DATE	August 30, 2023
TIME	12:00 pm
LOCATION	CAPK Administrative Office 5005 Business Park North Bakersfield, CA 93309

Board of Directors Meeting Agenda

I. Call to Order

a. Moment of Silence / Pledge of Allegiance (Please Stand)

b. Reading of the Promise of Community Action (Please Stand)

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

c. Roll Call

Fred Plane (Chair)	Jimmie Childress	Gina Martinez
Maritza Jimenez (Vice Chair)	Mia Cifuentes	Jonathan Mullings
Ana Vigil (Secretary)	Jeff Flores	Yolanda Ochoa
Michelle Jara-Rangel (Treasurer)	Curtis Floyd	Guadalupe Perez
Denise Boshers	Nila Hogan	Lily Pimentel-Stratton

II. Introduction of Guests / Public Forum

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

III. Special Presentation

a. No Presentation

IV. Consent Agenda

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

a. **Minutes from June 28, 2023, Board of Directors Meeting *(p. 4-8)***
b. **Minutes from the July 26, 2023 Executive Committee Meeting *(p. 9-12)***
c. Workers Compensation Insurance Renewal ***(p. 13-29)***
d. CalFresh Healthy Living FFY 2023-2026 Grant Agreement ***(p. 30-59)***
e. Head Start / Early Head Start Budget to Actual Report for May 2023 ***(p. 60-68)***
f. May 2023 Financial Statements ***(p. 69-131)***
g. **Minutes from the August 2, 2023 Personnel Committee Meeting *(p. 132-134)***
h. Head Start Personnel Update ***(p. 135)***
i. 2023 Agency Wide Job Fair Presentation ***(p. 136-143)***

j. 2023 Employee End of the Year Gift: Floating Holiday Workday Off ***(p. 144)***
k. CalFresh Healthy Living Program New Outreach Specialist Job Description ***(p. 145-151)***
l. Proposal for Additional Food Bank Staff ***(p. 152-157)***
m. Updated Housing & Supportive Services Job Descriptions ***(p. 158-170)***
n. Head Start Retention & Recruitment Incentive Proposal ***(p. 171-172)***

Program Review & Evaluation Committee Meeting August 9, 2023 – No Quorum

o. CAPK Energy Presentation ***(p. 173-188)***
p. June & July 2023 Program Reports ***(p. 189-233)***
q. June & July 2023 Application Status Report & Funding Profiles ***(p. 234-254)***
r. June & July 2023 Head Start / State Child Development Enrollment Update & Meals Report ***(p. 255-258)***
s. **Minutes from the August 12, 2023 Board Retreat *(p. 259-260)***
t. **Minutes from the August 16, 2023, Budget & Finance Committee Meeting *(p. 261-263)***
u. Head Start / Early Head Start Budget to Actual Reports for June, 2023 ***(p. 264-271)***
v. Agency-Wide Budget Revision #1 ***(p. 282-284)***
w. June 2023 Financial Statements ***(p. 285-345)***
x. **Minutes from the August 17, 2023 Audit & Pension Committee Meeting *(p. 346-348)***
y. Pension Plan Update for Q2 2023 ***(p. 349-355)***
z. Change of Pension Plan Provider for Plans 401(a), 403(b) and 457(b) from The Standard to Nationwide ***(p. 356-361)***
aa. First 5 Kern – Administrative Review of the Help Me Grow Program ***(p. 362-363)***
bb. First 5 Kern – Administrative Review of 2-1-1 Kern County ***(p. 364-365)***
cc. First 5 Kern – Administrative Review of the Oasis Family Resource Center ***(p. 366-367)***
dd. CSD Comprehensive Inspection Report of the CAPK Energy Program ***(p. 368-371)***

V. New Business

a. Employee Health Insurance Renewal for 2024 Plan Year – ***Action Item (p. 372-411)***	Tracy Webster, Chief Financial Officer Lisa McGranahan, Director of HR Pam Cote, Keenan Sr. Account Manager Laurie Lofranco, Keenan Municipalities Practice Leader
b. Head Start Retention Incentive Plan / Polices & Procedures – ***Action Item (p. 412-414)***	Jerry Meade, Assistant Director of Head Start: Program
c. Head Start Recruitment Incentive Plan / Polices & Procedures – ***Action Item (p. 415-417)***	Jerry Meade, Assistant Director of Head Start: Program
d. Revised Head Start & Early Head Start Carryover Request – ***Action Item (p. 418-420)***	Jerry Meade, Assistant Director of Head Start: Program
e. Board Recruitment for Category III – Private Sector – ***Action Item (p. 421-441)***	Pritika Ram, Chief Business Development Officer
f. Selection of Design-Build Contractor for Central Kitchen Improvements – ***Action Item (p. 442-615)***	Emilio Wagner, Director of Operations

g. California Strategic Growth Council FY 2024-2026 Community Resilience Centers (CRC) Round 1 Application – ***Action Item (p. 616-619)*** — Vanessa Mendoza, Grant Administrator

h. 2022-23 Kern County Assessment Food Availability, Access and Affordability – ***Info Item (p. 620)*** — Vanessa Mendoza, Grant Administrator

VI. Advisory Board Reports

a. Head Start Policy Council Report – ***Action Item (p. 621-624)*** — Nila Hogan, PC Representative
   1. August 2023 Policy Council Report
   2. July 6, 2023 Policy Council Minutes

VII. Chief Executive Officer Report

a. CEO Report for August 2023 – ***Info Item (Verbal Report)*** — Jeremy Tobias, Chief Executive Officer
   1. Update on COVID-19 Outbreak at M Street Navigation Center
   2. Report on the National Community Action Partnership Conference in Atlanta, GA.

VIII. Board Member Comments

IX. Closed Session

Conference with Real Property Negotiators Pursuant to Section 54956.8:

Property Address:	5005 Business Park North, Bakersfield, CA 93309
Agency Negotiators:	Jeremy Tobias, Tracy Webster, Louis Gill, Pritika Ram, and Emilio Wagner, and Jeff Andrew.
Negotiating Parties:	Blumer Investment Inc.
Under Negotiation:	Concerning Price & Terms

X. Closed Session Report

XI. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
September 27, 2023
5005 Business Park North
Bakersfield, CA 93309

XII. 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, August 25, 2023. Paula Daoutis, Administrative Coordinator.

DATE	June 28, 2023
TIME	12:00 pm
LOCATION	CAPK Administrative Office 5005 Business Park North Bakersfield, CA 93309

Board of Directors Meeting Minutes

I. Call to Order

Chairman Fred Plane called the meeting to order at 12:03 pm at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

a. Moment of Silence / Pledge of Allegiance

b. Reading of the Promise of Community Action

c. Board Seat Appointment – Pritika Ram, Chief Business Development Officer – ***Action Item***

Pritika Ram introduced Lily Pimentel-Stratton, the appointee from City of Bakersfield Mayor, Karen Goh. Lily said she is honored to be appointed to the CAPK Board of Directors and shared that she is a Professor at Bakersfield College, specializing in early childhood education/development.

Motion was made and seconded to approve the appointment of Lily Pimentel-Stratton. Carried by unanimous vote (Ochoa/Perez).

d. Roll Call was taken with a quorum present:

Present: Fred Plane (Chair), Maritza Jimenez (Vice Chair), Ana Vigil, (Secretary), Denise Boshers, Jimmie Childress, Nila Hogan, Gina Martinez, Jonathan Mullings, Yolanda Ochoa, Guadalupe Perez, Lily Pimentel-Stratton

Absent: Mia Cifuentes, Jeff Flores, Curtis Floyd, Michelle Jara-Rangel

Others present Pritika Ram, Chief Business Development Officer; Tracy Webster, Chief Financial Officer; Gabrielle Alexander, Director of Finance; Catherine Anspach, Director of Development; Freddy Hernandez, Director of Youth & Community Services; Lisa McGranahan, Director of Human Resources; Rebecca Moreno, Director of Community Development; Emilio Wagner, Director of Operations; and other CAPK staff.

Fred Plane asked for a motion to amend the agenda to include item V(i). Motion was made and seconded to approve the agenda amendment. Carried by unanimous vote (Ochoa/Hogan).

II. Introduction of Guests / Public Forum

No one addressed the Board.

III. Special Presentation

a. Brown Act Training by Attorney Alex Dominguez of Klein DeNatale Goldner

Alex Dominguez provided a brief training to the Board in regard to the recent amendments to the Brown Act, as it pertains to emerging from virtual meetings as a result of COVID 19 dating back to March 2020. Alex said that the Brown Act is a California law that requires public entities to hold public meetings and he covered the new requirements for members to meet in person, and the emergency declaration a Board Member must make, in advance, if the member requests to participate virtually due citing one of the acceptable reasons. There are strict regulations regarding the request to attend virtually and must be enforced by the Board Chair.

b. Pritika Ram highlighted the four individuals at CAPK who recently became Results Oriented Management & Accountability (ROMA) certified trainers: Vanessa Mendoza, Louisa Silva, Karen Vazquez, and Chase Rangel. ROMA provides a framework for continuous growth and improvement by taking a look at the work we do and how we evaluate it. Pritika added that there are 6 more individuals lined up for the next year-long training cohort.

Maritza Jimenez asked how the employees are selected to take part in the ROMA Training. Pritika said it is typically supervisors or managers who work with data, or delegated staff at leadership level that can implement change. Employees do have to have their supervisors permission to participate due to the time commitment to participate in the training. Maritza also asked if there is a stipend paid to employees who complete the training. Pritika confirmed that there is no stipend, but rather the training is part of the employee's professional development plan.

IV. Consent Agenda

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

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

V. New Business

a. Workers Compensation Insurance Renewal – Emilio Wagner, Director of Operations - ***Info Item***

Emilio Wagner reported that the Workers Compensation Insurance Policy is due to expire on July 31, 2023 and requires a renewal to prevent a lapse in coverage. The report included in the agenda packet is an info item that provides preliminary renewal numbers with a projected increase of 27%. This item will be brought to the Executive Committee in July and will have the finalized numbers for approval.

b. Friendship House Fencing Contract Award – Emilio Wagner, Director of Operations – ***Action Item***

Emilio Wagner provided a brief recap of the history regarding the $1,000,000 grant from the State of California to provide site improvements of sports field lighting and perimeter fencing for the Friendship House Community Center in fiscal year 2022-2023. A request for RFP's was released on May 23, 2023, and two contractors responded and met the required specifications. Staff recommends approval for the Chief Executive Officer to execute a contract with San Joaquin Fence.

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

c. 18th Street Design Build Contract Award – Emilio Wagner, Director of Operations – ***Action Item***

Emilio Wagner reported that CAPK entered into escrow last week for the property located at 1300 18th Street. The deposit has been paid and we have the ability to escalate the timing of the escrow to begin tenant improvements. The RFP was issued on April 26th and two qualified proposals were received. Staff recommends approval for the Chief Executive Officer to execute the design portion only of a contract with Piuser Construction in the amount not to exceed $140,000.

Jimmie Childress asked about the difference in cost between the two proposals. Emilio said that SC Anderson's proposal included the addition of structural walls as they did not use the existing plans and overpriced their bid due to performing work that was not on the bid package.

Jimmie also asked who will oversee the job. Emilio said he will be overseeing the project.

Fred Plane asked about the additional funds needed over what was budgeted and asked staff to explain where the extra funds will come from. Tracy Webster said that 27% of the proceeds from the sale of the Central Kitchen can be applied to the tenant improvements and the use of unrestricted funds will be used to fund the remaining costs.

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

d. Calendar Year 2024 – 2025 Community Action Plan and Community Needs Assessment – Vanessa Mendoza, Grant Administrator – ***Action Item***

Vanessa presented the above action item and said the Community Action Plan (CAP) and Community Needs Assessment (CAN) is required by the CSBG grant and explained the processes taken by staff to meet these expectations. Results from the Needs Assessment assist programs to determine how they can leverage CSBG funding. Staff recommends approval to submit the CAP and CAN to the California Department of Community Services & Development.

Fred Plane asked how the public hearing was held. Vanessa said there were several in-person meetings with virtual options for more people to attend.

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

e. Head Start & Early Head Start Carry Over Request – Jerry Meade, Assistant Director of Head Start – ***Action Item***

Jerry Meade presented the above action item and requested approval to submit a carryover request for the 2023-2024 budget year. The carryover request is in the amount of $3,523,819 which includes Base Funds, Training & Technical Assistance Funds. The staff report describes how the funds will be used and confirms that the proposal was a result of discussions with the CAPK finance team and Region IX Office of Head Start (OHS). Staff recommends approval to submit the carryover request to the Office of Head Start.

Maritza Jimenez asked about the timing. Jerry explained the timing and said it this is a customary process to help spend down the grant funding.

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

f. Head Start / Early Head Start School Readiness Goals 2023-2024 – Rashi Strother Head Start Education Manager – ***Action Item***

Rashi Strother referenced the enclosed PowerPoint presentation and provided an overview of the School Readiness Plan for 2023-2024.

Motion was made and seconded to approve the School Readiness Plan for 2023-2024. Carried by unanimous vote (Martinez/Vigil).

g. Selection of Insurance Broker – Lisa McGranahan, Director of Human Resources – ***Action Item***

Lisa McGranahan presented the above action item and said that the Ad-Hoc committee has recommended that staff find more competitive options for medical insurance. Several options were investigated, and staff is requesting approval to change the broker for the medical insurance only from Bolton to Keenan. Staff will provide a detailed presentation to the Board at the August meeting.

Tracy Webster reported that we have been offered a unique opportunity to participate in a larger pool where we can offer a better benefits package to our employees and mitigate the risk of escalating costs.

Maritza Jimenez said she was glad to see staff move towards this option as it is a good thing to be part of a larger group and will benefit all. Fred Plane said it will offer our employees more options and it is a win-win for staff and CAPK. Lisa said we will have finalized numbers by August and be able to hit the ground running in October for open enrollment in November, without having to be forced into a plan that is not beneficial for employees and CAPK.

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

h. HHAP Contract #2023-302 – Freddy Hernandez, Director of Youth & Community Services – ***Action Item***

Freddy Hernandez presented the above action item and said the grant is for the East Kern Family Resource Center and will allow staff to provide case management services to individuals experiencing homelessness. The rural drop-in center program provides 4 key elements: distribution of essential items; enrollment support in social services; direct linkages to CAPK services; and community outreach. Given the term date began on May 1, 2023, Fred Plane said the recommendation and motion to approve the contract for services agreement should be retroactive to May 1, 2023.

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

i. San Joaquin County Office of Education (SJCOE) Annual Contract Renewal – Jerry Meade, Assistant Director of Head Start – ***Action Item***

Jerry Meade presented the above action item and said the contract was received two days ago but must be executed by June 30th. This is a continuation of prior contracts that offer full-day, full-year services for the Early Head Start program in San Joaquin County. The contract amount is $2,458,117 and the program is expected to reach full enrollment and fully earn the contract in the new school year.

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

VI. Foundation Board Report

a. CAPK Foundation Report – Catherine Anspach, Director of Development – ***Action Item***

Catherine Anspach introduced the new Foundation Administrative Assistant, Lara Popkin, and presented the above action item for approval. Catherine said a new Board member was added and reported that the Huggy Heart Campaign raised $10,000 in the month of May from Valley Strong Credit Union. The Foundation is also providing support to the Friendship House Advisory Board for their upcoming event in October.

Catherine said the Foundation Board & CAPK Board has formed an ad-hoc committee to establish best practices for the Foundation.

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

VII. Advisory Board Reports

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

Nila Hogan reported that the Policy Council met on May 23, 2023 and all items were approved.

Motion was made and seconded to approve the June 2023 Policy Council report and all items. Carried by unanimous vote (Martinez/Perez).

VIII. Chief Executive Officer Report

a. CEO Report for May 2023 – Jeremy Tobias, Chief Executive Officer – ***Info Item***

1. No updates.

IX. Board Member Comments

- Maritza Jimenez wished the staff and committee a safe and happy 4th of July.

X. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, August 30, 2023
5005 Business Park North
Bakersfield, CA 93309

XI. Adjournment

The meeting was adjourned at 1:37 pm.

DATE:	July 26, 2023
TIME:	12:00 pm
LOCATION:	CAPK Administrative Office 5005 Business Park North Bakersfield, CA 93309

Executive Committee Minutes

1. **Call to Order**

Committee Chair Fred Plane called the meeting to order at 12:01 pm at the Community Action Partnership of Kern Administrative Office, located at 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Fred Plane (Chair), Maritza Jimenez, Michelle Jara-Rangel, Ana Vigil

Absent: Curtis Floyd, Jonathan Mullings

Others present: Jeremy Tobias, Chief Executive Officer; Louis Gill, Chief Program Officer; Pritika Ram, Chief Business Development Officer; Gabrielle Alexander, Director of Finance; Susana Magana, Director of Health & Nutrition and other CAPK staff.

Board Member Fred Plane requested an amendment to the agenda to move the closed session item to the top of the agenda, with the first item under New Business to be heard upon reconvening into open session.

Motion was made and seconded to enter into closed session at 12:03 pm. Carried by unanimous vote (Jara-Rangel/Vigil).

Closed Session

Motion was made and seconded to enter into Closed Session at 12:03 pm. Carried by unanimous vote (Maritza Jimenez/Michelle Jara-Rangel).

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

Property Address:	3101 Mall View Rd., Bakersfield, CA 93306
Agency Negotiators:	Jeremy Tobias, Tracy Webster, Louis Gill, Pritika Ram, and Emilio Wagner
Negotiating Parties:	Michael Heslov
Under Negotiation:	Concerning price and terms.

Motion was made and seconded to enter into Open Session at 12:16 pm. Carried by unanimous vote (Jara-Rangel/Vigil).

Closed Session Report

Jeremy Tobias reported that the Board unanimously approved a purchase and sale agreement for the sale of the Central Kitchen at 3101 Mall View Road. The agreement will be made available to the public upon request.

3. Public Comments

No one addressed the Committee.

4. New Business

a. Workers Compensation Insurance Renewal – Emilio Wagner, Director of Operations – ***Action Item***

Emilio Wagner reminded the Committee that CAPK's Workers' Compensation policy expires on July 31, 2023 and additional information has been received since this item was first presented at the June 28, 2023 Board of Directors meeting. CAPK's insurance Broker, Bolton, solicited bids from insurance carriers and of the six (6) contacted, three (3) submitted bids. The leading bid was from our existing insurance carrier, Berkshire Hathaway, with a total cost of $866,963, which represents a 27% increase over the prior year totaling $186,544. The increase is attributed to the change in the experience modification factor from 88 to 108 and a 10% increase in payroll. Staff recommends approval and authorization for the Chief Executive Officer to bind coverage for the 2023-2024 policy year.

Michell Jara-Rangel asked for further explanation of why in 2022-2023 we didn't have Medical Evacuation and Repatriation of Remains, and for 2023-2024, we are including those coverages as shown on page 10.

Emilio Wagner apologized for the broker not being on the line to address that question, but advised the committee members that he would seek the answer and send a response to the committee before the end of the day.

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

b. CalFresh Healthy Living FFY 2023-2026 Grant Agreement – Alan Rodriguez, CalFresh Healthy Living Administrator – ***Action Item***

Alan Rodriguez presented the above action item for approval and reported that the California Department of Public Health, by way of USDA/FNS, has offered a continuing funding contract in the amount of $1,824,793 for a period of three years, 2024-2026 to support the CalFresh Healthy Living program to provide nutrition education, physical activity education, training, and assisting other community agencies to develop policies and systems to build a healthy, food secure, and

knowledgeable community for the residents of Kern County. Staff recommend approval and authorization for the Chief Executive Officer to execute the contract, with resolution.

Maritza Gimenez asked if the CalFresh program will be able to increase staffing with the additional funding.

Alan said yes, they anticipate being fully staffed within the next month and will add an additional position to support the outreach efforts. In addition to that, they are working with current subcontractors to grow the CalFresh Healthy Living programs in Kernville and Lamont School Districts as well.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Ana Vigil/Michelle Jara-Rangel).

c. Head Start / Early Head Start Budget to Actual Reports for May 2023 – Tracy Webster, Chief Financial Officer – ***Info Item (p. 50-56)***

Gabrielle Alexander, Director of Finance, presented the above info item and reported on behalf of Tracy Webster, Chief Financial Officer.

d. May 2023 Financial Statements – Tracy Webster, Chief Financial Officer – ***Action Item***

Gabrielle Alexander, Director of Finance, presented the above action item and reported that the agency did not require a draw from the line of credit during the month of May.

The Central Kitchen expenditures are currently 18.6% at the end of 05/31/2023 and USDA revenue is at 17.3%. Expenditures are equivalent to the target of 25.0% (3 of 12 months).

CMAP is currently earning 70.3% of the contract as of May 31, 2023. The target for this period should be 91.7%.

Center based state programs (CSPP, CMIG and CCTR) reflect average attendance/enrollment for the current period. CCTR is at 83.9%, CSPP is at 72.3%, and CMIG is at 25.6%.

Additionally, we have been operating a CCTR program in San Joaquin County sponsored by SJCOE. The current attendance is 46.7% with a target of 91.7%.

At the time of this report, the Finance Division has one vacancy in staffing. The Finance Team is currently working with SageIntacct on the accounting software platform conversion. The go live date has been delayed to ensure that all required processes will be in place.

The agency expenditures are currently at 23% for the year, which is aligned with the goal of 25.0%. The Indirect Fund budget to actual report for May month end showed that revenue is excess expenditures by $480,496 which is 39.0% of the budgeted indirect surplus. Overall expenditures are 19.5% of the budget and matches the target of 25.0% (3 of 12 months)

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

5. Committee Member Comments

- No Comments

6. Next Scheduled Meeting

Executive Committee
12:00 pm
December 13, 2023
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

The meeting was adjourned at 12:31 pm.

MEMORANDUM

To: Executive Committee

From: Emilio G. Wagner, Director of Operations

Date: July 26, 2023

Subject: *Agenda Item 4a*: Workers Compensation Insurance Renewal – Emilio Wagner, Director of Operations – **Action Item**

Background:
The workers' compensation policy of CAPK is due to expire on July 31, 2023, and requires a renewal to prevent a lapse of coverage. Bolton, CAPK's insurance broker, requested a renewal proposal from Berkshire Hathaway which was $866,963 resulting in a $186,544 or 27% increase in premium over the expiring year of $680,419. The increase is attributed to the change in experience modification factor from 88 to 108 and a 10% increase in payroll.

The following is CAPK's actual losses for the last 3 years:

Policy Year	Actual Loss
2021 – 2022	$381,136
2020 – 2021	$163,082
2019 – 2020	$388,183

The impact of the pandemic resulted in more work-from-home and center closures and reduced the number of claims during the 2020-2021 year. As business returned to normal the loss began to trend according to prior years as business returned to normal. As such the premium has adjusted accordingly to the loss ratio.

Current Events:
This information was presented to the Board on June 28, 2023, where the Board was informed that Bolton would request comparative quotes from other carriers to ensure the premium is competitive. As a result, the following responses were received:

Cypress Insurance (Current- Berkshire Hathaway)	$860,170
CompWest	$1,000,000+
CopperPoint (Pacific Comp)	$1,050,000
AmTrust	Declined
Employers	Declined
Hartford	Declined

Berkshire Hathaway has been a great partner over the years and provides several services to assist in our safety program, including site inspections, training resources, and policy reviews. These resources have assisted in mitigating potential claims.

Recommendation:
Staff recommends the Board of Directors approve a renewal with Berkshire Hathaway and grant authority to the Chief Executive Officer to bind coverage for the 2023-2024 policy year.

Attachment:
2023-2024 Workers Compensation Proposal

A Revised Renewal Proposal for

Community Action Partnership of Kern County

Effective: July 31, 2023
August 1, 2023

Jonathan Schreter CIC, MBA
Executive Vice President

Bolton Insurance Services, LLC
License # 6004772

Prepared: July 18, 2023

BOLTON
An IMA Company

Community Action Partnership of Kern County

Service Team			
Broker	**Jonathan Schreter, Executive Vice President** E-mail: jschreter@boltonco.com	Direct: (626) 535-1408	Fax: (626) 583-4609
Service Team	**Debra Rosas, Associate Vice President** E-mail: drosas@boltonco.com	Direct: (626) 535-1829	
	Julio Lopez, Client Executive E-mail: jlopez@boltonco.com	Direct: (626) 535-1441	
	Abigail Dankwah, Associate Client Manager E-mail: adankwah@boltonco.com	Direct: (626) 535-1443	
	Service Team Fax:	(626) 583-2117	

Property & Casualty Resources		
Certificates/ Evidences	**Standard - Receipt in 24 Hours** Email: certrequest@boltonco.com Fax: (626) 583-2117	**Rush - Receipt in 3 Hours** Email: rushcertrequest@boltonco.com
Property & Casualty Claims	**Marianne Reyes, Senior Claim Consultant** **Direct:** (626) 507-1344 E-mail: mreyes@boltonco.com	**Fax:** (626) 583-2117
Workers' Comp Claims	**Lorenda Edmundson, Sr. Workers' Comp Consultant** Direct: (626) 535-1815 E-mail: ledmundson@boltonco.com	Fax: (626) 583-2117
Risk Control	**Stefanie Nobriga, Associate Vice President of Risk Control** Direct: (626) 535-1436 E-mail: snobriga@boltonco.com	Fax: (626) 583-2117
Bonds	**Mary Smith, Associate Producer Surety** Direct: (626) 535-1473 E-mail: msmith@boltonco.com	Fax: (626) 583-2124

Department Leads		
Property & Casualty	**Erin Powell, Senior Vice President, Property & Casualty** Direct: (626) 535-1439 E-mail: epowell@boltonco.com	Fax: (626) 583-2117
Employee Benefits	**Jacqueline Roth, Director of Employee Benefits** Direct: (626) 535-1968 E-mail: jroth@boltonco.com	Fax: (626) 583-2119
Personal Risk Management	**Jessica Gunnar, Senior Vice President** Direct: (626) 535-1817 E-mail: jgunnar@boltonco.com	Fax: (626) 583-2116

BOLTON
An IMA Company

Premium Comparison

Community Action Partnership of Kern County

	2022-2023 Expiring Premium	2023-2024 Renewal Premium	$ Difference	% Difference
Student and Volunteer Accident	$ 6,793	$ 6,793	$ -	0%
Workers' Compensation	$ 635,906	$ 812,597	$ 176,691	28%
State Taxes	$ 37,720	$ 47,573	$ 9,853	26%
TOTAL	**$ 680,419**	**$ 866,963**	**$ 186,544**	**27%**

This proposal is a summary of terms and conditions proposed by the insurers based on the information obtained from you. The policy must be reviewed for all of the coverages, terms, conditions, and exclusions. Policy forms will be made available at your request.
The issued policy will supersede this proposal.

Higher Limits May be Available for All Coverages

BOLTON
An IMA Company

Subjectivities

WORKERS COMPENSATION

Independent Contractors and Subcontractors:
In the event that an Insured utilizes subcontracted labor, the insured must furnish satisfactory evidence that the subcontractor has workers compensation insurance in force, covering the work performed for the insured. The following documents may be used to provide satisfactory evidence:
- Certificate of Insurance for the subcontractor's workers compensation policy
- Certificate of exemption (if available in their state - not available in CA)
- Copy of the Subcontractor's workers compensation policy

In the event any form of this documentation is not available for review or deemed otherwise insufficient, amounts paid to these subcontractors or independent contractors will be included as payroll and utilized in the calculation of final audit premium

Signed Acord Application

Please be aware that your 15% Deposit will be applied to your twelfth policy month's premium, which will be handled as part of your final audit. Afterwards, any remaining Deposit will be returned to you.

Optional Coverage Quote/Indications

10% Additional Premium to Extend Accident Coverage Benefit Period to 104 Weeks. **$7,472 Total Premium**.

Schedule of Locations

1	5005 Business Park North, Bakersfield, CA 93309
2	300 19th St, Bakersfield, CA 93301
3	5704 Pioneer Dr, Bakersfield, CA 93306
4	7998 Alicante Ave, Lamont, CA 93241
5	347 E Poplar St, Stockton, CA 95202
6	9124 Catalpa Ave, California City, CA 93505
7	425 N California St #2, Stockton, CA 95202
8	23950 S Chrisman Rd, Tracy, CA 95304
9	1835 Cecil Ave, Delano, CA 93215
10	1900 East California Ave, Bakersfield, CA 93307
11	1500 S Fairfax Rd, Bakersfield, CA 93307
12	2320 Mount Vernon Ave, Bakersfield, CA 93306-3300
13	1145 N Hunter St, Stockton, CA 95202
14	8201 Palm Ave, Lamont, CA 93241
15	3811 River Blvd, Bakersfield, CA 93305
16	410 E Perkins, Mc Farland, CA 93250
17	1940 Inyo St, Mojave, CA 93501
18	814 North Norma, Ridgecrest, CA 93555
19	1111 Bush St, Arvin, CA 93203
20	10300-1/2 San Diego St, Lamont, CA 93241
21	2800 Agate St, Bakersfield, CA 93304
22	452 W Los Angeles St, Shafter, CA 93263
23	455 East Euclid Ave, Shafter, CA 93263
24	545 W Sonora St, Stockton, CA 95203
25	4032 Jewett Ave, Bakersfield, CA 93301
26	3000 Sterling Rd, Bakersfield, CA 93306
27	315 Stine Rd, Bakersfield, CA 93309
28	1600 Poplar Ave, Wasco, CA 93280
29	819 6th St, Taft, CA 93268
30	1120 S Curry, Tehachapi, CA 93561
31	14327 S Vineland Rd, Bakersfield, CA 93307
32	3301 Virginia Ave, Bakersfield, CA 93307
33	401 Willow, Bakersfield, CA 93308
34	3101 Mall View Rd, Bakersfield, CA 93306
35	1807 Feliz Dr, Bakersfield, CA 93307
36	11336 Bartlett Ave, Adelanto, CA 92301
37	24028 Lake Dr, Crestline, CA 92325
38	814 North Norma, Ridgecrest, CA 93555
39	1825 Feliz Dr, # B, Bakersfield, CA 93307-3577
40	5055 California Ave, #101, Bakersfield, CA 93309
41	1600 E Truxtun Avenue, Bakersfield, CA 93305
42	26904 Nicholas Street, Boron, CA 93516
43	277 E. Front, Buttonwillow, CA 93206
44	610 Blandy, China Lake, CA 93555
45	90 Farrell Drive, Bldg 5620, Edwards, CA 93524
46	6019 - 3 & 4 Niles, Bakersfield, CA 93302

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Schedule of Locations

47	525 Roberts Lane, Bakersfield, CA 93308
48	4600 Panama Lane, Bakersfield, CA 93313
49	8820 Sheep Creek Rd, Phelan, CA 92371-8988
50	2739 Diamond Street #B, Rosamond, CA 93560
51	650 James Street, Shafter, CA 93263
52	108 So. Robinson, Tehachapi, CA 93261
53	459 E Euclid Ave, Shafter, CA 93263
54	2424 Cottonwood Rd, Bakersfield, CA 93307
55	41820 Garstin Dr, Big Bear Lake, CA 92315
56	16804 Hwy 14, Mojave, CA 93501
57	8401 California City Blvd, #8, California City, CA 93505
58	21138 CA-46, Lost Hills, CA 93249
59	236 W 4th Street, Stockton, CA 95206
60	3500 Mojave, Mojave, CA 93501
61	1509 N Golden Gate, Stockton, CA 95205
62	2800 D Street, Stockton, CA 95206
63	701 S Hutchins St, Lodi, CA 95240
64	2584 Felsite Ave, Rosamond, CA 93560
65	1314 Oswell St, Bakersfield, CA 93306
66	1815 Van Ness, Fresno, CA 93721
67	525 East Yosemite, Madera, CA 93638
68	7000 Doe Ave, Visalia, CA 93291
69	5351 Olive Dr, Ste 200, Bakersfield, CA 93308-2926
70	929 Broadway St, Wasco, CA 93280
71	1840 Wardrobe Ave, Merced, CA 95341-6407
72	2101 7th St, Bldg E, Wasco, CA 93280
73	2323 16th St., #305, Bakersfield, CA 93301
74	244 G St, Ste A, Needles, CA 92363-2753
75	500 E California Ave, Bakersfield, CA 93307-1142
76	1410 11th St, Bakersfield, CA 93304-1432
77	1001 Main St, Delano, CA 93215-1731
78	819 6th Ave E, Taft, CA 93268
79	2550 E Belle Terrace, #200, Bakersfield, CA 93307
80	2550 E Belle Terrace, # 400-402, Bakersfield, CA 93307-6966
81	2900 M Street, Bakersfield, CA 93301
82	1825 Feliz Dr, Bakersfield, CA 93307
83	220 N. 11th Ave, Hanford, CA 93230
84	2800 S D St, Stockton, CA 95206
85	5055 California Ave, #220, Bakersfield, CA 93309

Renewal Proposal of Insurance
2023-2024

Community Action Partnership of Kern County

	2022-2023 Expiring	2023-2024 Renewal	Remarks
Accident	**QBE Insurance Corp. A XV Admitted**	**QBE Insurance Corp. A XV Admitted**	
Basic Medical Expense Limit	$50,000	$50,000	
Deductible	$0	$0	
Benefit Period	52 Weeks	52 Weeks	
Accidental Death/Accidental Dismemberment	$10,000/$10,000	$10,000/$10,000	
Coma	$50,000	$50,000	
Paralysis	$50,000	$50,000	
Dental - Per Accident	Included	Included	
AD&D Aggregate	$250,000	$250,000	
Medical Evacuation	N/A	$25,000	
Repatriation of Remains	N/A	$10,000	
CONDITIONS: This policy is excess over primary health insurance if available. Includes Volunteers and Daycare. Incurred Period is 180 Days for Medical Expenses and 365 days for AD&D. Emergency Sickness Benefit is for overnight activities and field trips. Worldwide Coverage. 48 Hour Non-Network HMO/PPO Benefit Window; Medical Evacuation and Repatriation of Remains - must be more than 100 miles from principal residence for this coverage to take effect. 10% Additional Premium to Extend Benefit Period to 104 Weeks. *EXCLUSIONS:* Please see the policy for a full list of exclusions.			
Workers' Compensation	**Cypress Ins Co A++ XV Admitted**	**Cypress Ins Co A++ XV Admitted**	
Employers Liability Limits	$1,000,000	$1,000,000	
Annual Payroll	$34,642,552	$38,036,044	
Ex-Mod	88%	108%	
Quote is contingent upon the insured's participation in the Medical Provider Network (MPN); Subject to Final Audit; Volunteer Coverage Not Included. USL&H Not Included.			

Workers' Compensation Comparison

Community Action Partnership of Kern County

Coverage Description	2022-2023 Premium	2023-2024 Premium	$ Difference	% Difference
Workers' Compensation	$ 635,906	$ 812,597	$ 176,691	28%
Taxes & Fees	$ 37,720	$ 47,573	$ 9,853	26%
Total Premium	**$ 673,626**	**$ 860,170**	**$ 186,544**	**28%**

Deposit:	**$169,462.55 (15%)**
Payment Plan:	11 monthly payroll reports

Classifications	2022-2023 Payroll	2023-2024 Payroll	$ Difference	% Difference
5140 - Electrical Wiring	$ 84,652	$ -	$ (84,652)	-100%
5146 - Cabinet Fixtures	$ 232,040	$ 255,244	$ 23,204	10%
5479 - Insulation Work	$ 175,276	$ 192,804	$ 17,528	10%
8018 - Stores Wholesale	$ 1,009,386	$ 1,110,325	$ 100,939	10%
8227 - Construction/Erection Yards	$ 39,825	$ 66,161	$ 26,336	66%
8742 - Salespersons	$ 2,389,378	$ 2,628,316	$ 238,938	10%
8804 - Substance Use Recovery	$ 707,442	$ 778,186	$ 70,744	10%
8810 - Clerical	$ 9,660,139	$ 10,626,153	$ 966,014	10%
9059 - Day Care Centers	$ 19,794,052	$ 21,773,457	$ 1,979,405	10%
9067 - Clubs Boys & Girls	$ 550,362	$ 605,398	$ 55,036	10%
Total Payroll	**$ 34,642,552**	**$ 38,036,044**	**$ 3,393,492**	**10%**

Classifications	2022-2023 Net Rate	2023-2024 Net Rate	# Difference	% Difference
5140 - Electrical Wiring	1.75	2.35	0.60	34%
5146 - Cabinet Fixtures	5.30	6.50	1.20	23%
5479 - Insulation Work	6.50	7.76	1.26	19%
8018 - Stores Wholesale	6.29	8.21	1.92	31%
8227 - Construction/Erection Yards	4.36	5.02	0.66	15%
8742 - Salespersons	0.40	0.49	0.09	23%
8804 - Substance Use Recovery	3.33	3.20	-0.13	-4%
8810 - Clerical	0.26	0.35	0.09	35%
9059 - Day Care Centers	2.52	2.76	0.24	10%
9067 - Clubs Boys & Girls	1.83	2.00	0.17	9%
Experience Modification	88%	108%	0.20	23%

Net Rates do not include Expense Constant, Terrorism, or CA Assessments & Fees.

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Marketing Summary

Community Action Partnership of Kern County

Company	Response
WORKERS' COMPENSATION	
Cypress Insurance (BHHC)	Presented - **$860,170**
AmTrust	Declined - Class Codes
CompWest	Indication - $1,000,000+
CopperPoint (Pacific Comp)	Indication - $1,050,000
Employers	Declined - Class Codes
Hartford	Declined - Class Codes

Insurance Coverage Checklist

Below is a list of usually available, but not all inclusive, coverages. Those items checked represent the coverages proposed. If the item is not checked, the coverage is not included. If you are interested in an explanation of and/or quotation for any of these coverages, please let us know.

	Property (Building and Contents, Including Property of Others)
	Building Ordinance
	Equipment Breakdown
	Business Income
	Extra Expense
	Loss of Rents
	Flood
	Earthquake
	Earthquake Sprinkler Leakage
	Electronic Data Processing
	Signs
	Motor Truck Cargo Liability
	Transportation
	Ocean Cargo
	Employee's Tool Floater
	Equipment Floater
	Installation Floater
	Valuable Papers (On & Off Premises)
	Accounts Receivable
	Mold
	Terrorism
	Funds Transfer Fraud

	Crime/ERISA
	Employee Dishonesty
	Money and Securities
	Forgery and Alteration
	Computer Fraud
	General Liability
	Employee Benefits Liability
	Aircraft Liability/Drone
	Automobile
	Foreign Property/Liability/WC
	Umbrella/Excess Liability
X	Workers' Compensation Employers Liability
	Directors and Officers Liability
	Employment Practices Liability
	Fiduciary Liability
	Kidnap & Ransom
	Cyber/Privacy Liability/Internet Exposure
	Educators Legal Liability
	Pollution Liability
	Miscellaneous Professional Liability
	Law Enforcement Liability
X	Student Accident
	Active Assailant/Workplace Violence
X	Volunteer Accident

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Proposal Acceptance

Community Action Partnership of Kern County

Yes	No	Quote Option
_____	_____	Workers Compensation Renewal - Cypress Insurance
_____	_____	Student & Volunteer Accident Renewal - QBE Insurance Corporation
_____	_____	Insurance Coverage Checklist – Would you like a quote for any of the coverages listed on the insurance coverage checklist section of our proposal?

(NOTES:)

This proposal is a summary of terms and conditions proposed by the insurers based on information obtained from you. The policy must be reviewed for all of the coverages, terms, conditions, and exclusions. Policy forms will be made available at your request. The issued policy will supersede this proposal.

Higher limits may be available for all coverages.

I have reviewed and accept the coverages and disclosures as summarized in this proposal with any changes indicated above.

_____ _____

Signature Date

_____

Title

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BEST FINANCIAL STRENGTH RATING GUIDE - (FSR)

A Best's Financial Strength Rating (FSR) is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. An FSR is not assigned to specific insurance policies or contracts and does not address any other risk, including, but not limited to, an insurer's claims-payment policies or procedures; the ability of the insurer to dispute or deny claims payment on grounds of misrepresentation or fraud; or any specific liability contractually borne by the policy or contract holder. An FSR is not a recommendation to purchase, hold or terminate any insurance policy, contract or any other financial obligation issued by an insurer, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. In addition, an FSR may be displayed with a rating identifier, modifier or affiliation code that denotes a unique aspect of the opinion.

Best's Financial Strength Rating (FSR) Scale

Rating Categories	Rating Symbols	Rating Notches*	Category Definitions
Superior	A+	A++	Assigned to insurance companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.
Excellent	A+	A-	Assigned to insurance companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.
Good	B+	B++	Assigned to insurance companies that have, in our opinion, a good ability to meet their ongoing insurance obligations.
Fair	B	B-	Assigned to insurance companies that have, in our opinion, a fair ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Marginal	C+	C++	Assigned to insurance companies that have, in our opinion, a marginal ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Weak	C	C-	Assigned to insurance companies that have, in our opinion, a weak ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Poor	D	-	Assigned to insurance companies that have, in our opinion, a poor ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.

"-".

Financial Strength Non-Rating Designations

Designation Symbols	Designation Definitions
E	Status assigned to insurance companies that are publicly placed under a significant form of regulatory supervision, control or restraint - including cease and desist orders, conservatorship or rehabilitation, but not liquidation - that prevents conduct of normal ongoing insurance operations; an impaired insurer.
F	Status assigned to insurance companies that are publicly placed in liquidation by a court of law or by forced liquidation; an impaired insurer.
S	Status assigned to rated insurance companies to suspend the outstanding FSR when sudden and significant events impact operations and rating implications cannot be evaluated due to lack of timely or adequate information; or in cases where continued maintenance of the previously published rating opinion is in violation of evolving regulatory requirements.
NR	Status assigned to insurance companies that are not rated; may include previously rated insurance companies of insurance companies that have never been rated by A.M. Best

Rating Disclosure - Use and Limitations

A Best's Credit Rating (BCR) is a forward-looking independent and objective opinion regarding an insurer's, issuer's or financial obligation's relative creditworthiness. The opinion represents a comprehensive analysis consisting of a quantitative and qualitative evaluation of balance sheet strength, operating performance, business profile and enterprise risk management or, where appropriate, the specific nature and details of a security. Because a BCR is a forward-looking opinion as of the date it is released, it cannot be considered as a fact or guarantee of future credit quality and therefore cannot be described as accurate or inaccurate. A BCR is a relative measure of risk that implies credit quality and is assigned using a scale with a defined population of categories and notches. Entities or obligations assigned the same BCR symbol developed using the same scale, should not be viewed as completely identical in terms of credit quality. Alternatively, they are alike in category (or notches within a category), but given there is a prescribed progression of categories (and notches) used in assigning the ratings of a much larger population of entities or obligations, the categories (notches) cannot mirror the precise subtleties of risk that are inherent within similarly rated entities or obligations. While a BCR reflects the opinion of A.M. Best Rating Services, Inc. (AM Best) of relative creditworthiness, it is not an indicator or predictor of defined impairment or default probability with respect to any specific insurer, issuer or financial obligation. A BCR is not investment advice, nor should it be construed as a consulting or advisory service, as such; it is not intended to be utilized as a recommendation to purchase, hold or terminate any insurance policy, contract, security or any other financial obligation, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. Users of a BCR should not rely on it in making any investment decision; however, if used, the BCR must be considered as only one factor. Users must make their own evaluation of each investment decision. A BCR opinion is provided on an "as is" basis without any expressed or implied warranty. In addition, a BCR may be changed, suspended or withdrawn at any time for any reason at the sole discretion of AM Best

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Version 010219





Types of Insurance Carriers

Non-Admitted

This is an insurance carrier that is not licensed by the State of California, but is domiciled and admitted in other states and approved for use in California by the Department of Insurance. It is published on the List of Approved Surplus Lines Insurers (LASLI).

Carriers are strictly regulated by their state of domicile and must meet strict surplus lines laws and regulations in order to provide insurance in California.

These carriers are not backed by the California Insurance Guarantee Association (CIGA). They are used when coverage is not available from an admitted company either because domestic carriers feel it is too risky or because broader coverage may be available from a non-admitted carrier.

Admitted

This is an insurance carrier that is licensed to do business in California and regulated by the Department of Insurance. Carriers are strictly regulated. Rates and policy forms must be filed with the Department of Insurance and approved before they can be offered to the insurance consumer.

The carrier is backed by the Insurance Guarantee Association (CIGA), which provides insurance against carriers which become insolvent. It assumes limited responsibility for all claims up to $500,000, with the exception of Worker's Compensation, which has no limitation. Ocean Cargo and Crime coverages are not insured through the Association.

CERTIFIED TERRORISM Terrorism Risk Insurance Act – "TRIA" and Terrorism Risk Insurance Program Reauthorization Act of 2015 – "TRIPRA")

"Certified Terrorism" is coverage offered by insurance carriers that have the financial backing of the U. S. government under the Terrorism Act of 2002, the Terrorism Risk Insurance Extension Act of 2005, the Reauthorization Act of 2007 and the Reauthorization Act of 2015. The Act is known as "TRIA."

"Certified Terrorism" is defined under the act as: Any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States, to be an act of terrorism. Criteria include:

a. The act is an act of terrorism.
b. The act is violent or dangerous to human life, property of infrastructure.
c. The act resulted in damage within the United States, or outside of the United States Missions or certain air carriers or vessels.
d. The act has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States government by coercion.
e. The act must cause at least $5,000,000 in overall insured losses attributable to all types of insurance subject to the Act.
f. The Federal Government will pay based on formula established by law; 85% through 2015, 84% 2016; 83% 2017; 82% 2018; 81% 2019 and 80% 2020, but no more than 100 billion dollars. The carrier's maximum payment is 100 billion dollars in total for all losses.

No act may be certified as an act of terrorism if the act is committed as part of the course of a war declared by Congress (except for Workers' Compensation) or if losses resulting from the act, in the aggregate for insurance subject to TRIA, do not exceed $5,000,000.

IMPORTANT DECLARATION AND DISCLOSURE INFORMATION

This document and the information contained herein is designed in a format that is easy to understand and compare against previous insurance programs. As such, it is necessary to use generalized terminology. This document does not in any way confirm that coverage is, or will be, in effect. Coverage can only commence after your request for coverage is accepted by the insurance company, and a deposit premium has been received. This proposal does not in any way infer or suggest that coverage as proposed will be broader than the standard forms provided by the quoted insurance company unless the broadening features are specifically mentioned in writing in this format. The presenter of this proposal has no authority to broaden or infer coverages beyond those that are stated in writing. This proposal is only valid for 30 days.

This proposal is a summary of terms and conditions proposed by the insurers based on the information obtained from you. Therefore, you are solely responsible for the accuracy of the information furnished to the insurance carriers. We are not responsible for verifying any of this information which you have provided, nor shall we have any liability that arises from the inaccuracy of the information which you provided. All changes in your exposures to loss should be reported to us immediately so that proper coverage may be affected.

The policy must be reviewed for all of the coverages, terms, conditions, and exclusions. Policy forms will be made available at your request. The issued policy will supersede this proposal.

Upon acceptance of this proposal, it is necessary to effect insurance with proper values. Reviewing each of the coverages proposed and making changes and updates in accordance with current information and conditions is recommended. Higher limits may be available upon request.

It is important to note that any requests that you make, regarding this proposal or into the future, to change or bind your insurance coverage through email, voicemail or verbally with our staff will not take effect until written notice is received from us.

Any advice or guidance provided by any of our staff shall not be construed or relied upon as legal, accounting or actuarial advice. We encourage you to work with other professionals in those specific areas and for those specific matters.

Please also note that many insurance carriers have very strict claim reporting terms and conditions and can include wording that restricts or negates coverage should the carrier not be immediately notified of a potential claim. It is important that you refer to your actual policies for these requirements and follow them closely.

Compensation

For the placement and service of your insurance program, we will receive commission-based compensation from selected insurance companies and/or wholesale intermediaries. The compensation received by us may differ depending on the product and the insurance company. We may receive additional contingent compensation from these insurance companies based upon other aggregate factors, such as claims experience, growth in new business, retention of the business, total premium volume placed, etc. We may also be reimbursed for services rendered under contract with selected premium finance companies that agree to finance your insurance premiums. Any additional fees in lieu of commissions or for services such as claims, loss control and general risk management, will be outlined in the proposal.

Data Protection and Use

We are committed to protecting the privacy of your personal data. In our role as an insurance broker, we may use the data you provided us in the process of securing quotes or coverage, claims management, typical policy servicing, etc. and that data may be provided to various insurance carriers or intermediaries. If you have any specific questions about the use or access to this data, please let us know and we would be happy to discuss it with you.

IMPORTANT DECLARATION AND DISCLOSURE INFORMATION

With respect to your logo(s) and unless otherwise instructed by you, we may, without notice or consent, use your logo(s) and other publicly available information in our marketing efforts and materials with the intent of adding additional clients and growing our business.

Insurance Carrier Rating

If we have provided information in the proposal as to the current rating of an insurance carrier through the AM Best Company, which is an independent rating company, please understand that to the best of our ability we are providing their current rating as of the date of the proposal. However, these ratings are subject to change at any time. Therefore, if the rating of the carrier is important to you or your business, we advise that you check the current rating by accessing their website directly at ambest.com for the most current status and rating of your insurance carrier.

MEMORANDUM

To: Executive Committee

From: Alan Rodriguez, Administrator of CalFresh Healthy Living Program

Susana Magana, Director of Health and Nutrition

Date: July 26, 2023

Subject: *Agenda Item 4b* - CalFresh Healthy Living FFY24-26 Grant Agreement - Action Item

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The CalFresh Healthy Living (CFHL) program provides nutrition education, physical activity education, training, and assists other community agencies to develop policies and systems that help build a healthy, food secure, and knowledgeable community. CFHL also supports state and county efforts by implementing a comprehensive program that includes building partnerships, collaborating with other community agencies to provide social services, and providing researched based educational opportunities that help enrich the lives of the residents of Kern County.

CAPK acquired and implemented the CFHL grant in September 2019. The Federal Fiscal Year extends from October to September, and the grant extends over a span of three years, 2024-2026. The award amount per year is $1,824,793.00. The intent of the CFHL program is to continue to provide community-based services for low-income and CalFresh eligible recipients in Kern County which also supports CAPK Strategic Goal #1 that focuses on increasing access to healthy affordable food, that supports the health of Kern County residents.

Recommendation

Staff recommends the Executive Committee approve, with resolution, the acceptance of the Federal Fiscal Year 2024-2026 Continued Funding contract for California Department of Public Health by way of the USDA/FNS and authorize the Chief Executive Officer to execute the agreement and any amendments throughout the term of the contract.

Attachments:

Resolution #2023-
CDPH 1229 Grant Agreement
Exhibit B Budget Details
Exhibit C Standard Grant Conditions
Exhibit E Additional Provisions
Exhibit F Federal Terms & Conditions

RESOLUTION # 2023-13

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Acceptance of the CalFresh Healthy Living (CFHL) Award from the California Department of Public Health (CDPH) for Federal Fiscal Years 2024-2026

The Executive Committee of the Board of Directors of Community Action Partnership of Kern, met on July 26, 2023, at a regularly scheduled meeting, at the CAPK Administrative Offices located at 5005 Business Park North, Bakersfield, CA 93309 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, California Department of Public Health has requested Community Action Partnership of Kern submit a Resolution as authorization to execute the Grant Agreement; and

WHEREAS, CAPK's CalFresh Healthy Living (CFHL) program is requesting approval by the CAPK Board of Directors to authorize the Chief Executive Officer to execute the Grant Agreement totaling $1,824,793.00; and

NOW, THEREFORE, be it resolved that CAPK Board of Directors hereby authorize the Chief Executive Officer to act on behalf of the Board as CAPK's representative signatory with regard to the CFHL grant agreement for FFY 2024-2026 and any amendments throughout the term of the agreement.

APPROVED by a majority vote of the Executive Committee of the Board of Directors of Community Action Partnership of Kern, this 26th day of July 2023.

Fred Plane, Chair
CAPK Board of Directors

Date

NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM-EDUCATION

Awarded By

THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, hereinafter "Department"

TO

Community Action Partnership of Kern, hereinafter "Grantee"

Implementing the "CalFresh Healthy Living Program," hereinafter "Project"

GRANT AGREEMENT NUMBER 23–10317

The Department awards this Grant and the Grantee accepts and agrees to use the Grant funds as follows:

AUTHORITY: The Department has authority to grant funds for the Project Health and Safety Code (HSC), Section 131085(a)(b)

PURPOSE: The Department administers a portion of the United States Department of Agriculture (USDA)-funded Supplemental Nutrition Assistance Program – Education (SNAP-Ed), known in California as the CalFresh Healthy Living program (CFHL). The purpose of the Grant is to provide allowable nutrition education and obesity prevention activities and interventions for low-income Californians under the CFHL program. The negative health effects of obesity and resulting chronic diseases, such as heart disease, high blood pressure, diabetes, arthritis, and some forms of cancer, are well-documented. Obesity rates continue to grow and remain high among children, adolescents, and adults. The focus of the project is upstream public health approaches and individual and organizational health promotion to help the CFHL target audience establish healthy eating habits, a physically active lifestyle, and for primary prevention of disease. The CalFresh Healthy Living program in California offers a comprehensive public health approach that enables partners to work together to prevent obesity and serve California's individuals and families with low incomes. The target audience for CFHL is CFHL-eligible Californians. CFHL-eligible individuals refer to the SNAP-Ed eligible audience, specifically SNAP participants and other low-income individuals who qualify for SNAP (CalFresh Food) benefits or other means-tested Federal assistance programs. The term "means-tested Federal Assistance programs" is defined as Federal programs that require the populations, they serve have a gross individual or family income at or below 185 percent of the Federal Poverty Level. There may be additional eligibility requirements to receive these programs, which provide cash and noncash assistance to eligible individuals and families.

GRANT AMOUNT: The maximum amount payable under this Grant Agreement shall not exceed the amount of [$6,569,256.00]. The total budget authority for this grant includes an additional 20 percent above the FFY 2024-2026 funding allocation projections. This additional amount provides flexibility for budget allocations and minimizes the administrative burden in the event additional funds become available and are awarded to the Grantee. The maximum amount of this grant does not guarantee that the Grantee will receive this full amount. Funds awarded above the base funding allocation projection amount are contingent upon available funds.

TERM OF GRANT AGREEMENT: The term of the Grant shall begin on October 1, 2023 and terminates on September 30, 2026. No funds may be requested or invoiced for services performed or costs incurred after September 30, 2026.

PROJECT REPRESENTATIVES. The Project Representatives during the term of this Grant will be:

California Department of Public Health	Grantee: **Community Action Partnership of Kern**
Name: Kimmy Casjens	Name: Susana Magana, Director of Health and Nutrition
Address: 1616 Capitol Avenue	Address: 5005 Business Park North
Sacramento, CA 95814	Bakersfield, CA 93309
Phone: 916-449-5456	Phone: 661-336-5236
E-mail: Kimmy.casjens@cdph.ca.gov	E-mail: smagana@capk.org

Direct all inquiries to the following representatives:

California Department of Public Health, Project Officer]	**Grantee: Community Action Partnership of Kern**
Attention: Chris Bilbrey	Attention: Susana Magana, Director of Health and Nutrition
Address: 1616 Capitol Avenue	Address: 5005 Business Park North
Sacramento, CA 95814	Bakersfield, CA 93309
Phone: 916-319-9809	Phone: 661-336-5236
E-mail: Chris.bilbrey@cdph.ca.gov	E-mail: smagana@capk.org

All payments from CDPH to the Grantee; shall be sent to the following address:

Remittance Address
Grantee: Community Action Partnership of Kern
Attention: Tracy Webster
Address: 5005 Business Park North Bakersfield, CA 93309
Phone: 661-336-5236
E-mail: twebster@capk.org

Either party may make changes to the Project Representatives, or remittance address, by giving a written notice to the other party. Said changes shall not require an amendment to this agreement but must be maintained as supporting documentation. Note: Remittance address changes will require the Grantee to submit a completed CDPH 9083 Governmental Entity Taxpayer ID Form or STD 204 Payee Data Record Form and the STD 205 Payee Data Supplement, which can be requested through the CDPH Project Representatives for processing.

STANDARD GRANT PROVISIONS. The Grantee must adhere to all Exhibits listed and any subsequent revisions. The following Exhibits are attached hereto or attached by reference and made a part of this Grant Agreement:

Exhibit A GRANT APPLICATION FORMS (Response from applicant)

Exhibit B BUDGET DETAIL AND PAYMENT PROVISIONS

Exhibit C STANDARD GRANT CONDITIONS

Exhibit D FEDERAL FISCAL YEAR 2024-2026 FUNDING APPLICATION PACKAGE –
Including all the requirements and attachments contained therein

Exhibit E ADDITIONAL PROVISIONS

Exhibit F FEDERAL TERMS AND CONDITIONS

GRANTEE REPRESENTATIONS: The Grantee(s) accepts all terms, provisions, and conditions of this grant, including those stated in the Exhibits incorporated by reference above. The Grantee(s) shall fulfill all assurances and commitments made in the application, declarations, other accompanying documents, and written communications (e.g., e-mail, correspondence) filed in support of the request for grant funding. The Grantee(s) shall comply with and require its subgrantee's to comply with all applicable laws, policies, and regulations.

IN WITNESS THEREOF, the parties have executed this Grant on the dates set forth below.

Executed By:

Date: _____

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

Date: _____

Maksim Lyulkin, Chief
Fiscal Services Unit
California Department of Public Health
1616 Capitol Avenue, Suite 74.262
P.O. Box 997377, MS 1800- 1804
Sacramento, CA 95899-7377

Exhibit B
Budget Detail and Payment Provisions

1. Invoicing and Payment

A. Upon completion of project activities as provided in Exhibit A Grant Application / Attachment 1 Grantee Written Modification, and upon receipt and approval of the invoices, the State agrees to reimburse the Grantee for activities performed and expenditures incurred in accordance with the total amount of this agreement.

B. Invoices shall include the Grant Number and shall be submitted not more frequently than monthly in arrears to:

Kimmy Casjens, Contract Manager
California Department of Public Health
Nutrition Education and Obesity Prevention Branch
neopbfiscalrequest@cdph.ca.gov

C. Invoices shall:

1) Be submitted no more than thirty (30) calendar days following the last day of the reporting period, with a fifteen (15)-day grace period (45 days total).
2) Be prepared on Grantee letterhead. If invoices are not on produced letterhead, invoices must be signed by an authorized official, employee, or agent certifying that the expenditures claimed represent activities performed and are in accordance with Exhibit A Grant Application under this Grant.
3) Bear the Grantee's name as shown on the Grant.
4) Identify the billing and/or performance period covered by the invoice.
5) Itemize costs for the billing period in the same or greater level of detail as indicated in this Grant. Subject to the terms of this Grant, reimbursement may only be sought for those costs and/or cost categories expressly identified as allowable and approved by CDPH.

D. Amount awarded under this Grant amount is identified in the CDPH 1229 Grant Agreement.

2. Budget Contingency Clause

A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to fulfill any provisions of this Agreement.

B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State or offer an agreement amendment to Grantee to reflect the reduced amount.

Exhibit B
Budget Detail and Payment Provisions

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

4. Amounts Payable

A. The amounts payable under this Grant shall not exceed $6,569,256.00.

B. Payment Allocations shall be made for allowable expenses up to the amount annually encumbered commensurate with the state fiscal year in which services are fulfilled and / or goods are received.

5. Timely Submission of Final Invoice

A. A final undisputed invoice shall be submitted for payment no more than forty-five (45) calendar days following the expiration or termination date of this Grant, unless a later or alternate deadline is agreed to in writing by the program grant manager. Said invoice should be clearly marked “Final Invoice”, indicating that all payment obligations of the State under this Grant have ceased and that no further payments are due or outstanding.

B. The State may, at its discretion, choose not to honor any delinquent final invoice if the Grantee fails to obtain prior written State approval of an alternate final invoice submission deadline.

6. Travel and Per Diem Reimbursement

Any reimbursement for necessary travel and per diem shall, unless otherwise specified in this Agreement, be at the rates currently in effect, as established by the California Department of Human Resources (Cal HR). If the Cal HR rates change during the term of the Agreement, the new rates shall apply upon their effective date and no amendment to this Agreement shall be necessary. No travel outside the State of California shall be reimbursed without prior authorization from the CDPH. Verbal authorization should be confirmed in writing. Written authorization may be in a form including fax or email confirmation.

EXHIBIT C

STANDARD GRANT CONDITIONS

1. **APPROVAL:** This Grant is of no force or effect until signed by both parties and approved by the Department of General Services, if required. The Grantee may not commence performance until such approval has been obtained

2. **AMENDMENT:** No amendment or variation of the terms of this Grant shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or Agreement not incorporated in the Grant is binding on any of the parties. In no case shall the Department materially alter the scope of the Project set forth in Exhibit A.

3. **ASSIGNMENT:** This Grant is not assignable by the Grantee, either in whole or in part, without the written consent of the Grant Manager in the form of a written amendment to the Grant.

4. **AUDIT:** Grantee agrees that the Department, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to this Grant. Grantee agrees to maintain such records for a possible audit for a minimum of three (3) years after final payment or completion of the project funded with this Grant, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to the project.

5. **CONFLICT OF INTEREST:** Grantee certifies that it is in compliance with all applicable state and/or federal conflict of interest laws.

6. **INDEMNIFICATION**: Grantee agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the project, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Grantee in the performance of any activities related to the Project.

7. **FISCAL MANAGEMENT SYSTEMS AND ACCOUNTING STANDARDS:** Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of all grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of any applicable state or federal law, or the provisions of this Grant. Grantee further agrees that it will maintain separate Project accounts in accordance with generally accepted accounting principles.

8. **GOVERNING LAW:** This Grant is governed by and shall be interpreted in accordance with the laws of the State of California.

9. **INCOME RESTRICTIONS:** Grantee agrees that any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by the Grantee under this Grant shall be paid by the Grantee to the Department, to the extent that they are properly allocable to costs for which the Grantee has been reimbursed by the Department under this Grant.

10. **INDEPENDENT CONTRACTOR:** Grantee, and its agents and employees of Grantee, in the performance of the Project, shall act in an independent capacity and not as officers, employees or agents of the Department.

11. **MEDIA EVENTS:** Grantee shall notify the Department's Grant Manager in writing at least twenty (20) working days before any public or media event publicizing the accomplishments and/or results of the Project and provide the opportunity for attendance and participation by Department's representatives.

12. **NO THIRD-PARTY RIGHTS:** The Department and Grantee do not intend to create any rights or remedies for any third- party as a beneficiary of this Grant or the project.

13. **NOTICE:** Grantee shall promptly notify the Department's Grant Manager in writing of any events, developments or changes that could affect the completion of the project or the budget approved for this Grant.

14. **PROFESSIONALS:** Grantee agrees that only licensed professionals will be used to perform services under this Grant where such services are called for.

15. **RECORDS:** Grantee certifies that it will maintain Project accounts in accordance with generally accepted accounting principles. Grantee further certifies that it will comply with the following conditions for a grant award as set forth in the Request for Applications (Exhibit D) and the Grant Application (Exhibit A).

    A. Establish an official file for the Project which shall adequately document all significant actions relative to the Project;
    B. Establish separate accounts which will adequately and accurately depict all amounts received and expended on this Project, including all grant funds received under this Grant;
    C. Establish separate accounts which will adequately depict all income received which is attributable to the Project, especially including any income attributable to grant funds disbursed under this Grant;
    D. Establish an accounting system which will adequately depict final total costs of the Project, including both direct and indirect costs; and,
    E. Establish such accounts and maintain such records as may be necessary for the state to fulfill federal reporting requirements, including any and all reporting requirements under federal tax statutes or regulations.

16. **RELATED LITIGATION:** Under no circumstances may Grantee use funds from any disbursement under this Grant to pay for costs associated with any litigation between the Grantee and the Department.

17. RIGHTS IN DATA: Grantee and the Department agree that all data, plans, drawings, specifications, reports, computer programs, operating manuals, notes, and other written or graphic work submitted under Exhibit A in the performance of the Project funded by this Grant shall be in the public domain. Grantee may disclose, disseminate and use in whole or in part, any final form data and information received, collected, and developed under this Project, subject to appropriate acknowledgment of credit to the Department for financial support. Grantee shall not utilize the materials submitted to the Department (except data) for any profit making venture or sell or grant rights to a third-party who intends to do so. The Department has the right to use submitted data for all governmental purposes.

18. VENUE: (This provision does not apply to Local Governmental Entities)

The Department and Grantee agree that any action arising out of this Grant shall be filed and maintained in the Superior Court, California. Grantee waives any existing sovereign immunity for the purposes of this Grant, if applicable.

19. STATE-FUNDED RESEARCH GRANTS:

A. Grantee shall provide for free public access to any publication of a department-funded invention or department-funded technology. Grantee further agrees to all terms and conditions required by the California Taxpayer Access to Publicly Funded Research Act (Chapter 2.5 (commencing with Section 13989) of Part 4.5 of Division 3 of Title 2 of the Government Code).

B. As a condition of receiving the research grant, Grantee agrees to the following terms and conditions which are set forth in Government Code section 13989.6 ("Section 13989.6"):

1) Grantee is responsible for ensuring that any publishing or copyright agreements concerning submitted manuscripts fully comply with Section 13989.6.

2) Grantees shall report to the Department the final disposition of the research grant, including, but not limited to, if it was published, when it was published, where it was published, when the 12-month time period expires, and where the manuscript will be available for open access.

3) For a manuscript that is accepted for publication in a peer-reviewed journal, the Grantee shall ensure that an electronic version of the peer-reviewed manuscript is available to the department and on an appropriate publicly accessible database approved by the Department, including, but not limited to, the University of California's eScholarship Repository at the California Digital Library, PubMed Central, or the California Digital Open Source Library, to be made publicly available not later than 12 months after the official date of publication. Manuscripts submitted to the California Digital Open Source Library shall be exempt from the requirements in subdivision (b) of Section 66408 of the Education Code. Grantee shall make reasonable efforts to comply with this requirement by ensuring that their manuscript is accessible on an approved publicly accessible database, and notifying the Department that the manuscript is available on a department-approved database. If Grantee is unable to ensure that their manuscript is accessible on an approved publicly accessible database, Grantee may comply by providing the manuscript to the Department not later than 12 months after the official date of publication.

4) For publications other than those described inparagraph B.3 above,, including meeting abstracts, Grantee shall comply by providing the manuscript to the Department not later than 12 months after the official date of publication.

5) Grantee is authorized to use grant money for publication costs, including fees charged by a publisher for color and page charges, or fees for digital distribution.

Exhibit E
Additional Provisions

1. Additional Incorporated Documents

A. The following documents and any subsequent updates are not attached but are incorporated herein and made a part hereof by this reference. CDPH will maintain on file, all documents referenced herein and any subsequent updates, as required by program directives. CDPH shall provide the Contractor with copies of said documents and any periodic updates thereto, under separate cover.

1) Administrative Guidelines Manual
2) LHD Program Letters: https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/NEOPB/Pages/LHDProgramLetters.aspx
3) SNAP-Ed Plan Guidance and Templates: https://snaped.fns.usda.gov/program-administration/guidance-and-templates

2. Cancellation / Termination

A. This Grant may be cancelled by CDPH without cause upon thirty (30) calendar days advance written notice to the Grantee.

B. CDPH reserves the right to cancel or terminate this Grant immediately for cause. The Grantee may submit a written request to terminate this Grant only if CDPH substantially fails to perform its responsibilities as provided herein.

C. The term "for cause" shall mean that the Grantee fails to meet the terms, conditions, and/or responsibilities of this agreement. Causes for termination include, but are not limited to the following occurrences:

1) If the Grantee knowingly furnishes any statement, representation, warranty, or certification in connection with the agreement, which representation is materially false, deceptive, incorrect, or incomplete.
2) If the Grantee fails to perform any material requirement of this Grant or defaults in performance of this agreement.
3) Failure to adhere to the funding application parameters and or submitted plans to address the application deliverables.
4) If the Grantee files for bankruptcy, or if CDPH determines that the Grantee becomes financially incapable of completing this agreement.

D. Grant termination or cancellation shall be effective as of the date indicated in CDPH's notification to the Grantee. The notice shall stipulate any final performance, invoicing or payment requirements.

E. In the event of early termination or cancellation, the Grantee shall be entitled to compensation for services performed satisfactorily under this agreement and

expenses incurred up to the date of cancellation and any non-cancelable obligations incurred in support of this Grant.

F. In the event of termination, and at the request of CDPH, the Grantee shall furnish copies of all proposals, specifications, designs, procedures, layouts, copy, and other materials related to the services or deliverables provided under this Grant, whether finished or in progress on the termination date.

G. The Grantee will not be entitled to reimbursement for any expenses incurred for services and deliverables pursuant to this agreement after the effective date of termination.

H. Upon receipt of notification of termination of this Grant, and except as otherwise specified by CDPH, the Grantee shall:

1) Place no further order or subgrants for materials, services, or facilities.
2) Settle all outstanding liabilities and all claims arising out of such termination of orders and subgrants.
3) Upon the effective date of termination of the Grant and the payment by CDPH of all items properly changeable to CDPH hereunder, Grantee shall transfer, assign and make available to CDPH all property and materials belonging to CDPH, all rights and claims to any and all reservations, grants, and arrangements with owners of media/PR materials, or others, and shall make available to CDPH all written information regarding CDPH's media/PR materials, and no extra compensation is to be paid to Grantee for its services.
4) Take such action as may be necessary, or as CDPH may specify, to protect and preserve any property related to this agreement which is in the possession of the Grantee and in which CDPH has or may acquire an interest.

I. CDPH may, at its discretion, require the Grantee to cease performance of certain components of the Scope of Work as designated by CDPH and complete performance of other components prior to the termination date of the Grant.

3. **Avoidance of Conflicts of Interest by Grantee**

A. CDPH intends to avoid any real or apparent conflict of interest on the part of the Grantee, subgrants, or employees, officers and directors of the Grantee or subgrants. Thus, CDPH reserves the right to determine, at its sole discretion, whether any information, assertion or claim received from any source indicates the existence of a real or apparent conflict of interest; and, if a conflict is found to exist, to require the Grantee to submit additional information or a plan for resolving the conflict, subject to CDPH review and prior approval.

B. Conflicts of interest include, but are not limited to:

Exhibit E
Additional Provisions

1) An instance where the Grantee or any of its subgrants, or any employee, officer, or director of the Grantee or any subgrant or has an interest, financial or otherwise, whereby the use or disclosure of information obtained while performing services under the grant would allow for private or personal benefit or for any purpose that is contrary to the goals and objectives of the grant.
2) An instance where the Grantee's or any subgrant's employees, officers, or directors use their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business or other ties.

C. If CDPH is or becomes aware of a known or suspected conflict of interest, the Grantee will be given an opportunity to submit additional information or to resolve the conflict. A Grantee with a suspected conflict of interest will have five (5) working days from the date of notification of the conflict by CDPH to provide complete information regarding the suspected conflict. If a conflict of interest is determined to exist by CDPH and cannot be resolved to the satisfaction of CDPH, the conflict will be grounds for terminating the grant. CDPH may, at its discretion upon receipt of a written request from the Grantee, authorize an extension of the timeline indicated herein.

4. **Dispute Resolution Process**

A. A Grantee grievance exists whenever there is a dispute arising from CDPH's action in the administration of an agreement. If there is a dispute or grievance between the Grantee and CDPH, the Grantee must seek resolution using the procedure outlined below.

1) The Grantee should first informally discuss the problem with the CDPH Program Grant Manager. If the problem cannot be resolved informally, the Grantee shall direct its grievance together with any evidence, in writing, to the program Branch Chief. The grievance shall state the issues in dispute, the legal authority or other basis for the Grantee's position and the remedy sought. The Branch Chief shall render a decision within ten (10) working days after receipt of the written grievance from the Grantee. The Branch Chief shall respond in writing to the Grantee indicating the decision and reasons therefore. If the Grantee disagrees with the Branch Chief's decision, the Grantee may appeal to the second level.
2) When appealing to the second level, the Grantee must prepare an appeal indicating the reasons for disagreement with Branch Chief's decision. The Grantee shall include with the appeal a copy of the Grantee's original statement of dispute along with any supporting evidence and a copy of the Branch Chief's decision. The appeal shall be addressed to the Deputy Director of the division in which the branch is organized within ten (10) working days from receipt of the Branch Chief's decision. The Deputy Director of the division in which the branch is organized or his/her designee shall meet with the Grantee to review the issues raised. A written decision signed by the Deputy Director of the division in which

Exhibit E
Additional Provisions

the branch is organized or his/her designee shall be directed to the Grantee within twenty (20) working days of receipt of the Grantee's second level appeal.

B. If the Grantee wishes to appeal the decision of the Deputy Director of the division in which the branch is organized or his/her designee, the Grantee shall follow the procedures set forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Division 2, Chapter 2, Article 3 (commencing with Section 1140) of the California Code of Regulations).

C. Disputes arising out of an audit, examination of an agreement or other action not covered by subdivision (a) of Section 20204, of Chapter 2.1, Title 22, of the California Code of Regulations, and for which no procedures for appeal are provided in statute, regulation or the Agreement, shall be handled in accordance with the procedures identified in Sections 51016 through 51047, Title 22, California Code of Regulations.

D. Unless otherwise stipulated in writing by CDPH, all dispute, grievance and/or appeal correspondence shall be directed to the CDPH Grant Manager.

E. There are organizational differences within CDPH's funding programs and the management levels identified in this dispute resolution provision may not apply in every contractual situation. When a grievance is received and organizational differences exist, the Grantee shall be notified in writing by the CDPH Grant Manager of the level, name, and/or title of the appropriate management official that is responsible for issuing a decision at a given level.

5. **Executive Order N-6-22 - Economic Sanctions**

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Grantee is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this Agreement. The State shall provide Grantee advance written notice of such termination, allowing Grantee at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

Prior to awarding and executing grant, the State shall conduct its due diligence to determine if the proposed awardee is a named individual or entity on federal and any state Economic Sanctions lists. If the proposed awardee is listed, the State shall refrain from entering into the Grant. Resources for locating names of sanctioned individuals and entities are available on the DGS Office of Legal Services' webpage: Ukraine-Russia (ca.gov).

Exhibit E
Additional Provisions

If this Agreement is valued at $5 million or more, upon execution the State will send a separate notification outlining additional requirements specified under the EO. Compliance with this Economic Sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (https://home.treasury.gov/policy-issues/financial-sanctions/sanctionsprograms-and-country-information/ukraine-russia-related-sanctions). Failure to comply may result in the termination of this Agreement.

Community Action Partnership of Kern

Account 23-10317]

Exhibit F
Federal Terms and Conditions

(For Federally Funded Grant Agreements)

This exhibit contains provisions that require strict adherence to various contracting laws and policies.

Index of Special Terms and Conditions

1. Federal Funds
2. Federal Equal Employment Opportunity Requirements
3. Debarment and Suspension Certification
4. Covenant Against Contingent Fees
5. Lobbying Restrictions and Disclosure Certification
6. Additional Restrictions
7. Human Subjects Use Requirments
8. Audit and Record Retention
9. Federal Requirements

1. Federal Funds

(Applicable only to that portion of an agreement funded in part or whole with federal funds.)

a. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Agreement were executed after that determination was made.

b. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the fiscal years covered by the term of this Agreement. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this Agreement in any manner.

c. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.

d. CDPH has the option to invalidate or cancel the Agreement with 30-days advance written notice or to amend the Agreement to reflect any reduction in funds.

2. Federal Equal Opportunity Requirements

(Applicable to all federally funded grants entered into by the California Department of Public Health (CDPH) formerly known as California Department of Health Services (CDHS).)

a. The Grantee will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. The Grantee will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and career development opportunities and selection for training, including apprenticeship. The Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government or CDPH, setting forth the provisions of the Equal Opportunity clause, Section 503 of the Rehabilitation Act of 1973 and the affirmative action clause required by the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212). Such notices shall state the Grantee's obligation under the law to take affirmative action to employ and advance in employment qualified applicants without discrimination based on their race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era and the rights of applicants and employees.

b. The Grantee will, in all solicitations or advancements for employees placed by or on behalf of the Grantee, state that all qualified applicants will receive consideration for employment

without regard to race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era.

c. The Grantee will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice, to be provided by the Federal Government or the State, advising the labor union or workers' representative of the Grantee's commitments under the provisions herein and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

d. The Grantee will comply with all provisions of and furnish all information and reports required by Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212) and of the Federal Executive Order No. 11246 as amended, including by Executive Order 11375, ‘Amending Executive Order 11246 Relating to Equal Employment Opportunity,‘ and as supplemented by regulation at 41 CFR part 60, “Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor,” and of the rules, regulations, and relevant orders of the Secretary of Labor.

e. The Grantee will furnish all information and reports required by Federal Executive Order No. 11246 as amended, including by Executive Order 11375, ‘Amending Executive Order 11246 Relating to Equal Employment Opportunity,‘ and as supplemented by regulation at 41 CFR part 60, “Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor,” and the Rehabilitation Act of 1973, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the State and its designated representatives and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

f. In the event of the Grantee's noncompliance with the requirements of the provisions herein or with any federal rules, regulations, or orders which are referenced herein, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Grantee may be declared ineligible for further federal and state contracts in accordance with procedures authorized in Federal Executive Order No. 11246 as amended and such other sanctions may be imposed and remedies invoked as provided in Federal Executive Order No. 11246 as amended, including by Executive Order 11375, ‘Amending Executive Order 11246 Relating to Equal Employment Opportunity,‘ and as supplemented by regulation at 41 CFR part 60, “Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor,” or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

g. The Grantee will include the provisions of Paragraphs a through g in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Federal Executive Order No. 11246 as amended, including by Executive Order 11375, ‘Amending Executive Order 11246 Relating to Equal Employment Opportunity,‘ and as supplemented by regulation at 41 CFR part 60, “Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor,” or Section 503 of the Rehabilitation Act of 1973 or (38 U.S.C. 4212) of the Vietnam Era Veteran's Readjustment Assistance Act, so that such provisions will be binding upon each subgrantee or vendor. The Grantee will take such action with

respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs or CDPH may direct as a means of enforcing such provisions including sanctions for noncompliance provided, however, that in the event the Grantee becomes involved in, or is threatened with litigation by a subgrantee or vendor as a result of such direction by CDPH, the Grantee may request in writing to CDPH, who, in turn, may request the United States to enter into such litigation to protect the interests of the State and of the United States.

3. Debarment and Suspension Certification

a. By signing this Grant, the Grantee agrees to comply with applicable federal suspension and debarment regulations including, but not limited to 7 CFR Part 3017, 45 CFR 76, 40 CFR 32 or 34 CFR 85.

b. By signing this Grant, the Grantee certifies to the best of its knowledge and belief, that it and its principals:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;

(2) Have not within a three-year period preceding this application/proposal/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph b(2) herein; and

(4) Have not within a three-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State or local) terminated for cause or default.

(5) Shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under federal regulations (i.e., 48 CFR part 9, subpart 9.4), debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction, unless authorized by the State.

(6) Will include a clause entitled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

c. If the Grantee is unable to certify to any of the statements in this certification, the Grantee shall submit an explanation to the CDPH Program Contract Manager.

d. The terms and definitions herein have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549.

e. If the Grantee knowingly violates this certification, in addition to other remedies available to the Federal Government, the CDPH may terminate this Agreement for cause or default.

4. Covenant Against Contingent Fees

The Grantee warrants that no person or selling agency has been employed or retained to solicit/secure this Grant upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except *bona fide* employees or *bona fide* established commercial or selling agencies retained by the Grantee for the purpose of securing business. For breach or violation of this warranty, CDPH shall have the right to annul this Grant without liability or in its discretion to deduct from the Grant price or consideration, or otherwise recover, the full amount of such commission, percentage, and brokerage or contingent fee.

5. Lobbying Restrictions and Disclosure Certification

(Applicable to federally funded grants in excess of $100,000 per Section 1352 of the 31, U.S.C.)

a. Certification and Disclosure Requirements

(1) Each person (or recipient) who requests or receives a grant, subgrant, which is subject to Section 1352 of the 31, U.S.C., and which exceeds $100,000 at any tier, shall file a certification (in the form set forth in Attachment 1, consisting of one page, entitled "Certification Regarding Lobbying") that the recipient has not made, and will not make, any payment prohibited by Paragraph b of this provision.

(2) Each recipient shall file a disclosure (in the form set forth in Attachment 2, entitled "Standard Form-LLL 'disclosure of Lobbying Activities'") if such recipient has made or has agreed to make any payment using nonappropriated funds (to include profits from any covered federal action) in connection with a grant or any extension or amendment of that grant, which would be prohibited under Paragraph b of this provision if paid for with appropriated funds.

(3) Each recipient shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affect the accuracy of the information contained in any disclosure form previously filed by such person under Paragraph a(2) herein. An event that materially affects the accuracy of the information reported includes:

(a) A cumulative increase of $25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered federal action;

(b) A change in the person(s) or individuals(s) influencing or attempting to influence a covered federal action; or

(c) A change in the officer(s), employee(s), or member(s) contacted for the purpose of influencing or attempting to influence a covered federal action.

(4) Each person (or recipient) who requests or receives from a person referred to in

Paragraph a(1) of this provision a grant or subgrant exceeding $100,000 at any tier under a grant shall file a certification, and a disclosure form, if required, to the next tier above.

(5) All disclosure forms (but not certifications) shall be forwarded from tier to tier until received by the person referred to in Paragraph a(1) of this provision. That person shall forward all disclosure forms to CDPH Program Contract Manager.

b. Prohibition

Section 1352 of Title 31, U.S.C., provides in part that no appropriated funds may be expended by the recipient of a federal contract or agreement, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract or agreement, the making of any federal grant, the making of any federal loan, entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract or agreement, grant, loan, or cooperative agreement.

6. **Additional Restrictions**

Grantee shall comply with the restrictions under Division F, Title V, Section 503 of the Consolidated Appropriations Act, 2012 (H.R. 2055), which provides that:

"SEC. 503.(a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.
(b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.
(c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control."

7. Human Subjects Use Requirements

(Applicable only to federally funded agreements in which performance, directly or through a subgrantee/subaward, includes any tests or examination of materials derived from the human body.)

By signing this Agreement, Grantee agrees that if any performance under this Agreement or any subcontract or subagreement includes any tests or examination of materials derived from the human body for the purpose of providing information, diagnosis, prevention, treatment or assessment of disease, impairment, or health of a human being, all locations at which such examinations are performed shall meet the requirements of 42 U.S.C. Section 263a (CLIA) and the regulations thereunder.

8. Audit and Record Retention

(Applicable to agreements in excess of $10,000.)

a. The Grantee shall maintain books, records, documents, and other evidence, accounting procedures and practices, sufficient to properly reflect all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this Agreement, including any matching costs and expenses. The foregoing constitutes "records" for the purpose of this provision.

b. The Grantee's facility or office or such part thereof as may be engaged in the performance of this Agreement and his/her records shall be subject at all reasonable times to inspection, audit, and reproduction.

c. Grantee agrees that CDPH, the Bureau of State Audits, or their designated representatives including the Comptroller General of the United States shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any subgrantee related to performance of this Agreement. (GC 8546.7, CCR Title 2, Section 1896).

d. The Grantee shall preserve and make available his/her records (1) for a period of three years from the date of final payment under this Agreement, and (2) for such longer period, if any, as is required by applicable statute, by any other provision of this Agreement, or by subparagraphs (1) or (2) below.

   (1) If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.

   (2) If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.

f. The Grantee may, at its discretion, following receipt of final payment under this Agreement, reduce its accounts, books and records related to this Agreement to electoronic data storage device. Upon request by an authorized representative to inspect, audit or obtain copies of said records, the Grantee and/or Subgrantee must supply or make available applicable devices, hardware, and/or software necessary to view, copy and/or print said records.

9. Federal Requirements

Grantee agrees to comply with and shall require all subgrantee's, if any, to comply with all applicable Federal requirements including but not limited to the United States Code, the Code of Federal Regulations, the Funding Opportunity Announcement, the Notice of Award, the funding agreement, and any memoranda or letter regarding the applicable Federal requirements.

Attachment 1

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

CERTIFICATION REGARDING LOBBYING

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

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

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

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subGrantees, subgrants, and contracts under grants and cooperative agreements) of $100,000 or more, and that all subrecipients shall certify and disclose accordingly.

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

Community Action Partnership of Kern	
Name of Grantee	Printed Name of Person Signing for Grantee
23-10317	
Contract / Grant Number	Signature of Person Signing for Grantee
Date	Title

After execution by or on behalf of Grantee, please return to:

California Department of Public Health
Nutrition Education and Obesity Prevention Branch
P.O. Box 997377, MS 7204
Sacramento, CA 95899-7377
Attn: Kimmy Casjens, Grant Manager

CDPH reserves the right to notifiy the Grantee in writing of an alternate submission address.

Attachment 2

CERTIFICATION REGARDING LOBBYING

Approved by OMB Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 13520348-0046
(See reverse for public burden disclosure)

1. Type of Federal Action: [ ] a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: [ ] a. bid/offer/application b. initial award c. post-award	3. Report Type: [ ] a. initial filing b. material change For Material Change Only: Year _____ quarter _____ date of last report _____.

4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee Tier ___, if known:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:
6. Federal Department/Agency	7. Federal Program Name/Description:
8. Federal Action Number, if known:	9. Award Amount, if known:
10.a. Name and Address of Lobbying Registrant *(If individual, last name, first name, MI)*:	b. Individuals Performing Services *(including address if different from 10a.* *(Last name, First name, MI):*
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. required disclosure shall be subject to a not more than $100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: Date:

Federal Use Only	Authorized for Local Reproduction Standard Form-LLL (Rev. 7-97)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

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MEMORANDUM

To: Executive Committee

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

Date: July 26, 2023

Subject: *Head Start*
Budget to Actual Report for the period ended May 31, 2023 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the fifth-year budget period is March 1, 2023, through February 29, 2024.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2023, through May 31, 2023. Three months (25%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 17% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 44% of the budget.

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

The non-Federal share is at 31% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2023 - February 29, 2024
Report Period: March 1, 2023 - May 31, 2023
Month 03 of 12 (25%)

Prepared 07/18/2023

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,709,705	1,423,157	8,286,548	15%	85%
FRINGE BENEFITS	3,926,571	381,054	3,545,517	10%	90%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	717,567	202,018	515,549	28%	72%
CONTRACTUAL	129,742	81,883	47,859	63%	37%
CONSTRUCTION	-	-	-		
OTHER	2,369,344	716,340	1,653,004	30%	70%
INDIRECT	1,628,603	257,284	1,371,319	16%	84%
TOTAL BASE FUNDING	**18,481,532**	**3,061,735**	**15,419,797**	**17%**	**83%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	41,904	15,968	25,936	38%	62%
SUPPLIES	23,986	5,327	18,659	22%	78%
CONTRACTUAL	22,800	442	22,358	2%	98%
OTHER	72,752	49,652	23,100	68%	32%
INDIRECT	16,144	7,163	8,981	44%	56%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**78,552**	**99,034**	**44%**	**56%**
CARRYOVER					
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER		-	-		
OTHER - CARES	-	-	-		
INDIRECT	-	-	-		
TOTAL CARRYOVER	**-**	**-**	**-**		
GRAND TOTAL HS FEDERAL FUNDS	**18,659,118**	**3,140,287**	**15,518,831**	**17%**	**83%**

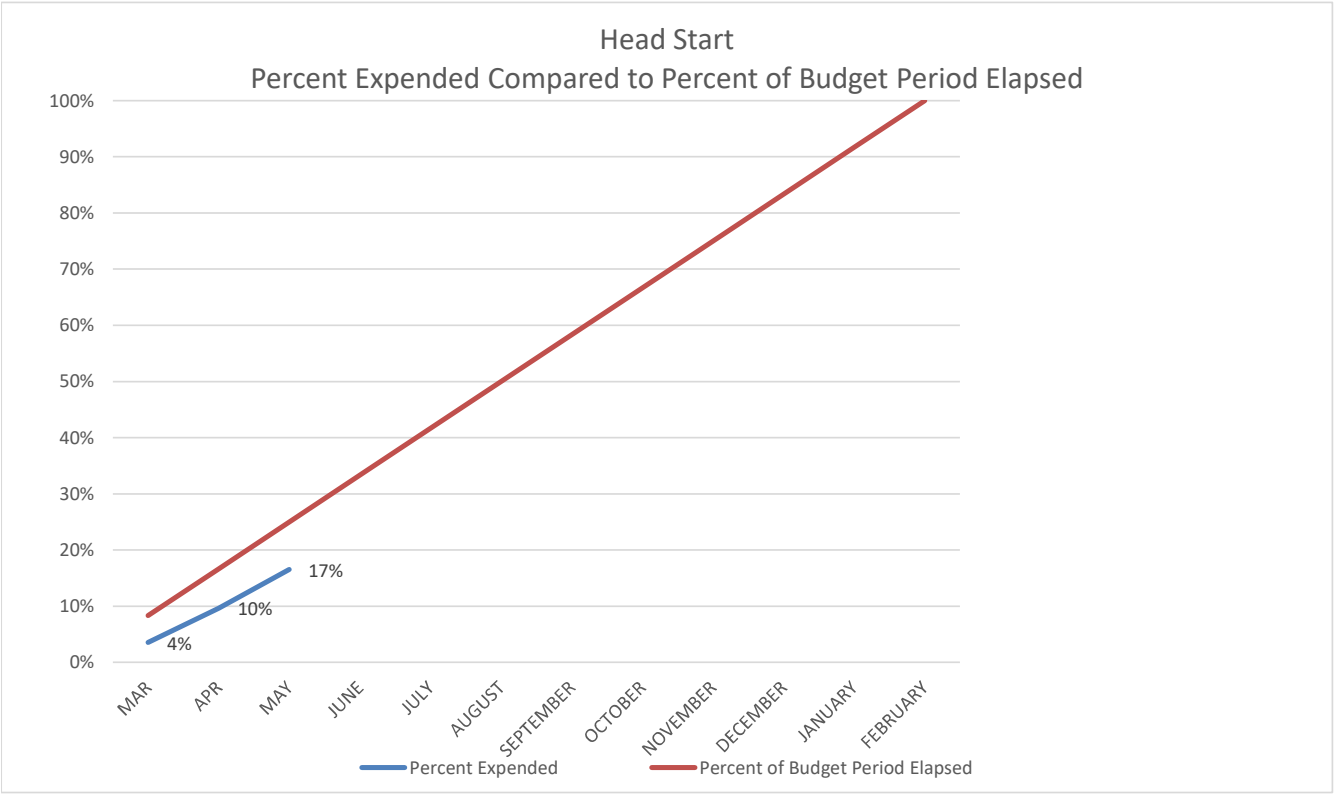
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,958,398	1,090,051	868,347	56%	44%
CALIF DEPT OF ED	11,131,398	2,989,577	8,141,821	27%	73%
TOTAL NON-FEDERAL	**13,089,796**	**4,079,628**	**9,010,168**	**31%**	**69%**

Budget reflects Notice of Award #09CH011132-05-00
Actual expenditures include posted expenditures and estimated adjustments through 05/31/2023
Administrative Cost for HS and EHS Combined **4.3%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	55,036	-	-	-	**55,036**	6/1/2023
Lowe's	38,112		-	-	**38,112**	6/1/2023
Smart & Final	794		-		**794**	6/1/2023
Save Mart	1,389				**1,389**	6/1/2023
Chevron & Texaco Business Card	7,186	-	-	-	**7,186**	6/6/2023
Home Depot	18,779		-	-	**18,779**	6/5/2023
	121,295	**-**	**-**	**-**	**121,296**	


Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
4%
10%
17%
MAR
APR
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Executive Committee

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

Date: July 26, 2023

Subject: *Early Head Start*
Budget to Actual Report for the period ended May 31, 2023 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the fifth-year budget period is March 1, 2023, through February 29, 2024.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2023, through May 31, 2023. Three months (25%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 17% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 14% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2023 - February 29, 2024
Report Period: March 1, 2023 - May 31, 2023
Month 03 of 12 (25%)

Prepared 07/18/2023

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,313,272	1,382,198	7,931,074	15%	85%
FRINGE BENEFITS	2,737,444	445,012	2,292,432	16%	84%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	859,126	170,489	688,637	20%	80%
CONTRACTUAL	985,671	241,880	743,791	25%	75%
CONSTRUCTION	-	-	-		
OTHER	2,024,865	526,326	1,498,539	26%	74%
INDIRECT	1,545,327	261,668	1,283,659	17%	83%
TOTAL BASE FUNDING	**17,465,705**	**3,027,573**	**14,438,132**	**17%**	**83%**

TRAINING & TECHNICAL ASSISTANCE					
PERSONNEL	-	(6,165)	6,165		
FRINGE BENEFITS	-	(472)	472		
TRAVEL	44,192	9,995	34,197	23%	77%
SUPPLIES	30,013	2,592	27,421	9%	91%
CONTRACTUAL	26,080	308	25,772	1%	99%
OTHER	212,393	36,313	176,080	17%	83%
INDIRECT	31,268	4,444	26,824	14%	86%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**47,016**	**296,930**	**14%**	**86%**

CARRYOVER					
PERSONNEL		-	-		
FRINGE BENEFITS		-	-		
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER	-	-	-		
INDIRECT	-	-	-		
TOTAL CARRYOVER	**-**	**-**	**-**		

GRAND TOTAL EHS FEDERAL FUNDS	**17,809,651**	**3,074,589**	**14,735,062**	**17%**	**83%**

Budget reflects Notice of Award #09CH011132-05-00
Actual expenditures include posted expenditures and estimated adjustments through 05/31/2023

Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
Budget Period: March 1, 2023 through February 29, 2024
Report for period ending April **30, 2023** (Month 2 of 12)

Percent of budget period elapsed: 16.7%

LOCATION	Enroll-ment	March	April	May	YTD Totals	Kern/ SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	12,892	7,848	2,921	23,661	Kern	39,812	59%
Alicante	20	10,790	8,866	11,664	31,320	Kern	19,906	157%
Angela Martinez	60	8,111	9,761	13,103	30,975	Kern	59,718	52%
Broadway	40	5,844	8,557	3,794	18,195	Kern	39,812	46%
California City	20	3,962	3,239	1,334	8,535	Kern	19,906	43%
Cleo Foran	23	6,400	5,344	6,180	17,924	Kern	22,892	78%
Delano	76	21,542	21,398	9,573	52,513	Kern	75,643	69%
East California	52	6,966	7,627	16,470	31,063	Kern	51,756	60%
Fairfax	39	14,513	14,461	11,005	39,979	Kern	38,817	103%
Fairview	0	0	0	0	0	Kern	0	#DIV/0!
Harvey L. Hall	140	15,534	14,242	11,281	41,057	Kern	139,343	29%
Heritage	20	6,419	4,440	2,352	13,211	Kern	19,906	66%
Home Base	126	13,669	13,810	7,747	35,226	Kern	62,704	56%
Lamont	20	6,800	7,113	3,715	17,629	Kern	19,906	89%
Martha J. Morgan	71	17,685	17,418	12,330	47,434	Kern	70,667	67%
McFarland	20	18,674	14,243	11,391	44,308	Kern	19,906	223%
Mojave	20	2,344	950	89	3,383	Kern	19,906	17%
Oasis	45	13,334	12,110	9,243	34,687	Kern	44,789	77%
Pete H. Parra	128	28,157	26,790	25,089	80,036	Kern	127,399	63%
Planz	0	0	0	0	0	Kern	0	#DIV/0!
Primeros Pasos	76	16,591	28,786	32,100	77,477	Kern	75,643	102%
Rosamond	60	4,135	4,253	1,934	10,322	Kern	59,718	17%
San Diego	32	7,732	6,480	4,299	18,511	Kern	31,850	58%
Seibert	20	2,192	2,333	1,186	5,711	Kern	19,906	29%
Shafter	20	5,245	3,385	1,695	10,325	Kern	19,906	52%
Shafter HS/EHS	24	3,739	1,701	2,203	7,643	Kern	23,887	32%
Sterling	124	17,580	12,877	15,274	45,731	Kern	123,418	37%
Stockdale Head Start	60							
Sunrise Villa	20	2,987	3,977	1,656	8,619	Kern	19,906	43%
Taft	60	8,556	8,847	6,946	24,349	Kern	59,718	41%
Tehachapi	34	1,671	2,593	77	4,342	Kern	33,840	13%
Vineland	20	2,263	2,062	1,834	6,159	Kern	19,906	31%
Virginia	20	9,620	9,937	12,432	31,989	Kern	19,906	161%
Wesley	60	21,461	17,010	14,220	52,691	Kern	59,718	88%
Willow	40	10,607	10,172	6,779	27,558	Kern	39,812	69%
Administrative Services		0	0	0	0	Kern	0	0%
PC Planning		0	0	0	0	Kern	0	0%
PC By Laws		0	0	0	0			
Governance		451	166	0	617	Kern	15,000	4%
Program Services		13,092	4,791	0	17,882	Kern	74,265	24%
California Street	24	5,829	6,641	6,121	18,591	SJC	39,646	47%
Chrisman	16	4,794	4,540	2,987	12,321	SJC	26,431	47%
Gianone	0	0	0	0	0	SJC	0	#DIV/0!
Kennedy	16	1,373	2,054	886	4,313	SJC	26,431	16%
Lodi Home Base	30	8,307	13,348	11,998	33,653	SJC	24,779	136%
Lodi UCC	30	6,058	6,624	5,855	18,537	SJC	49,558	37%
Manteca Home Base	11	6,664	5,740	5,869	18,274	SJC	9,086	201%
Marci Massei	24	1,924	2,680	2,838	7,441	SJC	39,646	19%
St. Mary's	24	4,791	3,369	2,431	10,592	SJC	39,646	27%
Stockton Home Base	78	9,353	10,459	1,054	20,865	SJC	64,425	32%
Tracy Home Base	12	6,099	4,634	5,058	15,791	SJC	9,912	159%
Walnut	24	3,537	3,040	2,033	8,610	SJC	39,646	22%
Administrative Services		0	0	0	0	SJC	0	0%
Program Services		0	0	0	0	SJC	0	0%
Policy Council		0	0	0	0	SJC	0	0%
SUBTOTAL IN-KIND	**1,919**	**400,287**	**380,718**	**309,047**	**1,090,051**	**0**	**1,958,398**	**56%**
						x		
State General Child Care*		273,064	254,458	266,636	794,158	Kern	3,297,554	24%
State Preschool*		623,046	525,600	542,386	1,691,032	Kern	6,413,658	26%
State Migrant Child Care*		5,212	7,596	7,442	20,250	Kern	245,034	8%
SUBTOTAL CA DEPT of ED		**901,323**	**787,654**	**816,465**	**2,505,441**		**9,956,246**	**25%**
						x		
State General Child Care*		96,972	128,349	139,529	364,850	SJC	1,175,152	**31%**
SUBTOTAL CA DEPT of ED		**96,972**	**128,349**	**139,529**	**364,850**		**1,175,152**	**31%**
GRAND TOTAL		**1,398,582**	**1,296,721**	**1,265,041**	**3,960,342**		**13,089,796**	**30%**
					119,286			
					4,079,628			

Community Action Partnership of Kern
Early Head Start Child Care Partnerships
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2023 through March 31, 2023
Report for period ending March 31, 2023 (Month 1 of 12)

Percent of year elapsed: 0.083%

LOCATION	FUNDED ENROLL-MENT	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	2,332	2,225	2,631	0	0	0	0	0	0	0	0	0	7,188	103,398	7%
Kern Community College District - BC	32	27,579	662	0	0	0	0	0	0	0	0	0	0	28,240	137,864	20%
KCSOS - Blanton	16	33,685	0	0	0	0	0	0	0	0	0	0	0	33,685	68,932	49%
Garden Pathways	11	0	166	0	0	0	0	0	0	0	0	0	0	166	47,391	0%
Taft College	42	49,928	23	0	0	0	0	0	0	0	0	0	0	49,951	180,947	28%
Escuelita Hernandez	16	57	0	0	0	0	0	0	0	0	0	0	0	57	68,932	0%
TBD	11	0	0	0	0	0	0	0	0	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0	0	0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0	0	0	0	0	0	0		
GRAND TOTAL	**152**	**113,580**	**3,075**	**2,631**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**119,286**	**654,854**	**18%**

Budget reflects Notice of Award #09HP000163-03-04

Helping People. . . Changing Lives.

COMMUNITY ACTION PARTNERSHIP OF KERN

EXECUTIVE COMMITTEE

JULY 26, 2023

FINANCIAL REPORT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/23 - 02/28/24	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/23 - 02/28/24	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/23 - 02/28/24	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/23 - 02/28/24	505	DONATIONS
ENERGY			NOT APPLICABLE	03/01/23 - 02/28/24	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/23 - 02/28/24	531	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	533	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	534	DONATIONS
211			NOT APPLICABLE	03/01/23 - 02/28/24	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	541	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/23 - 02/28/24	545	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/23 - 02/28/24	595	DONATIONS
RESTRICTED						
EARLY HEAD START/HEAD START	29,150,876	93.600	09CH011132-05	03/01/23 - 02/28/24	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	7,317,893	93.600	09CH011132-05	03/01/23 - 02/28/24	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D042103	08/01/22 - 07/31/23	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	244,868	21.009	23VITAA0166	10/01/22 - 09/30/23	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,756,701	93.569	23F - 4015	01/01/23 - 12/31/23	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	9,438,248 7,083,340	93.568 93.568	22B - 4012 23B - 5013	11/01/21 - 06/30/23 11/01/22 - 06/30/24	122-31 122-32	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	208,133	93.568	22Q-4561	09/01/22 - 06/30/23	122-42	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
ESLIHEAP (EMERGENCY SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM	5,432,583	93.568	22J-5716	04/1523 - 05/31/25	122-43	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) ARPA	9,870,655	93.568	21V-5561	08/01/21 - 03/31/23	122-41	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
ESLIHEAP (EMERGENCY SUPPLEMENTAL LOW-INCOME ENERGY ASSISTANCE PROGRAM)	5,432,583	93.568	23J-5716	04/15/23 - 05/31/25	122-42	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHWAP (LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM)	537,098	93.499	21Z-9556	04/01/22 - 08/31/23	124	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	677,192	93.575	CCTR - 2058	07/01/22 - 06/30/23	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 2058	07/01/22 - 06/30/23	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	5,643,428	93.575	CMAP - 2000	07/01/22 - 06/30/23	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT CHILD CARE	2,088	93.575	CMIG - 2004	07/01/22 - 06/30/23	250	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
NEOPB CAL FRESH HEALTHY LIVING	1,816,697	10.561	19-10324 A01	10/01/22 - 09/30/23	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CA	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	388,468	10.568/.569	15 - MOU - 00118	10/01/22 - 09/30/23	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP REACH AND RESILIENCY	96,159	10.568	15 - MOU - 00118	06/13/22 - 06/30/24	105-103	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
SNFMP (SENIOR FARMERS MARKET NUTRITION PROGRAM)	17,000	10.576		7/1/2020 - TBD	113	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S Phase 39	50,638	97.024		4/1/2022 - 5/31/2023	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S ARPA	156,509	97.024		7/1/2022 - 3/31/2023	114-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
LOCAL FOOD PURCHASE ASSISTANCE PROGRAM (LFPA)	815,097	10.182		PENDING	131	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
SAFE CAMPING - COUNTY OF KERN	1,212,423	21.027		7/1/2022 - 6/30/2023	142-000	U S DEPT OF TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	437,459	10.565	MOU-20-6003	10/01/22 - 09/30/23	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/22 - 09/30/23	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,277,247	10.557	22 - 10236	10/01/22 - 09/30/23	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
ASTHO VACCINE EQUITY PROJECT	575,000	93.185	00-FE-3400-01-00	05/01/22 - 06/30/23	151	US DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS OF DISEASE CONTROL AND PREVENTION, ASSOCIATION OF STATE AND TERRITORIAL HEALTH OFFICIALS (ASTHO)
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PRO	107,627	10.561	22 - CF - SUB - KERN	10/01/22 - 09/30/23	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
HUD COMMUNTY PROJECT FUNDING - FOOD BANK EXPANSION	3,000,000	14.251	B-22-CP-CA-0119	11/01/22 - 08/31/30	168	DEPARTMENT OF URBANK HOUSING AND DEVELOPMENT
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/22 - 06/30/23	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
BCSD CA SCHOOL COMMUNITY PARTNERSHIP	500,000	N/A		08/03/2022 - 06/30/2027	205	STATE OF CALIFORNIA, DEPT OF EDUCATION, BAKERSFIELD CITY SCHOOL DISTRICT (BCSD)
CITY OF BAKERSFIELD - FHCC SPORTS FIELD	1,000,000	N/A	2023 - 073	07/01/2022 - 07/30/2026	231	STATE OF CALIFORNIA, DEPT OF PARKS AND RECREATION, CITY OF BAKERSFIELD
CITY OF BAKERSFIELD CALVIP	578,731	N/A	2022-199	9/21/22-12/31/25	247	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	1,571,900	PO23-01122	N/A	07/01/22 - 06/30/23	248	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/22 - 06/30/23	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	23,809,862		CMAP - 2000	07/01/22 - 06/30/23	261	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	3,043,423		CCTR - 2058	07/01/22 - 06/30/23	253	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CALIFORNIA STATE PRESCHOOL PROGRAM	7,153,992		CSPP - 2120	07/01/22 - 06/30/23	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	291,239		CMIG - 2004	07/01/22 - 06/30/23	250	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT SPECIALIZED SERVICES	40,079		CMSS - 2004	07/01/22 - 06/30/23	252	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	1,466,598		21T-1015	12/01/21 - 06/30/23	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	4,874,043		010 - 2023	07/01/22 - 06/30/23	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000		509-2019	07/01/22 - 06/30/23	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	311,248		012 - 2023	07/01/22 - 06/30/23	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,108,229		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000		N/A	10/01/20 - 09/30/23	276	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE
FOOD BANK CAPACITY PROGRAM - FOOD BANK EXPANSION	4,859,606		SGRT-22-0012	07/01/21 - 06/30/26	215-100	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,749		15 MOU - 00118	07/01/22 - 06/30/23	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	242,527		15 MOU - 00118	07/01/22 - 06/30/23	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS	3,669,360		N/A	07/01/22 - 06/30/23	216-102	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
BOARD OF STATE AND COMMUNITY CORRECTIONS WARM HAND-OFF	750,000		BSCC 1012-22	10/01/22 - 04/30/26	277	STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS
DIFFERENTIAL RESPONSE SERVICES	240,727		N/A	07/01/22 - 06/30/23	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FIRST 5 KERN - HELPLINE 211	90,558 93,282		2020.2.05	07/01/22 - 06/30/23 07/01/23 - 06/30/24	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	144,951 147,799		2020.2.06	07/01/22 - 06/30/23 07/01/23 - 06/30/24	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	249,281 256,718		2020.1.06	07/01/22 - 06/30/23 07/01/23 - 06/30/24	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	169,156 173,165		2020.2.18	07/01/22 - 06/30/23	286	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
SIERRA FOUNDATION - ASTHMA MITIGATION	500,000		N/A	08/01/20 - 05/15/23	290	STATE OF CALIFORNIA, DEPARTMENT OF HEALTH CARE SVCS. SIERRA FOUNDATION
UNITED WAY STANISLAUS - CES	402,525			07/01/22 - 03/31/23	292	STATE OF CALIFORNIA, HOUSING HOMELESS ASSISTANCE AND PREVENTION, UNITED WAY OF STANISLAUS COUNTY
COUNTY OF KERN HELPLINE 211	45,000		604-2022	07/01/22 - 06/30/23	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/22 - 06/30/23	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND
FRIENDSHIP HOUSE - ALBERTSONS STEM	4,868				531-266	ALBERTSONS COMPANIES FOUNDATION
211 LA County	10,000 15,000		N/A	11/01/22 - 06/30/23 07/01/23 - 06/30/24	536-230	CALIFORNIA 211 PROVIDERS NETWORK
211 KINGS COUNTY	22,868		N/A	07/01/22 - 06/30/23	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/22 - 06/30/23	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	93,600		N/A	07/01/22 - 06/30/23	536-234	UNITED WAY OF STANISLAUS COUNTY
211 FRESNO AND MADERA COUNTIES	96,737		N/A	01/01/23 - 12/31/23	536-235	UNITED WAY OF FRESNO AND MADERA COUNTIES
211 MERCED & MARIPOSA	25,910		N/A	07/1/22 - 06/30/23	536-235	UNITED WAY OF MERCED & MARIPOSA COUNTIES
FEEDING AMERICA SERVICE INSIGHTS	100,000		N/A	01/01/23 - TBD	423	FEEDING AMERICA SERVICE INSIGHTS

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FOOD BANK FREE FARMERS MARKET - WASCO	150,000		N/A	12/01/22 - 11/30/23	467	THE WONDERFUL COMPANY FOUNDATION
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST
KERN FAMILY HEALTH SYSTEMS CAL AIM	PER VISIT			07/01/22 - TBD	550	KERN FAMILY HEALTH SYSTEMS

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2023/24

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
108	Early Head Start	X					
109	Head Start	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
248	San Joaquin COE General Child Care (CCTR)	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
270	Home Visit Initiative	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
175-032	CSBG Discretionary - Ridgecrest		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
422	Feeding America Senior Hunger		X				
423	Feeding America Service Insights		X				
475	Wonderful Company Food Bank Expansion		X				
485	Southern California Gas Company (Solar)		X				
461	CAFB Food Access for Farmworkers Initiative		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
505	Food Bank - Expansion		X				

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2023/24

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	Energy						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
124	Low Income Home Water Assistance			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	VITA (Volunteer Income Tax Assistance)						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	East Kern Family Resource Center						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
286	First 5 Oasis Family Resource Center				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
534	Oasis Family Resource Center				X		
	Youth Services						
120	Information & Education				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	Homeless Services						
141	ESG CARES Act Homeless Services				X		
142	County of Kern LBNC - Safe Camping				X		
160	HUD Coordinated Entry System				X		
275	County of Kern LBNC				X		
276	BKRHC HHAP				X		
278	City of Bakersfield HHAP				X		
292	United Way Stanislaus CES				X		
550	CalAIM Homeless Prevention Services				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2023/24

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	2-1-1						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
429	Southern CA Gas CRM Development Program				X		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		
	Other						
151	ASTHO Vaccine Equity				X		
205	BCSD Community School Partnership Program				X		

COMMUNITY ACTION PARTNERSHIP OF KERN

LINE OF CREDIT ADVANCES AND REPAYMENTS

FISCAL YEAR 2023/24

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
03/31/23	n/a				
04/30/23	n/a				
05/31/23	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 15, 2023 for $1.5 million during January , February, July, August 2023 and will decrease to $350,000 during March - June 2023, Sept - Dec 2023. This agreement will terminate on January 15, 2024. A varied amount decrease to better manage the cash flow need during peak months.

LINE OF CREDIT COMMITMENT FEE (Based on the daily unused amount of the line of credit calculated quarterly

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/22 - 3/31/23	90 days	$ 642.01	8.69%
04/01/23 - 6/30/23	90 days		
07/01/23 - 9/30/23	90 days		
10/01/23 - 12/31/23	90 days		

Note 3: The interest expense and commitment fee are automatically deducted from CAPK's operating bank account at Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN
OPERATING CASH SUMMARY AS OF MAY 31, 2023

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(156,455.42)
HEAD START/EARLY HEAD START	3,263,465.42
SUBTOTAL	**3,107,010.00**
GENERAL CHILD CARE	44,837.45
MIGRANT A/P	3,687,248.92
Child Development Reserve Fund No. 1	0.00
Child Development Reserve Fund No. 2	0.00
MIGRANT CHILD CARE	86,706.57
MIGRANT SPECIALIZED SERVICES	(7,070.93)
SAN JOAQUIN COE GENERAL CHILD CARE	(74,831.35)
STATE PRESCHOOL	2,870,129.15
SUBTOTAL	**6,607,019.81**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(101,844.70)
EF&S	75,489.61
EFAP	(237,257.60)
HUD CPF Food Bank Expansion	0.00
FEEDING AMERICA SENIOR HUNGER	0.87
FEEDING AMERICA SERVICE INSIGHTS	83,352.42
FOOD BANK	(236,995.57)
FOOD BANK EXPANSION	758.19
FOOD BANK CAPACITY PROGRAM	646,615.93
FOOD BANK - STATE	(746,515.21)
WONDERFUL FOOD BANK EXPANSION	2,383,784.63
WONDERFUL FOUNDATION	119,620.87
SUBTOTAL	**1,987,009.44**
ENERGY	(89,414.99)
DOE WAP	0.00
LIHEAP	(965,138.75)
LIWHAP	(13,542.64)
PG&E	17,359.01
DAP (Disgorgement Assistance Program)	0.13
TRANSFER NEGATIVE BALANCE	
SUBTOTAL	**(1,050,737.24)**
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	**2,000.00**
211	435,271.13
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(46,583.27)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(26,622.37)
CALAIM HOMELESS PREVENTION SERVICES	232,888.59
CAL FRESH	(10,590.41)
CALEITC	(209,981.53)
CAPK FOUNDATION	(18,611.71)
COST POOLS	7,074.29
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(1,006,115.00)
CSBG	169,874.03
CSBG - DISCRETIONARY	(31,000.00)
DIFFERENTIAL RESPONSE	(83,669.10)
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	3,480,149.10
EAST KERN FAMILY RESOURCE CENTER	13,535.37
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(154,100.69)
ESG COORDINATED ENTRY SERVICE - COVID19	(201.01)
ASTHO VACCINE EQUITY	62,266.88
CITY OF BAKERSFIELD CAL VIP	(4,377.53)
FIRST 5 KERN 211	(8,726.99)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(26,980.83)
FIRST 5 HELP ME GROW	(15,303.06)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(38,727.70)
FRIENDSHIP HOUSE	15,048.27
FUNDRAISING	275,059.44
GENERAL FUND	572,906.41
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(13,494.30)
HOME VISIT INITIATIVE (CO OF KERN)	(171,721.43)
HOUSING FOR THE HARVEST STATE	3.02
HUD-COORDINATED ENTRY SYSTEM	(29,792.50)
COUNTY OF KERN - 211	0.03
INDIRECT FUND	386,108.24
IRS - VITA	(47,474.16)
TAX ASSISTANCE	29,288.32
M ST NAVIGATION CENTER	37,831.25
NEOPB CAL FRESH HEALTHY LIVING	(311,782.26)
POSITIVE YOUTH DEV SVC	(6,568.74)
POSITIVE YOUTH M	(52,267.31)
SHAFTER YOUTH CENTER	40,970.45
OASIS FAMILY RESOURCE CENTER	11,902.08
SIERRA FOUNDATION - ASTHMA MITIGATION	39,640.24
UNITED WAY 211	981.55
UW STANISLAUS CES	(67,630.27)
WELLS FARGO FOUNDATION	66,981.80
WIC	(547,630.68)
LESS: ENERGY NEGATIVE BALANCE	0.00
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**2,948,876.34**
TOTAL OPERATING CASH	13,601,178.35

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

1. Operating Account: Used to make all CAPK disbursements and for deposits of all cash receipts unless there are requirements to deposit cash to a restricted bank account.

2. Head Start Accrued Vacation: This is an interest bearing restricted bank account that holds cash reserved for the payment of accrued vacation for Head Start and Early Head Start employees.

3. CSD Advances Account: This is an interest bearing restricted bank account for CSBG and Energy grants. Advances on the Community Services Block Grant (CSBG), Department of Energy – Weatherization Assistance Program (DOE WAP) and Low Income Home Energy Assistance Program (LIHEAP) grants are required to be deposited to a restricted bank account until there is an immediate need for the cash. Once the immediate need is determined, the cash is transferred to the Operating Account to make disbursements.

4. On-Line Donations Account: This is an interest bearing restricted bank account that is designated for internet donations to CAPK. The deposits are subsequently transferred to the Operating Account.

5. Child Development Reserve #1: This is an interest bearing restricted bank account that is required by the California Department of Education for center-based contracts, such as General Child Care (CCTR), State Preschool (CSPP) and State Migrant (CMIG) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

6. Child Development Reserve #2: This is an interest bearing restricted bank account that is required by the California Department of Education for alternative payment contracts, such as Migrant Childcare Alternative Payment (CMAP) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

Note: All CAPK bank accounts are with Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR THE MONTH ENDED
May 31, 2023

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 05/31/23		10,959,514.41
LESS: OUTSTANDING CHECKS	293,696.97	
ADJUSTED BANK BALANCE AT 05/31/23		10,665,817.44
GENERAL LEDGER BALANCE AT 04/30/23		7,360,207.68
ADD: DEPOSITS	1,322,925.57	
US TREAS DRAWDOWNS	3,028,751.46	
FUNDS FROM OTHER GRANTS	8,843,402.02	
TRANSFERS FROM RESTRICTED ACCOUNTS	-	
ADP /HEALTH EQUITY REFUND	5,614.74	
REIMBURSEMENT OF ALTERED PAYEE	57.64	
LESS: CHECKS	2,392,335.19	
ADP PAYROLL 5/05/23	1,629,717.80	
ADP PAYROLL 5/19/23	1,618,850.69	
ADP PAYROLL 6/01/23	1,248,656.10	
EFTS FOR HRA/HSA/ STD/403B	240,895.75	
REC LOAN PRINCIPAL/INT EXPENSES	23,790.70	
TRANSFERS FROM RESTRICTED ACCOUNTS	-	
CREDIT CARD	34,119.59	
BANK FEES	64,255.00	
ACH VOUCHERS	2,642,520.85	
GENERAL LEDGER BALANCE AT 05/31/23		10,665,817.44
	DIFFERENCE:	(0.00)

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 06/14/2023

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Jun 14, 2023

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2023

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**05/31/23**		**994,538.51**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**05/31/23**		**994,538.51**

BALANCE PER G/L	**04/30/23**		**993,700.74**
ADD: DEPOSITS		0.00	
INTEREST		837.77	
ROUNDING ERROR		0.00	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**05/31/23**		**994,538.51**

DIFFERENCE: 0.00

** This account changed name in March 2011 from "Discretionary Fund" to "Head Start Accrued Vacation".*

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 06/15/23

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Jun 15, 2023

COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT**
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2023

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**05/31/23**		**687,858.57**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**05/31/23**		**687,858.57**

BALANCE PER G/L	**04/30/23**		**687,279.13**
ADD: DEPOSITS		0.00	
INTEREST		579.44	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
WIRE TRANSFER		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**05/31/23**		**687,858.57**

** December 2009 name changed from Food Bank to DOE ARRA.*
*** January 2018 name changed from DOE ARRA to CSD Advances.*

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 06/20/23

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Jun 20, 2023

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2023

WELLS FARGO BANK, N.A.
P. O. BOX 6302(
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**05/31/23**		**60,079.06**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**05/31/23**		**60,079.06**

BALANCE PER GENERAL LEDGER	**04/30/23**		**59,424.28**
ADD:	DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
	ONLINE DONATIONS	643.16	
	PAYPAL DEPOSIT	0.00	
	INTEREST	50.41	
LESS:	APPLIED MERCHANT DEBITS	0.00	
	CLIENT ANALYSIS SERVICE CHARGE	17.45	
	BANKCARD FEES	21.34	
	CASH CONCENTRATION FEE	0.00	
	FUND TRANSFER TO GENERAL FUND	0.00	
		0.00	
BALANCE PER GENERAL LEDGER:	**05/31/23**		**60,079.06**

** October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.*
*** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.*
**** January 2018 name changed from HOPE Program Account to On-line Donations Account.*

Difference: **0.00**

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 06/16/23

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Jun 16, 2023

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2023

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	**05/31/23**		**7,532.78**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**05/31/23**		**7,532.78**

BALANCE PER G/L	**04/30/23**		**4,687.58**
ADD:	DEPOSITS	0.00	
	INTEREST	6.20	
	BANK ACCOUNT TRANSFER FROM GENERAL FUND	2,839.00	
LESS:	CHECKS	0.00	
	CLIENT ANALYSIS SERVICE CHARGE	0.00	
	BANK ACCOUNT TRANSFER TO GENERAL FUND	0.00	
BALANCE PER G/L	**05/31/23**		**7,532.78**

DIFFERENCE: 0.00

PREPARED BY: N. IBARRA TITLE: Accountant DATE: 06/15/23

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Jun 15, 2023

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2023

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:		**05/31/23**		**96,738.28**
DEPOSITS IN TRANSIT			0.00	
OUTSTANDING CHECKS			0.00	
OTHER			0.00	
ADJUSTED BANK BALANCE:		**05/31/23**		**96,738.28**
BALANCE PER G/L		**04/30/23**		**35,243.89**
ADD:	DEPOSITS		0.00	
	INTEREST		78.39	
	BANK ACCOUNT TRANSFER FROM GENERAL FUND		61,416.00	
LESS:	CHECKS		0.00	
	CLIENT ANALYSIS SERVICE CHARGE		0.00	
	BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L		**05/31/23**		**96,738.28**
			DIFFERENCE:	0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 06/15/23

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Jun 15, 2023

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED May 1, 2023 - May 31, 2023

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Catherine Anspach	Foundation Director of Development	-
Gloria Barbero	Administrator - EHS San Joaquin	3,089.00
Yolanda Gonzales	Director of Head Start/State Child Development Programs	16,395.35
Freddy Hernandez	Director of Youth and Community Services	3,185.65
Louis Gill	Chief Program Officer	2,650.99
Lisa McGranahan	Director of Human Resources	1,525.72
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	1,750.66
Pritika Ram	Chief Business Development Officer	2,907.85
Jeremy Tobias	Chief Executive Officer	3,284.99
Emilio Wagner	Director of Operations	1,814.54
Tracy Webster	Chief Financial Officer	9,694.52
Rebecca Moreno	Director of Housing Support Services	5,580.15
Susana Magana	Director of Nutrition Services	3,156.67
	Total	$ 55,036.09

WELLS FARGO

Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Capk Ap	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	**Currency**	US Dollar
Reporting Period	4/29/2023 - 5/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount

Transaction Count: 0

Total: 0.00

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Catherine Anspach	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-1647	**Currency**	US Dollar
Reporting Period	4/29/2023 - 5/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount

Transaction Count: 0

Total: 0.00

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Gloria Barbero	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7058	**Currency**	US Dollar
Reporting Period	4/29/2023 - 5/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/9/2023	5/10/2023	Www Costco Com 800-955-2292, WA				130.78
	Roses for staff wellness as a part of a mindful reflection activity to identify success, challenges, and new ideas for personal growth.						
2	5/10/2023	5/11/2023	Renaissance Hotel Phoe 602-333-0000, AZ				1,429.65
	Hotel stay at the Renaissance for Tina Moua attending the 50th Annual National Head Start Conference in Phoenix, AZ						
3	5/10/2023	5/11/2023	Renaissance Hotel Phoe 602-333-0000, AZ				1,429.65
	Hotel stay at the Renaissance for Gloriana Teixeira attending the 50th Annual National Head Start Conference in Phoenix, AZ						
4	5/11/2023	5/15/2023	Renaissance Hotel Phoe Phoenix, AZ				-0.01
	Additional .01 cent charge to the Hotel stay at the Renaissance for Tina Moua attending the 50th Annual National Head Start Conference in Phoenix, AZ						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	5/11/2023	5/15/2023	Renaissance Hotel Phoe Phoenix, AZ				-0.01
	Additional .01 cent charge to the Hotel stay at the Renaissance for Gloriana Teixeira attending the 50th Annual National Head Start Conference in Phoenix, AZ						
6	5/30/2023	5/31/2023	Costco Whse #0038 Stockton, CA				98.94
	Promotional items to be distributed at the 6/03/23 Early Education Job Fair Event.						

Transaction Count: 6

Total: 3,089.00

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Yolanda Gonzales	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7009	**Currency**	US Dollar
Reporting Period	4/29/2023 - 5/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/7/2023	5/9/2023	Renaissance Hotel Phoe Phoenix, AZ				1,429.65
	Hotel for Ana Vigil for NHSA Annual Conference, Phoenix, AZ						
2	5/8/2023	5/9/2023	Www Costco Com 800-955-2292, WA				519.51
	Wellness Activity Supplies for Center staff						
3	5/8/2023	5/10/2023	Renaissance Hotel Phoe Phoenix, AZ				280.30
	Hotel stay for Ana Vigil for NHSA Annual Conference, Phoenix, AZ						
4	5/8/2023	5/11/2023	Renaissance Hotel Phoe Phoenix, AZ				1,492.69
	Hotel for Chase Rangel NHSA Annual Conference, Phoenix, AZ						
5	5/9/2023	5/11/2023	Renaissance Hotel Phoe Phoenix, AZ				1,458.94
	Hotel stay for Yolanda Gonzales NHSA Annual Conference Phoenix, AZ						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	5/11/2023	5/15/2023	Renaissance Hotel Phoe Phoenix, AZ				-0.01
	Hotel refund for Yolanda Gonzales for NHSA Annual Conference, Phoenix, AZ						
7	5/15/2023	5/17/2023	Renaissance Hotel Phoe Phoenix, AZ				-276.30
	Hotel Refund for Anna Vigil for NHSA Annual Conference, Phoenix, AZ						
8	5/16/2023	5/17/2023	Traininng Llc Httpswww.Trai, CA				599.00
	Reg for HRTrainOnline Webinar Letisha Brooks Plus 4 Program Managers						
9	5/17/2023	5/19/2023	Renaissance Hotel Phoe 602-333-0000, AZ				-4.00
	Hotel Refund for Anna Vigil stay for NHSA Annual Conference, Phoenix, AZ						
10	5/18/2023	5/22/2023	Hyatt Regency Sacramento Sacramento, CA				75.00
	Hotel Parking for HS CA Managers & Directors Institute, Sacramento, CA						
11	5/19/2023	5/22/2023	Zoom.Us 888-799-9666 Www.Zoom.Us, CA				10,733.57
	Zoom Subscription Automatic Renewal 052023-042024						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	5/23/2023	5/24/2023	Paypal 402-935-7733, VA				29.00
	Registration for Pyramid Model - Gloria Gonzales						
13	5/23/2023	5/24/2023	Paypal 402-935-7733, VA				29.00
	Registration for Pyramid Model - Jazmin Leon						
14	5/23/2023	5/24/2023	Paypal 402-935-7733, VA				29.00
	Registration for Pyramid Model - Valerie Camacho						

Transaction Count: 14

Total: 16,395.35

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Freddy Hernandez	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8850	**Currency**	US Dollar
Reporting Period	4/29/2023 - 5/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/10/2023	5/11/2023	Dept Parks Contact Cente Ca.Stateparks, CA				668.25
	CA Parks Hearst Castle fieldtrip for summer program participants (FHCC)						
2	5/10/2023	5/11/2023	Eb Kern County Aces C 801-413-7200, CA				142.60
	Eventbrite ticket purchase ACEs Conference: for 5 Youth & Community Services staff						
3	5/12/2023	5/15/2023	Irs Nationwide Tax Forums 202-4952919, DC				245.00
	Registration for Jaquelyn Guerra to attend the IRS Nationwide Tax Forum 2023 Aug 21-24, 2023						
4	5/13/2023	5/15/2023	Caesars Place Adv Rsvn 8662094732, NV				201.82
	Lodging for Abran Gonzalez to attend the Wipfli Stonger to Serve Las Vegas, NV conference July 9-14, 2023						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	5/13/2023	5/15/2023	Caesars Place Adv Rsvn 8662094732, NV				201.82
	Lodging for Wilfredo Cruz to attend the Wipfli Stonger to Serve Las Vegas, NV conference July 9-14, 2023.						
6	5/24/2023	5/26/2023	La Costa Mariscos Inc Bakersfield, CA				1,683.32
	VITA Annual Volunteer Appreciation Meeting 5/24/23						
7	5/30/2023	5/31/2023	Usps Po 0504720502 Bakersfield, CA				42.84
	Postage for the East Kern Family Resource Center client letter mailing						

Transaction Count: 7

Total: 3,185.65

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Louis Gill	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6829	**Currency**	US Dollar
Reporting Period	4/29/2023 - 5/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/3/2023	5/4/2023	Naeh 202-638-1526, DC				825.00
	Registration Fee for Louis Gill to attend the National Conference on Ending Homelessness & Capitol Hill Day in Washington DC in July 2023.						
2	5/3/2023	5/5/2023	Hilton Internationals 202-4833000, DC				291.03
	Hotel Deposit for Louis Gill to attend National Conference on Ending Homelessness & Capitol Hill Day in Washington, DC in July 2023.						
3	5/7/2023	5/9/2023	American Air Fort Worth, TX				30.00
	Baggage Fee for Louis Gill - To Phoenix, AZ for NHSA Conference						
4	5/8/2023	5/9/2023	Uber Trip Help.Uber.Com, CA				29.42
	Transportation from Airport to Hotel for L. Gill.						
5	5/9/2023	5/10/2023	National Head Start Asso 703-739-0875, VA				85.00
	Louis Gill attended a luncheon at the National Head Start Conference on May 9, 2023, in Phoenix, Arizona.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	5/11/2023	5/12/2023	Uber Trip Help.Uber.Com, CA				24.22
	Transportation from hotel to Phoenix airport for Louis Gill						
7	5/11/2023	5/15/2023	Rps Bakersfield Bakersfield, CA				44.00
	Airport vehicle parking for Louis Gill's (traveling to attend the National Head Start Conference in Phoenix, Arizona)						
8	5/11/2023	5/15/2023	Hyatt Place Downtown P Phoenix, AZ				1,292.32
	Lodging for Louis Gill's travel to attend the National Head Start Conference in Phoenix, Arizona.						
9	5/11/2023	5/15/2023	American Air Fort Worth, TX				30.00
	Baggage fee for Tracy Webster for NHSA conference						

Transaction Count: 9

Total: 2,650.99

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Lisa McGranahan	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	**Currency**	US Dollar
Reporting Period	4/29/2023 - 5/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/10/2023	5/12/2023	Biometrics4all Inc 714-568-9888, CA				18.00
	Relay Fees for running New Hire Fingerprints Invoice Period 04/01/2023-4/30/2023 Invoice Date 05/01/2023						
2	5/11/2023	5/12/2023	Urbane Cafe Bakersfiel Bakersfield, CA				196.04
	Personnel Committee Meeting May 10, 2023						
3	5/11/2023	5/15/2023	Fedex398199731081 Memphis, TN				16.68
	COVID Test Kits sent to Stockton Location						
4	5/17/2023	5/18/2023	Societyforhumanresource 800-2837476, VA				1,295.00
	SHRM Annual Conference & Expo 2023 Virtual Registration for Lisa McGranahan HR Director						

Transaction Count: 4

Total: 1,525.72

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Jerry Meade	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8086	**Currency**	US Dollar
Reporting Period	4/29/2023 - 5/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/11/2023	5/12/2023	Target.Com 800-591-3869, MN				112.30
	Baby wipes for EHS Center Based Services (108)						
2	5/18/2023	5/22/2023	Hyatt Regency Sacramento 8885884384, CA				819.18
	Housing for QA Admin at the Hyatt Sacramento for HS CA MDI.						
3	5/18/2023	5/22/2023	Hyatt Regency Sacramento Sacramento, CA				819.18
	Housing for QA Admin at the Hyatt Sacramento for HS CA MDI.						

Transaction Count: 3

Total: 1,750.66

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Pritika Ram	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7074	**Currency**	US Dollar
Reporting Period	4/29/2023 - 5/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	4/27/2023	5/1/2023	Tst* El Puesto Cocina Y C Bakersfield, CA				99.47
	Lunch meeting to discuss Foundation Business. Attendees: P. Ram, C. Anspach, and L. Brust.						
2	5/1/2023	5/2/2023	Stk*shutterstock 866-6633954, NY				29.00
	Monthly Subscription Fee for Stock Photos						
3	5/6/2023	5/8/2023	Hoo*hootsuite Inc 778-5889767, TX				1,494.00
	Annual Fee for Social Media Platform Software.						
4	5/13/2023	5/15/2023	Sq *mari?s Guisados Bakersfield, CA				758.00
	Food for staff working the CAPK Resource Fair on Saturday, May 13, 2023. Sign-in sheet & flyer attached.						
5	5/13/2023	5/15/2023	Dollar General #14107 Shafter, CA				81.72
	Misc. Supplies for Community Action Day in Shafter on May 13, 2023						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	5/13/2023	5/15/2023	Sanchez Torres Catering 661-6997992, CA				150.00
	Lunch for staff working at Community Action Day event in Shafter on 5/13/23						
7	5/20/2023	5/22/2023	Facebk My9bnrbem2 650-5434800, CA				99.86
	Facebook Ad "Save the Date"						
8	5/23/2023	5/24/2023	Sq *bad Axe Prints Gosq.Com, MI				190.80
	Additional graduation stoles needed for BC Leadership Graduation.						
9	5/25/2023	5/26/2023	Ca Secretary Of State Web 916-6951338, CA				5.00
	Certified Copy Request - BE						

Transaction Count: 9

Total: 2,907.85

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Jeremy Tobias	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7066	**Currency**	US Dollar
Reporting Period	4/29/2023 - 5/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/4/2023	5/5/2023	Caplaw.Org Caplaw.Org, MA				725.00
	Registration Fee for Jeremy Tobias to attend CAPLAW Conference in Austin, TX in June 2023.						
2	5/7/2023	5/9/2023	Arco #42226 Bakersfield, CA				68.65
	Gasoline for CEO's Agency Vehicle.						
3	5/9/2023	5/10/2023	Sheraton 602-2622500, AZ				840.90
	Hotel fee for Board Member Yolanda Ochoa - NHSA Conference in Phoenix, AZ.						
4	5/13/2023	5/15/2023	Panera Bread #601790 O 661-395-9300, CA				33.74
	Refreshments for Chief's meeting on May 12, 2023.						
5	5/15/2023	5/17/2023	Old River Grill, Inc- 661-4127696, CA				52.38
	Breakfast Meeting with Board Chair Fred Plane & Jeremy Tobias.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	5/16/2023	5/17/2023	Sq *too Fat Sandwiches Gosq.Com, CA				130.81
	Lunch for PRE Committee Meeting on May 17, 2023.						
7	5/17/2023	5/19/2023	Shell Oil 57445309107 Bakersfield, CA				79.45
	Gasoline for CEO's Agency Vehicle.						
8	5/21/2023	5/23/2023	Arco#82356lakeside Ampm Elk Grove, CA				62.45
	Gasoline for CEO's Agency Vehicle.						
9	5/23/2023	5/24/2023	Www.Calcapa.Org Www.Calcapa.O, CA				499.00
	Registration Fee for CalCAPA Annual Conference in San Francisco.						
10	5/23/2023	5/24/2023	McW#1006-Coffee 866-2543229, CA				29.99
	Mister Car Wash Monthly Fee for Jeremy Tobias						
11	5/24/2023	5/26/2023	Kimpton Sawyer Hotel Sacramento, CA				8.00
	Unknown Hotel Fee for CalCAPA Board Retreat in Sacramento.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	5/24/2023	5/26/2023	Kimpton Sawyer Hotel Sacramento, CA				121.33
	Hotel Parking / refreshments for CalCAPA Board Retreat. CalCAPA paid for all room charges.						
13	5/25/2023	5/25/2023	Panera Bread #601790 O 661-395-9300, CA				135.48
	Lunch for Budget & Finance Committee Meeting on May 24, 2023.						
14	5/25/2023	5/29/2023	Food-Ex Bakersfield, CA				375.65
	Lunch for CSD Directors Visit on May 25, 2023.						
15	5/26/2023	5/26/2023	Panera Bread #601790 O 661-395-9300, CA				49.82
	Coffee & Danish for CSD Director Visit on May 25, 2023.						
16	5/27/2023	5/29/2023	76 - Bakersfield Buena Vi Bakersfield, CA				72.34
	Gasoline for CEO's Agency Vehicle						

Transaction Count: 16

Total: 3,284.99

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Emilio Wagner	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7041	**Currency**	US Dollar
Reporting Period	4/29/2023 - 5/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/11/2023	5/11/2023	Microsoft G022941347 701-2817490, WA				1,256.48
	Monthly charge for Azure Virtual machine for Childplus Head Start						
2	5/16/2023	5/17/2023	Graybar Electric Company 314-573-9200, MO				96.08
	Emergency purchase for fiber optic cables to restore internet at Pete Parra Center						
3	5/22/2023	5/23/2023	Mindbody 805-5462000, CA				461.98
	Recurring charge for Energy program scheduling portal						

Transaction Count: 3

Total: 1,814.54

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Tracy Webster	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6993	**Currency**	US Dollar
Reporting Period	4/29/2023 - 5/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	4/28/2023	5/1/2023	Caesars Place Adv Rsvn 8662094732, NV				201.82
	Hotel Reservation for Tim Bealessio for Wipfli Conference 071023-071423						
2	4/28/2023	5/1/2023	Caesars Place Adv Rsvn 8662094732, NV				201.82
	Hotel reservations for Louis Rodriguez Wipfli conference 071023-071423						
3	4/28/2023	5/1/2023	Caesars Place Adv Rsvn 8662094732, NV				201.82
	Hotel reservations for Naomi Ibarra for Wipfli conference 071023-071323						
4	4/28/2023	5/1/2023	Caesars Place Adv Rsvn 8662094732, NV				201.82
	Hotel Reservations for Laura Alford to attend Wipfli Stronger to Serve conference on 071123-0711423 2023						
5	4/28/2023	5/1/2023	Wipfli Llp Madison, WI				6,800.00
	Registration for Training in Las Vegas for Louis Rodriguez, Laura Alford, Tim Bealessio and Naomi Ibarra						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	5/3/2023	5/4/2023	Ca Secretary Of State Web 916-6951338, CA				25.00
	ATTORNEY GENERAL OF CALIFORNIA ANNUAL REGISTRATION RENEWAL FEE REPORT						
7	5/7/2023	5/9/2023	American Air Fort Worth, TX				30.00
	Tracy Taxi from Hotel to Airport Phoenix, AZ HS training						
8	5/7/2023	5/15/2023	Ac Hotel Phoenix Downt Phoenix, AZ				986.12
	Hotel stay for Jennifer Davis to attend NHSA Conference						
9	5/7/2023	5/15/2023	Ac Hotel Phoenix Downt Phoenix, AZ				986.12
	Hotel for Tracy Webster for NHSA conference						
10	5/11/2023	5/12/2023	Sq *taxi Phoenix, AZ				30.00
	Taxi ride from Hotel to Airport for Tracy Webster						
11	5/11/2023	5/15/2023	American Air Fort Worth, TX				30.00
	Baggage fee for Tracy Webster for NHSA Conference						

Transaction Count: 11

Total: 9,694.52

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Rebecca Moreno	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-4956	**Currency**	US Dollar
Reporting Period	4/29/2023 - 5/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/3/2023	5/5/2023	Hilton Internationals 202-4833000, DC				291.03
	Hotel Deposit for Adam Ramos to attend National Conference on Ending Homelessness & Capitol Hill Day in Washington, DC in July 2023.						
2	5/3/2023	5/5/2023	Hilton Internationals 202-4833000, DC				291.03
	Hotel Deposit for Keith Jackson to attend National Conference on Ending Homelessness & Capitol Hill Day in Washington, DC in July 2023.						
3	5/3/2023	5/5/2023	Hilton Internationals 202-4833000, DC				291.03
	Hotel Deposit for Marlene Ruiz to attend National Conference on Ending Homelessness & Capitol Hill Day in Washington, DC in July 2023.						
4	5/3/2023	5/5/2023	Hilton Internationals 202-4833000, DC				291.03
	Hotel Deposit for Joseph Aguilar to attend National Conference on Ending Homelessness & Capitol Hill Day in Washington, DC in July 2023.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	5/3/2023	5/5/2023	Hilton Internationals 202-4833000, DC				291.03
	Hotel Deposit for Rebecca Moreno to attend National Conference on Ending Homelessness & Capitol Hill Day in Washington, DC in July 2023.						
6	5/4/2023	5/5/2023	Naeh 202-638-1526, DC				825.00
	Registration Fee for Adam Ramos to attend the National Conference on Ending Homelessness & Capitol Hill Day in Washington, DC in July, 2023.						
7	5/4/2023	5/5/2023	Naeh 202-638-1526, DC				825.00
	Registration Fee for Keith Jackson to attend the National Conference on Ending Homelessness & Capitol Hill Day in Washington, DC in July, 2023.						
8	5/4/2023	5/5/2023	Naeh 202-638-1526, DC				825.00
	Registration Fee for Marlene Ruiz to attend the National Conference on Ending Homelessness & Capitol Hill Day in Washington, DC in July, 2023.						
9	5/4/2023	5/5/2023	Naeh 202-638-1526, DC				825.00
	Registration Fee for Joseph Aguilar to attend the National Conference on Ending Homelessness & Capitol Hill Day in Washington, DC in July, 2023.						
10	5/4/2023	5/5/2023	Naeh 202-638-1526, DC				825.00
	Registration Fee for Rebecca Moreno to attend the National Conference on Ending Homelessness & Capitol Hill Day in Washington, DC in July, 2023.						

Transaction Count: 10

Total: 5,580.15

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Susana Magana	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6693	**Currency**	US Dollar
Reporting Period	4/29/2023 - 5/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/2/2023	5/4/2023	Delta King Hotel Sacramento, CA				266.09
	Hotel Room in Sacramento, CA for Kelly Lowery to attend CAFB Annual Member Meeting.						
2	5/3/2023	5/4/2023	Target 00006148 Bakersfield, CA				73.16
	Special Formula for Central Kitchen						
3	5/3/2023	5/4/2023	Lassens Natural Foods-Bk Bakersfield, CA				132.87
	Special Diet Food for Central Kitchen						
4	5/3/2023	5/4/2023	Wal-Mart #1624 Bakersfield, CA				89.70
	Special Formula for Central Kitchen						
5	5/3/2023	5/4/2023	Target 00006148 Bakersfield, CA				131.96
	Special Formula for Central Kitchen						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	5/4/2023	5/8/2023	Holiday Inn Express Merced, CA				350.42
	MCAP Family Enrollment and outreach travel lodging for Brenda Quintero Ayon 4/26/23						
7	5/4/2023	5/8/2023	Holiday Inn Express Merced, CA				350.42
	MCAP Family Enrollment and outreach travel lodging for Belgica Hernandez Espero Ayon 4/26/23						
8	5/4/2023	5/8/2023	Holiday Inn Express Merced, CA				350.42
	MCAP Family Enrollment and outreach travel lodging for Agustina Lorenzano Ayon 4/26/23						
9	5/18/2023	5/19/2023	Tst* Nothing Bundt Cakes 661-379-8120, CA				84.00
	Food Bank Staff meeting 5/18/23						
10	5/22/2023	5/23/2023	Carquest 7353 Bakersfield, CA				240.25
	Safety clubs for MCAP vehicles						
11	5/22/2023	5/24/2023	Autozone #3311 661-827-8300, CA				200.21
	Safety Clubs for vehicles/incorrect charge						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	5/22/2023	5/24/2023	Autozone #3311 661-827-8300, CA				200.21
	Safety Clubs for vehicles/incorrect charge						
13	5/22/2023	5/24/2023	Autozone #3311 661-827-8300, CA				200.21
	Safety Clubs for vehicles/incorrect charge						
14	5/23/2023	5/24/2023	Target.Com 800-591-3869, MN				73.26
	Special Formula						
15	5/23/2023	5/24/2023	Walmart.Com 8009666546 800-966-6546, AR				89.70
	Special Baby Formula						
16	5/23/2023	5/24/2023	Target.Com 800-591-3869, MN				-0.10
	Special Formula Credit						
17	5/23/2023	5/24/2023	Sq *bravo Farms Restauran Tulare, CA				75.77
	Meeting expense for the Fresno/Madera Staff Meeting 5/23/23						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
18	5/23/2023	5/25/2023	Autozone #5336 Bakersfield, CA				108.11
	Safety clubs for MCAP vehicles						
19	5/24/2023	5/25/2023	Sequoia Sand Downtown Bakersfield, CA				298.15
	Lunch for the Central Kitchen Staff Development meeting 5/26/23						
20	5/24/2023	5/25/2023	Lassens Natural Foods-Bk Bakersfield, CA				135.59
	Special Diet Food (Central Kitchen)						
21	5/24/2023	5/25/2023	Smart And Final 362 Bakersfield, CA				53.05
	Meeting expense (Central Kitchen)						
22	5/24/2023	5/29/2023	Autozone #3311 Bakersfield, CA				-200.21
	Safety Clubs for vehicles/incorrect charge						
23	5/24/2023	5/29/2023	Autozone #3311 Bakersfield, CA				-200.21
	Safety Clubs for vehicles/incorrect charge						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
24	5/24/2023	5/29/2023	Autozone #3311 Bakersfield, CA				-200.21
	Safety Clubs for vehicles/incorrect charge						
25	5/26/2023	5/29/2023	Vons #2420 Bakersfield, CA				53.85
	Meeting Expense for the Central Kitchen Staff Development meeting 5/26/23						
26	5/30/2023	5/31/2023	Paypal 402-935-7733, CA				200.00
	California Academy of Nutrition and Dietetics WIC recruitment (Program Manager-Registered Dietician)						

Transaction Count: 26

Total: 3,156.67

Employee Signature **Date**

Authorized Approver Signature **Date**

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2023 TO FEBRUARY 28, 2024 (3 OF 12 MONTHS OR 25.0%)

Line Item	2023/24 Budget	3/1/23 - 2/28/24 Actual	% Expended	Available Budget
USDA Revenue (Note A)	2,098,319	363,737	17.3%	1,734,582
Head Start Subsidy	1,213,057	250,957	20.7%	962,100
Total Revenue	3,311,376	614,695	18.6%	2,696,681
Expenditures (Note B)				
Salaries	843,039	140,587	16.7%	702,452
Benefits	258,634	44,911	17.4%	213,723
Vehicle Gasoline, Repair/Maintenance	47,000	8,346	17.8%	38,654
Space Costs	121,700	22,649	18.6%	99,051
Supplies - Office & Food Service	106,000	47,326	44.6%	58,674
Equipment Repair/Maintenance & Lease	35,300	3,408	9.7%	31,892
Communication	13,000	4,480	34.5%	8,520
Risk Insurance	12,700	3,214	25.3%	9,486
Printing	1,000	152	15.2%	848
Hiring & Employee Costs	100	224	224.0%	(124)
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	1,552,853	262,070	16.9%	1,290,783
Sub Total	2,991,826	537,367	18.0%	2,454,459
Adult Meals Prepared	128,794	41,701	32.4%	87,093
Indirect	190,756	35,627	18.7%	155,129
Total Expenditures	3,311,376	614,695	18.6%	2,696,681

	Prior Period	May 2023	Cumulative
Total Meals Prepared and Vended (Note C)	130,807	59,675	190,482
Total Meals Claimed	84,901	39,903	124,804
Difference	45,906	19,772	65,678

Percentage Claimed to Prepared/Vended		66.9%	65.5%

Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.

Note B: Expenditures are for meals prepared, including vended meals.

Note C: Total number of meals delivered to the centers and homebase excluding adult prepared and adult meals vended. The total represents the number of meals available to be served to center and homebase children.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/22 - 6/30/23 (11 OF 12 MONTHS = 91.7%)

Contract CMAP-1000	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	Total	%	% Earned to MRA
Provider Payments	$ 613,374	$ 813,746	$ 954,574	$ 1,241,372	$ 1,990,336	$ 1,702,027	$ 1,657,255	$ 1,581,140	$ 1,837,154	$ 2,099,825	$ 2,279,699	$ -	$ 16,770,502		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	$ -		
Net Provider Payments	$ 613,374	$ 813,746	$ 954,574	$ 1,241,372	$ 1,990,336	$ 1,702,027	$ 1,657,255	$ 1,581,140	$ 1,837,154	$ 2,099,825	$ 2,279,699	$ -	$ 16,770,502	81.13%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**23,857,165**		**70.30%**
Administration & Support Services Revenue															
Provider Payments	$ 613,374	$ 813,746	$ 954,574	$ 1,241,372	$ 1,990,336	$ 1,702,027	$ 1,657,255	$ 1,581,140	$ 1,837,154	$ 2,099,825	$ 2,279,699	$ -	$ 16,770,502		
Reimbursement Rate	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%		
Revenue Earned	$ 163,049	$ 216,312	$ 253,748	$ 329,985	$ 529,077	$ 452,438	$ 440,536	$ 420,303	$ 488,358	$ 558,182	$ 605,996	$ -	$ 4,457,985		
Program Administration/Support Services Costs	101,870	115,425	139,282	139,997	144,668	246,553	168,847	286,178	305,397	201,963	207,297	-	2,057,477	9.95%	
Indirect (10% x MTDC) Costs	70,328	91,774	108,017	136,944	212,318	193,576	181,372	185,406	187,674	228,592	247,255	-	1,843,254	8.92%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	$ 172,199	$ 207,199	$ 247,298	$ 276,941	$ 356,986	$ 440,128	$ 350,218	$ 471,584	$ 493,071	$ 430,555	$ 454,552	$ -	3,900,732	18.87%	
Revenue Earned Over/(Under) Costs	$ (9,150)	$ 9,113	$ 6,450	$ 53,044	$ 172,091	$ 12,310	$ 90,318	$ (51,280)	$ (4,713)	$ 127,626	$ 151,444	$ -	557,254		
TOTAL COSTS - NET OF FAMILY FEES	$ 785,573	$ 1,020,945	$ 1,201,872	$ 1,518,313	$ 2,347,322	$ 2,142,155	$ 2,007,473	$ 2,052,724	$ 2,330,225	$ 2,530,380	$ 2,734,251	$ -	20,671,234	100.00%	

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

Provider payments	16,770,502
Reimbursement Rate (19% / 81%)	x 26.5823%
Revenue Earned	4,457,985

Note 2: The maximum reimburseable amount per the 2022/23 State contract is as follows:

Provider Payments	23,857,165	81.00%
Administration	4,712,526	16.00%
Support Services	883,599	3.00%
Maximum Reimbursable Amount (MRA)	29,453,290	100.00%

Note 3: Increase to contract was received December 2022 in the amount of $2,031,428.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2022/23 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/22 - 6/30/23 (11 OF 12 MONTHS = 91.7%)

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-2058)														
Adjusted Days of Enrollment - Certified	3,439	4,970	4,923	5,761	5,374	5,384	5,468	5,498	7,042	6,562	6,876	-	61,297	
Reimbursement Rate per Child per Day	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	
Revenue Earned	$ 177,255	$ 256,191	$ 253,771	$ 296,976	$ 277,019	$ 266,711	$ 270,902	$ 272,391	$ 348,861	$ 325,090	$ 340,649	$ -	$ 3,085,817	**83.89%**
Maximum Reimburseable Amount (MRA)													**$3,678,194**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.61%	98.89%	98.84%	98.84%	98.27%	97.74%	97.83%	98.61%	97.31%	98.51%	98.15%			**97.91%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-2120)														
Adjusted Days of Enrollment - Certified	3,296	6,416	8,191	9,575	8,903	8,030	9,456	9,063	11,273	9,510	9,813		93,526	
Reimbursement Rate per Child per Day	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X $55.27	
Revenue Earned	$ 182,181	$ 354,638	$ 452,716	$ 529,198	$ 492,046	$ 443,829	$ 522,656	$ 500,892	$ 623,046	$ 525,600	$ 542,386	$ -	$ 5,169,188	**72.26%**
Maximum Reimburseable Amount (MRA)													**$7,153,992**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	98.41%	98.26%	98.67%	97.89%	96.47%	97.39%	96.11%	96.93%	96.89%	95.83%	97.08%			**96.72%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			100.00%
MIGRANT CHILD CARE (CMIG-2004)														
Adjusted Days of Enrollment - Certified	94	123	130	158	136	133	149	146	101	147	144		1,463	
Reimbursement Rate per Child per Day	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	
Revenue Earned	$ 4,865	$ 6,338	$ 6,703	$ 8,169	$ 7,002	$ 6,881	$ 7,703	$ 7,512	$ 5,212	$ 7,596	$ 7,152	$ -	$ 75,133	**25.61%**
Maximum Reimburseable Amount (MRA)													**$293,327**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	100.00%	96.83%	98.39%	96.24%	98.41%	91.67%	97.79%	100.00%			**98.35%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	96.67%	100.00%	100.00%			100.00%

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

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2022/23 State contracts.

Note 3: CSPP Contract was amended from $4,544,694 to $7,153,992

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2022/23 CONTRACTS - EARNED REVENUE
SAN JOAQUIN COUNTY OFFICE OF EDUCATION
FOR THE PERIOD 7/1/22 - 6/30/23 (11 OF 12 MONTHS = 91.7%)

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-1242)														
Adjusted Days of Enrollment - Certified	687	919	860	995	918	1,188	1,366	1,453	2,025	2,681	2,914		16,006	
Reimbursement Rate per Child per Day	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	
Revenue Earned	$ 31,629	$ 42,283	$ 39,571	$ 45,804	$ 42,254	$ 54,680	$ 62,899	$ 66,865	$ 93,226	$ 123,390	$ 134,138	$ -	$ 736,736	**46.87%**
Maximum Reimburseable Amount (MRA)													**$1,571,900**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	100.00%	97.54%	99.05%	96.92%	98.06%	96.48%	97.58%	97.97%			**98.00%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			100.00%

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

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

Division/CFO: Tracy Webster, CFO
Program/Work Unit: Not Applicable
Month/Year: May-2023
Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	May 2023		Year to Date 03/1/23 - 05/31/23	
Description	**Number**	**Amount**		**Amount**
Bank Deposits	12	1,328,540	41	10,520,782
Wire Deposits	9	8,726,470	32	10,394,865
Head Start/IRS Drawdowns	7	3,058,429	18	12,625,299
Vendor Checks Issued	1279	5,068,918	4,669	19,034,960
Payroll Disbursed		3,248,568		9,181,061
Grant Reports Prepared	33		96	
ASTHO Vaccine Equity				
CalFresh Outreach				
CalFresh Healthy Living				
CALEITC				
CAL Food				
City of Bakersfield Homeless Housing & Prevention				
City of Bakersfield CDBG Food Bank Expansion				
Commodity Supplemental Food Prog				
County of Kern CDBG Food Bank Expansion				
CMAP Fiscal Report & Caseload				
CSBG Discretionary				
CSBG 2022				
Differential Response				
EFAP				
ESG CARES Act Homeless				
Food Bank Farmers Market				
First 5 Kern – Help Me Grow				
Head Start Expansion SF-425				
Head Start San Joaquin SF-425				
Homeless LBNC				
Homeless Safe Camping				
Home Visit Program				
Homeless Housing Assistance & Prevention				
HUD				
LIHEAP 2021				
LIHEAP 2022				
LIHEAP ARPA				
Postive Youth				
Postive Youth Medi-Cal				
San Joaquin COE General Child Care				
VITA				
UW STANISLAUS CES				
WIC				

Business Services

Activity	Requested	In-Progress	Processed		Processed YTD
Purchase Orders	159	0	159		985
Contracts	20	3	17		89
Leases	3	18	2		13
Requests for Proposals	1	2	0		2

Business Services Projects

Description		% Completed		Comments
Energy Subcontractor		100		Issued on April 26
Design Build Sports Field Lighting FHCC		100		Completed

Total Division Staffing 29 positions + 1 Vacancies

CFO	Accounting Technician (5)	Procurement Manager
Director of Finance	Accounting Specialist (2)	Business Contracts Specalist
Finance Administrator	AP Supervisor (1)	Business Technician (2)
Payroll/HRIS Manager	Fiscal Technician (2)	
Accounting Administrator	Payroll Specialists (3)	
Accounting Administrator - Energy	Payroll Supervisor (1)	
Accountant (2)	Administrative Assistant to CFO	
Accountant II (2)		

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF FEBRUARY 28, 2023

ASSETS	
Cash in Bank	12,449,539
Cash - Vacation Reserve	1,050,719
Petty Cash	-
Accounts Receivable	11,180,611
Travel Advance	200
Prepaid Expense	999,684
Inventory	1,090,744
Net Fixed Assets - Unrestricted	703,156
Net Fixed Assets - Restricted	30,074,237
Total Assets	57,548,890
LIABILITES AND NET ASSETS	
Accounts Payable	7,537,974
Accrued Expenses	2,980,360
Accrued Vacation	1,743,490
Line of Credit	-
Note Payable	704,130
Advance Payable	2,784,923
Deferred Revenue	6,244,153
Total Liabilites	21,995,030
Total Net Assets	35,553,860
Total Liabilities and Net Assets	57,548,890

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2022 TO FEBRUARY 28, 2023

REVENUE	
Grant Revenue	105,579,006
Donations	47,277,632
Other Revenue	756,165
In-Kind	261,800
Total Revenue	153,874,604
EXPENDITURES	
Salaries	36,431,542
Benefits	10,091,397
Travel	698,622
Space Costs	7,866,562
Supplies	2,886,851
Consultant/Contract Services	4,363,893
Other Costs	3,862,621
Program Costs	65,591,598
Capital Expenditures	-
Indirect	7,998,647
In-Kind	261,800
Total Expenditures	140,053,533
Net Change in Assets	13,821,071
Net Assets, beginning	21,732,790
Net Assets, ending	35,553,860

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF MAY 31, 2023

ASSETS	
Cash in Bank	12,763,736
Cash - Vacation Reserve	994,443
Petty Cash	-
Accounts Receivable	(0)
Travel Advance	4,225
Prepaid Expense	981,327
Inventory	1,118,502
Net Fixed Assets - Unrestricted	638,504
Net Fixed Assets - Restricted	30,071,647
Total Assets	46,572,384
LIABILITES AND NET ASSETS	
Accounts Payable	5,843,436
Accrued Expenses	71,382
Accrued Vacation	979,259
Line of Credit	-
Note Payable	639,479
Advance Payable	2,784,923
Deferred Revenue	387,264
Total Liabilites	10,705,743
Total Net Assets	35,866,642
Total Liabilities and Net Assets	46,572,385

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2023 TO MAY 31, 2023

REVENUE	
Grant Revenue	23,966,286
Donations	130,663
Other Revenue	2,229,640
In-Kind	3,151,771
Total Revenue	29,478,360
EXPENDITURES	
Salaries	7,826,794
Benefits	2,496,444
Travel	173,736
Space Costs	2,250,770
Supplies	699,614
Consultant/Contract Services	1,612,992
Other Costs	1,277,082
Program Costs	7,380,150
Capital Expenditures	249,633
Indirect	2,046,592
In-Kind	3,151,771
Total Expenditures	29,165,578
Net Change in Assets	312,781
Net Assets, beginning	35,553,860
Net Assets, ending	35,866,642

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 05-31-23 (25.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	44,051,888	7,437,576	36,614,312	17%
BENEFITS	14,158,980	2,299,744	11,859,236	16%
TRAVEL	860,927	162,802	698,125	19%
SPACE COST	5,119,714	2,152,674	2,967,040	42%
SUPPLIES	2,275,029	647,965	1,627,064	28%
EQUIPMENT	410,420	959,380	(548,960)	234%
CONSULTANT/CONTRACT SERVICES	3,053,138	1,302,640	1,750,498	43%
OTHER COSTS	2,757,892	1,089,760	1,668,132	40%
PROGRAM COSTS	26,485,434	7,371,893	19,113,541	28%
INDIRECT	9,589,595	2,108,158	7,481,437	22%
TOTAL	108,763,017	25,532,593	83,230,424	23%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 05-31-23 (25.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	31,698,221	5,631,470	26,066,751	18%
BENEFITS	10,482,845	1,743,417	8,739,428	17%
TRAVEL	606,386	102,950	503,436	17%
SPACE COST	2,923,727	486,991	2,436,736	17%
SUPPLIES	1,779,693	415,851	1,363,842	23%
EQUIPMENT	396,870	153,567	243,303	39%
CONSULTANT/CONTRACT SERVICES	1,306,125	334,152	971,973	26%
OTHER COSTS	1,162,562	397,077	765,485	34%
PROGRAM COSTS	22,106,428	6,303,696	15,802,732	29%
INDIRECT	7,214,192	1,546,862	5,667,330	21%
TOTAL	79,677,049	17,116,033	62,561,016	21%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 05-31-23 (25.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,689,341	684,260	4,005,081	15%
BENEFITS	1,454,798	211,314	1,243,484	15%
TRAVEL	110,349	38,480	71,869	35%
SPACE COST	765,375	961,036	(195,661)	126%
SUPPLIES	125,671	91,399	34,272	73%
EQUIPMENT	-	348,348	(348,348)	Not budgeted
CONSULTANT/CONTRACT SERVICES	648,910	103,268	545,642	16%
OTHER COSTS	409,174	156,659	252,515	38%
PROGRAM COSTS	3,068,971	818,340	2,250,631	27%
INDIRECT	918,707	200,827	717,880	22%
TOTAL	12,191,296	3,613,932	8,577,364	30%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 05-31-23 (25.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,279,389	370,143	1,909,246	16%
BENEFITS	683,820	120,018	563,802	18%
TRAVEL	50,000	8,487	41,513	17%
SPACE COST	237,186	49,384	187,802	21%
SUPPLIES	109,499	74,904	34,595	68%
EQUIPMENT	-	64,572	(64,572)	Not budgeted
CONSULTANT/CONTRACT SERVICES	229,213	444,281	(215,068)	194%
OTHER COSTS	654,000	345,134	308,866	53%
PROGRAM COSTS	481,231	105,012	376,219	22%
INDIRECT	472,412	148,959	323,453	32%
TOTAL	5,196,750	1,730,893	3,465,857	33%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 05-31-23 (25.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,219,812	548,610	3,671,202	13%
BENEFITS	1,226,969	165,228	1,061,741	13%
TRAVEL	55,702	10,740	44,962	19%
SPACE COST	953,189	635,171	318,018	67%
SUPPLIES	232,451	55,141	177,310	24%
EQUIPMENT	13,550	392,894	(379,344)	2900%
CONSULTANT/CONTRACT SERVICES	830,833	419,303	411,530	50%
OTHER COSTS	380,166	171,004	209,162	45%
PROGRAM COSTS	825,804	98,371	727,433	12%
INDIRECT	779,220	176,726	602,494	23%
TOTAL	9,517,696	2,673,188	6,844,508	28%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 05-31-23 (25.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,007,969	180,771	827,198	18%
BENEFITS	261,830	55,769	206,061	21%
TRAVEL	13,740	2,144	11,596	16%
SPACE COST	234,537	20,092	214,445	9%
SUPPLIES	18,915	5,317	13,598	28%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	7,750	95	7,655	1%
OTHER COSTS	42,380	10,394	31,986	25%
PROGRAM COSTS	3,000	-	3,000	0%
INDIRECT	166,580	26,321	140,259	16%
TOTAL	1,756,701	300,903	1,455,798	17%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 05-31-23 (25.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	157,156	22,321	134,835	14%
BENEFITS	48,718	3,999	44,719	8%
TRAVEL	24,750	-	24,750	0%
SPACE COST	5,700	-	5,700	0%
SUPPLIES	8,800	5,353	3,447	61%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	30,307	1,540	28,767	5%
OTHER COSTS	109,610	9,492	100,118	9%
PROGRAM COSTS	-	46,475	(46,475)	Not budgeted
INDIRECT	38,484	8,463	30,021	22%
TOTAL	423,525	97,642	325,883	23%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2023/24
BUDGET TO ACTUAL - 03/01/23 TO 5/31/23 (3 OF 12 MONTHS = 25.0%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 9,589,595**	**$ 2,108,158**	**22.0%**	**$ 7,481,437**
Expenditures				
Salaries	4,599,831	814,468	17.7%	3,785,363
Benefits @ 23.6% actual	1,190,237	227,523	19.1%	962,714
Total Personnel Costs	5,790,068	1,041,991	18.0%	4,748,078
Operating Costs				
Travel	88,000	10,073	11.4%	77,927
Space Costs	386,450	36,336	9.4%	350,114
Supplies	262,650	46,573	17.7%	216,077
Consultant/Contract	1,049,000	310,352	29.6%	738,648
Other Operating Costs	780,300	182,338	23.4%	597,962
Total Operating Costs	2,566,400	585,671	22.8%	1,980,729
Total Expenditures	**$ 8,356,468**	**$ 1,627,662**	**19.5%**	**$ 6,728,806**
Excess (Deficit) Indirect Revenue	**$ 1,233,127**	**$ 480,496**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,302,127	$ 257,127	19.7%	$ 1,045,000
Operations	2,700,165	522,130	19.3%	2,178,035
Executive	500,950	187,067	37.3%	313,883
Program Administration	-	189	Not budgeted	(189)
Finance	2,523,658	565,301	22.4%	1,958,357
Community Development	1,329,568	95,846	7.2%	1,233,722
	$ 8,356,468	$ 1,627,662	19.5%	$ 6,728,806

Prepared Date: 07/12/23

DATE:	August 2, 2023
TIME:	12:00 pm
LOCATION:	CAPK Administrative Office 5005 Business Park North Bakersfield, CA 93309

Personnel Committee Minutes

1. **Call to Order**

   Committee member Nila Hogan called the meeting to order at 12:07 pm at the Community Action Partnership of Kern administrative building, located at 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Jonathan Mullings, Guadalupe Perez, and Nila Hogan

   Absent: Maritza Jimenez (Chair)

   Others present: Jeremy Tobias, Chief Executive Officer; Louis Gill, Chief Program Officer; Tracy Webster, Chief Financial Officer; Lisa McGranahan, Director of Human Resources; Rebecca Moreno, Director of Housing & Supportive Services; Susana Magana, Director of Health & Nutrition; Gabrielle Alexander, Director of Finance; other CAPK staff.

3. **Public Comments**

   No one addressed the Committee.

4. **New Business**

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

      Jerry Meade presented the above info item and informed the Committee that Head Start is developing an action plan to address understaffing at the centers which is impacting enrollment. More information with be forthcoming when Head Start presents the plan to the Board of Directors at the end of the month.

      Nila Hogan inquired about the 115 vacant positions and asked if the returning part-year staff will fill these open positions. Jerry responded that part-year staff are considered employed, so their return will not fill these spots.

   b. 2023 Agency Wide Job Fair Presentation – Lisa McGranahan, Director of Human Resources – ***Info Item***

      Lisa McGranahan provided the committee with a presentation that depicted the recent Agency Wide Job Fair. Lisa reported that it was a huge success with more than 300 job seekers in attendance, which resulted in 17 job offers to date.

Jonathan Mullings asked Jerry to explain the Home Base program. Jerry Meade responded that Home Base is a program option where an educator visits the home and brings a curriculum-based approach to parents as their child's first teacher. The program offers the same readiness goals but is offered at home.

Nila Hogan inquired if the 17 active job offers have been hired. Lisa responded yes, and while some were pending documentation, all are currently in the onboarding process.

c. 2023 Employee End of the Year Gift: Floating Holiday Workday Off – Lisa McGranahan, Director of Human Resources – ***Action Item***

Lisa McGranahan presented the above action item for approval and said the floating holiday is a way for staff to be recognized for their commitment to CAPK over the past year.

Guadalupe Perez asked Lisa to define what a substitute is. Lisa explained that substitutes are on-call staff to fill in when needed at the center. Lisa added that some substitutes are on a consistent schedule due to the needs of the center.

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

d. CalFresh Healthy Living Program New Outreach Specialist Job Description – Alan Rodriguez, CalFresh Healthy Living Program Administrator – ***Action Item***

Alan Rodriguez presented the above item for approval.

Guadalupe Perez inquired if recruiting for one employee would be sufficient for the program. Alan responded that one is sufficient to start. Alan added that as the program continues to expand, staff will review the budget and determine if additional staff are warranted.

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

e. Proposal for Additional Food Bank Staff – Kelly Lowery, Food Bank Administrator – ***Action Item***

Kelly Lowery presented the above action for approval.

Guadalupe Perez questioned how the responsibilities will be divided among the coordinator roles. Kelly responded that he and his leadership team will detail those specifics but foresee the warehouse technician involved with shipping and receiving, and the new role will handle pantry logistics.

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

f. Updated Housing & Supportive Services Job Descriptions – Rebecca Moreno, Director of Housing & Supportive Services – ***Action Item***

Rebecca Moreno presented the above item for approval.

Guadalupe Perez inquired how many transport drivers the department has. Rebecca confirmed the department has one lead transport driver for 150 clients.

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

g. Head Start Retention and Recruitment Incentive Proposal - Jerry Meade, Assistant Director of Head Start, Program – ***Info Item***

Jerry Meade presented the above informational item.

Nila Hogan inquired if Head Start is still hosting coursework classes for continued education. Jerry responded that Yolanda Gonzales has been collaborating with various partners to bring back Early Head Start education courses. Additionally, Jerry added that staff are working through the Governance Department to build relationships to create volunteer opportunities for lab hours in our classrooms.

Chief Executive Officer, Jeremy Tobias, added that retention is an ongoing problem in the agency, but more challenging in Head Start and noted that school districts nationwide are also struggling. Jeremy said the leadership staff is working to address this matter and an action plan will be presented to the full Board at the end of the month.

Guadalupe Perez inquired if other CAP agencies are experiencing the same challenges. Jerry Meade reiterated that this is a problem nationwide. He added that that many other agencies mirror what the districts are doing. Jeremy stated that over the years, wages have fallen behind and only caught up recently. Jeremy stated that leadership will be looking at all options to address the issues.

5. <u>Committee Member Comments</u>

- None

6. <u>Next Scheduled Meeting</u>

Personnel Committee
12:00 pm
September 6, 2023
5005 Business Park North
Bakersfield, CA 93309

7. <u>Adjournment</u>

The meeting was adjourned at 1:00 PM.

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Head Start, Program
Robert Espinosa, Program Design and Management Administrator

Date: August 2, 2023

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

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

For the months of June and July 2023, the following information is provided to the Personnel Committee:

- 586 staff employed.
- 115 vacant positions.
- Onboarded 14 staff.
- 23 resignations (21 direct services staff and two administrative positions).
- 4 days of interviews for four (4) open direct service positions in Kern County.
- 17 interviews conducted and three (3) staff onboarded in San Joaquin County.

Job postings are still being featured on the Head Start California website. Program staff continue to explore strategies to build the Head Start workforce to support full enrollment. In June, job fairs were conducted in both counties (Metro Kern, East Kern, and San Joaquin County) and staff attended the Bitwise Employee Resource Fair to recruit staff.

Program staff have created an action plan to address the risks of an Office of Head Start Under Enrollment Plan of Action. The primary cause of the under enrollment relates to staff vacancies. Staff will introduce and update the Board of Directors on the progress of said action plan.

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Community Action Partnership of Kern













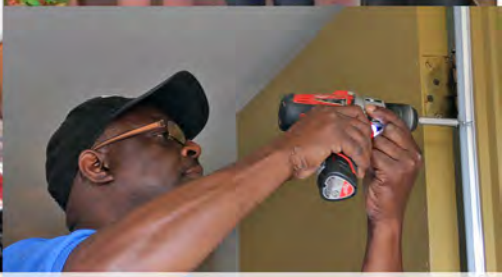












Helping People... Changing Lives.

CAPK 2023 Agency-Wide Job Fair



CAPK Job Fair: Strategic Plan Goal #4

CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results.

Details:

- Friday, June 23, 2023
- 9 AM to 1 PM
- 4 Points Sheraton on California Avenue
- Eight (8) programs with open positions represented
  - Head Start
  - Early Head Start
  - Home Visiting Initiative (HVI)
  - Home Base
  - WIC
  - Food Bank
  - 2-1-1
  - Outreach & Marketing
- Over 50 on-the-spot interviews with 17 active offers
- **Over 350+ job seekers attended**


HeadStart
A Program of CAPK


EXIT




EXIT


EXIT


EXIT

A big thank you to all the departments and programs involved that helped make the 2023 CAPK Job Fair a success!

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: August 2, 2023

Subject: *Agenda Item 4(c)*: 2023 Employee End-of-the-Year Gift: Floating Holiday Workday Off – **Action Item**

As we near the end of 2023, CAPK Management has begun discussing ways to acknowledge and reward our staff's accomplishments and hard work throughout the year. Based on staff feedback, Management has agreed to again offer a floating holiday workday off with pay to eligible staff. We hope this will allow us to highlight and reward employees for their service and dedication during the year.

CAPK Management recommends a floating holiday workday off with pay to all eligible employees with a hire/rehire date of October 26, 2023, or earlier, with the number of hours granted coinciding with their regular daily schedule. Eligible employees consist of full-time, part-time, and substitutes and temporary staff on a consistent schedule. Employees may not use this time during a continuous leave period.

OMB Uniform Guidance allows our governing body to set benefits at its discretion. This one-time, floating holiday workday off is being granted on October 30, 2023, and must be used by March 3, 2024. Employees must work with their supervisors to coordinate the time off to ensure proper coverage and not interrupt regular business operations. Additionally, this must be used during an employee's active status and during a scheduled workday. The benefit has no cash value and may not be cashed out upon exit from employment. Any unused amount remaining at the end of the period is forfeited. The floating holiday must be used in its entirety and may not be split. Lastly, the floating holiday cannot be used during a resignation period.

In accordance with our Strategic Plan Goal 4.2, the benefits of this initiative will increase staff morale, retention, and continue to incentivize staff to continue contributing to the agency's success.

Recommendation:

Staff recommends that the Board of Director's approve the one-time, full regular workday off to all eligible employees to be used for the period of October 30, 2023, through March 3, 2024.

MEMORANDUM

To: Personnel Committee

From: Alan Rodriguez, CalFresh Healthy Living Administrator

Date: August 2, 2023

Subject: *Agenda Items 4(d):* CalFresh Healthy Living Program New Outreach Specialist Job Description **– Action Item**

The CalFresh Healthy Living (CFHL) program provides nutrition education, physical activity education, training, and assists other community agencies in developing policies and systems that help build a healthy, food-secure, and knowledgeable community. CFHL also supports state and county efforts by implementing a comprehensive program that includes building partnerships, collaborating with other community agencies to provide social services, and providing researched based educational opportunities that help enrich the lives of the residents of Kern County.

Summary of Proposed Changes
Historically, CFHL Health Educator positions(s) have organized, promoted, and taught nutrition education classes. Additionally, Health Educators are assigned tasks around project management, program design, and special projects that require attention to detail, ability to learn new skills, including strategic planning, integration of Customer Relationship Management, and implementing continuous improvement models and data reporting.

In March 2023, the CFHL Administrator, Director of Health and Nutrition, and Chief Financial Officer met to discuss the needs of the CFHL Program. It was identified that an Outreach Specialist would increase program quality as well as allow the Health Educators to focus more on Direct Education, Policy Systems and Environmental Changes (PSE), and indirect education. The focus of the Outreach Specialist would be to attend community events, build partnerships, and establish new connections within Kern County as well as focus on rebranding of the CFHL program, creating visibility, and focus on increasing social media presence.

In May 2023, the CFHL Administrator discussed the idea of the Outreach Specialist position with the program's state consultant and added it to the CFHL budget. The position was determined to be allowable, and the budget revision was approved, allowing the program to continue the process in creating a new job description.

The job description was evaluated by Human Resources (HR) in July 2023, and it was pointed at a Grade 8. The position aligns with similar internal structures and positions within CAPK.

- **Outreach Specialist** (Grade 8) (NEW). This position designs and manages the creation of all CAPK physical and digital promotional materials and oversees planning and executing all social media communications for CAPK and working with CAPK programs to enhance and strengthen their individual social media presences. This role also includes performing professional and administrative work in support of organizational needs, coordinating, and attending community resource fairs.

Strategic Plan and Development
As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results*, and as part of following objectives, the proposal supports staff development, growth, and retention:

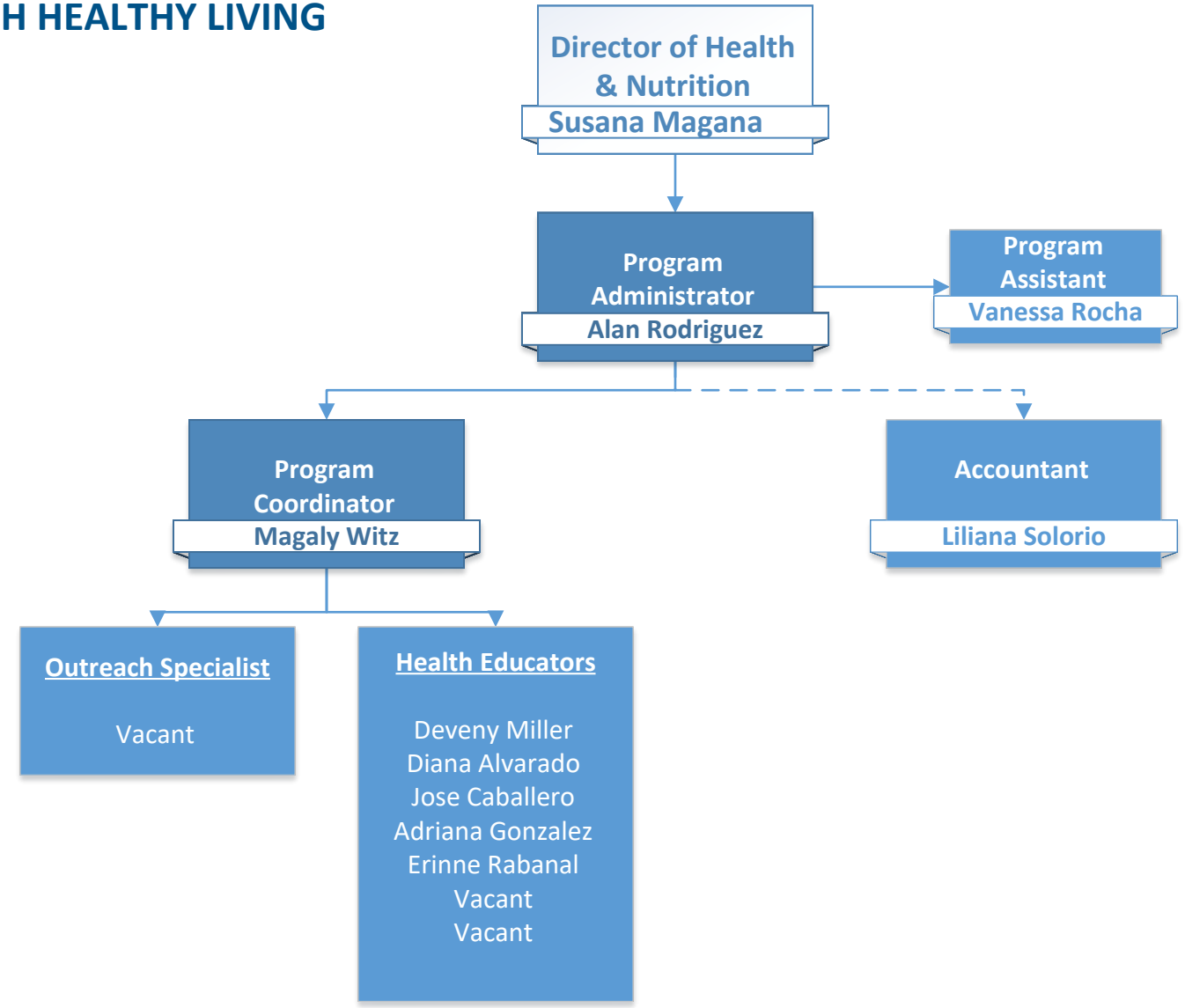
- Objective 4.1: Enhance leadership capacity, effectiveness, and sustainability.
    - 4.1.1 Establish a process of workforce development for succession and knowledge transfer plans and oversee implementation; (a) Analyze department metrics (i.e., length of service, knowledge gaps, areas of interest) to identify the necessary skills sets for each position; (b) Identify or create evidence-based workforce development strategies to address needs of the department, and (c) Incorporate development opportunities as part of the employee review process.
- Objective 4.2: Increase employee engagement, morale, and retention.
    - 4.2.1 Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts; (b) Complete development and consolidation of revised job descriptions.

Fiscal Impact and Timeframe
The proposed reorganization would result in a fiscal increase to the CFHL budget of approximately $55,915.26 This change was also incorporated and approved by CDPH for the current and upcoming FY 2023/24 budget. Once this is Board approved, CFHL staff will begin recruitment for the new position which will be housed at the current CFHL office at 2323 16th St. Suite 302, Bakersfield CA 93301.

Recommendation:
Staff recommend the Personnel Committee approve the above-mentioned job description and organizational change for the CFHL program.

Attachments:
Organizational Chart
Outreach Specialist Job Description

CALFRESH HEALTHY LIVING



Outreach Specialist (CalFresh Healthy Living)

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: 08 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under general direction of the CalFresh Healthy Living Program (CFHL) Coordinator, designs and manages creation of all CFHL physical and digital promotional materials including newsletters, social media postings, flyers, signs, mailings, resources, announcements, and other materials according to the CFHL branding Guidelines as needed. The Outreach Specialist is also in charge of planning and executing all social media communications for CFHL and planning, preparing, and attending community events, and creating outreach materials that follow the USDA Dietary Guidelines for Americans. This role also includes performing professional and administrative work in support of programmatic needs such as scheduling Direct Education classes, Organization Indirect Education Materials

SUPERVISION RECEIVED:
Receives supervision from CalFresh Healthy Living Program Coordinator.

SUPERVISION EXERCISED:
None.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Under the direction of the CalFresh Healthy Living Program Coordinator, assists with the dissemination of information to agency staff, clients, and the public through a variety of communication strategies, including, but not limited to, newsletters, website, social media, advertising, and community events.
- Produces newsletters, social media content, event advertising and external communications.
- Coordinates and executes outreach projects including assessing community needs based on internal and external data reports such as PEARS, annual reports, and state and local data.
- Attend internal/external resource fairs and other community events to ensure representation of the program as needed including planning information for dissemination and coordinating with other staff and clients.
- Creates regular, engaging posts and activity for the CFHL social media accounts including resources from CDPH, CDSS and other relevant sources.
- Prepare reports and metrics to evaluate the effectiveness of outreach efforts and the progress of partnering with agencies to complete goals on the CFHL Integrated Work Plan.
- Develops and maintains the CAPK social media calendar and submits content for editorial review.

- Serves as CFHL social media expert and offers support and training to program-level staff. Coordinates and works with CAPK Outreach staff to ensure uniformity of messages and language.
- Establish and maintain effective working relationships with staff, clients, and community leaders.
- Maintains an up-to-date understanding of industry best practices in graphic design and social media marketing.
- Prepares for and Speaks to the media and public on behalf of the organization in Spanish and English if needed to support team leadership.
- Assists with planning of media and public events hosted by CFHL and other CAPK programs.
- Works collaboratively with the CAPK Staff on various video and photo projects to highlight CAPK, CFHL and partners as needed.
- Assist the CAPK Foundation with any collateral or digital needs.
- Takes on project management work as assigned by the CalFresh Healthy Living Program Coordinator or Administrator as needed.
- Attend/present at all meetings, training, events, and collaboratives as needed.

Other Job Specific Duties:

- Assists with the development of communications-related SharePoint and CFHL projects as needed.
- Improve branding of CFHL program in Kern County.
- Create and maintain a community contact list for external partners.
- Assist with CFHL referrals including coordination of services and classes.
- Organizes the CFHL program staff training and coordinates for those events when needed.
- Manages projects and strategic efforts in support of the CFHL team.
- Prepares, and loads equipment needed for outreach events as needed.
- Work alternative hours as required, including nights and weekends.
- Network-wide travel as needed.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Professional level graphic design
- Fundamentals of good grammar, spelling, and punctuation.
- Social Media platforms and marketing (Facebook, Twitter, Instagram, LinkedIn, etc.).
- Social media best policies and practices.
- Written, digital and photo editing.
- Creative design, print publication, advertising, and commercial print processing.
- Digital content creation software including Adobe Creative Suite, Canva, FinalCutPro, Photoshop and others.
- Photograph and videography.
- Digital and communication trends.
- Microsoft Office programs, including PowerPoint, Excel, Word, and Publisher.

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Ability to:

- Plan, develop, and present mixed media presentations.
- Write creatively and clearly for general and specialized audiences.
- Meet schedules and timelines.
- Work with diverse community population including low-income, people of color, and other marginalized communities.
- Work with individuals from diverse backgrounds.
- Communicate effectively, verbally and in writing.
- Prepares, and loads equipment needed for outreach events as needed.
- Establish professional working relationships with staff and agencies.
- Create and execute strategic plans for communications campaigns.
- Develop short, medium, and long-term plans for events, publications, social media and other communications products.
- Conduct media interviews and maintain professional standards of media relations.
- Work independently with little direction.
- Work with accuracy and attention to detail.
- Plan, organize, and allocate resources.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in marketing, communications, journalism, or related field preferred.
- A minimum of two (2) years of experience in outreach, communications, and/or marketing.
- Expertise in graphic design and social media management required.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Must be fingerprinted and pass the pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIROMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level varies.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform their essential duties.

POSITION TITLE Outreach Specialist			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

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MEMORANDUM

To: Personnel Committee

From: Kelly Lowery, Food Bank Administrator

Date: August 2, 2023

Subject: *Agenda Item 4(e)*: Proposal for Additional Food Bank Staff – **Action Item**

As we near the completion of the Food Bank expansion, Food Bank leadership recognizes that the staffing needs of the program have changed. Earlier this year, we changed the pantry program to a hybrid online approach. As a result of this enhancement, we were faced with an administrative staff surplus. However, we anticipated a need for additional support in the operations and agency relations departments. Therefore, we re-directed two administrative staff to positions in these departments resulting in a no-net increase in the overall staff number.

Summary of Proposed Changes
Now, with three times the capacity, we are looking at ways to expand services. The main element needed to unlock the potential growth is additional drivers who can both pick up donated loads as well as deliver food to every community in Kern County. Our current Warehouse Specialist positions are split between driving and conducting warehouse operations such as building orders, moving pallets around the warehouse, etc. Therefore, we are proposing the addition of three warehouse technicians to conduct warehouse operations that would free our drivers to take additional routes for pick-up and deliveries.

Through our employment development volunteer programs, we retain volunteers often for months at a time. Many of these volunteers gain experience diligently working with us in the warehouse before moving on to other employment. The Food Bank is proposing hiring some of these volunteers as warehouse technicians. This would enable us to fill a need with individuals who already understand our process and are capable of the work. These individuals would fulfill most of the internal warehouse needs allowing us to expand services by adding routes for our current warehouse specialists.

In addition to the three warehouse technicians, we are requesting the addition of another warehouse coordinator. Currently, we have one warehouse coordinator. The Operations Department needs additional support due to the expansion of the pantry program, bringing the CSFP program in-house, growing the Farmers Market Program to ten (10) sites, and several other projects and plans still unfolding such as the home delivery program.

Position Title	Proposed Changes
Warehouse Coordinator	Adding one (1) position for a total of two (2) coordinators
Warehouse Technicians	New: Creating three (3) new positions for a total of three (3) technicians

Fiscal Impact and Timeframe
For the warehouse coordinator position, Finance has determined that the additional position would be supported by the current budget as there is currently a vacant position (pantry technician) that is no longer needed. There is a slight difference in the pay grade of the vacant position and the warehouse coordinator position; however, Finance has determined that it is a minimal difference that will be covered by the currently available budget.

For the three warehouse technician positions, the funding would come from proceeds from the Drought Food Assistance Program (DFAP). The positions would be part-time, 29 hours per week. The DFAP would provide enough funding for the creation of three warehouse technicians for 12 months.

The need for the warehouse technicians will become urgently necessary as our current volunteers' hours are set to be completed within a month.

The need for an additional warehouse coordinator is currently critical as operations are strained from the daily construction challenges and projects needed for completion, the expansion of services, and the maintenance of current services.

Strategic Plan Impact
As part of the 2021-25 Strategic Plan, specifically under Goal 1: *Increased access to healthy affordable food to support the health of the communities we serve.* These changes would allow us to create additional access points across the County.

As part of the 2021-25 Strategic Plan, specifically under *Goal 4: CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired result*s. The proposed changes will allow the Food Bank to operate efficiently by giving job opportunities to individuals trained on-site. Additionally, we can retain current staff and promote longevity through balanced, efficient operations.

Recommendation:
Staff recommends the Personnel Committee approve the new Warehouse Technician position and the addition of an additional Warehouse Coordinator position to the organizational structure.

Attachments:
Food Bank Warehouse Technician Job Description
Food Bank Organizational Chart

Warehouse Technician (Food Bank)

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 03 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Warehouse Coordinator, the Warehouse Technician is responsible for conducting and maintaining inventory control for the Food Bank. Ensures that food is properly stored and monitors the quality and freshness of goods. Works collaboratively with the Warehouse Coordinator to monitor the maintenance and operation of the refrigerator/freezer, forklift, vehicles, and other equipment.

SUPERVISION RECEIVED:
Receives supervision from the Warehouse Coordinator.

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:
- Accept deliveries, verify the accuracy of deliveries, and verify completed documentation.
- Accurately identify products for storage and distribution.
- Rotate food storage, ensuring a first in first out system.
- Record transfer of food to different programs.
- Ensure accurate warehouse releases in a timely manner for pick-up and delivery and for the documentation of any changes made to the warehouse release.
- Conduct and maintain inventory control, ensuring checks and balances are in place.
- Load and off-load products with the use of a forklift.
- Receive and follow work assignments as given by Warehouse Coordinator and as written on the assignment board.
- Responsible for documenting accurate weights for products that are off-loaded.
- When necessary, assist with maintaining the warehouse in a clean and safe condition.
- Use Warehouse Management System (WMS) for documentation and traceability.
- Use personal protective equipment (PPE), as necessary, for health and safety precautions.
- Always wear appropriate warehouse attire.

Other Job-Specific Duties:
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Attend and participate in staff meetings and training programs.
- Perform any other like duties as assigned.

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MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.

Ability to:

- Relate to volunteers, other employees and agency partners.
- Maintain equipment.
- Complete reports as needed.
- Work cooperatively with staff to carry out program goals and objectives.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent.
- Must have forklift experience.

OTHER REQUIREMENTS:

- Bilingual language fluency (Spanish/English) desirable.
- Must be fingerprinted and pass the pre-employment background check.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderate ~~ly quiet~~.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Warehouse Technician (Food Bank)			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	

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Climbing		x	
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs		x			x	
76-100 lbs		x			x	
100+ lbs	x			x		

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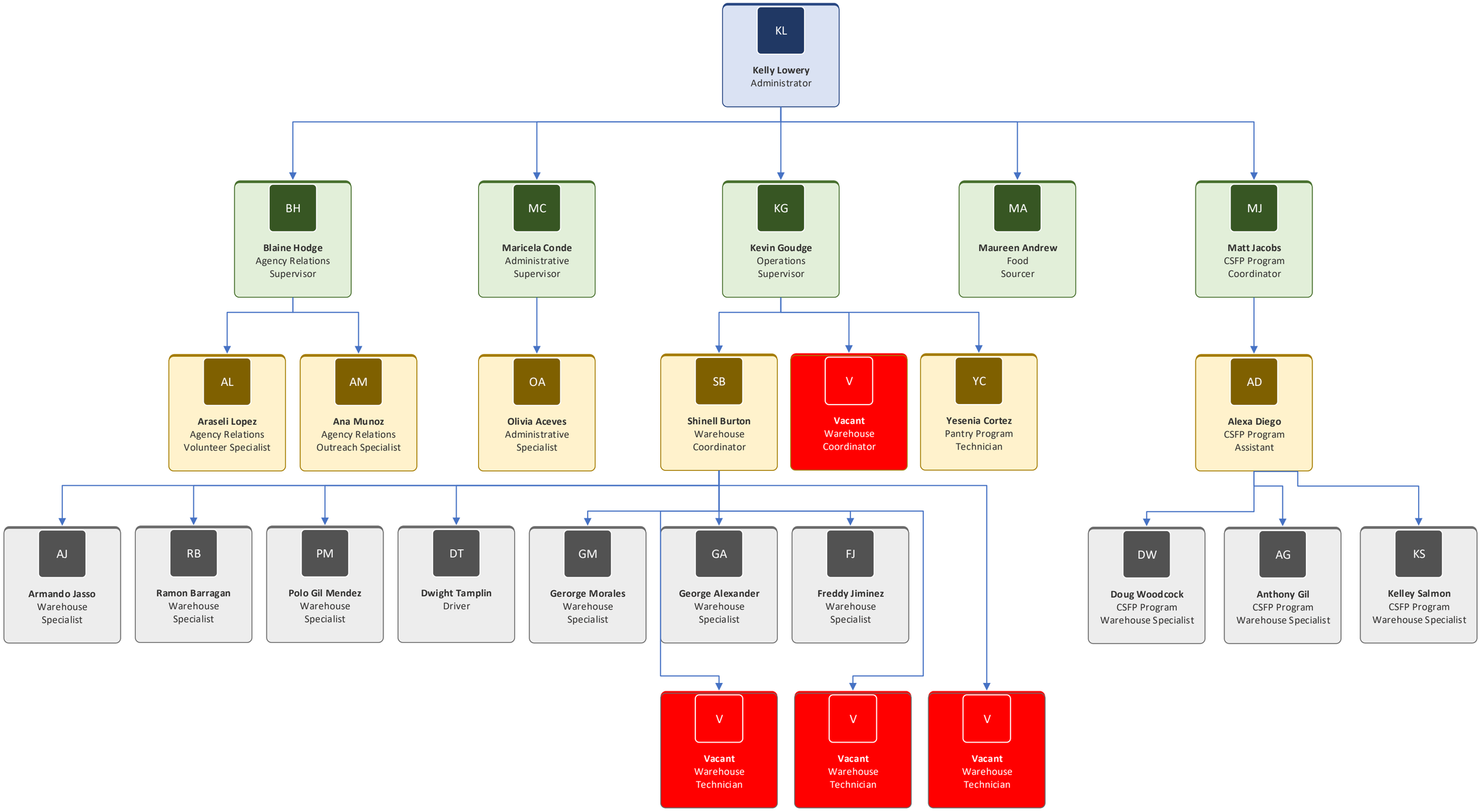
KL
Kelly Lowery
Administrator
BH
Blaine Hodge
Agency Relations
Supervisor
MC
Maricela Conde
Administrative
Supervisor
KG
Kevin Goudge
Operations
Supervisor
MA
Maureen Andrew
Food
Sourcer
MJ
Matt Jacobs
CSFP Program
Coordinator
AL
Araseli Lopez
Agency Relations
Volunteer Specialist
AM
Ana Munoz
Agency Relations
Outreach Specialist
OA
Olivia Aceves
Administrative
Specialist
SB
Shinell Burton
Warehouse
Coordinator
V
Vacant
Warehouse
Coordinator
YC
Yesenia Cortez
Pantry Program
Technician
AD
Alexa Diego
CSFP Program
Assistant
AJ
Armando Jasso
Warehouse
Specialist
RB
Ramon Barragan
Warehouse
Specialist
PM
Polo Gil Mendez
Warehouse
Specialist
DT
Dwight Tamplin
Driver
GM
Gerorge Morales
Warehouse
Specialist
GA
George Alexander
Warehouse
Specialist
FJ
Freddy Jiminez
Warehouse
Specialist
DW
Doug Woodcock
CSFP Program
Warehouse Specialist
AG
Anthony Gil
CSFP Program
Warehouse Specialist
KS
Kelley Salmon
CSFP Program
Warehouse Specialist
V
Vacant
Warehouse
Technician
V
Vacant
Warehouse
Technician
V
Vacant
Warehouse
Technician

MEMORANDUM

To: Personnel Committee

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: August 2, 2023

Subject: *Agenda Item 4(f)*: Updated Housing & Supportive Services Job Descriptions - **Action Item**

The M Street Navigation Center is requesting approval of the updated job descriptions to the Homeless Services Lead Transport Driver, Homeless Services Volunteer Coordinator, and the Homeless Services Program Coordinator.

Summary of Proposed Changes

After operating the low barrier navigation center for over three years, and with the addition of the Safe Camping/Parking projects, we have identified the need to include additional responsibilities and requirements. The updated job descriptions were approved by Human Resources (HR) and were pointed at a grade 8 (previously a grade 6) in the compensation schedule for the Homeless Services Program Coordinator and Homeless Services Volunteer Coordinator. The updated job description for the Transport Driver was approved by Human Resources and was pointed at a grade 3 (previously a grade 1) and renamed to Lead Transport Driver.

Position Title	Proposed Changes	Current Grade	New Grade
Homeless Services Volunteer Coordinator	Grade Change	**6** Min: $18.10 Mid: $21.31 Max: $24.50	**8** Min: $21.09 Mid: $26.34 Max: $31.61
Homeless Services Program Coordinator	Grade Change	**6** Min: $18.10 Mid: $21.31 Max: $24.50	**8** Min: $21.09 Mid: $26.34 Max: $31.61
Lead Transport Driver	Grade and Title Change	**1** Min: $15.50 Mid: $15.50 Max: $17.05	**3** Min: $15.50 Mid: $17.15 Max: $19.74

Fiscal Impact and Timeframe

The M Street leadership team has been working with HR, Finance, and the County's CAO's office to promote staff retention and ensure that the great work the M Street

Navigation staff have done continues. A proposed Personnel Budget with the reclassifications was sent to the CAO's office for approval. The proposed changes would increase the annual staffing budget of $1,098,925 to $1,196,659, which includes an annual merit increase of 3% and the projected COLA increase of 5.6%, for a total increase of $97,734.00.

Strategic Plan Impact

This agreement aligns with CAPK's enduring mission to address critical needs in the community and Strategic Goal #4, Objective 4.2 to increase employee engagement, morale, and retention.

Recommendation:

Staff recommends that the Personnel Committee approve the Homeless Services Program Coordinator, Homeless Services Volunteer Coordinator, and Homeless Services Lead Transport Driver updated job descriptions.

Attachment:

Homeless Services Lead Transport Driver Job Description
Homeless Services Program Coordinator Job Description
Homeless Services Volunteer Coordinator Job Description

Homeless Services Lead Transport Driver

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 03 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Homeless Services Program Administrator, safely operates shelter vehicle to transport homeless resident passengers and their belongings to various appointments during established transport hours. Develops and covers established routes, follows schedules, maintains orderliness, ensures passenger safety, and helps passengers in and out of the vehicle. Responsible for keeping records of passenger drop-off and pick-up and established routes. Keeps the vehicle in clean and good working condition and follows established transport procedures and policies.

SUPERVISION RECEIVED:
Homeless Services Program Administrator

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:
- Responsible for establishing transport routes and schedules.
- Performs primary vehicle operational maintenance.
- Maintains orderliness and ensures passenger safety at pick-up and drop-off.
- Schedules regular operating maintenance, safety, and inspections.
- Data collection and reporting of transport activities in a timely manner.
- Monitors related and/or assigned reports to ensure all mandatory requirements are met.
- Works in collaboration with staff, providers, volunteers, and clients to implement transport strategies, techniques, and/or recommendations.
- Responsible for requisitioning appropriate supplies and materials for the vehicle transport program.
- Ensures records, files, daily logs, trip plans, gas receipts, and service delivery statistics are maintained in an accurate and timely manner.
- Ensures ongoing and consistent communication with the M Street leadership team.
- Work collaboratively with food prep staff, custodial staff, shelter staff, internal and external stakeholders.

Other Job Specific Duties:
- Works alternative hours as required, including nights, weekends, and holidays.
- Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
- Maintains a safe and functional work environment.

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- Is proactive, in cooperation with other divisions and Agency staff, partners, vendors, volunteers, and clients in achieving the transport program goals.
- Performs other tasks as assigned to ensure efficient operation of the comprehensive, integrated transport program.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Correspondence and report writing practices and procedures.
- Current problems of the homeless and socially and economically challenged families.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Essential driver safety techniques.
- Navigation applications and proficiency in navigation skills.

Ability to:

- Demonstrate good interpersonal skills.
- Work independently
- Demonstrate time management and organizational skills.
- Verbally deescalate clients who are at risk for aggression.
- Work collaboratively as a productive team member.
- Communicate effectively, verbally and in writing.
- Work with conceptual matters.
- Plan, organize, and allocate resources.
- Effectively present housing program services to the public.
- Establish professional working relationships with staff, vendors, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations.
- Reasonably obtain knowledge of Agency and departmental policies and procedures.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma.
- At least two (2) years of passenger driver experience.
- Knowledge of and/or experience working with the homeless and/or economically challenged.

OTHER REQUIREMENTS:

- Bilingual language fluency (English/Spanish) desired.
- Possession of a valid California Driver's license, current automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

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- Must have reliable transportation during work hours.
- Must be able to obtain applicable certifications/licensing relating to homeless programming, as appropriate.
- CPR and Narcan training within 90 days of employment.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those employee's encounters in performing the essential functions of this job.

- Work is primarily performed indoors/outdoors.
- Noise level is moderate.
- Hazards are relevant to work environment.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Transport Driver			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x

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11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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Homeless Services Program Coordinator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Homeless Services Program Administrator, the Program Coordinator provides a wide variety of administrative and clerical duties. Assists with budgets, prepares reports, conducts inventories, and assists with organization and implementation of special projects. The Program Coordinator will support the Homeless Services Program Administrator with conducting a wide variety of high-level external and internal business requiring specialized expertise in business administration, information systems, and personnel management. This includes the application and interpretation of relative federal, state, and local laws. Interacts with and supports the homeless shelter staff, partners, volunteers, and clients.

SUPERVISION RECEIVED:
Homeless Services Program Administrator

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:
- Maintain program records and files.
- Acquire and apply knowledge of program guidelines and policies.
- Furnish general information to the public.
- Provide clerical and secretarial assistance to the Homeless Services Program Administrator.
- Communicate information, advice, and instructions as an agent for assigned administrator.
- Prioritize workflow, including handling routine matters such as business mail, faxing, and photocopying.
- Perform internal tracking of various budget line items and expenditures.
- Order, monitor, and maintain department stock, including office supplies and other materials.
- Efficient planning, organizing, and scheduling of work priorities.
- Support and assist shelter partners with various shelter needs.
- Work in collaboration with the Homeless Services Volunteer Coordinator.
- Ensures ongoing communication with M Street leadership and the CAPK Communications Team.
- Work in collaboration with shelter staff, providers, volunteers, law enforcement, code enforcement, and county officials to implement strategies, techniques, and/or recommendations.

Other Job Specific Duties:

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- Work with Homeless Services team to identify program needs.
- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours, including nights and weekends.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Correspondence and report writing practices and procedures.
- Current problems of homelessness and socially and economically challenged families.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Language translation and interpretation strategies and techniques.

Ability to:

- Deal with conceptual matters.
- Multi-task in a fast paced, high energy work environment.
- Demonstrate strong leadership skills and work ethic.
- Verbally deescalate clients who are at risk for aggression.
- Plan, organize, and allocate resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings as necessary.
- Effectively present Homeless Shelter program information to the public.
- Establish professional working relationships with staff, agencies, and parents.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent.
- One (1) year of experience working with vulnerable populations.
- Three (3) years of clerical experience preferred.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Must be able to obtain Agency wide certification, including, but not limited to, CPR and ServSafe certification.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

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The work environment characteristics described are representative of those employees' encounters in performing the essential functions of this job.

- Work is primarily performed indoors/outdoors.
- Noise level is moderate.
- Hazards are relevant to the work environment.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Homeless Services Program Coordinator			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

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Homeless Services Volunteer Coordinator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Homeless Services Program Administrator, the Volunteer Coordinator is responsible for sourcing and recruiting volunteers, internal and external clients, and community members. The Volunteer Coordinator will oversee the Homeless Services Volunteer Program, data collection of availabilities and skills, and record volunteer hours served. This position also solicits food and clothing donations from the community at large.

SUPERVISION RECEIVED:
Homeless Services Program Administrator

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Develops and implements the Homeless Services Volunteer Program.
- Allocate responsibilities, supervise performance, and manage retention of volunteers.
- Disseminates information for upcoming needs and events.
- Keeps detailed records of volunteer information and assignments.
- Keeps detailed records of food, hygiene supplies, and clothing donations.
- Motivates and inspires community members to participate in the Homeless Services Volunteer Program and donate to the M Street Navigation Center.
- Oversight of volunteer teams for holidays and special events, as necessary.
- Must be able to work alternative schedules such as nights, weekends, and holidays.
- Provides leadership in the M Street Café by establishing and maintaining safety standards.
- Responsible for training and mentoring all volunteers.
- Ensures ongoing communication with M Street leadership and the CAPK Communications Team.
- Work in collaboration with shelter staff, providers, volunteers, law enforcement, code enforcement, and county officials to implement strategies, techniques, and/or recommendations.
- Aid and support food prep staff, custodial staff, shelter staff, and internal and external stakeholders.

Other Job Specific Duties:

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- Works with Homeless Services Food Prep staff to identify food needs.
- Works with the Homeless Services Operations and Program Services supervisors to identify client clothing and hygiene needs.
- Works with Homeless Services Food Prep staff to receive, inspect, and confirm the quantity and quality of food donations delivered.
- Attends and participates in in-service training programs, staff meetings, and safety meetings.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsivities.

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Organizational practices.
- Data collection and reporting.
- Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Organizational skills and working knowledge of databases.

Ability To:

- Multi-task in a fast paced, high energy work ~~hectic~~ environment.
- Demonstrate strong leadership skills and work ethic.
- Verbally deescalate clients who are at risk for aggression.
- Work with a diverse population.
- Work independently and in a team environment.
- Analyze problems and identify alternative solutions.
- Plan, organize, and allocate resources.
- Develop and arrange appropriate volunteer orientation and training.
- Prepare daily volunteer schedules for activities and follow up with volunteers and groups.
- Prepare clear and concise reports.
- Exercise sound, independent judgement within general policy guidelines.
- Operate and use modern office equipment, including a multi-line phone system.
- Effectively prioritize assigned work.
- Establish and maintain effective working relationships with other people.
- Communicate the mission of the Homeless Shelter, the need for food/clothing donations, and the need for volunteer assistance to a variety of local organizations and high schools.
- Coordinate and lead a team.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

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- High school diploma or equivalent.
- One (1) year of supervision in a volunteer or operations program.
- Experience volunteering locally.
- Experience recruiting through various channels.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Must be able to obtain Agency-wide certification, including but not limited, to CPR and ServSafe certification.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those employees' encounters in performing the essential functions of this job.

- Work is primarily performed indoors/outdoors.
- Noise level is moderate.
- Hazards are relevant to the work environment.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Homeless Services Volunteer Coordinator			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting		x	
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing		x	
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	

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Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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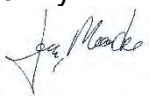
MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Head Start, Program



Date: August 2, 2023

Subject: *Agenda Item 4(g)*: Head Start Retention and Recruitment Incentive Proposal – **Informational Item**

The Office of Head Start announced in late 2022 that grant recipients will be subject to being placed on an Under Enrollment Plans of Action (POA) for chronic under enrollment. Under-enrollment is defined as not being at 100% enrollment for three consecutive months. The Head Start and State Child Development Division has recognized that the receipt of an Under Enrollment POA is eminent. With this pending POA, program staff have drafted an action plan to support reaching full enrollment.

The staffing challenges of the past year are one of the primary causes of under-enrolment. It is important to note that we do not have a hiring problem - we have a retention and recruitment problem. Recovering from the effects of the pandemic, as well as the increased costs for our benefit plan, the Head Start program faced increased levels of challenges and stressors as it relates to the retention of existing employees and the recruitment of new employees.

The first part of the action plan is to address staffing challenges. To reduce high employee turnover rates, decrease staff vacancies, and lengthen employees' service time with CAPK's Head Start program, staff developed the attached temporary Retention and Recruitment Incentive Policy.

As such, Program is proposing to implement an incentive plan that will apply to all Head Start employees as identified in the HS Budget detail, including full-time and part-time hires. This incentive mirrors the CAPK Retention Policy approved in 2022. Employees on active status on Date of Approval from the Board of Directors on August 30, 2023, and retained through November 27, 2023, will receive this incentive (Paid December 15, 2023). An incentive of $2,500.00 will be paid to all eligible Head Start employees on the pay date in which the respective December 15, 2023, pay period is processed.

The incentive will be processed through Payroll and will be considered taxable wages. Incentives will be expensed to the Head Start program as this program receives the benefit of the retained employee. In partnership with the Finance Division, staff have identified savings in the current year Base funding and may also support this incentive in part with carry-over fund funding once approved by the Office of Head Start. At this

point in time, the estimated number of employees eligible for this incentive is approximately 600 employees, which equates to $1.5 million in incentives for Head Start employees. As staff continue to work with Finance and HR, a final Head Start Retention and Recruitment Incentive Policy will be presented to the Board of Directors on August 30, 2023 and include the budget detail expected for this incentive.

Strategic Plan and Development

As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results*, this proposal supports staff development, growth, and retention by creating a pathway for current staff or new recruits to be placed in a supervisory position that will increase their knowledge base and provide experience in order to have the ability to promote within the organization.

Energy

Weatherization | Utility Bill Assistance

a program of CAPK

Presented by:
Wilfredo Cruz Jr.
Program Administrator

What is the CAPK Energy Program?

CAPK's Energy Program assists income-eligible residents with utility bill payments, free weatherization, and energy education, at no cost to the participants.

UTILITY ASSISTANCE	WEATHERIZATION
• Heating and Cooling Services (HEAP) • Water and Wastewater	• Energy Conservation in Homes

Who does the Energy Program serve?

The Energy Program serves low-income households. Our priority demographics are:

- Seniors
- Disabled
- Households with children under 5 years of age
- Households with the lowest income and highest energy burden



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Energy Program – Our Funding Sources

Our primary funding is the **Low-Income Home Energy Assistance Program (LIHEAP)** which was first established in 1981 and is funded annually through Congressional appropriations. The program assists eligible low-income households with weatherization and energy-related home repairs, utility bill payment assistance, energy crisis assistance and repairing or replacing heating and cooling systems. CAPK also provides weatherization assistance through the **Department of Energy grants (DOE)**, reducing energy costs for low-income households by increasing the energy efficiency of their homes. Due to the COVID-19 pandemic, legislation was passed last year which created the **American Recovery Plan Act (ARPA)**. We are now able to assist our community with their heating and cooling needs to a greater degree. We are also currently in discussions to finalize the **Low-Income Household Water Assistance Program (LIHWAP)**, which will allow us to assist eligible households with their water bill arrearages.

LIHEAP
Low-Income Home Energy Assistance Program



U.S. DEPARTMENT OF ENERGY

Home Energy Assistance Program (HEAP)

- HEAP provides utility assistance to applicants with their electric, gas, and propane bills
- Eligibility is based on a household's monthly income
- Qualifying applicants receive a one-time yearly rebate – exceptions may apply



Low Income Household Water Assistance Program (LIHWAP)

- LIHWAP provides utility assistance to applicants with their water or wastewater bills
- Eligibility is based on a household's monthly income
- Qualifying applicants receive a one-time account payment, up to $15,000.
- This contract ends December 31, 2023, and will not be renewed.

What exactly is Weatherization?

- Weatherization:
  - Is a service that is provided to make homes more energy efficient by completing repairs and/or replacing appliances

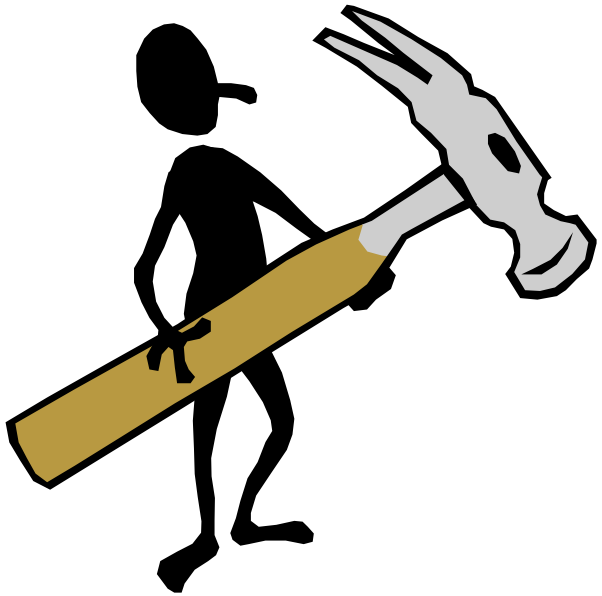
- Types of homes that can be weatherized:
  - Single Family, rental or owner occupied
  - Multi-family, rental or owner occupied
  - Mobile homes, rental or owner occupied

- Homes are limited to the number of times they can be weatherized



Benefits of Weatherization?

- Helps to REDUCE your monthly energy bill with: Pacific Gas and Electric (PG&E), Southern California Gas, Southern, California Edison, Propane
  - LIHEAP's mission statement is "To work with communities by supporting, advocating for, and empowering residents to achieve self-reliance and economic security."
- Good for the environment, as it reduces green house gas emissions
  - DOE's mission statement is to "Ensure America's security and prosperity by addressing its energy, environmental and nuclear challenges..."



Energy Services – 2023 and Beyond

- So far, in 2023, we have fully expended our 2022 LIHEAP and 2022 SLIHEAP contracts.

- Our current open contracts with available funding are:
  - 2021 ARPA
  - 2021 LIHWAP
  - 2023 LIHEAP
  - 2023 ESLIHEAP
  - 2023 SLIHEAP

- We are currently awaiting the arrival of 2022 DOE BIL WAP this month and 2024 LIHEAP will be arriving in November later this year.

Community Outreach Efforts in 2023

- Hey Salty Marketing Campaigns
- Working with internal CAPK Outreach Team for events
- KGET/Telemundo Commercials
- Cuadrilla events – working alongside other CAPK programs
- Continued relationship building with local media outlets
- Participating in outreach events throughout Kern County and partnering with other CAPK programs in the process



- Partnering directly with Cal Water services to assist their low-income and arrearage clients
- Development of marketing materials by internal CAPK team
- Continue to build relationships with key community organizations

Energy Program Accomplishments in 2023

Weatherization

- Achieving record-breaking numbers in 2023:
  - From 2017-2022 average amount of weatherization on a client's home was $4,828.
    - In 2023, this amount is $11,364.
  - From 2017-2022 average amount invoiced to CSD monthly was $80,002.
    - In 2023, this amount is $204,228
- We've weatherized 123 homes, so far, in 2023. Last year we completed 141 homes.

Utility Assistance

- The team is spending down contracts at a record pace.
- In June alone, the paid down $2.1 million worth of utility fees!
- We've helped close to 7,000 families and individuals so far in 2023 through our various contracts.

How to apply for our services

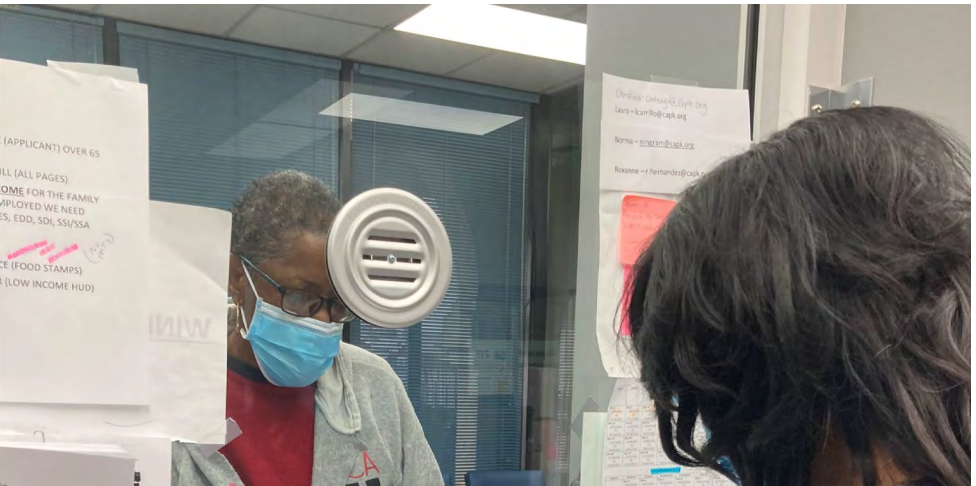
- Call 211 to schedule an appointment or request an application to be mailed out.
- Visit energy.capk.org to download and print the applications
- Pick up or drop off application at 300 19th Street Bakersfield, CA 93301 between 8:00 am - 4:00 pm

2·1·1
Kern County









Energy Team at Work!

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Energy

Weatherization | Utility Bill Assistance

a program of CAPK

Questions or Comments?

June & July 2023 Program Monthly Reports

PRE Committee August 2023

Housing and Supportive Services

Coordinated Entry Services

M Street Homeless Navigator Center

CalAIM - Homeless Services

Community Action Partnership of Kern
Monthly Report 2023

Month	June-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 un-sheltered individuals with pets and partners.

Shelter Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b, SRV 4m)	133	774	1,000	160%	77%
Total Clients Served	244	1,376	2,400	122%	57%
Pets (i.e., kennel, emotional support assistance and service pet)	4	38	100	48%	38%
Residents Under 90 days length of stay	85	482	700	146%	69%
Exits to Permanent Housing (FNPI 4b)	7	64	100	84%	64%
Exits-Self	19	102	150	152%	68%
Exits-Involuntary	95	478	700	163%	68%
Case Management Services (SRV 7a)	560	3,684	8,000	84%	46%
Critical Incidents	36	190	250	173%	76%
Shelter Residents Meals (SRV 5ii)	7,298	38,852	60,000	146%	65%
Number of Volunteers *(duplicated)*	97	803	100	1164%	803%
Volunteers Hours *(duplicated)*	376	1,829	1,500	301%	122%
Safe Camping	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Total clients served (SRV 7b)	63	445	500	151%	89%
Current client census	27	276	300	108%	92%
Meals (SRV 5ii)	2,052	15,763	15,000	164%	105%
Pets	11	91	75	176%	121%
Clients moved to Shelter (SRV 4m)	3	8	50	72%	16%
Exits to Permanent Housing (FNPI 4b)	2	13	40	60%	33%
Exits-Self	7	28	50	168%	56%
Exits-Involuntary	19	79	75	304%	105%
Critical Incidents	1	24	100	12%	24%
Safe Parking	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Total clients served	12	50	50	288%	100%
Current client census	12	50	50	288%	100%
Clients moved to Shelter (SRV 4m)	0	0	25	0%	0%

Explanation (Over/Under Goal Progress)

One critical incident for Safe Camp and three transferred to M Street. Clients in Safe Camp do not want to transfer to M Street due to more structure such as weapons/drug checks and being able to stay in tent all day.

Program Strategic Goals	Progress Towards Goal

Community Action Partnership of Kern
Monthly Report 2023

1. Number of clients participating in job training program, (i.e. Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network)	One client participated and graduated Project Hire-Up cohort 9, 6 completed the Financial Literacy classes with Chase Bank who is currently under program review and will restart in August 23. 15 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.	The three remaining job descriptions went to HR for review on 6/1/2023.
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.	seven clients placed into permanent housing this month which brings the total to 64 house for 2023 which is at 84%.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	23
25 - 34	55
35 - 44	54
45 - 54	55
55 - 61	37
62+	20
Total:	**244**

Race Demographic	Month
American Indian or Alaska Native	11
Asian	2
Black or African American	46
Native Hawaiian or Other Pacific Islander	2
White	171
Multiple races	12
Client Don't know / Refused	
No Answer	
Total:	**244**

Gender	Month
Female	99
Male	141
Trans Female (MTF or Male to Female)	
Trans Male (FTM or Female to Male)	3.00

Zip Code	Month	Zip Code	Month
93301	64	93240	1
93302	1	90004	1
93304	24	90056	1
93305	21	93250	2
93306	10	93036	1
93307	13	96001	1
93308	21	93555	1
93309	11	93560	1
93311	7	93280	3
93312	1	93283	1
93313	3	93285	1
93314	2	63132	1
85041	1	45177	1
90212	1	79701	1
93516	2		
93206	1		
92234	1		
93215	1		
93706	1		
93728	1		
92345	1		
Not specified	39		
Total			**244**

Gender Non-Conforming (i.e. not exclusively male or female)	1
Client doesn't know	
Client refused	
No Answer	
Total:	**244**

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	4
25 - 34	16
35 - 44	15
45 - 54	18
55 - 61	6
62+	4
Total:	**63**

Race Demographic	Month
American Indian or Alaska Native	1
Asian	1
Black or African American	7
Native Hawaiian or Other Pacific Islander	1
White	51
Multiple races	2
Client Don't know / Refused	
No Answer	
Total:	**63**

Gender	Month
Female	28
Male	34
Trans Female (MTF or Male to Female)	
Trans Male (FTM or Female to Male)	1.00
Gender Non-Conforming (i.e. not exclusively male or female)	
Client doesn't know	
Client refused	
No Answer	
Total:	**63**

Zip Code	Month	Zip Code	Month
93301	11		
93304	2		
93305	10		
93306	2		
93307	6		
93308	9		
93309	4		
92344	1		
93238	1		
93252	1		
93556	1		
93280	1		
58801	1		
75014	1		
Not specified	12		
Total			**63**

Program Highlights

Community Action Partnership of Kern
Monthly Report 2023

Month	July-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 un-sheltered individuals with pets and partners.

Shelter Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b, SRV 4m)	126	900	1,000	151%	90%
Total Clients Served	233	1,609	2,400	117%	67%
Pets (i.e., kennel, emotional support assistance and service pet)	9	47	100	108%	47%
Residents Under 90 days length of stay	70	552	700	120%	79%
Exits to Permanent Housing (FNPI 4b)	6	70	100	72%	70%
Exits-Self	22	124	150	176%	83%
Exits-Involuntary	79	557	700	135%	80%
Case Management Services (SRV 7a)	853	4,537	8,000	128%	57%
Critical Incidents	63	253	250	302%	101%
Shelter Residents Meals (SRV 5ii)	6,942	45,794	60,000	139%	76%
Number of Volunteers *(duplicated)*	99	902	100	1188%	902%
Volunteers Hours *(duplicated)*	324	2,152	1,500	259%	143%
Safe Camping	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Total clients served (SRV 7b)	43	488	500	103%	98%
Current client census	29	305	300	116%	102%
Meals (SRV 5ii)	1,789	17,552	15,000	143%	117%
Pets	8	99	75	128%	132%
Clients moved to Shelter (SRV 4m)	0	8	50	0%	16%
Exits to Permanent Housing (FNPI 4b)	0	13	40	0%	33%
Exits-Self	2	30	50	48%	60%
Exits-Involuntary	2	81	75	32%	108%
Critical Incidents	1	25	100	12%	25%
Safe Parking	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Total clients served	12	62	50	288%	124%
Current client census	12	62	50	288%	124%
Clients moved to Shelter (SRV 4m)	0	0	25	0%	0%

Explanation (Over/Under Goal Progress)

One critical incident for Safe Camp. Clients in Safe Camp do not want to transfer to M Street due to more structure such as weapons/drug checks and being able to stay in tent all day.

Program Strategic Goals	Progress Towards Goal

Community Action Partnership of Kern
Monthly Report 2023

1. Number of clients participating in job training program, (i.e. Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network)	17 clients employed in jobs in the community, 1 client graduated from Project Hire-Up next co-hort starts August 17th and 2 clients signed up for the program. I client participating in Recycling Lives classes start 8/16/23. 13 clients attended the Cal Fresh Healthy Living class.
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.	Three remaining job descriptions Transport Driver, Program and Volunteer Coordinator will be presented to the BOD Personnel Committee for approval. August 2, 2023.
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.	

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	17
25 - 34	50
35 - 44	57
45 - 54	62
55 - 61	28
62+	19
Total:	**233**

Race Demographic	Month
American Indian or Alaska Native	13
Asian	1
Black or African American	53
Native Hawaiian or Other Pacific Islander	1
White	160
Multiple races	5
Client Don't know / Refused	
No Answer	
Total:	**233**

Gender	Month
Female	98
Male	133
Trans Female (MTF or Male to Female)	1.00
Trans Male (FTM or Female to Male)	

Zip Code	Month	Zip Code	Month
93301	57	93280	3
93304	30	93285	1
93305	18	63132	1
93306	9	77904	1
93307	12	98371	1
93308	25	85041	1
93309	10	93203	3
93311	7		
93313	2		
93314	2		
92311	1		
90212	1		
93206	1		
92234	1		
93240	1		
90056	1		
90061	1		
93250	2		
96001	1		
93560	2		
93263	1		
Not specified	37		
Total			**233**

Gender Non-Conforming (i.e. not exclusively male or female)	1
Client doesn't know	
Client refused	
No Answer	
Total:	**233**

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	3
25 - 34	8
35 - 44	12
45 - 54	11
55 - 61	6
62+	3
Total:	**43**

Race Demographic	Month
American Indian or Alaska Native	1
Asian	0
Black or African American	7
Native Hawaiian or Other Pacific Islander	0
White	33
Multiple races	2
Client Don't know / Refused	
No Answer	
Total:	**43**

Gender	Month
Female	18
Male	25
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:	**43**

Zip Code	Month	Zip Code	Month
93301	7		
93304	2		
93305	6		
93306	2		
93307	3		
93308	5		
93309	5		
92344	1		
93238	1		
93556	1		
75014	1		
Not specified	9		
Total			**43**

Program Highlights



Health and Nutrition Services

Cal-Fresh Health Living Program

Food Bank

Migrant Childcare Alternative Payment

Women, Infant, and Children

Community Action Partnership of Kern
Monthly Report 2023

Month	June-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.	14	293	2,000	2%	15%
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	175	2,545	2,000	26%	127%
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	112	817	1,000	34%	82%
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	0	853	1,000	0%	85%
Complete the Healthy Food Pantry Assessment Toolkit (HFPAT) to identify potential growth opportunities for 6 different food pantries.	0	2	6	0%	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.	2974	12,962	30,000	30%	43%

Explanation (Over/Under Goal Progress)

Direct Education Numbers were lower than in prior months due to CFHL attending more indirect education events in the community and planning for next month's classes. Subcontracted school districts' Direct Education numbers were also lower to do their transition to being without children during the summer months. CSUB's HFPAT was rescheduled from June to July for CSUB's Food Pantry; however, with BAIHP planning to open a Food Pantry, conversations have been started to also implement NPP which includes an HFPAT. Indirect education increased steadily as well but was slower due to subcontractor school districts being without children during the summer months.

Program Strategic Goals	Progress

Community Action Partnership of Kern
Monthly Report 2023

Minimize staff turn-over and become fully staffed.	Currently, CFHL is at 80% capacity. The CFHL team ran 2 Health Educator positions and interviews were held in June. Both job offers were made and accepted by the applicants. 1 applicant will be onboarded in late July and the other in early August.
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 June 2023, CFHL continued Direct Education classes in Rio Mirada Emergency Housing, Stay Focussed Ministries, and BGLAD. A few classes were rescheduled due to low attendance. CFHL Started June 2023 by attending the LOTUS Dia De Accion event which had over 1,000 attendees at the Kern County fairgrounds. In addition, throughout the month CFHL attended events at the Cal City Farmer's Market, F St. Farmers Market, First Presbyterian Church, Wonderful Food Distribution in Lost Hills, the BC Farmers Market event, New Life Center, and numerous Apple Core Project Food distributions. CFHL also began planning to provide nutrition classes for the M St. Navigation clients.
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).	The CSUB Food Pantry will be conducting its HFPAT in July 2023. Originally the HFPAT was going to be conducted in May 2023 but CSUB rescheduled twice. They are excited to identify what areas to strengthen however, challenges in their scheduling has stalled starting the project.
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 the NPP client-choice model, Grant Opportunities and Resources. The following Meeting will be held in August/September 2023 and a CAPK Food Bank Representative will join the collaborative to answer any questions the pantries may have.

Program Highlights

The CFHL team had the California Department of Public Health (CDPH) Visit on 5/30/2023 to discuss program progress and conduct observations on program activities. The visit was a success and the report was received on June 28th with 0 findings. CFHL Management was also able to make 2 job offers which resulted in 2 acceptances. This will be the first time the CFHL is fully staffed in over 2 years. In addition, CFHL Hosted its 3 quarterly CNAP meeting which brings in stakeholders in the community to discuss food-related topics across all sectors. This collaboration started the relationship with CFHL and BAIHP and ended up starting the conversation for them to open a food pantry, in collaboration with the Food Bank. This new food Pantry is expected to open in July 2023.

Community Action Partnership of Kern
Monthly Report 2023

Month	July-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.	288	581	2,000	43%	29%
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	24	2,569	2,000	4%	128%
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	0	817	1,000	0%	82%
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	0	853	1,000	0%	85%
Complete the Healthy Food Pantry Assessment Toolkit (HFPAT) to identify potential growth opportunities for 6 different food pantries.	1	3	6	50%	50%
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.	2164	15,126	30,000	22%	50%

Explanation (Over/Under Goal Progress)

Direct Education Numbers were lower than in prior months due to CFHL attending more indirect education events in the community and planning for next month's classes. Subcontracted school districts' Direct Education numbers were also lower their students summer break. Students will be returning in August 2023. CSUB's HFPAT was rescheduled again for their Food Pantry. Since this is the 3 time they rescheduled the CFHL will be focusing their eforts elsewhere for now. This resulted in Bakersfield College starting their NPP Process. In additon, with BAIHP planning to open a Food Pantry, conversations have been started to also implement NPP which includes an HFPAT. Indirect education increased steadily as well but was slower due to subcontractor school districts being without children during the summer months.

Program Strategic Goals	Progress

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Minimize staff turn-over and become fully staffed.	Currently, CFHL is at 90% capacity. 1 staff member was onboarded in late July and another will be coming on board in early August. This will be the first time CFHL is fully staffed in the last 2 years.
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 July 2023, CFHL continued Direct Education classes in M St. Navigation center, BGLAD, Pacific Health Education Cognitive Health Center, Stay Focussed Ministries, and Arvin/Lamont's public Libraries. CFHL Started July 2023 by attending Food distributions in Delano, Catholic Charities, numerous Apple Core Project Food distributions, Cal City Farmers Market and F St. farmers Market, and the New Life church food pantry.
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).	The CSUB Food Pantry rescheduled a third time. CFHL program will be focussing efforts on other Food pantries to implement NPP and conduct HFPAT's. CFHL was able to conduct one HFPAT at Bakerfield College in July 2023.
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 the NPP client-choice model, Grant Opportunities and Resources. The following Meeting will be held in August 28 2023 and a CAPK Food Bank Representative will join the collaborative to answer any questions the pantries may have.

Program Highlights

In the month of July CFHL partners with Pacific Health Education Cognitive Center (PHECC), a mental & behavioral health center focussed on adults and that prides themselves of being a place where mental health is the focus and a “safe” place for those suffering from mental disorders. PHECC has classrooms, a kitchen, a pantry, anda "store" where adutls can learn basic life skills. CFHL partnerd with PHECC to provide nutrition education classes and provide food demonstrations to show clients healthy food can be delicious, and to stretch their dollars the most they can. Classes were scheduled 4 times a week and the possibility conversations to coodrinate other projects, such as HFPAT's, are in progress.

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Month	June-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	65,307	314,312	500,000	157%	63%
Pounds Distributed	692,907	4,292,439	9,500,000	88%	45%
Pantry Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	52,877	322,187	500,000	127%	64%
Pounds Distributed	235,317	1,479,693	3,000,000	94%	49%
Fresh Rescue	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	18,525	103,822	150,000	148%	69%
Pounds Distributed	177,843	996,689	2,000,000	107%	50%
CSFP	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	4,857	28,771	57,600	101%	50%
Pounds Distributed	155,424	920,672	1,843,200	101%	50%
Free Farmers Markets	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	8,808	56,893	150,000	70%	38%
Pounds Distributed	90,349	429,344	1,000,000	108%	43%
Brighter Bites	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	5,440	27,538	80,000	82%	34%
Pounds Distributed	24,676	136,913	300,000	99%	46%
Snack Attack	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	392	1,406	2,000	235%	70%
Pounds Distributed	1,566	5,623	10,000	188%	56%
Community Events & Other	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	1,749	7,152	20,000	105%	36%
Pounds Distributed	209,919	858,213	1,000,000	252%	86%
Totals	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Total Individuals Served	157,955	867,354	1,459,600	130%	59%
Total Pounds Distributed (SRV 5jj)	1,588,001	9,119,586	22,000,000	87%	41%
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)	45	183	250	216%	73%
Other Volunteers (i.e., general public, duplicated)	167	856	1,500	134%	57%

Explanation (Over/Under Goal Progress)
At the halfway point for the year, we are on track with all programs except the Farmers Market program. At the beginning of the year we set a goal based on the expansion being completed in April. Due to the delay in construction and subsequent lack of cold storage, we have had to delay expanding the program.

2023 Program Strategic Goals	Progress Towards 2023 Strategic Goals
Cultivate strong relationships with organizations working on food insecurity including the food policy council.	Joined two community meetings with various organizations regarding the movement of the food policy council.
Re-configure the pantry program from on-site shopping to online ordering.	Retained the online shopping model for bulk items while creating an in person area accessible without appointment for the misc, fresh, frozen and bread.
Create additional access points in the county by adding new pantries as well as providing night and weekend pantry access.	We added 5 pantries this month. Our total pantry partner count is: 136.
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
On June 7th the CAPK Food Bank was able to participate with other organizations in a resource fair to provide support for employees of the BITWISE company who were laid off due to the company declaring bankruptcy.

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Month	July-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	35,034	349,346	500,000	84%	70%
Pounds Distributed	921,065	5,213,504	9,500,000	116%	55%
Pantry Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	58,531	380,718	500,000	140%	76%
Pounds Distributed	325,965	1,805,658	3,000,000	130%	60%
Fresh Rescue	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	24,004	127,826	150,000	192%	85%
Pounds Distributed	230,437	1,227,126	2,000,000	138%	61%
CSFP	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	5,001	33,772	57,600	104%	59%
Pounds Distributed	160,032	1,080,704	1,843,200	104%	59%
Free Farmers Markets	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	9,492	66,385	150,000	76%	44%
Pounds Distributed	80,998	510,342	1,000,000	97%	51%
Brighter Bites	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	0	27,538	80,000	0%	34%
Pounds Distributed	0	136,913	300,000	0%	46%
Snack Attack	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	340	1,745	2,000	204%	87%
Pounds Distributed	1,358	6,981	10,000	163%	70%
Community Events & Other	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	1,595	8,746	20,000	96%	44%
Pounds Distributed	191,366	1,049,579	1,000,000	230%	105%
Totals	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Total Individuals Served	133,996	1,001,350	1,459,600	110%	69%
Total Pounds Distributed (SRV 5jj)	1,719,855	10,839,441	22,000,000	94%	49%
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)		183	250	0%	73%
Other Volunteers (i.e., general public, duplicated)		856	1,500	0%	57%

Explanation (Over/Under Goal Progress)
July saw a measureable increase in food distributed through our Pantry Program. This is most likely due to the increased access created by the hybrid online/in-person model with no appointment necessary that we pivoted to in June. Brighter Bites did not operate in July due to school being out. This program will resume in August.

2023 Program Strategic Goals	Progress Towards 2023 Strategic Goals
Cultivate strong relationships with organizations working on food insecurity including the food policy council.	No meetings were held in July. Will attend the next food policy council meeting.
Re-configure the pantry program from on-site shopping to online ordering.	Goal reached.
Create additional access points in the county by adding new pantries as well as providing night and weekend pantry access.	We added 4 pantries this month. Our total pantry partner count is 140. We started the year with 119 pantry partner agencies.
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 July we added Ridgecrest as our seventh Free Farmers Market monthly distribution. Our goal is to be at 10 before the end of 2023. We are looking at adding distributions in Taft, Lake Isabella and Arvin.

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Month	June-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 15 sites throughout Kern County, 4 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)	14,087		14,610	96%	
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	18	153	268	81%	57%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	881		900	98%	
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	174	1,076	1,500	139%	72%
WIC Presentations and Outreach Events	11	55	72	183%	76%
Publication in newspaper, television, and/or social media postings (English and Spanish)	23	143	260	106%	55%
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.	10	60	120	100%	50%

Explanation (Over/Under Goal Progress)

Outreach events are higher than originally projected as projections were made during covid and more community events are currently being attended since the public health emergency has ended.

Program Strategic Goals	Progress Towards Goal
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 as well as posting on social media.

Community Action Partnership of Kern
Monthly Report 2023

Month	July-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 15 sites throughout Kern County, 4 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)	13,958		14,610	96%	
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	23	176	268	103%	66%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	956		900	106%	
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	125	1,201	1,500	100%	80%
WIC Presentations and Outreach Events	10	65	72	167%	90%
Publication in newspaper, television, and/or social media postings (English and Spanish)	26	169	260	120%	65%
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	68	120	80%	57%

Explanation (Over/Under Goal Progress)

RBL visits with community stakeholds was slightly below the target set as the RBL was involved in planning and preparation for WIC breastfeeding events for World Breastfeeding Month in August.
Outreach events are higher than originally projected as projections were made during covid and more community events are currently being attended since the public health emergency has ended.

Program Strategic Goals	Progress Towards Goal
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 as well as posting on social media.



Youth and Community Services

East Kern Family Resource Center

Oasis Family Resource Center

Energy, Weatherization, and Utility Assistance

Friendship House Community Center

Shafter Youth Center

Volunteer Income Tax Assistance

Community Action Partnership of Kern
Monthly Report 2023

Month	June-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)	1	10	30	40%	33%
Children Receiving Case Management Services (SRV 7a)	1	10	30	40%	33%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	7	10	0%	70%
Children Educational Home Base Activities (FNPI 2b)	0	7	15	0%	47%
Children Summer Bridge Activities (FNPI 2b)	8	8	10	960%	80%
Family Support Services for non-clients with children 5 and under	10	88			
First 5 Total	**20**	**130**	**95**	**63%**	**137%**

Walk-In Community Services (Duplicated & Non First 5 Kern Clients)	Month	YTD
Food/Household Items (SRV 7c)	100	491
Household Items (SRV 7c)	97	584
Baby Supplies	88	428
Referrals/Administrative Services (SRV 7c)	44	349
Court Mandated Correspondence	3	37
Emergency Clothing (SRV 7n)	7	84
Copies	14	99
Educational Supplies	37	92
Transportation Assistance (SRV 7d)	16	103
COVID-19 Supplies (SRV 5oo)	2	65
Total Community Services	**408**	**2332**

Explanation (Over/Under Goal Progress)

The First 5 Kern numbers may appear to be low in June 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.

Program Strategic Goals	Progress Towards Goal
1. Offer Court Mandated Nurturing Parenting Class every other quarter.	The class will be offered in August again. Several parents are already pre-registered.

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 $2500 from the Huggy Heart Valley Strong campaign in June. The Oasis FRC was selected as a recipient of car seats from Baby 2 Baby to be received in the fall. The Oasis FRC received an additional $800 in donations to support their July baby shower, $300 from the Elks Lodge and $500 from State Farm Insurance.
3. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary).	The Oasis FRC participated in the Safe Haven Kids League of California community event in California City on June 10th. The Oasis FRC also participated in the Ridgecrest Resource Fair on June 23rd.

Program Highlights

The Oasis Family Resource Center provided community services for a total of 203 inquiries in the month of June 2023.In our June Summer Bridge program, we had guest readers from the Ridgecrest library and the LA Children Burn Foundation. We also took the children on two field trips to the China Lake Museum and the Maturango museum. These activities will be repeated in the July Summer Bridge program with another group of children. The KCNC Leadership Team project distributed books to children at the Oasis FRC.

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Monthly Report 2023

Month	July-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)	22	32	30	880%	107%
Children Receiving Case Management Services (SRV 7a)	21	31	30	840%	103%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	7	10	0%	70%
Children Educational Home Base Activities (FNPI 2b)	14	21	15	1120%	140%
Children Summer Bridge Activities (FNPI 2b)	11	19	10	1320%	190%
Family Support Services for non-clients with children 5 and under	46	134			
First 5 Total	**114**	**244**	**95**	**360%**	**257%**

Walk-In Community Services (Duplicated & Non First 5 Kern Clients)	Month	YTD
Food/Household Items (SRV 7c)	109	600
Household Items (SRV 7c)	108	692
Baby Supplies	79	507
Referrals/Administrative Services (SRV 7c)	48	397
Court Mandated Correspondence	0	37
Emergency Clothing (SRV 7n)	6	90
Copies	21	120
Educational Supplies	71	163
Transportation Assistance (SRV 7d)	23	126
COVID-19 Supplies (SRV 5oo)	0	65
Total Community Services	**465**	**2797**

Explanation (Over/Under Goal Progress)

July is the first month of the F5K fiscal year hence a great increase in case management services and home base activities as parents/children continuing receiving services in the new fiscal year get rolled over in July. The Summer Bridge goal for the new fiscal year has already been exceeded and another session within this new fiscal year will be offered again in June 2024.

Program Strategic Goals	Progress Towards Goal
1. Offer Court Mandated Nurturing Parenting Class every other quarter.	The class will be offered in August again. Several parents are already pre-registered.

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 $580 from the June Give Big Kern Campaign.
3. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary).	The Oasis FRC received in kind donations from the community to supplement the F5K Baby Shower. The Oasis FRC also received 72 backpacks with school supplies from Race Communication.

Program Highlights

The Oasis Family Resource Center provided community services for a total of 219 inquiries in the month of July 2023.Similarly to June, in our July Summer Bridge program, we had guest readers from the Ridgecrest library and the LA Children Burn Foundation. We also took the July Summer Bridge children on two field trips to the China Lake Museum and the Maturango museum. On July 15, the Oasis FRC hosted a baby shower for 18 moms.

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Monthly Report 2023

Month	June-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		0%	100%
Utility Payments		63,947		0%	100%
Households Served - Weatherization		64	64	0%	100%
American Rescue Plan Act (ARPA) 2021 Ends September 2023	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	418	2,871	2,000	63%	144%
Utility Payments	$ 638,614	$ 3,431,924	$ 2,565,058	75%	134%
Low-Income Household Water Assistance Program (LIHWAP) 2021 Ends December 2023	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	159	639	2,000	24%	32%
Utility Payments	$ 93,232.39	$433,351	$1,972,332	14%	22%
Low-income Home Energy Program (LIHEAP) 2023 Ends June 2024	**Month**	**YTD**	**Goal**		
Households Served - Utilities Assistance	609	1,707	1,900	96%	90%
Utility Payments	$ 945,339	2,391,876	$ 2,587,322	110%	92%
Households Served - Weatherization	19	40	106	54%	38%
Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) 2023 Ends May 2024	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	50	50	125	120%	40%
Utility Payments	$ 71,680.14	$71,680	$217,540	99%	33%
Emergency Supplemental Low-Income Energy Assistance Program (ESLIHEAP) 2023 Ends May 2025	**Month**	**YTD**	**Goal**		
Households Served - Utilities Assistance	385	385	1,800	64%	21%
Utility Payments	$ 385	351,125	$ 799,736	0%	44%
Households Served - Weatherization	0	0	0	N/A	N/A
Totals	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)	**1,621**	**5,716**	**7,825**	62%	73%
Total Utility Payments	**$ 1,749,251**	**6,433,627**	**$ 8,141,988**	64%	79%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	**19**	**104**	**170**	34%	61%

Explanation (Over/Under Goal Progress)

1) 2021 ARPA - we have moved additional funds to UA over the last 6 months ($1,106,000) to help assist more clients, hence the big difference between our YTD and goal
2) 2022 LIHEAP was fully expended this month and will not be on future PRE reports
3) 2023 ESLIHEAP - we do not expect to complete any weatherization under this contract in 2023 - could change next year

Program Strategic Goals	Progress Towards Goal

1) Fully implementing online client self-application for Utility Assistance	TBD
2) Become fully staffed and trained in Weatherization and Utility Assistance	TBD
3) Fully expend 2022 LIHEAP and 2021 ARPA contracts by end of contract dates	TBD
Program Highlights	

Community Action Partnership of Kern
Monthly Report 2023

Month	July-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		0%	100%
Utility Payments		63,947		0%	100%
Households Served - Weatherization		64	64	0%	100%
American Rescue Plan Act (ARPA) 2021 Ends September 2023	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	15	2,886	2,000	2%	144%
Utility Payments	$ 23,224	$ 3,455,148	$ 2,565,058	3%	135%
Low-Income Household Water Assistance Program (LIHWAP) 2021 Ends December 2023	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	171	810	2,000	26%	41%
Utility Payments	$ 121,451.00	$554,802	$1,972,332	18%	28%
Low-income Home Energy Program (LIHEAP) 2023 Ends June 2024	**Month**	**YTD**	**Goal**		
Households Served - Utilities Assistance	701	2,408	1,900	111%	127%
Utility Payments	$ 1,088,534	3,480,410	$ 2,587,322	126%	135%
Households Served - Weatherization	19	59	106	54%	56%
Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) 2023 Ends May 2024	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	41	91	145	85%	63%
Utility Payments	$ 71,680.00	143,360	$217,540	99%	66%
Emergency Supplemental Low-Income Energy Assistance Program (ESLIHEAP) 2023 Ends May 2025	**Month**	**YTD**	**Goal**		
Households Served - Utilities Assistance	363	748	1,800	61%	42%
Utility Payments	$ 281,877	633,002	$ 799,736	106%	79%
Households Served - Weatherization	0	0	0	N/A	N/A
Totals	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)	**1,291**	**7,007**	**5,900**	66%	119%
Total Utility Payments	**$ 1,586,766**	**8,020,393**	**$ 7,124,712**	67%	113%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	**19**	**123**	**170**	34%	72%

Explanation (Over/Under Goal Progress)

1) 2021 ARPA - we have moved additional funds to UA over the last 6 months ($1,106,000) to help assist more clients, hence the big difference between our YTD and goal
2) 2022 LIHEAP was fully expended this month and will not be on future PRE reports
3) 2023 ESLIHEAP - we do not expect to complete any weatherization under this contract in 2023 - could change next year

Program Strategic Goals	Progress Towards Goal

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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	Fully staffed in both UA and WX
3) Fully expend 2022 LIHEAP and 2021 ARPA contracts by end of contract dates	2022 LIHEAP is fully expended 2021 ARPA in process and should be completed by 9/23

Program Highlights
Will discuss during PRE montly presentation

Community Action Partnership of Kern
Monthly Report 2023

Month	June-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	4	44	100	42%	44%
Summer Program (Max Capacity due to COVID) (SRV 2m)	58	58	58	35	166%	166%
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	N/A		16	50		32%
Medi-Cal Outreach		**Month (Added)**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Social media emails and impressions		1464840	9,176,784	7,000,000	21%	131%
Canvasing phone calls and flyers		673	6,611	10,000	7%	66%

Explanation (Over/Under Goal Progress)

The FHCC Summer Program started on June 5, 2023. There are currently 58 youth enrolled in the program. Additional youth will be enrolled into the program as participants drop.The last day of the summer program will be August 4th. The Medi-Cal extensive outreach campaign continues, which includes numerous billboard and GET bus ads.

Program Strategic Goals	Progress
Plan and facilitate Friendship House (FHCC) Advisory Board fundraising event to benefit the Friendship House .	The Passport to Success fundraising event for the Friendship House is scheduled for October 5, 2023. Sponsorship opportunities are availble.
Recruit and secure staffing for the Friendship House.	There are currently no vacant positions at the Friendship House.
Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.	The FHCC Program Manager worked with the CAPK grant team to submit a grant application to the City of Bakersfield for the CalVIP Outreach Worker & Community Peacekeepers grant opprtunities.

Program Highlights

Thanks to the generousity of our funders, the CA. Coastal Commission and the Friendship House Advisory Board, this month summer program youth were treated to field trips to Hearst Castle, and a beach clean-up at San Simeon Beach. For all of our youth, it was their first time visiting Hearst Castle, and for some their first time visiting the beach.

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Monthly Report 2023

Month	July-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	44	0	44	100	44%	44%
Summer Program (Max Capacity due to COVID) (SRV 2m)	43	10	68	35	123%	194%
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	N/A		16	50		32%
Medi-Cal Outreach		**Month (Added)**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Social media emails and impressions			9,176,784	7,000,000	0%	131%
Canvasing phone calls and flyers		522	7,133	10,000	5%	71%

Explanation (Over/Under Goal Progress)

There were 10 youth participants added to the summer program in July of 2023, filling vacated summer program slots. The summer program currently has 43 youth enrolled. The last day of the summer program is August 4th. The extensive Medi-Cal program continues, with numerous billboard and GET Bus ads.

Program Strategic Goals	Progress
Plan and facilitate Friendship House (FHCC) Advisory Board fundraising event to benefit the Friendship House .	The Passport to Success fundraising event for the Friendship House (FHCC) is scheduled for October 5, 2023. Sponsorship opportunities are available.
Recruit and secure staffing for the Friendship House.	There are no vacant positions at the Friendship House.
Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.	The CAPK Friendship House is being awarded the CalVIP Outreach Worker grant with the CIty of Bakersfield.

Program Highlights

Thanks to the generousity of our funders Kern Health Systems and the CA. Coastal Commission, this month Friendship House Summer Program participants went on field trips to the CALM Zoo and to the CA. Science Center.

Community Action Partnership of Kern

Monthly Report 2023

Month	June-23	Program/Work Unit	Shafter Youth Center (SYC)
Division/Director	Fred Hernandez	Program Manager	Angelica Nelson
Reporting Period	January 1, 2022 - 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	43	33	33	40	990%	83%
After School Program Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	0	0	25	35	0%	71%

Community Programs	Month
Fitness Boot Camp, Zumba and Adult Basketball	3 groups

Outreach Activities	Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates)	1	9	6	200%	150%
Community Events (i.e., diaper, food, PPE distributions)	0	3	6	0%	50%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress
1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment.	Enrollment is gaining momentum since the program recovers from the COVID pandemic. Summer Program doubled in size based on the two previous summers
2. Increase attainment of program funding to provide larger variety of program offerings.	More funding opportunities have been available to the program
3. Increase community engagement, including volunteers, social media, program participation.	Volunteers are starting to register and come in to help serve the program

Community Action Partnership of Kern
Monthly Report 2023

Month	July-23	Program/Work Unit	Shafter Youth Center (SYC)
Division/Director	Fred Hernandez	Program Manager	Angelica Nelson
Reporting Period	January 1, 2022 - 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	44	10	43	40	300%	108%
After School Program Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	0	0	25	35	0%	71%

Community Programs	Month
Dignity Health Mental Health Project, Youth Basketball, Energy Program (Utility Assistance), Fitness Boot Camp and Girl Scouts	0

Outreach Activities	Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates)	0	9	6	0%	150%
Community Events (i.e., diaper, food, PPE distributions)	0	3	6	0%	50%

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Due to staffing, SYC took a break from community programs during the month of July. Activities will resume in August

Program Strategic Goals	Progress
1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment.	Enrollment is gaining momentum since the program recovers from the COVID pandemic. Summer Program doubled in size based on the two previous summers
2. Increase attainment of program funding to provide larger variety of program offerings.	More funding opportunities have been available, and the program has applied.
3. Increase community engagement, including volunteers, social media, program participation.	Volunteers are showing interest in invest their time in the program again

Community Action Partnership of Kern
Monthly Report 2023

Month	June-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	111	6,028	6,000	22%	100%
State	139	4,548	6,000	28%	76%

Refunds and Credits (SRV 3o) 10/01/2022 to 09/30/2023	Month	YTD
Federal Refunds	$71,058	$3,152,041
State Refunds	$29,253	$1,096,903
Federal EITC *(income limit $57,414/household)*	$53,021	$1,995,748
CalEITC *(income limit $30,000/household)*	$21,007	$456,428
Total Refunds and Credits	**$174,339**	**$6,701,120**

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)	14	143	150	117%	95%

Explanation (Over/Under Goal Progress)

VITA is still working with taxpayers to get up to date on missed tax years and recover any stimulus refunds that may have been missed in prior years.

Program Strategic Goals	Progress Towards Goal
Continue to build relationships in rural communities in order to reach more clients	Attending outreach events and reminding the public that VITA is open year round and able to assist in taxpayer issues. VITA kept its busiest mobile sites open through June. These sites include Wasco, McFarland and Taft.

Program Highlights

June is the last month for the CalEITC grant's period of performance. We have fully spent down $838,056 and are awaiting an amendment for the upcoming grant period of performance.

Community Action Partnership of Kern
Monthly Report 2023

Month	July-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	104	6,132	6,000	21%	102%
State	105	4,653	6,000	21%	78%

Refunds and Credits (SRV 3o) 10/01/2022 to 09/30/2023	Month	YTD
Federal Refunds	$99,062	$3,251,103
State Refunds	$25,628	$1,122,531
Federal EITC *(income limit $57,414/household)*	$32,024	$2,027,772
CalEITC *(income limit $30,000/household)*	$8,587	$465,015
Total Refunds and Credits	**$165,301**	**$6,866,421**

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)	12	155	150	93%	103%

Explanation (Over/Under Goal Progress)

VITA is still working with individuals to assist in tax filing, audit notices from the FTB and IRS.

Program Strategic Goals	Progress Towards Goal
Continue to build relationships in rural communities in order to reach more clients.	CAPK VITA is working with partners to attend back to school fairs for students and provide parents flyers regarding the VITA program and credits they may be eligible for.

Program Highlights

CAPK VITA received the amendment #3 to the CalEITC grant during the month of July. We have been awarded the exact same amount of last years funding: $838,056. In order to reach more people, CAPK will partner with United Way of Kern and CSET of Tulare since the grant covers both counties. VITA staff attended tax training and are working together to structure a training module for the upcoming season's volunteers.

Operations

Data Services

Facilities & Maintenance

Information Technology

Risk Management

Community Action Partnership of Kern
Monthly Report 2023

Month	June-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, Luisa Rosa Silva, Laurie Sproule
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	2
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%
Referral Management Enhancements	1. Build the 3 referral contact attempt. 2. Build the process to close out Approval Emails 3. FRC process needs to bridge their Inquiry Process to Referral System (*This is a wish item, FRC do double work) 4. Add mentor program and medical program as new delivery frameworks and incorporate them into the workflows	100%	100%
FRC Platform Updates	Many enhancements and process updates to how the FRC capture data from walk in clients and their grant obligations.	100%	100%
Feeding America Service Insights Project	Effort to digitize the intake process for our Food Bank and partner sites.	20%	20%

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Facilities				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Facility Work Orders	239	350	236	1763
Construction Projects				
Head Start Expansion		Harvey Hall, Pete Parra,	99%	
Food Bank Expansion		Access Road & Site Utilities	83%	
Major Maintenance Projects				
Oasis Renovation			55%	
Angela Martinez			15%	
Stockdale HS			70%	
Friendship House Lighting/Pour-in-place		Sportsfield Lighting Playground Poured-in-place	20%	
Playgrounds		Sterling, Angela Martinez, Pete Parra EHS	65%	

Information & Technology				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Help Desk Work Orders	281	124	251	1635

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	9	41
First Aid	0	8
Medical	0	6
Modified Duty	0	5
Lost Time	1	1
Under Invest / Non-Ind / Students / Parents / Volunteers / Clients	0	5
Property	0	7
Vehicle Incident / Grand Theft Auto	0	5
Motor Vehicle Accident	0	8
Work Place Violence / ODs / Death	0	2
Total	**10**	**88**

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

Community Action Partnership of Kern
Monthly Report 2023

Month	July-23	**Program/Work Unit**	Operations Division
Division/Director, Assistant Director	Emilio Wagner Director of Operations, Maria Contreras Assistant Director	**Program Managers**	Douglas Dill, Luisa Rosa Silva, Ryan Dozier, Laurie Sproule
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	1	0	1	3
Dynamic 365 Enhancements	1	0	1	1
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.	80%	80%
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%
Feeding America Service Insights Project		Effort to digitize the intake process for our Food Bank and partner sites.	25%	25%

Facilities

Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	301	221	198	1961
Construction Projects				
Head Start Expansion		Harvey Hall, Pete Parra,	99%	
Food Bank Expansion		Access Road & Site Utilities	83%	
Major Maintenance Projects				
Oasis Renovation			65%	
Angela Martinez			15%	
Stockdale HS			85%	
Friendship House Lighting/Pour-in-place			30%	
Playgrounds		Sterling, Angela Martinez, Pete Parra EHS	80%	

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Information & Technology				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Help Desk Work Orders				1763

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	5	47
First Aid	1	9
Medical	2	11
Modified Duty	0	5
Lost Time	0	1
Under Invest / Non-Ind / Students / Parents / Volunteers / Clients	0	5
Property	3	8
Vehicle Incident / Grand Theft Auto	3	8
Motor Vehicle Accident	0	8
Work Place Violence / ODs / Death	1	3
Total	**15**	**105**

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

Community Development

Grant Development

CAPK Foundation

Outreach & Marketing

2-1-1 Kern Call Center

Community Schools Partnership Program (CSPP)

Community Action Partnership of Kern
Monthly Report 2023

Month	June-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	Homeless Diversion Programs	Utility Service Payment	Food Pantries
Top 3 Unmet Needs	Food Stamps	Homeless Shelter	Rent Payment Assistance

Information and Referral Services Calls Handled	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Kern County (SRV 7c)	7,378	31,321	90,000	98%	35%
Kings County (SRV 7c)	217	1,523	4,000	65%	38%
Tulare County (SRV 7c)	835	5,090	18,000	56%	28%
Stanislaus County (SRV 7c)	807	5,046	19,200	50%	26%
Fresno & Madera	1,935	12,787	20,000	116%	64%
Merced & Mariposa (*effective March 2022*)	86	569	500	206%	114%
Total I&R Calls Handled	**11,258**	**56,336**	**151,700**	**89%**	**37%**

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.	11	28.8	**(17.78)**

Grant Funded Services	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
CalFresh Application (SRV 7b & SRV 7c)	10	45	300	40%	15%
Medi-Cal Application (SRV 7b & SRV 7c)	8	24	100	96%	24%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)	18	174	300	72%	58%

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)*	25,473	125,807	225,000	136%	56%

Other Calls	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
LIHEAP (SRV 7b & SRV 7c)	6,004	31,802	45,000	160%	71%
Mental Health (SRV 7c)	351	2,115	3,700	114%	57%
Health and Human Service Referrals	11,168	46,741	110,000	122%	42%
Total Other Services	17,523	80,658	158,700	132%	51%

Explanation (Over/Under Goal Progress)	
2-1-1 consistently aims to meet or exceed monthly and annual goals for all counties. The program has experienced high call volumes in recent months attributed to callers request for tax preparation services and appointment needs. 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 3 Information & Referral Specialists with the assistance of a Staffing Agency. The program has onboarded 1 Individual on 6/5/2023 as a permanent employee and another Individual on 6/28/23 as a temporary employee from the staffing agency. The program continues to offer 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 implemented changes with Titles and Job Descriptions for primary call handling to promote growth and professional development. The changes were approve in May 2023 and took effect June 2023. The program held its monthly meeting with its United Way Partners to discuss progress in call handling and recruitment efforts.	

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Month	June-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
Referral Type/ Total	M.T.S.S Total (0)	F.A.C.E Total (3)	OTHER Total (1)

Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
Families referred to Program (SRV 7c)	4	170	920	5%	18%
Total Families referred internally for Employment Resources (2-1-1)	2	23	153	16%	15%
Total Families referred internally for Food and Nutrition (2-1-1 or CalFresh)	1	42	153	8%	27%
Total Families referred internally for Housing (CES)	1	33	153	8%	22%
Total Families referred internally for Childcare (Head Start)	1	38	153	8%	25%
Total Families referred internally for Utility Assistance (Energy)	2	66	153	16%	43%
Total Families referred internally for Weatherization (Energy)	0	16	153	0%	10%
Families Receiving Case Management Services (SRV 7a)	2	108	460	5%	23%

Explanation (Over/Under Goal Progress)

The 2022-2023 school year has come to an end and all four community schools are on summer break. Students were dismissed for the first week of June (6/5/23 - 6/9/23) prior to summer school. Summer school was scheduled from 6/12/23 – 6/30/23. The Multi-tiered System of Support (MTSS) meetings were not conducted during summer break, which is a crucial source of program referrals. Stella Hills and MLK Elementary had a substitute Family and Community Engagement (FACE) Liaison during the three weeks of summer school. McKinley and Emerson's permanent FACE Liaisons were active during summer school, but there was minimal parent involvement. Upon completion of summer school, all FACE Liaisons will be unavailable and offsite as each campus will be closed until August 2, 2023. This could result in a reduced number of families being referred to the program during summer months.

Program Strategic Goals	Progress Towards Goal

1) Program referrals	Case Managers (CM) are now tracking the number of referrals from each referal source. CM's continued to work with their assigned FACE Liaisons during summer school while campuses were still open to obtain potential referrals. CM's also engaged with parents that came into their resource centers or pick up/ drop off areas to distribute flyers and inform them of continued services.
2) Case management	CM's continued to manage their existing caseloads by following up on service referrals and to see if any new services were needed. CM's also emailed flyers to parents and sent memos through the schools parent square app as a reminder that services were available during and after summer school.

Program Highlights

Initiated the application process to become an Agency Pantry Partner with CAPK Food Bank. This consisted of our program taking a tour at the Food Bank. The Agency Relations Supervisor from the Food Bank also toured each community school's parent center to identify the space available to store emergency food boxes that will be distributed to student-families in need. The final step would be for all Case Managers to obtain a food handler's certificate, which is in process of being arranged by the food bank.

Application Status Report
June and July 2023

Name	Description	Funder	Amount Requested	Amount Awarded	Status
Rapid Response - Street Outreach (Unsheltered Placement)	CAPK creates a menu option under 211 that connects the caller to a live-CES Homeless Navigator and will reduce or eliminate the need to call 211 for CES services.	County of Kern	$ -	$ -	Abandoned
The Doyle Foundation	This application was abandoned due to insufficient time to receive Board approval and meeting minutes prior to the application due date.	The Doyle Foundation	$ -	$ -	Abandoned
Community Economic Development Planning Grants HHS-2023-ACF-OCS-EE-0056	The CED program seeks to address barriers to economic self-sufficiency in communities with low incomes by awarding funds to Community Development Corporations (CDC)s to implement community economic development projects that create business development and job opportunities.	US Administration for Children and Families	$ 150,000.00	$ -	Abandoned
Fiscal Year (FY) 2022 Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants	Coordinated Entry System base funding.	U.S. Department of Housing and Urban Development (HUD)	$ 236,838.00	$ 236,838.00	Awarded
DOE Vehicle Technologies Office Grant	CAPK is written in for $5,000 per year for 3 years to conduct outreach to Justice 40 communities to inform them about the availability of our grant funded EV Charging Infrastructure training.Subcontractor under KCCD	U.S. Department of Energy	$ 15,000.00	$ 15,000.00	Awarded
CARES Food Assistance Program	In partnership with Building Healthy Communities, CAPK's Food Bank will distribute fresh produce and protein to designated County communities until 12/2023.	County of Kern	$ 832,300.00	$ 832,300.00	Awarded
CalVIP RFP Outreach Worker	FHCC will house 2 outreach workers to conduct street outreach to develop relationships with community members in efforts to reduce violence in the community.	City of Bakersfield	$ 425,215.07	*	Awarded
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	$6,408.23	Awarded
TEFAP Reach and Resiliency - Round 2	Funds requested to increase storage capacity of refrigeration and non-refrigerated foods at 10-20 pantry sites through Kern County	California Department of Social Services	$ 229,526.00	$ 229,526.00	Awarded
California Teleconnect Fund Application Approval	211 Service Provider re-certification (non-monetary)	California Public Utilities Commission	$ -	$ -	Awarded-Closed
Waterman Foundation Rotary Club of Bakersfield	The application must be sponsored by a member of Bakersfield Downtown Rotary Club	Bakesfield Rotary-Waterman Foundation	$ 16,425.00	$ -	Denied
CalVIP RFP Community Peacekeeper	FHCC will house 1 Community Peacekeeper to mentor and provide case management to at-risk individuals who are dealing with or have faced gun violence.	City of Bakersfield	$ 150,000.00	$ -	Denied

Application Status Report
June and July 2023

Event Sponsorship	This funding opportunity will assist in purchasing promotional incentives for the CalFresh Healthy Living Program for their upcoming Farmer's Market event in August.	Best Buy Foundation	$ 6,000.00	$ -	Denied
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	$ 76,336.98	$ -	Pending
Medi-Cal Redetermination	Supporting enrollment for Medi-cal redetermination beneficiaries	Kaiser Permanente	$ 90,000.00	$ -	Pending
Community Partnership Award	The National Community Action Partnership would like to bring to your attention an exciting opportunity being offered by one of our endorsed vendors, Mutual of America. Each year, the Mutual of America Foundation sponsors a national competition in which hundreds of organizations demonstrate the value of their partnership to the communities they serve, their ability to be replicated by others and their capacity to stimulate new approaches to addressing significant social issues. In total, six organizations will be honored with a Community Partnership Award.	Mutual of America Foundation	$ 100,000.00	$ -	Pending
FFY 2025-27 Cal-Fresh Outreach Partner Contract	CalFresh is for people with low-income who meet federal income eligibility rules and want to add to their budget to put healthy and nutritious food on the table. As part of the three-year grant period, we are intending to the following deliverables: a. CalFresh Pre-Screens: 1,700 b. CalFresh Applications Submitted: 350 c. CalFresh Applications Approved: 200. We anticipate a 3% increase in subsequent years. Note: recipients of SSI/SSP benefits are eligible for CalFresh. This is a reoccurring competitive grant for the 211 program.	2-1-1 San Diego	$ 197,945.00	$ -	Pending
Alaskan Airlines Foundation Grants	Focus area is programs that inspire, empower, mentor, engage and equip young people to connect to career opportunities. CAPK is applying for FHCC STEM programming. Project will include robotics learning kits	Alaskan Airlines Foundation	$ 10,780.00	$ -	Pending
Stater Bros Charities Grants	Taking applications from nonprofits making a positive impact in our Southern California communities with a focus on hunger relief, childrenâ€™s well-being, education, health, veterans and active service members, and pet well-being.	Stater Bros. Charities	$ 2,500.00	$ -	Pending

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	State	**CAPK Program**	211 Call Center
Funding Agency	2-1-1 San Diego/Imperial	**Project Name**	CalFresh Application Assistance
CFDA		**Target Population**	CalFresh Eligible Clients
Reapplication (Y/N)	Yes	**Number to be served**	350
Estimated Request	$197,945	**Division Director**	Pritika Ram
Award Period	FFY 2025 - 2027	**Program Manager**	Sabrina Jones-Roberts

Project Goal (One sentence goal statement)

CalFresh is for people with low-income who meet federal income eligibility rules and want to add to their budget to put healthy and nutritious food on the table. As part of the three-year grant period, we are intending to the following deliverables: a. CalFresh Pre-Screens: 1,700 b. CalFresh Applications Submitted: 350 c. CalFresh Applications Approved: 200. We anticipate a 3% increase in subsequent years. Note: recipients of SSI/SSP benefits are eligible for CalFresh. This is a reoccurring competitive grant for the 211 program.

Project Description (Brief one paragraph description)

The Cal-Fresh program is under the umbrella of the 2-1-1 Call Center program, operated by CAPK. When 211 communicates with callers, a demographic question is posed to determine if the caller receives CalFresh benefits. Callers who report they do not receive benefits are offered a CalFresh referral. Callers who are interested in completing an application independently are offered a link to BenefitsCal and callers requesting assistance over the phone are transferred to the Program Specialist or a follow-up is assigned. The Program Specialist will communicate with the client and complete the application utilizing BenefitsCal. Once the application is submitted to the Kern County Department of Human Services, an Eligibility Technician (DHS) will review and process the application to determine eligibility and follow-up to the applicant.

Estimated Budget Summary

The Cal-Fresh application assistance program reimburses approximately 33.33% of the expenses as part of the federal-share with a state-match (66.667%). The following is the breakdown of the covered amounts and outstanding amounts are shared among other 211 contracts, as applicable. Budget Allocation: FFY 2025:$64,046 FFY 2026:$65,967 FFY 2027: $67,932, totaling $197,945, with 90% of the funding allocated for staffing (i.e., salaries and benefits) and 10% indirect.

Approvals:

1. Division Director — Date
Pritika Ram Digitally signed by Pritika Ram Date: 2023.07.21 10:33:35 -07'00'

2. Chief Business Development Officer — Date
Jul 25, 2023

3. Chief Program Officer — Date

Stacy Webster Jul 25, 2023

4. Chief Financial Officer — Date

Jul 25, 2023

5. Chief Executive Officer — Date

Date Presented / Approved:

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

Funding Profile CalFresh Partner Agreement _ 211 7.21.2023

Final Audit Report 2023-07-25

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Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Federal	**CAPK Program**	Coordinated Entry System
Funding Agency	Housing and Urban Development (HUD)	**Project Name**	Coordinated Entry System
CFDA	-	**Target Population**	Homeless and At-risk of Homeless
Reapplication (Y/N)	Yes	**Number to be served**	11,000 - 13,000 households yearly
Estimated Request	$236,838	**Division Director**	Rebecca Moreno
Award Period	FY 2023	**Program Manager**	Joseph

Project Goal (One sentence goal statement)

Housing and Urban Development (HUD) Fiscal Year 2023 Continuum of Care (CoC) Program Coordinated Entry System (CES) Grant Number CA1799L9D041901 - Renewal. Homeless related call handling and case management in partnership with the CoC and entry in the homeless management information system (HMIS).

Project Description (Brief one paragraph description)

The US Department of Housing and Urban Development (HUD) requires that Continuums of Care (CoC) establish and operate a coordinated entry (CE) process-and that recipients of CoC Program and Emergency Solutions Grants (ESG) program funding within the CoC's must use that CE process. On average, the CES team processes 1,100 to 1,300 calls monthly for individuals experiencing homelessness. 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.

Estimated Budget Summary

The FY 2023-24 HUD-CES application supports CES general operations through the following budget allocation totaling $236,838, with 90% ($213,155) of the funding allocated for staffing (i.e., salaries and benefits) and 10% ($23,683) indirect.

Approvals:

Rebecca Moreno — Jul 24, 2023
1. Division Director — Date

Stacy Webster — Jul 25, 2023
4. Chief Financial Officer — Date

Pritika Ram — Digitally signed by Pritika Ram Date: 2023.07.21 10:33:35 -07'00'
2. Chief Business Development Officer — Date

Jul 25, 2023
5. Chief Executive Officer — Date

CPO — Jul 24, 2023
3. Chief Program Officer — Date

Date Presented / Approved:

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

Signature: 

Email: lgill@capk.org

Funding Profile FY 2023 HUD CoC CES Renewal

Final Audit Report 2023-07-25

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"Funding Profile FY 2023 HUD CoC CES Renewal" History

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Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Private	**CAPK Program**	Food Bank
Funding Agency	Mutual of America	**Project Name**	Mutual of America Community Partnership Award
CFDA	N/A	**Target Population**	Kern County Residents
Reapplication (Y/N)	Yes. Annual award.	**Number to be served**	TBD
Estimated Request	$50,000-$100,000	**Division Director**	Susana Magana
Award Period	August 2023 – July 2024	**Program Manager**	Kelly Lowery

Project Goal (One sentence goal statement)

Application for the Mutual of America Community Partnership Award in hopes the CAPK Food Bank and its partnerships would be honored with this prestigious award.

Project Description (Brief one paragraph description)

The Mutual of America Community Partnership Award recognizes outstanding nonprofit organizations in the United States that have shown exemplary leadership by facilitating partnerships with public, private or social sector leaders who are working together as equal partners, not as donors and recipients, to build a cohesive community that serves as a model for collaborating with others for the greater good. Program partnerships must be in place for a year or longer to apply. This is a recognition award of up to $100,000 in unrestricted funds and includes a documentary created about your program.

CAPK Food Bank has had notable partnerships with other organization's food pantry sites. With a strong history of these Food Bank partnerships in mind, CAPK has applied for this Mutual of America Community Partnership award.

Estimated Budget Summary

If awarded, the Food Bank would have unrestricted use of award funds.

Approvals:

	Jul 25, 2023	Stacy Webster	Jul 25, 2023
1. Division Director	Date	4. Chief Financial Officer	Date
Pritika Ram	Jul 25, 2023		Jul 25, 2023
2. Chief Business Development Officer	Date	5. Chief Executive Officer	Date
	Jul 25, 2023		
3. Chief Program Officer	Date		

Date Presented / Approved:

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

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Final Audit Report 2023-07-25

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Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Local government	**CAPK Program**	FHCC
Funding Agency	City of Bakersfield	**Project Name**	RFP Community Peacekeeper
CFDA	N/A	**Target Population**	at risk individuals
Reapplication (Y/N)	N	**Number to be served**	50
Estimated Request	$150,000	**Division Director**	Freddy Hernandez
Award Period	October 2023- October 2024	**Program Manager**	Lois Hannible

Project Goal (One sentence goal statement)

The Community Peacekeeper will assist at-risk individuals involved with violence receive wraparound services.

Project Description (Brief one paragraph description)

The FHCC will house 1 Community Peacekeeper who will provide clients with internal and external referrals. Clients will go through an evidence-based 14-session life skills curriculum by Healthy, Wealthy, and Wise, designated to help at-risk individuals develop life skills that will guide them a stable, safe, pathway. The referrals and evidence-based lessons will reduce participants' involvement with gangs/guns that will promote safe areas in Bakersfield and reduce crime rates.

Estimated Budget Summary

$150,000 is the submitted funding request to fulfill the duties of a Community Peacekeeper. $129,013.90 will be utilized for personnel costs, trainings, mileage, and equipment costs. $4,500 will cover client-focused services and incentives and $16,486.10 for program management and data collection.

Approvals:

Freddy Hernandez — Jul 5, 2023
Freddy Hernandez (Jul 5, 2023 09:03 PDT)
1. Division Director — Date

Pratika Ram — Jul 5, 2023
2. Chief Business Development Officer — Date

Jul 7, 2023
3. Chief Program Officer — Date

Stacy Webster — Jul 7, 2023
4. Chief Financial Officer — Date

Jul 7, 2023
5. Chief Executive Officer — Date

Date Presented / Approved:

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

CalVIP Community Peacekeeper Funding Profile

Final Audit Report 2023-07-07

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"CalVIP Community Peacekeeper Funding Profile" History

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Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Local government	**CAPK Program**	FHCC
Funding Agency	City Of Bakersfield	**Project Name**	Cal VIP Outreach Workers
CFDA	N/A	**Target Population**	at-risk individuals
Reapplication (Y/N)	N	**Number to be served**	32
Estimated Request	$425, 215.07	**Division Director**	Freddy Hernandez
Award Period	Oct 2023- June 2025	**Program Manager**	Lois Hannible

Project Goal (One sentence goal statement)

The project goal for this proposal is to conduct targeted outreach in communities with higher crime rates to reduce violence involvement and provide referral services in these communities.

Project Description (Brief one paragraph description)

FHCC will house 2 Outreach Workers who will conduct outreach in communities, provide referrals, connect with local schools, and participate in partnership meetings to strategize violence reduction measures. Each outreach worker will engage with 16 individuals throughout the project term and will work closely with individuals by implementing risk reducing factors to complete by the end of the project term.

Estimated Budget Summary

$425, 215.07 was requested from the funder to fulfill project tasks. $328,704.75 allocated to the salaries and benefits of 2 outreach workers for two years and $7,074 allocated to mileage reimbursements. Program costs will be covered with $89,436.32 in program management, training, and client-focused incentives.

Approvals:

Freddy Hernandez — Jul 5, 2023
Freddy Hernandez (Jul 5, 2023 09:04 PDT)
1. Division Director — Date

Pritika Ram — Jul 5, 2023
2. Chief Business Development Officer — Date

Jul 7, 2023
3. Chief Program Officer — Date

Stacy Webster — Jul 7, 2023
4. Chief Financial Officer — Date

Jul 7, 2023
5. Chief Executive Officer — Date

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

CalVIP Outreach Workers Funding Profile

Final Audit Report 2023-07-07

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Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Private	**CAPK Program**	Food Bank
Funding Agency	Wonderful	**Project Name**	CAPK Farmers Markets
CFDA	N/A	**Target Population**	All
Reapplication (Y/N)	Y	**Number to be served**	70,200
Estimated Request	$150,000	**Division Director**	Susana Magana
Award Period	September 2023-September 2024	**Program Manager**	Kelly Lowery
Project Goal (One sentence goal statement)			
To reduce health and food insecurity disparities by increasing access to affordable fruits and vegetables in Shafter, Wasco, and Delano.			
Project Description (Brief one paragraph description)			
The CAPK Food Bank will provide a free farmers market experience to the communities of Shafter, Wasco, and Delano from September 2023- September 2024. These farmers markets will encourage community members to eat healthier foods with fresh fruits and vegetables, and provides a cost-relief in areas where low-income and food insecurities are present.			
Estimated Budget Summary			
Each town will receive $50,000 for the award period totaling to $150,000 to combat food insecuirity with free fresh produce.			

Approvals:

Susana Magana (Aug 1, 2023 14:17 PDT)	08/01/2023	Stacy Webster	08/01/2023
1. Division Director	Date	4. Chief Financial Officer	Date
			08/02/2023
2. Chief Business Development Officer	Date	5. Chief Executive Officer	Date
	08/01/2023		
3. Chief Program Officer	Date		

Date Presented / Approved:

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

Wonderful Funding Profile

Final Audit Report 2023-08-02

Created:	2023-08-01
By:	Karen Vazquez (kvazquez@capk.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAoQdZJyqey2OlKBsEmzsoR-y272gxK4N3

"Wonderful Funding Profile" History

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Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
June and July 2023

Funding Type	Private	**CAPK Program**	Food Bank
Funding Agency	PG&E	**Project Name**	Charitable Donation
CFDA	n/a	**Target Population**	Food Bank recipients
Request	$28,200	**Division Director**	Susan Magana
Award Period	1 year	**Program Manager**	Kelly Lowery
Description	CAPK has applied for a $28,200 charitable contribution from PG&E to the CAPK Foundation to support CAPK Food Bank general operations. This charitable donation falls under PG&E's "Economic and Community Vitality" focus area.		

Funding Type	Private	**CAPK Program**	FHCC
Funding Agency	Alaskan Airlines Foundation	**Project Name**	STEM Initiative
CFDA	n/a	**Target Population**	Children and young adults
Request	$10,780	**Division Director**	Freddy Hernandez
Award Period	1 year	**Program Manager**	Lois Hannible
Description	CAPK has applied for a $10,780 grant with Alaskan Airlines Foundation. Alaskan Airlines Foundation grants focus on programs that help children and young adults explore career paths and develop soft skills. FHCC is asking for funds to help develop an afterschool robotics STEM program. The program would include a field trip to the California Science Museum and the Kern High School District Career and Technical Center.		

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
June and July 2023

Funding Type	Private	**CAPK Program**	CalFresh Healthy Living
Funding Agency	Best Buy	**Project Name**	CalFresh at Farmer Markets
CFDA	N/A	**Target Population**	Low-income individuals and families
Request	$6,000	**Division Director**	Susana Magana
Award Period	August 2023-August 2024	**Program Manager**	Alan Rodriguez
Description	This grant will fund outreach incentives for the CalFresh Healthy Living program to utilize during outreach events to invite community members to learn more about CalFresh Healthy Living and the services the program offers.		

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

Date Presented/Approved

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

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** June 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 • 7 Classrooms Fully Closed	**528** 135	**364**	**69%**	**7%**	**4%** **6%**
Early Head Start • 13 Classrooms Fully Closed/ 2 Classrooms Partially Closured	**829** 112	**634**	**76%**	**24%**	**8%** **6%**

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	200	**240**

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
584	117	25	35

HIGHLIGHTS: 5 staff were onboarded and had 13 resignations. 4 days of interviews were conducted for 4 open requisitions.

Program Update & Compliance

Kern:

- Application clinics in Bakersfield and East Kern.
- Job fair in Bakersfield.
- Bitwise Employee Resource Fair for children and staff recruitment.
- Bakersfield City School District Recruitment event.

SJC:

- Recruitment Summit at Teacher's College in partnership with San Joaquin County Office of Education. Applicants had the opportunity to interview, get fingerprinted, and receive TB skin tests, and immunizations. CAPK information was provided to 64 individuals, received 36 applications, and interviewed 17 applicants. Hired three staff, one Family Service Worker, and 2 Assistant Teachers.
- 2023-2024 Pre-service training that included Loose Parts and Mental Health at the workplace training.

- Delta College presentation regarding college enrollment for English as Second Language and Early Childhood Education courses.
- Children and Youth Day Recruitment event.

Partnership:

- The Taft College center library held a dedication in honor of former center director, Leslie Dragoo, who earned California's woman of the year award in 1993 and was known as a dedicated educator who had a love of early literacy.
- Taft College center opened a new breastfeeding room on-site for nursing parents and students.
- Bakersfield College held a Male Involvement event on July 14th which consisted of art and craft activities at the center.

Program:

- California State Preschool Program (CSPP) contractors must identify and report data on children that are dual language learners. To meet this requirement, the Preschool Language Information System (PLIS) was established to collect this data in the form of PLIS reports. This quarterly report is due July 20, 2023. Staff have been reviewing reports and data to ensure accurate and timely submission of the PLIS.

Central Kitchen June 2023				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Center Totals	**34,633**	11,740	11,740	11,153

HIGHLIGHTS: The Central Kitchen should be fully staffed with cooks and drivers by August.

CACFP						
May 2023						
Total Meals Delivered			**Meals Allocated**		**# of Meals Served**	**% of Meals Served**
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
55,697	9,192	64,889	24,714	44,153	38,582	72%

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** July 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 • 7 Classrooms Fully Closed	**528** 135	**221**	**42%**	**1%**	**2%** **1%**
Early Head Start • 14 Classrooms Fully Closed/ 2 Classrooms Partially Closured	**829** 128	**556**	**67%**	**11%**	**8%** **6%**

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	171	**240**

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
587	114	18	26

HIGHLIGHTS: 10 staff were onboarded, and there were 14 resignations. There were five days of interviews conducted for five open requisitions.

Program Update & Compliance

Kern:

- Recruitment event at the 2nd Annual Bright Futures Big Careers Back to School Drive-Thru Event.
- Recruitment event at the 2023 Summer Fair at Truth Tabernacle Church.
- In-house Application clinics.
- East Kern Job Fair

SJC:

- Dental Clinic at California St. Center- 16 children received services.
- Dental Clinic at Lathrop Center- Four children received services.
- Recruitment event at the Annual department of Child Support Community Block Party.
- The July food experience activity was “Vanilla Milk Shake.” Children enjoyed a fresh and low-in-sugar summer treat.
- The family engagement activity for the month was “All About Me” an activity to

- be completed by the families to promote self-identity, a sense of belonging and
- for staff to learn more about the children and their families.
- Pre-service training.

Partnership:

- Partnership Family Advocates attended the 32nd Annual United Way conference.
- Partnership staff attended the Stay Focused Christmas in July Backpack giveaway for recruitment.

Program:

- The program successfully submitted the Preschool Language Information System (PLIS) quarterly report on July 20, 2023. This CSPP (California State Preschool Program) report collects data on dual language learners including multilingual learners, language characteristics of preschool programs and language composition of staff.

Central Kitchen July 2023				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Center Totals	**31,398**	10,466	10,466	10,466

HIGHLIGHTS: Anthony Chavez is the new Food Service Administrator and Tom Adame is the new Food Service Manager. We welcome them both to CAPK.

CACFP						
June 2023						
Total Meals Delivered			**Meals Allocated**		**# of Meals Served**	**% of Meals Served**
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
34,633	8,544	43,177	19,528	23,649	19,680	64%

DATE August 12, 2023
TIME 9:00 am
LOCATION Padre Hotel - Prospect Lounge
1702 18th Street
Bakersfield, CA 93301

Board Retreat Minutes

I. Call to Order

Board Chair Fred Plane called the meeting to order at 9:18 am at the Padre Hotel located at 1702 18th Street, Bakersfield, CA 93301.

Roll Call

Roll Call was taken with a quorum present.

Present: Fred Plane (Chair), Ana Vigil (Secretary), Michelle Jara-Rangel (Treasurer), Denise Boshers, Jimmie Childress, Mia Cifuentes, Gina Martinez, Jonathan Mullings, Yolanda Ochoa (arrived at 9:19 am), Guadalupe Perez, and Lily Pimentel-Stratton

Absent: Jeff Flores, Curtis Floyd, Maritza Jimenez, and Nila Hogan

Others Present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Pritika Ram, Chief Business Development Officer; Louis Gill, Chief Program Officer; Gabrielle Alexander, Director of Finance; Catherine Anspach, Director of Development; Yolanda Gonzales, Director of Head Start / State Child Development; Freddy Hernandez, Director of Youth & Community Services; Susana Magana, Director of Health & Nutrition; Lisa McGranahan, Director of Human Resources; Rebecca Moreno, Director of Housing & Supportive Services; Emilio Wagner, Director of Operations; Jerry Meade, Assistant Director of Head Start; Vanessa Mendoza, Grant Administrator; Kelly Lowery, Food Bank Administrator; Savannah Maldonado, Advocacy & Public Relations Manager; and Paula Daoutis, Administrative Coordinator.

II. Introduction of Guests / Public Forum

No one addressed the Board.

III. Board Member & Senior Staff Will Participate in a One-Day Planning Retreat

The Board of Directors and Senior Staff members came together for the one-day offsite retreat to review the 2021-2025 Strategic Plan. The meeting was facilitated by Jerry Meade, Head Start Assistant Director, and various members of the senior staff provided a status update for each of the goal groups identified in the Strategic Plan. In addition, the Board reviewed the results of the recent Board survey and engaged in discussion on items that were identified as suggestions / improvements by the Board. Chief Executive Officer, Jeremy Tobias, provided a review of Board Member Roles & Responsibilities and Board Member engagement.

Jerry Meade closed the meeting by restating the objectives for the one-day retreat and the action items for staff to address.

IV. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
August 30, 2023
5005 Business Park North
Bakersfield, CA 93309

V. **Adjournment**

The Meeting was adjourned at 4:01 pm

DATE	August 16, 2023
TIME	2:15 pm
LOCATION	CAPK Administrative Office 5005 Business Park North Bakersfield, CA 93309

Budget & Finance Committee Minutes

1. **Call to Order**

   Committee Chair Michelle Jara-Rangel called the meeting to order at 2:17 pm at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

   Roll call was taken with a quorum present.

   Present: Michelle Jara-Rangel (Chair), Denise Boshers, and Lily Pimentel-Stratton

   Absent: Nila Hogan

   Others present: Tracy Webster, Chief Financial Officer; Gabrielle Alexander, Director of Finance; Freddy Hernandez, Director of Youth and Community Services; Rebecca Moreno, Director of Community Development; and other CAPK staff.

3. **Public Comments**

   No one addressed the Committee.

4. **New Business**

   a. Head Start / Early Head Start Budget to Actual Reports for June 2023 – Tracy Webster, Chief Financial Officer – ***Info Item***

      Tracy Webster presented the above info item and provided a summary of the two attached reports.

   b. Agency-Wide Budget Revision #1 – Tracy Webster, Chief Financial Officer – **Action Item**

      Tracy Webster reported that the annual operating budget for program services and support services, has been revised from $108,788,017 to $122,827,262, which is attributed to the Head Start Cost of Living Allowance (COLA), the Food Bank Expansion, and increases to Energy programming and Food Bank revenue and expenses, along with anticipated expenses associated with the acquisition and improvements of the new administrative building.

      The indirect budget has been revised from $8,020,468 to $8,054,042 for the five support divisions (Executive, Human Resources, Finance, Operations, and Program Administration). A projected cost of $33,574 has been added to provide additional administrative support to the Executive Division.

      Tracy directed the Committee to page 12 of the packet, which identifies the changes.

      Denise Boshers asked if the changes were anticipated changes. Tracy said the Food Bank Expansion timeline changed but not the expenses. Denise also asked how the staff prepares the budget revision.

Tracy explained that she meets with staff from each program to review and approve the recommended changes. Once all changes are approved by Tracy, it then goes to the CEO, Jeremy Tobias, for final approval before it is presented to the Committee.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Boshers/Jara-Rangel).

c. June 2023 Financial Statements – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the above action item for approval and reported that the agency did not require a draw from the line of credit during the month of June. We are able to sustain an adequate unrestricted cash balance to cover programs with negative balances due to timing of payments.

The Central Kitchen expenditures are currently 24.5% at the end of 06/30/2023 and USDA revenue is at 20.0%. Expenditures are equivalent to the target of 33.3% (4 of 12 months).

CMAP is currently earning 81.9% of the contract as of June 30, 2023. The target for this period should be 100.0%.

Center based state programs (CSPP, CMIG and CCTR) reflect average attendance/enrollment for the current period. CCTR is at 92.9%, which is the highest percentage since the COVID pandemic. CSPP is at 76.7%, and CMIG is at 26.9%.

Additionally, we have been operating a CCTR program in San Joaquin County sponsored by SJCOE. The current attendance is 54.7% with a target of 100.0%.

At the time of this report, the Finance Division has three vacancies in staffing. The Finance Team is currently working with SageIntacct on the accounting software platform conversion. The go live date has been stalled to ensure that all required processes will be in place. The agency expenditure is currently at 37% for the year and is aligned with the goal of 33.3%. Tracy noted that the numbers are reflective before the recommended budget revision. If the budget revision is approved at the Board meeting on August

The Indirect Fund budget to actual report for June month end showed that revenue is excess expenditures by $859,581 which is 69.7% of the budgeted indirect surplus. Overall expenditures are 30.6% of the budget and matches the target of 33.3% (4 of 12 months)

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Boshers/Pimentel-Stratton).

5. <u>Committee Member Comments</u>

- Denise Boshers said she appreciated the financial presentation at the August 12th Board Retreat.
- Lily Pimentel-Stratton said she agrees with Denise's comments and said she is learning a lot from the presentations.
- Michelle Jara-Rangel said that when she attended the CAPLAW conference, the recommendation was to not include financial data on the Consent Agenda for the Board Meeting, but rather have staff present the financials to the full Board.

6. Next Scheduled Meeting

Wednesday, September 20, 2023
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

The meeting was adjourned at 2:35 pm.

o

MEMORANDUM

To: Budget and Finance Committee

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

Date: August 16, 2023

Subject: *Agenda Item 4a:* Head Start Budget to Actual Report for the Period Ended June 30, 2023 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the fifth-year budget period is March 1, 2023, through February 29, 2024.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2023, through June 30, 2023. Four months (33.3%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 25% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 56% of the budget.

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

The non-Federal share is at 40% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2023 - February 29, 2024
Report Period: March 1, 2023 - June 30, 2023
Month 04 of 12 (33.3%)

Prepared 08/02/2023

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,474,074	2,547,743	7,926,331	24%	76%
FRINGE BENEFITS	4,056,398	640,548	3,415,850	16%	84%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	744,041	229,489	514,552	31%	69%
CONTRACTUAL	131,568	103,636	27,932	79%	21%
CONSTRUCTION	-	-	-		
OTHER	2,707,283	981,274	1,726,009	36%	64%
INDIRECT	1,754,646	422,271	1,332,375	24%	76%
TOTAL BASE FUNDING	**19,868,010**	**4,924,962**	**14,943,048**	**25%**	**75%**

TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	41,904	21,790	20,114	52%	48%
SUPPLIES	23,986	7,476	16,510	31%	69%
CONTRACTUAL	22,800	442	22,358	2%	98%
OTHER	72,752	60,703	12,049	83%	17%
INDIRECT	16,144	8,416	7,728	52%	48%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**98,826**	**78,760**	**56%**	**44%**

CARRYOVER					
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER		-	-		
OTHER - CARES	-	-	-		
INDIRECT	-	-	-		
TOTAL CARRYOVER	**-**	**-**	**-**		

GRAND TOTAL HS FEDERAL FUNDS	**20,045,596**	**5,023,788**	**15,021,808**	**25%**	**75%**

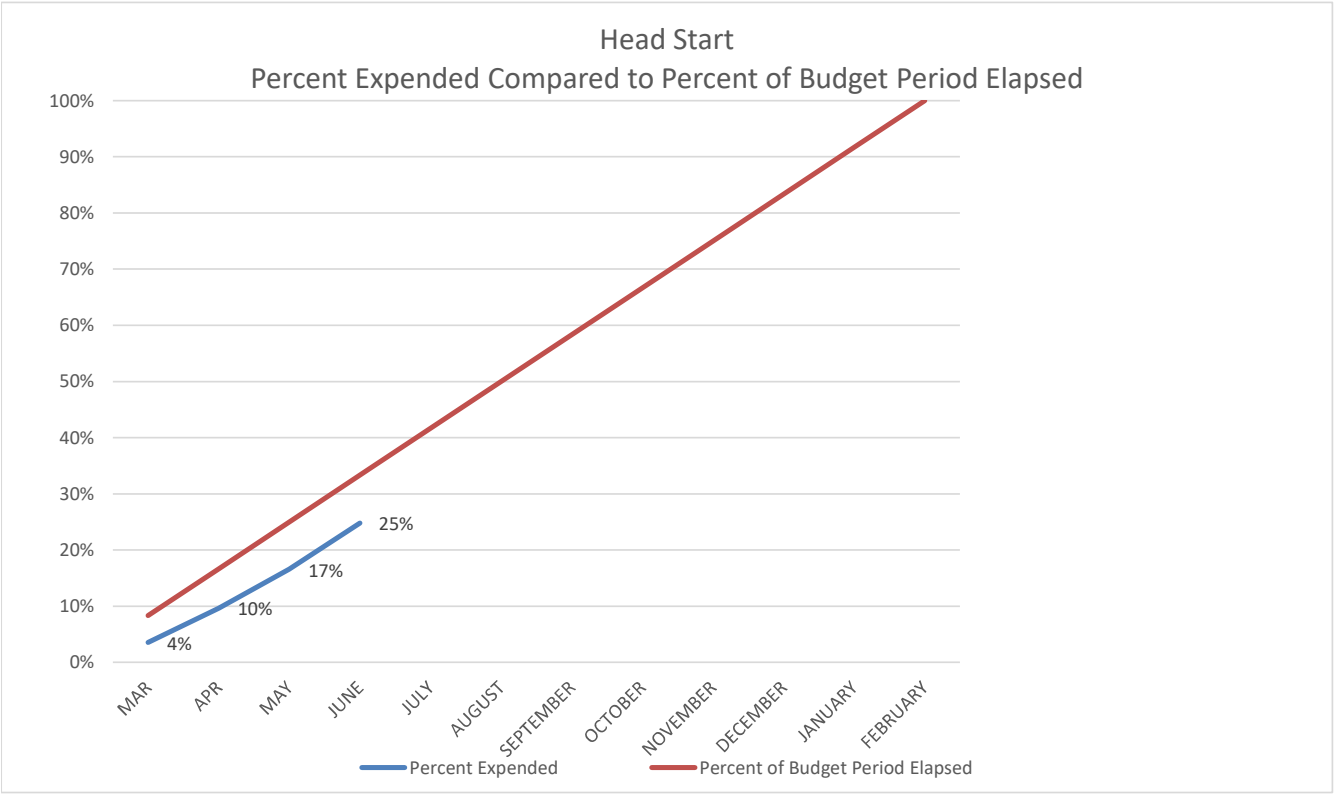
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,958,398	1,273,069	685,329	65%	35%
CALIF DEPT OF ED	11,131,398	3,937,120	7,194,278	35%	65%
TOTAL NON-FEDERAL	**13,089,796**	**5,210,189**	**7,879,607**	**40%**	**60%**

Budget reflects Notice of Award #09CH011132-05-01
Actual expenditures include posted expenditures and estimated adjustments through 06/30/2023
Administrative Cost for HS and EHS Combined **4.9%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	51,765	-	-	-	**51,765**	7/1/2023
Lowe's	41,453	258	-	-	**41,711**	7/1/2023
Smart & Final	1,229	95	-		**1,324**	7/2/2023
Save Mart	690			118	**808**	7/3/2023
Chevron & Texaco Business Card	7,206	-	-	-	**7,206**	7/6/2023
Home Depot	14,715	4,064	-	-	**18,779**	7/5/2023
	117,058	**-**	**-**	**118**	**121,593**	


Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
4%
10%
17%
25%
MAR
APR
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee

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

Date: August 16, 2023

Subject: *Agenda Item 4a:* Early Head Start Budget to Actual Report for the Period Ended June 30, 2023 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the fifth-year budget period is March 1, 2023, through February 29, 2024.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2023, through June 30, 2023. Four months (33.3%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 28% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 24% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2023 - February 29, 2024
Report Period: March 1, 2023 - June 30, 2023
Month 04 of 12 (33.3%)

Prepared 08/02/2023

BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	9,862,428	2,746,927	7,115,501	28%	72%
FRINGE BENEFITS	2,829,887	750,830	2,079,057	27%	73%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	1,205,123	195,908	1,009,215	16%	84%
CONTRACTUAL	1,057,942	303,059	754,883	29%	71%
CONSTRUCTION	-	-	-		
OTHER	2,171,939	779,146	1,392,793	36%	64%
INDIRECT	1,666,021	460,623	1,205,398	28%	72%
TOTAL BASE FUNDING	**18,793,340**	**5,236,493**	**13,556,847**	**28%**	**72%**

TRAINING & TECHNICAL ASSISTANCE

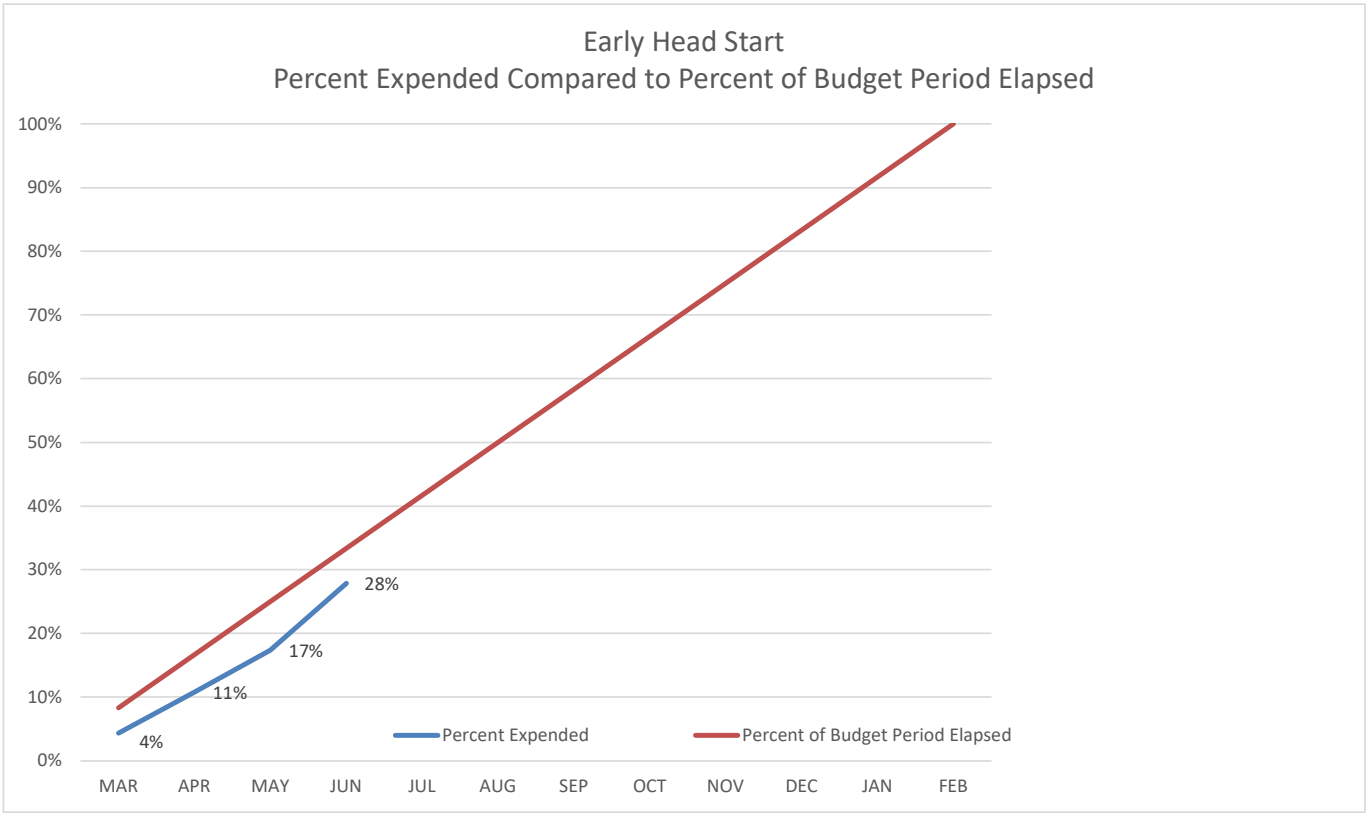
PERSONNEL	-	(6,165)	6,165		
FRINGE BENEFITS	-	(472)	472		
TRAVEL	44,192	16,946	27,246	38%	62%
SUPPLIES	30,013	3,242	26,771	11%	89%
CONTRACTUAL	26,080	1,308	24,772	5%	95%
OTHER	212,393	59,822	152,571	28%	72%
INDIRECT	31,268	7,140	24,128	23%	77%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**81,822**	**262,124**	**24%**	**76%**

CARRYOVER

PERSONNEL		-	-		
FRINGE BENEFITS		-	-		
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER	-	-	-		
INDIRECT	-	-	-		
TOTAL CARRYOVER	**-**	**-**	**-**		

GRAND TOTAL EHS FEDERAL FUNDS	**19,137,286**	**5,318,315**	**13,818,971**	**28%**	**72%**

Budget reflects Notice of Award #09CH011132-05-01
Actual expenditures include posted expenditures and estimated adjustments through 06/30/2023


Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC
JAN
FEB
4%
11%
17%
28%
Percent Expended
Percent of Budget Period Elapsed

Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
Budget Period: March 1, 2023 through February 29, 2024
Report for period ending June **30, 2023** (Month 4 of 12)

Percent of budget period elapsed: 33.3%

LOCATION	Enroll-ment	March	April	May	June	YTD Totals	Kern/ SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	12,893	7,852	2,921	0	23,666	Kern	39,812	59%
Alicante	20	10,979	8,866	11,664	6,880	38,389	Kern	19,906	193%
Angela Martinez	60	8,111	9,756	13,103	9,397	40,366	Kern	59,718	68%
Broadway	40	5,844	8,572	3,794	0	18,210	Kern	39,812	46%
California City	20	3,962	3,239	1,334	0	8,535	Kern	19,906	43%
Cleo Foran	23	6,400	5,152	6,180	7,257	24,989	Kern	22,892	109%
Delano	76	21,579	21,295	9,573	0	52,447	Kern	75,643	69%
East California	52	6,966	7,633	16,470	10,585	41,653	Kern	51,756	80%
Fairfax	39	14,513	14,443	11,005	0	39,961	Kern	38,817	103%
Fairview	0	0	0	0	0	0	Kern	0	#DIV/0!
Harvey L. Hall	140	15,666	14,274	11,281	12,985	54,206	Kern	139,343	39%
Heritage	20	6,419	4,447	2,352	0	13,218	Kern	19,906	66%
Home Base	126	13,671	13,891	7,747	1,739	37,048	Kern	62,704	59%
Lamont	20	6,800	7,113	3,715	0	17,629	Kern	19,906	89%
Martha J. Morgan	71	17,685	17,430	12,330	10,693	58,138	Kern	70,667	82%
McFarland	20	18,674	14,207	11,391	162	44,434	Kern	19,906	223%
Mojave	20	2,344	954	89	0	3,387	Kern	19,906	17%
Oasis	45	13,334	12,103	9,243	0	34,679	Kern	44,789	77%
Pete H. Parra	128	28,157	26,760	25,089	18,294	98,300	Kern	127,399	77%
Planz	0	0	0	0	0	0	Kern	0	#DIV/0!
Primeros Pasos	76	16,591	28,746	32,100	28,069	105,506	Kern	75,643	139%
Rosamond	60	4,136	4,253	1,934	0	10,323	Kern	59,718	17%
San Diego	32	7,732	6,487	4,299	2,619	21,137	Kern	31,850	66%
Seibert	20	2,192	2,325	1,186	0	5,702	Kern	19,906	29%
Shafter	20	5,245	3,385	1,695	4,272	14,597	Kern	19,906	73%
Shafter HS/EHS	24	3,739	1,701	2,203	2,703	10,346	Kern	23,887	43%
Sterling	124	17,586	12,871	15,274	13,954	59,685	Kern	123,418	48%
Stockdale Head Start	60								
Sunrise Villa	20	2,987	3,977	1,656	0	8,619	Kern	19,906	43%
Taft	60	8,550	8,852	6,946	0	24,349	Kern	59,718	41%
Tehachapi	34	1,671	2,593	77	0	4,342	Kern	33,840	13%
Vineland	20	2,263	2,062	1,834	0	6,159	Kern	19,906	31%
Virginia	20	9,620	10,265	12,432	0	32,317	Kern	19,906	162%
Wesley	60	21,461	17,008	14,220	0	52,689	Kern	59,718	88%
Willow	40	10,607	9,946	6,779	0	27,332	Kern	39,812	69%
Administrative Services		0	0	0	0	0	Kern	0	0%
PC Planning		0	0	0	0	0	Kern	0	0%
PC By Laws		0	0	0	0	0			
Governance		451	166	0	0	617	Kern	15,000	4%
Program Services		13,107	4,791	0	2,940	20,838	Kern	74,265	28%
California Street	24	5,829	6,641	6,121	3,280	21,871	SJC	39,646	55%
Chrisman	16	4,794	4,540	2,987	946	13,267	SJC	26,431	50%
Gianone	0	0	0	0	0	0	SJC	0	#DIV/0!
Kennedy	16	1,373	2,054	1,184	99	4,710	SJC	26,431	18%
Lodi Home Base	30	8,307	13,348	14,790	7,895	44,341	SJC	24,779	179%
Lodi UCC	30	6,058	6,624	5,855	5,474	24,011	SJC	49,558	48%
Manteca Home Base	11	6,664	5,740	6,477	757	19,639	SJC	9,086	216%
Marci Massei	24	1,924	2,680	2,838	2,608	10,050	SJC	39,646	25%
St. Mary's	24	4,791	3,369	3,162	5,402	16,725	SJC	39,646	42%
Stockton Home Base	78	9,353	10,459	8,998	7,996	36,806	SJC	64,425	57%
Tracy Home Base	12	6,099	4,634	4,532	2,853	18,118	SJC	9,912	183%
Walnut	24	3,537	3,040	3,039	0	9,617	SJC	39,646	24%
Administrative Services		0	0	0	0	0	SJC	0	0%
Program Services		0	0	0	100	100	SJC	0	0%
Policy Council		0	0	0	0	0	SJC	0	0%
SUBTOTAL IN-KIND	**1,919**	**400,664**	**380,544**	**321,901**	**169,959**	**1,273,069**	**0**	**1,958,398**	**65%**
							x		
State General Child Care*		273,064	254,458	266,636	260,460	1,054,618	Kern	3,297,554	32%
State Preschool*		623,046	525,600	542,386	315,917	2,006,950	Kern	6,413,658	31%
State Migrant Child Care*		5,212	7,596	7,442	3,941	24,191	Kern	245,034	10%
SUBTOTAL CA DEPT of ED		**901,323**	**787,654**	**816,465**	**580,318**	**3,085,759**		**9,956,246**	**31%**
							x		
State General Child Care*		96,972	128,349	139,529	128,466	493,316	SJC	1,175,152	**42%**
SUBTOTAL CA DEPT of ED		**96,972**	**128,349**	**139,529**	**128,466**	**493,316**		**1,175,152**	**42%**
GRAND TOTAL		**1,398,959**	**1,296,547**	**1,277,895**	**878,743**	**4,852,144**		**13,089,796**	**37%**
						358,045			
						5,210,189			

Community Action Partnership of Kern
Early Head Start Child Care Partnerships
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2023 through February 29, 2024
Report for period ending June 30, 2023 (Month 4 of 12)

Percent of year elapsed: 33.3%

LOCATION	FUNDED ENROLL-MENT	Mar 2023	Apr 2023	May 2023	June 2023	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	2,332	2,225	2,631	1,219	8,406	103,398	8%
Kern Community College District - BC	32	27,579	13,672	20,125	23,559	84,934	137,864	62%
KCSOS - Blanton	16	33,685	6,355	8,469	37,414	85,923	68,932	125%
Garden Pathways	11	0	166	0	0	166	47,391	0%
Taft College	42	49,928	44,682	45,507	38,442	178,559	180,947	99%
Escuelita Hernandez	16	57	0	0	0	57	68,932	0%
TBD	11	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0		
Admin Services		0	0	0	0	0		
GRAND TOTAL	**152**	**113,580**	**67,100**	**76,731**	**100,634**	**358,045**	**654,854**	**55%**

Budget reflects Notice of Award #09CH011132-05-01

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: August 16, 2023

Subject: *Agenda Item 4b*: Agency-Wide Budget Revision #1 – **Action Item**

The proposed revised annual budget for the 2023/24 fiscal year is presented using the following functional categories:

1. Program Services
    - Education
    - Nutrition
    - Energy Conservation
    - Community Services
    - CSBG
2. Support Services
    - Discretionary & Fund Raising
3. Indirect

The annual operating budget (program services and support services) has been revised from $108,788,017 to $122,827,262. The increase is attributed to the following: Head Start COLA, Food Bank Expansion, increases to Energy programming, additional Food Bank revenue and expenses, and the anticipated expenses associated with the acquisition and improvement of the new building located at 1300 18th Street. Attached is the 2023/24 annual budget with category support schedules.

The Indirect budget has been revised from $8,020,468 to $8,054,042 for the five support divisions: Executive, Human Resources, Finance, Operations and Program Administration. A projected cost of $33,574 has been added to provide additional administrative support to the Executive Division.

Recommendation:

Staff recommends that the Executive Committee approve the revised annual budget for FY 2023/24.

Attachments:

1. *Revised Annual Budget for FY 2023/23 (11 pages)*
2. *Detail of Budget Revision Changes for FY 2023/24 (1 page)*

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2023/24

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ 84,216,280	$ 15,413,644	$ 6,193,786	$ 9,517,696	$ 1,756,701	$ -	$ 117,098,107	$ -
Head Start Subsidy for CACFP	(1,500,335)	1,500,335	-	-	-	-	-	-
Private Revenue	-	1,823,142	-	-	-	11,520	1,834,662	-
Other Revenue	-	253,247	-	-	-	8,464	261,711	9,969,927
Donations	-	229,241	-	-	-	10,000	239,241	-
Total Revenue	**$ 82,715,945**	**$ 19,219,609**	**$ 6,193,786**	**$ 9,517,696**	**$ 1,756,701**	**$ 29,984**	**$ 119,433,721**	**$ 9,969,927**
Expenditures								
Salaries	33,991,257	4,791,680	2,366,205	4,219,812	1,007,969	157,156	46,534,079	4,623,933
Benefits	10,352,447	1,486,523	711,755	1,226,969	261,830	48,718	14,088,242	1,197,709
Travel	606,386	110,349	50,133	55,702	13,740	24,750	861,060	88,000
Space Cost	2,611,487	7,616,217	237,817	953,189	234,537	3,005,700	14,658,947	184,450
Supplies	2,382,456	125,671	70,184	232,451	18,915	8,800	2,838,477	264,650
Equipment	396,870	25,000	-	13,550	-	-	435,420	-
Consultant/Contract	1,303,354	648,910	780,073	830,833	7,750	30,307	3,601,227	1,049,000
Other Operating Costs	1,162,562	409,174	704,842	380,166	42,380	109,610	2,808,734	614,800
Program Costs	22,106,428	3,068,971	709,706	825,804	3,000	-	26,713,909	-
Depreciation	312,240	5,000	-	-	-	-	317,240	31,500
Indirect	7,490,458	932,114	563,071	779,220	166,580	38,484	9,969,927	-
Total Expenditures	**$ 82,715,945**	**$ 19,219,609**	**$ 6,193,786**	**$ 9,517,696**	**$ 1,756,701**	**$ 3,423,525**	**$ 122,827,262**	**$ 8,054,042**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (3,393,541)**	**$ (3,393,541)**	**$ 1,915,885**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2023/24
BUDGET REVISION #1 (PROPOSED CHANGES)

	Program Services					Support Services		Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	TOTAL	
Revenue								
Government Revenue	$ 3,038,896	$ 5,121,930	$ 997,036	$ -	$ -	$ -	$ 9,157,862	$ -
Head Start Subsidy for CACFP	-	-	-	-	-	-	-	-
Private Revenue	-	1,773,142	-	-	-	-	1,773,142	-
Other Revenue	-	9,000	-	-	-	-	9,000	380,332
Donations	-	99,241	-	-	-	-	99,241	-
Total Revenue	**$ 3,038,896**	**$ 7,003,313**	**$ 997,036**	**$ -**	**$ -**	**$ -**	**$ 11,039,245**	**$ 380,332**
Expenditures								
Salaries	2,293,036	102,339	86,816	-	-	-	2,482,191	24,102
Benefits	(130,398)	31,725	27,935	-	-	-	(70,738)	7,472
Travel	-	-	133	-	-	-	133	-
Space Cost	-	6,855,842	631	-	-	3,000,000	9,856,473	-
Supplies	602,763	-	(39,315)	-	-	-	563,448	2,000
Equipment	-	-	-	-	-	-	-	-
Consultant/Contract	(2,771)	-	550,860	-	-	-	548,089	-
Other Operating Costs	-	-	50,842	-	-	-	50,842	-
Program Costs	-	-	228,475	-	-	-	228,475	-
Depreciation	-	-	-	-	-	-	-	-
Indirect	276,266	13,407	90,659	-	-	-	380,332	-
Total Expenditures	**$ 3,038,896**	**$ 7,003,313**	**$ 997,036**	**$ -**	**$ -**	**$ 3,000,000**	**$ 14,039,245**	**$ 33,574**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (3,000,000)**	**$ (3,000,000)**	**$ 346,758**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2023/24

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ 81,177,384	$ 10,291,714	$ 5,196,750	$ 9,517,696	$ 1,756,701	$ -	$ 107,940,245	$ -
Head Start Subsidy for CACFP	(1,500,335)	1,500,335	-	-	-	-	-	-
Private Revenue	-	50,000	-	-	-	11,520	61,520	-
Other Revenue	-	244,247	-	-	-	8,464	252,711	9,589,595
Donations	-	130,000	-	-	-	10,000	140,000	-
Total Revenue	**$ 79,677,049**	**$ 12,216,296**	**$ 5,196,750**	**$ 9,517,696**	**$ 1,756,701**	**$ 29,984**	**$ 108,394,476**	**$ 9,589,595**
Expenditures								
Salaries	31,698,221	4,689,341	2,279,389	4,219,812	1,007,969	157,156	44,051,888	4,599,831
Benefits	10,482,845	1,454,798	683,820	1,226,969	261,830	48,718	14,158,980	1,190,237
Travel	606,386	110,349	50,000	55,702	13,740	24,750	860,927	88,000
Space Cost	2,611,487	760,375	237,186	953,189	234,537	5,700	4,802,474	184,450
Supplies	1,779,693	125,671	109,499	232,451	18,915	8,800	2,275,029	262,650
Equipment	396,870	25,000	-	13,550	-	-	435,420	-
Consultant/Contract	1,306,125	648,910	229,213	830,833	7,750	30,307	3,053,138	1,049,000
Other Operating Costs	1,162,562	409,174	654,000	380,166	42,380	109,610	2,757,892	614,800
Program Costs	22,106,428	3,068,971	481,231	825,804	3,000	-	26,485,434	-
Depreciation	312,240	5,000	-	-	-	-	317,240	31,500
Indirect	7,214,192	918,707	472,412	779,220	166,580	38,484	9,589,595	-
Total Expenditures	**$ 79,677,049**	**$ 12,216,296**	**$ 5,196,750**	**$ 9,517,696**	**$ 1,756,701**	**$ 423,525**	**$ 108,788,017**	**$ 8,020,468**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (393,541)**	**$ (393,541)**	**$ 1,569,127**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2023/24
EDUCATION

	Head Start	State Dept. of Education	San Joaquin COE	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	**$ -**
Other Government Revenue	39,182,883	11,165,592	1,571,900	4,874,043	27,421,862	**84,216,280**
Head Start Subsidy for CACFP	(1,500,335)	-	-	-	-	**(1,500,335)**
Private Revenue	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	**-**
Donations	-	-	-	-	-	**-**
Total Revenue	**$ 37,682,548**	**$ 11,165,592**	**$ 1,571,900**	**$ 4,874,043**	**$ 27,421,862**	**$ 82,715,945**
Expenditures						
Salaries	20,336,502	7,804,438	1,097,973	2,785,694	1,966,650	**33,991,257**
Benefits	6,227,249	2,325,118	347,465	894,331	558,284	**10,352,447**
Travel	343,886	-	-	232,000	30,500	**606,386**
Space Cost	2,368,787	-	-	96,000	146,700	**2,611,487**
Supplies	2,216,308	-	-	110,148	56,000	**2,382,456**
Equipment	-	-	-	-	396,870	**396,870**
Consultant/Contract	1,232,272	20,982	3,600	25,000	21,500	**1,303,354**
Other Operating Costs	944,918	-	-	78,284	139,360	**1,162,562**
Program Costs	247,157	-	-	196,000	21,663,271	**22,106,428**
Depreciation	297,840	-	-	14,400	-	**312,240**
Indirect	3,467,629	1,015,054	122,862	442,186	2,442,727	**7,490,458**
Total Expenditures	**$ 37,682,548**	**$ 11,165,592**	**$ 1,571,900**	**$ 4,874,043**	**$ 27,421,862**	**$ 82,715,945**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	30.6%	29.8%	31.6%	32.1%	28.4%	30.5%

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2023/24
NUTRITION

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	Food Bank Expansion	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP			
Revenue								
Commuity Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	$ 376,079	$ -	**$ 376,079**
Other Government Revenue	4,346,698	1,814,696	2,098,319	203,206	2,301,525	1,868,025	5,082,700	**15,413,644**
Head Start Subsidy for CACFP	-	-	1,213,057	287,278	1,500,335	-	-	**1,500,335**
Private Revenue	-	-	-	-	-	50,000	1,773,142	**1,823,142**
Other Revenue	-	-	-	-	-	253,247	-	**253,247**
Donations	-	-	-	-	-	229,241	-	**229,241**
Total Revenue	**$ 4,346,698**	**$ 1,814,696**	**$ 3,311,376**	**$ 490,484**	**$ 3,801,860**	**$ 2,776,592**	**$ 6,855,842**	**$ 19,595,688**
Expenditures								
Salaries	2,518,623	655,319	843,039	-	843,039	1,037,691	-	**5,054,672**
Benefits	780,773	197,066	258,634	-	258,634	328,948	-	**1,565,421**
Travel	12,000	33,307	27,000	-	27,000	38,042	-	**110,349**
Space Cost	402,948	49,627	121,700	-	121,700	186,100	6,855,842	**7,616,217**
Supplies	40,657	16,887	6,000	-	6,000	62,127	-	**125,671**
Equipment	25,000	-	-	-	-	-	-	**25,000**
Consultant/Contract	-	648,910	-	-	-	-	-	**648,910**
Other Operating Costs	165,816	48,608	62,600	-	62,600	132,150	-	**409,174**
Program Costs	3,000	-	1,801,647	-	1,801,647	792,313	-	**2,596,960**
- Vended Meals	-	-	-	472,011	472,011	-	-	**472,011**
Depreciation	5,000	-	-	-	-	-	-	**5,000**
Indirect	392,881	164,972	190,756	18,473	209,229	199,221	-	**966,303**
Total Expenditures	**$ 4,346,698**	**$ 1,814,696**	**$ 3,311,376**	**$ 490,484**	**$ 3,801,860**	**$ 2,776,592**	**$ 6,855,842**	**$ 19,595,688**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	31.0%	30.1%	30.7%		30.7%	31.7%		31.0%

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2023/24
ENERGY CONSERVATION

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	$ -
Other Government Revenue	**6,193,786**
Private Revenue	**-**
Other Revenue	**-**
Donations	**-**
Total Revenue	**$ 6,193,786**
Expenditures	
Salaries	**2,366,205**
Benefits	**711,755**
Travel	**50,133**
Space Cost	**237,817**
Supplies	**70,184**
Equipment	**-**
Consultant/Contract	**780,073**
Other Operating Costs	**704,842**
Program Costs	**709,706**
Depreciation	**-**
Indirect	**563,071**
Total Expenditures	**$ 6,193,786**
Gain/(Loss)	**$ -**
Benefit Rate	**30.1%**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2023/24
COMMUNITY SERVICES

	211	Housing Services	E Kern Family Resource Center	Ridgecrest Resource Center	VITA	Vaccine Equity Project	School Community Partnership	Youth Centers	TOTAL
Revenue									
Community Services Block Grant (CSBG)	$ 235,916	$ 217,116	$ 24,778	$ -	$ 233,491	$ -	$ -	$ 585,587	**$ 1,296,888**
Other Government Revenue	1,494,337	5,166,121	260,000	168,205	1,082,924	377,000	500,000	469,109	**9,517,696**
Private Revenue	-	-	-	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	-	-	-	**-**
Donations	-	-	-	-	-	-	-	-	**-**
Total Revenue	**$ 1,730,253**	**$ 5,383,237**	**$ 284,778**	**$ 168,205**	**$ 1,316,415**	**$ 377,000**	**$ 500,000**	**$ 1,054,696**	**$ 10,814,584**
Expenditures									
Salaries	1,044,847	2,358,339	171,888	117,000	434,191	7,900	282,422	484,767	**4,901,354**
Benefits	313,672	666,534	37,978	35,100	119,828	2,500	87,551	134,051	**1,397,214**
Travel	2,620	17,500	7,350	2,000	9,772	600	17,500	12,100	**69,442**
Space Cost	78,000	801,269	23,700	4,500	33,252	-	-	247,005	**1,187,726**
Supplies	53,483	140,396	866	1,000	5,082	2,000	34,342	14,197	**251,366**
Equipment	-	-	-	-	13,550	-	-	-	**13,550**
Consultant/Contract	4,000	24,419	-	-	519,974	285,000	-	5,190	**838,583**
Other Operating Costs	76,335	138,086	13,371	2,136	100,827	-	32,730	59,061	**422,546**
Program Costs	-	749,104	-	-	3,500	72,700	-	3,500	**828,804**
Depreciation	-	-	-	-	-	-	-	-	**-**
Indirect	157,296	487,590	29,625	6,469	76,439	6,300	45,455	94,825	**903,999**
Total Expenditures	**$ 1,730,253**	**$ 5,383,237**	**$ 284,778**	**$ 168,205**	**$ 1,316,415**	**$ 377,000**	**$ 500,000**	**$ 1,054,696**	**$ 10,814,584**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	30.0%	28.3%	22.1%	30.0%	27.6%	31.6%	31.0%	27.7%	**28.5%**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2023/24
COMMUNITY SERVICES BLOCK GRANT (CSBG)

	Food Bank	211	E Kern	VITA	Youth Ctrs	Housing Services	Program Admin	TOTAL
Revenue								
Community Services Block Grant (CSBG)	$ 376,079	$ 235,916	$ 24,778	$ 233,491	$ 585,587	$ 217,116	$ 83,734	**$ 1,756,701**
Other Government Revenue	-	-	-	-	-			-
Private Revenue	-	-	-	-	-			-
Other Revenue	-	-	-	-	-			-
Donations	-	-	-	-	-			-
Total Revenue	**$ 376,079**	**$ 235,916**	**$ 24,778**	**$ 233,491**	**$ 585,587**	**$ 217,116**	**$ 83,734**	**$ 1,756,701**
Expenditures								
Salaries	262,992	171,575	9,888	130,367	227,584	142,128	63,435	**1,007,969**
Benefits	78,898	42,894	1,978	28,681	56,896	39,796	12,687	**261,830**
Travel	-	-	-	3,450	5,790	4,500	-	**13,740**
Space Cost	-	-	-	24,400	207,637	2,500	-	**234,537**
Supplies	-	-	-	4,720	9,695	4,500	-	**18,915**
Equipment	-	-	-	-	-	-	-	**-**
Consultant/Contract	-	-	-	2,000	750	5,000	-	**7,750**
Other Operating Costs	-	-	-	16,575	25,055	750	-	**42,380**
Program Costs	-	-	-	3,000	-	-	-	**3,000**
Depreciation	-	-	-	-	-	-	-	**-**
Indirect	34,189	21,447	12,912	20,298	52,180	17,942	7,612	**166,580**
Total Expenditures	**$ 376,079**	**$ 235,916**	**$ 24,778**	**$ 233,491**	**$ 585,587**	**$ 217,116**	**$ 83,734**	**$ 1,756,701**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	**30.0%**	**25.0%**	**20.0%**	**22.0%**	**25.0%**	**0.0%**	**20.0%**	**26.0%**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2023/24
DISCRETIONARY FUND & FUND RAISING FUND

	Discretionary	CAPK Foundation	Total
Revenue			
Community Services Block Grant (CSBG)	$ -	$ -	**$ -**
Other Government Revenue	-	-	**-**
Private Revenue	11,520	-	**11,520**
Other Revenue	1,205	-	**1,205**
Donations	10,000	-	**10,000**
Transfer Released From Restriction	(408,080)	408,080	**-**
Total Revenue	**$ (385,355)**	**$ 408,080**	**$ 22,725**
Expenditures			
Salaries	-	157,156	**157,156**
Benefits	-	48,718	**48,718**
Travel	-	24,750	**24,750**
Space Cost	3,002,200	3,500	**3,005,700**
Supplies	-	8,800	**8,800**
Equipment	-	-	**-**
Consultant/Contract	-	30,307	**30,307**
Other Operating Costs	5,260	104,350	**109,610**
Program Costs	-	-	**-**
Depreciation	-	-	**-**
Indirect	726	37,758	**38,484**
Total Expenditures	**$ 3,008,186**	**$ 415,339**	**$ 3,423,525**
Fund Balance	-	7,259	**7,259**
Gain/(Loss)	**$ (3,393,541)**	**$ -**	**$ (3,393,541)**
Benefit Rate	0.0%	31.0%	**31.0%**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2023/24
INDIRECT FUND

	Human Resources	Operations	Executive	Finance	Community Development	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -		**$ -**
Other Government Revenue	-	-	-	-		**-**
Private Revenue	-	-	-	-		**-**
Other Revenue	-	-	-	-		**9,969,927**
Donations	-	-	-	-		**-**
Total Revenue	**$ -**	**$ -**	**$ -**	**$ -**		**$ 9,969,927**
Expenditures						
Salaries	877,925	1,158,641	290,209	1,552,526	744,632	**4,623,933**
Benefits	210,702	278,074	89,965	388,132	230,836	**1,197,709**
Travel	9,000	25,000	25,450	9,000	19,550	**88,000**
Space Cost	-	181,200	-	3,250	-	**184,450**
Supplies	78,000	108,000	18,000	30,000	30,650	**264,650**
Equipment	-	-	-	-	-	**-**
Consultant/Contract	103,500	253,000	16,500	498,500	177,500	**1,049,000**
Other Operating Costs	23,000	328,750	94,400	42,250	126,400	**614,800**
Program Costs	-	-	-	-		**-**
Depreciation	-	31,500	-	-		**31,500**
Indirect	-	-	-	-		**-**
Total Expenditures	**$ 1,302,127**	**$ 2,364,165**	**$ 534,524**	**$ 2,523,658**	**$ 1,329,568**	**$ 8,054,042**
Gain/(Loss)						**$ 1,915,885**
Benefit Rate	24.0%	24.0%	31.0%	25.0%	31.0%	**25.9%**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2023/24
INDIRECT FUND - FIVE YEAR HISTORY

Line Items	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	PROPOSED FY 2023/24 Budget	% Change 2023/24 Budget to 2022/23 Budget
Revenue	$ 5,059,589	$ 5,799,844	$ 6,862,349	$ 7,471,110	$ 7,917,489	$ 9,969,927	25.9%
Expenditures							
Personnel Costs							
Salaries	2,820,260	3,070,550	3,601,982	3,983,144	4,342,212	4,623,933	6.5%
Benefits	674,091	756,241	875,486	931,312	982,302	1,197,709	21.9%
Benefit Rate	*23.9%*	*24.6%*	*24.3%*	*23.4%*	*22.6%*	*25.9%*	
Total Personnel Costs	$ 3,494,351	$ 3,826,791	$ 4,477,468	$ 4,914,456	$ 5,324,514	$ 5,821,642	9.3%
	71.3%	*72.5%*	*71.2%*	*71.9%*	*70.0%*	*72.3%*	
Operating Costs							
Travel	88,750	93,650	56,750	62,350	71,150	88,000	23.7%
Space Costs	187,900	186,800	193,300	206,370	215,700	215,950	0.1%
Supplies	138,400	166,500	119,400	150,200	195,000	264,650	35.7%
Equipment	-	-	-	196,000	-	-	0.0%
Consultant/Contract	630,725	659,100	1,144,066	956,000	1,288,000	1,049,000	-18.6%
Other Operating Costs	363,950	345,050	298,600	352,750	511,107	614,800	20.3%
Total Operating Costs	$ 1,409,725	$ 1,451,100	$ 1,812,116	$ 1,923,670	$ 2,280,957	$ 2,232,400	-2.1%
	28.7%	*27.5%*	*28.8%*	*28.1%*	*30.0%*	*27.7%*	
Total Expenditures	$ 4,904,076	$ 5,277,891	$ 6,289,584	$ 6,838,126	$ 7,605,471	$ 8,054,042	5.9%
Excess Indirect Revenue	$ 155,513	$ 521,953	$ 572,765	$ 632,984	$ 312,018	$ 1,915,885	514.0%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	PROPOSED FY 2023/24 Budget	% Change 2023/24 Budget to 2022/23 Budget
Operations	$ 1,394,366	$ 1,355,800	$ 2,113,869	$ 2,324,790	$ 2,272,794	$ 2,364,165	4.0%
Human Resources	1,223,465	1,034,632	917,844	1,262,307	1,288,307	1,302,127	1.1%
Finance	1,046,900	1,563,775	1,757,619	1,786,550	2,256,840	2,523,658	11.8%
Community Development	704,410	705,930	-	-	-	1,329,568	0.0%
Executive	534,935	612,204	1,145,335	1,133,815	1,337,079	534,524	-60.0%
TOTAL	$ 4,904,076	$ 5,272,341	$ 5,934,667	$ 6,507,462	$ 7,605,471	$ 8,054,042	5.9%

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2023/24
AGENCY-WIDE - FIVE YEAR HISTORY

EXPENDITURES BY PROGRAM SERVICE	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	PROPOSED FY 2023/24 Budget	% Change 2023/24 Budget to 2022/23 Budget
Education	$ 42,473,221	$ 54,886,617	$ 60,024,566	$ 61,574,517	$ 61,141,000	$ 82,715,945	35.3%
Nutrition	7,569,576	8,687,954	9,221,197	9,378,845	24,852,123	19,219,609	-22.7%
Energy Conservation	4,138,200	5,746,308	6,867,228	6,424,164	6,322,316	6,193,786	-2.0%
Community Services	1,194,256	1,549,312	4,715,591	4,764,987	6,414,298	9,517,696	48.4%
CSBG	1,469,183	1,489,531	1,489,531	1,535,543	1,530,496	1,756,701	14.8%
Discretionary & Fund Raising	41,035	41,233	203,689	284,270	311,758	3,423,525	998.1%
COVID Response	-	-	-	4,259,035	3,602,032	-	-100.0%
Total Annual Budget	$ 56,885,471	$ 72,400,955	$ 82,521,802	$ 88,221,361	$ 104,174,023	$ 122,827,262	17.9%

RECAP - EXPENDITURES BY CATEGORY	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	PROPOSED FY 2023/24 Budget	% Change 2023/24 Budget to 2022/23 Budget
Salaries	$ 25,995,600	$ 30,816,989	$ 33,631,062	$ 38,932,538	$ 38,578,242	$ 46,534,079	20.6%
Benefits	7,979,525	9,792,653	10,374,228	11,352,568	11,160,531	14,088,242	26.2%
Travel	536,271	604,666	814,611	723,003	721,930	861,060	19.3%
Space Cost	3,458,335	7,496,553	10,436,885	8,378,137	23,204,587	14,658,947	-36.8%
Supplies	1,796,041	2,343,556	2,061,180	2,639,488	3,253,861	2,838,477	-12.8%
Equipment	211,038	99,000	92,760	291,353	831,379	435,420	-47.6%
Consultant/Contract	954,462	2,765,704	4,177,786	4,224,507	3,795,550	3,601,227	-5.1%
Other Operating Cost	2,259,160	2,805,782	2,720,184	2,571,193	3,452,283	2,808,734	-18.6%
Program Costs	8,328,674	9,513,508	11,039,753	11,336,024	11,277,182	26,713,909	136.9%
Depreciation	306,776	362,700	311,004	301,440	301,440	317,240	5.2%
Indirect	5,059,589	5,799,844	6,862,349	7,471,110	7,597,038	9,969,927	31.2%
TOTAL	$ 56,885,471	$ 72,400,955	$ 82,521,802	$ 88,221,361	$ 104,174,023	$ 122,827,262	17.9%

Helping People. . . Changing Lives.

COMMUNITY ACTION PARTNERSHIP OF KERN

BOARD MEETING

AUGUST 16, 2023

FINANCIAL REPORT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/23 - 02/28/24	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/23 - 02/28/24	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/23 - 02/28/24	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/23 - 02/28/24	505	DONATIONS
ENERGY			NOT APPLICABLE	03/01/23 - 02/28/24	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/23 - 02/28/24	531	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	533	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	534	DONATIONS
211			NOT APPLICABLE	03/01/23 - 02/28/24	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	541	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/23 - 02/28/24	545	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/23 - 02/28/24	595	DONATIONS
RESTRICTED						
EARLY HEAD START/HEAD START	29,150,876	93.600	09CH011132-05	03/01/23 - 02/28/24	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	7,317,893	93.600	09CH011132-05	03/01/23 - 02/28/24	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D042103	08/01/22 - 07/31/23	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	244,868	21.009	23VITAA0166	10/01/22 - 09/30/23	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,756,701	93.569	23F - 4015	01/01/23 - 12/31/23	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	9,438,248 7,083,340	93.568 93.568	22B - 4012 23B - 5013	11/01/21 - 06/30/23 11/01/22 - 06/30/24	122-31 122-32	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	208,133	93.568	22Q-4561	09/01/22 - 06/30/23	122-42	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
ESLIHEAP (EMERGENCY SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM	5,432,583	93.568	22J-5716	04/1523 - 05/31/25	122-43	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) ARPA	9,870,655	93.568	21V-5561	08/01/21 - 03/31/23	122-41	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
ESLIHEAP (EMERGENCY SUPPLEMENTAL LOW-INCOME ENERGY ASSISTANCE PROGRAM)	5,432,583	93.568	23J-5716	04/15/23 - 05/31/25	122-42	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHWAP (LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM)	537,098	93.499	21Z-9556	04/01/22 - 08/31/23	124	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	677,192	93.575	CCTR - 2058	07/01/22 - 06/30/23	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 2058	07/01/22 - 06/30/23	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	5,643,428	93.575	CMAP - 2000	07/01/22 - 06/30/23	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT CHILD CARE	2,088	93.575	CMIG - 2004	07/01/22 - 06/30/23	250	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
NEOPB CAL FRESH HEALTHY LIVING	1,816,697	10.561	19-10324 A01	10/01/22 - 09/30/23	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CA	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	388,468	10.568/.569	15 - MOU - 00118	10/01/22 - 09/30/23	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP REACH AND RESILIENCY	96,159	10.568	15 - MOU - 00118	06/13/22 - 06/30/24	105-103	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
SNFMP (SENIOR FARMERS MARKET NUTRITION PROGRAM)	17,000	10.576		7/1/2020 - TBD	113	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S Phase 39	50,638	97.024		4/1/2022 - 5/31/2023	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S ARPA	156,509	97.024		7/1/2022 - 3/31/2023	114-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
LOCAL FOOD PURCHASE ASSISTANCE PROGRAM (LFPA)	815,097	10.182		PENDING	131	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
SAFE CAMPING - COUNTY OF KERN	1,212,423	21.027		7/1/2022 - 6/30/2023	142-000	U S DEPT OF TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	437,459	10.565	MOU-20-6003	10/01/22 - 09/30/23	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/22 - 09/30/23	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,277,247	10.557	22 - 10236	10/01/22 - 09/30/23	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
ASTHO VACCINE EQUITY PROJECT	575,000	93.185	00-FE-3400-01-00	05/01/22 - 06/30/23	151	US DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS OF DISEASE CONTROL AND PREVENTION, ASSOCIATION OF STATE AND TERRITORIAL HEALTH OFFICIALS (ASTHO)
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PRO	107,627	10.561	22 - CF - SUB - KERN	10/01/22 - 09/30/23	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
HUD COMMUNTY PROJECT FUNDING - FOOD BANK EXPANSION	3,000,000	14.251	B-22-CP-CA-0119	11/01/22 - 08/31/30	168	DEPARTMENT OF URBANK HOUSING AND DEVELOPMENT
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/22 - 06/30/23	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
BCSD CA SCHOOL COMMUNITY PARTNERSHIP	500,000	N/A		08/03/2022 - 06/30/2027	205	STATE OF CALIFORNIA, DEPT OF EDUCATION, BAKERSFIELD CITY SCHOOL DISTRICT (BCSD)
CITY OF BAKERSFIELD - FHCC SPORTS FIELD	1,000,000	N/A	2023 - 073	07/01/2022 - 07/30/2026	231	STATE OF CALIFORNIA, DEPT OF PARKS AND RECREATION, CITY OF BAKERSFIELD
CITY OF BAKERSFIELD CALVIP	578,731	N/A	2022-199	9/21/22-12/31/25	247	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	1,571,900	PO23-01122	N/A	07/01/22 - 06/30/23	248	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/22 - 06/30/23	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	23,809,862		CMAP - 2000	07/01/22 - 06/30/23	261	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	3,043,423		CCTR - 2058	07/01/22 - 06/30/23	253	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CALIFORNIA STATE PRESCHOOL PROGRAM	7,153,992		CSPP - 2120	07/01/22 - 06/30/23	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	291,239		CMIG - 2004	07/01/22 - 06/30/23	250	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT SPECIALIZED SERVICES	40,079		CMSS - 2004	07/01/22 - 06/30/23	252	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	1,466,598		21T-1015	12/01/21 - 06/30/23	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	4,874,043		010 - 2023	07/01/22 - 06/30/23	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000		509-2019	07/01/22 - 06/30/23	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	311,248		012 - 2023	07/01/22 - 06/30/23	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,108,229		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000		N/A	10/01/20 - 09/30/23	276	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE
FOOD BANK CAPACITY PROGRAM - FOOD BANK EXPANSION	4,859,606		SGRT-22-0012	07/01/21 - 06/30/26	215-100	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,749		15 MOU - 00118	07/01/22 - 06/30/23	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	242,527		15 MOU - 00118	07/01/22 - 06/30/23	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS	3,669,360		N/A	07/01/22 - 06/30/23	216-102	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
BOARD OF STATE AND COMMUNITY CORRECTIONS WARM HAND-OFF	750,000		BSCC 1012-22	10/01/22 - 04/30/26	277	STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS
DIFFERENTIAL RESPONSE SERVICES	240,727		N/A	07/01/22 - 06/30/23	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FIRST 5 KERN - HELPLINE 211	90,558 93,282		2020.2.05	07/01/22 - 06/30/23 07/01/23 - 06/30/24	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	144,951 147,799		2020.2.06	07/01/22 - 06/30/23 07/01/23 - 06/30/24	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	249,281 256,718		2020.1.06	07/01/22 - 06/30/23 07/01/23 - 06/30/24	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	169,156 173,165		2020.2.18	07/01/22 - 06/30/23	286	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
SIERRA FOUNDATION - ASTHMA MITIGATION	500,000		N/A	08/01/20 - 05/15/23	290	STATE OF CALIFORNIA, DEPARTMENT OF HEALTH CARE SVCS. SIERRA FOUNDATION
UNITED WAY STANISLAUS - CES	402,525			07/01/22 - 03/31/23	292	STATE OF CALIFORNIA, HOUSING HOMELESS ASSISTANCE AND PREVENTION, UNITED WAY OF STANISLAUS COUNTY
COUNTY OF KERN HELPLINE 211	45,000		604-2022	07/01/22 - 06/30/23	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/22 - 06/30/23	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND
FRIENDSHIP HOUSE - ALBERTSONS STEM	4,868				531-266	ALBERTSONS COMPANIES FOUNDATION
211 LA County	10,000 15,000		N/A	11/01/22 - 06/30/23 07/01/23 - 06/30/24	536-230	CALIFORNIA 211 PROVIDERS NETWORK
211 KINGS COUNTY	22,868		N/A	07/01/22 - 06/30/23	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/22 - 06/30/23	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	93,600		N/A	07/01/22 - 06/30/23	536-234	UNITED WAY OF STANISLAUS COUNTY
211 FRESNO AND MADERA COUNTIES	96,737		N/A	01/01/23 - 12/31/23	536-235	UNITED WAY OF FRESNO AND MADERA COUNTIES
211 MERCED & MARIPOSA	25,910		N/A	07/1/22 - 06/30/23	536-235	UNITED WAY OF MERCED & MARIPOSA COUNTIES
FEEDING AMERICA SERVICE INSIGHTS	100,000		N/A	01/01/23 - TBD	423	FEEDING AMERICA SERVICE INSIGHTS

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FOOD BANK FREE FARMERS MARKET - WASCO	150,000		N/A	12/01/22 - 11/30/23	467	THE WONDERFUL COMPANY FOUNDATION
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST
KERN FAMILY HEALTH SYSTEMS CAL AIM	PER VISIT			07/01/22 - TBD	550	KERN FAMILY HEALTH SYSTEMS

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2023/24

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
108	Early Head Start	X					
109	Head Start	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
248	San Joaquin COE General Child Care (CCTR)	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
270	Home Visit Initiative	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
175-032	CSBG Discretionary - Ridgecrest		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
422	Feeding America Senior Hunger		X				
423	Feeding America Service Insights		X				
475	Wonderful Company Food Bank Expansion		X				
485	Southern California Gas Company (Solar)		X				
461	CAFB Food Access for Farmworkers Initiative		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
505	Food Bank - Expansion		X				

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2023/24

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	Energy						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
124	Low Income Home Water Assistance			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	VITA (Volunteer Income Tax Assistance)						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	East Kern Family Resource Center						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
286	First 5 Oasis Family Resource Center				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
534	Oasis Family Resource Center				X		
	Youth Services						
120	Information & Education				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	Homeless Services						
141	ESG CARES Act Homeless Services				X		
142	County of Kern LBNC - Safe Camping				X		
160	HUD Coordinated Entry System				X		
275	County of Kern LBNC				X		
276	BKRHC HHAP				X		
278	City of Bakersfield HHAP				X		
292	United Way Stanislaus CES				X		
550	CalAIM Homeless Prevention Services				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2023/24

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	2-1-1						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
429	Southern CA Gas CRM Development Program				X		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		
	Other						
151	ASTHO Vaccine Equity				X		
205	BCSD Community School Partnership Program				X		

COMMUNITY ACTION PARTNERSHIP OF KERN

LINE OF CREDIT ADVANCES AND REPAYMENTS

FISCAL YEAR 2023/24

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
03/31/23	n/a				
04/30/23	n/a				
05/31/23	n/a				
06/30/23	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 15, 2023 for $1.5 million during January , February, July, August 2023 and will decrease to $350,000 during March - June 2023, Sept - Dec 2023. This agreement will terminate on January 15, 2024. A varied amount decrease to better manage the cash flow need during peak months.

LINE OF CREDIT COMMITMENT FEE (Based on the daily unused amount of the line of credit calculated quarterly)

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/22 - 3/31/23	90 days	$ 642.01	8.69%
04/01/23 - 6/30/23	90 days	$ 221.18	8.90%
07/01/23 - 9/30/23	90 days		
10/01/23 - 12/31/23	90 days		

Note 3: The interest expense and commitment fee are automatically deducted from CAPK's operating bank account at Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN
OPERATING CASH SUMMARY AS OF JUNE 30, 2023

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(158,678.89)
HEAD START/EARLY HEAD START	(154,022.50)
SUBTOTAL	**(312,701.39)**
GENERAL CHILD CARE	(259,328.79)
MIGRANT A/P	138,478.60
Child Development Reserve Fund No. 1	(8,294.23)
Child Development Reserve Fund No. 2	(7,957.38)
MIGRANT CHILD CARE	76,458.38
MIGRANT SPECIALIZED SERVICES	(2,505.00)
SAN JOAQUIN COE GENERAL CHILD CARE	(248,844.73)
STATE PRESCHOOL	2,375,368.39
SUBTOTAL	**2,063,375.24**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(130,439.93)
EF&S	17,891.00
EFAP	(143,961.14)
HUD CPF Food Bank Expansion	(1,615,521.22)
FEEDING AMERICA SERVICE INSIGHTS	55,868.37
FOOD BANK	(288,140.56)
FOOD BANK EXPANSION	(2,335.31)
FOOD BANK CAPACITY PROGRAM	950,915.91
FOOD BANK - STATE	(907,305.40)
SOUTHERN CA GAS COMPANY	200,000.00
WONDERFUL FOOD BANK EXPANSION	2,225,168.77
WONDERFUL FOUNDATION	88,421.43
SUBTOTAL	**450,561.92**
ENERGY	(148,277.33)
DOE WAP	0.00
LIHEAP	(1,906,495.44)
LIWHAP	(108,074.91)
PG&E	6,065.59
TRANSFER NEGATIVE BALANCE	2,156,782.09
SUBTOTAL	**0.00**
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	**0.00**
211	442,520.10
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(85,601.30)
KCCD CERF REGIONAL CONVENOR	(11,033.56)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(16,564.46)
CALAIM HOMELESS PREVENTION SERVICES	154,016.89
CAL FRESH	(23,914.41)
CALEITC	(456,895.46)
CAPK FOUNDATION	(27,392.96)
COST POOLS	399,251.30
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	12,443.23
CSBG	67,752.95
CSBG - DISCRETIONARY	0.00
DIFFERENTIAL RESPONSE	(73,175.63)
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	3,238,724.22
EAST KERN FAMILY RESOURCE CENTER	25,465.72
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	51,740.36
ESG COORDINATED ENTRY SERVICE - COVID19	(645.15)
ASTHO VACCINE EQUITY	(16,210.66)
CITY OF BAKERSFIELD CAL VIP	(27,687.58)
FIRST 5 KERN 211	(18,002.23)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(37,184.57)
FIRST 5 HELP ME GROW	(20,905.08)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(36,148.52)
FRIENDSHIP HOUSE	18,402.90
FUNDRAISING	275,059.44
GENERAL FUND	(384,284.09)
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(14,709.17)
HOME VISIT INITIATIVE (CO OF KERN)	(131,429.00)
HUD-COORDINATED ENTRY SYSTEM	(61,801.46)
COUNTY OF KERN - 211	(953.29)
INDIRECT FUND	1,200,621.21
IRS - VITA	(24,921.67)
TAX ASSISTANCE	21,283.18
M ST NAVIGATION CENTER	48,659.10
NEOPB CAL FRESH HEALTHY LIVING	(234,132.98)
POSITIVE YOUTH DEV SVC	(8,593.87)
POSITIVE YOUTH M	(32,627.81)
SHAFTER YOUTH CENTER	79,144.80
OASIS FAMILY RESOURCE CENTER	12,229.92
SIERRA FOUNDATION - ASTHMA MITIGATION	63,202.15
UNITED WAY 211	981.55
UW STANISLAUS CES	(55.00)
WELLS FARGO FOUNDATION	47,435.61
WIC	(686,210.06)
LESS: ENERGY NEGATIVE BALANCE	(2,156,782.09)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**1,572,121.27**
TOTAL OPERATING CASH	3,773,357.04

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED June 1, 2023 - June 30, 2023

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Catherine Anspach	Foundation Director of Development	436.82
Gloria Barbero	Administrator - EHS San Joaquin	-
Yolanda Gonzales	Director of Head Start/State Child Development Programs	4,513.69
Freddy Hernandez	Director of Youth and Community Services	9,209.77
Louis Gill	Chief Program Officer	8,215.47
Lisa McGranahan	Director of Human Resources	1,414.00
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	287.67
Pritika Ram	Chief Business Development Officer	1,403.48
Jeremy Tobias	Chief Executive Officer	2,842.75
Emilio Wagner	Director of Operations	7,762.91
Tracy Webster	Chief Financial Officer	513.23
Rebecca Moreno	Director of Housing Support Services	9,285.19
Susana Magana	Director of Nutrition Services	5,880.22
	Total	$ 51,765.20

WELLS FARGO

Reporting Period : 6/1/2023 - 6/30/2023

Statement Summary

Name	Capk Ap	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	**Currency**	US Dollar
Reporting Period	6/1/2023 - 6/30/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount

Transaction Count: 0

Total: 0.00

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2023 - 6/30/2023

Statement Summary

Name	Catherine Anspach	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-1647	**Currency**	US Dollar
Reporting Period	6/1/2023 - 6/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/31/2023	6/1/2023	Food-Ex Bakersfield, CA				284.28
	Lunch for Foundation Board Meeting. Agenda & List of attendees is attached.						
2	6/5/2023	6/6/2023	El Sombrero Restaurant Bakersfield, CA				43.99
	Lunch meeting with new Foundation Board Member. C. Anspach & L. Brust						
3	6/30/2023	6/30/2023	Eb 32nd Annual Commun 801-413-7200, CA				108.55
	Registration Fee for Lara Popkin to attend the United Way 32nd Annual Community Professional Development Conference. No agenda was published, see attachments.						

Transaction Count: 3

Total: 436.82

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2023 - 6/30/2023

Statement Summary

Name	Yolanda Gonzales	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7009	**Currency**	US Dollar
Reporting Period	6/1/2023 - 6/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/1/2023	6/2/2023	American Air Fort Worth, TX				646.20
	Flight ticket for Yolanda Gonzales for 2023 CAPLAW Conference, Austin, TX 062723-062923						
2	6/1/2023	6/2/2023	American Air Fort Worth, TX				646.20
	Flight ticket for Elsa Navarrete for 2023 CAPLAW National Training conference in Austin, TX on 06/27/23-06/2923						
3	6/1/2023	6/2/2023	American Air Fort Worth, TX				646.20
	Flight ticket for Letisha Brooks for 2023 CAPLAW National Training Conference in Austin, TX 062723-062923						
4	6/1/2023	6/2/2023	American Air Fort Worth, TX				646.20
	Flight ticket for Sylvia Ortega to Attend 2023 CAPLAW National Training Conference in Austin, TX 06/26/23-06/2923						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	6/1/2023	6/2/2023	American Air Fort Worth, TX				646.20
	Flight ticket for Robert Espinosa to attend 2023 CAPLAW National Training Conference in Austin, TX 062623-062923						
6	6/7/2023	6/7/2023	American Air Fort Worth, TX				142.61
	Flight ticket for Yolanda Gonzales to attend 2023 CAPLAW National Training Conference in Austin, TX 062623-062923						
7	6/7/2023	6/7/2023	American Air Fort Worth, TX				142.61
	Flight ticket for Elsa Navarrete to attend 2023 CAPLAW National Conference in Austin, TX 062623-062923						
8	6/7/2023	6/7/2023	American Air Fort Worth, TX				142.61
	Flight ticket for Letisha Brooks to attend 2023 CAPLAW National Training Conference in Austin, TX 062623-062923						
9	6/7/2023	6/7/2023	American Air Fort Worth, TX				142.61
	Flight Ticket for Sylvia Ortega to attend 2023 CAPLAW National Training Conference in Austin, TX 062623-062923						
10	6/7/2023	6/7/2023	American Air Fort Worth, TX				142.61
	Flight ticket for Robert Espinosa to attend 2023 CAPLAW National Training Conference in Austin, TX on 062623-062923						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
11	6/29/2023	6/30/2023					5.64
	Flocker Oy cross border fee for Subscription renewal						
12	6/29/2023	6/30/2023	Flockler Subscription Tampere				564.00
	Flocker Subscription Automatic Renewal						

Transaction Count: 12

Total: 4,513.69

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2023 - 6/30/2023

Statement Summary

Name	Freddy Hernandez	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8850	**Currency**	US Dollar
Reporting Period	6/1/2023 - 6/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/2/2023	6/5/2023	Smart And Final 326 Bakersfield, CA				69.86
	Supplies for staff participating in the Cal-Water LIHWAP Outreach event at Bakersfield College 6/3/23						
2	6/6/2023	6/8/2023	Sheraton 619-2912900, CA				733.68
	Lodging for Jacquelyn Guerra to attend the NEUAC Annual Conference 6/12/23-6/15/23 in San Diego, CA						
3	6/6/2023	6/8/2023	Sheraton 619-2912900, CA				733.68
	Lodging for Abran Gonzalez to attend the NEUAC Annual Conference 6/12/23-6/15/23 in San Diego, CA						
4	6/6/2023	6/8/2023	Sheraton 619-2912900, CA				733.68
	Lodging for Wilfredo Cruz to attend the NEUAC Annual Conference 6/12/23-6/15/23 in San Diego, CA						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	6/6/2023	6/8/2023	Sheraton 619-2912900, CA				733.68
	Lodging for Freddy Hernandez to attend the NEUAC Annual Conference 6/12/23-6/15/23 in San Diego, CA						
6	6/8/2023	6/9/2023	Dept Parks Contact Cente Ca.Stateparks, CA				664.20
	SYC Student Field Trip Hearst Castle						
7	6/11/2023	6/13/2023	Exc - Adv Dep 8552755733, NV				54.42
	Lodging for Sulema Romero to attend the Latino Tax Fest Conference in Las Vegas, NV July 9-14, 2023						
8	6/11/2023	6/13/2023	Exc - Adv Dep 8552755733, NV				700.00
	Lodging for Sulema Romero to attend the Latino Tax Fest Conference in Las Vegas, NV July 9-14, 2023						
9	6/11/2023	6/13/2023	Exc - Adv Dep 8552755733, NV				-146.28
	Lodging for Christina Beltran to attend the Latino Tax Fest Conference in Las Vegas, NV July 9-14, 2023 (adjustment)						
10	6/11/2023	6/13/2023	Exc - Adv Dep 8552755733, NV				700.00
	Lodging for Christina Beltran to attend the Latino Tax Fest Conference in Las Vegas, NV July 9-14, 2023						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
11	6/11/2023	6/13/2023	Exc - Adv Dep 8552755733, NV				700.00
	Lodging for Julia Romero to attend the Latino Tax Fest Conference in Las Vegas, NV July 9-14, 2023						
12	6/11/2023	6/13/2023	Exc - Adv Dep 8552755733, NV				54.42
	Lodging for Christina Beltran to attend the Latino Tax Fest Conference in Las Vegas, NV July 9-14, 2023						
13	6/11/2023	6/13/2023	Mgm Grand - Adv Dep 8552755733, NV				800.00
	Registration for Jayshree Madeka to attend the Latino Tax Fest Conference in Las Vegas, NV July 9-14, 2023						
14	6/11/2023	6/13/2023	Exc - Adv Dep 8552755733, NV				54.42
	Lodging for Julia Romero to attend the Latino Tax Fest Conference in Las Vegas, NV July 9-14, 2023						
15	6/11/2023	6/13/2023	Exc - Adv Dep 8552755733, NV				-146.28
	Lodging for Sulema Garcia to attend the Latino Tax Fest Conference in Las Vegas, NV July 9-14, 2023 (Adjustment)						
16	6/11/2023	6/13/2023	Exc - Adv Dep 8552755733, NV				-146.28
	Lodging for Julia Romero to attend the Latino Tax Fest Conference in Las Vegas, NV July 9-14, 2023 (Adjustment)						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
17	6/11/2023	6/14/2023	Latino Tax Professionals 866-936-2587, CA				549.00
	Registration for Sulema Garcia to attend the Latino Tax Fest Conference in Las Vegas, NV July 9-14, 2023						
18	6/11/2023	6/14/2023	Latino Tax Professionals 866-936-2587, CA				549.00
	Registration for Christina Beltran to attend the Latino Tax Fest Conference in Las Vegas, NV July 9-14, 2023						
19	6/11/2023	6/14/2023	Latino Tax Professionals 866-936-2587, CA				549.00
	Registration for Julia Romero to attend the Latino Tax Fest Conference in Las Vegas, NV July 9-14, 2023						
20	6/16/2023	6/19/2023	Sheraton 619-2912900, CA				141.00
	Parking for Jacquelyn Guerra's vehicle attended the NEUAC Annual Conference June12-14, 2023 in San Diego, CA						
21	6/20/2023	6/22/2023	Mgm Grand - Adv Dep 8552755733, NV				800.00
	Lodging for Andrea Chavez to attend the Latino Tax Fest Conference in Las Vegas, NV July 9-14, 2023						
22	6/22/2023	6/23/2023	Cheapairportparking Httpswww.Chea, FL				82.95
	Parking for staff to park company vehicle (staff attend the Community Violence Intervention Conference in Los Angeles, CA June 25-27, 2023)						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
23	6/23/2023	6/26/2023	Eb 32nd Annual Commun 801-413-7200, CA				108.55
	Registration for Jacquelyn Guerra to attend the 32nd Annual Community Professional Development Conference in Bakersfield July 26, 2023						
24	6/25/2023	6/26/2023	Canva* I03827-25609499 Httpscanva.Co, DE				12.95
	VITA Canva Pro June 2023						
25	6/27/2023	6/29/2023	Kern River Power Equipme Bakersfield, CA				124.12
	Energy Program: Immediate need to repair insulation machine used to complete work						

Transaction Count: 25

Total: 9,209.77

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2023 - 6/30/2023

Statement Summary

Name	Louis Gill	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6829	**Currency**	US Dollar
Reporting Period	6/1/2023 - 6/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/5/2023	6/6/2023	Fs *archenergy 877-3278914, CA				2,500.00
	REM/Design v16 Software license for 10 users (Energy Program)						
2	6/15/2023	6/15/2023	American Air Fort Worth, TX				1,158.80
	Airfare for Louis Gill to attend the National Conference on Ending Homelessness and Capital Hill Day Washington, DC 7/16/23 - 7/20/23						
3	6/15/2023	6/15/2023	American Air Fort Worth, TX				498.80
	Airfare for Louis Gill to attend the National Community Action Partnership Annual Convention in Atlanta, GA August 22-25, 2023						
4	6/15/2023	6/16/2023	Urbane Cafe Bakersfiel Bakersfield, CA				149.23
	Lunch for the Standing PRE Committee Meeting June 14, 2023						
5	6/16/2023	6/19/2023	Www.Aaafoodhandler.Com Www.Aaafoodha, TX				6.95
	Food handler Training for Angelica Daniels						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	6/16/2023	6/19/2023	Www.Aaafoodhandler.Com Www.Aaafoodha, TX				6.95
	Food handler Training for Cynthia Ibarra						
7	6/16/2023	6/19/2023	Www.Aaafoodhandler.Com Www.Aaafoodha, TX				6.95
	Food handler Training for Jeremy Guirdy						
8	6/16/2023	6/19/2023	Www.Aaafoodhandler.Com Www.Aaafoodha, TX				6.95
	Food handler Training for Joy Dawson						
9	6/23/2023	6/26/2023	Hilton Washington Coho 202-4833000, DC				873.11
	Lodging for Marlene Ruiz to attend the NC Ending Homelessness Conference Jul 16-20, 2023 in Washington, DC						
10	6/23/2023	6/26/2023	Hilton Washington Coho 202-4833000, DC				873.11
	Lodging for Louis Gill to attend the NC Ending Homelessness Conference Jul 16-20, 2023 in Washington, DC						
11	6/25/2023	6/27/2023	Sheraton Gateway Los Ange 999-9999999, CA				700.00
	Lodging for Nhuxuan (Stacy) Lais to attend the Community Violence Intervention Conference in Los Angeles, CA June 25-27, 2023						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	6/25/2023	6/27/2023	Sheraton Gateway Los Ange 999-9999999, CA				700.00
	Lodging for J. Reyes Gonzalez to attend the Community Violence Intervention Conference in Los Angeles, CA June 25-27, 2023						
13	6/25/2023	6/27/2023	Sheraton Gateway Los Ange 999-9999999, CA				700.00
	Lodging for L.Hannible to attend the Community Violence Intervention Conference in Los Angeles, CA June 25-27, 2023						
14	6/27/2023	6/28/2023	American Air Fort Worth, TX				563.80
	Airfare for Freddy Hernandez to attend the National Community Action Partnership Annual Convention in Atlanta, GA August 22-25, 2023						
15	6/27/2023	6/30/2023	Sheraton Gateway Los Ange Los Angeles, CA				-191.06
	Credit adj for Jessica Reyes lodging to attend the Community Violence Intervention Conference in Los Angeles, CA June 25-27, 2023						
16	6/27/2023	6/30/2023	Sheraton Gateway Los Ange Los Angeles, CA				-191.06
	Credit adj for L.Hannible's lodging to attend the Community Violence Intervention Conference in Los Angeles, CA June 25-27, 2023						
17	6/27/2023	6/30/2023	Sheraton Gateway Los Ange Los Angeles, CA				-147.06
	Credit adj for Nhuxuan Lai (Stacy) lodging to attend the Community Violence Intervention Conference in Los Angeles, CA June 25-27, 2023						

Transaction Count: 17

Total: 8,215.47

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2023 - 6/30/2023

Statement Summary

Name	Lisa McGranahan	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	**Currency**	US Dollar
Reporting Period	6/1/2023 - 6/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/8/2023	6/9/2023	Urbane Cafe Bakersfiel Bakersfield, CA				183.87
	Personnel Committee Meeting May 31, 2023						
2	6/8/2023	6/12/2023	Four Points By Sherato Bakersfield, CA				535.17
	Hotel stay for Ashneet Sandhu, Stockton HR Specialist. 06/04/2023-06/07/2023						
3	6/10/2023	6/12/2023	Biometrics4all Inc 714-568-9888, CA				11.25
	Relay Fees for running New Hire Fingerprints Invoice Period 05/01/2023-5/31/2023 Invoice Date 06/01/2023						
4	6/22/2023	6/23/2023	Sq *paradise Balloon Desi Bakersfield, CA				664.72
	Decoration for CAPK Job Fair 2023						
5	6/22/2023	6/26/2023	Lowes #00790 Bakersfield, CA				18.99
	Purchase of Zip ties and rope to hang banners for Job Fair						

Transaction Count: 5

Total: 1,414.00

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2023 - 6/30/2023

Statement Summary

Name	Jerry Meade	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8086	**Currency**	US Dollar
Reporting Period	6/1/2023 - 6/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/2/2023	6/5/2023	The Home Depot #1022 Stockton, CA				147.92
	Folding Tables and Extension Cord for SJCOE Job Fair.						
2	6/2/2023	6/5/2023	Stockton Supplies Stockton, CA				52.75
	Table coverings and skirts for SJCOE Job Fair.						
3	6/21/2023	6/22/2023	Paypal 402-935-7733, VA				29.00
	Anti-Bias Pyramid Model Training for HVP staff ~ GPadilla						
4	6/21/2023	6/22/2023	Paypal 402-935-7733, VA				29.00
	Anti-Bias Pyramid Model Training for HVP staff ~ AZepeda						
5	6/21/2023	6/22/2023	Paypal 402-935-7733, VA				29.00
	Anti-Bias Pyramid Model Training for HVP staff ~ TLopez						

Transaction Count: 5

Total: 287.67

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2023 - 6/30/2023

Statement Summary

Name	Pritika Ram	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7074	**Currency**	US Dollar
Reporting Period	6/1/2023 - 6/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/1/2023	6/2/2023	Stk*shutterstock 866-6633954, NY				29.00
	Monthly Subscription for Stock Photos						
2	6/2/2023	6/5/2023	Qr-Code-Generator.Com Bielefeld, NOR				191.88
	Annual Fee for QR Code Generator PRO - Advanced Plan from June 2, 2023 to June 2, 2024.						
3	6/2/2023	6/5/2023					1.92
	Unknown Expense						
4	6/7/2023	6/8/2023	Sheraton 916-4471700, CA				284.70
	Hotel Fee for Pritika Ram in Sacramento, CA - CCEDA Conference						
5	6/7/2023	6/8/2023	Stk*shutterstock 866-6633954, NY				199.00
	Annual Music Subscription / Standard License with Unlimited Downloads.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	6/9/2023	6/12/2023	Vons.Com #1969 877-505-4040, CA				74.78
	Food Order for Public Hearing at Friendship House on 6/8/23. Agenda & Sign-in Sheet Attached. Minor discrepancy in price due to bag fee estimated but not charged. .70 cents difference.						
7	6/12/2023	6/13/2023	Issuu 844-477-8800, CA				252.00
	Annual License fee for Published Content / Marketing						
8	6/16/2023	6/16/2023	Facebk Gc3w4rfem2 650-5434800, CA				100.00
	Facebook Ad - "Exciting News! Join us at the C APK Summer Job Fair"						
9	6/20/2023	6/21/2023	Facebk D72a9rfem2 650-5434800, CA				45.04
	Facebook Ad - "Exciting News! Join us at the C APK Summer Job Fair"						
10	6/23/2023	6/26/2023	Facebk Lb7cgrkem2 650-5434800, CA				100.00
	Facebook Ads "Exciting News, Join us at the CAPK Summer Job Fair"						
11	6/23/2023	6/26/2023	Vons #1969 Bakersfield, CA				106.20
	Lunch for DEI Meeting. Sign-in sheet and presentation slides are attached.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	6/29/2023	6/30/2023	Smart And Final 362 Bakersfield, CA				18.96

Refreshments for June 29th LGBTQ & DEI Training. Sign-in sheet and presentations slides are attached.

Transaction Count: 12

Total: 1,403.48

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2023 - 6/30/2023

Statement Summary

Name	Jeremy Tobias	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7066	**Currency**	US Dollar
Reporting Period	6/1/2023 - 6/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/31/2023	6/1/2023	Food-Ex Bakersfield, CA				335.85
	Lunch for Board of Directors meeting on May 31, 2023.						
2	6/3/2023	6/5/2023	Eb 32nd Annual Commun 801-413-7200, CA				174.42
	Registration Fee for Yolanda Ochoa and Gina Martinez to attend the United Way Annual Community Professional Development Conference in Bakersfield. (total of 2 registrations)						
3	6/15/2023	6/16/2023	Uniquely Chic Florist And 661-588-7997, CA				93.76
	Sympathy Plant for Staff Member Laurie Sproule.						
4	6/17/2023	6/19/2023	Chevron 0380243 Bakersfield, CA				74.73
	Gasoline for CEO's Agency Vehicle.						
5	6/23/2023	6/26/2023	McW#1006-Coffee 866-2543229, CA				29.99
	Monthly Car Wash Membership for Agency Vehicle						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	6/24/2023	6/26/2023	Sq *atx Coop Taxi 44 Austin, TX				53.10
	Taxi Fare for Jeremy Tobias, from airport to hotel in Austin, TX for CAPLAW Conference						
7	6/28/2023	6/29/2023	Food-Ex Bakersfield, CA				479.85
	Lunch for Board of Directors Meeting on June 28, 2023						
8	6/29/2023	6/30/2023	American Air Fort Worth, TX				583.80
	Airline Ticket for Board Member Michelle Jara-Rangel - NCAP Convention in Atlanta, GA. Purchased $100 Refundable ticket option per the direction of CEO J. Tobias for possible cancellation.						
9	6/29/2023	6/30/2023	Sq *atx Co-Op Taxi Austin, TX				49.63
	Taxi Fare for Jeremy Tobias, from hotel to airport in Austin, TX for CAPLAW Conference						
10	6/30/2023	6/30/2023	American Air Fort Worth, TX				483.81
	Airline Ticket for Board Member Gina Martinez - NCAP Convention in Atlanta, GA						
11	6/30/2023	6/30/2023	American Air Fort Worth, TX				483.81
	Airline Ticket for Board Member Ana Vigil - NCAP Convention in Atlanta, GA						

Transaction Count: 11

Total: 2,842.75

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2023 - 6/30/2023

Statement Summary

Name	Emilio Wagner	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7041	**Currency**	US Dollar
Reporting Period	6/1/2023 - 6/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/5/2023	6/6/2023	Caplaw.Org Caplaw.Org, MA				725.00
	Reg for employee to attend CAPLAW conference						
2	6/5/2023	6/7/2023	Wipfli Llp Madison, WI				4,650.00
	Registration for 2023 Nonprofit Conference						
3	6/6/2023	6/7/2023	Caesars Place Adv Rsvn 8662094732, NV				201.82
	Hotel for Ryan to attend Wipfli 2023 Nonprofit Conference 071023-071423						
4	6/6/2023	6/7/2023	Caesars Place Adv Rsvn 8662094732, NV				201.82
	Hotel for staff to attend Wipfli 2023 Nonprofit Conference 071023-071423						
5	6/11/2023	6/12/2023	Microsoft G023941283 701-2817490, WA				1,297.29
	Azure Virtual machine for Childplus Head Start						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	6/13/2023	6/13/2023	Eb Kern County Ada Co 801-413-7200, CA				225.00
	Adults with disabilities act (ADA training for Facility staff						
7	6/20/2023	6/21/2023	Mindbody 805-5462000, CA				461.98
	Premiere Basic for June						

Transaction Count: 7

Total: 7,762.91

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2023 - 6/30/2023

Statement Summary

Name	Tracy Webster	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6993	**Currency**	US Dollar
Reporting Period	6/1/2023 - 6/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/9/2023	6/9/2023	Wpy*federal Grants Traini 855-999-3729, GA				249.00
	Procurement boot camp for Gabrielle Alexander						
2	6/22/2023	6/22/2023	Panera Bread #601790 O 661-395-9300, CA				136.58
	June 2023 Budget and Finance committee meeting catering						
3	6/28/2023	6/29/2023	Big Red Consulting 408-732-1492, CA				127.65
	Annual renewal for Positive Pay file Creator - Excel Annual Key 072023-072024						

Transaction Count: 3

Total: 513.23

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2023 - 6/30/2023

Statement Summary

Name	Rebecca Moreno	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-4956	**Currency**	US Dollar
Reporting Period	6/1/2023 - 6/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/22/2023	6/22/2023	American Air Fort Worth, TX				498.80
	Airfare for Rebecca Moreno to attend the National Community Action Partnership Annual Convention in Atlanta, GA August 22-25, 2023						
2	6/22/2023	6/23/2023	American Air Fort Worth, TX				1,058.79
	Airfare for Rebecca Moreno to attend the National Conference on Ending Homelessness and Capital Hill Day Washington, DC 7/16/23 - 7/20/23						
3	6/22/2023	6/23/2023	American Air Fort Worth, TX				1,058.79
	Airfare for Keith Jackson to attend the National Conference on Ending Homelessness and Capital Hill Day Washington, DC 7/16/23 - 7/20/23						
4	6/22/2023	6/23/2023	American Air Fort Worth, TX				1,058.79
	Airfare for Joseph Aguilar to attend the National Conference on Ending Homelessness and Capital Hill Day Washington, DC 7/16/23 - 7/20/23						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	6/22/2023	6/23/2023	American Air Fort Worth, TX				1,058.79
	Airfare for Adam Ramos to attend the National Conference on Ending Homelessness and Capital Hill Day Washington, DC 7/16/23 - 7/20/23						
6	6/22/2023	6/23/2023	American Air Fort Worth, TX				1,058.79
	Airfare for Marlene Ruiz to attend the National Conference on Ending Homelessness and Capital Hill Day Washington, DC 7/16/23 - 7/20/23						
7	6/23/2023	6/26/2023	Hilton Washington Coho 202-4833000, DC				873.11
	Lodging for Adam Ramos to attend the NC Ending Homelessness Conference Jul 16-20, 2023 in Washington, DC						
8	6/23/2023	6/26/2023	Hilton Washington Coho 202-4833000, DC				873.11
	Lodging for Joseph Aguilar to attend the NC Ending Homelessness Conference Jul 16-20, 2023 in Washington, DC						
9	6/23/2023	6/26/2023	Hilton Washington Coho 202-4833000, DC				873.11
	Lodging for Keith Jackson to attend the NC Ending Homelessness Conference Jul 16-20, 2023 in Washington, DC						
10	6/23/2023	6/26/2023	Hilton Washington Coho 202-4833000, DC				873.11
	Lodging for Rebecca Moreno to attend the NC Ending Homelessness Conference Jul 16-20, 2023 in Washington, DC						

Transaction Count: 10

Total: 9,285.19

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2023 - 6/30/2023

Statement Summary

Name	Susana Magana	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6693	**Currency**	US Dollar
Reporting Period	6/1/2023 - 6/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/30/2023	6/1/2023	Office Depot #952 Bakersfield, CA				136.31
	IT ran out of HDMI Cables therefore purchased from a local Office Depot Store (MCAP)						
2	6/6/2023	6/7/2023	Lassens Natural Foods-Bk Bakersfield, CA				621.16
	Special Diet Food						
3	6/7/2023	6/8/2023	Ntlrest Servsafe 312-7151010, IL				30.00
	Food Handling Certificates for Adriana Gonzalez & Erinne Rabanal						
4	6/13/2023	6/15/2023	Embassy Suites 760-7771711, CA				1,000.00
	Lodging for staff to attend the Riverside County Family Outreach and Recertification 6-5-23.						
5	6/15/2023	6/19/2023	Embassy Suites 760-7771711, CA				1,580.26
	Lodging for staff to attend the Riverside County Family Outreach and Recertification 6-5-23						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	6/17/2023	6/19/2023	8883o84415* Doubletree Httpshelp.Lod, CA				1,168.60
	MCAP Prepaid expense FYE 2023-2024 for lodging for Susana Magana, Laura Porta & Maria Verduzco Sacramento, CA Conference CAPPA September 27-29, 2023						
7	6/20/2023	6/21/2023	Lassens Natural Foods-Bk Bakersfield, CA				292.06
	Special Food Diet						
8	6/20/2023	6/22/2023	Flame And Skewers 1 Bakersfield, CA				242.33
	Central Kitchen staff meeting 6/21/23						
9	6/21/2023	6/23/2023	Vons #1969 Bakersfield, CA				44.42
	Central Kitchen staff meeting expenses						
10	6/23/2023	6/26/2023	Holiday Inn Express 2093843700, CA				166.45
	MCAP; Lodging for staff to meet with program parents, providers and outreach						
11	6/23/2023	6/26/2023	Holiday Inn Express 2093843700, CA				166.45
	MCAP; Lodging for staff to meet with program parents, providers and outreach						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	6/24/2023	6/26/2023	Walmart.Com 8009666546 800-966-6546, AR				168.61
	Special Diet Supplement						
13	6/27/2023	6/29/2023	Jim Burke Ford 661-328-3600, CA				263.57
	MCAP Vehicle repair						

Transaction Count: 13

Total: 5,880.22

Employee Signature **Date**

Authorized Approver Signature **Date**

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2023 TO FEBRUARY 28, 2024 (4 OF 12 MONTHS OR 33.33%)

Line Item	2023/24 Budget	3/1/23 - 2/28/24 Actual	% Expended	Available Budget
USDA Revenue (Note A)	2,098,319	420,092	20.0%	1,678,227
Head Start Subsidy	1,213,057	390,654	32.2%	822,403
Total Revenue	3,311,376	810,746	24.5%	2,500,630
Expenditures (Note B)				
Salaries	843,039	239,115	28.4%	603,924
Benefits	258,634	66,063	25.5%	192,571
Vehicle Gasoline, Repair/Maintenance	47,000	11,351	24.2%	35,649
Space Costs	121,700	31,321	25.7%	90,379
Supplies - Office & Food Service	106,000	52,213	49.3%	53,787
Equipment Repair/Maintenance & Lease	35,300	8,223	23.3%	27,077
Communication	13,000	5,950	45.8%	7,050
Risk Insurance	12,700	4,285	33.7%	8,415
Printing	1,000	589	58.9%	411
Hiring & Employee Costs	100	353	353.0%	(253)
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	1,552,853	301,747	19.4%	1,251,106
Sub Total	2,991,826	721,210	24.1%	2,270,616
Adult Meals Prepared	128,794	50,896	39.5%	77,898
Indirect	190,756	38,641	20.3%	152,115
Total Expenditures	3,311,376	810,746	24.5%	2,500,630

	Prior Period	JUNE 2023	Cumulative
Total Meals Prepared and Vended (Note C)	190,482	34,633	225,115
Total Meals Claimed	124,804	19,936	144,740
Difference	65,678	14,697	80,375

Percentage Claimed to Prepared/Vended		57.6%	64.3%

Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.
Note B: Expenditures are for meals prepared, including vended meals.
Note C: Total number of meals delivered to the centers and homebase excluding adult prepared and adult meals vended. The total represents the number of meals available to be served to center and homebase children.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/22 - 6/30/23 (11 OF 12 MONTHS = 100.0%)

Contract CMAP-1000	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	Total	%	% Earned to MRA
Provider Payments	$ 613,374	$ 813,746	$ 954,574	$ 1,241,372	$ 1,990,336	$ 1,702,027	$ 1,657,255	$ 1,581,140	$ 1,837,154	$ 2,099,825	$ 2,283,222	$ 2,760,230	$ 19,534,255		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	$ -		
Net Provider Payments	$ 613,374	$ 813,746	$ 954,574	$ 1,241,372	$ 1,990,336	$ 1,702,027	$ 1,657,255	$ 1,581,140	$ 1,837,154	$ 2,099,825	$ 2,283,222	$ 2,760,230	$ 19,534,255	81.01%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**23,857,165**		**81.88%**
Administration & Support Services Revenue															
Provider Payments	$ 613,374	$ 813,746	$ 954,574	$ 1,241,372	$ 1,990,336	$ 1,702,027	$ 1,657,255	$ 1,581,140	$ 1,837,154	$ 2,099,825	$ 2,283,222	$ 2,760,230	$ 19,534,255		
Reimbursement Rate	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%		
Revenue Earned	$ 163,049	$ 216,312	$ 253,748	$ 329,985	$ 529,077	$ 452,438	$ 440,536	$ 420,303	$ 488,358	$ 558,182	$ 606,933	$ 733,733	$ 5,192,654		
Program Administration/Support Services Costs	101,870	115,425	139,282	139,997	144,668	246,553	168,847	286,178	305,758	202,511	208,645	366,184	2,425,918	10.06%	
Indirect (10% x MTDC) Costs	70,328	91,774	108,017	136,944	212,318	193,576	181,372	185,406	187,710	228,601	247,608	309,706	2,153,358	8.93%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	$ 172,199	$ 207,199	$ 247,298	$ 276,941	$ 356,986	$ 440,128	$ 350,218	$ 471,584	$ 493,468	$ 431,113	$ 456,253	$ 675,890	4,579,276	18.99%	
Revenue Earned Over/(Under) Costs	$ (9,150)	$ 9,113	$ 6,450	$ 53,044	$ 172,091	$ 12,310	$ 90,318	$ (51,280)	$ (5,110)	$ 127,069	$ 150,680	$ 57,843	613,378		
TOTAL COSTS - NET OF FAMILY FEES	$ 785,573	$ 1,020,945	$ 1,201,872	$ 1,518,313	$ 2,347,322	$ 2,142,155	$ 2,007,473	$ 2,052,724	$ 2,330,622	$ 2,530,938	$ 2,739,474	$ 3,436,120	24,113,531	100.00%	

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

Provider payments	19,534,255
Reimbursement Rate (19% / 81%)	x 26.5823%
Revenue Earned	5,192,654

Note 2: The maximum reimburseable amount per the 2022/23 State contract is as follows:

Provider Payments	23,857,165	81.00%
Administration	4,712,526	16.00%
Support Services	883,599	3.00%
Maximum Reimbursable Amount (MRA)	29,453,290	100.00%

Note 3: Increase to contract was received December 2022 in the amount of $2,031,428.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2022/23 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/22 - 6/30/23 (12 OF 12 MONTHS = 100.0%)

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-2058)														
Adjusted Days of Enrollment - Certified	3,439	4,970	4,923	5,761	5,374	5,384	5,468	5,498	7,042	6,562	6,876	6,717	68,014	
Reimbursement Rate per Child per Day	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	
Revenue Earned	$ 177,255	$ 256,191	$ 253,771	$ 296,976	$ 277,019	$ 266,711	$ 270,902	$ 272,391	$ 348,861	$ 325,090	$ 340,649	$ 332,758	$ 3,418,575	**92.94%**
Maximum Reimburseable Amount (MRA)													**$3,678,194**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.61%	98.89%	98.84%	98.84%	98.27%	97.74%	97.83%	98.61%	97.31%	98.51%	98.15%	95.75%		**97.69%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%		100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-2120)														
Adjusted Days of Enrollment - Certified	3,296	6,416	8,191	9,575	8,903	8,030	9,456	9,063	11,273	9,510	9,813	5,716	99,242	
Reimbursement Rate per Child per Day	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X $55.27	
Revenue Earned	$ 182,181	$ 354,638	$ 452,716	$ 529,198	$ 492,046	$ 443,829	$ 522,656	$ 500,892	$ 623,046	$ 525,600	$ 542,386	$ 315,917	$ 5,485,105	**76.67%**
Maximum Reimburseable Amount (MRA)													**$7,153,992**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	98.41%	98.26%	98.67%	97.89%	96.47%	97.39%	96.11%	96.93%	96.89%	95.83%	97.08%	93.11%		**96.52%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	98.11%		100.00%
MIGRANT CHILD CARE (CMIG-2004)														
Adjusted Days of Enrollment - Certified	94	123	130	158	136	133	149	146	101	147	144	76	1,540	
Reimbursement Rate per Child per Day	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	
Revenue Earned	$ 4,865	$ 6,338	$ 6,703	$ 8,169	$ 7,002	$ 6,881	$ 7,703	$ 7,512	$ 5,212	$ 7,596	$ 7,152	$ 3,787	$ 78,920	**26.91%**
Maximum Reimburseable Amount (MRA)													**$293,327**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	100.00%	96.83%	98.39%	96.24%	98.41%	91.67%	97.79%	100.00%	95.83%		**98.22%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	96.67%	100.00%	100.00%	100.00%		100.00%

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

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2022/23 State contracts.

Note 3: CSPP Contract was amended from $4,544,694 to $7,153,992

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2022/23 CONTRACTS - EARNED REVENUE
SAN JOAQUIN COUNTY OFFICE OF EDUCATION
FOR THE PERIOD 7/1/22 - 6/30/23 (12 OF 12 MONTHS = 100.0%)

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-1242)														
Adjusted Days of Enrollment - Certified	687	919	860	995	918	1,188	1,366	1,453	2,025	2,681	2,914	2,683	18,689	
Reimbursement Rate per Child per Day	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	X $46.03	
Revenue Earned	$ 31,629	$ 42,283	$ 39,571	$ 45,804	$ 42,254	$ 54,680	$ 62,899	$ 66,865	$ 93,226	$ 123,390	$ 134,138	$ 123,503	$ 860,239	**54.73%**
Maximum Reimburseable Amount (MRA)													**$1,571,900**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	100.00%	97.54%	99.05%	96.92%	98.06%	96.48%	97.58%	97.97%	97.42%		**97.91%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%		100.00%

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

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

Division/CFO: Tracy Webster, CFO
Program/Work Unit: Not Applicable
Month/Year: May-2023
Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	May 2023		Year to Date 03/1/23 - 05/31/23	
Description	**Number**	**Amount**		**Amount**
Bank Deposits	12	1,328,540	41	10,520,782
Wire Deposits	9	8,726,470	32	10,394,865
Head Start/IRS Drawdowns	7	3,058,429	18	12,625,299
Vendor Checks Issued	1279	5,068,918	4,669	19,034,960
Payroll Disbursed		3,248,568		9,181,061
Grant Reports Prepared	33		96	
ASTHO Vaccine Equity				
CalFresh Outreach				
CalFresh Healthy Living				
CALEITC				
CAL Food				
City of Bakersfield Homeless Housing & Prevention				
City of Bakersfield CDBG Food Bank Expansion				
Commodity Supplemental Food Prog				
County of Kern CDBG Food Bank Expansion				
CMAP Fiscal Report & Caseload				
CSBG Discretionary				
CSBG 2022				
Differential Response				
EFAP				
ESG CARES Act Homeless				
Food Bank Farmers Market				
First 5 Kern – Help Me Grow				
Head Start Expansion SF-425				
Head Start San Joaquin SF-425				
Homeless LBNC				
Homeless Safe Camping				
Home Visit Program				
Homeless Housing Assistance & Prevention				
HUD				
LIHEAP 2021				
LIHEAP 2022				
LIHEAP ARPA				
Postive Youth				
Postive Youth Medi-Cal				
San Joaquin COE General Child Care				
VITA				
UW STANISLAUS CES				
WIC				

Business Services

Activity	Requested	In-Progress	Processed		Processed YTD
Purchase Orders	159	0	159		985
Contracts	20	3	17		89
Leases	3	18	2		13
Requests for Proposals	1	2	0		2

Business Services Projects

Description		% Completed		Comments
Energy Subcontractor		100		Issued on April 26
Design Build Sports Field Lighting FHCC		100		Completed

Total Division Staffing 29 positions + 1 Vacancies

CFO	Accounting Technician (5)	Procurement Manager
Director of Finance	Accounting Specialist (2)	Business Contracts Specalist
Finance Administrator	AP Supervisor (1)	Business Technician (2)
Payroll/HRIS Manager	Fiscal Technician (2)	
Accounting Administrator	Payroll Specialists (3)	
Accounting Administrator - Energy	Payroll Supervisor (1)	
Accountant (2)	Administrative Assistant to CFO	
Accountant II (2)		

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF FEBRUARY 28, 2023

ASSETS	
Cash in Bank	12,449,539
Cash - Vacation Reserve	1,050,719
Petty Cash	-
Accounts Receivable	11,180,611
Travel Advance	200
Prepaid Expense	999,684
Inventory	1,090,744
Net Fixed Assets - Unrestricted	703,156
Net Fixed Assets - Restricted	30,074,237
Total Assets	57,548,890
LIABILITES AND NET ASSETS	
Accounts Payable	7,537,974
Accrued Expenses	2,980,360
Accrued Vacation	1,743,490
Line of Credit	-
Note Payable	704,130
Advance Payable	2,784,923
Deferred Revenue	6,244,153
Total Liabilites	21,995,030
Total Net Assets	35,553,860
Total Liabilities and Net Assets	57,548,890

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2022 TO FEBRUARY 28, 2023

REVENUE	
Grant Revenue	105,579,006
Donations	47,277,632
Other Revenue	756,165
In-Kind	261,800
Total Revenue	153,874,604
EXPENDITURES	
Salaries	36,431,542
Benefits	10,091,397
Travel	698,622
Space Costs	7,866,562
Supplies	2,886,851
Consultant/Contract Services	4,363,893
Other Costs	3,862,621
Program Costs	65,591,598
Capital Expenditures	-
Indirect	7,998,647
In-Kind	261,800
Total Expenditures	140,053,533
Net Change in Assets	13,821,071
Net Assets, beginning	21,732,790
Net Assets, ending	35,553,860

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF JUNE 30, 2023

ASSETS	
Cash in Bank	4,620,031
Cash - Vacation Reserve	953,469
Petty Cash	-
Accounts Receivable	8,846,534
Travel Advance	4,724
Prepaid Expense	915,939
Inventory	1,106,933
Net Fixed Assets - Unrestricted	616,805
Net Fixed Assets - Restricted	30,033,258
Total Assets	47,097,693
LIABILITES AND NET ASSETS	
Accounts Payable	4,385,312
Accrued Expenses	1,211,335
Accrued Vacation	979,259
Line of Credit	-
Note Payable	617,780
Advance Payable	3,429,842
Deferred Revenue	991,089
Total Liabilites	11,614,615
Total Net Assets	35,483,077
Total Liabilities and Net Assets	47,097,693

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2023 TO JUNE 30, 2023

REVENUE	
Grant Revenue	38,193,423
Donations	151,536
Other Revenue	3,553,867
In-Kind	4,589,610
Total Revenue	46,488,436
EXPENDITURES	
Salaries	13,752,152
Benefits	3,705,199
Travel	242,019
Space Costs	3,185,281
Supplies	1,027,558
Consultant/Contract Services	2,121,539
Other Costs	1,830,395
Program Costs	12,475,142
Capital Expenditures	294,150
Indirect	3,336,174
In-Kind	4,589,610
Total Expenditures	46,559,219
Net Change in Assets	(70,783)
Net Assets, beginning	35,553,860
Net Assets, ending	35,483,077

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 06-30-23 (33.3%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	44,051,888	12,720,052	31,331,836	29%
BENEFITS	14,158,980	3,391,889	10,767,092	24%
TRAVEL	860,927	219,085	641,842	25%
SPACE COST	5,119,714	2,941,759	2,177,955	57%
SUPPLIES	2,275,029	899,422	1,375,607	40%
EQUIPMENT	410,420	1,086,510	(676,090)	265%
CONSULTANT/CONTRACT SERVICES	3,053,138	1,717,252	1,335,886	56%
OTHER COSTS	2,757,892	1,578,766	1,179,126	57%
PROGRAM COSTS	26,485,434	12,451,533	14,033,901	47%
INDIRECT	9,589,595	3,416,887	6,172,708	36%
TOTAL	108,763,017	40,423,156	68,339,861	37%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 06-30-23 (33.3%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	31,698,221	9,318,971	22,379,250	29%
BENEFITS	10,482,845	2,552,360	7,930,485	24%
TRAVEL	606,386	139,926	466,460	23%
SPACE COST	2,923,727	824,622	2,099,105	28%
SUPPLIES	1,779,693	501,358	1,278,335	28%
EQUIPMENT	396,870	256,826	140,044	65%
CONSULTANT/CONTRACT SERVICES	1,306,125	429,663	876,462	33%
OTHER COSTS	1,162,562	579,499	583,063	50%
PROGRAM COSTS	22,106,428	11,217,477	10,888,951	51%
INDIRECT	7,214,192	2,566,617	4,647,575	36%
TOTAL	79,677,049	28,387,318	51,289,731	36%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 06-30-23 (33.3%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,689,341	1,258,493	3,430,848	27%
BENEFITS	1,454,798	311,897	1,142,901	21%
TRAVEL	110,349	49,532	60,817	45%
SPACE COST	765,375	1,045,042	(279,667)	137%
SUPPLIES	125,671	134,826	(9,155)	107%
EQUIPMENT	-	372,219	(372,219)	Not budgeted
CONSULTANT/CONTRACT SERVICES	648,910	177,830	471,081	27%
OTHER COSTS	409,174	246,079	163,095	60%
PROGRAM COSTS	3,068,971	912,448	2,156,523	30%
INDIRECT	918,707	288,650	630,057	31%
TOTAL	12,191,296	4,797,016	7,394,280	39%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 06-30-23 (33.3%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,279,389	716,309	1,563,080	31%
BENEFITS	683,820	181,250	502,570	27%
TRAVEL	50,000	12,544	37,456	25%
SPACE COST	237,186	77,470	159,716	33%
SUPPLIES	109,499	159,149	(49,650)	145%
EQUIPMENT	-	64,572	(64,572)	Not budgeted
CONSULTANT/CONTRACT SERVICES	229,213	553,192	(323,979)	241%
OTHER COSTS	654,000	456,289	197,711	70%
PROGRAM COSTS	481,231	147,527	333,704	31%
INDIRECT	472,412	226,633	245,779	48%
TOTAL	5,196,750	2,594,935	2,601,815	50%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 06-30-23 (33.3%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,219,812	996,836	3,222,977	24%
BENEFITS	1,226,969	252,663	974,306	21%
TRAVEL	55,702	10,024	45,678	18%
SPACE COST	953,189	759,062	194,127	80%
SUPPLIES	232,451	89,755	142,696	39%
EQUIPMENT	13,550	392,894	(379,344)	2900%
CONSULTANT/CONTRACT SERVICES	830,833	553,166	277,667	67%
OTHER COSTS	380,166	268,153	112,013	71%
PROGRAM COSTS	825,804	129,017	696,787	16%
INDIRECT	779,220	271,231	507,989	35%
TOTAL	9,517,696	3,722,801	5,794,895	39%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 06-30-23 (33.3%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,007,969	383,582	624,387	38%
BENEFITS	261,830	86,957	174,873	33%
TRAVEL	13,740	6,942	6,798	51%
SPACE COST	234,537	35,563	198,974	15%
SUPPLIES	18,915	8,425	10,490	45%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	7,750	188	7,562	2%
OTHER COSTS	42,380	17,916	24,464	42%
PROGRAM COSTS	3,000	-	3,000	0%
INDIRECT	166,580	52,533	114,047	32%
TOTAL	1,756,701	592,105	1,164,596	34%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 06-30-23 (33.3%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	157,156	45,861	111,295	29%
BENEFITS	48,718	6,762	41,956	14%
TRAVEL	24,750	117	24,633	0%
SPACE COST	5,700	200,000	(194,300)	3509%
SUPPLIES	8,800	5,910	2,890	67%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	30,307	3,215	27,092	11%
OTHER COSTS	109,610	10,830	98,780	10%
PROGRAM COSTS	-	45,063	(45,063)	Not budgeted
INDIRECT	38,484	11,223	27,261	29%
TOTAL	423,525	328,980	94,545	78%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2023/24
BUDGET TO ACTUAL - 03/01/23 TO 6/30/23 (4 OF 12 MONTHS = 33.3%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 9,589,595**	**$ 3,416,887**	**35.6%**	**$ 6,172,708**
Expenditures				
Salaries	4,599,831	1,437,456	31.3%	3,162,375
Benefits @ 23.6% actual	1,190,237	341,793	28.7%	848,444
Total Personnel Costs	5,790,068	1,779,249	30.7%	4,010,819
Operating Costs				
Travel	88,000	18,089	20.6%	69,911
Space Costs	386,450	59,119	15.3%	327,331
Supplies	262,650	56,434	21.5%	206,216
Consultant/Contract	1,049,000	404,287	38.5%	644,713
Other Operating Costs	780,300	240,129	30.8%	540,171
Total Operating Costs	2,566,400	778,058	30.3%	1,788,342
Total Expenditures	**$ 8,356,468**	**$ 2,557,306**	**30.6%**	**$ 5,799,162**
Excess (Deficit) Indirect Revenue	**$ 1,233,127**	**$ 859,581**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,302,127	$ 424,334	32.6%	$ 877,793
Operations	2,700,165	761,798	28.2%	1,938,367
Executive	500,950	284,428	56.8%	216,522
Program Administration	-	227	Not budgeted	(227)
Finance	2,523,658	913,887	36.2%	1,609,771
Community Development	1,329,568	172,632	13.0%	1,156,936
	$ 8,356,468	$ 2,557,306	30.6%	$ 5,799,162

Prepared Date: 08/07/23

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

Audit & Pension Committee Minutes

1. **Call to Order**

   Committee Member Jeff Flores called the meeting to order at 12:02 pm at the Community Action Partnership of Kern administrative building, located at 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

   Roll call was taken with a quorum present.

   Present: Jeff Flores, Jimmie Childress, and Guadalupe Perez

   Absent: Curtis Floyd and Yolanda Ochoa

   Others present: Tracy Webster, Chief Financial Officer; Gabrielle Alexander, Director of Finance; Freddy Hernandez, Director of Youth & Community Services, Rebecca Moreno, Director of Housing & Supportive Services; other CAPK staff; and Tom Ming from Pensionmark.

3. **Public Forum**

   No one addressed the Committee.

4. **New Business**

   a. Pension Plan Update: 2022 Q2 – Tracy Webster, Chief Financial Officer and Tom Ming from Pensionmark – ***Info Item***

      Tom Ming presented an overview of the portfolio returns for Q2 2023 and reported that the outcome was much like Q1, up 16% by the end of Q3. Tom stressed the importance of diversification and said the plans are performing well in 2023. The portfolio returns are up 9.6%, 132 basis points higher than benchmark.

   b. Change of Pension Plan Provider for Plans 401(a), 403(b) and 457(b) from The Standard to Nationwide – Tracy Webster, Chief Financial Officer and Tom Ming from Pensionmark - ***Action Item***

      Tracy Webster reported that as part of the essential services provided by Pensionmark, they routinely conduct pension plan benchmarking to ensure that the agency pension plan is performing well and that plan costs are competitive. Four providers were evaluated during the last review, including our current provider, The Standard. Tracy presented the results of the review and recommended that the Board approve the change in pension plan providers from The Standard to Nationwide commencing January 1, 2024. Nationwide provides more robust technology, quality service, and significant cost savings to CAPK and the employees.

Jeff Flores asked if there is a term limit with Nationwide. Tom Ming said that we have been with The Standard for 5 years and it is best practice to review services provided, and cost savings approximately every 5 years. Tom said that Nationwide definitely provides significant enhancements and stressed that the past 5 months have been spent thoroughly vetting all of the providers and comparing price and service options.

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

c. First 5 Kern – Administrative Review of the Help Me Grow Program – Sabrina Jones-Roberts, 2-1-1 Call Center Program Administrator – ***Info Item***

Sabrina Jones-Roberts advised the Committee that the review was to ensure that 2-1-1 Kern is fulfilling their partnership agreement so serve children ages 0-5, by offering parents education and access to support services. The review covered fiscal year 2021-2022, and progress from fiscal year 2022-2023. The agreement with First 5 Kern requires the 2-1-1 staff to report aggregate data to make sure performance standards are in place and the results from the review determined that all performance measures, timeliness, and fiscal compliance has been met, and no areas of concerns were identified.

d. First 5 Kern – Administrative Review of 2-1-1 Kern County – Sabrina Jones-Roberts, 2-1-1 Call Center Program Administrator – ***Info Item***

Sabrina Jones-Robers reported that the First 5 Kern review was conducted in April 2023, to make sure performance measures and as well as contractual obligations with 2-1-1 Kern are being met. The timeframe is the same as noted above, and the review determined that all performance measures, timeliness, and compliance has been met. There were no areas of concern identified.

e. First 5 Kern – Administrative Review of the Oasis Family Resource Center – Eric Le Barbé, Youth & Community Services Supervisor – ***Info Item***

Eric Le Barbe reported that the First 5 Kern review period was for fiscal year 2021-2022. Performance measure progress is based on quarterly target projections set by the program coordinator. Of the eleven (11) measures reviewed, one (1) was not met and was quickly corrected. All reports were submitted on time, and there were no concerns or recommendations. Eric also reported that First 5 Kern has expressed their gratitude for the services provided by the Oasis Family Resource Center in the Ridgecrest Community.

Jeff Flores asked Eric to elaborate about the services offered. Eric responded that the bulk of the services involve individual case management, parent classes referred by CPS for parents that are at risk of losing custody of their children, and VITA services during tax season. The center also includes a food pantry, as well as providing diapers, and essential items for individuals and families in need.

Lupe Perez said she did not fully understand the standard that was not met. Eric said there are requirements to have 6 providers, but only 5 were listed due to a duplication.

Freddy Hernandez, Director of Youth & Community Services, offered additional information and said that the Family Resource Center (FRC) is housed in the same building as the Oasis Head Start Center, which offers more opportunities for outreach.

f. CSD Comprehensive Inspection Report of the CAPK Energy Program – Wilfredo Cruz, Energy Program Administrator – ***Info Item***

Wilfredo Cruz reported that there is a bi-annual review by CSD to look at the weatherization work being done in the homes to ensure all of the state codes are in compliance. The review was very favorable and included the inspection of 18 homes and noted that 8 were still in progress.

Jimmy Childress asked how many inspectors CAPK has. Wilfredo said we have one, and one assistant.

Jeff Fores asked what the criteria is to receive weatherization upgrades. Wilfredo said it is for low-income individuals and families that meet the qualification criteria.

5. Committee Member Comments

- Lupe Perez congratulated staff for the great job on the pension plan and audit reports.

6. Next Scheduled Meeting

Audit & Pension Committee
12:00 pm
Thursday, November 16, 2023
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

The meeting was adjourned at 12:38 pm.

Audit & Pension Committee Meeting

August 17, 2023

Q2 2023 Investment Review

Plan Re-Pricing Review

planadviser 2023 TOP RETIREMENT PLAN ADVISERS

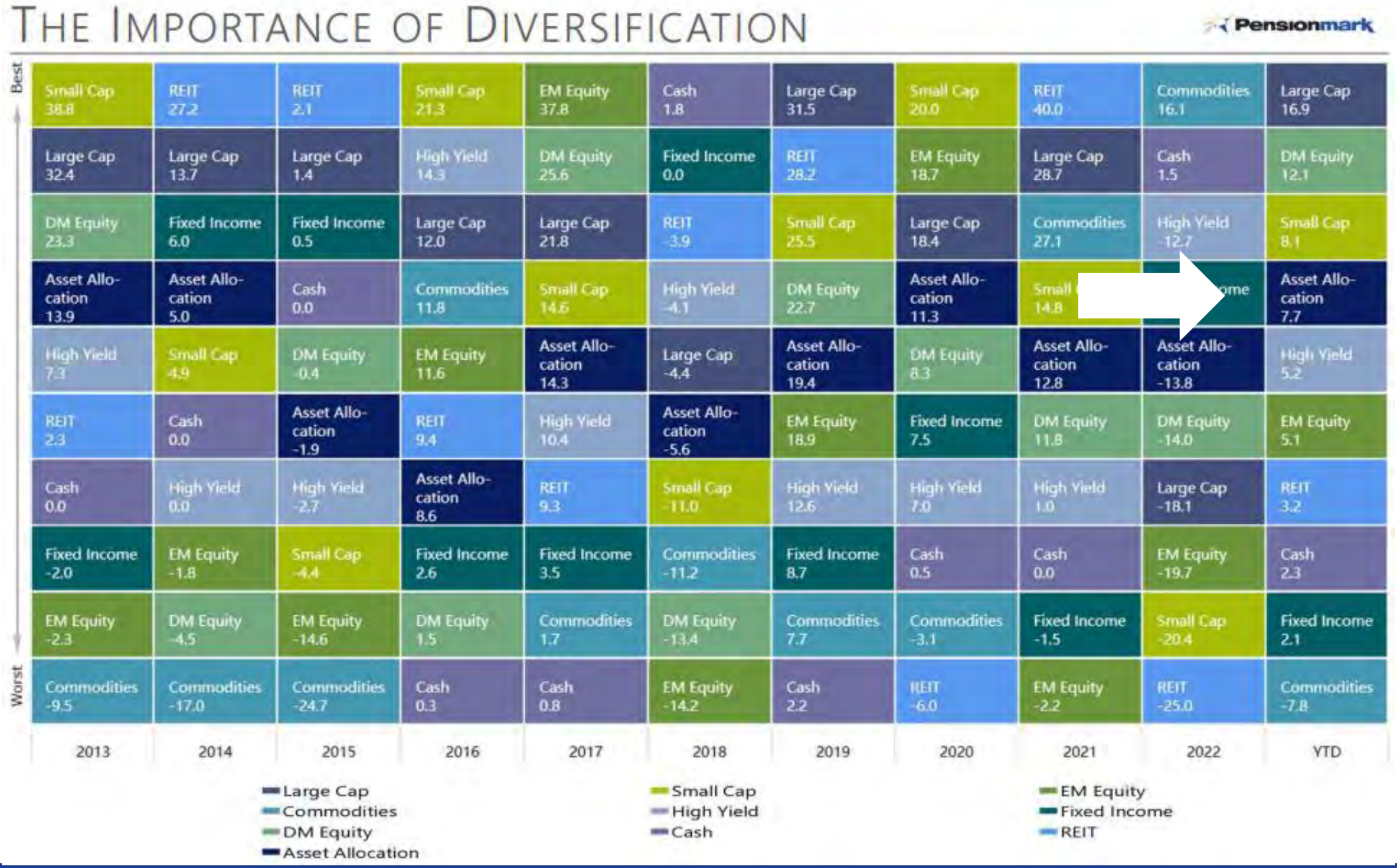
Pensionmark

Pensionmark Financial Group, LLC ("Pensionmark") is an investment adviser registered under the Investment Advisers Act of 1940. Financial Advisors at Pensionmark may also be registered representatives of CapFinancial Securities, LLC (member SIPC), which is affiliated with Pensionmark through common ownership.

Domestic Equity

- Q2 2023 looked much like Q1 2023 for US equity markets.
- The S&P 500 continued to rally in the second quarter gaining 8.39% and extending its YTD gains to over 16% by the end of June.
- Large Caps (Russell 1000) continue to outpace Small Caps (Russell 2000), with the largest "mega cap" Technology and Communication Services companies leading the charge. News and prospects for "artificial intelligence" have led to increased interest from many investors and traders in tech stocks related to AI.
- Growth stocks (Russell 1000 Growth) outperformed Value (Russell 1000 Value), with many Growth stocks recovering most or all of their losses experienced in 2022. This boom in growth stocks continues despite continued hawkishness from the Fed in their fight against inflation.
- Technology, Consumer Discretionary, and Communications were once again the best performing sectors during the quarter. Energy, Consumer Staples, and Utilities were the worst performing sectors.

The Importance of Diversification

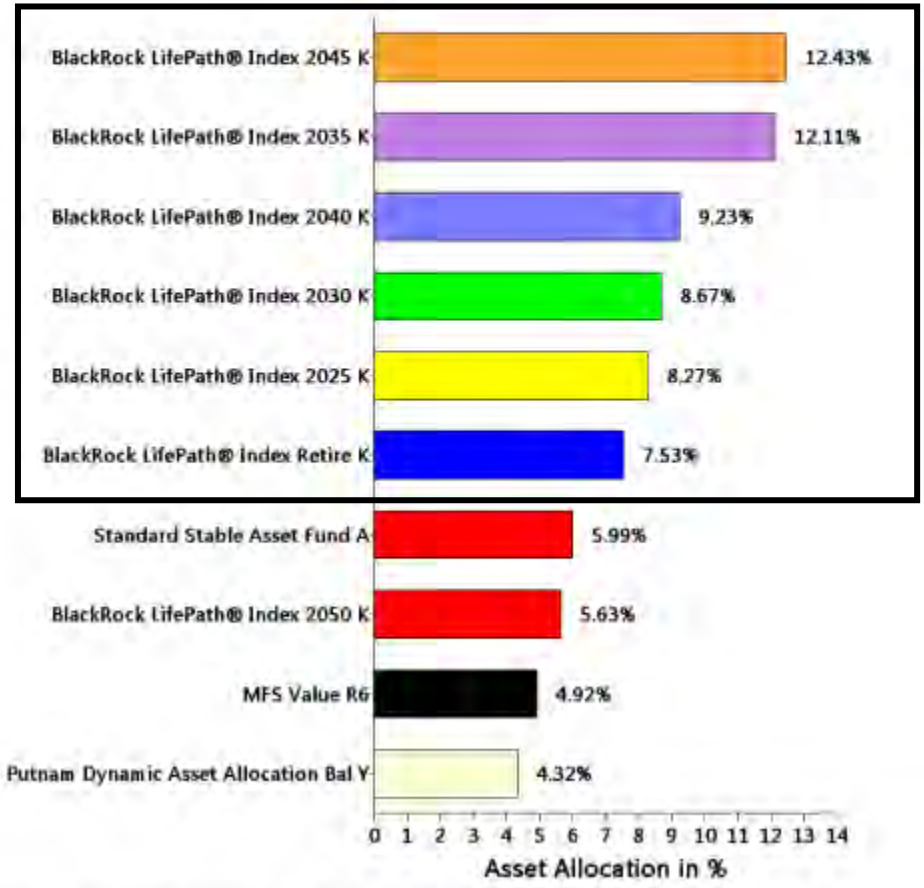


The Importance of Diversification

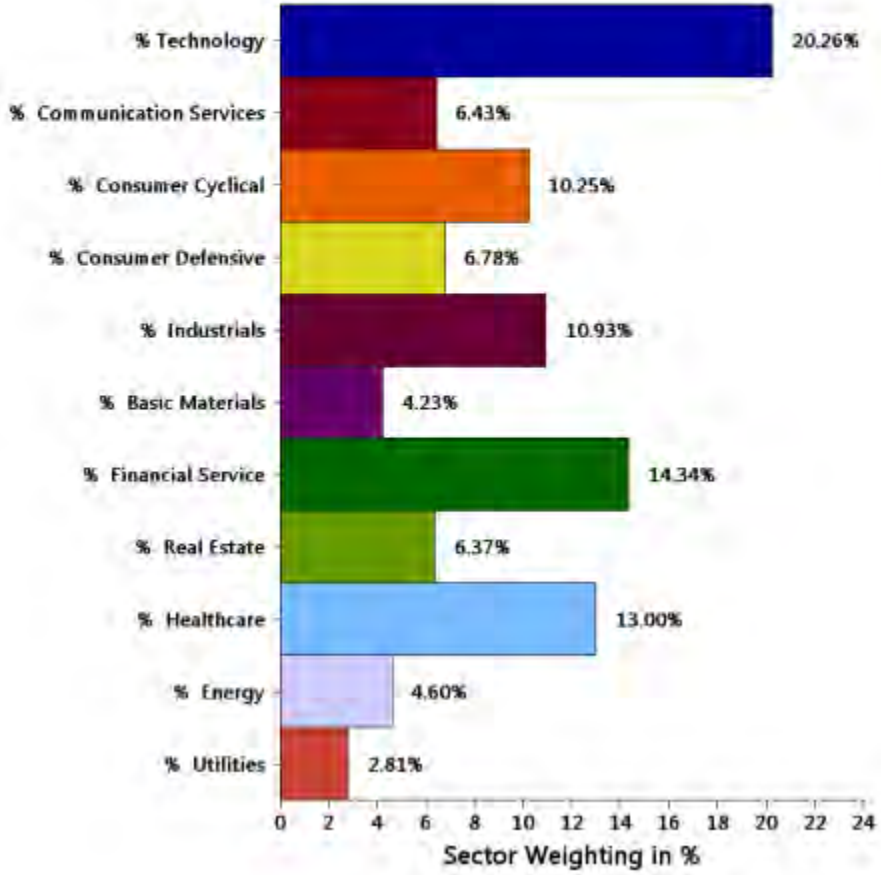
PORTFOLIO | HOLDINGS & SECTOR ALLOCATION

Pensionmark

Top 10 Holdings



Sector Allocation



For source information, please see the "Important Disclosures" section of this report.

EXECUTIVE SUMMARY

Investment Scoring Summary

Passing	Watch	Review	Not Scored	Total
24	0	0	1	25

Investment Additions

Investment Name	Status	Morningstar Rating
No current investment additions		

Investments on Watch

Investment Name	Status	Quarters Failing Criteria	Morningstar Rating
No investments are currently on the watch list			

Investments Targeted for Review

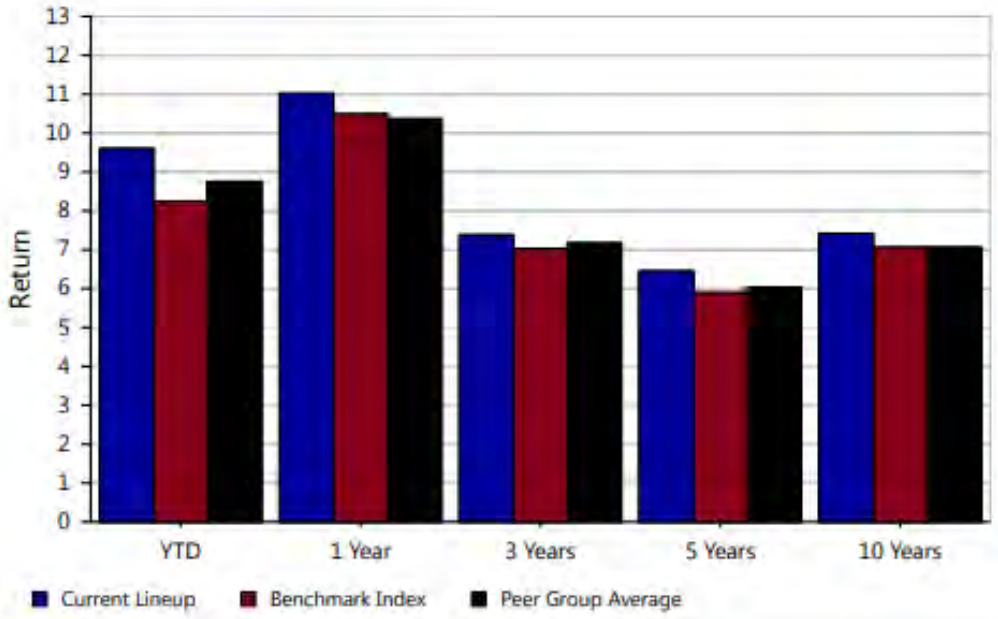
Investment Name	Status	Morningstar Rating
No investments are currently targeted for review		

Review : Watch : Addition :

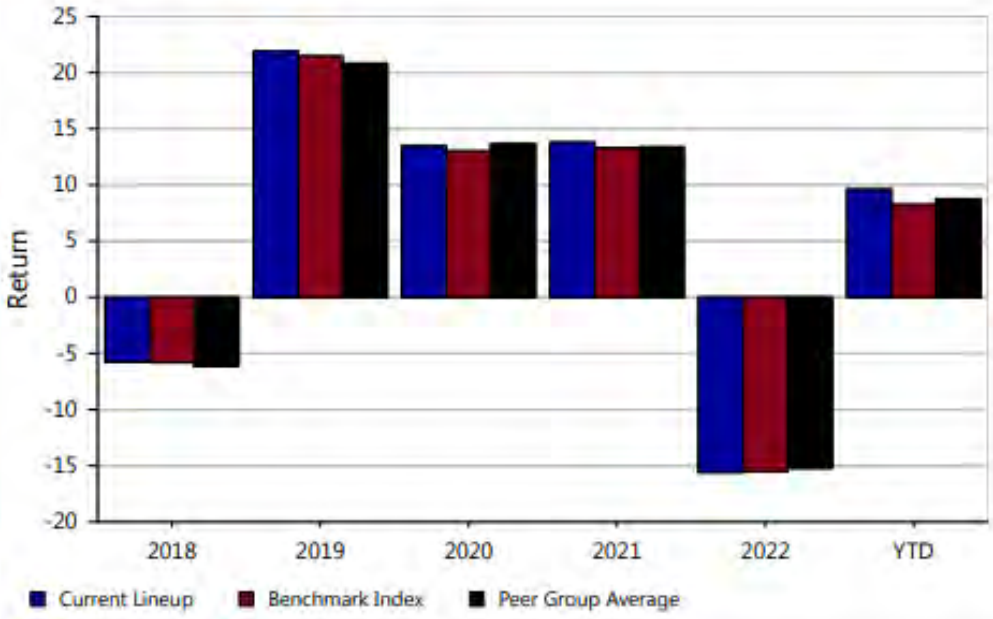
For source information, please see the "Important Disclosures" section of this report.

PORTFOLIO | RETURNS

Annualized Returns



Calendar Year Returns



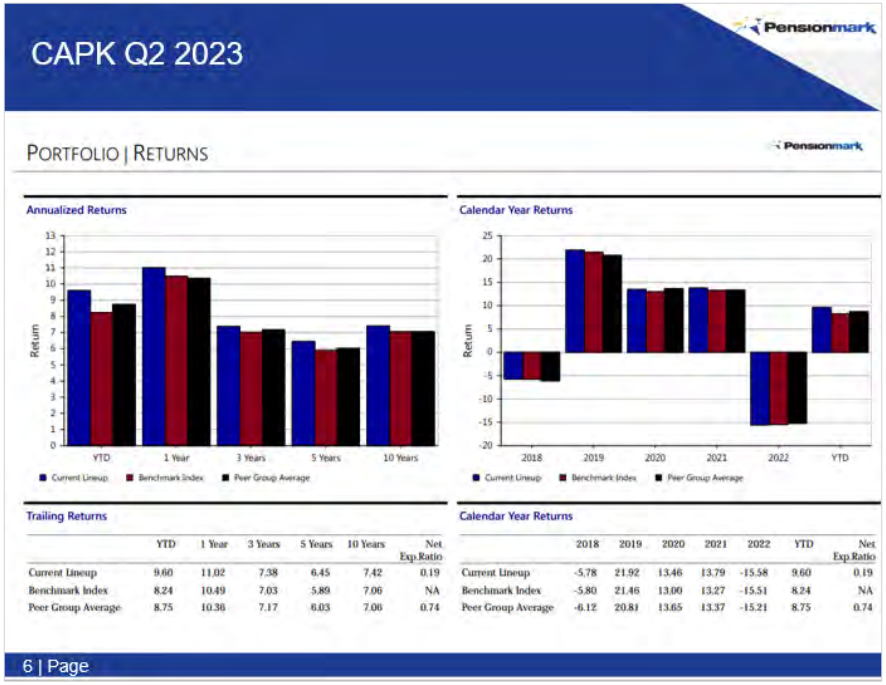
Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	9.60	11.02	7.38	6.45	7.42	0.19
Benchmark Index	8.24	10.49	7.03	5.89	7.06	NA
Peer Group Average	8.75	10.36	7.17	6.03	7.06	0.74

Calendar Year Returns

	2018	2019	2020	2021	2022	YTD	Net Exp.Ratio
Current Lineup	-5.78	21.92	13.46	13.79	-15.58	9.60	0.19
Benchmark Index	-5.80	21.46	13.00	13.27	-15.51	8.24	NA
Peer Group Average	-6.12	20.81	13.65	13.37	-15.21	8.75	0.74

CAPK Q2 2023 - Summary of Plan Returns



CAPK Q2 2023

Pensionmark

PORTFOLIO | RETURNS

Pensionmark

Annualized Returns

Calendar Year Returns

Trailing Returns

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Current Lineup	9.60	11.02	7.38	6.45	7.42	0.19
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Calendar Year Returns

	2018	2019	2020	2021	2022	YTD	Net Exp.Ratio
Current Lineup	-5.78	21.92	13.46	13.79	-15.58	9.60	0.19
Benchmark Index	-5.80	21.46	13.00	13.27	-15.51	8.24	NA
Peer Group Average	-6.12	20.81	13.65	13.37	-15.21	8.75	0.74

6 | Page

Trailing Returns

	YTD	1 Year
Current Lineup	9.60	11.02
Benchmark Index	8.24	10.49
Peer Group Average	8.75	10.36

MEMORANDUM

To: Audit and Pension Committee

From: Tracy Webster, Chief Financial Officer

Date: August 17, 2023

Subject: *Agenda Item 4b*: Change of Pension Plan Provider for Plans 401(a), 403(b) and 457(b) from The Standard to Nationwide – **Action Item**

CAPK utilizes the services of Pensionmark to support the evaluation of the agency pension plans. Pensionmark provides full-service retirement plan consulting services to ensure retirement plan optimization, fiduciary investment services, compliance and ERISA support, and employee financial wellness. An essential component of the services of Pensionmark is routine pension plan benchmarking to ensure that the agency pension plan is performing well and that plan costs are competitive.

During the most recent review of plan costs, the following providers were evaluated: Empower Retirement, The Standard, Principal and Nationwide.

401a Fee Analysis:

The fee breakdown for the 401a plan is as follows:

	Qualitative Score	Total Plan Cost	Cost Difference (As a % of Assets)	Cost Difference (As a Dollar Amount)
EMPOWER	8.3	0.57%	-0.19%	($46,799)
✓ The Standard	8.1	0.76%	0.00%	$0
Principal	8.0	0.53%	-0.23%	($56,682)
Nationwide	7.0	0.48%	-0.28%	($69,036)

The savings in fees equates to approximately $69 per plan participant per year.

403b Fee Analysis:

The fee breakdown for the 403b plan is as follows:

	Qualitative Score	Total Plan Cost	Cost Difference (As a % of Assets)	Cost Difference (As a Dollar Amount)
EMPOWER	8.3	0.62%	-0.09%	($7,496)
✓ The Standard	8.1	0.71%	0.00%	$0
Principal	8.0	0.88%	0.17%	$15,108
Nationwide	7.0	0.53%	-0.18%	($15,321)

The savings in fees equates to approximately $21 per plan participant per year.

Evaluation of Services:

CAPK staff met with Nationwide to review the service and technology in place to assist employees will financial wellness goals. Nationwide has robust service and offers a mobile app to participants to assist with retirement planning. Employees are able to gain a holistic view of their financial wellness and understand gaps in achieving a secure retirement. Nationwide additionally provides tools to employees who may have public retirement in CalPERS, CalSTRS or other systems. This allows for more accurate retirement planning.

Recommendation

Staff recommends that the Audit and Pension Committee approve the change in pension plans from The Standard to Nationwide commencing January 1, 2024.

Attachment:
Analysis from Pensionmark

CAPK - Assumptions of Recordkeeper Pricing

Assumptions

Community Action Partnership of Kern 401(a) Plan Provider Fee Summary 2023

Plan Demographics 401(a)

Total Plan Assets:	$24,000,000
Participant Balances:	998
Annual Contributions:	$1,415,568

Plan Demographics 403(b)

Total Plan Assets:	$8,000,000
Participant Balances:	714
Annual Contributions:	$1,415,568

Client Weightings

Investment Flexibility:	10
Plan Sponsor Support:	10
Technology:	10
Fiduciary Support:	10
Participant Experience:	10

Providers Reviewed

EMPOWER

✓ theStandard

Principal

☐ Nationwide

CAPK - Summary of Recordkeeper Pricing

Executive Summary

Community Action Partnership of Kern 401(a) & 4013(b) Plan
Provider Fee Summary 2023

	Qualitative Score	Total Plan Cost	Cost Difference (As a % of Assets)	Cost Difference (As a Dollar Amount)
EMPOWER	8.3	0.67%	-0.12%	($38,400)
✓ The Standard	8.1	0.76%	0.00%	$0
Principal	8.0	0.63%	-0.17%	($54,400)
Nationwide	8.2	0.58%	-0.24%	($76,800)

Nationwide Highlights

1926
We began as an American company with mutual heritage

45+
Years serving plan sponsors and helping employees prepare for retirement

#76
On Fortune 100[1]

$173B+
In assets[2]

Approximately 34,000
Retirement plans[2]

2.6M+
Participants[2]

Our **Participant Engagement Program (PEP)** engages your people and motivates them to act by using sophisticated data and analytics combined with simple, strong messaging.

Data and behavioral insights let us know which message to send to the individual participant at the right time using the medium(s) that they prefer. By knowing the participant, PEP goes beyond lifestage communications to create more personalized and integrated journeys that change and evolve with your participants.

2020 Results[4]:

↑ **19%**
Increase in the number of participants who increased their contributions

↑ **26%**
Increase in the number of participants who rolled in outside assets

↑ **42%**
Increase in conversations between participants and their Nationwide representative

Nationwide Highlights

Tools & technology help participants prepare.

We've invested in a mobile experience that makes it easy for participants to engage.

Participants expect anytime access to their retirement account. That's why Nationwide offers a **mobile app** for participants to manage their accounts from personal devices, which they can access using fingerprint or facial recognition.

Our website is also 100% **mobile-responsive**, with a layout that adapts to mobile devices of all makes and sizes, for a consistent experience.

#1

In **DALBAR's** review of mobile websites for Retirement Plan Providers 2014–2020[6]



DALBAR's Communication Seal for Plan Participant's online experience each year since 2016.

2724 L Street
Bakersfield, CA 93301
661.328.8888
661.328.8880 fax
www.first5kern.org

April 19, 2023

Commissioners

John Nilon
Chair

Debbie Wood
Vice Chairperson

Jennie Sill
Secretary

Brynn Carrigan
Treasurer

Supervisor Leticia Perez

Lito Morillo

Aaron Resendez

Deborah Murr

Lisa Gilbert, Ed.D.

Alternate Commissioners

Supervisor Phillip Peters

Maria Bermudez

Ana Mena, Psy.D

Amy Rutledge

Executive Director

Amy Travis

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

Re: 2020.1.06 – Help Me Grow Kern County

Dear Mr. Tobias:

This letter addresses the results of an annual administrative review analysis conducted of the Help Me Grow Kern County program. The objective of the annual administrative review is to determine if the program has fulfilled the evaluation, fiscal, and program contractual requirements outlined in the agreement. The summary below captures an examination of the fiscal year 2021-22 as well as the current progress in the fiscal year 2022-23 quarters one and two (Q1, Q2).

Program Summary

Quarterly reports were analyzed to verify the progress of performance measures, timeliness, program activities, and potential issues/challenges detailed in the program executive summary. Performance measure progress is based on quarterly target projections set by the program coordinator.

Performance Measure Review:

- Fiscal Year 2021-22:
  - All performance measure annual targets listed in the Scope of Work-Evaluation Plan were met.
- Fiscal Year 2022-23:
  - After reviewing Q1 and Q2 performance measures, there are no areas of concern.

Timeliness: The following items are tracked for timeliness throughout the fiscal year: Performance Measures, Program Executive Summary entries, and response to the Program Officer's feedback.

- Fiscal Year 2021-22:
  - All program entries and follow-up items were submitted on time.
- Fiscal Year 2022-23:
  - All program entries and follow-up items were submitted on time for Q1 and Q2.

Fiscal Summary

Annual compliance components were reviewed to ensure current documentation is on file. Quarterly invoices, Fiscal Executive Summary entries, and Sustainability entries were reviewed to document reliability, accuracy, and timeliness. Annual Audit reports were reconciled and summarized.

Fiscal Compliance Review:

- Fiscal Year 2021-22:
  - All fiscal compliance items were met.
- Fiscal Year 2022-23:
  - All fiscal compliance items were met for Q1 and Q2.

Timeliness: The following items are tracked for timeliness throughout the fiscal year: Quarterly invoice submission, Fiscal Executive Summary entries, Sustainability, and the Annual Audit report.

- Fiscal Year 2021-22:
  - All fiscal items were submitted on time.
- Fiscal Year 2022-23:
  - All fiscal items were submitted on time for Q1 and Q2.

Recommendations

Fiscal Year 2021-22:

- No recommendations.

Fiscal Year 2022-23:

- No recommendations.

The reports are maintained on file and are available at your request. If you have any questions or comments regarding this correspondence, please contact your respective program or finance officer.

First 5 Kern is grateful for your passionate and tireless work on behalf of children and families. We value you as a community partner sharing in our mission of strengthening and supporting the children of Kern County 0 to 5 years old and their families. First 5 Kern is dedicated to your success; please continue to provide program updates and address challenges with the assigned First 5 Kern staff as they arise.

Sincerely,

Amy Travis
Executive Director

cc: Pritika Ram, Chief Business Development Officer
Sabrina Jones-Roberts, Program Administrator

2724 L Street
Bakersfield, CA 93301
661.328.8888
661.328.8880 fax
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April 19, 2023

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Amy Rutledge

Executive Director

Amy Travis

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

Re: 2020.2.05 – 2-1-1 Kern County

Dear Mr. Tobias:

This letter addresses the results of an annual administrative review analysis conducted on the 2-1-1 Kern County program. The objective of the annual administrative review is to determine if the program has fulfilled the evaluation, fiscal, and program contractual requirements outlined in the agreement. The summary below captures an examination of the fiscal year 2021-22 as well as the current progress in the fiscal year 2022-23 quarters one and two (Q1, Q2).

Program Summary

Quarterly reports were analyzed to verify the progress of performance measures, timeliness, program activities, and potential issues/challenges detailed in the program executive summary. Performance measure progress is based on quarterly target projections set by the program coordinator.

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  - After reviewing Q1 and Q2 performance measures, there are no areas of concern.

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- Fiscal Year 2021-22:
  - All program entries and follow-up items were submitted on time.
- Fiscal Year 2022-23:
  - All program entries and follow-up items were submitted on time for Q1 and Q2.

Fiscal Summary

Annual compliance components were reviewed to ensure current documentation is on file. Quarterly invoices, Fiscal Executive Summary entries, and Sustainability entries were reviewed to document reliability, accuracy, and timeliness. Annual Audit reports were reconciled and summarized.

Fiscal Compliance Review:

- Fiscal Year 2021-22:
  - All fiscal compliance items were met.
- Fiscal Year 2022-23:
  - All fiscal compliance items were met for Q1 and Q2.

Timeliness: The following items are tracked for timeliness throughout the fiscal year: Quarterly invoice submission, Fiscal Executive Summary entries, Sustainability, and the Annual Audit report.

- Fiscal Year 2021-22:
  - All fiscal items were submitted on time.
- Fiscal Year 2022-23:
  - All fiscal items were submitted on time for Q1 and Q2.

Recommendations

Fiscal Year 2021-22:

- No recommendations.

Fiscal Year 2022-23:

- No recommendations.

The reports are maintained on file and are available at your request. If you have any questions or comments regarding this correspondence, please contact your respective program or finance officer.

First 5 Kern is grateful for your passionate and tireless work on behalf of children and families. We value you as a community partner sharing in our mission of strengthening and supporting the children of Kern County 0 to 5 years old and their families. First 5 Kern is dedicated to your success; please continue to provide program updates and address challenges with the assigned First 5 Kern staff as they arise.

Sincerely,

Amy Travis
Executive Director

cc: Pritika Ram, Chief Business Development Officer
Sabrina Jones-Roberts, Program Administrator

2724 L Street
Bakersfield, CA 93301
661.328.8888
661.328.8880 fax
www.first5kern.org

April 20, 2023

Commissioners

John Nilon
Chair

Debbie Wood
Vice Chairperson

Jennie Sill
Secretary

Brynn Carrigan
Treasurer

Supervisor Leticia Perez

Lito Morillo

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Maria Bermudez

Ana Mena, Psy.D

Amy Rutledge

Executive Director

Amy Travis

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

Re: 2020.2.18 – Oasis Family Resource Center

Dear Mr. Tobias:

This letter addresses the results of an annual administrative review analysis conducted of the Oasis Family Resource Center. The objective of the annual administrative review is to determine if the program has fulfilled the evaluation, fiscal, and program contractual requirements outlined in the agreement. The summary below captures an examination of the fiscal year 2021-22 as well as the current progress in the fiscal year 2022-23 quarters one and two (Q1, Q2).

Program Summary

Quarterly reports were analyzed to verify the progress of performance measures, timeliness, program activities, and potential issues/challenges detailed in the program executive summary. Performance measure progress is based on quarterly target projections set by the program coordinator.

Performance Measure Review:

- Fiscal Year 2021-22:
  - Of the 11 performance measures listed in the Scope of Work-Evaluation Plan, 1 was not met:
    - Articulation Meetings [Providers] (83%)
- Fiscal Year 2022-23:
  - After reviewing Q1 and Q2 performance measures, there are no areas of concern.

Timeliness: The following items are tracked for timeliness throughout the fiscal year: Performance Measures, Program Executive Summary entries, and response to the Program Officer's feedback.

- Fiscal Year 2021-22:
  - All program entries and follow-up items were submitted on time.
- Fiscal Year 2022-23:
  - All program entries and follow-up items were submitted on time for Q1 and Q2.

Fiscal Summary

Annual compliance components were reviewed to ensure current documentation is on file. Quarterly invoices, Fiscal Executive Summary entries, and Sustainability entries were reviewed to document reliability, accuracy, and timeliness. Annual Audit reports were reconciled and summarized.

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Fiscal Year 2021-22:

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The reports are maintained on file and are available at your request. If you have any questions or comments regarding this correspondence, please contact your respective program or finance officer.

First 5 Kern is grateful for your passionate and tireless work on behalf of children and families. We value you as a community partner sharing in our mission of strengthening and supporting the children of Kern County 0 to 5 years old and their families. First 5 Kern is dedicated to your success; please continue to provide program updates and address challenges with the assigned First 5 Kern staff as they arise.

Sincerely,

Amy Travis
Executive Director

cc: Freddy Hernandez, Director of Youth & Community Services
Eric Le Barbe, Youth & Community Services Supervisor

CSD COMPREHENSIVE INSPECTION REPORT (CIR) *Ver3.29.23*

Agency's Name		
CAP of Kern		
Agency Representative	**Title of Representative**	**Representative Phone Number**
Wilfredo Cruz Jr	Program Administrator	661-407-2845 Ext 4347

ConSol Inspector / QCI certification #	Primary Reason For Visit
Geoff Cox BPI#5020580	Regular Inspection
CSD Representative's Name	**CSD Representative Present**
N/A	No

Additional Personnel Attending The Exit Interview
Abran Gonzalez, Andres Gonzalez & Gary Steves

Inspection Dates		Exit Interview Date	Last Inspection Date	
From	Thru		From	Thru
07/31/23	08/03/23	08/03/23	01/09/23	01/12/23

Inspection Results Totals				
	Standard	Enhanced	Re-Inspection	Total
Total Units Inspected	9	1	0	10
"Fail" Units	4	0	0	4
"Haz-Fail" Units	0	0	0	0
"Paper Fail" Units	2	0	0	2
"Remedied" Units	4	0	0	4
"File Review" Units	1			
"Fail" Measures	5	0	0	5
"Haz-Fail" Measures	0	0	0	0
"Paper Fail" Measures	3	0	0	3
"Remedied" Measures	8	0	0	8
"File Review" Measures	0			

Single Family Units	9	Multi Family Units	1	Mobile Home Units	1

Total WIPS Completed	8	Assessment Stage WIPS	4
Weatherization Stage WIPS	4	Post Inspection Stage WIPS	0
Total # of Inspection During This Visit (QA + WIPS)	19		

Training Referral	No
Subject of Training	N/A
Names of Individuals Referred for Training	N/A
Quality of Work Since Last Inspection	
About the Same	

Agency's Name	Inspection Dates	
CAP of Kern	07/31/23	08/03/23

CAS
- Knowledge of test protocols
- Accuracy of tests performed
- Feasibility of tests performed

Rating
Success (Meets Standard)

BLOWER DOOR
- Knowledge of test protocols
- Accuracy of tests performed
- Feasibility of tests performed

Rating
Success (Meets Standard)

DUCT BLAST
- Knowledge of test protocols
- Accuracy of tests performed
- Feasibility of tests performed

Rating
Success (Meets Standard)

LOT FILES AND DOCUMENTATION
- Organization of documentation
- Accuracy of documentation
- Completeness of files

Equipment Calibration Logs Present and Complete?	Yes

Rating
Success (Meets Standard)

WORKMANSHIP
- General quality of work
- Appropriate material selection
- Customer Satisfaction

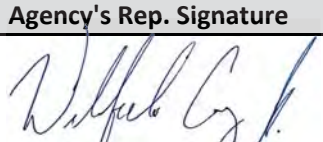
Rating
Success (Meets Standard)

Agency's Name	Inspection Dates	
CAP of Kern	07/31/23	08/03/23

Subcontractors
Oasis HVAC, Community Outreach Services, Jon Dooley Heating & Cooling & PLC System Services

Field Notes

Item	Description
	LIHEAP 2023 = 10, WIPS = 8 & File Review = 1
	8 WIPS were completed due to limited files for LIHEAP 2023 during this visit. CSD email 7/3/23
	approving WIPS from Shane Keiper.

Inspector Signature	Date	Agency's Rep. Signature	Date
	8/3/2023		8/3/2023

Agency's Name	Inspection Dates	
CAP of Kern	07/31/23	08/03/23

Inspection Correction Transmittal

This following pages list the units that have unresolved Fails. Fails are described on the Weatherization Inspection Reports (WIRs). After Fails are remedied, complete this form by filling in "Date Remedied" & "Authorized Signature" columns for each dwelling listed. **Note: File Review only lot files include observations only and do not require corrections. Refer to Section 4., below.**

1. "Hazardous Fails" (HF):

- Eliminate the immediate hazard within 18 hours of written notification, and completely resolve the Hazardous Fail within 5 working days of written notification. (Deadline for remedy is shown in the "HF" box of the "Remedy By (Date)" section.)
- On each WIR: (a) indicate what corrective/remedial action was taken for each HF, (b) complete the "Installer's Signature & Date" line, and (c) you must obtain the customer signature somewhere on the WIR to verify HFs have been remedied. This constitutes a "completed" WIR.
- Provide a photo and work order / invoice showing that the Hazardous failure has been remedied. This will constitute a completed CIR and can be submitted to CSD.

2. "Non-Hazardous "Fails" (F) and "Paperwork Fails" (PF) for which a physical remedy is **feasible*" :

- Remedy within 20 working days of written notification. (Deadline for remedy is shown in "F/PF" box of the "Remedy By (Date)" section.)
- On each WIR: (a) indicate what corrective/remedial action was taken for each unit, and (b) complete the "Installer's/Contractor's Signature & Date" line. This constitutes a "completed" WIR (a client signature is not required for Fs and PFs.)
- Non Hazardous failures, provide photos and invoice showing that the failure was remedied. Paper failures, please identify on the WIR what measure was corrected or for "missing permit" paper failures provide the permit. Billing paper failures, please provide the corrected EARS report and or credit memos showing that the billing has been adjusted. This will constitute a completed CIR and can be submitted to CSD.

3. When corrections to all Fails have been made:

- Fax Or Email completed CIR, WIRs & questions to:
  - Email: anegd@consol.org
  - Attn: Phone: (925) 580-7275
  - Include only WIRs for jobs listed on this CIR

Last Name & First Initial Street Address and City	# Of Corrections By Type			Date Notified	Remedy By Date		Date Remedied		Authorized Signature
	HF	F	PF		HF	F/PF*	H	F/PF*	

Name of Person Receiving the CIR	Signature	Date
Wilfredo Cruz Jr.		8/3/2023

Continuation Page Present:		Page	1 of

Agency's Name	Inspection Dates	
CAP of Kern	07/31/23	08/03/23

MEMORANDUM

To: Board of Directors

From: Lisa McGranahan, Director of Human Resources
Tracy Webster, Chief Financial Officer

Date: August 30, 2023

Subject: *Agenda Item V(a)*: Employee Health Insurance Renewal for the Plan Year – ***Action Item***

Over the past several months and at the direction of both the Board and the Benefits Ad-Hoc Committee, CAPK Leadership has conducted extensive research to discover more favorable medical benefit options for staff. As previously shared, CAPK staff has been negatively impacted by the high cost of health and related benefits for the last two years and we have noted an increase in voluntary turnover during that time as well. Offering robust, affordable health insurance is an important recruitment and retention tool for CAPK, especially with the high level of employee attrition we've experienced since 2020 and is a focal point of the Strategic Plan Goal # 4. With the approval of both the Benefits Ad-Hoc Committee and the Board of Directors, we changed insurance brokers on August 1, 2023, to Keenan and Associates wherein we can join their PACE pool option to help better mitigate high claims and losses and to offer more robust benefit plan options to staff. The proposed agreements have been reviewed and approved by Legal.

Agency History of Health Insurance Rates

CAPK has experienced substantial rate increases for health insurance. This has impacted program operating budgets as well as take-home pay for employees. The rate increases during the last insurance renewal period (28%) resulted in a high level of employee dissatisfaction with no end in sight as the 2024 renewal was quoted at an additional 26.5% increase.

Keenan PACE Risk Pool

Keenan administers several Joint Powers Authorities (JPA) risk pools mainly serving public agencies and municipalities. CAPK was able to qualify and be approved for the Public Agency Coalition Enterprise (PACE) risk pool. More participant agencies in the risk pool allow for greater stability and gives the JPA group a more competitive advantage when purchasing more robust and cost-competitive plans. The historic performance of Keenan is as follows:

Plan Type	Self-Funded	Fully-Insured	
Year	Anthem PPO, EPO, HDHP	Anthem HMO	Kaiser HMO Average
2023	5.00%	9.48%	3.50%
2022	6.50%	9.37%	3.67%
2021	8.75%	3.73%	5.10%
2020	7.14%	3.80%	7.82%
2019	12.05%	NA	3.01%

Proposed Benefit Plan

The Benefits Ad Hoc Committee met for several months and reviewed many potential plan/coverage options that would best serve the needs of the agency and its employees. The Committee elected to offer three plan options for the 2024 open enrollment period:

- Kaiser HMO ($25 co-pay)
- Anthem Blue Cross HMO ($35 co-pay)
- Anthem Blue Cross PPO HDHP (90/10)

For the January 1, 2024, renewal year, we can offer an insurance pool option that is most cost-effective, affordable for staff, and benefit-option rich. The proposed plan would include Kaiser, a full-network HMO, and PPO. The share-of-cost will be 90% for employer and 80% for dependent for the Kaiser HMO product. The election of the Anthem Blue Cross plans would require the employee to “buy-up” and increase the level of employee contributed premium.

Plan	Coverage	Rate	ER	EE	%
Kaiser	Employee Only	872.96	784.96	88.00	90%
	Employee + Spouse	1,833.22	1,623.22	210.00	89%
	Employee + Child(ren)	1,658.63	1,483.63	175.00	89%
	Employee + Family	2,531.59	2,181.59	350.00	86%
HMO	Employee Only	909.34	785.34	124.00	86%
	Employee + Spouse	1,903.96	1,622.96	281.00	85%
	Employee + Child(ren)	1,632.70	1,483.70	149.00	91%
	Employee + Family	2,717.73	2,181.73	536.00	80%
PPO	Employee Only	966.12	785.12	181.00	81%
	Employee + Spouse	2,125.46	1,623.46	502.00	76%
	Employee + Child(ren)	1,739.01	1,484.01	255.00	85%
	Employee + Family	2,994.97	2,181.97	813.00	73%

Fiscal Impact

The total agency-wide projected fiscal impact is approximately a 30% increase in the employer portion of costs in the amount of $1,375,000. The employees are projected to recognize a 34.3% decrease in individual costs. The increase in the costs have been reviewed with program directors and each have made accommodation in their budget to offset the increase costs. This investment in employee benefits should leverage the agency to be more competitive in recruiting and retaining staff.

Timeline

Human Resources will begin preparation for open enrollment in October (currently scheduled for October 30- November 15, 2023) beginning with a multi-tiered agency-wide communication announcing the coming plan and cost changes.

Recommendation

Staff's recommendation is to designate the Chief Executive Officer (CEO) to sign the application and agreement to engage and purchase PACE benefit plans, to approve enrollment into the Pace JPA, and to approve the plan and subsidy structure as outlined above in the Proposed Benefit plan chart.

Attachments:
PACE Acceptance Form Exhibit B
Fully Executed PACE Amended and Restated JPA Agreement
PACE Amended Restated Bylaws

EXHIBIT B

AGREEMENT AND ACCEPTANCE OF
AMENDED AND RESTATED JOINT EXERCISE OF POWERS AGREEMENT

WHEREAS, the undersigned public agency ("Agency") seeks to become a member of the Public Agency Coalition Enterprise ("PACE");

WHEREAS, the Board of Directors has approved the undersigned's application for membership in PACE,

NOW ,THEREFORE, in consideration of being granted membership in PACE, the Agency hereby accepts and agrees that, as of the Effective Date noted below, it shall be bound by all terms and conditions of the Amended and Restated Joint Exercise of Powers Agreement attached hereto, as if the Agency had been an original signatory thereto.

Community Action Partnership of Kern

BY: _____

Name: **Jeremy T. Tobias**

Title: **Chief Executive Officer**

Date: **August 30, 2023**

AMENDED AND RESTATED

JOINT EXERCISE OF POWERS AGREMENT

PUBLIC AGENCY COALITION ENTERPRISE

JOINT POWERS AUTHORITY

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JOINT POWERS AGREEMENT

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2. Functions of PACE
3. Powers of PACE
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5. Bylaws
6. Membership in PACE
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8. Termination of Agreement
9. Disposition of Property and Funds
10. Amendments
11. Severability
12. Liability
13. Enforcement
14. Definitions

EXHIBIT A: BYLAWS

Preamble

I. Board of Directors
II. Rules of the Board of Directors
III. Executive Committee
IV. Rules of the Executive Committee
V. Officers
VI. Finance
VII. Memorandum of Coverage
VIII. Accounts and Records
IX. Risk Management
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JOINT EXERCISE OF POWERS AGREEMENT

PUBLIC AGECY COALTION ENTERPRISE

This Joint Exercise of Powers Agreement ("Agreement") is entered into pursuant to the provisions of title 1, Division 7, Chapter 5, Article 1 (Sections 6500, et seq.) of the California Government Code, for the purpose of operating an agency to be known as the Public Agency Coalition Enterprise which shall be organized and operated as a California joint powers authority ("JPA").

WITNESSETH:

WHEREAS, it has been determined to be to the mutual benefit and in the best interests of the agencies who have signed this Agreement and those that may later sign onto this Agreement ("Signatories") to join together to establish a JPA to carry out the purposes and powers as later described herein; and

WHEREAS, it has been determined by the Signatories that there is a need to establish and operate a cooperative program for the purchase of insurance, creation and management of pooled self-insurance programs, and/or the implementation of appropriate risk management activities, and other related services and programs for insured and self-insured members ("Program"); and

WHEREAS, it has also been determined that such a Program is of value on an individual and mutual basis; and

WHEREAS, it has also been determined that the establishment of a Program can adequately meet the needs of the of Signatories; and

WHEREAS, Title 1, Division 7, Chapter 5, Article 1, of the California Government Code authorizes joint exercise by two or more public agencies of any power common to them; and

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL ADVANTAGES TO BE DERIVED THEREFROM, AND IN CONSIDERATION OF THE EXECUTION OF THIS AGREEMENT BY OTHER PUBLIC AGENCIES, each of the Signatories does agree as follows:

1. CREATION OF THE JOINT POWERS AUTHORITY

A JPA, separate and apart from each public agency that is a Signatory, shall be and is hereby created and shall hereafter be designated as the Public Agency Coalition Enterprise ("PACE").

2. PURPOSE AND POWERS

(a) PACE is established for the purpose of administering this Agreement, pursuant to the joint powers provisions of the California Government Code, and for taking all action necessary and appropriate for the establishment, operation and maintenance of the Program and to provide a forum for discussion, study, development and implementation of recommendations relating to the Program.

(b) The powers of PACE are:

(1) To establish a vehicle for the cost effective purchase of employee benefits insurance and/or such other insurance by and for the Members of PACE ("Members"),

(2) To establish such programs of and/or for self-insurance and/or risk pooling arrangements as the Board of Directors of PACE ("Board") shall deem appropriate.

(3) To facilitate the cost-effective purchase of third-party administration (TPA) and other services deemed appropriate by the Board for the Members.

(4) To take such actions and to enter into such contracts as may be necessary for to accomplish the purpose stated in this Section 2(b).

(5) To acquire, hold, and dispose of property, real and personal, all for the purpose of providing the creating and sustaining the Program including, but not limited to, the acquisition of such resources, facilities, equipment and personnel as may be necessary the Program.

(6) To incur debts, liabilities, and obligations necessary to accomplish the purposes of this Agreement.

(7) To receive gifts, contributions, and donations of property, funds, services, and other forms of assistance from persons, firms, corporations, associations, and any governmental agency in furtherance of the Program.

(8) To invest surplus reserve funds as deemed appropriate by the Board and as required by law.

(9) To provide a forum for discussion, study, development, and implementation of recommendations of mutual interest regarding other joint programs.

(10) To sue and be sued in the name of PACE.

(11)To perform such other functions as may be necessary or appropriate to carry out this Agreement, so long as such other functions so performed are not prohibited by any provision of law.

(12)To exercise any power common to the Signatories, provided that the same are in furtherance of the functions and objectives of this Agreement as herein set forth. Pursuant to Section 6509 of the California Government Code, the exercise of the aforesaid powers of PACE shall be subject to the restrictions upon the manner of exercising such powers by a public agency having the same status as a member of a JPA except as otherwise provided in this Agreement.

4. TERM OF THE AGREEMENT

This Agreement shall become effective on August 6, 2014. With respect to organizations that have previously executed a Joint Exercise of Powers Agreement (JPA Agreement) with PACE, this amended and restated Agreement shall expressly supersede the prior JPA Agreement. This Agreement shall continue in effect until lawfully terminated as provided herein and in the Bylaws. In the event of a reorganization of one or more of the Signatories, the successor in interest or successors in interest to the obligations of any such reorganized Signatory may be substituted as a party or as parties to this Agreement.

5. BYLAWS

(a) PACE shall be governed pursuant to bylaws ("Bylaws"), approved and adopted by the Board and by such amendments to the Bylaws as may from time to time be adopted. Upon approval by the Board, a copy of the Bylaws and all subsequent amendments thereto, shall be attached to and incorporated into this Agreement as Exhibit A. PACE shall be operated pursuant to this Agreement and the Bylaws.

(b) Procedures for amending the Bylaws shall be as provided in the Bylaws so long as not inconsistent with this Agreement. Such amendments shall be binding upon all Members of PACE ("Members"). The effective date of any Bylaw amendment will be on the first day of the next month following adoption, unless otherwise stated.

6. DESIGNATION OF PROGRAM MANAGER

It is recognized that for PACE to develop and maintain a financially sound, cost-effective Program and to grow its membership, oversight of the Program must be provided by a party that has a demonstrated record of success in dealing with insurance and self-insurance programs of public agencies and in managing JPA's established for insurance-related purposes. To that end, it is agreed that Keenan & Associates shall be the Program Manager of PACE. Any decision to remove Keenan as the Program Manager shall be carried out in the manner provided in the Bylaws.

7. MEMBERSHIP IN PACE

(a) Each Signatory must be eligible for membership in PACE as defined in the Bylaws, and shall become a Member on the effective date of this Agreement or on the date that the Signatory becomes a party to this Agreement, whichever is later. Each public agency that becomes a Member shall be entitled to the rights and privileges of membership. By signing this Agreement each Signatory agrees to be subject to and bound by all terms and conditions of this Agreement and of the Bylaws.

(b) Upon approval the Executive Committee, any self-insured or fully insured California public agency or California JPA, may become a Member by executing a copy of this Agreement

(c) Each Member shall (i) pay its own insurance premiums for programs of commercial insurance purchased through PACE, (ii) make such contributions as the Board may deem necessary for any pooled self-insurance program established by PACE, (iii) maintain the minimum self-insured retention as may be set by the Board in conjunction with any insurance or self-insurance coverage arranged, established, or provided for by PACE, (iv) perform such other acts as are reasonably required by the Board in conjunction with the Program, and (v) with respect to self-insured Members securing TPA services through PACE, agree to the terms of the TPA services agreement.

7. WITHDRAWAL FROM OR TERMINATION OF MEMBERSHIP

(a) Any Signatory which has completed two complete years as a Member may voluntarily terminate this Agreement as to itself and withdraw from membership in PACE. Such termination and withdrawal of membership shall become effective subject and according to the conditions, manner and means set forth in the Bylaws.

(b) A Member may be involuntarily terminated from PACE as provided the Bylaws. Such removal from membership shall operate to terminate the Agreement as to such party, but shall have no effect on the continued operation of this Agreement with respect to other Signatories.

8. TERMINATION OF PACE

This Agreement and the JPA may be terminated effective at the end of any fiscal year by the affirmative vote of three-fourths (3/4) of the Members of PACE; provided, however, that PACE and this Agreement shall continue to exist for the purpose of disposing of all claims, distribution of assets, and all other functions necessary to conclude the affairs of PACE.

9. DISPOSITION OF PROPERTY AND FUNDS

(a) In the event of the dissolution of PACE, the complete recision, or other final termination of this Agreement by the Signatories then a party hereto, any property interest remaining in PACE following a discharge of all obligations shall be disposed of as provided for by the Bylaws.

(b) In the event a Signatory terminates its participation in this Agreement and membership in PACE, any property interest of that Signatory remaining in PACE following discharge of its obligations shall be disposed of as provided for by the Bylaws .

(c) The term "obligations," as referred to herein, shall include, but not be limited to, all payments required by law together with any other obligations incurred by PACE or a Signatory, as applicable, pursuant to this Agreement or the Program.

10. AMENDMENTS

This Agreement may be amended at any time in writing by agreement of by three-fourths (3/4) of the-current Signatories. Any such amendment shall be effective upon the date of final execution thereof, unless otherwise provided in the amendment.

11. SEVERABILITY

Should any portion, term, condition, or provision of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions, and provisions shall not be affected thereby.

12. LIABILITY

(a) Pursuant to the provisions of Sections 895, et seq., of the California Government Code, the Signatories are jointly and severally liable upon any liability which is otherwise imposed by law upon any one of the Signatories or upon PACE for injury caused by a negligent or wrongful act or omission occurring in the performance of this Agreement and the operation of the JPA.

If a Signatory is held liable upon any judgement for damages caused by such an act or omission and makes payments in excess of its pro rata share on such judgment, such Signatory is entitled to contribution from each of the other Signatories that were parties to the Agreement at the time of the

incident or action giving rise to the liability. A Signatory's pro rata share shall be determined in the same manner as for the disposition of property and funds as provided in the Agreement and the Bylaws.

(b) PACE may insure itself, to the extent deemed necessary or appropriate by the Board, against loss, liability, and claims arising out of or connected with this Agreement.

13. ENFORCEMENT

The Board is hereby given authority to enforce this Agreement. In the event suit is brought upon this Agreement by PACE and judgment is recovered against a Signatory, the Signatory shall pay all costs incurred by PACE, including reasonable attorney's fees as fixed by the court.

14. EXECUTION

Those public agencies who are the original Signatories to this Agreement shall be considered the founding Members of PACE. Each public agency that subsequently seeks to join PACE will be required to sign an "Agreement and Acceptance" form in substantially the same form as Exhibit B, the execution of which will cause the public agency to be deemed a Signatory of this Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their authorized officers thereunto duly authorized as set forth herein below.

SIGNATORIES:

Name of Agency: Town of Danville

Date: Sept. 4, 2014

By: Dennis M. Fuseaux

Title: PACE Board President

Name of Agency: City of Livingston

Date: Sept. 8 2014

By: Tom Zanniers

Name of Agency: Del Mar Union School District

Date: 9-14-14

By: Catherine Birkes

Name of Agency: Municipal Services Authority

Date: September 16, 2014

By: _____

EXHIBIT A

Bylaws of PACE

[To be attached once approved by PACE Board of Directors]

EXHIBIT B

AGREEMEMT AND ACCEPTANCE OF AMENDED AND RESATATED JOINT EXERCISE OF POWERS AGREEMENT

WHEREAS, the undersigned public agency ("Agency") seeks to become a member of the Public Agency Coalition Enterprise ("PACE");

WHEREAS, the Board of Directors has approved the undersigned's application for membership in PACE,

NOW ,THEREFORE, in consideration of being granted membership in PACE, the Agency hereby accepts and agrees that, as of the Effective Date noted below, it shall be bound by all terms and conditions of the Amended and Restated Joint Exercise of Powers Agreement attached hereto, as if the Agency had been an original signatory thereto.

Insert Name of Public Agency

BY: _____

Name: Insert Name of Person Signing

Title: Insert Title of Person Signing

AMENDED AND RESTATED BYLAWS
PUBLIC AGENCY COALITION ENTERPRISE
JOINT POWERS AUTHORITY

PREAMBLE

The Public Agency Coalition Enterprise Joint Powers Authority ("PACE" or "JPA") is established for the purpose of the establishment, operation, and maintenance of a joint program for employee benefits coverage, and such other coverages and associated services as the Board may later determine, by its members ("Members"), and to provide a forum for discussion, study, development, and implementation of programs regarding employee benefits, insurance, and self-insurance. PACE shall comply with the provisions of Sections 6503.5 and 53051 of the Government Code requiring the filing of a statement with the Secretary of State.

ARTICLE I
BOARD OF DIRECTORS

A. A Board of Directors ("Board") is hereby established to direct and control PACE. The number of directors shall equal the number of Members. As additional Members are added, the number of directors shall be adjusted accordingly without need to amend these bylaws.

B. Each Member of PACE shall appoint one of its employees to serve on the Board, and shall notify PACE in writing of the appointment. Each Member will also appoint one Alternate Board member who shall serve in the absence of the Board member. The Insurance Advisory Committee described in Article VIII ("IAC") shall also appoint one of its members to serve on the Board.

C. Each Director shall serve an indefinite term which shall end upon the occurrence of any of the following events:

1. Written notice from the appointing Member that it has appointed a replacement for the director;
2. The director ceases to be an employee of the appointing Member, or the IAC, if service as IAC representative;
3. The director provides written notice of resignation; or
4. The director is involuntarily removed from office by a majority vote of the Board.

Any vacancy on the Board shall be filled by the Member that appointed the Director leaving the vacancy.

D. The Board shall meet at least annually and at other times as special meetings are called. The date, time, and place for each such regular meeting shall be fixed by resolution of the Board of Directors, which resolution shall be publicly posted prior to the meeting on a public bulletin board to be designated by the Board and filed with each Member. All meetings of the Board of Directors shall be called, held, and conducted in accordance with the terms and provisions of the Ralph M. Brown Act, Sections 54950, et seq., of the California Government Code ("Act"), as from time to time amended, and in accordance with rules adopted by the Board, provided that such rules are not inconsistent with the Act. The Board

shall cause minutes of its meetings to be kept, and shall promptly transmit to the Members true and correct copies of the minutes of such meetings.

E. The Board, by resolution, shall designate a specific location at which it will receive notices, correspondence, and other communications, and shall designate one of its Members as an agent for the purpose of receiving service on behalf of PACE.

F. Each Director shall have one vote and, unless otherwise provided under these Bylaws, the action of a majority of Directors at any meeting at which a quorum is present shall constitute the action of the Board. A quorum shall consist of a majority of Directors present at any regular or specially called meeting of the Board.

G. In addition to those standing committees established by the Bylaws, the Board may appoint and dissolve working committees whose function shall be as designated by the Board. Working committees shall not have authority to act on behalf of the Board, but shall present information, offer input, and/or make suggestions and recommendations to the Board. Unless otherwise prohibited by law or these Bylaws, membership in a working committee is not restricted to Directors. Any employee of a Member may serve on a working committee, provided, however, that each working committee shall have at least one (1) member who is a Director. The President shall appoint the chair and all members of each working committee.

H. No Director shall receive any compensation in exchange for service as a Director, provided, however, that the Directors shall be reimbursed, in accordance with policies to be adopted by the Board, for all legitimate expenses incurred in the performance of their duties.

I. The JPA may secure insurance coverage for the Board of Directors.

ARTICLE II
POWERS OF THE BOARD OF DIRECTORS

A. The Board may establish rules governing its own conduct and procedure, and have such expressed or implied authority as is not inconsistent with, or contrary to, the laws of the State of California, these Bylaws, or the Joint Powers Agreement ("JPA Agreement.")

B. The Board of Directors shall directly or by contract take such action and provide for services required to effectively implement all aspects of this joint program.

C. Unless otherwise prohibited by law or these Bylaws, the Board may delegate to the Executive Committee the authority to act on Behalf of the Board on any matter that is to be brought before the Board.

D. The Board shall designate and engage a Program Manager to oversee the day-to-day activities of the JPA.

ARTICLE III
EXECUTIVE COMMITTEE

A. Once the Authority has reached seven (7) Members, the Board may, at its discretion, establish an Executive Committee. The size of the Executive Committee shall be as set by resolution of the Board. The Executive Committee shall be comprised of the PACE Officers and such other Directors as are elected by the Board. Until such time as the Executive Committee is established, the powers and duties of the Executive Committee as designated in these Bylaws shall be the responsibility of the full Board of Directors.

B. The non-Officer members of the Executive Committee shall be elected by a majority vote of the Directors and shall serve a term ending on December 31 of odd numbered years. In the event of a vacancy on the Executive Committee, the vacancy shall be filled by the majority vote of the Executive Committee. Any individual elected to fill a vacancy shall serve for the remainder of the unexpired term.

C. The Executive Committee may conduct regular, adjourned regular, special, and adjourned special meetings, provided, however, that it will hold at least two regular meetings each fiscal year. Such meetings may be held concurrent with PACE meetings. The date, time, and place for each such regular meeting shall be fixed by resolution of the Executive Committee, which resolution shall be publicly posted prior to the meeting on a public bulletin board to be designated by the Executive Committee and filed with each Member of PACE.

All meetings of the Executive Committee shall be called, held, and conducted in accordance with the terms and provisions of the Ralph M. Brown Act (Government Code Section 54950, et seq.) ("Brown Act") of the California Government Code, as said Act may be modified by subsequent legislation, and as the same may be augmented by rules of the Executive Committee not inconsistent therewith.

D. Except as otherwise provided or permitted by law, all meetings of the Executive Committee shall be open and public. The Executive Committee shall cause minutes of its meetings to be kept, and shall promptly transmit to the Members of PACE true and correct copies of the minutes of such meetings.

E. Each member of the Executive Committee shall have one (1) vote and, unless otherwise provided in these bylaws, the action of a majority at any meeting at which a quorum is present shall constitute the action of the Executive Committee. A quorum shall consist of a majority of Directors, or their Agency Alternate, present at any regular or specially called meeting of the Executive Committee.

F. No individual shall receive any compensation in exchange for service on the Executive Committee, provided, however, that the members of the Executive Committee shall be reimbursed, in accordance with policies to be adopted by the Board, for all legitimate expenses incurred in the performance of their duties.

ARTICLE IV
POWERS OF THE EXECUTIVE COMMITTEE

A. The Executive Committee may establish rules governing its own conduct and procedure, and have such expressed or implied PACE as is not inconsistent with or contrary to the laws of the State of California, these Bylaws, the Agreement, or any rule, policy, procedure, action, or directive of the Board. The Executive Committee shall have no power to overrule or invalidate any action validly taken by the Board.

B. The Executive Committee shall have the duty to act on behalf of the Board in between the meetings of the Board, but only as described in Part C below.

C. The powers of the Executive Committee include:

1. Appoint and dissolve working committees;
2. Directly or by contract provide for services required to effectively implement all aspects of this joint program;
3. Review, approve and/or terminate any contract to which PACE is a party, except that the JPA's contract with the Program Manager may only be approved or terminated by the full Board;
4. Approve admission of new Members;
5. Approve the health benefits insurance and insurance-related programs to be offered to the Members;
6. Work with the Program Manager, as appropriate, to oversee PACE's insurance programs and day-to-day operations; and
7. Any other power necessary to conduct the business of PACE unless such power is specifically reserved to the Board.

ARTICLE V
OFFICERS

A. The Officers of PACE shall be elected by the Board, and shall be the President, Vice President, Secretary/Treasurer, and Past President. Each officer, not including the Past President, shall serve a 2-year term. The Past President will serve a 1-year term upon leaving office. The President and Secretary/Treasurer will serve a 2-year term ending on December 31 of even numbered years, and the Vice President will serve a 2-year term ending on odd numbered years. Any person elected or appointed as an Officer may be removed at any time, with or without cause, by a majority vote of the Board. Any vacancy in an Officer position shall be filled by the Board.

B. The President shall be the chief executive officer and shall have general supervision and direction of the business of PACE, shall see that all orders and resolutions of the Board are carried into effect, and shall have other powers and perform such other duties as may be prescribed from time to time by the Board. The President shall also be a Member of all working committees established by the Board or Executive Committee.

C. The Vice President shall have such powers and perform such duties as may be prescribed from time to time by the Board or the President. In the absence or disability of the

President, the Vice President shall be vested with all the powers and authorized to perform all the duties of the President.

D. The Secretary/Treasurer shall have the following duties:

1. Attend all meetings of PACE and record all votes and the minutes of all meetings;
2. Give, or cause to be given, notice of all meetings of PACE when notice is required by law or these Bylaws;
3. Act as the chief financial officer of PACE and assume the following duties described in Sections 6505.1 and 6505.5 of the California Government Code:
    i. Receive and receipt for all money of PACE and place it in a County Treasury and/or a commercial account as approved by PACE to the credit of PACE;
    ii. Be responsible for the safekeeping and disbursement of all money of PACE; and
    iii. Pay, when due, out of money of PACE, all legitimate and verifiable sums payable by PACE.
4. Verify and report in writing on the first day of July, October, January, and April of each year, or as soon as possible thereafter, to PACE, the amount of money he holds for PACE, the amount of receipts since his last report, and the amount paid out since his last report.
5. Act as Custodian of PACE property; and
6. Perform such other duties as may be prescribed from time to time by law or by PACE or the President.

ARTICLE VI
MEMBERSHIP

A. Membership in PACE is open to any commercially insured or self-insured California public agency. Membership shall be deemed to be effective when the prospective Member has:
1. Been approved by the Board or Executive Committee;
2. Has executed the Agreement; and
3. Agreed in writing to be bound by these Bylaws.

B. For purposes of Section A above, "public agency" means any city, state, county, or local government or an agency of city, state, county, or local government, or other public entity or any joint powers authority comprised of any of the foregoing and serving the interests of the public entities detailed in this section.

ARTICLE VII
PROGRAM MANAGER

A Program Manager shall oversee the day-to-day operations and administrative functions of PACE. The Program Manager shall also act as PACE's benefits consultant and insurance broker for the organization. Given its extensive experience as an insurance broker/consultant and in the management of pooled insurance programs and joint powers authorities, Keenan shall serve as PACE's Program Manager. Keenan shall serve at the pleasure of the Board and may be removed as the Program Manager if such removal is authorized by unanimous consent of all Directors. The

compensation of the Program Manager will be set each year by the Board. Members shall comply with any initiatives or programs implemented by the Program Manager on behalf of PACE, including, but not limited to, the use of the BenefitBridge data platform to facilitate enrollment and the transmission of eligibility data.

ARTICLE VIII
INSURANCE ADVISORY COMMITTEE

A. There shall be created an Insurance Advisory Committee ("IAC") whose purpose shall be to advise and consult with the Board with respect to the interests and concerns of non-management employees of the Members. Each Member shall designate up to two (2) individuals from the organization to serve on the IAC. Individuals shall serve on the IAC at the pleasure of the appointing Member and any individual so serving may be removed and replaced by the appointing Member at any time for any reason.

B. The IAC shall appoint two (2) members of the Committee to serve as Directors of the Authority. Except as expressly described in this Article VII, any individual representing the IAC on the Board of Directors shall have the same duties, responsibilities, and conditions of tenure as each other Director.

C. The IAC shall select one individual to serve as its Chair. The Chair shall preside over all meetings of the IAC.

D. The IAC shall function only in an advisory capacity and shall have no authority to take any action or make any decision on behalf of the Authority.

E. All meetings of the IAC will be called, held and conducted in compliance with the provisions of the Brown Act.

F. The IAC members shall not receive compensation for their service on the Committee. Expenses incurred by an IAC member at the direction or request of the Board shall be eligible for reimbursement only if approved in advance.

G. The IAC shall meet at least once annually. Additional meetings may be convened upon request of the Chair or any IAC member, or at the request or direction of the Board.

ARTICLE IX
WELLNESS INITIATIVES

Each Member shall promote the health and well-being of its employees through participation in the wellness initiatives adopted by PACE. In furtherance of such initiatives, and to support a wellness program among its own employees, each Member shall:

1. Create a wellness leadership team representing management and labor, which meets monthly and assists with providing direction for the program design, implementation, and evaluation;

2. Establish an employee wellness committee to provide involvement of the workforce in program design and advocacy;

3. Conduct an audit of the wellness environment in the organization, and identify actions to be taken to support a culture of wellness;

4. Conduct an assessment of employee wellness needs, interests, and challenges;

5. Develop a multi-year wellness program blueprint – including mission, goals, and objectives – to provide an action plan for implementing and evaluating the program, and for sustaining the program to achieve a positive return on investment;

6. Create a wellness program branding;

7. Develop a strategy for engaging employees in the program, including an incentives program plan; and

8. Identify metrics for monitoring and evaluating the program's progress and outcomes.

ARTICLE X
FINANCE

A. PACE shall operate on a fiscal year from January 1st through December 31st.

B. No less than 120 days before the end of the fiscal year, the Executive Committee shall adopt an operating budget ("Operating Budget") for the following fiscal year. A copy of the Operating Budget shall be transmitted to each of the Members.

C. As necessary, an Operating Account shall be established and maintained by the Program Manager for any the monies that may be received by PACE. Funds from the Operating Account shall be used for the payment of the operating expenses of PACE.

D. Each Member shall be responsible for the payment of its own insurance premiums. A 2% late fee will be charged for premiums received sixteen (16) days after the due date, and a 5% late fee will be charged for premiums received thirty-one (31) days after the due date.

E. Each Member shall be responsible for a pro rata share of the fees of the Program Manager and such other expenses as may be authorized by the Board. The amount of each Member's share shall be calculated on a per employee per month basis.

ARTICLE XI
INSURANCE COVERAGE AND OTHER SERVICES

A. The Program Manager shall, upon Board recommendation, solicit and obtain quotes from insurance carriers for presentation to the Board.

B. The Board shall determine the carrier(s) and insurance options that will be made available to the Members.

C. Coverage shall renew as of the first day of each fiscal year.

D. Each commercially insured Member must purchase its benefits insurance coverage through the JPA. unless the selected carrier(s) refuses to offer a quote for such Member, in which case the Member may either elect to continue as a self-insured Member or be terminated from membership in PACE, pursuant to Article XII.

E. Each member may select from the available commercial insurance coverage options in accordance with the guidelines set up by carrier(s) and/or the JPA. Once its options have been selected, a Member may not change its selected options for a period of 3 years, provided, however, that under extenuating circumstances a Member may request that this requirement be waived. Any Member requesting a waiver must present its request in writing to the Executive Committee explaining the circumstances and the reasons why the waiver should be granted. The Executive Committee shall have the sole authority to determine, in its absolute discretion, whether or not to grant the waiver. The decision of the Executive Committee shall be final.

F. Each commercially insured Member will be responsible for the timely payment of its insurance premiums. Failure to pay premiums when due is grounds for termination of membership in the JPA.

G. PACE will make available the third-party administration (TPA) services to its self-insured Members. Self-insured TPA services will be provided by the PACE Program Manager. Members will be expected to utilize the services of TPA PACE's Program Manager unless an exception is granted in writing by the Board.

H. Self-insured Members securing TPA services through PACE will have access to the pricing negotiated by the TPA and the applicable network.

I. Self-insured Members will be required to accept the terms and conditions of the TPA service agreement entered into by PACE and the Program Manager.

J. Each self-insured Member will be fully and solely responsible for the payment of its claims and will be responsible for funding a claims payment account for use by the TPA.

K. Self-insured Members will be billed directly by the TPA for the TPA services and will be solely responsible for payment of the TPA fees.

ARTICLE XII
ACCOUNTS AND RECORDS

A. The Secretary/Treasurer is the designated depository of PACE funds in compliance with California Government Code 6505.5 and 6505.6.

B. PACE is strictly accountable for all funds received and dispersed by it and, to that end, PACE shall establish and maintain such funds and accounts as may be required by good accounting practice or by any provision of law or any resolution of PACE. Books and records of PACE in the hands of the Secretary/Treasurer shall be open to inspection at all reasonable times by representatives of the Members. As soon as practical after the close of each fiscal year, PACE shall give, or cause to be given, a complete written report of all financial activities for such fiscal year to each Member.

C. The Board of Directors shall make, or contract with a Certified Public Accountant to make, an annual audit of the accounts, records, and financial affairs of PACE. In each case the minimum requirements of the audit shall be those prescribed by the State Controller for special districts under Section 26909 of the California Government Code and shall conform to generally accepted auditing standards and accounting principles. When such an audit of accounts and reports is made by a Certified Public Accountant, a report thereof shall be filed as a public record with each of the Members of PACE.

ARTICLE XIII
TERMINATION OF MEMBERSHIP

A. Any Member who has been a member of PACE for at least two (2) years may terminate its membership and its participation in the Joint Powers Agreement by providing notice in the manner prescribed in Section B below. Termination will be effective as of the last day of the then-current fiscal year.

B. Notice must be given at least 60 days before the end of the fiscal year. Notice must be in writing signed by the chief executive of the Member and submitted with a copy of a resolution of the Member's Board of Trustees authorizing the termination. If a Member submits notice of an intent to terminate, but subsequently decides to remain in PACE, the Member shall not be permitted to submit another termination notice for two years. The Board has the right to impose a termination fee upon any Member who fails to provide notice in the manner required by these Bylaws.

C. Any Member withdrawing from PACE shall not be eligible to reapply for membership for a period of three (3) years.

D. The terminating Member will not be eligible to renew any insurance coverage obtained through PACE at the rates available to PACE Members

E. A Member may be involuntarily terminated from PACE upon a two-thirds (2/3) majority vote of the Executive Committee at any meeting at which a quorum is present.

F. Grounds for involuntary termination include, but are not limited to, the following:
   1. Failure or refusal to abide by the Agreement or Bylaw, and/or any amendment thereto;
   2. Any action which in the opinion of the Board is contrary to best the interests, goals and/or objectives of PACE and its Members.

3. Failure of a Member to disclose a material fact to PACE or its Program Manager which, in the opinion of the Board, constitutes fraud, misrepresentation or concealment for the purposes of obtaining coverage with PACE.
4. Failure to qualify for any insurance coverage offered through PACE, if not continuing as a self-insured Member securing TPA services through PACE;
5. Failure for more than 60 days to pay any of its share of the Program Manager's fees;
6. The cancellation of insurance obtained through PACE for non-payment of premiums, or
7. Failure for more than 60 days to make any payment due for TPA services secured through PACE.

Involuntary termination shall have the effect of eliminating the Member as a signatory to the Agreement and as a Member of PACE. Termination shall be effective upon such other date as the Board may specify, but in no case less than thirty (30) days after notice of involuntary termination is given. In the event that termination occurs before the last day of the fiscal year, any insurance obtained by the terminated Member through PACE shall continue until the first day of the month following the termination date.

ARTICLE XIV
DISPOSITION OF PROPERTY AND FUNDS

In the event of the dissolution of PACE, the complete rescission, or other final termination of Joint Powers Agreement by all Members then a party to the Agreement, any property interest remaining in PACE following a discharge of all obligations shall be disposed of pursuant to a plan adopted by the Board of Directors with the objective of returning to each Member a pro rata share of the remaining interest. The pro rata share shall be determined by the length of time each entity has been a Member.

ARTICLE XV
INVESTMENT OF FUNDS

A. PACE shall have the power to invest or cause to be invested, in compliance with Section 6509.5 of the California Government Code, such funds as are not necessary for the immediate operation of PACE as allowed by Section 53601 of the California Government Code.

B. The level of cash to be retained for the actual operation of PACE shall be determined by the Board.

ARTICLE XVI
AMENDMENT

A. Amendment to these Bylaws may be proposed by any Member of the Board.

B. Except as otherwise provided in these Bylaws, amendments to these Bylaws must be adopted by a two-thirds (2/3) vote of all Directors. Any amendments duly adopted by the Board shall be binding upon all Members of PACE. Any amendment that would alter the

rights of the Members or would fundamentally change the purpose of the JPA as established in the Preamble to these Bylaws, must be approved by the unanimous consent of all Directors. The effective date of any amendment will be on the first day of the next month following adoption, unless otherwise stated.

ARTICLE XVII
SEVERABILITY

Should any portion, term, condition, or provision of these Bylaws be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions, and provisions shall not be affected thereby.

ARTICLE XVIII
EFFECTIVE DATE

These Bylaws shall become effective immediately upon their adoption by the Board.

Amended and Approved: May 27, 2020



Board Presentation

Community Action Partnership of Kern

Presented by: Laurie LoFranco, Municipalities Practice Leader
Pam Cote, Sr. Account Manager
Sista Duncan, Service Analyst

August 30, 2023

Keenan®

Keenan Dedicated Team - Experience



Laurie LoFranco
Municipalities Practice Leader
Senior Vice President
39 Years EB and HR Experience



Pam Cote
Sr. Account Manager
17 Years Public Agency Experience



Sista Duncan
Service Representative
15 Years Public Agency Experience

Keenan Overview

50
Years of Providing Customized Solutions

2017
Joined AssuredPartners

11th
Largest Broker in the USA

725
Dedicated Professionals on Staff

50+
JPAs or Trusts Managed

850+
Schools Clients

200+
Public Agency Clients

100+
Health Care Organization Clients

Comprehensive Benefit Services

Program Evaluation

- Pooled vs. Direct Purchase
- Fully Insured vs. Self-Funded
- Plan Design
- Provider Network
- Special Projects

Renewal / Marketing

- In-House Underwriting and Actuarial Services
- Review and Negotiation of carrier renewals and marketing results
- Full management of program marketing efforts
- Implementation and communication assistance

Program Administration

- Health Fair and Open Enrollment Support
- Employee Communications Development
- Claims Support/Resolution
- Wellness Consulting

Committee Support

- Develop Agendas
- Administer Committee Meetings
- Perform Committee Research and Education
- Track and Record Committee Decisions
- ACA Compliance

Unmatched Expertise

- **Niche Focused Expertise for the Public Sector**
- Keenan is dedicated to finding solutions for California public sector clients
- Trained experts working with the public sector
- Our experts build collaboration between labor and management groups
- Full-service consulting services built around public sector client needs

- **Thinking outside of the Box**
- Keenan consultants are task with looking solutions beyond the norm
- **Proven record**
- Transforming clients from underperforming and being underfunded to overperforming and being financial healthy
- **Market Knowledge**
- Knowing when the markets are soft or hard benefits our clients as we take advantage of market conditions



Future Changes

Changes to Future Benefits	Impact to the Community Action Partnership
Cost of Medical Benefits due to increasing inflation and utilization	Cost of medical coverage will increase unless proper strategies are implemented to minimize the impact of inflation
Cost of Prescription Drugs due to increasing development, usage and cost of high-cost specialty and non-specialty drugs	Cost of prescription drug coverage will increase unless proper strategies mitigate the impact of high-cost drugs
Workforce Demographic Shifts will change what benefits are meaningful to individual members	As the workforce demographics shift, the Community Action Partnership benefit program will need to make the appropriate adjustments including plan development, new apps (technology), and changes to how we communicate benefits
Long-Term Care Insurance (LTCI) Mandate	A payroll tax may be implemented as early as 2024 to fund a state LTCI mandate
Healthcare reform has favored the patient needing care at the expense of the overall rates to the membership	Government mandates risk transfer strategy from the patient to the covered members will continue to have a cost increasing affect on the health plan

PACE Medical JPA Overview

- Serving California municipalities and special districts since 2012
  - Keenan has been PACE's consultant since program inception
- This JPA was created to operate and maintain health benefit programs that will mutually benefit the members using the principals of collectively pooled underwriting, risk sharing shared expenses, health management and cost containment purposes
- PACE provides employee benefits to 33 employer groups
- PACE will aggregate the claims experience for all special districts and municipalities
- Currently provides a variety of Anthem and Kaiser medical plan options
- **An agency will have representation on the PACE JPA Board**

PACE JPA – Benefits to Consider

- Plans Available
  - 22+ plan options
  - **Anthem**
    - 4 PPO Plans
    - 4 EPO Plans
    - 3 HDHP Plans
    - 4 HMO Plans
  - **Kaiser**
    - 6 HMO Plans
    - 1 HDHP Plan



PACE JPA

- There were 33 member agencies during the 2022 plan year.
- The total Anthem enrollment as of January 1, 2023, was approximately 2,777 total members with Kaiser at 985 total members.
- Total Cash Balance (Reserves) as of 6/30/23 $10,606,829



PACE - Value Added Services

LiveHealth Online – a video telehealth resource for acute health or mental health issues 24/7

- mobile app or website

Anthem Nurseline - available 24/7

COBRA services provided at no cost

Wellness Program

PACE - Embracing Wellness

- PACE Wellness Program - WellSteps
  - Earn gift cards by participating in various wellness activities
  - Behavior change campaigns and videos
  - Monthly PACE wellness newsletters
  - Quarterly Wellness Advisory Committee Meetings – provides program updates to member agencies
  - Dedicated KeenanWell specialist, Dayna Gowan

Accomplishments

- All Benefit Plans have been reviewed and marketed for savings and plan enhancements
- Keenan has met with Human Resources staff for strategic planning of Open Enrollment
- Meetings have taken place to set up any necessary file feeds for transfer of enrollment information to carriers
- Broker of Record change has been submitted to all carriers
- Acceptance by PACE JPA is confirmed – Pending CAPK Board Approval

2022

Keenan

Making an IMPACT in our Community

At Keenan, we believe that
"What you do makes a difference"
– everywhere.

We dedicate corporate funds, employee time and Keenan products to help our communities thrive. Here are the highlights from our community efforts in 2022.

CREATING OPPORTUNITY

Continued to fund the **Keenan Insurance Scholarship Fund** with another $10,000 for community colleges in California

CREATING EQUITY

Renewed our support of the **California Medicine Program,** which aims to build a diverse health care workforce, with a $5,000 donation

VOLUNTEER HOURS

Almost **5,000** volunteer hours spent supporting local non-profits

FINANCIAL SUPPORT

Provided **$200,000** to support a variety of non-profits in California

FOCUS ON THE HOMELESS

7,000 toiletry kits and blankets were packaged up and donated to nonprofits working with the homeless

VOLUNTEER SQUAD

Our Volunteer Squad crafted **1,200** items for homebound seniors, children fighting cancer and the Down syndrome community

KEENAN SAFESCHOOLS

More than **2.5M** Mandated Reporter courses completed; offered free of charge to help keep kids safe in schools

DONATION DRIVES

Conducted 4 drives raising more than **$20,000** and collected pet supplies, clothing, and school supplies

Questions?



THANK YOU!

MEMORANDUM

To: Board of Directors

From: Jerry Meade, Assistant Director ~ Program 

Date: August 30, 2023

Subject: *Agenda Item V(b)*: Retention Incentive Plan – **Action Item**

The Head Start/State Child Development Division has recognized the need to retain personnel in direct service positions with a high propensity for vacancies. The Retention Incentive Plan is needed to address the retention challenges caused by the COVID-19 pandemic and the higher cost associated with CAPK's 2023 benefits plan.

The objective of the Retention Incentive Plan is to reduce turnover and create longevity in service time for Head Start employees, as well as improve employee satisfaction and maintain organizational expertise. The plan is to retain hard-to fill positions (i.e. direct service staff) and the balance of Head Start positions may fall into a later phase.

The eligible direct service positions as outlined in the policy and procedure will receive a $2,000 retention incentive and will be paid on the pay date in which the respective December 15, 2023, pay period is processed.

The goals of the Retention Incentive Plan are the following:

1. Reduce employee turnover.
2. Lengthen employee's service time with CAPK.
3. Increase the number of Head Start employees.
4. Reach full enrollment.

To be eligible for the incentive, the employee must maintain their employment from August 30, 2023- November 27, 2023.

In collaboration with the Finance Division, the fiscal impact has been addressed with a revised budget revision and carryover monies from the 2022-2023 program year.

As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results*, this proposal supports staff development, growth, and retention by creating a pathway for current staff or new recruits to be placed in supervisory positions that will increase their knowledge base and provide experience in order to have the ability to promote within the organization.

Recommendation:
Staff recommends the Board of Directors approve the Retention Incentive Plan as presented.

Attachments:
Retention Incentive Plan Policy and Procedure

Head Start and State Child Development
POLICY AND PROCEDURE

TITLE:	Retention Incentive Plan
APPROVED:	
APPLIES TO:	Identified positions within the Head Start and State Child Development Division

PURPOSE:
The purpose of the Head Start Retention Incentive Plan (Plan) is to help retain employees during challenging times. Upon approval by the Board of Directors, this plan will be temporary and is intended to help address the retention challenges caused by the COVID-19 pandemic and the higher costs associated with CAPK's 2023 benefit plan.

OBJECTIVE:
To reduce Head Start employee turnover and lengthen their service time with CAPK. This Policy includes eligibility criteria based on the employee's date of hire and their maintaining of their employment within the Head Start and State Child Development division throughout the eligibility timeframe established. This Policy applies to selected positions as identified below with the approach to prioritize the hard-to-fill positions, as well as, those positions that, in the absence of said position, would prevent reaching full enrollment for our Head Start programs. Staff have identified the selected positions as Direct Services Positions. The balance of Head Start positions may fall into a later phase.

GOALS:
1. Reduce employee turnover
2. Lengthen employee's service time with CAPK
3. Increase the number of Head Start employees
4. Reach full enrollment

ELIGIBILITY PROCEDURES:

1. Employees on active status on the Date of Approval from the BOD August 30, 2023 and maintain their employment through November 27, 2023 will receive this incentive (Paid December 15, 2023)
2. For purposes of implementing this policy, employees on a leave of absence are considered active. If an employee is on a leave of absence on August 30, 2023, and they would otherwise be eligible for the incentive, they will receive the applicable incentive paid December 15, 2023 or upon their return from leave whichever is the latter.

DRAFT

INCENTIVES:

1. A $2,000.00 retention incentive will be paid to eligible Head Start employees on the pay date in which the respective December 15, 2023 pay period is processed.
2. The incentive will be processed through payroll and will be considered taxable wages.
3. Incentives will be expensed to the Head Start Division as this program receives the benefit of the retained employee.

Below is a table with example scenarios:

Date of Hire	Dates of Leave of Absence	Employment End Date	December Incentive
On or before 8/30/2023	N/A	N/A	Yes
On or before 8/30/2023	N/A	11/27/2023	No
On or before 8/30/2023	7/16/2023-12/18/2023	N/A	Yes (upon return from leave)

Direct Services Positions to be included in this policy:

Head Start Teacher	Early Head Start Teacher	Assistant Teacher
Site Supervisor I	Site Supervisor II	Family Advocate
Early Childhood Educator	Home Visitor	Family Service Worker
Food Service Worker	Custodian	Teacher Aid

DRAFT

MEMORANDUM

To: Board of Directors

From: Jerry Meade, Assistant Director ~ Program

Date: August 30, 2023

Subject: *Agenda Item V(c)*: Recruitment Incentive Plan – **Action Item**

The Head Start/State Child Development Division has recognized the need to recruit qualified personnel in direct service positions with a high propensity for vacancies. The Recruitment Incentive Plan includes a two-tiered approach that emphasizes filling the hard-to-fill positions, as well as positions that would prevent reaching full enrollment for the Head Start and Home Visiting Programs. The first tier of positions is directly linked to direct services staff. The second tier will include positions that support the operation of Head Start centers. For both tiers, it will include full and part-time employees.

The goals of the Recruitment Incentive Plan are the following:

1. Increase employee onboarding/fill vacant positions.
2. Open closed classrooms.
3. Reach full enrollment.

To be eligible for the incentive, the employee must maintain their employment and successfully complete their first 90 days by receiving at least a satisfactory on their 3-month evaluation to receive 50% of their stipend as outlined below. To receive the remaining amount of the incentive, the employee must maintain their employment and successfully complete their first 180 days by receiving at least a satisfactory on their 6-month evaluation.

The allocation of payments and tiered positions are outlined in the attachment. As noted in the policy, the incentive is based on available funding and the Board of Directors could suspend the policy at any time.

In collaboration with the Finance Division, the fiscal impact has been addressed with a revised budget revision and carryover monies from the 2022-2023 program year.

As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results*, this proposal supports staff development, growth, and retention by creating a pathway for current staff or new recruits to be placed in supervisory positions that will increase their knowledge base and provide experience in order to have the ability to promote within the organization.

Recommendation:
Staff recommends the Board of Directors approve the Recruitment Incentive Plan as presented.

Attachment:
Recruitment Incentive Plan Policy and Procedure

Head Start and State Child Development
POLICY AND PROCEDURE

TITLE:	Recruitment Incentive Plan
APPROVED:	
APPLIES TO:	Identified positions within the Head Start and State Child Development Division

PURPOSE:
The purpose for the Head Start Recruitment Incentive Plan (Plan) is to help attract qualified employees within hard to fill positions. Upon approval by the Board of Directors, this plan will be temporary and is intended to help address the recruitment challenges caused by the decline in early childhood professionals caused by the COVID-19 pandemic.

OBJECTIVE:
To increase Head Start employment rates with qualified staff in order to open closed classrooms and reach full enrollment. This Policy includes a two-tiered incentive program applied to select Head Start positions with the approach to prioritize the hard-to-fill positions, as well as, those positions that, in the absence of said position, would prevent reaching full enrollment for our Head Start/HVP programs. Staff have identified the first tier of positions which are directly linked to enrolling children. The second tier includes positions which support the operation of the Head Start centers. All positions identified include full-time and part-time employees.

GOALS:
1. Increase employee onboarding/fill vacant positions
2. Open closed classrooms
3. Reach full enrollment

ELIGIBILITY PROCEDURES:

1. Employees onboarded into active status on or after the Date of Approval from the BOD August 30, 2023 and maintain their employment through the successful completion of their first 90 days AND receives a satisfactory rating on their 3 Month Evaluation will receive 50% of the stipend as identified in tiers below.
2. Additionally, employees that maintain active employment through the successful completion of their first 180 days AND receives a satisfactory rating on their 6 Month Evaluation will receive the balance of the stipend as identified in tiers below.

DRAFT

INCENTIVES:

1. A recruitment incentive will be paid to eligible Head Start employees on the first pay date following the date in which the eligibility criteria has been met.
2. The incentive will be processed through payroll and will be considered taxable wages.
3. Incentives will be expensed to the Head Start Division as this program receives the benefit of the retained employee.

Tier One Positions will receive $3,000

Head Start Teacher	Early Head Start Teacher	Assistant Teacher
Site Supervisor I	Site Supervisor II	Family Advocate
Early Childhood Educator	Home Visitor	Family Service Worker

Tier Two Positions will receive $1,500

Food Service Worker	Custodian	Teacher Aid

Policy Termination

This policy is dependent on availability of funding. At any point the Board of Directors may authorize the suspension of this policy. If the Board of Directors does not renew this policy prior to June 30, 2024 the incentive will end. From the date the policy ends, incentives will not be offered to employees onboarded after June 30, 2024. However, previously incentives will be paid to employees hired prior to the date the policy ended and that have met the eligibility criteria.

DRAFT

MEMORANDUM

To: Board of Directors

From: Jerry Meade, Assistant Director ~ Program

Date: August 28, 2023

Subject: *Agenda Item V(d)*: Revised Head Start and Early Head Start Carryover Request – **Action Item**

Head Start and Early Head Start is requesting a revision to the Carryover Request for the 2023-2024 budget year that was approved by the Board of Directors on June 28, 2023. As noted in the previously approved request, the Head Start and State Child Development Division is seeking a budget carryover of $3,523,819, which includes Base and Training and Technical Assistance (T&TA).

The Head Start and State Child Development Division will submit the Carry Over Request with a budget revision. The revision will move funds to the Personnel and Fringe categories to support the Recruitment and Retention Stipends. Additionally, funding will be moved to the equipment category and include a request to purchase equipment for the play yards. These revisions align with our priorities to recruit and retain staff, as well as providing quality outdoor environments conducive to the population in which we serve.

In collaboration with the Finance Division, the revised proposal was formulated. The fiscal impact is minimal. All previously approved projects are on track to be completed with the carryover funds, the revision will ensure the funds are in the correct category.

Recommendation:
Staff recommends the Board of Directors approve the revised Head Start and Early Head Start Carryover Request and Budget Revision for the 2023-2024 funding period for grant #09CH01132.

Attachments:
Carry Over Budget Detail
Resolution #2023–11 (Revised)

Community Action Partnership of Kern

Head Start and State Child Development Division

2023-2024 Carry Over

Budget Detail Revised

BASE and T&TA	CARRYOVER REQUEST	PROJECTS
PERSONNEL	$ 309,231.00	Recruitment and Retention Initiatives
FRINGE BENEFITS	$ 8,000.00	Recruitment and Retention Initiatives
TRAVEL	$ 62,331.00	Training Opportunities for 2023
SUPPLIES	$ 66,733.00	Outdoor & Education Materials
EQUIPMENT	$ 414,100.00	Vehicles to support Central Kitchen & Maintenance; Play Yards
CONSTRUCTION	$ -	
CONTRACTUAL	$ 5,825.00	Training Consultants (Loose Parts)
OTHER	$ 2,620,552.00	Minor Renovations Projects, Landscape Design, and Fencing
INDIRECT	$ 37,047.00	
TOTAL	**$ 3,523,819.00**	

Edited 8/24/2023

RESOLUTION # 2023-11 REVISED

A Revised Resolution of the Board of Directors of Community Action Partnership of Kern Approving the HS/EHS 2023-2024 Carry Over

The Board of Directors of Community Action Partnership of Kern, met on June 28, 2023, at a regularly scheduled meeting, at the CAPK Administrative Offices located at 5005 Business Park North, Bakersfield, CA 93309 and resolved as follows:

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

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

WHEREAS, the Head Start and State Child Development Division has requested to submit a Revised Carryover Request that includes a budget revision for the Head Start and Early Head Start Grant #09CH011132 in the 2023-2024 budget year; and

WHEREAS, the Head Start and State Child Development Division seeks a budget carryover of $3,523,819; and

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

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK's representative signatory with regard to the submission of a Revised Carryover Request and Budget Revision for the Head Start and Early Head Start Grant #09CH011132 for the 2023-2024 budget period.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 30th day of August 2023.

Fred Plane, Chair
CAPK Board of Directors

Date

MEMORANDUM

To: Board of Directors

From: Pritika Ram, Chief Business Development Officer

Date: August 30, 2023

Subject: *Agenda Item V(d):* Board Recruitment for Category III - Private Sector – **Action Item**

At the May 25, 2022, meeting of the Board of Directors, a five (5) year term limit was approved within the agency Bylaws for all Private Sector members. At the June 29, 2022, meeting of the Board of Directors, a current list of Private Sector members was presented along with a proposed rotation schedule. Effective January 31st of each year going forward, a member of the Private Sector's term will end. The schedule was prepared based on the effective date of each member.

Mr. Curtis Floyd began his service as a CAPK Board Member on September 1, 2010, with a legal background and expertise as a licensed attorney. Mr. Floyd will be the second Private Sector member subject to the term limit, with his term ending January 31, 2024.

Staff proposes the recruitment for the Private Sector member begin in September 2023 to allow enough time to advertise, collect applications, and schedule interviews. The exiting member is invited to re-apply for their seat and will be considered along with other applications received. An Ad-Hoc Committee, assigned by the Board Chair, will be comprised of a member from each sector, and staff. Upon the review of all applications received, and interviews of the top candidates, the Ad-Hoc Committee will make a formal recommendation to the Board at the November 29, 2023, meeting.

Recommendation:

Staff recommends approval to begin recruitment efforts in September 2023 for the Private Sector seat to vacate on January 31, 2024, and further requests the Board Chair assign an Ad-Hoc Committee to oversee the recruitment process.

Attachment:
Community Action Partnership of Kern (CAPK) Bylaws (approved 5/25/2022)

BYLAWS
OF THE
COMMUNITY ACTION PARTNERSHIP OF KERN

Adopted by
The Board of Directors on

May 12, 1965

Amended August 23, 2017, with Resolution #2017-05
Board Review August 17, 2019
Amended May 25, 2022, with Resolution #2022-19

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ARTICLE I

NAME AND LOCATION

This corporation shall be named the Community Action Partnership of Kern (CAPK). It is a California nonprofit public benefit corporation with its principal place of business located at 5005 Business Park North, Bakersfield, California.

ARTICLE II

PURPOSE

CAPK shall act as the official Community Action Agency for Kern County, California, in conformity with the standards and regulations set forth by Public Law 88-452 (the Economic Opportunity Act), the Omnibus Reconciliation Act of 1981, Public Law 97-35, the Coates Human Services Reauthorization Act of 1998, Public Law 105-285, the Community Services Block Grant Act (CSBG), and State and Federal statutes regulating private nonprofit corporations. CAPK shall primarily serve Kern County but may also serve other areas needing assistance or programs as approved by the CAPK Board of Directors (Board). For the purposes of being a Community Housing Development Organization (CHDO), CAPK considers its primary service area, Kern County, as a "community," as set forth under the federal HOME Program contained in Title 24 of the Code of Federal Regulations section 92.2(8)(i).

ARTICLE III

FUNCTIONS

The functions of CAPK shall include, but not be limited to, the following actions:

1. Identifying and diagnosing areas and causes of poverty in Kern County and/or other areas.

2. Developing a comprehensive plan to alleviate or eliminate poverty in Kern County and/or other areas.

3. Developing, conducting, and administering anti-poverty programs or overseeing the conduct and administration of anti-poverty programs, as established under provisions of the Economic Opportunity Act of 1964 (which was subsequently repealed and replaced with the Omnibus Reconciliation Act and Coates Human Services Reauthorization Act).

4. Encouraging, stimulating, and assisting in the development of anti-poverty projects by public and private nonprofit entities, voluntary organizations, and Indigenous low-income groups to meet the needs of the low-income population in and around Kern County.

5. Providing quality housing that is affordable to low-income and moderate-income individuals, pursuant to its charter, articles of incorporation, resolutions, or bylaws.

ARTICLE IV

MEMBERSHIP AND COMPOSITION OF BOARD OF DIRECTORS

Section 1. Number of Directors. The number of authorized Directors on the Board shall be fifteen (15) unless amended by a simple majority of a quorum of the Board.

Section 2. Tripartite Board. Board seats shall be allotted on a tripartite basis and shall include (i) at least one member who shall have a background and expertise in fiscal management or accounting; (ii) at least one member who shall have a background and expertise in early childhood education and development; and (iii) at least one member who shall be a licensed attorney familiar with the issues that come before the Board. If the Board is unable to recruit individuals to serve on the Board with these qualifications, then the Board shall use consultants or other individuals with the expertise to work with the Board in an advisory capacity. The Directors shall be drawn primarily from the following spheres of community activity in Kern County:

Category I: Public Official Representatives.

1. Pursuant to section 676B of Public Law 105-285 and the CSBG Act, one-third of the Board shall consist of elected public officials, currently holding office, or their appointed representatives, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the memberships of the Board, membership on the Board of appointive public officials may be counted in satisfying the requirements set forth under this paragraph.

2. Pursuant to section 92.2.(5) of Title 24 of the Code of Federal Regulations "the governmental entity may not have the right to appoint more than one-third of the membership of the organization's governing body and no more than one-third of the board members may be public officials or employees of governmental entity. Board members appointed by a governmental entity may not appoint the remaining two-thirds of the board members. The officers or employees of a governmental entity may not be officers or employees of a community housing development organization."

3. As a CDHO under the HOME Program, no more than one-third of the Board shall be elected or appointed public officials or persons appointed by a public official.

Category II: Low-Income Representatives.

1. Pursuant to section 676B of Public Law 105-285 and the CSBG Act, at least one-third of the Board shall consist of individuals elected pursuant to democratic selection procedures adequate to assure that such individuals are representative of the low-income populations in the area elected to serve. A Low-income representative shall reside in the area he or she is elected to represent.

2. Pursuant to section 676B of Public Law 105-285 and section 92.2 of Title 24 of the Code of Federal Regulations, the Board shall maintain at least one-third of its membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations (e.g.,

block groups, town watch organizations, civic associations, neighborhood church groups and NeighborhoodWorks® organizations).

3. Low-income residents shall be defined as: (i) those individuals living in the low-income community and whose incomes fall within the Federal Poverty Guidelines as being low-income; or (ii) are an elected representative of a low-income neighborhood organization Low-income representatives must not be elected or appointed public officials, or persons appointed by a public official.

Category III: Private Sector/Community Representatives.

1. Pursuant to section 676B(a)(2)(C) of Public Law 105-285, the remainder of the Board shall consist of members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community.

2. To provide representation from various parts of the private sector and/or community, representation shall be selected from the following types of organizations, including but not limited to business, industry, labor, religious, civic, welfare/social service organizations, education, media or other major groups and interests in the community.

Section 3. Procedure. Members of the Board shall be selected pursuant to the following procedure:

Category I - (Five Seats).

1. The Board shall determine and appoint the public officials who shall serve on the Board. The five elected public officials are:
    i. One Kern County representative from a U.S. Congressional district covering Kern County;
    ii. One representative from the State of California Senate district covering Kern County;
    iii. One representative from the State of California Assembly district covering Kern County;
    iv. One representative from the Kern County Board of Supervisors; and
    v. One representative appointed by the Mayor of the City of Bakersfield.

2. Each public official selected may choose one (1) representative to serve on the Board in his or her place. A representative of a public official may not select an alternate to serve on the Board in her or her place.

3. There shall be no tenure restrictions of public officials so designated by the Board. However, the term of a public official or his or her representative shall be simultaneous with the public official's term of office. The U.S. Congressional, State Senate, and State Assembly representatives shall rotate as they leave office. The rotation of office shall alternate between the two districts that have the highest number of Kern County residents in their district. The Chairman of the Kern County Board of Supervisors shall designate the representative to the Board. The Mayor of Bakersfield shall designate the representative to the Board.

Category II - (Five Seats).

1. Low-Income representatives shall be elected pursuant to the democratic process. CAPK shall hold elections in four (4) areas of Kern County as defined by the Kern County Superior Court Regional Divisions: Metropolitan Bakersfield, East Kern, North Kern, and South Kern. In addition, the Head Start Policy Council (PC) shall select one representative to serve as a member of the Board as the Kern County PC Representative for one (1) year.

   A Low-Income representative must reside in the area he or she is elected to represent. Voting shall be limited to residents of such area who are 18 years of age, or older. A Low-Income Representative elected need not themself be low-income but must be elected in a manner that will ensure that he or she truly represent the low-income populations in such area.

2. CAPK shall follow and conform to Federal and State regulations in conducting Category II elections. CAPK shall require each Category II candidate to sign a certificate that certifying that he or she meets all eligibility requirements and pledges to represent the low-income community. CAPK shall provide each Category II candidate with a copy of the CAPK Election Rules and Procedures, and an official petition form. CAPK shall hold elections on weekdays that do not occur on a Federal, State, or local holiday.

3. Low-income residents are those individuals identified by the Federal Poverty Guidelines as meeting low-income requirements. To confirm low-income status, a candidate shall sign a self-certification proclaiming themself to be low-income or pledging to represent the low-income community.

4. If fewer than two (2) candidates file nomination papers by the extended deadline date, the Board has the right to waive the election and appoint a representative for the area consistent with eligibility criteria.

5. If a duly elected representative under Category II fails to complete his or her term of office, the Board may appoint a successor to complete the term. The successor shall be from the same area as the Low-Income Representative being replaced and shall meet the requirements for a Low-Income Representative as set forth above.

6. A Low-Income Representative shall serve a consecutive five (5) year term. After serving five (5) consecutive years, the Low-Income Representative's seat shall be opened for election. If the Low-Income Representative wishes to remain on the Board, he or she must run for re-election and meet all requirements as set forth in the CAPK Election Rules and Procedures. There shall be no limit set on the number of terms a person may serve as a Low-Income Representative under Category II. The period of Board service for this category will begin at the regularly scheduled Board meeting following the election or appointment.

Category III - (Five Seats).

1. At the direction of the Board Chairperson, CAPK staff shall invite appropriate community organizations and private businesses to select one (1) representative from their respective entity to apply for membership to the Board to CAPK.

   Once all applications have been submitted to CAPK, such applications shall be reviewed and considered for appointment in a manner determined by the Board.

2. Upon appointment, a Category III representative shall serve a consecutive five (5) year term. After serving this consecutive five (5) year term, the Category III representative shall reapply and be considered for reappointment in a manner determined by the Board. There shall be no limit set on the number of terms a person may serve as a Category III representative. The period of Board service for this category will begin at the regularly scheduled Board meeting following appointment.

3. If an invited and appointed representative of a community organization or private business resigns from the Board or is otherwise unable to complete his or her term, then an entity of the same "type" may replace the resigning entity on the Board upon receipt of the entity's interest in serving on the Board, and after the entity is determined to be a duly representative organization by the Board. If there is no entity of the same "type" to replace the resigning entity, another "type" of entity may be appointed. When there are more entities willing to serve than there are seats available, then priority shall be given to those entities that can provide a balance to the community and best meet the criteria established by the Board for Category III membership. The Board shall make final determination as to the entity that shall serve.

No person may serve as a member of the Board who has been convicted within the past five (5) years of a crime involving moral turpitude. As used herein, the term "moral turpitude" shall include, but not be limited to, conduct contrary to justice, honesty, modesty, or good morals. The minimum age of a Director shall be eighteen (18) years of age.

Section 5. Vacancies.

1. Definition. A vacancy on the Board shall occur when:

   A. The Board removes a member of the Board for cause and notifies such member of his or her removal pursuant to Article IV, Section 6 below.
   B. A member of the Board notifies the Board of his or her resignation.
   C. A public official who serves as a member of the Board under Category I no longer holds elected office.
   D. A low-income representative who serves on the Board under Category II moves out of the area of which he or she was elected to represent.

2. Filling Vacant Seats of Category I Member of the Board. The Board shall select another public official to fill the vacancy or solicit the newly elected public official to make an appointment as soon as reasonably possible.

3. Filling Vacant Seats of Category II Member of the Board. The Board shall hold an election pursuant to CAPK Election Rules and Procedures.

4. Filling Vacant Seats of Category III Member of the Board. The Board may request the organization to name a new representative or refer to process in Article IV, Section 3 to fill the vacancy.

Section 6. Removal.

1. Grounds. The following shall constitute grounds for removal:

   A. Conviction of a crime involving moral turpitude. As used herein, the term "moral turpitude" shall include, but not be limited to, conduct contrary to justice, honesty, modesty, or good morals.

   B. Absences from three (3) consecutive regularly scheduled Board meetings.

   C. Absences from five (5) regularly scheduled Board meetings in any consecutive twelve (12) month period.

   D. Absences may be grounds for removal under Items B and C above; however, the Board will consider the nature of absences when deciding or consideration of removal.

   E. A low-income representative moves out of the area of which he or she was elected to represent.

   F. A member of the Board engages in conduct that is unlawful, unethical, or in any way brings CAPK into disrepute.

2. Procedure. A member of the Board may be removed by a two-thirds (2/3) majority of a quorum of the Board for any ground listed in Article IV, Section 6, Subsections A – F, above.

   Prior to removal, the member of the Board shall be notified in writing of the grounds for removal (including specific facts, dates, times, and places) and shall be given an opportunity to be heard by the Board. The representative organization or public official (if any) shall also be notified of the grounds for removal.

   Said member of the Board shall be entitled to a due process hearing before a simple majority of a quorum of the Board, which shall include the right to call witnesses and be represented by counsel. Upon a finding of good cause for removal under this section by a two-thirds (2/3) majority of a quorum of the Board, a member of the Board may be removed.

   Private Sector/Community representatives and public official representatives may be replaced by the appointing organization, or the public official he or she represents, if the member of the Board no longer commands the support and/or confidence of the agency, organization, group, or individual represented.

Section 7. Petitions for Category III Representation. This provision is hereby made for a fair hearing for any community, private sector firm, or representative group that may feel inadequately represented on the Board to petition for such representation. To prevent frivolous petitions or those coming from small groups, it is hereby established that no less than twenty-five (25) signatures of persons who belong to or who serve the petitioning group will be required on each such petition. The Board shall make a written statement of reasons supporting the action taken on the petition and communicate its decision to the petitioners. In the event a petition is presented to the Board and deemed meritorious, the Board, by procedures set forth in Article IV, Section 3, shall provide a seat for such organization and shall adjust the size of the Board as necessary to maintain its tripartite structure. These Bylaws shall be amended to reflect such change.

ARTICLE V

CONFLICT OF INTEREST

Section 1. Conflict of Interest. No member of the Board shall be employed by CAPK, nor shall a member of the Board have a financial conflict of interest with CAPK. The responsibilities of the Board and its committees shall be independent of CAPK staff. An individual leaving the Board who wishes to apply for a CAPK staff position may do so after a waiting period of six (6) months from the time he or she leaves his or her position on the Board. No individual may sit on the Board who is an officer or an employee of or has a direct or indirect ownership or profit participation in an organization contracting to perform a component of any CAPK program. No employee of the Department of Community Services and Development (CSD) may serve on the Board.

No individual shall be employed with CAPK while a member of his or her family, or a roommate serves on the Board, Head Start Policy Council, or any non-staff committee or delegate division of CAPK.

For purposes of this section, a member of the immediate family shall include any of the following:

- Spouse
- Parents
- Stepparents
- Children
- Stepchildren
- Sister
- Stepsister
- Brother
- Stepbrother
- Father-in-law
- Mother-in-law
- Brother-in-law
- Sister-in-law
- Daughter-in-law
- Son-in-law
- Grandparents
- Common-law spouse (as defined by the State of California)

The Conflict of Interest Policy shall be reviewed and signed by the Board on an annual basis.

Section 2. Policy for Receiving Agency Services. Members of the Board who meet all eligibility requirements may access CAPK services. CAPK shall not under any circumstances give members of the Board preferential treatment. In addition, members of the Board must provide all required documentation and follow contract guidelines before CAPK may provide assistance or allow access to programs. If qualified for services, a member of the Board shall

not participate in processing his or her own application for services or provide direction to staff on personal application processing.

ARTICLE VI

FUNCTIONS AND RESPONSIBILITIES OF THE DIRECTORS

Section 1. General. Members of the Board shall be concerned with all problems of poverty in Kern County, as well as in their respective areas, and shall be responsible for reporting back to their organization and areas where required. The Board is responsible for determining overall plans and priorities of CAPK, as well as for evaluating the progress against performance.

Section 2. Powers. The Board shall have the power to:

1. Enter into legally binding agreements with any Federal, State, or local agency, or with any private funding organization for the purpose of administering programs or providing services;

2. Approve personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation (at least every five years), and termination of the Chief Executive Officer, Head Start/State Child Development Services Director, Human Resources Director, Chief Finance Officer, and any other person in an equivalent position with CAPK;

3. Appoint, evaluate (each calendar year), discipline, and/or remove the Chief Executive Officer of CAPK;

4. Approve personnel, organization, fiscal and program policies, including job descriptions at least every five years;

5. Determine overall program plans and priorities for CAPK including evaluating progress against performance by reviewing and analyzing results each calendar year;

6. Approve all program proposals and budgets, including the creation of an annual agency wide budget. Ensure the annual audit is completed and presented by a CPA and formally accepted by the Board. Ensure any prior year findings are assessed and addressed by the agency;

7. Enforce compliance with all conditions of grants;

8. Oversee the extent and the quality of the participation of the low-income in programs of CAPK through a systematic approach for collecting, analyzing, and reporting customer satisfaction; and,

9. Elect the officers of the Board.

Section 3. Head Start Duties and Responsibilities. Pursuant to the Head Start Act, the Board shall have the following duties and responsibilities with regard to the Head Start programs operated by CAPK:

1. Assume legal and fiscal responsibility for administering and overseeing all Head Start programs, including the safeguarding of Federal funds;

2. Approve practices that assure active, independent, and informed governance of the Head Start program and full participation in the development, planning and evaluation of Head Start programs;

3. Ensure compliance with Federal and State laws and regulations that are in any way related to the operation of the Head Start program;

4. Approve procedures and criteria for recruitment, selection, and enrollment of children in the Head Start programs;

5. Review all applications for funding and amendments to application for funding for CAPK's Head Start programs;

6. Approve procedures guidelines for accessing and collecting information regarding programs planning, policies and Head Start program operations as defined in the Head Start Act;

7. Approve all major policies of the Agency, including an annual self-assessment, financial audit, progress in conducting the programmatic and fiscal provisions of CAPK's grant application(s), including implementation of any necessary or suggested corrective actions, and personnel policies regarding the hiring, evaluation, termination, and compensation of the agency employees;

8. Approve procedures for the selection of members of the policy councils and policy committees;

9. Approve all financial management, accounting, reporting policies, and legal and regulatory compliance regarding financial matters relating to Head Start operations, including approval of all major financial expenditures, annual approval of the operating budget, selection of independent auditors, and monitoring of CAPK's actions to correct any audit findings;

10. Review results from program monitoring, including appropriate follow-up activities;

11. Establish, adopt, and periodically update written standards of conduct and procedure for disclosing, addressing, and resolving: (a) any conflict of interest, and any appearance of a conflict of interest, by members of the Board, officers, and employees of the Head Start agency, and consultants and agents who provide services or furnish goods to the Head Start agency; and (b) complaints, including investigations, when appropriate;

12. As necessary and appropriate, establish advisory committees to oversee key responsibilities related to program governance and improvement of Head Start programs.

ARTICLE VII

MEETINGS

Section 1. The Brown Act. The Board and all Standing Committees shall act in accordance with the Brown Act.

Section 2. Regular Meetings. The Board shall schedule at least ten (10) monthly Board meetings in a calendar year period for the purpose of transacting CAPK business.

Section 3. Special Meetings. The Chairperson or a group of five (5) or more Directors may call a special meeting pursuant to the procedure and requirements set forth under the Brown Act.

Section 4. Minutes. The Board shall keep, or cause to be kept, minutes for each open session Board and Standing Committee meeting. CAPK staff shall distribute, or cause to be distributed, minutes of the previous Board and Standing Committee meetings to all members of the Board before the next regular meeting. Additionally, such minutes shall be made available to the public, upon request. CAPK shall provide written translations of the minutes upon request by a member of the public in areas where a significant portion of the poverty population does not speak English.

Section 6. Quorum. A quorum of the Board shall consist of at least fifty percent (50%) of the non-vacant seats on the Board.

ARTICLE VIII

OFFICERS

Section 1. Officers. The Board shall annually elect the following officers:

1. Chairperson.
2. Vice-Chairperson.
3. Secretary.
4. Treasurer.

Section 2. Term of Office. The term of office for each officer position shall be one (1) year.

Section 3. Election of Officers. The Board shall elect its Officers at the first Board meeting of each calendar year. Only members of the Board present at the meeting may vote in Officer elections. The Officer-nominee that receives a majority vote of a quorum of the Board shall be appointed to the nominated Officer position.

Section 5. Limitations. No member of the Board may hold two or more offices concurrently.

Section 6. Duties of the Chairperson. The Board Chairperson shall preside over the Board meetings as Chairperson, serve as the supervisor of the Chief Executive Officer, and perform those duties customarily performed by the Chairperson of the Board of a nonprofit corporation. The Chairperson shall have the power to make committee appointments as set forth in Article IX below.

Section 7. Limitations of the Chairperson. No Board Chairperson shall serve as Chairperson for more than three (3) consecutive one (1) year terms during his or her overall Board term.

Section 8. Duties of the Vice Chairperson. The Vice Chairperson shall fulfill the duties of the Board Chairperson in his or her absence, and other duties as required or otherwise determined by the Board.

Section 9. Duties of the Secretary. The Secretary shall keep, or cause to be kept, in the office of CAPK, the official records and minutes of the Board meetings.

Section 10. Duties of the Treasurer. The Treasurer shall keep, or cause to be kept, the records of the receipt, care, and disbursement of funds of CAPK. In conducting these functions, the Treasurer shall collaborate with the Chief Financial Officer and his or her assistants who shall perform the day-to-day accounting functions for CAPK.

Section 11. Chain of Command. In the absence of the Board Chairperson, the chain-of-command will be as follows: 1) Vice Chairperson; 2) Secretary; 3) Treasurer; 4) Senior Board Member by years served on the Board.

Section 12. Interim Officers. If an Officer position becomes vacant, the Board shall hold an interim Officer election at the next regular Board meeting following the notice of vacancy. Less than a six (6) month term of service shall not constitute a full term. A simple majority vote of a quorum of the Board shall be necessary to fill the vacant officer position.

ARTICLE IX

COMMITTEES

Section 1. Membership. All Standing Committees shall include at least one (1) member of the Board from each category and shall generally reflect the composition of the full Board. The quorum requirements for Standing Committees shall be a simple majority (3 of 5) of the total membership of the committee. All committee meetings shall be conducted pursuant to the open meeting requirements of the Brown Act. The number of Directors on any Committee may not constitute a quorum of the Board.

Section 2. Standing Committees. The Board shall establish and maintain the following Standing Committees:

1. **The Executive Committee.**

   A. The Executive Committee shall consist of the Officers, as listed in Article VIII, Section 1, and up to two (2) Directors appointed annually by the Board Chairperson.

   B. The Executive Committee shall act on behalf of the Board between regular Board meetings. The Executive Committee shall report to the Board any actions it takes in the interim between regular Board meetings.

C. If the Executive Committee cannot convene within the timeframe required for action to be taken, the Board Chairperson may act on behalf of the Board. The Board Chairperson shall report any action taken pursuant to this paragraph to the full Board at the next regular Board meeting for consideration and ratification by the Board.

D. The Executive Committee shall determine its own meeting schedule.

2. **The Personnel Committee.**

A. The Personnel Committee shall consist of the Vice Chairperson, who shall serve as the chairperson, and up to five (5) Directors appointed annually by the Board Chairperson.

B. The Personnel Committee shall function as arbitrator in any labor or personnel disputes not resolved by the Chief Executive Officer.

C. The Personnel Committee shall review, monitor, and recommend for approval the CAPK Personnel Policies.

D. The Personnel Committee shall obtain information concerning employment practices including, but not limited to, overtime, vacations, wage and hour issues, and other relevant concerns and shall keep the Board apprised as to significant trends and make recommendations regarding future policy changes.

E. The Personnel Committee shall determine its own meeting schedule.

3. **The Budget and Finance Committee.**

A. The Budget and Finance Committee shall consist of the Treasurer, who shall serve as the chairperson, and up to five (5) Directors appointed annually by the Board Chairperson.

B. The Budget and Finance Committee shall cause to have made (in accordance with scheduled Board meetings) a review of the financial position of all component programs and report their findings to the Board. This committee will also review and comment upon each new budget before its submission to the respective funding sources.

C. The Budget and Finance Committee shall determine its own meeting schedule.

4. **The Program Review and Evaluation Committee.**

A. The Program Review and Evaluation Committee shall consist of the Secretary, who shall serve as the chairperson, and up to five (5) Directors appointed annually by the Board Chairperson.

B. The Program Review and Evaluation Committee shall review all program ideas, project proposals, and report their reactions and recommendations to the Board.

C. The Program Review and Evaluation Committee shall also be responsible for recommending overall plans and priorities for CAPK and for making periodic examinations of projects underway and reporting to the Board where, in its judgment, each project is achieving its stated goals.

D. The Program Review and Evaluation Committee shall determine its own meeting schedule.

5. **The Audit and Pension Committee.**

A. The Audit and Pension Committee shall consist of a chairperson, who shall be appointed by the Board Chairperson, and up to five (5) Directors appointed annually by the Board Chairperson. The chairperson of the Audit and Pension Committee shall not be a member of the Budget and Finance Committee, nor shall Budget and Finance Committee members constitute more than 49% of the total membership of the Audit and Pension Committee.

B. The Audit and Pension Committee shall recommend the retention and termination of the independent auditor, may negotiate the compensation of the auditor on behalf of the Board. Further, this committee shall confer with the auditor to satisfy the committee members that the financial affairs of CAPK are in order, shall review and determine whether to accept the audit and shall approve performance of any non-audit services to be provided by the auditing firm.

C. The Audit and Pension Committee shall oversee and monitor the administrative and fiduciary responsibilities of our retirement programs. It shall do so by meeting on a regular and ad-hoc basis and will receive regular presentations from the CAPK retirement plan provider(s).

D. The Audit and Pension Committee shall determine its own meeting schedule.

Section 3. Non-Director Committee Members. In establishing Standing Committees and appointing members thereof, the Board Chairperson may draw upon citizens who utilize the services of CAPK and/or who have demonstrated concern with poverty and have special training or experience that can be employed in effectuating the purpose for which CAPK is organized.

Section 4. Ad-Hoc Committees. The Board Chairperson may establish Special Ad-Hoc Committees to investigate, review, and/or make recommendations in areas, matters, or problems not covered by Standing Committees. Members of a Special Ad-Hoc Committee shall only consist of members of the Board.

ARTICLE XI

CHIEF EXECUTIVE OFFICER RESPONSIBILITIES

Section 1. Chief Executive Officer. The Board shall appoint the Chief Executive Officer who shall serve at the discretion of the Board as the Administrative Officer of CAPK.

Section 2. Responsibilities to CAPK. The Chief Executive Officer shall be responsible for the conduct and administration of approved programs and delegate programs within the authority of policies established by the Officers and Board of CAPK.

Section 3. Responsibilities to the Board. The Chief Executive Officer shall be responsible to the Board for:

1. Implementing and enforcing all employment policies and procedures and guidelines established by CSD and the CAPK Board.

2. Ensuring compliance with the open meeting requirements of the Brown Act.

ARTICLE XII

OPERATING PROCEDURES

Section 1. Proxy. Members of the Board shall not vote by proxy at any meeting of the Board or committee meeting.

Section 2. Compensation. Members of the Board shall not receive regular compensation.

Section 3. Reimbursement. CAPK shall reimburse expenses incurred by members of the Board as follows:

1. Mileage reimbursement for all members of the Board.
2. CAPK-related business expense reimbursement for all members of the Board.
3. Childcare reimbursement for all member of the Board.
4. Accommodation and meal costs for the East Kern low-income representative to attend meetings in person when teleconferencing is not available or personal attendance is required.

Such reimbursements shall be made pursuant to CAPK Policies and Procedures.

Section 4. Teleconferencing. The low-income representative elected to represent East Kern may use teleconferencing to attend Board meetings. The Board shall establish the location for the teleconference meeting. Such teleconference location shall be a CAPK owned physical location or a privately rented facility. Whether a CAPK owned physical location or privately rented facility, the teleconference location shall be fully accessible to the public to address the Board during times allotted for public comment. The Brown Act shall apply to such teleconference meetings. If teleconferencing is used in East Kern County, CAPK staff shall post, or cause to be posted, the meeting agenda and allow public comment pursuant to the Brown Act.

ARTICLE XIII

AMENDMENTS

These Bylaws may be amended by a majority vote of the total membership of the Board at any properly noticed meeting of the Board. CAPK staff shall provide written or electronic copies of the proposed amendments to all members of the Board or cause such copies to be provided to all members of the Board, at least ten (10) days prior to the consideration of the amendment(s).

CERTIFICATE BY SECRETARY

I DO HEREBY CERTIFY AS FOLLOWS:

That I am the duly elected, qualified and acting Secretary of Community Action Partnership of Kern and that the foregoing Bylaws were amended as the Bylaws of said corporation at a regularly scheduled meeting of the Board of Directors on May 25, 2022, in accordance with the Articles of Incorporation and Bylaws of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand this 25th day of May.

_____

Ana Vigil, Secretary

CERTIFICATE BY SECRETARY

I DO HEREBY CERTIFY AS FOLLOWS:

That I am the duly elected, qualified and acting Secretary of Community Action Partnership of Kern, and that the foregoing Bylaws were amended as Bylaws of said corporation at a regularly scheduled meeting of the Board of Directors on May 25, 2022, in accordance with the Articles of Incorporation and Bylaws of said corporation.

IN WITNESS WHEREOF, I have hereunto set my had this 25th day of May, 2022.

Ana Vigil, Secretary

RESOLUTION # 2022-19

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Bylaws of the Agency

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on virtually, with an option for in-person on May 25, 2022, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the Agency Bylaws are required to be updated, reviewed by an attorney and approved by the Governing Board at least once every five years, as indicated by US Health and Human Services Informational Memorandum 138 dated January 26, 2015, for CSBG Eligible Entities under 678B of the CSBG Act, 42 U.S.C. § 9914; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for updated Bylaws that are reviewed by an attorney at least once every five years; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby approves and adopts the CAPK Agency Bylaws as presented on May 25, 2022.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 25th day of May 2022.

Fred Plane

Fred Plane, Chair
CAPK Board of Directors

May 25, 2022
Date

MEMORANDUM

To: Board of Directors

From: Emilio Wagner, Director of Operations

Date: June 28, 2023

Subject: *Agenda Item V(f)*: Central Kitchen Design Build Contract Award – **Action Item**

Background

On July 7, 2022, the Administration for Children and Families (ACF) approved the sale of Business Park North and Central Kitchen allowing the proceeds for both to be used to convert the Maintenance and Operations building located at 1825 Feliz into a new Central Kitchen. As we draw near to selling both properties there are specific timelines that must be adhered to seek approval to construct. ACF requires CAPK to follow the process defined under 45 CFR 1303 (1303) to request permission to conduct major renovations. This section requires a complete project budget, design plans, environmental studies, appraisal, and other pertinent documentation. In order to produce these documents, the design-build delivery system was selected to achieve the necessary documentation for a successful 1303 submission.

Current Events

A Request for Proposal (RFP) to seek a design-build contractor was released on July 14th with proposals due August 15th. One extension to August 18th was provided due to providing missing building structural plans. The design-build RFP focused on the contractor's experience and ability to perform a project of this nature. Outlined in the RFP were specific criteria and extensive qualification questions surrounding several topics such as project management approach, subcontractor selection, quality assurance/control, safety, project controls/tracking, collaboration/integration, design development/ management, and project sequencing. Pricing was limited to design preconstruction services and their general conditions. Since the goal of the RFP is to select a qualified contractor to design the kitchen utilizing a professional kitchen designer of institutional kitchens, the total project cost was not considered at this point. The project budget was disclosed as $4 million in which the design-build team will be required to stay within.

Proposers were given a schedule constraint to stay within due to the timing of the sale and approvals necessary for the project, please see attached. From Board approval to construction completion, a timeframe of 15 months was given with $2,000 a day liquidated damages if the schedule is not met.

Two contractors submitted fully responsive proposals meeting the required specifications. The proposals were scored based on the qualifications submitted and their pricing, which followed the scope and plans provided. Pricing was only evaluated for design, preconstruction, and general conditions. Construction costs will be determined after design and once trades are bid.

Scoring Summary:

Scoring Summary	Max Points	Colombo	Piuser
Overall Management Approach	15	15	9
Subcontractor Procurement Approach.	25	25	7
Quality Assurance/Quality Control ("QA/QC").	15	14	8
Commitment to Safety	5	5	2
Management Approach	20	20	8
Project Controls, Cost Tracking	15	15	7
Collaboration and Integration	10	10	6
Design Development and Management	15	15	9
Project Sequencing and Scheduling	15	15	8
Price Proposal			
Phase I: Design	20	17.92	20
Phase II: Pre-Construction Services	20	4.07	20
General Conditions	20	14.4	20
	195	**170.39**	**124**

Colombo Construction	**P**	**L**	**R**	**Z**
Phase I: Design	20	$ 316,200.00	$ 352,855.00	17.92
Phase II: Pre-Construction Services	20	$ 20,025.00	$ 98,500.00	4.07
General Conditions	20	$ 252,500.00	$ 350,770.00	14.40
Piuser Construction	**P**	**L**	**R**	**Z**
Phase I: Design	20	$ 316,200.00	$ 316,200.00	20.00
Phase II: Pre-Construction Services	20	$ 20,025.00	$ 20,025.00	20.00
General Conditions	20	$ 252,500.00	$ 252,500.00	20.00

L= Price of lowest cost R= Price of Proposal, P = Points Available, Z = Points Assigned
Formula: L/R x P = Z

Although both contractors appear capable of completing the project, Colombo's experience and the team assembled demonstrate that they will be able to produce a project that will meet and exceed the needs of our kitchen services.

Staff recommends moving forward with awarding a contract to Colombo Construction where staff will work with their design team to achieve the goals of our Central Kitchen for an efficient team-oriented and efficient work environment to produce Head Start meals. Staff propose to work through the design phase and develop a project cost that will be presented to the Board to issue a notice of proceed for construction.

As for the financial component of the tenant improvements, the overall cost will be attributed to the proceeds generated from the sale of Business Park North and Central Kitchen along with funding from the Head Start carryover. As we progress through design development, the final

cost will be identified which will be used in the 1303 submission to ACF for project approval. The following is an estimation of net proceeds from the sale of property and funds that may be needed from the base grant or the no-cost extension.

Location	Head Start/ Early Head Start Estimate Net Proceeds	Unrestricted Discretionary Estimate Net Proceeds
Business Park North	$2,197,250.00	
Central Kitchen (Federal Share)	$1,092,080.00	
Central Kitchen (Non-Federal Share - Discretionary)		**$ 403,920.00**
Head Start Base funds or no-cost extension	$710,670.00	
Total Revenue	**$4,000,000.00**	
Estimated project cost	$ 4,000,000.00	

The unrestricted funds generated from the sale of the Central Kitchen may either be used towards the construction of the new kitchen or left in discretionary for other purposes. Any necessary budget revisions will be conducted and presented to the Board and ACF for approval. If in the event the project were not to proceed the contractor will be paid for all design work completed up to the notice of termination.

Recommendation:

Staff recommends the Board of Directors authorize the Chief Executive Officer to execute the design portion of a contract with Colombo Construction.

Attachments:
Project Schedule
RFP
Proposal Colombo Construction
Proposal Piuser Construction
Bid Sheet Colombo Construction

Central Kitchen TI's

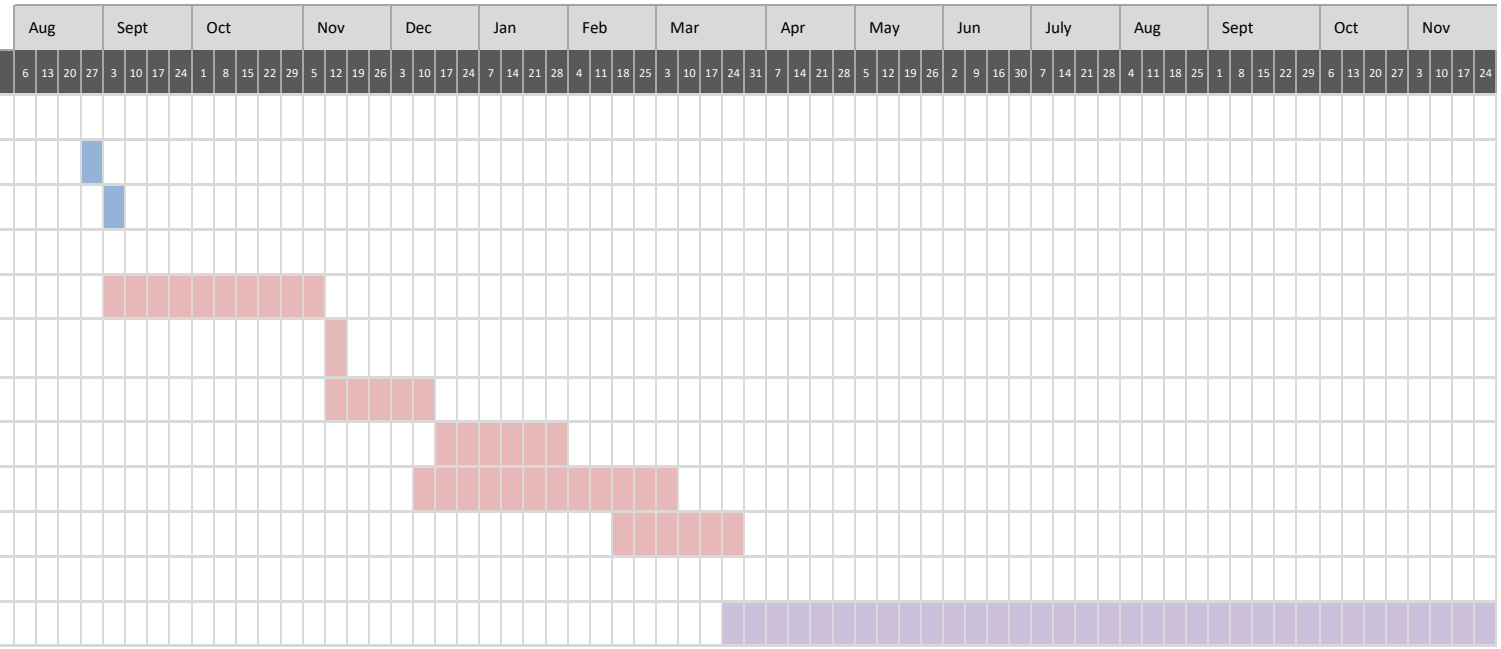
Community Action Partnership of Kern

Project: OPS 2023-002

Wed, 8/30/2023

1

TASK	DUR	START	END
Contract Execution			
Board Approval		8/30/23	8/31/23
Contract Execution		9/1/23	9/3/23
Phase I: Design			
Design Development	66	9/4/23	12/5/23
Guaranteed Maximum Price	11	11/20/23	12/5/23
Appraisal	23	12/5/23	1/5/24
ACF Approval	43	1/5/24	3/6/24
Construction Documents	66	12/5/23	3/6/24
Permits	24	2/21/24	3/26/24
Phase II : Construction			
Construction	177	3/21/24	11/25/24



REQUEST FOR PROPOSALS (RFP)
FOR
Design Build - Central Kitchen Tenant Improvements
1825 Feliz Drive
Bakersfield, CA 93307

Request for Proposal Number: OPS 2023-002

July 14, 2023



Community Action Partnership *of* Kern
5005 Business Park North
Bakersfield, California 93309
661.336.5236

Proposals Due by 2:00 p.m., August 15, 2023

Community Action Partnership of Kern
5005 Business Park North • Bakersfield, CA 93309
(661) 336-5236 • Fax: (661) 325-2169

REQUEST FOR PROPOSALS (RFP):
Design Build – Central Kitchen Tenant Improvements
1825 Feliz Drive
Bakersfield, CA 93307
GENERAL CONDITIONS

I. PURPOSE

Community Action Partnership of Kern (CAPK) is soliciting proposals to provide Design Build Services.

A. Project Description: The design-build contractor will be responsible for all design and construction components to convert a 12,000 square-foot metal building currently used for Maintenance and Operations into a Central Kitchen including but not limited to any upgrades due to title 24, the sizing and design of grease trap, relocation and placement of kitchen equipment, identifying finishes, evaluation of sanitary sewer, evaluation of water and power, utility upgrades, mechanical systems, walk-in refrigerator/freezer, fire sprinklers, dropped ceilings, and ADA Accessibility.

The current Kitchen is located at 3101 Mall View Road which was a former Olive Garden Restaurant that was converted to meet the needs of providing meal services for our Head Start program. The cooking operations are limited to the original footprint of the kitchen which is not ideally laid out for an institutional kitchen. The building is in major disrepair and is currently pending sale to assist with the build-out of a new kitchen.

The Proposed location is a 12,000-square-foot metal building constructed in 2008 for maintenance and warehouse operations. Please see the supplied floor plan of the existing building. CAPK would like to transform approximately 8,000 square feet within the building to provide a fully functional and efficient space to prepare the approximate 3,000 daily meals for our Head Start classrooms which include breakfast, lunch, and snacks. In addition, office space, break room, and storage for the 10 staff that operate the kitchen will need to be incorporated into the design. A conceptual design is attached with input from Kitchen staff of a proposed layout with a somewhat linear design from inbound product to, preparation, cooking, portioning, and outbound using temperature-controlled packaging. The kitchen also stores various supplies used by the Head Start centers, such as toilet paper, paper towels, cleaners and other consumable items. This Storage requirement wil need to be incorporated into the design.

The design-build contractor will be responsible for developing a design team to include a professional commercial kitchen designer to lay out the proposed flow with CAPK staff. Although there will be existing equipment transferred over to the new kitchen, such as steam kettles, refrigeration, ovens, and other equipment, CAPK will require recommendations from the kitchen designer on any new equipment which will enhance the efficiency of the operations.

Throughout the design process, the Design-Build Contractor will be responsible for providing budget numbers that will allow CAPK to make decisions on design criteria that influence the overall project budget.

The project is funded by the Federal Government through the Administration for Children and Families (ACF) and Davis Bacon applies. ACF must approve of the project prior to construction which will require an application from CAPK containing the complete cost of the project, design, and an appraisal of the market value at the time of completion. Upon selecting a Design Build Contractor CAPK has the authority to proceed with Phase I – Design until approval is received from ACF to continue with construction. ACF review and approval typically take between 60 and 90 days. If ACF does not approve of the project and any feedback is provided which will require additional

design or modification to plans, this will be addressed via change order. If ACF does not approve the project and denies authorization to construct the project will end at Phase I and the Design-Build contractor will be paid for all work completed under Phase I.

The Schedule of the project is critical since CAPK has no other means to provide food services to our Head Start classrooms. Currently, the proposed buyer of the Kitchen is reluctant to allow CAPK to lease back the building for a timeline longer than 15 months. The Design-build Contractor will be responsible for reviewing the attached schedule. The project from contract award to certificate of occupancy cannot take longer than 15 months. Liquidated damages will be enforced in the amount of $2,000 per day over the expected completion date.

- **Contract Form:** Design-Build contract between CAPK and Design-Build Contractor.
  - Contract will contain two phases:
    - Phase I: Design development:
      - Design
      - Guaranteed Maximum Price
      - Appraisal at the time of completion
      - Construction Documents
      - Permits
    - Phase II: Construction – ACF approval required to proceed

B. Proposal Submission Information

1. **Closing Date:** Proposals must be submitted no later than **2:00 p.m. August 15, 2023**
2. **Inquiries:** Inquiries concerning this RFP should be directed to the Business Services Department, at procurement@capk.org.
3. **Costs of Proposal Preparation:** All costs incurred in the preparation of a proposal responding to this RFP will be the sole responsibility of the Vendor and will not be reimbursed by CAPK. Unless otherwise stated, all materials submitted by Vendor in response to this RFP shall become the property of CAPK.

C. Proposal Submission Instruction to Vendors: Your proposal should be addressed as follows:

Community Action Partnership of Kern (CAPK)
RFP OPS 2023 -002
ATTN: Business Services
5005 Business Park North
Bakersfield, CA 93309
Or via email to: procurement@capk.org

It is the responsibility of the Vendor to ensure that CAPK receives the proposals by the date and time specified above. **Late proposals will not be considered**. **Confirmation of receipt is the sole responsibility of Vendor.** Each Vendor must submit its proposal using the enclosed format in Section III below. If any proposal submitted deviates from the requested proposal format, it may be cause for disqualification. This does not, however, preclude the Vendor from offering value-added alternatives and additional, relevant information in addition to the information requested in the RFP. The alternatives, however, must be fully explained in written form, and must be separately stated as alternatives in both the proposal content and fee proposal.

Expected Timelines:

	Date(s)	Event
1	July 18, 2023	RFP Released to public
2	July 25, 2023	Job Walk at 9:00 am
3	July 27, 2023	Due date for Vendor Questions -Please email to Procurement@capk.org
4	August 1, 2023	Responses to Vendor questions emailed to Vendors
5	**August 15, 2023, by 2:00pm**	**DUE DATE FOR PROPOSALS FROM VENDORS**
6	August 16 – 30, 2023	Analysis of proposals and interviews if required
7	September 2, 2023	Execution of contracted services

D. **Right to Reject:** CAPK reserves the right to reject any and all proposals received in response to this RFP. The Contract for the accepted proposal will be based upon the factors described in this RFP.

CAPK reserves the right to waive any and all informalities or irregularities in any proposal.

E. **Confidentiality:** The Vendor agrees to keep the information related to negotiations in strict confidence. Other than the reports submitted to CAPK, the Vendor agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Vendor's possession, to those employees on the Vendor's staff who must have the information on a "need-to-know" basis. The Vendor agrees to immediately notify, in writing, CAPK's authorized representative in the event the Vendor determines or has reason to suspect a breach of this requirement.

F. **Notification of Award:** CAPK anticipates but does not guarantee that the Contract will be awarded by **August 30, 2023.**

Award will be made to the most responsible Vendor whose service, experience and approach to the project are most compatible with the CAPK's needs. CAPK will be the sole judge in making this determination.

G. **Small, Women and/or Minority-Owned Business:** Efforts will be made by CAPK to utilize small businesses, women and minority-owned businesses, with the consideration that the primary responsibility is the most favorable return to CAPK.

A Vendor qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

II. PROPOSAL CONTENT REQUIREMENTS

Proposals must include the following:

A. **Cover Letter** A one-page cover letter with the name and contact information of the proposed Vendor, including a brief history of the firm, number of years in business, structure of the organization.

B. **Overall Management Approach**

Describe the Offeror's overall management approach to the Project. In responding to this evaluation factor, Offerors should address the following:

- **a.** What strategies will the Proposed Design-Build Team employ to achieve a thorough and clear understanding of the Owner's goals and objectives?
- **b.** Based on the information provided in the RFQ, what is the Proposed Design-Build Team's current understanding of the goals and objectives of this Project?
- **c.** Identify the key challenges to the Project, and for each challenge identified, propose a strategy to

mitigate the potential negative impacts of the challenge.

i. Identify any unique approaches, strengths, and/or different resources (including specific Key Team Members) that will assist the Proposed Design-Build Team to implement the strategy and assist the Owner in achieving its goals.

C. Subcontractor Procurement Approach

The Owner recognizes the importance of the entire design-build team, including specialty design-build subcontractors.

a. For core the subcontractors/consultants that are applicable please provide qualifications for each firm. The following are considered core subcontractors/consultants:

- **i.** Mechanical
- **ii.** Electrical
- **iii.** Plumbing
- **iv.** Structural/Framing
- **v.** Fire Life Safety (fire alarm, ANSUL system, fire sprinklers)
- **vi.** Architect
- **vii.** Civil Engineer
- **viii.** Structural Engineer
- **ix.** Kitchen designer

b. For those subcontractors not proposed as part of the Design-Build Team:

- **i.** Describe the Design-Build Team's overall approach to subcontractor procurement for the Project.
- **ii.** Compliance with Public Contract Code (PCC) 22166 in the selection of subcontractors is required.

c. Identify potential challenges in the selection of subcontractors for the Project and how the Design-Build Team will address those challenges.

d. If applicable, describe in detail the Design-Build Team's approach to early subcontractor involvement, including proposed design-build and design-assist subcontractors, and identify which scopes of work are candidates for design-build or design-assist subcontracts.

D. Quality Assurance/Quality Control ("QA/QC")

Provide the following information regarding the Proposed Design-Build Team's approach on QA/QC. Include the following information:

a. The overall approach to both design and construction QA/QC;

b. The Proposed Design-Build Team's processes and tools to facilitate QA/QC; and

c. The reporting and functional relationship(s) between the Quality Management personnel and the Proposed Design Build Team as a whole.

E. Safety

a. Describe the Design-Build Team's commitment to safety and what the Team will bring to the Project to enhance safety.

F. Project Controls, Cost Tracking

Describe the Design-Builder's processes and tools for monitoring, reporting, and managing cost, including but not limited to:

a. Scope, cost, and schedule baseline development and management/change control processes and the participation and interaction among the scheduling and estimating teams, Project, design, construction, and operations management teams to execute these processes.

b. Risk management processes and how quantified risk cost and schedule values are factored into the cost and schedule baseline, projected cost and schedule performance, and cash flow reporting.

c. Cash flow reporting processes and basis for monthly cash flow estimated values.

d. Document control system integration with work breakdown structure and responsibility assignment matrix or organizational structure.

e. Describe the primary challenges with respect to project controls and how will those challenges will be met.

G. Collaboration and Integration

One of the primary goals for the Project is to create a highly functioning, collaborative, and integrated team as early as possible and to incorporate the Owner's staff and consultants as part of that team.

i. Explain the Design-Build Team's approach to creating a collaborative environment for the Project.
ii. Describe how the Design-Build Team will engage the Project Stakeholders and incorporate their input into the Project.
iii. Provide the Design-Builder's approach to conflict resolution between the Owner and the Design-Builder and among members of the Design-Build Team.

H. Design Development and Management

The Design-Builder is responsible for the 100% complete project construction documents ("CD") and specifications during the design phase prior to the start of any construction Design-Builder shall develop any required shop drawings and submittals for those elements for the Owner approval. The inclusion of these items does not deviate the contract from being a Design-Build contract.

a. Describe the Design-Build Team's overall approach to Design Excellence, design commitment, design development, and management for the Project. Include a description of the design management process and the communications between the Owner and the Design-Builder during this process.
b. Provide details regarding the tools used in the design process, including Building Information Modeling, and how those tools will assist the Design-Builder in achieving those goals.
c. Describe the Proposed Design-Build Team's approach to value engineering for the Project.
d. Describe the Proposed Design-Build Team's process for managing quality assurance and quality control during the design process and identify the Key Team Members who will be tasked with the review and coordination of all phases of design documents.
e. Describe the Proposed Design-Build Team's approach for managing the permitting process.

I. Project Sequencing and Scheduling

Attached is the Owners proposed schedule which is dictated by the purchase agreement of the existing central kitchen for a total of 15 months. The schedule cannot exceed a 15 month timeline. The design-build contractor must demonstrate how they will be able to achieve efficiencies if a shorter schedule is proposed. The construction schedule should meet the Owner's estimated completion date, promote efficiency, and have the least amount of impact on the Owner operations and the Project stakeholders. The Owner intends to fully reoccupy the building as of November 22, 2024. The Design-Builder is required to accommodate this in its work plan and schedule.

a. Describe the Proposed Design-Build Team's overall approach to scheduling and construction sequencing for the Project. In addition to the overall approach, include a description as to how the Design-Build Team will address regulatory and stakeholder approvals and ensure construction documents are ready for the permitting process. Please provide prior experience with the City of Bakersfield building department.
b. Identify the challenges in scheduling the construction for the Project and how the Design-Build Team will address those challenges.
c. Provide details regarding the tools used in developing optimal sequencing and coordination of the Work and how those tools will assist the Design-Builder in achieving those goals, including but not limited to:
i. Administration of the consultants, subconsultants, and subcontractors.

J. Licenses

Provide a copy of contractor's license.

K. Taxes

CAPK is not a tax-exempt entity; all appropriate taxes will apply. All applied taxes must be listed as a line item.

L. Discounts

Please include any discounts provided to CAPK due to its 501(c)(3) status including any in-kind donations.

M. MAI Certified Appraiser

The design-build contractor is responsible for hiring an MAI-certified appraiser utilizing the design documents and all project costs including but not limited to design, testing, permits, consultants, and construction cost, to provide an appraised value at the time of completion.

N. Conflict of Interest

Provide a statement of any potential conflicts Vendor and/or key staff may have regarding providing these services to CAPK. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, so state in your proposal.

Vendor shall have read and shall be aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflict of interest of public officers and employees. No officer or employee of CAPK or member of its governing body shall have any pecuniary interest, direct or indirect, in the resulting Contract or the proceeds thereof.

O. Vendor Information Sheet: Appendix A.

P. Bonding: The Offeror will provide a letter from a bonding company licensed to do business in the State of California confirming the Offeror's ability to obtain a Contract Performance Bond. The bonding capacity of the General Contractor will be stated. The General Contractor will, prior to the commencement of work, furnish such bonds as well as Materials and Payment Bonds.

Q. W-9: Appendix B.

R. Additional Terms and Conditions: Appendix C.

III. VENDOR REQUIREMENTS

A. All responsive proposals shall be reviewed and evaluated by CAPK to determine which proposal best meets CAPK's needs for this project by demonstrating the competency and professional qualifications necessary for the satisfactory performance of the required services.

IV. PROPOSAL SUBMITTAL PROCESS

A. The submission of a proposal shall be an indication that the Vendor has investigated and satisfied itself as to the conditions to be encountered, the character, quality and scope of work to be performed, and the requirements of CAPK.

B. All proposals received by CAPK will be considered a "Public Record" as defined in Section 6252 of the California Government code and shall be open to public inspection, except to the extent the Vendor designates trade secrets or other proprietary material to be confidential. Any documentation which the Vendor believes to be a trade secret must be provided to CAPK in a separate envelope and must be clearly marked as a trade secret. CAPK will endeavor to restrict distribution of material and analysis of the proposals. Vendors are cautioned that materials designated as trade secrets may nevertheless be subject to disclosure and CAPK shall in no way be liable or responsible for any such disclosure. Vendors are advised that CAPK does not wish to receive material designated as trade secrets and requests that Vendors not supply trade secrets unless necessary. The Vendor's qualification package, and any other supporting materials submitted to CAPK in response to the request, will not be returned and will become the property of CAPK.

V. SELECTION PROCESS AND CRITERIA

This is a NEGOTIATED procurement and as such, award will not necessarily be made to the Vendor submitting the lowest priced proposal. Award will be made to the Vendor submitting the best responsive proposal satisfying CAPK's requirements, as determined by CAPK, including consideration of price and other indicated factors.

Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- The proposal is not received timely in accordance with the terms of this RFP.
- The proposal does not follow the specified format.
- The proposal does not include Appendix C, signed on behalf of the Vendor.

Proposal Evaluation

Evaluation of each proposal will be scored on the factors identified in Section B. below. In compliance with 2 CFR Part 200.319 – Competition, no geographic preferences will be given in the evaluation of this proposal, since the section states: "The Non-Federal entity must conduct procurements in a manner that **prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals,** except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference." The selection process is designed to ensure that the Vendor's services are engaged on the basis of demonstrated competence and qualifications for the type of services to be performed and at fair and reasonable prices for CAPK.

A. All proposals received by the specified deadline will be reviewed by CAPK for content, fees, related experience, and professional qualifications of the Vendor.

B. The evaluation and selection of the successful Vendor shall be based upon the technical proposal and the factors listed below in the Evaluation Criteria Matrix with corresponding point evaluation. The total points available are **200**.

i.

	Evaluation Criteria Matrix	Max Points	Score
2	**Overall Management Approach**		
	Describe the Offeror's overall management approach to the Project.		
	a. What strategies will the Proposed Design-Build Team employ to achieve a thorough and clear understanding of the Owner's goals and objectives?	5	
	a. What strategies will the Proposed Design-Build Team employ to achieve a thorough and clear understanding of the Owner's goals and objectives?	5	
	b. Based on the information provided in the RFQ and RFP, what is the Proposed Design-Build Team's current understanding of the goals and objectives of this Project?	5	
	c. Identify the key challenges to the Project, and for each challenge identified, • Propose a strategy to mitigate the potential negative impacts of the challenge. • Identify any unique approaches, strengths, and/or different resources (including specific Key Team Members) that will assist the Proposed Design-Build Team to implement the strategy and assist the Owner in achieving its goals.	5	
3	**Subcontractor Procurement Approach. Describe the 'Team's overall approach to subcontractor and consultant procurement for the Project The Owner recognizes the importance of the entire design-build team, including specialty design- Design-Build Services RFP**		

	build subcontractors. For those subcontractors and subconsultants not included in the proposal as part of the Design-Build Team:		
	a. Qualifications of subcontractors/consultants	10	
	b. Describe the Design-Build Team's overall approach to subcontractor and consultant procurement for the Project. Attention is directed to Section 2.7.3 of the General Conditions, which requires compliance with Public Contract Code (PCC) 22166 in the selection of subcontractors.	5	
	c. Identify potential challenges in the selection of subcontractors and subconsultants for the Project and how the Design-Build Team will address those challenges.	5	
	d. If applicable, describe in detail the Design-Build Team's approach to early subcontractor involvement, including proposed design-build and design-assist subcontractors, and identify which scopes of Work are candidates for design-build or design-assist subcontracts.	5	
4	**Quality Assurance/Quality Control ("QA/QC"). Provide the following information regarding the Proposed Design-Build 'Team's approach on QA/QC. Include the following information:**		
	a. The overall approach to both design and construction QA/QC;	5	
	b. The Proposed Design-Build Team's processes and tools to facilitate QA/QC; and	5	
	c. The reporting and functional relationship(s) between the Quality Management personnel and the Proposed Design-Build Team as a whole.	5	
5	**Describe the Design-Build Team's commitment to safety and what innovations the Team will bring to the Project to enhance safety.**	5	
6	**The information provided in response to this Section (Overall Management Approach) of the RFP will be scored based on the following.**		
	a. The Proposed Design-Build Team's understanding of the delivery method;	5	
	b. The degree to which the Proposed Design-Build Team understands the Owner's goals and objectives with respect to the Project; and Design-Build Services RFP	5	
	c. The strength of the Proposed Design-Build Team's management plan for the Project, including any other component or element that the Proposed Design-Build Team deems essential to the success of the Project.	10	
7	**Project Controls, Cost Tracking**		
	Describe the Design-Builders processes and tools for monitoring, reporting and managing costs.		
	a. The Proposed Design-Build 'Team's plan to collaborate in the development and communication of costs, and schedule to the Owner; and	10	
	b. What the Proposed Design-Build Team will provide for the Project.	5	
8	**Collaboration and Integration**		

	a. The strength and viability of the Design-Build Team's plan to communicate and collaborate with the Owner, including any other topics that the Proposed Design-Build Team deems essential to the success of the Project;	5	
	b. The different resources that the Design-Build Team will bring to the Project and how those different resources will enhance the Project.	5	
9	**Design Development and Management**		
	The information provided in response to this Section of the RFP will be evaluated based on the following considerations:		
	a. The strength and viability of the Proposed Design-Build Team's design management plan, including any other topics that the Proposed Design-Build Team deems essential to the success of the Project;	5	
	b. The quality of the Proposed Design-Build Team's approach to design excellence for the Project and the ideas and innovations proposed to achieve design excellence; and	5	
	c. The different resources that the Proposed Design-Build Team will bring to the Project and how those different resources will enhance the Project.	5	
10	**Project Sequencing and Scheduling**		
	The information provided in response to this Section of the RFP will be evaluated based on the following considerations:		
	a. The strength and viability of the Design-Build Team's project sequencing and scheduling plan, including not only the specific topics on which the Owner has requested discussion but any other topics that the Design-Build Team deems essential to the success of the Project; and	10	
	b. The different resources that the Design-Build Team will bring to the Project and how those different resources will enhance the Project.	5	
	Price Proposal		
	Phase I: Design	20	
	Phase II: Construction Documents	20	
	General Conditions	20	

C. CAPK may, at its discretion, request presentations by or meetings with any or all Vendors to clarify the Vendors' proposals.

However, CAPK reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Vendor can propose.

CAPK contemplates award of the Contract to the responsible Vendor with the highest total points awarded by CAPK's proposal evaluation team.

D. Upon final selection, the Contract will be processed by CAPK for award of the Contract.

VI. CONDITIONS TO AWARD

A. CAPK reserves the right to delay the selection process, withdraw and reissue the RFP, or cancel this procurement.

B. This solicitation does not commit CAPK to pay any costs in the preparation or presentation of a submittal.

VII. TIMELINE

A. Start time to begin fulfilling the requirements of the proposal shall be after the Contract is signed.

VIII. PROHIBITED ACTIVITY

Vendors or their agents shall not make any personal contacts with any member of CAPK's Board of Directors or program personnel prior to selection and award of a Contract for this work.

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ATTACHMENT A
BID SHEET

Offerors will be required to submit their Proposals with the following fee components:

I. Phase I: Design Development

a. Design Fee $_____

b. Preconstruction Services $_____

c. Appraisal* $_____

d. Total Phase I **$_____**

II. Phase II: Construction

a. General Conditions

i. Project Staff $_____

ii. On-Site Equipment $_____

iii. Temporary Facilities $_____

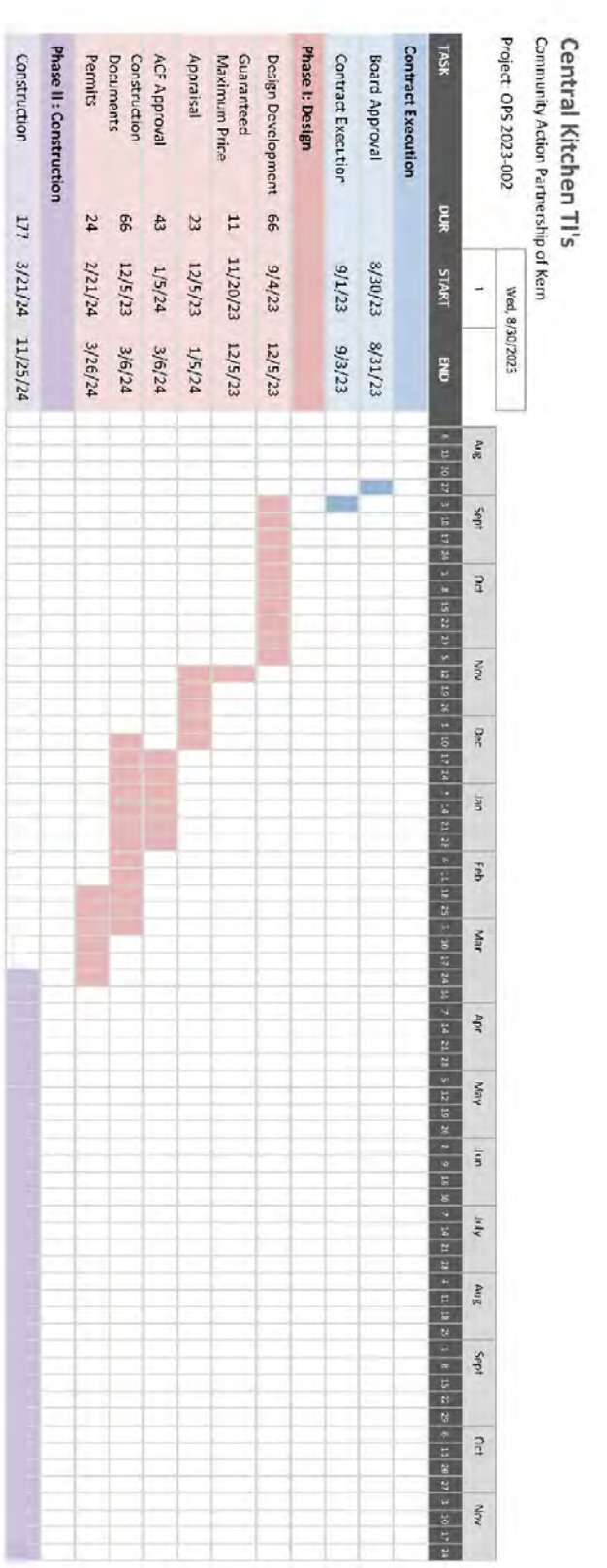
iv. Miscellaneous Project Costs $_____

v. All Other General Condition Costs $_____

vi. Total General Conditions **$_____**

***** Design-build contractor is responsible for hiring a MAI certified appraiser utilizing the design documents and all project cost to include, design, testing, permits, consultants, construction cost, and any other cost for a complete buildout of the project.

ATTACHEMENT C
SCHEDULE



APPENDIX A

Community Action Partnership of Kern
• Procurement Department •
5005 Business Park North, Bakersfield, CA 93309 • 661.336.5236 • FX: 661.322.2237

VENDOR INFORMATION SHEET

Date: _____ Prepared By: _____

Official Business Name: _____

DBA: _____

Location Address: _____
Street City State Zip

Remit Address: _____
Street City State Zip

Contact Person: _____ Title: _____

Phone #: _____ Accts. Receivable Phone #: _____

Fax #: _____ Customer Service Phone #: _____

CAPK Vendor #: _____ E-mail Address: _____

Federal ID # or SS#: _____ Type of Business: _____

Contractor Lic #: _____ Business Lic #: _____ City Issued: _____

General Liability Insurance Carrier & Policy #: _____

Auto Liability Insurance Carrier & Policy #: _____

Workers Compensation Insurance Carrier & Policy #: _____

FEDERAL TAX CLASSIFICATION:

☐ Individual/Sole Proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/Estate
☐ Limited Liability Co. C = C Corp S = S Corp P = Partnership ☐ Other: _____

BUSINESS ENTITY/CLASSIFICATION:

☐ Board Member ☐ Employee ☐ Faith Based ☐ Fed Gov't ☐ For Profit ☐ Housing Collaborative ☐ Local Gov't
☐ Non-Profit ☐ Parent ☐ Post Secondary Ed ☐ Provider ☐ School District

SBA CLASSIFICATION:

It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises, Women's Business Enterprises and Veteran Business Enterprises.

☐ Minority-Owned ☐ Small Business ☐ Veteran-Owned ☐ Woman-Owned

Years in Business: _____ Accept Purchase Orders: ☐ Yes ☐ No

If your business has a Social Security number as Tax ID, we require the signature of the owner.

Authorized Signature: _____ Print Name: _____

Title: _____ Date: _____

REV. 012516

APPENDIX B

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number
☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here | **Signature of U.S. person** ▶ | **Date** ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Cat. No. 10231X — Form **W-9** (Rev. 12-2014)

APPENDIX C

Community Action Partnership of Kern

Additional Terms and Conditions

1. **TAXES.** The Contractor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.
2. **ASSIGNMENT OR SUBCONTRACTING.** The Contractor may not assign or transfer the Agreement, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Agreement and must be included as such.
3. **TERMINATION FOR CONVENIENCE OF CAPK**. CAPK may terminate the Agreement at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Agreement is terminated by CAPK as provided herein, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Contractor hereby expressly waives any and all claims for damages or compensation arising under the Agreement except as set forth in this section in the event of such termination.
4. **CHANGES**. CAPK may from time to time, require changes in the scope of the services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Agreement. Amendments shall be valid only after approval by Contractor and CAPK's Chief Executive Officer.
5. **CLAIMS**. All claims for money due or to become due to the Contractor from CAPK under the Agreement may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.
6. **NOTICE**. Any notice or notices required or permitted to be given pursuant to the Agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
7. **AFFIRMATIVE ACTION.** The Contractor agrees to abide by all State and Federal Affirmative Action policies and laws.
8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Agreement, including any claims for breach of the Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Contractor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.
10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action

Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.

11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by Contractor will be American made.
12. **CONFIDENTIALITY.** The Contractor shall use his or her best efforts to keep confidential any information obtained during the performance of the Agreement.
13. **RESPONSIBILITY.** If Contractor is part of a corporation, the individual or individuals who sign the Agreement on behalf of the corporation are jointly responsible for performance of the Agreement.
14. **PROTEST BY VENDOR:** If the Contractor wishes to file a protest against CAPK for any action, the Contractor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in the Agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Contractor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Contractor may file a protest with CAPK as specified in the section titled "Protest by Contractor."
16. **DEBARMENT AND SUSPENSION CERTIFICATION**: Contractor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
    a. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
    b. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
    c. Does not have a proposed debarment pending; and
    d. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

    If there are any exceptions to the Certifications above, insert the exceptions in the following space:
    Exceptions will not necessarily result in denial of award but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action. Note: Providing false information may result in criminal prosecution or administrative sanctions.
17. **WORKER'S COMPENSATION**: Labor Code Section 3700 provides:

    "Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

    > "(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

"(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

Contractor is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Vendor will comply with those provisions before commencing the performance of the work of the Agreement.

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under the Agreement.)

18. **INSURANCE REQUIREMENTS:** Contractor shall procure, furnish and maintain for the duration of the Agreement the following types and limits of insurance herein:

    a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:
    b. Provide coverage for owned, non-owned and hired autos.
    c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
    d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:
    e. Provide Contractual Liability coverage for the terms of the Agreement.
    f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
    g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

    All policies required of the Contractor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Contractor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

    Insurance is to be placed with insurers with a Best's rating of no less than A: VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by the Agreement, or insurance rated below Best's A: VII, must be declared prior to execution of the Agreement and approved by CAPK in writing.

    All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

    The insurance required hereunder shall be maintained until all work required to be

performed by the Agreement is satisfactorily completed.

Contractor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of an Agreement or cancel the Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of the Agreement.

_____

SIGNATURE **DATE**

_____

PRINT NAME

_____

COMPANY NAME

Community Action Partnership of Kern (CAPK)
Design-Build Proposal for Central Kitchen Tenant Improvements
RFP Number: OPS 2023-002

Prepared By

COLOMBO CONSTRUCTION COMPANY, INC.

and

Skarphol / Frank Associates
ARCHITECTURE • PLANNING • INTERIORS

Project Name	Community Action Partnership (CAPK) Design Build - Central Kitchen Tenant Improvements
Client	Community Action Partnership of Kern (CAPK) Attention: Business Services 5005 Business Park South Bakersfield, CA 93309
SOQ Date	Friday, August 18, 2023

Proposal Contents

Section A	Cover Letter
Section B	Overall Management Approach
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Section A

Cover Letter

COLOMBO
CONSTRUCTION COMPANY, INC.

August 18, 2023

Community Action Partnership of Kern (CAPK)
Business Services
5005 Business Park North
Bakersfield, CA 93309

RE: RFP OPS 2023-002 | Design Build – Central Kitchen Tenant Improvements

Dear Business Services:

On behalf of the Colombo Construction Company, Inc. (Colombo) / Skarphol/Frank Associates (SFA) Design-Build project team, we are pleased to present our response to the RFP for the *CAPK Design Build – Central Kitchen Tenant Improvements*. This proposal response addresses the topics in your RFP.

Colombo has over 75 years of experience in the building industry and continually works with our clients to improve our service and strives to deliver projects exceeding our clients' expectations. We have successfully performed general building construction throughout California delivering projects utilizing construction management, design-build, and design-bid-build approaches. This experience base, the depth of resources we maintain, and our deep commitment to client satisfaction will assure delivery of this project on time and within the established budget.

Colombo (established 1948) and SFA (established in 1992) are pioneers in the industry by bringing collaborate partnership approaches to our industries. We establish true and lasting partnerships with owners, design teams, project consultants, and subcontractors very early on in our projects. As a result, we look forward to continuing our positive relationship with CAPK.

Since Colombo and SFA have direct experience with CAPK, our team is uniquely positioned to hit the ground running. Colombo and SFA are in Bakersfield and active community partners through work on medical, commercial, and educational projects throughout Kern County. Our Design-Build Team's expertise, experience, and familiarity with the facility and stakeholders will allow us to provide an efficient, thorough, and successful design-build experience for CAPK.

There is much to be said about having a unified design-build team that communicates well and focuses on solutions. Our project team understands the need for a collaborative environment, timely delivery of services, and the fundamental need to protect the educational environment. This is an exciting time for all those who have worked to help get this project where it is and for those who will receive the benefits of a State-of-the-Art Central Kitchen.

The Colombo/SFA Design-Build team strives to be an invaluable advocate for CAPK by listening to your needs and providing solutions. Having well-planned and constructed facilities provide excellent working environments. We are ready to make this project a reality.

We value our previous experiences with CAPK and look forward to this new and exciting venture. Thank you for your consideration and allowing the Colombo/SFA Design-Build team to submit this proposal.

Sincerely,

Jonny Frank
Director of Project Development
Architect, NCARB, AIA
T 661-316-0100 | **C** 661-303-7129 | **E** jfrank@colomboconstruction.com

Section B

Overall Management Approach

OVERALL MANAGEMENT APPROACH

Describe the Offeror's overall management approach to the Project. In responding to this evaluation factor, Offerors should address the following:

A. **What strategies will the Proposed Design-Build Team employ to achieve a thorough and clear understanding of the Owner's goals and objectives?**
B. **Based on the information provided in the RFQ, what is the Proposed Design-Build Team's current understanding of the goals and objectives of this Project?**

(Combined A&B)

Primary Objective - Collaboration: For the CAPK Design Build Central Kitchen Tenant Improvements – the key attribute will be collaboration between the owner (CAPK) and the CCC Design Build Team. Collaboration begins with open lines of communication with all parties involved. All parties are encouraged to freely share their concepts and ideas regardless of their position on the project team. Meetings during the design phase will be held at regular intervals as agreed between the Owner and the Design Build Team. Meeting minutes will be documented and sent to all parties using the Procore document control system for the project.

Building on a Solid Foundation: As with any endeavor it is important the project begins with a solid foundation. We believe the Schematic Phase of any project is the most important because all other phases for any project are built upon this foundation. It is during this process we will decide upon structural systems (if any), mechanical systems, and basic layout of the tenant improvement. In order to make cost effective decisions we will provide pluses/minuses and life cycle costs of the systems applicable to this project.

Concepts will be presented with budget allocations for design variations. With Central Kitchens product flow through the facility is a key consideration. How the kitchen equipment is laid out to facilitate productivity without having people work on top of each other.

Cost Containment: The initial step is to quantify the project as early as possible in the design process. At the completion of the Schematic design process our estimate will include quantity surveys of all items for the project and an estimated cost. Because schematic drawings will not include all the information for these quantity surveys Colombo and the design team will develop them based on our past tenant improvement experience. CCC Design Build Team will incorporate this information into our Schematic Budget for the project.

The Schematic Drawings, Schematic Budget and associated quantity surveys will be presented to CAPK for their review. At this point in the process all parties will meet to jointly share the Dist review of the budget, quantity surveys and schematic drawings. At the completion of this session Colombo will make any revisions as decided upon and resubmit to the District and Project Manager for their final approval. Our goal at the completion of the schematic phase is to have a structural system, HVAC system, budget, schedule, and quantities which are in accordance with District's requirements for this project.

The next step in the process is the completion of the Design Development Phase of the documents. With decisions made on the location of the project, structural system, and mechanical systems the design team will proceed with Design Development document phase of the project. At this time we will have a Ground Penetrating Survey performed in order to have a survey of any underground piping and structures. The engineers of each system will continue with their work in enough detail in order for the Design Team to zero in on building heights, dimensions, attic space requirements, adequate spaces

for structural systems, and other such matters. During this phase the physical dimensions of rooms and adjacencies will be further developed. This process will be a collaborative process where all team members will be involved in the decisions at our regularly scheduled meetings.

C. Identify the key challenges to the Project, and for each challenge identified, propose a strategy to mitigate the potential negative impacts of the challenge.

Utility Information of Existing Equipment – making sure the old equipment is compatible with the existing infrastructure and added new equipment. The project team worked on the Eclectic Kitchen Project in San Francisco where we replaced on older kitchen building with a new two story modular kitchen building. All the existing equipment was reused on the project. All the equipment data and energy consumption had to be identified and included in the new design. Below is the equipment inventory sheet we came up with:

ECLECTIC COOKERY
BLDGS. 110 and 101
BTU WS.xls

Appliance	Stove top	Oven Burner	Total BTU's	
Bldg. 110				
Main Kitchen				
4 burner range w/oven	132,000	45,000	177,000	South Bend range
6 burner range w/oven	156,000	33,000	189,000	Garland ser#168415
6 burner range w/oven	198,000	33,000	231,000	South Bend range
6 burner range w/oven	198,000	33,000	231,000	South Bend range
6 burner range w/oven	198,000	33,000	231,000	South Bend range
30 gal tilting skillet		84,000	84,000	Cleveland; SGL-30; ser# WTO573-91I01
Double convection oven		110,000	110,000	Blodgett DFG100 ser#'s 071493RA018B;
Double Convection oven		110,000	110,000	Blodgett SHOG; ser#'s 092707XG0265; 080407X
Bakery				
Bakery Dbl. Convection Oven		180,000	180,000	Montague Vectaire 2-115 071493RA017T
Total Bldg. 110			**1,543,000**	
Bldg. 101				
Water Heater		121,500	121,500	
Double Convection Oven		110,000	110,000	Blodgett
6 burner range w/oven	120,000	20,000	140,000	Imperial Range
6 burner range w/oven	120,000	20,000	140,000	Imperial Range
6 burner range w/2 ovens &	120,000	70,000	190,000	South Bend Range
Griddle	9,500		9,500	
Broiler	15,000		15,000	
3 deck oven		120,000	120,000	Montague
Total Bldg. 101			**846,000**	
Grand Total 110 & 101			**2,389,000**	

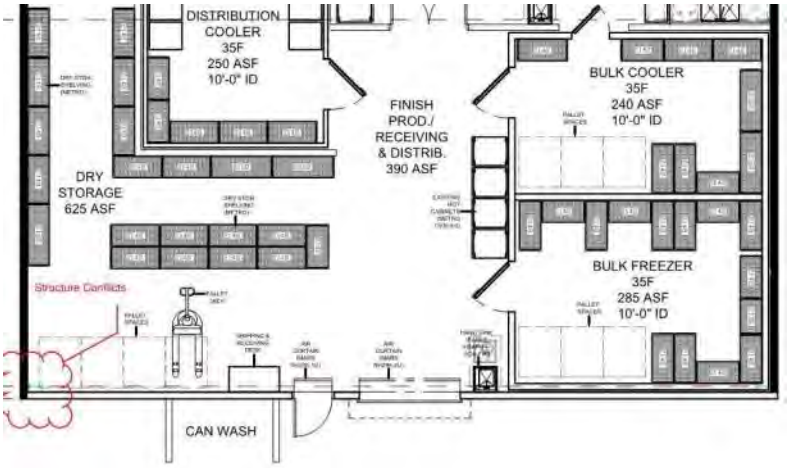
From this information, the new equipment was added and the Mechanical, Electrical and Plumbing engineer could include this data in the design and evaluate if the existing infrastructure was adequate to handle the load.

Defining Appropriate Space Usage in an existing facility: The project team will begin by identifying all the food prep. functions in the new kitchen facility. Items such as Baking, Cold Storage, Reach-In Cold Storage, Ovens and baking areas, food mixing areas, pantries and dry storage areas, office space, etc. Reasonable Space is allocated for each function and the supporting equipment is assigned. Below is a sample of a Kitchen Space Utilization Sheet.

OVERALL MANAGEMENT APPROACH

#	Use of space	Equipment installed
1	Bakery; ~290 sf.	9 pan electric deck oven; double gas convection oven; 5 qt., 20 qt., 80 qt. mixers; single compartment sink; multiple work tables.
2	Walk-in cooler ~50 sf.	Built in
3	Walk-in cooler; ~50 sf.	Built in
4	Main kitchen: food prep and cooking; ~1,000 sf, including walk-in coolers 2 & 3, above.	15'X15' ventilation hood covering: 2 double convection ovens; 4 X 6 burner ranges; 1 X 4 burner range; 2 X 30 gal. tilting braziers. 1 X 3 compartment sink; 1 X 2 compartment sink; 1 X 20 qt. mixer; 1 X 60 qt. mixer; multiple work tables, shelving.
5	Eclectic Cookery office; ~245 sf.	Desks, computers, etc. Closet.
6	Restroom; ~90 sf.	Hand sink.
7	BOILER; Utilities & storage; ~150 sf. (?)	3 X 50 gal. electric water heaters; storage shelves for janitorial supplies. (Note: this space spans two levels.)
8	Restroom; 63 sf.	Hand sink & mop tub.
9	Food prep room, dry & cold storage; 700 sf. (S110)	6 X single door coolers; 3 compartment sink; multiple work tables; storage lockers.
10	Food prep room, dry storage; 357 sf. (S101)	3 compartment sink; hand sink; multiple work tables; walk-in freezer.

PEMB Structure Conflicts: Building inside an existing pre-engineered metal building has it's own unique challenges. Typically, columns are set in the occupied space vs. outside of the building or integral of the exterior wall system. Roof beam depths can also impact the heights of walk-in's etc. To solve this issue, we use a Metal Building Software program called VP Command – this combined with our designers Building Information Modeling System (BIM) designs a 3d model that will quickly identify any issues.



Designing a new Central Kitchen has many other issues as well – delivery trucks, site access, loading and unloading product and food, storage (always and issue) and other challenges. We believe, however, with our team and our teams experience we will provide cost effective solutions for all these issues.

OVERALL MANAGEMENT APPROACH

Key Team Members:

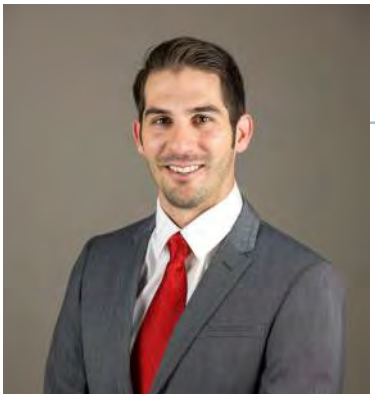
The key members of the proposed project team include:
Ryan Altergott, President, Principal-In-Charge
Jonny Frank, Director of Project Development
Joe Colombo, Vice President of Special Projects
Bill Harrison, Project Manager
Nick Tigner, Estimator
Kevin Dunn, Project Superintendent

See attached resumes which are attached hereto behind Section B. Overall Management Approach

Project Resume's

The Colombo Construction Project Team has completed several Central Kitchen Project and currently we are working on the Kern Country Superintendent of Schools and the Lamont Central Kitchen/MOT Building.

Central Kitchen Project Resume's are available upon request.



RYAN ALTERGOTT
PRESIDENT

PRINCIPAL-IN-CHARGE

YEARS IN THE INDUSTRY
20 Years

YEARS WITH COLOMBO
20 Years

EDUCATION
Bachelor of Science in Finance from San Diego State University

PROFESSIONAL CERTIFICATION | LICENSE | REGISTRATION
CA General Contractors' License #191788 | Classifications: B, C-8, C51

PROJECT HISTORY

Education

Community Action Partnership of Kern | Head Start School Campus Additions | $9,244,000 | Bakersfield, CA
Principal on the preconstruction and construction services to include 18,832 sf of new classroom buildings at four Head Start school campuses utilizing the CM At Risk construction delivery method.

Kern County Superintendent of Schools | Richardson CDC Modernization | $17 M | Bakersfield, CA
Principal on the preconstruction and construction services for a complete modernization of the Richardson Child Development Center utilizing the CM Multi-Prime construction delivery method. Scope includes 33,000 sf modernization to 6-buildings and site upgrades.

McFarland Union School District | McFarland High School Cafeteria/Multi-Use Facility | $32 M | McFarland, CA
Principal on the preconstruction and construction services for the new 39,000 sf cafeteria/multi-use facility including new parking lot and stadium entrance utilizing the CM Multi-Prime construction delivery method.

Kern Community College District | Bakersfield College Ag Sciences Center | $30 M | Bakersfield, CA
Principal on the preconstruction and construction services for the new 82,000 sf 3-story Ag Science Center at Bakersfield Jr. College utilizing the CM At Risk construction delivery method.

Sierra Sands Unified School District | Richmond Elementary School | $89 M | Ridgecrest, CA
Principal on the preconstruction and construction services of a new 77,000 sf K-6 elementary school campus located on the Naval Base at China Lake utilizing the CM Multi-Prime construction delivery method.

West Kern Community College District | Taft College Student Center | $16,265,000 | Taft, CA
Colombo was issued a general contract to complete construction and remedial work on the new Student Center due to contract default by the General Contractor originally awarded the project. Amenities of the new 21,000 sf facility included student lounge and gaming area, ASO offices, bookstore, print shop and mail service area, staff dining room and campus safety office.

Sierra Sands Unified School District | Exigent & Non-Exigent Earthquake Repairs | $27 M | Ridgecrest, CA
Principal on the exigent and non-exigent structural repairs at multiple school campuses damaged as a result of the July 4-5, 2019, China Lake/Ridgecrest, CA earthquakes utilizing the CM Multi-Prime construction delivery method.

Panama-Buena Vista Union School District | Panama Elementary School | $25,867,000 | Bakersfield, CA
Principal on the complete 65,000 sf modernization of Panama Elementary School utilizing the CM At Risk construction delivery method. This K-8 school was completed in 3-phases of construction and incorporated retrofit of existing buildings, new construction 5-classroom buildings, ADA compliant upgrades throughout, AC paving, security upgrades include new fencing, surveillance cameras, alarms system and intercom, upgrades to parking lot and playground.

Kern Community College District | Bakersfield College Memorial Stadium | $6,326,000 | Bakersfield, CA
Principal on the preconstruction and construction services provided for the Phase 2 Stadium Improvements and Modernization project at BC to include restrooms, concessions, stadium field lighting, scoreboard, new electrical power room/equipment, backup generators, new field storage building.

RYAN ALTERGOTT
PRESIDENT | PRINCIPAL-IN-CHARGE

Education (Continued)

Saugus Union School District | Plum Canyon Elementary School | $10 M | Saugus, CA
Principal on the 14,200 sf 1-story classroom building including site improvements utilizing the CM Multi-Prime construction delivery method.

South Fork Union School District | South Fork All Day Kindergarten Classroom Facility | $656,400 | Weldon, CA
Principal on the 1,440 sf new all day kindergarten classroom facility incorporating slab-on-grade permanent modular buildings utilizing the CM Multi-Prime construction delivery method.

Panama-Buena Vista Union School District | Sing Lum Elementary Modernization | $12,734,000 | Bakersfield, CA
Project Manager on the 51,670 sf campus wide modernization of this K-6 elementary school utilizing the Lease-Leaseback construction delivery method. Project encompassed 40,000 sf of permanent modular buildings to reconstruct the existing school site reducing the construction footprint by allowing construction activities to take place on an active campus saving the District money.

Kern County Superintendent of Schools | Aurora Program School | $28,482,000 | Bakersfield, CA
Chief Estimator for preconstruction and construction services on the new 42,250 sf K-8 new educational facility utilizing the CM Multi-Prime construction delivery method. Scope of work encompassed site demolition, construction of new facilities including 7-single story buildings, 14-shade structures, 3-bus drop off stations, 2-basketball courts, track and field, 1-parking lot, misc. site development, multi-purpose/admin building, slab-on-grade permanent modular classroom buildings.

Kern High School District | Foothill High School 50-Year Modernization | $33,641,000 | Bakersfield, CA
Chief Estimator on the 127,879 sf campus wide renovation and complete transformation of Foothill High School utilizing the CM Multi-Prime construction delivery method. Project included modernization to existing administration building, performing arts center, cafeteria, industrial arts building, boys and girls gym/showers/lockers, classroom wings, quad area, demo and replacement of new football field stadium, press box, concessions, visitors restrooms, new field lighting, new athletic fields, addition of new gym concessions and ticket area.

Wasco Union Elementary School District | Palm Avenue Middle School | $10,088,000 | Wasco, CA
Chief Estimator on the 22,110 sf modernization and complete conversion of this existing elementary school into a new junior high school including a new 15,709 sf gymnasium utilizing the CM At Risk construction delivery method.

Bakersfield City School District | Voorhies Elementary School Modernization | $6,805,000 | Bakersfield, CA
Chief Estimator on the 15,365 sf modernization which included upgrades to the multi-purpose room, administration office, addition of two staff and visitor parking areas/parent drop-off zones. The campus was completed in three phases of construction utilizing the CM Multi-Prime construction delivery method.

Kern High School District | North High School Modernization | $19,500,000 | Bakersfield, CA
Chief Estimator on the 50,000 sf new state-of-the-art gymnasium at North High School utilizing the CM Multi-Prime construction delivery method.

Industrial

Demler Enterprises, Inc. | Demler Egg Ranch & Production | $15 M | Delano, CA
Since 2014, significant expansion and building projects continue with efforts to modify Demler's chicken egg production and sales operations, ensuring compliance with California's food safety housing requirements. Scope of work includes 984,000+ sf of remodel work on 21-Lay House buildings, new construction of a 3-story Lay House building and a 2-story Brooder building at three farming operation sites in Wasco and Delano, CA.

Community Action Partnership of Kern | Food Bank Warehouse Expansion | $7,417,000 | Bakersfield, CA
Principal on the preconstruction and construction services of a new 40,200 sf food bank warehouse expansion utilizing the CM At Risk construction delivery method.



JONNY FRANK
DIRECTOR OF PROJECT DEVELOPMENT

COLOMBO CONSTRUCTION COMPANY, INC.

PRECONSTRUCTION & PROJECT DEVELOPMENT

YEARS IN THE INDUSTRY
22 Years

YEARS WITH COLOMBO
3 Years

EDUATION
Bachelor of Architecture from California Polytechnic State University

PROFESSIONAL CERTIFICATION | LICENSE | REGISTRATION
Registered CA Architect | NCARB | AIA

PROJECT HISTORY

Education

Antelope Valley Community College District | Campus Security Building | $6,649,000 | Lancaster, CA
Project Manager for preconstruction and construction services on the 6,935 sf concrete masonry unit Emergency Operation Center and home of the on-site Campus Police Station utilizing the CM Multi-Prime construction delivery method.

Grow Public Schools | Grow Academy Arvin - Café Kitchen Expansion | $244,000 | Arvin, CA
Project Manager on the expansion to the campus cafeteria kitchen including dry storage, walk-in freezer, and exterior storage utilizing the Design-Build construction delivery method.

Commercial + Retail

The Wonderful Company | Wonderful Industrial Park Vocational Training Center | $15,500,000 | Bakersfield, CA*
Construction Project Manager on the 40,000 sf, two-story building including offices, classrooms, training rooms, and support space with extravagant for The Wonderful Company utilizing the Design-Bid-Build construction delivery method.

Opulent Salone | Opulent Salone at Grand Island Village | $485,000 | Bakersfield, CA*
Construction Project Engineer on the 3,855 sf, full-service salon facility, including a day spa, color bar, hairdresser stations, manicure stations, and pedicure stations utilizing the Design-Bid-Build construction delivery method.

Halferty Development Company | Rite Aid at Panama & Old River | $2,200,000 | Bakersfield, CA*
Construction Program Engineer on the 17,619 sf, concrete masonry unit structure, including off-site road work utilizing the Design-Bid-Build construction delivery method.

Halferty Development Company | Rite Aid | $2,800,000 | Rosamond, CA*
Construction Project Engineer on the 17,619 sf, concrete masonry unit structure, including off-site road work utilizing the Design-Bid-Build construction delivery method.

Bolthouse Properties | Grand Island Village Retail Building | $1,600,000 | Bakersfield, CA*
Construction Project Engineer on the 17,013 sf, wood-framed, retail building utilizing the Design-Bid-Build construction delivery method.

Bolthouse Properties | Bolthouse Business Park Professional Office Building | $3,300,000 | Bakersfield, CA*
Construction Project Engineer on the 27,200 sf, two-story, metal-framed class A office building utilizing the Design-Bid-Build construction delivery method.

Seneca Resources | Corporate Office Building | $2,200,000 | Bakersfield, CA*
Construction Project Engineer on the 15,000 sf, wood-framed, class A office building utilizing the Design-Bid-Build construction delivery method.

*Experience prior to Colombo

JONNY FRANK
DIRECTOR OF PROJECT DEVELOPMENT

Industrial

Sierra School Equipment | Corporate Office and Warehouse | $8,000,000 | Bakersfield, CA*
Construction Project Manager on the 66,000 sf concrete tilt-up building including a 46,000 sf warehouse and 20,000 sf, two-story office utilizing the Design-Bid-Build construction delivery method.

Valley Power Systems Fresno | Corporate Office, Warehouse, and Shop | $4,300,000 | Fresno, CA*
Construction Project Manager on the 4,800 sf office space with attached 4,060 sf warehouse and 11,200 sf shop utilizing the Design-Build construction delivery method.

Columbine Vineyards | Cold Storage Facility | $35,000,000 | Delano, CA*
Construction Project Engineer on the 161,196 sf concrete tilt-up building with a 43,936 sf receiving canopy, pre-cast double tee and flat slab roof structure utilizing the Design-Bid-Build construction delivery method.

Scaled Composites | Stratolaunch Systems Facility, A Paul G. Allen Project | $39,000,000 | Mojave, CA*
Construction Project Engineer on the 88,000 sf fabrication building, 97,000 sf T Hangar, 20,250 sf two-story office space, wing jig structure utilizing the Design-Build construction delivery method.

Healthcare

Dignity Health | Bakersfield Memorial Hospital - Hybrid Cath Lab/CVOR | $1,800,000 | Bakersfield, CA
Project Manager on the 1,268 sf remodel of the existing Cath Lab #3, control room and office area located in the Cath Lab Department on the second floor of Bakersfield Memorial Hospital utilizing the Design-Bid-Build construction delivery method.

Adventist Health Bakersfield | Central Sterile Washer Disinfector Remodel | $280,000 | Bakersfield, CA
Project Manager on the remodel of the Central Sterile Department to replace existing washer/disinfector machines with new machines and installation of a new pass-through window unit utilizing the Design-Bid-Build construction delivery method.

Adventist Health Bakersfield | AIS Pharmacy Remodel | $350,000 | Bakersfield, CA
Project Manager on the 634 sf upgrade to the AIS Cancer Center Pharmacy, USP-800 compounding upgrade at Adventist Health Bakersfield. Project encompassed a build-out of a temporary pharmacy to move pharmacy during the remodel of the existing pharmacy, remodeled existing pharmacy in order to conform to current pharmaceutical compounding regulations utilizing the Design-Bid-Build construction delivery method.

Bolthouse Properties | New Horizon Surgery Center | $4,000,000 | Bakersfield, CA*
Construction Project Engineer on the 13,203 sf wood-framed outpatient surgery center utilizing the Design-Bid-Build construction delivery method.

Bolthouse Properties | Premier Family Healthcare | $1,100,000 | Bakersfield, CA*
Construction Project Engineer on the 5,000 sf wood-framed medical office building utilizing the Design-Bid-Build construction delivery method.

Hospitality + Fitness

YK America | Hyatt Place Delano | $12,000,000 | Delano, CA*
Construction Project Engineer on the 67,951 sf, 4-story wood–framed hotel, including restaurant, ballroom, fitness facility and pool utilizing the Design-Bid-Build construction delivery method.

In-Shape Health Clubs | In-Shape Health Club at Grand Island Village | $4,200,000 | Bakersfield, CA*
Construction Project Engineer on the 30,011 sf, metal-framed health club with an outdoor swimming pool and spa, sauna, and steam room utilizing the Design-Bid-Build construction delivery method.

*Experience prior to Colombo



JOE COLOMBO

VICE PRESIDENT OF SPECIAL PROJECTS

YEARS IN THE INDUSTRY
48 Years

YEARS WITH COLOMBO

EDUATION
Bachelor of Arts from University of San Francisco, CA

PROJECT HISTORY

Education

Community Action Partnership of Kern | Head Start School Campuses | $9,244,316 | Bakersfield, CA
Principal-In-Charge for preconstruction and construction services to include 18,832 sf of new classroom buildings at four Head Start school campuses utilizing the CM At Risk construction delivery method.

The Grimm Family Education Foundation | Grow Academy Shafter | $9,200,000 | Shafter, CA
Principal-In-Charge on the preconstruction and construction services for a new 45,360 sf K-5 charter school utilizing the Design-Bid-Build construction delivery method. The project encompassed off-site and site improvements including accessible parking lot, parent drop off, staff parking and pedestrian access to school entrance, playfields and ball courts. Construction of administrative building and multi-purpose building with adjoining service yard. Modular construction included four classroom buildings. Project site includes an edible school yard with full learning kitchen.

The Grimm Family Education Foundation | Grow Academy Arvin | $9,069,454 | Arvin, CA
Principal-In-Charge on the preconstruction and construction services for a new 48,800 sf Grow Academy Arvin campus utilizing the Negotiated General Contract construction delivery method. The project was scheduled in three-phases of construction to complete the new K-8 charter school incorporating site and offsite improvements, classroom buildings, administrative buildings, teacher's lounge, music room, storage area and three 14,516 sf buildings to accommodate a 7th and 8th grade classroom wing with learning commons. The entire project utilized slab-on-grade permanent modular buildings.

Norris School District | Norris Middle School Modernization | $16,000,000 | Bakersfield, CA
Project Manager on the preconstruction and construction services for the 32,000 sf modernization at Norris Middle School utilizing the Lease-Leaseback construction delivery method. Scope of work included demolition of five classroom wings, site work, new parking lot and court yards, landscaping and irrigation, undergrounding of existing utilities, new construction of 22,000 sf of classrooms, 7,000 sf library building and 3,000 sf food service building.

Delano Union School District | Westside Educational Complex | $37,000,000 | Delano, CA
Project Manager on the preconstruction and construction services for a new 75,000 sf elementary school campus utilizing the Lease-Leaseback construction delivery method. The project includes all educational facilities, playfields, infrastructure on and off site development. The project received the 2013 Award of Honor from the California Coalition for Adequate School Housing.

Delano Joint Union High School District | Robert F. Kennedy High School Stadium Modernization | $9,257,529 | Delano, CA
Project Manager on the preconstruction and construction services for stadium modernization utilizing the Lease-Leaseback construction delivery method. The project incorporated the installation of synthetic track/athletic field, ticket booth, restroom concession stand, bleachers, skybox with accessible ramp, related equipment and site development, new ancillary gymnasium and new campus library.

JOE COLOMBO

VICE PRESIDENT OF SPECIAL PROJECTS

Industrial

Community Action Partnership of Kern | Food Bank Warehouse Expansion | $7,417,204 | Bakersfield, CA
Principal-In-Charge on the preconstruction and construction services for a new 40,200 sf food bank warehouse expansion utilizing the CM At Risk construction delivery method.

Healthcare

Dignity Health Bakersfield | Bakersfield Memorial Hospital EHR Project | $5.5 Million | Bakersfield, CA
Principal-In-Charge on the additional requirements to upgrade existing architectural, mechanical and electrical systems to hospital's data management system / core IT infrastructure network at Bakersfield Memorial Hospital, Mercy Hospital Truxtun and Mercy Hospital Southwest.

Dignity Health Bakersfield | Bakersfield Memorial Hospital New Kitchen & Shell Space | $6,001,220 | Bakersfield, CA
Principal-In-Charge on the preconstruction and construction services for the addition of a two-story and alteration to accommodate a new commercial kitchen and shell space under the jurisdiction of HCAI. The project encompassed a 3,249 sf remodel to the existing hospital kitchen, a 2,038 sf kitchen addition, and a 2,038 sf addition to the second story shell space utilizing the Negotiated General Contract construction delivery method.

Quest Imaging Medical Associates | Quest Imaging Center & Office at Riverwalk | $3.8 Million | Bakersfield, CA
Project Manager on the preconstruction and construction services for a 17,900 sf new diagnostic imaging center with offices utilizing the Negotiated General Contract construction delivery method.

Kern Radiology Medical Group | Kern Radiology Tenant Improvements | $3.8 Million | Bakersfield, CA
Project Manager for the 9,300 sf tenant improvements project utilizing the Negotiated General Contract construction delivery method. Scope of work included upgrades to the exam room, x-ray room, reception area and offices.

Memorial Medical Plaza Associates, Inc. | Memorial Medical Plaza | $13 Million | Bakersfield, CA
Project Manager on the 80,000 sf new two-story medical office building (eight tenants, land acquisition and secured financing for the project) utilizing the Negotiated General Contract construction delivery method.

Riverwalk Medical Associates | Riverwalk Medical Plaza I & II | $4.9 Million | Bakersfield, CA
Project Manager on the preconstruction and construction services for two 26,000 sf pre-cast concrete tilt-up, single story facilities with licensed surgery center and medical offices utilizing the Design-Build construction delivery method.

Riverwalk Medical Associates | Riverwalk Medical Plaza III | $12 Million | Bakersfield, CA
Project Manager on the preconstruction and construction services for the 50,000 sf two-story medical building (architectural pre-case concrete) with basement utilizing the Negotiated General Contract construction delivery method.

Riverwalk Medical Associates | Bakersfield Millennium Medical Plaza | $622,400 | Bakersfield, CA
Project Manger on the 9,500 sf tenant improvements for three medical offices at Riverwalk West utilizing the Design-Build construction delivery method.



NICK TIGNER

ESTIMATOR

YEARS IN THE INDUSTRY
6 Years

YEARS WITH COLOMBO
2 Years

EDUCATION
Bachelor of Science in Construction Management from California State University, Chico
AA in Construction Technology from Cuesta Community College, San Luis Obispo, CA

PROJECT HISTORY

Education

Grow Public Schools | Grow Academy Shafter | $500,000 | Shafter, CA
Project Manager on the installation of four relocatable classrooms at the existing Grow Academy Shafter Campus. Worked directly with the Project Superintendent and design team early on in the preconstruction and construction process. Coordinated the wants of the Owner with the various design teams and subcontractors. Put together budgetary pricing for the owner as well as bid packages for when construction started.

Kern Community College District | Bakersfield College Arvin Education Center | $24,000,000 | Arvin, CA
Estimator for preconstruction and bidding on the new 38,000 sf Bakersfield College Campus in Arvin, CA. Performed all site estimating takeoffs and building takeoffs to coordinate budgetary pricing with subcontractors utilizing the CM At Risk construction delivery method. Helped create constructability review with the project superintendent, this is to help coordinate design issues early on in the Preconstruction process.

Kern Community College District | Bakersfield College Ag Sciences Pavilion | $44,000,000 | Bakersfield, CA
Estimator for preconstruction and bidding on the new 82,000 sf 3-story Ag Sciences Pavilion at Bakersfield Junior College. Performed all site estimating takeoffs and coordinated budgetary pricing with subcontractors. The new Pavilion is a LEED Certified project utilizing the CM Multiple-Prime construction delivery method.

McFarland Union School District | McFarland High School Cafeteria/Multi-Use Facility | $32,000,000 | McFarland, CA
Estimator for preconstruction and bidding on the new 34,000 sf cafeteria/multi-use building, parking lot and stadium entrance at McFarland High School. Performed all site estimating takeoffs, coordinated budgetary pricing with subcontractors, provided stadium entrance scope and pricing utilizing the CM At Risk construction delivery method.

Kern County Superintendent of Schools | Richardson Child Development Center | $18,000,000 | Bakersfield, CA
Estimator for preconstruction and bidding on the modernization scope for the existing campus. Performed all site estimating takeoffs. Modernization of a 257,000 sf site as well as a modernization of six buildings totaling 33,067 sf. Performed all the coordination of budgetary pricing with subcontractors while utilizing the CM construction delivery method.

Healthcare

Common Spirit Health | Bakersfield Memorial Hospital Pediatric Surgery Expansion | $14,000,000 | Bakersfield, CA
BIM Project Engineer for preconstruction and construction services on the new 10,340 sf pediatric surgery expansion project at Bakersfield Memorial Hospital utilizing the Design-Build construction delivery method.



Bill Harrison

PROJECT MANAGER

YEARS IN THE INDUSTRY
26 Years

YEARS WITH COLOMBO
1 Year

EDUCATION
Bachelor of Business from San Diego State University
AA in Business Administration from Bakersfield Junior College

PROJECT HISTORY

Education

Kern Community College District | Arvin Education Center | $24,000,000 | Arvin, CA
Serving as Project Manager on preconstruction and construction services for Bakersfield College's future 27,000 sf satellite campus located in Arvin, CA, utilizing the CM At Risk construction delivery method.

Kern Community College District | Bakersfield Ag Sciences Pavilion | $44,000,000 | Bakersfield, CA
Serving as Project Manager on preconstruction and construction services for Bakersfield College's future new 40,000 sf Ag Science Pavilion which will house the schools flagship department programs including plant and animal science, food science, ag mechanics and more utilizing the CM At Risk construction delivery method.

Experience Prior to Colombo

Edge Development | Project Manager | Temecula, CA

Temecula Valley Unified School District Projects:

- Abby Reinke Elementary School - New school campus construction
- Nicholas Valley Elementary School - New school campus construction
- Great Oak High School - New school campus construction

Murrieta Unified School District Projects:

- Alta Murrieta Elementary School - Elementary School modernization
- Buchanan Elementary School - Elementary School modernization
- Cole Canyon Elementary School - New school campus construction
- Rail Ranch Elementary School - New school campus construction
- Shivela Middle School - New school campus construction
- Murrieta Valley High School - New school campus construction
- Murrieta Mesa High School - New school campus construction
- Vista Murrieta High School - New school campus construction

Lake Elsinore Unified School District Projects:

- Lake Elsinore Middle School - Historical school renovation/modernization
- Rice Canyon Elementary School - New school construction
- Cottonwood Canyon Elementary School - New school campus construction
- David A. Brown Elementary School - New school campus construction
- Railroad Canyon Elementary School - New school campus construction
- Canyon Lake Middle School - New school campus construction
- Elsinore High School - New school campus construction
- Lakeside High School - High School modernization
- Temescal Canyon High School - New school campus construction

University of California, Riverside Projects:

- Modernization of three buildings/Surge Building
- Behavioral Science Building and Student Recreation Center

California State Polytechnic University, Pomona Modernization Project



KEVIN DUNN

SUPERINTENDENT

YEARS IN THE INDUSTRY
27 Years

YEARS WITH COLOMBO
5 Years

PROFESSIONAL CERTIFICATION/LICENSE/REGISTRATION/TRAINING
OSHA 30-Hour Certified | First Aid/CPR Certified | Carpenter Apprenticeship Program

PROJECT HISTORY

Education

Sierra Sands Unified School District | Richmond Elementary School | $89 M | Ridgecrest, CA
Superintendent for preconstruction and construction services on the demo of an existing school located on the Naval Air Base in China Lake, CA to include the new construction of a 77,000 sf elementary school campus utilizing the CM Multiple-Prime construction delivery method.

Sierra Sands Unified School District | Exigent & Non-Exigent Earthquake Repairs | $27 M | Ridgecrest, CA
Superintendent for preconstruction and construction services on the exigent and non-exigent earthquake structural repairs at multiple school campus sites resulting from damages of the July 4-5, 2019 earthquakes in China Lake/Ridgecrest, CA.

Kern Community College District | Bakersfield College | $6,329,000 | Bakersfield, CA
Superintendent for preconstruction and construction services on the Phase 2 Memorial Stadium modernization at Bakersfield Jr. College including restrooms, concessions, stadium field lighting, scoreboard, new electrical power room/equipment, back-up generators, and new field storage building utilizing the CM Multiple-Prime construction delivery method.

Community Action Partnership of Kern | Head Start School Campuses | $9,244,316 | Bakersfield, CA
Superintendent for preconstruction and construction services to include 18,832 sf of new classroom buildings at four Head Start school campuses utilizing the CM@Risk construction delivery method.

Industrial

Community Action Partnership of Kern | Food Bank Warehouse Expansion | $7,417,204 | Bakersfield, CA
Superintendent for preconstruction and construction services of a new 40,200 sf food bank warehouse expansion utilizing the CM@Risk construction delivery method.

Section C

Subcontractor Procurement Approach

SUBCONTRACTOR PROCUREMENT APPROACH

The Owner recognizes the importance of the entire design-build team, including specialty design-build subcontractors.

A. For core subcontractors/consultants that are applicable please provide qualifications for each firm. The following are considered core subcontractors/consultants:

The project team varies from project to project depending on the scope of work, scale, budget and complexity of a project. Typical projects of this size and scale will have the following Architectural design team members involved: Architect/Principal, Senior Project Manager, Project Manager, Assistant Project Manager, Senior Graphics Manager, Assistant Graphics Manager and two to three CADD Technicians.

The proposed consultants are as follows: Civil Engineering (Porter & Associates, Inc.), Structural Engineering (4-Creeks, Inc.), Mechanical & Plumbing Engineering (Baskin Mechanical Engineers), Electrical Engineering (Express Electrical) and Food Service Design (Webb Foodservice Design).

i. DESIGN CONSULTANTS

- **ARCHITECT**
  Skarphol/Frank Associates
  Refer to attached documents in this section for additional information.
- **CIVIL ENGINEER**
  Porter & Associates
  Refer to attached documents in this section for additional information.
- **STRUCTURAL ENGINEER**
  4 Creeks, Inc.
  Refer to attached documents in this section for additional information.
- **ELECTRICAL**
  Express Electric
  Refer to attached documents in this section for additional information.
- **MECHANCIAL ENGINEER**
  Baskin Mechanical Engineers
  Refer to attached documents in this section for additional information.
- **PLUMBING ENGINEER**
  Baskin Mechanical Engineers
  Refer to attached documents in this section for additional information.
- **KITCHEN DESIGNER**
  Webb Foodservice Design
  Refer to attached documents in this section for additional information.
- **FIRE LIFE SAFETY DESIGN**
  DLB Fire Protection
  Refer to attached documents in this section for additional information.

ii. SUBCONTRACTORS

- **ELECTRICAL**
  Express Electric
  Refer to attached documents in this section for additional information.
- **MECHANICAL**
  ACCO Engineered Systems, Inc.
  Refer to attached documents in this section for additional information.
- **PLUMBING**
  ACCO Engineered Systems, Inc.
  Refer to attached documents in this section for additional information.
- **FRAMING**
  Plaster Worxs, Inc.

Refer to attached documents in this section for additional information.

- **FIRE LIFE SAFETY**

  DLB Fire Protection

  Refer to attached documents in this section for additional information.

B. For those subcontractors not proposed as part of the Design-Build Team:

i. Describe the Design-Build Team's overall approach to subcontractor procurement for the Project.

Response: As part of our Preconstruction Services, we prepare Bid Packages for the balance of the work for the project during the Design Development phase. At this time, we will solicit bids for all remaining trades. All responses will be reviewed by the entire team, interviews will be conducted if needed, and as a team we will decide which subcontractor will bring the best value to the project. The selected subcontractors will become part of the project team. They will work with the respective consultants on a Design Assist basis. Within 30 days after completion of Construction Documents, Colombo will submit a GMP to CAPK.

ii. Compliance with Public Contract Code (PCC) 22166 in the selection of subcontractors is required.

Response: none

C. Identify potential challenges in the selection of subcontractors for the Project and how the Design-Build Team will address those challenges.

Response: Selection of the best subcontractor is a vital process in construction projects. There are many factors that must be taken into consideration when selecting subcontractors. Improper selection of sub-contractors might lead to many problems during construction including poor quality of work and project delays.

D. If applicable, describe in detail the Design-Build Team's approach to early subcontractor involvement, including proposed design-build and design-assist subcontractors, and identify which scopes of work are candidates for design-build or design-assist subcontracts.

Response: Early subcontractor involvement is key to the success of Design-Build projects. As SFA proceeds with the drawings there will be numerous questions which will need to be resolved to finalize construction documents. These issues will be presented to the project team at our regularly scheduled meetings for discussion, and potential solutions. All issues will have a timeline for resolution to maintain the project schedule. The scopes of work that are candidates for design-build subcontracts are Electrical and Fire Life Safety. The scopes of work that are candidates for a design-assist subcontracts are Mechanical and Plumbing.

Skarphol / Frank Associates
ARCHITECTURE. PLANNING. INTERIORS.
Paul Skarphol, Architect • Gregory Frank, Architect

August 18th, 2023

Community Action Partnership of Kern

New Central Kitchen
Professional Architectural Services
Qualifications and Experience

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New Central Kitchen
Professional Architectural Services
Qualifications and Experience

Firm Profile

Skarphol / Frank Associates
ARCHITECTURE. PLANNING. INTERIORS.
Paul Skarphol, Architect • Gregory Frank, Architect

SKARPHOL / FRANK ASSOCIATES
PAUL SKARPHOL, ARCHITECT
GREGORY FRANK, ARCHITECT

Executive Summary

Skarphol / Frank Associates is a full service Architectural Design Firm specializing in programming, site planning, medical, commercial and residential design, space planning, interior design and furniture specification. The firm was established in July of 1992 by Paul Skarphol, Architect, as a sole proprietor and now employs a production staff of eighteen. Their offices are located close to the heart of downtown Bakersfield at 925 17th Street.

Paul Skarphol has over 35 years of experience in Bakersfield serving a wide spectrum of clients including public, corporate and private. He has gained a reputation of working closely with public agencies, developers, building owners, property managers, leasing agents, contractors and private clients to ensure quality design and consultation. He has aligned himself with highly qualified staff members and engineering consultants to ensure that projects are completed on time and within budget.

Gregory Frank has over 25 years of experience in the Architecture and construction industry. He is licensed in eleven states across the western United States and the Midwest. Gregory is a Certified Access Specialist in the State of California. He has developed great relationships with local government agencies, developers, building owners, property managers, leasing agents, engineering consultants and general contractors. His specialties include building design, code research and interpretation, project management and building and site accessibility.

Skarphol / Frank Associates utilizes today's modern technology to help push the boundary of state of the art design. It is typical for projects to use hand sketches, 3D modeling, drone photography and photo realistic renderings to help describe our client's project. Included with our full service interior design services are physical and digital color boards with rendered models to showcase the interior finishes.

Our real success, however, is in establishing long-term, working relationships with our clients. We believe that the combination of large, multi-story projects, technically oriented medical and manufacturing facilities, small tenant improvements and custom residential design has given us a unique overview of project management that allows us the flexibility to customize our services for each client.



Paul Skarphol, Architect
SKARPHOL / FRANK ASSOCIATES



Gregory Frank, Architect
SKARPHOL / FRANK ASSOCIATES

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Community Action Partnership of Kern

New Central Kitchen
Professional Architectural Services
Qualifications and Experience

Representative Projects

SKARPHOL / FRANK ASSOCIATES

Paul Skarphol, Architect
Gregory Frank, Architect

REPRESENTATIVE PROJECTS

The Open Door Network – New Campus
80,000 sf multi-building homeless shelter complex — $25,000,000

The Mission of Kern County – Transitional Home for Women and Children
8,817 sf multi-family shell building and tenant improvement — $ 3,000,000

ChevronTexaco Programming / Tenant Improvements – Phase I — $ 7,500,000
100,000 sf multi-phased programming and tenant improvement, furniture specifications, interior design

ChevronTexaco Programming / Tenant Improvements – Phase II — $ 3,500,000
40,000 sf multi-phased programming and tenant improvement, furniture specifications, interior design

Comprehensive Blood & Cancer Medical Center — $ 8,000,000
- 25,000 sf single story medical building
- 20,000 sf two-story medical lease building
  - Southwest Medical Associates tenant improvements
  - Chiropractic Physicians tenant improvement
- 1,625 sf Ambulatory Surgery Center tenant improvement
- 4,220 sf Radiation Oncology addition and tenant improvement

AERA Energy, LLC – Oasis
40,000 sf single story building shell and interior improvements — $ 3,200,000

AERA Energy, LLC - Oaks
180,000 sf tenant improvement — $ 9,000,000

Houchin Community Blood Bank
37,000 sf building shell and interior improvements — $10,000,000
7,000 sf garage building and wash rack

Bolthouse Properties
27,000 sf building shell — $ 4,000,000
9,200 sf tenant improvement

Seneca Resources
15,000 sf building shell and interior improvements — $ 2,200,000

Cox Petroleum Transport
9,500 sf building shell and interior improvements — $ 2,000,000

Porterville Government Center
72,500 sf tenant improvement — $ 2,500,000

Berry Petroleum Company Programming / Tenant Improvements $ 3,500,000
40,000 sf multi-phased programming and tenant improvement, furniture specifications, interior design

Journey Air Conditioning
31,062 sf new building including tenant improvement $ 3,400,000

Nusil Silicone Technologies, Inc.
Building #1 – 35,000 sf new building including tenant improvement $15,000,000
Building #2 – 30,000 sf new building including tenant improvement
Building #3 – 28,000 sf new building including tenant improvement
Building #4 – 35,000 sf new building including tenant improvement
Building #5 – 37,000 sf new building including tenant improvement

Paramount Farms
27,000 sf new almond processing building $ 2,500,000

Paramount Farming
5,500 sf building addition including tenant improvement $ 2,500,000

The Park - Commercial / Medical Complex
80,000 sf commercial / medical office buildings $ 8,000,000

Bitwise Industries – 1723 18th Street
21,000 sf tenant improvement $ 3,300,000

Southern California Orthopedic Institute
54,000 sf tenant improvement $ 8,000,000

On-going Projects
Skarphol / Frank Associates is currently participating in many on-going Architectural projects in and around the City of Bakersfield. However, Skarphol / Frank Associates does have sufficient staff available to work on projects of varying size and scope. Skarphol / Frank Associates also will reallocate resources to accommodate a clients needs and to meet any intended project deadlines.

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New Central Kitchen
Professional Architectural Services
Qualifications and Experience

Job List

Restaurant

Athena's Greek Café & Bakery
Brookside Deli @ the Oaks
Café Med
Champs BBQ & Catering
Chubby's Restaurant
Dewar's Candy Northwest
Dewar's Express
Golden Ox Restaurant
Highland Café
Jitters Coffee Shop
Kamisama Ramen Restaurant
Kanpai Restaurant
La Cabana Restaurant Golden State Highway
La Cabana Restaurant White Lane
Moo Creamery
Patrona's Restaurant
Petroleum Club
Pizza Market
Rubens Mexican Restaurant
Sequoia Sandwich Company Clovis
Sequoia Sandwich Company Downtown
Sequoia Sandwich Company Rosedale Promenade
Sequoia Sandwich Company Two University Centre
Steak & Grape Restaurant
That's Italian Restaurant
The Tilted Kilt Restaurant
Trader's Pizza
Uricchio's Restaurant
Viceroy Restaurant

Fast Food

Del Taco
Little Caesars
Tommie's Burgers
Wendy's

Title Companies

Alliance Title
Chicago Title
Fidelity Title
First American Title
Ticor Title
World Title – Monrovia

Day Spa/Salon

E Salon
Essentials
House of Color
Panache Salon
Skinsation
Venus DeMarco Day Spa

Oil/Engineering

AERA Belridge Office Building – Oasis, Belridge, CA
AERA- Covered Parking
AERA Energy
ARCO
Berry Petroleum
Bonanza Creek Oil Company
Cal Resources
Chevron Pipeline
Fluor Daniel
Halliburton
Ivanhoe Energy
Nahama Oil & Gas
Quad Knopf
Santa Fe Energy
Schlumberger Tenant Improvement
Shell Oil Company
Tri-Valley Corporation
WZI Incorporated

Farming

Bidart Farms
Blackwell Land Company
Bolthouse Properties, LLC
Delano Farms Company
Grimmway Farms
Paramount Farming
Paramount Farms
Yurosek Farms

Real Estate

Bakersfield Premier Realty
C.B.R.E.
Colliers Tingey
Fred Sands
Gregorio Real Estate Group
Grubb & Ellis
KW Associates
McKinzie Nielsen
McKinzie Real Estate Group
Morgan Corporation
Remax
Watson Realty
Yurosek Real Estate

Medical Office

Bakersfield Optical
Centennial Medical Group
Comprehensive Blood & Cancer Center
Fritch Eye Care Center
One Legacy
Pegasus Dialysis
Southern California Organ Procurement Center
Southwest Medical Associates
Truxtun Radiology
Truxtun Radiology – Stockdale Highway
Veterans Affairs Clinic, Albuquerque, NM
Veterans Affairs Clinic, Bakersfield, CA
Southern California Orthopedic Institute

Dental

Adept Dental - Shafter
Dr. Burman & Dr. Wilson Dental Office
Dr. Esla, DDS
Dr. Koh DDS
Dr. Montano, DDS
Dr. Salin, DDS
Dr. Tupac DDS
Dr. Weinberg Dental Building
Pasadena Dental, Pasadena, CA
Second Smile Denture Care
Valencia Dental

Education

Bakersfield Adventist Academy K-8 School Building
Point Loma University
San Joaquin Valley College
San Joaquin Valley College
University of LaVerne
University of Phoenix – Conditional Use

Radio

KRAB/KKXX

Office/Distribution

Advanced Beverage
Pepsi Bottling Company
Prosoft Technology, Inc.
Wesco

Office / Industrial

Journey Air Conditioning

Office/Retail

Goodwill Industries
Tehachapi Crossing

Office

AG Edwards
Burger & Associates
Castle & Cooke
Dole Foods
Geico
Greg's Petroleum
Kern Radiology
Lebeau & Thelen
Maggard & Weir Accountants
Managed Care Systems
Mayer Hoffman McCann P.C.
Medrium Inc. C.P.S.
Mentor Health
Mestmaker Insurance
Moneywise
Moreland Corporation.
Owens Valley Career Development Center
Peter Brown
Brown Armstrong, Accountants
Rick Millan
Riverwalk Commercial Office Building
Stockdale Insurance
Stockdale Property Management
Vally H.Q.

Office / Warehouse

City Gate Business Park

Office Buildings

Bolthouse Farms - Office Addition
Centennial Plaza Office Building
First American Title, Visalia, CA
Lenox Homes
Liberty Park Plaza
Office Building Shell, Visalia, CA
1500 Haggin Oaks Boulevard

Office/Government

Alcohol Tobacco & Firearms Office
Department of Corrections
Employers Training Resources – Human Service
Employment Development Department
Federal Bureau of Investigations Office
Immigration & Customs Enforcement
Mexican American Opportunity Foundation
Porterville Government Center
Social Security Office of Hearing Appeals
U.S. Probation Office
Lamont Park
Kern County Household Hazardous Waste Facility

Political

Assemblyman Dean Flores
Congressman McCarthy
Assemblyman Roy Ashburn
Senator Costa's Office

Physical Therapy

Glinn & Giordano
Terrio Therapy & Fitness

Law Office

Borton Petrini
Dowling, Aaron, Keeler, Inc.
Klein, Denatale, Goldner, Coooper, Rosenlieb, & Kimball
K.M.T.G. Law Offices
Law Office of Borton Petrini
Law Offices of Mark Jones
Law Offices of Ralph Wegis
Law Offices of Ted Whittington

Office/Tech

Brooks Fiber Communications

Office / Oil

AERA Energy
Baker Hughes
Berry Petroleum
Chevron
Chevron Kern River W.R.O. D.C.S.
Chevron McKittrick
Chevron Pipeline
Nations Energy
San Joaquin Facilities Management
Seneca Resources
CRC

Church

Crossover Church of Rosedale
Hillcrest Adventist Church – Entry Addition
La Luz Del Mundo Church

Residential

Ackerknecht Residence
Albert Residence
Brock Residence
Bynum Residence
Dixon Residence
Goldner Residence
Gundzik Residence
Haymond Residence
Houchin Residence
ICF Housing
Iger Residence
Kovakevich Residence
Kurtis Residence
Lennar Homes
Luquette Residence
Montoya Residence
Moorhouse Residence
Mudryck Residence
Neff Residence
Olivieri Residence
Randolph Residence
Smith Residence
Surgener Residence
Yurosek Residence

Financial

Citizens Bank
Mission Bank
Rabobank
Sanwa Bank, Tehachapi, CA
State Bank of India
Wells Fargo
WestAmerica Bank

Assisted Day Program

Aurora Project
Jason's Retreat
Kern Adult Program
Mentor Health
Valley Achievement Center

Automotive/Retail

Autozone, Taft, CA
Big 'O' Tires
Chief Auto Parts, Taft CA
Kragen Auto Parts

Manufacturing

B & B Manufacturing Company
Nusil Silicone Technologies

Convenience Store

AM/PM
Big Country Convenience Store
Brookside Deli @ the Oaks
Exxon Mini Mart
Tiger Mart, Wasco, CA

Volunteer Work

C.A.S.A.
Bakersfield Rescue Mission
Garces Pressbox & Locker Room
Houchin Community Blood Bank
Police Activities League
Community Action Partnership of Kern
Boys and Girls Club of Kern County
Grow Schools
Edible School Yard of Kern County
League of Dreams

Retail

Aveda Experience Center
Action Sports
Blockbuster Video
Einstein Computer Services
Finish Line
Howe's Hallmark Shop
Lil B's Sweet Tooth
Pump It Up
The Gourmet Shop
Urner's Appliance Center
Wine Me Up
Uniquely Chic

Hospitality

Tejon Ranch Guest Lodging

Call Centers

A.C.T.
Pacific Pulmonary

Medical / Retail
Dr. Li & Dr. Liao O.D.
Precision Pharmacy

Technology Center

Chevron Kern River

Office / Manufacturing

Journey Air Conditioning

Office / Showroom

Centex
J&E Restaurant Supply

Homeless / Rehabilitation / Transitional Housing

Mission of Kern County
Women and Children's Transitional Housing
The Open Door Network

Skarphol / Frank Associates
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Paul Skarphol, Architect • Gregory Frank, Architect

Community Action Partnership of Kern

New Central Kitchen
Professional Architectural Services
Qualifications and Experience

References

SKARPHOL / FRANK ASSOCIATES

Paul Skarphol, Architect
Gregory Frank, Architect

REFERENCES

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THE MISSION AT KERN COUNTY
816 E. 21st Street, Bakersfield, California 93305
Phone: 661/325-0863
Email: cbaldovinos@thmissionkc.org

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Email: aleggio@bolthouseproperties.com

Mr. Steve Anderson
S.C. ANDERSON, INC.
11109 River Run Boulevard, Suite 200, Bakersfield, California 93311
Phone: 661/392-7000
Email: sca@scanderson.com

Skarphol / Frank
Associates
ARCHITECTURE. PLANNING. INTERIORS.
Paul Skarphol, Architect • Gregory Frank, Architect

Community Action Partnership of Kern

New Central Kitchen
Professional Architectural Services
Qualifications and Experience

Resumes

PAUL SKARPHOL

Architect/Owner

EDUCATION

California Polytechnic State University (1976-1977)
San Luis Obispo, California

Bakersfield College (1974-1976)
Bakersfield, California

PROFESSIONAL EXPERIENCE

Skarphol/Frank Associates, Paul Skarphol, Architect
Owner; 1992-Present

G & S Associates
Partner, 1985-1992

The Mark Denham Company
Project Manager, 1983-1985

Nancy Henry-Interior Design/Renfro Russell Architects/Design Research Associates
Intern, 1982-1983

Brooks Brothers Interiors
Studio Manager, 1977-1982

U. S. Navy
Personnel Management, 1970-1974

PROFESSIONAL REGISTRATION

Registered Architect
State of California, No. C-23867 (1992)

GREGORY FRANK

Architect / CASp / NCARB / LEED AP

EDUCATION

California Polytechnic State University; Bachelor of Architecture (2004)
San Luis Obispo, California

PROFESSIONAL EXPERIENCE

Skarphol/Frank Associates, Paul Skarphol, Architect
Architect, June 2004 - Present

BFGC Architects Planners, Inc.
Architect Intern, May 2002-2004

Skarphol/Frank Associates, Paul Skarphol, Architect
Architect Intern, May 1998 - 2002

PROFESSIONAL REGISTRATION

Registered Architect
State of California, No. C-31980 (2009)

NCARB Certification
National Council of Architectural Registration Boards
No. 70,685 (2010)

LEED Accredited Professional
U.S. Green Building Council (2009)

Certified Access Specialist
State of California, No. CASp-595 (2014)

Registered Architect
State of Nevada, No. 8157 (2019)

Registered Architect
State of Utah, No. 11355055-031 (2019)

Registered Architect
State of Idaho, No. AR-986657 (2019)

Registered Architect
State of Arizona, No. 70351 (2019)

Registered Architect
State of Tennessee, No. 106694 (2019)

Registered Architect
State of New Mexico, No. 6194 (2021)

Registered Architect
State of Colorado, No. ARC.00406973 (2021)

Registered Architect
State of Texas, No. 29570 (2021)

Registered Architect
State of Oregon, No. ARI-13568 (2021)

Registered Architect
State of Washington, No. 21031901 (2021)

JASON O. LOVE

Senior Project Manager / Human Resources Co-Director

EDUCATION

Bakersfield College (2001-2003)
Bakersfield, California

PROFESSIONAL EXPERIENCE

Skarphol/Frank Associates, Jason O. Love, Senior Project Manager
Associate; 2006-Present

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New Central Kitchen
Professional Architectural Services
Qualifications and Experience

Consulting Engineers

SKARPHOL / FRANK ASSOCIATES

Paul Skarphol, Architect
Gregory Frank, Architect

PRIMARY CONSULTING ENGINEERS

Civil Engineering

Mr. Freddie Porter
PORTER & ASSOCIATES, INC
1707 Eye Street, Suite 111, Bakersfield, CA 93301
Phone: 661/327-0362
Email: fred2@portercivil.com

Structural Engineering

Mr. Mark Sorouet, S.E.
4-CREEKS, INC.
324 S. Santa Fe. Suite A, Visalia, CA 93292
Phone: 559/802-3052
Email: marks@4-creeks.com

Plumbing & Mechanical Engineering

Mr. Mark Baskin, P.E., LEED AP
BASKIN MECHANICAL ENGINEERS
175 Fulton Street, Fresno, CA 93721
Phone: 559/237-0376
Email: mbaskin@baskinme.com

Electrical Engineering

Mr. Mark Boren
EXPRESS ELECTRIC
301 Espee Street, Suite D, Bakersfield, CA 93308
Phone: 661/399-1127
Email: smark@expresselectricbak.com

Food Service Design

Mrs. Gina M. Brinegar, FCSI, CFSP
WEBB FOOD SERVICE DESIGN
1530 s. Lewis St., Anaheim, CA 92805
Phone: 714/904-7858
Email: gina@webbfsd.com

Skarphol / Frank
Associates
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Paul Skarphol, Architect • Gregory Frank, Architect

Community Action Partnership of Kern

New Central Kitchen
Professional Architectural Services
Qualifications and Experience

Consulting Engineer Profiles

PORTER & ASSOCIATES, INC.

SECTION 1 – EXECUTIVE SUMMARY

Porter & Associates, Inc. is a multi-disciplined consulting engineering and surveying firm with a specialty in the field of civil engineering improvement design and land surveying. Together, our President, Fred W. Porter II and Vice President Fred W. Porter, have over five decades of experience in the areas of land planning, land use entitlement processing, improvement plan development, architectural engineering, structural engineering, sewer treatment facilities, water pumping facilities, Qualified SWPPP Developer and Practitioner services, and surveying. We pride ourselves in quality work and have an excellent professional reputation in the community. Fred W. Porter II is a Registered Civil Engineer and Qualified SWPPP Developer and Practitioner, Fred W. Porter is a Registered Civil Engineer and is licensed to practice land surveying. Matthew Carson is a Registered Civil Engineer and project manager with 17 years experience.

We approach all projects with particular pride in our abilities to work with, at the highest professional level, the District and its consultants. In our analysis this is a key ingredient in accomplishing a completed project within economical budgets and ambitious time constraints. The diversified experience that is available through our principals and key personnel give us the capability to handle large, complex engineering projects and meet and exceed the District's expectations. The District will work directly with our principals and project engineers. We will work as a team to complete all project tasks. Our drafting staff will provide drafting support on the District's projects.

SECTION 2 – NARRATIVE/FIRM INFORMATION

Fred Porter & Associates, Inc. dba Porter & Associates, Inc., a California Corporation has been in the civil engineering and land surveying business since 2007. Our principals, Fred W. Porter II and Fred W. Porter, have over five decades of experience in the field of civil engineering.

Porter & Associates, Inc. has a proven track record with Bakersfield City School District (District) in performing civil engineering services in an efficient, timely manner within the specified budget. We are committed to prioritizing the District's projects. Our company's reputation has been established based on personalized service and commitment to a high quality product, on time and within budget.

Project Approach

We approach all projects the same and feel that a close working relationship with the District and its consultants will create an environment for a successful project. During the project we will attend an initial project meeting with the District to review the project scope and determine project requirements. During this meeting, we will identify existing studies, reports, plans and other items the District can provide for preliminary research. After initial project meetings we will conduct reconnaissance of the site and review preliminary research data obtained from the District. Upon determining project parameters and requirements, we will provide a proposal and prepare a detailed description of methodology to perform all required services, provide detailed description of services with a detailed fee proposal, and an aggressive schedule with specific milestones and dates of completion. We will perform services based on our scope of work with the highest level of pride and professionalism.

Scheduling

We will fit your project into our work schedule to meet your proposed schedule for each project. All members of our staff have qualifications that will insure a successful completion to any project. Our staff time will be allocated as necessary to get your project completed in a timely manner.

RECENT PROJECTS

Dr. MARTIN LUTHER KING Jr. ELEMENTARY SCHOOL
Bakersfield, California

Owner: Bakersfield City School District
Owner Contact: Daniel Wastaferro Phone: 661-631-5883
Porter & Associates Project Manager: Fred W. Porter II

Porter & Associates, Inc. provided civil engineering and land surveying services for design of a new 18 acre school site. Civil design services included off-site improvements, site utilities, and grading design for parking lots, playground and play fields, site built buildings and permanent modular buildings. We designed on-site fire system with fire sprinkler services to each building and on-site fire hydrants. Surveying services included topographic survey, utility research, construction surveying, corner records, boundary survey, and easement documents. Porter & Associates, Inc. has worked directly with the District and its architect on this project as well as the City of Bakersfield. We also provided support to the District for dealings with the County and City related off-site improvement requirements and traffic impact fees.

AURORA PROGRAM SCHOOL
Bakersfield, California

Owner: Kern County Superintendent of Schools
Owner Contact: Sherrie Gruber Phone: 661-636-4577
Porter & Associates Project Manager: Fred W. Porter II and Matthew Carson

Porter & Associates, Inc. provided civil engineering and land surveying services for design of a new 5.7 acre school site. Civil design services included off-site improvements, site utilities, and grading design for parking lots, playground and play fields, site built buildings and permanent modular building. We designed on-site fire system with fire sprinkler services to each building and on-site fire hydrants. The site is distinct and required extra attention for accessibility due to the small site, configuration of buildings, and terrain of the site. The design includes several ramps and created different “levels” for buildings and parking areas. Surveying services included boundary survey and lot line adjustment. Porter & Associates, Inc. has worked directly with the District and its architect on this project as well as the City of Bakersfield and County of Kern.

OWENS INTERMEDIATE SCHOOL
Bakersfield, California

Owner: Bakersfield City School District
Owner Contact: Jason Sitton Phone: 661-631-5883
Porter & Associates Project Manager: Fred W. Porter II

Porter & Associates, Inc. provided civil engineering and land surveying services for new modular classrooms and portable classrooms, parking lot, and wet utilities and fire services. Surveying services included topographic survey, utility research, and construction surveying. Design included bringing new and existing facilities into compliance with ADA standards. Porter & Associates, Inc. has worked directly with the District and its architect on this project.

VARIOUS SCHOOL SITES
Bakersfield, California

Owner: Bakersfield City School District
Owner Contact: Daniel Wastaferro Phone: 661-631-5883
Porter & Associates Project Manager: Fred W. Porter II

Porter & Associates, Inc. has provided civil engineering and topographic surveying services for and new classroom buildings, new fire services and accessibility compliance on several school sites over the past few years including Munsey Elementary, Washington Middle School, Wayside Elementary, Williams Elementary, Fremont Elementary, Roosevelt Elementary, Stiern Middle School, Pioneer Elementary, Mt. Vernon Elementary, Casa Loma Elementary, Nichols Elementary, Noble Elementary.

COMMUNITY ACTION PARTNERSHIP OF KERN
FOOD BANK EXPANSION
Bakersfield, California

Owner: Community Action Partnership of Kern
Owner Contact: Emilio Wagner Phone: 661-336-5200
Porter & Associates Project Manager: Matthew Carson

Porter & Associates, Inc. provided civil engineering and land surveying services for warehouse expansion at an existing facility. The project included processing a Lot Line Adjustment, parking lot expansion, wet utilities and fire services. Surveying services included topographic survey, utility research, and construction surveying. Design included grading plan, Storm Water Pollution Prevention Plan, drainage study, and wet utility plans. Porter worked with Arcadis (architect) during design and Colombo Construction during construction.

CONSULTING TEAM

1. Name and location of our project administration office:
   Fred Porter & Associates, Inc.
   dba Porter & Associates, Inc., a California Corporation
   1707 Eye Street, Bakersfield, CA 93301
   (661) 327-0362
   We are a local firm with one location.

2. Total personnel dedicated to design projects
   Registered Civil Engineers – Fred W. Porter II, Fred W. Porter, and Matthew V. Carson
   Draftsman – 1
   Land Surveyors – 2

Our personnel will devote the necessary time to this project to complete it on schedule. Individual resumes for Fred Porter II and Mathew Carson included below. All personnel are in house. We do not anticipate using consultant firms for this project. Our Primary District Contact is Fred W. Porter II. Our Company is registered with the California Department of Industrial Relations, DIR Registration number 1000010817.

FRED W. PORTER II, R.C.E.

EDUCATION:

California Polytechnic State University,
San Luis Obispo, California
Bachelor of Science, 2006
Civil Engineering with emphasis in Structural

EMPLOYMENT:

January 2008 to Present	*Vice President,* Porter & Associates, Inc. Bakersfield, California
October 2007 to December 2007	*Engineer,* Porter & Associates, Inc. Bakersfield, California
July 2006 to 2007	*Engineer In Training,* Porter-Robertson Engineering & Surveying, Inc. Bakersfield, California
Summer 2005 2004	*Engineer Intern,* Porter-Robertson Engineering & Surveying, Inc. Bakersfield, California
Summer 2003 2002 2001	*Draftsman,* Porter-Robertson Engineering & Surveying, Inc. Bakersfield, California

EXPERIENCE:

Mr. Porter's design experience includes residential subdivision planning and civil improvements, commercial civil improvements, school civil improvements, water systems, septic systems and structural design. Residential subdivision experience includes design of 80-acre subdivisions in flatland and hillside development with varying soils characteristics. Experience includes tentative mapping, civil design, studies and final mapping for a 165-acre project including 6 subdivisions, a park site and community center. Commercial experience includes

EXPERIENCE (cont):
mapping and civil improvements for 160-acre light industrial and commercial subdivision, a 6-acre shopping center, a 10-acre school site, and street improvement plans for a 40-acre hospital site. School projects include sites permitted through the Division of the State Architect as well as sites with re-locatable classrooms that are permitted through local jurisdiction.

Land planning experience includes general plan amendments, zone changes, conditional use permits and processing tentative tract and parcel maps from tentative mapping to final recordation.

Mr. Porter has designed and prepared sewer studies, drainage studies, street improvement plans, sewer and storm drain plans, wall construction plans, traffic signal plans and grading plans for residential and commercial projects. He has also been involved in the coordination of dry utility design and construction. Design experience also includes design of pavement sections, retaining walls, box culverts, bridges, concrete foundations and wood framed buildings.

Registered Civil Engineer	State of California No. 74059
Qualified SWPPP Developer and Qualified SWPPP Practitioner	Certificate No. 00832

MATTHEW V. CARSON, R.C.E.

EDUCATION:

California Polytechnic State University,
San Luis Obispo, California
Bachelor of Science, 2006
Civil Engineering

EMPLOYMENT:

October 2007 to Present — *Engineer*, Porter & Associates, Inc.
Bakersfield, California

July 2006 to October 2007 — *Engineer In Training,* Porter-Robertson
Engineering & Surveying, Inc.
Bakersfield, California

Summer 2005 — *Engineer Intern,* Porter-Robertson
Engineering & Surveying, Inc.
Bakersfield, California

EXPERIENCE:

Mr. Carson has experience in the design of civil improvements for residential subdivisions, multi-family housing, commercial developments, and educational facilities. He has been involved with several residential subdivisions, one being a 20-acre subdivision in which he was involved from preliminary planning to final recordation. Experience in multi-family housing projects includes work on an 8-acre development with 22 buildings. Work with mixed-use projects includes two projects for the City of Bakersfield Redevelopment Agency. Some work performed on commercial developments includes an 11-acre truck stop in Tehachapi, CA and a 4-acre phase of a multi-phased development with several shell buildings. School projects include sites permitted through the Division of the State Architect and local jurisdictions including new construction, modernizations, and portables. Design work for civil improvements includes drainage studies, sewer studies, grading plans, street improvement plans, sanitary sewer and storm drain plans, water systems, pavement design, traffic signal plans and traffic control plans.

Mr. Carson has experience in structural design which includes experience in timber, masonry retaining wall, steel, and concrete foundation design. Examples of projects include architectural and structural design for a single-family residence, design of shade canopy structures constructed of timber and steel and their foundations, and design of metal building foundations. He has additional experience with the design of ground mount solar panels and experience in the structural analysis of roof systems for the installation of solar panels.

Construction inspections have included curb and gutter, storm drain, and sanitary sewer for residential and commercial developments.

Registered Civil Engineer — State of California No. 74925

PROFESSIONAL REFERENCES

CLIENT REFERENCES

Sherrie Gruber
KERN COUNTY SUPERINTENDENT OF SCHOOLS (661) 636-4577

Mike Hamlin
BAKERSFIELD CITY SCHOOL DISTRICT (661) 631-5883

Randy Rowles
KERN COMMUNITY COLLEGE DISTRICT (661) 336-5095
#

Bruce Davis
BOLTHOUSE PROPERTIES (661) 323-4005
#

Jack Lundy
WOODBRIDGE PACIFIC GROUP (661) 851-5002
#

Matt Towery
TOWERY HOMES (661) 633-1110

Floyd Hinesley
HB DEVELOPMENT (661) 979-3106

Matt Smith
WOODSIDE HOMES (559) 437-9000

4CREEKS

Visalia Office - Headquarters:
324 S Santa Fe Street
Visalia, CA 93292

Phone: (559) 802– 3052
Fax: (559) 802 – 3215
Email: info@4-creeks.com

Point of Contact
Mark Sorhouet, SE
marks@4-creeks.com

Business Type:
S-Corporation

Tax ID:
4 Creeks, Inc.: 26-2565232

Department of Industrial Relations Registration No.:
1000012032

Sureties:
4 Creeks, Inc. carries standard insurance policies for an engineering and surveying firm that meet the requirements for this proposal.

Partners / Principals:
Matthew Ainley, PE #66233
David De Groot, PE #70992
Randy Wasnick, PLS #8163

ABOUT 4CREEKS

4Creeks, Inc. is dedicated to providing progressive civil engineering and land surveying services with logical solutions and designs. Many of our principals and staff were raised and educated in the Central Valley and have significant work experience with local municipalities as well as Federal & State Agencies. We currently have a staff of 126 full-time and part-time employees working in Denver, Visalia, Hanford, Fresno, Tulare, Bakersfield, and San Luis Obispo. Our experience and services include:

- Municipal Engineering and Planning
- Project Management
- Street Rehabilitation
- Roundabout Design
- Land Surveying
- Utility Design & Coordination
- Construction Management
- Parks & Recreation Engineering
- Water Resources
- Educational Institution Design
- Environmental Design and Compliance
- Residential, Commercial & Industrial Design and Planning
- Structural Design

We build our reputation one project at a time with consistent, high-quality products and time-sensitive delivery. Our goal on every project is open communication, honesty and integrity.

Economical design considerations, environmental stewardship, and resource efficiencies are tenets of every project we undertake. We pride ourselves on pioneering innovative solutions for our clients that enhance the value of their projects, keep their costs in check, and deliver lasting results.

Mark Sorhouet
SE, PE

Structural Engineer

Registrations & Certifications

Professional Engineer

California Civil - No. 71479

California Structural - No. 6308

Information

Master of Science - Civil & Environmental Engineering | Stanford University, CA

Bachelor of Science - Civil Engineering | Santa Clara University, CA

Work	18+ Years Experience
Phone	+1 (661) 371-4241
Email	marks@4-creeks.com

Area of Expertise

Structural Engineering Design

Dairy & Agricultural Facilities

Structural Calculations

Field Observations | Public Works Projects

Seismic Hazard Assessments

Project Management | Structural Rehabilitation

Commercial Development

Residential Development & Remodels

Industrial Facility & Equipment Foundation / Support Design

Employment History

08/17-Present

4Creeks, Inc. - Visalia, CA

Structural Engineering Department Manager

08/08-07/17

Parsons - Bakersfield, CA

Principal Structural Engineer

10/04-08/08

Structural Engineers Inc. - Los Altos, CA

Project Engineer

Darling Hotel Project - Visalia, CA

Structural Engineer

This project was the retrofit and modifications of an existing 1934 built, 22,000 square foot, four-story concrete structure. The project consisted of an adaptive reuse of a courthouse building into a boutique hotel, rooftop bar, and day spa.

Sommerset Village Townhomes - Bakersfield, CA

Structural Engineer

This project was the design of a new 172-unit wood-framed townhome complex in the City of Bakersfield. The project consisted of 44, two-story, 7,200 square foot four-unit townhomes and a 4,000 square foot communal recreation facility.

City of Bakersfield Water Resources Building Expansion - Bakersfield, CA

Structural Engineer

Mr. Sorhouet completed the design of a new one-story wood-framed addition to an existing office facility for the City of Bakersfield. The project consisted of enclosing 35,000 square feet of space between two existing wood buildings, and integrating with the existing roof and shear panel structure.

Kings Basin Johnson Slough Flume - Tulare, CA

Structural Engineer

Mr. Sorhouet designed earth retaining structures and bridge across a concrete waterway outlet flume for Kaweah Delta Water District. The project consisted of the design of the flume structure, coordination of pre-manufactured bridge design for utility vehicle access across the flume, and the design of the bridge abutments and foundations.

Caltrans TRIP Project - Bakersfield, CA

Structural Engineer

This project indcluded design of a concrete storm drain pump station structure for the Centennial Corridor. The project included design of an underground concrete vault structure with ladder access and platforms for a pump station and overflow channel, as well as design of a masonry building which houses electrical equipment for supply to the pump station.

SKF Lift Station Improvements - Fresno, CA

Structural Engineer

Mr. Sorhouet completed the design of a new motor control building, new wet well, and retrofit/abandonment of existing wet well structures for the refurbishment of an existing lift station facility for the Selma-Kingsburg-Fowler County Sanitation District.

Windsor Court Development - Porterville, CA

Structural Engineer

Mr. Sorhouet completed the design of a new pedestrian bridge at a ravine crossing at the land tract development. The project included coordination of the bridge design with a pre-manufactured bridge vendor and design of abutments and foundations for bridge support.

POM Wonderful Distribution System Bridge - Del Rey, CA

Structural Engineer

This included the design of an elevated bridge system for support of pipelines and a conveyor distribution between two buildings at the POM facility for The Wonderful Company. The project included the design of the equipment bridge structure, support frame, and foundations.

Dairy Digester Projects for California Bioenergy - Kern, Tulare, Kings & Merced, CA

Structural Engineer

Mr. Sorhouet designed various equipment supports, pits, steel platforms, and earth retaining structures for pump facilities and gathering of bio waste at existing dairies as part of various anaerobic digestion facilities and gas gathering facilities for California Bioenergy.

EXPRESS ELECTRIC INC

301 Espee Street, Suite D
Bakersfield, CA 93308
(661) 399-1127 FAX (661) 391-0153 Office

Mark Boren
Jerry Boren
LIC. #840804

Letter of introduction

Express Electric Inc. has a 39-year history of Commercial/Industrial Electrical design and installation. We specialize in Bid and Design Build projects.

Company President Jerry Boren
*Local C-10 Business Owner since 1984
Company Vice President Mark Boren
*Local C-10 business owner since 2004
Average number of employees (10)
Average yearly sales (4 million)

Notable current work under Contract/Design Build Contracts

Valley Strong Credit Union Fairfield Ca Solar Carports
ADAKC Solar
Kern Allergy Solar Carports
Panama & Old River Facility
Belcourt Shopping Center for Bolthouse Properties
Stockdale Ranch Shopping Center for Bolthouse Properties
Dewars Express
Wood Dales Butcher
Dry Bar
Vina Cave' Wine Bar

Notable Past Design Build Projects & Solar Projects

Valley Strong Credit Union Bolthouse Facility Solar Carports
Valley Strong Credit Union Industry Park Way Facility Carports
Imbibe Wine Solar Carports
Delano Anchor 2 (Retail shopping Center)
Silver Wings Facility
Pets Smart
Panama & Ashe Shopping Center
Millennuum Surgery Center
BHI (Santa FE Springs) Shop/Office
Houchin Blood Bank (Bakersfield)
Baker Hughes Industries (Shafter)
Project Ocean (Mojave Airport)

Main General Contractors we work for

Wallace and Smith Contractors
Klassen Corporation
Bakers Hughes Industries
Mc Murtrey Lince Construction
Rymac Construction
Colombo Construction

References

Paul Cooper (VP Wallace and Smith Contractors) 661 327 1436
Chris Klassen (President Klassen Consulting) 661 619 1839
Lori Sisler (Manager CED Electrical Supply) 661 327 8501

Respectively

Mark Boren
661-565-5601 Cell

BASKIN MECHANICAL ENGINEERS

Firm Resume

Company Description:

Baskin Mechanical Engineers, Inc. (BME) is a full service consulting mechanical engineering firm specializing in HVAC, Plumbing and Fire Protection system design.

Project Portfolio:

Our portfolio of work includes, but is not limited to, educational, commercial, medical, institutional, governmental, professional, and industrial facilities.

Company Staffing:

Our company is comprised of two licensed Mechanical Engineers, one graduate Mechanical Engineer, one certified plumbing designer, one commissioning agent, one fire sprinkler designer, and a design/drafting staff of two.

Firm Principal:

Mark J. Baskin, P.E., LEED ® AP

Office locations:

Fresno:	175 Fulton Street	Fresno	CA	93721
Bakersfield:	2131 19th Street, Suite B	Bakersfield	CA	93301

175 Fulton Street
Fresno, CA 93721
(559) 237-0376

2131 19th Street, #B
Bakersfield, CA 93301
(661) 397-2114

BASKIN MECHANICAL ENGINEERS

Mechanical Consulting Services:

GENERAL

Building Commissioning
LEED Consulting / Design
Energy Modeling, Consulting
Energy Analysis/ Life Cycle Cost Analysis
Existing Facilities Review/ Evaluation
Establishing Design Criteria and Basis of Design
Operational Efficiency Review
Project Budgeting
Indoor Environmental Air quality
Construction Documents
Equipment Specification
Coordination of Consultants
Value Engineering Analysis
Bidding/Negotiation Consultation
Construction Administration

HVAC DESIGN

HVAC Systems
Energy Management Systems
Temperature Control Systems
Energy Recovery Systems
Industrial Exhaust System
Dust Collection Systems

PLUMBING DESIGN

Site Utilities
Water and Waste Systems
Acid Waste Systems
Rainwater System
Medical Gas Systems
Fuel Storage/ Piping Systems
Compressed Air Systems

175 Fulton Street
Fresno, CA 93721
(559) 237-0376

2131 19th Street, #B
Bakersfield, CA 93301
(661) 397-2114

BASKIN MECHANICAL ENGINEERS

Employee Resumes (Key Staff Hi-Lighted in Yellow):

Mark J. Baskin, P.E. **Principal, Mechanical Engineer**

- California Licensed Mechanical Engineer M26578
- LEED® AP
- BSME California State University, Fresno.
- ASHRAE member, past chapter president

2012 - Present	President, Baskin Mechanical Engineers, Inc. Bakersfield and Fresno, CA
1992 - 2012	President, Mechanical Design Concepts, Inc. Bakersfield and Fresno, CA

Rand S. Banks, C.P.D. **Plumbing Designer**

- BA Industrial Arts (drafting and design), California State University, Fresno.
- C.P.D. (Certified Plumbing Designer) through ASPE
- ASPE member

2012 - Present	Plumbing Designer, Baskin Mechanical Engineers, Inc. Bakersfield, CA
1992 - 2012	Principal / Employee, Mechanical Design Concepts, Inc. Bakersfield and Fresno, CA

Mike Mundschau, P.E. **Mechanical Engineer**

- California Licensed Mechanical Engineer
- BSME California State University, Fresno.
- Journeyman Sheet Metal Worker with over 20 Years field Experience
- ASHRAE member

2012 - Present	Mechanical Engineer, Baskin Mechanical Engineers, Inc. Bakersfield, CA
2003 - 2012	Mechanical Designer, Mechanical Design Concepts, Inc. Bakersfield, CA

BASKIN MECHANICAL ENGINEERS

Patrick McCracken **BSME**

- BSME California State University, Fresno.
- ASPE member

2017 - Present Mechanical & Plumbing Designer, Baskin Mechanical Engineers, Inc.
Fresno, CA

Michael Thomas **Building Commissioning, Field Observation**

- Twenty six years as lead mechanical technician.
- Thirty four years as mechanical technician on ice skating rinks.
- Twenty two years as lead pneumatic controls technician.
- Twenty years as lead digital automation technician.
- Responsible for design of HVAC mechanical and digital control circuits.
- Responsible for the production of CAD electrical, digital, and logic schematics.
- Responsible for the conversion from pneumatic to DDC systems throughout large government facilities.
- Responsible for the commissioning of Castle and Cooke commercial retail project.
- Michael has extensive knowledge and experience in the each of the following areas:

  - Facility Automation Systems
  - HVAC chiller and large tonnage DX systems
  - Computer server and telephone equipment cooling
  - Electro-mechanical control systems
  - Pneumatic control systems
  - VFD installation and programming
  - DDC systems hardware and control sequencing

2014 – Present Commissioning Agent, Baskin Mechanical Engineers Inc.
Bakersfield, CA
1979 – 2013 HVAC and EMS specialist with the City of Bakersfield.

Sharon Alves **Fire Sprinkler Design**

- Twenty six years as lead mechanical technician.
- Have worked within the fire sprinkler industry in excess of 35 years
- Fire Sprinkler Designer, project manager, design manager, company owner, sales and estimating.
- Qualified for Nicet Level III.

2019 - Present Plumbing Designer, Baskin Mechanical Engineers, Inc.

BASKIN MECHANICAL ENGINEERS

Project Portfolio - Central Kitchens:

Bakersfield College
Kern High School District.
Kern County Superintendent of Schools
Delano Union School District
Tulare City School District
The Open Door Network
McFarland Unified School District
Several High School & Middle School Central Kitchen

Project Portfolio - Education:

- **Aquatics Facilities**

  Fresno Unified , Edison H.S.
  Fresno Unified, McLane H.S.
  Fresno Unified, Roosevelt H.S.
  Fresno Unified, Fresno H.S.
  Fresno Unified, Bullard H.S.
  Visalia Unified El Diamante H.S.
  Garces H.S, Bakersfield
  Central Unified, East High School

- **California State University - Bakersfield**

  Library Remodel
  Music building Addition
  Several small remodel projects

- **Kern Community College District**

  Bakersfield College
  Performing Arts Building Modernization
  Porterville College
  HVAC Remodel of Student Center Building
  HVAC Remodel of Math & Science Building
  Cerro Coso Community College
  Gymnasium HVAC Project
  Industrial Technologies Building Remodel
  Weil Center
  Main I.T. Space HVAC & Fire Suppression Systems

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Fresno, CA 93721
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2131 19th Street, #B
Bakersfield, CA 93301
(661) 397-2114

- **Kern High School District - Bakersfield**

  New Frontier High School
  New Independence High School
  New continuation high School
  BHS, West South, Highland, North, East, Arvin, and Shafter High Modernization Projects
  CTEP Projects at Several Sites
  Central Kitchen Remodel, Complete Steam Plant

- **New Campuses and Modernizations Including, But Not Limited To:**

  Fresno Unified School district
  Standard School District
  Tulare Unified School District
  Rio Bravo Greely School District
  Palmdale School District
  Fruitvale School District
  Panama Buena Vista School District
  Rosedale School District
  Lamont School District
  Kern County Superintendent of Schools
  Bakersfield City School District
  McFarland Unified School District
  Delano joint Union High School District

Project Portfolio - Public Sector:

- **Kern County**

  Wasco Housing Authority – Almond Village Single Family Homes. LEED v3 Platinum, Energy Star
  Wasco Housing Authority – Almond Village Multi-Family Homes.
  Department of Public Health Building
  Public Libraries at McFarland, Rosamond, Frazier Park, and Lamont
  Animal Shelter
  Camp Owens Kitchen and Dining Facility
  Coroner's Facility HVAC & Plumbing Modernization
  Large Scale Clean Agent Fire Suppression Project
  Sagebrush Medical Clinic
  Courts and Sheriff's Facility Central Plant Cooling Towers, EMS Control System
  Housing Authority, various multi-unit housing projects, emergency generator fuel storage tanks
  Juvenile Hall Administration, Probation Counseling and Annex remodels
  District Attorney Crime Lab
  Vehicle Maintenance Facility

- **Bakersfield City**

Developmental Services Building HVAC Replacement
Police Department Expansion
Vehicle Maintenance Facility

- **Inyo County**

  Juvenile Hall Facility

- **Bureau of Land Management**

  Bakersfield, Regional Office/Warehouse/Repair Facility

- **U.S. Post Offices**

  Fresno, Visalia and Selma,

- **Adelanto Return to Custody Facility, six hundred bed facility**

- **Fresno County**

  Department of Agriculture Office and Maintenance Facilities
  Mental Health Facilities Remodel

Project Portfolio - Housing:

- Housing Authority of Kern County – Terrace Way Apartments
- Housing Authority of Kern County – Stephens Drive Apartments
- Housing Authority of Kern County – Baker Street Village Project
- Self Help Enterprises – Sugar Pine Village Affordable Housing Project
- Self Help Enterprises – Valley Oak Apartments Renovation
- Wasco Housing Authority – Almond Village Single Family Homes. LEED v3 Platinum, Energy Star
- Wasco Housing Authority – Almond Village Multi-Family Homes.
- Housing Authority of Kern County, various multi-unit housing projects, emergency generator fuel storage
- MLDP Investments – Mira Sol Garden Apartments, 216 units

BASKIN MECHANICAL ENGINEERS

Project Portfolio - Commercial & Industrial:

- **Office Buildings**

  Castle and Cooke, Bakersfield. Approximately 250,000 sq. ft. of new multi-story office buildings
  Kern Schools Federal Credit Union, New Office Building
  Car Quest Regional Warehouse and Office Facility, Bakersfield
  Multiple Large Tenant Improvement for Occidental Petroleum
  San Joaquin community Bank, Two New Bank Branches
  Community First Bank Expansion, Downtown Bakersfield
  Tenant Improvement of Historical Building. Conversion to Law Offices
  Tenant Improvement for AERA Energy, 10000 Ming Avenue, Bakersfield

- **Religious**

  Valley Baptist Church, Bakersfield. New Main Sanctuary Building
  St. Phillips Catholic Church, Bakersfield. Complete Sanctuary Remodel and Expansion
  St. Elizabeth Ann Seton Catholic church, Bakersfield. Complete new Facility

- **Retail**

  Michael's Craft Store (National Chain), Clovis
  Pier One Store (National Chain), Roseville
  Rite Aid Pharmacy, New Facilities at Multiple sites
  Bank of America, New Branch, Bakersfield
  New Car Wash Facilities, Multiple Sites
  Opulent Salon Tenant Improvement

- **Information Technology**

  Network Operations Center for Kern School Federal Credit Union
  Brighthouse Networks, Hub Facilities in Bakersfield and Lamont

- **Industrial**

  Townsend Designs New Offices and Manufacturing Facilities, Bakersfield
  Grimmway Farms, Site Water System, Offices, Cold Storage, Trailer Shop, Heat Recovery Systems, Engineering Offices, New Carrot Juice Factory.
  Dole Fresh Fruit, New Site Water Distribution System, Shafter
  Liquid Aire, New Building, Bakersfield
  Bolthouse Farms, Heat Recovery and Industrial Ventilation Systems for Processing Facility, Bakersfield
  Paramount Farms, New office complex and Citrus Plant, Shafter
  South Kern Machinery, New office building, shops facilities. John Deere dealership, Bakersfield
  Fresno Equipment Company, New office building, shops facilities. John Deere dealership
  Golden Valley Produce (Green Giant), new manufacturing facilities and office buildings, Buttonwillow

BASKIN MECHANICAL ENGINEERS

Project Portfolio - Hospitals and Medical Facilities:

- **Kaiser: Remodels and Additions**

  Lancaster MOB and CDRP
  Santa Clarita CDRP
  Bakersfield MOB Remodels and Tenant Improvement Projects, Multiple Sites

- **Memorial Hospital, Bakersfield**

  Pediatric Surgical Expansion
  Children's Lobby and Intake Expansion
  Burn Care Remodel

- **San Joaquin Community Hospital**

  Bridging Documents for 3-Story M.O.B. and Cancer Center
  Perinatal Remodel

- **VA Hospital, Fresno**

  Outpatient Wing Remodel

- **Mercy Hospital, Bakersfield**

  Decontamination Room Remodel

- **National Health Services**

  New Skilled Nursing Facility, Wasco
  New Medical Clinic, Shafter

- **Clinica Sierra Vista**

  Arvin Community Health Center
  Brundage Lane Community Health Center, Bakersfield
  Chester Avenue Clinic, Bakersfield
  Baker Street Clinic, Bakersfield

175 Fulton Street
Fresno, CA 93721
(559) 237-0376

2131 19th Street, #B
Bakersfield, CA 93301
(661) 397-2114

BASKIN MECHANICAL ENGINEERS

Project Portfolio - Hospitals and Medical Facilities:

- **Kern Medical Center**

  A-Wing Expansion and Mechanical Remodel
  B-Wing - Second Floor HVAC and Medical Gas Remodel
  Pharmacy Remodel
  D-Wing Isolation Rooms (3 floors), Exhaust Systems and Control Strategies
  S-1 and S-2 Central Air Handler Systems, Mechanical Study and Remodel
  Neo-Natal ICU Chiller Analysis and Remodel
  Chiller Replacement for D-wing

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Webb Foodservice Design

Headquartered in Anaheim, California, Webb Foodservice Design creates large scale centralized and production kitchens for educational, healthcare and commercial markets. Since 1989 our team of planners and designers has partnered with clients to bring culinary visions to life; our expertise spans from feasibility studies, concept design, and programming services to market research, design documentation, and construction administration. Webb excels in solutions that are sustainable and energy-efficient. SBE- and WBENC-certified, the firm has the largest and most diverse team on the West Coast. Senior staff shepherd projects through all phases, including the stringent health and safety protocols of local Environmental Health and DSA.

With over 20+ years of central kitchen project experience we provide planning, design, and ideation for various types of large format kitchens. We do not employ a traditional linear approach to planning. We believe that centralized facilities must be carefully planned, to provide maximum equipment and infrastructure flexibility for future change and adaptability. We do this by focusing on the responsible stewardship of available resources (time, space, infrastructure, location, material, labor, and energy) which are critical to the long-term success of a centralized operation.

Central Kitchen Projects

- Oakland Unified
- Sacramento Unified
- Irvine Unified
- Orange Unified
- University of Georgia
- University of California Davis
- SimpleFeast
- Patton State Hospital

Gina Brinegar, FCSI, CFSP
Principal

P 714.508.1880 x12 **M** 714.904.7858 gina@webbfsd.com
1530 S. Lewis St,. Anaheim, CA 92805 www.webbfsd.com



Costel Coca, CFSP

Principal

As owner and Principal at Webb Foodservice Design, Costel plays an essential role in leading and fostering creativity for innovative culinary designs. He oversees all our design studios, and provides focused expertise for strategic planning, vision, and ideation to projects. Costel has directed projects through a variety of project delivery methods including design-build, bridging, CM at-risk, multiple prime, and fast-track projects. His commitment to excellence, passion for collaboration, and strong leadership inspires the training, research, and development of new design methodologies within the firm, generating a constant source of new ideas and emergent possibilities.

Years With Firm

22

Years of Experience

22

Education

AA Degree in Architectural Drafting and Design at MTI College

Space Planning Design at Southern California Institute of Architecture

Project Management and Business Development at Santa Ana College

Professional Affiliations

CFSP Certified Foodservice Professional

USGBC U.S. Green Building Council

FCSI Foodservice Consultant Society International

Select Projects

Oakland Unified School District Central Kitchen

Oakland, CA

The Oakland Unified School District Central Kitchen, Urban Farm, and Education Center is the hub of the new district-wide school food program network that connects nutrition, education, and community programs at OUSD's schools, kitchens, gardens, and produce market stands, while preparing approximately seven million meals each year for 38,100 school children.

55,000 sf · Cost $32M

Completion Date: 2019

Orange Unified School District Central Kitchen

Orange, CA

The vision for the Orange Unified School District Central Kitchen project was to move the meal preparation, primary storage and distribution to the district's current operations warehouse building. The consolidation assists the nutrition department in increasing flexible menu options, supporting the development of the breakfast program and increasing the catering operations.

25,000 sf · Cost $1M

Completion Date: 2016

Sacramento Unified School District Central Kitchen

Sacramento, CA

The Sacramento City Unified School District Central Kitchen will be the hub of the new district-wide school food program. Serving a population of 47,000 students across 80 schools, the new 100,000 square foot Central Kitchen will allow more scratch cooking, fewer prepackaged meals, less worry about additives and preservatives, and the opportunity to support local fruit and vegetable growers.

100,000 sf · Cost $40M

Completion Date: 2021

Irvine Unified School District Central Kitchen

Irvine, CA

The new Central Kitchen/Culinary Arts facility is located within the central portion of the existing Creekside Education Center. The 15,000 square foot Central Kitchen provides nutrition services to schools throughout the district. The Culinary Arts Classroom includes 4,000 square feet of classroom space

15,000 sf · Cost $1.9M

Completion Date: 2016



CFP Designs Inc
Dba DLB Fire Protection
3001 Petrol Rd
Bakersfield, CA 93308
661-903-8940

C-16 Fire Protection/Fire Sprinklers

Company Information and technical experience:
CFP Designs Inc dba DLB Fire Protection, is a dynamic fire protection contracting firm established in 2012. We are based in the Bakersfield, California, and are licensed with and work throughout the state California and Texas (state license C-16). We are CERT registered as a small business throughout all California Counties, and registered with the State of California DVBE program.

We specialize in commercial, light industrial and mixed-use residential construction – in both new construction and building renovations. We are long standing members of the National Fire Protection Association NFSA, American Fire Sprinkler Association AFSA, NICET Level III Certified and are part of the California American Fire Sprinkler Association CAFSA apprenticeship Program.

Provide Address and location of Corporate Office And location of the Office of office from where this project will be managed (if different from corporate office location)

Office Location:
3008 Petrol Rd
Bakersfield, CA 93308

Provide Contractor's License Number, Bonding & Insurance Rates and limits:

Contractor's License: 477469

Bonding and Insurance Rates and Limits: Bonding Capacity 50,000,000.00
2019: 085
2018: N/A
2017: N/A

Provide a list of 3 projects of Similar size and scope that have been completed in the past 5 years, with emphasis on any projects utilizing the Design or Design assist Delivery method:

Provide details of the scope of the project including value of the entire project and the value of the work performed by your firm:

- **Setton Farms 160, 000 SQ Ft Warehouse Terra Bella, CA**
  - Amount: $344,311.00
  - Value of work Performed: $344,311.00
  - Scope of Work: Design and Install Fire Sprinkler System
  - Owner Information: Setton Farms
  - Owner Contact name: Dave Goad
  - Owner Email: dlevine@settonfarms.com
  - Phone Number: 559-535-6050

- General Contractor: Worked directly with owner

- **Performance Food Group Shafter, CA**
  - Amount: $236,174.07
  - Value of work performed by our Firm: $236,174.07
  - Scope of Work: Design and Install Fire Sprinkler System
  - Owner Information: KENNETH O LESTER CO INC/Performance Food Group
  - Owner Contact name:
  - Owner Email:
  - Phone Number: 661-391-7200
  - General Contractor: Klassen Corp
  - General Contact Info: Tayler Wells
  - Phone & Email: 661-489-4953 taylerw@klassencorp.com

- **Wasco Science Building Wasco, CA**
  - Amount: $120,000.00
  - Value of work performed by our Firm: $120,000.00
  - Scope of Work: Design and Install Fire Sprinkler System
  - Owner Information: Wasco Unified School District
  - Owner Contact name: Nelly Sanchez
  - Owner Phone: 661-758-8447 Email: nesanchez@wascohsd.org
  - General Contractor: Colombo Construction
  - General Contact Name: Jill Waters
  - General Phone & Email: 661-316-0100 jwaters@colomboconstruction.com

- **College of The Canyons Santa Clarita, CA**
  - Amount: $270,360.00
  - Value of work performed by our Firm: $270,360.00
  - Owner Information: College of the Canyons
  - Contact name: Will Karrat
  - Phone & Email: 661-362-3233 Will.Karrat@canyons.edu
  - General: Worked Directly with the owner

- **Annadale Commons Apt**
  - Amount: $158,826.90
  - Value of work performed by our Firm: $158,826.90
  - Owner Information: Self-Help Enterprise, Annadale Commons LLC, Annadale Commons
  - Contact name: Fadi Qamhiyeh
  - Phone & Email: 415-332-8390 Fadiq@precisiongc.com
  - General: Precision General Contractor

- **KHSD ROC Auto Body Shop Building**

- Amount: $88,150.00
- Value of work performed by our Firm: $88,150.00
- Owner Information: Kern High School District
- Contact name: Greg Anzalone
- Phone & Email: 661-324-3000
- General: Klassen Corporation grega@klassencorp.com

3. **Project Team**
   a. **Provide the Resume of Team Members that would be assigned to this project:**
   b. **Provide a matrix of the amount of time each member of the team will be assigned to the project.**

   Michael Boyance: Designer/Engineer
   The amount of time to Design the Project (37 days)

   Brandon Strange: Superintendent
   The amount of time to Supervise the Project (70 days)

   Casey Lawrence: Journeyman Sprinkler Fitter

   The amount of time to Work the Project (187 days)

   Kole Harl: Sprinkler Fitter Apprentice 3

   The amount of time to Work the Project (187 days)

4. **Skilled labor force Compliance**
   a. **Provide Written Statement of your firm's ability to comply with Public Contract Code 2600-2603, pertaining to the usage of skilled tradesman through certified apprentice training program.**
      a. CFP Designs require all of our Journeymen to be Cal-Fire Certified and poses a Journeyman card. All of our Journey man have a current CARD approved by the California and have completed over 5000 hours and minimum over 6 years of experience. We require all of our apprentice to be an in-apprenticeship program consisting of 5 years with The California American Fire Sprinkler Association. Through the process of 5 years our apprentices gain on the job experience as well as classroom instruction.

   b. **The Successful proposed will be required to comply with all the applicable provisions of the current California labor Code, including, without limitation, payment of prevailing wages, maintenance and submission of weekly certified Payroll and hiring apprentices.**
      a. Per California Code we are in Compliance with DIR Department and keep the dates current as well as report Certified weekly Payroll. Wages retrieved from The DIR

Wage Website and we comply with the wages listed. We are part of CAFSA and we submit DAS 140 & DAS 142 and request apprentices upon Awarding Project.

5. **Life Cycle Cost:**
    a. We start by Develop design alternatives that deliver the same structural and performance objectives.
    b. We Define the schedule of initial and future activities of the asset or project design and each of the alternatives.
    c. We Estimate the costs involved for each alternative.
    d. We Find the present value of each alternative through “discounting

6. **Safety Record:**
    a. We have NO recordable Incidents in the Past 3 years

7. **Claims & Litigations**
    a. No Claims have been filled against our firm in the last 5 Years
    b. Our Firm has Not been involved in litigation against any contractor or construction project in the last 5 years

8. **Building Information (BIM) Management**
    a. Our Firm has Worked on a Project Using BIM and find our Firm with the skills and Knowledge with BIM Management
    b. Project was performed in House
    c. Project Done Using BIM Was the Federal Court House in Bakersfield, CA
    d. Our Firm has Experience with BIM have an Ability to Review and Manage This BIM Project

9. **Value Added Suggestions:**
    a. Suggested Changes to the design/Cost Saving: No suggested Changes



PLEASE SEE A FEW LISTS OF PROJECTS WE HAVE COMPLETED:

PROJECT: Annadale Commons
AMOUNT: $265,997.15
Year: 2020
Scope of Work: Fire Sprinklers
Owner: Self Help Enterprises Affordable Housing
Phone: 559-802-1783

PROJECT: College of the Canyon-Santa Clarita
AMOUNT: $265,997.15
Year: 2017
Scope of Work: Fire Sprinklers
Phone: 661-362-3233
Owner: College of the Canyon (Will Karrat)

PROJECT: Double Tree-Bakersfield
AMOUNT: $132,939.39
Year: 2018
Scope of Work: Fire Sprinklers
Contractor: Wallace & Smith
Phone: 661-327-1436

PROJECT: Setton Farms-Terra Bella
AMOUNT: $143,367.50
Year: 2018
Scope of Work: Fire Sprinklers
Contractor: Industrial Designs & Construction
Phone: 661-378-5000

PROJECT: Marriot Ventura
AMOUNT: $82,865.00
Year: 2017
Scope of Work: Fire Sprinklers
Contractor: Wallace & Smith
Phone: 661-327-1436

PROJECT: Pioneer Cottages
AMOUNT: $89,600.00
Year: 2021



Scope of Work: Fire Sprinklers
Contractor: Superior Construction
Phone: 661-588-0552

PROJECT: Park West Apartments
AMOUNT: $355,550.00
Year: 2021
Scope of Work: Fire Sprinklers
Contractor: Wallace & Smith
Phone: 661-327-1436

ACCO Engineered Systems, Inc.

888 E. Walnut Street
Pasadena, CA 91101
(818) 244-6571

License No.: 120696

Specialties: Mechanical, Plumbing

Year Established: 1934

Type of Organization: Corporation

Average Number of Employees: 5,000

Average Yearly Sales: $1,540,846,000 (3-year average)

Current Design-Build work under contract: $300M+

Past Design-Build work: MLK Jr Behavioral Health Center (Design-Build), $47,402,000, completed in 2021

Principals: *See attached Officer Affiliations letter for additional details.*

Contact: Randy Blunt | Project Manager | (661) 558-7014

References: Hathaway Dinwiddie | Steve Smith | (213) 236-0500 | smiths@hdcco.com
Matt Construction | Steve Matt | (562) 903-2277 | sfmatt@mattconstruction.com
Swinerton | Ray Haj | (213) 896-3400 | rhaj@swinerton.com

Plaster Worxs, Inc.

P.O. 70997
Bakersfield, CA 93387
(661) 374-4569

License No.: 952109

Specialties: C35, C9 (metal stud framing, drywall, plaster)

Year Established: 2010, 13 years in business

Type of Organization: Corporation

Average Number of Employees: 25

Average Yearly Sales: $8M

Current Design-Build work under contract:

Dignity Health Memorial Hospital Pediatric Surgery Expansion: $1,680,000
Kern Psych: $2,174,370

Principals: Ernest G. Reyes, Owner/Secretary
Gabriel Fimbres, President

Contact: Jeremy Reyes | Chief Estimator | (661) 978-2157

References: Colombo Construction Company
Klassen Corporation
SC Anderson
Klassen & Smith Construction

Section D

Quality Assurance / Quality Control

QUALITY ASSURANCE / QUALITY CONTROL

Provide the following information regarding the Proposed Design-Build Team's approach on QA/QC. Include the following information:

A. The overall approach to both design and construction QA/QC:

Response: Colombo utilizes a specific Quality Assurance and Control Plan developed in cooperation with members of the project team including the Architect, CAPK personnel, Colombo's Project Manager and Project Superintendent. It is our responsibility to initiate and maintain a Quality Control Plan that complies with the design intent of the project and to ensure all Contractors are following the plans, specifications, and approved submittals of the project.

B. The Proposed Design-Build Team's processes and tools to facilitate QA/QC:

Response: A three-phase plan is used:

1. The initial phase involves meetings with the appropriate parties for each unique phase of work to discuss and clarify project requirements. The purpose of these meetings will be to determine if there are any materials and/or equipment which will require additional steps beyond the normal approval process of CAPK.
2. The second phase is formalizing the additional requirements and incorporating them into the Quality Assurance and Control Plan. This may include the solicitation and issuance of appropriate contracts to outside consultants.
3. The final step is implementation of the construction Quality Assurance and Control Plan. This will involve reviews, making corrections as required to meet project requirements, complete rejection of the item proposed for approval, approved by those parties specified in the construction Quality Assurance and Control Plan, field inspection and verification.

C. The reporting and functional relationship(s) between the Quality Management personnel and the Proposed Design Build Team as a whole.

Response: Assign a project team consisting of a Project Superintendent and an Administrative Assistant to coordinate the work of Prime and Subcontractors with each other and with the activities and responsibilities of the Design-Build Contractor, Architect and CAPK personnel to complete the project in accordance with Owner's objectives for cost, time, and quality. Maintain communication and document flow to all responsible parties utilizing Procore Project Management Tracking Software, CAPK will be informed of all written communication with all the entities having a role in the project. These entities include but are not limited to Design-Build Team members, utilities companies, City and/or County Agencies having jurisdiction, and Contractors. Document Control Logs and reports are maintained in Procore's Contract Manager database and can be exported to excel for manipulation and use by other parties associated with the project, i.e., Owner and Architect.

The Architect/Principal will work with the client to develop a written program for the project. The program data will be used in the Schematic Design Phase to develop the overall design idea.

After the approval of the Schematic Design Phase, the project moves to the Design Development Phase. During this phase, the project will be transitioned to a Senior Project Manager and Project Manager. The Project Managers will work closely with the client and CADD Technicians to develop the plans in a more detailed manner. Close coordination will be made with the mechanical, plumbing, and electrical systems to ensure proper integration into the final design.

After completion of the Design Development Phase, the Project Managers will work with the consulting engineers to complete the Construction Document Phase. Bi-weekly meetings will occur with the Architectural firm, consulting engineers and owner's representative.

Following your approval of the construction document phase, Skarphol/Frank Associates will submit the plans to the County of Kern Building Inspection Division for review and approval.

Upon the County of Kern Building Inspection Division's approval of the building permit, Skarphol/Frank Associates will prepare a bid package and work with the selected General Contractor to help formalize a construction budget. Skarphol/Frank Associates will assist COMMUNITY ACTION PARTNERSHIP OF KERN AND COLOMBO CONSTRUCTION during bidding by fielding and replying to all contractor requested clarifications and questions regarding the construction document drawings.

QUALITY ASSURANCE / QUALITY CONTROL

During construction, Skarphol/Frank Associates will provide site observations, attend construction meetings, and answer any contractor requested clarifications and questions regarding the construction document drawings.

During all phases, the Architect/Principal will be actively involved. Most of the communication and project coordination will be handled by the Project Managers.

Skarphol / Frank Associates employs a staff of twenty. Depending on the phase of the project, a team of three to five will be actively working on the project. Additional staff will be available should they be needed. A consulting engineering team will also be assembled to develop drawings for all required trades. The team of consultants will include Civil Engineering, Structural Engineering, Mechanical & Plumbing Engineering, Electrical Engineering and Foor Service Design.

Section E
Safety

SAFETY

Describe the Design-Build Team's commitment to safety and what the Team will bring to the Project to enhance safety.

A. Describe the Design-Build Team's commitment to safety and what the Team will bring to the Project to enhance safety.

Response: The health and safety of Colombo's employees, and staff is of the utmost importance on any construction project. Colombo's policy is to always make health and safety a top priority for not only our employees but for every member of the project team, CAPK Staff, Vendors, Suppliers, Prime/Subcontractors and Consultants on all construction projects. We constantly strive for the highest possible level of safety in all activities and operations. We firmly believe that excellent project safety is good business from the human side first and foremost, but also from the perspective of cost savings to any project.

Colombo will coordinate with CAPK to minimize the interface with all construction activities, and to ensure the safety of everyone on the project site. This will be accomplished by meeting with staff to identify safe paths or travel, and "safe zones" to determine the parking area and to designate material staffing areas. This will involve the coordination of all construction activities, access roads, temporary fencing, and barricades with CAPK personnel.

Colombo institutes and administers a comprehensive and continuous Occupational Injury and Illness Prevention Program (IIPP) for employees. The plan covers established policies and procedures to ensure employees safety in-house and on all Colombo projects and meets all safety requirements established by the State of California Occupational Safety and Health Administration (Cal/OSHA). The design and performance of our safety and health management systems effectiveness is preventing or reducing the risk of serious injury or illness on our jobsites.

Colombo maintains one of the best safety records in the construction industry statewide. Our Safety Program will be tailored for CAPK's Central Kitchen Tenant Improvements project. It includes the following: Safety Program, Accident Prevention Plan, COVID-19, Fire Prevention Plan, Jobsite Trauma Program, Hazard Communication Program and Policy on Drugs and Alcohol Abuse.

Colombo's proposed project team will make the Safety Program a number one priority for each person working on the project. It will include input from our Safety Director, Project Manager, and Project Superintendent. Each prime/subcontractor will be required to sign and comply with the safety program, taking ownership of it in its entirety.

In addition, Colombo will develop a Safety Orientation Program which will be given to each trade person prior to their first day of work. The Orientation Program will be implemented in accordance with our standard policies and procedures. A full and complete copy of the Safety Plan for CAPK's Central Kitchen Tenant Improvements project will be provided to each member of the project team.

A full and complete copy of Colombo's 2023 Injury and Illness Prevention Program is available upon request.

Section F

Project Controls, Cost Tracking

PROJECT CONTROLS / COST TRACKING

Describe the Design-Builder's processes and tools for monitoring, reporting, and managing cost, including but not limited to:

A. Scope, cost, and schedule baseline development and management/change control processes and the participation and interaction among the scheduling and estimating teams, Project, design, construction, and operations management teams to execute these processes.

Response: A focus on the following points will be the key to successfully controlling project costs. Our most successful projects are those which strictly adhere to these guidelines.

Initial Cost Estimate / Budget

Project cost control begins with providing as detailed an estimate as possible for all sections of work. For work that is not clearly defined the stakeholders of the project will either agree to a certain item or system in order to include a cost for the item/items that have not been clearly defined or agree to allowances for the item or items.

These quantity takeoffs and costs of each specification section will be monitored and updated at 100% design development and completion of backcheck of the corrected 100% submittal. Any changes in the quantities of each specification section will be addressed with all project stakeholders. If the scope of certain items were increased or decreased, a decision will be made by the appropriate person(s) if in fact the design is to be modified to include these changes. If the changes are the result of the impact of market conditions or simply a better understanding of various project requirements a decision will be made either to incorporate the change, substituting or elimination of certain features to maintain the established project or simply increase the project budget accordingly.

Actual bids will be directly compared with estimated costs and the project team will have a comprehensive understanding of the cost system applicable to each contract.

Budget reports are produced monthly and will be distributed to the Architect, CAPK, and other team members will provide a total indicated cost compared with the original estimate. A breakdown and analysis of any variance will be included.

B. Risk management processes and how quantified risk cost and schedule values are factored into the cost and schedule baseline, projected cost and schedule performance, and cash flow reporting.

Response: refer to section A above.

C. Cash flow reporting processes and basis for monthly cash flow estimated values.

Response: Cost loaded schedules are able to be utilized should the client with to do so.

D. Document control system integration with work breakdown structure and responsibility assignment matrix or organizational structure.

Response: Colombo utilizes Procore Construction Management Software. Procore is a web-based program that allows 24/7 access to all Design-Build Team members and CAPK staff. Every document that is handled by the Design-Build Team is tracked in Procore. There is a specific module that allows disparate documents to be linked to specific issues, such as a claim or even a potential claim. This enables team members to quickly review the history of a potential claim and often times facilitates early resolution.

Team members can always monitor the project and may create and/or add documents as they deem appropriate. Many Architects now actively participate with this software by placing administrative documents (RFI answers, proposal requests, submittal approvals, etc.) directly into contract manager. This reduces the amount of paper generated on a project and generally saves administrative time for all parties.

Colombo further tracks important issues in the project meeting minutes. This maintains an issue on the agenda for discussion at every meeting in order to encourage resolution of the issue. Issues are not removed until there is an agreed upon resolution.

PROJECT CONTROLS / COST TRACKING

Document control logs and reports are maintained in the Primavera Contract Manager Database and can be exported to Excel for manipulation and use by other parties associated with the project.

E. Describe the primary challenges with respect to project controls and how will those challenges will be met.

Response: Creating a Central Kitchen within an existing building footprint presents challenges of different types. Due to the new central kitchen, the use of the building will change from its existing use. The Design-Build team will work with the local jurisdictions to change the use of the building. Since we are installing a kitchen in an existing Pre-Engineered Metal Building, there will be many new penetrations through the existing metal roof. Our initial idea is to confine the new penetrations in a small area of the roof and potentially create a different roof type in that area that is better suited for roof penetrations.

Section G

Collaboration and Integration

COLLABORATION AND INTEGRATION

One of the primary goals for the Project is to create a highly functioning, collaborative, and integrated team as early as possible and to incorporate the Owner's staff and consultants as part of that team.

A. Explain the Design-Build Team's approach to creating a collaborative environment for the Project.

Response: The Owner's Representative, Architect, General Contractor, and Subcontractors will work together to develop the overall design idea. Close coordination will be made with the structural, mechanical, plumbing, and electrical systems to ensure proper integration into the final design. After completion of the Design Development Phase, the Project Managers will work with the consulting engineers and subcontractors to complete the Construction Document Phase. Bi-weekly meetings will occur with the Architectural firm, consulting engineers, general contractor, and owner's representative.

Collaboration begins with open lines of communication with all parties involved. All parties are encouraged to freely share their concepts and ideas regardless of their position on the Design-Build Team. We believe in collaboration, that successful projects begin with the client and the consultant working together as a team, with intensive user involvement in the design process. Meetings during the design and construction phases of the project will be held at regular intervals as agreed upon between CAPK and the Design-Build Team. Meeting minutes will be documented and sent to all parties using the document control system, Procore for the project.

B. Describe how the Design-Build Team will engage the Project Stakeholders and incorporate their input into the Project.

Response: The Owner's Representative, Architect, General Contractor, and Subcontractors will work together to develop the overall design idea.

The Design-Build team has a comprehensive understanding of the issues related to industrial facility design in California. Our partnerships extend beyond the design studio to include the client and the community. This method infuses the spirit and uniqueness of place in each of our structures, while building stakeholders. We strive to create more than just buildings; we look to build communities. Our team approach is tailored to foster the maximum level of involvement with project stakeholders using personal interviews, team meetings, and reviews. We strive for consensus by incorporating information from all stakeholders, as community members. This allows us to make more informed design decisions that in turn provide better design solutions for our clients. It also builds a process for working together in a positive team spirit to identify issues, approach, process, schedule, and ultimately to successfully complete the project.

C. Provide the Design-Builder's approach to conflict resolution between the Owner and the Design-Builder and among members of the Design-Build Team.

Response: Close coordination will be made with the structural, mechanical, plumbing, and electrical systems to ensure proper integration into the final design. After completion of the Design Development Phase, the Project Managers will work with the consulting engineers and subcontractors to complete the Construction Document Phase. Bi-weekly meetings will occur with the Architectural firm, consulting engineers, general contractor, and owner's representative.

D. The strength and viability of the Design-Build Team's plan to communicate and collaborate with the Owner, including not only the specific topics on which the Owner has requested discussion but any other topics that the Proposed Design- Build Team deems essential to the success of the Project.

Response: Bi-weekly meetings will occur with the Architectural firm, consulting engineers, general contractor, design-assist subcontractors, and owner's representative.

E. What the Design-Build Team will bring to the Project and how those different resources will enhance the Project.

Response: The project team varies from project to project depending on the scope of work, scale, budget and complexity of a project. Typical projects of this size and scale will have the following Architectural design team members involved: Architect/Principal, Senior Project Manager, Project Manager, Assistant Project Manager, Senior Graphics Manager, Assistant Graphics Manager and two to three CADD Technicians. The proposed consultants are as follows: Civil Engineering (Porter & Associates, Inc.), Structural Engineering (4-Creeks, Inc.), Mechanical & Plumbing Engineering (Baskin Mechanical Engineers), Electrical Engineering (Express Electrical) and Food Service Design (Webb Foodservice Design).Bi-weekly meetings will occur with the Architectural firm, consulting engineers, general contractor, design-assist subcontractors and owner's representative.

Section H

Design Development and Management

DESIGN DEVELOPMENT AND MANAGEMENT

The Design-Builder is responsible for the 100% complete project construction documents ("CD") and specifications during the design phase prior to the start of any construction Design-Builder shall develop any required shop drawings and submittals for those elements for the Owner approval. The inclusion of these items does not deviate the contract from being a Design-Build contract.

A. Describe the Design-Build Team's overall approach to Design Excellence, design commitment, design development, and management for the Project. Include a description of the design management process and the communications between the Owner and the Design-Builder during this process.

Response: The Architect/Principal will work with the client to develop a written program for the project. The program data will be used in the Schematic Design Phase to develop the overall design idea.

After the approval of the Schematic Design Phase, the project moves to the Design Development Phase. During this phase, the project will be transitioned to a Senior Project Manager and Project Manager. The Project Managers will work closely with the client and CADD Technicians to develop the plans in a more detailed manner. Close coordination will be made with the mechanical, plumbing and electrical systems to ensure proper integration into the final design.

After completion of the Design Development Phase, the Project Managers will work with the consulting engineers to complete the Construction Document Phase. Bi-weekly meetings will occur with the Architectural firm, consulting engineers and owner's representative.

Following your approval of the construction document phase, Skarphol/Frank Associates will submit the plans to the County of Kern Building Inspection Division for review and approval.

Upon the County of Kern Building Inspection Division's approval of the building permit, Skarphol/Frank Associates will prepare a bid package and work with the selected General Contractor to help formalize a construction budget. Skarphol/Frank Associates will assist COMMUNITY ACTION PARTNERSHIP OF KERN AND COLOMBO CONSTRUCTION during bidding by fielding and replying to all contractor requested clarifications and questions regarding the construction document drawings.

During construction, Skarphol/Frank Associates will provide site observations, attend construction meetings and answer any contractor requested clarifications and questions regarding the construction document drawings.

During all phases, the Architect/Principal will be actively involved. The majority of the communication and project coordination will be handled by the Project Managers.

B. Provide details regarding the tools used in the design process, including Building Information Modeling, and how those tools will assist the Design-Builder in achieving those goals.

Response: The project development will happen upon a variety of mediums. In the beginning, the design will be hand sketched before it is input into CAD. During Schematic Design, a 3D Model will be built, and photo realistic images will be presented to the owner to help convey the overall building design. The Graphic Management team will be responsible for this portion of work. The Architect/Principal will be actively involved in the design and rendering process.

Skarphol / Frank Associates utilizes today's modern technology to help push the boundary of state-of-the-art design. It is typical for projects to use hand sketches, 3D modeling, drone photography and photo realistic renderings to help describe our client's project. Included with our full service interior design services are physical and digital color boards with rendered models to showcase the interior finishes.

Construction Documents will be assembled in cad and presented to the owner for review in PDF format. The PDF construction document package will be uploaded to the county's website for Plan Check. The PDF construction document package will also be available for the bidding phase.

For construction, BIM has allowed Colombo to work with our design partners early on in the design phase of the project to provide value engineering, conflict resolution, preliminary budgets and scheduling. These base drawings can be downloaded into our system where we can use other software programs such as Tekla, ENGworks 4D scheduler, etc., to provide real information early on in the project saving the client time, money and costly change orders.

DESIGN DEVELOPMENT AND MANAGEMENT

C. Describe the Proposed Design-Build Team's approach to value engineering for the Project.

Response: The Design-Build team will work closely together on any value engineering aspects required for the project. The ream will closely evaluate cost saving measures but will still work to maintain the overall design goals and aesthetics of the project.

Skarphol / Frank Associates believes strongly in cost effective design and construction. Whether during design or through a "value-engineering" process, Skarphol / Frank Associates will help deliver the most cost-effective product that meets the client's needs.

D. Describe the Proposed Design-Build Team's process for managing quality assurance and quality control during the design process and identify the Key Team Members who will be tasked with the review and coordination of all phases of design documents.

Response: Skarphol/Frank Associates (SFA) takes great pride in producing complete and well-coordinated documents. This benefits not only CAPK by reducing change orders and delays, but also benefits SFA and our consultants by reducing time spent during construction addressing issues that should have been addressed during the preparation of the documents. The key to effective quality control and an efficient design process is allowing sufficient time in the design schedule to accommodate thorough and meaningful reviews and corrections.

SFA and consultant staff follow each assigned project from design through construction providing continuity of personnel as well as providing our staff with valuable construction knowledge and experience that is applied to the production of future documents. We do not separate production from construction administration. Through a formal company "Lessons Learned" program, staff share problems encountered in the field so we can all learn and avoid the problem on future projects.

E. Describe the Proposed Design-Build Team's approach for managing the permitting process.

Response: The Architect/Principal will work with the client to develop a written program for the project. The program data will be used in the Schematic Design Phase to develop the overall design idea.

After the approval of the Schematic Design Phase, the project moves to the Design Development Phase. During this phase, the project will be transitioned to a Senior Project Manager and Project Manager. The Project Managers will work closely with the client and CADD Technicians to develop the plans in a more detailed manner. Close coordination will be made with the mechanical, plumbing and electrical systems to ensure proper integration into the final design.

After completion of the Design Development Phase, the Project Managers will work with the consulting engineers to complete the Construction Document Phase. Bi-weekly meetings will occur with the Architectural firm, consulting engineers and owner's representative.

Following your approval of the construction document phase, Skarphol/Frank Associates will submit the plans to the County of Kern Building Inspection Division for review and approval.

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During construction, Skarphol/Frank Associates will provide site observations, attend construction meetings and answer any contractor requested clarifications and questions regarding the construction document drawings.

During all phases, the Architect/Principal will be actively involved. The majority of the communication and project coordination will be handled by the Project Managers.

DESIGN DEVELOPMENT AND MANAGEMENT

F. Identify the challenges in developing the design for the Project and how the Design-Build Team will address and mitigate those challenges.

Response: The Owner's Representative, Architect, General Contractor and Subcontractors will work together to develop the overall design idea. Close coordination will be made with the structural, mechanical, plumbing and electrical systems to ensure proper integration into the final design. After completion of the Design Development Phase, the Project Managers will work with the consulting engineers and subcontractors to complete the Construction Document Phase. Bi-weekly meetings will occur with the Architectural firm, consulting engineers, general contractor and owner's representative.

Section I

Project Sequencing and Scheduling

PROJECT SEQUENCING AND SCHEDULING

Attached is the Owners proposed schedule which is dictated by the purchase agreement of the existing central kitchen for a total of 15 months. The schedule cannot exceed a 15-month timeline. The design-build contractor must demonstrate how they will be able to achieve efficiencies if a shorter schedule is proposed. The construction schedule should meet the Owner's estimated completion date, promote efficiency, and have the least amount of impact on the Owner operations and the Project stakeholders. The Owner intends to fully reoccupy the building as of November 22, 2024. The Design-Builder is required to accommodate this in its work plan and schedule.

A. **Describe the Proposed Design-Build Team's overall approach to scheduling and construction sequencing for the Project. In addition to the overall approach, include a description as to how the Design-Build Team will address regulatory and stakeholder approvals and ensure construction documents are ready for the permitting process. Please provide prior experience with the City of Bakersfield building department.**

B. **Identify the challenges in scheduling the construction for the Project and how the Design-Build Team will address those challenges.**

C. **Provide details regarding the tools used in developing optimal sequencing and coordination of the Work and how those tools will assist the Design-Builder in achieving those goals, including but not limited to: Administration of the consultants, subconsultants, and subcontractors.**

Response: The Design-Build team understands that successful projects require the balancing of design goals with the practical concerns of budget and schedule. To ensure that the completed project match both budget and schedule, we begin each project by making certain that the schedule and budget are well defined, program requirements can be realistically met with available resources, and decision making follows a clearly specified timetable.

The project schedule should be developed with input from the entire team – then continuously monitored and communicated to the team. It is important to confirm that the schedule outlined is feasible and appropriately aggressive, that the depth of resources throughout our team allows us to fully commit to the proposed deadlines, and that we have the full engagement of CAPK staff in making timely decisions.

The systems we have in place, including critical path schedule analysis, allow us to work in a streamlined manner that will be important to maintaining the schedule.

With early establishment of realistic cost targets, periodic formal estimates, and ongoing value engineering, the Design-Build team will actively participate in cost and scope monitoring and will provide an “early warning” of scope creep. Scope and schedule status, in fact, are a standing agenda items at every project meeting. We have found the earlier in the process problems are identified, the more efficiently they can be dealt with. This process, combined with day-to-day contact with our estimator, provides an immediate feedback mechanism for cost control. Through careful monitoring, open and active communications among all design team members and a “project first” attitude, we have achieved excellent adherence to cost and schedule requirements.

Scheduling and Examples of Tight Construction Schedules | Recovery Schedules

Colombo uses three methods to monitor and keep projects on schedule; the use of a CPM schedule, three week look-ahead schedule submitted by the subcontractors, and should the need arise, a recovery schedule.

1. The Critical Path Master schedule is developed during preconstruction and is updated every week or as needed depending on the complexity of the project. The CPM schedule is reviewed by the project team at every Owner’s meeting and the Owner is kept informed of any changes or delays.

2. The week look ahead – this tool is used to keep the project superintendent informed on resource allocation and timing of each contractor on the project. The schedules are reviewed each week and if additional resources are needed, the contractor is asked to provide them. Each contractor is held accountable to the projected three week look ahead and adjustments can be made before the significantly impact the CPM.

3. Recovery Schedule—If the critical path on the project schedule is delayed, a recovery schedule will be set-up to bring the project back to its projected timing. This usually means allocating additional resources or adjusting in the project sequence. A temporary schedule is developed to make important changes in the project approach to bring the project back on schedule.

Section J
Licenses

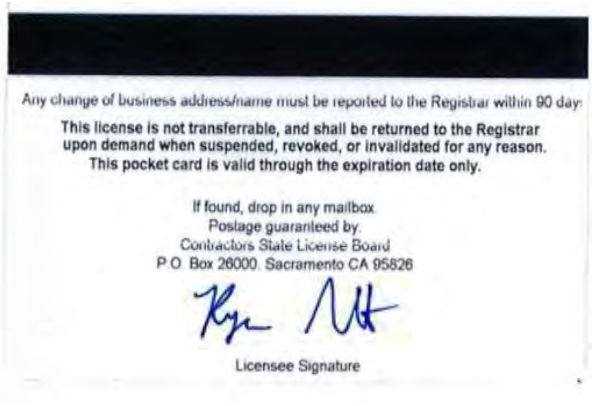
LICENSES

Provide a copy of contractor's license.

1. **Name of license holder exactly on file:** COLOMBO CONSTRUCTION CO INC.
2. **License classification:** C51 - Steel, Structural
B - General Building Contractor
C-8 - Concrete
3. **License number:** 191788
4. **Date issued:** May 2, 1960
5. **Expiration date:** April 30, 2024
6. **Whether license has been suspended or revoked in the past five (5) years, with explanation:** N/A - License is current & active

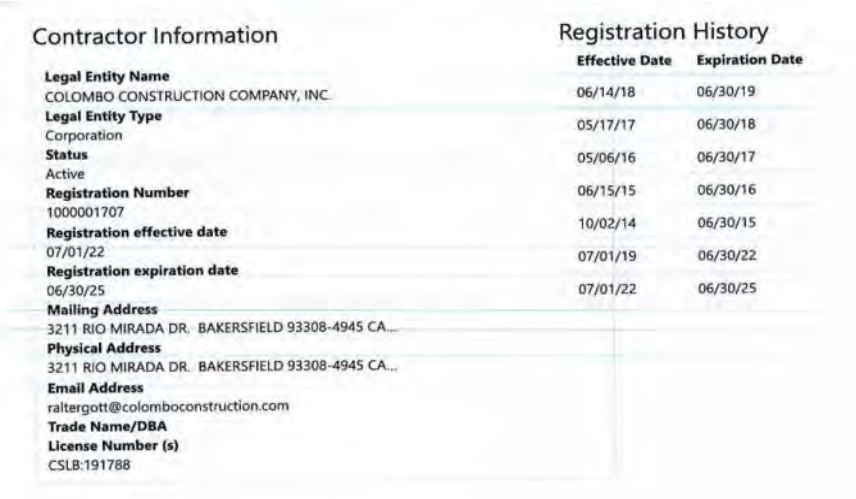


(Front Image of License)



(Back Image of License)

DEPARTMENT OF INDUSTRIAL RELATIONS NO. 1000001707



Contractor Information

Legal Entity Name
COLOMBO CONSTRUCTION COMPANY, INC.
Legal Entity Type
Corporation
Status
Active
Registration Number
1000001707
Registration effective date
07/01/22
Registration expiration date
06/30/25
Mailing Address
3211 RIO MIRADA DR. BAKERSFIELD 93308-4945 CA...
Physical Address
3211 RIO MIRADA DR. BAKERSFIELD 93308-4945 CA...
Email Address
raltergott@colomboconstruction.com
Trade Name/DBA
License Number (s)
CSLB:191788

Registration History

Effective Date	Expiration Date
06/14/18	06/30/19
05/17/17	06/30/18
05/06/16	06/30/17
06/15/15	06/30/16
10/02/14	06/30/15
07/01/19	06/30/22
07/01/22	06/30/25

Section K
Taxes

TAXES

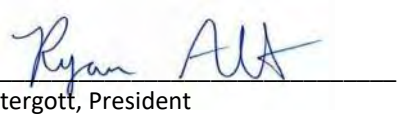
CAPK is not a tax-exempt entity; all appropriate taxes will apply. All applied taxes must be listed as a line item.

STATEMENT

Colombo Construction Co., Inc. is aware and acknowledges that Community Action Partnership of Kern (CAPK) is NOT a tax-exempt entity and that any and all applied taxes to CAPK, in regard to Request for Proposals Number: OPS 2023-002 for Design Build—Central Kitchen Tenant Improvements, must be listed as a line item.

I, the undersigned, certify and declare that I have read all the foregoing information in regard to the Request for Proposals Number: OPS 2023-002 for Design Build—Central Kitchen Tenant Improvements for CAPK. The matter stated in the statement above, including those on any separately attached pages, are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

Dated:
August 18, 2023



Ryan Altergott, President
COLOMBO CONSTRUCTION CO., INC.

Section L
Discounts

DISCOUNTS

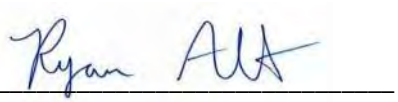
Please include any discounts provided to CAPK due to its 501(c)(3) status including any in-kind donations.

STATEMENT

Colombo Construction Co., Inc. has not included any discounts to Community Action Partnership of Kern (CAPK) due to its 501(c)(3) status including any in-kind donations as mentioned in the Request For Proposals Number: OPS 2023-002 for Design Build—Central Kitchen Tenant Improvements. If Colombo receives any discounts or in-kind donations during the project, these will be passed along to CAPK.

I, the undersigned, certify and declare that I have read all the foregoing information regarding the Request for Proposals Number: OPS 2023-002 for Design Build—Central Kitchen Tenant Improvements for CAPK. The matter stated in the statement above, including those on any separately attached pages, are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters, I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

Dated:
August 18, 2023



Ryan Altergott, President
COLOMBO CONSTRUCTION CO., INC.

Section M

MAI Certified Appraiser

MAI CERTIFIED APPRAISER

The design-build contractor is responsible for hiring an MAI-certified appraiser utilizing the design documents and all project costs including but not limited to design, testing, permits, consultants, and construction cost, to provide an appraised value at the time of completion.

Colombo has hired an MAI-certified appraiser who will utilize the design documents and all project costs including, but not limited to design, testing, permits, consultants, and construction cost, to provide an appraised value at the time of completion of this project.

Central California Appraisals
4915 Calloway Drive, Suite 101
Bakersfield, CA 93312
Michael Burger, MAI, R/W-AC
mburger@appraisecc.com
Office: 661.587.1010

Section N

Conflict of Interest

CONFLICT OF INTEREST

Provide a statement of any potential conflicts Vendor and/or key staff may have regarding providing these services to CAPK. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, so state in your proposal.

Vendor shall have read and shall be aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflict of interest of public officers and employees. No officer or employee of CAPK or member of its governing body shall have any pecuniary interest, direct or indirect, in the resulting Contract or the proceeds thereof.

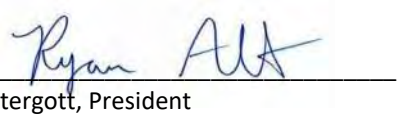
STATEMENT

Colombo Construction Company, Inc. has read and is fully aware of the provisions set forth in Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflict of interest of public officers and/or employees. This includes any working relationships that may be perceived by disinterested parties as a conflict. No officer or employee of Community Action Partnership of Kern (CAPK), or member of its governing body shall have any pecuniary interest, direct or indirect, in the resulting Contract or the proceeds thereof.

Colombo has no recent, current or anticipated contractual obligations relating in any way to similar work, projects of CAPK that may have a potential conflict with Colombo's ability to provide services described herein to CAPK. Colombo acknowledges our Company cannot submit, propose, bid, contract, sub-contract, consult, or have any other economic interests in projects which Colombo may provide services.

I, the undersigned, certify and declare that I have read all the foregoing information regarding the Request for Proposals Number: OPS 2023-002 for Design Build—Central Kitchen Tenant Improvements for CAPK. The matter stated in the certification above, including those on any separately attached pages, are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters, I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

Dated:
August 18, 2023



Ryan Altergott, President
COLOMBO CONSTRUCTION CO., INC.

Section O

Vendor Information Sheet

APPENDIX A

Community Action Partnership of Kern
• Procurement Department •
5005 Business Park North, Bakersfield, CA 93309 • 661.336.5236 • FX: 661.322.2237

VENDOR INFORMATION SHEET

Date: 8-11-23 Prepared By: Jonny Frank

Official Business Name: Colombo Construction Co., Inc.

DBA: Colombo Construction Co., Inc.

Location Address: 3211 Rio Mirada Drive, Bakersfield, CA 93308
Street City State Zip

Remit Address: 3211 Rio Mirada Drive, Bakersfield, CA 93308
Street City State Zip

Contact Person: Jonny Frank Title: Director of Project Development

Phone #: 661-316-0100 Accts. Receivable Phone #: 61-316-0148

Fax #: 661-316-0101 Customer Service Phone #: 661-316-0100

CAPK Vendor #: E-mail Address: jfrank@colomboconstruction.com

Federal ID # or SS#: 95-2091187 Type of Business: General Building Contractor

Contractor Lic #: 191788 Business Lic #: 24-00000151 City Issued: Bakersfield

General Liability Insurance Carrier & Policy #: Navigators Insurance Company

Auto Liability Insurance Carrier & Policy #: Allstate Insurance Company

Workers Compensation Insurance Carrier & Policy #: Starstone National Insurance Company #T10221291

FEDERAL TAX CLASSIFICATION:

☐ Individual/Sole Proprietor ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/Estate
☐ Limited Liability Co. C = C Corp S = S Corp P = Partnership ☐ Other: _____

BUSINESS ENTITY/CLASSIFICATION:

☐ Board Member ☐ Employee ☐ Faith Based ☐ Fed Gov't ☒ For Profit ☐ Housing Collaborative ☐ Local Gov't
☐ Non-Profit ☐ Parent ☐ Post Secondary Ed ☐ Provider ☐ School District

SBA CLASSIFICATION:

It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises, Women's Business Enterprises and Veteran Business Enterprises.

☐ Minority-Owned ☐ Small Business ☐ Veteran-Owned ☐ Woman-Owned

Years in Business: 75 Accept Purchase Orders: ☒ Yes ☐ No

If your business has a Social Security number as Tax ID, we require the signature of the owner.

Authorized Signature: Ryan Altergott Print Name: Ryan Altergott

Title: President Date: August 11, 2023

REV. 012516

Section P
Bonding

TRAVELERS

Troy M. Lindley
Account Executive Officer
Construction Services
(916) 852-5272
(866) 467-5504 (fax)

11070 White Rock Rd., Ste. 130
Rancho Cordova, CA 95670

August 10, 2023

Community Action Partnership of Kern (CAPK)
Attention: Business Services
5005 Business Park North
Bakersfield, CA 93309
Reference: RFP OPS 2023-002

Re: Prequalification Letter from Surety for: **Colombo Construction Company, Inc.**

To Whom It May Concern:

Please accept this letter to comply with the prequalification bonding requirements for Colombo Construction Company, Inc.

Travelers Casualty and Surety Company of America (herein after referred to as "Travelers") has handled all of the bonding requirements for Colombo for over 10 years. We consider Colombo to be an excellent contractor and would highly recommend them for any of your projects. Colombo's current bonding capacity is $50,000,000 for individual bonds and $100,000,000 on an aggregate basis. Travelers has never had to pay out money as a result of claims on any of Colombo's bonded projects. This information is provided for historical purposes only and does not represent our maximum commitment to this fine contractor.

Should Colombo request that Travelers provide performance and payment bonds for any of their projects, we stand ready to do so subject to our standard underwriting procedures including, but not limited to, confirmation of financing, favorable review of the contract documents and bond forms. It should be understood that all bond requests are a matter between Colombo and Travelers. We therefore assume no liability to any other party if for any reason we do not execute said bonds.

Travelers Casualty and Surety Company of America is US Treasury Listed and Licensed in all States. It is an operating Company within The Travelers Companies and is rated A++ (Superior) XV by A.M. Best. The surety agent for Colombo is ISU Busby-Stone Risk Management, 9201 Camino Media, Suite 250, Bakersfield, CA 93311. They can be contacted at (661) 665-9150. Colombo's bond rate is less than 1%.

If you should have any questions regarding Colombo or their ability to bond a project of yours, please do not hesitate to contact me direct at (916) 852-5272.

Sincerely,
Travelers Casualty and Surety Company of America

Troy M. Lindley
Account Executive Officer / Attorney-in-Fact

TRAVELERS

Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Troy M Lindley** of **Rancho Cordova** , **California** , their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April, 2021**.

State of Connecticut

City of Hartford ss.

By: _____
Robert L. Raney, Senior Vice President

On this the **21st** day of **April, 2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**

_____
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **10th** day of **August** , **2023** .

_____
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

County of SACRAMENTO }

On August 10, 2023 (Date) before me, INGRID RICE (Insert Name of Notary exactly as it appears on the official seal), Notary Public,

personally appeared Troy M. Lindley (Name(s) of Signer(s))

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

INGRID RICE
Notary Public - California
Sacramento County
Commission # 2387408
My Comm. Expires Dec 31, 2025

Place Notary Seal Above

Witness my hand and official seal.

Signature _____ (Signature of Notary Public)

OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of the form to another document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
- ☐ Individual
- ☐ Corporate Officer — Title(s): _____
- ☐ Partner ☐ Limited ☐ General
- ☐ Attorney in Fact
- ☐ Trustee
- ☐ Guardian or Conservator
- ☐ Other: _____

Signer is Representing:

RIGHT THUMBPRINT OF SIGNER
Top of thumb here

Signer's Name: _____
- ☐ Individual
- ☐ Corporate Officer — Title(s): _____
- ☐ Partner ☐ Limited ☐ General
- ☐ Attorney in Fact
- ☐ Trustee
- ☐ Guardian or Conservator
- ☐ Other: _____

Signer is Representing:

RIGHT THUMBPRINT OF SIGNER
Top of thumb here

Section Q

W-9

APPENDIX B

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above
Colombo Construction Co., Inc.

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ►
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
3211 Rio Mirada Drive

Requester's name and address (optional)
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

6 City, state, and ZIP code
Bakersfield, CA 93308

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
___ - ___ - ____

or

Employer identification number
95 - 2091187

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ► [signature] Date ► 8-11-23

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Cat. No. 10231X Form **W-9** (Rev. 12-2014)

Section R

Additional Terms and Conditions

APPENDIX C

Community Action Partnership of Kern

Additional Terms and Conditions

1. **TAXES.** The Contractor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.
2. **ASSIGNMENT OR SUBCONTRACTING.** The Contractor may not assign or transfer the Agreement, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Agreement and must be included as such.
3. **TERMINATION FOR CONVENIENCE OF CAPK**. CAPK may terminate the Agreement at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Agreement is terminated by CAPK as provided herein, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Contractor hereby expressly waives any and all claims for damages or compensation arising under the Agreement except as set forth in this section in the event of such termination.
4. **CHANGES**. CAPK may from time to time, require changes in the scope of the services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Agreement. Amendments shall be valid only after approval by Contractor and CAPK's Chief Executive Officer.
5. **CLAIMS**. All claims for money due or to become due to the Contractor from CAPK under the Agreement may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.
6. **NOTICE**. Any notice or notices required or permitted to be given pursuant to the Agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
7. **AFFIRMATIVE ACTION.** The Contractor agrees to abide by all State and Federal Affirmative Action policies and laws.
8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Agreement, including any claims for breach of the Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Contractor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.
10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action

Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.

11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by Contractor will be American made.
12. **CONFIDENTIALITY.** The Contractor shall use his or her best efforts to keep confidential any information obtained during the performance of the Agreement.
13. **RESPONSIBILITY.** If Contractor is part of a corporation, the individual or individuals who sign the Agreement on behalf of the corporation are jointly responsible for performance of the Agreement.
14. **PROTEST BY VENDOR:** If the Contractor wishes to file a protest against CAPK for any action, the Contractor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in the Agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Contractor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Contractor may file a protest with CAPK as specified in the section titled "Protest by Contractor."
16. **DEBARMENT AND SUSPENSION CERTIFICATION**: Contractor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
    a. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
    b. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
    c. Does not have a proposed debarment pending; and
    d. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

    If there are any exceptions to the Certifications above, insert the exceptions in the following space:
    Exceptions will not necessarily result in denial of award but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action. Note: Providing false information may result in criminal prosecution or administrative sanctions.
17. **WORKER'S COMPENSATION**: Labor Code Section 3700 provides:

    "Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

    > "(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

"(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

Contractor is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Vendor will comply with those provisions before commencing the performance of the work of the Agreement.

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under the Agreement.)

18. **INSURANCE REQUIREMENTS:** Contractor shall procure, furnish and maintain for the duration of the Agreement the following types and limits of insurance herein:

    a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:
    b. Provide coverage for owned, non-owned and hired autos.
    c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
    d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:
    e. Provide Contractual Liability coverage for the terms of the Agreement.
    f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
    g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

    All policies required of the Contractor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Contractor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

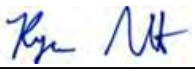
    Insurance is to be placed with insurers with a Best's rating of no less than A: VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by the Agreement, or insurance rated below Best's A: VII, must be declared prior to execution of the Agreement and approved by CAPK in writing.

    All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

    The insurance required hereunder shall be maintained until all work required to be

performed by the Agreement is satisfactorily completed.

Contractor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of an Agreement or cancel the Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of the Agreement.



8-11-23

SIGNATURE **DATE**

Ryan Altergott, President

PRINT NAME

Colombo Construction Co., Inc.

COMPANY NAME

Section S

Bid Sheet

ATTACHMENT A
BID SHEET

Offerors will be required to submit their Proposals with the following fee components:

I. Phase I: Design Development (includes Schematic Design, Design Development, and Construction Documents)

a. Design Fee $ -

b. Preconstruction Services $ -

c. Appraisal* $ 3,500

d. Total Phase I **$ -**

II. Phase II: Construction

a. General Conditions (Costs assume an 8.5 month construction schedule)

i. Project Staff $ 243,980

ii. On-Site Equipment $ 6,120

iii. Temporary Facilities $ 58,830

iv. Miscellaneous Project Costs $ 8,500

v. All Other General Condition Costs $ 33,340

vi. Total General Conditions **$ 350,770**

***** Design-build contractor is responsible for hiring a MAI certified appraiser utilizing the design documents and all project cost to include, design, testing, permits, consultants, construction cost, and any other cost for a complete buildout of the project.

END OF PROPOSAL

Community Action Partnership of Kern (CAPK)

RFP OPS 2023-002
Design Build - Central Kitchen Tenant Improvement 1825 Feliz Drive, Bakersfield, CA

August 18, 2023

Eric Moser | Piuser Construction

4117 East Drive
Bakersfield, CA 93308
661.477.5858
eric@piuserconstruction.com

ethosphere studio

ARCHITECTURE | PLANNING | COMMUNITY DESIGN

Elizabeth Hernandez | Ethosphere Studio

1800 21st St. Ste B
Bakersfield, CA 93301
661.487.5775
ehernandez@ethospherestudio.com

PIUSER CONSTRUCTION

3	A. Cover Letter | Construction Team
4	Qualification of Staff | Construction Team
5	A. Cover Letter | Design Team
6	B. Overall Management Approach
7-16	C. Subcontractor Procurement Approach
17	D. Quality Assurance/Quality Control
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PIUSER CONSTRUCTION

Legal | Piuser Construction

Address | 4117 East Drive
Bakersfield, California 93308

Entity Type | Incorporation

Contact | Eric Moser
4117 East Drive
Bakersfield, California 93308
eric@piuserconstruction.com
661.477.5858

Dear CAPK,

We are thrilled that you are considering Piuser Construction to Design & Build your new Central Kitchen Tenant Improvement. We have reviewed the project specifications and are excited about the prospect of working with you.

Attached, please find a completed proposal for 1825 Feliz Drive. After carefully reviewing the project's specifications, we have broken down the scope, process, cost, and all other expectations to help you make the best hiring decision possible for your project.

Piuser Construction has been in the construction industry for more than 14 years and has built hundreds of projects for clients throughout California. Based in Bakersfield, Piuser works on projects throughout California. Owners David Piuser and Eric Moser have over 20 years of construction experience ranging from laborer roles through project management to estimating.

Our team consists of natives of Bakersfield who strive to bring the dreams of owners, plans of architects, and engineers alike to reality. At Piuser Construction, we believe that no two jobs are the same, and we take the necessary steps to meet owners' expectations. We align ourselves with experienced and capable consulting engineers, craftspeople, and designers to deliver projects that are both on schedule and aesthetically pleasing.

The combined project experience of our team will serve to strengthen the design and construction of the CAPK Facility.

The information below is designed to give you a comprehensive overview of Piuser Construction's proposed approach to the management of your project. Of course, if you have any questions, you can feel free to contact Eric Moser at eric@piuserconstruction.com or 661-477-5858 with any questions you may have.

We look forward to hearing from you!

Best regards,

Eric Moser
Piuser Construction



David D. Piuser

David is a Bakersfield native and has spent the entirety of his adult life in the construction industry. In 2007, he founded Piuser Construction with only a single employee. In 2013, David joined with Coby Vance to form their partnership in Piuser Construction and together, they continue their vision to grow the company. In 2017, after 10 years as a ceramic tile and stone subcontractor, David received his Class B license that allowed Piuser Construction to not only serve the Central Valley with its subcontracting needs but also to bring their hard work and dedication to the general construction needs of the Central Valley and beyond. David is married to his wife Leisa, and they have two girls, AnnMarie and Lila.



Eric J. Moser

Eric joined Piuser Construction in 2012 after a decade as a finish carpenter working throughout Southern California. In 2012, Eric received his degree in Construction Management, and in 2017, he was given the opportunity to become a partner in Piuser Construction. Since that time, Eric has had the honor of helping build Piuser Construction into one of the premier general contractors and subcontractors in the Central Valley. Eric's wife, Kristen, also works for Piuser Construction as the office manager, and they have two children, Hunter and Emery.



Coby Vance

Coby is a second-generation Bakersfield native and a graduate of Cal State University Bakersfield in 2004. Since graduating from CSUB, Coby has worked as a commercial real estate broker, a role he continues to hold to this day. In 2013, Coby partnered with his childhood friend David Piuser to form their partnership in Piuser Construction. Coby is married to his wife Kathleen Anne and has three boys: Connor, Kael, and Klay.

Legal | Ethosphere Studio

Address | 1800 21st Street
Suite B
Bakersfield, California 93301

Entity Type | Corporation

Contact | Elizabeth Hernandez | Architect and Founder
1800 21st Street
Suite B
Bakersfield, California 93301
ehernandez@ethospherestudio.com
661.487.5775

Dear CAPK,

I am writing on behalf of Ethosphere Studio, an innovative architecture and design practice, to express our sincere interest in applying for the Request for Proposal (RFP) for the Design Build Central Kitchen Tenant Improvement project. We are excited about the opportunity to contribute our expertise to this significant endeavor.

Ethosphere Studio is an emerging architecture and design practice with a strong commitment to creating impactful and sustainable spaces. Our specialization encompasses a wide range of projects, including community spaces, commercial complexes, industrial facilities, multi-family dwellings, and residential projects. Our firm is rooted in Bakersfield, and our influence extends throughout California, reflecting our dedication to delivering outstanding design solutions that transcend geographical boundaries.

Our Director, Elizabeth Hernandez, brings over 18 years of architectural and design experience to the table. Her impressive portfolio spans various typologies, from commercial and industrial office spaces to medical offices, retail and restaurant environments, affordable housing design, and custom single-family residential projects. This breadth of expertise ensures that our team is equipped to tackle the multifaceted challenges presented by the CAPK Central Kitchen Tenant Improvement project.

At Ethosphere Studio, we take pride in our diverse team, which holds degrees in Architecture, Environmental Design, Interior Design, and Industrial Drawing. This collaborative and multidisciplinary approach enables us to bring a comprehensive perspective to every project we undertake. We further augment our capabilities by aligning ourselves with experienced consulting engineers, skilled craftspeople, and visionary designers. This ensures that our projects are not only aesthetically pleasing but also environmentally conscious, embodying the values that CAPK stands for.

We are excited about the prospect of partnering with CAPK to transform the Central Kitchen into a functional and inspiring space that positively impacts the community. We are confident that our expertise and dedication make us an ideal fit for this project.

Thank you for considering our application. We look forward to the opportunity to further discuss how Ethosphere Studio can contribute to the success of the CAPK Central Kitchen Tenant Improvement project.

Sincerely,

Elizabeth Hernandez
Principle Architect, Ethosphere Studio

A. Cover Letter | Design Team

PIUSER CONSTRUCTION

In order to achieve a thorough and clear understanding of the Owner's goals and objectives for this project, Piuser Construction and Ethosphere Studio will employ the following strategies:

First, we believe that clear and frequent communication with key decision-makers is of the utmost importance. This means that we will be attentive in listening to Ownership's needs and focus on meeting those needs in the most economical fashion.

Second, we will use our design and construction experience to present Ownership with a number of different options for achieving the goals and objectives of the project.

Finally, upon agreement with Ownership that we have a thorough understanding of project requirements, we will work diligently to confirm that all details, big and small, work towards delivering a project that will provide an outstanding return on Ownership's investment for many years to come.

Due to the current kitchen being "limited to the original footprint of the kitchen which is not ideally laid out for an institutional kitchen," CAPK desires to "transform approximately 8,000 square feet within the (existing maintenance) building to provide a fully functional and efficient space to prepare the approximate 3,000 daily meals for our Head Start classrooms, which include breakfast, lunch, and snacks." Additionally, CAPK requires "office space, a break room, and storage for the 10 staff that operate the kitchen, which will need to be incorporated into the design." Finally, scheduling will be of the highest priority for the project. The project must be completed, and CAPK will have the certificate of occupancy 15 months after signing the contract.

We have identified two key challenges for this project. The first challenge lies in the conversion of a maintenance/storage building into an institutional kitchen. Kitchen construction is a highly specialized form of design and building. Kitchens require specific mechanical, electrical, and plumbing systems that are not found in a typical maintenance/storage building. Addressing this challenge will require an experienced and creative team of designers, engineers, and specialty contractors. This team will need to find ways to provide the functions required by CAPK while dealing with long lead-time equipment and materials, coordination with utility companies, and remaining compliant with government entities.

The second challenge will be to tackle the challenges outlined above while delivering the project within the required timeframe. To accomplish this, our main tool will be a specialized construction software program called Procore. Procore allows all team members to collaborate and communicate clearly by providing a single source for drawings, scheduling, RFI's, budgeting, billings, and much more. We have had excellent results in previous projects utilizing this top-of-the-line construction tool.

B. Overall Management Approach

Qualifications for core subcontractors/consultants:

Mechanical Subcontractor
Six Mechanical Inc. | 2013-2023
Kitchen Projects: Panera Bread California Ave, Countryside C-stores (3 total), Taco Bell (McFarland, Arvin, Valencia & Shafter), Poke Bowl California Ave, Radio Sandwich (19th st), Millbrook C-store, Tasteful Selections break area (phase 4), Woolworth Design (currently in plan check).

Electrical Subcontractor
Marrs Lighting & Electric | Catering Kitchen 2022 Lino Gonzalez 1931 H St.,

Plumbing Subcontractor
HPS Mechanical Inc. | Completed more than 100 Design-Build projects.
Executed 3D modeling and BIM designs
Worked on projects for Adelanto RTC prison, Moreland Corporation, and Van Waters and Rogers New Solvent Tank Farm in San Jose for Hensel Phelps

Fire Life Safety
RLH Fire Protection | Major regional Design-Build fire protection company.
Worked with schools, oil and gas corporations, manufacturing plants, agricultural businesses, and many other industries, designing systems for new construction as well as modifications to existing buildings. With the capacity to handle large-scale projects, will take on challenging layouts and will go the extra mile to engineer a state-of-the-art system that's designed to both maximize protection and minimize losses.

Design Team
Architect and Kitchen Designer | pg.10
Reference Projects | pg.--
Electrical Engineer | pg.--
Mechanical and Plumbing Engineer | pg.--
Structural Engineer | pg.--

Our overall approach to subcontractor procurement takes into account a few key considerations. We will always ensure compliance with all regulatory agencies involved in the project, including compliance with Public Contract Code (PCC) 22166. Another consideration will be the subcontractor's ability to have the proper number of qualified installers to fulfill the all-important scheduling demands of this project. Subcontractors will also need to demonstrate an ability to have proper administrative practices to process certified payrolls, billings, and all other administrative tasks inherent in this project. Finally, subcontractors will need to be within reasonable market costs to deliver the project to CAPK in the most economical fashion possible.

C. Subcontractor Procurement Approach

Community

Ethosphere enhances spaces through community involvement. We value community inclusion, insight, and participation in shaping environments. Community architecture embodies culture, progress, and innovation, fostering efficiency and well-being.

Innovative

Ethosphere strives to promote equity through holistic design. Our diverse network of collaborators, craftspeople, designers, and engineers help us take on the complexity of new ideas and challenging projects. We merge innovation with the latest technologies to promote environmentally sustainable design.

Local

Ethosphere Studio takes pride in being a locally established business in California's very own Kern County. We believe that Kern County has a unique history and culture that plays an integral part in its architecture and economic growth. We are privileged to play a role in the transformation of our hometown.



Elizabeth Hernandez
Project Architect | Manager
Kitchen Designer



Lorena Seijas
Interior Designer



Chris Barcenas
Drafting | Design Associate



Rebekah Dalton
Designer | Project Mananger

ethosphere studio
ARCHITECTURE | PLANNING | COMMUNITY DESIGN

C. Architect & Kitchen Design Team



Elizabeth Hernandez, AIA | Architect & Founder

Elizabeth, steering a woman-owned minority small firm, brings a remarkable 18 years of experience to the architecture field. With over a decade of focused post-graduate project management expertise, she has skillfully directed and supervised a diverse array of projects. Particularly noteworthy is Elizabeth's leadership in designing expansive kitchen projects, spanning commercial catering kitchens, restaurants, and cafes. In addition to her professional commitments, she is an active participant in community and social initiatives, collaborating with organizations such as the American Institute of Architects, Porterville Unified School District, and the College and Career Mentor Conference. Her influence extends even further as a Subject Matter Expert for the California Architects Board.

Elizabeth's leadership within a woman-owned minority small firm, coupled with her diverse experience and community involvement, underscore her dedication to elevating architectural standards and positively impacting our built environment.

Licenses | Certifications

Registered Architect,
State of California | No. C-36784 (2017)

NCARB Certification
National Council of Architectural Registration Boards | No. 551753

Education

Bachelor of Architecture,
California Polytechnic State University-San Luis Obispo | 2011

LA Metro Program,
Architecture Urban Design Studio,
Los Angeles, California | Winter-Spring 2011

Studio Ticino, Design Studio
Scudellate, Switzerland | Summer 2010

California State University-Bakersfield | 2004-2007

Professional Experience

Skarphol Associates, Bakersfield, California
Project Manager/Architect | 2005 – 2018

AC Martin Partners, Los Angeles, California
Intern | 2011

Professional Memberships and Affiliations

National Council of Architectural Registration Boards | No. 551753

AIA Member | No. 38294605

Past President / CA CACE, AIA Golden Empire |2023 | Present

Director, AIA Golden Empire
2017 | 2019

Kappa Alpha Theta, Alumni

Other

Spanish (Fluent) | English

C. Qualifications of Staff

Lorena Seijas, AIA | Architectural Interior Designer



Education
Bachelor of Interior Design
Fresno State California University, CA | 2022

Licenses | Certifications
Industrial Drafting Certificate
Bakersfield College California | 2003

Professional Memberships and Affiliations
American Society of Interior Designers
No. 2016345

AIA Associate Member | No. 40733094

Professional Experience
Ethosphere Studio, Bakersfield, California
Architectural Interior Designer
2022 | Present

Shrapper's Fine Cabinetry Inc., Jupiter, FL
Remote Residential Cabinetry Designer
2020 | 2021

Skyline Cabinet and Millworks, Bakersfield, CA
Cabinetry Designer/Drafter
2005 | 2019

Lorena, originally from Lima, Peru, studied architecture at UNIFE. In the US, she earned an Industrial Drafting certificate from Bakersfield College and worked as a designer/drafter at a top cabinetry firm. With fourteen years of experience, she prioritized quality design. Passionate about interior design, she graduated from Fresno State and tackled projects addressing homelessness and veteran reintegration. These experiences highlighted design's impact on wellbeing. She now integrates universal design, placemaking, and biophilia into her designs.

Rebekah Dalton, AIA | Architectural Design Associate



Education
Bachelor of Environmental Design - BEnvD,
University of Hawai'i at Mānoa,
Honolulu, Hawai'i | 2020

Professional Memberships and Affiliations
AIA Associate Member | No. 40733084

Professional Experience
Ethosphere Studio, Bakersfield, CA
Architectural Design Associate
2022 | Present

WCIT, Honolulu, Hawai'i
Intern | Summer 2018

Native to O'ahu, Hawai'i, she lives by the 'Ōlelo No'eau proverb, "i ka wā ma mua, i ka wā ma hope," drawing wisdom from past, present, and future for a holistic view. Her mission centers on addressing human-made impacts, shaping our reality, and guiding us to a sustainable future. Anchored in indigenous perspectives, the concept of "sense of place," and community upliftment, she advocates for phenomenological spaces. These spaces foster inclusivity, cultural ties, land reverence, personal identity, and a true sense of belonging.

Chris Barcenas | Architectural Design Associate



Education
Associate of Science, Architectural Drafting
Bakersfield College, CA | 2019

Professional Experience
Ethosphere Studio, Bakersfield, California
Architectural Design Associate
2022 | Present

Licenses | Certifications
Architectural Computer Aided Drafting
Bakersfield College, CA | 2019

Industrial Drawing AutoCAD
Bakersfield College, CA | 2017

SolidWorks - Mechanical Design
Bakersfield College, CA | 2017

Born and raised in the heart of California, Chris embodies the essence of our community. As the skilled drafter of our team, Chris is a testament to the potential that grows within our hometown. His educational journey led him to Bakersfield College, where he not only gained a deep understanding of architectural principles and dedication to his craft, but also earned certificates in both Industrial Drawing and SolidWorks. With a thirst for knowledge, Chris is always seeking opportunities to learn and grow. Leveraging his technical skills, drafting expertise, and comprehensive knowledge.

C. Qualifications of Staff







Type | Commercial Kitchen and Cafe Adaptive Reuse

Services | Principal Architect and Commercial Kitchen Design

Location | Bakersfield, CA

Client Contact | Andrae Gonzales | andraeg3000@gmail.com

Year completed | In Progress

Description | Nixtamal Kitchen is an adaptive reuse project for Children First, a non profit organization in Bakersfield, California. The Cafe is meant to provides on-the-job training for East Bakersfield youth and provide them with culinary and business skills that will serve them in the future. Projects like Nixtamal Cafe for Children's First Campaign are important to the community because they provide essential services like combating food insecurity, supporting early childhood development, empowering families, and fostering community engagement. Such initiatives create a nurturing and inclusive environment, inspiring positive change and building stronger communities. This 1,900 sf facility includes a kitchen for baking, coffee shop and event space.

C. Reference Project 1 | Nixtamal Cafe for Children First





Type | Commercial Kitchen Tenant Improvement

Services | Principal Architect and Commercial Kitchen Design

Location | Bakersfield, CA

Client Contact | Chef Lino Gonzales | 661-563-2998 | cheflinosgrill@gmail.com

Year completed | 2021

Description | This Catering kitchen serves as the main kitchen for Chef Lino's Catering Business and the adjacent Deli and Cocktail Bar in the same building. The 2,800 sf space separates the main prep area from the scullery to facilitate catering functions and flow. The building also houses the offices for chef Lino's business operations.

C. Reference Project 2 | Catering Kitchen



Type | Commercial Kitchen and Interior Design

Services | Kitchen and Interior Design

Location | Arvin, CA

Client Contact | Christopher Tovar | 661.854.3998 | chris.tovar@tastefulselections.com

Year completed | 2019

Description | Ethosphere Studio was tasked with the kitchen design and equipment specifications for Tasteful Selections' new prep kitchen and lunch room. This included the selection of finishes and specifications for their office expansion at their Arvin facility.

C. Reference Project 3 | Tasteful Selections

ANTROX ENGINEERING, INC.

Company Description |
Antrox Engineering is a Bakersfield-based woman-owned engineering firm established in 1996, proudly serving Kern County and neighboring regions. Led by President and Principal Electrical Engineer Karen Martinez, with over thirty-five years of diverse experience including commercial electrical design, fire alarm systems, lighting design, electrical facilities, project management, and control systems. At Antrox Engineering, we blend seasoned expertise and innovation to illuminate the path forward in electrical engineering.

Vision Statement |
With a steadfast commitment to excellence, we specialize in crafting ingenious project designs for a spectrum of domains, including industrial facilities, commercial endeavors, and groundbreaking renewable energy initiatives. Our legacy of expertise fuels our drive to reshape industries through innovative and sustainable solutions.

Karen Martinez| P.E. Electrical Engineer

Antrox Engineering

2130 F Street
Suite A
Bakersfield, California 93301

kmartinez@antroxengineering.com
Office Ph. 661.374.8715
Cell Ph. 661.203.2182

Licenses | Certifications
California Professional Engineering License | No. E18218
Nevada Professional Engineering License | No. 20126
Arizona Professional Engineering License | No. 72694
Hawaii Professional Engineering License | No. 16927

Education
Bachelor of Science, Electrical Engineering
Santa Clara University | 1988

Professional Experience
Antrox Engineering, Inc.,
Bakersfield, California
Corporate President and Consulting Electrical Engineer
1993 | Present

Bakersfield College
Bakersfield, California
Adjunct Instructor, Electronics
January 2009 | May 2009

T.J. Cross Engineers
Bakersfield, California
Electrical Engineer
1990 | 1992

Karris Engineering
Bakersfield, California
Electrical Engineer
1988 | 1990

Community Involvement
KEDC Women in Stem Business Group

C. Electrical Engineer

CANTELMI ENGINEERING, INC.

Frank Cantelmi P.E., M.E. |
Mechanical & Plumbing Engineer

Cantelmi Engineering, Inc.

1800 21st Street
Bakersfield, California 93301

cantelmi@cantelmi.net
Office Ph. 661.324.5252
Fax. 661.324.8439

Company Description |
We are a driven and personable business leader with a proven 28-year history of thriving in small business ownership. Our diplomacy extends across professionals and non-professionals, fostering relationships at all levels. We excel in fast-paced, deadline-driven environments and take pride in exceptional team-building expertise. We stand poised and competent, showcasing a demonstrated mastery of all methods within Mechanical and Control Systems. Furthermore, we specialize in designing Heating, Ventilation, Air Conditioning, Plumbing, and Refrigeration systems for a wide range of industries, including food service, medical offices, retail, general offices, and educational institutions.

Vision Statement |
Our vision is to redefine environments with seamless integration and unparalleled expertise. We create MEP solutions that redefine modern living, working, and leisure spaces, enhancing both human experience and the built world.

Licenses | Certifications
Mechanical Engineer State of California | No. 21190
Mechanical Engineer State of Nevada | No. 9353
Mechanical Engineer State of Oregon | No. 19048P.E.
Mechanical Engineer State of Hawaii | No. P.E. 9305
Air Conditioning Contractor License | No. C-20
Refrigeration Contractor License | No. C-38

Education
Bachelor of Science in Refrigeration and Air Conditioning
San Luis Obispo, CA | 1978

Professional Experience
Cantelmi Engineering, Inc.,
Bakersfield, California
President | Owner, Principle Mechanical Engineer
1983 | Present

E.H. Wilkerson Associates
Bakersfield, California
Mechanical Engineer
1978 | 1983

Professional Affiliations
American Society of Plumbing Engineers (ASPE)
American Society of Heating Air Conditioning & Refrigeration Engineers (ASHRAE)

C. Mechanical & Plumbing Engineer



Company Description |
4Creeks, Inc. is dedicated to providing progressive civil engineering and land surveying services with logical solutions and designs. Many of our principals and staff were raised and educated in the Central Valley and have significant work experience with local municipalities as well as Federal & State Agencies. We currently have a staff of 126 full-time and part-time employees working in Denver, Visalia, Hanford, Fresno, Tulare, Bakersfield, and San Luis Obispo.

Vision Statement |
We build our reputation one project at a time with consistent, high-quality products and time-sensitive delivery. Our goal on every project is open communication, honesty and integrity. Economical design considerations, environmental stewardship, and resource efficiencies are tenets of every project we undertake. We pride ourselves on pioneering innovative solutions for our clients that enhance

Mark Sorhouet S.E., P.E. | Structural Engineer

4 Creeks

324 S Santa Fe Street
Visalia, California 93292

marks@4-creeks.com
Office Ph. 559.802.3052
Cell Ph. 661.371.4241

Licenses | Certifications
California Civil Engineering License | No.71479
California Structural Engineering License | No. 6308

Education
Master of Science, Civil and Environmental Engineering
Stanford University, CA

Bachelor of Science, Civil Engineering
Santa Clara University, CA

Professional Experience
4Creeks, Inc.
Visalia, California
Structural Engineering Department Manager
2017 | Present

Parsons
Bakersfield, California
Principle Structural Engineer
2008 | 2017

Structural Engineers Inc.
Los Altos, California
Principle Structural Engineer
2004 | 2008

Area of Expertise
Structural Engineering Design | Dairy & Agricultural Facilities | Structural Calculations | Field Observations | Public Works Projects | Seismic Hazard Assessments | Project Management | Structural Rehabilitation | Commercial Development | Residential Development & Remodels | Industrial Facility & Equipment Foundation Support Design

C. Structural Engineer

PIUSER CONSTRUCTION

Quality assurance and control are important aspects of delivering a construction project on schedule and within budget. Proper best practices must be followed and applied throughout the life of the project. These best practices must be adhered to by team members with built-in redundancy to ensure that issues are not overlooked and do not impact other aspects of the project.

Our team's primary tool to accomplish these goals will be the previously mentioned Procore Construction Management Software. Procore excels in facilitating communication between CAPK, the design team, and the construction team. This communication is vital for identifying issues that one team or another might overlook or be unaware of. Issues can be easily raised, addressed to the appropriate team member, and solutions can be implemented promptly and comprehensively.

The reporting processes for QA/QC will be fully integrated within Procore. Any issues can be readily identified using user-friendly tools for attaching pictures, referencing plans and locations, and conducting group communications. The construction team can have their dedicated QC team member send RFIs to the design team and CAPK representatives through Procore. The designated authority figure can provide comprehensive responses with minimal impact on the schedule. This information can then be directly communicated directly to the responsible subcontractor to rectify.

D. Quality Assurance | Quality Control

PIUSER CONSTRUCTION

Safety has always been a core value and a top focus of Piuser Construction throughout our 16 years in the construction industry. We have developed a comprehensive safety program in collaboration with safety specialists from a key business partner, Barrett Business Services Inc., Bakersfield office. This program includes annual training on bedrock safety issues such as heat illness prevention and tool safety, along with weekly "toolbox talks" that identify and mitigate safety issues specific to the project site.

All Piuser Construction employees, subcontractors, and visitors to the project site are empowered and encouraged to bring any safety concerns to field management at any time. These concerns will be addressed in a timely fashion and with appropriate gravity.

E. Safety

Budget and Baseline Establishment
Our team will begin the project by creating a comprehensive budget and cost baseline based on a clear and defined scope and schedule. This involves estimating expenses for labor, materials, equipment, subcontractors, overhead, and contingency.

Ongoing Cost Tracking and Reporting
We will continuously implement cost tracking and reporting to monitor actual expenses incurred throughout the project's duration. During the Design Development phase, this involves updating the budget at 30%, 60%, and 90% Construction Document Development, culminating in an MAI certified appraisal.

Scope Change Evaluation
We will assess potential cost and schedule impacts for changes in project scope. Estimates for these changes will be prepared, and final approval from CAPK will be obtained before any modifications are executed.

Procore Construction Management Software will serve as the designated tool for the Design-Build team to oversee cost management, scope changes, and schedule baseline development. Procore facilitates the creation of detailed budgets and baselines, tracks real-time expenditures for labor, materials, and subcontractors, and streamlines change order management. It aids in progress assessment against milestones, conducting variance analyses, and projecting future costs. Procore's reporting and collaboration capabilities will enhance communication between CAPK and the design-build team, ensuring visibility into cost-related aspects. This tool empowers the scheduling and estimating team with up-to-date information, minimizing the risk of miscommunication and outdated data.

The schedule of values will outline the budget and payment schedule for the various components and tasks within the project. It breaks down the total contract amount into detailed line items, each associated with a specific scope of work, cost, and corresponding payment milestone. Here is a breakdown of the risk management strategies that will be applied to different components of the schedule of values and schedule for the project:

1. Allocate extra funds to cover potential delays in material deliveries, ensuring that work can continue without interruptions. Upgrades to the electrical system are likely to happen for this project, with lead times of up to 40 weeks for electrical switchgear. Accounting for this in the schedule and having a contingency plan for operation will be essential for this project.

2. Our team maintains a strong rapport with regulatory agencies and clear procedures to ensure regulatory approvals are streamlined and a priority to avoid delays.

3. Our team maintains a list of backup subcontractors and suppliers, and provisions are allocated for substitution if necessary.

4. Design changes will be carefully evaluated against the schedule of values for their potential impact on both the project's cost and schedule. This assessment will aim to ensure that any necessary adjustments are made to accommodate these changes, with adequate funds available for their implementation.

F. Project Controls & Cost Tracking

Cash flow reporting processes will be carried out using both internal accounting software and Procore Construction Management Software. Cash flow projections will be updated and reviewed on a weekly basis, projecting out 90 days. Utilizing the schedule of values and tailoring the schedule to account for any projected cash depletions will be crucial in avoiding costly delays.

Our team will exclusively use Procore Construction Management Software for document control system integration. Procore provides centralized storage for project-related documents, seamlessly integrating with work breakdown structures and responsibility assignment matrices to connect documents with specific tasks and roles. It effectively tracks changes, ensuring everyone is using the same version, while role-based access maintains document security. Procore enables real-time collaboration, mobile accessibility, efficient search functionality, and change order tracking, promoting smooth communication and effective project management within the project team. In conjunction with the use of BIM software, such as Revit, this approach guarantees that the design-build team has access to the most current 2D drawings and 3D coordination models.

Renovating existing buildings in construction poses unique challenges. Unforeseen conditions, structural integrity, and code compliance are key concerns for the design-build team. Below are the primary challenges and how we aim to address them:

Budget control will pose a challenge for this project. As stated before, the electrical, mechanical, and plumbing system upgrades necessary for the change of use of the building can encounter unforeseen costs due to existing building conditions, code compliance issues, or design modifications. The proposed solution is to conduct thorough pre-construction assessments of existing conditions with the subcontractors that will be performing the work and the design team. The estimator and contractor will be involved in early planning and throughout the design phase to establish a budget and allocate contingency funds. The design-build team will regularly review the budget's performance and address deviations promptly, ensuring transparent communication with CAPK.

Effective communication and coordination among stakeholder management and the design-build team pose challenges. The solution is to establish clear lines of communication between the design-build team and CAPK. During Phase 1, Design Development, there should be an appointed decision-maker for CAPK. Communication should be channeled through the architect, Ethosphere Studio, to the design, cost estimating, and construction teams for accurate documentation. During Phase II, Construction, regular project meetings and the use of project management software tools like Procore will be employed for collaboration and to provide timely updates on progress, milestones, and any potential disruptions.

F. Project Controls & Cost Tracking

PIUSER CONSTRUCTION

The Design-Build Team creates a collaborative environment by promoting open communication, shared goals, and early involvement of stakeholders. We encourage interdisciplinary coordination, use technology for information sharing, and empower team members to contribute their expertise. Conflict resolution is constructive, and we continuously learn and improve our teamwork. This collaborative approach fosters innovation and successful project delivery.

The design-build team would like to propose participation in a SWOT Analysis.

A SWOT analysis is a strategic design planning tool that helps organizations identify their strengths, weaknesses, opportunities, and threats in a structured framework. It's used to gain a clearer understanding of both internal and external factors that can impact a business, project, or initiative. For this project, the function of the central kitchen.

Strengths
These are what a business does really well. It's like their superpowers that make them stand out.

Weaknesses
These are areas where a business might not be so strong. It's like their "room for improvement" list.

Opportunities
These are like open doors for a business. New trends, changes in the world, or things they could do to grow.

Threats
These are challenges that could pop up. They're like the hurdles a business needs to be aware of and ready to tackle.

A SWOT analysis involves critically evaluating each of these four aspects and then using the insights to make informed decisions. By understanding strengths, weaknesses, opportunities, and threats, organizations can capitalize on their advantages, address shortcomings, seize opportunities, and prepare for potential challenges.

It's a dynamic tool that can be revisited regularly to adapt to changing circumstances and ensure that the organization remains responsive to its environment. Involving the central kitchens' users, management, and other stakeholders will foster a shared sense of ownership and active participation in the overall project.

The Design-Builder's approach to conflict resolution prioritizes transparency, honesty, and effective communication. Conflicts can arise between the Owner and the Design-Builder, as well as among members of the Design-Build Team. In such situations, we emphasize open and transparent discussions, ensuring all parties have access to pertinent information. Honesty is a cornerstone of our interactions, as we openly acknowledge challenges and viewpoints. Through proactive and clear communication, we encourage parties to express concerns and perspectives. Mediation is available when conflicts are intricate, facilitated by neutral third parties. Collaborative problem-solving is our focus, with solutions aligned to project goals. Finger pointing is never an option. We aim to resolve conflicts by relying on proper documentation and clear facts to establish resolutions, address issues promptly to prevent escalation. Our approach aims to foster trust, positive relationships, and project progress.

G. Collaboration & Integration

PIUSER CONSTRUCTION

The Design-Build Team's approach to Design Excellence underscores a dedicated commitment to delivering quality design across all project stages. Our philosophy centers on cultivating innovative and thoughtful design solutions aligned with the project's vision and objectives. We emphasize understanding the Owner's aspirations and ensuring the design integrates functionality, creativity, and practicality seamlessly. This commitment extends beyond aesthetics to encompass functional excellence and user experience. Our team focuses on optimizing space, energy efficiency, and sustainability, leveraging cutting-edge technologies and industry best practices to position the project at the forefront of design innovation.
Our approach to design development involves a collaborative effort between our skilled architects, engineers, and other specialists. We integrate diverse perspectives to shape the design in a holistic manner. This process involves refining concepts, considering technical feasibility, and addressing potential challenges.

Our design management process centers on transparent communication and effective coordination. Our Design-Build Team is grounded in shared work ethics and extensive experience collaborating. We establish streamlined workflows to ensure comprehensive design coordination, identifying and addressing potential conflicts early. This proactive strategy minimizes disruptions and facilitates efficient progress. Throughout the design management process, communication between the Owner and the Design-Builder is essential. We maintain open channels for discussions and regular updates. This includes sharing design iterations, progress reports, and addressing any concerns that arise. Transparent communication ensures that the Owner's feedback is incorporated, maintaining alignment with their vision.

Our team members are proficient in utilizing various project delivery software and can flexibly adapt roles to ensure timely project completion. During the design phase our primary software is REVIT, an Autodesk program that integrates Building Information Modeling (BIM) software. Our projects are cloud-shared, enabling multiple team members to collaboratively work on the same model concurrently. This seamless collaboration allows for focused task handling and efficient coordination as needed. We use Virtual Reality software to review design aesthetics and catch problem areas early in the design process. Having a true 3D model of all the systems, such as architectural, mechanical, electrical and plumbing assures clash detection and problem areas are resolved in design and not construction. Speclink software ensures all team members have access to the latest specification and formatting between outline and CSI standards as needed for the different cost estimating phases of the project. Overall the design-build team leverages technology to optimize and expedite the design process, enhancing efficiency, collaboration, and the seamless integration of various project elements.

The Proposed Design-Build Team approaches value engineering for the Project with a commitment to optimizing cost-efficiency while upholding quality and performance. Our strategy involves a comprehensive analysis of design, materials, and construction methods to identify opportunities for cost savings without compromising project integrity. Through collaboration, innovative thinking, and data-driven decision-making, we explore alternatives that maintain or enhance functionality while reducing expenses. We assess risks, prioritize impactful changes, and maintain transparent communication with the Owner to ensure alignment with project goals. Our ongoing evaluation ensures that value engineering remains a dynamic process throughout the project lifecycle, resulting in a balanced and optimized outcome. We take pride in staying current with the latest building techniques and technologies, assessing their potential incorporation on a project-by-project basis to effectively achieve that project's goals.

H. Design Development & Management

Ethosphere Studio, as the Architect of Record, will be the Key Team Member to assess Quality Assurance and Quality Control for the proposed design-build team during the design process. The project commences with a Quality Assurance Checklist, which is an integral part of Ethosphere Studio's standard project delivery process. This checklist is divided into three phases: SD (Schematic Design), DD (Design Development), and CD (Construction Documents), outlining the project requirements and deliverables for each phase. At the project's outset, we customize the checklist to suit the specific project and incorporate any special regulatory requirements.Checkboxes are used for each phase to monitor any missing information or coordination items. Our project team utilizes "Trello," a project management software that allows us to assign specific tasks with due dates to individual team members. This tool helps us track internal communication, ensuring an extra level of quality assurance. To ensure seamless progress and thorough coordination among all design disciplines, we will conduct regular meetings with the consulting team and the client. Throughout the project, we provide updated backgrounds for coordination to the Design-Build team along with all sub-consultants at the beginning of each phase or as needed. This all gets uploaded to Procore so that everyone is working on the latest set. We will provide 30%, 60% and 90% review sets for CAPK to review and approve before moving forward. Overall, our meticulous Quality Assurance Checklist, combined with efficient project management and communication tools, allows us to deliver high-quality projects and maintain excellent coordination throughout all project phases.

Early collaboration with the Permitting Departments is crucial; Ethosphere Studio and the rest of the design team possess vast experience and maintain ongoing relationships with our regulatory agencies. Early code analysis and interpretation of problem areas are directly addressed with building officials, even before the project is submitted for review. Ethosphere Studio has a well-established approach for managing the permitting process. We have created a template for permit tracking via Google Sheets, allowing the entire design team, contractor, and owner to review city comments as they are received, assessing potential impacts on the design scope and schedule. Ethosphere Studio will handle applications for both Bakersfield City and Kern County Environmental Health Department electronically. As per company policy, we regularly monitor project status on a weekly basis during the review phase. The design team commits to a 2-week timeline for responding to regulatory comments. In the event of unforeseen delays, timely communication with the owner and construction team is crucial to facilitate necessary budget and schedule adjustments.

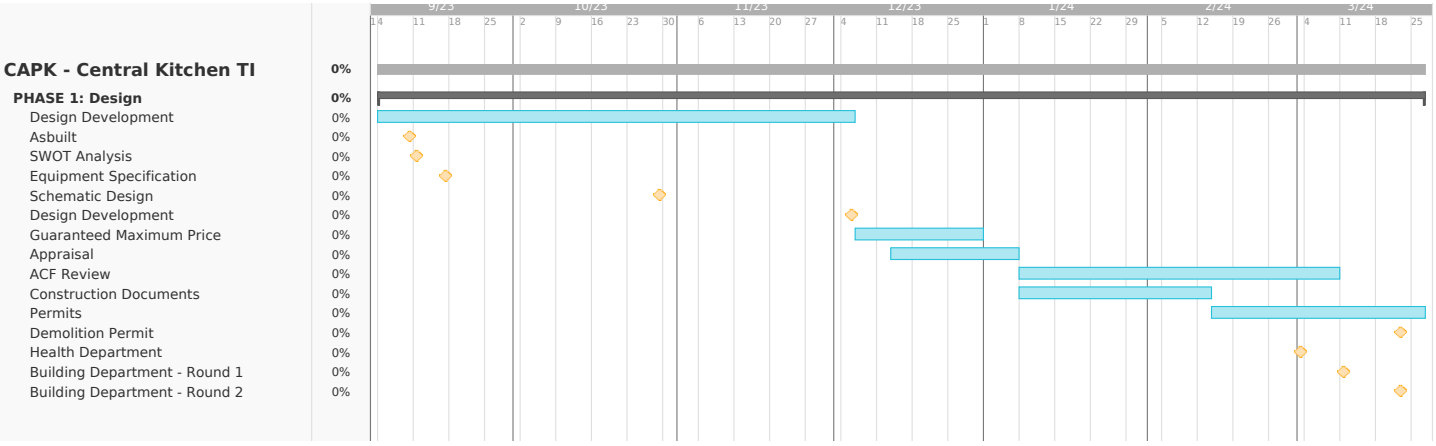
H. Design Development & Management

The Design-Build team will use Procore Construction Management software to create and manage the design and construction schedule. Collaborating with permitting regulatory departments is always an initial and important step in the design team's efforts. A preliminary code analysis is completed in the early schematic phase, and an early meeting with regulatory department officials is conducted to mitigate any possible issues early on. Ethosphere Studio and the rest of the design-build team have an extensive portfolio of projects that have been reviewed and approved by both the City of Bakersfield Building Department and the Kern County Health Departments, which are the regulatory agencies responsible for reviewing the Central Kitchen Tenant Improvement.

The main challenge in scheduling for this project will essentially lie in the need for Administration for Children and Families (ACF) review and its extensive 60-90 day review process. Our team will need to manage the design phase schedule diligently so that the proper approvals are obtained at the right time, and ample time is given for the ACF review. Attached is a more detailed schedule for the Design Phase with important milestones.

Our team will use Gantt charts to plan work around deadlines and allow CAPK to track progress as work is being completed. Regular meetings between the Design-Build team and CAPK will be crucial, and meeting agendas and minutes will be distributed to the entire team for any actionable items. Ethosphere Studio will be responsible for distributing information to the entire team during the design phase, and Piuser Construction will take over this role during construction to ensure information is kept consistent and accessible.

Design-Build Team's proposed schedule for Owner estimated completion date:



I. Project Sequencing & Scheduling

PIUSER CONSTRUCTION

STATE OF CALIFORNIA

CONTRACTORS STATE LICENSE BOARD

Pursuant to Chapter 9 of Division 3 of the Business and Professions Code
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License Number 891457

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C54 - TILE (CERAMIC AND MOSAIC)
B - GENERAL BUILDING CONTRACTOR

Witness my hand and seal this day,

December 18, 2018

Issued February 23, 2007

Reissued March 25, 2014

Marlo Richardson, Board Chair

This license is the property of the Registrar of Contractors, is not transferable, and shall be returned to the Registrar upon demand when suspended, revoked, or invalidated for any reason. It becomes void if not renewed.

David R. Fogt, Registrar of Contractors

13L-24 (REV. 10/17)

OSP 17 143868

AUDIT NO: 664652

J. Licenses

The Design-Build Team will provide an appraisal report prepared by Central California Appraisals.
See attachment A I-C.



Michael Burger | MAI, R/W-AC

Central California Appraisals

4915 Calloway Dr., Suite 101
Bakersfield, California 93312

cantelmi@cantelmi.net
661.587.1010 Office Ph.
661.410.1014 Dir. Line
661.306.2151 Fax

M. MAI Certified Appraiser

PIUSER CONSTRUCTION

No potential conflicts of interest have been identified.

N. Conflict of Interest

Vendor Information Sheet

APPENDIX A

Community Action Partnership of Kern
• Procurement Department •
5005 Business Park North, Bakersfield, CA 93309 • 661.336.5236 • FX: 661.322.2237

VENDOR INFORMATION SHEET

Date: 06/06/2023 Prepared By: Eric Moser

Official Business Name: Piuser Stone and Tile Inc.

DBA: Piuser Construction

Location Address: 4117 East Dr. (Street) Bakersfield (City) CA (State) 93308 (Zip)

Remit Address: 4117 East Dr. (Street) Bakersfield (City) CA (State) 93308 (Zip)

Contact Person: David Piuser Title: President

Phone #: 661-201-1908 Accts. Receivable Phone #: 661-679-6403

Fax #: N/A Customer Service Phone #: 661-679-6403

CAPK Vendor #: E-mail Address: david@piuserconstruction.com

Federal ID # or SS#: 46-2417274 Type of Business: Corporation

Contractor Lic #: 891457 Business Lic #: 24 00132869 City Issued: Bakersfield

General Liability Insurance Carrier & Policy #: Liberty Mutual #BKS2258370461

Auto Liability Insurance Carrier & Policy #: Liberty Mutual #BKS2258370461

Workers Compensation Insurance Carrier & Policy #: Ace American Insurance Co. #C70004240

FEDERAL TAX CLASSIFICATION:

☐ Individual/Sole Proprietor ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/Estate
☐ Limited Liability Co. C = C Corp S = S Corp P = Partnership ☐ Other: _____

BUSINESS ENTITY/CLASSIFICATION:

☐ Board Member ☐ Employee ☐ Faith Based ☐ Fed Gov't ☒ For Profit ☐ Housing Collaborative ☐ Local Gov't
☐ Non-Profit ☐ Parent ☐ Post Secondary Ed ☐ Provider ☐ School District

SBA CLASSIFICATION:

It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises, Women's Business Enterprises and Veteran Business Enterprises.

☐ Minority-Owned ☐ Small Business ☐ Veteran-Owned ☐ Woman-Owned

Years in Business: 16 Accept Purchase Orders: ☒ Yes ☐ No

If your business has a Social Security number as Tax ID, we require the signature of the owner.

Authorized Signature: _____ Print Name: _____

Title: _____ Date: _____

REV. 012516

PIUSER CONSTRUCTION

Piuser Construction will provide a letter from a bonding company licensed to do business in the State of California confirming the our ability to obtain a Contract Performance Bond. The bonding capacity of the General Contractor will be stated. The General Contractor will, prior to the commencement of work, furnish such bonds as well as Materials and Payment Bonds.

P. Bonding

ATTACHMENT A
BID SHEET

Offerors will be required to submit their Proposals with the following fee components:

I.	Phase I: Design Development	
	a. Design Fee	$ 316,200.00
	b. Preconstruction Services	$ 16,000.00
	c. Appraisal*	$ 4,025.00
	d. Total Phase I	**$** 336,225.00
II.	Phase II: Construction	
	a. General Conditions	
	i. Project Staff	$ 170,000
	ii. On-Site Equipment	$ 15,000
	iii. Temporary Facilities	$ 30,000
	iv. Miscellaneous Project Costs	$ 37,500
	v. All Other General Condition Costs	$ 3,750,000
	vi. Total General Conditions	**$** 4,002,500.00

***** Design-build contractor is responsible for hiring a MAI certified appraiser utilizing the design documents and all project cost to include, design, testing, permits, consultants, construction cost, and any other cost for a complete buildout of the project.

12. W-9

Form **W-9** (Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.

Name (as shown on your income tax return)
Piuser Construction

Business name, if different from above
Piuser Stone and Tile, Inc

Check appropriate box: ☐ Individual/Sole proprietor ☑ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ -------
☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)
4117 East Drive

Requester's name and address (optional)

City, state, and ZIP code
Bakersfield, Ca 93308

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number
46 2417274

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ Kristen Moser Date ▶ 01/25/2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

APPENDIX C

Community Action Partnership of Kern

Additional Terms and Conditions

1. **TAXES.** The Contractor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.
2. **ASSIGNMENT OR SUBCONTRACTING.** The Contractor may not assign or transfer the Agreement, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Agreement and must be included as such.
3. **TERMINATION FOR CONVENIENCE OF CAPK**. CAPK may terminate the Agreement at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Agreement is terminated by CAPK as provided herein, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Contractor hereby expressly waives any and all claims for damages or compensation arising under the Agreement except as set forth in this section in the event of such termination.
4. **CHANGES**. CAPK may from time to time, require changes in the scope of the services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Agreement. Amendments shall be valid only after approval by Contractor and CAPK's Chief Executive Officer.
5. **CLAIMS**. All claims for money due or to become due to the Contractor from CAPK under the Agreement may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.
6. **NOTICE**. Any notice or notices required or permitted to be given pursuant to the Agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
7. **AFFIRMATIVE ACTION.** The Contractor agrees to abide by all State and Federal Affirmative Action policies and laws.
8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Agreement, including any claims for breach of the Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Contractor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.
10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action

Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.

11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by Contractor will be American made.
12. **CONFIDENTIALITY.** The Contractor shall use his or her best efforts to keep confidential any information obtained during the performance of the Agreement.
13. **RESPONSIBILITY.** If Contractor is part of a corporation, the individual or individuals who sign the Agreement on behalf of the corporation are jointly responsible for performance of the Agreement.
14. **PROTEST BY VENDOR:** If the Contractor wishes to file a protest against CAPK for any action, the Contractor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in the Agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Contractor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Contractor may file a protest with CAPK as specified in the section titled "Protest by Contractor."
16. **DEBARMENT AND SUSPENSION CERTIFICATION**: Contractor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
    a. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
    b. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
    c. Does not have a proposed debarment pending; and
    d. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

    If there are any exceptions to the Certifications above, insert the exceptions in the following space:
    Exceptions will not necessarily result in denial of award but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action. Note: Providing false information may result in criminal prosecution or administrative sanctions.
17. **WORKER'S COMPENSATION**: Labor Code Section 3700 provides:

    "Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

    "(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

"(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

Contractor is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Vendor will comply with those provisions before commencing the performance of the work of the Agreement.

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under the Agreement.)

18. **INSURANCE REQUIREMENTS:** Contractor shall procure, furnish and maintain for the duration of the Agreement the following types and limits of insurance herein:

    a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:
    b. Provide coverage for owned, non-owned and hired autos.
    c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
    d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:
    e. Provide Contractual Liability coverage for the terms of the Agreement.
    f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
    g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

    All policies required of the Contractor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Contractor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

    Insurance is to be placed with insurers with a Best's rating of no less than A: VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by the Agreement, or insurance rated below Best's A: VII, must be declared prior to execution of the Agreement and approved by CAPK in writing.

    All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

    The insurance required hereunder shall be maintained until all work required to be

performed by the Agreement is satisfactorily completed.

Contractor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of an Agreement or cancel the Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of the Agreement.

Eric J. Moser 8/18/23

SIGNATURE **DATE**

Eric J. Moser

PRINT NAME

Piuser Construction

COMPANY NAME

ATTACHMENT A
BID SHEET

Offerors will be required to submit their Proposals with the following fee components:

I. Phase I: Design Development (includes Schematic Design, Design Development, and Construction Documents)

a. Design Fee $ 352,855

b. Preconstruction Services $ 95,000

c. Appraisal* $ 3,500

d. Total Phase I **$ 451,355**

II. Phase II: Construction

a. General Conditions (Costs assume an 8 month construction schedule)

i. Project Staff $ 243,980

ii. On-Site Equipment $ 6,120

iii. Temporary Facilities $ 58,830

iv. Miscellaneous Project Costs $ 8,500

v. All Other General Condition Costs $ 33,340

vi. Total General Conditions **$ 350,770**

***** Design-build contractor is responsible for hiring a MAI certified appraiser utilizing the design documents and all project cost to include, design, testing, permits, consultants, construction cost, and any other cost for a complete buildout of the project.

MEMORANDUM

To: Board of Directors

Vanessa C. Mendoza

From: Vanessa C. Mendoza, Grant Administrator

Date: August 30, 2023

Subject: *Agenda Item V(g)*: California Strategic Growth Council FY 2024-26 Community Resilience Centers (CRC) Round 1 Application - **Action Item**

INTRODUCTION

Recent and ongoing climate events impact every part of California and highlight resilience opportunities for planning, preparation, and adaptation. Such impacts encompass events like earthquakes, extreme heat, floods, mudslides, power outages and disruptions, storms, and wildfires. The best available climate science projections anticipate that these climate impacts will worsen, expand, extend, and compound. In the face of these challenges, building and strengthening resilience requires investments in both physical and social infrastructure.

Strategic Growth Council's Community Resilience Center program will fund planning activities between 2024 and 2026 for new construction and upgrades of neighborhood-level resilience centers to provide shelter and resources during climate and other emergencies. The program will also fund year-round services and ongoing programming that builds overall community resilience.

Through our proposal, Community Action Partnership of Kern (CAPK) will assess the demand and potential viability of the development of Shafter Youth Center as a community resilience center.

During the two-year project term, CAPK will hire a consultant for a needs assessment focused on evaluating existing resources and services available in Shafter for community resiliency and climate emergencies, conduct a community survey to assess interest in the gaps identified, and pursue soft costs for construction including site plans, permits, and engineering studies.

RECOMMENDATION

Staff recommends that the Board of Directors authorize the Chief Executive Officer to submit California Strategic Growth Council FY 2024-26 Community Resilience Centers (CRC) Round 1 Application – Project Development for Shafter Youth Center, with Resolution.

Attachment:
Resolution #2013-14

RESOLUTION #2023-14

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the 2024-2026 California Strategic Growth Council, Community Resilience Centers Application for Shafter Youth Center

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met in-person on August 30, 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, the California Strategic Growth Council has requested the Community Action Partnership of Kern to submit a resolution as a required document for a FY 2024-2026 Community Resilience Centers grant focused on assessing the demand and potential viability of the development of Shafter Youth Center as a community resilience center; and

WHEREAS, CAPK's Community Development Division is requesting approval by the CAPK Board of Directors to submit an application for the California Strategic Growth Council totaling up to $5,000,000; and

WHEREAS, the California Strategic Growth Council requires that an authorized signatory be named for the Community Resilience Centers Program Resolution; 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, be it 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 Board of Directors of Community Action Partnership of Kern, this 30th day of August 2023.

Fred Plane, Chair
CAPK Board of Directors

Date

MEMORANDUM

To: Board of Directors

Vanessa C. Mendoza

From: Vanessa C. Mendoza, Grant Administrator

Date: August 30, 2023

Subject: *Agenda Item V(g)*: California Strategic Growth Council FY 2024-26 Community Resilience Centers (CRC) Round 1 Application - **Action Item**

INTRODUCTION

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RECOMMENDATION

Staff recommends that the Board of Directors authorize the Chief Executive Officer to submit California Strategic Growth Council FY 2024-26 Community Resilience Centers (CRC) Round 1 Application – Project Development for Shafter Youth Center, with Resolution.

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

WHEREAS, the California Strategic Growth Council has requested the Community Action Partnership of Kern to submit a resolution as a required document for a FY 2024-2026 Community Resilience Centers grant focused on assessing the demand and potential viability of the development of Shafter Youth Center as a community resilience center; and

WHEREAS, CAPK's Community Development Division is requesting approval by the CAPK Board of Directors to submit an application for the California Strategic Growth Council totaling up to $5,000,000; and

WHEREAS, the California Strategic Growth Council requires that an authorized signatory be named for the Community Resilience Centers Program Resolution; 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, be it 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 Board of Directors of Community Action Partnership of Kern, this 30th day of August 2023.

Fred Plane, Chair
CAPK Board of Directors

Date

MEMORANDUM

To: Board of Directors

Vanessa C. Mendoza

From: Vanessa C. Mendoza, Grant Administrator

Date: August 30, 2023

Subject: *Agenda Item V(h):* 2022-23 Kern County Assessment Food Availability, Access, and Affordability – **Info Item**

In Spring 2022, Community Action Partnership of Kern (CAPK) contracted with Transforming Local Communities, Inc., (TLC) a local research and evaluation company, to conduct an in-depth needs assessment of food insecurity in Kern County. This year-long project focused on understanding how food supply, distribution, access, and affordability impact nutrition and health of Kern County residents. The need for such a study was based on a series of unique factors about Kern County:

- In 2021, Kern County had the greatest agricultural production value of any county in the United States, at $8.34 billion
- In 2021, 13.0% of adults in Kern County were food insecure, compared to 10.5% for California, and 10.2% nationwide.
- In 2021, 18.2% of Kern children were food insecure.

A variety of data sources were used to complete the study, including internet research, qualitative interviews with a variety of stakeholders county-wide, a survey of CAPK agency partners, and Geographic Information System (GIS) mapping of Kern's food resources. The assessment was completed on August 24, 2023. A county-wide needs assessment of food insecurity that involves well over 150 stakeholders is unprecedented for Kern County—or, for that matter, most counties in California.

Among others, findings point to the following key recommendation as we move forward in addressing food insecurity:

1. Develop and Enhance the Kern County Food Policy Council
    a. Advocate for Policy Change
    b. Food Waste Reduction

This activity is aligned with Goal 1 of the 2021-25 Strategic Plan: *Increased access to healthy, affordable food to support the health of the communities we serve. Objective 1.1.1 – Conduct an assessment to identify service gaps, food deserts, and emerging geographic pockets of food insecurity.*

Attachments (Unavailable at time of posting, to be distributed day of meeting)
Kern County Food Insecurity Needs Assessment, PDF
Kern County Food Insecurity Needs Assessment, PowerPoint Presentation

MEMORANDUM

To: Board of Directors

From: Lisa Gonzales, Program Governance Coordinator

Date: August 30, 2023

Subject: *Agenda Item VII(a)*: August Policy Council Report – **Action Item**

A Special Call meeting of the Policy Council Executive Committee was conducted on July 6, 2023 with a quorum established. This meeting took place in alignment with the CAPK Head Start Policy Council Bylaws and was deemed necessary in order to conduct program business as the scheduled June Policy Council meeting was unable to establish a quorum.

The proposed 2023-2024 Head Start and Early Head Start School Readiness Goals were presented to the Executive Committee for approval. The goals in their entirety were provided to all members along with detailed information shared. This information included in part, the assessment tool used for data collection, as well as the five domains for which goals are developed. A robust conversation was had and upon conclusion of such, the 2023-2024 Head Start and Early Head Start School Readiness Goals were approved by a majority vote.

A request to carryover funds from the 2022-2023 budget year to the current funding year was brought before the Executive Committee as well. Thorough in-depth information was provided and presented to members regarding this request. This included the basis for the request, budget detail, as well as projects identified for use of funds. Inquiries related to funding categories were clarified with subsequent unanimous approval granted for the submission of the Head Start and Early Head Start carryover request for the 2023-2024 funding period for grant #09CH011132.

The next Policy Council meeting is scheduled for September 26, 2023 at 5:30 p.m.

Recommendation:

The Policy Council requests Board approval of the August Report and the Policy Council Executive Committee meeting minutes from July 6, 2023.

Attachment:

Policy Council Executive Committee Meeting Minutes from July 6, 2023.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL EXECUTIVE COMMITTEE SPECIAL CALL MEETING MINUTES
July 6, 2023
Teleconference ID: 261 283 253 038

1. Call to Order
   Policy Council Chairperson, Ruby Cruz called the meeting to order at 5:35 p.m.
   a. Roll call was taken and a quorum was established.
   Policy Council Members Present: Ruby Cruz, Monique McWilliams, Pablo Reyes

2. Public Comments
   The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the Policy Council will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to three minutes each. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.
   None

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

   a. Policy Council Meeting Minutes – May 23, 2023 (English/Spanish)
   b. School Readiness Committee Minutes – May 11, 2023 (English/Spanish)
   c. Budget and Finance Committee Minutes – May 16, 2023 (English/Spanish)
   d. Head Start Program Review Evaluation (PRE) Report – May
   e. Head Start Budget to Actual Report, March 1, 2023 through April 30, 2023
   f. Early Head Start Budget to Actual Report, March 1, 2023 through April 30, 2023
   g. Parent Travel & Child Care through April 30, 2023
   h. Parent Activities through April 30, 2023
   i. Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2023 through April 30, 2023
   j. Early Head Start Child Care Partnerships Non-Federal Share and In-Kind Report, March 1, 2023 through April 30, 2023

   Monique McWilliams made a motion to approve items (a) through (j); seconded by Pablo Reyes. Motion carried unanimously.

4. New Business *ACTION
   a. 2023-2024 School Readiness Goals – Rashi Strother, Education Manager EHS San Joaquin & Cynthia Rodriguez, Education Manager, Kern
      Rashi introduced herself, then presented the Head Start and Early Head Start 2023-2024 School Readiness Goals to Executive Committee members. She shared that the program takes a comprehensive method to school readiness which includes a multidisciplinary team approach. This includes wellness, family engagement, education, inclusion, and all content areas working together.

      Rashi also shared that families are at the forefront, as their child's first teacher. The program works to ensure there is collaboration and parental input when developing goals. She added that the school readiness goals were recently presented to the Policy Council School Readiness Committee for review and input. Rashi added the school readiness goals are developed annually in an effort to improve outcomes and to strengthen school readiness for all children and families.

      Cynthia introduced herself and shared a bit more about the school readiness goals. She shared that the school readiness goals are developed by utilizing the data from the assessments completed on children annually. Cynthia went on to share that the assessment used in classrooms, as well as with the Home Base

program option is the Desired Results Developmental Profile (DRDP). Teachers complete the DRDP three times during the school year; at the end of the year the data is aggregated and reviewed. This is in part to ensure ongoing development for teaching strategies are followed, for effective at home family activities and for training purposes.

Cynthia went on to share the five central domains for the school readiness goals which are aligned with the DRDP assessment as well as the Early Learning Outcomes framework from the Office of Head Start. Examples of goals were reviewed across a variety of domains as outlined in the 2023-2024 School Readiness goals document provided to all members. It was noted that there is a goal for each age group within both Head Start and Early Head Start. Also identified were the objectives for family engagement outcomes. Cynthia shared that because Head Start Home Base will be a new program option this year, the goals developed were intentional in ensuring they contained effective strategies for educators and parents in this program option.

In conclusion, Cynthia stated that the school readiness goals are a regular and annual action item on the Policy Council agenda. Each year, the program strives to make improvements and to ensure that the guidance from these goals is followed in leading teaching practices as well as the training of staff.

During an opportunity for questions, a member shared that she feels as though there is a disconnect between the goals presented and the classroom. Specifically mentioned was that the Family Engagement Outcome on the goals state, Families as Advocates and Leaders. The member stated she does not see these types of opportunities in her child's classroom. Cynthia thanked the member for the feedback stating that this is an area that has been discussed with the family engagement team, ensuring that moving forward post-COVID these opportunities are offered. She added that during COVID it was difficult to provide opportunities in person. However, in planning for the upcoming school year there will be opportunities throughout the school year across program options for parents to participate. Rashi added that during COVID and thereafter there have been parent meetings and parent trainings held virtually. Staff again expressed appreciation for the feedback and encouraged the member to be an advocate at her child's center.

With no other questions or comments, a request was made to approve the 2023-2024 School Readiness Goals as presented. Pablo Reyes made a motion to approve, Monique McWilliams voted not to approve (nay) with votes resulting in a tie. As per the CAPK Head Start Bylaws, Voting, Article VII, Section 1(d) the Chairperson is able to vote to break the tie. Ruby Cruz voted to approve the 2023-2024 School Readiness Goals. Motion carried by a majority vote.

b. 2023-2024 Head Start/Early Head Start Carryover Request – Jery Meade, Assistant Director ~ Program
Jerry thanked Executive Committee members for their willingness to meet to address necessary business as a result of lack of a quorum at last month's meeting. In continuing, he stated as noted on the agenda, he will be presenting information on a carryover request for the 2023-2024 budget year.

Jerry informed members that when evaluating and reviewing spending from previous budget years and identifying projects that have not been completed there is an opportunity through the Head Start Act and the federal government to request a carryover of those funds in order to complete those pre-approved projects and purchases that weren't able to be made during the previous funding year. He added that reviewing the budget is a typical and ordinary process. Jerry stated that in the process of this routine review $3,523,819 was identified from the previous funding year to complete tasks that had already been approved but were unable to be accomplished. This included equipment purchasing, minor renovation and repair as well as some training and technical assistance projects. Jerry stated by carrying over these funds the program anticipates the ability to complete all of the projects promptly and before the end of the current fiscal period to ensure the monies are used to best support the children and families within our program.

Jerry spoke to the specifically identified minor renovations as noted in the memorandum provided, which included minor renovation/repair items for some classroom modifications in both San Joaquin and Kern Counties. Additionally, there were some equipment purchases approved in the last notice of award; however, there was quite a challenge in obtaining these items due to the supply chain. The items referred to are vehicles for the Central Kitchen. By carrying those funds over to the current

fiscal year, the program would be able to meet the timeline for arrival of those vehicles and actually pay for them in the current funding year with last year's already approved money. It was stated there are additional training and technical assistance items available for staff to participate in. This includes some professional development opportunities that are carrying into the current year related to credentialing. This particular opportunity is provided for Family Service Workers and other positions that will benefit from some additional professional growth.

Jerry informed the committee that the proposal presented was formulated through discussion with the Office of Head Start as well as with the(CAPK) Finance Department. Budget detail for the carryover request, including projects, dollar amounts, and major categories were shared and discussed with members in depth. Each major category was addressed individually, with information shared regarding their specific corresponding projects and the dollar amount. These categories included but were not limited to, personnel, travel, equipment, contractual, and other.

Upon conclusion of the presentation, there was an opportunity for questions. A member request was made for clarity of the terms, *training opportunities* (as a travel line item) and *training consultants* (as a contractual line item); they sounded very similar in nature but were in two different areas. Jerry provided clarification for each of the terms along with examples of such. In exampling, Jerry stated a training consultant would be a trainer the program has a contract with who is coming to our communities to provide on site training. In doing so, the fees associated with the trainer's contract would go under the *contractual* line item. He further exampled training opportunities and stated that could be conference travel or if program staff from San Joaquin come to Kern to participate in training opportunities, expenses incurred would go under the *travel* line item. Additional examples were provided along with further discussion, with Jerry thanking the member for the question.

Monique McWilliams made a motion to approve the submission of the Head Start and Early Head Start Carryover Request for the 2023-2024 funding year; seconded by Pablo Reyes. Motion carried unanimously.

5. Policy Council Member Comments
   Members were given an opportunity to share comments, to which there were none.

6. Next Scheduled Meeting
   The next scheduled meeting will take place on August 22, 2023 at 5:30 p.m.

7. Adjournment
   The meeting was adjourned at 6:01 p.m.