be determined. To achieve this, CAPK will contract with a consultant who will gather data to determine the viability of a food incubator program at specific locations that receive high amounts of vendor/consumer traffic. The project's activities will focus on researching and analyzing market trends and identifying suitable locations. If responses obtained from the feasibility study are positive, the expected result is the establishment of an affordable food incubator program that offers small business entrepreneurs and local food vendors access to kitchen space, equipment, and training opportunities. This program will enhance the success and sustainability of these businesses, leading to economic growth and job creation in the local community.			
Estimated Budget Summary			
\$25,000 will be allocated towards indirect costs, \$4,500 towards required trainings (travel, per diem, registration fees, etc.), and \$220,500 towards a contractor to develop, implement, and evaluate the feasibility study. A 25% match is required. If funded, CAPK will research and pursue matching opportunities through in-kind, in efforts to avoid a cash match through discretionary funds.			

Approvals:

Nancy Webster

May 8, 2023

1. Division Director

Date

Pritika Ram

May 8, 2023

4. Chief Financial Officer

Date

[Signature]

May 9, 2023

2. Chief Business Development Officer

Date

[Signature]

May 9, 2023

5. Chief Executive Officer

Date

Louis Gill (May 9, 2023 09:45 PDT)

3. Chief Program Officer

Date

Date Presented / Approved:

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

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	State	CAPK Program	Food Bank
Funding Agency	CDFA	Project Name	2023 Healthy Refrigeration Grant Program
CFDA	N/A	Target Population	Low-income area
Reapplication (Y/N)	N	Number to be served	20-30 Pantry Sites
Estimated Request	\$500,000	Division Director	Susana Magana
Award Period	2023-2026	Program Manager	Kelly Lowrey
Project Goal (One sentence goal statement)			
To help low-income, low food access communities get served local fresh produce.			
Project Description (Brief one paragraph description)			
Community Action Partnership of Kern's Food Bank is requesting \$500,000 to support 20 to 30 pantry sites with operational expenses. Preliminary findings in our Food Insecurity Assessment indicate that pantries lack storage for refrigerated goods. As a result, less goods are acquired and distributed to community members. The goal of this proposal is to increase storage capacity at these sites, thereby increasing the number of clients that are served. Procurement guidelines will be utilized to draft contracts with each pantry. When necessary, multiple quotes will be collected from third party vendors to ensure proposed costs are deemed reasonable, allowable, and allocable in accordance with applicable regulations.			
Estimated Budget Summary			
Our proposed budget includes the following key expenses: refrigerators, insurance, installation costs, electrical needs/repairs of the equipment, removal/recycling of refrigerants, and a 10% de minimis indirect cost rate.			

Approvals:

1. Division Director Date <i>Pratika Ram</i> May 8, 2023 2. Chief Business Development Officer Date <i>[Signature]</i> May 9, 2023 3. Chief Program Officer Date	4. Chief Financial Officer Date <i>[Signature]</i> May 9, 2023 5. Chief Executive Officer Date
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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)
April / 2023

Funding Type	Private	CAPK Program	Oasis Family Resource Center and East Kern Family Resource Center
Funding Agency	Bank of America	Project Name	2023 Neighborhood Champions
CFDA	N/A	Target Population	Homeless and Low-income individuals/families
Request	\$50,000	Division Director	Fred Hernandez
Award Period	October 2023-2025	Program Manager	Eric Le Barbe and Anna Saavedra
Description	This grant will fund emergency supplies for Oasis and East Kern Family Resource Centers to provide for clients in need of emergency products. The purchase of these products will increase inventory and the number of clients served at the Family Resource Centers.		

Funding Type	Private	CAPK Program	East Kern Family Resource Center
Funding Agency	Union Pacific	Project Name	Community Ties Giving Program
CFDA	N/A	Target Population	Homeless and at-risk of being homeless
Request	\$25,000	Division Director	Fred Hernandez
Award Period	September 2023-2024	Program Manager	Anna Saavedra
Description	This grant will help fund and diversify care packages given to persons experiencing homelessness or are at-risk of homelessness in the East Kern/Mojave area with items such as tents, sleeping bags, and hygiene kits. The purchase of these products will increase inventory and the number of homeless clients served at the East Kern Family Resource Center.		

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.
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**Community Action Partnership of Kern
Small Funding Request (\$50,000 or less per year)
April / 2023**

Date Presented/Approved

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



MEMORANDUM

To: Program Review & Evaluation Committee

Vanessa C. Mendoza

From: Vanessa C. Mendoza, Grant Administrator

Date: May 17, 2023,

Subject: *Agenda Item 5c*: San Joaquin Valley Air Pollution Control District AB 836 Clean Air Centers Program – **Action Item**

The San Joaquin Valley Air Pollution Control District (SJVAPCD) implemented the AB 836 Air Cleaners Program in 2018 to reduce indoor air pollution and improve residents' health in California's San Joaquin Valley. The program also aims to create "clean air centers" that eligible participants, such as schools and recreation centers, can provide as a refuge during smoke events and air quality alerts. SJVAPCD has informed staff that funding is still available. The application will require a resolution signed by the Board of Directors.

CAPK's Shafter Youth Center (SYC), intends to apply for the AB 836 Air Cleaners Program to make their gymnasium a Clean Air Center. By participating in the program, SYC will be able to provide a safe space for community members to seek refuge from poor air quality during smoke events and air quality alerts. The program will also help reduce indoor air pollution in the gymnasium, improving the health and well-being of youth and other community members.

To participate in the program, SYC researched and found appropriate portable air cleaning units on the SJVAPCD bulk list. If funded, SYC will operate and maintain them and submit annual usage reports to SJVAPCD during the 5-year project life. SYC can contribute to community resilience and make their gymnasium a Clean Air Center by taking advantage of the program's financial incentives and bulk pricing list. This program aligns with CAPK's Strategic Goal #2: All families in the communities we serve have access to high-quality early learning and care choices to meet their diverse needs; and Goal #2.1: Expand access to services and resources for health and safety of children and youth by providing a safe environment.

RECOMMENDATION

Staff recommends the Board of Directors approve the submission of the San Joaquin Valley Air Pollution Control District AB 836 Clean Air Centers Program and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Attachment:

San Joaquin Valley Air Pollution Control District AB 836 Clean Air Centers Program Resolution



RESOLUTION #2023-07

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Submission of the San Joaquin Valley Air Pollution Control District (SJVAPCD) AB 836 Clean Air Centers Pilot Program

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on May 31, 2023, at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, CAPK’s Shafter Youth Center (SYC), intends to apply for the AB 836 Air Cleaners Program to make their gymnasium a Clean Air Center; and

WHEREAS, the SJVAPCD has requested Community Action Partnership of Kern to submit a Resolution as a supplemental application document; and

WHEREAS, CAPK’s Community Development Division is requesting approval by the CAPK Board of Directors to submit an application for the AB 836 Clean Air Centers Pilot Program to be awarded air cleaning units and filters that, in total, cost approximately \$4,500; and

WHEREAS, the SJVAPCD requires that an authorized signatory be named for the AB 836 Clean Air Centers Pilot Program; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of the Funding Application; and

NOW, THEREFORE, it be resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 31st day of May 2023.

Fred Plane, Chair
CAPK Board of Directors

Date

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: April 2023
Program/Work Unit: Head Start/Early Head Start	Program Manager/Administrator: Carol Hendricks/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	1242 155	960	77%	6%	4% 6%
Early Head Start • 10 Classrooms Fully Closed/ 6 Classrooms Partially Closed	831 107	631	76%	21%	7% 5%

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	208	240

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
587	114	31	62

HIGHLIGHTS: 11 staff were onboarded, and there were 12 resignations. Interviews were conducted for 4 open requisitions.

Program Update & Compliance
Kern: • Lamont Easter Egg Hunt. • Tacos and Taxes fair at East Bakersfield High School. • Panama Buena Vista School District Resource Fair. • Beardsley Resource Fair. • Multiple recruitment events at local centers. • Continue to make third year roll overs a priority. • Super Saturday event for training targeted toward teaching staff. SJC: • Mickey Grove Easter Egg Hunt. • Stockton Resource Fair.

- El Dia Del Nino (Day of the Child) Recruitment event.

Partnership:

- Blanton Academy had a male involvement day at the center. The fathers assisted their children with planting a garden.
- Garden Pathways had in-service with Dr. Kirk to provide training to teaching staff.
- Escuelita Hernandez and Garden Pathways met full enrollment.

Program:

- On April 27, 2023, the program received the results of the California Department of Social Services Contract Monitoring Review (CMR) and Error Rate Review (ERR) of the Early Head Start San Joaquin program. The review was a success. The program was found to be compliant with program regulations and requirements.

Central Kitchen April 2023				
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Center Totals	54,202	20,722	16,833	16,647

HIGHLIGHTS: Center staff have requested cafeteria experience forms to incorporate the transitional experience to kindergarten with the children.

CACFP						
March 2023						
Total Meals Delivered			Meals Allocated		# of Meals Served	% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
67,106	10,032	77,138	30,122	47,016	45,955	71%



MEMORANDUM

To: Program Review & Evaluation Committee

From: Sylvia Ortega, Quality Assurance Administrator

Date: May 17, 2023

Subject: *Agenda Item 5e*: FY 2022-2023 Program Self-Evaluations (CCTR, CMIG, CSPP and CMAP) - **Info Item**

The Head Start/State Child Development Division and the Migrant Childcare Program conducts the annual program self-evaluation (PSE) for their state contracts: General Child Care & Development (CCTR), California Migrant Child Care Program (CMIG), California State Preschool Program (CSPP), and Migrant Alternative Payment Program (CMAP).

The state funds received allow the program to offer a full day/full year program option for families. Additionally, it provides subsidies for eligible families to allow them to afford access to childcare. Agencies are required to complete and submit a thorough PSE that includes review findings and written tasks for ongoing program quality improvement and self-monitoring. This evaluation is for the period of July 1, 2022 through June 30, 2023.

The PSE process consists of evaluating and analyzing the following components of the program based on the use of the California Department of Education (CDE) and California Department of Social Services (CDSS) Program Instruments: family files, family engagement, program quality, administrative, and fiscal/audit. The PSE process also includes an assessment and analysis of the program by parents using the Desired Results Parent Survey, the Desired Results Developmental Profiles (DRDP), and the Environment Rating Scales (ERS).

In accordance with Title 5, California Code of Regulations, the program met all standards of the state contract requirements. Based on the results from the parent survey, the program will focus on the following goals:

- CMAP: Provide training and support in person to childcare providers regarding the attendance logs and the upcoming reimbursement changes to be effective July 1, 2023, to continue the excellent relationship with providers.
- Provide additional information on Parent Involvement. Staff will empower parents by encouraging them to attend parent involvement events to gain parenting skills, strategies for their children, and interact with one another.
- Provide additional information on interactions with other parents. Staff will empower parents by teaching them that they are their child's first teacher. During family events and at socializations, parents will have the opportunity to interact with other parents.

This is an informational memo to provide the Committee with the PSE process. The programs have performed this internal review and found that the programs are meeting all requirements.

Attachments:

- *FY 2022-2023 Program Self-Evaluation Survey for Child Care and Development Programs - CDSS*
- *FY 2022-2023 Program Self-Evaluation – CDE (Attachment not available at time of posting, will provide prior to the meeting on 5/17)*

Fiscal Year 2022-2023 br /Program Self-Evaluation Survey for Child Care and Development Programs

1. Requirement: 5 CCR 18279 Program Self-Evaluation Process

Survey - Child Care and Development Tool

If your agency holds any of the following contract types with the Child Care and Development Division at the California Department of Social Services, you must complete one survey. Submit one survey, per contractor, regardless of the number of contract types held.

Alternative Payment Programs (CAPP)

California Work Opportunity and Responsibility to Kids (CalWORKs) Stage Two (C2AP)

CalWORKs Stage Three (C3AP)

General Child Care & Development (CCTR)

Family Child Care Home Education Networks (CFCC)

Children with Severe Disabilities (CHAN)

Migrant Alternative Payment Program (CMAP)

Migrant Child Care and Development (CMIG)

Resource and Referral Program (CRRP)

The annual plan shall include the following: (1) A self-evaluation based on the use of the CCR, as defined in in subsection 18023(a)(2) of this Chapter. CCR means the monitoring and review tool for child development programs. Access the tool here: [Child Care and Development Monitoring Tool](https://www.desiredresults.us/program-self-evaluation). All Desired Results form are located here: <https://www.desiredresults.us/program-self-evaluation>.

The survey is due Thursday June 1, 2023, by 5pm.

Please click on the "Next" button below to begin the survey.

2. Contractor Information

1. Contractor name:

Community Action Partnership of Kern

2. Contractor vendor number:

4320

3. Program director name:

Yolanda Gonzales

4. Program director email:

ygonzale@capk.org

5. Select all contract types held:

General Child Care and Development (CCTR)

Migrant Alternative Payment Program (CMAP)

Migrant Child Care and Development (CMIG)

6. Select all types of General Child Care and Development (CCTR):

Centers

7. Select all types of Migrant Child Care and Development (CMIG):

Centers

8. Select all age groups served:

Infant (birth to 18 months)

Toddler (18 to 36 months)

Preschool (3 years old to enrollment in transitional kindergarten or kindergarten)

School age (transitional kindergarten or kindergarten to 13 years old, or children with exceptional needs up to 21 years of age)

9. Name of staff completing the survey:

Sylvia Ortega

10. Email of staff completing the survey:

sortega@capk.org

Reminder: Contractors are to respond to all questions in the survey that apply to the contract types held.

3. Dimension I: Family Files

CCD 01: Family Selection

Applies to CAPP, C2AP, C3AP, CCTR, CFCC, CHAN, CMAP, and CMIG.

11. Families with children enrolled in the programs are selected according to the priorities of that program.

Contractor maintains a waiting list or central eligibility list by contract type

Families are enrolled according to the priorities of the program

Written information for families includes the priorities for the program and describes how family selection occurs

4. Dimension I: Family Files

CCD 02-03: Family Eligibility Requirements and Child Need Requirement Verification

Applies to CAPP, C2AP, C3AP, CCTR, CFCC, CHAN, CMAP, and CMIG.

Family Data File: Select two files from each contract type held. Review the family data file to ensure the following eligibility and need criteria has been met:

Eligibility

Application for Services is complete with signatures and certification

Family size determined correctly based on supporting documentation

Eligibility criteria has been documented by one or more of the following: Child Protective Services and/or At-risk, Current Aid Recipient, Homeless, Income, and Categorical Eligibility per [CCB 23-04](#).

Case notes - electronic or written documentation

Need for Services

Supporting documentation and verification of Need for Service for one or more of the following: employment, self-employment, seeking employment, vocational training, education program, parent incapacitation, homeless, seeking permanent housing, CPS, and/or at risk

Notice of Action

Notice of Action was completed and issued within the required timelines

12. Describe the results of the file review. If any of the files reviewed were missing eligibility or need criteria, describe how the program will adjust practices to ensure all documentation collected meets eligibility and need requirements.

CCTR & CMIG

Three CCTR and Two CMIG children files were selected: 9600 applications for services were signed and certified following the eligibility criteria. Supporting documentation was included to determine family size. Supporting eligibility criteria was documented. The program uses a TPO format for case notes. Need criteria were documented and verified. Program completed and issued Notice of Action within the required timelines. Files were found to be in compliance with all requirements. No errors were present.

CMAF

Two MCAP family files were selected, Kern & Kings County. The documentation within the selected family files verified that both families met the Eligibility, Need, and Notification requirements for the CMAF contract. All supporting documents were included within the file, enrollment packets were fully completed and both files were found to be in compliance with all requirements. No errors were present.

5. Dimension I: Family Files

CCD 04: Correct Fee Assessed

Applies to CAPP, C2AP, C3AP, CCTR, CFCC, CHAN, CMAF, and CMIG.

Following [CCB 22-14](#): For Fiscal Year 2022-2023, Family Fees were waived for all families. Programs were to issue a Notice of Action indicating:

Assessed fee, if applicable

Statement to families indicating that family fees are waived for Fiscal Year 2022-2023

That fees are set to resume on July 1, 2023

Use of correct Family Fee Schedule

13. Select a response:

Contractor has met this requirement

6. Dimension I: Family Files

CCD 05: Compliance with Due Process

Applies to CAPP, C2AP, C3AP, CCTR, CFCC, CHAN, CMAF, and CMIG.

14. The Notice of Action has the appeal officer's information listed and the appeal information is shared with families upon enrollment into the program.

Yes

7. Dimension I: Family Files

CCD 06: Attendance and Provider Payments

Applies to CAPP, C2AP, C3AP, CFCC, and CMAF.

Program has implemented the following temporary requirements from AB 210 as described in [CCB 22-19](#):

15. Between July 1, 2022, and June 30, 2023, voucher-based providers and center-based contractors were reimbursed based on the maximum certified hours of care instead of attendance. For voucher-based providers serving families on a variable schedule, reimbursement was based on the maximum authorized hours of care.

Yes

16. For Fiscal Year 2022-2023 licensed and license-exempt child care providers receiving vouchers shall continue to be paid based on families' certified need for services.

Yes

8. Dimension I: Family Files

CCD 06: Attendance and Provider Payments

Applies to CCTR, CHAN, and CMIG.

Program has implemented the following temporary requirements from AB 210 as described in [CCB 22-19](#):

17. Contracting agencies shall be reimbursed based on the maximum authorized hours of care, regardless of attendance, if they meet either of the following requirements.

The program is open and operating in accordance with their approved program calendar and remains open and offering services through the program year

9. Dimension II. Family Engagement

18. Parent Advisory Committee (PAC): Describe how the PAC advised the program on issues related to the services to families and children.

PAC ensures parents are informed, heard and that they understand current issues. The PAC contributes to program's services through multiple, ongoing discussions centered around budget development, program options, school readiness goals and other key topics. Members of the PAC serve on subcommittees and provide input, feedback, and approval across all areas of the program, including budget information, school readiness goals, and recruitment and selection. Insight provided by PAC is a valuable; often catalyst for creative discussions on meeting the needs of the children/families.

At PAC's, parents also learn about the Policy Council and the opportunities for leadership and growth that they have within that governance structure.

19. Parent Education and Involvement: Describe the education and involvement opportunities for parents.

Family engagement focuses on partnering with families to build culturally and linguistically responsive relationships that support family well being. We support parents in developing skills, mindsets, and behaviors that support School Readiness practices in the home to promote parents as lifelong educators. Ready Rosie is research based and helps parents with parenting skills and engaging daily activities for them to do with their children. We encourage families to participate in family workshops.

In addition, the program ensures parent meetings are giving families the opportunity to advice on services related to children and families. During these meetings, community experts are brought to train on various topics. Agency utilizes Family Engagement Activity Calendar to ensure upcoming information is shared well in advance. The program promotes hiring parents and helps them obtain ECE units while supporting education advancement and helping staff pay for their education. There are various conference opportunities given to parents throughout the year.

20. Parent Orientation: Describe the orientation process for families.

Prior to the child's first day of attendance, families are given opportunities to tour the classroom, learn about the program's structure and philosophy, and how they are implemented in their classroom. Site Supervisors and Family Service Workers orient parents to the program and the parent handbook is used as a guide to learn about our program, and examples of family engagement opportunities.

21. Completed parent/teacher conference forms regarding the child's progress.

Yes

22. Completed parent/teacher conference schedule.

Yes

23. Documentation of completed parent/teacher conferences.

Yes

10. Dimension II. Family Engagement

24. Describe the process for identifying the health and social service needs of families.

The CCR Strengths, Needs, and Interests and Family Outcomes Survey is completed to build a partnership with families to establish strengths, needs, interests, aspirations, and collect and track data on family outcomes. This survey is completed at time of enrollment or within 45 days. They are completed two annually with families: in fall and spring.

Once a need is identified either through health/nutrition history, verbally, or by any other means, Family Service Workers follows this process:

Medical Health Needs- opens a referral with CAS and conducts follow-up to ensure the child is in the safest environment possible.

Medical Insurance Needs- provides family with resources to local agencies.

Social Service Needs- Family Service Worker offers support, resources, and follow-up to families throughout the year. Assists families in completing goals.

Mental Health- Mental Health Consultant is contacted if needed.

25. Describe the process for documenting and providing referrals when identified.

The Family Referral Form is then utilized to assess the needs of the family and to ensure follow-up is completed. Documentation is also included in the child's file

26. Explain how follow up is conducted and documented.

Family Referral Form is used to assess the needs of the family, a follow-up area was designated in the form this fiscal year to ensure follow-up is documented in the same document. Program documents follow up with parents to ensure health and social services needs have been met. Follow-up consists of several event reminders that are given to parents. All documents are in the child's file and scanned into ChildPlus.

11. Dimension III. Program Quality

27. Each site/home has a current license issued by Community Care Licensing or Classroom/family childcare home meets Criteria of License Exempt Status per Health & Safety Code Section 1596.792.

Yes

12. Dimension III. Program Quality

28. Contractor has met the applicable staff-child ratios for the contract types held (WIC 10275(a)(3) and 5 CCR 18290).

Yes

13. Dimension III. Program Quality

29. Program has completed Environment Rating Scale(s) on all classroom(s)/home(s).

Yes

30. Program uses Environment Rating Scale Revised Edition to assess all classrooms/homes.

Yes

31. Program uses the Environment Rating Scale Third Edition this fiscal year.

Yes

32. Describe the outcomes from the use of the Third Edition tools.

Due to COVID-19, parents were not allowed into the classroom last year in order to protect children and staff. COVID restrictions were lifted earlier this year. Teaching staff continued to share information with families in person, via email and through phone calls. Site Supervisor and teaching staff have onsite meetings to read and discuss ITERS, Toilet/Diapering and All about ITERS. Teachers are ensuring pleasant staff-child interactions during diapering/toileting routines. Such as singing songs, engaging in conversations, and discussing health procedures. Teaching staff are ensuring the furniture promotes self-help as children are ready. For example, providing steps near sinks, smaller chairs and lower shelves.

14. Dimension III. Program Quality

33. Describe how the program provides for the nutritional needs of the children.

Program serves meals family style, all menus include portion sizes to meet CACFP meal patterns and adherence to USDA guidelines. The menu includes diverse food to reflect the population served. Food is high in protein and low in fat, sugar and salt. Breakfast, lunch and snack are offered daily. Emergency food is available for any child missing a meal. Finally, food substitutions are available for children who have food allergies/religious belief.

15. Dimension III. Program Quality

34. DRDP Online upload is complete for each rating period.

Yes

35. Describe the program's process for analyzing and reviewing DRDP data to ensure that age and developmentally appropriate activities are provided in the program.

DRDP data is collected three times a year. The data is used to identify training needs to strengthen school readiness. In addition, Program uses the DRDP: children's data to determine the age-appropriate activities for children. Lesson plans show intentional lesson planning for individual child and whole group development.

DRDP Portfolios includes descriptive anecdotal notes. Teaching practices, activities, materials, and experiences support the children's development: social emotional, cognitive skills, language, numeracy development, emerging literacy, creative self-expression, and health and safety.

16. Dimension III. Program Quality

36. Each program/FCCHEN operating two or more sites/homes has a qualified program director.

Yes

37. Each program with more than one site has a qualified site supervisor at each site.

Yes

38. Each site has qualified teachers.

Yes

39. What efforts have you made to recruit and retain qualified staff this fiscal year?

Applies to CCTR, CHAN, and CMIG.

Program participates in community events, job fairs, and social media. Program created a Retention Incentive Plan in an effort to reduce turnover and lengthen current employee's time. Program is posting on JOBS@HeadStart as a featured employer and are partnering with colleges, attending their career and job fairs and posting on their jobs page. Program adapted policies to provide stipend opportunities to staff. Professional development opportunities are offered for CD permit and reimbursement for out-of-pocket school expenses.

17. Dimension III. Program Quality

40. Describe some of the staff development opportunities provided to staff/providers.

Program conducts a yearly professional growth plan that helps employees find their strengths and to utilize those strengths within their daily workday. Supervisors hold monthly meetings to identify training needs. Staff opportunities for direct/indirect training is offered. Program extends opportunities that community provides that support their growth. Teachers offered mentorship resources. Pre-Service modules have focus on program standards, data outcomes/trends within the child development community.

CMAP

Personnel was also able to attend the virtual CAPP conference and received training directly from CDSS personnel on the current program regulations and state mandates.

41. Describe the process for using data to identify the training opportunities provided to staff. In the response include how Program Self-Evaluation and other data sources are used to determine the training needs of staff.

Program uses a Professional Development Calendar that displays the training opportunities provided to staff by month. Data from ongoing monitored is utilized when planning training opportunities. We look at where we currently are and where we want to go.

CMAP

Program personnel was provided with many professional development and intentional training opportunities during the current FY. These opportunities include monthly training sessions on need, eligibility, family certification, enrollment priorities, provider reimbursement process, and program compliance training.

42. Program has written job descriptions for staff responsible for supporting and carrying out the requirements of the contracts held.

Yes

43. Program has a process for orienting new staff. Documentation is maintained on the training and resources provided to new staff.

Yes

18. Dimension IV. Administrative

44. Contractor has a current inventory containing all the required elements listed in FT&Cs:

Description

Serial number or other identification number

The source of funding

The acquisition date

The cost

The location, use and condition

Any ultimate disposition date including date of disposal and sale price if applicable

Has the contractor met this requirement?

Yes

45. Program maintains documentation of most recent physical check of the inventory. If no purchases were made it is documented on the inventory form. An authorized representative signs the inventory record at least once every two years.

Yes

46. For non-LEA: contractor has a procedure for competitive purchases of equipment and services.

Yes

Reminder: Inventory must include all equipment and all non-disposable items with an estimated useful life of more than a year purchased in whole or in part with Child Care and Development Funds. [CDSS Inventory Record Form](#).

19. Dimension IV. Administrative

47. Describe two goals for your program. Include in your response; the data collected to identify the goal, and include the action steps to be taken to improve the practice or program requirement.

CCTR & CMIG

Goal: 1% of Parents want more information on Parent Involvement

Action Steps: Staff will empower parents by encouraging them to attend parent involvement events to network and interact with one another. Families attending these meetings will gain parenting skills, strategies for their children, and increase parent involvement. During parent meetings and family events: parents are encouraged to share their input. Parents are encouraged to plan developmentally appropriate activities for their children with teaching staff.

Goal 2: 1% of Parents want more information on Interactions with other parents.

Action Steps: Staff will empower parents by teaching them that they are their child's first teacher and encourage parents to attend parent events and activities to network and interact with one another. At these events, parents can chat, and share their experiences with other parents which will increase their sense of belonging in their community. During family events and at socializations, parents will have the opportunity to interact with other parents.

CMAF

Goal: We need to make it a priority to provide training and support in person to our childcare providers regarding the attendance logs and the upcoming reimbursement changes to be effective on July 1st 2023, to continue the excellent relationship established with them and reflected on our program survey results.

48. Parent Survey: Describe the results of the parent survey and the action plans to address the feedback received from parents.

CCTR and CMIG

Survey Results: A total of 611 program surveys were completed and a total of 99% were satisfied or very satisfied.

Families shared that the program strengths include: how children develop at different stages, how children are doing in program, languages spoken by staff, meeting the individual needs of children, and how the program promotes children's learning and development

CMAP

Survey results: A total of 508 program surveys were completed with a total program satisfaction of 99%. A total of 245 families and 263 childcare providers responded indicating excellent service, satisfaction and understanding of current program policies.

49. Briefly describe how staff and board members were a part of the self-evaluation process.

CCTR and CMIG

The management team completed a plan for the review of the self-evaluation process. Key staff were involved in the observations, data collection and analysis. The narrative was completed by the QA team after thoroughly reviewing the results of the PSE with Administration. PSE findings were presented to the Board of Directors on May 17, 2023

CMAP

CMAP's self-evaluation process starts at the beginning of the Fiscal Year with training planning and staff development opportunities to be made available for the year. We plan monthly compliance reviews, and trainings to address the needs identified with this ongoing process. Program policies are reviewed and updated as necessary, based on new directives received from CDSS and regulatory changes/updates.

The files were randomly selected by the program administrator. Program Compliance was verified by our Quality Assurance department and All Family Specialists and Subsidized Reimbursement Specialists were involved in issuing the anonymous surveys to their respective families or providers. The survey results were collected electronically.

20. Dimension IV. Administrative

50. Program has completed Classroom/Home/Site Summary of Findings.

Yes

51. Program has Completed Agency Summary of Findings.

Yes

52. List key findings from the agency summary of findings and the action steps that will be taken to address the findings. If the program provides services to multiple age groups provide one key finding with action steps for each age group served.

Key Findings #1: 39% of Infants and Toddlers are at the Exploring Earlier level in the domain of Cognition, including Math and Science

Action Steps: Be intentional in planning for Cognition activities, encourage infants/toddlers to verbally count, and point to objects of small and large groups.

Family Engagement: Caregivers will suggest ideas for simple, inexpensive toys that families can use with their children to enhance cognitive development. Suggest ways for families to incorporate the language of cognitive development into everyday interactions with their children.

Key Findings #2: 37% of Infants and Toddlers are at the Exploring Earlier level in the domain of Approaches to Learning-Self Regulation

Action Steps: Caregivers will plan for infants and toddlers at different levels, encourage infants and toddlers to develop the capacity to comfort or self-soothe in response to distress from internal or external stimulation, provide opportunities for infants and toddlers to comfort themselves in different ways, such as: Humming, getting out a family photo or familiar toy, and providing soft cozy areas for privacy, model calm behavior and practice mindfulness to infants and toddlers, encourage independent play, to teach infants and toddlers self-reliance and how to problem solve.

Onsite training and Online Trainings: CECO and Infant/Toddler Foundations, HSELOF, The California Infant/Toddler Learning & Development Foundation, The California Infant/Toddler Curriculum

21. Dimension IV. Administrative

53. Program has completed Classroom/Agency Summary of Findings.

Yes

54. Using the Agency Summary of Findings describe two key findings from the ERS and what action steps the program is taking to address the key findings Include resources, training, or materials to address the key findings. If the program provides services to multiple age groups provide one key finding with action steps for each age group served.

Greeting/Departing: Due to Covid- 19 parents weren't allowed into the classroom in order to support/protect children and staff. Covid restrictions will be lifted, and parents will be allowed back into the classroom. Teachers will continue to share information with families at drop off and pick up outside the classroom, via email, and through phone calls.

Diapering/Toileting: Teaching staff will ensure sanitary conditions are maintained throughout diapering/toileting routines. February 14, 2023 Teachers Associates. Teachers will ensure provisions are convenient and accessible during diapering/toileting routines. Ex: by prepping prior and providing steps for smaller children to reach the sink areas. Teachers will ensure pleasant staff-child interactions during diapering/toileting routines. Such as: singing songs, engaging in conversations, and discussing health procedures ex: handwashing, etc.

Onsite training: Site Supervisor and teaching staff will have onsite meetings where they will read and discuss: ITERS- Infant/Toddler Environment Rating Scale, Toileting/Diapering pages, 24-25 and All About ITERS pages 107-124

25. Dimension IV: Administrative

55. Contractor, annually or as needed, reviews their Written Information for Families and Providers (if applicable) and updates information to align with current regulations (5 CCR and Funding Terms and Conditions), CDSS training webinars, and guidance provided through Child Care Bulletins (CCB).

Yes

26. Dimension V. Fiscal/Audit

56. The program has submitted a report for each contract that is consistent with the laws for state and federal fiscal reporting.

Yes

27. Dimension V. Fiscal/Audit

57. The program has submitted an acceptable financial and compliance audit within the required timelines.

Yes

58. If findings were identified through the annual audit process how is the program adjusting practices and processes to resolve the findings? If no findings were identified, please write N/A.

Additional training has been provided to the Attendance Coordinator, enrollment and Attendance Manager, and The Program design Administrator on financial reporting to ensure all aspects of the reporting process are followed as indicated by the CDSS. As an additional measure of checks and balances, the attendance team will provide full documentation backup to Finance monthly for reporting purposes. This will allow for additional audits and reviews. Policies and procedures will be updated. The attendance team has adopted a continuous training and improvement strategy for all line staff.

CMAF

The documentation provided to substantiate waived family fee revenue, was deemed insufficient.

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.

Planned Corrective Action: The documentation provided by CMAF 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.

28. Dimension VI: Technical Assistance and Training Needs

59. Select which technical assistance topics best meet your program improvement needs or goals.

Eligibility and Need

Fiscal Reporting

Program Quality

Audit Requirements

Other (Please list any current program or fiscal support needed): Child Care Provider Reimbursement Process

29. Thank You!

Thank you for completing the Program Self-Evaluation Survey for Child Care and Development Programs at the California Department of Social Services.

A copy of your responses will be sent to sortega@capk.org (if the email does not arrive after a couple minutes, please check your Spam or Junk Mail folder)



MEMORANDUM

To: Program Review and Evaluation Committee

From: Kelly Lowery, Food Bank Administrator

Date: May 17, 2023

Subject: *Agenda Item 5f: 2021-2025 Strategic Plan Update Goal Group #1 – Info Item*

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

CAPK Strategic Goal 1

“Increased access to healthy affordable food to support the health of the communities we serve.”

Meetings

Goal group 1 meets on the first Friday of every month, most recently in March and April.

Food Needs Assessment

CAPK contracted with Transforming Local Communities, Inc. (TLC) in spring 2022 to conduct a gap and resource analysis that will both provide a context for understanding how food supply, distribution, access, and affordability impact the nutrition and health of Kern residents; and provide data that can be used to create a three- to five-year strategic plan to reduce food insecurity for Kern residents. The four strategic goals that the assessment will address include: (1) Locally grown foods are available through schools and food banks/food distribution centers; (2) Kern County residents have ongoing access to affordable, healthful foods that reflect their cultural values; (3) The impact of climate change, social justice, and economic resilience on food availability and access; and (4) Upon the completion of all primary and secondary data collection, TLC will conduct a SWOT analysis of CAPK's direct service programs that support nutrition and food security at the agency, family, and community levels.

The study is entering its final phase with completion expected by the beginning of June.

Food Bank Expansion

The expansion project has entered phase 3 with construction moving into the existing warehouse space. By the end of May, all external roadways, fencing, gates, etc. are scheduled to be completed allowing all food bank vehicles to be parked on site.

Food Bank Pantry Program

The online ordering system was launched network-wide in April. It is a work in progress with staff making incremental changes weekly to continually improve and make the process more efficient and user-friendly. Additionally, the food bank staff structure was changed to meet the needs of the changing pantry structure.

Food Bank Agency Partner Conference

In March, Food Bank staff conducted a member conference to bring all agency partners together and share ideas and inspiration. There were approximately 270 people in attendance representing more than 100 of our network partners.

Grant Funding for Added Partner Agency Capacity

Food Bank, Procurement, Finance, and Executive team staff are working together to expand the capacity for our agency pantry partners, especially in the area of refrigeration. One grant has already been submitted and we are pursuing additional grants that will enable us to procure refrigeration, racking, shelving, and additional items to enable pantry partners to accept more food, especially fresh food and produce.

**California Department of Public Health CalFresh Healthy Living Program
FFY 2020-2023 BIENNIAL PROGRESS REPORT**

Local Health Department LHD Name: Community Action Partnership of Kern (CAPK) CalFresh Healthy Living Grant Number: 19-10324

Federal Fiscal Year FFY: _____ FFY 2020 _____ FFY 2021 _____ FFY 2022 X FFY 2023

Reporting Period: X Mid-Year Report: October 1st thru March 31st (Due: 04/15)
 _____ Year-End Report: April 1st thru September 30th (Due: 10/15)

Instructions: This report is for reporting progress made by the LHD as funded through the CalFresh Healthy Living CFHL program CFHL Grant and noted in your Integrated Work Plan (IWP) and should not include progress made by other Local Implementing Agencies in your jurisdiction. **Provide additional information in the description area** to denote status, challenges and or highlights of successes made during this reporting period.

CFHL Grant Activity Reporting in Program Evaluation and Reporting System (PEARS) Final Entries Due: 10/1

It is advised that all CFHL activities are entered into PEARS on a continuous basis as the grant activities occur. Final entry of FFY activities must be reported into PEARS **no later than October 1st**. Between October 2nd and October 13th PEARS will be available for quality assurance, data cleaning and revision until 11:59 PM on October 13. After October 13th PEARS will not be available to enter or update any prior FFY 2020 activities.

Success Story Submitted in PEARS (FFY Year End Report Only—Due: 10/1)

For the FFY Year End Report only, in addition to responding to the questions below, please provide a PSE related “Success Story” highlighting the success of your work. Success Stories are to be submitted into PEARS **no later than October 1st**. Please review and follow the CFHL Grant *LHD Success Story: PEARS Instructions* when entering your success story into PEARS. At a minimum, one success story is required per federal fiscal year FFY.

CFHL Grant Intervention 1

Three-Year Integrated Work Plan (IWP)

CFHL Grant	Describe Successes, Highlights, and Best Practices	Describe Challenges
A) Based on the current CDSS-approved FFY 20-22 IWP Revision Process ¹ , are new interventions; strategies and sub-strategies planned within the <u>next reporting period</u> that are not specifically included in your IWP that may require an IWP revision?	Describe: CAPK CalFresh Healthy Living has no new interventions; strategies or sub-strategies planned within the next reporting period. that are not specifically included in the IWP.	N/A
B) Have any intervention sites been changed (added or deleted) to the FFY 2020-2022 SharePoint Site List since the last reporting period that required initiation of the CDSS- approved site change process?	If yes describe why. Yes, there has been updated Sites added to the Site List in the SharePoint. CAPK CFHL identified new partner to work with in the community. The new Sites allow CAPK CFHL reach more Snap-ED Eligible individuals. CDPH Project Director reviewed and approved the new additions.	N/A
CDSS-approved site change processes: <i>“Program Directive 20-01for Approved Methodology Sites and/or the CFHL FFY 2020-2022 Site Change Process for Alternative Methodologies</i>	N/A	N/A
C) Are intervention sites listed on the FFY 2020-2022 SharePoint Site List accurate and ones which will be utilized during the current Federal Fiscal Year?	Yes, CAPK CalFresh Healthy Living has created new sites that will be utilized during the current Federal Fiscal Year. Christine Bilbrey has been very helpful in responding to our requests for new sites and approving new sites.	N/A

¹ [CFHL FFY 2020-2022 Integrated Work Plan \(IWP\) Revision Process](#) for Local Implementing Agencies is located on NEOPB website under the heading “Revision Process” on the FFY 20-22 CFHL Resources webpage.

CFHL Grant Intervention 2—Project Reporting: Educational Activities and IWP Interventions

Project Reporting [PEARS/Education and Administrative Reporting System (EARS) Data Reporting: Educational Activities] (Include IWP objective/activity reference for reported activities)

CFHL Grant Intervention	Describe Successes, Highlights and Best practices	Describe Challenges
A) Are CFHL <u>Direct Education</u> interventions and evaluation activities progressing as planned as noted in the IWP as “Community/Nutrition and Physical Activity Direct Education (DE)”?	CAPK CalFresh Healthy Living Direct Education interventions and evaluation activities are progressing as planned in the IWP as identified on Community/Nutrition and Physical Activity Direct Education (DE). Currently CAPK CFHL implements 5 curriculums: Around the Table Nourishing Families, HEAL, Food Smarts for Adults, Food Smarts for Waste Reduction and MyPlate for My Family. CAPK CFHL changed class times to evenings to accommodate for families which helped with attendance.	Virtual Classes pose a challenge with interaction of participants and knowledge using the technology. CAPK CFHL promote in-person Direct Education classes however, many community agencies and participants prefer online due to challenges with Transportation, connectivity, and availability.
B) Are evidence-based nutrition education and health promotion message interventions and evaluation activities progressing as planned as noted in the IWP (<u>Indirect Education</u>) as Community Nutrition and Physical Activity Education Indirect (IE)?	CAPK CalFresh Healthy Living evidence-based nutrition education and health promotion message interventions and evaluation activities are progressing as planned in the IWP for Indirect Education. The Information from USDA, DGA, and CDPH and Leah’s Pantry are great conversation starters and help the community understand why nutrition is so important and how to be healthier even while enjoying culturally accepted food dishes.	How to update/document when multiple LIA’s are working at the same site but with different populations.

C) Are training activities provided to service providers, SNAP-Ed Eligible families or their representatives (“Champions”) progressing as planned as noted in the IWP as “Training and Technical Assistance (TTA)”?	Champions that do want to join are very excited to do so. Recently, CAPK met with a community organization who focuses on assisting adults with mental health challenges and disabilities and CAPK is going to work with their pantry and clients to promote nutrition education. CAPK CFHL also started Kern Counties first Pantry collaborative where pantries are the focus and are able to network, brainstorm, collaborate, and discuss challenges.	Staff turnover makes it challenging to continue working relationships with Champions. Reestablishing and rebuilding relationships frequently.
D) Are the Partnership/Coalition Work and Support building activities progressing as planned as noted in the IWP as Coordination and Collaboration(C&C)	Partner/coalition work is progressing as planned in the current IWP. There was an increase in attendance to the 2nd Quarterly CNAP for FFY23. Participants expressed ideas which were used in building the IWP for 2024-2026.	CNAP articles of collaboration were outdated. CAPK CFHL led the conversation to reinvigorate the articles of collaboration and they will be presented on the 3rd quarterly CNAP meeting.

CFHL Grant Intervention 3-Community Assessments/Site Level Assessment Questionnaire (SLAQs), Impact Outcome Evaluation, (IOE)

CFHL Grant Intervention	Describe Successes, Highlights and Best practices	Describe Challenges
A. Site Level Assessment Questionnaire (SLAQs)	CFHL Staff have been getting trained on SLAQs and will be implementing the assessment at schools where PSE efforts are taking place.	New staff learning how the evaluation component integrates itself with the rest of the CFHL program responsibilities.
B. Impact Outcome Evaluation (IOE) other City/County Health Assessments. IOE is required for LHDs with funding levels over \$400,000 the entire three (3) Federal Fiscal Years 20-22 For more information , visit the University of California Agriculture and Natural Resources Nutrition Policy Institute SLAQ website (https://ucanr.edu/sites/SLAQ)	IOE Pre-Assessment data was completed on time and post assessment data is on track to also be completed from Mid-May 2023- Early June 2023.	New staff learning how the evaluation component integrates itself with the rest of the CFHL program responsibilities.
Are local measures in place and followed to evaluate program delivery and effectiveness of interventions as stated in your IWP (i.e., PSE data collected and entered into PEARS.	N/A	N/A
C. Community Assessments -Are your other evidence based Community Level Assessment activities progressing as noted in the IWP? (Optional)	CAPK CalFresh Healthy Living community level assessment activities for Shop and Live domains are in progress. CAPK agency is conducting an updated County Needs assessment and a new Food Insecurity Assessment.	N/A
D. County Level Assessments -Are your presentations to decision makers, County Level partners or other Community Health Assessment findings progressing as noted in your IWP? (Optional)	CAPK CFHL has been in conversation with decision makers at the county level by participating in CNAP, BlueZone Steering Committees, and by CAPK conducting an updated County Needs assessment and a new Food Insecurity Assessment for Kern County.	N/A

CFHL Grant Intervention 4-Community Engagement Groundwork and Sustainability

CFHL Grant Intervention	Describe Successes, Highlights and Best practices	Describe Challenges
A. Are relationships cultivated with Community level local decision makers and officials and is education and organization of site influencers and community members taking place.	CAPK CalFresh Healthy Living continues to cultivate new partnerships with local decision makers and officials by attending community collaboratives, leadership events, and networking sessions. CAPK CFHL continuously looks to expand the sites they work with to serve the most individuals possible.	Many agencies in the healthcare setting already have curriculum or education they use. It is hard to get buy in to use our information at times and to begin partnerships.
B. Is the Community Engaged in priority planning and implementation?	Yes, CAPK CalFresh Healthy Living uses its resources and relationships with other CAPK programs to ensure the community is aware of the program and is encouraged to participate in the CNAP to provide input and direction in planning and implementation of ideas.	CNAP articles of collaboration were outdated and rigid. CAPK CFHL led the conversation to reinvigorate the articles of collaboration and they will be presented on the 3 rd quarterly CNAP meeting to allow for flexibility and focus on relationship building and input from the community.
C. Has information sharing and gathering forums with appropriate stakeholders occurred?	Yes, CAPK has hosted community events and forums to share information and gain direction from other community organizations such as seen with the CAPK Food Bank Conference, Community Needs assessment, Food Insecurity Assessment, and Feedback events. CAPK CFHL participated in each of the events.	N/A

CFHL Grant Intervention 5- Policy/Systems/Environmental (PSE) Change Evaluation	Describe Successes, Highlights and Best Practices	Describe Challenges
D. Are local measures in place and followed to evaluate program delivery and effectiveness of interventions as stated in your IWP (i.e., PSE data collected and entered into PEARS)?	CAPK CalFresh Healthy Living consistently enters PSE, Direct Education, and Indirect education information into PEARS. This information is evaluated to measure where CAPK CFHL can improve.	Training New staff and subcontractors on PEARS platform.

CFHL Grant Intervention	Topic	Question
CFHL Grant Intervention 6— Expense Documentation & Biannual Progress Report	Fiscal and Personnel Administration [NOTE: Please contact your assigned NEOPB Contract Manager (CM) for all fiscal/grant administration needs. Information reported under Grant Intervention 6 will be directed and forwarded to your assigned CM as information and for follow-up.]	Do you need any technical assistance from NEOPB? (If Yes please describe the technical assistance your program needs in the Comment section.)
A) Have personnel changes occurred within this reporting period that would require follow-up by the NEOPB Project Officer or CM (i.e., changes to mailing distribution lists, budgets, etc.)? If yes, please indicate the changes required in the description area.	Describe: There have been some personnel changes withing this reporting period that required follow up by the NEOPB Project Officer. Project officer was notified, and the changes were made.	Comments: Christine Bilbrey was supportive with bringing on new staff, having an orientation, and helping the program get access to critical resources such as PEARS, Web Store Front, and the State SharePoint.

CFHL Grant Intervention	Topic	Question
B) Are there any fiscal issues or questions which you would like to relay to your assigned NEOPB Contract Manager?	Will there be carry-in from FFY 23 to FFY 24?	Comments: Kimmy Casjens was through at training and answering questions for new CAPK CFHL Administrator.

<u>CFHL GRANT-Technical Assistance Needed:</u>	Fiscal	Programmatic
<u>Please indicate and list all Technical Assistance and follow-up needed.</u>	CAPK CFHL has been working with Kimmy Casjens as questions and challenges arise.	CAPK CFHL has been working with Christine Bilbrey as questions and challenges arise.

CFHL Grant Intervention	Topic	Question
<u>CFHL GRANT</u> <u>Activity/Intervention</u> <u>Notification (REQUIRED):</u>	Agency(ies) Notified During Reporting Period Examples:	Notification Method Used
Indicate all agencies and list the methods used to notify SNAP-Ed eligible participants of classes and events during this reporting period.	X Posted on County, LHD, or CFHL Program X Website — Welfare Dept. X CalFresh Office X WIC X Head Start X CalFresh Healthy Living Participating Intervention Sites (Classes, Schools) — Other: Food Distribution Sites and Libraries	(i.e., flyer distribution and postings in classrooms, schools, events, publicity through newspapers, etc.) Flyers for direct education classes and events, Social Media Posting (Instagram and Facebook), Internal CAPK Referrals, Word of mouth, QR codes on materials, and staff outreach at community events.
Additional comments you would like to include as part of this report (optional):	N/A	N/A