DATE: January 31, 2024
TIME: 12:00 pm
LOCATION: KCSOS City Centre Bldg., Room 1B
1300 17th St.
Bakersfield, CA 93301

Board of Directors Meeting Agenda

I. Call to Order

a. Roll Call

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

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

i. Accepting the reappointment of Jeff Flores as the Kern County Board of Supervisors Representative ***(p. 4)***
ii. Accepting the appointment of Fred Plane as the 22nd U.S. Congressional District Representative ***(p. 5)***
iii. Accepting the appointment of Fatima Echeverria as the Head Start Policy Council Representative ***(p. 6)***

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

i. Call for Nominations:
- Existing Slate of Chair, Fred Plane; Vice Chair, Maritza Jimenez; Treasurer, Michelle Jara-Rangel; and Secretary, Ana Vigil
- Other nominations

ii. Voting by Roll Call for the Board Officer Positions

iii. Reading of the Election Results

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. Special recognition - Retirement of Shirley Park, having served 18 years with CAPK's Head Start Program by Yolanda Gonzales, Director of Head Start & State Child Development

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 November 29, 2023, Board of Directors Meeting *(p. 7-14)***
b. **Minutes from the December 13, 2923, Executive Committee Meeting *(p. 15-18)***
c. 2024 Community Service Block Grant (CSBG) Contract #24F-3015 from the Department of Community Services and Development ***(p. 19-91)***
d. Foundation Budget FY 2024 ***(p. 92-106)***
e. Bakersfield Kern Regional Homeless Collaborative's Homeless Housing Assistance and Prevention Program (HHAP 3 & 4) ***(p. 107)***
f. Registered Dietitian Job Description ***(p. 108-111)***
g. Head Start / Early Head Start Budget to Actual Reports for October 2023 ***(p. 112-119)***
h. October 2023 Financial Statements ***(p. 120-186)***
i. Head Start and State Child Development Division Compensation Schedule Implementation ***(p. 187)***
j. **Minutes from the January 10, 2024 Personnel Committee Meeting *(p. 188-190)***
k. Head Start Personnel Update ***(p. 191-192)***
l. Goal 4 Strategic Plan Update ***(p. 193-196)***
m. Head Start Recruitment and Retention Incentive Update ***(p. 197-198)***
n. 2024 New California Minimum Wage Increase ***(p. 199)***
o. 2024 Updated Bereavement and Sick Leave Policies ***(p. 200-208)***
p. Updated Food Bank Operations Supervisor Job Description ***(p. 209-213)***
q. Head Start Compensation Implementation Clarification ***(p. 214)***
r. **Minutes from the January 17, 2024, Program Review & Evaluation Committee Meeting *(p. 215-219)***
s. November & December 2023 Program Reports ***(p. 220-284)***
t. November & December 2023 Application Status Report & Funding Profiles ***(p. 285-291)***
u. November & December 2023 Head Start / State Child Development Division / Program Monthly Activity Report ***(p. 292-295)***
v. 2024-2025 Recruitment and Selection Plan ***(p. 296-321)***
w. 2024-2025 Program Planning Calendar ***(p. 332-326)***
x. Customer Relationship Management (CRM) Interagency Referral Management (IRM) Presentation ***(p. 327-334)***
y. **Minutes from the January 24, 2024, Budget & Finance Committee Meeting *(p. 335-338)***
z. Head Start / Early Head Start Budget to Actual Reports for November 2023 ***(p. 339-346)***
aa. Revised Budget #3 for Fiscal Year 2023/2024 ***(p. 347-359)***
bb. Food Bank Community Impact & Funding Needs ***(p. 360)***
cc. 2023-24 Head Start /Early Head Start Carry Over Budget Revision ***(p. 361-363)***
dd. Head Start No Cost Extension Request ***(p. 364-365)***
ee. 18th Street Notice to Proceed with Phase II Construction ***(p. 366-373)***
ff. Annual Budget for Fiscal Year 2024/2025 ***(p. 374-545)***
gg. **Minutes from the January 25, 2024 Audit & Pension Committee Meeting *(p. 546-548)***
hh. CAPK Audit & Pension Plan Update for Q3 2023 ***(p. 549-558)***
ii. First 5 Kern Fall Site Visit – East Kern Family Resource Center ***(p. 559-563)***
jj. First 5 Kern Fall Site Visit – Oasis Family Resource Center ***(p. 564-568)***
kk. CAPK CSD Audit Review Findings ***(p. 569-571)***
ll. Grant Application to Dollar General Literacy Foundation for Summer Reading Program ***(p. 572)***
mm. 2022 Information Returns and Attorney General Report ***(p. 573-633)***
nn. I Deal Specialties Blanket Purchase Order ***(p. 634-636)***

V. New Business

a. Bolton Insurance Broker: 2024 Revised Budget Projections for Insurance Renewal – ***Info Item (p. 637-640)*** — Emilio Wagner, Chief Facilities & Technology Officer

b. Contract Amendment – New Service Line: Kern Health Systems Cal-AIM Day Habilitation Services – ***Action Item (p. 641-652)*** — Rebecca Moreno, Director of Housing & Supportive Services

c. Proposed Independent Auditor Fee Increase - ***Action Item (p. 653-655)*** — Tracy Webster, Chief Financial Officer

d. November 2023 Financial Statements – ***Action Item (p. 656-717)*** — Tracy Webster, Chief Financial Officer

VI. CAPK Foundation Report

a. CAPK Foundation Report and Minutes from the November 28, 2023 Board of Directors Meeting – ***Action Item (p. 718-724)*** — Catherine Anspach, Director of Development

VII. Advisory Board Reports

a. Head Start Policy Council Report – ***Action Item (p. 725-734)*** — Fatima Echeverria, PC Representative
   1. January 2024 Policy Council Report
   2. November 28, 2023, and December 19, 2023 Policy Council Minutes

VIII. Chief Executive Officer Report

a. Update on Staff Development Day, April 25, 2024 (Verbal Report)

IX. Board Member Comments

X. Closed Session

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

b. Conference with Legal Counsel – Existing Litigation (Paragraph (1) of Subdivision (d) of Section 54956.9) Regina Renee Blackwell v. Community Action Partnership of Kern, et al. Kern County Superior Court Case No. BCV-20-103035

c. Reconvene into Open Session

XI. Closed Session Report

XII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
February 28, 2024
Location to be announced

XIII. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, Bakersfield, CA and online at www.capk.org by 12:00 pm, January 26, 2024. Paula Daoutis, Executive Assistant.

BOARD OF SUPERVISORS
COUNTY OF KERN

SUPERVISORS

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

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

January 9, 2024

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

Dear Mr. Tobias:

On January 9, 2024, the Kern County Board of Supervisors met in regular session and approved the Chairman's Committee Assignments for 2024. Supervisor Jeff Flores continues to serve on the Community Action Partnership of Kern. To relay any information about meetings or issues, please forward to his attention at 1115 Truxtun Avenue, 5th Floor, Bakersfield, CA 93301.

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

Sincerely,

Kathleen Krause

KATHLEEN KRAUSE
Clerk of the Board

cc: Supervisor Flores

DAVID G. VALADAO
22ND DISTRICT, CALIFORNIA

WWW.VALADAO.HOUSE.GOV

UNITED STATES
HOUSE OF REPRESENTATIVES

COMMITTEE ON APPROPRIATIONS

SUBCOMMITTEE ON AGRICULTURE, RURAL DEVELOPMENT, FOOD AND DRUG ADMINISTRATION

SUBCOMMITTEE ON MILITARY CONSTRUCTION, VETERANS AFFAIRS AND RELATED AGENCIES

SUBCOMMITTEE ON TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT, AND RELATED AGENCIES

COMMITTEE ON BUDGET

December 15, 2023

Mr. Jeremy Tobias, Executive Director
Community Action Partnership of Kern
300 19th Street
Bakersfield, CA 93301

Re: Appointment for Mr. Fred Plane

Dear Mr. Tobias,

I am writing to advise you of my appointment of Mr. Fred Plane to the Board of Directors of the Community Action Partnership of Kern (CAPK).

For more than 25 years, Mr. Plane has been committed to serving the Kern County community. As a member of the board, Mr. Plane has worked tirelessly to ensure that CAPK provides residents in the community with the resources they need to thrive.

I have no doubt that Mr. Plane will continue to serve our community proudly. Please accept my recommendation for his appointment to the board. Please do not hesitate to contact me if you have any questions.

Sincerely,

David G. Valadao

107 SOUTH DOUTY STREET
HANFORD, CA 93230
(559) 460-6070

2465 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, DC 20515
(202) 225-4695

2700 M STREET, SUITE 250B
BAKERSFIELD, CA 93301
(661) 864-7736

MEMORANDUM

To: Board of Directors

From: Lisa Gonzales

Date: January 31, 2024

Subject: Agenda Item I(b)(iii) - Head Start Policy Council Appointed Representative to CAPK Board of Directors

---

During a scheduled Policy Council meeting on November 28, 2023 nominations and elections took place for various Executive Committee positions as well as membership for several Policy Council Committees. This included that of the Policy Council Board of Directors Representative.

The roles and responsibilities of this position were shared with Council members, including what was at the time, a tentative schedule of meetings. It was also noted that this position requires an appointment to one of the Board of Directors Committees as well.

All members understood the role and the responsibilities entailed including the time commitment this position requires. Policy Council parent, Fatima Echeverria was interested in serving in this capacity. Subsequently by a unanimous vote, Fatima was elected by the Policy Council to serve as the Policy Council Board of Directors Representative on November 28, 2023.

DATE	November 29, 2023
TIME	12:00 pm
LOCATION	CAPK Head Start Professional Development Resource Lab 1807 Feliz Dr. Bakersfield, CA 93307

Board of Directors Meeting Minutes

I. Call to Order

Chairman Fred Plane called the meeting to order at 12:07 pm at the Community Action Partnership of Kern Head Start Professional Development Resource Lab, located at 1807 Feliz Dr., Bakersfield, CA.

a. Roll Call was taken with a quorum present:

Present: Fred Plane (Chair), Maritza Jimenez (Vice Chair), Michelle Jara-Rangel (Treasurer); Ana Vigil, (Secretary), Denise Boshers, Jimmie Childress, Mia Cifuentes, Curtis Floyd, Nila Hogan, Gina Martinez, Jonathan Mullings, Yolanda Ochoa, Guadalupe Perez

Absent: Jeff Flores, Lily Pimentel-Stratton

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

Jeremy Tobias added an item to the Closed Session: Conference with Labor Negotiators (Gov. Code Section 5497.6). Jeremy also requested the agenda be modified to allow the Closed Session items to be heard immediately following the presentation of the Consent Agenda items.

Motion was made and seconded to amend the agenda as requested. Carried by unanimous vote (Perez/Jara-Rangel).

II. Introduction of Guests / Public Forum

No one addressed the Board.

III. Special Presentation

No presentation

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.

Motion was made and seconded to approve all items on the Consent Agenda with the exception of item IV(t). Carried by unanimous vote (Jara-Rangel/Childress).

Item IV(t): Daniells Phillips Vaughn & Bock Presentation of the Independent Audit Report for the Year Ended February 28, 2023, and the Special Purpose Financial Statements for the Year Ended June 30, 2023.

Fred Plane requested this item be pulled from the consent agenda for further discussion due to concerns about the number of findings. The audit is a contract between the Board and the auditors, not staff. There were several findings, some routine, but the Board needs to have an explanation. Shannon Webster, a Partner from Daniells Phillips Vaughn & Bock who attended virtually addressed the Board.

Shannon Webster provided an overview of the five audit reports that were presented to the Audit & Pension Committee. In the past, the tax returns were included in the discussion, however, the audit reports were completed in record time this year, thanks to Tracy and the staff. The tax returns are being completed now and will be presented at a later date. As for the audits performed, Shannon provided some guidance on management's responsibility versus the responsibility of the auditors. Management is responsible for the fair presentation of the financial statements in accordance with accounting principles generally accepted in the US, which is also known as GAP, and for the design, implementation, and maintenance of internal controls relevant to the preparation and fair presentation of the financial statements. The responsibility of the auditor is to obtain reasonable assurance that the financial statements as a whole are free from material misstatements, whether due to fraud or error, and to issue the auditor's report that includes the auditor's opinion. Reasonable assurance is not absolute, though it is a high level of assurance.

For the financial statements ended February 28, 2023, the independent auditors report for the year ended February 28, 2023, has a qualified opinion in the current year, which is a different opinion than what was received in the previous year. The opinion is qualified as management has elected to not adopt specific accounting standards.

ASU 842, which relates to leases, is a new lease standard effective February 28, 2023, year end and requires leases to record a right of use asset and a corresponding liability on the balance sheet for all operating leases. There is a complex calculation that goes into determining the amount of the right of use asset and corresponding liability and as the agency has a significant number of leases, management has elected to not adopt the standard. However, although the standard was not adopted and included in the balance sheet, the amount of future commitments is still disclosed in the notes to the financial statements so as to not mislead the users and or the readers of the financial statements. Other than this one issue, the opinion for the February 28, 2023, financial statements was a clean opinion.

Curtis Floyd asked how other organizations are dealing with the option to not adopt ASU 842. Shannon said the majority of their clients are electing not to adopt ASU 842.

In regard to the total assets for February 28, 2023, there was an increase of $17.8 million, from $40.5 million to $58.2 million, which can be attributed to the increase in property and equipment related to the Food Bank and Head Start programs. Total liabilities amounted to $21.9 million, which was relatively consistent with the prior year. Net assets, also known as equity, increased by $14.7 million in the current year from $21.7 million to $36.4 million. The large increase in net assets in the current year relates to the funds received related to the capital improvement projects for the Food Bank and Head Start, whereby the corresponding expenses are included on the balance sheet and property and equipment. The revenue is recorded in the statements of activities, also known as the P&L.

Shannon reported that the agency has a very strong financial position going forward. It is also noteworthy to mention the increase in the program revenue from Federal, State and Local grants from $90.5 million for the year ended February 28, 2023, to $114.4 million, which is an increase of $23.9 million in the current year. It is also important to note that the agency had no findings related to federal awards. The financial statements ended June 30, 2023, required by California Department of Education and the California Department of Social Services have a clean opinion. The report also shows expenditures of state awards of $37.6 million versus $23.4

million in the prior year but there was a total of 9 findings related to the state contracts, however, not all were material findings. The State has a higher threshold than the federal government and subsequently reports a finding for very minor adjustment.

Fred Plane asked if the findings are oversights or systematic issues. Shannon said the normal reports to the state must be filed 30-45 days after month end, and not all adjustments were reconciled in that length of time, so the majority of the findings are due to timing issues and not systemic.

Curtis Floyd asked Shannon, of the 9 findings, were any of them material in your opinion? Shannon said 2 or 3 were material to the financial statements. Curtis then asked if there is any guidance so we cannot have this issue going forward. Shannon said that the Finance Division would have to close faster, but given the size of the agency, it is not feasible. In Shannon's opinion, closing early is the only way not to have a finding.

Denise Boshers identified an error on the Audit & Pension Committee minutes and asked for a correction.

Gina Martinez asked if CAPK's Strategic Plan addresses a plan or goal to minimize findings. Shannon said the audit firm is prohibited from making recommendations or changes, that is management's responsibility. Shannon further explained that management is required to document a response in regard to plan of action to rectify the issue that caused the finding. For the next audit year, the auditors will look at the findings, what created the findings, and if management implemented an action plan to correct the findings.

Fred Plane said that with the number of findings, he would like management staff to report the changes to the Board so they can see a condensed version. This report should first be presented to the Audit & Pension Committee, then to the Board.

Motion was made and seconded to approve item IV(t) from the consent agenda. Carried by unanimous vote (Boshers/Perez).

X. Closed Session

Motion was made and seconded to enter into closed session at 12:36 pm. Carried by unanimous vote (Floyd/Perez).

a. Conference with Legal Counsel – Existing Litigation (Paragraph (1) of Subdivision (d) of Section 54956.9) Regina Renee Blackwell v. Community Action Partnership of Kern, et al. Kern County Superior Court Case No. BCV-20-103035
b. Conference with Legal Counsel – Existing Litigation (Paragraph (1) of Subdivision (d) of Section 54956.9) Jennifer James v. Community Action Partnership of Kern (PAGA Complaint)
c. Conference with Legal Counsel – Potential Litigation (one case) (Paragraph (1) of Subdivision (d) of Section 54956.9)
d. Conference with Labor Negotiators (Gov. Code Section 54957.6.)
e. Reconvene into Open Session

Motion was made and seconded to reconvene to open session at 1:03 pm. Carried by unanimous vote (Vigil/Perez).

XI. Closed Session Report

Jeremy Tobias provided the closed session report and said that CAPK's legal counsel provided an update on all items and engaged in discussion with the Board. No reportable action was taken.

V. New Business

a. Board Recruitment for Category III – Private Sector Appointment to the Board of Directors – Pritika Ram, Chief Business Development Officer – ***Action Item***

Pritika Ram presented the above action item for approval and reported that the ad-hoc committee charged with Board recruitment for the Private Sector seat held by Curtis Floyd was tasked with recruiting individuals from the legal profession, with the opportunity for Curtis Floyd to reapply for his open seat. The Committee reviewed applications and unanimously recommended that Curtis Floyd be re-appointed to the private sector seat.

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

b. Grant Agreement with Bezos Day 1 Families Fund: Affordable Housing Project – Pritika Ram, Chief Business Development Officer – ***Action Item***

Pritika Ram presented the above action item for approval and reported that the agency had an opportunity to apply for a private funding option with the intent to serve individuals and families at risk of homelessness. CAPK will partner with the Housing Authority of Kern County and will provide housing navigators, with case management wrap around services, childcare stipends, rental assistance, etc. The grant is expected to last for a duration of 5 years so staff will be working to obtain additional long term and sustainable funding.

Pritika emphasized that CAPK was specifically identified and invited to apply by the Bezos Day 1 Families Fund. We had a project that meets the directives the Fund is looking for and it is a simple agreement, once they invite you, you are an agency that they trust. Finance is working to accept the wire transfer. At this time, the Housing Authority will purchase the land and be the lead on the construction, the County and CAPK will be partners on that agreement. We will provide $1.7 million towards the construction and the remaining funds will be applied to wrap around services described above. The project is expected to be in the Oildale area. There will be other items /agreements coming back to the Board at a later date, but at this point, we are asking for approval to accept the $5 million.

Fred Plane advised the Board that the date requirement to sign the agreement was prior to the Board meeting and said he gave Jeremy the approval to sign the agreement, which is allowable within the Bylaws, given the very short timeframe to return the executed contract.

Jeremy Tobias recognized staff for an excellent job in submitting the grant request. Pritika also emphasized that the acceptance of the grant meets Goal 3 of the Strategic Plan.

Motion was made and seconded to approve the retroactive authorization for the Chief Executive Officer to execute the contract. Carried by unanimous vote (Ochoa/Jimenez).

c. Head Start/State Child Development 2023/2024 Full Enrollment Initiative – Robert Espinosa, Program Design & Management Administrator, Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item***

Robert Espinosa presented the above action item and reported that Leadership has been very proactive in addressing enrollment issues. The facts that contribute to under enrollment are a lack of workforce, facilities under construction, pending licensing and the saturation of service areas with Transitional Kindergarten impacting Head Start enrollment. Head Start and HR recently completed a wage study and are working on an aggressive plan to recruit and retain staff. As expected, Region IX has issued a Plan of Action to increase enrollment.

Michelle Jara-Rangel asked staff to clarify if enrollment slots are being counted for centers under construction. Jerry Meade explained that those centers are part of the fully funded enrollment, but we are not reporting enrollment until the centers are fully operational. Michelle asked what we are doing with those slots. Jerry said that all enrollment slots will be assigned to other locations.

Michelle asked if staff is preparing for alternate plans if the Head Start programs are unable to meet full enrollment within the timeline set by Region IX. Robert Espinosa said a variety of efforts to address under enrollment will be ongoing year-round. Jerry Meade said it is important to note that per program options approved by the Board, the Head Start program we will be fully enrolled by March 1, 2024, but the Early Head Start program will not be. For the next school year starting in July 2024, we will have infants and toddlers coming into sites. Michelle asked, of all of the construction sites, how many will be up and running by the start of next school year? Jerry said all will be ready by August 2024. Yolanda said there was $100 million available to apply for family childcare that we can apply for.

Fred Plane advised the Board that he participated in the Region IX conference call and reported that CAPK is way ahead of the curve in addressing this nationwide issue.

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

d. Head Start & State Child Development Division Compensation Schedule & Budget Modification – Louis Gill, Chief Program Officer; Yolanda Gonzales, Director of Head Start / State Child Development; Lisa McGranahan, Director of Head Start; Jerry Meade, Assistant Director of Head Start: Program– ***Action Item***

Jerry Meade presented the above action item for approval and reported that staff has been working on the Wage Comparability Study for quite some time to come up with the attached proposal. Regulations require us to have a wage comparability process to retain and recruit a qualified workforce, which is connected to the strategic plan. Staff also considered what compensation would look like for the Union. Staff conducted a "meet and confer" with the Union, and they are continuing to review the proposal and will report back soon. Jerry noted that eventually all positions will be evaluated and results will be brought to the Board. Staff recommends approval of budget modification. We will have to realign the personnel category for the submission of the application submitted last month.

Michelle Jara-Rangel asked why the position grades start at 2 instead of 1. Jerry explained that our wages are higher than the pay scale for grade 1. Positions 2-4 start at the same wage but mid and end points are different, it is a step process. Jerry said the proposed implementation is January 8, 2024.

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

e. Sysco Blanket Purchase Order for Central Kitchen – Susana Magana, Director of Health & Nutrition – ***Action Item***

Susana Magana presented the above action item and requested approval to move forward with a Sole Source PO for the remainder of this fiscal year.

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

f. City of Bakersfield HOME Investment Partnership (HOME) Grant Application for a Tenant-Based Rental Assistance (TBRA) Program – Ryan Fergon, Senior Community Development Specialist – ***Action Item***

Ryan Fergon presented the above action item for approval and reported that the agency is pursuing an opportunity to develop a Tenant-Based Rental Assistance (TBRA) program with the main goal to assist households experiencing or at risk of experiencing homelessness, achieve self-sustainability through rental assistance and supportive services. This opportunity aligns with Strategic Plan Goal 3.

Michelle Jara-Rangel asked how we will find families for this program. Rebecca Moreno said that the families through CalAIM are identified as potential clients.

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

g. City of Bakersfield Community Development Block Grant (CDBG) Program, Application for Funding – Karen Vazquez, Senior Community Development Specialist – Action Item

Karen Vazquez presented the above action item for approval and reported on the scope of the intended proposal. A fundraising campaign was launched to better serve the needs of clients in Southeast Bakersfield and successfully collected $1 million for lighting and fencing. There are CDBG funds available to cover the remaining amount to cover solar panels to reduce energy costs. The solar energy project aligns with Strategic Plan Goal 6.

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

h. County of Kern Department of Human Services, Mentoring, Community Outreach and After School Program Services, Application for Funding – Vanessa Mendoza, Grant Administrator – Action Item

Vanessa Mendoza presented the above action item for approval to recruit 100 children to participate in a mentoring program at the Friendship House. Aiming for the 100 caseload clients, 10 per mentor with mentors agreeing to a 1-year term. CAPK will provide gas cards to relieve transportation barriers. Gift cards are also being considered to reward the children for good report cards. All mentors are required to pass a background check, similar to what CAPK does for employees.

If awarded this one-year competitive grant, the following years 2-5 are non-competitive which would allow the continuation of the mentorship program.

Michelle Jara-Rangel asked if we have met the grant obligations of 100 students being served. Fred Plane would like to see a written report to include the dollar amount.

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

i. Migrant Childcare Program Organizational Chart & Staff Positions – Laura Porta, Migrant Childcare Program Administrator – ***Action Item***

Laura Porta presented the above action item for approval and reported that with increased funding, there is a need to add staff to handle increased enrollment.

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

j. September 2023 Financial Statements – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the financial reports to the Board and referenced that a summary of the reports is noted in the Budget & Finance Committee minutes included in the agenda packet.

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

k. 2024 Board & Committee Meeting Schedule – Jeremy Tobias, Chief Executive Officer – ***Action Item***

Jeremy Tobias presented the above action item for approval.

Motion was made and seconded to approve the 2024 Board & Committee meeting schedule. Carried by unanimous vote (Childress/Perez).

l. CalFoods Logistics Blanket Purchase Order – Kelly Lowery, Food Bank Program Administrator – ***Action Item***

Kelly Lowery presented the above action item for approval.

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

VI. CAPK Foundation Report

a. CAPK Foundation Board Report: Spring 2024 Fundraising Event "Gourmet for Good" – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach presented the above info item and provided a copy of the sponsor packet for the upcoming signature event, Gourmet for Good.

VII. Advisory Board Reports

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

Nila Hogan presented the November Policy Council report and minutes from October 17, 2023, for approval.

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

VIII. Chief Executive Officer Report

a. Jeremy Tobias said the agency will be conducting end of year staff development activities that includes staff training and end of year celebrations.

IX. Board Member Comments

Lupe Perez said she volunteered at the M Street Navigation Center on Thanksgiving Day and was amazed at the accomplishments.

Fred Plane said the M Street Navigation Center Thanksgiving dinner went very well and commended staff and wished all happy holidays.

X. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Date & location to be determined.

XI. Adjournment

The meeting was adjourned at 2:40 pm.

DATE:	December 13, 2023
TIME:	12:00 pm
LOCATION:	CAPK Administrative Office Executive Conference Room (3rd Floor) 1300 18th Street Bakersfield, CA 93301

Executive Committee Minutes

1. **Call to Order**

   Committee Chair Fred Plane called the meeting to order at 12:02 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, Jonathan Mullings, Ana Vigil

   Absent: Curtis Floyd

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

3. **Public Forum**

   No one addressed the Committee.

4. **Closed Session**

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

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

Property Address:	425 South H Street, Bakersfield, CA 93304
Agency Negotiators:	Jeremy Tobias, Tracy Webster, Louis Gill, and Emilio Wagner
Negotiating Parties:	Morgan Clayton for Central Church of Christ
Under Negotiation:	Concerning price and terms.

   b. Conference with Labor Negotiators (Gov. Code Section 54957.6)

      Agency Designated Representatives: Jeremy Tobias, Louis Gill, Lisa McGranahan, and Yolanda Gonzales.
      Employee Organization: SEIU Local 521

      Motion was made and seconded to enter into Open Session at 12:32 pm. Carried by unanimous vote (Vigil/Jara-Rangel).

5. Closed Session Report

Jeremy Tobias reported that the Committee was briefed on both items and no reportable action was taken.

6. New Business

a. 2024 Community Services Block Grant (CSBG) Contract #24F-3015 from the Department of Community Services and Development – Pritika Ram, Chief Business Development Officer – ***Action Item***

Pritika Ram presented the above action item for approval and reported this is a customary item on an annual basis. CAPK will receive funding in the amount of $1,791,327 million to support the numerous CAPK programs. As is our normal practice, staff will actively seek out grant opportunities and contracts to leverage and reallocate funds from the Community Services Block Grant (CSBG) toward other programs and initiatives that align with the agency's strategic plan and overall direction.

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

b. Foundation Budget FY 2024 – Pritika Ram, Chief Business Development Officer – ***Action Item***

Pritika Ram presented the above action item for approval and reported that following a comprehensive evaluation of the CAPK Foundation's performance, the Board reaffirmed its commitment to provide operational financial support from the parent company, CAPK. Staff and the CAPK Foundation Board will engage in fundraising activities to offset operational costs and the Board will re-evaluate the funding needs on an annual basis.

Fred Plane asked if the budget has been discussed with the Foundation Board. Pritika said the intent is for the CAPK governing Board to approve first before the budget goes to the Foundation Board for approval. Fred suggested that preliminary discussions take place at the Foundation Board level first to make sure they have buy-in. Jeremy said the reason it came to the CAPK Board first is due to timing, but staff will follow the recommendation proposed by Fred going forward.

Pritika also reported that there is likely a need to increase the Foundation staff later in the year due to the amount of work and missed opportunities without adequate staffing.

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

c. Bakersfield Kern Regional Homeless Collaborative's Homeless Housing Assistance and Prevention Program (HHAP 3 & 4) – Vanessa Mendoza, Grant Administrator – ***Action Item***

Vanessa Mendoza presented the above action item for approval and reported that the intent is to reapply for $300,000 in funding for a two-year term to ensure continuity with the existing Homeless Housing Assistance and Prevention (HHAP) Program, and if awarded, funds will be used to address homelessness in Kern County. Funds would also ensure continuity and enable expansion, the introduction of new services such as laundry facilities, and address gaps in funding for clothing, hygiene kits, and food. The new grant would also sustain personnel and fringe benefits costs.

Ana Vigil said she is hearing from the community that residents in the area are in need of propane and updated propane tanks. Tracy Webster said that for LIHEAP, the program funds will not pay for repair of

the tanks, but will pay for propane, and firewood. Ana said people are being denied and told the denial is due to funds having run out and cannot accept new requests at this time. Jeremy Tobias confirmed that the funds specifically for the Utility Assistance contract have run out, and Louis Gill said staff will look into repairs for propane.

Michelle Jara-Rangel asked what will happen to the program if the funds are not awarded, and specifically asked about the fate of staff assigned to the program. Vanessa Mendoza said that 50% of the funds are being funded by another grant. Sometimes, we do have to lay off staff when grants sunset, but we can usually find other locations for staff. Pritika Ram said we do let staff know that when they are hired that their position is grant funded and there is the potential for grant funding to end.

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

d. Registered Dietitian Job Description – Susana Magana, Director of Health & Nutrition Services – ***Action Item***

Susana Magana presented the above action item for approval on behalf of the WIC program. Susana said we are having a difficult time hiring a full-time Registered Dietitian, which is a statewide issue, and have had to shift focus and consider a per diem option that will also serve Central Kitchen. If approved by the Board, we can address the ongoing issues of our need for a Registered Dietitian. Susana emphasized that there is no set amount of funding necessary, we need to have flexibility to present to State WIC.

Jeremy said that other CAP agencies are having issues with hiring for this position and very few candidates that have the Registered Dietician license are willing to accept lower pay by coming to a WIC program. Individuals seeking to become a Registered Dietitian must have a Master's Degree in Nutrition to go through the program to become a Registered Dietitian. Susana said that by paying per diem, the person would be a paid contractor, and while we would pay a higher amount per hour, we are not paying benefits for a full-time position. With the Board's approval, it will allow staff to move forward working with WIC.

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

e. Head Start / Early Head Start Budget to Actual Reports for October 2023 – Tracy Webster, Chief Financial Officer – ***Info Item***

Tracy Webster presented the above info item and provided a summary report of the Budget to Actual status to date.

f. October 2023 Financial Statements – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the above action item and reported the agency did draw from the line of credit during the month of October to cover shortfalls with CDSS and CSD. Tracy reported that this was the first time having to draw from the line of credit since July of 2020. Fred Plane advised the Committee that anytime there is a draw from the line of credit, both he and Jeremy are required to approve. Tracy further stated that the line of credit was raised to $3 million due to the delays in getting paid.

Tracy continued to review the status of the financial reports and recommended approval.

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

g. Head Start and State Child Development Division Compensation Schedule Implementation – Louis Gill, Chief Program Officer and Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item***

Louis Gill presented the above action item and reported staff is seeking clarification on the compensation and implementation schedule. Two implementation schedules were presented and just today, the SEIU provided a verbal commitment to proceed with rates of pay beginning January 8, 2024.

7. Committee Member Comments

- Michelle Jara-Ranel wished all Merry Christmas / Happy Holidays.
- Jeremy Tobias offered to provide a tour of the new office building and said that in the coming months, all Committee meetings will be held at this office in the Executive Conference Room and Board Meetings will be held at alternative sites.
- Jeremy Tobias also announced that Savannah Maldonado is a member of the NCAP Youth Professional Group, and Savannah extended an invitation to Denise Harlow, Executive Director of the National CAP to be the Keynote Speaker at the CAPK Staff Development Day, scheduled for Thursday, April 25, 2024.
- Fred Plane thanked staff for their hard work this year, and wished all Merry Christmas and Happy New Year.

8. Next Scheduled Meeting

Executive Committee
12:00 pm
July 17, 2024
1300 18th Street
Bakersfield, CA 93301

9. Adjournment

The meeting was adjourned at 1:24 pm.

MEMORANDUM

To: Executive Committee

From: Pritika Ram, Chief of Business Development

Date: December 13, 2023

Subject: *Agenda Item 6a*: Approve the 2024 Community Service Block Grant (CSBG) Contract Number 24F-3015 from the Department of Community Services and Development - **Action Item**

Under our annual agreement with the Department of Community Services and Development (CSD), we have recently obtained the 2024 Community Services Block Grant (CSBG) contract. This contract is effective from January 1, 2024, to April 30, 2025, with a total funding amount of $1,791,327. Notably, this reflects an increase of $34,626 compared to the final 2023 contract, which amounted to $1,756,701. The CSBG allocation stands as the sole financial resource for our agency that offers the flexibility needed to sustain various low-income programs alongside administrative functions. With this flexibility in mind, the funds from the 2024 CSBG contract will be strategically utilized to support programs targeting areas with pronounced needs that also face substantial gaps in both program and administrative funding.

COMMUNITY ACTION PARTNERSHIP OF KERN
2024 CSBG BUDGET
SUMMARY BY PROGRAM

2024 PROGRAM

Line Items	Food Bank	VITA	FHCC	SYC	E KERN	211	Housing	Program Administration	TOTAL
Salaries	$ 281,001	$ 87,421	$ 95,277	$ 139,858	$ 11,070	$ 194,782	$ 126,953	$ 29,439	$ 965,801
Benefits	$ 84,300	$ 19,233	$ 23,819	$ 34,965	$ 2,214	$ 48,696	$ 35,547	$ 6,477	$ 255,251
Operating Expenses									
- Travel	$ -	$ 11,000	$ 2,750	$ 3,040	$ 4,000	$ -	$ 4,500	$ 15,000	$ 40,290
- Space Costs	$ -	$ 24,400	$ 145,436	$ 61,284	$ 15,000	$ -	$ 30,079	$ -	$ 276,199
- Supplies	$ -	$ 9,220	$ 5,695	$ 4,000	$ 200	$ -	$ 4,500	$ 3,000	$ 26,615
- Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
- Consultant	$ -	$ 5,000	$ 375	$ 375	$ -	$ -	$ 5,000	$ -	$ 10,750
- Other	$ -	$ 16,575	$ 13,900	$ 11,155	$ -	$ -	$ 750	$ 2,000	$ 44,380
- Direct	$ -	$ 3,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,000
Subtotal	$ -	$ 69,195	$ 168,156	$ 79,854	$ 19,200	$ -	$ 44,829	$ 20,000	$ 401,234
Indirect	$ 36,530	$ 16,564	$ 28,086	$ 24,948	$ 15,248	$ 24,348	$ 17,725	$ 5,592	$ 169,041
TOTAL	**$ 401,831**	**$ 192,413**	**$ 315,338**	**$ 279,625**	**$ 47,732**	**$ 267,826**	**$ 225,054**	**$ 61,508**	**$ 1,791,327**
% to Total Budget	**22.43%**	**10.74%**	**17.60%**	**15.61%**	**2.66%**	**14.95%**	**12.56%**	**3.43%**	

As our normal practice, staff will actively seek out grant opportunities and contracts to leverage and reallocate funds from the Community Services Block Grant (CSBG) toward other programs and initiatives that align with the agency's strategic plan and overall direction.

Recommendation:

The staff recommends that the Board of Directors approve the 2024 Community Service Block Grant (CSBG) Contract (24F-3015) from the Department of Community Services and Development and authorize to the Chief Executive Officer to sign the 2024 CSBG contract on behalf of the Agency and to execute any amendments over the contract term.

Attachments:

Resolution Number 2023-25
Department of Community Services and Development (CSD) Community Services Block Grant (CSBG) Contract #24F-3015

RESOLUTION # 2023-25

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Execution and Submission of the 2024 CSBG Contract

The Executive Committee of the Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, Bakersfield, CA 93301, met on December 13, 2023 in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

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

WHEREAS, the State of California Department of Community Services and Development has offered a 2024 Community Services Block Grant (CSBG) Contract to the Partnership; and

WHEREAS, the State of California Department of Community Services and Development requires that an authorized signatory be named for the 2024 CSBG Contract and the Executive Committee of the CAPK Board of Directors has designated Jeremy T. Tobias, Chief Executive Officer, as the official representative and signatory of CAPK; and

NOW, THEREFORE, be it resolved that the Executive Committee of the CAPK Board of Directors hereby authorizes the Chief Executive Officer, to execute Contract #24F-3015 and any subsequent amendments throughout the term of the contract.

APPROVED by a majority vote of the Executive Committee of the Board of Directors of Community Action Partnership of Kern, this 13th day of December 2023.

Fred Plane, Chair
CAPK Board of Directors

Date

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov

DAVID SCRIBNER
DIRECTOR

GAVIN NEWSOM
GOVERNOR

Dear Executive Director:

The Department of Community Services and Development (CSD) is pleased to announce the release of the 2024 Community Services Block Grant (CSBG) contract. CSD is operating under a bipartisan Continuing Resolution (CR) through November 17, 2023. On November 2, 2023, CSD received California's Notice of Grant Award for $8,513,220.00, which represents the first quarter release of the 2024 CSBG Grant funds under the CR. Upon notification of the final grant award CSD will issue a contract amendment.

Attached is the 2024 CSBG contract and allocation spreadsheet for the program year. When completing your CSBG fiscal data budget forms, please use the amount identified for your agency on the spreadsheet labeled "Total 2024 Contract."

The Continuing Appropriations Act, 2024 and Other Extensions Act, H.R. 5860, 118th Cong. (2023) signed into law by President Biden on September 30, 2023, provided appropriations for continuing projects of the Federal Government and extends the use of the eligibility income limit of 200 percent of the Federal Poverty Level (FPL) for CSBG funding. While operating under this CR, CSBG Agencies may continue to use the 200 percent FPL eligibility guidelines until further notice.

The contract packet, including all required documents, must be completed and returned to CSD within 30 calendar days from the date of this contract release to ensure an executed contract is in effect by January 1, 2024. Please refer to Article 2.1, Required Documents, for all program-specific requirements. To facilitate your review, a contract checklist listing all required documents that must be returned with the signed contract is included as part of this contract packet.

In November 2023, CSD will release a pre-recorded CSBG contract webinar to provide guidance on the contract execution process, revised or added contract elements, and information on completing required forms. The webinar link will be distributed via email and posted to the Local Agencies Portal. Additionally, a 2024 CSBG contract live question and answer session will be scheduled in December 2023 to allow for any questions related to the contract. In the interim, please direct any questions related to contract submission, program requirements, or the contract webinar to your assigned Field Representative.

CSD looks forward to a continued productive partnership so that, together, we can effectively administer our critical programs and services designed to strengthen the economic security of vulnerable Californians.

Sincerely,

Jason Wimbley

JASON WIMBLEY
Chief Deputy Director
Attachments

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

2024 Community Services Block Grant (CSBG) Contract Checklist

General Comments and Requirements:

Please contact your assigned Field Operations Representative immediately for assistance if this Agreement requires corrections or if you have not yet completed the **DocuSign® Contact Update Form, (CSD 489)** with the California Department of Community Services and Development (CSD). To access the DocuSign form, click on the following link: Local Agencies Portal (LAP)

Contract Packet:

The completed contract packet (list of documents/forms below) must be returned to CSD to execute the contract. Please use the checkboxes below to indicate the completed documents/forms are included:

- ☐ **Submitted contract via DocuSign, which includes the signed Contract Face Sheet (STD 213)** with the name and title of the individual authorized to sign the Agreement.
- ☐ **Federal Funding Accountability and Transparency Act (FFATA) Form**
- ☐ **Signed Lobbying Form**
- ☐ **Current insurance documents or Self-Insurance Authority Certification** if not already on file with CSD. New evidence of insurance (ACORD 25) is required if current insurance expires during the contract term, or if the amount of insurance needs to be increased.
- ☐ **Board resolution.** (Not applicable if a general board resolution has already been submitted and is not specific to the program, program year, or contract number, and does not contain any changes.)

Please submit your completed contract packet within 30 days (45 days for public agencies) from the release of the contract via DocuSign.

Contract Deliverables:

The following **contract deliverables** (as applicable) must be completed and returned to your Field Representative within 30 calendar days for private non-profit agencies and 45 calendar days for public agencies from the date of this contract release. Please use the checkboxes below to indicate the completed documents/forms are included:

425 Budget Series Forms, ensuring all numbers match the Allocation Spreadsheet posted to the Local Agencies Portal at: Local Agencies Portal (LAP)

- ☐
  - **CSD 425.S CSBG Contract Budget Summary**
  - **CSD 425.1.1 CSBG Budget Support Personnel Costs**

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

- **CSD 425.1.2 CSBG Budget Support Non-Personnel Costs**
- **CSD 425.1.3 CSBG Budget Support Other Agency Operating Funds**
- **CSD 425.1.4 CSBG Contract Budget Narrative**

- ☐ **CSBG Annual Work Plan** (CSD 641)
- ☐ **Submit CSBG Annual Work Plan target** projections for Modules 3 and 4 using CSD 641A and 641B (worksheets) available on the Local Agencies Portal.
- ☐ **CSD 188 Agency Staff and Board Roster Form**
- ☐ **Board Meeting Schedule**
- ☐ **CSD Public Website Update Form 168**
- ☐ **Updated Organizational Bylaws.** (Not applicable if no changes have occurred in the past calendar year.)
- ☐ **Joint Powers Agreement** (If applicable.)

Please return your completed **contract deliverables** (as applicable) via email to your assigned Field Operations Representative.

All forms are located on the **Forms** page under the **CSBG tab** of the CSD's Local Agencies Portal at: Local Agencies Portal (LAP)

Please Note: Per Article 5.2, Advance Payments – Amount, Subsection 5.2.1, Contractor will not be issued an advance or reimbursed for any costs incurred until CSD approves all contract deliverables.

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

State of California
Department of Community Services and Development
2024 CSBG Allocation
Non-CAAs

Attachment A

NATIVE AMERICAN INDIANS

Agency	Contract Number	Initial Contract (9/21/23)	Total 2024 Contract	NAI 25% Advance (Automatic)
Karuk Tribe of California (NAI-LPA) (Core Funding)	24F-3101	42,000	42,000	0
Karuk Tribe of California (NAI-LPA)	24F-3102	105,840	105,840	0
NCIDC, Inc. (NAI-LPA) (Core Funding)	24F-3103	122,000	122,000	30,500
NCIDC, Inc./LIFE (NAI-LPA) (Core Funding)	*(Included with NCIDC below)*			
NCIDC, Inc. (NAI-LPA)	24F-3104	1,949,823	1,949,823	487,455
Los Angeles County Department of Arts and Culture	24F-3105	447,118	447,118	0
TOTAL		2,666,781	2,666,781	517,955

MIGRANT & SEASONAL FARMWORKERS

Agency	Contract Number	Initial Contract (9/21/23)	Total 2024 Contract	MSFW 25% Advance (Automatic)
California Human Development Corporation	24F-3201	1,572,717	1,572,717	393,179
Proteus, Inc.	24F-3202	2,530,024	2,530,024	632,506
Central Valley Opportunity Center, Inc.	24F-3203	615,411	615,411	153,852
Center for Employment Training	24F-3204	2,119,749	2,119,749	529,937
TOTAL		6,837,901	6,837,901	1,709,474

LIMITED PURPOSE AGENCIES
(DISCRETIONARY FUNDS)

Agency	Contract Number	Initial Contract (9/21/23)	Total 2024 Contract	DISC-LPA 25% Advance (Automatic)
Community Design Center	24F-3301	177,138	177,138	44,284
Del Norte Senior Center, Inc.	24F-3302	143,476	143,476	35,869
Rural Community Assistance Corporation	24F-3303	191,929	191,929	0
TOTAL		512,543	512,543	80,153

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

State of California
Department of Community Services and Development
2024 CSBG Allocation
CAAs

Attachment A

County	Agency	Contract Number	Initial Contract (9/21/23)	Total 2024 Contract	CAA 25% Advance (Automatic)
Alameda	Berkeley Community Action Agency	24F-3001	299,495	299,495	74,873
Alameda	City of Oakland, Human Services Department	24F-3002	1,319,745	1,319,745	329,936
Alpine	Inyo Mono Advocates for Community Action, Inc.	24F-3003	1,359	1,359	0
Amador/Tuolumne	Amador-Tuolumne Community Action Agency	24F-3004	279,197	279,197	69,799
Butte	Community Action Agency of Butte County, Inc.	24F-3005	397,263	397,263	99,315
Calaveras/Mariposa	Calaveras-Mariposa Community Action Agency	24F-3006	299,493	299,493	74,873
Colusa	SEE GLENN COUNTY				
Contra Costa	Contra Costa Employment & Human Services Dept/CSB	24F-3007	945,470	945,470	236,367
Del Norte	Del Norte Senior Center, Inc.	24F-3008	41,710	41,710	10,427
El Dorado	El Dorado County Health and Human Services Agency	24F-3009	330,268	330,268	0
Fresno	Fresno County Economic Opportunities Commission	24F-3010	2,039,380	2,039,380	509,845
Glenn/Colusa/Trinity	Glenn County Community Action Department	24F-3011	278,470	278,470	69,617
Humboldt	Redwood Community Action Agency	24F-3012	326,696	326,696	81,674
Imperial	Campesinos Unidos, Inc.	24F-3013	390,491	390,491	97,622
Inyo/Mono	Inyo Mono Advocates for Community Action, Inc.	24F-3014	274,082	274,082	68,520
Kern	Community Action Partnership of Kern	24F-3015	1,791,327	1,791,327	447,831
Kings	Kings Community Action Organization, Inc.	24F-3016	285,893	285,893	0
Lake/Mendocino	North Coast Opportunities, Inc.	24F-3017	570,511	570,511	142,627
Lassen/Plumas/Sierra	Plumas County Community Development Commission	24F-3018	270,471	270,471	67,617
Los Angeles	Foothill Unity Center, Inc.	24F-3019	353,127	353,127	88,281
Los Angeles	Long Beach Community Action Partnership	24F-3020	713,790	713,790	178,447
Los Angeles	County of Los Angeles Dept. of Public Social Services	24F-3021	6,270,685	6,270,685	0
Los Angeles	City of Los Angeles Community Investment for Families Dept.	24F-3022	6,487,190	6,487,190	1,621,797
Madera	Community Action Partnership of Madera County, Inc.	24F-3023	318,202	318,202	79,550
Marin	Community Action Marin	24F-3024	299,424	299,424	74,856
Mariposa	SEE CALAVERAS COUNTY				
Mendocino	SEE LAKE COUNTY				
Merced	Merced County Community Action Agency	24F-3025	504,574	504,574	126,143
Modoc/Siskiyou	Modoc-Siskiyou Community Action Agency	24F-3026	278,454	278,454	69,613
Mono	SEE INYO COUNTY				
Monterey	Monterey County Community Action Partnership	24F-3027	499,164	499,164	124,791
Napa	Community Action Napa Valley	24F-3028	279,766	279,766	69,941
Nevada	Nevada County Dept. of Housing & Community Services	24F-3029	298,666	298,666	0
Orange	Community Action Partnership of Orange County	24F-3030	3,197,415	3,197,415	799,353

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

State of California
Department of Community Services and Development
2024 CSBG Allocation
CAAs

Attachment A

County	Agency	Contract Number	Initial Contract (9/21/23)	Total 2024 Contract	CAA 25% Advance (Automatic)
Placer	Project GO, Inc.	24F-3031	422,347	422,347	105,586
Plumas	SEE LASSEN COUNTY				
Riverside	Community Action Partnership of Riverside County	24F-3032	3,065,608	3,065,608	766,402
Sacramento	Sacramento Employment and Training Agency	24F-3033	2,130,858	2,130,858	532,714
San Benito	San Benito County H&HSA, CS & WD	24F-3034	281,647	281,647	0
San Bernardino	Community Action Partnership of San Bernardino County	24F-3035	3,193,994	3,193,994	798,498
San Diego	County of San Diego, H&HSA, CAP	24F-3036	3,549,776	3,549,776	887,444
San Francisco	Urban Services YMCA	24F-3037	871,723	871,723	217,930
San Joaquin	San Joaquin County Dept. of Aging & Community Services	24F-3038	1,009,268	1,009,268	0
San Luis Obispo	CAP of San Luis Obispo County, Inc.	24F-3039	295,452	295,452	0
San Mateo	San Mateo County Human Services Agency	24F-3040	473,796	473,796	0
Santa Barbara	Community Action Commission of Santa Barbara County	24F-3041	546,140	546,140	136,535
Santa Clara	Sacred Heart Community Service	24F-3042	1,365,590	1,365,590	341,397
Santa Cruz	Community Action Board of Santa Cruz County, Inc.	24F-3043	312,283	312,283	78,070
Shasta	Shasta County Community Action Agency	24F-3044	301,019	301,019	0
Sierra	SEE LASSEN COUNTY				
Siskiyou	SEE MODOC COUNTY				
Solano	Community Action Partnership of Solano, JPA	24F-3045	399,530	399,530	99,882
Sonoma	Community Action Partnership of Sonoma County	24F-3046	435,371	435,371	108,842
Stanislaus	Central Valley Opportunity Center, Inc.	24F-3047	732,490	732,490	183,122
Sutter	Sutter County Community Action Agency	24F-3048	282,675	282,675	70,668
Tehama	Tehama County Community Action Agency	24F-3049	302,929	302,929	75,732
Trinity	SEE GLENN COUNTY				
Tulare	Community Services & Employment Training, Inc.	24F-3050	1,005,645	1,005,645	251,411
Tuolumne	SEE AMADOR COUNTY				
Ventura	Community Action of Ventura County, Inc.	24F-3051	748,553	748,553	187,138
Yolo	County of Yolo Health and Human Services Agency	24F-3052	398,789	398,789	99,697
Yuba	Yuba County Community Services Commission	24F-3053	269,162	269,162	67,290
TOTAL, all counties			52,036,423	52,036,423	10,622,073

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT STD. 213 (Rev 03/2019) CSD (Rev 07/2019)	AGREEMENT NUMBER **24F-3015**	PURCHASING AUTHORITY NUMBER (if applicable)

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

CONTRACTING AGENCY NAME
Department of Community Services and Development

CONTRACTOR NAME
Community Action Partnership of Kern

2. The term of this Agreement is: January 1, 2024 through April 30, 2025

3. The maximum amount of this Agreement is: Total $1,791,327.00

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

Preamble
- Article 1 - Scope of Work
- Article 2 - Contract, Administration, Procedure
- Article 3 - Agreement Changes
- Article 4 - Administrative Policies and Procedures
- Article 5 - Program Budget Requirements and Payments
- Article 6 - Financial Reporting
- Article 7 - CSBG Terms, Conditions, Programmatic Provisions, and Reporting
- Article 8 - Compliance Policies and Procedures
- Article 9 - Federal and State Policies and Provisions

Definitions
Table of Forms and Attachments
These documents can be accessed at https://providers.csd.ca.gov/.

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

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

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

Department of Community Services and Development
CSD 279 (Rev. 4/2022)

Community Services and Development
Federal Funding Accountability and Transparency Act Report Form

Return with the Contract

As of October 1, 2010, CSD is required to comply with sub-award reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA). CSD must file the FFATA sub- award report by the end of the month following the month in which CSD awards funds greater than or equal to $25,000 to any agency/service provider. In accordance with terms of the CSD agreement, agencies are required to provide the information requested in this form on or beforethe above due date. Failure to timely submit the completed form may result in "high-risk" designation and/or imposition of additional special terms and conditions on the agency's eligibility for CSD funds.

Please e-mail completed report form to the program e-mail address listed below:

Department of Energy Weatherization Assistance Program: Wx@csd.ca.gov
Community Services Block Grant: csbg.div@csd.ca.gov
Low Income Home Energy Assistance Program: Wx@csd.ca.gov

AGENCY/SUB-AWARDEE INFORMATION

Agency Name		
Program Type **(Check One)**	☐**CSBG** ☐**LIHEAP** ☐**DOE WAP** ☐**OTHER** _____	
Contract Number		
Performance Period(s) (mm/dd/yy - mm/dd/yy)		
Agency Unique Entity ID (SAM.gov) **NEW**		
Agency Primary Contact Information *(person responsible for completing thisform)*	Name:	
	Title:	
	E-Mail:	
	Phone:	
Location of Agency	Mailing Address:	
	State:	
	Zip + 4 Digits (+4 digit is required)	
	U.S. Congressional District:	
	State Assembly District:	
	State Senate District:	

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

Department of Community Services and Development
CSD 279 (Rev. 4/2022)

Place of Performance *(where program funds are primarily spent, if different from agency location above)*	Mailing Address:	
	State:	
	Zip + 4 Digits (+4 digit is required)	
	U.S. Congressional District:	
	State Assembly District:	
	State Senate District:	
Agency (Sub-Awardee) Executive Compensation Reporting	Is more than 80% of your agency's annual gross revenue from the Federal government? ☐ Yes ☐ No (If YES, continue to the next question. **If NO, you are now finished completing this form.)**	
	Does your agency's total annual federal funding exceed $25 million? ☐ Yes ☐ No (If YES, continue to the next question. **If NO, you are now finished completing this form.)**	
	Is your agency one of the entities described below? ☐ Yes ☐ No ▪ A tax-exempt nonprofit entity required to file an annual Form 990 return with the Internal Revenue Service (IRS). ▪ A publicly owned corporation required to file annual reports with the Securities and Exchange Commission (SEC).	
	(If NO, please list the names and compensation of your agency's top five highest compensated employees in the spaces below. If YES, you are now finished completing this form.)	
Five Highest Compensated Executives/Employees	Name	
	Compensation	
	Name	
	Compensation	
	Name	
	Compensation	
	Name	
	Compensation	
	Name	
	Compensation	

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

Description of Information Requested

Place of Performance

Address represents where the prime recipient is performing the majority of work funded. If the award fundsmultiple projects in different locations, then an address such as a city hall or county seat may be the most appropriate if it represent where the majority of funds are being used.

Agency/Sub-Awardee Executive Compensation Reporting

Sub-awardees must report the total compensation and names of the top five executives in the organization if:

a) More than 80% of the annual gross revenues are from the Federal government, and those revenues aregreater than $25 million annually; and

b) Compensation information is not readily available through reporting to the to the IRS on a Form 990 (section6104 of the Internal Revenue Code of 1986), or through reporting to Securities and Exchange Commission (SEC).SEC reporting is required for publicly owned/traded corporations.

Exemptions: Refer to 2 CFR
Part 170 for exemption criteria. http://www.gpo.gov/fdsys/pkg/CFR-2012-title2-vol1/pdf/CFR-2012-title2-vol1-part170.pdf

Additional Resources

Unique Entity ID (UEI Number)	
On April 4, 2022, the D-U-N-S® Number will be removed and the Unique Entity ID (SAM) will be the authoritative identifier. This ID is used within SAM.gov and other government award and financial systems to identify a unique entity. The transition to the Unique Entity ID (SAM) is a federal governmentwide initiative.	https://sam.gov/content/home https://gsa.gov/entityid
Zip Code + 4 Digit Zip	
Use the United States Postal Service website to identify your +4 digit zip	https://tools.usps.com/go/ZipLookupAction!input.action
Congressional District	
Use the following sites to identify your congressional district	
U.S. Congressional District	http://www.house.gov/representatives/find/
State Assembly and Senate District	http://findyourrep.legislature.ca.gov/
Reporting Requirement Regulations	
The Federal Funding Accountability and Transparency Act of 2006	http://www.gpo.gov/fdsys/pkg/PLAW-109publ282/html/PLAW-109publ282.htm
FFATA Subaward Reporting System (FSRS) website	https://www.fsrs.gov/

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

CERTIFICATION REGARDING LOBBYING

DEPARTMENT OF HEALTH AND HUMAN SERVICES
FAMILY SUPPORT ADMINISTRATION

PROGRAM: **2024 Community Services Block Grant (CSBG)**

PERIOD: **January 1, 2024 through April 30, 2025**

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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

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

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

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

Title	**Signature**
Agency/Organization	**Date**

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

Complete the form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

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

4. Name and Address of Reporting Entity:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:
☐ Prime ☐ Subawardee Tier _____, *if known:* Congressional District, *if known:*	Congressional District, *if known:*
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, *If applicable:*
8. Federal Action Number, *if known:*	9. Award Amount, *if known:* $
10. a. Name address of Lobbying Entity *(if individual, last name, first, name, MI):*	b. Individuals Performing Services *(including address if different from No. 10a)* *(last name, first name, MI):*

(attach Continuation Sheet(s) SF-LLL-A, *if necessary*)

11. Amount of Payment *(check all that apply)*:	13. Type of Payment *(check all that apply)*:
$ _____ ☐ actual ☐ planned	☐ a. retainer ☐ b. one-time fee ☐ c. commission ☐ d. contingent fee ☐ e. deferred ☐ f. other; specify:
12. Form of Payment *(check all that apply)*: ☐ a. cash ☐ b. in-kind; specify: nature value	

14. Brief Description of Services Performed or to be Performed and Date(s) of Services, including officer(s), employee(s), or Member(s), contacted, for Payment indicated in Item 11:

(attach Continuation Sheet(s) SF-LLL-A, *if necessary*)

15. Continuation Sheet(s) SF-LLL-A attached: ☐ Yes ☐ No

16	
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. 1353. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty for not less than $10,000 and not more than $100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____

Federal Use Only:	Authorized for Local Reproductions Standard Form – LLL

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

DISCLOSURE OF LOBBYING ACTIVITIES

CONTINUATION SHEET

Approved by OMB
0348-0046

Reporting Entity: _____ **Page** _____ **of**

Authorized for Local Reproduction

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

INSTRUCTION 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. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. 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. **Identity 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 entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.**

    (b) Enter the full name 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. **Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.**

12. **Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.**

13. **Check the appropriate box(es). Check all boxes that apply. If other, specify nature.**

14. **Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.**

15. **Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.**

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

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

Public reporting burden for this collection of information is estimated to average 30 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 Budgets. Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

SUBVENTION AGREEMENT

TABLE OF CONTENTS

PREAMBLE **4**
ARTICLE 1 – SCOPE OF WORK **4**
1.1 General 4
1.2 Agreement Term 4
1.3 Agreement Amount 5
1.4 Service Area 5
1.5 Legal Authorities – Program Requirements, Standards, and Guidance 6
ARTICLE 2 – CONTRACT ADMINISTRATION AND PROCEDURE **8**
2.1 Required Documents 8
2.2 Contractor's Option of Termination 9
2.3 Budget Contingencies 10
2.4 Miscellaneous Provisions 11
ARTICLE 3 – AGREEMENT CHANGES **12**
3.1 Amendment 12
3.2 Minor Modification 13
ARTICLE 4 - ADMINISTRATIVE POLICIES AND PROCEDURES **13**
4.1 Board Roster, Bylaws, Resolution, and Minutes 13
4.2 Training and Quarterly CSBG Service Provider (CSP) Meetings 15
4.3 Internal Control Certification 15
4.4 Record Retention Requirements 16
4.5 Insurance Requirements 16
4.6 Specific Insurance Requirements 17
4.7 System Security Requirements 19
4.8 Services Offered 19
4.9 Data Protection 19
4.10 Contractor Systems Security 20
4.11 Trusted Behavior Expectations 20
4.12 Incident Reporting 20
4.13 Audit Trail Responsibilities 21
4.14 Data Sharing Responsibilities 21
4.15 Travel and Per Diem 21
4.16 Codes of Conduct 21

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

4.17 Conflict of Interest 22
4.18 Fraud, Waste, and Abuse 22
4.19 Procurement Standards 23
4.20 Use and Disposition of Vehicles and Equipment 24
4.21 Subcontracts 26
ARTICLE 5 – PROGRAM BUDGET REQUIREMENTS AND PAYMENTS 28
5.1 Budget 28
5.2 Advance Payments – Amount 29
5.3 Advance Payments – Interest on Advances 30
5.4 Advance Payments – Liquidation of Advance 30
5.5 Advance Payments – Lien Rights 31
5.6 Payments 31
ARTICLE 6 – FINANCIAL REPORTING 31
6.1 Fiscal Reports 31
6.2 Close-Out Report 32
6.3 Transparency Act Reporting 33
ARTICLE 7 – CSBG TERMS, CONDITIONS, PROGRAMMATIC PROVISIONS, AND REPORTING 33
7.1 Discretionary Funds Requirements 33
7.2 Fair Hearing for Denial of Client Benefits by Contractor 34
7.3 Organizational Standards 34
7.4 Programmatic Reporting 35
ARTICLE 8 – COMPLIANCE POLICIES AND PROCEDURES 36
8.1 Right to Monitor, Audit, and Investigate 36
8.2 Compliance Monitoring – Contractor's and CSD's Shared Responsibilities for Federal Funds 36
8.3 Collection of Disallowed Costs 37
8.4 Auditing Standards 38
8.5 Audit Reports 38
8.6 Failure to Comply with Audit Requirements 39
8.7 Enforcement Actions Resulting from Noncompliance with this Agreement 40
ARTICLE 9 – FEDERAL AND STATE POLICY PROVISIONS 45
9.1 Federal Certification Regarding Debarment, Suspension, and Related Matters 45
9.2 Federal Requirements 46
9.3 Affirmative Action Compliance 47

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

9.4 Nondiscrimination Compliance 48
9.5 Specific Assurances 48
9.6 Subrecipient Monitoring 49
9.7 Executive Order N-6-22 – Russia Sanctions 50
DEFINITIONS 51
TABLE OF FORMS AND ATTACHMENTS 54

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

SUBVENTION AGREEMENT

PREAMBLE

This subvention agreement, for the funding of Community Services Block Grant (CSBG) program in 2024 ("Agreement"), is entered into between the Department of Community Services and Development ("CSD") and the contractor named on the face sheet of this Agreement, Form STD 213 ("Contractor"), and shall be enforceable on the date last signed.

NOW THEREFORE, in consideration of the promises and of the mutual agreements and covenants hereinafter set forth, the CSD and Contractor hereby agree as follows:

ARTICLE 1 – SCOPE OF WORK

1.1 General

Contractor shall administer and/or operate community-based programs designed to reduce poverty, revitalize low-income communities, and empower low-income families and individuals within Contractor's service area to achieve greater self-sufficiency, pursuant to Title 42 of the United States Code (USC) Sections 9901 et seq. (the Community Services Block Grant Act, as amended) and Government Code Sections 12085 et seq., as amended. Unless otherwise specified in the Contractor's Community Action Plan or elsewhere in this Agreement, Contractor shall make its services and activities available to the low-income community within its service area throughout the entire performance period of this Agreement. Contractor shall ensure that all services funded in whole or in part through this Agreement will support state and federal policies and goals of the CSBG Act as set forth in the above-referenced statutes. The CSBG Catalog of Federal Domestic Assistance number is 93.569. The award is 100 percent financed through the United States Department of Health and Human Services (HHS).

1.2 Agreement Term

1.2.1 The term of this Agreement shall be as specified on the Agreement face sheet (STD 213) and is divided into two distinct sections: a period of performance from January 1, 2024 through December 31, 2024, and an extension period of January 1, 2025 through April 30, 2025.

1.2.2 *Period of Performance*. The period of performance of this Agreement shall be from January 1, 2024 through December 31, 2024. One hundred percent of the Agreement amount specified in Article 1.3 below is expected to be fully expended by the end of the period of performance.

1.2.3 *Extension Period*. The extension period provided by this Agreement is available upon approval by CSD from January 1, 2025 through April 30, 2025 to those contractors who will not fully expend 100 percent of the Agreement amount by the

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

end of the performance period. Requests for extensions must follow Article 3.1.3 of this Agreement and be received by CSD no later than November 16, 2024.

1.3 Agreement Amount

The maximum amount of this Agreement shall be as specified on the face sheet (STD 213) and is subject to adjustment(s), in accordance with the following terms:

1.3.1 The initial amount shall be based on the prior year's grant award of the federal Community Services Block Grant award.

1.3.2 Upon notification of the full federal fiscal year grant award amount from the HHS, CSD shall, if necessary, issue an amendment to this Agreement to increase or decrease the maximum amount.

1.3.3 If the full amount of the HHS CSBG grant award to CSD is not available for allocation, CSD will notify Contractor in writing of the amount of Contractor's allocation that is available for expenditure and shall advance funds in accordance with Article 5.2 of this Agreement, as appropriate. When additional funds are subsequently made available by HHS, CSD will notify Contractor of the total amount of funds that may be expended. Contractor may not expend funds in excess of the amount available and authorized by CSD for expenditure. Access to funding shall be conferred upon Contractor through written authorization by CSD, and amendment to this Agreement shall not be required for such purpose, except in cases where the maximum amount of the Agreement has been revised.

1.3.4 In the event HHS fails to provide sufficient funding to CSD to enable payment of Contractor's maximum amount of the Agreement prior to the end of the contract term, the contract amount shall be deemed to be reduced to the amount actually provided by HHS or the contract shall be closed on that basis without need for amendment pursuant to Articles 2.3.1.2 and 2.3.2.2.

1.3.5 This Agreement may include a specific amount allocated from the annual discretionary allocation. These funds may target a specific purpose and require a separate budget and work plan in accordance with Article 7.1 of this Agreement.

1.4 Service Area

The services shall be performed in the Contractor's service area as indicated on CSD's Public Website at https://www.csd.ca.gov.

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

1.5 Legal Authorities – Program Requirements, Standards, and Guidance

1.5.1 All services and activities are to be provided in accordance with all applicable federal, state, and local laws and regulations, and as those laws and regulations may be amended from time to time, including but not limited to, the following:

1.5.1.1 The Community Services Block Grant Act, as amended, 42 USC § 9901 et seq., and 45 Code of Federal Regulations (CFR) Part 96;

1.5.1.2 California laws and regulations applicable to CSBG Programs, Government Code (Cal. Gov. Code) § 12085 et seq., as amended, and Title 22, California Code of Regulations (Cal. Code Regs.) §§ 100601- 100795;

1.5.1.3 The Single Audit Act, 31 USC § 7501 et seq., and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, 45 CFR Part 75;

1.5.1.4 California Civil Code §§ 1798 et seq., and the Federal Privacy Act of 1974 (5 USC § 552a); Requirements to Respond to Incidents Involving a Breach of Personal Information, Statewide Information Management Manual (SIMM) 5340-C, California Department of Technology; and

1.5.1.5 California Contractor Certification Clauses 04/2017 (CCC 04/2017); and State contracting requirements, "General Terms and Conditions, GTC 04/2017".

1.5.2 *Conflict of Laws.* Contractor shall comply with all of the requirements, standards, and guidelines contained in the authorities listed within this Agreement, as they may be amended from time to time, with respect to procurement requirements, administrative expenses, and other costs claimed under this Agreement, including those costs incurred pursuant to subcontracts executed by Contractor, notwithstanding any language contained in the following authorities that might otherwise exempt Contractor from their applicability. To the extent that the authorities directly conflict with any State law or regulation, or any provision of this Agreement, then that federal law or regulation shall apply, unless a provision of federal law applicable to block grants, such as 45 CFR § 96.30, specifically allows for the application of state law.

1.5.3 Contractor shall comply with specific CSD program guidance which shall be binding on the Contractor as a condition of the Contractor's eligibility to receive CSBG funds, provided:

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

1.5.3.1 That such guidance shall be issued by CSD in writing in the form of "CSD Program Notice (CPN) No. XX-XX" or "CSD Program Advisory (CPA) No. XX-XX";

1.5.3.2 That such guidance shall be issued by CSD in the most timely and expeditious manner practicable;

1.5.3.3 That such guidance shall be reasonably necessary to realize the intent and purposes of the CSBG Act;

1.5.3.4 That major and material changes in program requirements, which substantially affect the Contractor's and/or CSD's ability to fulfill contractual obligations, or which otherwise create a substantial hardship on either the Contractor or CSD, shall be subject to an amendment to this Agreement;

1.5.3.5 That the parties' failure or inability to execute a mutually acceptable amendment within a period of time allowing the parties to reasonably comply with any major change(s) in CSBG requirements, shall result in this Agreement being without force and effect, subject only to such provisions contained herein as are intended to survive the Agreement in accordance with the express and implied provisions of applicable federal and state law;

1.5.3.6 That Contractor is duly informed of the risk of de-designation as an eligible entity, based on CSD's obligation to avoid/minimize interruption of CSBG-funded services in any part of the state, in the event that this Agreement terminates due to failure to agree to any necessary amendment; and

1.5.3.7 That upon CSD's or Contractor's good faith determination, delivered to the other party by written notice, that agreement to any necessary amendment cannot be achieved, then this contract shall be terminated, and any issues of eligible entity status addressed, in accordance with requirements of federal and state law and established CSD policy and procedure.

1.5.4 The federal and state laws, regulations, and other authorities referenced in this Agreement are hereby incorporated by reference. Copies may be accessed for reference on the Local Agencies Portal.

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

SUBVENTION AGREEMENT

ARTICLE 2 – CONTRACT ADMINISTRATION AND PROCEDURE

2.1 Required Documents

2.1.1 Contractor shall provide the following documents, satisfactory to CSD in form and substance, together with a signed copy of this Agreement before CSD executes and returns the Agreement to Contractor for implementation. The following documents shall be returned to the Budget and Contracts Services Unit at PSU@csd.ca.gov within 30 calendar days of receipt for private agencies or 45 calendar days of receipt for public agencies:

2.1.1.1 Federal Funding Accountability and Transparency Act Report (CSD 279);

2.1.1.2 Certification Regarding Lobbying/Disclosure of Lobbying Activities;

2.1.1.3 Contractor Certification Clauses (CCC 04/2017);

2.1.1.4 Current Insurance or Self-Insurance Authority Certification; and

2.1.1.5 Board Resolution authorizing execution of this Agreement.

2.1.2 In addition to the documentation requirements set forth in Article 2.1.1, CSD's obligations under this Agreement are expressly contingent upon Contractor providing the supplemental documentation set forth below, and available on the Local Agencies Portal. Contractor shall return the following documents to the assigned CSD Field Representative within 30 calendar days of receipt for private agencies or 45 calendar days of receipt for public agencies, and shall each be subject to approval by CSD in form and substance:

2.1.2.1 CSBG Contract Budget Summary (CSD 425.S);

2.1.2.2 CSBG Budget Support Personnel Costs (CSD 425.1.1);

2.1.2.3 CSBG Budget Support Non-Personnel Costs (CSD 425.1.2);

2.1.2.4 CSBG Budget Support Other Agency Operating Funds (CSD 425.1.3);

2.1.2.5 CSBG Contract Budget Narrative (CSD 425.1.4);

2.1.2.6 CSBG Annual Report Work Plan (CSD 641);

2.1.2.7 CSBG Annual Report Projections (CSD 641A and or CSD 641B);

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

2.1.2.8 Agency Staff and Board Roster (CSD 188);

2.1.2.9 Board Meeting Schedule;

2.1.2.10 Updated Organizational Bylaws (if applicable); and

2.1.2.11 Joint Powers Agreement (if applicable).

2.1.3 *Board Resolution.* Contractor must also submit a governing board resolution with a DocuSign signature or a wet signature of the board's authorized representative, identifying the individual(s) authorized to execute the 2024 CSBG Agreement and any amendments.

2.1.4 CSD shall maintain a certified date-stamped copy of this Agreement for inspection by Contractor during normal business hours.

2.1.5 This Agreement may not be changed or altered by any party, except by a formal written, fully executed amendment, or as provided in Article 1.5.3 with respect to program guidance, or as provided in Article 3 – Agreement Changes. Upon such amendment of any provision, the amended PDF version shall be date-stamped and posted to the Local Agencies Portal until such time as a subsequent agreement or amendment is executed by the parties.

2.1.6 Contractors that are public or governmental entities with local provisions requiring receipt of a copy of all parts of this Agreement as a prerequisite to execution, as well as other contractors that make special arrangements with CSD, may receive copies for execution and retention.

2.2 Contractor's Option of Termination

2.2.1 Contractor may, at Contractor's sole option, elect to terminate this Agreement in lieu of adherence to the procedures set out in Article 1.5.3, should Contractor determine that any subsequent program guidance or proposed amendment to the contract is unjustifiably onerous or otherwise adverse to Contractor's legitimate business interests and ability to implement the contract in an effective and reasonable manner, provided:

2.2.1.1 Such notice of termination is in writing and will be effective upon receipt by CSD, delivered by U.S. Postal Service Certified Mail, Return Receipt Requested.

2.2.1.2 Notice contains a statement of the reasons for termination with reference to

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

the specific provision(s) in the program guidance or proposed amendment in question.

2.2.2 Contractor shall be entitled to reimbursement for all allowable costs incurred prior to termination of the contract. Such reimbursement shall be in accordance with the program guidance and contract provisions in effect at the time the cost was incurred.

2.2.3 Contractor shall, within 60 calendar days of termination, close-out the contract in accordance with contractual closeout procedures as provided in Article 6.2 – Close-Out Report.

2.2.4 By executing this Agreement, Contractor acknowledges and understands that voluntary termination prior to the end of the Agreement term may result in Contractor's permanent or temporary de-designation as an eligible entity, due to CSD's obligation to seek replacement CSBG Provider(s) in accordance with state and federal CSBG requirements.

2.3 Budget Contingencies

2.3.1 *State Budget Contingency.*

2.3.1.1 It is mutually agreed that if funds are not appropriated for implementation of CSBG programs through the state budget process or otherwise, whether in the current year and/or any subsequent year covered by this Agreement, this Agreement shall be of no further force and effect. Upon written notice to Contractor by CSD that no funds are available for contract implementation, the Agreement shall be terminated, and the State shall have no obligation to pay Contractor or to furnish other consideration under this Agreement and Contractor shall not be obligated for performance.

2.3.1.2 If CSBG funding for any fiscal year is reduced to such degree that CSD reasonably determines that the program cannot be implemented effectively, the State shall at its sole discretion have the option either to terminate this Agreement upon written notice to Contractor or, in the alternative, to offer and negotiate an amendment addressing the reduced funding. If the parties fail to reach agreement on such amendment, CSD may at its option give written notice of termination without further obligation by either party except for contract closeout obligations or final settlement.

2.3.1.3 Pursuant to Cal. Gov. Code §12785, up to 3.5 percent of the discretionary funds is allocated to restore funding to the prior year's funding level for CSBG eligible entities. In the event the appropriation of the federal CSBG

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

funds is significantly reduced, the CSBG discretionary funding may not be sufficient to restore funding to the prior year's funding level.

2.3.2 *Federal Budget Contingency.*

2.3.2.1 The parties agree that because of uncertainty in the federal budget process, this Agreement may be executed before the availability and amounts of federal funding can be ascertained, in order to minimize delays in the provision of services and the distribution of funds. The parties further agree that the obligations of the parties under this Agreement are expressly contingent on adequate funding being made available to the state by the United States Government.

2.3.2.2 If federal funding for any fiscal year is reduced to such degree that CSD reasonably determines that the program cannot be implemented effectively, CSD shall at its sole discretion have the option either to terminate this Agreement upon written notice to Contractor or, in the alternative, to offer and negotiate an amendment addressing the reduced funding. If the parties fail to reach an agreement on such amendment, CSD may at its option give written notice of termination without further obligation by either party except for contract closeout obligations or final settlement.

2.3.2.3 If federal funding authorities condition funding on any obligations, restrictions, limitations, or conditions not existent when this Agreement was executed, this Agreement shall be amended by mutual agreement for compliance with such obligations, restrictions, limitations or conditions. Failure of the parties to reach agreement on such amendment shall render this Agreement without force and effect.

2.4 Miscellaneous Provisions

2.4.1 *Assignment*. Neither this Agreement nor any of the rights, interests, or obligations under this Agreement shall be assigned by any party without the prior written consent of the other parties, except in the case where responsibility for program implementation and oversight may be transferred by the State to another State agency. In the event of such transfer, this Agreement is binding on the agency to which the program is assigned.

2.4.2 *Merger/Entire Agreement*. This Agreement (including the attachments, documents and instruments referred to in this Agreement) constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior understandings and agreements, whether written or oral,

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

among the parties with respect to such subject matter.

2.4.3 *Severability*. If any provision of this Agreement is found to be invalid or unenforceable in any respect for any reason, the validity and enforceability of any such provision in any other respect and of the remaining provisions of this Agreement will not be in any way impaired and shall remain in full force and effect.

2.4.4 *Notices.* Each party to this Agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") (Civ. Code §§ 1633.1 to 1633.17), for executing this Agreement. CSD encourages Contractor to adopt the DocuSign platform to facilitate the receipt of this Agreement. Unless otherwise provided herein, notice given by the parties shall be in writing, delivered personally, by United States mail, or by overnight delivery service (with confirmation). Certain reporting and other communications may be delivered electronically as specified by CSD or as is customary between the parties. Notice shall be delivered as follows:

To **Contractor's** address of record; and

To **CSD** at:
California Department of Community Services and Development
Field Operations Unit
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833

ARTICLE 3 – AGREEMENT CHANGES

3.1 Amendment

3.1.1 Formal amendments to this Agreement are required for changes to the term, amount, scope of work, and/or formal name changes. No amendment to this Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated in the Agreement is binding on any of the parties.

3.1.2 If Contractor intends to request a formal amendment to this Agreement, the request must be submitted on CSD Form 425b, *Justification for Contract Amendment/Modification*, no later than 45 calendar days prior to the expiration of the Agreement term.

3.1.3 *Extension Period*. If Contractor identifies that they will not fully expend 100 percent of the Agreement amount by the end of the period of performance, then

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

Contractor shall submit written notification to their assigned Field Representative on CSD Form 425b, *Justification for Contract Amendment/Modification*, no later than 45 calendar days prior to the expiration of the period of performance or no later than November 16, 2024. Refer to Article 1.2.2 for period of performance. The CSD Form 425b shall include:

3.1.3.1 The reason(s) the Contractor will not fully expend 100 percent of the Agreement amount by the end of the performance period; and

3.1.3.2 The date (January 31, February 28, March 31, or April 30, 2025) in which the Contractor proposes to fully expend 100 percent of the Agreement amount.

3.1.3.3 The acknowledgement of the adjusted Closeout timeline, as stated in Article 6.2.1 of the agreement.

3.1.4 CSD Form 425b is located on the Local Agencies Portal.

3.1.5 All requests for an Extension Period are subject to CSD approval. In addition, the contractor must execute the amendment before the expiration date of this agreement.

3.2 Minor Modification

3.2.1 Contractor request(s) for modification to CSBG Fiscal Data or Work Plan documents must be submitted on CSD Form 425b, *Justification for Contract Amendment/Modification*, no later than 45 calendar days prior to the expiration date of this Agreement.

3.2.2 Any increase to out-of-state travel costs or equipment purchases will require a request for modification to the budget and must be submitted on CSD Form 425b, *Justification for Contract Amendment/Modification*.

ARTICLE 4 - ADMINISTRATIVE POLICIES AND PROCEDURES

4.1 Board Roster, Bylaws, Resolution, and Minutes

4.1.1 Concurrently with Contractor's submission of this Agreement, Contractor shall submit to CSD at CSBG.Div@csd.ca.gov and the Contractor's assigned Field Representative the following:

4.1.1.1 Unless otherwise specified in 4.1.1.3 and 4.1.1.4 below, Contractor shall submit to CSD an Agency Staff and Board Roster form (CSD 188) of the

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

tripartite board including the name and sector (i.e., low-income, public, private) of each board member, contact information for each member including an address at a location other than the office of the eligible entity, vacancy title, and date each board seat was vacated. Contractor is responsible to notify CSD of any changes to the tripartite board within 30 calendar days of such occurrence.

4.1.1.2 Contractor must provide updated organizational bylaws if any changes occurred within the past calendar year.

4.1.1.3 In the case of Native American Indian (NAI) Contractors that have established another mechanism (in consultation with CSD and subject to CSD approval) to ensure low-income individuals' participation in the management of programs funded by this Agreement, a current roster of the NAI governing council, commission, board, or other body responsible for administration of CSBG-funded programs, and the most recent version of the organizational bylaws. The roster shall include contact information for each member of the governing body at a location other than the office of the NAI Contractor and shall identify how low-income individuals are represented in the organization's governance. NAI Contractors shall also submit the most recent version of the organizational bylaws. NAI Contractor is responsible to notify CSD of any changes to its governing body within 30 calendar days of such occurrence.

4.1.1.4 In the case of Limited Purpose Agency (LPA) Contractors, a current roster of Contractor's board, including the name of each board member, contact information for each member at a location other than the office of the LPA, and the most recent version of the organizational bylaws. LPA Contractor is responsible to notify CSD of any changes to its board within 30 calendar days of such occurrence.

4.1.2 Contractor's current governing board must authorize the execution of this Agreement. Contractor has the option of demonstrating such authority by either: (a) direct signature of a board member having signing authority; or (b) any lawful delegation of such authority that is consistent with Contractor's bylaws.

4.1.3 Where Contractor delegates signing authority to the chief executive officer (CEO) or executive director (ED), CSD will accept either a resolution specific to this Agreement or a resolution approved by the current governing board with general applicability to any CSD program contract or amendment. Where Contractor provides a general resolution, Contractor shall maintain documentation that the

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

CEO or ED provided timely and effective communication of the execution and terms of this Agreement to the board. Either a specific or current general resolution must be on file with CSD prior to CSD's final execution of this Agreement.

4.1.4 Contractor shall submit to CSD the approved minutes of regularly scheduled meetings of its tripartite board, LPA contractor's board, NAI governing council, commission, advisory board, or other body responsible for administration of CSBG-funded programs, no later than 30 calendar days after the minutes are approved. Contractor shall submit board meeting minutes to CSD at CSBG.Div@csd.ca.gov and to the Contractor's assigned Field Representative. Regularly scheduled board meetings shall be held in accordance with Contractor's bylaws.

4.1.5 In addition to the minutes referenced in Article 4.14, if Contractor's tripartite board is advisory to the elected officials of a local government, Contractor also shall submit to CSD the minutes from any meeting of the elected officials where matters relating to this Agreement are heard; including, but not limited to, discussions about or decisions affecting the Community Action program. Such minutes shall be submitted to CSD no later than 30 calendar days after the minutes are approved. Contractor shall submit board meeting minutes to CSD at CSBG.Div@csd.ca.gov and to the Contractor's assigned Field Representative.

4.2 Training and Quarterly CSBG Service Provider (CSP) Meetings

Contractor shall make every effort to attend all trainings and quarterly CSP meetings associated with CSD.

4.3 Internal Control Certification

Contractor shall establish and maintain a system of internal accounting and administrative control. This responsibility includes documenting the system, communicating system requirements to employees, and assuring that the system is functioning as prescribed and is modified, as appropriate, for changes in conditions. The system of internal accounting and administrative control shall be attested to within the Contractor's independent audit conducted pursuant to this Agreement, and include:

4.3.1 Segregation of duties appropriate to safeguard State assets;

4.3.2 Access to Contractor assets is limited to authorized personnel who require these assets in the performance of their assigned duties;

4.3.3 Authorization and recordkeeping procedures adequate to provide effective

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

accounting controls over assets, liabilities, revenues, and expenditures;

4.3.4 Practices to be followed in performance of duties and functions;

4.3.5 Personnel of a quality commensurate with their responsibilities; and

4.3.6 Effective internal review.

4.4 Record Retention Requirements

4.4.1 All records maintained by Contractor shall meet the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR § 75.361 through § 75.370).

4.4.2 Contractor shall maintain all records pertaining to this Agreement for a minimum of three years after submission of the final report. However, Contractor shall maintain applicable records until CSD resolves all audit and monitoring findings.

4.4.3 Contractor ensures that employee and applicant records shall be maintained in a confidential manner to ensure compliance with the Information Practices Act of 1977, as amended (Civ. Code §§ 1798 et seq.), and the Federal Privacy Act of 1974, as amended (5 USC § 552a).

4.5 Insurance Requirements

4.5.1 By execution of this Agreement, Contractor agrees that required insurance policies and bond shall be in effect at all times during the term of this Agreement.

4.5.2 Contractor shall provide CSD with written notice at least 30 calendar days prior to cancellation or reduction of insurance coverage to an amount less than that required in this Agreement.

4.5.3 Notices of Insurance must be submitted electronically via email to PSU@csd.ca.gov.

4.5.4 In the event said insurance coverage expires at any time or times during the term of this Agreement, Contractor agrees to provide within 30 calendar days prior to said expiration date, a new Certificate of Insurance (ACORD 25) evidencing insurance coverage as provided for herein for not less than the remainder of the term of this Agreement. The Certificate shall identify and name CSD as the Certificate Holder. New Certificates of Insurance will be reviewed for content and form by CSD.

4.5.5 In the event Contractor fails to maintain in effect at all times the specified insurance

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

and bond coverage as herein provided, CSD may, in addition to any other available remedies it may have, suspend this Agreement.

4.5.6 With the exception of workers' compensation and fidelity bond, CSD shall be named as additional insured on all Certificates of Insurance required under this Agreement. The issuance of other CSD contracts, to include any cash advances and reimbursement payments, to the Contractor shall be contingent upon required current insurance coverage being on file at CSD for this Agreement.

4.5.7 Should Contractor utilize a subcontractor(s) to provide services under this Agreement, Contractor shall indemnify and hold the State harmless against any liability incurred by that subcontractor(s).

4.6 Specific Insurance Requirements

4.6.1 Self-Insurance.

4.6.1.1 When Contractor is a self-insured governmental entity, CSD, upon satisfactory proof, may waive the appropriate insurance requirements. To qualify for a waiver, an appropriate county or city risk manager shall sign a certification that shall contain assurance of the adequacy of the governmental entity's ability to cover any potential losses under this Agreement.

4.6.1.2 Contractor shall specify in writing a list of which coverage(s) will be self-insured under this Agreement and shall list all applicable policy numbers, expiration dates, and coverage amounts.

4.6.1.3 In the event that the Contractor's self-insurance coverage does not contain any changes from the prior year, CSD will accept a certified letter signed by authorized personnel stating that no changes have occurred from last year. This letter is due at the time of Agreement execution or within 30 calendar days of expiration of insurance.

4.6.1.4 In lieu of providing certification of self-insurance, Contractor may provide proof of excess insurance coverage through an insurance carrier who is licensed to underwrite insurance in the State of California.

4.6.2 Workers' Compensation Insurance.

4.6.2.1 Contractor shall have and maintain for the term of this Agreement workers' compensation insurance issued by an insurance carrier licensed to

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

underwrite workers' compensation insurance in the State of California.

4.6.2.2 Contractor shall submit either an applicable Certificate of Insurance or a Certificate of Consent to Self-Insure issued by the Director of the California Department of Industrial Relations to CSD as evidence of compliance with the workers' compensation insurance requirement prior to issuance of an initial cash advance.

4.6.3 Commercial or Government Crime Coverage (Fidelity Bond).

4.6.3.1 Contractor shall maintain a commercial crime policy. If Contractor is a public entity, Contractor shall maintain a government crime policy. The commercial crime policy or government crime policy (hereinafter "fidelity bond") shall include the following coverages or their substantial equivalents: Employee Dishonesty/Theft, Forgery or Alteration, and Computer Fraud.

4.6.3.2 Contractor's fidelity bond coverage limits shall not be less than a minimum amount of 4 percent of the total amount of consideration set forth under this Agreement.

4.6.3.3 Contractor shall submit an applicable Certificate of Insurance (ACORD 25) to CSD as evidence of compliance with the fidelity bond requirement prior to issuance of an initial cash advance.

4.6.4 General Liability Insurance.

4.6.4.1 Contractor shall have and maintain for the term of this Agreement general liability and property damage insurance for a combined single limit of not less than $500,000 per occurrence.

4.6.4.2 Contractor shall submit to CSD an applicable Certificate of Insurance naming CSD as an additional insured, as evidence of compliance with the general liability insurance requirement prior to issuance of an initial cash advance.

4.6.5 *Vehicle Insurance*.

4.6.5.1 Contractor shall have and maintain for the term of this Agreement vehicle insurance in the amount of $500,000 for each person and each accident for bodily injury and in the amount of $500,000 for each person and each accident for property damage.

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

4.6.5.2 When employees use their own vehicles to perform duties within the scope of their employment, Contractor shall have and maintain for the term of this Agreement non-owned and hired automobile liability insurance in the amount of $500,000 for each person and each accident for bodily injury and $500,000 for each person and each accident for property damage. Driving to and from place of business is not within the scope of employment.

4.6.5.3 Contractor shall submit to CSD an applicable Certificate of Insurance naming CSD as an additional insured as evidence of compliance with the vehicle insurance requirement prior to issuance of an initial cash advance.

4.7 System Security Requirements

Contractor shall, in cooperation with CSD, institute policies, processes, procedures, and security controls designed to ensure the security of data and to protect information in accordance with the Information Practices Act of 1977 (Civ. Code §§ 1798 et seq.), and such other State and federal laws and regulations as may apply. The parties hereto agree to requirements, obligations, and standards in accordance with regulations set in the State Administrative Manual (SAM) and Statewide Information Management Manual (SIMM). In the event there are different system security standards that may be applied to this Article, Contractor shall endeavor to use the strictest security standard that complies with state and federal requirements.

4.8 Services Offered

Data exchange between CSD and Contractor shall be handled through one of three methods: (1) a Contractor user must upload data files or perform data entry using credentials provided by CSD; or (2) utilize CSD web applications as configured by the Contractor technology vendor; or (3) via email using security protocols, such as encryption and redaction, for any sensitive data.

4.9 Data Protection

4.9.1 Data exchanged between CSD and Contractor must be limited to the data fields included on Data Transfer Rules documents posted on the Local Agencies Portal. No personal financial information (e.g., credit card, bank account numbers), shall be stored or exchanged in the data exchange sessions.

4.9.2 Data exchanged between CSD and Contractor must be limited to the data fields as requested within the web applications. No personal financial information, (e.g., credit card, bank account numbers), shall be stored or exchanged in the data exchange sessions.

4.9.3 Data exchanged between CSD and Contractor via email communication must have

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

all personally identifiable information (PII) and other sensitive information redacted before the document is sent. Alternately, Contractor is to encrypt any attachments that have sensitive data using encryption tools and configurations as required by CSD.

4.9.4 Access to the above-mentioned data must only be given to authorized personnel to complete essential duties. Authorized personnel are to log into these systems using their own assigned credentials (i.e., no login account sharing). Upon departure of personnel with assigned credentials, the Contractor will remove the employee's access to the systems as soon as possible.

4.10 Contractor Systems Security

4.10.1 The physical location of the computing and data storage devices (e.g., servers) shall be within controlled access facilities. Individual users may not have access to the data except through their systems that are specifically credentialed for Contractor business. All access will be controlled by appropriate identification, authentication, and authorization methods to validate the approved users.

4.10.2 Standards for secure transmission may be accomplished through such means as certificates, secure socket layer, etc., and storage of the data with encryption, if applicable.

4.10.3 Contractor shall securely destruct data by sanitizing media prior to disposal.

4.10.4 Contractor shall keep security patches, anti-virus, and anti-malware software up to date on all systems on which data may be used.

4.11 Trusted Behavior Expectations

CSD's application system and users shall protect Contractor's application system/data, and the Contractor's application system and users shall protect CSD's application system/data, in accordance with the federal Privacy Act of 1974 (5 USC § 552a), Trade Secrets Act (18 USC § 1905) and Stored Communications Act (18 USC § 2701). Technology and systems code and functionality are owned by the respective parties and may not be shared with anyone else or used without the written consent of the owner.

4.12 Incident Reporting

Any party discovering a security incident shall report it in accordance with its incident reporting procedures. Contractor shall, within 24 hours of discovery, report to CSD's Information Security

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

Office at ISO@csd.ca.gov any security incident contemplated herein. Examples include, but are not limited to, stolen or lost equipment, malware/ransomware detection, suspected hacking, etc. Contractor further agrees CSD shall have the right to participate in the investigation of a security incident involving CSD's data, and to cooperate fully with CSD and other relevant State entities during independent investigation of the security incident.

4.13 Audit Trail Responsibilities

Both parties are responsible for auditing application processes and user activities. Activities that will be recorded include event type, date and time of event, user identification, workstation identification, success or failure of access attempts, and actions taken by system administrators.

4.14 Data Sharing Responsibilities

Contractor shall ensure that all primary and delegated secondary organizations that share, exchange, or use personal, sensitive, or confidential data, pursuant to this Agreement and subcontracts issued by Contractor, shall adhere to these security requirements and applicable state and federal law, in addition to further data sharing guidance as may be issued by CSD during the term of this Agreement. If data sharing is accomplished via interconnectivity of an application system, then data sharing must be certified to be secure by both parties.

4.15 Travel and Per Diem

4.15.1 Contractor's total travel and per diem costs for in-state and/or out-of-state shall be included in the Agreement Budget(s). Out-of-state travel costs that exceed the budgeted amount shall not be reimbursed without prior written authorization from CSD.

4.15.2 Contractor's employee travel costs and per diem reimbursement rates shall be reimbursed in accordance with Contractor's written policies and procedures not to exceed federal per diem requirements, and subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR § 75.474) or any amendments thereto, as applicable.

4.15.3 In the absence of a written travel reimbursement policy, federal per diem limits shall apply.

4.16 Codes of Conduct

4.16.1 *Written Standards.* Contractor shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts or subcontracts. No employee, officer, or agent of the

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

Contractor shall participate in the selection, award, or administration of a subcontract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Contractor shall neither solicit nor accept gratuities, favors, or anything of monetary value from subcontractors or parties to sub agreements. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipients.

4.16.2 *Self-Dealing Prohibited.* Contractor shall not pay federal funds received from CSD to any entity in which it (or one of its employees, officers, agents, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein) has an interest. As ownership constitutes a financial interest, Contractor shall not subcontract with a subsidiary. Similarly, Contractor shall not subcontract with an entity that employs or is about to employ any person described in 45 CFR § 75.327, or subsequent amendments to these requirements.

4.17 Conflict of Interest

4.17.1 Contractor certifies that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who performs any functions or responsibilities in connection with this Agreement shall have any personal financial interest or benefit that either directly or indirectly arises from this Agreement.

4.17.2 Contractor shall establish written safeguards to prohibit its employees or its officers from using their positions for a purpose that could result in private gain or that gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

4.18 Fraud, Waste, and Abuse

4.18.1 Contractor shall submit a written report to CSD within 45 days of incidents and activities, or suspected incidents and activities, involving fraud, waste, and abuse of CSBG funds by Contractor's employees, subcontractors, clients, or other parties affiliated with Contractor. Incidents and activities subject to reporting under this section include, but are not limited to, criminal acts and other violations of law

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

constituting a misuse of funds that could result in cost disallowance. Contractor shall, in a timely manner, inform CSD of any reports or complaints submitted to law enforcement officials by Contractor, Contractor's employees, subcontractors, clients or other parties affiliated with Contractor, concerning the misuse of CSBG funds.

4.18.2 Contractor shall provide employees, subcontractors, clients, and other parties affiliated with the Contractor the information necessary to report fraud, waste, and abuse to the U.S. Department of Health and Human Services (HHS) Office of Inspector General Fraud hotline.

4.19 Procurement Standards

4.19.1 *Maintenance of Written Procurement Procedures.* Contractors shall administer this Agreement in accordance with all federal and State rules and regulations governing the CSBG program pertaining to procurement, including the Code of Federal Regulations Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards and amendments thereto, consistent with the compliance requirement in Article 1 of this Agreement. Contractors shall establish, maintain, and follow written procurement procedures consistent with the procurement standards in 45 CFR § 75.326 through § 75.340, or any subsequent amendments to these standards, and all additional provisions in this Agreement, including but not limited to a code of conduct for the award and administration of contracts and a procedure that provides, to the maximum extent practical, open and free competition.

4.19.2 *Eligible Bidders.* Contractor shall not permit any organizational conflicts of interest or noncompetitive practices that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective subcontractor performance and eliminate unfair competitive advantage, individuals, or firms that develop or draft specifications, requirements, statements of work, invitations for bids, and/or requests for proposals shall be excluded from competing for such procurements. Contractor shall award any subcontract to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to Contractor when considering price, quality, and other factors. Contractor's solicitations shall clearly set forth all requirements that the bidder or offeror shall fulfill in order for the bid or offer to be evaluated by the recipient.

4.19.3 Contractor assures that all supplies, materials, vehicles, equipment, or services purchased or leased with funds provided by this Agreement shall be used solely for the activities allowed under this Agreement, unless a fair market value for such use

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

is charged to the benefiting program and credited to this Agreement.

4.19.4 Contractor shall provide for open and free competition and adequate cost analysis in all procurement transactions for each purchase order, lease, or subcontract for any articles, supplies, equipment, or services to be obtained from vendors or subcontractors.

4.19.5 *Non-Competitive Bid Justification.* If a service or product is of a unique nature, is in response to a public exigency or emergency, or more than one vendor/provider cannot reasonably be identified, Contractor shall maintain adequate justification for the absence of competitive bidding. "Adequate justification" must include but is not limited to: (a) explanation of why the acquisition of goods or services is limited to one vendor or supplier; (b) description of sole vendor/supplier's unique qualifications to provide the goods or services in question; and (c) analysis of cost(s) to demonstrate reasonableness.

4.19.6 *CSD Lease/Purchase Pre-Approval Requirements*. To ensure that significant procurement transactions are conducted in an open and freely competitive manner, Contractor shall obtain prior written approval from CSD of capital expenditures for equipment with a unit cost of $10,000 or more through the submission of a Request for Purchase/Lease Pre-Approval (form CSD 558) to CSD at least 15 calendar days prior to execution of the transaction. Transactions without CSD's prior written approval may be disallowed.

4.19.7 In all procurements, whether requiring CSD pre-approval or not, Contractor is solely responsible for maintenance of adequate procurement records demonstrating compliance with Federal and State requirements.

4.19.8 Noncompliance with any of the provisions in this section may result in a disallowance of the costs of the procurement transaction.

4.20 Use and Disposition of Vehicles and Equipment

4.20.1 Use of CSBG-funded vehicles and equipment by other programs shall comply with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR § 75.320 and § 75.439).

4.20.1.1 Vehicles and equipment purchased with CSBG funds must be used by Contractor in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by CSBG funds, and Contractor must not encumber the property without prior approval of CSD. When no longer needed for the original program or

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

project, the equipment may be used in other activities supported by CSD, in the following order of priority: (a) activities under a Federal award from CSD; then (b) activities under Federal awards from other HHS awarding agencies.

4.20.1.2 During the time that equipment is used on the project or program for which it was acquired, Contractor must also make the equipment available for use on other projects or programs currently or previously supported by the Federal Government. User fees should be considered, if appropriate, in accordance with federal regulations.

4.20.1.3 Any user fees shall be treated as "program income" to the CSBG program, as described in 45 CFR § 75.307.

4.20.1.4 Contractor may be compensated for the use of its buildings, capital improvements, equipment and software projects capitalized in accordance with generally accepted accounting principles (GAAP), provided they are used, needed in Contractor's program activities, and properly allocated to the CSBG program. Such compensation must be made by allocating and computing depreciation in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR § 75.436).

4.20.2 Contractor shall comply with all equipment management requirements outlined in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR § 75.320 (d)), including, but not limited to: (a) property records; (b) physical inventory of the property; (c) a control system to prevent loss, damage, or theft; (d) adequate maintenance procedures; and (e) proper sale procedures.

4.20.3 *Sale or Disposition of CSBG-Funded Vehicles and Equipment.*

4.20.3.1 If/when Contractor's CSBG program(s) no longer need(s) items of equipment with a current per unit fair market value of $5,000 or less, the equipment may be retained, sold, or otherwise disposed in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR § 75.320).

4.20.3.2 Conflict of interest policies and proper sales procedures should be followed to ensure that the best possible value and sale price is realized.

4.20.3.3 Pursuant to 45 CFR 75.307(d), (*see also* 45 CFR § 75.2 "Program

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

Income"), sale proceeds from the sale of real property, equipment, or supplies are not program income. Such proceeds will be handled in accordance with the requirements of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards – *Subpart D–Post Federal Award Requirements* (including 45 CFR §§ 75.318, 75.320 and 75.321).

4.21 Subcontracts

4.21.1 Contractor may enter into subcontract(s) to perform part or all of the direct services covered under this Agreement. Prior to the commencement of subcontracted services under this Agreement, Contractor shall obtain board approval, to include but not be limited to, an assurance that the subcontractor agreement(s) shall comply with all terms, conditions, assurances, and certifications of this Agreement for the nonprofit and local governmental agencies performing services in the area(s) described in ARTICLE 1 - SCOPE OF WORK.

4.21.2 *Notification of Subcontract Execution.*

4.21.2.1 Contractor shall provide annual written notification to CSD within 60 calendar days of execution of each subcontractor agreement by completing the CSD 163 Subcontractor List (Form), which can be found on the Local Agencies Portal.

4.21.2.2 This annual written notification shall also include a certification that, to the best of Contractor's knowledge, the subcontractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. For purposes of this certification of subcontractor eligibility, Contractor may rely on information as verified via the Excluded Parties List System (EPLS), available at https://www.sam.gov.

4.21.2.3 If CSD determines that Contractor has executed a subcontract with an individual or entity listed as debarred, suspended, or otherwise ineligible on EPLS as of the effective start date of the subcontract, costs Contractor has incurred under the subcontract may be disallowed.

4.21.2.4 Contractor must ensure that funds expended pursuant to this Agreement are allowable and allocable and Contractor must adopt

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

fiscal control and accounting procedures sufficient to enable the tracing of funds paid to any subcontractor to a level of expenditure adequate to establish that such funds have not been used in violation of this Agreement. Contractor shall ensure that any subcontracts under this Agreement contain all provisions necessary to ensure adequate substantiation and controls of the expenditure of such funds. Contractor may achieve this through detailed invoices, by periodic monitoring of subcontractor's program activities and fiscal accountability, by retaining a right of reasonable access to the subcontractor's books and records, or by any other method sufficient to meet the Contractor's responsibility to substantiate costs required by the Uniform Administrative Requirements, Cost Principles and Audit Requirements for HHS Awards (45 CFR Part 75, Subpart E – Cost Principles).

4.21.3 Contractor is solely responsible for performance of the terms, conditions, assurances, and certifications of this Agreement, without recourse to the State, regarding the settlement and satisfaction of all contractual and administrative issues arising out of subcontract agreement(s) entered into in support of this Agreement, including disputes, claims, or other matters of a contractual nature as well as civil liability arising out of negligence or intentional misconduct of the subcontractor(s).

4.21.4 Nothing contained in this Agreement shall create any contractual relation between CSD and any subcontractors, and no subcontract shall relieve the Contractor of its responsibilities and obligations hereunder. Contractor shall be liable for any acts and omissions of its subcontractors or of persons either directly or indirectly employed by subcontractors in violation of this Agreement. Contractor's obligation to pay subcontractor(s) is independent from CSD's obligation to make payments to Contractor. As a result, CSD shall have no obligation to pay or to enforce payment of any moneys to any subcontractor.

4.21.5 In the event CSD suspends, terminates, and/or makes changes to the services to be performed under this Agreement, Contractor shall notify all of its subcontractors in writing within five business days of receipt of notice of such action.

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

ARTICLE 5 – PROGRAM BUDGET REQUIREMENTS AND PAYMENTS

5.1 Budget

5.1.1 Concurrent with the submission of this Agreement, Contractor shall complete and submit the CSBG Fiscal Data forms [CSBG Contract Budget Summary (CSD 425.S), CSBG Budget Support - Personnel Costs (CSD 425.1.1), CSBG Budget Support - Non-Personnel Costs (CSD 425.1.2), CSBG Budget Support - Other Agency Operating Funds (CSD 425.1.3), and Budget Narrative (CSD 425.1.4)] attached to this Agreement. Contractor must include an itemized list identifying all other funding sources and amounts that make up the total annual operating budget of the community action program(s). Notwithstanding any other provision of this paragraph, Contractor may submit the itemized list of other funding sources by either of the following methods: (a) completing the attached form (CSD 425.1.3); or (b) submitting an internal annual budget document displaying the funding sources and their anticipated revenues.

5.1.2 Contractor shall submit the CSBG Contract Budget Narrative form (CSD 425.1.4) with a justification for each projected line item reported on the CSD 425.1.1 and CSD 425.1.2.

5.1.3 *Administrative Expenses.* For the purpose of administrative expenditures, and pursuant to Cal. Gov. Code § 12781(c)(1)(D), Contractor shall use funds allocated under this Agreement in an amount not to exceed 12 percent of the total operating budget of its community action program(s) only, including other agency funds used to support CSBG. Contractor shall not use funds provided under this Agreement to cover administrative costs incurred in the Low Income Home Energy Assistance Program (LIHEAP) and the Low Income Household Water Assistance Program (LIHWAP) in excess of the LIHEAP and LIHWAP contractual limitations by the Contractor's agency.

The budgets of the Contractor's community action programs, not the budget of the organization or the organizational division to which the community action programs are assigned, shall be used in calculating the amount of allowable administrative expenditures under this subparagraph.

5.1.3.1 A qualifying community action program is defined by Cal. Gov. Code § 12750(b) as:

A "locally planned and operated program comprising a range of services and activities having a measurable and potentially major impact on causes of

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

poverty in the community or those areas of the community where poverty is a particularly acute problem."

5.1.3.2 Community action programs typically:

5.1.3.2.1 Maintain a tripartite board of directors or advisory board, as defined in Cal. Gov. Code § 12751, which in the case of governmental entities, has operational jurisdiction and oversight or advisory responsibility, and

5.1.3.2.2 Serve the purposes and goals of the federal Community Services Block Grant Act, Section 672 (42 USC § 9901) and Cal. Gov. Code § 12750 with particular reference to the reduction of the causes and conditions of poverty and persistent economic insecurity.

5.1.4 For purposes of allocating indirect costs, contractors may use current negotiated indirect cost rates that have been approved by a cognizant federal agency. Contractor shall submit a copy of the letter of approval from the cognizant agency which includes date of approval and amount of rate. In the absence of a negotiated indirect cost rate, Contractor may elect to use a 10 percent de minimis indirect cost rate as permitted under 45 CFR § 75.414(f) and 2 CFR § 200.414(f).

5.1.5 *Budget modifications require pre-approval by CSD*. No originally approved budget line item may be increased or decreased by more than 10 percent (10%) without prior CSD approval. Contractor shall submit a CSD 425b, *Justification for Contract Amendment/Modification* and updated budget forms to request a budget modification.

5.2 Advance Payments – Amount

5.2.1 Upon approval of all contract deliverables, CSD shall, in accordance with Cal. Gov. Code § 12781(b), issue an advance payment to Contractor in an amount not to exceed 25 percent of the maximum amount of this Agreement.

5.2.2 If HHS does not initially make enough funds available for CSD to pay the advance amount in full, CSD shall provide that portion of the advance amount that is available and pay the remaining portion(s) as funds become available.

5.2.3 If HHS fails to provide sufficient funds to pay the authorized advance amount during the first six months of the contract term, Contractor will not be entitled to additional advance payments thereafter.

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

5.2.4 If, during the first six months of the contract term, CSD amends this Agreement to increase the maximum amount, CSD shall advance up to 25 percent of the increase to Contractor.

5.2.5 Contractors who opt not to receive an advance payment must notify CSD in writing on agency letterhead. Written notification must be submitted with the contract.

5.3 Advance Payments – Interest on Advances

5.3.1 Contractor must deposit all advances in an interest-bearing account in accordance with 45 CFR § 75.305(b)(8), unless one or more of the following apply:

5.3.1.1 Contractor receives less than $120,000 in Federal awards per year.

5.3.1.2 The best reasonably available interest-bearing account would not be expected to earn interest in excess of $500 per year on CSBG cash balances.

5.3.1.3 The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.

5.3.2 Interest earned amounts up to $500 may be retained by Contractor for administrative expenses. Any additional interest earned on CSBG advance payments deposited in interest-bearing accounts must be remitted annually to the U.S. Department of Health and Human Services at:

HHS Program Support Center
P. O. Box 979132
St. Louis, MO 63197

When returning interest, the refund should include: an explanation stating that the refund is for interest, the name of the awarding agency (CSD), and the grant number for which the interest was earned.

5.4 Advance Payments – Liquidation of Advance

5.4.1 Contractor may liquidate the advance at any time through offsets against CSD-approved reimbursement requests; however, CSD shall initiate repayment of the advance through offsets of approved expenditures at the seventh monthly reporting period of the period of performance, or when the Contractor has expended 75

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

percent of the maximum amount of this Agreement.

5.4.2 CSD-initiated repayments of the advance shall be accomplished through offsets against subsequent reimbursement of approved expenditures. CSD shall determine the amount to be offset against reimbursements by dividing the unpaid advance amount by the number of remaining expenditure reporting periods in the period of performance. In the event that an expenditure request for a reporting period is less than the offset amount as determined above, the entire amount of the expenditure reimbursement request shall be applied against the remaining advance balance. If the original contract is granted a term extension, this does not extend the advance repayment period.

5.4.3 If the advance repayment is not fully paid by the end date of the original contract term, then CSD will offset any subsequent reimbursement of approved expenditures to fully repay the advance repayment.

5.5 Advance Payments – Lien Rights

The State retains lien rights on all funds advanced.

5.6 Payments

5.6.1 Upon approval of Contractor deliverables CSD shall issue payments (as specified by Contractor on the CSD 425.S and CSD 627) to Contractor upon receipt and approval of a certified CSBG Expenditure/Activity Report. The report shall indicate the actual expenditures being billed to CSD for reimbursement for the specific report period.

5.6.2 Subsequent payments to Contractor shall be contingent on receipt and approval by CSD of the preceding Expenditure/Activity Report. If Contractor owes CSD any outstanding balance(s) for overpayments of any Agreement, current or previous, the balance(s) may be offset after notice to the Contractor providing an opportunity to present any valid objection to the offset.

ARTICLE 6 – FINANCIAL REPORTING

6.1 Fiscal Reports

6.1.1 Contractor shall request reimbursement for expenditures associated with all contract activities by reporting in the Expenditure Activity Reporting System (EARS) in accordance with CPN-C-22-01, CSBG Financial Reporting Policies and Procedures, which is available online at the Local Agencies Portal.

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

6.1.2 Contractor shall submit adjustments in accordance with CPN-C-22-01.

6.1.3 Contractor shall complete and submit to CSD a monthly CSBG Expenditure/Activity Report by entry in EARS on or before the 25th calendar day following the report period. This monthly submission is required regardless of the amount expended during the reporting period, even if the amount is zero.

6.2 Close-Out Report

6.2.1 Contractor shall complete and submit all CSD close-out forms when funds are 100 percent expended and according to the timelines below. The close-out report must be submitted for both the CSBG and Discretionary portions of the contract amount. The close-out report must be submitted according to the following Period of Performance timeline:

- Period of Performance: January 1, 2024 through December 31, 2024; Close-out due March 31, 2025 (90 calendar day close-out)
- Period of Performance: January 1, 2024 through March 31, 2025; Close-out due May 31, 2025 (60 calendar day close-out)
- Period of Performance January 1, 2024 through April 30, 2025; Close-out due May 30, 2025 (30 calendar day close-out)

6.2.2 The close-out report shall include the following forms: Close-Out Checklist and Certification of Documents Transmitted (CSD 715), Close-Out Program Income/Interest Earned Expenditure Report (CSD 715C), Close-Out Equipment Inventory Schedule (CSD 715D), The latest versions of the close-out forms are available on the Local Agencies Portal.

6.2.3 All close-out forms must be submitted electronically via email to CSBG.Div@csd.ca.gov.

6.2.4 Final expenditures must be submitted by entry into EARS by within the established close-out period coinciding with the performance period of this agreement as described in Section 6.2.1.

6.2.5 All adjustments must be submitted in accordance with CPN-C-22-01.

6.2.6 Subsequent payments for expenditures under any open CSD contract and the issuance of other CSD contracts shall be contingent upon timely submission of the

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

closeout report.

6.2.7 If CSD grants Contractor a term extension, regardless of the extension period, Contractor must submit all required close-out documents, without exception, no later than May 31, 2025.

6.3 Transparency Act Reporting

6.3.1 Federal Funds Accountability and Transparency Act (FFATA) Requirements. Awards under these programs are included under the provisions of P.L. 109-282, the "Federal Funds Accountability and Transparency Act of 2006" (FFATA). Under this statute, the grant recipient is required to report information regarding executive compensation and all subawards, contracts, and subcontracts in excess of $25,000 through the Federal Subaward Reporting System (https://www.fsrs.gov/) and in accordance with the terms found in Federal regulations at 2 CFR Part 170, including Appendix A.

6.3.2 Pursuant to the FFATA reporting requirements (2 CFR Part 170), CSD is required to report information regarding contractors (sub-awardees) receiving CSBG funds. Contractor must complete CSD Form 279, located on the Local Agencies Portal and return with the signed contract to ensure compliance.

6.3.3 CSD may issue guidance and/or Amendment(s) to this Agreement, establishing additional reporting requirements as necessary to ensure compliance with the FFATA or other Federal and State regulations, as applicable.

ARTICLE 7 – CSBG TERMS, CONDITIONS, PROGRAMMATIC PROVISIONS, AND REPORTING

7.1 Discretionary Funds Requirements

7.1.1 Contractor shall complete the following documents, available on the Local Agencies Portal, satisfactory to CSD in form and substance, and submit to the assigned CSD Field Representative within 30 calendar days of receipt for private agencies or 45 calendar days of receipt for public agencies.

7.1.1.1 CSBG Contract Discretionary Contract Budget Summary (CSD 627S);

7.1.1.2 CSBG Discretionary Budget Support Personnel Cost (CSD 627A);

7.1.1.3 CSBG Discretionary Budget Support Non-Personnel Cost (CSD 627B);

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

7.1.1.4 CSBG Discretionary Budget Contract Budget Narrative (CSD 627C); and

7.1.1.5 CSBG Workplan/Progress Report (CSD 626FR) is not required. All discretionary tasks shall be described in the CSD 641 Workplan.

7.1.2 *Administrative Cap*. The discretionary allocation is subject to an administrative cap of 12 percent of the total discretionary funds received.

7.1.3 *Advance Payments*. Advances are not available on the 2023 Discretionary Funds.

7.1.4 *Fiscal Reporting*. Contractor shall complete and submit to CSD a monthly CSBG Expenditure/Activity Report by entry in EARS on or before the 25th calendar day following the report period. This monthly submission is required regardless of the amount expended during the reporting period, even if the amount is zero.

7.1.5 *Programmatic Reporting*. A separate discretionary programmatic report is not required. All discretionary programmatic activities shall be reported in the CSBG annual report, as applicable.

7.1.6 Discretionary funds must be 100 percent spent no later than December 31, 2024.

7.1.7 *Close-Out*. Contractor shall complete and submit all CSD close-out forms as required and outlined in Section 6.2.

7.2 Fair Hearing for Denial of Client Benefits by Contractor

7.2.1 Pursuant to 22 Cal. Code Regs. § 100751, as amended, Contractor shall advise individuals who have been denied assistance under a program funded by this Agreement of their right to appeal to CSD for a fair hearing within 20 calendar days from the denial of assistance.

7.2.2 Within five business days of receipt of an appeal from a client, CSD's Fair Hearings Officer shall schedule an administrative hearing to be conducted no later than 30 calendar days from the receipt of the request.

7.2.3 The client may withdraw the appeal/request for fair hearing at any time during the appeal process by providing written, email, or telephonic notice to CSD. Telephonic notice of withdrawal must be confirmed in writing by the Fair Hearings Officer or designated CSD staff.

7.3 Organizational Standards

To maintain compliance with the Office of Community Services' *CSBG IM 138: State Establishment of Organizational Standards for CSBG Eligible Entities*, Contractor shall

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

submit the Organizational Standards annually utilizing the eGov ReportHub system no later than August 31, 2024. Contractor shall have until January 31, 2025, to address modification requests from CSD and/or complete the technical assistance plan(s) for unmet standards in the 2023 Organizational Standards Assessment.

7.4 Programmatic Reporting

7.4.1 *Submission of Required Plans/Reports.* Unless otherwise specified by the provisions of this Article, all Community Action Plans and reports required by the provisions of this Article shall be submitted via email to CSBG.Div@csd.ca.gov, no later than the date specified.

7.4.2 *Community Action Plan*. Contractor shall submit a Community Action Plan meeting the requirements of Government Code § 12747 no later than June 30th of every odd year, unless/until otherwise instructed by CSD. All future Community Action Plans must include certification of a ROMA trainer, implementor, or advocate prior to submission to CSD.

7.4.3 *CSBG Annual Work Plan Modules 3 and 4*. Annual programmatic work plan covers the proposed programmatic activities from January 1, 2024 through December 31, 2024. Contractor must complete and submit the CSBG Annual Work Plan CSD 641 form and enter the Targets using Work Plan CSD 641A Module 3 Targets and/or 641B Module 4 Targets as part of the contract deliverables. Required data for Module 3 and Module 4 will include selecting the appropriate CNPI(s) and or FNPI(s), entering the target, and entering the type of documentation the agency will use to verify the outcome has been met. The Annual Report projections for CY 2024 must be completed and submitted with the contract deliverables. A copy of the forms may be accessed on the Local Agencies Portal.

7.4.4 *CSBG Annual Report Modules 2 through 4 and Agency Success Stories.* Annual programmatic reporting covers the programmatic activities from January 1, 2024, through December 31, 2024. As applicable, Modules 2 through 4 and Agency Success Stories must be completed and submitted in the eGov Reporting system no later than February 3, 2025. Access to the eGov system is available at: https://cacsd.communitysoftwaregroup.com/CsgIdentity/Account/LogIn.

7.4.5 Contractor shall be required to collect programmatic outcomes associated with services provided under an extended period of performance covering the period January 1, 2025, through the extended period of performance as specified on the STD 213. Contractor must submit the programmatic outcomes through this period

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

with the following year's annual report information.

ARTICLE 8 – COMPLIANCE POLICIES AND PROCEDURES

8.1 Right to Monitor, Audit, and Investigate

8.1.1 Any duly authorized representative of the federal or State government, which includes but is not limited to the State Auditor, CSD Staff, and any entity selected by CSD to perform inspections, shall have the right to monitor and audit Contractor and all subcontractors providing services under this Agreement through on-site inspections, audits, and other applicable means the State determines necessary.

8.1.2 Contractor shall make available all reasonable information necessary to substantiate expenditures under this Agreement are allowable and allocable, including, but not limited to books, documents, papers, and records. Contractor shall agree to make such information available to the federal government, the State, or any of their duly authorized representatives including representatives of the entity selected by CSD to perform inspections, for examination, copying, or mechanical reproduction, on or off the premises of the appropriate entity upon a reasonable request.

8.1.3 Any duly authorized representative of the federal or State government shall have the right to undertake investigations in accordance with applicable federal and state requirements, with particular reference to 42 USC §§ 9914-9916, and 22 Cal. Code Regs. § 100730, as amended.

8.1.4 All agreements entered into by Contractor with audit firms for purposes of conducting independent audits under this Agreement shall contain a clause permitting any duly authorized representative of the federal or State government access to the working papers of said audit firm(s).

8.2 Compliance Monitoring – Contractor's and CSD's Shared Responsibilities for Federal Funds

8.2.1 As the recipient of federal CSBG funds under this Agreement, Contractor is responsible for substantiating that all costs claimed under this Agreement are allowable and allocable under all applicable federal and State laws, and for tracing all costs to the level of expenditure.

8.2.2 As the State CSBG administrator, CSD must conduct onsite and follow-up monitoring, and other audits/reviews as necessary, to ensure that:

8.2.2.1 Contractor meets federal and state performance goals, administrative and

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

financial management standards, and other requirements, including federal organizational standards, as discussed in Article 7.2, applicable to CSBG-funded programs; and

8.2.2.2 Funds allocated to Contractor are expended for the purposes identified in federal and State CSBG law for allowable and allocable costs in accordance with CFR requirements.

8.2.3 CSD shall provide Contractor reasonable advance written notice of on-site monitoring reviews of Contractor's program or fiscal performance. Contractor shall cooperate with CSD program staff and other representatives, and provide access to all programs, records, documents, resources, personnel, inventory, and other things reasonably related to the administration and implementation of the services and activities funded directly or indirectly by this Agreement.

8.2.4 Except under certain conditions whereby advanced notice may not be feasible such as, a whistleblower or other investigation, CSD shall provide Contractor reasonable advance written notice of on-site audit of Contractor's program or fiscal performance. Contractor shall cooperate with CSD audits and other representatives, and provide access to all programs, records, documents, resources, personnel, inventory, and other things reasonably related to the administration and implementation of the services and activities funded directly or indirectly by this Agreement.

8.2.5 In the event CSD determines that Contractor is not in compliance with material or other legal requirements of this Agreement, CSD shall provide Contractor with observations, recommendations, and/or findings of noncompliance in writing, along with specific action plans for correcting the noncompliance. All noncompliance findings must be resolved by the mutually agreed upon corrective action timeframe.

8.3 Collection of Disallowed Costs

8.3.1 In the event questioned costs are identified in a final decision on cost disallowance issued by CSD, Contractor shall comply with any demand for repayment, as specified in such final report.

8.3.2 *Time for Response.* Contractor shall have no less than 30 calendar days from receipt of the final decision to tender payment to CSD or, alternatively, to provide CSD with complete and accurate information or documentary evidence in support of the allowability of questioned costs.

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

8.3.3 *Notice After Review of Further Supporting Evidence.* If Contractor challenges questioned costs and submits complete and accurate information or documentary evidence in support of the allowability of questioned costs as provided above in Article 8.3.2, CSD shall, after consideration of Contractor's submission, accordingly, issue a revised Notice of Disallowed Costs, if any, no later than 30 calendar days after receipt of Contractor's information or documentation. Contractor shall have 15 calendar days from receipt of such Notice to tender payment or a repayment plan acceptable to CSD. In the alternative, Contractor may request a hearing in accordance with this Agreement, for CSD's final determination of disallowed costs.

8.3.4 All statements, notices, responses and demands issued in accordance with this Article 8.3 shall be in writing.

8.3.5 CSD may, at its discretion, reasonably extend the time periods allowed for responses specified in this Article 8.3.

8.4 Auditing Standards

8.4.1 *Applicability.* The standards set forth in in 2 CFR § 200.500 et seq. are hereby incorporated by reference.

8.4.2 *Supplemental Audit Guide.* In addition to the applicable audit requirements specified in Article 8.4.1, Contractor must follow the most current CSD Supplemental Audit Guide, which is incorporated into this Agreement by reference and may be accessed on the Local Agencies Portal.

8.5 Audit Reports

8.5.1 Funds provided under this Agreement shall be included in an audit conducted in accordance with the provisions of 2 CFR Subpart F – Audit Requirements §§ 200.500-521, standards promulgated by the American Institute of Certified Public Accountants (AICPA), and those standards included in "Government Auditing Standards," December 2011 Revision, as amended, or the 2018 revision effective for financial audits, attestation engagements, and reviews of financial statements for periods ending on or after June 30, 2023.

8.5.2 *Organizations below audit threshold.* Contractors falling below the federal funding threshold, currently $750,000, that mandates a single audit may be subject to an audit and/or other fiscal or program-specific review conducted by CSD or its agents, upon 30 calendar days written notice.

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

8.5.3 The financial and compliance audit report shall contain a Schedule of Expenditures of Federal Awards (SEFA) in accordance with 2 CFR § 200.510 (45 CFR § 75.510). All CSBG grants shall be reported separately on the SEFA, i.e., CSBG; Discretionary. In addition, a separate Supplemental Statement of Revenues and Expenditures (SSRE) for **each** contract whose **term ends** during the single-audit fiscal year shall be included in that year's single audit. The SSRE shall report revenue and expenditures for CSD funding by contract line item and fiscal year. The SSRE shall cover the entire contract term as required in CSD's Supplemental Audit Guide.

8.5.4 *Submission of Audit Reports*. Contractor shall submit to CSD one electronic copy of the required audit report(s) and any management letter(s) issued by the accountant, within the earlier of 30 calendar days after receipt of the auditor's report, or nine months after the end of the Contractor's fiscal year.

8.5.5 The audit report(s) and all supplemental financial information must be submitted to the following addresses:

One Electronic copy:

audits@csd.ca.gov

Upon receipt of the audit report, CSD's Audit Services Unit (ASU) will send a confirmation email within ten calendar days. Contractor should verify receipt of ASU's confirmation email to ensure your single audit was received.

In accordance with the guidelines of the Division of Audits of the California State Controller's Office (SCO), if Contractor is a local government agency, additional copies of the audit report must be submitted to the following address:

State Controller's Office
Division of Audits
300 Capitol Mall, Fifth Floor
Sacramento, CA 95814

8.6 Failure to Comply with Audit Requirements

8.6.1 In the event that Contractor fails to comply with the audit requirements under this Article, CSD, as appropriate in the circumstances, may take one or more of the following actions, provided in 45 CFR § 75.371 - § 75.375 "Remedies for Noncompliance": (a) temporarily withhold cash payments pending correction of the deficiency by Contractor or more severe enforcement action by CSD; (b) disallow

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

(that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; (c) wholly or partly suspend (suspension of award activities) or terminate the award; (d) recommend that suspension or debarment proceedings be initiated by the HHS awarding agency, as authorized under 2 CFR Part 180 and Federal awarding agency regulations at 2 CFR Part 376; (e) withhold further federal awards for the project or program; and (f) take other remedies that may be legally available.

8.6.2 *Collection of Disallowed Costs*. Contractor shall have no less than ten business days from receipt of the draft Audit Transmittal Report (TR) or comparable document to provide acceptance of the disallowed costs or, alternatively, to provide CSD with complete and accurate information or documentary evidence in support of the allowability of questioned costs.

8.6.3 If Contractor challenges questioned costs and submits complete and accurate information or documentary evidence in support of the allowability of questioned costs CSD shall, after consideration of Contractor's submission, issue a final TR, no later than 30 calendar days after receipt of Contractor's information or documentation. If questioned costs are determined to be owning, ASU shall notify CSD's Financial Services Unit (FSU) to send an invoice. Contractor will tender payment to FSU or negotiate a repayment plan acceptable to FSU.

8.7 Enforcement Actions Resulting from Noncompliance with this Agreement

8.7.1 *Legal Authority*. The authority for CSD Enforcement Actions, as defined in Article 8.7.2, for cost disallowances/recovery of misused funds, and for de- designation of eligible entity status (collectively "Enforcement Process") is found in the federal CSBG Act (42 USC §§ 9914-9916), in the Code of Federal Regulations, and in state regulations, with particular reference to 22 Cal. Code Regs. § 100780. In order to facilitate compliance with the cited authorities, the parties to this Agreement agree that Article 8.7 shall: (a) guide, inform and clarify the Enforcement Process; (b) establish the procedures to be followed; and (c) establish the rights and obligations of the parties with respect to the Enforcement Process, for purposes of implementing the principles set out in the applicable legal authorities.

8.7.2 *Definitions.*

Enforcement Action. For purposes of this Article, "Enforcement Action" shall refer to official steps taken by CSD in response to material breaches of this Agreement and/or Contractor's inability to fulfill contractual obligations of the Agreement due to serious financial instability or insolvency. Enforcement Actions may include any

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

of the following: (a) "High-Risk" designation; (b) a determination of cost disallowance; (c) contract suspension; (d) contract termination; or (e) termination of Contractor's designation as eligible entity.

High Risk Designation refers to the status of a Contractor which, due to material breach/failure to fulfill contractual obligations and/or serious financial instability, is subject to Enforcement Action(s) that may include imposition of Special Conditions and/or Sanctions designed to allow for continued performance of the Agreement within the conditions/sanctions imposed, or other actions deemed necessary to safeguard public funds.

Material Breach means any act or omission by Contractor that is in contravention or disregard of Contractor's duties and obligations under the terms of this Agreement and under applicable State and federal law, which act or omission: (a) constitutes fraud or gross negligence by Contractor or its agent(s); (b) is likely to result in significant waste and/or abuse of federal funds; (c) has a significant adverse impact on Contractor's ability to meet its administrative, financial, or programmatic duties and obligations over the term of the contract or a significant portion thereof; (d) violates or otherwise disregards significant program guidance and other requirements of the Federal Government, whether issued directly or through CSD; (e) may have serious adverse effects and consequences on the Contractor's customers, employees, subcontractors, creditors, suppliers, vendors, or other stakeholders; or (f) may otherwise significantly and adversely affect the viability, effectiveness, or integrity of the program.

8.7.3 *Initiation of Enforcement Action.*

8.7.3.1 *Grounds for Enforcement Action.* If CSD determines that Contractor has not complied with the requirements of this Agreement and that Contractor's noncompliance constitutes a material breach of the Agreement, or if CSD determines that Contractor's financial condition is so unstable and tenuous that its ability to implement this Agreement is seriously compromised, CSD may initiate an Enforcement Action.

8.7.3.2 *Notice of High-Risk Designation.* To initiate an Enforcement Action, CSD must provide Contractor with written Notice of High-Risk designation, setting forth: (a) the factual and legal basis for the determination of noncompliance, upon which the High-Risk designation is based; (b) the corrective action(s) required; and (c) the date by which they must be taken and completed.

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

8.7.4 *Special Conditions and Sanctions.*

8.7.4.1 CSD may impose Special Conditions and/or Sanctions upon a determination that such steps are reasonably necessary to address acute financial instability or a material breach, as defined above. Imposition of Special Condition(s) and/or Sanction(s) shall be in writing and shall become effective on the date specified in the notice. Such notices must contain the following information: (a) the nature of the Special Condition(s) and/or Sanction(s) being imposed; (b) the reason(s) for imposing Special Condition(s) and/or Sanction(s); and (c) the corrective actions that must be taken and the time allowed for completing them before CSD removes the Special Condition(s) and/or Sanction(s).

8.7.4.2 Special Conditions may include but are not limited to: (a) requiring Contractor to obtain training and/or technical assistance; (b) imposition of special or additional reporting requirements; (c) special or conditional cost reimbursement requirements and procedures; (d) provision of documentation by Contractor; and/or (e) requiring Contractor to amend or modify systems, procedures, and/or policies.

8.7.4.3 Sanctions may include but are not limited to: (a) suspension of advances and/or reimbursements; and/or (b) issuance of notices to suspend operations.

8.7.4.4 Sanctions may not be imposed without a hearing being first held in accordance with applicable regulations, *unless* CSD reasonably determines, based on credible information, that: (a) substantial sums to be paid to Contractor have been or will be used in violation of law or the provisions of this Agreement, and/or (b) associated costs are otherwise very likely to be disallowed; and (c) taxpayer dollars are at significant risk and are unlikely to be recovered if Sanctions are not immediately imposed.

8.7.5 *Procedures for Review of Special Conditions and/or Sanctions.*

8.7.5.1 If Contractor wishes to contest the imposition of Special Conditions and/or Sanctions, Contractor shall have five business days following receipt of a Notice of Enforcement Action in which to show cause, in writing, why the Special Conditions or Sanctions should not be imposed.

8.7.5.2 CSD shall have five business days following receipt of Contractor's response to accept or reject Contractor's objection and to state in writing the consequences of the decision and Contractor's obligations going forward, if any.

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

8.7.5.3 *Hearing.* Within five business days of receipt of a Notice of Enforcement Action, Contractor may request a hearing for the parties to consider the matters addressed in the Notice and to discuss alternative courses of action, which meeting CSD may agree to if, in its sole judgment, it determines that the meeting would be helpful to the process, can be held expeditiously, and will not cause undue delay or further jeopardize taxpayer dollars.

8.7.5.4 Contractor may, at any time, request in writing that CSD initiate the contract suspension or contract termination processes, to include the requisite hearings, as set out in applicable federal and State law, with particular reference to 22 Cal. Code Regs. § 100780.

8.7.5.5 Should Contractor fail to show cause as to why the Enforcement Action should not go forward, or should Contractor fail to request that CSD initiate either the contract suspension or termination processes, CSD may initiate such action at its own discretion.

8.7.5.6 Special Conditions and Sanctions shall remain in effect until the hearing procedure is completed, provided, with respect to sanctions, CSD reasonably determines that Article 8.7.5.3 applies.

8.7.6 *Enforcement Action Cost Disallowance.*

8.7.6.1 *Statement of Questioned Costs.* If CSD determines that Contractor's non-compliance has resulted in questioned costs, CSD shall provide Contractor with a Statement of Questioned Costs along with the Notice of Enforcement Action, or at such later time in the enforcement process as questioned costs are identified.

8.7.6.2 Statements of Questioned Costs shall include, at minimum: (a) particular item(s) of cost questioned and the specified amount(s) by type or category of costs; (b) factual basis for questioning costs, and the information and/or documentation required to justify payment of the costs; and (c) timeframe and procedures for Contractor's submission of the required information or documentation to CSD.

8.7.6.3 *Investigative Audits and Reports.* If CSD determines that more information is required before a Statement of Questioned Costs can be issued or before a final determination of cost disallowance can be made, CSD may conduct an investigative audit of Contractor's records, files and books of account, or retain an audit firm for such purpose. Contractor agrees to cooperate fully in

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

any audit conducted and to ensure that Contractor's agents, accountants and subcontractors cooperate in the performance of such audit. A report of any audit conducted shall be shared with Contractor, who shall be given ample opportunity to respond to findings and to submit information and documentation in support of the response.

8.7.6.4 *Effect of Non-Cooperation with Investigative Audits.* If Contractor fails to cooperate in the conduct of an audit initiated pursuant to Article 8.7.6.3, CSD may: (a) impose sanctions as provided in article 8.7.4; and/or (b) issue a Notice of Disallowed Costs as determined appropriate.

8.7.6.5 *Notice of Disallowed Costs.* If CSD determines that further information and/or documentation provided by Contractor has not fully addressed or resolved any outstanding issues of questioned costs, CSD shall issue a Notice of Disallowed Costs, which notice shall include: (a) the amount of disallowed costs to be repaid, if any; and (b) the date by which repayment must be made or, in the alternative, (c) the date by which Contractor must submit a proposed repayment plan for consideration by CSD.

8.7.6.6 *Right to Dispute Notice.* Not later than five business days after receipt of a Notice of Disallowed Costs, Contractor may request a hearing disputing the Notice or statements made therein. The hearing shall be conducted in accordance with the procedures set out in 22 Cal. Code Regs. § 100780, for the purpose of adjudicating the matter of cost disallowance; however, either Contractor or CSD may opt to adjudicate other pending enforcement action matters, in a combined proceeding.

8.7.6.7 *Waiver of Right to Dispute.* If Contractor declines to request a hearing to adjudicate cost disallowance, or neglects to submit a request as provided in Article 8.7.6.6, the Notice of Disallowed Costs shall be deemed final, and Contractor shall be obligated to comply with the requirements of the Notice.

8.7.6.8 Contractor will be deemed to have complied with a Notice of Disallowed Costs when CSD receives full repayment of outstanding disallowed amount(s), or when CSD formally approves a repayment plan. In reviewing Contractor's repayment plan, CSD shall take into consideration such factors as, but not limited to: (a) federal requirements or conditions applicable to the grant(s) under which the disallowed costs were funded; (b) the exigencies of the grant program and CSD's ability to reallocate the funds repaid or otherwise dispose of the funds in accordance with applicable law; (c) the risk of being unable to recover funding and the options for securing

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

Contractor's repayment obligation; and (d) Contractor's financial condition and ability to pay.

8.7.7 *Removal of High-Risk Designation.* Contractor shall remain on High-Risk until CSD reasonably determines that Contractor has complied with the requirements of the Notice of High-Risk Designation, including verification by CSD that corrective measures have been implemented, that all conditions have been met and that disallowed costs have been repaid or, alternatively, that CSD has deemed Contractor's repayment plan to be acceptable and Contractor has demonstrated it is in compliance with the plan. Upon determination that Contractor has complied with the requirements of the Notice of High-Risk Designation, CSD shall give Contractor written notice of such determination.

8.7.8 *Further Enforcement Action*. In the event Contractor's non-compliance with the terms and conditions of this Agreement are not remedied through imposition of Special Conditions, and/or Sanctions, thereby enabling CSD to remove High-Risk designation, CSD may initiate further Enforcement Actions involving Contract Suspension, Contract Termination and Termination of Contractor's designation as eligible entity, which shall be initiated and conducted in accordance with the applicable provisions found in 22 Cal. Code Regs. § 100780 and other applicable State and federal statutes and regulations.

8.7.9 *Contractor's Status During Federal Review Period.* The final decision with respect to any enforcement action which involves contract termination, cost disallowance, a denial of refunding, and/or de-designation of an eligible entity shall become effective upon completion of the applicable federal review, if initiated by Contractor, and in compliance with review requirements pursuant to Section 678C of the Community Services Block Grant Act, (42 USC § 9915), except that Special Conditions and Sanctions shall remain in force during the course of any federal review and appeal, and no new contracts or amendments will be executed during the federal review and appeal process.

ARTICLE 9 – FEDERAL AND STATE POLICY PROVISIONS

9.1 Federal Certification Regarding Debarment, Suspension, and Related Matters

9.1.1 Contractor hereby certifies to the best of its knowledge that it, any of its officers, and any subcontractor(s):

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

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

c. 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 Article 9.1.1; and

d. Have not, within a three-year period preceding this Agreement, had one or more public (federal, state, or local) transactions terminated for cause or default.

9.1.2 If any of the above conditions are true for the Contractor, any of its officers, or any subcontractor(s), Contractor shall describe such condition(s) in writing and submit this information to CSD with the other forms Contractor must complete and return prior to CSD's execution of this Agreement. Based on the description, CSD in its discretion may decline to execute this Agreement or set further conditions of this Agreement. In the event any of the above conditions are true and not disclosed by Contractor, it shall be deemed a material breach of this Agreement, and CSD may terminate this Agreement for cause immediately pursuant to the termination provisions of State and federal law governing the CSBG program.

9.2 Federal Requirements

9.2.1 Salary Limitation – Federal Executive Level II. Federal funds for these grant programs consistently include a provision as part of the Consolidated Appropriations Act (e.g., Public Law 115-31, May 5, 2017) from Congress that the amount that "shall be used to pay the salary of an individual, through a grant or other extramural mechanism" including non-federal share, must not exceed the amount of the Federal Executive Level II salary for that calendar year. This amount is published annually by the U.S. Office of Personnel Management and can be found on their website at https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2023/EX.pdf. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the non-Federal entities

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

organization. This salary limitation also applies to subawards, contracts, and subcontracts under an ACF grant or cooperative agreement.

9.2.1.1 Federal Funds Accountability and Transparency Act (FFATA) Requirements. Awards under these programs are included under the provisions of P.L. 109-282, the "Federal Funds Accountability and Transparency Act of 2006" (FFATA). Under this statute, the grant recipient is required to report information regarding executive compensation and all subawards, contracts, and subcontracts in excess of $25,000 through the Federal Subaward Reporting System (https://www.fsrs.gov/) and in accordance with the terms found in Federal regulations at 2 CFR Part 170, including Appendix A.

9.2.2 Human Trafficking Provisions. Contractor is subject to the requirements of Section 106(g) of the "Trafficking Victims Protection Act of 2000" (22 USC § 7104). The full text of this requirement can be found at https://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons.

9.2.3 Prohibition on Use or Procurement. Pursuant to the "Prohibition on certain telecommunications and video surveillance services or equipment" (2 CFR § 200.216), contractors are prohibited from expending grant funds on "equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities)." The full text of this requirement can be found at Electronic Code of Federal Regulations (eCFR).

9.3 Affirmative Action Compliance

9.3.1 Each contractor or subcontractor with 50 or more employees and an agreement of $50,000 or more shall develop a written Affirmative Action Compliance Program.

9.3.2 The written Affirmative Action Compliance Program shall follow the guidelines set forth in 41 CFR § 60-1.40, §§ 60-2.10 through 60-2.32, and §§ 60-741.1 through 60-741.47.

9.3.3 Each contractor or subcontractor with less than 50 employees shall comply with Section 202 of Part II of Executive Order 11246, as amended by Executive Order 11375. Contractor shall ensure that subcontractors falling within the scope of this

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

provision shall fully comply with the requirements thereof.

9.4 Nondiscrimination Compliance

9.4.1 Contractor's signature affixed hereon shall constitute a certification that to the best of its ability and knowledge will, unless exempted, comply with the nondiscrimination program requirements set forth in this section.

9.4.2 Contractor hereby certifies compliance with the following:

a. Federal Executive Order 11246, as amended by Executive Order 11375, relating to equal employment opportunity;

b. Title VI and Title VII of the Civil Rights Act of 1964, as amended (42 USC §§ 2000d et seq. and 2000e et seq.);

c. Rehabilitation Act of 1973, as amended (29 USC §§ 701 et seq.);

d. Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (41 CFR Subtitle B, Part 60-300);

e. Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, as amended (41 CFR Chapter 60); and

f. Americans with Disabilities Act of 1990, as amended (Pub. L. 101-336; 42 USC §§ 12101 et seq.).

9.5 Specific Assurances

9.5.1 *Smoking Prohibitions.* In accordance with Title XII of Public Law 103-227, the "PRO-KIDS Act of 1994," smoking may not be permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs whether directly or through State, Territories, local and Tribal governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, subawards, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions or facilities and used for inpatient drug and alcohol treatment. The above language must be included in any subawards that contain provisions for children's services and that all subawards shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to $1,000 per day. This

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

Agreement incorporates by reference all provisions set forth in "Child Support Services and Referrals", under 42 USC § 9919(b).

9.5.2 *American-Made Equipment/Products*. Contractor shall assure, pursuant to Public Law 103-333, Section 507, to the extent practicable, that all equipment and products purchased with funds made available under this Agreement shall be American made.

9.5.3 *Federal and State Occupational Safety and Health Statutes*. Contractor assures that it shall be in compliance with the provisions as set forth in Federal and State Occupational Safety and Health Statutes; the California Safe Drinking Water and Toxic Enforcement Act of 1986 (Health & Safety Code §§ 25249.5 et seq.); Universal Waste Rule (Hazardous Waste Management System: Modification of the Hazardous Waste Recycling Regulatory Program) (60 FR 25492, codified at 40 CFR Part 273); and California Workers' Compensation laws (Labor Code §§ 3200 et seq.).

9.5.4 *Political Activities*. Contractor shall refrain from all political activities if such activities involve the use of any funds that are the subject of this Agreement. Contractor is prohibited from any activity that is designed to provide voters or prospective voters with transportation to the polls or to provide similar assistance in connection with an election if such activities involve the use of any funds that are subject to this Agreement.

9.5.5 *Lobbying Activities*. Contractor shall refrain from all lobbying activities if such activities involve the use of any funds that are the subject of this Agreement or any other fund, programs, projects, or activities that flow from this Agreement. If Contractor engages in lobbying activities, Contractor shall complete, sign and date the attached CERTIFICATION REGARDING LOBBYING/DISCLOSURE OF LOBBYING ACTIVITIES, as required by the U.S. Department of Health and Human Services under 45 CFR Part 93 (Appendix A).

9.6 Subrecipient Monitoring

Contractor must obtain a Unique Entity Identifier (UEI) assigned by the System for Award Management (SAM.gov). CSD is required to check SAM.gov to verify that Contractor and subrecipients are not debarred, suspended, or ineligible. The UEI is a 12-character alphanumeric ID assigned by SAM.gov.). CSD is also required to conduct risk assessments of Contractor in accordance with 45 CFR § 75.352(b), and monitoring for each program, function, and activity (45 CFR § 75.342 & § 75.352.)

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

9.7 Executive Order N-6-22 – Russia 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 U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO direct 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 Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for terminations of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least 30 calendar days to provide written response. Termination shall be at the sole discretion of the State.

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

SUBVENTION AGREEMENT

DEFINITIONS

All terms used in this Agreement shall be defined as stated in applicable federal and state statutes and regulations (42 USC § 9902; Cal. Gov. Code § 12730; 45 CFR Part 75 and 22 Cal. Code Regs. § 100601). The following terms shall be more specifically defined for purposes of this Agreement, insofar as the definition accords with federal and state law, as follows:

Agreement:	The complete contents of this Agreement entered into by and between the CSD and Contractor, including all rights, duties, and obligations whether expressed or implied required toward the legal performance of the terms hereof, and including all documents expressly incorporated by reference.
Agreement Term:	The timeframe of this Agreement as specified on the Agreement face sheet (STD 213) including the established Period of performance and an extended period granted upon approval to the Contractor by CSD.
Amendment:	A formal change to the Agreement of a material nature including but not limited to the term, scope of work, or name change of one of the Parties, or a change of the maximum amount of this Agreement.
Authorized Agent:	The duly authorized representative of the Board of Directors of Contractor, and the duly elected or appointed, qualified, and acting officer of the State. In the case of Contractor, the State shall be in receipt of a board resolution affirming the agent's representative capacity to bind Contractor to the terms of this Agreement.
Board of Directors:	For the purposes of a private nonprofit Community Action Agency, Board of Directors refers to the tripartite board as mandated by 42 USC § 9910 and Government Code § 12751. For the purposes of a publicly governed Community Action Agency, Board of Directors refers to the tripartite advisory/ administering board that is mandated by 42 USC § 9910 and California Government Code § 12752.1 and established by the political subdivision or local government.
Community Action Agency:	A public or private nonprofit agency that fulfills all requirements of Government Code § 12750.

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

Continuing Resolution:	An appropriation act that provides budget authority for federal agencies, specific activities, or both to continue in operation when Congress and the President have not completed action on the regular appropriation acts by the beginning of the fiscal year.
Contractor:	The entity (partnership, corporation, association, agency, or individual) designated on the face sheet (STD 213) of this Agreement.
CSD:	The State of California Department of Community Services and Development.
Equipment:	An article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-profit organization for financial statement purposes, or $5000.
Extended Period of Performance:	An extension to the Period of Performance provided to Contractor upon approval if Contractor does not expect to complete award activities during the Period of Performance.
Limited Purpose Agency (LPA):	A community-based nonprofit organization without a tripartite board, as defined in California Government Code § 12775 and 42 USC § 9910(b)(2).
Maximum Amount:	The dollar amount reflected on line 3 of the face sheet (STD 213) of this Agreement.
Modification:	An immaterial change to this Agreement that does not require an Amendment.
Native American Indian Program (NAI):	A tribal or other Native American Indian organization in an urban or rural off-reservation area, as defined in Government Code § 12772, such as an Indian nonprofit organization, which meets the criteria of 'eligible entity' as defined in subdivision (g) of § 12730. An NAI may be considered a 'public organization' for purposes of tripartite board requirements or other mechanisms of governance in accordance with 42 USC § 9910(b)(2).
Parties:	CSD on behalf of the State of California, and the Contractor.

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

SUBVENTION AGREEMENT

Period of Performance:	Time during which Contractor is expected to complete award activities and expend approved funds.
Program:	The Community Services Block Grant (CSBG) Program, 42 USC §§ 9901 et seq., as amended.
State:	The State of California Department of Community Services and Development.
Subcontractor:	An entity (partnership, tribe, corporation, association, agency, or individual) that enters into a separate contract or agreement with Contractor to fulfill direct program or administrative tasks in support of this Agreement**.**
Subcontract:	A separate contract or agreement entered into by and between Contractor and Subcontractor to fulfill direct program or administrative tasks in support of this Agreement.
Total Allocation:	The actual amount of funds available to Contractor under this Agreement, as calculated pursuant to Government Code § 12759 after CSD receives the notice of grant award for the full allocation based on the appropriation by Congress for the related federal fiscal year, and as publicly announced by CSD's Director or designee, subsequent to the execution of this Agreement.

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

SUBVENTION AGREEMENT

TABLE OF FORMS AND ATTACHMENTS

Forms (to be returned with signed Agreement):

A. CSBG Contract Allocation Increase:

1. CSBG Contract Budget Summary (CSD 425.S);
2. CSBG Budget Support Personnel Costs (CSD 425.1.1);
3. CSBG Budget Support Non-Personnel Costs (CSD 425.1.2);
4. CSBG Budget Support Other Agency Operating Funds (CSD 425.1.3);
5. CSBG Contract Budget Narrative (CSD 425.1.4);
6. CSBG Annual Report Work Plan (CSD 641); and
7. Joint Powers Agreement (if applicable).

B. CSBG Discretionary Funds:

1. CSBG Discretionary Contract Budget Summary (CSD 627);
2. CSBG Discretionary Budget Support Personnel Cost (CSD 627A);
3. CSBG Discretionary Budget Support Non-Personnel Cost (CSD 627B); and
4. CSBG Discretionary Contract Budget Narrative (CSD 627C).

C. *CSBG Annual Work Plan Modules 3 and 4*. Annual programmatic work plan covers the proposed programmatic activities during the period of performance from January 1, 2024 through December 31, 2024. Contractor must complete and submit the CSBG Annual Work Plan CSD 641 form and enter the Targets using Work Plan CSD 641-1 Module 3 Targets and/or 641-2 Module 4 Targets. Required data for Module 3 and Module 4 will include selecting the appropriate CNPI(s) and or FNPI(s), entering the target, and providing the type of documentation the agency will use to verify the outcome has been met. The Annual Report projections for CY 2024 must be completed and submitted with the contract deliverables. All necessary forms may be accessed on the Local Agencies Portal.

D. Certification Regarding Lobbying/Disclosure of Lobbying Activities

DocuSign Envelope ID: C310CBDD-033E-4335-A833-E6D85828689E

E. California Contractor Certification Clauses (CCC 04/2017)

F. CSD Federal Accountability and Transparency Act Report (CSD 279)

G. Agency Staff and Board Roster (CSD 188)

The following documents are hereby incorporated by reference:

Attachment A: 2024 CSBG Allocation Spreadsheet
Attachment B: Supplemental Audit Guide

MEMORANDUM

To: Executive Committee

From: Pritika Ram, Chief of Business Development

Date: Wednesday, December 13, 2023

Subject: *Agenda Item 6b*: Community Action Partnership of Kern Foundation Budget FY 2024- **Action Item**

Background

Each year, the Community Action Partnership of Kern Foundation formulates an operational budget to delineate various expenses. These encompass personnel, rent/space, travel, supplies, contractual services, and administrative oversight (indirect). Additionally, anticipated expenses linked to the Foundation's service line are considered, encompassing upcoming campaigns, program-targeted events, fundraisers, and costs associated with board development.

Following a comprehensive evaluation of the CAPK Foundation's performance during the recent October 2023 Board of Directors meeting, the Board has reaffirmed its commitment to provide operational financial support from the parent company CAPK to the CAPK Foundation. Additionally, the Foundation will continue its practice of presenting an annual operating budget to the Governing Board of Directors for approval. This established process ensures that both of the Boards and the leadership team can evaluate the Foundation's past performance, consider current circumstances, and make any necessary adjustments to operational support.

Budget FY 2024

The Budget Summary provided indicates that the Foundation's initial operational expenses for FY 2023 were budgeted at approximately $408,080. Due to unspent funds amounting to $133,000 and annualizing the remaining balance over four months (the last two months of the current year, November and December 2023, and the initial two months of January and February 2024, aligning with the agency's fiscal year), the carryover amount from FY 2023 to FY 2024 is $33,000. Additionally, the current budget includes a projected unrestricted operational revenue amount of $66,065. Although the projected total for FY 2024 is $446,574, when factoring in the carryover and projected unrestricted operational revenue amounts, the actual budget request for FY 2024 totals $350,000.00 from the parent company. This represents ten (10) months of operation, March to December 2024.

A preliminary agency budget, involving input from all program leaders, has been drafted, and the requested amount has been appropriately allocated for transfer to the Foundation in the upcoming fiscal year. Additionally, the staff has prepared a budget presentation that outlines areas of focus, anticipated challenges and opportunities, and goals for the approaching year. The presented budget signifies the Foundation's operational funding request and does not encompass the fundraising goals for the upcoming year.

Community Action Partnership of Kern Foundation			
Budget Summary			
FY 2024 (01/01/2024 to 12/31/2024)			
		FY 2023	**FY 2024** *Proposed*
REVENUE			
4230	Unrestricted Operational Revenue	-	66,065
4990	Net Assets Released from Restriction (CAPK)		
	Transfer from CAPK to Foundation	408,080	380,509
	Total Revenue	**408,080**	**446,574**
Budget Detail			
	Salaries	157,156	199,565
	Benefits	48,718	64,865
	Travel	24,750	10,000
	Space Costs	3,500	2,981
	Supplies	8,800	18,850
	Consultant/Contract Services	30,307	6,000
	Other Operating Costs	104,350	103,715
	Administrative Indirect	30,499	40,598
	Total Expenditures	408,080	446,574

FY 2023 Budget		$ 417,839
(a) As of 10/31/2023 - BTA Remaining Balance		**$ 133,000**
Average Expense per Month		$ 25,000
(b) Projected Expense Nov to Dec 2023		$ 50,000
(c) Projected Expense Jan and Feb 2024		$ 50,000
Projected Carry-over Total (a less b and c) to FY 2024		**$ 33,000**
FY 2024 Projected Unrestricted Operational Revenue		**66,065**
FY 2023 Carry-Over		$ 33,000
FY 2024 - Budget Total		$ 446,574
FY 2024 - Budget Total (includes carry-over)		$ 413,574
FY 2024 - Budget Total (includes carry-over and Unrestricted Operational Revenue)		**$ 347,509**
FY 2024 - BUDGET REQUEST TOTAL (rounded)		**$ 350,000**

Recommendation:

Staff recommends the Board of Directors approve the Fiscal Year 2024 budget covering the period from January 1, 2024, to December 31, 2024, for the Community Action Partnership of Kern Foundation. The proposed budget amounts to $350,000, encompassing ongoing annual operational budget support for the CAPK Foundation, with a focus on continuous evaluation.

Attachments:
FY 2024 Budget Summary
Budget Development Presentation – CAPK Foundation

Community Action Partnership of Kern Foundation			
Budget Summary			
FY 2024 (01/01/2024 to 12/31/2024)			
		FY 2023	**FY 2024** *Proposed*
REVENUE			
4230	Unrestricted Operational Revenue	-	66,065
4990	Net Assets Released from Restriction (CAPK)		
	Transfer from CAPK to Foundation	408,080	380,509
	Total Revenue	**408,080**	**446,574**
Budget Detail			
	Salaries	157,156	199,565
	Benefits	48,718	64,865
	Travel	24,750	10,000
	Space Costs	3,500	2,981
	Supplies	8,800	18,850
	Consultant/Contract Services	30,307	6,000
	Other Operating Costs	104,350	103,715
	Administrative Indirect	30,499	40,598
	Total Expenditures	408,080	446,574

FY 2023 Budget		$ 417,839
(a) As of 10/31/2023 - BTA Remaining Balance		**$ 133,000**
Average Expense per Month		$ 25,000
(b) Projected Expense Nov to Dec 2023		$ 50,000
(c) Projected Expense Jan and Feb 2024		$ 50,000
Projected Carry-over Total (a less b and c) to FY 2024		**$ 33,000**
FY 2024 Projected Unrestricted Operational Revenue		**66,065**
FY 2023 Carry-Over		$ 33,000
FY 2024 - Budget Total		$ 446,574
FY 2024 - Budget Total (includes carry-over)		$ 413,574
FY 2024 - Budget Total (includes carry-over and Unrestricted Operational Revenue)		**$ 347,509**
FY 2024 - BUDGET REQUEST TOTAL (rounded)		**$ 350,000**

CAPK Foundation 601: 2024-25 Budget Development

PRESENTED BY: CATHERINE ANSPACH

DIRECTOR OF DEVELOPMENT



Program Overview

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

It is the philanthropic catalyst that provides the essential tools and resources CAPK needs to transform communities into places where poverty is rare, homelessness is brief, the hungry are nourished, and children and families have an equal chance to reach their full potential.



Goals for 2024

Enforce standardized processes

- Internal Programs communication
- Finance workflow and process

Identify critical needs & funding gaps within each program

Increase Foundation awareness in the Community

- Increase traffic and engagement on website through storytelling
- Developing varied giving campaigns to engage donors

Engage Board Members

- Using their fundraising experience and/or connections in the community

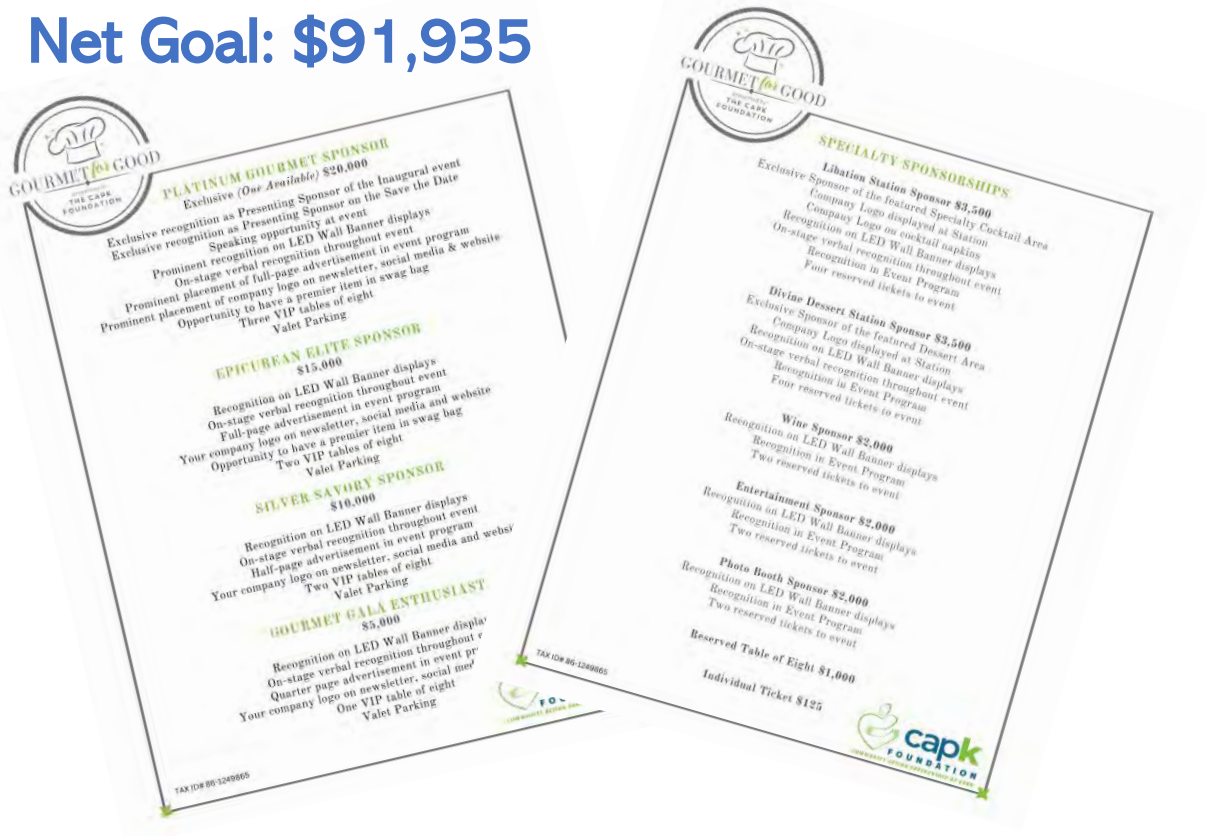
Expand & market varied sources of funding

- Annual Fund
- Grants and Sponsorship Proposals
- Online Giving

HOLD SIGNATURE FUNDRAISER

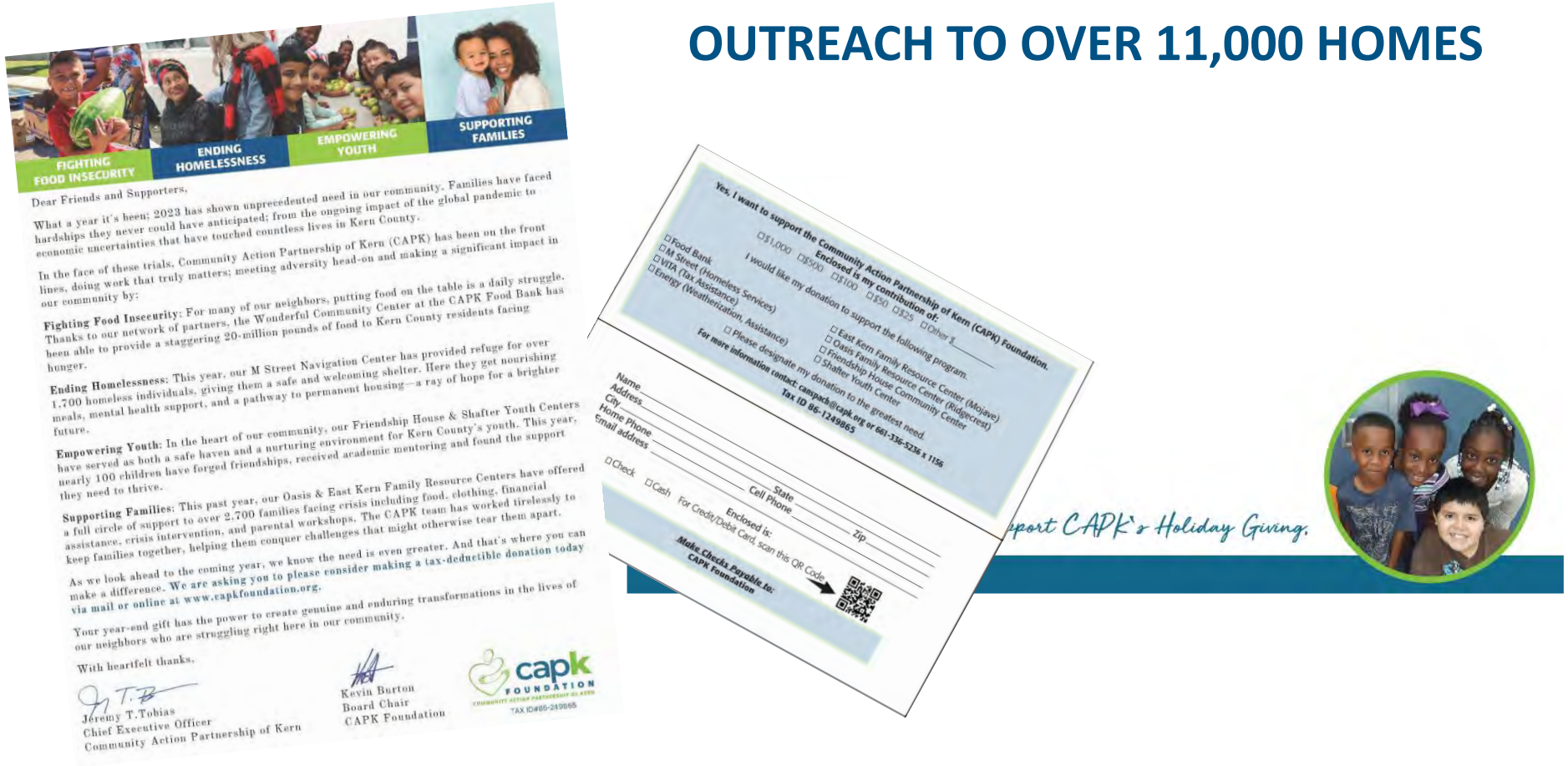
GOURMET for GOOD
presented by
THE CAPK FOUNDATION

Saturday, June 1, 2024
Estimated Attendance: 250 persons
Net Goal: $91,935



Increase Donor Base through Annual Appeal

OUTREACH TO OVER 11,000 HOMES





2024 Budget

- Budget Preparation
  - Carryover from FY 2023 to FY 2024
    - Based on BTA as of 10/31/2023 ($133,000) less the average expenditures ($25,000 x 4 months) for Nov to Dec 2023 and Jan to Feb 2024, totaling $100,000.
    - The Projected Budgeted for **FY 2024** totals $446,574 less CY 2023 carryover ($33,000) and projected unrestricted operational revenue ($66,065) to off-set expenses is approximately **$350,000** requested by the parent company, CAPK, for ten (10) months of operation.
- Staffing
  - Proposed adding Associate Director of Development 4th quarter 2024
  - This includes associated expenses (e.g., desktop and laptop, employee costs)
- Consultant Services*
  - Using Event Planner/Consultant to hold 2nd Fundraiser event diversifying audience
- Events and Campaigns
  - Signature Fundraiser
  - Program specific targeted campaigns and fundraisers



Opportunities and Challenges

- Opportunities
  - Continue to increase visibility of the CAPK Foundation as a connector to the parent organization
  - Promotion of various campaigns
  - Increase Donor Engagement and Cultivation
  - Researching alternative forms of funding sources
    - Endowment Planning and Development
    - Grants and proposals

- Challenges
  - Strengthen relationships with programs staff to achieve continuity in fundraising goals
  - Seeking continued sources of funding
    - Annual Fund
    - Giving Campaigns


capk
FOUNDATION

MEMORANDUM

To: Executive Committee

Vanessa C. Mendoza

From: Vanessa C. Mendoza, Grant Administrator

Date: December 13, 2023

Subject: *Agenda Item 6c:* Bakersfield Kern Regional Homeless Collaborative's Homeless Housing Assistance and Prevention Program (HHAP 3 & 4) – **Action Item**

The Bakersfield Kern Regional Homeless Collaborative (BKRHC) has announced the fourth round of one-time funding under the Homeless Housing Assistance and Prevention Program (HHAP 3 and 4). The funds will be used to address homelessness in Kern County.

The BKRHC is now issuing a Request for Proposals (RFP) to identify and select organizations to implement the designated activities. Our East Kern Family Resource Center is requesting permission to re-apply to sustain the services established through HHAP 3 funding awarded earlier this year.

HHAP 3 funding will be expended by December of 2024. Fifty percent (50%) of HHAP 3 and HHAP 4 funding must be spent by May 31, 2025, and 100% must be spent by June 30, 2027.

The East Kern Family Resource Center (EKFRC) established a Rural Drop-in Center with HHAP 3 funding. The center provide hands on support with collecting a birth certification/identification card (driving individuals to the Department of Motor Vehicle or Hall of Records); provide linkages to the Volunteer Income Tax Assistance, Energy; and conducts community/street outreach to increase awareness and utilization of our services. Continuing this layered approach will enable a more comprehensive model, addressing diverse needs and maximizing the benefits across multiple dimensions of community support.

Reapplying for $300,000 would ensure continuity and enable expansion, introducing new services like laundry facilities. In addition to a washer and dryer, the additional funds would address gaps in funding for clothing, hygiene kits, and food. The new grant would also sustain personnel and fringe benefits costs, that are currently applied to the HHAP 3 contract.

Recommendation:

Staff recommends the Board of Directors approve the submission of The Bakersfield Kern Regional Homeless Collaborative's Homeless Housing Assistance and Prevention Program FY 2024-27 for CAPK's Rural Drop-in Center in East Kern.

MEMORANDUM

To: Executive Committee

From: Susana Magana, Director Health & Nutrition Services

Date: December 13, 2023

Subject: *Agenda Item 6d:* Registered Dietitian Job Description – **Action Item**

Background
CAPK WIC program provides supplemental food benefits and nutrition education for Women, Infants, and Children (WIC). The WIC contract requires that several components of the program have oversight from a Registered Dietitian. The WIC program has been recruiting a Registered Dietitian as a requirement of the WIC Program Manager position for over two years without success.

There are two major reasons for this. The first reason is a lack of Registered Dietitians in the state creating a very limited and competitive market and second, the CAPK WIC program cannot compete with the range of salaries that hospitals and clinics can offer. The program currently maintains compliance with State WIC regulations, as the program has three registered dietitians on staff. However, two out of the three Registered Dietitians will be retiring in the next few weeks.

Current Events
Staff has identified an option to address the inability to hire full-time Registered Dietitians by replicating what other WIC contractors are doing throughout the state, by employing per diem Registered Dietitians. In other words, the Registered Dietitians are independent contractors that can be used not only in the WIC program, but by other CAPK programs such as the Central Kitchen that may have a need for Registered Dietitian services from time to time or on a less than FT basis. HR has reviewed the Registered Dietitian job description and has graded the position a salary grade of 10. Recruitment for this position will start once the funding within the WIC contract is determined. The financial impact is still undetermined as this position will be reviewed with our state consultant to determine adding this position to the program roster.

Recommendation:
Staff recommends that the Executive Committee of the Board of Directors approve the per diem/hourly Registered Dietitian job description.

Attachment:
Registered Dietitian (WIC) Job Description

Registered Dietitian-WIC

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: **FLSA Status:** Per Diem **Date Approved:**

SUMMARY:
Under supervision of the WIC Program Administrator, responsible for counseling of clients needing higher levels of nutritional intervention; participate in management activities of the Program; and do related work as required. This per diem position.

SUPERVISION RECEIVED:
Receives direct supervision from WIC 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

A. Essential Job Specific Duties:
1. Determine WIC program eligibility through use of WIC Management Information System (WIC MIS)
2. Provide direct client services to those in need of higher levels of nutritional intervention.
3. Create individualized nutrition education plans for participants, including those at high nutritional risk, and electronically document summaries of appointments.
4. Oversight of individualized nutrition education plans for participants, including those at high nutritional risk, prepared by other WIC staff.
5. Provide nutrition education to WIC participants, including those at high nutritional risk, in group and individual settings using adult learning theories.
6. Prescribe and issue appropriate WIC food packages to participants.
7. Provide counseling and support to breast-feeding mothers.
8. Assist with the development of WIC classes, outreach lesson plans and materials.
9. Travel between work locations and occasionally travel outside of agency service area to attend regional and statewide meetings.
10. Complete other duties as assigned.

B. Other Job Specific Duties:
1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains a safe and functional work environment.
3. Works alternative hours as required, including nights and weekends.
4. Is proactive in the effort to recruit and enroll families that qualify for WIC program.
5. Performs any other like 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 state, federal, and local laws, codes, and regulations.
Departmental policies and procedures.
Current problems of socially and economically challenged families.
Modern office practices, methods, procedures, and equipment, including computers.
Word processing, spreadsheet, general ledger database, and related software applications.

Ability to:

Plan, organize, and allocate resources.
Work independently.
Prepare clear and concise reports.
Exercise sound, independent judgment within general policy guidelines.
Provide guidance and interpret and explain policies and procedures.
Analyze problems and identify alternative solutions.
Communicate effectively, verbally and in writing.
Work with accuracy and attention to detail.
Effectively organize and prioritize assigned work.
Establish and maintain effective working relationships with other people.
Maintain strict confidentiality of participant, employee, and agency records.

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 Nutrition, Dietetics or related field from an accredited college or university.
- Current valid registration with the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics.
- Three (3) years counseling experience in a paid or volunteer setting.

OTHER REQUIREMENTS:

- Must have strong effective communication skills.
- Public speaking experience.
- 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 a physical, substance abuse screening, and TB screening upon offer of employment.
- Bilingual language fluency (English/Spanish) desirable
- Experience with low income multicultural and multilingual populations
- Knowledge of normal therapeutic and community nutrition with emphasis on maternal, infant and child needs, health promotion and disease prevention and breast-feeding benefits, physiology and procedures.

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 moderately 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 Program Administrator - Energy			
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			x		

MEMORANDUM

To: Executive Committee

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

Date: December 13, 2023

Subject: *Agenda Item 6e:* Head Start
Budget to Actual Report for the Period Ended October 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 October 31, 2023. Eight months (66.7%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are 53% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 100% of the budget.

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

The non-Federal share is at 74% 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 - October 31, 2023
Month 08 of 12 (66.7%)

Prepared 12/01/2023

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,474,074	4,804,566	5,669,508	46%	54%
FRINGE BENEFITS	4,056,398	1,300,077	2,756,321	32%	68%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	744,041	685,329	58,712	92%	8%
CONTRACTUAL	131,568	157,789	(26,221)	120%	-20%
CONSTRUCTION	-	-	-		
OTHER	2,707,283	2,782,969	(75,686)	103%	-3%
INDIRECT	1,754,646	866,900	887,746	49%	51%
TOTAL BASE FUNDING	**19,868,010**	**10,597,632**	**9,270,378**	**53%**	**47%**

TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	41,904	31,436	10,468	75%	25%
SUPPLIES	23,986	11,743	12,243	49%	51%
CONTRACTUAL	22,800	14,742	8,058	65%	35%
OTHER	72,752	101,319	(28,567)	139%	-39%
INDIRECT	16,144	18,346	(2,202)	114%	-14%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**177,586**	**(0)**	**100%**	**0%**

CARRYOVER					
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER		-	-		
OTHER - CARES	-	-	-		
INDIRECT	-	-	-		
TOTAL CARRYOVER	**-**	**-**	**-**		

GRAND TOTAL HS FEDERAL FUNDS	**20,045,596**	**10,775,218**	**9,270,378**	**54%**	**46%**

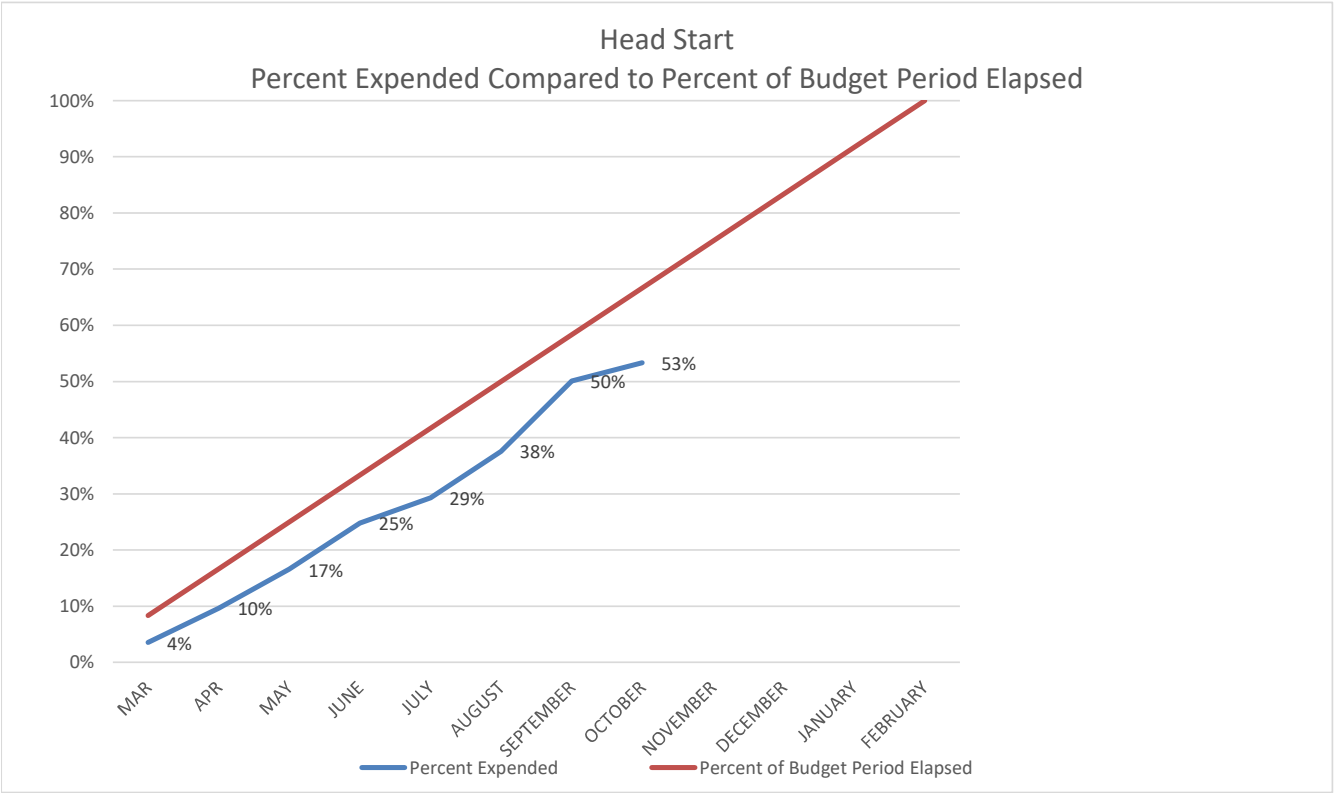
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,958,398	2,264,145	(305,747)	116%	-16%
CALIF DEPT OF ED	11,131,398	7,438,423	3,692,975	67%	33%
TOTAL NON-FEDERAL	**13,089,796**	**9,702,568**	**3,387,228**	**74%**	**26%**

Budget reflects Notice of Award #09CH011132-05-01
Actual expenditures include posted expenditures and estimated adjustments through 10/31/2023
Administrative Cost for HS and EHS Combined **5.0%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	74,463	-	-	-	**74,463**	11/1/2023
Lowe's	69,426	4,827	-	-	**74,253**	11/6/2023
Smart & Final	1,649	67	-		**1,716**	11/1/2023
Save Mart	1,258	(46)	-	-	**1,212**	10/22/2023
Chevron & Texaco Business Card	11,199	-	-	-	**11,199**	11/6/2023
Home Depot	21,981	1,356	1,056	-	**24,392**	11/5/2023
	179,975	**-**	**1,056**	**-**	**187,235**	


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%
29%
38%
50%
53%
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: December 13, 2023

Subject: *Agenda Item 6e:* Early Head Start
Budget to Actual Report for the Period Ended October 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 October 31, 2023. Eight months (66.7%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are 52% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 62% 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 - October 31, 2023
Month 08 of 12 (66.7%)

Prepared 12/01/2023

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,862,428	4,940,362	4,922,066	50%	50%
FRINGE BENEFITS	2,829,887	1,385,276	1,444,611	49%	51%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	1,205,123	468,852	736,271	39%	61%
CONTRACTUAL	1,057,942	459,782	598,160	43%	57%
CONSTRUCTION	-	-	-		
OTHER	2,171,939	1,723,883	448,056	79%	21%
INDIRECT	1,666,021	843,305	822,716	51%	49%
TOTAL BASE FUNDING	**18,793,340**	**9,821,460**	**8,971,880**	**52%**	**48%**

TRAINING & TECHNICAL ASSISTANCE

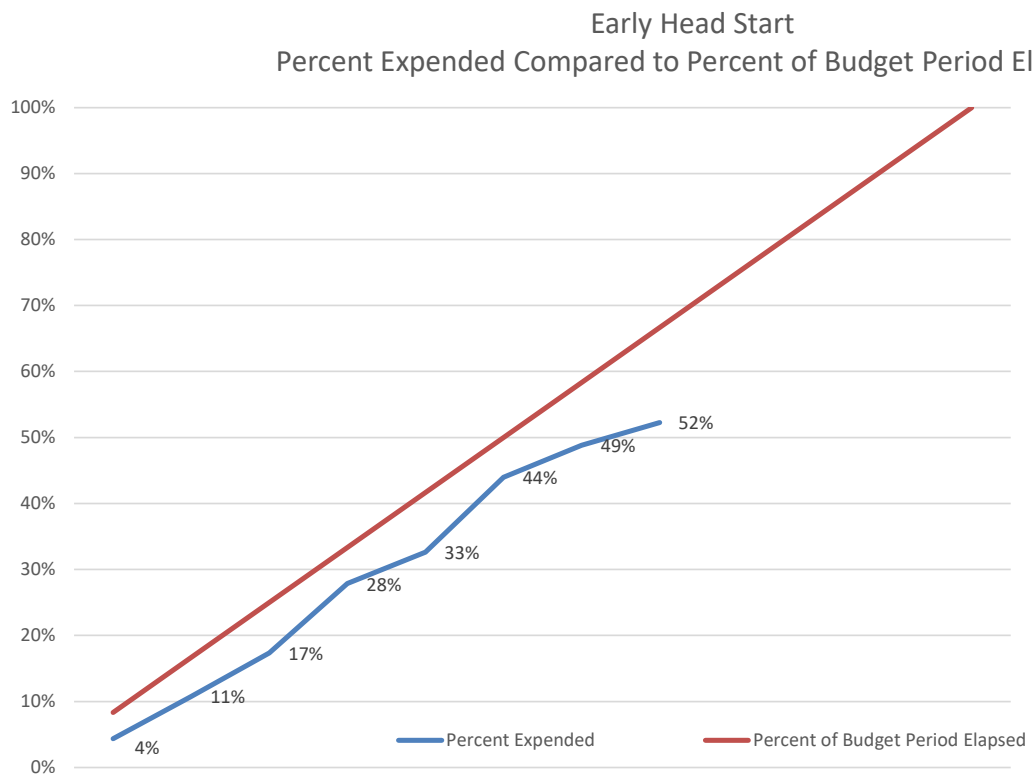
PERSONNEL	-	(6,165)	6,165		
FRINGE BENEFITS	-	(472)	472		
TRAVEL	44,192	46,378	(2,186)	105%	-5%
SUPPLIES	30,013	20,599	9,414	69%	31%
CONTRACTUAL	26,080	15,983	10,097	61%	39%
OTHER	212,393	117,240	95,153	55%	45%
INDIRECT	31,268	18,740	12,528	60%	40%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**212,305**	**131,641**	**62%**	**38%**

CARRYOVER

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

GRAND TOTAL EHS FEDERAL FUNDS	**19,137,286**	**10,033,764**	**9,103,522**	**52%**	**48%**

Budget reflects Notice of Award #09CH011132-05-01
Actual expenditures include posted expenditures and estimated adjustments through 10/31/2023


Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
4%
11%
17%
28%
33%
44%
49%
52%
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 October **31, 2023** (Month 8 of 12)

Percent of budget period elapsed: 66.7%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	12,893	7,852	2,921	0	0	4,558	10,079	11,828	50,131	Kern	39,812	126%
Alicante	20	10,979	8,866	11,664	6,824	3,926	6,449	187	8,588	57,482	Kern	19,906	289%
Angela Martinez	60	8,111	9,756	13,679	11,828	8,960	9,410	9,036	13,238	84,017	Kern	59,718	141%
Broadway	40	5,844	8,572	3,952	0	0	1,351	4,239	7,423	31,382	Kern	39,812	79%
California City	20	3,962	3,239	1,327	0	0	0	193	5,964	14,685	Kern	19,906	74%
Cleo Foran	23	6,400	5,152	6,764	7,199	3,143	2,508	2,418	1,635	35,219	Kern	22,892	154%
Delano	76	21,579	21,523	10,293	0	0	7,807	15,038	20,443	96,683	Kern	75,643	128%
East California	52	6,966	7,633	16,447	10,427	6,476	8,440	8,880	8,979	74,248	Kern	51,756	143%
Fairfax	39	14,513	14,443	10,955	0	0	2,204	6,896	8,166	57,179	Kern	38,817	147%
Fairview	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
Harvey L. Hall	140	15,666	14,424	13,787	14,253	12,771	14,647	12,227	9,645	107,420	Kern	139,343	77%
Heritage	20	6,419	4,447	3,094	0	0	1,064	3,271	3,535	21,829	Kern	19,906	110%
Home Base	152	13,671	16,943	9,226	7,798	7,589	11,617	8,332	170	75,345	Kern	75,643	100%
Lamont	20	6,800	7,113	3,715	0	0	3,913	7,017	8,222	36,781	Kern	19,906	185%
Martha J. Morgan	71	18,212	18,278	16,892	13,241	10,398	10,880	12,244	10,201	110,345	Kern	70,667	156%
McFarland	20	18,674	14,207	11,433	0	0	2,580	8,259	9,590	64,743	Kern	19,906	325%
Mojave	20	2,344	954	100	0	0	1,065	66	2,927	7,457	Kern	19,906	37%
Oasis	45	14,048	12,295	9,215	0	0	653	9,096	7,828	53,135	Kern	44,789	119%
Pete H. Parra	128	28,157	26,760	31,534	19,623	17,803	24,504	20,316	21,700	190,397	Kern	127,399	149%
Planz	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
Primeros Pasos	76	16,591	28,746	32,941	27,910	15,112	19,420	23,790	543	165,055	Kern	75,643	218%
Rosamond	60	4,136	4,253	1,942	0	0	661	4,020	166	15,177	Kern	59,718	25%
San Diego	32	7,732	6,487	4,299	2,942	4,354	4,117	5,030	158	35,120	Kern	31,850	110%
Seibert	20	2,192	2,325	1,186	0	0	392	2,861	272	9,227	Kern	19,906	46%
Shafter	20	5,245	3,951	2,855	4,498	1,177	2,175	3,176	196	23,273	Kern	19,906	117%
Shafter HS/EHS	24	3,739	1,701	2,203	2,665	3,715	3,980	4,281	153	22,438	Kern	23,887	94%
Sterling	124	17,632	14,182	16,513	14,791	16,049	18,751	16,583	0	114,502	Kern	123,418	93%
Stockdale Head Start	60									0			
Sunrise Villa	20	2,987	4,203	1,784	0	0	656	2,918	362	12,911	Kern	19,906	65%
Taft	60	8,550	8,852	6,946	0	0	511	2,640	0	27,500	Kern	59,718	46%
Tehachapi	34	1,671	2,593	77	0	0	0	537	0	4,879	Kern	33,840	14%
Vineland	20	2,263	2,062	1,834	0	0	828	836	0	7,823	Kern	19,906	39%
Virginia	20	9,620	10,265	12,432	0	0	4,897	12,432	153	49,799	Kern	19,906	250%
Wesley	60	21,461	17,008	14,220	0	0	3,919	3,320	0	59,928	Kern	59,718	100%
Willow	40	10,607	9,946	6,779	0	0	2,984	5,665	0	35,981	Kern	39,812	90%
Administrative Services		0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	0	0	0	0			
Governance		485	363	394	15	39	144	23	35	1,498	Kern	15,000	10%
Program Services		13,559	8,991	8,585	11,830	7,588	5,146	7,283	382	63,365	Kern/SJC	74,265	85%
California Street	24	5,829	6,641	6,121	4,730	4,028	6,606	7,050	6,427	47,432	SJC	39,646	120%
Chrisman	16	4,794	4,540	2,987	946	0	0	0	0	13,267	SJC	26,431	50%
Gianone	0	0	0	0	0	0	682	494	226	1,402	SJC	0	0%
Kennedy	16	1,373	2,054	1,184	1,415	2,784	3,215	964	3,158	16,147	SJC	26,431	61%
Lodi Home Base	30	8,307	13,348	14,790	11,503	10,327	13,084	1,265	7,299	79,924	SJC	24,779	323%
Lodi UCC	30	6,058	6,624	5,855	5,632	6,573	6,682	45	7,057	44,526	SJC	49,558	90%
Manteca Home Base	11	7,143	5,740	6,477	4,518	7,040	5,900	1,622	1,860	40,300	SJC	9,086	444%
Marci Massei	24	1,924	2,680	2,838	2,834	3,187	3,315	673	1,923	19,375	SJC	39,646	49%
St. Mary's	24	4,791	3,369	3,162	6,541	4,107	6,003	7,227	6,535	41,736	SJC	39,646	105%
Stockton Home Base	78	9,353	11,386	11,847	13,688	11,139	15,010	8,415	10,042	90,880	SJC	64,425	141%
Tracy Home Base	12	6,099	4,634	4,532	3,758	3,040	0	0	0	22,062	SJC	9,912	223%
Walnut	24	3,586	3,040	3,039	4,162	5,619	5,756	3,559	1,381	30,143	SJC	39,646	76%
SUBTOTAL IN-KIND	**1,945**	**402,967**	**392,442**	**354,822**	**215,570**	**176,946**	**248,486**	**264,504**	**208,409**	**2,264,145**	**0**	**1,971,337**	**115%**
											x		
State General Child Care*		273,064	254,458	266,636	260,460	203,319	238,128	216,189	237,647	1,949,901	Kern	3,297,554	59%
State Preschool*		623,046	525,600	542,386	315,917	171,560	375,128	454,961	588,144	3,596,742	Kern	6,413,658	56%
State Migrant Child Care*		5,212	7,596	7,442	3,941	907	2,551	3,373	4,053	35,074	Kern	0	0%
SUBTOTAL CA DEPT of ED		**901,323**	**787,654**	**816,465**	**580,318**	**375,785**	**615,807**	**674,523**	**829,843**	**5,581,718**		**9,711,212**	**57%**
											x		
State General Child Care*		96,972	128,349	139,529	128,466	109,071	159,715	163,431	185,856	1,111,390	SJC	1,175,152	**95%**
SUBTOTAL CA DEPT of ED		**96,972**	**128,349**	**139,529**	**128,466**	**109,071**	**159,715**	**163,431**	**185,856**	**1,111,390**		**1,175,152**	**95%**
GRAND TOTAL		**1,401,262**	**1,308,445**	**1,310,816**	**924,354**	**661,802**	**1,024,008**	**1,102,458**	**1,224,108**	**8,957,253**		**12,857,701**	**70%**
										745,315			
										9,702,568			

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 October 31, 2023 (Month 8 of 12)

Percent of year elapsed: 66.7%

LOCATION	FUNDED ENROLL-MENT	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	2,332	2,225	2,631	2,925	1,738	2,120	339	439	14,750	103,398	14%
Kern Community College District - BC	32	27,579	13,672	20,450	23,702	22,049	23,849	24,011	23,599	178,911	137,864	130%
KCSOS - Blanton	16	33,685	6,355	8,469	37,414	13,482	29,774	108,940	50,000	288,119	68,932	418%
Garden Pathways	11	0	166	0	0	0	0	0	0	166	47,391	0%
Taft College	42	49,928	44,682	45,507	38,442	18,116	23,296	21,039	22,304	263,314	180,947	146%
Escuelita Hernandez	16	57	0	0	0	0	0	0	0	57	68,932	0%
TBD	11	0	0	0	0	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0	0	0		
GRAND TOTAL	**152**	**113,580**	**67,100**	**77,056**	**102,484**	**55,385**	**79,039**	**153,990**	**95,903**	**745,315**	**654,854**	**114%**

Budget reflects Notice of Award #09CH011132-05-01

Helping People. . . Changing Lives.

COMMUNITY ACTION PARTNERSHIP OF KERN

EXECUTIVE COMMITTEE

DECEMBER 13, 2023

FINANCIAL REPORT

TABLE OF CONTENTS

SECTION		Pages (s)
A.	Schedule of Programs for the period March 1, 2023 through February 28, 2024	A1 - A6
B.	Functional Classification by Fund	B1 - B3
C.	Line of Credit Summary	C1
D.	- Cash Summary as of November 30, 2023	D1
	- Bank Reconciliations	D2 - D9
E.	Wells Fargo Visa Summary and Statements	E1 - E25
F.	Central Kitchen Budget to Actual November 30, 2023	F1
G.	State Department of Education Contract - Earned Revenue	G1 - G2
H.	Finance Division Monthly Report	H1
I.	Financial Statements as of February 28, 2023	I1
J.	Financial Statements as of November 30, 2023	J1
K.	Agency-wide Budget to Actual as of November 30, 2023	K1 - K7
L.	Indirect Fund Budget To Actual as of November 30, 2023	L1 - L7

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

A1

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

A2

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

A3

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

A4

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

A5

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

A6

PREPARED 4/28/2023
SCHPRGM

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				
07/31/23	n/a				
08/31/23	n/a				
09/30/23	n/a				
10/31/23	$ 350,000	$ 350,000	42	$ 3,741.83	9.17000%

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	$ 718.75	8.90%
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 OCTOBER 31, 2023

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(192,770.85)
HEAD START/EARLY HEAD START	2,524,690.74
SUBTOTAL	**2,331,919.89**
GENERAL CHILD CARE	(447,813.89)
MIGRANT A/P	(4,587,121.64)
Child Development Reserve Fund No. 1	183,697.57
Child Development Reserve Fund No. 2	(7,962.35)
MIGRANT CHILD CARE	137,254.85
MIGRANT SPECIALIZED SERVICES	(7,576.88)
SAN JOAQUIN COE GENERAL CHILD CARE	(102,562.89)
STATE PRESCHOOL	4,534,094.94
SUBTOTAL	**(297,990.29)**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(159,657.07)
EF&S	14,315.78
EFAP	(335,341.67)
HUD CPF Food Bank Expansion	(216,182.94)
FEEDING AMERICA SERVICE INSIGHTS	46,595.96
FOOD BANK	(375,662.56)
FOOD BANK EXPANSION	(27,852.18)
FOOD BANK CAPACITY PROGRAM	329,253.92
FOOD BANK - STATE	(1,278,579.72)
SOUTHERN CA GAS COMPANY	88,203.25
WONDERFUL FOOD BANK EXPANSION	1,395,122.41
WONDERFUL FOUNDATION	115,594.96
SUBTOTAL	**(404,189.86)**
ENERGY	(165,411.28)
LIHEAP	(1,886,982.74)
LIWHAP	(81,556.77)
PG&E	17,359.01
TRANSFER NEGATIVE BALANCE	2,116,591.78
SUBTOTAL	**0.00**
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	**0.00**
211	483,161.41
ARG III - Warm Handoff	(11.20)
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(51,294.09)
KCCD CERF REGIONAL CONVENOR	(30,783.06)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(33,551.85)
BKHRC Homeless Incentive Program	(25,737.36)
CALAIM HOMELESS PREVENTION SERVICES	145,622.00
CAL FRESH	(14,177.79)
CALEITC	(10,717.54)
CAPK FOUNDATION	(35,209.11)
Child Care Facilities	249,637.00
COST POOLS	46,375.08
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	63,836.18
CSBG	24,721.14
CSBG - DISCRETIONARY	0.00
DIFFERENTIAL RESPONSE	(454.60)
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	1,837,806.08
EAST KERN FAMILY RESOURCE CENTER	34,376.66
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(117,789.44)
ESG COORDINATED ENTRY SERVICE - COVID19	(1,865.94)
ASTHO VACCINE EQUITY	(43,902.13)
CITY OF BAKERSFIELD CAL VIP	(5,414.54)
FIRST 5 KERN 211	(29,594.98)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(20,205.24)
FIRST 5 HELP ME GROW	(14,013.60)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(41,593.34)
FRIENDSHIP HOUSE	30,533.11
City of Bakersfield - FHCC Sports Field	(198,820.00)
FUNDRAISING	275,059.44
GENERAL FUND	4,013.31
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	0.01
HOME VISIT INITIATIVE (CO OF KERN)	(313,996.55)
HUD-COORDINATED ENTRY SYSTEM	(42,221.98)
Kaiser	85,826.39
INDIRECT FUND	2,094,098.61
IRS - VITA	10,838.13
TAX ASSISTANCE	11,279.05
M ST NAVIGATION CENTER	34,057.30
NEOPB CAL FRESH HEALTHY LIVING	(306,286.59)
POSITIVE YOUTH DEV SVC	(9,871.06)
POSITIVE YOUTH M	(49,877.79)
SHAFTER YOUTH CENTER	88,949.18
OASIS FAMILY RESOURCE CENTER	15,857.81
SIERRA FOUNDATION - ASTHMA MITIGATION	(39,703.72)
UNITED WAY 211	981.55
UW STANISLAUS CES	(55.00)
WELLS FARGO FOUNDATION	46,933.12
WIC	(788,237.16)
LESS: ENERGY NEGATIVE BALANCE	(2,116,591.78)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**1,243,033.82**
TOTAL OPERATING CASH	2,872,773.56

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

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

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

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

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

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

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

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

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

BANK RECONCILIATION FOR THE MONTH ENDED
October 31, 2023

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 10/31/23		3,275,734.49
LESS: OUTSTANDING CHECKS	510,976.82	
ADJUSTED BANK BALANCE AT 10/31/23		2,764,757.67
GENERAL LEDGER BALANCE AT 09/30/23		4,354,650.14
ADD: DEPOSITS	2,461,959.24	
US TREAS DRAWDOWNS	3,861,392.28	
FUNDS FROM OTHER GRANTS	1,741,526.36	
TRANSFERS FROM RESTRICTED ACCOUNTS	350,000.00	
ADP /HEALTH EQUITY REFUND	512.35	
REIMBURSEMENT OF ALTERED PAYEE	639.47	
LESS: CHECKS	2,022,999.06	
ADP PAYROLL 10/06/23	1,742,312.01	
ADP PAYROLL 10/20/23	1,753,736.61	
EFTS FOR HRA/HSA/ STD/403B	245,685.14	
REC LOAN PRINCIPAL/INT EXPENSES	23,790.70	
TRANSFERS FROM RESTRICTED ACCOUNTS	-	
CREDIT CARD	22,902.55	
BANK FEES	718.75	
ACH VOUCHERS	4,193,777.35	
GENERAL LEDGER BALANCE AT 10/31/23		2,764,757.67
	DIFFERENCE:	(0.00)

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 11/06/2023

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 11/06/2023

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2023

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**10/31/23**		**954,693.74**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**10/31/23**		**954,693.74**

BALANCE PER G/L	**09/30/23**		**953,818.45**
ADD: DEPOSITS		0.00	
INTEREST		875.29	
ROUNDING ERROR		0.00	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**10/31/23**		**954,693.74**

DIFFERENCE: 0.00

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

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 11/03/23

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 11/03/2023

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2023

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**10/31/23**		**16,806.00**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**10/31/23**		**16,806.00**

BALANCE PER G/L	**09/30/23**		**16,790.59**
ADD: DEPOSITS		0.00	
INTEREST		15.41	
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	**10/31/23**		**16,806.00**

** 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: 11/03/23

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 11/03/2023

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2023

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**10/31/23**		**21,133.89**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**10/31/23**		**21,133.89**
BALANCE PER GENERAL LEDGER	**09/30/23**		**21,131.96**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
ONLINE DONATIONS		0.00	
PAYPAL DEPOSIT		0.00	
INTEREST		19.38	
LESS: APPLIED MERCHANT DEBITS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		17.45	
BANKCARD FEES		0.00	
CASH CONCENTRATION FEE		0.00	
FUND TRANSFER TO GENERAL FUND		0.00	
		0.00	
BALANCE PER GENERAL LEDGER:	**10/31/23**		**21,133.89**

** 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: 11/03/23

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 11/03/2023

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2023

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	**10/31/23**		**7,566.03**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**10/31/23**		**7,566.03**

BALANCE PER G/L	**09/30/23**		**7,559.09**
ADD: DEPOSITS		0.00	
INTEREST		6.94	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**10/31/23**		**7,566.03**

DIFFERENCE: 0.00

PREPARED BY: N. IBARRA TITLE: Accountant DATE: 11/03/23

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 11/03/2023

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2023

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	**10/31/23**		**97,165.29**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**10/31/23**		**97,165.29**
BALANCE PER G/L	**09/30/23**		**97,076.21**
ADD: DEPOSITS		0.00	
INTEREST		89.08	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**10/31/23**		**97,165.29**
		DIFFERENCE:	0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 11/03/23

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 11/03/2023

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

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Catherine Anspach	Foundation Director of Development	13,684.44
Gloria Barbero	Administrator - EHS San Joaquin	1,152.76
Yolanda Gonzales	Director of Head Start/State Child Development Programs	6,835.91
Freddy Hernandez	Director of Youth and Community Services	5,993.58
Louis Gill	Chief Program Officer	538.72
Lisa McGranahan	Director of Human Resources	1,593.34
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	2,748.41
Pritika Ram	Chief Business Development Officer	9,257.95
Jeremy Tobias	Chief Executive Officer	9,010.16
Emilio Wagner	Director of Operations	5,165.35
Tracy Webster	Chief Financial Officer	128.11
Rebecca Moreno	Director of Housing Support Services	9,716.97
Susana Magana	Director of Nutrition Services	8,457.02
	Total	$ 74,282.72

WELLS FARGO

Reporting Period : 9/30/2023 - 10/31/2023

Statement Summary

Name	Capk Ap	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	**Currency**	US Dollar
Reporting Period	9/30/2023 - 10/31/2023		

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 : 9/30/2023 - 10/31/2023

Statement Summary

Name	Catherine Anspach	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-1647	**Currency**	US Dollar
Reporting Period	9/30/2023 - 10/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/4/2023	10/5/2023	Sq *aguas Karen Bakersfield, CA				346.40
	Drinks/refreshments for the Food Bank Ribbon Cutting.						
2	10/20/2023	10/23/2023	Hyatt Rgncy Grnd Cypress 4072391234, FL				605.26
	Deposit for hotel room for QGiv Conference in January 2024. Two rooms. One for Catherine Anspach and one for Lara Popkin.						
3	10/25/2023	10/26/2023	Walmart.Com 800-966-6546, AR				-106.09
	Bikes for the youth centers sponsored by the Wonderful Company. Was refunded for an out-of-stock bike.						
4	10/26/2023	10/27/2023	Walmart.Com 800-966-6546, AR				4,899.40
	Bikes for the youth centers (Friendship House and Shafter Youth Center) sponsored by the Wonderful Company.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	10/27/2023	10/30/2023	Clothingisland.Com 181-896-8536, CA				2,000.00
	Deposit payment for winter coats for HeadStart. Sponsored by CRC, Chevron and Aera.						
6	10/30/2023	10/31/2023	Clothingisland.Com 181-896-8536, CA				5,939.47
	Payment for winter coats for HeadStart. Sponsored by CRC, Chevron and Aera.						

Transaction Count: 6

Total: 13,684.44

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 9/30/2023 - 10/31/2023

Statement Summary

Name	Gloria Barbero	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7058	**Currency**	US Dollar
Reporting Period	9/30/2023 - 10/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/6/2023	10/9/2023	United 800-932-2732, TX				514.03
	Travel ticket for Rashi Strother to attend the National Association for the Education of Young Children (NAEYC) Conference in Nashville.						
2	10/6/2023	10/9/2023	United 800-932-2732, TX				514.03
	Travel ticket for Gloria Barbero to attend the National Association for the Education of Young Children (NAEYC) Conference in Nashville.						
3	10/23/2023	10/24/2023	A-B-Cpr & First Aid Abcpr.Com, CA				65.00
	Childcare Preventative Healthcare Online Training for Site Supervisor.						
4	10/23/2023	10/24/2023	Cps Hr Consulting 916-2633600, CA				4.85
	Site Supervisor registration for the CCL Record Keeping Orientation.						
5	10/23/2023	10/24/2023	Cps Hr Consulting 916-2633600, CA				54.85
	Site Supervisor registration for the CCL childcare center Application Online Orientation.						

Transaction Count: 5

Total: 1,152.76

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 9/30/2023 - 10/31/2023

Statement Summary

Name	Yolanda Gonzales	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7009	**Currency**	US Dollar
Reporting Period	9/30/2023 - 10/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/4/2023	10/6/2023	United 800-932-2732, TX				676.33
	Travel-United Flight for NAEYC 2023 Annual Conf. Nashville, TN 11/15/23-11/18/23- Yolanda G.						
2	10/4/2023	10/6/2023	United 800-932-2732, TX				758.30
	Travel-United Flight for NAEYC 2023 Annual Conf. Nashville, TN 11/15/23-11/18/23- Maria Guidan						
3	10/4/2023	10/6/2023	United 800-932-2732, TX				710.98
	Travel-United Flight for NAEYC 2023 Annual Conf. Nashville, TN 11/15/23-11/18/23- Cynthia Rodriguez.						
4	10/28/2023	10/30/2023	Prince Hotels 808-9561111, HI				1,564.10
	Travel-Lodging for R9HSA Family Engagement & Cultural Effective Conf. 10/24/23-10/27/23- Sylvia Ortega.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	10/28/2023	10/30/2023	Prince Hotels Honolulu, HI				1,563.10
	Travel-Lodging for R9HSA Family Engagement & Cultural Effective Conf. 10/24/23-10/27/23- Elsa Navarrete.						
6	10/28/2023	10/30/2023	Prince Hotels Honolulu, HI				1,563.10
	Travel-Lodging for R9HSA Family Engagement & Cultural Effective Conf. 10/24/23-10/27/23- Yolanda Gonzales.						

Transaction Count: 6

Total: 6,835.91

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 9/30/2023 - 10/31/2023

Statement Summary

Name	Freddy Hernandez	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8850	**Currency**	US Dollar
Reporting Period	9/30/2023 - 10/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	9/29/2023	10/2/2023	Amway Grand Plaza Hote Grand Rapids, MI				655.50
	Lodging for Freddy Hernandez to attend the NASCSP 2023 Annual Training Conference Sept 24-29, 2023						
2	9/30/2023	10/2/2023	Shutterfly, Inc. 650-610-5200, CA				339.11
	Photo Posters for FHCC Fundraiser Event						
3	10/3/2023	10/4/2023	Walgreens #6756 800-289-2273, CA				467.59
	Photo Posters for FHCC Fundraiser Event						
4	10/3/2023	10/6/2023	Latino Tax Professionals 866-936-2587, CA				656.78
	Tax Instructor materials and guide						
5	10/4/2023	10/4/2023	Cde Foundation 866-259-0521, CA				445.00
	Registration for Cecelia Steward Conference STEAM Symposium 2024 February 9-10, 2024						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	10/12/2023	10/16/2023	Westin St. Francis 415-3977000, CA				1,486.41
	Lodging for Jacquelyn Guerra to attend the 2023 CalCAPA Conf in San Francisco, CA Nov 5-9, 2023						
7	10/12/2023	10/16/2023	Westin St. Francis 415-3977000, CA				1,486.41
	Lodging for Wilfredo Cruz to attend the 2023 CalCAPA Conf in San Francisco, CA Nov 5-9, 2023						
8	10/17/2023	10/18/2023	Eb 17th Annual Kern C 801-413-7200, CA				400.00
	Tickets for Energy staff to attend the 17th Annual Kern County Energy Summit in Bakersfield, CA November 15th.						
9	10/24/2023	10/25/2023	Adt Security Www.Adt.Com, FL				56.78
	East Kern security alarm charge						

Transaction Count: 9

Total: 5,993.58

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 9/30/2023 - 10/31/2023

Statement Summary

Name	Louis Gill	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6829	**Currency**	US Dollar
Reporting Period	9/30/2023 - 10/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	9/29/2023	10/2/2023	Community Action Partner 202-265-7546, DC				600.00
	CCAP Application Fee for Louis Gill						
2	10/3/2023	10/5/2023	Flame And Skewers 2 Bakersfield, CA				-203.09
	Lunch for the PRE Meeting on September 13, 2023 (ordered was canceled and refunded in full) replaced with West Coast Sourdough						
3	10/12/2023	10/13/2023	Urbane Cafe Bakersfiel Bakersfield, CA				141.81
	Lunch for the scheduled PRE Meeting 10/11/23. Due to lack of quorum the meeting had to be cancelled last minute.						

Transaction Count: 3

Total: 538.72

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 9/30/2023 - 10/31/2023

Statement Summary

Name	Lisa McGranahan	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	**Currency**	US Dollar
Reporting Period	9/30/2023 - 10/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/5/2023	10/6/2023	Urbane Cafe Bakersfiel Bakersfield, CA				222.40
	Urbane Cafe Bakersfield - Personnel Committee Meeting						
2	10/9/2023	10/10/2023	Trainhr Www.Trainhrle, CA				145.00
	TrainHRLearning - Training for Lisa						
3	10/10/2023	10/12/2023	Biometrics4all Inc 714-568-9888, CA				23.25
	Relay Fees for running New Hire Fingerprints Invoice Period 09/01/2023-09/30/2023 Invoice date 10/01/2023						
4	10/15/2023	10/17/2023	Safety Holdings 888-9472622, NM				1,202.69
	Samba Safety - Driving Monitoring Services						

Transaction Count: 4

Total: 1,593.34

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 9/30/2023 - 10/31/2023

Statement Summary

Name	Jerry Meade	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8086	**Currency**	US Dollar
Reporting Period	9/30/2023 - 10/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/10/2023	10/12/2023	Vons #1969 Bakersfield, CA				125.64
	Supplies for HVP Socialization Activity held on 10/10/23						
2	10/11/2023	10/13/2023	Hyatt Regency Long Beach 5624911234, CA				679.77
	Housing costs for Quality Assurance Specialist attending the 32nd Annual CACFP Conference						
3	10/11/2023	10/13/2023	Hyatt Regency Long Beach 5624911234, CA				679.77
	Housing costs for a Head Start Administrator attending the 32nd Annual CACFP Conference						
4	10/17/2023	10/19/2023	Hungry Hunter Steakhouse Bakersfield, CA				1,263.23
	Policy Council End of the Year Meeting / Appreciation Banquet						

Transaction Count: 4

Total: 2,748.41

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 9/30/2023 - 10/31/2023

Statement Summary

Name	Pritika Ram	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7074	**Currency**	US Dollar
Reporting Period	9/30/2023 - 10/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/1/2023	10/2/2023	Stk*shutterstock 866-6633954, NY				29.00
	Monthly Subscription for Stock Photos						
2	10/3/2023	10/4/2023	Logcabinflorist.Com Httpslogcabin, CA				28.09
	Purchase Logcabinflorist.Com						
3	10/3/2023	10/4/2023	Www.Calcapa.Org Www.Calcapa.O, CA				100.00
	Registration Fee for Pritika Ram to attend Pre-Conference Session at CalCAPA Conference in San Francisco.						
4	10/3/2023	10/4/2023	Candid Training Candid.Org, NY				650.00
	Registration fee for Karen Vazquez - Proposal Writing Boot Camp (Virtual Training)						
5	10/3/2023	10/4/2023	Candid Training Candid.Org, NY				650.00
	Registration fee for Vanessa Mendoza - Proposal Writing Boot Camp (Virtual Training)						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	10/3/2023	10/4/2023	Candid Training Candid.Org, NY				650.00
	Registration fee for Bradley Ryan Fergon - Proposal Writing Boot Camp (Virtual Training)						
7	10/4/2023	10/5/2023	Dollar Tree Bakersfield, CA				29.87
	Purchase Dollar Tree						
8	10/4/2023	10/5/2023	Sams Club #4819 661-654-8565, CA				172.71
	Refreshments for Food Bank Ribbon Cutting Ceremony						
9	10/4/2023	10/5/2023	Bestbuycom806798662894 888bestbuy, MN				16.23
	Purchase Bestbuycom806798662894						
10	10/4/2023	10/5/2023	Bestbuycom806798662894 888bestbuy, MN				8.65
	Purchase Bestbuycom806798662894						
11	10/4/2023	10/6/2023	Caeconomy.Org 916-491-0022, CA				1,170.00
	Registration Fee for Pritika Ram & Annelisa Perez to attend the 2023 California Economic Summit.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	10/6/2023	10/9/2023	Facebk Ewjs5wbem2 650-5434800, CA				100.00
	Facebook Ad						
13	10/6/2023	10/9/2023	United 800-932-2732, TX				388.19
	Airline Ticket for K. Vazquez - CalCAPA Conference in San Francisco.						
14	10/6/2023	10/9/2023	United 800-932-2732, TX				30.00
	Airline ticket - seat price for K. Vazquez - CalCAPA Conference in San Francisco						
15	10/6/2023	10/9/2023	United 800-932-2732, TX				30.00
	Airline ticket - seat price for K. Vazquez - CalCAPA Conference in San Francisco						
16	10/6/2023	10/9/2023	United 800-932-2732, TX				30.00
	Airline ticket - seat price for Bradley Ryan Fergon - CalCAPA Conference in San Francisco						
17	10/6/2023	10/9/2023	United 800-932-2732, TX				30.00
	Airline ticket - seat price for Bradley Ryan Fergon - CalCAPA Conference in San Francisco						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
18	10/6/2023	10/9/2023	United 800-932-2732, TX				388.19
	Airline Ticket for Bradley Ryan Fergon - CalCAPA Conference in San Francisco.						
19	10/10/2023	10/16/2023	Renaissance Hotels Pal Indian Wells, CA				811.74
	Hotel Fee for Pritika Ram - CA Economic Summit						
20	10/10/2023	10/16/2023	Renaissance Hotels Pal Indian Wells, CA				811.74
	Hotel Fee for Pritika Ram - CA Economic Summit						
21	10/16/2023	10/17/2023	Qgv*qgiv, Inc. 888-8559595, FL				1,300.00
	Registration Fee for Catherine Anspach & Lara Popkin to attend in 2024 (Foundation Expense)						
22	10/17/2023	10/17/2023	American Air Fort Worth, TX				831.81
	Airline Ticket for Catherine Anspach to attend Qgiv Conference in 2024						
23	10/17/2023	10/17/2023	American Air Fort Worth, TX				831.81
	Airline Ticket for Catherine Anspach to attend Qgiv Conference in 2024						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
24	10/20/2023	10/23/2023	Facebk Qyg2tuxem2 650-5434800, CA				26.68
	Purchase Facebk Qyg2tuxem2						
25	10/28/2023	10/30/2023	Facebk 3qnaqsxva2 650-5434800, CA				38.68
	Purchase Facebk 3qnaqsxva2						
26	10/30/2023	10/31/2023	Mama Toscas 661-8311242, CA				104.56
	Purchase Mama Toscas						

Transaction Count: 26

Total: 9,257.95

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 9/30/2023 - 10/31/2023

Statement Summary

Name	Jeremy Tobias	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7066	**Currency**	US Dollar
Reporting Period	9/30/2023 - 10/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/6/2023	10/9/2023	Exxon Stockdale Mkt #2 Bakersfield, CA				92.73
	Gasoline for CEO's Agency Vehicle						
2	10/10/2023	10/11/2023	Www.Calcapa.Org Www.Calcapa.O, CA				100.00
	Pre-Conference Registration for Board Member Gina Martinez - CalCAPA Conference						
3	10/16/2023	10/18/2023	United 800-932-2732, TX				488.19
	Airline Fee for Board Member Gina Martinez to attend CalCAPA Conference in San Francisco						
4	10/21/2023	10/23/2023	Chevron 0386062 Lebec, CA				54.84
	Purchase Chevron 0386062						
5	10/22/2023	10/23/2023	Sq *van Thanh Ngo Honolulu, HI				54.06
	Purchase Sq *van Thanh Ngo						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	10/23/2023	10/24/2023	McW#1006-Coffee 866-2543229, CA				29.99
	Purchase McW#1006-Coffee						
7	10/25/2023	10/26/2023	Food-Ex Bakersfield, CA				314.56
	Purchase Food-Ex						
8	10/27/2023	10/30/2023	Theparkingspot-032rc Los Angeles, CA				233.02
	Purchase Theparkingspot-032rc						
9	10/27/2023	10/30/2023	Hilton Hotels Honolulu, HI				1,598.37
	Purchase Hilton Hotels						
10	10/27/2023	10/30/2023	Charleys Taxi Honolulu, HI				44.40
	Purchase Charleys Taxi						
11	10/30/2023	10/31/2023	Clothingisland.Com 181-896-8536, CA				6,000.00
	Purchase Clothingisland.Com						

Transaction Count: 11

Total: 9,010.16

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 9/30/2023 - 10/31/2023

Statement Summary

Name	Emilio Wagner	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7041	**Currency**	US Dollar
Reporting Period	9/30/2023 - 10/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	9/30/2023	10/2/2023	American Air Fort Worth, TX			✓	30.00
	This transaction pertains to the initial trip to Las Vegas and covers the bag check fee for the Microsoft Power Platform Conference.						
2	9/30/2023	10/2/2023	Towneplace Suites Bake Bakersfield, CA			✓	758.44
	Orville Abello's visit to Bakersfield from Stockton 9/25/23 to 9/29/23 for cross training and team building.						
3	10/4/2023	10/4/2023	American Air Fort Worth, TX			✓	30.00
	Bag check fee for Las Vegas trip for Microsoft Power Platform Conference.						
4	10/4/2023	10/5/2023	Uber Trip Help.Uber.Com, CA			✓	12.92
	Microsoft Power Platform Conference uber trip from Las Vegas hotel to airport.						
5	10/4/2023	10/5/2023	Uber* Trip Www.Uber.Com, CA			✓	5.00
	Tip for Microsoft Power Platform Conference uber trip from Las Vegas hotel to airport.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	10/4/2023	10/6/2023	Mgm Grand - Front Desk 8552755733, NV			✓	628.10
	lodging for Emilio to attend Microsoft Power Platform Conference Sep. 30 to Oct 6 2023 Las Vegas NV						
7	10/5/2023	10/6/2023	Smartsign Clover.Com, NY			✓	359.22
	Purchase of Asset tags for IT: 6305-999-901-000-000-00-5-1						
8	10/6/2023	10/9/2023	Mgm Grand - Front Desk Las Vegas, NV			✓	980.70
	Hotel Fee for Ryan Dozier Microsoft Power Platform Conference Las Vegas						
9	10/6/2023	10/9/2023	Avenu Hrs Pro 603-6737155, NH			✓	419.00
	Credit card used by Finance to handle unclaimed property reporting.						
10	10/9/2023	10/9/2023	Microsoft#g030309786 Msbill.Info, WA			✓	1,256.72
	Microsoft invoice for September. 6320-108-000-101-000-10-1-1 @ 45% 6320-108-000-101-000-10-1-1 @ 55%						
11	10/19/2023	10/20/2023	Wl *mindbody Inc 805-250-8506, CA			✓	461.98
	Recurring CAPK Energy Program 6525-103-022-120-000-00-4-1 @ 7% 6525-122-055-147-000-33-3-1 @ 51% 6525-122-054-147-000-33-3-1 @ 42%						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	10/24/2023	10/26/2023	Courtyard By Marriott Stockton, CA			✓	223.27

Dan Armstrong did not make the scheduled trip to Stockton, we were charged for one night at $199.00 (plus taxes) for Guest no show (GNS).

Transaction Count: 12

Total: 5,165.35

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 9/30/2023 - 10/31/2023

Statement Summary

Name	Tracy Webster	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6993	**Currency**	US Dollar
Reporting Period	9/30/2023 - 10/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/17/2023	10/18/2023	Sq *too Fat Sandwiches Gosq.Com, CA				128.11

Lunch for Budget & Finance Committee Mtg Members.

Transaction Count: 1

Total: 128.11

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 9/30/2023 - 10/31/2023

Statement Summary

Name	Rebecca Moreno	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-4956	**Currency**	US Dollar
Reporting Period	9/30/2023 - 10/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/3/2023	10/4/2023	Naeh 202-638-1526, DC				825.00
	Registration for Jamie Lujan to attend the 2024 NAEH Conference March 4-6, 2024 in San Francisco, CA						
2	10/3/2023	10/4/2023	Naeh 202-638-1526, DC				825.00
	Registration for Laurie Hughey to attend the 2024 NAEH Conference March 4-6, 2024 in San Francisco, CA						
3	10/3/2023	10/4/2023	Naeh 202-638-1526, DC				825.00
	Registration for Lori Worley to attend the 2024 NAEH Conference March 4-6, 2024 in San Francisco, CA						
4	10/3/2023	10/4/2023	Naeh 202-638-1526, DC				825.00
	Registration for Rebecca Moreno to attend the 2024 NAEH Conference March 4-6, 2024 in San Francisco, CA						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	10/3/2023	10/4/2023	Naeh 202-638-1526, DC				825.00
	Registration for Hannah transferred to Hannah Weightman to attend the 2024 NAEH Conference March 4-6, 2024 in San Francisco, CA						
6	10/4/2023	10/6/2023	Hilton San Francisco 415-7711400, CA				291.21
	Lodging deposit for Lori Worley to attend the 2024 NAEH Conference March 4-6, 2024 in San Francisco, CA						
7	10/4/2023	10/6/2023	Hilton San Francisco 415-7711400, CA				291.21
	Lodging deposit for Jaime Lujan to attend the 2024 NAEH Conference March 4-6, 2024 in San Francisco, CA						
8	10/4/2023	10/6/2023	Hilton San Francisco 415-7711400, CA				291.21
	Lodging deposit for Rebecca Moreno to attend the 2024 NAEH Conference March 4-6, 2024 in San Francisco, CA						
9	10/4/2023	10/6/2023	Hilton San Francisco 415-7711400, CA				291.21
	Lodging deposit for Laurie Hughey to attend the 2024 NAEH Conference March 4 -6, 2024 in San Francisco, CA						
10	10/4/2023	10/6/2023	Hilton San Francisco 415-7711400, CA				291.21
	Lodging deposit for Hannah to attend the 2024 NAEH Conference March 4-6, 2024 in San Francisco, CA						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
11	10/9/2023	10/11/2023	Travelodge 661-3250772, CA				560.00
	LBNC client lodging for Maria Gomez room 121						
12	10/13/2023	10/16/2023	Travelodge 661-3250772, CA				672.00
	LBNC client lodging room 216						
13	10/13/2023	10/16/2023	Travelodge 661-3250772, CA				100.00
	LBNC client lodging for room 122						
14	10/13/2023	10/16/2023	Travelodge 661-3250772, CA				672.00
	LBNC client lodging for room 122						
15	10/26/2023	10/27/2023	Doubletree Philadlphia Philadelphia, PA				1,065.96
	Lodging for Rebecca Moreno to attend the NHSDC Fall 2023 Conference in Philadelphia, PA October 23-25, 2023						
16	10/26/2023	10/27/2023	Doubletree Philadlphia Philadelphia, PA				1,065.96
	Lodging for Marlene to attend the NHSDC Fall 2023 Conference in Philadelphia, PA October 23-25, 2023						

Transaction Count: 16

Total: 9,716.97

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 9/30/2023 - 10/31/2023

Statement Summary

Name	Susana Magana	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6693	**Currency**	US Dollar
Reporting Period	9/30/2023 - 10/31/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	9/29/2023	10/2/2023	In *nutrition Matters, In 715-8311822, WI				1,752.19
	Nutrition Education for WIC participants						
2	9/29/2023	10/2/2023	Double Tree Sacramento, CA				569.73
	MCAP CAPPA Conference in Sacramento, CA						
3	9/29/2023	10/2/2023	Sp Sensoryedge Sensoryedge.M, CA				1,298.84
	Waiting Room toys for WIC office lobby						
4	9/29/2023	10/2/2023	Double Tree Sacramento, CA				379.82
	MCAP CAPPA Conference in Sacramento, CA						
5	10/2/2023	10/3/2023	162- Brimhall Mini Stor 925-9386300, CA				352.35
	WIC- Mini Storage						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	10/4/2023	10/6/2023	Hobby Lobby #556 Bakersfield, CA				175.58
	Food Bank Ribbon Cutting Supplies						
7	10/11/2023	10/13/2023	Hyatt Regency Long Beach Long Beach, CA				793.77
	Lodging for Susana Magana to attend 2023 CACFP Roundtable's 32nd Conference in Long Beach, CA Oct 9-11, 2023						
8	10/11/2023	10/13/2023	Hyatt Regency Long Beach 5624911234, CA				679.77
	Lodging for Anthony Chavez to attend 2023 CACFP Roundtable's 32nd Conference in Long Beach, CA Oct 9-11, 2023						
9	10/11/2023	10/13/2023	Sacramento Holiday Inn 4804262831, CA				421.12
	Hotel Stay Associated with WIC Director Fall Management Conference (Lorna Speight) Oct 9-11, 2023						
10	10/11/2023	10/13/2023	Hyatt Regency Long Beach 5624911234, CA				679.77
	Lodging for Tom Adame to attend 2023 CACFP Roundtable's 32nd Conference in Long Beach, CA Oct 9-11, 2023						
11	10/13/2023	10/16/2023	Lassens Natural Foods-Bk Bakersfield, CA				79.22
	Special Diet-Foods						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	10/24/2023	10/25/2023	Cityserve Intl./ 12 Www.Cityserve, CA				100.00
	FB fee paid to participate in the resource fair.						
13	10/25/2023	10/25/2023	Vendormate 404-949-1300, GA				275.00
	For RBL Credentialing for Kern Medical so RBL be authorized a vendor for provide HCP trainings at Kern Medical Clinic sites.						
14	10/25/2023	10/27/2023	Hyatt Regency Orange Cou 7147501234, CA				281.26
	Lodging for Tom Adame to attend the CACFP Roundtable 32nd Annual CACFP Conference 2023 in Long Beach Oct 9-11, 2023						
15	10/25/2023	10/27/2023	Stax *efoodhandlers 847-8084000, IL				20.85
	Food Handler Certification						
16	10/25/2023	10/27/2023	Hyatt Regency Orange Cou 7147501234, CA				281.26
	Lodging for Susana Magana to attend the CACFP Roundtable 32nd Annual CACFP Conference 2023 in Long Beach Oct 9-11, 2023						
17	10/25/2023	10/27/2023	Hyatt Regency Orange Cou 7147501234, CA				281.26
	Lodging for Anthony Chavez to attend the CACFP Roundtable 32nd Annual CACFP Conference 2023 in Long Beach Oct 9-11, 2023						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
18	10/30/2023	10/31/2023	Lassens Natural Foods-Bk Bakersfield, CA				35.23
	Special Diet - Foods						

Transaction Count: 18

Total: 8,457.02

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 (8 OF 12 MONTHS OR 66.67%)

Line Item	2023/24 Budget	3/1/23 - 2/28/24 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,632,027	815,420	50.0%	816,607
Head Start Subsidy	1,120,549	844,415	75.4%	276,134
Total Revenue	2,752,576	1,659,835	60.3%	1,092,741
Expenditures (Note B)				
Salaries	880,250	458,604	52.1%	421,646
Benefits	253,487	138,212	54.5%	115,275
Vehicle Gasoline, Repair/Maintenance	45,000	30,165	67.0%	14,835
Space Costs	121,700	104,971	86.3%	16,729
Supplies - Office & Food Service	106,000	105,322	99.4%	678
Equipment Repair/Maintenance & Lease	25,000	10,812	43.2%	14,188
Communication	13,000	9,756	75.0%	3,244
Risk Insurance	12,700	8,570	67.5%	4,130
Printing	1,000	676	67.6%	324
Hiring & Employee Costs	1,200	9,525	793.7%	(8,325)
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	1,015,580	611,240	60.2%	404,340
Sub Total	2,475,417	1,487,851	60.1%	987,566
Adult Meals Prepared	128,794	98,307	76.3%	30,487
Indirect	148,365	73,677	49.7%	74,688
Total Expenditures	2,752,576	1,659,835	60.3%	1,092,741

	Prior Period	OCTOBER 2023	Cumulative
Total Meals Prepared and Vended (Note C)	369,407	66,779	436,186
Total Meals Claimed	225,415	46,200	271,615
Difference	143,992	20,579	164,571

Percentage Claimed to Prepared/Vended		69.2%	62.3%

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 7/1/23 - 6/30/24 (4 OF 12 MONTHS = 33.3%)

Contract CMAP-3000	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	June 2024	Total	%	% Earned to MRA
Provider Payments	$ 2,757,847	$ 2,862,065	$ 2,720,745	$ 2,171,459	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,512,116		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	$ -		
Net Provider Payments	$ 2,757,847	$ 2,862,065	$ 2,720,745	$ 2,171,459	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,512,116	84.68%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**23,640,785**		**44.47%**
Administration & Support Services Revenue															
Provider Payments	$ 2,757,847	$ 2,862,065	$ 2,720,745	$ 2,171,459	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,512,116		
Reimbursement Rate	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%		
Revenue Earned	$ 657,443	$ 682,288	$ 648,599	$ 517,654	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,505,984		
Program Administration/Support Services Costs	177,391	200,755	286,677	114,131	-	-	-	-	-	-	-	-	778,954	6.27%	
Indirect (10% x MTDC) Costs	292,056	304,728	299,154	226,906	-	-	-	-	-	-	-	-	1,122,843	9.05%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	$ 469,447	$ 505,482	$ 585,831	$ 341,038	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	1,901,797	15.32%	
Revenue Earned Over/(Under) Costs	$ 187,997	$ 176,806	$ 62,768	$ 176,617	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	604,187		
TOTAL COSTS - NET OF FAMILY FEES	$ 3,227,294	$ 3,367,548	$ 3,306,575	$ 2,512,496	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	12,413,913	100.00%	

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

Provider payments	10,512,116
Reimbursement Rate (19.25% / 80.75%)	x 23.8390%
Revenue Earned	2,505,983

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

Provider Payments	23,640,785	80.75%
Administration	4,757,434	16.25%
Support Services	878,295	3.00%
Maximum Reimbursable Amount (MRA)	29,276,514	100.00%

Note 3: Increase to contract was received August 2023 in the amount of $55,652.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2023/24 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/23 - 6/30/24 (4 OF 12 MONTHS = 33.3%)

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-3063)														
Adjusted Days of Enrollment - Certified	5,189	6,077	5,517	6,065	-	-	-	-	-	-	-	-	22,847	
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	$ 267,471	$ 313,264	$ 284,402	$ 312,630	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,177,767	**29.96%**
Maximum Reimburseable Amount (MRA)													**$3,930,503**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.38%	99.76%	99.82%	99.78%										**99.69%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%										100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-2120)														
Adjusted Days of Enrollment - Certified	3,104	6,787	8,232	10,641	-	-	-	-	-	-	-	-	28,764	
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	$ 171,560	$ 375,128	$ 454,961	$ 588,144	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,589,793	**22.43%**
Maximum Reimburseable Amount (MRA)													**$7,087,664**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.42%	98.76%	98.62%	98.53%										**98.70%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%										100.00%
MIGRANT CHILD CARE (CMIG-2004)														
Adjusted Days of Enrollment - Certified	18	50	65	79	-	-	-	-	-	-	-	-	211	
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	$ 907	$ 2,552	$ 3,374	$ 4,054	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,887	**3.74%**
Maximum Reimburseable Amount (MRA)													**$291,239**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	92.75%	98.78%										**97.21%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	97.75%	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 2023/24 State contracts.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2023/24 CONTRACTS - EARNED REVENUE
SAN JOAQUIN COUNTY OFFICE OF EDUCATION
FOR THE PERIOD 7/1/23 - 6/30/24 (4 OF 12 MONTHS = 33.3%)

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-1242)														
Adjusted Days of Enrollment - Certified	2,278	3,336	3,413	3,882	-	-	-	-	-	-	-	-	12,909	
Reimbursement Rate per Child per Day	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	
Revenue Earned	$ 111,258	$ 162,917	$ 166,708	$ 189,582	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 630,466	**25.65%**
Maximum Reimburseable Amount (MRA)													**$2,458,117**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.41%	99.36%	100.00%	99.92%										**99.70%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%										100.00%

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

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2023/24 Cooperative Agreement with the San Joaquin County Office of Education

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

Services: Overall financial and accounting functions of the organization

Activities	October 2023		Year to Date 03/1/23 - 10/31/23	
Description	**Number**	**Amount**		**Amount**
Bank Deposits	24	2,471,062	122	20,063,014
Wire Deposits	17	1,993,087	89	19,032,059
Head Start/IRS Drawdowns	5	3,600,459	40	24,106,856
Vendor Checks Issued	1,680	6,213,420	15,193	68,202,069
Payroll Disbursed		3,496,048		24,141,764
Grant Reports Prepared	39		198	
ASTHO Vaccine Equity				
CalFresh Healthy Living				
CALEITC				
CAL Food				
City of Bakersfield Homeless Housing & Prevention				
City of Bakersfield CDBG Food Bank Expansion				
Commodity Supplemental Food Prog				
County of Kern - 211				
County of Kern CDBG Food Bank Expansion				
CMAP Fiscal Report & Caseload				
CMIG				
CMSS				
CSPP				
CSBG Discretionary				
CSBG 2022				
Differential Response				
EFAP				
EFAP Build Back Better				
Food Bank Farmers Market				
First 5 Kern – 2 1 1 Helpline				
First 5 Kern – East Kern Family				
First 5 Kern – Help Me Grow				
First 5 Kern – Oasis Family Resource				
First 5 Kern – Ridgecrest Family Resource				
Head Start/Early Head Start Kern SF-425				
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 2023				
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	399	5	399		1,783
Contracts	39	0	39		167
Leases	1	0	1		15
Requests for Proposals	3	0	1		4

Business Services Projects

Description		% Completed		Comments

Total Division Staffing 30 positions + 1 Vacancies

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

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	11,950,544
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	58,318,823
LIABILITES AND NET ASSETS	
Accounts Payable	7,537,974
Accrued Expenses	3,430,196
Accrued Vacation	1,743,490
Line of Credit	-
Note Payable	704,130
Advance Payable	2,784,923
Deferred Revenue	5,710,865
Total Liabilites	21,911,578
Total Net Assets	36,407,245
Total Liabilities and Net Assets	58,318,823

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

REVENUE	
Grant Revenue	106,882,227
Donations	47,277,632
Other Revenue	756,165
In-Kind	163,275
Total Revenue	155,079,300
EXPENDITURES	
Salaries	36,431,542
Benefits	10,091,397
Travel	698,622
Space Costs	8,330,212
Supplies	2,886,851
Consultant/Contract Services	4,363,893
Other Costs	3,848,807
Program Costs	65,591,598
Capital Expenditures	-
Indirect	7,998,647
In-Kind	163,275
Total Expenditures	140,404,844
Net Change in Assets	14,674,456
Net Assets, beginning	21,732,790
Net Assets, ending	36,407,245

Community Action of Partnership of Kern
Agency Total

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

ASSETS	
Cash in Bank	4,522,736
Cash - Vacation Reserve	954,694
Petty Cash	-
Accounts Receivable	10,714,733
Travel Advance	4,724
Prepaid Expense	651,436
Inventory	1,171,066
Net Fixed Assets - Unrestricted	529,191
Net Fixed Assets - Restricted	29,812,303
Total Assets	48,360,882
LIABILITES AND NET ASSETS	
Accounts Payable	5,622,288
Accrued Expenses	353,966
Accrued Vacation	1,050,129
Line of Credit	350,000
Note Payable	465,113
Advance Payable	2,402,829
Deferred Revenue	3,045,699
Total Liabilites	13,290,024
Total Net Assets	35,070,857
Total Liabilities and Net Assets	48,360,882

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

REVENUE	
Grant Revenue	76,422,916
Donations	207,216
Other Revenue	8,426,931
In-Kind	8,659,665
Total Revenue	93,716,728
EXPENDITURES	
Salaries	25,900,976
Benefits	7,133,977
Travel	598,666
Space Costs	10,374,748
Supplies	2,348,357
Consultant/Contract Services	3,851,508
Other Costs	3,427,430
Program Costs	24,991,385
Capital Expenditures	1,226,920
Indirect	6,539,483
In-Kind	8,659,665
Total Expenditures	95,053,116
Net Change in Assets	(1,336,388)
Net Assets, beginning	36,407,245
Net Assets, ending	35,070,857

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 10-31-23 (66.7%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	46,717,452	23,622,074	23,095,378	51%
BENEFITS	14,052,314	6,497,218	7,555,096	46%
TRAVEL	943,184	529,316	413,868	56%
SPACE COST	16,765,266	9,164,324	7,600,942	55%
SUPPLIES	3,090,339	2,100,163	990,176	68%
EQUIPMENT	1,806,455	2,837,411	(1,030,956)	157%
CONSULTANT/CONTRACT SERVICES	3,767,972	3,086,015	681,957	82%
OTHER COSTS	2,800,371	2,909,916	(109,545)	104%
PROGRAM COSTS	27,462,618	24,918,443	2,544,175	91%
INDIRECT	10,107,416	6,697,584	3,409,832	66%
TOTAL	127,513,387	82,362,465	45,150,922	65%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 10-31-23 (66.7%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	34,805,356	17,331,742	17,473,614	50%
BENEFITS	10,516,956	4,893,064	5,623,892	47%
TRAVEL	668,717	329,631	339,086	49%
SPACE COST	5,544,279	2,896,466	2,647,813	52%
SUPPLIES	2,449,189	1,395,238	1,053,951	57%
EQUIPMENT	810,970	256,826	554,144	32%
CONSULTANT/CONTRACT SERVICES	1,309,179	673,299	635,880	51%
OTHER COSTS	1,162,562	1,149,110	13,452	99%
PROGRAM COSTS	23,131,098	22,463,926	667,172	97%
INDIRECT	7,696,110	5,093,916	2,602,194	66%
TOTAL	88,094,416	56,483,218	31,611,198	64%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 10-31-23 (66.7%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,791,680	2,503,793	2,287,887	52%
BENEFITS	1,486,523	657,874	828,649	44%
TRAVEL	110,349	104,955	5,394	95%
SPACE COST	6,795,477	2,647,183	4,148,294	39%
SUPPLIES	125,671	327,903	(202,232)	261%
EQUIPMENT	850,740	1,246,178	(395,438)	146%
CONSULTANT/CONTRACT SERVICES	648,910	440,487	208,423	68%
OTHER COSTS	409,174	457,787	(48,613)	112%
PROGRAM COSTS	3,068,971	1,907,292	1,161,679	62%
INDIRECT	932,114	602,731	329,383	65%
TOTAL	19,219,609	10,896,183	8,323,426	57%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 10-31-23 (66.7%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,762,090	1,365,762	396,328	78%
BENEFITS	542,182	344,293	197,889	64%
TRAVEL	43,376	34,143	9,233	79%
SPACE COST	206,031	146,157	59,874	71%
SUPPLIES	243,983	197,895	46,088	81%
EQUIPMENT	81,328	107,306	(25,978)	132%
CONSULTANT/CONTRACT SERVICES	921,708	1,219,328	(297,620)	132%
OTHER COSTS	694,479	793,674	(99,195)	114%
PROGRAM COSTS	433,745	265,511	168,234	61%
INDIRECT	492,892	429,103	63,789	87%
TOTAL	5,421,814	4,903,171	518,643	90%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 10-31-23 (66.7%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,219,812	1,723,898	2,495,914	41%
BENEFITS	1,226,969	448,487	778,482	37%
TRAVEL	55,702	36,272	19,430	65%
SPACE COST	953,189	1,223,964	(270,775)	128%
SUPPLIES	232,451	153,186	79,265	66%
EQUIPMENT	58,550	1,227,061	(1,168,511)	2096%
CONSULTANT/CONTRACT SERVICES	830,833	689,061	141,772	83%
OTHER COSTS	380,166	444,306	(64,140)	117%
PROGRAM COSTS	825,804	270,798	555,006	33%
INDIRECT	779,220	458,974	320,246	59%
TOTAL	9,562,696	6,676,008	2,886,688	70%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 10-31-23 (66.7%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	981,358	594,023	387,335	61%
BENEFITS	230,966	134,856	96,110	58%
TRAVEL	40,290	22,041	18,249	55%
SPACE COST	260,590	113,970	146,620	44%
SUPPLIES	30,245	15,972	14,273	53%
EQUIPMENT	4,867	40	4,827	1%
CONSULTANT/CONTRACT SERVICES	27,035	20,626	6,409	76%
OTHER COSTS	44,380	40,140	4,240	90%
PROGRAM COSTS	3,000	852	2,148	28%
INDIRECT	168,596	92,708	75,888	55%
TOTAL	1,791,327	1,035,229	756,098	58%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 10-31-23 (66.7%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	157,156	102,856	54,300	65%
BENEFITS	48,718	18,644	30,074	38%
TRAVEL	24,750	2,274	22,476	9%
SPACE COST	3,005,700	2,136,584	869,116	71%
SUPPLIES	8,800	9,970	(1,170)	113%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	30,307	43,215	(12,908)	143%
OTHER COSTS	109,610	24,898	84,712	23%
PROGRAM COSTS	-	10,063	(10,063)	Not budgeted
INDIRECT	38,484	20,152	18,332	52%
TOTAL	3,423,525	2,368,656	1,054,869	69%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2023/24
BUDGET TO ACTUAL - 03/01/23 TO 10/31/23 (8 OF 12 MONTHS = 66.7%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 9,969,927**	**$ 6,697,584**	**67.2%**	**$ 3,272,343**
Expenditures				
Salaries	4,623,933	2,619,556	56.7%	2,004,377
Benefits @ 23.6% actual	1,197,709	653,770	54.6%	543,939
Total Personnel Costs	5,821,642	3,273,326	56.2%	2,548,316
Operating Costs				
Travel	88,000	66,024	75.0%	21,976
Space Costs	215,950	149,684	69.3%	66,266
Supplies	264,650	252,402	95.4%	12,248
Consultant/Contract	1,049,000	765,829	73.0%	283,171
Other Operating Costs	950,800	509,931	53.6%	440,869
Total Operating Costs	2,568,400	1,743,871	67.9%	824,529
Total Expenditures	**$ 8,390,042**	**$ 5,017,197**	**59.8%**	**$ 3,372,845**
Excess (Deficit) Indirect Revenue	**$ 1,579,885**	**$ 1,680,387**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,302,127	$ 811,778	62.3%	$ 490,349
Operations	2,700,165	1,551,230	57.4%	1,148,935
Executive	534,524	476,706	89.2%	57,818
Program Administration	-	379	Not budgeted	(379)
Finance	2,523,658	1,721,180	68.2%	802,478
Community Development	1,329,568	455,924	34.3%	873,644
	$ 8,390,042	$ 5,017,197	59.8%	$ 3,372,845

Prepared Date: 12/07/23

MEMORANDUM

To: Executive Committee

From: Louis Gill, Chief Program Officer

Yolanda Gonzales, Director of Head Start / State Child Development

Date: December 13, 2023

Subject: *Agenda Item 6g* – Head Start and State Child Development Division Compensation Schedule Implementation – **Action Item**

On November 29, 2023, CAPK's Board of Directors approved the Head Start and State Child Development Division Compensation Schedule. The motion made and approved included language that an agreement with SEIU be reached prior to implementation. Program staff along with Human Resources and CAPK's legal representation has met with SEIU to review the compensation plan and implementation schedule. Additional information was requested from SEIU and has since been provided. Program staff are confident that an agreement will be reached as the discussions continue.

The implementation timeline approved on November 29th indicated January 8, 2024 as the start date for Direct Services Staff to begin following the Head Start and State Child Development Division Compensation Schedule. There are both represented and non-represented direct services positions slated to begin on the new schedule on January 8th. Program staff is seeking clarification from the Executive Committee on the action steps to be taken in the event the agreement with SEIU is not met within the timeline needed to implement the new compensation schedule on January 8th. Two options include:

A) Revise the implementation date for all direct services staff (must begin at the beginning of a pay period 1/22, 2/5, etc.)

B) Move forward with implementation for non-represented direct services staff on January 8, 2024. Implement for represented positions when the agreement with SEIU (must begin at the beginning of a pay period 1/22, 2/5, etc.)

Recommendation:

Staff recommends approval of the Head Start and State Child Development Division's 2024-25 Compensation Schedule Implementation for non-represented direct services staff with the represented direct services staff to follow upon reaching an agreement with SEIU.

DATE:	January 10, 2024
TIME:	12:00 pm
LOCATION:	CAPK Administrative Office Executive Conference Room 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Personnel Committee Minutes

1. **Call to Order**

   Committee Chair Maritza Jimenez called the meeting to order at 12:04 PM at the Community Action Partnership of Kern administrative office, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Maritza Jimenez (Chair), Jonathan Mullings, and Guadalupe Perez

   Absent: None

   Others present: Susana Magana, Director of Health and Nutrition; Louis Gill, Chief Program Officer; Tracy Webster, Chief Financial Officer; Lisa McGranahan, Director of Human Resources; Rebecca Moreno, Director of Housing and Supportive Services; 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 delivered an updated Enrollment Staffing Data report as of January 10, 2024. He reported that Head Start employees have commenced receiving their initial installment of the retention incentive. The feedback received indicates a positive response to the incentive, fostering a sense of validation and support among the staff.

      Jerry also highlighted modifications made to the staffing data for sites currently under construction. Staff in three classes at Martha J. Morgan were successfully relocated to other classrooms, serving clients seamlessly without any delays or challenges. The ongoing process of onboarding additional staff will result in the opening of more classrooms. Furthermore, Jerry reported that there have been discussions revolving around the upcoming job fair in the spring and strategic media placement to enhance recruitment efforts.

Guadalupe Perez inquired on the status of the Stockdale site. Jerry replied that it is not open yet.

Martiza Jimenez suggested that we disseminate the incentive feedback to the Board of Directors. Maritza also sought information regarding CAPK's collaboration with local student programs. In response, Jerry clarified that currently, there are no collaborative efforts in place.

b. Goal 4 Strategic Plan Update – Lisa McGranahan, Director of Human Resources – ***Info Item***

Lisa McGranahan presented the above informational item. Maritza Jimenez expressed approval and satisfaction with all the updates.

c. Head Start Recruitment and Retention Incentive Update – Lisa McGranahan, Director of Human Resources - ***Info Item***

Lisa McGranahan presented the above informational item and said that while there is uncertainty regarding the effectiveness of the incentive, we remain optimistic and hopeful about its impact.

Martiza Jimenez inquired if we are monitoring individuals who have received payment and subsequently departed. Lisa responded that we are.

Jonathan Mullings expressed appreciation for the data that was presented.

d. 2024 New California Minimum Wage Increase – Lisa McGranahan, Director of Human Resources – ***Info Item***

Lisa McGranahan presented the above informational item.

e. 2024 Updated Bereavement and Sick Leave Policies – Lisa McGranahan, Director of Human Resources – ***Info Item***

Lisa McGranahan presented the above informational item.

Martiza Jimenez asked if the current sick leave includes a policy pertaining to COVID. Lisa indicated that we have incorporated protection for COVID pandemic-related illnesses, and no employee would face adverse consequences under our attendance policy if they were affected by COVID.

f. Updated Food Bank Operations Supervisor Job Description – Kelly Lowery, Food Bank Administrator – ***Action Item***

Kelly Lowery presented the above item for approval.

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

g. Head Start Compensation Implementation Clarification – Jerry Meade, Assistant Director of Head Start, Program – ***Action Item***

Jerry Meade presented the above item for approval and said that in December 2023, management presented an action item proposing an increase with a focus on prioritizing direct services staff. Notably, site supervisors were not listed in the implementation proposal. It is important to note that retroactive payments will be applied, covering the period from January 8, 2024.

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

5. Committee Member Comments

- Maritza Jimenez inquired about the current status of the application process for Blue Zone certification. Maritza indicated her intention to inquire about the appropriate contact person.

6. Next Scheduled Meeting

Personnel Committee
12:00 pm
February 7, 2024
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

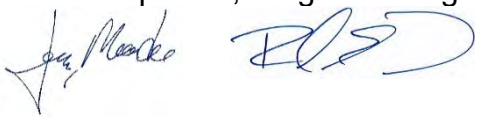
7. Adjournment

The meeting was adjourned at 12:47 PM.

MEMORANDUM

To: Personnel Committee

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



Date: January 10, 2024

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

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

The following information is provided to the Personnel Committee as of December 27, 2023:

- 592 staff employed.
- 109 vacant positions.
- Onboarded seven (7) staff.
- Nine (9) Resignations
- Six (6) days of interviews were conducted for four (4) open requisitions.

CAPK job postings continue to be featured on the Head Start California website. Ongoing recruitment efforts are being made for our direct service positions. The approved recruitment incentives are being marketed to reach qualified staff. Additionally, the retention incentive has been promoted and addressed at New Hire Orientation and mentorship program for staff to be aware of the requirements to obtain the incentive and remain employed with the organization. Also, attached is the Enrollment Staffing Data Sheet that details the closed classrooms and staff vacancies for the closed and open classrooms.

Attachments:
Enrollment Staffing Data Sheet

Enrollment Staffing Data Sheet

Site	Funded	Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	40	38	95%	9	8	1	89%
Alicante	20	20	100%	5	5	0	100%
Angela Martinez EHS	24	21	88%	9	7	2	78%
Angela Martinez HS	60	55	92%	19	11	8	58%
Bakersfield College	32	17	53%				
Blanton	16	15	94%				
Broadway (PY)	40	39	98%	9	9	0	100%
California City (PY)	20	20	100%	4	4	0	100%
California Street	24	20	83%	14	14	0	100%
Cleo Foran EHS	8	8	100%	3	3	0	100%
Cleo Foran HS	15	14	93%	6	5	1	83%
Delano (PY)	76	63	83%	19	17	2	89%
E. Cal	40	31	78%	13	13	0	100%
E. Cal EHS	12	10	83%	6	5	1	83%
Escuelita Hernandez	16	16	100%				
Fairfax (PY)	39	32	82%	9	8	1	89%
Garden Pathways	11	12	109%				
Gianone	16	0	0%	8	5	3	63%
Harvey L. Hall EHS	60	37	62%	24	19	5	79%
Harvey L. Hall	80	38	48%	25	19	6	76%
Heritage (PY)	20	20	100%	4	4	0	100%
Kennedy	16	13	81%	9	8	1	89%
Lamont (PY)	20	19	95%	4	4	0	100%
Lathrop	24	17	71%	14	12	2	86%
Lodi	24	17	71%	13	10	3	77%
M. Massei	16	0	0%	9	8	1	89%
MJM EHS	16	0	0%	6	4	2	67%
MJM HS	55	0	0%	14	9	5	64%
McFarland (PY)	20	11	55%	5	4	1	80%
Mojave (PY)	20	16	80%	4	4	0	100%
Oasis EHS (PY)	8	3	38%	3	1	2	33%
Oasis (PY)	37	20	54%	11	9	2	82%
Pete Parra EHS	48	24	50%	18	11	7	61%
Pete Parra HS	80	52	65%	23	17	6	74%
Primeros Pasos EHS	16	12	75%	6	6	0	100%
Primeros Pasos HS	60	29	48%	15	11	4	73%
Rosamond (PY)	60	39	65%	16	13	3	81%
San Diego EHS	32	24	75%	17	16	1	94%
Seibert (PY)	20	19	95%	4	4	0	100%
Shafter EHS	24	16	67%	13	11	2	85%
Shafter	20	17	85%	5	5	0	100%
St. Mary's	24	24	100%	13	13	0	100%
Stockdale HS	60	0	0%	17	1	16	6%
Sterling EHS	64	37	58%	26	20	6	77%
Sterling HS	60	54	90%	18	16	2	89%
Sunrise Villa (PY)	20	20	100%	5	5	0	100%
Taft (PY)	60	50	83%	14	14	0	100%
Taft College	42	18	43%				
Tehachapi (PY)	34	30	88%	4	4	0	100%
Vineland (PY)	20	12	60%	4	4	0	100%
Virginia (PY)	20	20	100%	4	4	0	100%
Wesley (PY)	60	33	55%	11	10	1	91%
Willow (PY)	40	38	95%	9	9	0	100%
Home Base Kern 152	152	114	75%	14	14	0	100%
SJC EHS HB 130	130	87	67%	12	10	2	83%
Total	**2071**	**1411**	**68%**	**546**	**447**	**99**	**82%**

Closed Classrooms	Funded Enrollment	Staff Vacancies
Bakersfield College ~ 32		
Class 1	8	0
Gianone ~ 16		
Class 1	8	3
Class 2	8	3
Harvey Hall EHS ~ 60		
Class 7	8	2
Class 8	8	3
Harvey Hall HS ~ 80		
Class C-FD	20	3
Class D-FD	20	3
*MJM EHS ~ 16		
Class 1	8	3
Class 2	8	3
MJM HS ~ 55		
*Class A- FD	20	3
Class B- FD	17	2
Class C- FD	15	2
Oasis EHS ~ 8		
Class 1 (HB)	5	2
Oasis HS ~ 37		
Class B-SS	17	3
Class C- SS	20	2
Pete Parra EHS ~ 48		
Class 5	20	2
Class 6	20	2
Pete Parra HS ~ 80		
Class D-FD	20	3
Prim. Pasos HS ~ 60		
Class C- FD	20	3
Rosamond ~ 60		
Class A-PD	20	2
Shafter EHS ~ 24		
Class 2	4	0
Stockdale HS ~ 60		
Class A-PD	15	2
Class B-PD	15	3
Class C-PD	15	3
Class D-PD	15	3
Sterling EHS ~ 64		
Class 7	8	1
Class 8	8	3
Taft College ~ 60		
Class 5	8	0
SJC EHS HB ~ 130		
Manteca 1	11	1
Stockton 6	12	1
Stockton 7	12	1
Classrooms Closed	**Total Slots**	**Staff Vac.**
31	**413**	**67**

	Slots	Staff Vac.
Closed Enrollment	**20%**	**67.68%**
Open Enrollment	**80%**	**32.32%**

* MJM slots moved to Angela Martinez and Sterling

Funded Enrollment	2071	1411 68%

Active Enrollment	1658	1411 85%

Enrollment Data Run Date 1/3/2024 Staffing Data Run Date

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: January 10, 2024

Subject: *Agenda Item 4(b)*: Goal 4 Strategic Plan Update – **Info Item**

Since the launch of CAPK's Strategic Plan, individuals, departments, and workgroups have concentrated resources and energy to achieve goals outlined in the 2021-2025 Strategic Plan. These achievements have been captured monthly, and a look at the metrics shows progress in every initiative.

CAPK's Strategic Goal 4 states:

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

Key accomplishments have been achieved in most of our plan's four areas of concentration. These accomplishments demonstrate the extent and depth of CAPK's efforts. Key stakeholders routinely meet to review and update goals and discuss high-impact ideas to achieve these goals. The group continues to discuss in depth the goals and sub-goals and outlined an action.

Among some of the accomplishments of the past few months, CAPK has:

- Conducted Supervisor 101 training successfully to various divisions and departments, with participants consistently demonstrating enhanced leadership skills and improved communication. Phase two of the training is in progress.
- Ongoing pay-related equity analysis across the agency and processed equity adjustments, underscoring the agency's dedication to fostering a fair and equitable compensation structure.
- Launched attendance trainings for supervisors that have yielded progress as evidenced by a noticeable increase in team members punctuality and a growing awareness of effective strategies to address attendance issues while promoting a more accountable work culture.
- Successfully organized the 2nd annual job fair, achieving greater success than the inaugural event, with increased attendance and a higher number of successful job placements.
- Implementation of timecard/payroll training for supervisors, empowering them with a deeper understanding of timekeeping processes, resulting in improved accuracy in employee attendance tracking.

- Conducted a comprehensive analysis of turnover data and presented it to agency leaders. The review unveiled key insights into employee retention trends to allow for data-driven discussion to address and mitigate turnover challenges within the agency.
- Implemented new medical, vision, and dental plans with employees expressing high satisfaction. The plan results in cost savings for employees reflecting a positive impact on overall employee retention and recruitment.
- Initiated and implemented new recruitment and retention incentive plans to attract top-tier talent. These incentives are designed to position the agency as an employer of choice in a competitive job market.
- In process of reviewing and updating the employee handbook to ensure that it aligns with current regulations, reflects our organizational values, and provides clear guidance to our workforce. The updated handbook will be reviewed by the legal team.
- Transitioned all paper employees' files into electronic versions to further optimization of our HR processes and improve accessibility to employee information while reducing administrative burden.
- The DEI Committee took a 2-month dedicated break to strategize and plan for the 2024 year. The break allowed the Committee to engage in a comprehensive review of the current DEI initiatives and explore new opportunities for growth as well as focus on identifying impactful speakers and attracted new members.

Attachments:
Goal 4 Action Plan

Lisa McGranahan

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

55%
of 52.9%

Enhance leadership capacity, effectiveness, and sustainability. (4.1)

Owner: Lisa McGranahan, (10/01/21 - 12/31/25)

Latest Comment: Transitioned all paper employees' files into electronic versions to further optimization of our HR processes and improve accessibility to employee information while reducing administrative burden. (Margaret Frazier-Sanchez, 01/04/24)

50%
of 52.9%

Create a standardized onboarding and training plan. (4.1.2)

Owner: Lisa McGranahan, (10/01/21 - 12/31/25)

Latest Comment: Partnered with IT to replace outdated laptops and improve connectivity for a better employee experience. (Margaret Frazier-Sanchez, 03/01/23)

45%
of 52.9%

Enhance experience of new hire orientation and refresher trainings, including agency level presentations with program specific information. (4.1.2.1)

Owner: Lisa McGranahan, (10/01/21 - 12/31/25)

Latest Comment: Improved the Safety training experience with site-specific trainings that allows employees to report at their home site quicker that enables more in-depth on-the-job training. (Margaret Frazier-Sanchez, 03/01/23)

55%
of 52.9%

Create a development plan with training components specific to the position and scope of duties. (4.1.2.2)

Owner: Lisa McGranahan, (10/01/21 - 12/31/25)

Latest Comment: Implementation of timecard/payroll training for supervisors, empowering them with a deeper understanding of timekeeping processes, resulting in improved accuracy in employee attendance tracking. (Margaret Frazier-Sanchez, 01/04/24)

27%
of 52.9%

Develop a learning management system to assign and track training plans, which can be incorporated into an employee's performance evaluation. (4.1.2.3)

Owner: Lisa McGranahan, (10/01/21 - 12/31/25)

Latest Comment: Began implementation of new HR performance management system. Software should be fully implemented by end of third quarter. (Margaret Frazier-Sanchez, 07/26/22)

55%

of 52.9%

Increase employee engagement, morale, and retention. (4.2)

Owner: Lisa McGranahan, (10/01/21 - 12/31/25)

Latest Comment: Initiated and implemented new recruitment and retention incentive plans to attract top-tier talent. These incentives are designed to position the agency as an employer of choice in a competitive job market. (Margaret Frazier-Sanchez, 01/04/24)

Not Started

of 8.22%

Refine employee performance review process, ensuring that creation and periodic review of staff professional development plan are integrated into the process. (4.2.2)

Owner: Lisa McGranahan, (01/01/24 - 12/31/24)

Not Started

of 8.22%

Incorporate agency-level guiding principles into the performance evaluations as part of an interactive engagement with leadership and staff on an ongoing basis. (4.2.2.1)

Owner: Lisa McGranahan, (01/01/24 - 12/31/24)

Not Started

of 8.22%

Develop competency-based job descriptions focusing on knowledge, skills, and abilities needed to meet or exceed the expectations of the position. (4.2.2.2)

Owner: Lisa McGranahan, (01/01/24 - 12/31/24)

45%

of 52.9%

Conduct staff engagement surveys to establish benchmarks and identify areas for improvement. (4.2.3)

Owner: Lisa McGranahan, (10/01/21 - 12/31/25)

Latest Comment: Launch Benefits ad-hoc committee to evaluate employee benefits and conducted an agency-wide survey to better understand what is important to CAPK employees. (Margaret Frazier-Sanchez, 03/01/23)

50%

of 52.9%

Increase the visibility of the Agency and create a unified CAPK identity. (4.3)

Owner: Lisa McGranahan, (10/01/21 - 12/31/25)

27%

of 52.9%

Create strategies to incorporate Diversity, Equity, and Inclusion (DEI) best practices at all levels of the organization and services. (4.4)

Owner: Lisa McGranahan, (10/01/21 - 12/31/25)

Latest Comment: DEI Committee administered an employee survey to help measure inclusivity at CAPK. (Margaret Frazier-Sanchez, 10/26/22)

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: January 10, 2024

Subject: *Agenda Item 4(c)*: Head Start Recruitment and Retention Incentive Update – **Info Item**

The retention and recruitment incentive program was launched on August 30, 2023, with the primary goal of attracting and retaining high-caliber talent. The program included a financial incentive designed to enhance overall job satisfaction and address recruitment challenges for hard-to-fill positions. The purpose of this memo is to communicate the effectiveness of the initiative and address any concerns regarding employees who received incentives but subsequently terminated their employment.

Results:

1. Recruitment Payouts:
   a. As of January 4, 2024, the recruitment incentive program disbursed $8,250 to six (6) employees who achieved a satisfactory rating on their first 90 days performance review. These six employees remain active employees.
2. Retention Payouts:
   a. As of January 4, 2024, the retention incentive program disbursed $856,000 to 428 employees.

Concerns Regarding Terminations Despite Incentives:

Despite the overall success of the incentive program, we acknowledge that a small number of employees who received incentives have chosen to terminate their employment. Of the 428 employees who received the retention incentive, 11 employees resigned from their position during the incentive period. During the months of June to August, CAPK experienced a total of 34 resignations. An analysis of these cases reveals several common factors contributing to this unexpected outcome:

1. Personal Circumstances: Many employees faced unforeseen personal circumstances that necessitated a change in employment, irrespective of the incentives received.
2. Career Advancement: A small number of employees cited career advancement opportunities outside the organization as a primary reason for their decision to leave.
3. Policy Violations: A couple employees were dismissed due to violations of the attendance policy.

Implications and Next Steps:

1. Continuous Evaluation: We will conduct an ongoing evaluation of the incentive program to identify areas of improvement and ensure its continued effectiveness. Unfortunately, our substitutes expressed dissatisfaction as they discovered they did not qualify for the incentive, leading to a sense of discontent within this group.
2. Exit Interviews: We will continue with our current process of gathering insights into employee departures.
3. Enhanced Communication: Strengthening communication channels with employees is crucial. Clear communication about expectations will help manage employee expectations and reduce surprises.

In conclusion, while the retention and recruitment incentive program has yielded positive results overall, we are committed to addressing the concerns raised by the termination cases. By maintaining a proactive approach and continually refining the program, we aim to build a workforce that remains engaged, satisfied, and committed to the organization's success.

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: January 10, 2024

Subject: *Agenda Item 4(d)*: 2024 New California Minimum Wage Increase – **Info Item**

Due to the enactment of Senate Bill (SB) 3, beginning January 1, 2024, employers will be required to increase their minimum wage from $15.50 to $16.00 an hour. This increase to the minimum wage affects not only non-exempt employees, but also the minimum annual salary requirement for exempt employees to $32.00 an hour.

Previously, the State of California had a two-tiered minimum wage system, requiring employers with 25 or more employees to pay a higher minimum wage than employers with fewer than 25 employees. Beginning on January 1, 2024, all employers, regardless of size, must provide their employees minimum wage of no less than $16.00 per hour.

California law also provides that exempt employees must receive a salary that is not less than two times the state minimum wage. Effective January 1, 2024, the minimum annual salary for exempt employees will also increase to $66,560 ($32.00 an hour).

This increase will not have an impact on hourly staff. However, this new change affected one (1) salaried staff. The increase of wages for this one employee was projected during the development of the 2024 budget and fiscal impact is approximately $2,080 with a $222 increase in fringe costs.

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: January 10, 2024

Subject: *Agenda Item 4(e)*: Updated Bereavement and Sick Leave Policies – **Info Item**

Considering the new 2024 California law, below are the recent updates to CAPK's bereavement and sick leave polices. These changes are aimed at ensuring that our policies align with the latest legal requirements and provide comprehensive support to our employees.

Bereavement Policy: The new California law extends bereavement leave eligibility to a broader range of events.

Sick Leave Policy: In compliance with the 2024 California law, sick leave will now accrue at a rate of 40 hours, or five (5) days, per calendar year for temporary, part-time, or substitutes.

These policy updates are effective immediately, and detailed information, including the revised policies and procedures, can be found in the Human Resources SharePoint.

Our commitment to supporting our employees remains unwavering, and we believe these updates will contribute to a more compassionate and accommodating work environment.

15.0 BENEFITS AND TIME OFF

15.1 Interpretation of Benefits Policies

CAPK provides valuable benefits to its employees. Each benefit program offered has its own eligibility requirements that must be satisfied before a particular employee may participate in such a program. For most programs, there is a written plan document or insurance contract that sets forth the details of the program and the eligibility requirements. CAPK reserves the right to change, modify, or delete any benefits at its discretion.

While CAPK explains the basic elements of such programs in this Manual and elsewhere, the terms of the written plan documents or insurance contracts will control the administration of any benefits under such programs. To the extent that any statements or assurances are made in any form (including this Manual) that may contradict the provisions of the plan documents or insurance contracts, such statements or assurances are to be disregarded; the provisions set forth in the written plan documents or insurance contracts will control CAPK's obligations and determine the outcome of any situation. This includes any determinations regarding breaks in service.

To understand many of CAPK's benefit programs, it will be helpful to define certain terms as used in the below summaries. The following definitions will apply to interpret CAPK's benefits programs:

- **"Scheduled Workday"**: When calculating the rates at which time off is accrued or used, the term "scheduled workday" refers to an incremental period on the number of hours the employee is regularly scheduled to work, excluding overtime. For employees regularly scheduled to work forty (40) hours per week, one (1) "scheduled workday" consists of eight (8) hours. For employees regularly scheduled to work less than forty (40) hours per week, the "scheduled workday" is in proportion to the number of their regularly scheduled hours per week, excluding overtime. This definition applies to all time-off benefits, such as vacation, holidays, sick time, etc., unless otherwise specifically stated.
- **"Immediate Family"**: Unless otherwise stated in the specific policy, the term "immediate family" refers to the employee's spouse, registered domestic partner, child, stepchild(ren) or foster child(ren). It also includes the children of the employee's spouse or registered domestic partner.

15.2 Statutory Benefits

In addition to wages and salaries, CAPK contributes to government-mandated programs on behalf of all its employees. These benefits include the following: Social Security; Medicare; State Unemployment Insurance; and Workers' Compensation Insurance. CAPK also makes payroll deductions for mandatory State Disability Insurance ("SDI") and California's mandatory Paid Family Leave Insurance ("PFLI"). SDI and PFLI benefits are available through the California Employment Development Department. Employees may elect to use any available sick and/or vacation time before they collect SDI or PFLI

benefits. Where employees are collecting SDI or PFLI, CAPK can coordinate the payment of any vacation or sick pay with such benefits, to maximize income to the employee.

15.3 Insurance Benefits

CAPK offers benefits through a group medical, dental, vision, and life and AD&D insurance program to all full-year and part-year employees. Employees will share the cost for benefits not fully paid by CAPK. Eligible employees may elect medical which includes vision and dental insurance coverage for their dependents. Coverage for registered domestic partners as "dependents" is available.

New full-time employees become eligible for benefits on the first day of the calendar month following their hire date. Employees who become eligible due to a status change are eligible for benefits on the first day of the calendar month following thirty (30) days from their change in status.

Except as specifically required by law (such as Family & Medical Leave) or stated in this Policy Manual, during any leave of absence, the employee must pay their share of cost to continue any group health or voluntary life insurance. If an employee does not pay their share of cost for medical/dental insurance and voluntary life coverage while on leave, benefits will be terminated at the beginning of the month following non-payment. The employee will be offered COBRA until they return to work.

If an employee experiences particular events that would result in a loss of health insurance coverage, such as a change in status, leave of absence (other than periods covered by Family & Medical Leave, CFRA or PFL), or separation from employment, that employee and covered dependents would be eligible to continue their health insurance through COBRA. Dependents who lose dependent status due to an employee's death, divorce from the employee, or a child reaching an age-limit, would also have the right to continue health insurance coverage through COBRA. All participants in CAPK's health insurance plans will receive information regarding COBRA rights, upon becoming ineligible participants. Where the loss of coverage is due to a dependent no longer holding dependent status, that participant has a duty to notify Human Resources of such event to exercise any COBRA rights.

This section is intended only as an overview of our group insurance programs. CAPK reserves the right to change, modify, or delete any benefits at its discretion. Detailed information is provided in the Group Insurance Benefits booklet.

15.4 403(b) Tax Deferred Annuity and 401(a) Pension Plan

CAPK offers all employees the opportunity to contribute a portion of their earnings to a 403(b) tax deferred annuity. Employees are eligible to enroll in the plan as a participant upon date of hire. This plan allows eligible employees to contribute an amount from each paycheck for retirement investments. The investment contribution is deducted from wages before income taxes are calculated, which will reduce tax withholdings. Employees may contribute as little or as much as they want, up to the limits set forth in the Plan documents and by IRS annually. Additional eligibility requirements may apply. See Human Resources for details of the plan.

CAPK also provides eligible, full-time, and part-time employees with 1,000 service hours based on anniversary year, an employer-sponsored contributions to a 401(a)-retirement plan who participate and have completed one year of service and are at least 21 years old. CAPK contributes to the plan on the employee's behalf. The contributions are subject to vesting and the plan is eligible for deposit of rollover funds from a prior employer's retirement plan or IRA. See Human Resources for vesting and other details of the plan.

15.5 Holidays

CAPK employees observe holidays each year as may be determined by the Board of Directors. Eligible employees will be given the approved holiday off with pay. A schedule of predetermined holidays to be observed during each calendar year will be published and posted with the payroll schedule during the month of December. The holiday schedule will also be posted on the ADP Resource page.

For calculating holiday pay, each holiday pay will be equal to the employees normally schedule workday. Non-exempt employees shall be paid for holidays based upon their non-premium, regular hourly rate; exempt employees shall be paid their regular weekly salary. Holiday pay will not be counted as time worked in the calculation of overtime.

When a holiday falls on a weekend, it will be observed on the nearest regular working day. A schedule of the dates on which CAPK's paid holidays will be observed will be distributed just prior to the beginning of each calendar year. Non-exempt employees required to work on a paid holiday will be paid at their regular rate of pay for all hours worked on the holiday, in addition to regular holiday pay for the day.

Employees who wish to observe religious holidays that are not designated as a CAPK holiday may take the necessary time off to do so, unless his/her absence would create an undue hardship. Such time will be unpaid; however, vacation time may be used. Such time should be scheduled at least two (2) weeks in advance and requests should be submitted to the employee's immediate supervisor.

1. If a holiday falls on a Saturday or Sunday, it may be observed on the preceding Friday or following Monday, respectively. For eligible employees who work an alternative work week schedule and the holiday falls outside their normal schedule, the employee will be asked to take another day during the pay period in which the holiday occurs.
2. If a holiday falls during an employee's approved vacation period, the employee will be paid for the holiday and will not be charged with a vacation day for the day on the holiday is observed.
3. Employees on leave of absence for any reason are ineligible for holiday benefits that are observed during the period they are on leave of absence. This includes FMLA, CFRA, and PDL, personal leave, medical leave, workers' compensation, or any other type of a leave of absence.
4. The number of holiday hours an employee is paid is determined by the number of hours the employee is normally scheduled to work and will be paid at their normal hourly rate.

15.6 Vacation

Note: Some programs may have different accrual and usage policies. In some cases, this policy may not apply. In this case, the program policy will apply (Example: WIC and Union Employees - please refer to program procedures or Union Contract).

Vacations are meant for the relaxation of employees, so they may feel more refreshed at work and can be more productive. CAPK strongly encourages eligible employees to take vacations for this purpose; vacation time is not available to use for absences due to illness or other medical needs so long as any paid sick time is available. All full-time employees are eligible to accrue vacation beginning from their hire date and will earn vacation time at the following annual rates, with the following maximum accrual levels:

Executive Staff

Length of Continuous Service	Accrual Rate	Maximum Accrual
0 – 36 months	4.62 hours/per pay period (15 days/year)	240 hours
37 – 96 months	6.15 hours/per pay period (20 days/year)	320 hours
97 – 180 months	7.69 hours/per pay period (25 days/year)	360 hours
181 – or more months	9.23 hours/per pay period (30 days/year)	360 hours

Exempt Staff

Length of Continuous Service	Accrual Rate	Maximum Accrual
0 – 60 months	4.62 hours/per pay period (15 days/year)	240 hours
61 - 120 months	6.15 hours/per pay period (20 days/year)	320 hours
121 - 180 months	7.69 hours/per pay period (25 days/year)	360 hours
181 – or more months	9.23 hours/per pay period (30 days/year)	360 hours

Non-Exempt Staff

Length of Continuous Service	Accrual Rate	Maximum Accrual
0 – 36 months	3.08 hours/per pay period (10 days/year)	160 hours
37 – 96 months	4.62 hours/per pay period (15 days/year)	240 hours
97 – 180 months	6.15 hours/per pay period (20 days/year)	320 hours
181 – 240 months	6.46 hours/per pay period (21 days/year)	336 hours
241 or more months	6.77 hours/per pay period (22 days/year)	352 hours

Employees do not receive vacation accrual while on unpaid leave, workers' compensation, or FMLA/CFRA/PDL. Vacation time may not be taken in advance of being earned. Exempt employees must use vacation in minimum increments of one (1) full workday.

If an employees' earned but unused vacation accrual reached the maximum, the employee will not accrue any additional vacation. If the employee later uses some of the vacation accrual to fall below the maximum, the employee will resume earning vacation accrual from that date forward. The amount of vacation an employee has accrued will be indicated on their paystub in terms of "hours" available. Vacation does not count as time worked for calculating overtime.

Vacations must be scheduled with the prior approval of the employee's supervisor but shall not be unreasonably denied. Divisions can establish standard timelines regarding advance notice of vacation requests based on program needs. This is necessary because of scheduling demands; requests with minimal notice are discouraged and may be denied based on work and coverage demands. CAPK has the right to control the scheduling, timing, and length of vacations to minimize disruption to CAPK's operations; however, every effort will be made to schedule vacations during a mutually convenient time. If a paid holiday occurs while one is on approved vacation, one will be paid for the holiday and the holiday will not be counted as a vacation day. For all employees, any vacation earned and not used will be paid at the time of termination. CAPK prohibits the advancement of accrued vacation time.

Eligible Head Start Part-Year Employees Working Less Than 12 Months Per Year.

Eligible part-year employees who work less than 12 months per year shall note: part-year employees will earn 24 hours of personal time off effective August 1 of each year. Any paid personal time off balance at the end of the ten (10) months will be included with the last check in May/June of each year.

15.6.1 Vacation Cash Out

CAPK offers eligible employees the opportunity to request a vacation pay out one time during a calendar year. You must have met your one (1) year anniversary and you must have a 40-hour vacation balance after the request. You will be allowed to make one (1) request per calendar year with the cash out request of one (1) to 40 hours. Example: if you request a vacation cash out of 20 hours that will be your one (1) vacation cash out request for that calendar year.

15.7 Sick Leave

All full-time full-year employees accrue paid sick time starting at date of hire. Sick time benefits accrue at the rate of 3.69 per pay period (some programs may operate with a different accrual schedule). Employees do not accrue sick time while on unpaid leave, workers' compensation or FMLA/CFRA/PDL.

Employees may use accrued sick time for the following: (1) the employee's own or "family member's" diagnosis, care, or treatment of an existing health condition, or preventive care; or (2) an employee who is a victim of domestic violence, sexual assault, or stalking to seek aid, treatment, or related assistance. Sick time may not be used for vacation or any reason other than the previously listed reasons. If available sick leave has been exhausted, vacation can be used to cover such absences. CAPK may require a statement from a doctor verifying any illness causing an absence from work, or other documentation supporting an absence, even if the absence is unpaid.

Covered family members for sick leave includes:

- spouse or registered domestic partner
- child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis)
- biological, adoptive, or foster parents or stepparents, legal guardian of the employee or the employee's spouse or registered domestic partner
- grandparent

- grandchild
- sibling

Hourly employees are paid according to their hourly rate of pay and in compliance to the funding sources. Paid sick time does not count as time worked for the purposes of calculating overtime. Exempt employees must use sick time in minimum increments of one full workday.

Sick time may be accrued to a maximum of 480 hours. Once an employee reaches this maximum, no additional sick time will be accrued until falls below 480 hours.

Eligible Full-Time Part-Year Employees Working Less Than 12 Months Per Year.

Part-year employees will earn 40 hours of sick leave effective August 1 of each year. Sick leave will start over each August 1 and employees will be granted a 40-hour balance on August 1. Sick leave balance at the end of the school calendar will be transferred to their Extended Illness Bank (EIB).

15.8 Sick Leave for Temporary, Part-Time, and Substitute Employees

All temporary, part-time, substitute employees who are not benefit eligible will receive sick leave accrued at 1 hour per 30 hours worked for a maximum of 40 hours or 5 days per calendar year. CAPK may limit an employee's use of paid sick days to 40 hours or 5 days in each year of employment in accordance with AB 1522, California Paid Sick Leave.

15.9 Bereavement

In the event of a death in the immediate family of any employee who has completed 30 days of employment, a paid leave will be granted for six (6) days for the purpose of bereavement leave. At the employee's request, an employee can use up to five (5) days of bereavement for reproductive loss leave following a reproductive loss event (miscarriage, unsuccessful assisted reproduction, failed adoption, failed surrogacy, stillbirth). Bereavement qualifying members of the family are as follows:

- spouse or domestic partner (including common-law spouse)
- child (including foster and/or stepchild)
- parent (including stepparents)
- brother or sister (including step or half)
- grandparent (not in-law)
- grandchild
- parent-in-law

Bereavement leave does not have to be taken consecutively but must be taken within three (3) months of the date of the death of the family member or reproductive loss event. Should an employee need additional days for members of their immediate family, or in the event of death of other relatives by blood or marriage, they may draw from available vacation days, floating holidays, and/or sick days. Pay for such time lost shall be computed at the employee's regular hourly rate based on the employee's scheduled hours for each workday lost due to bereavement leave. Such hours shall not be considered as hours worked for the purpose of computing overtime. Employees may request to use accrued vacation time to cover bereavement absence for non-family. If

the employee has no vacation time, they may request unpaid leave for bereavement associated with the loss of other persons and may be granted upon request and approval by the employee's division director. The agency may require the employee to provide proof of the relationship, death, loss, or funeral arrangements.

15.10 Jury or Witness Duty

CAPK employees are encouraged to fulfill their civic responsibility when called for jury or witness duty. Employees summoned for such duty must provide a copy of their summons to their manager as soon as possible to arrange for time off. All full-time employees are eligible for jury-duty. Part-time, temporary, and substitute employees are not eligible for jury duty pay.

CAPK will pay eligible exempt and non-exempt employees up to eighty (80) hours straight-time pay per calendar year.

If jury service starts after the employee's normal workday or jury service ends before the end of workday, the employee must contact their immediate supervisor daily to discuss their scheduled work hours daily. If jury service is less than the number of hours the employee is scheduled to work (i.e., 8- or 10-hour day) and the employee does not report to work, this time should be covered by vacation request or will be unpaid time.

Travel from jury service to work or from work to jury service will be counted as part of your workday. Commute time from home to jury service or from jury service to home is not paid time.

In instances where a CAPK employee is called to serve as a witness as part of the job and in their capacity as an employee of CAPK, the service as a witness is work time and all such time will be paid accordingly. If employees are called to serve as a witness in any other capacity, such is non-work time.

Certification from the court or other judicial officer verifying the days and times of jury or witness service should be provided to your supervisor. Employees may use available vacation to offset any extended jury or witness duty. The employee and supervisor are responsible for ensuring that jury duty is entered onto your timecard to be paid correctly. If an employee receives a check from the court for mileage and/or per diem, the employee may keep the check.

15.11 Reporting to Work Pay

CAPK will comply with all applicable regulations regarding reporting time pay for non-exempt employees (scheduled workdays). Each workday an employee is required to report to work but is not put to work or is furnished with less than half of his or her usual or scheduled day's work, the employee will be paid for half the usual or scheduled day's work, but in no event for less than two hours nor more than four hours, at his or her regular rate of pay.

CAPK will pay a minimum of two (2) hours of pay to employees who are required to report to work on a day other than their normally scheduled workday.

15.12 Interruption of Work Due to Unforeseen Circumstances

CAPK will not pay employees for reporting under the following circumstances:

- Interruption of work because of the failure of any or all public utilities; or of natural causes or other circumstances beyond the CAPK's power to control.

15.13 Catastrophic Leave

In the event an employee has exhausted their leave benefits and must miss work due to a prolonged illness or injury (including that of an eligible family member), Catastrophic Leave is a benefit that allows employees to request leave through time donated by agency peers. Please refer to the Catastrophic Leave Policy for guidelines and information.

MEMORANDUM

To: Personnel Committee

From: Kelly Lowery, Food Bank Administrator

Date: January 10, 2024

Subject: *Agenda Item 4(f)*: Updated Food Bank Operations Supervisor Job Description – **Action Item**

Over the course of the last 12 months, the Food Bank Operations Supervisor role has expanded and evolved, now directly providing daily oversight of more than a dozen Food Bank operations department staff and volunteers, an expanded building three (3) times the previous size, and a fleet of more than a dozen trucks. To cover this responsibility, often the Operations Supervisor is required to take on tasks that extend beyond normal operational hours. Therefore, staff have updated the job description of the Operations Supervisor to reflect the current scope of responsibility more clearly.

Summary of Proposed Changes

Position Title	Proposed Changes	Current Grade	New Grade
Food Bank Operations Supervisor	Updated job description including status change to exempt.	9	9

Fiscal Impact and Timeframe

The fiscal impact of this change would be minimal. The change would not require a re-grading. However, a moderate $1 an hour increase would need to be made to the current Operations Supervisor to follow California labor law.

Strategic Plan Impact

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 aligning the job description and compensation with the current level of responsibility of the position.

Recommendation:

Staff recommends the Personnel Committee approve the changes to the Food Bank Operations Supervisor job description including the status change to exempt.

Attachments:

Food Bank Operations Supervisor Job Description

Food Bank Operations Supervisor

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 09 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Program Administrator, the Food Bank Operations Supervisor is responsible for warehouse, facility, inventory, and fleet oversight. The Food Bank Operations Supervisor will also interface with warehouse staff and volunteers. May require flexible hours according to the nature and scope of the work.

SUPERVISION RECEIVED:
Receives supervision from the Program Administrator.

SUPERVISION EXERCISED:
Warehouse Coordinators, Warehouse Specialists, Drivers, and Volunteers.

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:

- Provides direct supervision to warehouse coordinators, warehouse specialists, drivers, and volunteers.
- Completes performance evaluations regularly.
- Responsible for assuring that quality standards are met for all food handling, safety, and warehouse operations per CAPK Food Bank and Feeding America Standards.
- Updates the written policy and procedure manual on receiving, storage, inventory, and distribution.
- Ensures that policies and procedures are followed in the warehouse for receiving, storage, inventory, and distribution.
- Responsible for the administration, utilization, and maintenance of the warehouse management system.
- Implements and regularly monitors inventory using the warehouse management system.
- Submits monthly reports to the Food Bank program administrator. Reports must include any discrepancies, corrective actions, and recommendations.
- Responsible for ensuring the warehouse's cleanliness. Any concerns must be addressed and discussed with the Food Bank program administrator.
- Responsible for implementing and facilitating an OSHA-compliant safety program to ensure a safe work environment for all Food Bank staff and work locations.
- Provides direct supervision to warehouse employees and volunteers in the absence of the warehouse coordinator.

DRAFT

- Under the direction of the Food Bank program administrator, purchases supplies and equipment necessary for the function of the warehouse according to CAPK procurement procedures.
- Serves as the emergency contact for warehouse emergencies.
- Works with the program administrator to place orders based on the state's allocation limits and bonus foods availability within the USDA Program.
- Follows the approved reporting system to comply with state and federal laws and regulations.
- In conjunction with the agency relations supervisor, prepares required reports for USDA and a written accountability log for continuous USDA inventory and clients served.
- Provide policy changes and appropriate information to Food Bank staff concerning USDA and other funding source updates.
- Responsible for the maintenance of warehouse equipment and vehicles.
- Responsible for identifying and implementing policies and procedures to increase efficiency and utilization of program resources.
- Responsible for the continuous monitoring of all warehouse equipment including but not limited to freezer, refrigerators, and generator monthly.
- Acts independently to plan work, set priorities, and analyze facts to determine required action.
- Responsible for safeguarding confidential information and documents critical to the organization, customers, and employees.
- Maintains routine and non-routine contact with internal and external customers, vendors, funding sources, partnering agencies, and others.
- Assist with warehouse activities on an as-needed basis, e.g., operate a forklift, drive a box truck, and drive a company vehicle when necessary.
- Provide overall leadership and direction in the absence of the program administrator.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
- Performs any 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.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

DRAFT

- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Perform tasks that are detail oriented.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present 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.

- Associate degree in business administration or related field.
- Two (2) years of management experience; warehouse management preferred.
- Two (2) years of experience with inventory control & and using a warehouse management system.
- Two (2) years' experience with customer service.
- Two (2) years of experience in a lead warehouse position may be substituted for the education requirement on a year-for-year basis.
- Current forklift certification required.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Experience in proper food storage, handling, and inventory practices.
- SafeServe certification required.
- Bilingual language fluency (Spanish/English) is highly desirable.
- Successful completion of physical, and 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 moderately 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 accommodation may be made to enable employees with disabilities to perform essential duties.

POSITION TITLE Food Bank Operations Supervisor			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			X

DRAFT

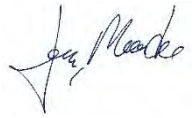
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing and pulling (right hand)		x	
Pushing and 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		

DRAFT

MEMORANDUM

To: Personnel Committee



From: Jerry Meade, Assistant Director ~ Program

Date: January 10, 2024

Subject: *Agenda Item 4g:* Head Start Compensation Implementation Clarification – **Action Item**

In November 2023, the Head Start and State Child Development Division presented their compensation plan for approval to the Board of Directors. During the presentation, staff presented an implementation plan with two effective dates. The first date proposed was for Direct Services Staff to be in January 2024, with the balance of the division staff being in March 2024. The documentation included in the presentation listed two groups of employees, those that follow a step system, and those that follow a grade system. The positions included in the step system schedule identified an effective date of January 8, 2024. The positions listed in the grade system schedule included an effective date of March 8, 2024. During the processing of wage changes for January 8, 2024, it was noted that two direct services positions are included in the grade system compensation schedule slated for March 8, 2024. The Site Supervisor I and Site Supervisor II positions are part of the grade system schedule, but the intent was for all direct services positions to be included in the January 8, 2024, implementation timeline.

The approach to implementation of the compensation changes has consistently focused on the direct services staff, as these positions have been more difficult to fill and essential for reaching full enrollment. To ensure 100% transparency and to avoid any ambiguity in the implementation of the compensation schedule for Head Start direct services staff, program is requesting approval from the Personnel Committee to include the Site Supervisor I and Site Supervisor II in the January 8, 2024 compensation implementation. These positions were also included in the budget development for this timeline. It would be the intent of staff to retroactively pay Site Supervisors back to the effective date of January 8, 2024 upon Board approval.

Recommendation: Staff recommends the Personnel Committee Approve the Site Supervisor I and Site Supervisor II positions be included in the January 8, 2024 implementation of the approved Head Start Compensation Schedule and be retroactively paid upon Board Approval.

DATE January 17, 2024
TIME 12:00 pm
LOCATION CAPK Administrative Office
Executive Conference Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

Program Review & Evaluation Committee Minutes

1. **Call to Order**

   Committee Chair Ana Vigil called the meeting to order at 12:00 pm at the Community Action Partnership of Kern Administrative Building, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

2. **Roll Call**

   Roll call was taken with a quorum present.

   Present: Ana Vigil (Chair), Jimmie Childress, and Gina Martinez

   Absent: Mia Cifuentes, Yolanda Ochoa

   Others Present: Jeremy Tobias; Chief Executive Officer, Sabrina Jones-Roberts; Program Administrator, Vanessa Mendoza; Grant Administrator, Carol Hendricks; Enrollment and Attendance Manager, Rosa Guerrero; Administrative Analyst, Annelisa Perez; Outreach and Communications Supervisor and other CAPK staff.

3. **Public Comments**

   No one addressed the Committee.

4. **Program Presentation**

   a. 211 Call Center Presentation by Sabrina Jones-Roberts, Program Administrator

      Sabrina Jones-Roberts provided a presentation about the 211 Call Center and highlighted how the program is operated, access to 211 Kern, and the available resources through 211 Kern.

      Sabrina reported that the 211 database has over 1,000 resources, which are narrowed down based on the caller's geographic location. Sabrina said the call specialist will ask follow-up questions to identify if there are other services the caller can benefit from. Some of those services may include Cal-Fresh and Medi-Cal applications via phone for the initial application. There is a Program Specialist that assists with the Medi-Cal redetermination application and provides one-on-one guidance through the application process. Calls that are routed to Coordinated Entry are funneled through 211. The 211 program also supports parents concerned about their child's growth and development with children ages 0-5 years old. 2-1-1 staff also assist with back-end call handling for the Home Energy Assistance Program (HEAP), determining eligibility and pointing them to the website for an application or mailing an application to them and assisting with setting up an appointment for those individuals. Typically, all call specialists are fluent in Spanish and English, and others who need interpretation can gain access to the available language line.

      Gina Martinez asked how often the information database is updated. Sabrina said, at a minimum, it's updated annually, and there are some agencies that they are consistently in contact with due to funding changes. Sabrina said they also initiate contact with the different resources to ensure the information is accurate and updated.

Gina Martinez also asked if there is a matrix by zip-code that represents all the necessities. Sabrina said yes that information is available. Gina asked if the data is analyzed the following year to address those areas as the season approaches. Jeremy Tobias said it's a good data resource for our programs to identify what the needs are. 2-1-1 does not provide the services directly, and some of the resources are CAPK and some are other agencies. CAPK will disburse that data to the service agencies, and they can arrange their services based on trends.

Gina asked if there has been an increase in call volume related to the Medi-Cal law. Sabrina said that they did anticipate an increase but have not seen an increase at this time.

5. New Business

a. November and December 2023 Program Reports – Vanessa Mendoza, Grant Administrator - ***Action Item***

Vanessa Mendoza presented the November and December 2023 Program Reports for approval and provided notable highlights. Staff are working on finalizing the count on the 2023 reporting, and that will help complete the CSD report that is due February 1, 2024.

Vanessa said that while most programs are reporting for two months given there were no meetings in December, there is an exception for the Food Bank, which is always two months behind. Given the large amount of data, staff need the extra month to ensure that data is accurate and ready to be presented, and for that reason, you only see the November data. Vanessa reported that the Food Bank closed out the year with 20.4 million pounds distributed in Kern County, and that translates to about 17 million meals calculated by the formula created by the USDA that states that every meal equals 1.2 pounds, and all this is done by the network that Kelly has built, closing out the year with 265 distribution partners.

Gina Martinez asked if the volunteers who received job skill training are reflected in the report or included with all other volunteers. Vanessa said the other volunteers are stand alone and are the numbers that were not in the first line item.

Ana Vigil shared that she and Maritza Jimenez went to a scheduled tour of the Presbyterian Church pantry and both Board Members shared the information about the pantry on their social media pages. Ana said the volunteers that run the pantry do not speak Spanish, and they get a lot of Spanish speaking customers, so with their shared post, Ana has gotten many people offering to volunteer at the pantry. Vanessa said those choice pantries allow the client to select the items they want, eliminating food waste. With the help of Cal-Fresh Healthy Living, Kelly is looking at how to expand or convert existing sites to become a choice model.

Vanessa announced that on Monday, January 29, 2024, the East Kern Family Resource Center in Mojave will have the Ribbon Cutting ceremony and is an excellent opportunity for all to attend from 10:00 am to 11:00 am.

Motion was made and seconded to approve the November and December 2023 Program Reports. Carried by unanimous vote (Martinez/Childress).

b. November and December 2023 Application Status Reports & Funding Profiles – Vanessa Mendoza, Grant Administrator – ***Action Item***

Vanessa Mendoza presented the above action item for approval and identified the requests that were funded, pending and/or denied. Vanessa also provided highlights of the current funding requests.

Gina Martinez asked if we have mobile trailers in East Kern or if that has even been considered. Freddy Hernandez said they don't have a mobile trailer at the moment. The reason is the Head Start/Oasis facility has strict requirements for those who enter the center. To ensure that the people who enter do not have historical or legal backgrounds, we would have to put a trailer outside of that center adjacent and fenced so that we meet the Head Start guidelines and be able to provide homeless services to the Ridgecrest community. Currently, services are provided as an outreach event, not necessarily where they enter the center. Plan B would be to find another location to open an office in that community.

Motion was made and seconded to approve the November and December 2023 Application Status Reports & Funding Profiles. Carried by unanimous vote (Childress/Martinez).

c. November and December 2023 Head Start/State Child Development Division/Program Activity Report – Carol Hendricks, Enrollment and Attendance Manager - ***Action Item***

Carol Hendricks presented the above action item for approval and summarized the November and December 2023 Head Start/State Child Development Division/Program Activity Report.

Gina Martinez asked if the kids were given a snack to take home. Carol said no, when the kids get their snack, they have to be in the class. Gina asked how many staff members are assigned to attend to a disabled student. Robert Espinosa said that students with disabilities will sometimes receive services from other agencies and are part of the ratio. It's never a one-on-one, CAPK works with their partners to adjust the student's needs to the Individualized Family Support Plan (IFSP).

Ana Vigil asked what happens with the centers when there are vacant staffing positions. Carol said that there are definite challenges, however, the centers are running well with the staff they have, and when necessary, admin staff can fill in when necessary.

Motion was made and seconded to approve the November and December 2023 Head Start/State Child Development Program Activity Report. Carried by unanimous vote (Martinez/Childress).

d. 2024-2025 Recruitment and Selection Plan – Carol Hendricks, Enrollment and Attendance Manager - ***Action Item***

Carol Hendricks presented the above action item for approval and summarized the 2024-2025 Recruitment and Selection Plan.

Jimmie Childress asked for clarification about the Tribal Temporary Assistance for Needy Family (TANF). Carol said the TANF leaders decide who gets supported by TANF. Jeremy Tobias said CAPK honors their designation and accepts it, CAPK does not make any decisions about who is approved for support. Robert Espinosa said that when Michelle Jara Rangel was a committee member, she wanted to include this sector to ensure they were represented.

Motion was made and seconded to approve the 2024-2025 Recruitment and Selection Plan. Carried by unanimous vote (Martinez/Childress).

e. 2024-2025 Program Planning Calendar – Rosa Guerrero, Administrative Analyst - ***Action Item***

Rosa Guerrero presented the above action item for approval and summarized the 2024-2025 Program Planning Calendar.

Motion was made and seconded to approve the 2024-2025 Program Planning Calendar. Carried by unanimous vote (Martinez/Childres).

f. Customer Relationship Management (CRM) Interagency Referral Management (IRM) Presentation – Annelisa Perez, Outreach and Communications Supervisor- ***Info Item***

Annelisa presented the Customer Relationship Management (CRM) Interagency Referral Management (IRM) and highlighted that CAPK is such a large agency. We have several programs participating, but we are not at the level we would like. Annelisa said they have had one-on-one conversations with the programs and discussed the barriers. Some programs are still not participating as much or where they should be. Annelisa reported that most of the referrals have been going to Energy & CES, two of the most demanding programs. Annelisa said our goal is to have a low pending referral pool of clients, and her job is to follow up and ensure that staff is following up.

Ana Vigil asked if follow-ups are only by phone. Annelisa said yes, and Ana recommended a mail follow-up as well. The top referring programs are East Kern Family Resource Center (EKFRC), Oasis Family Resource Center (OFRC), and CSPP. Ana asked if the staff had been trained to do those referrals. Annelisa said yes, they have, and they have been doing ongoing training as requested by the program. Some of the issues identified were that some didn't know about the CRM, didn't have access, or needed additional support.

Gina Martinez asked if there is a question on the client profile questionnaire that asks if the client is following the crops. Annelisa said no.

Ana Vigil asked if the programs could see where the referral is in progress. Annelisa said yes, they do, and the CRM also sends reminders. Ana asked if the client portal is case-sensitive. Annelisa said no, and it does capture much demographic information. Program eligibility questions have been updated, and the CRM updates are done every Friday.

Gina Martinez asked if Veterans Services is on the client survey questionnaire. Annelisa was unsure but will report back. Annelisa said the CRM is a CAPK internal referral system.

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

Jeremy thanked the Committee for their time and reminded all that Board Officer elections will take place on January 31 and the new committee assignments will begin in February.

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

Program Review & Evaluation Committee
12:00 pm
February 14, 2024
CAPK Administrative Office, Executive Conference Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

8. <u>Adjournment</u>

The meeting was adjourned at 1:24 pm



January 2024 PRE Committee

November & December 2023 Program Monthly Reports



Housing and Supportive Services

Coordinated Entry Services
M Street Homeless Navigator Center
CalAIM - Homeless Services

Community Action Partnership of Kern

Monthly Report 2023

Month	November-23	**Program/Work Unit**	Coordinated Entry Services (CES)
Division/Director	Rebecca Moreno	**Program Manager**	Joseph Aguilar
Reporting Period	January 1, 2023 - December 31, 2023		

Program Description

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

Homeless Referrals/Assessments (SRV 7c)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	2,198	22,231	14,000	16%	159%
Pending Assessments	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern Pending contact/call back	0	0	15	0%	0%
Performance: Number of applicants who received a response within 24 Hours	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	1,682	17,378	11,000	15%	158%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Make CES more accessible for rural and non-shelter homeless individuals	No new updates with the Drop-In Center.
2. Increase staff recruitment and retention.	CES is currently in the process of recruiting a Program Specialist and 4 Navigators.
3. Build provider network support with KHS-CES	Interviews conducted to hire additional 2 calaim navigators

Program Highlights

Community Action Partnership of Kern

Monthly Report 2023

Month	December-23	**Program/Work Unit**	Coordinated Entry Services (CES)
Division/Director	Rebecca Moreno	**Program Manager**	Joseph Aguilar
Reporting Period	January 1, 2023 - December 31, 2023		

Program Description

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

Homeless Referrals/Assessments (SRV 7c)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	1,981	24,212	14,000	14%	173%
Pending Assessments	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern Pending contact/call back	90	90	15	600%	600%
Performance: Number of applicants who received a response within 24 Hours	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	1,259	18,637	11,000	11%	169%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Make CES more accessible for rural and non-shelter homeless individuals	training completed with Drop in center supervisor and navigator; continued support will be provided
2. Increase staff recruitment and retention.	Onboarded 3 new navigators; staff recruitment will continue January 2024
3. Build provider network support with KHS-CES	2 staff were onboarded to provide more support for KHS calaim clients. 1 offer was made for an additional staff member

Program Highlights

Community Action Partnership of Kern

Monthly Report 2023

Month	November-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)	198	1,428	1,000	20%	143%
Total Clients Served	110	2,324	2,400	5%	97%
Pets (i.e., kennel, emotional support assistance and service pet)	7	75	100	7%	75%
Residents Under 90 days length of stay	65	813	700	9%	116%
Exits to Permanent Housing (FNPI 4b)	11	107	100	11%	107%
Exits-Self	84	279	150	56%	186%
Exits-Involuntary	7	764	700	1%	109%
Case Management Services (SRV 7a)	710	7,990	8,000	9%	100%
Critical Incidents	25	402	250	10%	161%
Shelter Residents Meals (SRV 5ii)	6,708	71,279	60,000	11%	119%
Number of Volunteers *(duplicated)*	102	1,297	100	102%	1297%
Volunteers Hours *(duplicated)*	272	3,152	1,500	18%	210%
Safe Camping	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Total clients served (SRV 7b)	83	760	500	17%	152%
Current client census	65	507	300	22%	169%
Meals (SRV 5ii)	3,066	28,154	15,000	20%	188%
Pets	13	149	75	17%	199%
Clients moved to Shelter (SRV 4m)	2	12	50	4%	24%
Exits to Permanent Housing (FNPI 4b)	0	18	40	0%	45%
Exits-Self	11	54	50	22%	108%
Exits-Involuntary	3	110	75	4%	147%
Critical Incidents	2	35	100	2%	35%
Safe Parking	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Total clients served	5	81	50	10%	162%
Current client census	8	84	50	16%	168%
Clients moved to Shelter (SRV 4m)	0	0	25	0%	0%

Explanation (Over/Under Goal Progress)

Clients from the Safe Camp area are satisfied with their current living situation, less structure, no searching at the point of entrance allows the clients more autonomy. Not many clients from Safe Camp are being matched to vouchers, however, with the addition of the Program Specialist, we intend to provide more housing navigation/case management services we are anticipating those housing numbers to increase.

Community Action Partnership of Kern

Monthly Report 2023

Program Strategic Goals	Progress Towards Goal
1. Number of clients participating in job training program, (i.e. Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network)	1 attending recycling lives missed his graduation by one day due to being arrested for driving under the influence. He is currently spending 0ne year and up to 32 months in Lerdo. Next Project Hire Up will start in January 2024.
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.	Job descriptions have been completed, 5 staff members have been promoted which has increased their pay.
3. Amend M Street policy & procedure manual, intake packet post Covid.	In the process of reviewing the policies and procedures for M Street.
4. Increase the number of clients who transition to permanent housing by 15% from the prior year (2022 - 99) to 114 clients.	11 clients moved into permanent supportive housing, which the brings the total to 107.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	20
25 - 34	38
35 - 44	54
45 - 54	45
55 - 61	26
62+	15
Total:	**198**

Race Demographic	Month
American Indian or Alaska Native	5
Asian	1
Black or African American	37
Native Hawaiian or Other Pacific Islander	1
White	122
Multiple races	2
Client Don't know / Refused	1.00
No Answer	29.00
Total:	**198**

Gender	Month
Female	71
Male	126
Trans Female (MTF or Male to Female)	

Zip Code	Month	Zip Code	Month
93301	45	93555	1
93304	19	94964	1
93305	12	93103	1
93306	8	93268	2
93307	15	93561	1
93308	23	93280	1
93309	6	93285	1
93311	3	63132	1
93312	3	74764	1
93313	2	97211	1
93314	2	93203	1
90212	1		
93205	1		
93206	1		
92234	1		
93726	1		
93240	1		
93241	1		
90004	1		
93250	1		
93501	1		
Not specified	38		
Total			**198**

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:	**198**

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	6
25 - 34	10
35 - 44	29
45 - 54	24
55 - 61	7
62+	7
Total:	**83**

Race Demographic	Month
American Indian or Alaska Native	2
Asian	1
Black or African American	11
Native Hawaiian or Other Pacific Islander	
White	
Multiple races	
Client Don't know / Refused	
No Answer	
Total:	**14**

Gender	Month
Female	38
Male	45
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:	**83**

Zip Code	Month	Zip Code	Month
93301	16		
93302	1		
93304	5		
93305	7		
93306	4		
93307	6		
93308	10		
93309	6		
93313	1		
93215	1		
90242	1		
93238	1		
93240	1		
93241	1		
93556	1		
93263	1		
93561	1		
75014	1		
79701	1		
Not specified	17		
Total			**83**

Program Highlights

Community Action Partnership of Kern

Monthly Report 2023

Month	December-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)	106	1,534	1,000	11%	153%
Total Clients Served	184	2,508	2,400	8%	105%
Pets (i.e., kennel, emotional support assistance and service pet)	15	90	100	15%	90%
Residents Under 90 days length of stay	62	875	700	9%	125%
Exits to Permanent Housing (FNPI 4b)	4	111	100	4%	111%
Exits-Self	88	367	150	59%	245%
Exits-Involuntary	14	778	700	2%	111%
Case Management Services (SRV 7a)	629	8,619	8,000	8%	108%
Critical Incidents	27	429	250	11%	172%
Shelter Residents Meals (SRV 5ii)	8,042	79,321	60,000	13%	132%
Number of Volunteers *(duplicated)*	107	1,404	100	107%	1404%
Volunteers Hours *(duplicated)*	213	3,093	1,500	14%	206%
Safe Camping	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Total clients served (SRV 7b)	78	838	500	16%	168%
Current client census	52	559	300	17%	186%
Meals (SRV 5ii)	3,215	31,369	15,000	21%	209%
Pets	11	160	75	15%	213%
Clients moved to Shelter (SRV 4m)	0	12	50	0%	24%
Exits to Permanent Housing (FNPI 4b)	0	18	40	0%	45%
Exits-Self	5	59	50	10%	118%
Exits-Involuntary	1	111	75	1%	148%
Critical Incidents	2	37	100	2%	37%
Safe Parking	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Total clients served	13	94	50	26%	188%
Current client census	13	97	50	26%	194%
Clients moved to Shelter (SRV 4m)	0	0	25	0%	0%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal

1. Number of clients participating in job training program, (i.e. Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network)	1 attending recycling lives missed his graduation by one day due to being arrested for driving under the influence. He is currently spending 0ne year and up to 32 months in Lerdo. Next Project Hire Up will start in January 2024.
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.	Job descriptions have been completed, 5 staff members have been promoted which has increased their pay.
3. Amend M Street policy & procedure manual, intake packet post Covid.	In the process of reviewing the policies and procedures for M Street.
4. Increase the number of clients who transition to permanent housing by 15% from the prior year (2022 - 99) to 114 clients.	111 total clients transitioned into permanent housing in 2023

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	18
25 - 34	39
35 - 44	56
45 - 54	30
55 - 61	28
62+	13
Total:	**184**

Race Demographic	Month
American Indian or Alaska Native	2
Asian	1
Black or African American	44
Hispanic/Latina/e/o	20
White	78
Multiple races	39
Client Don't know / Refused	
No Answer	
Total:	**184**

Gender	Month
Female	75
Male	107
Trans Female (MTF or Male to Female)	1
Trans Male (FTM or Female to Male)	1

Zip Code	Month	Zip Code	Month
93301	37	94964	1
93302	1	93268	2
93304	24	93561	3
93305	12	93280	2
93306	6	93585	1
93307	10	20783	1
93308	23	63132	1
93309	5		
93311	1		
93312	1		
93313	2		
93314	3		
90212	1		
93205	1		
92234	1		
93230	1		
93240	1		
93250	2		
93501	1		
96001	1		
93555	1		
Not specified	38		
Total			**184**

Gender Non-Conforming (i.e. not exclusively male or female)	
Client doesn't know	
Client refused	
No Answer	
Total:	**184**

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	2
25 - 34	9
35 - 44	28
45 - 54	23
55 - 61	7
62+	9
Total:	**78**

Race Demographic	Month
American Indian or Alaska Native	1
Asian	1
Black or African American	10
Hispanic/Latina/e/o	5
White	36
Multiple races	25
Client Don't know / Refused	
No Answer	
Total:	**78**

Gender	Month
Female	35
Male	43
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:	**78**

Zip Code	Month	Zip Code	Month
93203	2		
93301	13		
93302	1		
93304	7		
93305	6		
93306	5		
93307	4		
93308	9		
93309	5		
93313	1		
93215	1		
90242	1		
93238	1		
93556	1		
93454	1		
93263	1		
93561	1		
75014	1		
79701	1		
Not specified	16		
Total			**78**

Program Highlights

Community Action Partnership of Kern

Monthly Report 2023

Month	November-23	**Program/Work Unit**	California Advancing and Innovating Medi-Cal (CalAIM)
Division/Director	Rebecca Moreno Director of Community Services	**Program Manager**	Joseph Aguilar
Reporting Period	January to December 2023		

Program Description

CalAIM is a new initiative by the Department of Health Care Services (DHCS) to improve the quality of life and health outcomes of Medi-Cal beneficiaries by implementing broad delivery of system, programmatic, and payment system reforms. A key feature of CalAIM is the introduction of a new menu of "in lieu of services" (ILOS), or Community Supports, which, at the option of a MediCal managed care health plan (MCP) and a Member, can substitute for covered Medi-Cal services as cost-effective alternatives. MCPs will be responsible for administering Community Supports. For this partnership, CAPK would serve as a Community Support providing rental assistance.

Housing Transition Navigation Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Housing Navigator to client ratio 1:75	304	598	300	101%	199%
Housing Deposits	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
One time use up to $5000 per client	11	42	25	44%	168%
Housing Tenancy and Sustaining Services	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Housing Navigator to client ratio 1:75	7	68	150	5%	45%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
Milestone 1: 2 FTE HN to establish caseload (1:35) by 3/31/23	Completed
Milestone 2: 2 FTE HN to establish caseload (1:35) by 6/30/2023	Completed
Milestone 3: 4 FTE HN to increase to full capacity (1:75) by 7/31/2023	Completed

Program Highlights

Community Action Partnership of Kern

Monthly Report 2023

Month	December-23	**Program/Work Unit**	California Advancing and Innovating Medi-Cal (CalAIM)
Division/Director	Rebecca Moreno Director of Community Services	**Program Manager**	Joseph Aguilar
Reporting Period	January to December 2023		

Program Description

CalAIM is a new initiative by the Department of Health Care Services (DHCS) to improve the quality of life and health outcomes of Medi-Cal beneficiaries by implementing broad delivery of system, programmatic, and payment system reforms. A key feature of CalAIM is the introduction of a new menu of "in lieu of services" (ILOS), or Community Supports, which, at the option of a MediCal managed care health plan (MCP) and a Member, can substitute for covered Medi-Cal services as cost-effective alternatives. MCPs will be responsible for administering Community Supports. For this partnership, CAPK would serve as a Community Support providing rental assistance.

Housing Transition Navigation Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Housing Navigator to client ratio 1:75	300	604	300	100%	201%
Housing Deposits	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
One time use up to $5000 per client	6	48	25	24%	192%
Housing Tenancy and Sustaining Services	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Housing Navigator to client ratio 1:75	9	77	150	6%	51%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
Milestone 1: 2 FTE HN to establish caseload (1:35) by 3/31/23	Completed
Milestone 2: 2 FTE HN to establish caseload (1:35) by 6/30/2023	Completed
Milestone 3: 4 FTE HN to increase to full capacity (1:75) by 7/31/2023	Completed

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	November-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.	4	961	2,000	0%	48%
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	1065	5,649	4,000	27%	141%
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	511	1,732	4,000	13%	43%
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	154	1,926	3,500	4%	55%
Complete the Healthy Food Pantry Assessment Toolkit (HFPAT) to identify potential growth opportunities for 6 different food pantries.	0	6	6	0%	100%
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.	1378	23,147	30,000	5%	77%

Explanation (Over/Under Goal Progress)

In the past Direct Education classes were the focus of CFHL Programs. Recently, the California Department of Public Health communicated that they wanted the programs to focus more on PSE efforts in the community. Over the next few months, numbers will continue to fluctuate due to the shift in focus. CFHL will go dark in December with nutrition classes to continue to train newer Health Educators with curriculums and finalize plans for PSE strategies which will be implemented in 2024.

Program Strategic Goals	Progress
Minimize staff turn-over and become fully staffed.	Currently CFHL is running 1 Health Educator position. Interviewed potential candidates' will be running a second Health Educator position as the program received 1 additional resignation and will interview more candidates to fill the second Health Educator position with the intention to recruit 2 new team members by early January 2024.

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 November 2023, CFHL finished HEAL curriculum at B-GLAD. CFHL will go dark in December for nutrition classes as CFHL will continue to focus on staff training and PSE Strategies planning. CFHL does not anticipate any nutrition classes until January or February 2024. In November, CFHL has focused on a PSE timeline to implement and evaluate the Food Navigator Program at Cal City Farmer's Market. CFHL has also focused on PSE timelines for Food Insecurity Screenings at Premier Valley Medical Group (PVMG) to provide food resources, nutrition classes and other local resources needed through CAPK. CFHL will be scheduling a meeting with PVMG to go over MOU if needed before implementing Assessments.
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).	In November 2023, CFHL continued the Nutrition Pantry Program (NPP) at Vineland with the following focus areas: 1) Policy, 2) Environment, and 3) Nutrition Education with the goal for Vineland to implement changes in January 2024. CFHL provided Vineland with Pantry Policy templates, signage, and nutrition materials. Greenfield Family Resource Center was also provided with Policy templates to review and potentially use for their pantry. Taft College will be implementing educational materials for their Nutrition Education Focus area and are interested in nutrition classes and food demos. Finally, CFHL has continued to implement the NPP with Bakersfield College Pantry and took a tour to BC's Delano pantry as there is additional interest to implement NPP at BC Delano Pantry.
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.	The CFHL hosted the 3rd Kern County Food Pantry Collaborative (KCFPC) meeting on August 28, 2023, with a total of 24 participants. The next meeting will be held Virtually in January 8th 2024, in which Bakersfield College Program Manager-Basic Needs, Caitlin Davidson will be presenting. Meeting Topics are Current NPP Progress in Kern County, Recent Pantry Collaborations and Pantry Training Opportunities.

Program Highlights

In November, CFHL secured a collaboration with Premier Valley Medical Group to conduct assessments for Food Insecurity screenings and provide onsite food resources, nutrition classes and other local resources such as CAPK resources. CFHL LIVE Domain presented PSE strategies to Administrators and Healthcare Providers. CFHL is now awaiting MOU response to begin a 3 year goal for Food Insecurity Assessments beginning in 2024. Our newer Health Educators continued their curriculum trainings to begin facilitating direct education classes early 2024.

Community Action Partnership of Kern

Monthly Report 2023

Month	December-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.	0	961	2,000	0%	48%
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	1195	6,844	4,000	30%	171%
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	557	2,289	4,000	14%	57%
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	132	2,058	3,500	4%	59%
Complete the Healthy Food Pantry Assessment Toolkit (HFPAT) to identify potential growth opportunities for 6 different food pantries.	0	6	6	0%	100%
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.	737	23,884	30,000	2%	80%

Explanation (Over/Under Goal Progress)

In the past Direct Education classes were the focus of CFHL Programs. Recently, the California Department of Public Health communicated that they wanted the programs to focus more on PSE efforts in the community. Over the next few months, numbers will continue to fluctuate due to the shift in focus. CFHL went dark in December 2023 with nutrition classes to continue to train newer Health Educators with curriculums and began finalizing plans for PSE strategies which will be implemented in 2024.

Program Strategic Goals	Progress

Minimize staff turn-over and become fully staffed.	Currently, CFHL is running 3 Health Educator positions. Interviews were conducted with potential candidates and 1 offer was made and accepted. This staff is expected to be on board in mid-January 2024. Additional interviews are scheduled in Early January 2024 to fill the remaining 2 positions. Currently, CFHL is at 80% capacity but is expected to be at 100% at the end of January 2024.
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.	During December 2023 Nutrition Classes slowed down due to the short month, community partners being out, and the community focusing on personal events and plans. CFHL distributed information at the F St. Farmers Market, Flood Ministries Winter Wonderland event, and the CAPK Home Visiting Program Winter Social.
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).	In December 2023, CFHL continued with November's progress of the Nutrition Pantry Program (NPP) at Vineland with the following focus areas: 1) Policy, 2) Environment, and 3) Nutrition Education with the goal for Vineland to implement changes in January 2024. CFHL provided Vineland with Pantry Policy templates, signage, and nutrition materials. Greenfield Family Resource Center was also provided with Policy templates to review and potentially use for their pantry. Taft College will be implementing educational materials for its Nutrition Education Focus area and is interested in nutrition classes and food demos. Finally, CFHL has continued to implement the NPP with Bakersfield College Pantry and took a tour of BC's Delano pantry as there is additional interest in implementing NPP at BC Delano Pantry. The goal for most of these pantries was to implement changes in January 2024.
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.	The next meeting will be held Virtually on January 8th, 2024, in which Bakersfield College Program Manager-Basic Needs, Caitlin Davidson will be presenting. Meeting Topics are Current NPP Progress in Kern County, Recent Pantry Collaborations, and Pantry Training Opportunities.
Program Highlights	

Community Action Partnership of Kern
Monthly Report 2023

During December 2023 Nutrition Classes slowed down due to the short month, community partners being out, and the community focusing on personal events and plans. CFHL did conduct Direct education classes but used the month to attend outreach events, distribute information, and plan for PSE progression for 2024. However, CFHL was able to organize a tour of the First Presbyterian Church's Client Choice Pantry. Several CAPK Board members showed interest in this tour during the November 2023 meetings and Board members Ana and Maritza were able to tour, observe, and ask questions regarding NPP and Client Choice Pantries. The CAPK Food Bank was also able to join CFHL on the tour, which added information and a clear demonstration of the collaboration between CFHL and The Food Bank.

Community Action Partnership of Kern
Monthly Report 2023

Month	November-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	61,886	589,090	500,000	12%	118%
Pounds Distributed	904,252	8,687,199	9,500,000	10%	91%
Pantry Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	89,402	744,880	500,000	18%	149%
Pounds Distributed	389,608	3,202,542	3,000,000	13%	107%
Fresh Rescue	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	20,230	202,589	150,000	13%	135%
Pounds Distributed	194,204	1,944,855	2,000,000	10%	97%
CSFP	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	5,331	54,050	57,600	9%	94%
Pounds Distributed	202,433	1,761,441	1,843,200	11%	96%
Free Farmers Markets	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	13,060	115,127	150,000	9%	77%
Pounds Distributed	101,239	942,614	1,000,000	10%	94%
Brighter Bites	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	4,836	43,678	80,000	6%	55%
Pounds Distributed	17,672	254,438	300,000	6%	85%
Snack Attack	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	598	9,380	2,000	30%	469%
Pounds Distributed	353	10,907	10,000	4%	109%
Community Events & Other	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Individuals Served	1,905	19,020	20,000	10%	95%
Pounds Distributed	228,563	2,282,437	1,000,000	23%	228%
Totals	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Total Individuals Served	197,247	1,783,088	1,459,600	14%	122%
Total Pounds Distributed (SRV 5jj)	2,038,324	18,231,766	22,000,000	9%	83%
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)	50	432	250	20%	173%
Other Volunteers (i.e., general public, duplicated)	153	1,662	1,500	10%	111%

Explanation (Over/Under Goal Progress)
First month over 2 million pounds distributed. Every program saw a measurable increase in both pounds distributed and individuals served.

2023 Program Strategic Goals	Progress Towards 2023 Strategic Goals
Cultivate strong relationships with organizations working on food insecurity including the food policy council.	CAPK has taken a leadership role along with United Way of Kern and Blue Zones Project in the formation of the food policy council.
Re-configure the pantry program from on-site shopping to online ordering.	Goal Reached in May 2023
Create additional access points in the county by adding new pantries as well as providing night and weekend pantry access.	We added 2 pantries this month. Our total pantry partner count is 156. 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.	Unable to begin due to expansion project delays. Re-assigned to 2024 goals.
Develop a direct to client home delivery program for emergency food assistance.	Unable to begin due to expansion project delays. Re-assigned to 2024 goals.

Program Highlights
KGET Food Drive scheduled for November 11th.

Community Action Partnership of Kern

Monthly Report 2023

Month	November-23	**Program/Work Unit**	Migrant Childcare Alternative Payment (MCAP)
Division/Director	Susana Magana	**Program Administrator**	Laura Porta
Reporting Period	January 01, 2023 to December 31, 2023		

Program Description

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

Services	Month	YTD	Goal	Month Progress	Annual Progress
Number of Child Enrollments	0	1,809	500	0%	362%
Childcare Providers (SRV 7f)	9	200	120	8%	167%

MCAP Subsidies (SRV 7e)	Month of Dec processed in Jan	YTD	Goal	Month Progress	Annual Progress
Provider Payments-Subsidies Expended	$2,216,421	$ 24,393,999	$14,000,000	16%	174%

MCAP FY 2022 / 2023 Progress	Current Month	FYTD	Goal	Month Progress	Annual Progress
Child Enrollments	0	344	2,300	-	14.96%
Provider Payments-Subsidies Expended	$2,216,421	$ 10,565,419	$21,500,000	10%	49%

Explanation (Over/Under Goal Progress)

For November 2023, The Migrant Childcare Program is at 100% enrollment level. The MCAP management team has shifted focus to concentrate on the review of the program policies, procedures, and practices to ensure compliance with all regulatory mandates. This will be an ongoing process and is expected to continue to the remainder of the current fiscal year. This review will ensure that the program continues to focus on service and policy quality and effectiveness to reach all program goals. Further, management will be focusing on facilitating professional growth opportunities and technical assistance for the continued development of our program staff.

Program Strategic Goals	Progress Towards Goal
1. Fill Staff Vacancies.	In November 2023, MCAP management worked with our Human Resources Dept on getting 6 new positions approved. These positions will allow us to increase the quality and compliance of our program.

2. Staff Retention and Training	In the month of November 2023, we welcomed Mayra Zambrano Torrez to our team and she will be working in our Madera County office. She will complete our staffing at this location and help us serve our families more effectively in this area.
3. Contingency Staffing Plan & Solidify Program Growth.	MCAP is currently working with our Facilities Dept to secure suitable office space to house our team in Kern County. We are also working to secure a second office location in Tulare County.

Program Highlights

Based on the current reimbursement totals, MCAP is expected to earn 100% of our increased contract amount. We are currently focused on increasing our waiting list and in working with CDSS to secure additional funding opportunities.

Community Action Partnership of Kern

Monthly Report 2023

Month	December-23	**Program/Work Unit**	Migrant Childcare Alternative Payment (MCAP)
Division/Director	Susana Magana	**Program Administrator**	Laura Porta
Reporting Period	January 01, 2023 to December 31, 2023		

Program Description

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

Services	Month	YTD	Goal	Month Progress	Annual Progress
Number of Child Enrollments	0	1,809	500	-	362%
Childcare Providers (SRV 7f)	8	208	120	7%	173%
MCAP Subsidies (SRV 7e)	**Month of Dec processed in Jan**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Provider Payments-Subsidies Expended	$2,176,481	$ 26,570,480	$14,000,000	16%	190%
MCAP FY 2022 / 2023 Progress	**Current Month**	**FYTD**	**Goal**	**Month Progress**	**Annual Progress**
Child Enrollments	0	344	2,300	-	14.96%
Provider Payments-Subsidies Expended	$2,176,481	$ 12,741,900	$21,500,000	10%	59%

Explanation (Over/Under Goal Progress)

For December 2023, The Migrant Childcare Program continues to be at 100% enrollment level. MCAP is expected to fully earn the increase contact amount of over $29 million dollars. Management has shifted focus to concentrate on the review of the program policies, procedures, and practices to ensure compliance with all regulatory mandates. This will be an ongoing process and is expected to continue to the remainder of the current fiscal year. This review will ensure that the program continues to focus on service and policy quality and effectiveness to reach all program goals.

Program Strategic Goals	Progress Towards Goal
1. Fill Staff Vacancies.	At the end of November 2023, our BOD approved 6 positions to assist our program in better managing the current workload and help us reach our service quality and compliance goals. We are currently recruiting for these positions.

2. Staff Retention and Training	Welcomed Ana Henriquez to our team and she will be working with our Fresno County Families. She is currently undergoing the onboarding training process.
3. Contingency Staffing Plan & Solidify Program Growth.	MCAP is currently working with our Facilities Dept to secure suitable office space to house our team in Kern County. We are also working to secure a second office location in Tulare County.

Program Highlights

Based on the current reimbursement totals, MCAP is expected to earn 100% of our increased contract amount. We are currently focused on increasing our waiting list and in working with CDSS to secure additional funding opportunities. At the end of December 2023, our team conducted a food and toy distribution event that greatly benefited our participant families and children living in the Kern County area. Families received a food basket and toys for their children to celebrate the Holidays. This not only served to benefit our families, but also enhance our team's experience and gratitude for being able to serve our community.

Community Action Partnership of Kern

Monthly Report 2023

Month	November-23	**Program/Work Unit**	Women Infants & Children (WIC) Nutrition
Division/Director	Susana Magana	**Program Manager**	Lorna Speight
Reporting Period	January 1, 2023 - December 31, 2023		

Program Description

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

Services	Month	YTD	Goal	Month Progress	Annual Progress
Caseload (SRV 5g)	14,003		14,610	96%	
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	11	240	268	4%	90%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,104		900	123%	
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	125	1,806	1,500	8%	120%
WIC Presentations and Outreach Events	9	96	72	13%	133%
Publication in newspaper, television, and/or social media postings (English and Spanish)	41	278	260	16%	107%
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.	19	123	120	16%	103%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress
Develop strategies to increase WIC retention and re-engagement with current participants	Ongoing Efforts.

Community Action Partnership of Kern

Monthly Report 2023

Month	December-23	**Program/Work Unit**	Women Infants & Children (WIC) Nutrition
Division/Director	Susana Magana	**Program Manager**	Lorna Speight
Reporting Period	January 1, 2023 - December 31, 2023		

Program Description

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

Services	Month	YTD	Goal	Month Progress	Annual Progress
Caseload (SRV 5g)	13,682		14,610	94%	
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	6	246	268	2%	92%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	959		900	107%	
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	106	1,912	1,500	7%	127%
WIC Presentations and Outreach Events	9	105	72	13%	146%
Publication in newspaper, television, and/or social media postings (English and Spanish)	48	326	260	18%	125%
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	133	120	8%	111%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress
Develop strategies to increase wic retention and re-engagement with current participants	



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	November-23	**Program/Work Unit**	East Kern Family Resource Center (EKFRC)
Division/Director	Youth & Community Services	**Program Manager**	Anna Saavedra
Reporting Period	January 1, 2023 - December 31, 2023		

Program Description

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

Differential Response	Month	YTD	Annual Goal	Month Progress	Annual Progress
DR Referrals - Received from DHS	0	201	125	0%	161%
Case Management-Families (SRV 7a)	0	41	50	0%	82%
Case Management-Children (SRV 7a)	0	115	125	0%	92%
Differential Response Total	**0**	**357**	**300**	0%	119%

First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	4	42	30	13%	140%
Children Receiving Case Management Services (SRV 7a)	4	65	30	13%	217%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	11	10	0%	110%
Children Educational Center Base Activities (FNPI 2b)	0	13	30	0%	43%
Children Educational Home Base Activities (FNPI 2b)	2	49	30	7%	163%
Children Summer Bridge Activities (FNPI 2b)	0	12	15	0%	80%
Family Support Services for non-clients with children 5 and under	33	521			
Collaborative Meetings Participated	1	11	12	8%	92%
First 5 Total	**44**	**724**	**157**	28%	461%

Community Action Partnership of Kern

Monthly Report 2023

Walk-In Community Services (Duplicated Clients & Case Managed Clients)	Month	YTD
Food Assistance	260	1617
House Hold Items	20	119
Hygiene Kits	25	200
Referrals	36	445
Emergency Clothing	90	633
Administrative Services & Copies	358	2982
Transportation Services	0	26
Education Supplies	6	86
Covid - 19 Supplies	11	125
Baby Supplies	16	185

Explanation (Over/Under Goal Progress)
EKFRC has reached their goals July 2023-November 2023

Program Strategic Goals	Progress Towards Goal
1. Find additional funding.	EKFRC will continue to reach out to East Kern businesses sharing the resources that are provided through our center , bringing them on board for additional funding.
2. Participate in community events.	EKFRC collaborated with the CAPK food bank and Salvation Army, together we assisted 75 families with turkeys and chickens plus a holiday food box .
3. Expand our reach across the East Kern Communities.	We would like to expand our services by providing showers, washers and dryers to the East Kern Community.

Program Highlights
EKFRC received its first shipment of diapers from CalCAPA Diaper Supply Bank at the end of November and launch the program implemented training and distribution immediately.

Community Action Partnership of Kern

Monthly Report 2023

Month	December-23	**Program/Work Unit**	East Kern Family Resource Center (EKFRC)
Division/Director	Youth & Community Services	**Program Manager**	Anna Saavedra
Reporting Period	January 1, 2023 - December 31, 2023		

Program Description

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

Differential Response	Month	YTD	Annual Goal	Month Progress	Annual Progress
DR Referrals - Received from DHS	0	201	125	0%	161%
Case Management-Families (SRV 7a)	0	41	50	0%	82%
Case Management-Children (SRV 7a)	0	115	125	0%	92%
Differential Response Total	**0**	**357**	**300**	0%	119%

First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	0	42	30	0%	140%
Children Receiving Case Management Services (SRV 7a)	0	65	30	0%	217%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	11	10	0%	110%
Children Educational Center Base Activities (FNPI 2b)	0	13	30	0%	43%
Children Educational Home Base Activities (FNPI 2b)	0	49	30	0%	163%
Children Summer Bridge Activities (FNPI 2b)	0	12	15	0%	80%
Family Support Services for non-clients with children 5 and under	30	551			
Collaborative Meetings Participated	0	11	12	0%	92%
First 5 Total	**30**	**754**	**157**	19%	480%

Walk-In Community Services (Duplicated Clients & Case	Month	YTD
Food Assistance	94	1711

House Hold Items	33	152
Hygiene Kits	8	208
Referrals	45	490
Emergency Clothing	63	696
Administrative Services & Copies	246	3228
Transportation Services	0	26
Education Supplies	3	89
Covid - 19 Supplies	12	137
Baby Supplies	31	216

Explanation (Over/Under Goal Progress)

EKFRC did not enroll any new First 5 families in the month of December . A new Parenting Class will begin January 24, 2024, this will be counted in Quarter 3.

Program Strategic Goals	Progress Towards Goal
1. Find additional funding.	EKFRC will continue to reach out to East Kern businesses making them aware of services provided by EKFRC to the community.
2. Participate in community events.	EKFRC participated in the AES Food Drive Thru that took place at the Mojave Spaceport on December 14, 2023. AES provided enough food for 200 families in the community.
3. Expand our reach across the East Kern Communities.	We will continue to collaborate with businesses in the East Kern Community.

Program Highlights

In the month of December EKFRC recieved a $10,000 donation from Mortenson Construction :) Their local work site also delivered toys to the Center on December 21, 2023 . We had case-managed families join us and each child chose a toy of their choice.

Community Action Partnership of Kern
Monthly Report 2023

Month	November-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)	2	39	30	7%	130%
Children Receiving Case Management Services (SRV 7a)	2	39	30	7%	130%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	12	10	0%	120%
Children Educational Home Base Activities (FNPI 2b)	1	33	15	7%	220%
Children Summer Bridge Activities (FNPI 2b)	0	19	10	0%	190%
Family Support Services for non-clients with children 5 and under	23	253			
First 5 Total	**28**	**395**	**95**	**29%**	**416%**

Walk-In Community Services (Duplicated & Non First 5 Kern Clients)	Month	YTD
Food/Household Items (SRV 7c)	79	1038
Household Items (SRV 7c)	82	1176
Baby Supplies	101	908
Referrals/Administrative Services (SRV 7c)	51	654
Court Mandated Correspondence	0	57
Emergency Clothing (SRV 7n)	17	190
Copies	6	191
Educational Supplies	25	332
Transportation Assistance (SRV 7d)	10	216
COVID-19 Supplies (SRV 5oo)	0	65
Total Community Services	**371**	**4827**

Explanation (Over/Under Goal Progress)

The Oasis FRC is on track to meet First 5 Kern goals for the fiscal year 2022-2023.

Program Strategic Goals	Progress Towards Goal
1. Offer Court Mandated Nurturing Parenting Class every other quarter.	Next class to be offered has been scheduled to start January 16th. Class was offered every other quarter (Q1 & Q3).

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 was awarded a $10,000 from First 5 Kern/DHS to provide additional emergency service to families with children. The Oasis FRC was awarded a grant from CalCAPA Diaper Supply Bank to provide diapers to 150 children and a monthly basis and cover the costs of a part-time office assistant through April 2025.
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 Family Resource team met with the Ridgecrest America Job Center Staff to partner on providing referrals between both organization on 11/7/23. The Oasis FRC supervisor was the guest speaker at Cerro Coso Community College to students enrolled in the CARE program for single parents on 11/16/23.

Program Highlights

The Oasis Family Resource Center provided community services responding to a total of 206 inquiries in the month of November 2023. The Oasis FRC received its first shipment of diapers from CalCAPA Diaper Supply Bank at the end of November and launch the program implemented training and distribution immediately.

Community Action Partnership of Kern
Monthly Report 2023

Month	December-23	Program/Work Unit	Oasis Family Resource Center
Division/Director	Fred Hernandez	Program Manager	Eric Le Barbe
Reporting Period	January 1, 2023 - December 31, 2023		

Program Description

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

First 5 Kern (Unduplicated Services)	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Parents Receiving Case Management Services (SRV 7a)	0	39	30	0%	130%
Children Receiving Case Management Services (SRV 7a)	0	39	30	0%	130%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	12	10	0%	120%
Children Educational Home Base Activities (FNPI 2b)	1	34	15	100%	227%
Children Summer Bridge Activities (FNPI 2b)	0	19	10	0%	190%
Family Support Services for non-clients with children 5 and under	13	266			
First 5 Total	**14**	**409**	**95**	**15%**	**431%**

Walk-In Community Services (Duplicated & Non First 5 Kern Clients)	Month	YTD
Food/Household Items (SRV 7c)	81	1119
Household Items (SRV 7c)	107	1283
Baby Supplies	99	1007
Referrals/Administrative Services (SRV 7c)	87	741
Court Mandated Correspondence	3	60
Emergency Clothing (SRV 7n)	14	204
Copies	8	199
Educational Supplies	35	367
Transportation Assistance (SRV 7d)	15	231
COVID-19 Supplies (SRV 5oo)	0	65
Total Community Services	**449**	**5276**

Explanation (Over/Under Goal Progress)

The Oasis FRC is on track to meet First 5 Kern goals for the fiscal year 2023-2024.

Program Strategic Goals	Progress Towards Goal
1. Offer Court Mandated Nurturing Parenting Class every other quarter.	Next class to be offered has been scheduled to start January 16th. Class was offered every other quarter (Q1 & Q3).

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).	No new source of funding applications were submitted in December.
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 Family Resource Center Received hand made baby quilts and stockings from the Desert Hi Quilt Guild as well as Crossroad Community Church. The Oasis FRC distributed Christmas gifts to 165 children including all children enrolled in all the First 5 Kern programs and their older siblings, the Head Start Home Visiting Program, and the Head Start pre-school. All gifts were donated and wrapped by local community members. The Oasis FRC also hosted a kick off event to launch its CalCAPA Diaper Supply Bank program with the support of the Outreach and Communication team.

Program Highlights

The Oasis Family Resource Center provided community services responding to a total of 218 inquiries in the month of December 2023.

Community Action Partnership of Kern
Monthly Report 2023

Month	November-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	Annual Progress
Households Served - Utilities Assistance		42		100%
Utility Payments		$ 63,947		100%
Households Served - Weatherization		64	64	100%

American Rescue Plan Act (ARPA) 2021 Ends September 2023	Month	YTD	Goal	Annual Progress
Households Served - Utilities Assistance		2,958	2,000	148%
Utility Payments		$ 3,204,519	$ 2,565,058	125%

Low-Income Household Water Assistance Program (LIHWAP) 2021 Ends December 2023	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	283	1,872	2,000	14%	94%
Utility Payments	$ 193,045.43	$ 1,319,450	$1,972,332	10%	67%

Low-income Home Energy Program (LIHEAP) 2023 Ends June 2024	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	44	3,979	1,900	2%	209%
Utility Payments	$ 63,439	$ 5,720,439	$ 2,587,322	2%	221%
Households Served - Weatherization	15	116	106	14%	109%

Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) 2023 Ends May 2024	Month	YTD	Goal	Annual Progress
Households Served - Utilities Assistance		141	145	97%
Utility Payments	$ -	$ 218,290	$217,540	100%

Emergency Supplemental Low-Income Energy Assistance Program (ESLIHEAP) 2023 Ends May 2025	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	514	2,709	1,000	51%	271%
Utility Payments	$ 560,081	$ 3,212,772	$ 799,736	70%	402%
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)	**841**	**11,723**	**5,900**	14%	199%
Total Utility Payments	**$ 816,565**	**$ 13,779,881**	**$ 7,124,712**	11%	193%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	**15**	**185**	**170**	9%	109%

Explanation (Over/Under Goal Progress)

1) 2021 ARPA - contract funding has been exhausted and closed
2) 2022 LIHEAP and 2023 SLIHEAP have been fully expended, in process of closing out
3) 2023 ESLIHEAP - we do not expect to complete any weatherization under this contract in 2023. We have moved an additional 50% of this contract over to UA per community needs.

Program Strategic Goals	Progress Towards Goal

1) Fully implementing online client self-application for Utility Assistance	Currently in process of testing self-application system. Identifying issues and ongoing discussions with Hancock.
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	Both contracts have been fully extended - ahead of expected closure dates.

Program Highlights

The Energy Program is on track to receive a categorie A from CSD due to our ability to meet the program milestones.

Community Action Partnership of Kern
Monthly Report 2023

Month	December-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	Annual Progress
Households Served - Utilities Assistance		42		100%
Utility Payments		$ 63,947.00		100%
Households Served - Weatherization		64	64	100%

American Rescue Plan Act (ARPA) 2021 Ends September 2023	Month	YTD	Goal	Annual Progress
Households Served - Utilities Assistance		2,958	2,000	148%
Utility Payments		$ 3,204,518.70	$ 2,565,058	125%

Low-Income Household Water Assistance Program (LIHWAP) 2021 Ends December 2023	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	1,013	2,885	2,000	51%	144%
Utility Payments	$ 408,618.49	$ 1,728,068.00	$1,972,332	21%	88%

Low-income Home Energy Program (LIHEAP) 2023 Ends June 2024	Month	YTD	Goal	Annual Progress
Households Served - Utilities Assistance		3,979	1,900	209%
Utility Payments		$ 5,720,438.75	$ 2,587,322	221%
Households Served - Weatherization	14	130	106	123%

Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) 2023 Ends May 2024	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	50	191	145	414%	132%
Utility Payments	$ 68,495.93	$ 286,786.02	$217,540	378%	132%

Emergency Supplemental Low-Income Energy Assistance Program (ESLIHEAP) 2023 Ends May 2025	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	200	2,909	1,000	20%	291%
Utility Payments	$ 255,823	$ 3,468,594.88	$ 799,736	32%	434%
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)	**1,263**	**12,986**	**5,900**	21%	220%
Total Utility Payments	**$ 732,937**	**$ 14,512,817.89**	**$ 7,124,712**	10%	204%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	**14**	**199**	**170**	8%	117%

Explanation (Over/Under Goal Progress)

1) 2021 ARPA - contract funding has been exhausted and closed
2) 2022 LIHEAP, 2023 LIHEAP, & 2023 SLIHEAP have been fully expended, in process of closing out
3) 2023 ESLIHEAP - we do not expect to complete any weatherization under this contract in 2023. We have moved an additional 50% of this contract over to UA per community needs.

Program Strategic Goals	Progress Towards Goal

1) Fully implementing online client self-application for Utility Assistance	Currently testing in Eastern Kern. Once testing completed will roll out to all Kern County.
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	Both contracts have been fully extended - ahead of expected closure dates.

Program Highlights

1) Full year review - Utility Assistance - team helped the most amount of clients and paid out the most benefits in the history of the CAPK Energy Program
2) Full year review - Weatherization - we assisted 25% more famileis than last year.

Community Action Partnership of Kern

Monthly Report 2023

Month	November-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	85	7	85	100	84%	85%
Summer Program (Max Capacity due to COVID) (SRV 2m)	N/A	N/A	69	35	-	71%
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	40	7	40	50	168%	80%
Medi-Cal Outreach		**Month (Added)**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Social media emails and impressions		226248	13,582,997	7,000,000	39%	194%
Canvasing phone calls and flyers		946	11,081	10,000	114%	111%

Explanation (Over/Under Goal Progress)

Program enrollment for the Friendship House afterschool and mentor programs has increased due to increased outreach efforts by program staff. The Medi-Cal program continues to use GET and billboards to actively promote the program, which accounts for the large number of impressions.

Program Strategic Goals	Progress
Plan and facilitate Friendship House (FHCC) Advisory Board fundraising event to benefit the Friendship House .	The FHCC Advisory Board was dark in November. Plans for the 2024 Mixer & More Fundraiser will start in January.
Recruit and secure staffing for the Friendship House.	The FHCC is recruiting for three positions, one of which is a new position for CAPK, the CalVIP Outreach Worker.
Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.	CAPK submitted a letter of intent to the Women's & Girl's Fund to provide a STEM program for girls.

Program Highlights

The CAPK Foundation is working with Orlies and The Wonderful Company staff to provide shoes and bikes for the Friendship House program youth for the holidays.

Community Action Partnership of Kern

Monthly Report 2023

Month	December-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	87	2	87	100	24%	87%
Summer Program (Max Capacity due to COVID) (SRV 2m)	N/A	N/A	69	35	-	71%
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	42	2	42	50	48%	84%
Medi-Cal Outreach		**Month (Added)**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Social media emails and impressions		965	13,583,962	7,000,000	0%	194%
Canvasing phone calls and flyers		337	11,418	10,000	40%	114%

Explanation (Over/Under Goal Progress)

Program enrollment for the mentor and afterschool programs has increased due to increased program outreach. The Medi-Cal program continues to use billboards and GET to promote the Medi-Cal program, resulting in the large number of outreach impressions for the program.

Program Strategic Goals	Progress
Plan and facilitate Friendship House (FHCC) Advisory Board fundraising event to benefit the Friendship House .	The FHCC Advisory Board was dark in December. Plans for the 2024 Mixer & More event will start in January.
Recruit and secure staffing for the Friendship House.	The FHCC selected candidates for the three open positions.
Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.	The FHCC was invited by the Women's & Girl's Fund to submit a full proposal to provide STEM for girls at the Friendship House.

Program Highlights

On Dec. 2nd the Friendship House hosted a Christmas party for program youth and their families. Orlies donated shoes to the youth and staff from The Wonderful Company donated new bikes. Also, on Dec. 9th the Westchester Kiwanis provided a Christmas shopping spree for seven program youth in need. These youth were allowed to spend $150 each on items that they picked out themselves. A huge thank you to everyone who donated, volunteered, and made these events possible for our program youth!

Community Action Partnership of Kern

Monthly Report 2023

Month	November-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	0	0	43	40	0%	108%
After School Program Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	21	2	38	35	69%	109%

Community Programs	Month
Energy Program (Utility Assistance), Fitness Boot Camp, Zumba and Adult Basketball	7 groups

Outreach Activities	Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates)	0	10	6	0%	167%
Community Events (i.e., diaper, food, PPE distributions)	1	4	6	200%	67%

Explanation (Over/Under Goal Progress)

Adult basketball has resumed to 4x per week due to decline in attendance; Energy Program hosts appointments on site, 1x per month; Fitness Boot Camp meets 1x per week; Zumba class has been happening 2x per week. Zumba and Fitness Boot Camp have been drawing crowds of 30-45 people. Adult basketball interest has decreased as players have started league play elsewhere. Some nights hosts 2-10 players. Girl Scouts are meeting 2x per month. This month, SYC hosted meetings for a service club and a committee organizing a high school reunion.

Program Strategic Goals	Progress
1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment.	Program registration has slowed down temporarily. The trend will be down until after first of the new year.

2. Increase attainment of program funding to provide larger variety of program offerings.	Funding opportunities continue to be researched and applied for. CAPK Foundation has been very helpful with this, in addition to our grants team.
3. Increase community engagement, including volunteers, social media, program participation.	Community Engagement is steady. High school students are inquiring about volunteer services for extra curricular.

Program Highlights

Shafter Youth Center was asked to assist with Shafter's Thankful Thursday, coordinated by Shafter Recreation and Parks District. SYC assisted in handing out food items for families in need during the holidays. All food items were components to make up a Thanksgiving meal, including ham, turkey, through the course of dessert. Community collaboration!

Community Action Partnership of Kern

Monthly Report 2023

Month	December-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	0	0	43	40	0%	108%
After School Program Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	21	1	39	35	34%	111%

Community Programs	Month
Energy Program (Utility Assistance), Fitness Boot Camp, Zumba and Adult Basketball	7 groups

Outreach Activities	Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates)	0	10	6	0%	167%
Community Events (i.e., diaper, food, PPE distributions)	0	4	6	0%	67%

Explanation (Over/Under Goal Progress)

Adult basketball has resumed to 4x per week due to decline in attendance; Energy Program hosts appointments on site, 1x per month; Fitness Boot Camp meets 1x per week; Zumba class has been happening 2x per week. Zumba and Fitness Boot Camp have now seen a decline in attendance, due to the holidays and people spending time away. Adult basketball interest has decreased as players have started league play elsewhere. Some nights hosts 2-10 players. Girl Scouts are meeting 2x per month. This month, SYC hosted meetings for a service club and a committee organizing a high school reunion.

Program Strategic Goals	Progress
1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment.	Program registration has slowed down temporarily. The trend will be down until after first of the new year.

2. Increase attainment of program funding to provide larger variety of program offerings.	Funding opportunities continue to be researched and applied for. CAPK Foundation has been very helpful with this, in addition to our grants team
3. Increase community engagement, including volunteers, social media, program participation.	Community Engagement is steady. High school studentsas well as Interns from Bakersfield College and CSU Bakerisfield are inquiring about volunteer services for extra curricular., and completing service/program hours.

Program Highlights

Shafter Youth Center held the Ribbon Cutting for the new Fitness Circuit Playground. This project was made possible by the Wonderful Company and BMO Financial. Shafter Youth Center was also very gracious in being selected by the Wonderful Company's Good Neighbor Program, where employees of Delano's Wonderful Citrus plany, donated brand new bikes for all of our kids. In addition, the kids recieved bike helmets from Chevron, bike locks from CAPK Foundation as well as a pair of shoes from Orlie's Shoe.

Community Action Partnership of Kern

Monthly Report 2023

Month	November-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	44	6,474	6,000	9%	108%
State	47	5,026	6,000	9%	84%

Refunds and Credits (SRV 3o) 10/01/2022 to 09/30/2023	Month	YTD
Federal Refunds	$21,544	$3,494,135
State Refunds	$7,887	$1,223,185
Federal EITC *(income limit $57,414/household)*	$12,495	$2,123,658
CalEITC *(income limit $30,000/household)*	$3,777	$496,157
Total Refunds and Credits	**$45,703**	**$7,337,135**

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)	5	198	150	30%	132%

Explanation (Over/Under Goal Progress)

Electronic filing of tax returns ended on Nov 16th 2023 so there are no entries above but they will be counted in the subsequent months. Tracking is unavailable until January 2024.

Program Strategic Goals	Progress Towards Goal
Continue to build relationships in rural communities in order to reach more clients	Communicating with Tri Counties Bank about possible sites in Delano and rural Bakersfield areas.

Program Highlights

Andrea Chavez, a lead site coordinator here at VITA interviewed on the morning show. the link is below: https://www.univision.com/local/fresno-kftv/contigo/asistencia-en-la-preparacion-de-impuesto-video.

Community Action Partnership of Kern

Monthly Report 2023

Month	December-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	-	6,474	6,000	0%	108%
State	-	5,026	6,000	0%	84%

Refunds and Credits (SRV 3o) 10/01/2022 to 09/30/2023	Month	YTD
Federal Refunds	-	$3,494,135
State Refunds	-	$1,223,185
Federal EITC *(income limit $57,414/household)*	-	$2,123,658
CalEITC *(income limit $30,000/household)*	-	$496,157
Total Refunds and Credits	**$0**	**$7,337,135**

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)	11	209	150	63%	139%

Explanation (Over/Under Goal Progress)

Electronic filing of tax returns ended on Nov 16th 2023 so there are no entries above but they will be counted in the subsequent months. Tracking is unavailable until January 2024.

Program Strategic Goals	Progress Towards Goal
Continue to build relationships in rural communities in order to reach more clients	Partnership with Tri Counties has provided us support in opening in much-needed rural areas. VITA will host a site at the Delano and Riverlakes branch of Tri Counties.

Program Highlights

Tri Counties Bank made a $25,000 donation of unrestricted funds allowing the VITA program to expand into hard to reach areas of the county.



Operations

Data Services
Facilities & Maintenance
Information Technology
Information Systems
Risk Management

Community Action Partnership of Kern
Monthly Report 2023

Month	November-23	**Program/Work Unit**	Operations Division
Division/Director, Assistant Director	Emilio Wagner Director of Operations, Maria Contreras Assistant Director	**Program Managers**	Douglas Dill, Ryan Dozier, Laurie Sproule
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	3
Dynamic 365 Enhancements	0	0	0	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.	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%

Community Action Partnership of Kern
Monthly Report 2023

Facilities				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Facility Work Orders	116	216	128	3140
Construction Projects				
Central Kitchen		Design Development	90%	Kitchen layout approved
1300 18th Street - Phase II		Construciton Documents	90%	Consultant plans in progress
Food Bank Expansion		Access Road & Site Utilities	95%	Fire suppression pump install
Major Maintenance Projects				
Oasis Renovation			80%	
Angela Martinez			35%	
Stockdale HS			85%	
Friendship House Lighting/Pour-in-place			85%	
Playgrounds		Sterling, Angela Martinez, Pete Parra EHS	65%	

Information & Technology				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Help Desk Work Orders				3012

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	6	82
First Aid	1	20
Medical	0	8
Modified Duty	1	8
Lost Time	0	2
Under Invest / Non-Ind / Students / Parents / Volunteers / Clients	0	6
Property	0	17
Vehicle Incident / Grand Theft Auto	2	17
Motor Vehicle Accident	0	11
Work Place Violence / ODs / Death	0	1
Total	**10**	**172**

Program Strategic Goals	Progress Towards Goal
Develop a facility deferred maintenance program.	Initiated planning discussion for new work order system. The system will be designed to capture all deferred maintenance of facilities, incorporate associated budgets, and schedule remediation.
Develop and implement a Data Governance	TBD
Enhance customer experience —measured	TBD

Program Highlights

Community Action Partnership of Kern
Monthly Report 2023

Month	December-23	**Program/Work Unit**	Operations Division
Division/Director, Assistant Director	Emilio Wagner Director of Operations, Maria Contreras Assistant Director	**Program Managers**	Douglas Dill, Ryan Dozier, Laurie Sproule
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	3
Dynamic 365 Enhancements	0	0	0	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.	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%

Facilities

Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	309	516	348	3488

Construction Projects

Central Kitchen		Design Development	99%	Kitchen layout approved
1300 18th Street - Phase II		Construciton Documents	98%	Consultant plans in progress
Food Bank Expansion		Access Road & Site Utilities	97%	Fire suppression pump complete
Major Maintenance Projects				
Oasis Renovation			15%	
Angela Martinez			15%	
Stockdale HS			75%	
Navigation Center Shade Structures			5%	
Playgrounds		Sterling, Angela Martinez, Pete Parra EHS	50%	
Information & Technology				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Help Desk Work Orders				3140

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	4	86
First Aid	0	20
Medical	0	8
Modified Duty	2	10
Lost Time	0	2
Under Invest / Non-Ind / Students / Parents / Volunteers / Clients	0	10
Property	3	20
Vehicle Incident / Grand Theft Auto	0	17
Motor Vehicle Accident	0	11
Work Place Violence / ODs / Death	0	1
Total	**9**	**185**

Program Strategic Goals	**Progress Towards Goal**
Develop a facility deferred maintenance program.	Initiated planning discussion for new work order system. The system will be designed to capture all deferred maintenance of facilities, incorporate associated budgets, and schedule remediation.
Develop and implement a Data Governance	TBD
Enhance customer experience —measured	TBD

Program Highlights

Community Development

Grant Development
CAPK Foundation
Outreach & Marketing
2-1-1 Kern Call Center
CenterCommunity Schools Partnership Program (CSPP)

Community Action Partnership of Kern

Monthly Report 2023

Month	November-23	**Program/**	Community Development
Division/Director	Pritika Ram	**Program Manager**	
Reporting Period	January 1, 2023 - December 31, 2023		

Program Description

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

Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	26,804	239,455	230,000	140%	104%
Facebook Impressions (i.e., number of times users see content)	86,000	1,024,955	600,000	172%	171%
Other Social Media Impressions	13,000	214,917	150,000	104%	143%

Outreach Advocacy	Outreach Special Projects
Toured Assemblyman Vince Fong at Food Bank, M Street, and 19th Street	PACT Outreach for recently released inmates
Sent Request to co-sponsor H.R 6203, the Farmers Feeding America Act to Valadao and McCarthy	City of Delano Resource Fair
Completed NCAf's Request for CAA Survey Response on current organization numbers	Kern River Valley Resource Fair
Met with Program directors to learn about their advocacy needs for the upcoming year	SoCal Gas & CAPK Food Bank Partnership press conference
	KGET CAPK Food Bank Holiday Drive
	Head Start Coat Distribution at Cleo Foran & Broadway schools
	CAPK Energy Event Waster Assistance Outreach
	Working with Professional Development team on Head Start Recruiting Social Media Campaign
	Day 1 Families $5 million Grant Media Coverage, Social Media, Website and external media coverage through news outlets and Community Newsletter
	Assisting Head Start with the planning of 1st annual Fatherhood Conference set for January 2024
	Attended Thanksgiving luncheon at M street for photos
	Planning of Staff Development day 2024

Projects

CERF Rebrand: Now referred to as CA Jobs First.
Governance Council Elections took place on 11/29 from 6pm-8pm in all five subregions (Poll locations: North Kern-Delano, East Kern: Lake Isabella & Ridgecrest, South Kern-Lamont, West Kern-Taft, Central Kern-Bakersfield).

Catalyst Fund: Additional funding opportunity from the state to bring $14M per region to bridge inclusive economic planning with project and program implementation (Up to $9M can go towards project pre-development activities). Application was submitted on 11/30 by KCCD (Fiscal Agent)

IRM Project: Since the official launch in July of 2022, performance and referral tracking for our size of an agency has been deemed low with a total of 1,534 referrals recorded as of 11/29. One on one meetings were arranged and conducted with all programs, addressing individual performance and eligibility inquiries. Additionally, lists of clients with pending referral statuses were distributed for follow-ups. Several programs have expressed the need for additional training. Training dates are TBD.
Agency Emergency plan of Action: This document initially began as a government shutdown plan of action. After reviewing with the executive team, the document has evolved more into a business continuity plan to address any state of emergency. The document is still in its preliminary stage.

Community Services Block Grant (CSBG)
Began meeting with programs to discuss the 2024 PRE workbook.
Preparing for the 2023 Annual Report per CSD.

Foundation	
Brought on Text To Give & Virtual Food Drive as a fundraising platform	Set-up Sponsorship prospect meeting with Kern Family Healthcare for Gourmet for Good
Secured Clinica Sierra Vista as sponsor of the holiday meal for M Street	Participated in KGET Holiday Food Drive; enhanced donation giving with Text-To-Give; branded buckets and signage for event.
Applied for $1,000 Walmart Grant to cover costs for FHCC for bike helmets	Submitted grant through American Heart Association and was awarded $4,375 towards Food Bank aligning with AHA towards Nutrition Policy Guidelines
Applied for $1,000 Walmart Grant for SYC to cover costs for bike helmets	Completed Timeline for Spring Event including a detailed outline of tasks with dates
Submitted grant for $2,500 to Chevron to cover the cost of bike helmets for SYC & FHCC	Submitted grant for $10,000 to Mortensen Construction to support EKFRC
Meeting with Brie Lancaster, Marketing with Valley Strong for Gourmet For Good Sponsorship	Meeting with Marketing Department of Kern Family Health Care

Explanation (Over/Under Goal Progress)

Program Strategic Goals	**Progress Towards Goal**
1. Customer Relationship Management Projects, including Volunteer Management, inter-agency Referral Management, and contract management.	Through the IRM project, staff are rolling out training schedules and one-on-one engagement to increase participation.
2. Increase grant development and marketing activities, which are aligned with the 2021-25 Strategic Plan.	Monthly Reporting by Goal leads continue. Progress is reported monthly to designated Board-Committee.
3. Agency-level adoption of Results Oriented Management & Accountability (ROMA) and Patient-Centered Data Driven Principles to programmatic and operational use.	The cohort is underway.

Program Highlights

Community Action Partnership of Kern

Monthly Report 2023

Month	December-23	**Program/**	Community Development
Division/Director	Pritika Ram	**Program Manager**	
Reporting Period	January 1, 2023 - December 31, 2023		

Program Description

The services under the Executive Division range from fund and grant development/research to outreach and

Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	20,547	260,002	230,000	107%	113%
Facebook Impressions (i.e., number of times users see content)	61,000	1,085,955	600,000	122%	181%
Other Social Media Impressions	18,000	232,917	150,000	144%	155%

Outreach Advocacy	Outreach Special Projects
Attended Melissa Hurtado's meet and greet celebration	Assisting Head Start of Planning of Fatherhood conference
Met with representative from the California Policy Center	Shafter LIHWAP event
Attended Jasmeet Bains meet and greet celebration	EKFRC and OASIS FRC launch of Diaper Imitative
	SYC playground ribbon Cutting with the Wonderful Company and BMO Financial
	Attended community connection event in Tehachapi to share about CAPK services
	Assisted with photos at M street for Christmas Luncheon
	Went on Terry Maxwell Show to promote CAPK services and employment opportunities
	Assisted Head Start with enrollment and recruitment campaign ONGOING - 2024
	FHCC & SYC Holiday Party and Bike & Shoe Giveaway with CAPK Foundation assited with marketing and event
	Tricounties Check Presentation Marketing
	Attended Mercado Latino events

Grants In Progress/Research | **Projects**

CA Jobs First (aka CERF): The governance council candidate winners were announces on 12/6 through a constant contact email blast and published on the KCCD/CERF Webpage.

The Regional Plan Part 1 deadline was extended to 1/03/2024. The research and narrative has been composed by dedicated efforts between the Kern Coalition and UC Merced. Once submitted to the state, the document will be available to the public.

The Governance Council attended their first virtual welcome meeting and training on 12/14/23. A swearing in ceremony will take place on 1/11/24 in person. Two appointments were needed to be made by the Kern Coalition in the East Kern Subregion. Each subregion (except central) must seat 3 representatives. Both appointment have confirmed and accepted the offer.

KCCD/CERF Link: https://www.kccd.edu/kern-coalition/governance-council.html#:~:text=About%20the%20Governance,West%20Subregion%20Representatives

IRM Project: One on one IRM training sessions for the program participants have started and can be scheduled as needed for additional support or new staff onboarding by contacting Annelisa via email: annelisa.perez@capk.org. A presentation showcasing the agency's performance is currently in progress.

Community Services Block Grant (CSBG)	
Conducted 2nd round of meetings with programs to discuss the 2024 PRE workbook.	
Continuing to prepare for the 2023 Annual Report per CSD.	

Foundation	
Coordinated and completed distribution of Bikes, helmets and shoes to SYC & FHCC Youth	Discussion and development of Apple Wall Can Display with Food Bank
Completed Stater Bros Grant for $26,500 to go towards Food Bank	Developed specialty sponsorship package for Gourmet For Good to present to Haddad Auto Group
Meeting & tours of Food Bank & M Street with Brie Lancaster at Valley Strong	Ribbon Cutting with BMO & The Wonderful Co. for Shafter Playground
Participated in check presentation at VITA with Tri-Counties Bank	Coordinated volunteers and patriated in M Street Holiday Luncheon with Clinica Sierra Vista

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Customer Relationship Management Projects, including Volunteer Management, inter-agency Referral Management, and contract management.	Projects are underway in partnership with the Information System (IS) team.
2. Increase grant development and marketing activities, which are aligned with the 2021-25 Strategic Plan.	Preparing to discuss the next cycle of the Strategic Plan and recap of the current plan as we enter Year 3 of a 4 year plan.
3. Agency-level adoption of Results Oriented Management & Accountability (ROMA) and Patient-Centered Data Driven Principles to programmatic and operational use.	The cohort is underway and programs like the new diaper program is beginning to serve clients using the ROMA model.

Program Highlights

Community Action Partnership of Kern

Monthly Report 2023

Month	November-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	Food Pantries	Utility Service Payment
Top 3 Unmet Needs	Holiday Programs	Rent Payment Assistance	Food Stamps

Information and Referral Services Calls Handled	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Kern County (SRV 7c)	6,850	67,621	90,000	91%	75%
Kings County (SRV 7c)	191	2,693	4,000	57%	67%
Tulare County (SRV 7c)	717	9,381	18,000	48%	52%
Stanislaus County (SRV 7c)	798	9,125	19,200	50%	48%
Fresno & Madera	2,344	24,513	20,000	141%	123%
Merced & Mariposa (*effective March 2022*)	74	961	500	178%	192%
Total I&R Calls Handled	**10,974**	**114,294**	**151,700**	**87%**	**75%**

Staffing vs. Call Volume	**Current Staff**	**Staff Needed Per Call**	**Staff Over/ Short**
2-1-1 staff designated for calls handled across all counties contracts with the expectation of 42 calls per staff for an 8-hour shift.	13	24.3	**(11.26)**

Grant Funded Services	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
CalFresh Application (SRV 7b & SRV 7c)	10	83	300	40%	28%
Medi-Cal Application (SRV 7b & SRV 7c)	4	49	100	48%	49%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)	36	341	300	144%	114%

2-1-1 Website Visitors	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Duplicated Visitors *(i.e., accessing 2-1-1 e-services and database resources)*	22,200	247,668	225,000	118%	110%

Other Calls	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
LIHEAP (SRV 7b & SRV 7c)	3,247	58,504	45,000	87%	130%
Mental Health (SRV 7c)	337	4,083	3,700	109%	110%
Health and Human Service Referrals	9,697	98,730	110,000	106%	90%
Total Other Services	13,281	161,317	158,700	100%	102%

Explanation (Over/Under Goal Progress)
2-1-1 consistently aims to meet or exceed monthly and annual goals for all counties. The call volumes fluctuate throughout the year depending on weather conditions, special programs, or occasions. In previous months, the program experienced high call volumes attributed to callers request for tax preparation services and associated appointment needs. Call volumes have become more predictable in their range. Although, Kern, Kings, Tulare, and Stanislaus are under the monthly goal, call handling continues to be a necessity for all counties served.

Program Strategic Goals	Progress Towards Goal
1. Recruitment	2-1-1 is recruiting for 4 Information & Referral Specialists. The program onboarded employees on 11/13 and 11/16 and anticipating a temporary employee to transition 12/4/23. The program continues to recruit for 1 Program Specialist and has made an offer on 11/30/23.
2. Retention of Staff	2-1-1 program offers database support, schedule accommodations, basic technical assistance and opportunities to recognize special occasions for existing employees to align with its overall objective of staff retention. The program also recognizes individuals for exemplary work and communicates appreciation.
3. Contract Retention	2-1-1 aims to achieve strengthened partnerships by effectively communicating, and meeting with partners and contract grantors to share performance data and discuss progress relative to its objectives, deliverables, and goals. The program is consistently working on meeting the reporting expectations of all funding sources and maintaining a trusting relationship to increase the opportunity for existing contracts to be retained.

Program Highlights
2-1-1 is pleased with exceeding the monthly goal for Fresno/Madera and Merced/Mariposa.

Community Action Partnership of Kern

Monthly Report 2023

Month	December-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	Food Pantries	Utility Service Payment
Top 3 Unmet Needs	Food Stamps	Rent Payment Assistance	Holiday Programs

Information and Referral Services Calls Handled	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Kern County (SRV 7c)	6,407	74,028	90,000	85%	82%
Kings County (SRV 7c)	164	2,857	4,000	49%	71%
Tulare County (SRV 7c)	668	10,049	18,000	45%	56%
Stanislaus County (SRV 7c)	688	9,813	19,200	43%	51%
Fresno & Madera	2,032	26,545	20,000	122%	133%
Merced & Mariposa (*effective March 2022*)	77	1,038	500	185%	208%
Total I&R Calls Handled	**10,036**	**124,330**	**151,700**	**79%**	**82%**

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.	15	22.8	**(7.76)**

Grant Funded Services	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
CalFresh Application (SRV 7b & SRV 7c)	9	92	300	36%	31%
Medi-Cal Application (SRV 7b & SRV 7c)	5	54	100	60%	54%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)	23	364	300	92%	121%

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)*	18,412	266,080	225,000	98%	118%

Other Calls	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
LIHEAP (SRV 7b & SRV 7c)	2,621	61,125	45,000	70%	136%
Mental Health (SRV 7c)	374	4,457	3,700	121%	120%
Health and Human Service Referrals	9,728	108,458	110,000	106%	99%
Total Other Services	12,723	174,040	158,700	96%	110%

Explanation (Over/Under Goal Progress)	
2-1-1 consistently aims to meet or exceed monthly and annual goals for all counties. The call volumes fluctuate throughout the year depending on weather conditions, special programs, or occasions. In previous months, the program experienced high call volumes attributed to callers request for tax preparation services and associated appointment needs. Call volumes have since become more predictable in their range. Although, Kern, Kings, Tulare, and Stanislaus are under the monthly goal, call handling continues to be a necessity for all counties served.	
Program Strategic Goals	**Progress Towards Goal**
1. Recruitment	2-1-1 is recruiting for 3 Information & Referral Specialists. The program had 1 temporary employee to transition on 12/4/23. The program continues to recruit for 1 Program Specialist and has made an offer to a different candidate on 12/1/23.
2. Retention of Staff	2-1-1 program offers database support, schedule accommodations, basic technical assistance and opportunities to recognize special occasions for existing employees to align with its overall objective of staff retention. The program also recognizes individuals for exemplary work and communicates appreciation.
3. Contract Retention	2-1-1 aims to achieve strengthened partnerships by effectively communicating, and meeting with partners and contract grantors to share performance data and discuss progress relative to its objectives, deliverables, and goals. The program is consistently working on meeting the reporting expectations of all funding sources and maintaining a trusting relationship to increase the opportunity for existing contracts to be retained.
Program Highlights	
2-1-1 is pleased with consistently exceeding the monthly goal for Fresno/Madera and Merced/Mariposa.	

Community Action Partnership of Kern

Monthly Report 2023

Month	November-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.

Referral Type/ Total	M.T.S.S Total (68)	F.A.C.E Total (39)	OTHER Total (9)

Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
Families referred to Program (SRV 7c)	116	445	920	151%	48%
Total Families referred internally for Employment Resources (2-1-1)	9	44	153	71%	29%
Total Families referred internally for Food and Nutrition (2-1-1 or CalFresh)	42	127	153	329%	83%
Total Families referred internally for Housing (CES)	4	52	153	31%	34%
Total Families referred internally for Childcare (Head Start)	7	58	153	55%	38%
Total Families referred internally for Utility Assistance (Energy)	11	117	153	86%	76%
Total Families referred internally for Weatherization (Energy)	2	21	153	16%	14%
Families Receiving Case Management Services (SRV 7a)	26	26	460	68%	6%

Explanation (Over/Under Goal Progress)

The Community School Partnership Program entered its fourth month of the 23-24 academic year. The program was fully staffed and there is one Case Manager assigned to each school site. McKinley Elementary Multi-Tier System of Support (MTSS) provided CAPK's Case Manager with an extensive list of families that are unhoused or at-risk of being unhoused. The Case Managers continue to routinely collaborate with their Family and Community Engagement (FACE) Liaisons for parent engagement and referrals.

Program Strategic Goals	Progress Towards Goal
1) Program Improvement	Case Managers continue to utilize newly implemented case mangement flow chart and Family Goal Plan with SMART goals and action steps form.
2) Staff development	Program Supervisor and Case Managers are scheduled to attend the National Head Start Association (NHSA) Parent and Family Engagement Conference in December 2023.

Program Highlights

Community Action Partnership of Kern

Monthly Report 2023

Parent engagment has increased as parents are communicating with one another about the program and the support they've received. The 4 Case Managers collectively distributed 68 emergency food boxes to student-families.

Community Action Partnership of Kern

Monthly Report 2023

Month	December-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	Employment	Clothing	Food
BCSD Referral Type	M.T.S.S Total (0)	F.A.C.E total (67)	Other Total (8)

Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
Families referred to Program (SRV 7c)	75	520	920	98%	57%
Total Families referred internally for Employment Resources (2-1-1)	4	48	153	31%	31%
Total Families referred internally for Food and Nutrition (2-1-1 or CalFresh)	56	183	153	439%	120%
Total Families referred internally for Housing (CES)	3	55	153	24%	36%
Total Families referred internally for Childcare (Head Start)	4	62	153	31%	41%
Total Families referred internally for Utility Assistance (Energy)	8	125	153	63%	82%
Total Families referred internally for Weatherization (Energy)	0	21	153	0%	14%
Families Receiving Case Management Services (SRV 7a)	16	42	460	42%	9%

Explanation (Over/Under Goal Progress)

The Community Schools Partnership Program entered its fifth month of the 23-24 academic year. The program was fully staffed and there is one Case Manager assigned to each school site. The program supervisor and case managers were out for a week due to attending a conference. Bakersfield City School District was on winter break from 12/25/23 - 1/5/24 and will return on 1/824. Case Managers were allowed to work at their school sites during the break, if office staff and/or custodians were onsite. Principals asked that parent engagement be limited due to minimal staff support during the break.

Program Strategic Goals	Progress Towards Goal
1) Program Improvement	Case Managers continue to utilize newly implemented case mangement flow chart and Family Goal Plan with SMART goals and action steps form.

2) Staff development	Program Supervisor and Case Managers attended the National Head Start Association (NHSA) Parent and Family Engagement Conference. The program gained insight on ways to improve family engagement, strenthening program and community support for families, and overall success for families.

Program Highlights

The Community Schools Partnership Program attended the National Headstart Association Parent and Family Engagment Conference from December 4-7 in New Orleans, LA. The Case Managers collectively distributed 73 emergency food boxes to familiese in need of food.

Application Status Report
November and December 2023

Name	Description	Funder	Amount Requested	Amount Awarded	Decision Date	Status
Food4All Mini Grants	Abandoned - Grant required advocacy and lobbying efforts for legislature which is out of scope of organization Nourish California is providing 10 mini-grants to local or regional California-based organizations focused on the following: immigrant rights, anti-hunger, anti-poverty, organizing, youth advocacy, racial justice, and/or health promotion to help mobilize and engage in the 2024 Food4All Campaign. These mini-grants were made possible by The California Endowment and the Crankstart Foundation.	Nourish California	$ 10,000.00	$ -		Abandoned
SB 1383 Local Assistance Grant Program	CAPK was unable to establish a partnership with the city and county. Both entities will pursue the grant independently. Note- nonprofit organizations were ineligible to apply. Mission: Food rescue efforts in Kern County.	CalRecycle	$ 421,726.00	$ -		Abandoned
Eviction Protection Program	Abandoned. Out of scope and our purview. Program is for legal counsel for tenants facing eviction.	City of Bakersfield	$ 300,000.00	$ -		Abandoned
Nature Trips	Outdoor trips to bring Bakersfield families to nearby natural area. Abandoned: SYC participates in a similar program through Wind Wolves. FHCC declined night hikes offered to the youth.	The Wildlands Conservancy	$ 1.00	$ -		Abandoned
Emergency Solutions Grant-Homeless Prevention	CES program does not have the capacity to move forward with the application at this time.	Department of Housing and Community	$ 200,000.00	$ -		Abandoned
PG&E Better Together Giving Program	Economic and Community Vitality - Food Support	Pacific Gas and Electric Company (PG&E)	$ 28,200.00	$ 28,200.00	12/20/2023	Awarded
Wonderful Community Grant	Free farmers markets in the underserved communities of Shafter, Wasco, and Delano.	Wonderful Community Grants	$ 150,000.00	$ 150,000.00	12/19/2023	Awarded
Target Community Grant	Computer Lab equipment for Shafter Youth Center	Target	$ 5,000.00	$ 5,000.00	11/30/2023	Awarded
Homeless Housing Assistance and Prevention (Round 3)	Coordinated Entry System - Additional 2.5 FTE to support extended and weekend hours of operation.	County of Kern	$ 200,000.00	$ 200,000.00	11/7/2023	Awarded
First 5 Kern - Community Support Services	First 5 Kern is providing an invitation-only Request for Proposals (RFP) opportunity toqualified agencies that facilitate and provide court-ordered parent classes, or crucialcommunity support services, aligning with our core objectives of strengthening families,empowering parents, and ensuring children's school readiness.	First 5 Kern	$ 10,000.00	$ -	12/14/2023	Awarded
Wonderful Neighbor	Employee driven volunteer program grants funds to gift bikes to the children of CAPK Youth Centers	Resnick Family Foundation	$ 10,141.74	$ 10,141.74	11/1/2023	Awarded

Application Status Report
November and December 2023

Economic Opportunity Area	Funds can be used for any project that brings new businesses/services/revilization to downtown. The application requested funds for supplies and equipment that are needed for the new administrative building.	City of Bakersfield	$ 66,976.36	$ 19,939.68	12/5/2023	Awarded
Bakersfield West Rotary Community Grant - Fall Cycle	The Bakersfield West Rotary Foundation was established by the Rotary Club of Bakersfield West in 1994 with the mission of providing assistance to local organizations which serve interests in the areas of education, youth, literacy, and health.	Bakersfield West Rotary-Stroope Family Foundation	$ 5,000.00	$ 5,000.00	11/2/2023	Awarded
American Heart Association	Equipment purchases for the Food Bank	American Heart Association	$ 6,000.00	$ -	11/30/2023	Awarded
Stater Bros. Charity	Taking applications from nonprofits making a positive impact in our Southern California communities with a focus on hunger relief, children's well-being, education, health, veterans and active service members, and pet well-being.	Stater Bros. Charities	$ 26,500.00	$ 26,500.00	12/7/2023	Awarded
Careforkids.org	Submitting to CARE for kids spring funding cycle for additional funding to complete SYC $50,000 playground project. Currently have $22,000 and in need of $28,000.	careforkids.org	$ 10,000.00	$ -	11/14/2023	Denied
Adams Legacy Foundation	For the 2022-2026 Grant Cycle we look to support organizations which use Nature to Strengthen, Nurture, and Heal the Soul. Additionally, we are interested in better understanding what it is about Nature that makes it so beneficial. Anyone willing to help us think about this please feel free to contact Blair Carty our Executive Director.	Adams Legacy Foundation	$ 5,000.00	$ -	11/22/2023	Denied
Women's and Girl's fund	The Womenâ€™s and Girlsâ€™ Fund prioritizes requests designed to increase passion and enthusiasm for learning while addressing issues pertaining to Educational Attainment:	Kern Community Foundation	$ 25,000.00	$ -	4/1/2024	Pending
Chevron Sponsorship	Holiday gifting for Shafter Youth Center and Friendship	Chevron Community	$ 2,500.00	$ -		Pending
The Costco Wholesale Corporate Contributions Program	The company's grantmaking areas of interest include: children's issues; education; and, health and human services.	Costco	$ 4,000.00	$ -		Pending

Application Status Report
November and December 2023

Mentoring, Community Outreach and After School Program Services for Youth	Mentoring, Community Outreach and After School Program Services for Youth at Friendship House Community Center	Kern County Department of Human Services	$ 102,384.00	$ -	7/1/2024	Pending
One-Time State Funding for Homeless Housing, Assistance and Prevention Program (HHAP 3 & 4)	Diversion Program, Landlord Incentives, Family/Individual Hotel Rural Program, Rural Drop-in Center, Head Start Transportation	Bakersfield Kern Regional Homeless Collaborative	$ 300,000.00	$ -	1/24/2024	Pending
Community Development Block Grant (CDBG)	Solar installations at Friendship House Community Center.	City of Bakersfield	$ 231,048.00	$ -	9/1/2024	Pending
City of Bakersfield HUD Funding: HOME	The HOME Investment Partnership Program (HOME) is funded through the U. S. Department of Housing and Urban Development (HUD), and was created to: Provide decent affordable housing to low- and moderate-income households. CAPK will provide tenant-based rental assistance services to support individuals and families by providing financial aid directly to tenants, fostering housing stability and empowering recipients to secure and maintain suitable living arrangements.	City of Bakersfield	$ 1,500,000.00	$ -	9/1/2024	Pending
HOME American Rescue Plan	CAPK is pursuing capacity building assistance to bolster the general operations of our Coordinated Entry Systems program. This initiative aims to enhance our organizational capabilities, ultimately ensuring the successful execution of eligible HOME-ARP activities.	City of Bakersfield	$ 247,852.00	$ -		Pending
Walmart Community Grant	Bike helmets for youth - Shafter Youth Center	Walmart	$ 1,000.00	$ -		Pending
Walmart Community Grant	Bike Helmets for youth - Friendship House Community Center	Walmart	$ 1,000.00	$ -		Pending
Whale Tail	This funding opportunity will provide a hands-on marine experience to low-income students at SYC and FHCC.	California Coastal Commission	$ 40,203.90	$ -	2/1/2024	Pending

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	State	**CAPK Program**	Oasis Family Resource Center
Funding Agency	CA Dpt. of Social Services, Office of Child Abuse Prevention	**Project Name**	Oasis Road to Resilience
CFDA	N/A	**Target Population**	Pregnant women who have a history of substance use
Reapplication (Y/N)	N	**Number to be served**	225
Estimated Request	$600,000	**Division Director**	Freddy Hernandez
Award Period	7/1/24 - 6/30/27	**Program Manager**	Eric Le Barbe

Project Goal (One sentence goal statement)

Provide at-home case management services to pregnant women with a history of substance use, with current substance use, or mothers of substance-exposed infants.

Project Description (Brief one paragraph description)

The intended scope of this project is to provide at-home case management services to families affected by substance use. The Oasis Family Resource Center plans to partner with a local hospital in Ridgecrest, nearby rehabilitation centers, and the Department of Human Services to assist in identifying potential clients and collaborate in creating a plan to assist mother and child/children. Through these partnerships, a collaborative effort will be established to provide wrap-around services to assist pregnant women who have a history or current relationship with substance use to recovery and to provide a safe environment for their child/children.

Estimated Budget Summary

CAPK intends to apply for the maximum award amount, $600,000. Budget details as of now include 3 full-time case managers, 1 full-time program coordinator, benefits, indirect, training expenses, operating costs, space costs,supplies, and equipment costs.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals:

Freddy Hernandez — 01/08/2024
1. Division Director — Date

Pritika Ram — 01/08/2024
2. Chief Business Development Officer — Date

01/08/2024
3. Chief Program Officer — Date

Stacy Webster — 01/08/2024
4. Chief Financial Officer — Date

01/08/2024
5. Chief Executive Officer — Date

Date Presented / Approved:

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

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
November and December 2023

Funding Type	Private	**CAPK Program**	East Kern Family Resource Center (EKFRC)
Funding Agency	Kern Health Systems	**Project Name**	CalAIM Incentive Payment Program
CFDA	N/A	**Target Population**	Homeless/Housing Insecure
Request	TBA	**Division Director**	Freddy Hernandez/Rebecca Moreno
Award Period	TBA	**Program Manager**	Anna Saavedra
Description	The EKFRC will submit a letter of interest to support housing insecure clients with access to important resources – i.e., portable showers/washer/dryer units.		

Funding Type	Private	**CAPK Program**	Oasis Family Resource Center (OFRC)
Funding Agency	Kern Health Systems	**Project Name**	CalAIM Incentive Payment Program
CFDA	N/A	**Target Population**	Homeless/Housing Insecure
Request	TBA	**Division Director**	Freddy Hernandez/Rebecca Moreno
Award Period	TBA	**Program Manager**	Eric Le Barbe
Description	The OFRC will submit a letter of interest to acquire funds to establish housing navigation services to assist community members with resources to obtain housing.		

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
November and December 2023

Funding Type	Private	**CAPK Program**	Friendship House Community Center (FHCC)
Funding Agency	Kern Community Foundation – Women and Girls Fund	**Project Name**	Friendship House - "Girls Leading the Way Through STEM
CFDA	N/A	**Target Population**	Girls in FHCC service area
Request	$25,000	**Division Director**	Freddy Hernandez
Award Period	TBA	**Program Manager**	Lois Hanible
Description	CAPK is applying for $25,000 from the Women and Girls Fund to develop a program aimed at serving 80-100 girls throughout the year in afterschool and summer programs. Funds will be used to purchase a robotic classroom kit and to go on fieldtrips to California Science Museum and Kern High School District's Career and Technical Education Center. Additionally, this program will leverage many collaborative mentorship efforts with women leaders in the community to support fostering leadership and soft skill development in young girls.		

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

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
November and December 2023

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

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** November 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 • 13 Classrooms Fully Closed	**1,242** 232	**871**	**70%**	**4%**	**5%** **4%**
Early Head Start • 14 Classrooms Fully Closed/ 1 Classroom Partially Closed	**829** 126	**600**	**72%**	**18%**	**8%** **6%**

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	240	**312**

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
594	107	23	38

HIGHLIGHTS: 11 staff were onboarded and had 13 resignations. 5 days of interviews were conducted for 8 open requisitions.

Program Update & Compliance

The following events transpired in the month of November 2023:

- Taft College center was awarded a $2,000 grant from First 5 to fund improvement projects to their outdoor environment.
- On November 30. 2023, Bakersfield College center hosted a mobile dental clinic for their enrolled children to receive oral health exams.
- In San Joaquin County, all centers hosted an Open House during their staff development day. Participating families explored the environment and had the opportunity to learn about the loose part implementation in their child's classroom.
- In San Joaquin County, the monthly family engagement activity was "The Story of your Name". Families were invited to share the meaning, the story behind their child's name and where did their family name originate from. Staff were encouraged to do the activity as well.
- Dental Clinic was held at the St Mary's center. Thirteen children received services.

- Mental health consultant shared with staff and families' tips to increase healthy habits for their mental wellness including how to manage work life and obtain a healthy work/life balance. Sixteen staff participated in the presentation.
- Early Childhood Educators and Family Service Workers dropped off flier at WIC offices, local grocery stores and community centers.

Central Kitchen November 2023				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Center Totals	**52,972**	20,082	16,201	16,689

CACFP						
October 2023						
Total Meals Delivered			**Meals Allocated**		**# of Meals Served**	**% of Meals Served**
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
61,536	14,287	75,823	23,920	51,903	45,619	77%

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	**Month/Year:** December 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 • 13 Classrooms Fully Closed	**1,242** 232	**877**	**71%**	**4%**	**5%** **4%**
Early Head Start • 14 Classrooms Fully Closed/ 1 Classroom Partially Closed	**829** 126	**592**	**71%**	**18%**	**8%** **5%**

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	234	**312**

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
592	109	26	41

HIGHLIGHTS: 7 staff were onboarded and had 9 resignations. 6 days of interviews were conducted for 4 open requisitions.

Program Update & Compliance

The following events transpired in the month of December 2023:

- CLASS observations are being conducted in all infant and toddler classes.
- The Home Base team attended the annual Community Posada, which was supported by Univision.
- Parent As Teachers Curriculum overview training for all Educators (Kern & SJC).
- In SJC, the center staff received one-on-one Daily Health Check training from our Health Specialist.
- In SJC, El Concilio presented a workshop for families and staff on the topic of Adult and Child Emotional Health and Wellness.
- Enrollment staff coordinated referrals with St. Mary's Interfaith Case Managers.
- Early Childhood Educators distributed flyers at the Fairgrounds Flea Market, Raymus House, Homeless Shelter, California Street's WIC office, and the Ripon Library.
- A Frog Street Curriculum training series was launched in December, which will continue through March 2024 for Blanton, Escuelita Hernandez, and Garden Pathways centers.

- The Head Start program is scheduled for a Child and Adult Care Food Program (CACFP) Administrative Review the week of March 19, 2024.

Central Kitchen December 2023				
Meals & Snacks	**Total # Prepared**	**Breakfast**	**Lunch**	**Snack**
Center Totals	**44,631**	16,390	13,811	14,430

CACFP						
November 2023						
Total Meals Delivered			**Meals Allocated**		**# of Meals Served**	**% of Meals Served**
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
52,972	11,732	64,704	22,107	42,597	37,509	74%

MEMORANDUM

To: PRE-Committee

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

Date: January 17, 2024

Subject: *Agenda Item 5d:* 2024-2025 Recruitment and Selection Plan – **Action Item**

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

This year the Recruitment and Selection Plan committee members included staff representing governance, program, enrollment, our partnerships, and administration. In addition, our committee include CAPK Board member, Michelle Jara-Rangel, Bakersfield Police Department Community Liaison Officer Chad Dickson and personnel from Bakersfield College and the Kern High School District.

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

It is the decision of the committee that the current Selection Criteria point system meets each of these criterions. It was decided that Tribal TANF should be added to the public assistance category and Family Childcare be added as a program option.

Recommendation:
Staff recommends the PRE-Committee approve the 2024-2025 Recruitment and Selection Plan.

Attachment:
2024-2025 Recruitment and Selection Plan

2024 – 2025

Recruitment and Selection Plan

Community Action Partnership of Kern

1 /31/ 2024

Head Start / State Child Development Division

DRAFT

Table of Contents

Recruitment and Selection Plan Committee Members	3
Introduction	4
Methodology	5
Eligibility	6 ~ 7
Recruitment	7 ~ 9
Selection	10 ~11
Participation in Head Start Programs	12 ~ 19
HHS Poverty Guidelines	20
Selection Criteria Verification Form	21 ~ 22
Appendices	25

DRAFT

RECRUITMENT AND SELECTION PLAN COMMITTEE

BOD and Policy Council Members

Michelle Jara-Rangel	Board Member

Community Members

Chad Dickson	Bakersfield Police Department Community Liaison Officer
Melissa Ysais	Bakersfield College - Professor of Child Development
Sharon Brown	Kern High School District – ROC Teacher
Ashley Rios	Bakersfield College – Child Development Center

CAPK/Head Start and State Child Development Division Staff

Yolanda Gonzales	Executive Director, Head Start
Jerry Meade	Assistant Director of Program
Gloria Barbero	Assistant Director – San Joaquin
Robert Espinosa	Program Design and Management Administrator
Letisha Brooks	Program Administrator
Laurie Hughey	Homeless Services Program Administrator
Esperanza Contreras	Partnership Administrator
Sylvia Ortega	Quality Assurance Administrator
Rosita Curry	Homebase Manager
Rashi Strother	EHS Education Manager
Carol Hendricks	Enrollment and Attendance Manager
Elizabeth Williams	Professional Development Manager
Nicole Callahan	EHS Partnership Supervisor
Lorena Juarez	Enrollment Supervisor
Theresa Priest	Attendance Supervisor
Lisa Gonzales	Program Governance Coordinator
Sandra Acevedo	Enrollment Coordinator
Claudia Garibaldo	Quality Assurance Specialist
Yolanda Lopez	Quality Assurance Specialist
Kevin Goudge	Attendance Specialist
Christina Bustamante	Enrollment Specialist
Kimika Porter	Enrollment Specialist
Vanessa Constantino	Enrollment Specialist
Aaron Rivera	Enrollment Specialist
Rita Fregoso	Family Advocate
April Rivera	Enrollment Technician
Rosa Guerrero	Administrative Analyst
Leticia Villegas	Program Assistant / Translator

DRAFT

INTRODUCTION

Kern and San Joaquin County's Early Head Start and Head Start programs are part of the network of non- profit 501(c)(3) agencies governed by the Community Action Partnership of Kern. Community Action Partnership of Kern has a $55 million annual budget and over 700 employees. Funding is derived from federal, state, local and private sources. In addition to Head Start and Early Head Start, the partnership administers the following programs: State-Funded Migrant and General Child Care, Women, Infants and Children (WIC), Green Energy HEAP & Weatherization, Food Bank, USDA Commodities, Senior Brown Bag, 2-1-1 Kern Help Line, VITA, Shafter Youth Center, Home Visiting Program, CalFresh Healthy Living, East Kern Family Resource Center, M Street Navigation Center, Coordinated Entry System, and Friendship House Community Center.

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

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

The Head Start Kern grant is funded to serve 1,242 Head Start (HS) children and 829 Early Head Start children (EHS), including women who participate in our EHS-Pregnant Woman Program through Home Base. As of December 8, 2023,970 children have been served in Head Start, and 774 in Early Head Start programs.

DRAFT

METHODOLOGY

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

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

The Recruitment and Selection Plan Committee met on October 23, 2023, and November 14, 2023. The committee members participated in an open discussion; identifying community needs based on Community Assessment. The discussions also included a review of the 2023-2024 Selection Criteria as well as the 2023- 2024 Recruitment and Selection Plan. The Plan includes excerpts from the Head Start Program Performance Standards and from the Head Start Act for School Readiness.

At the meeting, information was shared about the purpose of the Recruitment and Selection plan. There were six sections of the 2023 Community Assessment reviewed. Additionally, committee members were advised of the importance of their work, as some data points may guide recruitment efforts throughout the counties in the coming year, as well as determine selection priorities for which children are enrolled. The committee was asked to review the two documents provided to them, and freely discuss ideas of the priorities they would like to see established. They were informed the Recruitment and Selection Plan is required to be based on the needs identified in the community assessment.

Committee members engaged in the task of spearheading a new Recruitment and Selection Plan during the planning session. They examined the priorities established by the 2022/2023 Recruitment and Selection Plan. The primary discussion was 3-year-old children, Transitional Kindergarten and Family Childcare. It was determined there would be no need to change the points for a 3 year – old children because Transitional Kindergarten will be prioritizing 4-year-olds leaving 3-year-olds in need of services. There would be no significant difference in enrollment if the eligibility points increased; therefore, no changes were made. Following the discussion of 3-year-olds was a discussion on Family Childcare. We had committee members share their experiences with Family Childcare and the strengths many childcare providers currently have and how they can increase their service to the community with the support of the Head Start / Early Head Start program.

During the first meeting the committee was advised to better support our Selection Criteria Verification Form by defining the criteria on the form and cite the Community Assessment with the definitions. At the second committee meeting, members were provided with an informative presentation on Family Childcare. Since Family Childcare is a viable option during the program year, the Family Childcare option is added to the Selection Criteria Verification Form.

DRAFT

Eligibility

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

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

Eligibility Categories

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

McKinney-Vento Eligible Children (Homeless Children)

Homelessness has been a continual issue in Kern and San Joaquin County due to the economy. The Office of Head Start recognized the importance of providing services to homeless families as they are the "neediest-of-the-needy." Homeless families are categorically eligible for Head Start and are considered a priority for services. Based on data tabulated by the Kern County homeless Collaborative, in 2023, there were an estimated 1,948 people living in Homelessness in Kern County – a 23% increase from 2020. Families with children accounted for 3% of the homeless population and children constituted almost 6% of homeless people counted.

Children with Disabilities

Head Start Performance Standards require a minimum of 10% of the funded enrollment of both Head Start and Early Head Start being children with disabilities (IEP/IFSP). According to Kidsdata.org, in 2020 there were 22,091children K-12 with disabilities in Kern County, with learning disabilities being the most prevalent followed by Speech or Language difficulties. For San Joaquin County there is approximately 13.9% of children that have special health care needs, according to Kidsdata.org between the years of 2016 and 2018.

Foster Placement

Foster placement is a high priority for selection at Head Start. According to kidsdata.org, in 2018, San Joaquin County is slightly higher than the overall percentage for the State of California at 6.5%. Kern County is lower

than San Joaquin County in 2018 showing a 5.6% of foster children. Foster care is intended to provide temporary, safe living arrangements and therapeutic services for children who cannot remain safely at home because of the risk of maltreatment or inadequate care.
Income/Public Assistance eligible (low income) per federal poverty guidelines

Based on the most recent update to the 2023 Community Assessment, it was determined 68,078 children in Kern County and 59,942 in San Joaquin County are under the age of 5. Additionally, an estimated 21,994 of children in Kern County lived in poverty and 84% of children 0-5 lived in communities served by CAPK. When it comes to San Joaquin County, there are approximately 11,998 that were age and income eligible.

Based on the 2023 Community Assessment, in Kern County, 21,994 children under the age of 5 are living below the federal poverty level; that means, those children are Income/Public Assistance eligible for Head Start and Early Head Start. In San Joaquin County, 11.9% live in poverty and those under the age of 5 are also Income/Public Assistance eligible.

Over income who meet the program selection criteria

It is estimated that 21,994 children are Income/Public Assistance eligible for services in Kern County; the agency can provide services to 10% of the funded enrollment that exceed the income requirements of the program. Generally, these slots are saved for those children that have disabilities but may be over income for the program or for centers in locations that struggle with securing Income/Public Assistance eligible families. During the first part of the 2023-2024 School Year, CAPK reports serving 42 over income families.

Recruitment

Children with diagnosed disabilities

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

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

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

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

Recruitment Strategies

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

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

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

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

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

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

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

Recruitment Strategies are individualized by the local community.

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

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

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

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

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

- Door-to-Door Recruitment

Selection Priorities

Head Start priority for an enrollment opportunity is:

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

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

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

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

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

2. Foster Placement

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

- Public Assistance Eligible
- Income Eligible
- Children with a validated IEP/IFSP from a local Education Agency or Part C Agency
- Transitioning (EHS to HS, 3RD year enrollee)
- Parents who were/are 18 and under, pregnant and/or parenting
- In the absence of Childcare would potentially be eligible for public assistance
- Child on EHS or HS wait-list prior program year and not enrolled
- Pregnant woman with documented medical risk
- First pregnancy
- Medical referral
- Social service referral
- Public Assistance Program
- Parent Works Full Time/Attending school Full time
- Home Language other than English
- Family is undergoing Court-ordered Family Maintenance

Total priority points are calculated by our ChildPlus database.

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

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

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

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

DRAFT

PARTICIPATION IN HEAD START PROGRAMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(C) the community is in a location which, by reason of remoteness, does not permit reasonable access to the types of services described in clauses (A) and (B); and

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

Sections of the Head Start Performance Standards

1302.11 Determining community strengths, needs, and resources.

(a) Service area.

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

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

(ii) If the tribe's service area includes any area specified in paragraph (a)(1)(i) of this section, and that area is also served by another program, the tribe may serve children from families who are members of or eligible to be members of such tribe and who reside in such areas as well as children from families who are not members of the tribe, but who reside within the tribe's established service area.

(2) If a program decides to change the service area after ACF has approved its grant application, the program must submit to ACF a new service area proposal for approval.

(b) Community wide strategic planning and needs assessment (community assessment).

(1) To design a program that meets community needs, and builds on strengths and resources, a program must conduct a community assessment at least once over the five-year grant period. The community assessment must use data that describes community strengths, needs, and resources and include, at a minimum:

(i) The number of eligible infants, toddlers, preschool age children, and expectant mothers, including their geographic location, race, ethnicity, and languages they speak, including:

A. Children experiencing homelessness in collaboration with, to the extent possible, McKinney-Vento Local Education Agency Liaisons (42 U.S.C. 11432 (6)(A));

B. Children in foster care; and

C. Children with disabilities, including types of disabilities and relevant services and resources provided to these children by community agencies;

(ii) The education, health, nutrition and social service needs of eligible children and their families, including prevalent social or economic factors that impact their well-being;

(iii) Typical work, school, and training schedules of parents with eligible children;

(iv) Other child development, childcare centers, and family childcare programs that serve eligible children, including home visiting, publicly funded state and local preschools, and the approximate number of eligible children served;

(v) Resources that are available in the community to address the needs of eligible children and their families; and,

(vi) Strengths of the community.

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

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

1302.12 Determining, verifying, and documenting eligibility.

(a) Process overview.

(1) Program staff must:

(i) Conduct an in-person interview with each family, unless paragraph (a)(2) of this section applies;

(ii) Verify information as required in paragraphs (h) and (i) of this section; and,

(iii) Create an eligibility determination record for enrolled participants according to paragraph (k) of this section.

(2) Program staff may interview the family over the telephone if an in-person interview is not possible or convenient for the family.

(3) If a program has an alternate method to reasonably determine eligibility based on its community assessment, geographic and administrative data, or from other reliable data sources, it may petition the responsible HHS official to waive requirements in paragraphs (a)(1)(i) and (ii) of this section.

(b) Age requirements.

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

(2) For Head Start, a child must:

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

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

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

(c) Eligibility requirements.

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

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

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

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

(iv) The child is in foster care.

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

(d) Additional allowances for programs.

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

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

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

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

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

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

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

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

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

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

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

(e) Additional allowances for Indian tribes.

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

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

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

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

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

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

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

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

(g) Eligibility requirements for communities with 1,000 or fewer individuals.

(1) A program may establish its own criteria for eligibility provided that it meets the criteria outlined in section 645(a)(2) of the Act.

(2) No child residing in such community whose family is eligible under criteria described in paragraphs (c) through (f) of this section, may be denied an opportunity to participate in the program under the eligibility criteria established under this paragraph (g).

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

(i) Verifying eligibility.

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

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

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

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

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

(3) To verify whether a family is homeless, a program may accept a written statement from a homeless services provider, school personnel, or other service agency attesting that the child is homeless or any other documentation that indicates homelessness, including documentation from a public or private agency, a declaration, information gathered on enrollment or application forms, or notes from an interview with staff to establish the child is homeless; or any other document that establishes homelessness.

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

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

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

DRAFT

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

(j) Eligibility duration.

(1) If a child is determined eligible under this section and is participating in a Head Start program, he or she will remain eligible through the end of the succeeding program year except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services.

(2) Children who are enrolled in a program receiving funds under the authority of section 645A of the Act remain eligible while they participate in the program.

(3) If a child moves from an Early Head Start program to a Head Start program, program staff must verify the family's eligibility again.

(4) If a program operates both an Early Head Start and a Head Start program, and the parents wish to enroll their child who has been enrolled in the program's Early Head Start, the program must ensure, whenever possible, the child receives Head Start services until enrolled in school, provided the child is eligible.

(k) Records.

(1) A program must keep eligibility determination records for each participant and ongoing records of the eligibility training for staff required by paragraph (m) of this section. A program may keep these records electronically.

(2) Each eligibility determination record must include:

(i) Copies of any documents or statements, including declarations, that are deemed necessary to verify eligibility under paragraphs (h) and (i) of this section;

(ii) A statement that program staff has made reasonable efforts to verify information by:

(A) Conducting either an in-person, or a telephone interview with the family as described under paragraph (a)(1)(i) or (a)(2) of this section; and,

(B) Describing efforts made to verify eligibility, as required under paragraphs (h) through (i) of this section; and, collecting documents required for third party verification that includes the family's written consent to contact each third party, the third parties' names, titles, and affiliations, and information from third parties regarding the family's eligibility.

(iii) A statement that identifies whether:

(A) The family's income is below income guidelines for its size, and lists the family's size;

(B) The family is eligible for or, in the absence of child care, potentially eligible for public assistance;

(C) The child is a homeless child or the child is in foster care;

(D) The family was determined to be eligible under the criterion in paragraph (c)(2) of this section; or,

(E) The family was determined to be eligible under the criterion in paragraph (d)(1) of this section.

(3) A program must keep eligibility determination records for those currently enrolled, as long as they are enrolled, and, for one year after they have either stopped receiving services; or are no longer enrolled.

(l) Program policies and procedures on violating eligibility determination regulations. A program must establish written policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Early Head Start or Head Start services.

(m) Training on eligibility.

(1) A program must train all governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures. Training must, at a minimum:

(i) Include methods on how to collect complete and accurate eligibility information from families and third party sources;

(ii) Incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and,

(iii) Explain program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.

(2) A program must train management and staff members who make eligibility determinations within 90 days of hiring new staff.

(3) A program must train all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.

(4) A program must develop policies on how often training will be provided after the initial training.

1302.13 Recruitment of children.

In order to reach those most in need of services, a program must develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services, and encourage and assist them in applying for admission to the program. A program must include specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care.

1302.14 Selection process.

(a) Selection criteria.

(1) A program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 et seq.) and other relevant family or child risk factors.

(2) If a program serves migrant or seasonal families, it must select participants according to criteria in paragraph (a)(1) of this section and give priority to children whose families can demonstrate they have relocated frequently within the past two-years to pursue agricultural work.

(3) If a program operates in a service area where Head Start eligible children can enroll in high-quality publicly funded pre-kindergarten for a full school day, the program must prioritize younger children as part of the selection criteria in paragraph (a)(1) of this section. If this priority would disrupt partnerships with local education agencies, then it is not required. An American Indian and Alaska Native or Migrant or Seasonal Head Start program must consider whether such prioritization is appropriate in their community.

(4) A program must not deny enrollment based on a disability or chronic health condition or its severity.

(b) Children eligible for services under IDEA.

(1) A program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.

(2) If the requirement in paragraph (b)(1) of this section has been met, children eligible for services under IDEA should be prioritized for the available slots in accordance with the program's selection criteria described in paragraph (a) of this section.

(c) Waiting lists. A program must develop at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program's selection criteria.

1302.15 Enrollment

(a) Funded enrollment. A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.

(b) Continuity of enrollment.

(1) A program must make efforts to maintain enrollment of eligible children for the following year.

(2) Under exceptional circumstances, a program may maintain a child's enrollment in Head Start for a third year, provided that family income is verified again. A program may maintain a child's enrollment in Early Head Start as described in §1302.12(j)(2).

(3) If a program serves homeless children or children in foster care, it must make efforts to maintain the child's enrollment regardless of whether the family or child moves to a different service area, or transition the child to a program in a different service area, as required in §1302.72(a), according to the family's needs.

(c) Reserved slots. If a program determines from the community assessment there are families experiencing homelessness in the area, or children in foster care that could benefit from services, the program may reserve one or more enrollment slots for pregnant women and children experiencing homelessness and children in foster care, when a vacancy occurs. No more than three percent of a program's funded enrollment slots may be reserved. If the reserved enrollment slot is not filled within 30 days, the enrollment slot becomes vacant and then must be filled in accordance with paragraph (a) of this section.

(d) Other enrollment. Children from diverse economic backgrounds who are funded with other sources, including private pay, are not considered part of a program's eligible funded enrollment.

(e) State immunization enrollment requirements. A program must comply with state immunization enrollment and attendance requirements, with the exception of homeless children as described in §1302.16(c)(1).

(f) Voluntary parent participation. Parent participation in any program activity is voluntary, including consent for data sharing, and is not required as a condition of the child's enrollment.

1302.16 Attendance

(a) Promoting regular attendance. A program must track attendance for each child.

(1) A program must implement a process to ensure children are safe when they do not arrive at school. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure the child's well-being.

(2) A program must implement strategies to promote attendance. At a minimum, a program must:

(i) Provide information about the benefits of regular attendance;

(ii) Support families to promote the child's regular attendance;

(iii) Conduct a home visit or make other direct contact with a child's parents if a child has multiple unexplained absences (such as two consecutive unexplained absences); and,

(iv) Within the first 60 days of program operation, and on an ongoing basis, thereafter, use individual child attendance data to identify children with patterns of absence that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or intensive case management, as necessary.

(3) If a child ceases to attend, the program must make appropriate efforts to reengage the family to resume attendance, including as described in paragraph (a)(2) of this section. If the child's attendance does not resume, then the program must consider that slot vacant. This action is not considered expulsion as described in §1302.17.

(b) Managing systematic program attendance issues. If a program's monthly average daily attendance rate falls below 85 percent, the program must analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate. The program must use this data to make necessary changes in a timely manner as part of ongoing oversight and correction as described in §1302.102(b) and inform its continuous improvement efforts as described in §1302.102(c).

(c) Supporting attendance of homeless children.

(1) If a program determines a child is eligible under §1302.12(c)(1)(iii), it must allow the child to attend for up to 90 days or as long as allowed under state licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. A program must work with families to get children immunized as soon as possible in order to comply with state licensing requirements.

DRAFT

(2) If a child experiencing homelessness is unable to attend classes regularly because the family does not have transportation to and from the program facility, the program must utilize community resources, where possible, to provide transportation for the child.

Definitions from the Head Start Program Performance Standards

§1305.2 Definitions Recruitment area means that geographic locality within which a Head Start program seeks to enroll Head Start children and families. The recruitment area can be the same as the service area or it can be a smaller area or areas within the service area.

DRAFT

Community Action Partnership of Kern

Head Start /State Child Development
Income Breakdown Chart
2023 - 2024

2023 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA	
Persons in family/household	Poverty guideline
1	$14,580
2	$19,720
3	$24,860
4	$30,000
5	$35,140
6	$40,280
7	$45,420
8	$50,560

For families/households with more than 8 persons, add $5,140 for each additional person.

Revised January 19, 2023

Head Start A Program of CAPK

2024-2025 Selection Criteria Verification Form

Applicant Name:_____ **D.O.B:**_____

Program: □HS □EHS □EHS-SJ □EHS Partnership □ FCC **Family Size**_____
Option: □ HB □PD □ FD/PY □FD/FY **Center/HB Educator:**_____

Eligibility Type: (select only one)		**Documentation Examined**	
☐ McKinney-Vento Eligible *		☐ Public Assistance (Tribal TANF,TANF, SNAP, SSI)	☐ Pay Stub/W-2
☐ Foster Care		☐ Foster Care Reimbursement	☐ 2023 Taxes Form 1040
☐ Income Eligible		☐ Verification of Support	☐ Employer Statement
☐ Public Assistance (Tribal TANF,TANF, SNAP, SSI)		☐ Zero Income Statement	☐ Other:
☐ Over Income		☐ EDD Unemployment	

CRITERIA***	POINTS	CRITERIA***	POINTS
ELIGIBILITY		OTHER FACTORS (Circle all that apply)	
McKinney-Vento Eligible*/Foster-Kinship Care**	900	Disability (IFSP/IEP)	200
Income		Public Assistance (Tribal TANF Valid Aid Code, SSI, or SNAP)	50
75-100% Below Poverty	255	Caregiver-Kinship Care (Guardian) in process (GBLA letter)	15
50- 74% Below Poverty	250	Transitioning from EHS to HS – 3rd year enrollee	350
25- 49% Below Poverty	245	Child on Waitlist prior year-not enrolled	50
0-24% Below Poverty	240	Parent (s) work FT, attend school FT or CalWorks	50
Over-Income	5	Court Ordered Family Maintenance	50
AGE		Medical or Social Service Referral	20
HS: 4-year-old (on September 1)	60	Sibling enrolled EHS or HS	15
3-year-old (on September 1)	15	Primary Language in home other than English	10
		First Time Pregnancy	30
EHS: Pregnant Woman	25	High Risk Pregnancy	50
Infant	25	Teen Parent (19 Years or Younger at time of applicant's birth)	30
Toddler	20	One Parent	20
		Guardian	25
*Based on the definition outlined by the McKinney-Vento Act **Kinship Care as outlined in ACF-IM-HS-19-03			

Residential Verification: □ Department of Human Services □ Utility Bill □ Other:

Staff Verifying Eligibility – Print Name	**Signature**	**Date**

DRAFT

Guidance for Selection Criteria Verification Form

Participant Name and DOB: The name and date of birth (DOB) that is on the child's birth certificate or other document used to verify legal name and age.

Program: The program which the family is applying for HS, EHS, or EHS Partnership, FCC (Family Childcare).

Option: Select the program option which the family is applying Home Based (HB); Part Day (PD); Full Day/Part Year (FD/PY); and/or Full Day/Full Year (FD/FY); Family Childcare (FCC).

Center/Educator Name: Name of center or Home-Based Educator for which they are applying.

Eligibility Type: Only one type of eligibility may be selected. Choose the most applicable with the highest need.

Documentation Examined: To determine eligibility, select all that apply. For documentation not listed, staff must identify on the "other" line. All documents used to determine eligibility MUST be attached to the application.

Eligibility: Applicants are considered eligible if homeless (as defined by the McKinney-Vento Homeless Assistance Act), in Foster Care, Kinship Care, or are Income/Public Assistance eligible.

Income: Income points are determined by the Federal Poverty Guideline and family size, even those that are categorically eligible.

Age: Select the classroom age of the child. For Pre-K (HS) children, if the child turns 4-years-old after cutoff of September 1, the child is considered 3-years-old. If the child turns 5-years-old after September 1, they are considered a 4-year-old. (Based on cut- off age for kindergarten.)

Other Factors:

Disability: ONLY if current Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) is provided.

Public Assistance (Tribal TANF, TANF with valid Aid Code or SSI): TANF documentation with valid Aid Code, Tribal TANF documentation, or SSI documentation.

Caregiver in process: Caregiver-Kinship Care (includes Guardian) who does not yet have legal documentation. However, the applicant is in process of such and has a letter stating to this effect from Great Bakersfield Legal Assistance, Inc., or similar entity.

Transitioning({EHS to HS or 3rd year enrollee): Select only if currently enrolled EHS participant or 3rd year HS applicant.

Child on waitlist prior program year: The applicant was on the waitlist the previous program year and was not enrolled.

Parent Works/Attends School/CalWorks: Documentation must be provided, and case note must include parent(s) employment and/or attending school.

Court Ordered Family Maintenance: Family is engaged in court-ordered program/classes. (Court documents must be provided.)

Medical Referral: A medical referral from the physician must be provided.

Social Service Referral: A social service agency referral must be provided.

Sibling Enrolled: Must have a sibling currently enrolled in Head Start/Early Head Start.

Primary Language is other than English: Any language other than English spoken in the home.

At-risk Pregnancy and First Pregnancy: Pregnant women applying for EHS Home Base only.

Teen Parent: Parent was/will be 19 years or younger at time of applicant's birth. (Including currently pregnant women.)

One Parent: Family size is one parent.

Residential Verification: Must provide proof of residency in Kern County or San Joaquin County.

Signature: The staff member who verified eligibility must print their name and sign the Selection Criteria Verification form

DRAFT

Definitions for Selection Criteria Verification Form

Supported by the Community Assessment for Kern and San Joaquin County (SJC), 2023

Program Options

Head Start / Early Head Start (HS/EHS): High quality early childhood education for children from prenatal to age five through part-day, full-day, and home-based options. The program uses a holistic approach by not only addressing the needs of the child, but by teaching parents to become advocates and self-reliant providers for their children through its Parent Policy Council and Family engagement programs (Community Assessment 2023, Kern, pg. 9, SJC, pg. 6).

Family Childcare, (FCC): (a) Setting: The family childcare program option delivers the full range of services, consistent with §1302.20 (b) Education and child development services are primarily delivered by a family childcare provider in their home or other family like setting.

(b) Ratios and group size. (1) A program that operates the family childcare option where Head Start Children are enrolled must ensure group size does not exceed the limits specified in this section. If the family childcare provider's own children under the age of six are present, they must be included in the group size.

(c) Service duration. Whether family childcare option services are provided directly or via contractual arrangement, a program must ensure family childcare providers operate sufficient hours to meet the childcare needs of families and not less than 1,380 hours per year.

(d) Licensing requirements. A family child-care provider must be licensed by the state, tribal, or local entity to provide services in their home or family-like setting. When state, tribal, or local requirements vary from Head Start requirements, the most stringent provision applies.

(e) Child development specialist. A program that offers the family childcare option must provide a child development specialist to support family childcare providers and ensure the provision of quality services at reach family childcare home.

Referring to the cost of care for each County, Kern County shows the monthly cost of care for a licensed childcare center is $1,266 and $932 for a licensed childcare home. (Community Assessment, Kern, pg. 43). The cost of care for SJC is $15,000 for infants, licensed center-based and $10,191, preschoolers, licensed center based, and for family child care home, Infants/Toddlers, $11,481 and Preschooler's, $9,743 (Community Assessment 2023, Kern, pg. 43, SJC, pg. 27, 1302.23 Family child care option. | ECLKC (hhs.gov).

EHS Partnership: Early Head Start – Childcare Partnerships support communities by expanding the number of high-quality early learning environments for infants and toddlers in Low-income families. They integrate EHS comprehensive services and resources into an array of traditional childcare and family care settings (Starting an Early Head Start-Child Care Partnership | ECLKC (hhs.gov).

DRAFT

Eligibility

McKinney-Vento Eligible: The McKinney-Vento Definition of Homeless – The term "homeless children and youths"—(A) means individuals who lack a fixed, regular, and adequate nighttime residence and, (B) Includes—(I) children and youths who are sharing the housing of other persons due to loss of housing, economic, hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelter; or are abandoned in hospitals; (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human rights (within the meaning of section 103(a)(2)(C)); (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (iv) migratory children (as such term is defined in section 1309o the Elementary and Secondary Education Act of 1965 who qualify as homeless for the purposes of (i) through (iii) (Module 1: Overview of Family Homelessness | ECLKC (hhs.gov).

Income/Poverty: The Health and Human Services (HHS) Poverty Guidelines are used to determine income eligibility for participation in Head Start and Early Head Start programs. Program staff may refer to these resources when working with families (Community Assessment 2023, Kern, pg. 14-17, SJC, pg .10-13, Poverty Guidelines and Determining Eligibility for Participation in Head Start Programs | ECLKC (hhs.gov).

Age: (1) For Early Head Start, except when the child is transitioning to Head Start, a child must be an infant or a toddler younger than three years old. (2) For Head Start, a child must: (i) Be at least three years old or, turn three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located; and, (ii) Be no older than the age required to attend school (Community Assessment Kern, pg. 32-33, SJC pg. 26-29, 1302.12 Determining, verifying, and documenting eligibility. | ECLKC (hhs.gov).

DRAFT

APPENDICES

Excerpts from the Head Start Program Performance Standards and Head Start Act for School Readiness pertaining to the Recruitment and Selection Plan (go to www.eclkc.ohs.acf.gov for additional standards, HS Act).

Definitions from the Compilation of the Act

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

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

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

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

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

Sections of the Act

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

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

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

DRAFT

MEMORANDUM

To: PRE-Committee

From: Robert Espinosa, Program Design and Management Administrator
Rosa Guerrero, Administrative Analyst

Date: January 17, 2024

Subject: *Agenda Item 5e:* 2024-2025 Program Planning Calendar – **Action Item**

The Head Start/State Child Development Division is requesting approval of the annual Program Planning Calendar. The Program Planning Calendar is based on the funding cycle commencing on March 1, 2024. The intent of the program is to continue to provide a comprehensive service delivery plan that supports school readiness for children ages 0-5. These programs are funded by CDE, OHS, and USDA. This calendar will guide CAPK's initiatives in managing the development, implementation, and evaluation of early learning theories. The calendar includes a list of activities and persons responsible, timelines, and governing bodies involved in the decision-making process.

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

Recommendation:
Staff recommends the PRE-Committee approve the 2024-2025 Program Planning Calendar.

Attachment:
2024-2025 Program Planning Calendar

Community Action Partnership *of* Kern
Head Start and State Child Development Division
2024 Program Planning Calendar for Grant Application Due December 1st
Funding Cycles: 3/1/2024 – 2/28/2025

Planning Activity	**Persons Responsible/ Team Leader**	**Timelines**	**Governing Bodies Involved**	**Governance Timelines**	**Governance Action Type**
Written Planning Procedure • Identify the planning team • Review & update planning calendar	Program Design and Management Administrator & Assistant Director Program	January – February	Policy Council Board of Directors	March	Approval Approval
Self-Assessment • Identify strengths & areas needing improvement • Develop Corrective Action Plans	Quality Assurance Administrator, Education Manager, Support Service Manager	January – May	Policy Council Board of Directors	May	Approval Approval
Comprehensive Data Analysis • Community Assessment • Child outcomes • Child assessments • CLASS assessments • ITERS & ECERS • Family Services data • CCR • Health data • Evaluate Staffing Data • Budget vs. actual expenditures • Non-Federal share • Parent surveys • ERSEA Data • Disabilities Data *Comprehensive Data Analysis continued…* • Training evaluations • Program Information Report (PIR) • Ongoing monitoring results	Administrative Analyst, Program Design and Management Administrator, Education Manager, Support Service Manager, Quality Assurance Administrator, Professional Development Manager, and Assistant Directors	March – June			

DRAFT

Community Action Partnership *of* Kern
Head Start and State Child Development Division
2024 Program Planning Calendar for Grant Application Due December 1st
Funding Cycles: 3/1/2024 – 2/28/2025

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
• Self assessment results May include other data sets relevant for determining community and program needs and strengths					
Program Design & Program Options • Review site locations • Basis for program options • Include in Refunding Application	Administrative Analyst & Program Design and Management Administrator.	April – May	Policy Council Board of Directors	June	Approval Approval
Goals and Objectives • Identify priorities • Review/revise Head Start and State Child Development division mission statement • Identify long & short-term program goals	Administrative Analyst, Program Design and Management Administrator; and the Administrative Team.	April – May	Policy Council Board of Directors	June	Approval Approval
Program Improvement Plans • Based on data including those from the Self-Assessment, PIR, federal review report, etc…	HS Director; Administrative Team	June – July	Policy Council Board of Directors	August	Approval Approval
Program Information Report (PIR) • Summarize data • Verify data • Input data into online Head Start Enterprise System	Quality Assurance Administrator, and Administrative Staff	June – August	Policy Council Board of Directors	February	Informational Informational
Begin Budget Draft • Include funds to support program goals/ objectives • Involve all divisions that support the requirements of the Head Start program	Finance Team and the Administrative Staff	June – August			

DRAFT

Community Action Partnership *of* Kern
Head Start and State Child Development Division
2024 Program Planning Calendar for Grant Application Due December 1st
Funding Cycles: 3/1/2024 – 2/28/2025

Planning Activity	**Persons Responsible/ Team Leader**	**Timelines**	**Governing Bodies Involved**	**Governance Timelines**	**Governance Action Type**
Program Objectives & Need for Assistance • Draft program narrative	Administrative Analyst, Program Design and Management Administrator, and the Administrative Team	June – August			
Training and Technical Assistance Plan • Identify training needs based on the results of data analysis • Indicate outcomes and evaluation of achievement	Administrative Analyst, Program Design and Management Administrator, and the Professional Development Manager	Draft June-Aug Final October	Policy Council Board of Directors	October	Approval Approval
Completed Budget • Final management review & approval	HS Director; CPO: CFO	August			
Recruitment Plan and Selection Criteria/Training • Based on Community Assessment • Develop selection criteria (requires PC approval) • Develop Recruitment Plan • PC/BOD Annual Training	PDM Administrator, Community Partners, and Program Parents	October – November	Policy Council Board of Directors	January	Approval Approval
Completed grant application including: • Program options and design • Program priorities, goals & objectives • Training & Technical Assistance (T/TA) Plan • Line item budget & budget narrative	HS Director; CFO, HS AD Program, and the Administrative Analyst	October	Policy Council Board of Directors	October	Approval Approval

DRAFT

Community Action Partnership *of* Kern
Head Start and State Child Development Division
2024 Program Planning Calendar for Grant Application Due December 1st
Funding Cycles: 3/1/2024 – 2/28/2025

Planning Activity	**Persons Responsible/ Team Leader**	**Timelines**	**Governing Bodies Involved**	**Governance Timelines**	**Governance Action Type**
Approved Grant Application Submitted for funding	Administrative Analyst, Program Design and Management Administrator, and the HS AD Program	Oct./Nov. 14th			
Head Start Annual Report	Quality Assurance Administrator and the Administrative Team	February			

Begin planning cycle for 2025 – February 2026 Program Year

Community Assessment • Collect data • Compile information into written Community Assessment	Administrative Analyst, Program Design and Management Administrator, and Administrative Staff	November – January	Policy Council Board of Directors	March	Informational Informational

DRAFT

MEMORANDUM

To: Program, Review, and Evaluation (PRE) Committee

From: Annelisa Perez, Outreach and Communications Supervisor

Date: January 17, 2024

Subject: *Agenda Item 5f*: Customer Relationship Management (CRM) Interagency Referral Management (IRM) Presentation – **Info Item**

In July of 2022, the agency launched the Interagency referral Management CRM with the intent to connect clients to all CAPK programs for which they might qualify. After a year from its official launch, the agency observed that the performance was not meeting expectations. During November and December of 2023, individual meetings were arranged with program managers and their staff. In these meetings, certain challenges were identified that could be impacting overall performance. Since then, the Information System (IS) team and staff have progressively worked on implementing updates and offering assistance to CAPK staff requiring training or addressing technical challenges.

Today's presentation focuses on the status of the agency's overall performance, as well as individual performance of each program/department. The presentation highlights successful users and high-performing programs/departments as well as ongoing solutions and updates to ensure the platform continues to function properly. Additionally, it serves as an opportunity to promote and encourage participation among the programs and departments that may not be utilizing the platform to its full potential.

Attachment:
Inter-agency Referral Management (IRM) Presentation

Interagency Referral Management (IRM) CRM

1

Presentation Outline



1) IRM System Purpose
2) What does IRM System offer CAPK?
3) Agency and Program Performance Overview
4) Program Spotlights
5) Challenges Identified
6) Platform Updates

2



IRM System Purpose

The IRM system aims to connect clients to all eligible CAPK programs. Its objective is to improve program efficiency, quickly determine eligibility, and provide live access to client information throughout the referral process. CAPK believes with its 19 distinct programs, we can guide individuals and families towards a path to self-sufficiency.

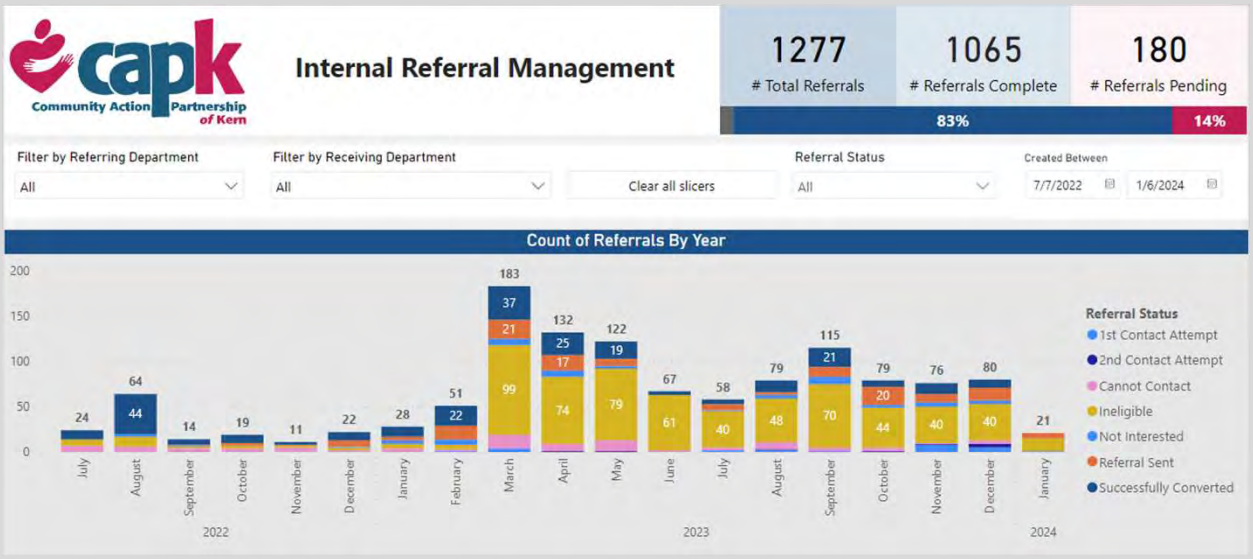
3

What does IRM System offer CAPK?

- **Data driven decisions**: Provides analytics and reporting to help make informed decisions.
- **Centralized Data**: Facilitates easy retrieval and analysis of data.
- **Enhanced Case Management**: Provides a comprehensive view of client interactions and referrals.
- **Resource Optimization:** Helps allocate resources more effectively by identifying areas of high demand and optimizing service delivery based on real-time data.
- **Long Term Sustainability:** Improving efficiency, resource management, and tracking impact measurement. The IRM also supports fundraising efforts and grant opportunities by providing insights into the organization's overall effectiveness.

4

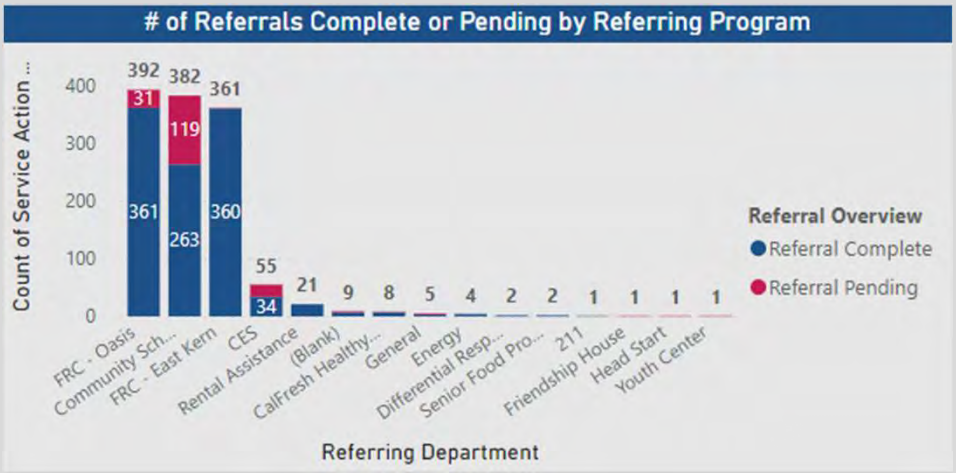
Agency Overview



5

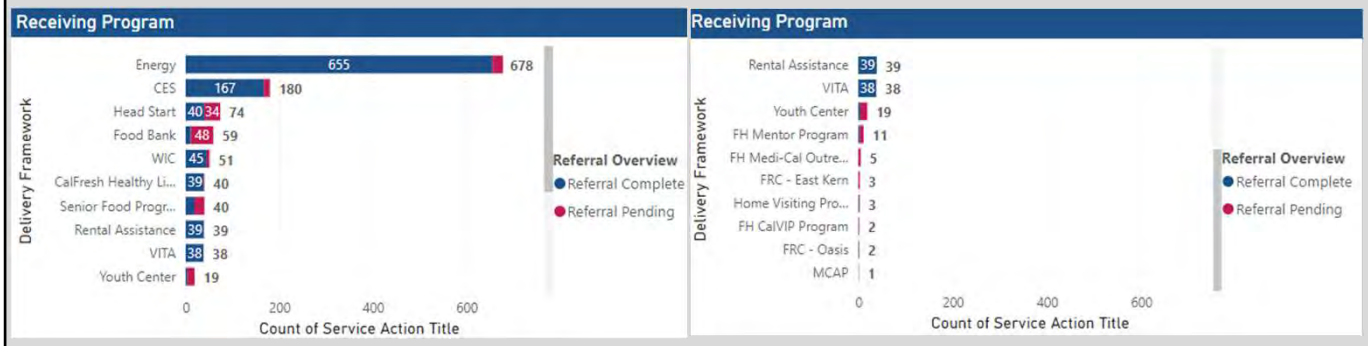
Referring Program Overview

(Submitting Program)



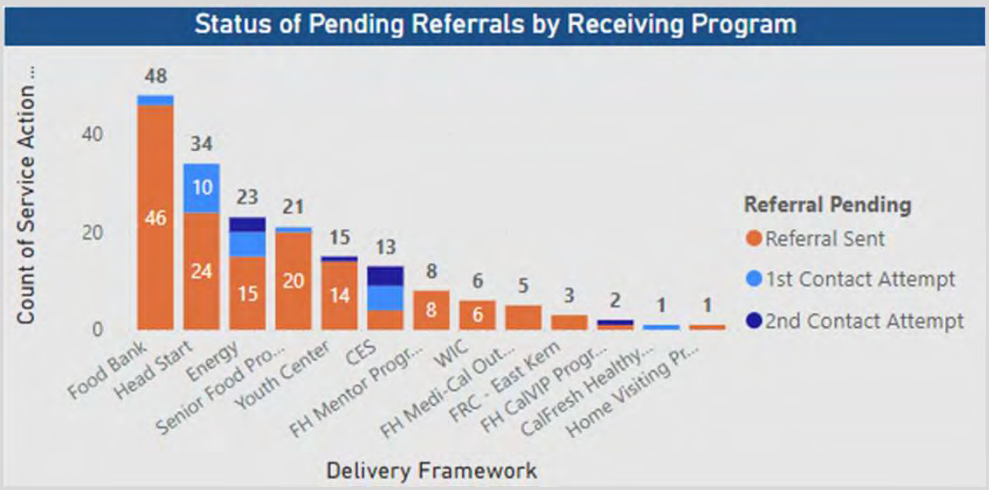
6

Delivery Framework Overview
(Receiving Program)



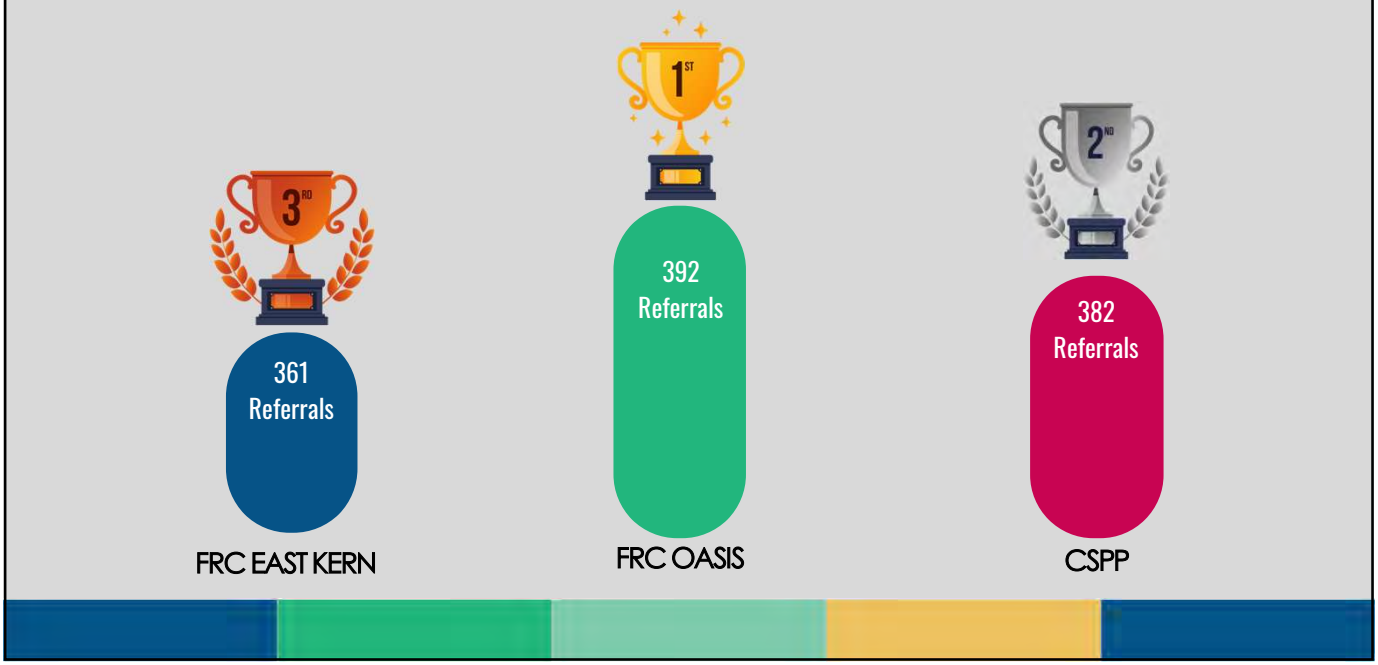
7

Pending Referral Overview



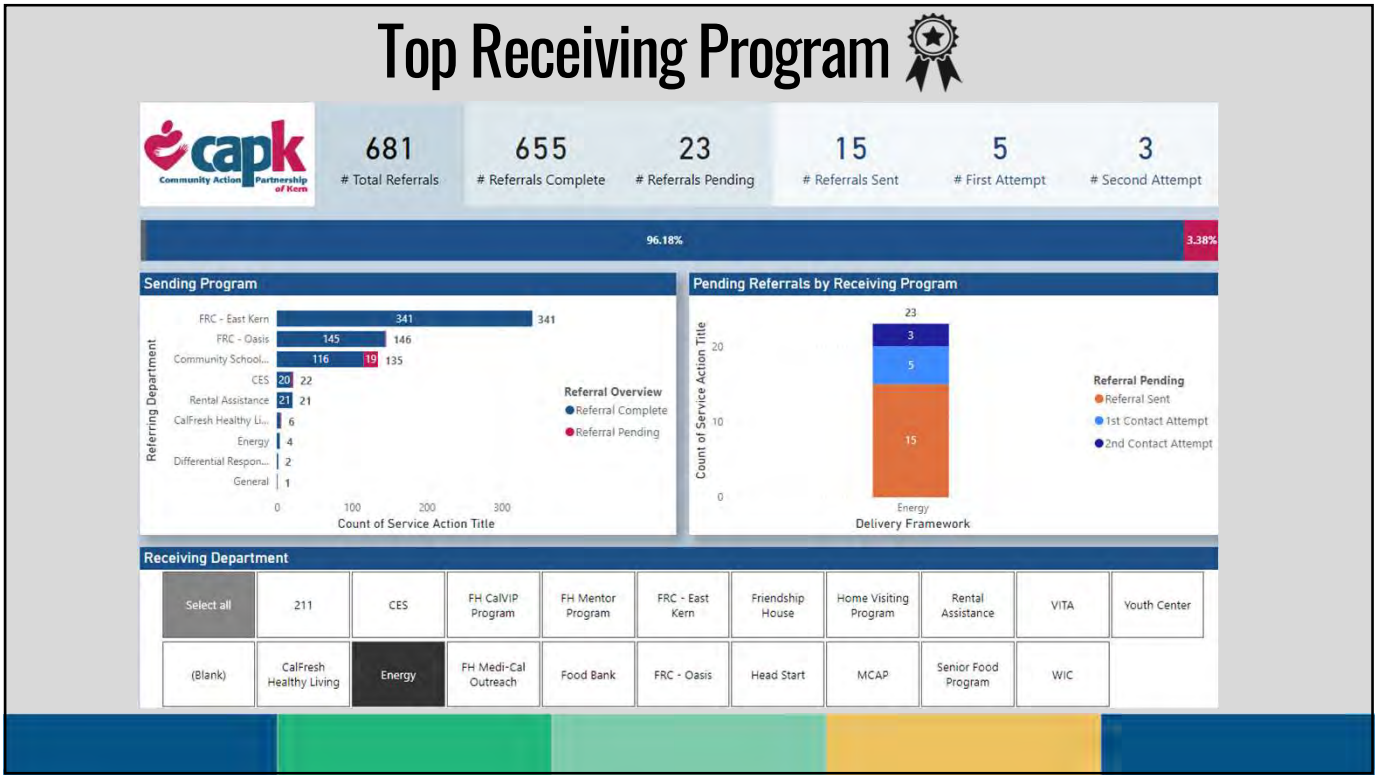
8

Top Referring Programs



9

Top Receiving Program



10

Challenges and Limitations Identified



- Inaccurate contact information
- Programs with high demanding services or small teams find it challenging to adhere to the 2-day turnaround rule
- Program applicators were not receiving follow-up reminders
- Program managers expressed a need of continuous training support
- Limited awareness of programs participating in the IRM Platform
- No access to review referrals

11

IRM Updates



- Email reminders for first and second contact attempts to all applicators (submitter) has been resolved
- Program eligibility questions are continuously being updated
- One on one IRM training sessions for program participants have begun
- Sessions can be scheduled as needed for additional support or for new staff onboarding

12

Contact Information



13

Thank you!

14

DATE	January 24, 2024
TIME	12:00 pm
LOCATION	CAPK Administrative Office 1300 18th Street Bakersfield, CA 93301

Budget & Finance Committee Minutes

1. **Call to Order**

   Committee Member Nila Hogan called the meeting to order at 12:04 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: Denise Boshers and Michelle Jara-Rangel

   Absent: Lily Pimentel-Stratton

   Others present: Jeremy Tobias, Chief Executive Officer, Tracy Webster, Chief Financial Officer; Emilio Wagner, Chief Facilities & Technology Officer, Gabrielle Alexander, Director of Finance; 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 September 2023 – Tracy Webster, Chief Financial Officer – ***Info Item***

      Tracy Webster presented the above info item and provided a summary of the attached reports and noted that eight months have expired for the budget year.

   b. Revised Budget # 3 for Fiscal year 2023/2024 – Tracy Webster, Chief Financial Officer – ***Action Item***

      Tracy Webster presented the above action item and stated the Operational Budget is being revised from $127,513,387 to $129,405,194. This increase is attributed to the realignment of Energy programming. The Indirect Budget has been revised from $8,669,690 to $8,737,690 for the 5 support divisions: Executive, Human Resources, Finance, Operations and Program Administration. A project cost of $68,000 has been added for the acquisition of Board Room furniture for 1300 18th Street.

      Denise Boshers asked a question about the line items that appeared not to tie. Tracy explained that it has to do with how CSBG funding is represented in the reports and explained the reporting structure to the

satisfaction of Denise. Going forward, Jeremy Tobias suggested showing the data differently or adding a footnote at the bottom of the appropriate pages.

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

c. Food Bank: Community Impact and Funding Needs – Jeremy Tobias, Chief Executive Officer - ***Info Item***

Jeremy Tobias presented the above info item and provided an overview to the committee regarding Food Bank leadership assessing the current and long-term budget outlook in the program. Staff has concerns with the state budget that appears much leaner for the upcoming fiscal year along with past pandemic services ending.

Over the past few weeks, the team met with representatives from the City of Bakersfield and County of Kern. The purpose of the meetings was to extend an invitation for collaboration and advocating for City and County officials to be actively involved in shaping the future impact of the Food Bank.

d. Head Start and Early Head Start Carry Over Budget Revision – Jerry Meade, Assistant Director of Head Start Program – ***Action Item***

Tracy Webster presented the above action item on Jerry Meade's behalf. Tracy discussed receiving approval from Region IX regarding last year's budget revision. The revision presented realigns the carryover budget to fund the construction of the new Central Kitchen. All previously approved projects already completed will be funded from the Carryover as previously approved.

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

e. Head Start No Cost Extension Request - Jerry Meade, Assistant Director of Head Start: Program – ***Action Item***

Tracy Webster presented the above action item on behalf of Jerry Meade and reported the 5-year Head Start contract is coming to an end and not all funds have been spent. It is necessary to file a resolution with the office of Head Start for a no cost extension. This allows for the obligated funds for existing projects to be spent beyond the contract period.

Michelle Jara-Rangel mentioned hearing Head Start programs being interested in putting cameras in the classrooms to help provide training and onboarding information. Jeremy Tobias confirmed that is something the Director of Head Start has discussed with him, but this may be considered a change to working conditions and be subject potentially to a meet and confer with the Union. More discussions regarding this topic are necessary to see if this is something we can proceed with.

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

f. 18th Street Notice to Proceed with Phase II Construction – ***Action Item***

Emilio Wagner presented an update on current progress for moving to Phase II. Construction is expected to take up to 4 months. Staff was able to identify a substantial saving from the original proposal. Michelle Jara-Rangel asked about shower finishes listed in the proposal. Emilio Wagner explained there are showers in both the men's and women's restrooms on the third floor. They aren't ADA compliant at the moment, so those areas are locked. Michelle Jara-Rangel asked if Emilio was still having challenges with the county getting things completed? Emilio Wagner stated things can be slow, but they do get done.

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

f. Annual Budget for Fiscal Year 2024/2025 – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the above action item stating all functional categories. The annual operating budget of $115,646,056 was developed using individual grant or program budgets. The annual budget for FY 2024/25 is 9.3% less than the prior year. This decrease is due to the satisfaction of capital projects in 2023/24. The Indirect Budget is $9,943,096 for the five support divisions and is 13.5% greater than the prior year. FY 2024/25 will be the 9th year CAPK has been using the 10% indirect cost rate 73.9% of the Indirect Budget is for personnel costs and 26.1% is for operating costs. The Indirect Budget reflects projected costs for additional staff in Information Technology, Finance, and Administration.

The projected 2024/2025 budgeted indirect surplus amounts to $445,499. The 2024/2025 budget is being submitted as an information item to review and provide input. It will be brought back in February as an Action Item. We don't bring monthly budget revisions as this would be excessive.

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

h. Annual Budget for Fiscal Year 2024/2025 – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster reported the agency did not require a draw from the line of credit during the month of November.

The Central Kitchen expenditures are currently 67.6% at the end of 11/30/2023 and USDA revenue is at 82.4%. Expenditures are below the target of 75.0% (9 of 12 months). CMAP is currently earning 54.5% as of November 30, 2023. The target for this period should be 41.7%.

Center based state programs (CSPP, CMIG and CCTR) reflect average attendance/enrollment for the current period. CCTR is at 37.0%, CSPP is at 29.9%, and CMIG is at 4.6%. Additionally, we have been operating a CCTR program in San Joaquin County sponsored by SJCOE. The current attendance is 32.2% with a target of 42.7%.

At the time of this report, the Finance Division has one vacancy in staffing. The Finance team continues to struggle with the recruitment of accountants as the market for accountants has become very difficult. The Finance Team is currently working with SageIntacct on the accounting software platform conversion, and we are expecting to go live with the software in March.

The agency expenditures are currently at 72% for the year. This is aligned with the goal of 75.0%. The Indirect Fund budget to actual report for November month end showed that revenue is excess expenditures by $1,757,342 which is 111.2% of the budgeted indirect surplus. Overall expenditures are 68.18% of the budget and is less than the target of 75.0% (9 of 12 months)

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

Committee Member Comments

No comments.

Next Scheduled Meeting
12:00 pm
Wednesday, February 21, 2024
CAPK Administration Office
1300 18th St., 3rd Floor
Bakersfield, CA 93301

Adjournment

The meeting was adjourned at 1:08 pm.

MEMORANDUM

To: Budget and Finance Committee

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

Date: January 24, 2024

Subject: *Agenda Item: 4a* Head Start Budget to Actual Report for the period ended November 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 November 30, 2023. Nine months (75%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are 61% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 100% of the budget.

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

The non-Federal share is at 83% 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 - November 30, 2023
Month 09 of 12 (75%)

Prepared 01/02/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,474,074	5,457,216	5,016,858	52%	48%
FRINGE BENEFITS	4,056,398	1,454,876	2,601,522	36%	64%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	744,041	779,595	(35,554)	105%	-5%
CONTRACTUAL	131,568	179,372	(47,804)	136%	-36%
CONSTRUCTION	-	-	-		
OTHER	2,707,283	3,225,882	(518,599)	119%	-19%
INDIRECT	1,754,646	1,035,011	719,635	59%	41%
TOTAL BASE FUNDING	**19,868,010**	**12,131,953**	**7,736,057**	**61%**	**39%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	31,552	10,352	75%	25%
SUPPLIES	23,986	8,697	15,289	36%	64%
CONTRACTUAL	22,800	13,242	9,558	58%	42%
OTHER	72,752	106,682	(33,930)	147%	-47%
INDIRECT	16,144	17,413	(1,269)	108%	-8%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**177,586**	**0**	**100%**	**0%**

CARRYOVER

SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER		-	-		
OTHER - CARES	-	-	-		
INDIRECT	-	-	-		
TOTAL CARRYOVER	**-**	**-**	**-**		

GRAND TOTAL HS FEDERAL FUNDS	**20,045,596**	**12,309,539**	**7,736,057**	**61%**	**39%**

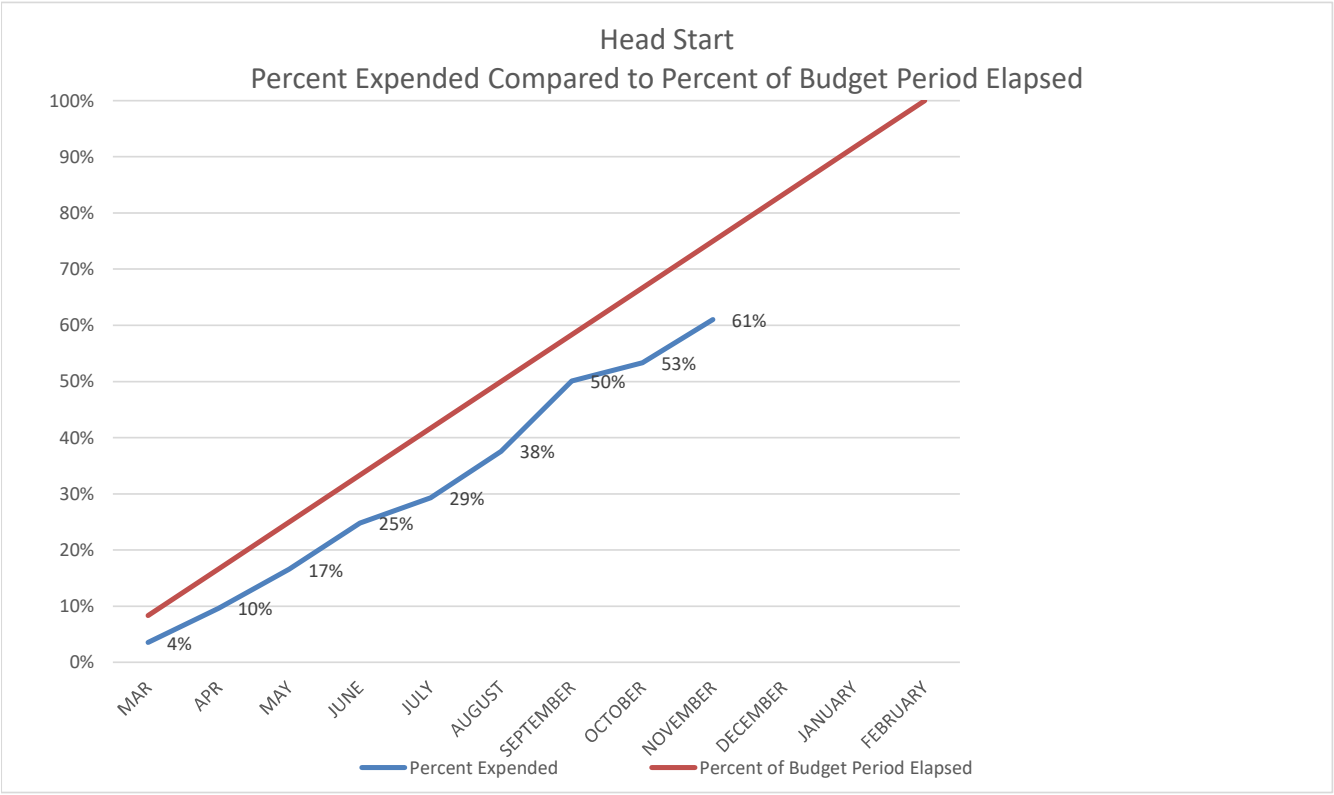
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,958,398	2,533,822	(575,424)	129%	-29%
CALIF DEPT OF ED	11,131,398	8,304,445	2,826,953	75%	25%
TOTAL NON-FEDERAL	**13,089,796**	**10,838,267**	**2,251,529**	**83%**	**17%**

Budget reflects Notice of Award #09CH011132-05-01
Actual expenditures include posted expenditures and estimated adjustments through 11/30/2023
Administrative Cost for HS and EHS Combined **5.1%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	41,409	-	-	-	**41,409**	12/1/2023
Lowe's	14,765	2,592	53	-	**17,411**	12/5/2023
Smart & Final	1,649	67	-		**1,716**	12/1/2023
Save Mart	2,149	652	-	-	**2,801**	11/27/2023
Chevron & Texaco Business Card	8,186	-	-	-	**8,186**	12/6/2023
Home Depot	14,819	2,592	-	-	**17,411**	12/5/2023
	82,978	**-**	**53**	**-**	**88,934**	


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%
29%
38%
50%
53%
61%
MAR
APR
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee

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

Date: January 24, 2024

Subject: *Early Head Start*
Budget to Actual Report for the period ended November 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 November 30, 2023. Nine months (75%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are 59% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 68% 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 - November 30, 2023
Month 09 of 12 (75%)

Prepared 01/02/2024

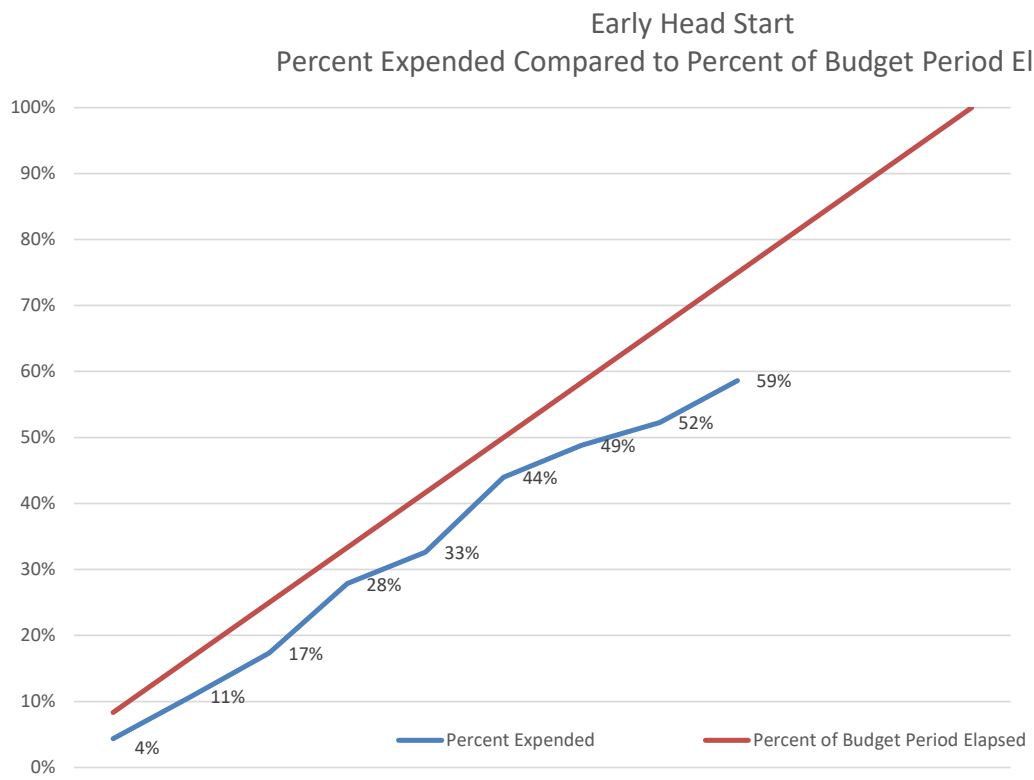
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,862,428	5,565,178	4,297,250	56%	44%
FRINGE BENEFITS	2,829,887	1,550,097	1,279,790	55%	45%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	1,205,123	544,011	661,112	45%	55%
CONTRACTUAL	1,057,942	544,956	512,986	52%	48%
CONSTRUCTION	-	-	-		
OTHER	2,171,939	1,855,359	316,580	85%	15%
INDIRECT	1,666,021	958,677	707,344	58%	42%
TOTAL BASE FUNDING	**18,793,340**	**11,018,277**	**7,775,063**	**59%**	**41%**

TRAINING & TECHNICAL ASSISTANCE					
PERSONNEL	-	(6,165)	6,165		
FRINGE BENEFITS	-	(472)	472		
TRAVEL	44,192	52,620	(8,428)	119%	-19%
SUPPLIES	30,013	23,848	6,165	79%	21%
CONTRACTUAL	26,080	17,943	8,137	69%	31%
OTHER	212,393	125,279	87,114	59%	41%
INDIRECT	31,268	20,447	10,821	65%	35%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**233,501**	**110,445**	**68%**	**32%**

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

GRAND TOTAL EHS FEDERAL FUNDS	**19,137,286**	**11,251,779**	**7,885,507**	**59%**	**41%**

Budget reflects Notice of Award #09CH011132-05-01
Actual expenditures include posted expenditures and estimated adjustments through 11/30/2023


Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
4%
11%
17%
28%
33%
44%
49%
52%
59%
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 November **30, 2023** (Month 9 of 12)

Percent of budget period elapsed: 75.0%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	Nov	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	12,893	7,852	2,921	0	0	4,558	10,079	11,841	6,289	56,433	Kern	39,812	142%
Alicante	20	10,979	8,866	11,664	6,824	3,926	6,449	187	8,579	236	57,709	Kern	19,906	290%
Angela Martinez	60	8,111	9,756	13,679	11,828	8,960	9,410	9,043	13,238	9,078	93,102	Kern	59,718	156%
Broadway	40	5,844	8,572	3,952	0	0	1,351	4,164	7,423	9,427	40,733	Kern	39,812	102%
California City	20	3,962	3,239	1,327	0	0	0	193	5,964	68	14,753	Kern	19,906	74%
Cleo Foran	23	6,400	5,152	6,764	7,199	3,143	2,508	2,418	1,635	5,971	41,190	Kern	22,892	180%
Delano	76	21,579	21,523	10,293	0	0	7,807	15,038	20,443	19,900	116,583	Kern	75,643	154%
East California	52	6,966	7,633	16,447	10,427	6,476	8,440	8,925	8,979	8,660	82,953	Kern	51,756	160%
Fairfax	39	14,513	14,443	10,955	0	0	2,204	6,885	8,166	9,021	66,188	Kern	38,817	171%
Fairview	0	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
Harvey L. Hall	140	15,666	14,424	13,787	14,253	12,847	14,722	12,227	9,645	13,554	121,124	Kern	139,343	87%
Heritage	20	6,419	4,447	3,094	0	0	1,064	3,271	3,535	3,528	25,357	Kern	19,906	127%
Home Base	152	13,671	16,943	9,226	7,798	7,609	11,572	7,565	9,432	45	83,860	Kern	75,643	111%
Lamont	20	6,800	7,113	3,715	0	0	3,913	7,017	8,222	2,452	39,233	Kern	19,906	197%
Martha J. Morgan	71	18,212	18,278	16,909	13,241	10,398	10,880	12,236	10,201	11,068	121,423	Kern	70,667	172%
McFarland	20	18,674	14,207	11,433	0	0	2,580	8,259	9,590	8,556	73,299	Kern	19,906	368%
Mojave	20	2,344	954	100	0	0	1,065	66	2,927	3,553	11,010	Kern	19,906	55%
Oasis	45	14,048	12,295	9,215	0	0	653	9,110	7,828	6,345	59,492	Kern	44,789	133%
Pete H. Parra	128	28,157	26,760	31,534	19,623	17,803	24,504	20,355	33,710	13,734	216,181	Kern	127,399	170%
Planz	0	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
Primeros Pasos	76	16,591	28,746	32,941	27,910	15,112	19,420	23,858	27,724	613	192,916	Kern	75,643	255%
Rosamond	60	4,136	4,253	1,942	0	0	649	3,948	166	353	15,447	Kern	59,718	26%
San Diego	32	7,732	6,487	4,299	2,942	4,354	4,261	5,034	6,976	249	42,333	Kern	31,850	133%
Seibert	20	2,192	2,325	1,186	0	0	392	2,865	272	204	9,434	Kern	19,906	47%
Shafter	20	5,245	3,951	2,855	4,498	1,177	2,175	3,176	1,579	0	24,656	Kern	19,906	124%
Shafter HS/EHS	24	3,739	1,701	2,203	2,665	3,698	3,980	4,281	4,566	75	26,910	Kern	23,887	113%
Sterling	124	17,632	14,182	16,513	14,791	16,430	18,707	16,586	23,643	317	138,800	Kern	123,418	112%
Stockdale Head Start	60													
Sunrise Villa	20	2,987	4,203	1,784	0	0	656	2,918	2,883	226	15,657	Kern	19,906	79%
Taft	60	8,550	8,852	6,946	0	0	511	2,640	7,557	510	35,567	Kern	59,718	60%
Tehachapi	34	1,671	2,593	77	0	0	0	537	2,877	543	8,299	Kern	33,840	25%
Vineland	20	2,263	2,062	1,834	0	0	828	836	2,295	0	10,117	Kern	19,906	51%
Virginia	20	9,620	10,265	12,432	0	0	4,897	12,413	13,764	113	63,504	Kern	19,906	319%
Wesley	60	21,461	17,008	14,220	0	0	3,919	3,309	7,301	302	67,520	Kern	59,718	113%
Willow	40	10,607	9,946	6,779	0	0	2,984	5,660	12,678	0	48,654	Kern	39,812	122%
Administrative Services		0	0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	0	0	0	0	0			
Governance		485	363	394	15	39	144	23	35	0	1,498	Kern	15,000	10%
Program Services		13,559	8,991	8,585	11,830	7,588	5,257	7,283	382	0	63,476	Kern/SJC	74,265	85%
California Street	24	5,829	6,641	6,121	4,730	4,028	6,606	7,050	6,427	362	47,794	SJC	39,646	121%
Chrisman	16	4,794	4,540	2,987	946	0	0	0	0	0	13,267	SJC	26,431	50%
Gianone	0	0	0	0	0	0	682	494	226	0	1,402	SJC	0	0%
Kennedy	16	1,373	2,054	1,184	1,415	2,784	3,215	964	3,158	181	16,328	SJC	26,431	62%
Lodi Home Base	30	8,307	13,348	14,790	11,503	10,329	13,084	1,265	7,299	113	80,039	SJC	24,779	323%
Lodi UCC	30	6,058	6,624	5,855	5,632	6,573	6,682	45	7,057	0	44,526	SJC	49,558	90%
Manteca Home Base	11	7,143	5,740	6,477	4,518	7,040	5,900	1,622	1,860	68	40,368	SJC	9,086	444%
Marci Massei	24	1,924	2,680	2,838	2,834	3,187	3,315	673	1,923	0	19,375	SJC	39,646	49%
St. Mary's	24	4,791	3,369	3,162	6,541	4,107	6,003	7,227	6,535	0	41,736	SJC	39,646	105%
Stockton Home Base	78	9,353	11,386	11,847	13,688	11,139	15,010	8,419	10,042	113	90,997	SJC	64,425	141%
Tracy Home Base	12	6,099	4,634	4,532	3,758	3,040	0	0	0	0	22,062	SJC	9,912	223%
Walnut	24	3,586	3,040	3,039	4,162	5,619	5,756	3,557	1,381	373	30,515	SJC	39,646	77%
SUBTOTAL IN-KIND	**1,945**	**402,967**	**392,442**	**354,839**	**215,570**	**177,407**	**248,713**	**263,720**	**341,961**	**136,203**	**2,533,822**	**0**	**1,971,337**	**129%**
												x		
State General Child Care*		273,064	254,458	266,636	260,460	203,319	238,128	216,189	237,647	211,249	2,161,150	Kern	3,297,554	66%
State Preschool*		623,046	525,600	542,386	315,917	171,560	375,128	454,961	588,144	526,245	4,122,987	Kern	6,413,658	64%
State Migrant Child Care*		5,212	7,596	7,442	3,941	907	2,551	3,373	4,053	2,551	37,625	Kern	0	0%
SUBTOTAL CA DEPT of ED		**901,323**	**787,654**	**816,465**	**580,318**	**375,785**	**615,807**	**674,523**	**829,843**	**740,045**	**6,321,763**		**9,711,212**	**65%**
												x		
State General Child Care*		96,972	128,349	139,529	128,466	109,071	159,715	163,431	185,856	158,866	1,270,255	SJC	1,175,152	**108%**
SUBTOTAL CA DEPT of ED		**96,972**	**128,349**	**139,529**	**128,466**	**109,071**	**159,715**	**163,431**	**185,856**	**158,866**	**1,270,255**		**1,175,152**	**108%**
GRAND TOTAL		**1,401,262**	**1,308,445**	**1,310,833**	**924,354**	**662,263**	**1,024,235**	**1,101,674**	**1,357,660**	**1,035,114**	**10,125,840**		**12,857,701**	**79%**
											712,427			
											10,838,267			

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 November 30, 2023 (Month 9 of 12)

Percent of year elapsed: 75.0%

LOCATION	FUNDED ENROLL-MENT	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	2,332	2,225	2,631	2,925	1,738	2,335	339	2,014	3,370	19,910	103,398	19%
Kern Community College District - BC	32	27,579	13,672	20,450	23,742	22,090	23,937	24,011	24,706	0	180,187	137,864	131%
KCSOS - Blanton	16	33,685	6,355	8,527	37,414	13,482	29,774	108,940	10,478	0	248,655	68,932	361%
Garden Pathways	11	0	166	0	0	0	0	0	136	0	302	47,391	1%
Taft College	42	49,928	44,682	45,507	38,442	18,116	23,296	21,039	22,308	0	263,318	180,947	146%
Escuelita Hernandez	16	57	0	0	0	0	0	0	0	0	57	68,932	0%
TBD	11	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		
Admin Services		0	0	0	0	0	0	0	0	0	0		
GRAND TOTAL	**152**	**113,580**	**67,100**	**77,115**	**102,524**	**55,427**	**79,341**	**154,330**	**59,642**	**3,370**	**712,427**	**654,854**	**109%**

Budget reflects Notice of Award #09CH011132-05-01

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: January 24, 2024

Subject: *Agenda Item 4b*: Agency-Wide Budget Revision #3 – **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 $127,513,387 to $129,405,194. The increase is attributed to the realignment of Energy programming. The Energy program was able to spend down the LIHEAP 2023 (Low Income Home Energy Assistance Program) contract by the end of December 2023 to achieve a level A rating. In addition, the DOE BIL (Department of Energy Bipartisan Infrastructure Law) contract was acquired, and staff are completing the required goals.

The Indirect budget has been revised from $8,669,690 to $8,737,690 for the five support divisions: Executive, Human Resources, Finance, Operations and Program Administration. A projected cost of $68,000 has been added for the acquisition of Board Room furniture for 1300 18th Street.

Recommendation

Staff recommends that the Executive Committee approve the revised annual budget for FY 2023/24.

Attachments: (1) Revised Annual Budget for FY 2023/24 (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	$ 89,594,751	$ 15,413,644	$ 7,313,621	$ 9,562,696	$ 1,791,327	$ -	$ 123,676,039	$ -
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	10,269,644
Donations	-	229,241	-	-	-	10,000	239,241	-
Total Revenue	**$ 88,094,416**	**$ 19,219,609**	**$ 7,313,621**	**$ 9,562,696**	**$ 1,791,327**	**$ 29,984**	**$ 126,011,653**	**$ 10,269,644**
Expenditures								
Salaries	34,805,356	4,791,680	2,144,738	4,219,812	981,358	157,156	47,100,100	4,684,733
Benefits	10,516,956	1,486,523	563,572	1,226,969	230,966	48,718	14,073,704	1,216,557
Travel	668,717	110,349	45,978	55,702	40,290	24,750	945,786	88,000
Space Cost	5,232,039	6,790,477	209,036	953,189	260,590	3,005,700	16,451,031	354,950
Supplies	2,449,189	125,671	270,912	232,451	30,245	8,800	3,117,268	332,650
Equipment	810,970	850,740	107,306	58,550	4,867	-	1,832,433	200,000
Consultant/Contract	1,309,179	648,910	1,855,564	830,833	27,035	30,307	4,701,828	1,049,000
Other Operating Costs	1,162,562	409,174	1,078,691	380,166	44,380	109,610	3,184,583	780,300
Program Costs	23,131,098	3,068,971	382,704	825,804	3,000	-	27,411,577	-
Depreciation	312,240	5,000	-	-	-	-	317,240	31,500
Indirect	7,696,110	932,114	655,120	779,220	168,596	38,484	10,269,644	-
Total Expenditures	**$ 88,094,416**	**$ 19,219,609**	**$ 7,313,621**	**$ 9,562,696**	**$ 1,791,327**	**$ 3,423,525**	**$ 129,405,194**	**$ 8,737,690**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (3,393,541)**	**$ (3,393,541)**	**$ 1,531,954**

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	$ -	$ -	$ 1,891,807	$ -	$ -	$ -	$ 1,891,807	$ -
Head Start Subsidy for CACFP	-	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	162,228
Donations	-	-	-	-	-	-	-	-
Total Revenue	**$ -**	**$ -**	**$ 1,891,807**	**$ -**	**$ -**	**$ -**	**$ 1,891,807**	**$ 162,228**
Expenditures								
Salaries	-	-	382,648	-	-	-	382,648	-
Benefits	-	-	21,390	-	-	-	21,390	-
Travel	-	-	2,602	-	-	-	2,602	-
Space Cost	-	-	3,005	-	-	-	3,005	-
Supplies	-	-	26,929	-	-	-	26,929	68,000
Equipment	-	-	25,978	-	-	-	25,978	-
Consultant/Contract	-	-	933,856	-	-	-	933,856	-
Other Operating Costs	-	-	384,212	-	-	-	384,212	-
Program Costs	-	-	(51,041)	-	-	-	(51,041)	-
Depreciation	-	-	-	-	-	-	-	-
Indirect	-	-	162,228	-	-	-	162,228	-
Total Expenditures	**$ -**	**$ -**	**$ 1,891,807**	**$ -**	**$ -**	**$ -**	**$ 1,891,807**	**$ 68,000**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 94,228**

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	$ 89,594,751	$ 15,413,644	$ 5,421,814	$ 9,562,696	$ 1,791,327	$ -	$ 121,784,232	$ -
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	10,107,416
Donations	-	229,241	-	-	-	10,000	239,241	-
Total Revenue	**$ 88,094,416**	**$ 19,219,609**	**$ 5,421,814**	**$ 9,562,696**	**$ 1,791,327**	**$ 29,984**	**$ 124,119,846**	**$ 10,107,416**
Expenditures								
Salaries	34,805,356	4,791,680	1,762,090	4,219,812	981,358	157,156	46,717,452	4,684,733
Benefits	10,516,956	1,486,523	542,182	1,226,969	230,966	48,718	14,052,314	1,216,557
Travel	668,717	110,349	43,376	55,702	40,290	24,750	943,184	88,000
Space Cost	5,232,039	6,790,477	206,031	953,189	260,590	3,005,700	16,448,026	354,950
Supplies	2,449,189	125,671	243,983	232,451	30,245	8,800	3,090,339	264,650
Equipment	810,970	850,740	81,328	58,550	4,867	-	1,806,455	200,000
Consultant/Contract	1,309,179	648,910	921,708	830,833	27,035	30,307	3,767,972	1,049,000
Other Operating Costs	1,162,562	409,174	694,479	380,166	44,380	109,610	2,800,371	780,300
Program Costs	23,131,098	3,068,971	433,745	825,804	3,000	-	27,462,618	-
Depreciation	312,240	5,000	-	-	-	-	317,240	31,500
Indirect	7,696,110	932,114	492,892	779,220	168,596	38,484	10,107,416	-
Total Expenditures	**$ 88,094,416**	**$ 19,219,609**	**$ 5,421,814**	**$ 9,562,696**	**$ 1,791,327**	**$ 3,423,525**	**$ 127,513,387**	**$ 8,669,690**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (393,541)**	**$ (393,541)**	**$ 1,437,726**

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	42,706,702	11,165,592	1,571,900	4,874,043	29,276,514	**89,594,751**
Head Start Subsidy for CACFP	(1,500,335)	-	-	-	-	**(1,500,335)**
Private Revenue	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	**-**
Donations	-	-	-	-	-	**-**
Total Revenue	**$ 41,206,367**	**$ 11,165,592**	**$ 1,571,900**	**$ 4,874,043**	**$ 29,276,514**	**$ 88,094,416**
Expenditures						
Salaries	20,645,733	7,804,438	1,097,973	2,785,694	2,471,518	**34,805,356**
Benefits	6,235,249	2,325,118	347,465	894,331	714,793	**10,516,956**
Travel	406,217	-	-	232,000	30,500	**668,717**
Space Cost	4,989,339	-	-	96,000	146,700	**5,232,039**
Supplies	2,283,041	-	-	110,148	56,000	**2,449,189**
Equipment	414,100	-	-	-	396,870	**810,970**
Consultant/Contract	1,238,097	20,982	3,600	25,000	21,500	**1,309,179**
Other Operating Costs	944,918	-	-	78,284	139,360	**1,162,562**
Program Costs	247,157	-	-	196,000	22,687,941	**23,131,098**
Depreciation	297,840	-	-	14,400	-	**312,240**
Indirect	3,504,676	1,015,054	122,862	442,186	2,611,332	**7,696,110**
Total Expenditures	**$ 41,206,367**	**$ 11,165,592**	**$ 1,571,900**	**$ 4,874,043**	**$ 29,276,514**	**$ 88,094,416**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	30.2%	29.8%	31.6%	32.1%	28.9%	30.2%

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)	$ -	$ -	$ -	$ -	$ -	$ 410,252	$ -	**$ 410,252**
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**	**$ 2,810,765**	**$ 6,855,842**	**$ 19,629,861**
Expenditures								
Salaries	2,518,623	655,319	843,039	-	843,039	1,049,062	-	**5,066,043**
Benefits	780,773	197,066	258,634	-	258,634	332,359	-	**1,568,832**
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	6,030,102	**6,790,477**
Supplies	40,657	16,887	6,000	-	6,000	62,127	-	**125,671**
Equipment	25,000	-	-	-	-	-	825,740	**850,740**
Consultant/Contract	-	648,910	-	-	-	16,285	-	**665,195**
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	202,327	-	**969,409**
Total Expenditures	**$ 4,346,698**	**$ 1,814,696**	**$ 3,311,376**	**$ 490,484**	**$ 3,801,860**	**$ 2,810,765**	**$ 6,855,842**	**$ 19,629,861**
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	**7,313,621**
Private Revenue	**-**
Other Revenue	**-**
Donations	**-**
Total Revenue	**$ 7,313,621**
Expenditures	
Salaries	**2,144,738**
Benefits	**563,572**
Travel	**45,978**
Space Cost	**209,036**
Supplies	**270,912**
Equipment	**107,306**
Consultant/Contract	**1,855,564**
Other Operating Costs	**1,078,691**
Program Costs	**382,704**
Depreciation	**-**
Indirect	**655,120**
Total Expenditures	**$ 7,313,621**
Gain/(Loss)	**$ -**
Benefit Rate	**26.3%**

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)	$ 235,268	$ 137,516	$ 46,256	$ -	$ 182,034	$ -	$ -	$ 552,590	**$ 1,153,664**
Other Government Revenue	1,494,337	5,166,121	260,000	213,205	1,082,924	377,000	500,000	469,109	**9,562,696**
Private Revenue	-	-	-	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	-	-	-	**-**
Donations	-	-	-	-	-	-	-	-	**-**
Total Revenue	**$ 1,729,605**	**$ 5,303,637**	**$ 306,256**	**$ 213,205**	**$ 1,264,958**	**$ 377,000**	**$ 500,000**	**$ 1,021,699**	**$ 10,716,360**
Expenditures									
Salaries	1,053,176	2,280,992	172,368	117,000	386,885	7,900	282,422	470,450	**4,771,193**
Benefits	304,754	644,877	37,574	35,100	101,675	2,500	87,551	130,472	**1,344,503**
Travel	2,620	17,500	11,350	2,000	17,322	600	17,500	12,100	**80,992**
Space Cost	78,000	828,848	38,700	4,500	33,252	-	-	230,479	**1,213,779**
Supplies	53,483	140,396	1,066	1,000	13,212	2,000	34,342	14,197	**259,696**
Equipment	-	-	-	45,000	13,550	-	-	4,867	**63,417**
Consultant/Contract	4,000	24,419	-	-	522,974	285,000	-	5,190	**841,583**
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	157,237	479,415	31,827	6,469	71,761	6,300	45,455	91,383	**889,847**
Total Expenditures	**$ 1,729,605**	**$ 5,303,637**	**$ 306,256**	**$ 213,205**	**$ 1,264,958**	**$ 377,000**	**$ 500,000**	**$ 1,021,699**	**$ 10,716,360**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	28.9%	28.3%	21.8%	30.0%	26.3%	31.6%	31.0%	27.7%	**28.2%**

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)	$ 410,252	$ 235,268	$ 46,256	$ 182,034	$ 552,590	$ 137,516	$ 227,411	**$ 1,791,327**
Other Government Revenue	-	-	-	-	-			-
Private Revenue	-	-	-	-	-			-
Other Revenue	-	-	-	-	-			-
Donations	-	-	-	-	-			-
Total Revenue	**$ 410,252**	**$ 235,268**	**$ 46,256**	**$ 182,034**	**$ 552,590**	**$ 137,516**	**$ 227,411**	**$ 1,791,327**
Expenditures								
Salaries	274,363	179,904	10,368	83,061	213,267	64,781	155,614	**981,358**
Benefits	82,309	33,976	1,574	10,528	53,317	18,139	31,123	**230,966**
Travel	-	-	4,000	11,000	5,790	4,500	15,000	**40,290**
Space Cost	-	-	15,000	24,400	191,111	30,079	-	**260,590**
Supplies	-	-	200	12,850	9,695	4,500	3,000	**30,245**
Equipment	-	-	-	-	4,867	-	-	**4,867**
Consultant/Contract	16,285	-	-	5,000	750	5,000	-	**27,035**
Other Operating Costs	-	-	-	16,575	25,055	750	2,000	**44,380**
Program Costs	-	-	-	3,000	-	-	-	**3,000**
Depreciation	-	-	-	-	-	-	-	**-**
Indirect	37,295	21,388	15,114	15,620	48,738	9,767	20,674	**168,596**
Total Expenditures	**$ 410,252**	**$ 235,268**	**$ 46,256**	**$ 182,034**	**$ 552,590**	**$ 137,516**	**$ 227,411**	**$ 1,791,327**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	**30.0%**	**18.9%**	**15.2%**	**12.7%**	**25.0%**	**0.0%**	**20.0%**	**23.5%**

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	-	-	-	-		**10,269,644**
Donations	-	-	-	-		**-**
Total Revenue	**$ -**	**$ -**	**$ -**	**$ -**		**$ 10,269,644**
Expenditures						
Salaries	877,925	1,198,641	290,209	1,573,326	744,632	**4,684,733**
Benefits	210,702	290,474	89,965	394,580	230,836	**1,216,557**
Travel	9,000	25,000	25,450	9,000	19,550	**88,000**
Space Cost	-	351,700	-	3,250	-	**354,950**
Supplies	78,000	108,000	86,000	30,000	30,650	**332,650**
Equipment	-	200,000	-	-	-	**200,000**
Consultant/Contract	103,500	253,000	16,500	498,500	177,500	**1,049,000**
Other Operating Costs	23,000	494,250	94,400	42,250	126,400	**780,300**
Program Costs	-	-	-	-		**-**
Depreciation	-	31,500	-	-		**31,500**
Indirect	-	-	-	-		**-**
Total Expenditures	**$ 1,302,127**	**$ 2,952,565**	**$ 602,524**	**$ 2,550,906**	**$ 1,329,568**	**$ 8,737,690**
Gain/(Loss)						**$ 1,531,954**
Benefit Rate	24.0%	24.2%	31.0%	25.1%	31.0%	**26.0%**

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	$ 10,269,644	29.7%
Expenditures							
Personnel Costs							
Salaries	2,820,260	3,070,550	3,601,982	3,983,144	4,342,212	4,684,733	7.9%
Benefits	674,091	756,241	875,486	931,312	982,302	1,216,557	23.8%
Benefit Rate	*23.9%*	*24.6%*	*24.3%*	*23.4%*	*22.6%*	*26.0%*	
Total Personnel Costs	$ 3,494,351	$ 3,826,791	$ 4,477,468	$ 4,914,456	$ 5,324,514	$ 5,901,290	10.8%
	71.3%	*72.5%*	*71.2%*	*71.9%*	*70.0%*	*67.5%*	
Operating Costs							
Travel	88,750	93,650	56,750	62,350	71,150	88,000	23.7%
Space Costs	187,900	186,800	193,300	206,370	215,700	386,450	79.2%
Supplies	138,400	166,500	119,400	150,200	195,000	332,650	70.6%
Equipment	-	-	-	196,000	-	200,000	0.0%
Consultant/Contract	630,725	659,100	1,144,066	956,000	1,288,000	1,049,000	-18.6%
Other Operating Costs	363,950	345,050	298,600	352,750	511,107	780,300	52.7%
Total Operating Costs	$ 1,409,725	$ 1,451,100	$ 1,812,116	$ 1,923,670	$ 2,280,957	$ 2,836,400	24.4%
	28.7%	*27.5%*	*28.8%*	*28.1%*	*30.0%*	*32.5%*	
Total Expenditures	$ 4,904,076	$ 5,277,891	$ 6,289,584	$ 6,838,126	$ 7,605,471	$ 8,737,690	14.9%
Excess Indirect Revenue	$ 155,513	$ 521,953	$ 572,765	$ 632,984	$ 312,018	$ 1,531,954	391.0%

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	$ 2,952,565	29.9%
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	2,550,906	13.0%
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	602,524	-54.9%
TOTAL	$ 4,904,076	$ 5,272,341	$ 5,934,667	$ 6,507,462	$ 7,155,020	$ 8,737,690	22.1%

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	$ 88,094,416	44.1%
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	7,313,621	15.7%
Community Services	1,194,256	1,549,312	4,715,591	4,764,987	6,414,298	9,562,696	49.1%
CSBG	1,469,183	1,489,531	1,489,531	1,535,543	1,530,496	1,791,327	17.0%
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	$ 129,405,194	24.2%

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	$ 47,100,100	22.1%
Benefits	7,979,525	9,792,653	10,374,228	11,352,568	11,160,531	14,073,704	26.1%
Travel	536,271	604,666	814,611	723,003	721,930	945,786	31.0%
Space Cost	3,458,335	7,496,553	10,436,885	8,378,137	23,204,587	16,451,031	-29.1%
Supplies	1,796,041	2,343,556	2,061,180	2,639,488	3,253,861	3,117,268	-4.2%
Equipment	211,038	99,000	92,760	291,353	831,379	1,832,433	120.4%
Consultant/Contract	954,462	2,765,704	4,177,786	4,224,507	3,795,550	4,701,828	23.9%
Other Operating Cost	2,259,160	2,805,782	2,720,184	2,571,193	3,452,283	3,184,583	-7.8%
Program Costs	8,328,674	9,513,508	11,039,753	11,336,024	11,277,182	27,411,577	143.1%
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	10,269,644	35.2%
TOTAL	$ 56,885,471	$ 72,400,955	$ 82,521,802	$ 88,221,361	$ 104,174,023	$ 129,405,194	24.2%

MEMORANDUM

To: Budget and Finance Committee

From: Jeremy T. Tobias, Chief Executive Officer

Date: January 24, 2024

Subject: *Agenda Item 4c:* Food Bank:Community Impact and Funding Needs - **Info Item**

During the agency annual budget development process, Food Bank leadership assessed the current and the long-term budget outlook in the program. During the past 5 years the program has seen increases in funding with new and expanded funding streams due in part to robust state budgets, and large outlays in pandemic related funding. The growth in funding allowed the Food Bank to make a significant impact on the relatively high food insecurity rate that exists in Kern County. Today, the Food Bank has grown to 265 food distribution sites county-wide, including partnership agreements with more than 200 agency partners. This has enabled the Food Bank to serve more than 100,00 Kern County residents monthly.

Staff has concerns with a state budget year that appears to be much leaner in the upcoming fiscal year, along with the realization that some of the state funding that was originally tied to pandemic services is ending. Also, our network partners are charged a “maintenance fee” for some types of food obtained through the Food Bank. We follow the requirements and recommendations set by Feeding America for food obtained through our rescue program at grocery stores, charging partners 19 cents per pound. However, we are anticipating that the fee may be reduced or eliminated in the coming years, as it has become a burden for our partners and is limiting the number of total pantry partners in our network. In analyzing this information and looking out over the next 3, 5 or even 10 years, there is a concern that our funding levels may not match up with our mission to alleviate food insecurity in Kern County.

In response to these challenges, we have initiated outreach efforts to secure support from local government offices.

Over the past couple of weeks, our team has met with representatives from the City of Bakersfield and County of Kern. During these engagements, we conducted a comprehensive presentation that highlighted the food bank’s impact across the county, measured by the pounds of food distributed and the number of meals served. We also delved into our various funding sources and brought attention to the potential loss of revenue.

The presentations extended an invitation for collaboration, urging City and County officials to be actively involved in shaping the future impact of the food bank. We emphasized the following key goals:

Articulating Financial Requirements: We outlined both immediate and long-term financial needs crucial for sustaining and potentially expanding our vital services.

Underscoring Unparalleled Community Impact: As the largest emergency food distributor in Kern County, we stressed the unique position of the food bank in positively influencing our community's well-being.

Illuminating Operational Challenges: We shared insights into the operational challenges we face, particularly in terms of staffing and logistics, as we strive to maintain our expansive reach across the county.

We want to acknowledge how our services impact community partners and contribute to the collaborative effort in uplifting community members. Our presentation provided an opportunity for collaborative decision-making in the near future. We are currently awaiting feedback from City and County officials, and we will keep the board informed of the outcomes and progress of our ongoing conversations.

MEMORANDUM

To: Budget & Finance Committee

From: Jerry Meade, Assistant Director ~ Program

Date: January 24, 2024

Subject: *Agenda Item 4d: 2023-24* Head Start / Early Head Start Carry Over Budget Revision – **Action Item**

In August 2023, CAPK Board of Director's approved the submission of a Carry Over request to the Office of Head Start (OHS). As we approach the end of our fiscal year, the Head Start and State Child Development Division, through ongoing monitoring and review of the budget to actuals, are proposing to reallocate any potential savings within the carry over budget to other projects. Program staff in partnership with the Finance Division have identified savings in the Head Start / Early Head Start Kern carry over funding in the Other Category, where a realignment has been deemed necessary. Within this budget revision, staff are proposing to reallocate savings from the Other to the Construction category.

We attribute this change to the timing of the Carry Over Approval from OHS. Many of the projects intended to be coded to Carry Over were completed and subsequently funded through HS/EHS Base funding prior to the release of the Notice of Award from OHS. The balance of funding needed for the Central Kitchen renovation project was added to the Construction category totaling $1.7 million. The attached table identifies the changes proposed in the budget revision.

All previously approved projects not already completed will be funded from the Carry Over as previously approved. These projects include recruitment and retention incentive programs from Personnel and Fringe categories; increased travel opportunities for staff training in the Travel Category; as well as expenditures in both Supplies and the Other categories to fund minor renovation and repair projects including outdoor environments at HS/EHS facilities. This will also include paying off the mortgage for the Pete Parra Facility. Equipment approval was also obtained to support the purchase of shade structures and vehicle purchases for the Central Kitchen.

Recommendation

Staff recommends the Board of Directors approve the submission of the Budget Revision for Carry Over for Head Start and Early Head Start Kern (09CH011132) for the 2023-2024 budget periods.

Attachments:

Carry Over Budget Detail Revised 2023
Resolution #2024-01

Community Action Partnership of Kern
Head Start and State Child Development Division
2023-2024 Budget Revision for Carry Over
Budget Detail

BASE and T&TA	APPROVED CARRYOVER REQUEST	APPROVED Head Start Revised	APPROVED Early Head Start Revised	REVISED CARRYOVER REQUEST	REVISED Head Start Revised	REVISED Early Head Start Revised	CARRY OVER BUDGET REVISION	PROJECTS
PERSONNEL (BASE)	$ 309,231	$ 216,462	$ 92,769	$ 309,231	$ 216,462	$ 92,769	$ -	
FRINGE BENEFITS (BASE)	$ 8,000	$ 8,000		$ 8,000	$ 8,000		$ -	
TRAVEL (T&TA)	$ 62,331	$ 25,133	$ 37,198	$ 62,331	$ 25,133	$ 37,198	$ -	
SUPPLIES (BASE)	$ 66,733	$ 53,386	$ 13,347	$ 66,733	$ 53,386	$ 13,347	$ -	
EQUIPMENT (BASE)	$ 414,100	$ 314,100	$ 100,000	$ 414,100	$ 314,100	$ 100,000	$ -	
CONSTRUCTION (BASE)	$ -			$ 1,700,000	$ 1,000,000	$ 700,000	$ 1,700,000	**$645,378 included in 1303 Carry Over previously submitted
CONTRACTUAL (BASE)	$ 5,825	$ 4,505	$ 1,320	$ 5,825	$ 4,505	$ 1,320	$ -	
OTHER (BASE)	$ 1,975,174	$ 1,185,104	$ 790,070	$ 239,492	$ 165,483	$ 74,009	$ (1,735,682)	Reduced as projects were alreay paid from BASE Funds for Minor Renovations Projects, Landscape Design, and Fencing
INDIRECT (BASE)	$ 37,047	$ 29,638	$ 7,409	$ 72,729	$ 49,259	$ 23,470	$ 35,682	Adjusted MTDC
TOTAL	**$ 2,878,441**	**$ 1,836,328**	**$ 1,042,113**	**$ 2,878,441**	**$ 1,836,328**	**$ 1,042,113**		

** $645,378 1303 Carry Over Request for Barnett House

$ 3,523,819 Total Approved to be carried over mirroing the Final SF 425

Edited 1/17/2024

RESOLUTION # 2024-01

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Submission of a Carry Over Budget Revision to the Office of Head Start

The Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, Bakersfield, CA 93301, met on January 31, 2024, at a scheduled meeting offsite at 1300 17th Street, Bakersfield, CA 93301, 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 to the Office of Head Start a Carry Over Budget Revision for the Head Start / Early Head Start for the budget year 2023-2024; and

WHEREAS, the Head Start and State Child Development Division has requested to have $1.7 million moved from the Other category to the Construction category to support he Central Kitchen renovation project;

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

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a budget revision request Head Start and Early Head Start grants; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK's representative signatory with regard to the submission a Budget Revision for the Head Start and Early Head Start grants.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 31st day of January 2024.

Fred Plane, Chair
CAPK Board of Directors

Date

MEMORANDUM

To: Budget & Finance Committee

From: Jerry Meade, Assistant Director ~ Program

Date: January 24, 2024

Subject: *Agenda Item 4e:* Head Start No Cost Extension Request – **Action Item**

The Head Start and State Child Development Division is requesting approval from the Board of Directors to submit a request to extend the period of availability of funds for our Head Start and Early Head Start Grant (09CH011132).

This request aims to extend the period of time in which the program can fully obligate the Head Start and Early Head grant. Currently, this award is scheduled to end February 29, 2024. The extension will allow the program to fully obligate and liquidate funding available. The program has identified needs to support Head Start services. This additional time will support Head Start in completing the procurement processes, allow vendors the time needed to fulfill their contracted obligations, as well as any additional project approvals required from the Office of Head Start.

This proposal was formulated through discussions with the Region IX Office, as well as with members of our Finance and Executive teams. With approval from the Board of Directors, the program will submit the request in writing to extend the period of availability of funding for an additional 12 months. Upon approval from the Office of Head Start, the grant will close February 28, 2025.

Recommendation:

Staff recommends the Board of Director's approves with resolution the submission of a request to Extend the Period of Availability of funds for Head Start and Early Head Start (09CH011132) grant and authorized the Chief Executive Officer to sign the letter on behalf of the Board of Directors.

Attachment:
Resolution #2024-02

RESOLUTION # 2024-02

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Submission of a No Cost Extension Request Letter to the Office of Head Start

The Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, Bakersfield, CA 93301, met on January 31, 2024, at a scheduled meeting at 1300 17th Street, Bakersfield, CA 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 to the Office of Head Start a letter requestion to extend the period of availability for the Head Start / Early Head Start for the budget year 2023-2024 with a No Cost Extension request; and

WHEREAS, the Head Start and State Child Development Division has requested to have the availability of funds to be extended for twelve months to February 28, 2025,

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

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a No Cost Extension request Head Start and Early Head Start grants; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK's representative signatory with regard to the submission a No Cost Extension letter for the Head Start and Early Head Start grants.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 31st day of January 2024.

Fred Plane, Chair
CAPK Board of Directors

Date

MEMORANDUM

To: Budget and Finance Committee

From: Emilio G. Wagner, Chief Facilities and Technology Officer

Date: January 24, 2024

Subject: *Agenda Item 4f*: 18th Street Notice to Proceed with Phase II Construction– **Action Item**

Background
Piuser Construction and Ethosphere Studio were selected as the Design Build team for the interior improvements of the 1300 18th Street offices. The project was broken into two phases. Phase I included Executive staff, IT, Finance, and Facilities. Phase II includes Community Development, HR, Head Start, 211, and CalFresh.

Phase I of the project was completed on time and within budget, which allowed for a successful move-in. During construction and move, the design-build team developed construction documents meeting the needs of the phase II occupants. The project was designed to use as much of the existing walls and offices as possible while considering an efficient and comfortable workspace. The design team has worked diligently to keep costs down while using durable materials and finishes to provide professional office space.

Current Events
All phase II occupants approved their space's design, and construction documents were submitted to the County for plan check. The project was bid out by Piuser Construction to get the best possible cost for phase II. As a result, the expected construction cost is $893,590. Three alternate adds were considered yet will not be moving forward, folding partition walls for the board room, modifying existing shower finishes, and upgrading all lighting to Title 24 standards. Staff have been working with PG&E to upgrade all lighting through one of their LED programs.

Construction is expected to take 4 months with the project phased based critical need for space. As a section is completed, we will be moving those departments on the predetermined priority list, for example, Reception, HR, and Head Start will be the first to move in. Community Development, 211, and CalFresh currently have space through July.

Fiscal Impact

The total project cost is identified as follows:

Design	$154,000
Phase I Construction	$382,585
Phase II Construction	$893,590
Total Project Cost	$1,430,590
10% Contingency *	$89,359
Total Potential Project Cost	$1,519,534

*10% contingency is for owner-identified change orders as some spaces may require additional electrical or infrastructure, such as the Board Room. Since there are some Board Room design aspects to be determined, staff would like to take a little more time to ensure the room functions to provide the most practical method for members of the Board to consume and give information. This will include monitor, audio, and microphone placements.

The original proposal received from Piuser Construction in June of 2023 totaled $1,899,005 staff worked with the design team to identify a savings of $468,415. As for the financial component of the tenant improvements cost will be attributed to the discretionary fund. These costs will be included in the cost basis for our depreciation, that develops into our use fee for program occupancy. As such, these costs will be covered by programs as part of their use fee.

Recommendation:
Staff recommends that the Board of Directors authorize the Chief Executive Officer to execute a notice to proceed with construction and authorize any change orders associated with Phase II up to a total contract amount of $1,519,534.

Attachments:
Phase II – Project Cost

CAPK Administration Building
Tenant Improvement Phase 2

Budget Proposal

Prepared by Piuser Construction
Eric J. Moser
4117 East Drive
Bakersfield, CA 93308
661-679-6403
eric@piuserconstruction.com

Date: January 18th, 2024

Prepared for: CAPK

We are thrilled that you are considering Piuser Construction to manage the construction of your tenant improvement. We have reviewed the drawings and project specifications and are excited about the prospect of working with you.

Attached please find a completed budget proposal for CAPK Administration Building Phase 2. 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 decision possible for your project.

The information below is designed to give you a comprehensive overview of Piuser Construction's proposed approach to the management of your project, but of course if you have any questions, you can feel free to contact David Piuser or Eric Moser at david@piuserconstruction.com / eric@piuserconstruction.com or 661-679-6403 with any questions you may have.

We look forward to hearing from you!

Best,

Eric J Moser

Eric J. Moser
Piuser Construction

Project Scope

Project Summary:
Project to include all necessary structural elements, electrical, plumbing, HVAC, and finish work per drawings submitted to the county 01/19/2024.

Procedural Expectations:
Upon acceptance of this budget proposal, Piuser Construction will be responsible for securing and maintaining the job site and all materials and subcontractors hired. Piuser Construction will be responsible for all construction related clean-up and waste management.

Project Owner Expectations:
Piuser Construction will ensure all visitors to the job site will be approved by on-site management and always wear all necessary personal protective equipment. Job site access will be limited to Architect, Inspectors, Contractors, Owner And Owners representatives.

Materials And Services Not Included:
This Proposal covers only the labor, services, materials, and goods outlined herein. Piuser Construction is not responsible for the remediation of any existing conditions discovered after commencement of the project, nor for any delays that occur as a result. In the event of such a discovery of previously unfounded existing conditions, Piuser Construction will work with owners to determine the scope of extra work, costs involved with remedying the conditions, and a date for payment through a written Change Order.

Exclusions:

- Special inspections not listed in plans
- Fire Sprinklers / Suppresion
- PG&E tie in
- Cubicles
- Security system
- Permit Fees

PROJECT COSTS

Scope Of Work

-	Demolition	Piuser Construction
-	Drywall / Metal Framing	Art's Drywall
-	Electrical	Marr's Electric
-	HVAC	Six Mechanical
-	Plumbing	Co-Opp Plumbing
-	Flooring / Baseboard	Piuser Construction
-	Paint	DSC Painting
-	Doors	Piuser Construction
-	Cabinets / Countertops	California Custom Laminate
-	Signage	Vital Signs
-	Acoustic Ceilings	CJM Jr Ceilings
-	Windows / Glass	Action Glass

Subcontractor Total $721,650.00

Alternates:

Alternate #1: Won-Door Accordion Folding Partition @ Board Room
Total: TBD Waiting on Response

Alternate #2: Shower modification @ 3rd floor restrooms
Total: $18,666.00

Alternate #3: Replace all lighting / add Title 24 compliant occupancy controls
Total: $383,895.00

PROJECT COSTS

Miscellaneous

	ITEM	TOTAL
-	Waste Management	$10,800.00

Miscellaneous Total $10,800.00

PROJECT TOTALS:

Subcontractor Total	$721,650.00
Miscellaneous Total	$10,800.00
Overhead & Profit	**$**161,140.00
TOTAL	**$893,590.00**

TAXES, PERMITS, BONDS, AND FEES: Bid estimate includes all applicable state taxes, bonds, and fees, as required by all legal authorities at the location of the project.

UNFORSEEN CONDITIONS: Owner agrees to pay all costs arising from unforeseen issues such as unsafe or illegal conditions, poor weather conditions, rot or mold, inspector requirements, overlooked conditions, and identifying and removing hazardous materials (such as lead paint or asbestos) after the project has begun. If such circumstances arise, Piuser Construction will work with the owner to determine the scope of extra work, costs involved with remedying the unforeseeable conditions, and a date for payment through a written change order.

Construction projects are a big undertaking and include many different teams, processes, and moving parts. As such, it is important to know who the point of authority is for any given process on the job site. Below is a list of necessary processes involved in the completion of your project, as well as the person in charge of each team.

POINT OF AUTHORITY		CONTACT
Project Manager	Eric Moser	eric@piuserconstruction.com 661-477-5858
Site Superintendent	David Piuser	david@piuserconstruction.com 661-201-1908
Project Administrator	Kristen Moser	kristen@piuserconstruction.com 661-679-6403

LIMITED LIABILITY: Contractor will not be held liable for delays to work schedule caused by project owner, permit approvals, poor weather conditions, and/or any circumstances beyond the contractors control.

The undersigned, having carefully examined and thoroughly perused specifications for the above-named project, and became fully familiar with all conditions affecting the work required by those specifications, hereby proposes to provide all materials, labor, services, etc. required thereby for the sum of **$893,590.00**

Total: Eight Hundred Ninety-Three Thousand Five Hundred and Ninety

Eric J Moser
Piuser Construction

01/18/2024
[Date]

MEMORANDUM

To: Budget & Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: January 24, 2024

Subject: *Agenda Item 4g:* Annual Budget for Fiscal Year 2024/2025 – **Info Item**

The annual budget for the 2024/2025 fiscal year is presented using the following functional categories:

1. Program Services
    - Education
    - Nutrition
    - Energy Conservation
    - Community Services
    - CSBG
2. Support Services
    - Discretionary & Fund Raising
3. Indirect

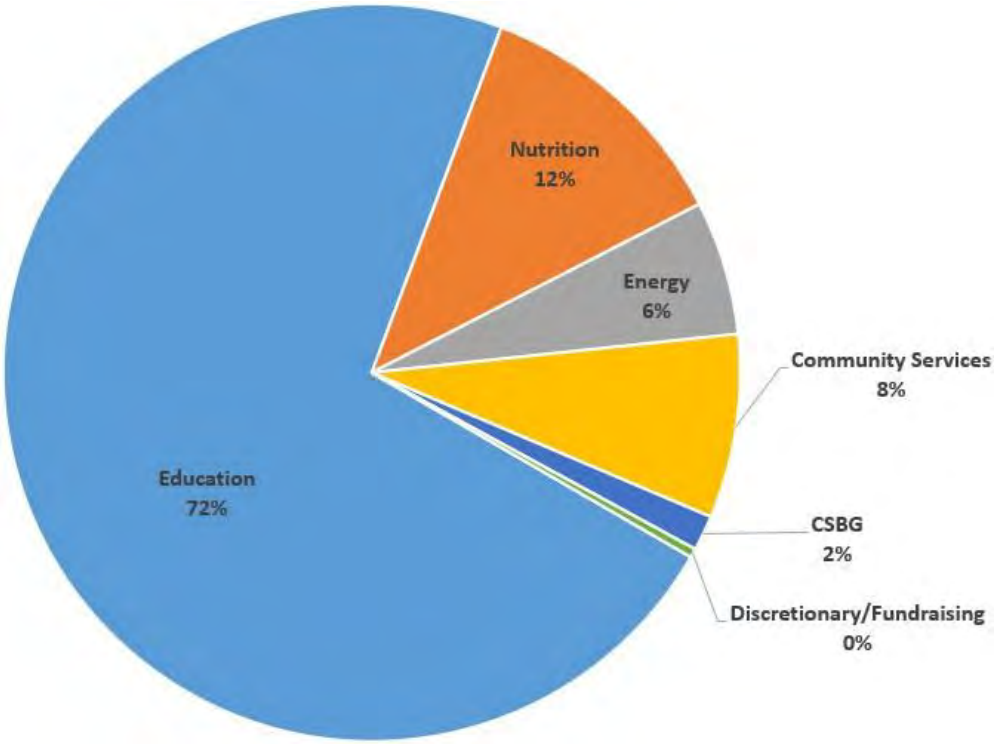
The annual operating budget (program services and support services) of $115,646,059 was developed using individual grant or program budgets prepared by program staff that were combined into the above functional categories. The annual budget for FY 2024/2025 is 9.3% less than the prior year. This reduction is principally related to the capital construction costs budgeted in 2023/2024 which will not be included in 2024/2025. Attached is the FY 2024/2025 annual budget with category support schedules.

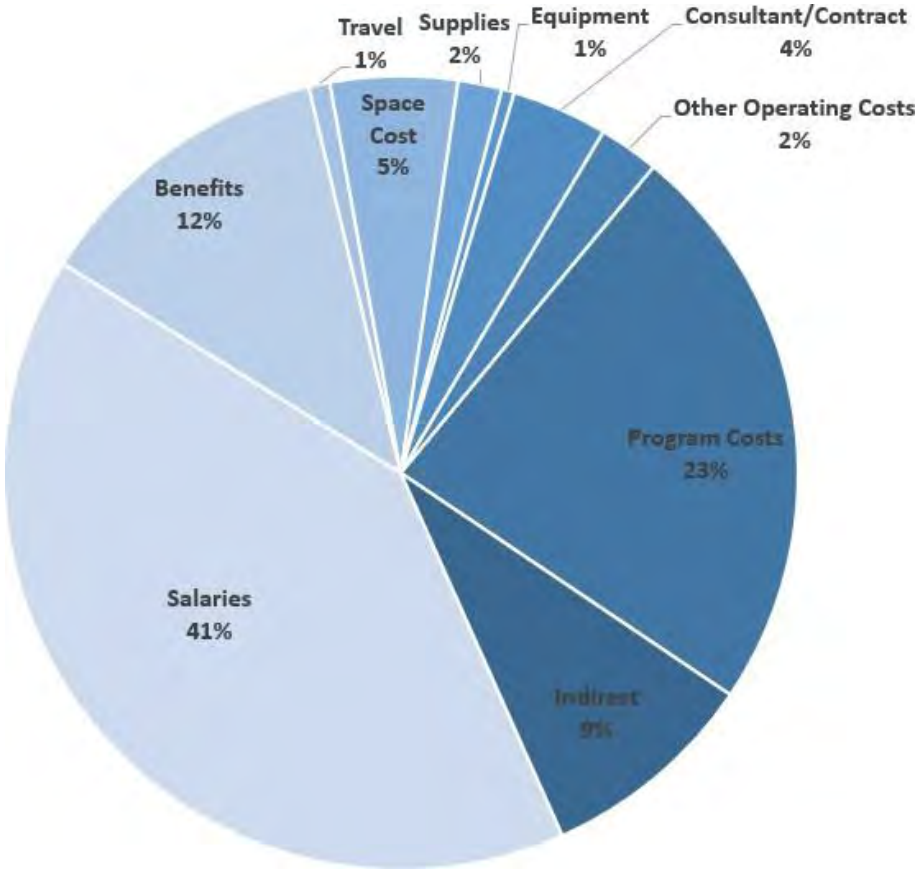
The Indirect budget of $9,843,096 for the five support divisions: Executive, Human Resources, Finance, Operations, and Community Development Administration is 13.5% greater than the prior year. The Indirect Budget reflects projected costs for additional staff in each component of the five support divisions to improve the level of services provided to agency-wide programs. Fiscal Year 2024/2025 will be the ninth year using the 10% indirect cost rate. 73.9% of the Indirect budget is for personnel costs and 26.1% is for operating costs. Attached is a comparison of the Indirect budget for five years.

The 2024/2025 budget presented will be brought to the Budget and Finance Committee in February for review and approval. The current presentation is for review and discussion.

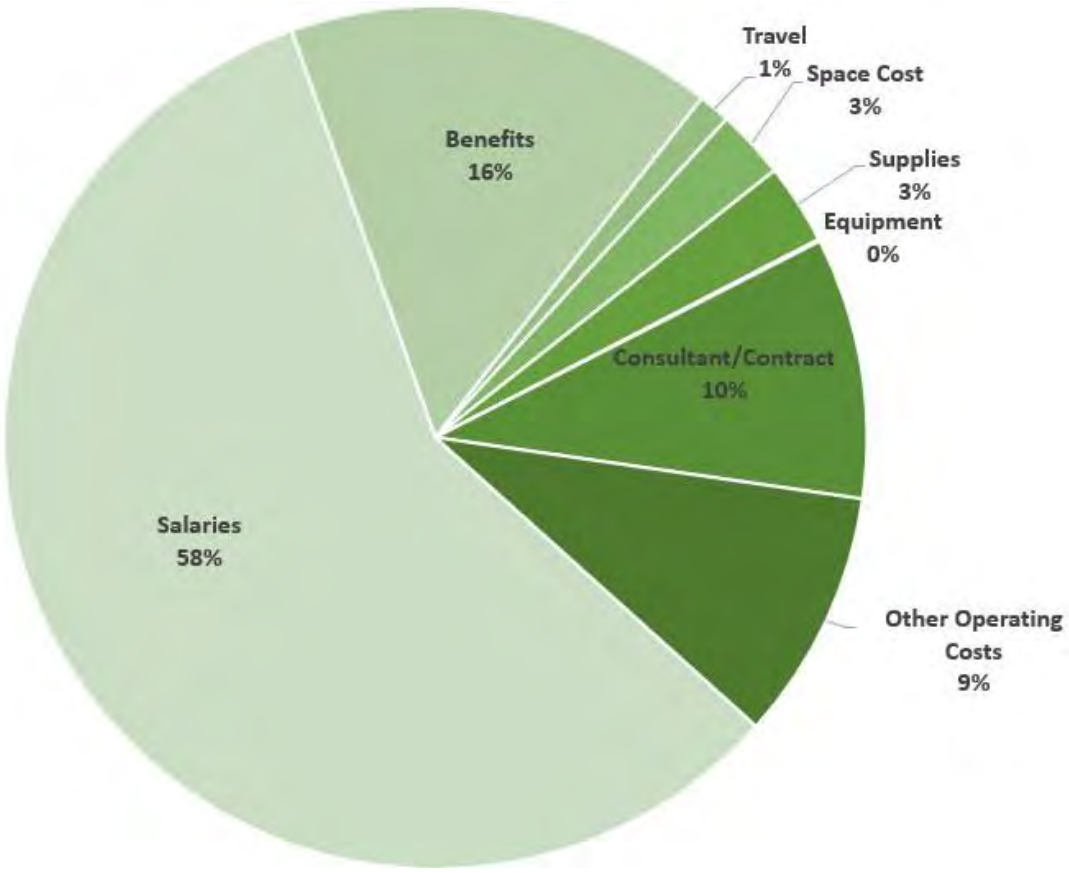
Attachments:
(1) Annual Budget for FY 2024/25
(2) Indirect Budget Comparison for Five Years

AGENCY BUDGET





INDIRECT BUDGET BREAKDOWN



COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ 85,225,525	$ 11,515,329	$ 6,808,169	$ 9,330,767	$ 1,791,327	$ -	$ 114,671,117	$ -
Head Start Subsidy for CACFP	(1,503,663)	1,503,663	-	-	-	-	-	-
Private Revenue	-	50,000	-	-	-	-	50,000	-
Other Revenue	-	253,247	-	-	-	99,065	352,312	10,288,595
Donations	-	222,935	-	-	-	2,486	225,421	-
Total Revenue	**$ 83,721,862**	**$ 13,545,174**	**$ 6,808,169**	**$ 9,330,767**	**$ 1,791,327**	**$ 101,551**	**$ 115,298,850**	**$ 10,288,595**
Expenditures								
Salaries	34,554,955	4,836,827	2,341,392	3,941,869	965,801	199,565	46,840,409	5,701,891
Benefits	10,676,778	1,502,046	702,424	1,185,464	255,251	64,865	14,386,828	1,575,103
Travel	685,926	118,007	75,000	66,604	40,290	10,000	995,827	117,750
Space Cost	3,006,784	777,795	238,000	1,401,039	276,199	4,981	5,704,798	180,500
Supplies	1,511,872	147,218	125,000	234,696	26,615	18,850	2,064,251	297,772
Equipment	414,100	-	174,425	7,000	-	-	595,525	7,000
Consultant/Contract	1,390,108	648,910	1,815,857	650,904	10,750	6,000	4,522,529	964,000
Other Operating Costs	1,389,059	451,389	505,338	344,696	44,380	108,975	2,843,837	924,080
Program Costs	22,197,906	3,963,297	227,662	729,421	3,000	-	27,121,286	-
Depreciation	282,174	5,000	-	-	-	(5,000)	282,174	75,000
Indirect	7,612,200	1,094,685	603,071	769,074	169,041	40,524	10,288,595	-
Total Expenditures	**$ 83,721,862**	**$ 13,545,174**	**$ 6,808,169**	**$ 9,330,767**	**$ 1,791,327**	**$ 448,760**	**$ 115,646,059**	**$ 9,843,096**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (347,209)**	**$ (347,209)**	**$ 445,499**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25
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	11,349,485	2,006,425	4,874,043	27,812,689	**85,225,525**
Head Start Subsidy for CACFP	(1,503,663)	-	-	-	-	**(1,503,663)**
Private Revenue	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	**-**
Donations	-	-	-	-	-	**-**
Total Revenue	**$ 37,679,220**	**$ 11,349,485**	**$ 2,006,425**	**$ 4,874,043**	**$ 27,812,689**	**$ 83,721,862**
Expenditures						
Salaries	20,165,672	7,932,053	1,402,190	2,785,694	2,269,346	**34,554,955**
Benefits	6,332,776	2,364,679	443,732	894,331	641,260	**10,676,778**
Travel	437,326	-	-	232,000	16,600	**685,926**
Space Cost	2,744,784	-	-	96,000	166,000	**3,006,784**
Supplies	1,332,724	-	-	110,148	69,000	**1,511,872**
Equipment	414,100	-	-	-	-	**414,100**
Consultant/Contract	1,319,026	20,982	3,600	25,000	21,500	**1,390,108**
Other Operating Costs	1,166,475	-	-	78,284	144,300	**1,389,059**
Program Costs	29,882	-	-	196,000	21,972,024	**22,197,906**
Depreciation	267,774	-	-	14,400	-	**282,174**
Indirect	3,468,681	1,031,771	156,903	442,186	2,512,659	**7,612,200**
Total Expenditures	**$ 37,679,220**	**$ 11,349,485**	**$ 2,006,425**	**$ 4,874,043**	**$ 27,812,689**	**$ 83,721,862**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	31.4%	29.8%	31.6%	32.1%	28.3%	30.9%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25
NUTRITION

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
Revenue							
Commuity Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	$ 401,831	**$ 401,831**
Other Government Revenue	4,409,835	1,824,793	1,823,278	203,206	2,026,484	3,254,217	**11,515,329**
Head Start Subsidy for CACFP	-	-	1,282,683	220,980	1,503,663	-	**1,503,663**
Private Revenue	-	-	-	-	-	50,000	**50,000**
Other Revenue	-	-	-	-	-	253,247	**253,247**
Donations	-	-	-	-	-	222,935	**222,935**
Total Revenue	**$ 4,409,835**	**$ 1,824,793**	**$ 3,105,961**	**$ 424,186**	**$ 3,530,147**	**$ 4,182,230**	**$ 13,947,005**
Expenditures							
Salaries	2,553,500	655,319	845,440	-	845,440	1,063,569	**5,117,828**
Benefits	791,585	206,245	258,814	-	258,814	329,702	**1,586,346**
Travel	10,000	33,307	27,000	-	27,000	47,700	**118,007**
Space Cost	420,368	49,627	121,700	-	121,700	186,100	**777,795**
Supplies	43,500	16,887	6,000	-	6,000	80,831	**147,218**
Equipment	-	-	-	-	-	-	**-**
Consultant/Contract	-	648,910	-	-	-	-	**648,910**
Other Operating Costs	177,489	48,608	62,600	-	62,600	162,692	**451,389**
Program Costs	7,500	-	1,618,654	36,247	1,654,901	1,931,431	**3,593,832**
- Vended Meals	-	-	-	369,465	369,465	-	**369,465**
Depreciation	5,000	-	-	-	-	-	**5,000**
Indirect	400,893	165,890	165,753	18,474	184,227	380,205	**1,131,215**
Total Expenditures	**$ 4,409,835**	**$ 1,824,793**	**$ 3,105,961**	**$ 424,186**	**$ 3,530,147**	**$ 4,182,230**	**$ 13,947,005**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	31.0%	31.5%	30.6%		30.6%	31.0%	31.0%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25
ENERGY CONSERVATION

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	$ -
Other Government Revenue	**6,808,169**
Private Revenue	**-**
Other Revenue	**-**
Donations	**-**
Total Revenue	**$ 6,808,169**
Expenditures	
Salaries	**2,341,392**
Benefits	**702,424**
Travel	**75,000**
Space Cost	**238,000**
Supplies	**125,000**
Equipment	**174,425**
Consultant/Contract	**1,815,857**
Other Operating Costs	**505,338**
Program Costs	**227,662**
Depreciation	**-**
Indirect	**603,071**
Total Expenditures	**$ 6,808,169**
Gain/(Loss)	**$ -**
Benefit Rate	**30.0%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25
COMMUNITY SERVICES

	211	Housing Services	E Kern Family Resource Center	Ridgecrest Resource Center	VITA	Vaccine Equity Project	School Community Partnership	Diaper Distribution Pilot	KCCD CERF	Youth Centers	TOTAL
Revenue											
Community Services Block Grant (CSBG)	$ 267,826	$ 225,054	$ 47,732	$ -	$ 192,413	$ -	$ -	$ -	$ -	$ 594,963	**$ 1,327,988**
Other Government Revenue	1,299,790	5,468,477	297,799	176,248	1,163,056	48,333	500,000	83,333	65,090	228,641	**9,330,767**
Private Revenue	-	-	-	-	-	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	-	-	-	-	-	**-**
Donations	-	-	-	-	-	-	-	-	-	-	**-**
Total Revenue	**$ 1,567,616**	**$ 5,693,531**	**$ 345,531**	**$ 176,248**	**$ 1,355,469**	**$ 48,333**	**$ 500,000**	**$ 83,333**	**$ 65,090**	**$ 823,604**	**$ 10,658,755**
Expenditures											
Salaries	953,639	2,237,596	187,034	121,503	405,470	8,003	276,069	52,252	41,336	314,328	**4,597,230**
Benefits	288,127	689,990	56,762	30,376	80,194	3,430	85,581	16,198	12,778	86,502	**1,349,938**
Travel	2,370	27,347	10,000	2,000	17,655	-	16,176	500	1,733	14,113	**91,894**
Space Cost	78,000	1,258,207	39,917	9,000	40,625	-	1,325	4,800	1,173	244,191	**1,677,238**
Supplies	45,339	147,500	200	1,500	20,645	-	8,650	-	2,151	32,326	**258,311**
Equipment	-	-	-	-	7,000	-	-	-	-	-	**7,000**
Consultant/Contract	-	7,500	-	-	554,153	32,506	66,745	-	-	750	**661,654**
Other Operating Costs	75,985	135,650	15,125	5,090	99,944	-	-	2,007	-	53,275	**387,076**
Program Costs	-	674,884	-	-	53,237	-	-	-	-	4,300	**732,421**
Depreciation	-	-	-	-	-	-	-	-	-	-	**-**
Indirect	124,156	514,857	36,493	6,779	76,546	4,394	45,454	7,576	5,919	73,819	**895,993**
Total Expenditures	**$ 1,567,616**	**$ 5,693,531**	**$ 345,531**	**$ 176,248**	**$ 1,355,469**	**$ 48,333**	**$ 500,000**	**$ 83,333**	**$ 65,090**	**$ 823,604**	**$ 10,658,755**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	30.2%	30.8%	30.3%	25.0%	19.8%	42.9%	31.0%	31.0%	30.9%	27.5%	**29.4%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25
COMMUNITY SERVICES BLOCK GRANT (CSBG)

	Food Bank	211	E Kern	VITA	Youth Ctrs	Housing Services	Program Admin	TOTAL
Revenue								
Community Services Block Grant (CSBG)	$ 401,831	$ 267,826	$ 47,732	$ 192,413	$ 594,963	$ 225,054	$ 61,508	**$ 1,791,327**
Other Government Revenue	-	-	-	-	-			-
Private Revenue	-	-	-	-	-			-
Other Revenue	-	-	-	-	-			-
Donations	-	-	-	-	-			-
Total Revenue	**$ 401,831**	**$ 267,826**	**$ 47,732**	**$ 192,413**	**$ 594,963**	**$ 225,054**	**$ 61,508**	**$ 1,791,327**
Expenditures								
Salaries	281,001	194,782	11,070	87,421	235,135	126,953	29,439	**965,801**
Benefits	84,300	48,696	2,214	19,233	58,784	35,547	6,477	**255,251**
Travel	-	-	4,000	11,000	5,790	4,500	15,000	**40,290**
Space Cost	-	-	15,000	24,400	206,720	30,079	-	**276,199**
Supplies	-	-	200	9,220	9,695	4,500	3,000	**26,615**
Equipment	-	-	-	-	-	-	-	**-**
Consultant/Contract	-	-	-	5,000	750	5,000	-	**10,750**
Other Operating Costs	-	-	-	16,575	25,055	750	2,000	**44,380**
Program Costs	-	-	-	3,000	-	-	-	**3,000**
Depreciation	-	-	-	-	-	-	-	**-**
Indirect	36,530	24,348	15,248	16,564	53,034	17,725	5,592	**169,041**
Total Expenditures	**$ 401,831**	**$ 267,826**	**$ 47,732**	**$ 192,413**	**$ 594,963**	**$ 225,054**	**$ 61,508**	**$ 1,791,327**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	**30.0%**	**25.0%**	**20.0%**	**22.0%**	**25.0%**	**28.0%**	**22.0%**	**26.4%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25
DISCRETIONARY FUND & FUND RAISING FUND

	Discretionary	CAPK Foundation	Total
Revenue			
Community Services Block Grant (CSBG)	$ -	$ -	**$ -**
Other Government Revenue	-	-	**-**
Private Revenue	-	-	**-**
Other Revenue	-	66,065	**66,065**
Donations	2,486	-	**2,486**
Transfer Released From Restriction	(347,209)	347,209	**-**
Total Revenue	**$ (344,723)**	**$ 413,274**	**$ 68,551**
Expenditures			
Salaries	-	199,565	**199,565**
Benefits	-	64,865	**64,865**
Travel	-	10,000	**10,000**
Space Cost	2,000	2,981	**4,981**
Supplies	-	18,850	**18,850**
Equipment	-	-	**-**
Consultant/Contract	-	6,000	**6,000**
Other Operating Costs	5,260	103,715	**108,975**
Program Costs	-	-	**-**
Depreciation	(5,000)	-	**(5,000)**
Indirect	226	40,298	**40,524**
Total Expenditures	**$ 2,486**	**$ 446,274**	**$ 448,760**
Fund Balance	-	33,000	**33,000**
Gain/(Loss)	**$ (347,209)**	**$ -**	**$ (347,209)**
Benefit Rate	0.0%	32.5%	**32.5%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25
INDIRECT FUND

	Human Resources	Operations	Executive	Finance	Community Development	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -		**$ -**
Other Government Revenue	-	-	-	-		**-**
Private Revenue	-	-	-	-		**-**
Other Revenue	-	-	-	-		**10,288,595**
Donations	-	-	-	-		**-**
Total Revenue	**$ -**	**$ -**	**$ -**	**$ -**		**$ 10,288,595**
Expenditures						
Salaries	981,292	1,734,146	429,259	1,888,413	668,781	**5,701,891**
Benefits	294,388	468,220	133,070	472,103	207,322	**1,575,103**
Travel	9,000	37,000	27,200	21,000	23,550	**117,750**
Space Cost	-	180,500	-	-	-	**180,500**
Supplies	87,000	108,000	17,500	40,000	45,272	**297,772**
Equipment	-	-	-	-	7,000	**7,000**
Consultant/Contract	103,500	248,000	16,500	523,000	73,000	**964,000**
Other Operating Costs	83,630	551,850	95,900	55,900	136,800	**924,080**
Program Costs	-	-	-	-		**-**
Depreciation	-	75,000	-	-		**75,000**
Indirect	-	-	-	-		**-**
Total Expenditures	**$ 1,558,810**	**$ 3,402,716**	**$ 719,429**	**$ 3,000,416**	**$ 1,161,725**	**$ 9,843,096**
Gain/(Loss)						**$ 445,499**
Benefit Rate	30.0%	27.0%	31.0%	25.0%	31.0%	**27.6%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25
INDIRECT FUND - FIVE YEAR HISTORY

Line Items	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	PROPOSED FY 2024/25 Budget	% Change 2024/25 Budget to 2023/24 Budget
Revenue	$ 5,799,844	$ 6,862,349	$ 7,471,110	$ 7,917,489	$ 10,107,416	$ 10,288,595	1.8%
Expenditures							
Personnel Costs							
Salaries	3,070,550	3,601,982	3,983,144	4,342,212	4,684,733	5,701,891	21.7%
Benefits	756,241	875,486	931,312	982,302	1,216,557	1,575,103	29.5%
Benefit Rate	*24.6%*	*24.3%*	*23.4%*	*22.6%*	*26.0%*	*27.6%*	
Total Personnel Costs	$ 3,826,791	$ 4,477,468	$ 4,914,456	$ 5,324,514	$ 5,901,290	$ 7,276,994	23.3%
	72.5%	*71.2%*	*71.9%*	*70.0%*	*60.0%*	*73.9%*	
Operating Costs							
Travel	93,650	56,750	62,350	71,150	88,000	117,750	33.8%
Space Costs	186,800	193,300	206,370	215,700	386,450	255,500	-33.9%
Supplies	166,500	119,400	150,200	195,000	264,650	297,772	12.5%
Equipment	-	-	196,000	-	200,000	7,000	-96.5%
Consultant/Contract	659,100	1,144,066	956,000	1,288,000	1,049,000	964,000	-8.1%
Other Operating Costs	345,050	298,600	352,750	511,107	780,300	924,080	18.4%
Total Operating Costs	$ 1,451,100	$ 1,812,116	$ 1,923,670	$ 2,280,957	$ 2,768,400	$ 2,566,102	-7.3%
	27.5%	*28.8%*	*28.1%*	*30.0%*	*31.9%*	*26.1%*	
Total Expenditures	$ 5,277,891	$ 6,289,584	$ 6,838,126	$ 7,605,471	$ 8,669,690	$ 9,843,096	13.5%
Excess Indirect Revenue	$ 521,953	$ 572,765	$ 632,984	$ 312,018	$ 1,437,726	$ 445,499	-69.0%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	PROPOSED FY 2024/25 Budget	% Change 2024/25 Budget to 2023/24 Budget
Operations	$ 1,355,800	$ 2,113,869	$ 2,324,790	$ 2,272,794	$ 2,952,565	$ 3,402,716	15.2%
Human Resources	1,034,632	917,844	1,262,307	1,288,307	1,302,127	1,558,810	19.7%
Finance	1,563,775	1,757,619	1,786,550	2,256,840	2,550,906	3,000,416	17.6%
Community Development	705,930	-	-	-	1,329,568	1,161,725	-12.6%
Executive	612,204	1,145,335	1,133,815	1,337,079	534,524	719,429	34.6%
TOTAL	$ 5,272,341	$ 5,934,667	$ 6,507,462	$ 7,155,020	$ 8,669,690	$ 9,843,096	13.5%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25
AGENCY-WIDE - FIVE YEAR HISTORY

EXPENDITURES BY PROGRAM SERVICE	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	PROPOSED FY 2024/25 Budget	% Change 2024/25 Budget to 2023/24 Budget
Education	$ 54,886,617	$ 60,024,566	$ 61,574,517	$ 61,141,000	$ 88,094,416	$ 83,721,862	-5.0%
Nutrition	8,687,954	9,221,197	9,378,845	24,852,123	19,219,609	13,545,174	-29.5%
Energy Conservation	5,746,308	6,867,228	6,424,164	6,322,316	5,421,814	6,808,169	25.6%
Community Services	1,549,312	4,715,591	4,764,987	6,414,298	9,562,696	9,330,767	-2.4%
CSBG	1,489,531	1,489,531	1,535,543	1,530,496	1,791,327	1,791,327	0.0%
Discretionary & Fund Raising	41,233	203,689	284,270	311,758	3,423,525	448,760	-86.9%
COVID Response	-	-	4,259,035	3,602,032	-	-	0.0%
Total Annual Budget	$ 72,400,955	$ 82,521,802	$ 88,221,361	$ 104,174,023	$ 127,513,387	$ 115,646,059	-9.3%

RECAP - EXPENDITURES BY CATEGORY	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	PROPOSED FY 2024/25 Budget	% Change 2024/25 Budget to 2023/24 Budget
Salaries	$ 30,816,989	$ 33,631,062	$ 38,932,538	$ 38,578,242	$ 46,717,452	$ 46,840,409	0.3%
Benefits	9,792,653	10,374,228	11,352,568	11,160,531	14,052,314	14,386,828	2.4%
Travel	604,666	814,611	723,003	721,930	943,184	995,827	5.6%
Space Cost	7,496,553	10,436,885	8,378,137	23,204,587	16,448,026	5,704,798	-65.3%
Supplies	2,343,556	2,061,180	2,639,488	3,253,861	3,090,339	2,064,251	-33.2%
Equipment	99,000	92,760	291,353	831,379	1,806,455	595,525	-67.0%
Consultant/Contract	2,765,704	4,177,786	4,224,507	3,795,550	3,767,972	4,522,529	20.0%
Other Operating Cost	2,805,782	2,720,184	2,571,193	3,452,283	2,800,371	2,843,837	1.6%
Program Costs	9,513,508	11,039,753	11,336,024	11,277,182	27,462,618	27,121,286	-1.2%
Depreciation	362,700	311,004	301,440	301,440	317,240	282,174	-11.1%
Indirect	5,799,844	6,862,349	7,471,110	7,597,038	10,107,416	10,288,595	1.8%
TOTAL	$ 72,400,955	$ 82,521,802	$ 88,221,361	$ 104,174,023	$ 127,513,387	$ 115,646,059	-9.3%



2024-25 Budget Presentations



Education Services

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Head Start: 2024-25 Budget Development

PRESENTED BY:

YOLANDA GONZALES

DIRECTOR HEAD START AND STATE CHILD DEVELOPMENT

1

Program Overview

2

Program Summary

Since 1965, CAPK has provided comprehensive Head Start services across Kern County, a rural area comprised of more than 8,000 square miles in the central valley of California. Eight years ago, CAPK expanded their EHS services with the addition of a Child Care Partnership grant, as well as an EHS program in San Joaquin County, CA. This program currently serves **829** Early Head Start (EHS) pregnant women, infants, and toddlers and **1242** Head Start children. CAPK's history demonstrates a program that is both compliant and high quality, while families will benefit from CAPK's culturally and linguistically responsive services and history of preparing children for kindergarten and improving family self-sufficiency.

CAPK's Head Start program support children's growth from birth to age 5 through services that support early learning and development, health, and family well-being. Head Start staff actively engage parents, recognizing family participation throughout the program as key to strong child outcomes.

Head Start services are available at no cost to children ages birth to 5 in eligible families. Head Start preschool services work with families with children ages 3 to 5. Early Head Start services work with families with children ages birth to 3, and many also serve expectant families. Our program operates both Head Start preschool and Early Head Start services. Programs deliver child development services in center-based, home-based, or family child care settings. All Head Start programs continually work toward our mission for eligible children and families to receive high-quality services in safe and healthy settings that prepare children for school and life.

Current Number of HeadStart Division budgeted staff 701 and of Number of Child Care Centers is 45, 5 are with community partners, and 40 are direct services (7 in San Joaquín County and 33 in Kern).

3

Program Goals 2024-2025

4

2024 Program Goals

Goal I
Workforce: To enhance onboarding, recruitment, and retention of staff by implementing programs that embraces pathways for learning, professional development, succession planning, and a positive culture to obtain and retain staff.

Goal II
Program Options: To develop and implement program options that coincide with the needs of the community and ensure eligible families receive services that provide a strong foundation for their children's academic journey.

Goal III
Health and Safety: Strengthen standards of practice for mitigating risk through expanding our culture of child health and safety.

Goal IV
School Readiness: Increase families and staff capacity to support children's school readiness and to implement a quality program by enhancing an inclusive environment to strengthen teacher and child interactions.

5

Early Head Start/HeadStart 2024-2025 School Readiness Goals

•**Approaches to Learning – Self-Regulation**
Goal: Children will exhibit increased skills in approaches to learning, including curiosity and initiative, self-control of feelings and behaviors, engagement and persistence, and shared Use of space & materials.

•**Social and Emotional Development**
Goal: Children will strengthen their skills in social behavior, emotional regulation, and emotional well-being.

•**Language and Literacy Development**
Goal: Children will demonstrate increased communication, language, and emergent literacy skills.

•**English Language Development**
Goal: Children will demonstrate increased communication, language, and emergent literacy skills.

•**Cognition and General Knowledge** (Including Math and Science)
Goal: Children will strengthen their skills in cognition, including math and science.

•**Physical Development-Health**
Goal: Children will demonstrate improved physical development, including personal care routines

6

Goals for 2024-25

7

School Readiness Plan 2024-2025
Head Start and State Child Development Division

Program staff support Early Head Start and Head Start in the effort to improve outcomes for children and strengthen school readiness for children and families. We implement this by following Head Start Early Learning Outcomes Framework (HSELOF), Parent, Family, and Community Engagement Framework, California's Early Learning Development System, and child data sources from screenings and assessments. The HSELOF foundations are written for each of the domains based on research and evidence and enhanced with expert practitioners' suggestions and examples; their purpose is to promote understanding of children's learning and to guide instructional practice. Teachers, administrators, parents, and policymakers will use the HSELOF as a springboard to augment efforts to enable all young children to acquire the competencies that will prepare them for success in school.

Program staff will work in partnership with families to promote Parent, Family, and Community Engagement Outcomes that support school readiness goals. The partnership between parents and Head Start/Early Head Start staff is fundamental to children's current and future success in school readiness and beyond.

8

Data Analysis and Reflection

Each program year we design our professional development to support individualized learning and improve teaching practices, including family engagement. This is accomplished by identifying trends in children's development during the end of the year data aggregation. All developmental domains are planned during the year. to improve teaching practices and promote higher learning outcomes. During the 2023-2024 program year we have selected key findings to develop skills and practices that will continue to strengthen the following domains:

Age Group	Domain	Key Finding
Infant 6 weeks to 7 months	Language and Literacy Development	LLD 2 Responsiveness to Language
Older Infants 8 months to 17 months	Approaches to Learning	ATL 2 Self- Comforting
Toddlers 18 months to 36 months	Cognition	COG 3 Number Sense of Quantity
Preschool 3-year old's	Language and Literacy Development	LLD 8 Phonological Awareness
Preschool 4-year old's	Cognition	COG 1 Spatial Relationships

9

CalWORKS Home Visiting Program

10

School Readiness Plan 2024-2025
Head Start and State Child Development Division

The CalWORKS Home Visiting Program is a partnership with the Kern County Department of Human Services.

Areas Served: Bakersfield, Taft, Shafter, Delano, Eastern Kern including Rosamond & Ridgecrest

This program was designed to:
•Support positive health, development, and well-being outcomes for pregnant and parenting people, families, and infants born into poverty through evidence-based home visiting models.

•Expand future educational economic and financial capability opportunities of CalWORKs participants.

•Improve the likelihood that CalWORKs HVP participants will exit poverty.

HVP Staff -50 (32 home visitors)
HVP Clients Served - Contract to serve 312 (currently at 288)

11

2024-25 Budget

12

Head Start/State Child Development Funding

CAPK receives both Federal and State funding from the Department of Health and Human Services Administration for Children and Families, and California Department of Education (CDE) and CACFP - California Department of Social Services, and the Child and Adult Food Program

Budget 2024-2025	
State & Federal Revenues	
HeadStart/EHS Program Operations	38,661,351
Head Start/EHS Training & Technical Assistance	521,532
Child &Adult Care Food Program	2,026,999
CDE and CDSS	13,356,110
Total State & Federal Revenues	**54,565,992**
HVP Budget	4,874,043
Total Program Budget	**59,440,035**

13

Opportunities and Challenges

14

Program's Opportunities and Challenges

Opportunities: Quality Services, top notch facilities, community partners.
Challenges: Qualified Teaching Staffing and Under-enrollment due to staffing.

Pending Projects
All pending projects and projects completed.
Current and pending licensing of 3 additional facilities, and New Central Kitchen renovation project.

15

Questions?

16

Migrant Childcare Program

2024-25 Budget Development

PRESENTED BY: LAURA PORTA

DIRECTOR: SUSANA MAGAÑA

1



Program Overview

Migrant Childcare

Childcare that migrates with you.

2

The Migrant Childcare Program is funded by the California Department of Social Services (CDSS).

Our Mission is to help provide the children of migrant agriculturally working families with a safe, nurturing, and educationally growing environment.

CAPK holds the only contract of its type!



3

The Migrant Childcare Program has the following offices available to help you with your application.

Madera County
1-559-385-2503

Office: 525 East Yosemite Ave.
Madera, CA 93638

Fax: 1-559-664-3302

Tulare County
1-559-474-8902

Office: 700 Doe Ave.
Building 200, Suite C, Door 7
Visalia, CA 93291

Fax: 1-559-661-3311

Kings County
Mail: P.O. Box 1101
Hanford, CA 93232
1-559-385-2502

Office: 216 W. 7th Street
Hanford, CA 93230

Fax: 1-559-664-3305

Fresno County
1-559-334-3629

Office: 1815 Van Ness Ave
Fresno CA, 93721

Fax: 1-559-664-3304

Migrant Childcare

Mail: 5005 Business Park North
Bakersfield, CA 93309

Regional Office - Kern County
1-800-259-8866

Office: 5351 Olive Dr., Suite 200
Bakersfield, CA 93308

Fax: 661-396-1746

Merced County
1-209-259-6556

Office: 1850 Wardrobe Ave.
Merced, CA 95341

Fax: 1-209-780-4041

4

Community Action Partnership of Kern

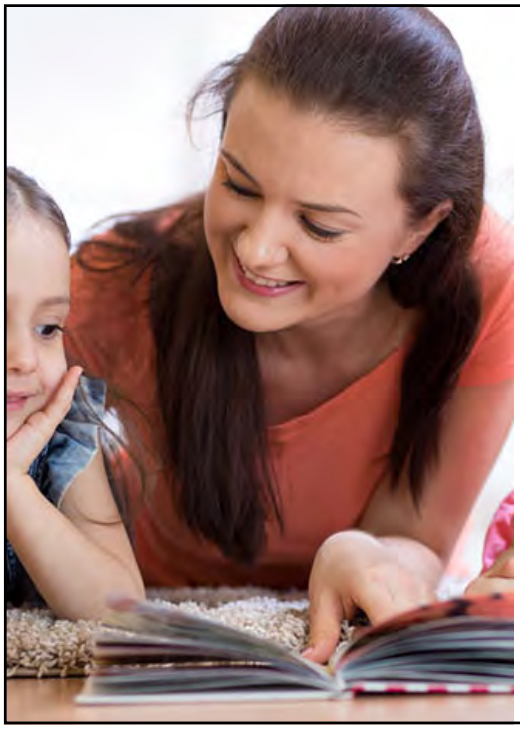
Migrant Childcare

Childcare that migrates with you.

Migrant Childcare Program Requirements

- Migrant Families
- Low Income & 50% wages from Agriculture
- Need Verification
- Children 0-12 yrs. old

5



Migrant Childcare Program Childcare Options

Families can select from the following types of childcare settings available.

- Licensed Childcare Provider
- Licensed Childcare Center
- License Exempt Trust line Provider
- License Exempt Relative Provider
- In-home Provider

6

Client Outcomes 2023-2024

7

- MCAP is currently actively serving a total of 3048 children. We have enrolled over 2,200 new children in the last 12 months.
- MCAP reached full enrollment and is expected to earn 100% of our contract.
- We onboarded and trained 18 new staff members.
- We increased our provider participation and are currently working with over 500 childcare providers across the State.
- 27/30 staff members passed their bilingual certification in Spanish exam and are now certified.



8

Goals for 2024-25

9

1. Earn 100% of MCAP's current contract.
2. Find suitable office space for the Kern County MCAP team.
3. Secure office space for the MCAP Tulare County office.
4. Fully absorb program growth effectively and seek additional growth opportunities.
5. Maintain MCAP's high compliance rating and excellent quality of services
6. Facilitate advancement, professional growth, and training opportunities for all MCAP team members.

10

2024-25 Budget

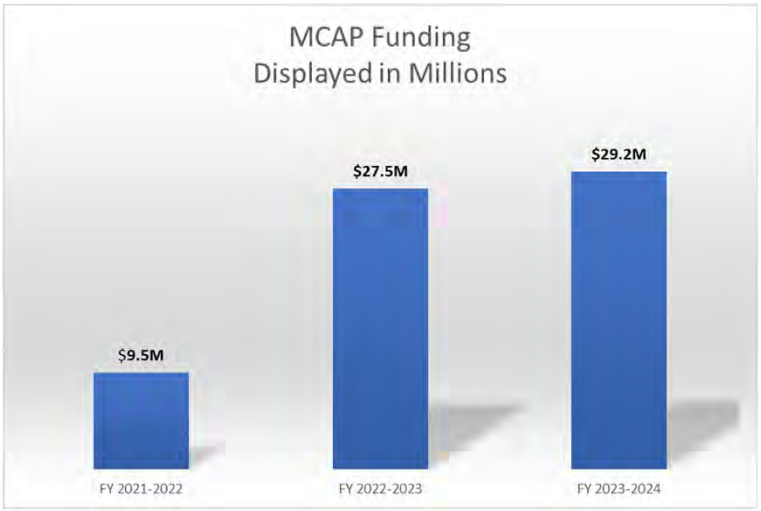
11

Program Budget

Childcare Payments	79%	$ 23,128,446.06
Administration	18.5%	$ 5,416,155.09
Support Services	2.5%	$ 731,912.85
MRA	100%	$ 29,276,514 Million

12

Community Action Partnership of Kern
Migrant Childcare
Childcare that migrates with you.



13

Opportunities and Challenges

14

Challenges

Waiting list

- Due to our families moving in and out of the area, it is very difficult to keep a waiting list that reflects the true need for our services in our communities.

Childcare Provider Union -

- Constrains in meeting with childcare providers
- Information Requests/timeframes

Shortage of Childcare Providers

- Impacts being able to meet the needs of our families.



15

Opportunities

Additional funding opportunities due to being fully enrolled.

- This shows that our services are needed.

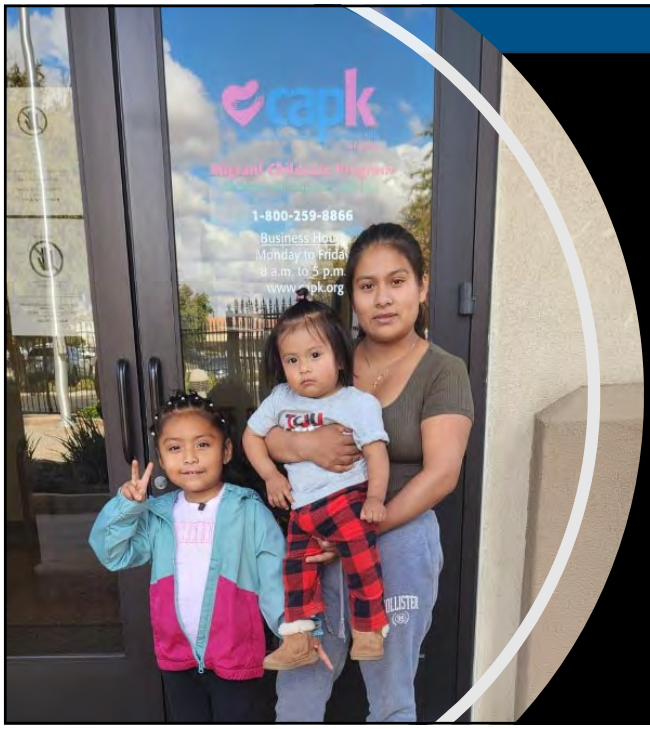
Finding other effective communication methods to educate and collaborate with our childcare providers

- Started our Social Media Program
- Currently in the process of implementing a program to assist our license-exempt providers in becoming licensed.

Building Connections and New Partnerships

- CDSS, sister organizations, and area representatives to continue advocating for the needs of our families.

16



Questions?

17



Nutrition Services

Community Action Partnership of Kern

Helping People. . . Changing Lives.

2024-25 Budget Development

PRESENTED BY: KELLY LOWERY

DIRECTOR: SUSANA MAGANA

1

Program Overview

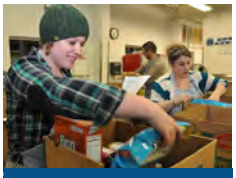
2

TEFAP
Federal Funding

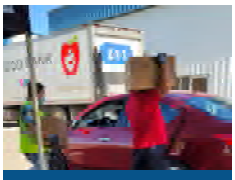
CSFP
State Funding

Grants
Various Organizations

Food Drives
Community Partners


Pantry Partners


Commodity Distribution


CSFP Distribution




Free Farmers Markets


Brighter Bites Program

Coming in 2024


Food2Door Program

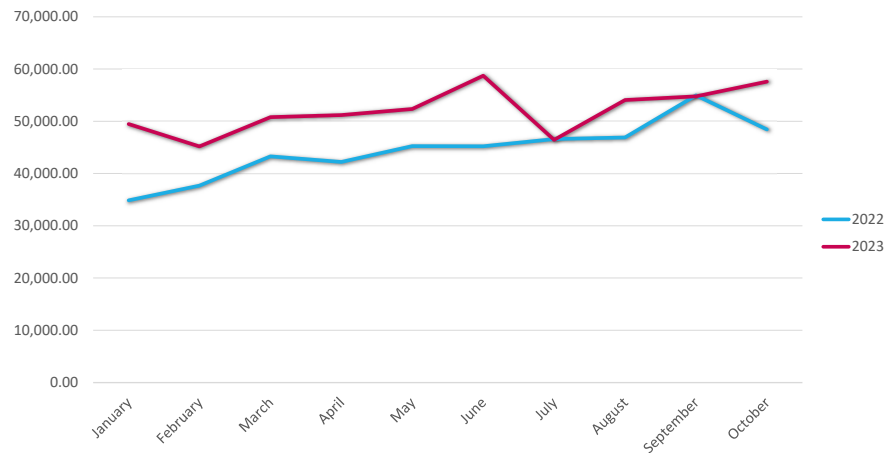

Community Events

3

Client Outcomes 2023-2024

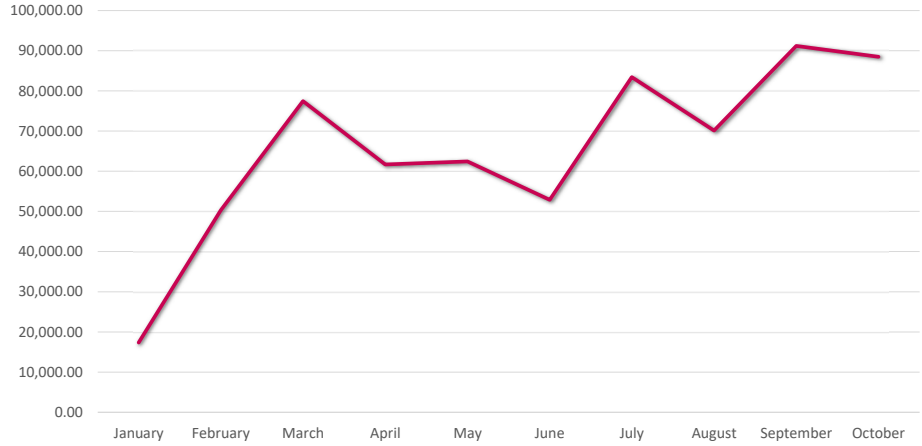
4

Individuals Served Through
TEFAP Commodity Distributions *By Month*



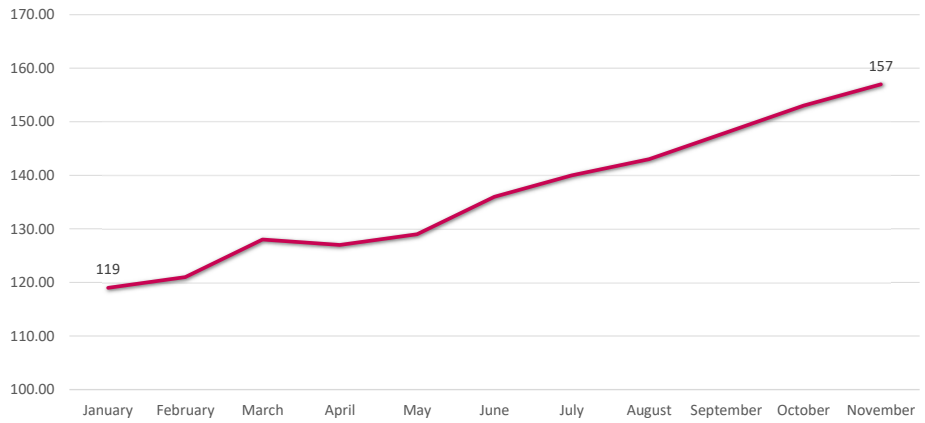
5

Individuals Served Through
Pantry Program Distributions *By Month (2023)*



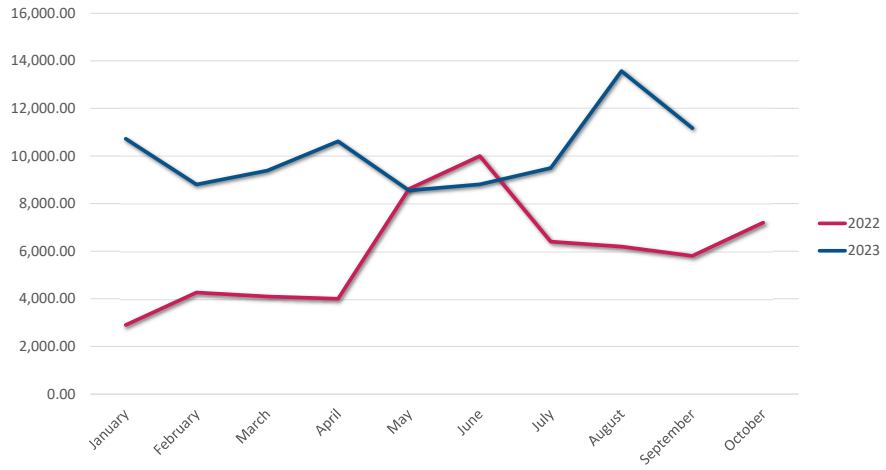
6

Total Number of Pantry Program
Pantry Program Agency Partner Participants *By Month (2023)*



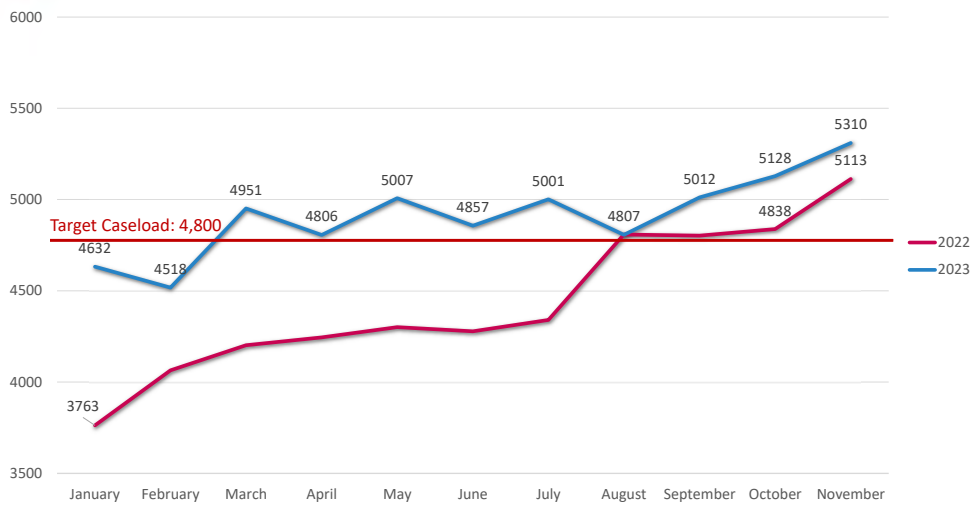
7

Individuals Served Through
Free Farmers Markets *By Month (2023)*



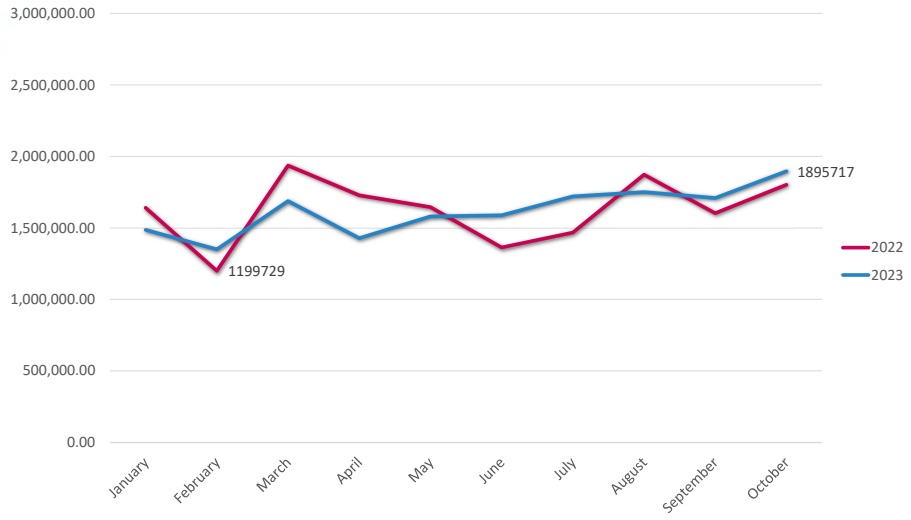
8

CSFP Clients Served *By Month*



9

Total Poundage Distributed *By Month*



10

Goals for 2024-25

11

CAPK Strategic Goal #1

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

- Add additional access points in every community *(24 additional in 2024)*
- Create a home delivery program able to reach every part of the county
- Develop a system to measure the nutrition level of food being distributed

12

2024-25 Budget

13

The first question to decide as an agency regarding the food bank budget is ***what role do we want to have*** in the emergency food access landscape for Kern County.

14

If the decision is that ***we are content*** with our role as the leader in the emergency food access environment and ***at the level we are operating in***, we can focus our efforts on internal process improvement and anchor our resource output according to our current support level.

15

If the decision is that we are not content with merely having a leading role in the emergency food access environment, but rather ***we want to make significant progress toward ending food insecurity***, it will ***necessitate a measurable budget increase*** reflective of the desired outcome.

16

504

	DESCRIPTION	Budget
4120	State Grant Revenue	50,000.00
4210	Private Revenue	50,000.00
4220	Contributions/Donations	229,241.00
4405	Program Income	-
4415	Membership Fees	31,250.00
4420	Shared Maintenance Fees	201,997.00
4435	Recycling Fees	1,000.00
4440	Insurance Proceeds	-
4445	Discounts, Refunds, Rebates	19,000.00
4450	Misc Revenue	-
	Total	582,488.00

103 (CSBG)

	DESCRIPTION	Budget
4110	Federal Grant Revenue	392,339.00
4405	Program Income	-
	Total	392,339.00

Total Operating Budget 504 + 103 = $974,827
Operating Cost: $301,827 or 31% of the total
Staff Cost: $673,000 or 69% of the total

Operating Costs will have to increase in the next fiscal year. Here are two examples of line items from this year:

Warehouse:
Utilities ***budgeted*** for 2023-2024: **$26,100.00**
Actual Utilities through October: **$47,791.84**

Vehicles:
Gasoline ***budgeted*** for 2023-2024: $12,642.00
Actual gasoline through October: $21,794.26

Repair & Maintenance ***budgeted*** for 2023-2024: $3,000
Actual repair & maintenance through October: $59,679.47

17

504

	DESCRIPTION	Budget
4120	State Grant Revenue	50,000.00
4210	Private Revenue	50,000.00
4220	Contributions/Donations	229,241.00
4405	Program Income	-
4415	Membership Fees	31,250.00
4420	Shared Maintenance Fees	201,997.00
4435	Recycling Fees	1,000.00
4440	Insurance Proceeds	-
4445	Discounts, Refunds, Rebates	19,000.00
4450	Misc Revenue	-
	Total	582,488.00

103 (CSBG)

	DESCRIPTION	Budget
4110	Federal Grant Revenue	392,339.00
4405	Program Income	-
	Total	392,339.00

We are ***significantly*** understaffed in comparison to other food banks, especially those that currently serve smaller counties and population bases.

CAPK Food Bank	Placer Food Bank	CAPSLO Food Bank
21 staff	44 staff	25 staff
60K sq. ft warehouse	88K sq. ft. warehouse	Unknown
19MM pounds distributed annually	9.5MM pounds distributed annually	3.8MM pounds distributed annually
200+ distribution sites monthly	15 distribution sites monthly	65 distribution sites monthly
Population of service area: 917,673	Population of service area: 605,300	Population of service area: 283,159
Size of service area: 8,163 sq. miles	Size of service area: 3,193 sq. miles	Size of service area: 3,616 sq. miles

18

504

	DESCRIPTION	Budget
4120	State Grant Revenue	50,000.00
4210	Private Revenue	50,000.00
4220	Contributions/Donations	229,241.00
4405	Program Income	-
4415	Membership Fees	31,250.00
4420	Shared Maintenance Fees	201,997.00
4435	Recycling Fees	1,000.00
4440	Insurance Proceeds	-
4445	Discounts, Refunds, Rebates	19,000.00
4450	Misc Revenue	-
	Total	582,488.00

103 (CSBG)

	DESCRIPTION	Budget
4110	Federal Grant Revenue	392,339.00
4405	Program Income	-
	Total	392,339.00

What is ***needed*** if we are to keep up with the growing food insecurity need amid the increasing costs associated with providing comprehensive county-wide service:

Operating Cost
- Increase of 20% or $90,548.10 in 2024-2025

Staff:
- Current staff salaries increase by 10% in 2024
- Increase to 27 staff in 2024-2025 & 32 staff in 2025-2026

Equipment
We currently have enough trucks, even for growth, but will need to start a replacement cycle in 2025.

19

Opportunities and Challenges

20

Opportunities

Expanded warehouse
Tenured Operations Staff
Food Policy Council
Trucks & Equipment
CSFP Increases
Homeless Collaboration
School Pantries

Challenges

Budgetary restriction
Operations & Procurement Staffing
Accounting Specialist
Software for on-site data collection
Expiring funding sources

21

Questions?

22

Community Action Partnership of Kern

Helping People. . . Changing Lives.

CalFresh Healthy Living: Program FFY 2024-2025 Budget Development

PRESENTED BY:
ADMINISTRATOR- ALAN RODRIGUEZ
DIRECTOR- SUSANA MAGANA

1

Program Overview

2

CalFresh Healthy Living

CAPK CalFresh Healthy Living improves the nutritional health of low-income Kern County residents by providing access to nutrition education, physical activity education, and leadership toward healthy community initiatives.

LIVE Domain: Healthcare Clinics and Hospitals
- Nutrition standards
- Water access and appeal
- Nutrition standards: Community

SHOP Domain: Food assistance sites, food banks, and food pantries
- Access to farmers markets
- Improving existing markets

LEARN Domain: Before and After-School Programs & Schools (K-12, Elementary, Middle, High)
- Portion Size Limits
- Nutrition Standards
- Nutrition Standards
- Daily Quality Physical Activity

3

Client Outcomes 2024-2025

4

Program Goals for new Federal Fiscal 2024-2025

- By September 30, 2026, 80% of sites have made changes to support healthy eating.
- By September 30, 2026, 80% of sites that have made changes to increase physical activity will have a sustainability plan.
- By September 30, 2026, at least 50% of participants who complete Direct Education classes will improve at least one food resource management skill such as grocery shopping with a list, comparing prices, or using the nutrition facts label.

*Joint Effort with UCCE, KCAASD, and track on PEARS

5

Goals for FFY 2024-2025

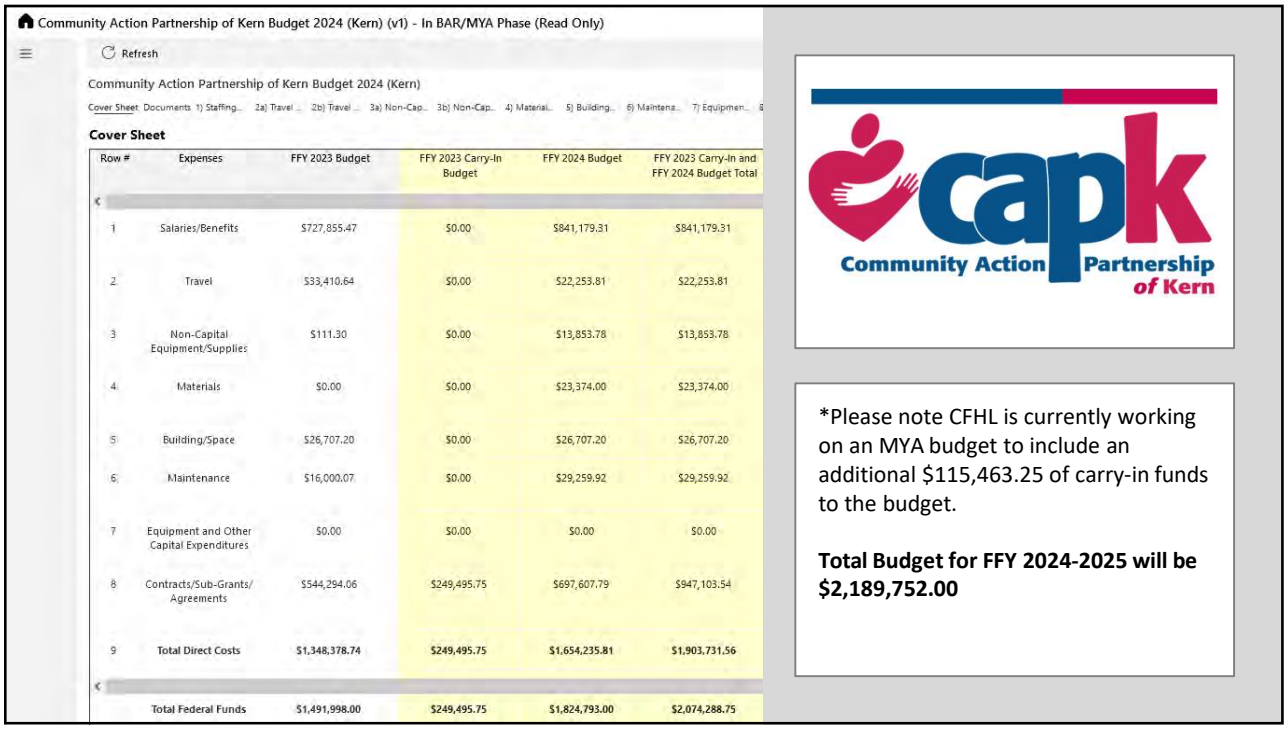
6

- Create partnerships with organizations to increase how many pantries are participating in the Nutrition Pantry Program (NPP)
- Support the California City FM in implementing the Food Navigator Program and expand the program to the F-St FM with the help of our supplemental grant
- Partner with healthcare Clinics or Hospitals to implement a Food Insecurity Screening process and develop MOU's where Food boxes and resources are given out to community members when screened as positive.
- Partner with Blue Zones of Bakersfield to promote changes in the processes and environments in schools.
- Provide Nutrition education to the other CAPK Programs.
- Identify what other PSE's we want to implement.
- Include other PSE's we are thinking about (needs assessment)
- Create County Ordinances for
  - Food Insecurity Screeners
  - Universally accept EBT in Farmers Markets in Kern County or Bakersfield City
  - Facilitate a process for schools opening of Food Pantries
- Rebrand CFHL and have the Community (including CAPK) stop referring to the program as CalFresh

7

2024-25 Budget

8



Row #	Expenses	FFY 2023 Budget	FFY 2023 Carry-In Budget	FFY 2024 Budget	FFY 2023 Carry-In and FFY 2024 Budget Total
1	Salaries/Benefits	$727,855.47	$0.00	$841,179.31	$841,179.31
2	Travel	$33,410.64	$0.00	$22,253.81	$22,253.81
3	Non-Capital Equipment/Supplies	$111.30	$0.00	$13,853.78	$13,853.78
4	Materials	$0.00	$0.00	$23,374.00	$23,374.00
5	Building/Space	$26,707.20	$0.00	$26,707.20	$26,707.20
6	Maintenance	$16,000.07	$0.00	$29,259.92	$29,259.92
7	Equipment and Other Capital Expenditures	$0.00	$0.00	$0.00	$0.00
8	Contracts/Sub-Grants/ Agreements	$544,294.06	$249,495.75	$697,607.79	$947,103.54
9	**Total Direct Costs**	**$1,348,378.74**	**$249,495.75**	**$1,654,235.81**	**$1,903,731.56**
	Total Federal Funds	**$1,491,998.00**	**$249,495.75**	**$1,824,793.00**	**$2,074,288.75**

Community Action Partnership of Kern

*Please note CFHL is currently working on an MYA budget to include an additional $115,463.25 of carry-in funds to the budget.

Total Budget for FFY 2024-2025 will be $2,189,752.00

9

Opportunities and Challenges

10

Opportunities

- State Focus has shifted from Nutrition Classes to PSE efforts
- Promote Market Match at other farmers markets (California City and Hens Roost)
- Increase PSE opportunities for the county
- Meeting with CDPH Representative to outline planned PSE efforts.
- Collaborating with other Community Agencies
- Rebranding the CFHL Name
- CDPH Recently executed a contract for County Consultants
- **Food Bank**
- State Representative is focused on TTA.

Challenges

- Staff turnover (has begun minimizing)
- Grant Restrictions
- Branding- mistaken for CalFresh Food
- Lack of program incentives makes PSE difficult to implement. In addition, PSE is slow-moving
- The State Representative is not very clear at times.
- Clinic and Healthcare settings are difficult to influence

11

Questions?

12



Energy

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Energy Program: 2024-2025 Budget Development

PRESENTED BY: WILFREDO CRUZ JR

DIRECTOR: FREDDY HERNANDEZ

PROGRAM LEADER: WILFREDO CRUZ JR

1

Program Overview

1

2

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

HOME ENERGY ASSISTANCE PROGRAM (HEAP)	WEATHERIZATION
Energy Bill Assistance Water Bill Assistance	Energy Conservation in Homes

3

Current Contracts for the 2024-2025 Fiscal Year

The Energy Program currently has five open contracts:

- 2023 LIHEAP*
- 2023 SLIHEAP*
- 2023 ESLIHEAP
- 2021 LIHWAP
- 2022 DOE BIL

* will be closed by start of next fiscal year

We are expecting two new contracts within the upcoming fiscal year:

- 2024 LIHEAP
- 2025 LIHEAP

2

4

2024 LIHEAP

- The contract deadline is 6/30/25
  - Category A 12/31/24 (currently on track to hit this goal)
- The budgeted contract amount for the upcoming fiscal year is $3,732,596
- 45% ($1,668,780) of this contract is tied to salaries & benefits expenses
- 55% ($2,063,816) of this contract is tied to operational funds

5

2024 LIHEAP – Operational Funds

Major line items

Subcontractor Labor - $990,577

- Continue to focus on improving processes to reduce the amount of days client files are staying open
- Increasing number of projects closed out and/or benefits being given to clients monthly
- New measures on LIHEAP contracts now include washers, dryers, built-in ovens
- New DOE contract – will require additional work

Outreach - $193,288

- Determine need for marketing – working with internal team, no longer Hey Salty
  - Includes utilizing television, radio, interviews, outreach events, geo-fencing
- If we take on new grants/programs, we could supplement outreach efforts with this funding as needed

3

6

2022 DOE BIL WAP

- The contract deadline is 6/30/27
- This contract is for Weatherization only
- The budgeted contract amount for the upcoming fiscal year is $862,500
- 45% ($385,609) of this contract is tied to salaries & benefits expenses
- 55% ($476,891) of this contract is tied to operational funds

7

2022 DOE BIL WAP – Operational Funds

Subcontractor Labor - $227,549

- As we will be taking on additional work, we will need to rely on our subcontractors to assist us with measures
- Because of funding, we will need to complete work on additional homes to spend out contract as indicated by CSD

4

Outreach - $44,690

- We will need to determine what is the best way to market the DOE contract as qualifications are different than LIHEAP

8

2023 ESLIHEAP

- The contract deadline is 5/31/25
- This contract is for Utility Assistance and Weatherization services
- The budgeted contract amount for this fiscal year is $697,656
- 45% ($311,910) of this contract is tied to salaries & benefits expenses
- 55% ($385,746) of this contract is tied to operational funds

9

2021 LIHWAP

- The contract deadline is 3/31/24
- This contract is for Utility Assistance services only
- The budgeted contract amount for this fiscal year is $22,379
- 45% ($10,005) of this contract is tied to salaries & benefits expenses
- 55% ($12,374) of this contract is tied to operational funds

5

10

2025 LIHEAP

- The contract deadline is 6/30/26
  - Category A 12/31/25
- The budgeted contract amount for the upcoming fiscal year is $1,493,038
- 45% ($667,512) of this contract is tied to salaries & benefits expenses
- 55% ($825,526) of this contract is tied to operational funds

11



Goals for 2024-25

6

12

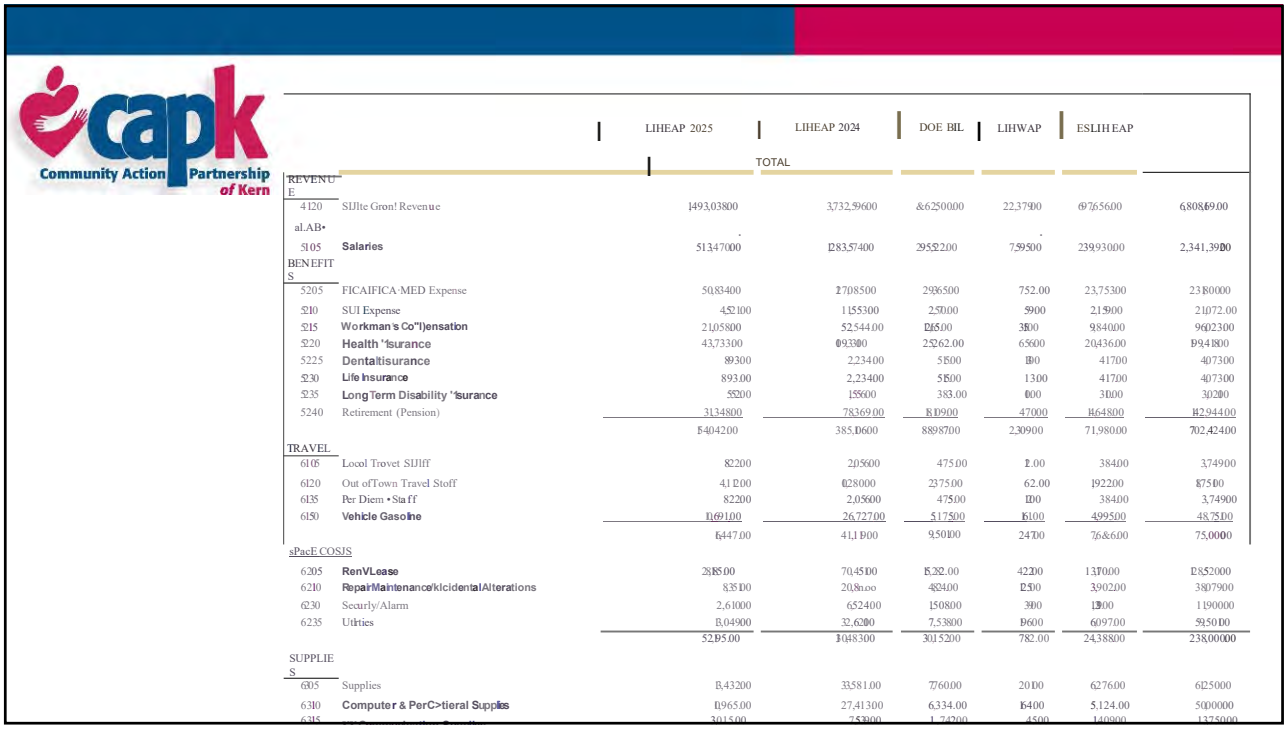
- Expend all contracts by using strategies we've recently implemented– this will enable us to serve the maximum number of clients in Kern County
- Seek to continuously train employees in Utility Assistance & Weatherization – including obtaining certifications necessary to work on specific contracts
- Continue to work on new procedures and workflows to reduce the amount of days client files are open for Weatherization Work
- Continue to collaborate with community partners who have a vested interest in our community
- Continue to work with all other CAPK programs, as much as possible, to market our services as "One CAPK"
- Continue working with Hancock to eventually develop a paperless system/online client self-application for our program (currently in testing process)
- Create goals for UA and WX to make sure we are expending contracts diligently but also making sure we are not exceeding our budgets (collaboration with Tim Bealessio)
- Complete Energy contracts by CSD milestone dates

13

2024-25 Budget

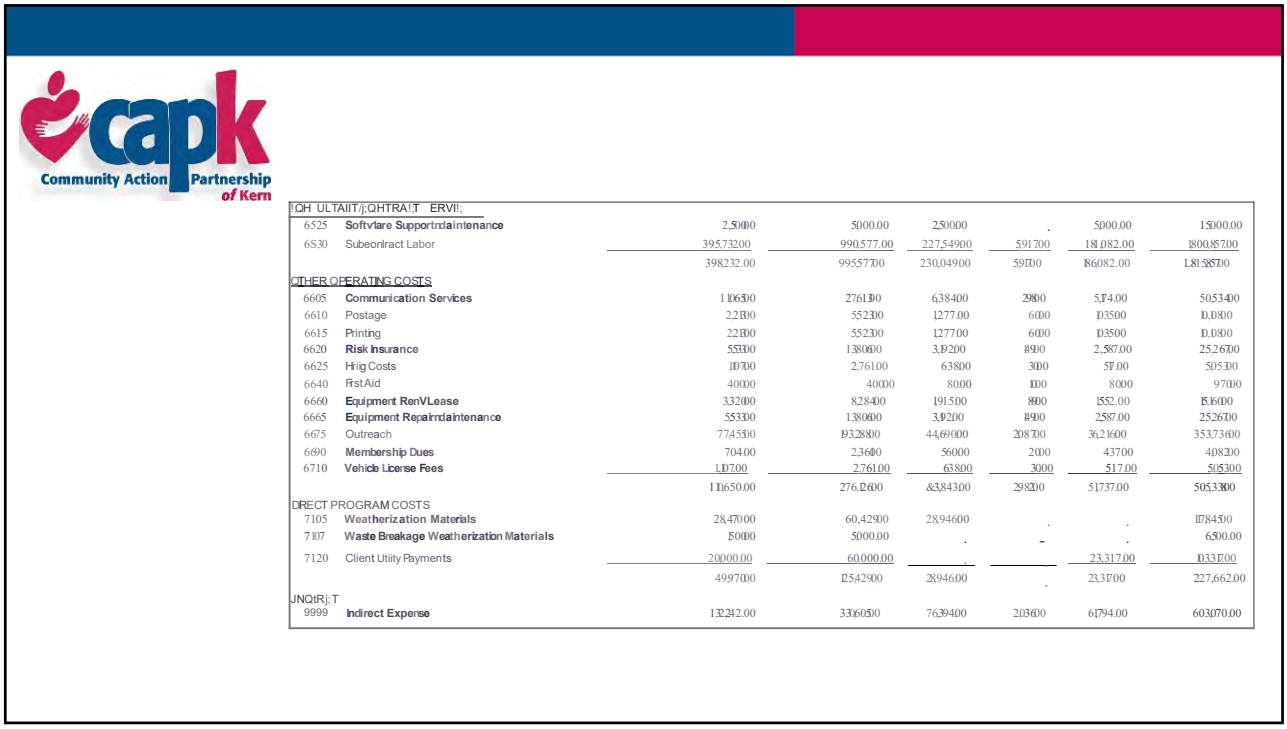
7

14



		LIHEAP 2025	LIHEAP 2024	DOE BIL	LIHWAP	ESLIHEAP	TOTAL
REVENUE							
4120	SIJIte Gron! Revenue	1493,03800	3,732,59600	&6250000	22,37900	697,656.00	6,808,469.00
al.AB•							
5105	**Salaries**	513,47000	1283,57400	295,52200	7,59500	239,93000	2,341,39200
BENEFITS							
5205	FICAIFICA·MED Expense	50,83400	127,08500	29,36500	752.00	23,75300	231,80000
5210	SUI Expense	4,52100	11,55300	2,67000	59000	21,59000	21,072.00
5215	**Workman's Co"l)ensation**	21,05800	52,544.00	12,65000	3,800	9,84000	96,023.00
5220	**Health "lsurance**	43,73300	109,33300	25,26200	6,56000	20,43600	199,41800
5225	**Dentaltisurance**	89300	2,23400	51500	1300	41700	4,07300
5230	**Life Insurance**	893.00	2,23400	51500	13.00	417.00	4,073.00
5235	**Long Term Disability "surance**	55200	13,55600	3,83.00	000	3,10.00	30,200
5240	Retirement (Pension)	31,34800	78,369.00	18,10900	47000	14,64800	142,944.00
		154,04200	385,10600	88,98700	23,09900	71,98000	702,42400
TRAVEL							
6105	Locol Trovet SIJIff	82200	2,05600	475.00	1.00	3,84.00	3,749.00
6120	Out ofTown Travel Stoff	4,1 1200	10,28000	2,37500	62.00	19,22.00	87,500
6135	Per Diem • Staff	82200	2,05600	475.00	1200	3,84.00	3,749.00
6150	**Vehicle Gasoline**	10,691.00	26,727.00	5,175.00	1,61.00	4,995.00	48,75.00
		16,447.00	41,1 1900	9,50100	2,47.00	7,68,6.00	75,00000
sPacE COSJS							
6205	**RenVLease**	28,185.00	70,45100	15,282.00	4,22.00	13,17.00	128,52000
6210	**RepairMaintenance/klcidentalAlterations**	8,351.00	20,8n.oo	4,824.00	1,25.00	3,90,2.00	38,07900
6230	Securly/Alarm	2,61000	6,52400	1,50800	390.0	1,2900	11,900.00
6235	Utilities	13,04900	32,62200	7,53800	1,96.00	6,09700	59,50100
		52,195.00	130,48300	30,15200	7,82.00	24,38800	238,00000
SUPPLIES							
6305	Supplies	13,43200	33,581.00	7,76000	2,01.00	6,27600	61,25000
6310	**Computer & PerC>tieral Supplies**	11,965.00	27,41300	6,334.00	1,64.00	5,124.00	50,00000
6315		30,15.00	75,37000	17,42900	4,50.0	14,08900	137,50000

15



!QH ULTAIIT/j;QHTRA!;T ERVI!;							
6525	**Softvtare Supportrdaintenance**	2,50000	5000.00	2,50000	.	5000.00	15,000.00
6S30	Subeonlract Labor	395,73200	990,577.00	227,54900	59,1700	181,082.00	1800,857.00
		398,232.00	995,577.00	230,04900	59,1700	186,082.00	1,81,585.700
QTHER OPERATING COSTS							
6605	**Communication Services**	1 1065.00	27613.00	6,38400	2,98.0	5,1'4.00	50,534.00
6610	Postage	2,21.00	5,52300	1,27700	600.0	1,03500	10,0800
6615	Printing	2,21.00	5,52300	1,27700	600.0	1,03500	10,0800
6620	**Risk Insurance**	5,533.00	13,80600	3,19200	1,49.0	2,587.00	25,267.00
6625	Hrig Costs	1,107.00	2,761.00	63800	300.0	517.00	5,053.00
6640	FirstAid	400.00	400.00	800.0	100.0	800.0	9,700
6660	**Equipment RenVLease**	3,32.00	8,28400	1,91500	800.0	1,552.00	15,160.00
6665	**Equipment Repairndaintenance**	5,533.00	13,80600	3,19200	1,49.0	2,587.00	25,267.00
6675	Outreach	7,745.00	19,32880	4,46900	2,087.00	3,621600	35,373.00
6690	**Membership Dues**	704.00	2,36.00	56000	2.00	437.00	4,082.00
6710	**Vehicle License Fees**	1,107.00	2,761.00	63.800	30.00	517.00	5,053.00
		11,1650.00	27,6,12600	&3,84300	29,8200	51737.00	505,33.00
DIRECT PROGRAM COSTS							
7105	**Weatherization Materials**	28,470.00	60,42900	28,94600	.	.	117,845.00
7107	**Waste Breakage Weatherization Materials**	1500.00	5000.00	.	-	.	6,500.00
7120	Client Utiity Payments	20,000.00	60,000.00	.		23,317.00	103,317.00
		49,970.00	125,42900	28,94600	.	23,317.00	227,662.00
JNQtRj;T							
9999	**Indirect Expense**	132,242.00	330,60500	76,39400	20,3600	61,794.00	603,070.00

16

8

Challenges and Opportunities

17

Challenges

Utility Assistance

- Continuing to hire qualified staff as necessary
- Continue to monitor increased need of community - incoming applications
- Process of fully training staff (takes approx. 4-6 months)
- Fully completing LIHWAP contract
- Creation and implementation of technology to create full client-self intake tool - Hancock
- Competitive salaries
- Reduced UA client funding potential – not as many contracts as in previous year

Weatherization

- Continued training of WX staff for new contracts, programs, and program services
- Finding and hiring qualified staff for each position
- DOE BIL WAP contract
- Implementation of new Technology – Hancock
- Vandalism/Security
- Competitive salaries
- Operating out of a dilapidated building

9

18

Opportunities

Utility Assistance

- Potential for new programs – CalAIM, Asthma Remediation, Environmental Accessibility Adaptions (EAA)
- Reducing open applications – reviewing and updating workflow processes of needed
- Monthly UA meetings with UA team to discuss challenges and issues

Weatherization

- Potential for new program - TCC grant
- Continuing to review workflow processes to reduce days taken to close jobs
- Monthly WX meetings with WX team to discuss challenges and issues

19

Outcomes

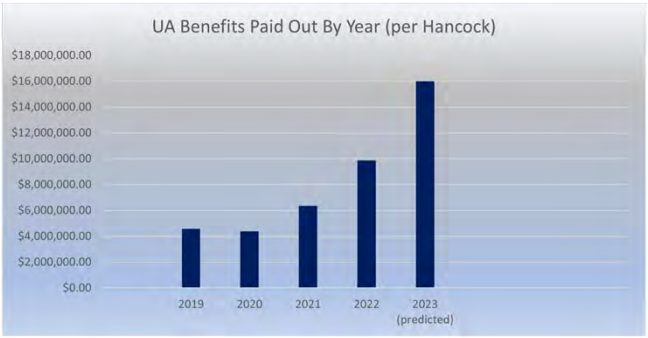
Per our CA CSD Representative, Darrell McCormick, our Energy Program is exemplary and the best operated in his region!

10

20

Utility Assistance

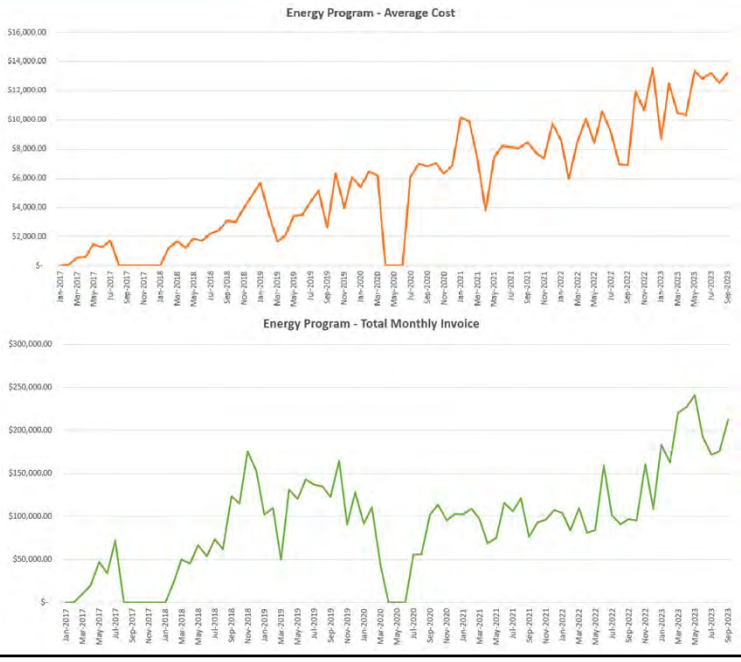
- Fully spent ARPA 2021, LIHEAP 2022, SLIHEAP 2022, LIHEAP 2023
- Utility Assistance fully staffed
- Created Outreach Supervisor position
- Established relationship with Hey Salty Marketing
- Increased wages for all UA positions
- Successfully partnered with various CAPK programs to complete Outreach efforts
- Will have paid out approx. $16 million in UA benefits by end of year!



21

Weatherization

- Fully spent LIHEAP 2022
- On track to fully spend out LIHEAP 2023 by EOY (Contract obligation - Category A)
- Weatherization Fully Staffed
- Created Energy Program Assistant Weatherization Manager and Assistant positions
- Continued to work and improve process to expediate the Weatherization process
  - Jobs are being closed at a much faster pace
- Created relationships with vested organizations to partner with
- Replaced old vehicles and equipment



22

Questions?

23



Community Development Services

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Program 211: 2024-2025 Budget Development

PRESENTED BY:

ADMINISTRATOR: SABRINA JONES-ROBERTS

1

Program Overview

2

- The 2-1-1 Call Center Program is a free, 3-digit telephone number that links residents to community health and human service resources 24 hours a day, 7 days a week.

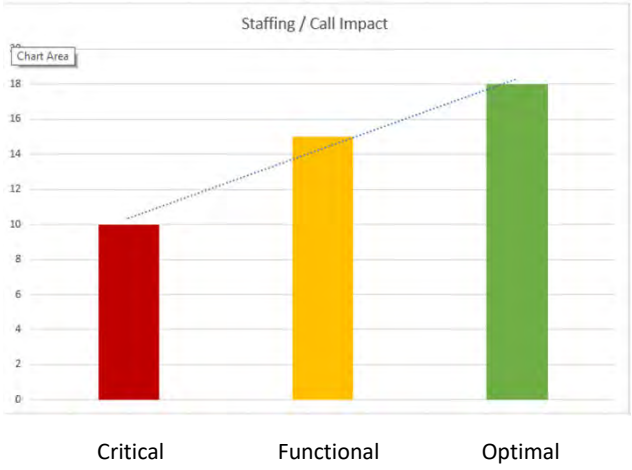
- 2-1-1 Kern serves the following counties
  - Kern
  - Kings
  - Tulare
  - Stanislaus
  - Merced/Mariposa
  - Fresno/Madera

3

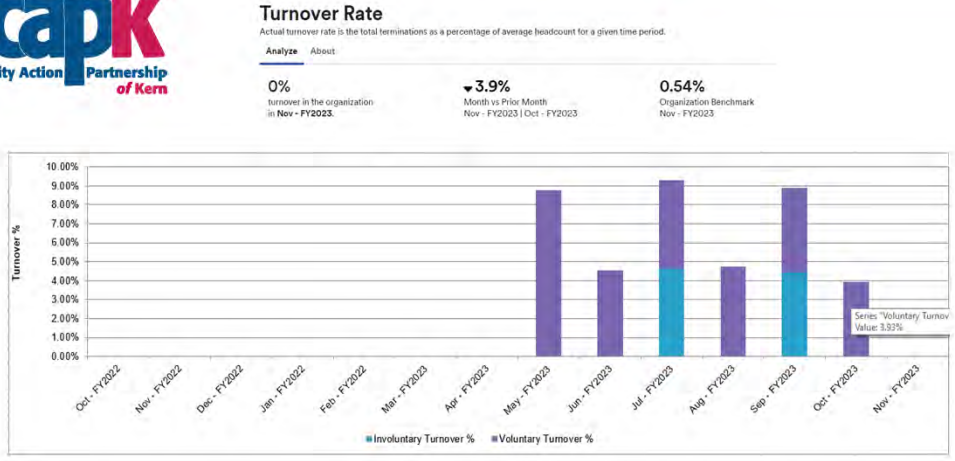
Goals for 2024-2025

4

- Aim to identify trends or patterns of high call volumes and establish a schedule that supports staffing employees at peak times.
- Utilize staffing agency during months that the program anticipates a surge in calls (January – April)
- Identify the number of Information and Referral Specialists needed based on standard call volume



5



- Improve staff retention by offering ongoing support, schedule accommodations, and recognizing special occasions for existing employees.
- Prepare ready and eligible staff members to become certified Community Resource Specialists which constitutes a change from IR Tier 1 to IR Tier 2, with an increase in salary.

6

- Renew county contracts for an additional 3 years for Kings, Tulare, Stanislaus, Fresno/Madera, and Merced/Mariposa.
- Research opportunities to expand 2-1-1 service model to benefit clients by the end of 2024. Identify high critical clients of CAPK that need additional support. Target case management program to offer more comprehensive services. Identify if services are moving people away from poverty.

7

2024-25 Budget

8

Rapid Telecommunication System I&R Referral Government Services (389)- County of Kern

- Total amount:
  - $45,000
- Length of the contract:
  - 1 year (7/1/2023 - 6/30/2024)
- Scope of work
  - Utilized to support the 2-1-1 Call Center operations
  - No deliverables
- Salaries:
  - N/A

9

United Way of Tulare County (536-232)- United Way

- Total amount:
  - Year 1: $80,099.00
  - Year 2: $83,564.95
  - Year 3: $83,564.95
- Length of Contract:
  - 3 years (7/1/2021 - 6/30/2024)
- Scope of Work
  - 24/7 Information and Referral Services via the 2-1-1 Kern Call Center, bi-directional texting, and disaster call handling.
- Salaries
  - Varies

10

United Way of Kings County (536-231) - United Way

- Total amount:
  - Year 1: $25,155
  - Year 2: $25,909.65
  - Year 3: $25,909.65
- Length of Contract:
  - 3 years (7/1/2021 - 6/30/2024)
- Scope of Work:
  - 24/7 Information and Referral Services via the 2-1-1 Kern Call Center, bi-directional texting, live chat, and disaster call handling.
- Salaries
  - Varies

11

United Way of Stanislaus County (536-234) - United Way

- Total amount
  - Year 1: $77,021.00
  - Year 2: $80,872.05
  - Year 3: $80,872.05
- Length of Contract:
  - 3 years (7/1/2021 - 6/30/2024)
- Scope of Work
  - 24/7 Information and Referral Services via the 2-1-1 Kern Call Center and disaster call handling.
- Salaries
  - Varies

12

United Way of Merced County (536-233) - United Way

- Total amount:
  - Year 1: $25,155
  - Year 2: $25,909.65
  - Year 3: $25,909.65
- Length of Contract:
  - 3 years (3/1/2022 - 6/30/2025)
- Scope of work:
  - Information and Referral services via the 2-1-1 Kern call center afterhours and weekends and disaster call handling.
- Salaries
  - Varies

13

LIHEAP Energy Calls (536-000)- State

- Current Cost per call:
  - $6.91
- Methodology
  - Developed and presented to CSD to analyze call data and determine an annual cost per call.
- Scope of Work
  - 2-1-1 Kern County is the call center for CAPK Low Income Home Energy Assistance Program (LIHEAP). Call Specialists initiate the application process, link clients to Energy services, schedule appointments, and provide status updates on pending applications for the utility assistance program. Calls for Weatherization Program are initiated through 2-1-1 Kern and routed to directly to Weatherization Specialists.
- Salaries
  - Various

14

United Way of Fresno County (536-235) - United Way

- Total amount:
  - Year 1: $121,281.60
  - Year 2: $125,139.77
  - Year 3: $127,992.88 (option to renew)
- Length of contract:
  - 2 years (1/1/23 - 12/31/24)
  - An option to renew for an additional year
- Scope of Work:
  - 24/7 Information and Referral Services via the 2-1-1 Kern Call Center, bi-directional texting, and disaster call handling.
  - Special projects: VITA call handling and scheduling, Tobacco Cessation, Relief for Energy Assistance through Community Help (REACH).
- Salaries:
  - Varies

15

Cal-Fresh
2-1-1 San Diego (164)- State

- Total amount: $161,487
  - Year 1: $52,246
  - Year 2: $53,813
  - Year 3: $55,428
- Length of contract:
  - 3 years (10/1/2021 - 9/30/2024)
- Scope of Work:
  - CalFresh is offered to clients who are interested in receiving benefits and are currently not enrolled. The 2-1-1 Program Specialist will complete the application via phone using the BenefitsCal Website. The Program Specialist submits all documentation to the Department of Human Services Processing Center on behalf of the client.
- Salaries:
  - Administrator, 2 Information and Referral Specialists

16

Medi-Cal Health Enrollment Navigator Project (274) - County of Kern

- Total amount:
  - $94,000
  - Portion of a $311,248 grant
- Length of the contract:
  - 1 year (July 1, 2023 - June 30, 2024)
- Scope of Work
  - Medi-Cal is insurance for low-income individuals and families in California, which pays for health care services
    - Identify 2-1-1 help seekers that are uninsured
    - Assist in Medi-Cal benefit enrollment via the telephone
    - Provide data on a monthly basis, regarding the total number of enrollments completed
- Salaries
  - 1 FTE Program Specialist who completes the applications on behalf of the client
  - 1 FTE Information & Referral Specialists who is identifying callers that have expressed interest in completing a Medi-Cal application

17

Medi-Cal Health Redetermination (419) - Kaiser Permanente

- Total amount:
  - $90,000
- Length of the contract:
  - 1 year (August 1, 2023 - July 31, 2024)
- Scope of Work
  - Medi-Cal is insurance for low-income individuals and families in California, which pays for health care services
    - Identify 2-1-1 help seekers that are insured and due for renewal
    - Assist in accessing online profile and submitting renewal in-person
    - Provide data on a monthly basis, regarding the total number of individuals assisted
- Salaries
  - 1 FTE Program Specialist who guides the applicant through the renewal process

18

First 5 Kern- 2-1-1 Kern Call Center Services (288)- State

- Total amount: $450,000
  - Year 1: $82,149
  - Year 2: $87,948
  - Year 3: $90,558
  - Year 4: $93,282
  - Year 5: $96,064
- Length of Contract:
  - 5 years (7/1/2020-6/30/2025)
- Scope of Work:
  - 2-1-1 Kern Information and Referral Specialists will identify callers with children ages 0-5 years that are interested in a developmental screening and refer them to an Help Me Grow Development Specialist. Quarterly Reports are generated through Persimmony to document progress.
- Salaries
  - Administrator, 2 IR Specialists

19

First 5 Kern- 2-1-1 Help Me Grow (284)- State

- Total amount: 1,149,132.00
  - Year 1: $156,092.00
  - Year2: $222,555.00
  - Year 3: $249,281.00
  - Year 4: $256,718.00
  - Year 5: $264,386.00
- Length of Contract:
  - 5 years (7/1/2020 - 6/30/2025)
- Scope of Work:
  - Help Me Grow is a collaborative system with a critical mission; to identify children ages 0-5 at risk for delays and link them to necessary services. Along with a parent, 2-1-1 Development Specialist and/or Care Coordinator can complete an online screening tool known as ASQ, that provides a quick snapshot of a child's development. An ASQ evaluates gross motor, fine motor, problem solving, personal social, and communication skills as well as social and emotional skills
- Salaries:
  - Administrator, 2 Development Specialists, 1 Care Coordinator, and 2 IR Specialists

20

Opportunities and Challenges

21

Community Action Partnership of Kern

GL	Description	CAL FRESH	County Public Health Emergenc	FIRST 5 HELP ME GROW	FIRST 5 211 KERN	COUNTY OF KERN	Positive Youth Medi-Cal Project	Kaiser Permanen te Medi-Cal	y Services Black Grant	211, KINGS, TULARE, STANISLAUS, FRESNO & MADERA, ENERGY	TOTAL
		154	185	284	289	389	274-271	419		536 | 231,232,234,235	
REVENUE											
4110	Federal Grant Revenue	151,497.00	-	-	-	-	-	-	-	-	151,497.00
4120	State Grant Revenue	-	-	-	-	-	-	-	243,479.00	-	243,479.00
4130	County/City Grant Revenue	-	-	264,386.00	96,064.00	45,000.00	94,000.00	37,500.00	-	699,026.61	1,235,976.61
4210	Private Revenue	-	-	-	-	-	-	-	-	-	-
4580	Donated Commodities/Food Revenue	-	-	-	-	-	-	-	-	-	-
		151,497.00	-	264,386.00	96,064.00	45,000.00	94,000.00	37,500.00	243,479.00	699,026.61	1,640,941.61
SALARIES											
5105	Salaries	112,022.00	-	162,328.68	66,665.37	-	65,234.00	22,839.50	172,646.00	363,585.42	985,240.37
5155	Salaries - Subsidy	-	-	-	-	-	-	-	-	-	-
		112,022.00	-	162,328.68	66,665.37	-	65,234.00	22,839.50	172,646.00	363,585.42	985,240.37
BENEFITS											
5205	FICA/FICA-MED Expense	34,783.82	-	56,521.70	20,666.26	-	20,222.54	11,250.00	48,696.00	152,686.68	394,827.01
5255	Benefits - Subsidy	-	-	-	-	-	-	-	-	-	-
		34,783.82	-	56,521.70	20,666.26	-	20,222.54	11,250.00	48,696.00	152,686.68	394,827.01
TRAVEL											
6105	Local Travel - Staff	-	-	1,000.00	-	1,370.00	-	-	-	-	2,370.00
6110	Local Travel - Board	-	-	-	-	-	-	-	-	-	-
6115	Local Travel - Parent	-	-	-	-	-	-	-	-	-	-
6155	Vehicle Rental	-	-	-	-	-	-	-	-	-	-
		-	-	1,000.00	-	1,370.00	-	-	-	-	2,370.00
SPACE COSTS											
6205	Rent/Lease	-	-	-	-	-	-	-	-	78,000.00	78,000.00
6250	Building Purchase	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	78,000.00	78,000.00
SUPPLIES											
6305	Supplies	-	-	-	-	-	-	-	-	7,560.00	7,560.00
6310	Computer | Peripheral Supplies	-	-	-	-	25,539.00	-	-	-	12,300.00	37,839.00
6315	IT Communication Supplies	-	-	-	-	-	-	-	-	-	-
6320	Computer Software	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	25,539.00	-	-	-	19,860.00	45,399.00
EQUIPMENT PURCHASE											
6405	Equipment Purchase	-	-	-	-	-	-	1.00	2.00	-	3.00
		-	-	-	-	-	-	1.00	2.00	-	3.00
OTHER OPERATING COSTS											
6505	Communication Services	-	-	-	-	14,000.00	-	-	-	20,000.00	34,000.00
6510	Postage	-	-	500.00	-	-	-	-	-	9,185.00	9,685.00
6515	Printing	-	-	-	-	-	-	-	-	1,200.00	1,200.00
6520	Risk Insurance	-	-	-	-	-	-	-	-	-	-
6525	Hiring Costs	-	-	-	-	-	-	-	-	-	-
6530	Employee Costs	-	-	-	-	-	-	-	-	10,500.00	10,500.00
6535	Board Costs	-	-	-	-	-	-	-	-	-	-
6540	Fiscal Aid	-	-	-	-	-	-	-	-	-	-
6545	Tuition and Registration Fees - Staff	-	-	-	-	-	-	-	-	5,500.00	5,500.00
6575	Outreach	-	-	-	-	-	-	-	-	6,600.00	6,600.00
6580	Training Expenses	-	-	-	-	-	-	-	-	-	-
6585	Meeting Expenses	-	-	-	-	-	-	-	-	-	-
6590	Membership Dues	-	-	-	-	-	-	-	-	8,500.00	8,500.00
5730	Misc Expense	-	-	-	-	-	-	-	-	-	-
		-	-	500.00	-	14,000.00	-	-	-	61,485.00	75,985.00
INDIRECT											
7000	Indirect Subsidy	-	-	-	-	-	-	-	-	-	-
5555	Indirect Expense	14,681.18	-	24,636.22	8,732.37	4,091.00	8,543.46	3,409.50	22,134.00	63,549.51	149,177.24
		14,681.18	-	24,636.22	8,732.37	4,091.00	8,543.46	3,409.50	22,134.00	63,549.51	149,177.24

FY 2024_25 Budget Tool 2-1-1 Program.xlsx

22

Opportunities/Challenges

- Recruiting for Information and Referral Specialists seems to have become an ongoing process. The program has acquired permanent internal employees using the staffing agency and consistently works towards retention for those who are currently amongst the team.
- The volume of LIHEAP calls had increased at the beginning of 2023 and the higher number of calls were becoming traditional until the decreased of calls towards the end of September 2023 attributed to the utility assistance program only accepting new applications for the water program.
- 2-1-1 outreach efforts are highly beneficial to the program. The team attends various events to educate the community on the many benefits of contacting 2-1-1. We have attracted parents for the Help Me Grow Program, and Individuals or families for Medi-Cal, Medi-Cal Redetermination, and CalFresh.
- Identifying a candidate for the Program Specialist Role. Three candidates have been interviewed for the position, the individual to whom an offer was made, declined the position. The staff requisition has been extended.
- Help Me Grow competes with other agencies who also complete ASQ screenings; although the team typically meets and/or exceeds monthly and annual expectations.

23

Questions?

24



1

Coordinated Entry System

M STREET NAVIGATION CENTER

capk
Community Action Partnership of Kern

2

Housing & Supportive Services Division

- Coordinated Entry System (CES)
  - HUD
  - Homeless Housing Assistance and Prevention Grant (HHAP) Round 2 & 3
  - CSBG
  - Encampment Resolution Grant (pending)
- Cal-AIM Enhanced Care Management and Community Support
  - Housing Navigation
  - Housing Deposits
  - Housing Substantiality
  - Day Habilitation (pending)
- M Street Navigation Center
- M Street Safe Camping
- M Street Safe Parking
- Adult Re-Entry Warm Handoff
  - California Board of State and Community Corrections (BCSS)



3

	CSBG	HUD	HHAP 2	HHAP 3	Cal-AIM	REG-WH	LBNC	Safe Camping	Total
Salaries	$126,953.00	$164,356.00	$46,568.00	$98,580.00	$365,000.00	$203,794.00	$946,500.00	$285,845.00	$2,237,596.00
Benefits	$35,547.00	$50,951.00	$14,436.00	$30,560.00	$113,150.00	$63,176.00	$293,500.00	$88,670.00	$689,990.00
Supplies	$4,500.00				$6,000.00		$85,000.00	$30,000.00	$125,500.00
Computer					$16,000.00				$16,000.00
Software					$6,000.00				$6,000.00
Space	$30,079.00		$15,000.00	$10,000.00	$22,503.00	$16,000.00			$93582.00
Utilities			$4,500.00				$116,000.00	$9,425.00	$130625.00
Facility							$80,000.00	$10,000.00	$90000.00
Security							$472.000.00	$472,000.00	$944000.00
Operating	$5750.00		$5,269.00	$5,269.00					$16288.00
Comm.					$3,000.00	$2,500.00	$18,000.00		$23500.00
Postage									
Printing						$1,500.00			$1500.00
Hiring			$500.00	$500.00	$1,000.00	$500.00	$1000.00	$1,000.00	$4500.00
Misc					$1,000.00	$756.00			$1756.00
Travel	$4500.00		$3,000.00	$3,000.00	$5,347.00	$4,000.00	$7,500.00		$27347.00
Dues					$1,000.00		$375.00		$1375.00
Vehicle							$1500.00		$1500.00
Lease							$3000.00	$46,000.00	$48600.00
Tuition			$3,000.00	$3,000.00	$7,500.00	$5,000.00	$14,000.00		$32500.00
Risk ins							$5,400.00		$5400.00
Outreach						$9,500.00			$9500.00
Subaward						$2,500.00			$2500.00
Client Inc.						$23,136.00			$23136.00
Client Ser.							$2000,000.00	$102.300.00	$302300.00
Client Ed.						$10,000.00			$10000.00
Contin.							$224,448.00	$115,000.00	$339448.00
Indirect	$17,725.00	$21,531.00	$7,727.00	$14,091.00	$52,500.00	$32,638.00	$246,892.00	$115,984.00	$509088.00
Total	$225,054.00	$236,838.00	$100,000.00	$165,000.00	$600,000.00	$375,000.00	$2,715,815.00	$1,275,984.00	$5693531.00
Revenue	$225.054.00	$236,838.00	$100,000.00	$165,000.00	$600,000.00	$375,000.00	$2,715,815.00	$1,275,824.00	$5693531.00

4

Housing & Supportive Services Staffing Profile

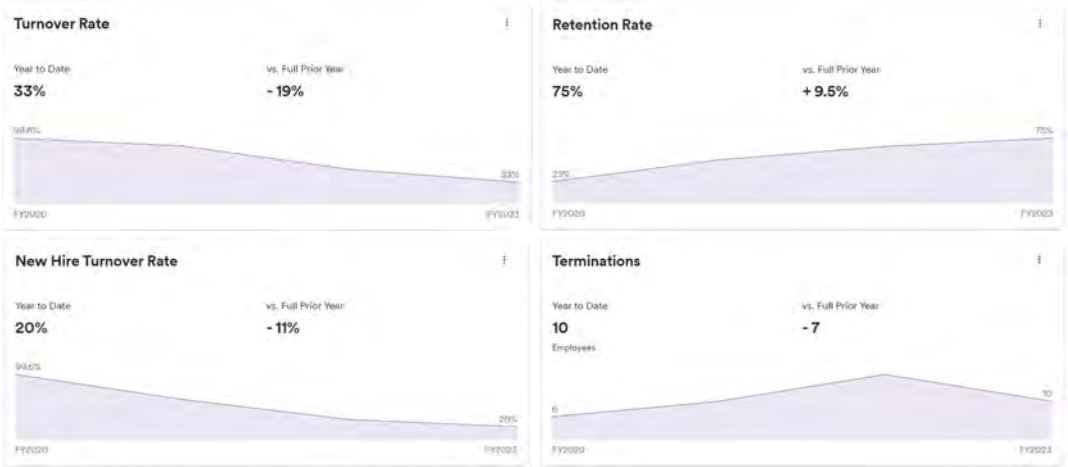




PERIOD	HEADCOUNT
FY2020	7
FY2021	29
FY2022	32
FY2023	31

5

Housing & Supportive Services Turnover & Retention



6

Coordinated Entry System

- Staffing Profile:
  - HUD: Program Manager: Joseph Aguilar (new position added)
    - Program Supervisor: Marlene Ruiz
    - Program Specialist CES: Vacant
    - Program Specialist Encampment : Vacant (new position added)
    - Housing Navigators: 5 FTE's
    - Director

7

CalAIM

- Staffing Profile:
  - CalAIM: Program Manager: Joseph Aguilar
    - Housing Navigators: 6 FTE's
    - Information & Referral Specialist
    - IT Data Analyst
    - Director

8

KERN COUNTY
GROUNDED & BOUNDLESS

M Street Navigation Center

- Staffing Profile:
  - : Program Administrator: Laurie Hughey
    - Operations Manager: Albert Garza
    - Program Supervisor: Keith Jackson
    - Program Coordinators: 2 FTE's
    - Program Specialist: 1 FTE
    - Housing Navigators: 5 FTE's
    - Food Prep: 2 FTE's
    - Shelter Worker: 3 FTE's
    - Transport Driver: 1 FTE
    - Custodian: 1 FTE

9

KERN COUNTY
GROUNDED & BOUNDLESS

M Street Safe Camping/Parking

- Staffing Profile:
  - : Program Administrator: Laurie Hughey
    - Operations Manager: Albert Garza
    - Program Supervisor: Keith Jackson
    - Program Specialist: 1 FTE
    - Shelter Worker: 6 FTE's

10

Adult Re-Entry Warm Hand Off

- Staffing Profile:
  - : Program Manager: Rosario Miranda
    - Program Supervisor: Vacant
    - Housing Navigator: 2.5 FTE's

11

Visit our website at:

www.capk.org

Rebecca Moreno, Director of Housing & Supportive Services
(661)379-8221 or (661)336-5236 ext. 1150
rmoreno@capk.org

https://eps3w4ytrwd.exactdn.com/wp-content/uploads/2023/05/2023-Agency-One-Sheet-english-spanish.pdf

12

Program East Kern Family Resource Center 2024-2025 Budget Development

PRESENTED BY: ANNA SAAVEDRA

DIRECTOR: FREDDY HERNANDEZ

1

Program Overview

2

East Kern Family Resource Center

Located in Mojave California, East Kern FRC provides multiple services to families and individuals who reside in East Kern County. Some of the areas we serve are in rural and secluded communities and cities such as Tehachapi, Boron, North Edwards, California City, Keene, and Rosamond.

- Referral Services
- HEAP Utility Assistance
- VITA Volunteer Income Tax Assistance
- WIC
- Emergency Assistance:
  - ✓ Food
  - ✓ Household
  - ✓ COVID Supplies
  - ✓ Emergency Clothing
  - ✓ Safe Sex items
  - ✓ Female hygiene items
  - ✓ Baby supplies (Diapers, Car Seats)
- Office Support Services
- Homeless Assistance Services
- Holiday Food Baskets

FIRST 5 KERN

Coordinated Entry System

Homeless Navigation Services

capk is East Kern Family Resource Center

3

Community Partners

- ❖ Wayside Church
- ❖ City Church
- ❖ Salvation Army
- ❖ Department of Health and Human Services
- ❖ Differential Response
- ❖ AES Clean Energy
- ❖ Clinica Sierra Vista
- ❖ Rio/Tinto Borax
- ❖ Mortenson Construction
- ❖ CAPK Food Bank
- ❖ Kern County Health Department
- ❖ Virgin Galactic
- ❖ CCS Mental Health
- ❖ CAPK Energy Program
- ❖ CAPK VITA Program

4

First 5 Kern

First 5 program provides help to families with children ages 0-5

- Case Management Services
- Home Based Program Educational Services
- Center Based Program Educational Services
- Summer Bridge Program Educational Services
- Court Mandated Nurturing Parenting Classes
- Monthly Collaborative Meetings

Program Outcome

- ✓ 135 Families
- ✓ 105 Children

5

Coordinated Entry Systems

Provides a single point of access for shelter, job resources, mental health, substance abuse and other services for individuals experiencing homelessness in Kern County.

- Case Management Services
- Crisis Support Services for homeless individuals and families.
- Referral Services
- Outreach Services
- Transportation Services
- DMV and Birth Certificate assistance
- Food Assistance
- Necessities:
  - ✓ Hygiene Kits
  - ✓ Sleeping bags
  - ✓ Clothing
  - ✓ Snacks

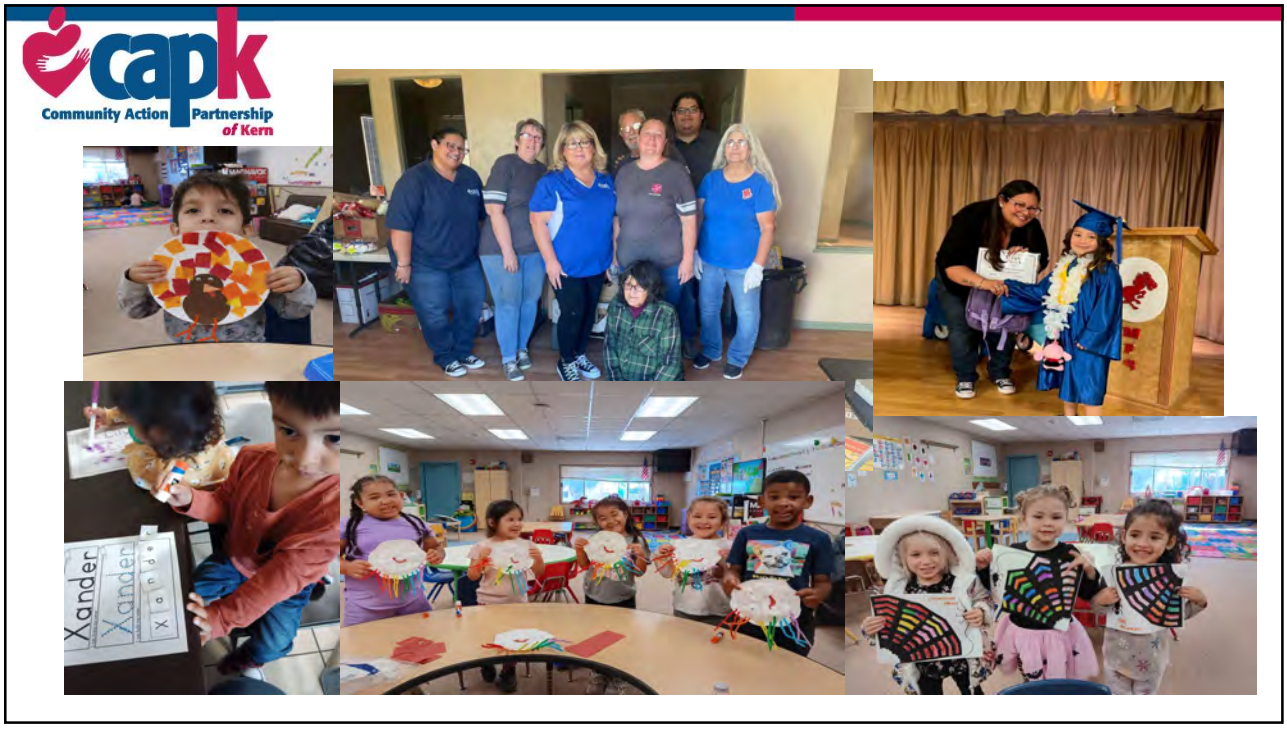
Coordinated Entry System

Homeless Navigation Services

6

Client Outcomes 2023-2024

7



8

Client Outcomes

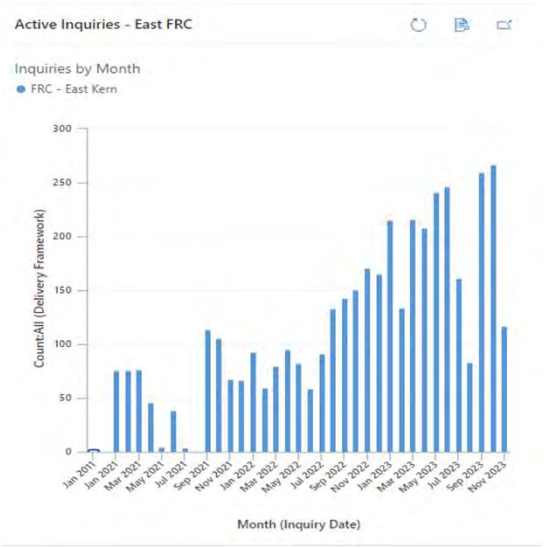
- 2.1.4. Number of parents/guardians who received general case management services, including home visits.
- Target: 30 Actual: 31 Percentage: 103%
- 2.1.7.Number of children who received general case management services, including home visits.
- Target: 30 Actual: 38 Percentage: 127%
- 2.2.1. Number of parents/guardians who received court-mandated parent education.
- Target:10 Actual: 10 Percentage: 100%
- 2.4.3. Number of parents/guardians who received support services.
- No Target 144
- 3.1.1. Number of children who participated in educational center-based activities.
- Target: 25 Actual: 26 Percentage: 104%
- 3.1.2. Number of children who participated in educational home-based activities.
- Target: 15 Actual: 39 Percentage: 260%
- 3.1.3. Number of children who participated in Summer Bridge center-based activities.
- Target: 10 Actual: 10 Percentage 100%
- 4.2.1. Number of Collaborative Meetings
- Target: 9 Actual: 11 Percentage: 122%

9

Support Services Outcomes

- Food Assistance
  - Provided 1,357 clients
- Referral & Administrative Services
  - We provided 2,624 referrals
- House Hold Items
  - Assisted 99 families
- Clothing Assistance
  - Assisted 543 clients

- We have seen a 28% increase in the demand for services since 2021.



10

Goals for 2024-2025

11

EKFRC 2024-25 Goals

- **Find Unrestricted Funding**
  - Continue to work with the CAPK Foundation & Grants Department
  - Local Business Donations
  - The Mojave Chamber of Commerce
- **Grow the Collaborative Meeting**
  - Continue to expand our monthly collaborative meeting.
  - Find additional partners that support the East Kern Communities.
- **Expand Services and Resources**
  - Work with local community partners.
  - Work with other CAPK programs.
- **EKFRC become a one-stop shop**
  - Eliminate barriers
  - Provide a location for multiple support services.
    - Homeless Individuals
    - Families

12

2024-2025 Budget

13

CES Budget

Housing Navigator (276-73) - $150,000

- 72% - Salaries and Benefits
- 17% Operational Expenses
  - Travel
  - Space Cost
  - Communications
  - Insurance
  - Hiring Cost
- 11% - Indirect Rate

14

First 5 Budget

First 5 (281) - $147,799

- 83% - Salaries & Benefits
- 12% - Operational Expenses
  - Travel
  - Space Cost
  - Supplies
  - Communications
  - Insurance
  - Hiring Cost
- 5% - Indirect Rate

15

East Kern FRC Opportunities

Grants

HHAP - $300,000
Kern Health Systems - $4,000
Union Pacific - $5,000
First 5 - $10,000
Baby 2 Baby - Car Seats Program (18)
CalCAPA Diaper Grant - $20,000 (Pending)

Donations

Rio Tinto Borax - $5,000
Wells Fargo Bank - $5,000
Valley Strong - $2,500

Financial Support

Kern Health Services - $600.00/month - Office Rental Space

16

Opportunities and Challenges

17

East Kern FRC Opportunities

- **Expand Services:**
  - Local Partnerships (Non-profits)
  - Food Assistance (CAPK & Salvation Army)
  - Rental Assistance (Need)
  - Health Care Enrollment Assistance (DHS and KHS)
  - Collaboration
- **Local Business Funding**
  - Sponsorships
  - Donations
  - Partnerships (Holiday Drives)
  - Awareness of Services
  - Partnerships with local School Districts
  - Mojave Chamber of Commerce



18

East Kern FRC Challenges

- **Transportation**
  - Difficult for clients to receive services.
  - Difficult to referral clients for services.
- **Facility Maintenance**
  - Repairs take longer to complete.
- **Housing Assistance Services**
  - Many clients are struggling with rent.
- **Utility Assistance**
  - This is a highly needed service.
- **Showers**
  - Highly needed for the homeless population.
- **Washing Clothes Services**
  - Families and Homeless Clients struggle with this need.



19

Questions?

20

Program Overview

1



Oasis Family Resource Center

The Oasis Family Resource Center assists individuals and families in N. Eastern Kern County. This FRC is the central location for services in Ridgecrest and neighborhood communities.

Program provides families with children 0-5:

- Case Management Services: direct family support services, educational programs
- Summer Bridge Program
- Baby and children's items: diapers, formula, car seats, baby wipes, books, educational toys, etc.

Program provides parental education classes to families with children 0-18:

- Court Mandated Nurturing Parenting Classes

Program provides all families and individuals needing help (upon meeting requirements):

- Referrals to community partners
- Utility Assistance
- Volunteer Income Tax Assistance
- Emergency Assistance: Food, household items, bus passes, COVID supplies, DMV vouchers, etc.
- Special tailored programs: Baby shower for low-income pregnant moms, Christmas toy give away for children

2

Client Outcomes 2023-2024

3

First 5 Kern Services

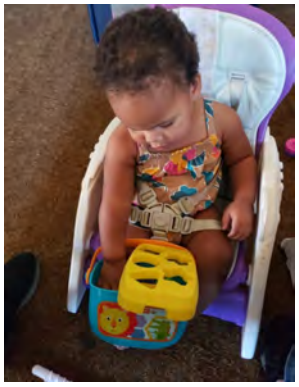
Focus Area	Service Category	Client Type	2022-2023 Results	Annual Target	YTD Results 2023-2024	% YTD (July-Oct 2022)
Parent Education & Support Services	General Case Management	Parents/Guardians	33	30	27	90%
Parent Education & Support Services	General Case Management	Children	40	30	27	90%
Parent Education & Support Services	Parent Education (Court-Mandated)	Parents/Guardians	25	10	5	50%
Early Childcare & Education	Home-Based Activities (Children)	Children	40	15	25	167%
Early Childcare & Education	Summer Bridge	Children	20	10	11	110%

All goals are on track or already exceeded for current fiscal year.
5 month-period 42% expired

4

Client Outcomes 2023-2024





Met and Exceeded all First 5 Kern Goals: See next slide results

- Case Management Services including home activities
- Summer Bridge Program: Doubled goal with June and July Sessions
- Court Mandated Nurturing Parenting Classes: Offer 12-week classes every other quarter.
- Provide walk-in services for babies and children's 0-5 (F5K Aggregate Data). Partner with Head Start & WIC for referrals
  - 185 Unduplicated parents with children 0-5 received walk in services in 2022-2023 (more than double previous fiscal year)
  - 119 unduplicated parents with children 0-5 received walk in services YTD Q1 2023-2024.
  - Provided services to 49 pregnant moms in last 12 months
  - Provided services to 241 families (unduplicated) in last 12 months for 932 inquiries providing baby items (Duplicated).

5

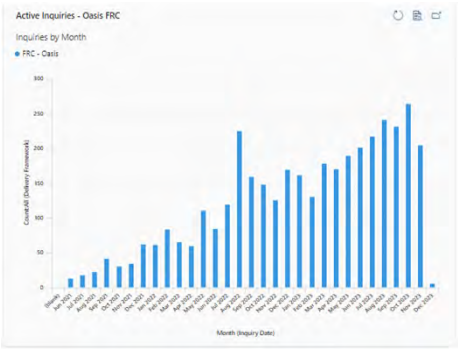
Client Outcomes 2023-2024

Provide CAPK & Non-First 5 Kern Services

2300 Inquiries in last 12 Months (Duplicated Services) serving 601 households (Unduplicated)

- Utility Assistance: Intake in Ridgecrest
- Volunteer Income Tax Assistance: Continue partnership with Alta One Credit Union to expand services
- Referrals to CES, Flood Ministries: Homeless assistance
- Emergency Assistance: Food, household items, bus passes, DMV vouchers, etc.
- Planned Parenthood Sex Education to start in January 2024
- CalCAPA Diaper Supply program to start in December 2023

Forecast 25% increase in next 12 months to provide services for 2875 inquires (Duplicated Services)



6

Goals for 2024-2025

7

First 5 Kern Services 2024-2025 Goals

Focus Area	Service Category	Client Type	Annual Target
Parent Education & Support Services	General Case Management	Parents/Guardians	30
Parent Education & Support Services	General Case Management	Children	30
Parent Education & Support Services	Parent Education (Court-Mandated)	Parents/Guardians	10
Early Childcare & Education	Home-Based Activities (Children)	Children	15
Early Childcare & Education	Summer Bridge	Children	10

All F5K goals remain the same for next fiscal year 2024-2025

8

2023-2024 Budget

9

Oasis FRC Budget 2023-2024

		Budget	%
I. PERSONNEL SERVICES			
Site Supervisor	Le Barbe, Eric Jean Marie	60,486.00	34.93%
Case Manager	Harpster, Ada Evelia	42,578.00	24.59%
Office Assistant	To Be Hired	16,068.00	9.28%
Total Salaries		119,132.00	68.80%
Benefits		29,783.00	17.20%
Total Personnel		148,915.00	86.00%
I. SERVICES AND SUPPLIES			
	Office and Program Supplies	2,000.00	1.15%
	Rent/Occupancy Costs	8,400.00	4.85%
	Communications/IT Support	1,500.00	0.86%
	Travel/Mileage	2,000.00	1.15%
	Postage	50.00	0.03%
	Printing and Duplication	100.00	0.06%
	Recruitment	250.00	0.14%
	Insurance	1,000.00	0.58%
	Emergency Needs	1,000.00	0.58%
	Equipment Repair/Maintenance	740.00	0.47%
	Memberships	550.00	0.32%
Total Services/Supplies		17,590.00	10.15%
	Subtotal I & II	166,505.00	96.15%
III. INDIRECT			
Indirect @ 4%		6,660.00	3.85%
GRAND TOTAL		173,165.00	100.00%

Fund 286

10

Oasis FRC Supplemental Funds

Fund 534

Grant/Source of Funding	Focus	Amount Awarded	Amount Spent	Remaining Balance	Deadline	Indirect Costs
Baby2Baby	Car Seats	42 Car Seats	NA	NA	40 Car Seats	N/A: In Kind
Kern Health Systems	Vehicle Purchase	$25,000.00	$25,000.00	$-	6/30/2023	N/A
Wells Fargo	Vehicle Purchase	$20,000.00	$20,000.00	$-	6/30/2023	N/A
Kern Family Health Care	Emergency Supplies	$4,000.00	$4,000.00	$-	12/31/2023	10%
C.A.R.E. for Kids	Educational Supplies	$5,109.73	$5,109.73	$-	6/30/2023	N/A: In Kind
First 5 Kern Baby Shower	Baby Shower	$5,000.00	$5,000.00	$-	6/30/2023	4%
Planned Parenthood	Sex Education	$35,000.00	$-	$35,000.00	6/30/2024	10%
Albertson's	Hygiene Kits	$5,000.00	$5,000.00	$-	6/30/2024	10%
Wells Fargo	Emergency Supplies	$10,000.00	$0.00	$10,000.00	TBD	10%
First 5 Kern DHS	Emergency Supplies	$10,000.00	$6,364.90	$3,635.10	6/30/2024	Not Allowed
Cal Capa: Diaper Supply Bank	Diapers & Staffing	$37,440.00	$0.00	$37,440.00	4/30/2025	10%
Unrestricted Donations	Unrestricted	$6,602.81	$5,303.61	$1,299.20	N/A	10%
		$163,152.54	**$75,778.24**	**$87,374.30**	YTD Spending as of 11/28/2023	

11

Opportunities and Challenges

12

Oasis FRC Opportunities



- Continue to extend CAPK Services to the rural area of Ridgecrest.
  - ✓ Seek additional resources within the agency for the Ridgecrest Community
    - ✓ Continue to collaborate within agency for expansion of services in Ridgecrest Community: VITA, HEAP, Food Bank, CES Services
- Seek additional sources of funding
  - ✓ Hire additional staff
  - ✓ Additional office and storage space
- Continue to apply for additional funding through the foundation and grant administrator to extend range of services outside First 5 clients for under-served families (Children 6-18, seniors, and homeless individuals)
- Increase of volunteer participation: LDS Church, Pathpoint, Boeing, and individual volunteers
- Implement new programs from recently secured grants:
  - Planned Parenthood: Sex Education
  - CalCapa: Diaper Distribution with basic case management services

13

Implemented Improvements from 2022-2023



Storage & Office Space
- Gain Additional Storage at St Michael's Episcopal Church at low cost $600 per year
- Traded office with Kern Health Systems with slight increase of office Space (moving in process)

Food Insecurity
- Salvation Army receives monthly food truck deliveries and provides farmer's Market
- Oasis FRC receives deliveries of commodity boxes from Food Bank on monthly basis (Same day as Senior Food Boxes)

Emergency Needs
- Secured small grants to alleviate basic needs: car seats, baby items, hygiene kits, feminine products, household supplies, bus passes
- Received several large in-kind donations of children clothing and baby items

Children Literacy
- Access to Dolly Parton's Library
- Book Distributions
- Partnership with the library including guest readers during Summer Bridge program

Transportation
- Oasis FRC purchased SUV and helped transporting clients as needed
- Secured more funding to purchase gas cards and bus passes for clients

IT
- Some improvement in data collection with aggregate data and Power BI reports

Janitorial Services
- Head Start hired ½ FTE for pre-school including cleaning bathrooms and most common areas (Unsure sure if this will be available in the Summer)

14

Oasis FRC Challenges Program & Community



- Lack of space
  - ✓ Limited Storage (Working on additional storage with United Methodist Church)
  - ✓ No space for additional employees if increasing head count
- Staff
  - ✓ Staff with limited bandwidth to keep up with increasing demand of walk-ins services
  - ✓ Limited time to help families with children 6-18 navigate resources
- Rental assistance is highly needed in Ridgecrest
- HEAP Funding Limitations
- Increase in homelessness
  - ✓ Limited resources for homelessness in Ridgecrest unless victim of domestic violence
- Need for After-School Programs
- Transportation
  - ✓ Clients lack of transportation still challenging due to limited hours of public transport operations
  - ✓ Costly and time consuming to access Bakersfield services

15

Oasis FRC Challenges Program & Agency



- Staffing
  - ✓ High costs of benefits (Kaiser not available in Ridgecrest)
    - HMO not accepted in Ridgecrest
    - PPO is very expensive
- IT
  - ✓ 211 duplicate data and incomplete information
  - ✓ Dynamics Lack of functionality; not able to create individual reports (demographic reports, distribution lists, etc.)
  - ✓ CAPK Dynamics software is not used across all agency programs
- Funding
  - ✓ Limited success with large grants (100K+) but great success with small grants
- Procurement
  - ✓ Cumbersome and slow to process MOUs and check requests
  - ✓ NO SOPs in place with no succession plan with high staff turnover
  - ✓ Limited choice of suppliers (not most cost effective)
- Maintenance
  - ✓ Slow execution of work requests small and large projects
  - ✓ Lack of communication of work being completed for large projects

16

Questions?







17

Eric Le Barbé
Supervisor Youth & Community Services

(760) 248-3221 X7160

Oasis Family Resource Center

814 N. Norma St.

Ridgecrest, CA. 93555

Oasis Family Resource Center – CAPK
Oasis Family Resource Center | Facebook

18

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Community School Partnership Program: 2024-2025 Budget Development

PRESENTED BY:

QUE'MESHA BANNER

1

Community School Partnership Program is partnered with Bakersfield City School District (BCSD) to serve students and their families. The program has been developed to provide wrap around case management services and linkage for school families and students to key community-based services addressing food insecurity, housing stability, and other related basic services. The program is designed to maximize its potential by having one Case Manager co-located at BCSD's Community Schools including Dr. Martin Luther King Jr Elementary, Stella Hills Elementary, McKinley Elementary, and Emerson Middle School. Overall, the program will support the needs of students ranging from Kindergarten to 8th grade by implementing the whole family approach.

2

Scope of work

Case Managers receive referrals for student families from BCSD Multi-Tiered System of Support, Family and Community Engagement (FACE) Liaisons, outreach, and self-referred parents. Case Managers are to initiate contact to the parent or guardian. Case Managers will schedule a meeting with the family to complete an intake form, pre-assessment of needs, and create a family goal plan using SMART goals. The assessment will be utilized to benchmark the family's level of needs, provide a minimum of three months of case management congruent with their goals, and submit internal referrals using IRM and/or external referrals via 2-1-1.

3

Community School Partnership Program (205) – State

August 3, 2022 – June 30, 2027

Contract and Award Details

- Grant funds are awarded by California Department of Education to Bakersfield City School District (BCSD)
- Community School Partnership Program is the Contractor of BCSD
- The District will pay $2,500,000 total for the duration of the contract
- The District will pay $500,000 total yearly compensation

4

Community School Partnership Program (205) – State

August 3, 2022 – June 30, 2027

Salaries

- 1 FTE Program Supervisor
- 4 FTE Case Managers

Deliverables

- Community School Partnership Program is expected to serve up to 230 families per Case Manager per academic year

5

Goals

- To be a valuable and dependable resource for the community schools.
- Elevate school faculty's participation to increase the number of student-family referrals to the program.
- Improve the organization's internal usage of the Inter-agency Referral Management System (IRM)
- Provide ongoing training and professional development for the Case Managers.

6

Goals cont.

- Remain fully staffed throughout the 2023-2024 academic year.
- Provide a minimum of 3 months case management and support to all student-families referred to our program to address their identified needs and improve parent involvement and interest in the program.

7

Budget	Year 1	Year 2	Year 3	Year 4	Year 5
Total Revenue	**$500,000**	**$500,000**	**$500,000**	**$500,000**	**$500,000**
Salaries	$290,648	$299,367	$308,348	$317,597	$327,124
Benefits	$72,662	$74,842	$77,087	$79,400	$81,782
Travel	$17,500	$17,500	$17,500	$17,500	$17,500
Supplies	$34,342	$8,650	$9,365	$15,153	$11,018
Other Operating Costs	$39,395	$54,185	$42,247	$24,897	$17,123
Administrative Indirect	$45,453	$45,456	$45,453	$45,453	$45,453
Total Expenditures	$500,000	$500,000	$500,000	$500,000	$500,000

8

Questions?

9

Friendship House: 2024-25 Budget Development

PRESENTED BY: LOIS HANNIBLE

DIRECTOR: FREDDY HERNANDEZ

PROGRAM LEADER: LOIS HANNIBLE

1

Positive Youth Development Mentor Program

Program Overview 2024-25

2

The Mentor Program is funded by the County and provides mentoring services for youth ages 6-18.

Services offered include:

- Individual & Group Mentoring Services
- Tutoring
- Behavioral Intervention Groups
- Enrichment Activities



Mentees:

- Must commit to one year of mentoring services
- Parent registration is required for participation

Mentors:

- 18 or older, complete a mentor application & interview
- Pass a criminal background check
- Commit to being a mentor for 1 hour/week for 1 year
- Complete mentor training
- Follow all rules pertaining to the program

3

Client Outcomes 2023-2024

4

Positive Youth Development Mentor Program Outcomes

- Provide mentoring services (which includes afterschool & summer program) to 100 youth. *As of Oct. 2023, 78 youth have been served.*



5

Goals for 2024-25

6

Positive Youth Development Mentor Program Goals

- Mentoring services shall include at least one of the following: individual or group mentoring, afterschool or summer program, case management, intervention groups, enrichment activities, pre-employment training, family engagement activities.
- Provide three community outreach events:
  BPD Meet & Greet, Backpack Giveaway, FHCC Mixer, Fall Carnival
- Provide program information at schools and at outreach events.

7

2024-25 Budget

8

Positive Youth Development Mentor Budget (271)

- Salaries & Benefits: Provides for 1FTE Program Educator
- Travel: to allow for mentor/mentee recruitment, pick-up gift cards from Finance at BPN, and to pick-up program supplies.
- Space Costs: to pay the space costs at the FHCC where program staff is housed.
- Supplies: food, snacks and incentives for participants.
- Hiring Costs: to secure new staff if needed.



9

Opportunities and Challenges

10



Opportunities:

- CAPK Friendship House will have an opportunity to reapply for Positive Youth Development Mentor Program funds with the County of Kern.

Challenges:

- The contract agreement for FY 2023/24 ends June 30, 2024, and CAPK Friendship House will have to reapply for program funds.
- Since COVID, it has been a challenge to offer Aggression Replace Training (ART) classes at the school sites.

11

Positive Youth Development Medi-Cal Program

Program Overview 2024-25

12

What is Medi-Cal?
Medi-Cal is an insurance for low-income individuals and families in California, which pays for health care services.



Services provided by the Following CAPK Programs:

Friendship House Community Center (outreach)

Goals: to provide social media outreach/impressions/mailings to 3,000 people; to provide outreach through flier distributions to 15,000 people; to provide outreach to 300 Head Start, FHCC, and SYC parents.

2-1-1 Kern County (enrollment)

13

Medi-Cal Client Outcomes 2023-2024

14

Positive Youth Development Medi-Cal Program Outcomes

Due to the end of the public health emergency clients receiving Medi-Cal must now recertify to continue receiving Medi-Cal benefits.

- How many successful contacts were made? *Out of 409 individuals, 73 were successfully contacted as of Oct. 2023.*
- Direct outreach? *As of Oct. 2023, 13,356,749 through social media, emails, and impressions.*
- Media outreach? *As of Sept. 2023, 10,135 through canvassing, phone calls, and flyers.*

15

Goals for 2024-25

16

Positive Youth Development Medi-Cal Program Goals

- All current a new incoming clients will be contacted and offered information and assistance regarding Medi-Cal.
- Clients will be encouraged to update contact information and to watch for renewal packets.
- Outreach and enrollment services will be offered at community collaboratives, resource fairs, via social media, at food distributions, and to the youth center & Head Start parents.

17

2024-25 Budget

18

Positive Youth Development Medi-Cal Budget (274)

- Salaries & Benefits: Provides for 2 FTE Program Educator, and a .10 FTE Program Manager.
- Supplies: office supplies for the program.
- Mileage: travel to provide program outreach.
- Outreach: to provide program outreach through the use of billboards, GET bus ads, and online ads.



19

Positive Youth Development Medi-Cal Budget (274)

- Printing cost: the printing of program flyers for outreach.
- Space Costs: to pay for the space costs at the FHCC for the two Program Educators and the Program Manager housed at the FHCC.
- Misc Expense: the County provided approval for the program to purchase hand sanitizer keychains, and other small incentives, stating Medi-Cal with the number for 211.
- Hiring Costs: to secure new staff, if needed.



20

Opportunities and Challenges

21

Medi-Cal Program
Opportunities & Challenges

- Opportunity: The funding contract is expected to be renewed.
- Challenge: There is *not* enough funding to support two FHCC Program Educators, a 211 Information Referral Specialist, and a 211 Program Specialist with this grant.

  211 is looking into other options for one of these positions.



22

CalVIP Mentor Program

Program Overview 2024-25

23

City of Bakersfield CalVIP Mentor Program (247)

Subcontract of the City of Bakersfield to facilitate the California Violence Intervention and Prevention Program (CalVIP) to stop gun violence.

Program provides a mentor program for those that have either been a victim of a crime or have committed a crime.

Community partners include:

- The Bakersfield Police Department
- Compassion Christian Center
- Wendale Davis Foundation
- Garden Pathways
- Henrietta Weill Child Guidance Clinic
- Stay Focused Ministries



24

Client Outcomes 2023-2024

25

CalVIP Mentor Program
Program Outcomes

- This is a new program for which program outcomes will not be realized until 2025.
- Collectively, the CalVIP partners are to serve 125 participants by 2025.



26

Goals for 2024-25

27

CalVIP Mentor Program
Program Goals

- Referred school-age youth and their families impacted by gun violence are connected to a community-based organization for individual and family social services.
- Impacted school-aged youth and their families will participate in the program through referral and case management services.

28

2024-25 Budget

29

CalVIP Mentor Program Budget

- Salaries & Benefits: 2 FTE Program Educators, and a .15 FTE Program Manager.
- Supplies: office supplies for the program.
- Mileage: travel to weekly meetings & to provide program outreach.
- Incentives (annual stipend and/or gift cards for mentees).
- Space Costs



30

Opportunities and Challenges

31

CalVIP Mentor Program



Opportunities:

- Increased funding for the FHCC
- Additional services for SE Bakersfield

Challenges:

- The City's roll-out of the referral system for the program has been extremely slow, resulting in a pause on program participants and spending.
- Staff can only attend meetings until referrals can be accepted.

32

CalVIP Outreach Worker

Program Overview 2024-25

33

CalVIP Outreach Worker

Subcontract of the City of Bakersfield to facilitate the California Outreach Worker Program.

Provides:

- Incident response
- Conflict resolution/mediation
- Case management
- Safety meetings & Call-Ins



34

Client Outcomes 2023-2024

35

CalVIP **Outreach Worker Program** Outcomes

- This is a new program for which program outcomes will not be realized until 2025.
- Collectively, the CalVIP partners are to serve 125 participants by 2025.

36

CalVIP Outreach Worker Goals for 2024-25

37

CalVIP Outreach Worker Incidence Response Program Goals

- Provide effective collaborative responses to incidents of gun violence as to reduce the recurrence of the incident.
- Connecting victims and their families to support and opportunities services.
- A decrease in gun violence.
- A decrease in homicides by firearm.

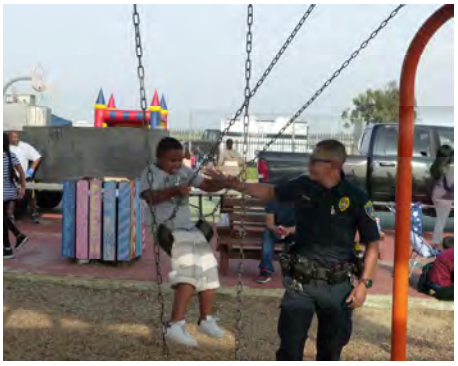
38

2024-25 Budget

39

CalVIP Outreach Worker Budget

- Salaries & Benefits: 1 FTE Outreach Worker
- Mileage: travel to meetings & to provide outreach
- Supplies: Office supplies
- Incentives: gift cards for participants
- Space costs



40

Opportunities and Challenges

41

CalVIP Outreach Worker

Opportunity: Increased funding for the FHCC & a new incident response system/position for the City of Bakersfield.

Challenges:

- The City's roll-out of the referral system for CalVIP has been extremely slow, resulting in a pause on program participants and spending.
- The Outreach Worker selected for this position must have a lived experience of gang/crime activity.
- The City & BPD requested to be involved in the selection process for this position.



42

Questions?



43

Shafter Youth Center: 2024-25 Budget Development

PRESENTED BY:

DIRECTOR, FREDDY HERNANDEZ

PROGRAM MANAGER, ANGIE NELSON

1

Program Overview

2

- Provide After School programming to children ages 6 yrs through 18 yrs old during the academic year.
- Provide Summer programming to children ages 6 yrs through 18 yrs old during summer months.
- Provide Community access to the center for fitness and exercise programming, space for meetings, use of computers for research and resume building.
- Offer opportunities for field trips and new class experiences with the assistance of grant funding.
- Collaboration with community partners in order to provide additional services
- Provide location for VITA and Energy services
- Collaborate with Dignity Health - Mental Health Counseling Services in Spanish
- Partnered with Kern County Human Services Dept to provide a County Job Fair location

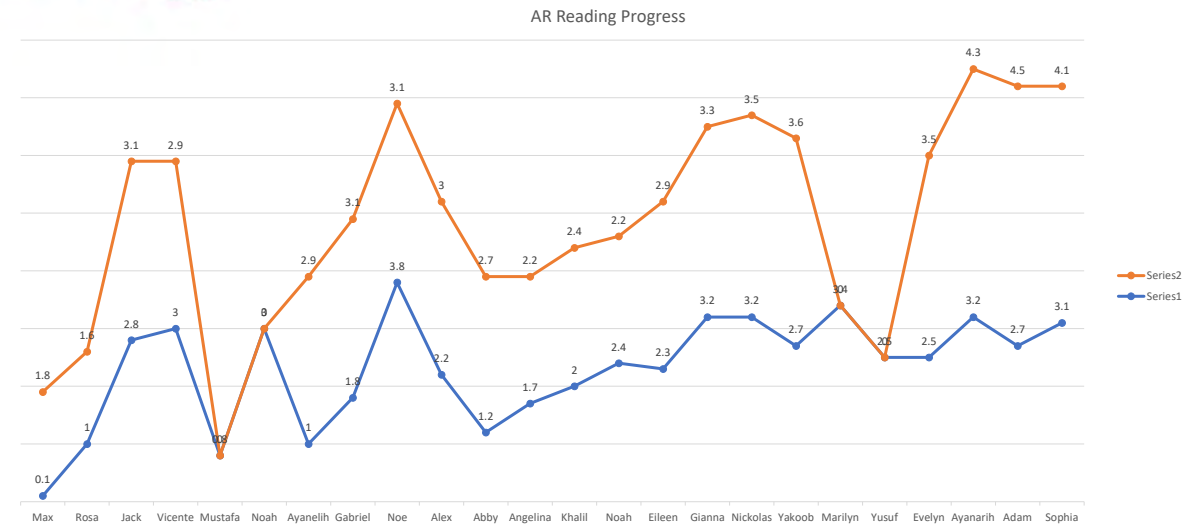
3

Client Outcomes 2023-2024

4

- Students reading scores increasing – 9 of 19 students show an increased reading level from start of academic year.
- Students grades improving – report cards are collected quarterly
- Enrollment increasing steadily
- Energy Program - Clients being served on site once per month
- VITA Program – Clients being served on site February through April
- Food Bank Program – Senior Food clients are being serve each month
- Partners such as Dignity Health, Girls Scouts, community sports clubs are providing services on site
- Community Programs are providing services during the evenings for fitness. From January 1, 2023 – October 23, 2023 we have served 351 unduplicated clients during the community evening program.

5



6

Client Outcomes



7

Goals for 2024-2025

8

- Increase the number of services that we currently provide to the community
- Provide Adult programming during the day and evening hours.
- Make Shafter Youth Center more available for the community to rent.
- Attract and strengthen partnerships to extend services provided, such as:
  - Chase Bank providing Financial Literacy
  - Kern Literacy Council providing Citizenship Classes
- Updating the Computer Lab.
  - Furniture
  - Software for STEM based programming



9

- Providing incentives for our students.
  - Field Trips
  - Prizes, including gift cards
- Locate additional funding for facility upgrades and staff, working with CAPK Foundation
  - Paint the exterior of the building
  - Install parking lot fence and gates for added security
- Upgrade the gym for basketball tournaments.
  - Digital scoreboard
  - Flooring
  - Additional seating



10

2024-2025 Budget

11

Shafter Youth Center – Fund 527

Revenue	
City Revenue	$ 50,000.00
Expenses	
Salaries	$ 0
Travel	$ 750.00
Space Costs	$ 31,491.00
Supplies	$ 7,000.00
Other Operating Costs	$ 6,214.00
Indirect Expenses	$ 4,545.00

12

Opportunities and Challenges

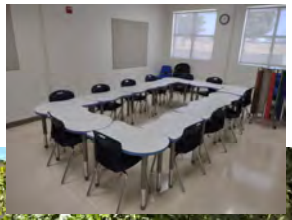
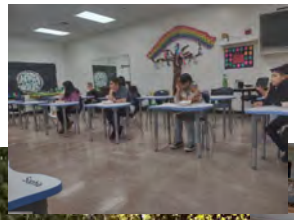
13

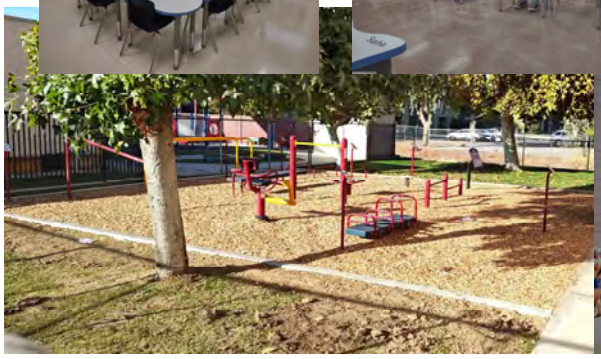
Opportunities and Successes

- Upgraded Basketball goal hoist system, used donated funds. Bakersfield Rotary West
- Installed playground/outdoor fitness circuit, obtained with donated funds. Wonderful and Bank of the West
- Offered students the opportunity to visit Hearst Castle, with donated funds. Valley Strong Credit Union
- Purchased student/classroom desks, with donated funds.
- Updated gym and sports equipment, with donated funds. Omni Health
- SYC has been selected to host the Children's Art Workshop and Gallery at the upcoming Shafter Colours Festival.
- Partnering with local youth basketball clubs, to use gym facilities.
- Partnered with Kern Literacy Council for Citizenship and ESL classes for the community.

14

Opportunities and Successes




15

Challenges

- Need computer lab furniture.
- Painting of facility exterior is needed
- Grant opportunities have been increasing although being awarded has been the challenge
- Additional funding to hire more staff and provide more services and maintain facility
  - After School Program currently 2 FTE. Would like to add 1 FTE
- Finding additional community partners to offer additional services
- We have seen an increase in homeless individuals sleeping throughout the property
- Constant property vandalism remains a challenge
  - Need a perimeter fence and gates built to secure parking lot. Through traffic is becoming a hazard as there have been accidents from cars passing through.
  - Illegal dumping has also increased in our parking lot

16

Challenges









17

Questions?

18

VITA 2024-2025 Budget Development

PRESENTED BY: JACQUELYN GUERRA

DIRECTOR: FREDDY HERNANDEZ

1

Program Overview

2

Program Services



- **Year-round** tax preparation for tax years 2018 & forward
- 17 additional seasonal sites located throughout Kern County
- CAA Services
- Recovering EIP (stimulus payments)
- Assist in responding to IRS/FTB letters & audits
- Promote and Educate Tax Credits throughout Kern & Tulare Counties
- Tax withholding education
- Free tax law training and certifications for volunteers

3

Outcomes 2022-2023

4

2022-2023 Outcomes



VITA Program:

- 2022-23: $244,868 (100% spent)
- 8,649 tax returns prepared/clients served
- 100% pass 5/5 of our site review audits
- 2nd in our territory for tax return count

CalEITC Program:

- 2022-23: $838,056 (100% spent)
- Outreach, Free Tax Prep Services, and ITIN App
  - Outreach education done throughout Kern and Tu
  - In collaboration with CSET and UWKC, 48+ tax prep service
  - 482 ITIN application tax returns processed

Refunds to Kern County residents

- 2022-23 refunds: $ 11,072,727
- Tax prep fee savings: $2,546,000

5

Success Stories

Joshua Reyna came into VITA on February 6, 2023, and was excited to learn the CALEITC would apply to his return. He was happy to hear about the amount he was getting back and plans to use his refund toward new tires and his car payments.





Vickie Moore and her grandson William came into VITA on February 2, 2023, where we had the opportunity to educate them on how William's taxes would be calculated since was now 18 and working, and we were able to help Vickie receive the CALEITC. Vickie let us know she plans to share her California Earned Income Tax Credit with her grandson, as he is her main motivation for working so hard each year. She is hoping this credit can provide him with a little extra help this year in his new adult life.

6

2024-2025 Goals

7

Budget and Program Goals



8

Opportunities and Challenges

9



10

Challenges

- Volunteer dedication
- Financial training and education
- Proactive community partners
- IT support
- Additional VITA facility space for gr
  - Year-round outreach staff
  - Year-round financial educator
  - Volunteer space/client lobby are



11

Questions?

12



Administrative Services

Human Resources: 2024-2025 Budget Development

PRESENTED BY: LISA MCGRANAHAN

DIRECTOR OF HUMAN RESOURCES

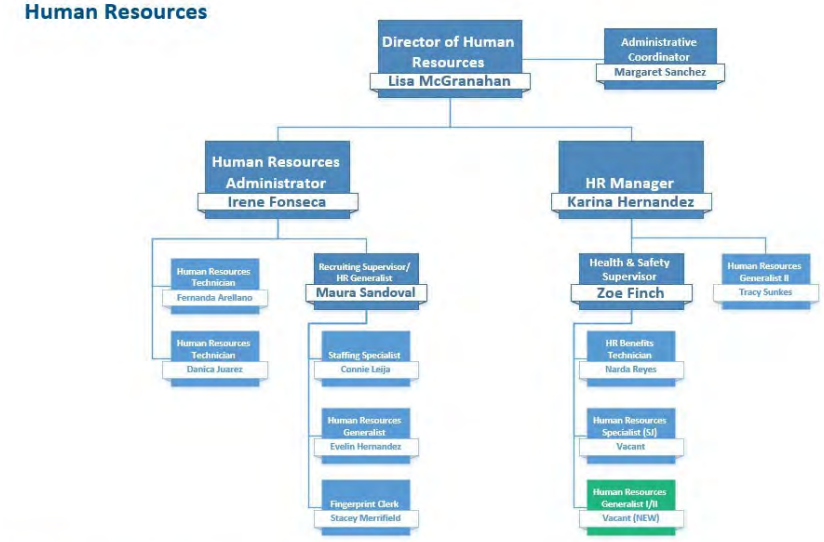
1

Department Overview

1

2

Human Resources



Revised 12-23

Subject to change as organizational changes occur

3

Functions of Human Resources



4

2

Who do we serve?

Research indicates that the rule-of-thumb staff ratio for an organization is 1.4 full-time HR staff per 100 employees.

- Current Count of CAPK Employees: 932
- 932 employees = 13.09 HR team members
- Current HR staff: 13 team members

Source: https://www.shrm.org/resourcesandtools/tools-and-samples/hr-forms/pages/hr-to-staff-ratio.aspx

5

Goals for 2024-2025

3

6

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



- Evaluate and enhance ancillary benefits, including retirement, EAP, and more.
- Streamline and refine leave management system.
- Expand DEI Program by recruiting a designated DEI administrator.
- Evaluate remainder of the Agency utilizing CompEase for compensation and performance.
- Automate more human resource processes (pre-onboarding, status changes, etc.).
- Roll out updated employee policy handbook (target March 1, 2024).
- Became E-Verify Employer through the Department of Homeland Security.
- Help strengthen self-sufficiency in our community by launching a new initiative focusing on employment readiness, job placement & development, and job searching tools (late 2024).

7

Budget for 2024-2025

4

8

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - HUMAN RESOURCES DIVISION*
PROPOSED BUDGET REVISION 2024/25

	Original Budget	Proposed Budget	Difference	Remarks
Salaries	$ 877,925	$ 860,627	$ (17,298)	See attached Personnel
Benefits	210,702	258,188	47,486	See attached Personnel
TOTAL PERSONNEL COSTS	**1,088,627**	**1,118,815**	**30,188**	**Increase is 2.8%**
TOTAL OPERATING COSTS	**213,500**	**283,130**	**69,630**	**Increase is 32.6%**
TOTAL	**$ 1,302,127**	**$ 1,401,945**	**$ 99,818**	**Increase is 7.7%**
Date Prepared: 11/14/2023				

* Budget reflects DEI Committee activities.

9

Opportunities and Challenges

5

10

Challenges

- Still discovering and correcting archaic practices (e.g. excessive amount of job titles, paper-driven processes, etc.).
- Slowly evolving company culture.
- Retention, compensation, and lack of competitive and/or modern benefits (e.g. hybrid schedules, 4-day workweek, etc.).
- Frontline leadership are overwhelmed by the rapid growth of job responsibilities.
- Head Start Underenrollment Performance Improvement Plan.

Opportunities

- Continuing our improvement of a DEI savvy workforce.
- Provide comprehensive mental health benefits, especially to employees in trauma-based centers.
- Streamline leave management process.
- Continue to offer hybrid schedule opportunities.
- New community initiative for self-sustaining employment.

11

New Initiative: Job Readiness Program (DRAFT)

We want to expand CAPK's community support by identifying individuals and assisting them with acquiring the skills and confidence necessary to become self-sustaining and thrive in today's dynamic landscape. We want to help our community with long-term sustainable employment by offering:

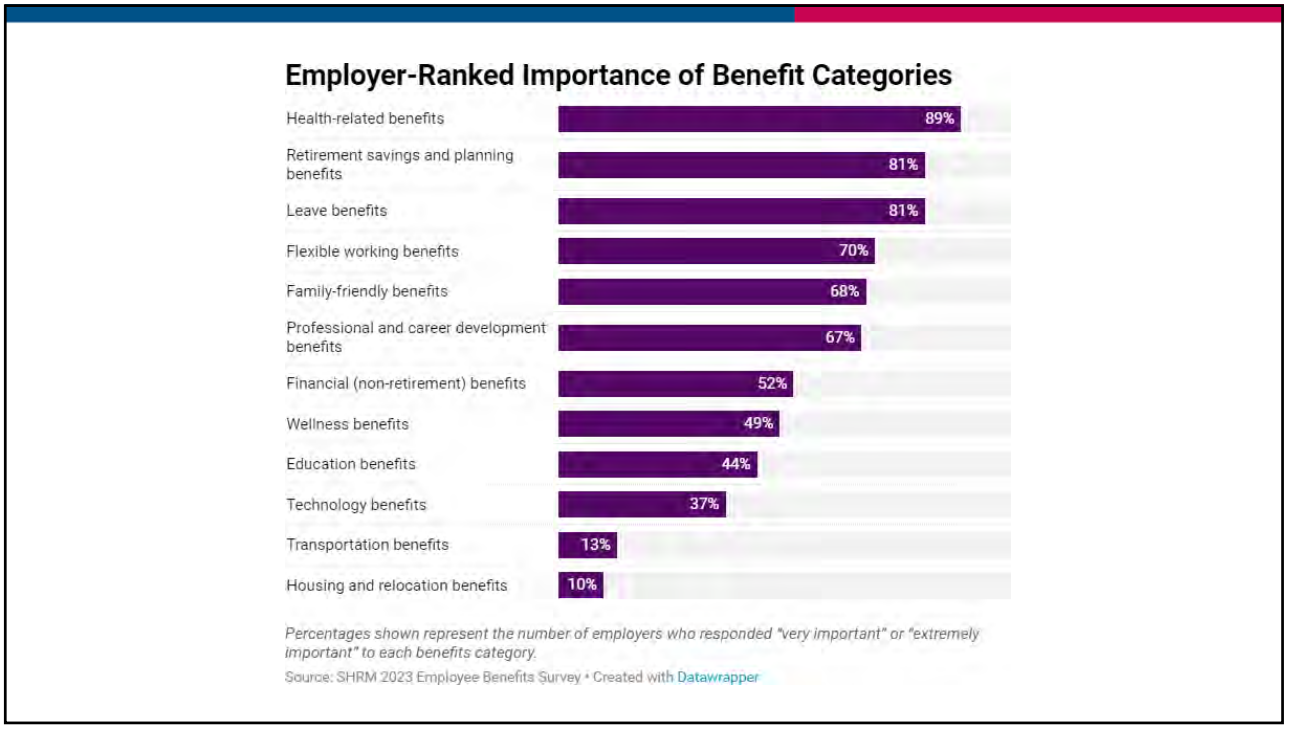
- Employment Classes
  - Resume writing
  - Interview skills
- Job Placement and Development
- Job Searching Tools
- And more!

6

12

HR Emerging Trends

13



14

BENEFITS SNAPSHOT: RETIREMENT

Tied for second in importance are benefits focused on retirement. Overall, the retirement landscape has changed little since 2022.

More than 9 in 10 employers (94%) continue to offer a **defined contribution plan:** 401(k), 403(b) or 457(b).

Of these employers, 84% provide a **matching contribution** with an average maximum percentage salary match of 7.02%.

Roth (post-tax) retirement options continue to gain in popularity, rising 3 percentage points to 71% this year. Of the employers that offer Roth plans, about 3 in 4 (74%) also provide employer matching, with an average maximum percentage salary match of 6.69%

Half of employers (50%) **automatically enroll** eligible employees in a retirement plan, a pattern consistent with the higher levels seen since the onset of the pandemic. Automatic escalation of salary deferrals has also been consistent, with 27% of employers having this feature.

15

BENEFITS SNAPSHOT: LEAVE

Leave benefits are tied with retirement for second in importance among benefits categories.

Paid **vacation** (99%) and **sick leave** (95%) remain nearly universal, with 70% of organizations combining them as **paid time off** (PTO). Paid open or unlimited leave increased slightly, with 8% offering this benefit.

Paid family care leave: Paid leave to care for immediate family members became slightly more common, with one-third of employers (33%) now offering it. Almost 2 in 10 employers (18%) provide paid leave to care for extended family.

Unpaid family care leave: Meanwhile, 83% of employers provide leave to care for immediate family as defined by the federal Family and Medical Leave Act, and 27% allow employees to extend the length of their unpaid leave beyond state or federal requirements. Just over a third (36%) of organizations allow employees to take unpaid leave to care for extended family.

With many employers identifying mental health as a major priority for 2023, almost 1 in 5 continue to offer designated **paid mental health days** (separate from regular sick time).

16

8

BENEFITS SNAPSHOT:
FLEXIBLE WORK ARRANGEMENTS

After bursting into prominence during the pandemic, flexible work seems here to stay. Conditions have generally leveled off, however, showing smaller changes in 2023 compared to previous years.

59%
of employers subsidize at-home office equipment
▽ **3 percentage points** from 2022

AVERAGE REIMBURSEMENT:
$857
▽ **$34** from 2022

In 2023, 62% of employers continue to offer **hybrid work** opportunities.

Among all employers, 59% **subsidize the cost of at-home office equipment**, a drop of 3 percentage points from 2022. The average reimbursement amount also dropped by $34, to $857. Perhaps budgets to cover remote work are declining as more employees return to the office.

The **costs employers typically cover** include office technology (95%) and general office supplies (65%).

The only other flexible work benefit that more than half of employers offer is **flextime during core business hours** (54%), while a third (33%) offer flextime outside of core business hours.

Despite broad publicity around trials of a **four-day workweek** (32 hours or less per week, for all or part of the year), this schedule has caught on with only around 1 in 10 employers (9%).

17

capk Community Action Partnership of Kern

Questions?

9

18

Community Action Partnership of Kern

Helping People. . . Changing Lives.

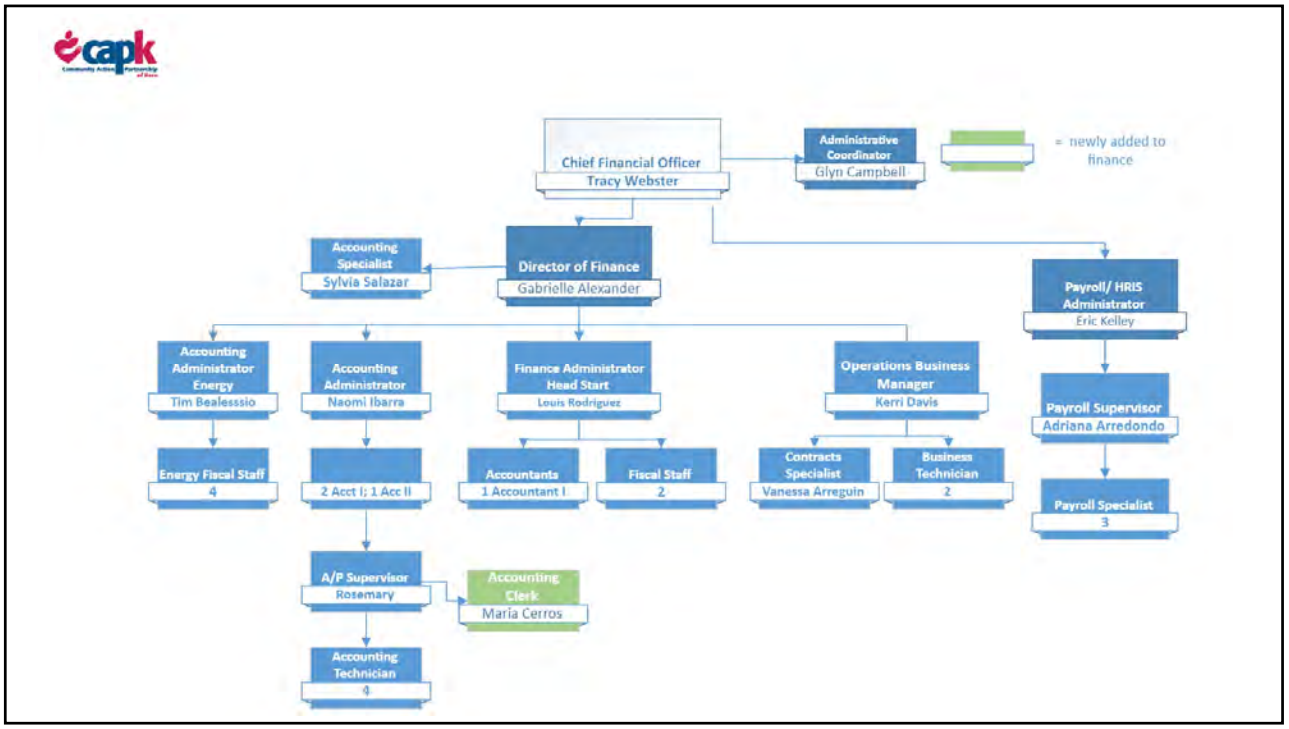
Finance Department: 2024-25 Budget Development

PRESENTED BY:
GABRIELLE ALEXANDER
DIRECTOR OF FINANCE

1

Finance Overview

2



3

Finance Functions



4

Goals for 2024-25

5

- Improved Automation
  - Complete Sage Implementation
    - Strategic plan goal 6.3
  - Move to more paperless environment
    - Additional AI capabilities within AP, increasing efficiencies
- Streamline Accounts Receivable
  - Implement AR module in Sage
  - Improve Food Bank processes
- Improve and streamline the Procurement process to make it more efficient and customer focused
- Continue to provide real time financial information to program staff through monthly Budget to Actual meetings

6

2024-25 Budget

7

Discription	2023/2024 Budget	2024/2025 Proposed Budget	Difference	% Change
Salaries	1,556,894	1,888,413	331,519	21.3%
Benefits	389,224	472,103	82,879	21.3%
Total Personnel Cost	**1,946,118**	**2,360,516**	**414,398**	**21.3%**
Operating Costs	583,000	639,900	56,900	9.8%
Total	**2,529,118**	**3,000,416**	**471,298**	**18.6%**

- Increase in Personnel is the result of adding an Accounting Clerk and an additional Accountant I

8

Opportunities and Challenges

9

Opportunities

- Staffing
  - Grow staff from within into specialties and promotions
  - As programs grow, we need to maintain an efficient staffing level to maintain superior customer service.
- Training
  - Sage Implementation
    - Goal 6 of the Strategic Plan
    - Greater data reliability
  - Training Calander to provide frequent finance trainings to the agency.

Challenges

- Staffing
  - Unable to find qualified accountants and other fiscal staff
- Training
  - Sage Implementation continues to be disruptive
  - Additional Supervisor Training is needed for Time Management and Attendance tracking. These are issues that Payroll deals with on a frequent basis and creates a burden on a small team.

10

Finance Trends for 2024

11

1. Cash flow continues to be important in 2024/2025 as we grow programs and experience delayed reimbursement.
2. Strategic planning in partnership with Finance needs to be in the moment and based on financial and community-based data. Having programs rely on Finance will help with long term planning and will lead to resiliency and success in the program and organization as a whole
3. Tap into business intelligence to improve financial efficiency and assist with planning and analysis. Continue automation of business and IT strategies to ensure data accuracy and save time.
4. Continue to keep a proactive pulse on CAPK Staff.
   - #1 asset which is our people.
   - Find innovative ways to attract and retain qualified people in a competitive environment
5. Be prepared to pivot and ready to communicate the changes in a way the program understands, and not just our finance teams. This can be achieved with greater data clarity and reporting.

12

Questions?

13

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Community Development : 2024-25 Budget Development

PRESENTED BY: PRITIKA RAM

CHIEF BUSINESS DEVELOPMENT OFFICER

1

Program Overview

2

The services under the Community Development Division (formerly the Executive Division) range from fund and grant development/research to outreach and media/public relations, as well as new business development.

This includes project management of agency level initiatives, such as the 2021-25 Strategic Plan, Community Services Block Grant (CSBG) items, Results Oriented Management and Accountability (ROMA) model, and CAA-related plans, Program, Review and Evaluation Committee (PRE), and special projects.

Further, the Division includes oversight of the CAPK Foundation and programs, such as the 2-1-1 Call Center and the Community Schools program in partnership with the Bakersfield City School District, 4 Pillars.

3

Goals for 2024-25

4

- Enhance Training for programs and staff
  - Results Oriented Management and Accountability (ROMA)
  - Training Schedule (CAPK Overview, Marketing, Grants Management, Volunteer Management, Board packets and contract management)
- Data Tracking and Implementation
  - Client Data Platform, in conjunction with Data Services and technology consultant
    - Use of dashboard
  - Program, Review, and Evaluation (PRE) Committee and program reports
  - Volunteer Management – *lead internally by outreach team*
  - Interagency Referrals – *Assigned internal staff as project manager*
- Outreach and Promotion
  - Resource Fairs
  - Increased Marketing and Targeted Campaigns
  - Staff centric trainings
- Strategic Plan Management and Use
- Increased grant-based initiative and programs
- New or Perspective Growth
  - Financial Education/Literacy Program
  - Affordable Housing Plan
  - New Business Lines (not budgeted)

5

2024-25 Budget

6

Major Highlights

- Direct charge of staff, as applicable.
- Stabilized Staffing (Admin, Grants, Outreach)
- Incorporated supplies, travel, and trainings to upskill staff
- Incorporated 2024 Staff Development Day
- Remove costs associated with DEI
- Increased agency-level initiates trainings/certifications (i.e., ROMA, CCAP, Pathways)
- Increased printing and collateral
- Increased community engagement (e.g., grant-led initiatives)
- Special projects – funded
  - Vaccine Equity
  - CalCAPA Diaper Distribution
  - KCCD CERF
  - KCCD HRTP marketing

7

Opportunities and Challenges

8

- Opportunities
  - Build capacity of staff among the grants and marketing service lines
    - Potential to decrease use of consultants (grant writing and marketing)
  - Increase grant applications and submissions
  - Increase unrestricted funds through the CAPK Foundation
  - Increase visibility and positive engagement
- Challenges
  - Volume and pace of new opportunities
  - Identifying the right opportunities that align with the agency's goals
  - Meeting quality of service expectations during growth periods
  - Improve data collection among program staff
- Areas of Focus
  - Evaluation of program performance and incorporation of ROMA.
  - Staff capacity to meet program demand
  - New business lines (i.e., CVAF)

9

Questions?

10



CAPK Foundation

CAPK Foundation 601: 2024-25 Budget Development

PRESENTED BY: CATHERINE ANSPACH
DIRECTOR OF DEVELOPMENT

1

Program Overview

2

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

It is the philanthropic catalyst that provides the essential tools and resources CAPK needs to transform communities into places where poverty is rare, homelessness is brief, the hungry are nourished, and children and families have an equal chance to reach their full potential.

3

Goals for 2024-25

4

Enforce standardized processes
- Internal Programs communication
- Finance workflow and process

Identify critical needs & funding gaps within each program

Increase Foundation awareness in the Community
- Increase traffic and engagement on website through storytelling
- Developing varied giving campaigns to engage donors

Engage Board Members
- Using their fundraising experience and/or connections in the community

Expand & market varied sources of funding
- Annual Fund
- Grants and Sponsorship Proposals
- Online Giving

5

HOLD SIGNATURE FUNDRAISER

GOURMET for GOOD
presented by
THE CAPK FOUNDATION

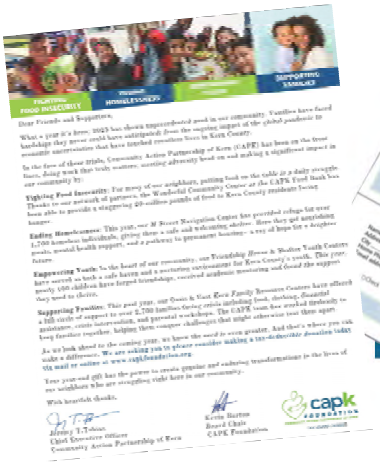
Vdwxugd|/Mkqh 4/5357
Hvwlp dwhg Dwwhqgdqfh=583 shuvrqv
QhwJrdo='<4/<68



6

Increase Donor Base through Annual Appeal

OUTREACH TO OVER 11,000 HOMES





7

2023-24 Budget

8

- Carryover from FY 2022 to FY 2023 totaling $110,791
  - Based on BTA as of 09/30/2023 less the average expenditures we anticipate to carry-over an estimated $117,681.00. Total budget, including carryover and unrestricted revenue ($380,509)plus projected fundraising ($66,065) to off-set expenses is $446,574.
- Staffing
  - Proposed adding Associate Director of Development 4th quarter 2024
  - This includes associated expenses (e.g., desktop and laptop, employee costs)
- Consultant Services*
  - Using Event Planner/Consultant to hold 2nd Fundraiser event diversifying audience
- Events and Campaigns
  - Signature Fundraiser
  - Program specific targeted campaigns and fundraisers

9

Opportunities and Challenges

10

- Opportunities
  - Continue to increase visibility of the CAPK Foundation as a connector to the parent organization
  - Promotion of various campaigns
  - Increase Donor Engagement and Cultivation
  - Researching alternative forms of funding sources
    - Endowment Planning and Development
    - Grants and proposals

- Challenges
  - Strengthen relationships with programs staff to achieve continuity in fundraising goals
  - Seeking continued sources of funding
    - Annual Fund
    - Giving Campaigns

11

Questions?

12

DATE January 25, 2024

TIME 12:00 pm

LOCATION CAPK Administrative Office
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

Audit & Pension Committee Minutes

1. **Call to Order**
   Committee member Curis Floyd called the meeting to order at 12:03 pm from at the Community Action Partnership of Kern administrative building, located at 1300 18th Street, Bakersfield, CA.

2. **Roll Call**

   Roll call was taken with quorum present.

   Present: Jimmie Childress, Curits Floyd, Yolanda Ochoa

   Absent: Jeff Flores, Guadalupe Perez

   Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Emilio Wagner, Chief Facilities and Technology Officer, Gabrielle Alexander, Director of Finance; other CAPK staff; Tom Ming Pensionmark and Shannon Webster from Daniels Phillips Vaughn & Bock.

3. **Public Forum**

   No one addressed the Committee.

4. **New Business**

a. CAPK Audit & Pension Plan Update for Q3 2023 – Tracy Webster, Chief Financial Officer - ***Info Item***

Tracy Webster introduced Tom Ming from Pensionmark to present an update on Q3 2023 Pension. Q3 2023 saw a partial reversal of the gain's equity markets experience in the first half of the year. The S&P 500 dropped 3% as worries about the Fed's interest rate hikes and their impact on the economy dragged down US stocks. The S&P remained positive YTD at 13%.

Large Caps (Russell 1000 Growth) fell by -3.15%, while Small Caps (Russell 2000) took a sharper dive of 5%. Worries about their sensitivity to a slow down in the US economy have hurt Small Caps relative to Large Caps. This year we'll see a choppy market. This is when it's good to have the diversification that is present in the CAPK plan portfolio.

With respect to the plan, participation rate went from 62% in 2022 to 57% in 2023. Curtis Floyd asked about percentage rate of participation going down in a good year. Tom Ming said he saw this across a lot of plans due to inflation really catching up to people. Tracy Webster added also with the rising cost of our health insurance for 2023. With the additional employer investment in employee health insurance in 2024, we should see an improvement in participation. Tom Ming will focus efforts to work with younger employees to get them engaged and contributing.

Curtis Floyd asked if Blackrock is going to add Bitcoin ETF. Tom Ming responded he just asked Blackrock last week if they are going to add them to your target plan or target allocation portfolios. Blackrock said it yet is to be determined. Tom Ming stated they are the largest asset management in the world, so they actually drive markets when they make changes, etc. We are watching it closely and will update if there are any changes. Curtis asked that the board be advised if Bitcoin is added to the list of options due to the risk.

Jeremy Tobias asked about the 2 investments that are currently on watch status and the length of time they are on watch. Tom Ming identified that when plans are on watch for 4 quarters, it triggers Pensionmark to make a decision. Tom Ming described Pensionmark's fiduciary role in managing investments on behalf of CAPK and reviewing with the audit committee and leadership.

Tom Ming reviewed benchmarking and comparisons to other plans. He stated plans CAPK's size and same amount of participants – to peer group average. CAPK's plan is exceeding expectations at the one year, three-year, five-year and ten-year thresholds for one fifth of the cost.

Curtis Floyd asked to see the comparison of targeted funds for Vanguard compared to Blackrock targeted funds. Tom Ming will send it out next week to the leadership to share with committee members.

b. Proposed Independent Auditor Fee Increase by Tracy Webster, Chief Financial Officer - ***Action Item***

Tracy Webster discussed the reasoning for the increase and how much CAPK has grown since initial RFP. CAPK has grown in Federal Resources and State Component resources. The audit compliance standards requires a significant amount of manpower. Increase request is from a $92K annual fee to 111K annual fee. Tracy introduced Shannon Webster, a partner from Daniells Phillips Vaughn & Bock (DPVB) who is present to answer any questions the committee may have.

Curits Floyd asked about the organization who bid on the original RFP. Tracy Webster responded that other firms responded. However, only two met the minimum threshold and one of the two pulled out of the RFP.

Jeremy Tobias explains there are different categories being weighed on the RFP. Armstrong had an escalator in their bid for overall increase over time. DPVB did not have an escalator.

Curtis Floyd asked Shannon if she has authority to negotiate this increase. Shannon said she did have the authority to negotiate and discussed the information they used during the proposal process during 2021. Shannon showed a slide with growth of upcoming years and why the increase is being requested.

Yolanda Ochoa asked if we send out for Bid, will it put us behind in with our audit requirements. Tracy Webster answered it would put CAPK behind because inventory observation is in February and the compliance audit starts in May. Shannon Webster stated compliance occurs in April and May. The state piece their Fiscal year ends in June. It's about an 800-to-900-hour engagement. Tracy mentioned they are here 7-8 weeks out of the year and then doing follow up work offsite.

Curtis solicited input from the committee members present and all agreed that this item should be referred to the full Board for consideration.

Motion was made and seconded to recommend tabling this item and add to the Board Agenda under New Business for the meeting on January 31, 2024. The Committee will provide the full Board with their recommendation and engage in discussion before action is taken. Carried by unanimous vote (Floyd/Childress).

c. First 5 Kern Fall Site Visit – East Kern Family Resource Center, Freddy Hernandez, Director of Youth & Community Services – ***Info Item***

Freddy presented the above agenda item and stated there were no audit findings.

d. First 5 Kern Fall Site Visit – Oasis Family Resource, Eric Le Barbe, Youth – ***Info Item***

Eric Le Barbe presented the above agenda item and stated there were no audit findings.

e. CAPK CSD Audit Review, Tracy Webster Chief Financial Officer. ***Info Item***

Tracy Webster presented the above info item and said this report confirms receipt of our audit by the Community Services Department and acknowledges there are no discrepancies. CSD did note an internal control item with respect to Procurement, but staff have already addressed the issue. Another item noted was the high concentration of revenue. Management staff is aware of this and are constantly working to mitigate risks.

5. Committee Member Comments

Yolanda Ochoa reminded the Committee members that Monday, January 29th is the Ribbon Cutting for the Family Resource Center in Mojave. Freddy Hernandez provided additional information about the event.

6. Next Scheduled Meeting

Audit & Pension Committee
12:00 pm
April 18, 2024
1300 18th Street, Suite 300
Bakersfield, CA 93307

7. Adjournment

The meeting was adjourned at 12:58 pm.

Audit & Pension Committee Meeting

January 25, 2023

Q3 2023 Investment 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.

CAPK

Domestic Equity

- Q3 2023 saw a partial reversal of the gains equity markets experienced in the first half of the year.
- The S&P 500 dropped -3.27% as worries about the Fed's interest rate hikes and their impacts on the economy dragged down US stocks. The S&P remained positive YTD at 13.07%.
- Large Caps (Russell 1000) fell by -3.15%, while Small Caps (Russell 2000) took a sharper dive of -5.13%. Worries about their sensitivity to a slow down in the US economy have hurt Small Caps relative to Large Caps.
- Growth stocks (Russell 1000 Growth) and Value stocks (Russell 1000 Value) were down almost identical amounts; however, Growth stocks continue to be up YTD by almost 25% and Value stocks are nearly flat for the year.
- In a turnaround from Q2, Energy took the lead and led sector performance with a quarterly gain of 12.27%, in-line with the surge in oil prices during the quarter. The interest-rate sensitive Utilities sector declined -9.25%, the most of any sector.

Executive Summary

Participant Utilization	2022	2023
Participation rate*	62%	57%
Savings rate*	4%	4%
Average account balance	$9,712.65	$12,296.86
Median account balance	$3,428.81	$4,510.81
Average deferral	$1,285.29	$1,234.99

Plan Flow	2022	2023
Ending balance	$7,226,211	$8,976,707
Total Plan Contributions	$1,388,492	$1,265,257
Deferrals	$1,191,460	$1,181,889
Employer	$0	$0
Rollover	$197,032	$83,368
Market impact	-$1,267,030	$1,270,563
Distribution $	$677,426	$727,714
Distribution #	194	194

Average Account Balance

	2022	2023
Average account balance	$9,713	$12,297
Median account balance	$3,429	$4,511
National average*	$141,542	N/A

Average Account Balance by Age**

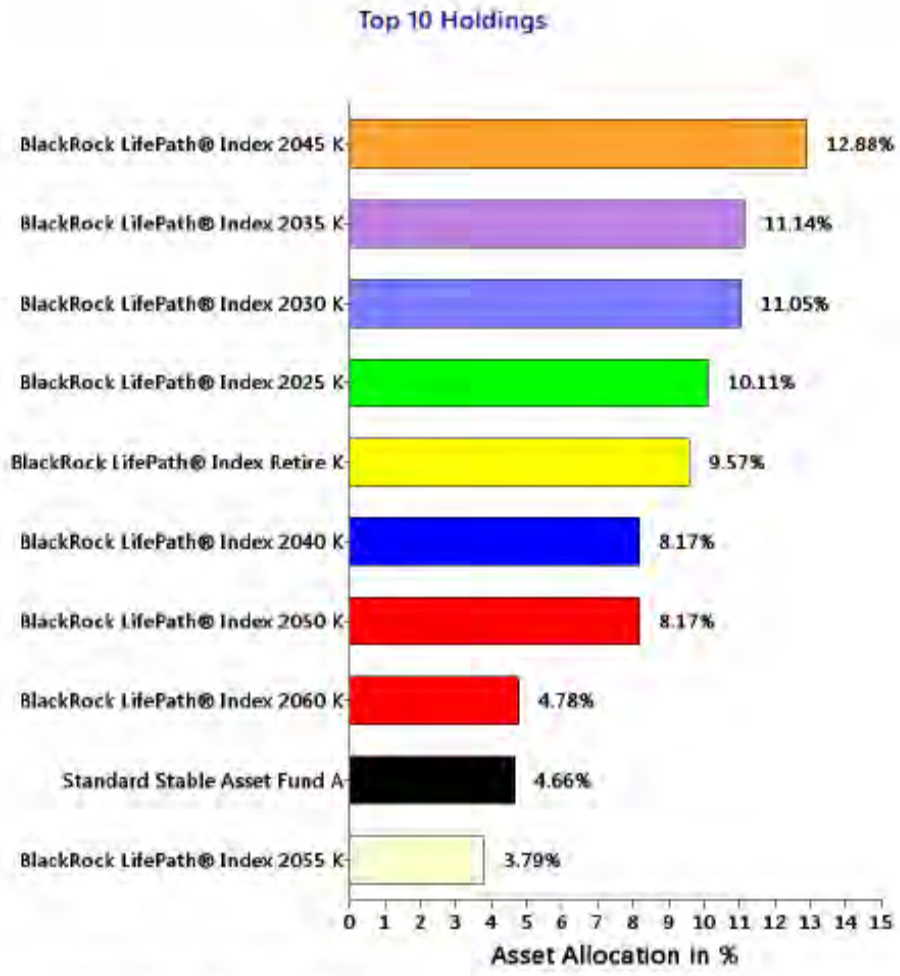
Range	≤ 30	31 - 40	41 - 50	51 - 60	61+
Average account balance	$2,403	$5,499	$9,964	$13,947	$21,630
% Contributing	57%	64%	56%	68%	68%

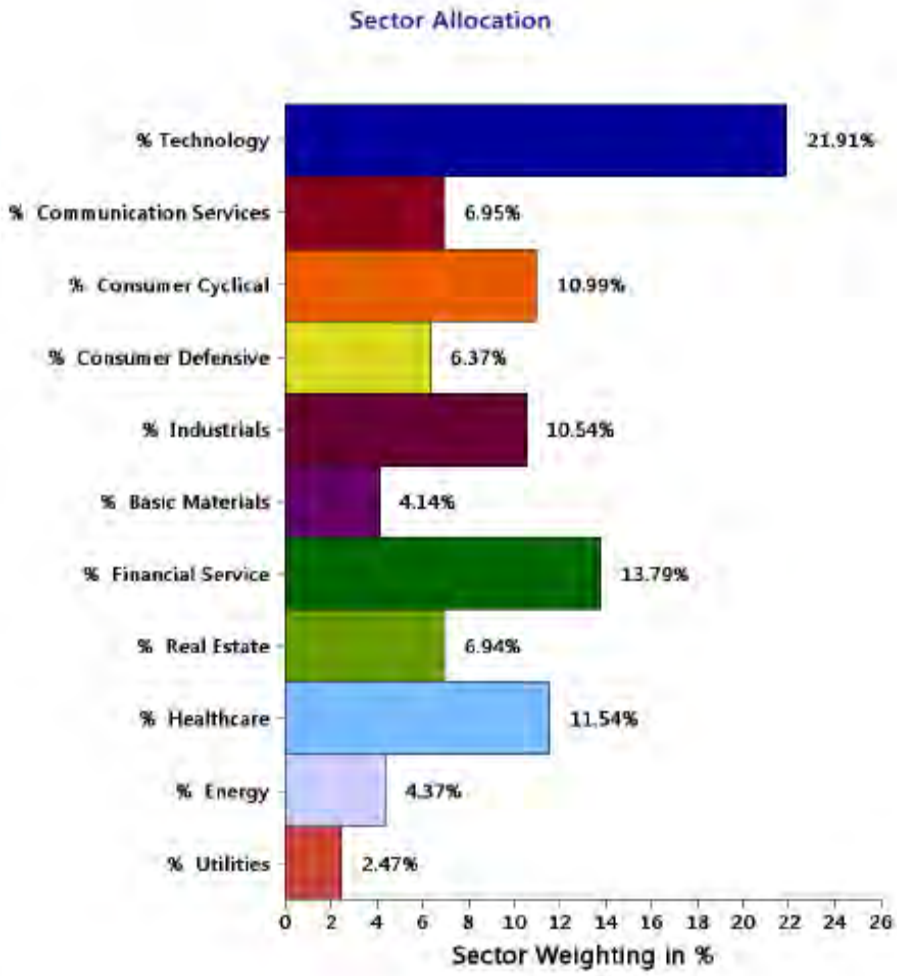
Average Account Balance by Salary**

Range	< $30k	$30 - $50k	$50 - $75k	$75 - $100k	$100 - $125k	$125k +
Average account balance	$1,133	$6,062	$15,142	$24,033	$30,888	$91,776
% Contributing	47%	65%	72%	74%	80%	100%

The Importance of Diversification

PORTFOLIO | HOLDINGS & SECTOR ALLOCATION





For source information, please see the "Important Disclosures" section of this report.

Pensionmark

Executive Summary

Pensionmark

Investment Scoring Summary

Passing	Watch	Review	Not Scored	Total
22	2	0	1	25

Investment Additions

Investment Name	Status	Morningstar Rating
No current investment additions		

Investments on Watch

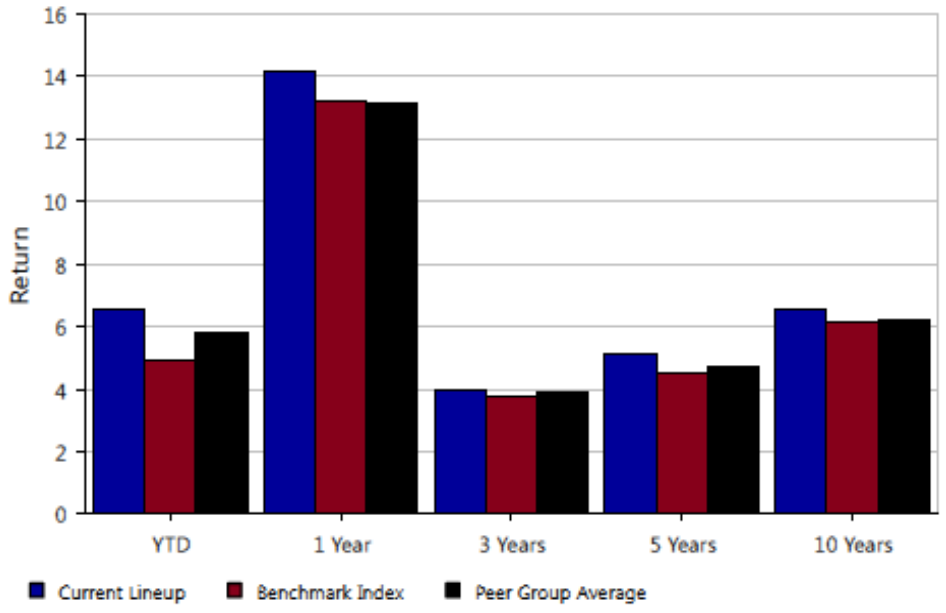
Investment Name	# of Participants	Plan Assets	% of total plan	Status	Quarters Failing Criteria	Morningstar Rating
Target-Date 2025						
⚠ BlackRock LifePath® Index 2025 K	65	$814,565.58	10.11%	Watch	3	***
Foreign Large Blend						
⚠ Hartford International Opportunities R6	8	$16,980.41	0.21%	Watch	1	***

Investments Targeted for Review

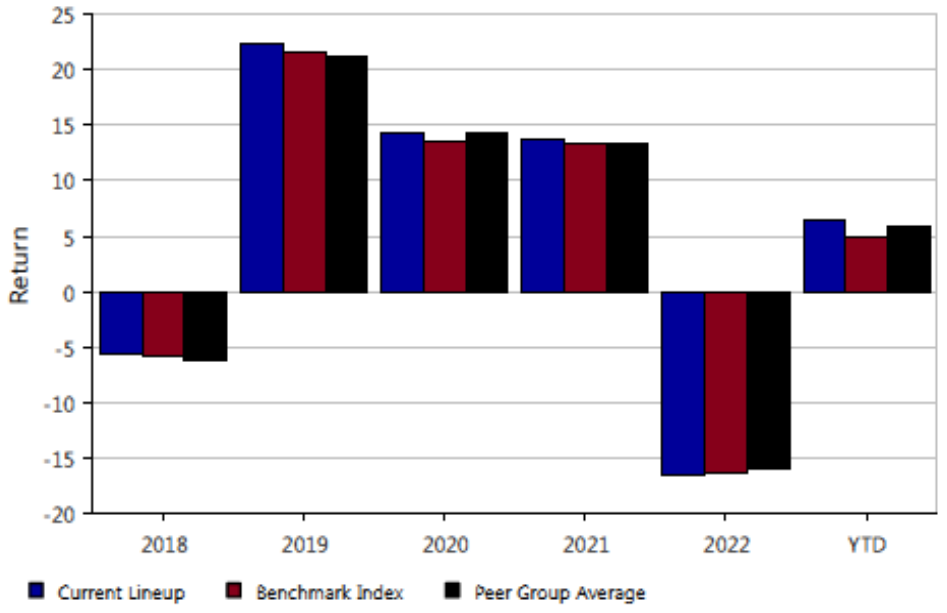
Investment Name	Status	Morningstar Rating
No investments are currently targeted for review		

PORTFOLIO | RETURNS

Annualized Returns



Calendar Year Returns



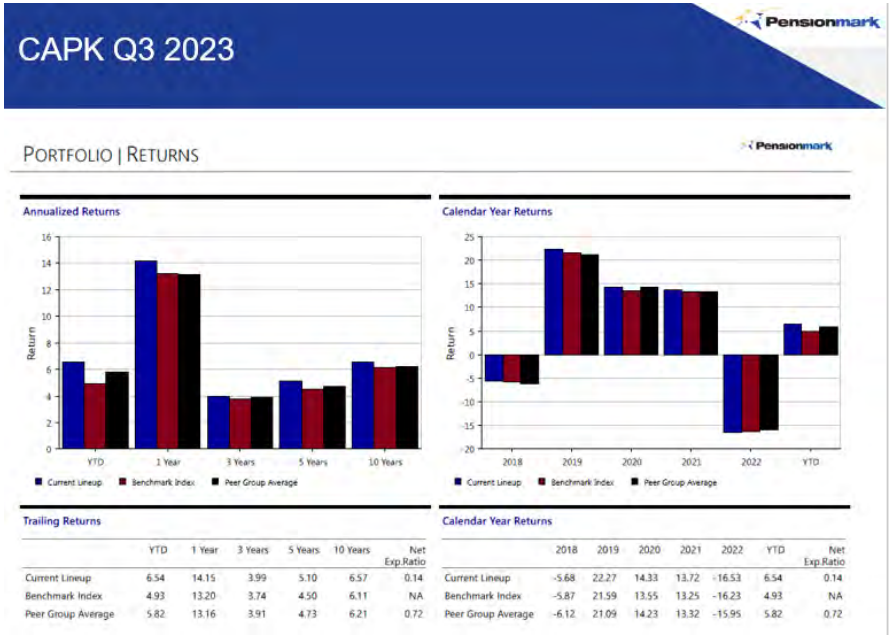
Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	6.54	14.15	3.99	5.10	6.57	0.14
Benchmark Index	4.93	13.20	3.74	4.50	6.11	NA
Peer Group Average	5.82	13.16	3.91	4.73	6.21	0.72

Calendar Year Returns

	2018	2019	2020	2021	2022	YTD	Net Exp.Ratio
Current Lineup	-5.68	22.27	14.33	13.72	-16.53	6.54	0.14
Benchmark Index	-5.87	21.59	13.55	13.25	-16.23	4.93	NA
Peer Group Average	-6.12	21.09	14.23	13.32	-15.95	5.82	0.72

CAPK Q3 2023 - Summary of Plan Returns



CAPK Q3 2023

Pensionmark

PORTFOLIO | RETURNS

Pensionmark

Annualized Returns

Calendar Year Returns

Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	6.54	14.15	3.99	5.10	6.57	0.14
Benchmark Index	4.93	13.20	3.74	4.50	6.11	NA
Peer Group Average	5.82	13.16	3.91	4.73	6.21	0.72

Calendar Year Returns

	2018	2019	2020	2021	2022	YTD	Net Exp.Ratio
Current Lineup	-5.68	22.27	14.33	13.72	-16.53	6.54	0.14
Benchmark Index	-5.87	21.59	13.55	13.25	-16.23	4.93	NA
Peer Group Average	-6.12	21.09	14.23	13.32	-15.95	5.82	0.72

Trailing Returns

	YTD	1 Year
Current Lineup	6.54	14.15
Benchmark Index	4.93	13.20
Peer Group Average	5.82	13.16

2023 Performance

401(a) Plan- 8%

403(b) Plan- 13.5%

This included contribution and Distributions during 2023.

Fall Site Visit Report

Program Title:	East Kern Family Resource Center (Community Action Partnership of Kern)				
Fiscal Year:	☐ 2020-21	☐ 2021-22	☐ 2022-23	√ 2023-24	☐ 2024-25
Date:	10/09/2023				
Program Staff:	Anna Saavedra, (Program Supervisor), Freddy Hernandez, (Director of Youth & Community Services)				
Program Manager:	Lorraine Leal-Ruiz				

Scope of Work-Evaluation Plan Review Fiscal Year: 2023-24	Annual Target	Does the Performance Measure reflect the needs of the community?		Is the Target attainable?	
Result Indicator		Yes	No	Yes	No
2.1.4. Number of parents/guardians who received general case management services, including home visits.	30	X		X	
2.1.7. Number of children who received general case management services, including home visits.	30	X		X	
2.2.1. Number of parents/guardians who received court-mandated parent education.	10	X		X	
2.4.3. Number of parents/guardians who received support services.	0	X		X	
3.1.1. Number of children who participated in educational center-based activities.	25	X		X	
3.1.2. Number of children who participated in educational home-based activities.	15	X		X	
3.1.3. Number of children who participated in Summer Bridge center-based activities.	10	X		X	
4.2.1. Number of collaborative meetings held.	9	X		X	
4.3.2. Number of providers attending articulation meetings to establish a standardized transition plan for incoming kindergarteners.	6	X		X	
4.3.3. Number of articulation meetings held to establish or review a standardized transition plan for incoming kindergartners.	2	X		X	
Comments:					
Program Manager (PM)reviewed and discussed the SOW-EP Plan review for FY23-24. There were no modifications requested. Annual targets will remain the same as the previous year.					

Performance Measure Summary Prior Fiscal Year: 2022-23	Annual Target	Actual	Percent Achieved	Was the Target Met?	
Result Indicator				Yes	No
2.1.4. Number of parents/guardians who received general case management services, including home visits.	30	31	103%	X	
2.1.7. Number of children who received general case management services, including home visits.	30	38	127%	X	

2.2.1. Number of parents/guardians who received court-mandated parent education.	10	10	100%		
2.4.3. Number of parents/guardians who received support services.	0	144			
3.1.1. Number of children who participated in educational center-based activities.	25	26	104%		
3.1.2. Number of children who participated in educational home-based activities.	15	39	260%		
3.1.3. Number of children who participated in Summer Bridge center-based activities.	10	10	100%		
4.2.1. Number of collaborative meetings held.	9	11	122%		
4.3.2. Number of providers attending articulation meetings to establish a standardized transition plan for incoming kindergarteners.	6	6	100%		
4.3.3. Number of articulation meetings held to establish or review a standardized transition plan for incoming kindergartners.	2	2	100%		
Comments:					
PM reviewed and discussed performance summary for FY22-23. There were no comments or concerns addressed by program staff.					

Quarterly Projections Fiscal Year: 2023-24	Annual Target	Q1	Q2	Q3	Q4
Result Indicator					
2.1.4. Number of parents/guardians who received general case management services, including home visits.	30	10	6	8	6
2.1.7. Number of children who received general case management services, including home visits.	30	10	6	8	6
2.2.1. Number of parents/guardians who received court-mandated parent education.	10	4	3	0	3
2.4.3. Number of parents/guardians who received support services.	0	0	0	0	0
3.1.1. Number of children who participated in educational center-based activities.	25	10	5	5	5
3.1.2. Number of children who participated in educational home-based activities.	15	7	2	3	3
3.1.3. Number of children who participated in Summer Bridge center-based activities.	10	5	0	0	5
4.2.1. Number of collaborative meetings held.	9	3	1	2	3
4.3.2. Number of providers attending articulation meetings to establish a standardized transition plan for incoming kindergarteners.	6	0	0	0	6
4.3.3. Number of articulation meetings held to establish or review a standardized transition plan for incoming kindergartners.	2	0	0	0	2
Comments:					

PM reviewed and discussed quarterly projections for FY23-24. Quarterly targets will remain the same as the previous year.

Timeliness Fiscal Year: 2022-23	Performance Measures		Program Executive Summary		Response to Feedback	
	Yes	No	Yes	No	Yes	No
Was the program late with quarterly updates in the previous fiscal year? If yes, list below.		X		X		X
Comments:						
All program related quarterly updates were timely in FY22-23.						

Policies and Procedures Manual		
Does the program have a Policy and Procedures manual?	√ Yes	☐ No
When was the manual last updated?	11/03/2022	
Was the updated manual sent to First 5 Kern?	☐ Yes	√ No
File Security		
• Where are client files stored?	Locked File Cabinet	
• How often is file security reviewed?	Weekly	
• Is the *3-lock* system utilized?	√ Yes	☐ No
Comments:		
The most current version of East Kern Family Resource Center's (EK FRC) policy and procedures manual is on file.		

Trainings		
Confidentiality	√ Yes	☐ No
Persimmony		
• Persimmony user list up to date?	√ Yes	☐ No
Ages and Stages Questionnaire-3		
• Access and usage of Toolkit	√ Yes	☐ No
• Access and usage of User Guide	√ Yes	☐ No
Ages and Stages Questionnaire-SE:2		
• Access and usage of Toolkit	√ Yes	☐ No
• Access and usage of User Guide	√ Yes	☐ No
Program Specific		
• Nurturing Parenting - Court Mandated	√ Yes	☐ No
Comments:		
PM will follow up with M. Moreno to schedule ASQ:SE-2 training. A new office assistant is in the process of onboarding. EK FRC staff will notify PM to arrange confidentiality and Persimmony training.		

PM updated the training list on 10/19/2023. Removed the following from the active category. (no longer employed)
A. Haberman
B. Solis
C. Segovia
C. Ritchea
D. Gonzalez
J. Pimentel
K. Machuca
L. Reyes
M. Buck
R. Blackwell
R. Rios
S. Ralston
U. Johnson
Y. Minor

Annual Administrative Review Follow-up		
Did the program have any program recommendation(s)?	☐ Yes	√ No
If yes, were the recommendation(s) completed?	☐ Yes	√ No
List recommendations:		
Comments:		
None		

File Review		
Does the program provide services to children and families under Result Indicators *2.1.4*, *2.1.5*, *2.1.7*, *2.1.8, 3.1.1, or 3.1.2*?	√ Yes	☐ No
How many case files were reviewed? (three files per case manager or program type)	10	
Comments:		

Files were well organized, up to date, and included all First 5 Kern forms and assessments.

RI 3.1.1.
E.B.
D.D.
V.A.P.

RI 2.1.4. / RI 2.1.7.
T.O.
A.T.
T.E

RI 2.2.1.
E.A.
A.G.
T.G.
C.P.

Fall Site Visit Report

Next Steps (If not completed by the next Annual Administrative Review, it will become a formal recommendation.)

M. Moreno will complete ASQ:SE-2 training.

Suggestions (A suggestion is not monitored for completion and will not become a formal recommendation at the next Annual Administrative Review.)

None

Additional Updates (Add any additional comments not captured above.)

- ✓ Any updates to service delivery (when reviewing the SOW-EP, verify the service delivery type (e.g., in-person, virtual, etc.).
- ✓ Holiday schedule/hour of operation
  - ✓ Inform contractors that F5K will relocate in January
  - ✓ More information to come as we get closer to December
- ✓ Quarterly Report Due Dates
  - ✓ Reminder of Q4 due date 7/15
  - ✓ Consents due by 4pm
  - ✓ See page 16 of the Persimmony User Guide
  - ✓ Compelling Narrative due Q3 only
- ✓ Media – CC program manager on emails to Kevin Bartl regarding attribution
- ✓ Persimmony Updates: User name will change to Email address effective 1/1/2024

Fall Site Visit Report

Program Title:	Oasis Family Resource Center - Community Action Partnership of Kern				
Fiscal Year:	☐ 2020-21	☐ 2021-22	☐ 2022-23	√ 2023-24	☐ 2024-25
Date:	10/23/2023				
Program Staff:	Eric Le Barbe (Youth & Community Services Supervisor)				
Program Manager:	Lorraine Leal-Ruiz				

Scope of Work-Evaluation Plan Review Fiscal Year: 2023-24	Annual Target	Does the Performance Measure reflect the needs of the community?		Is the Target attainable?	
Result Indicator		Yes	No	Yes	No
2.1.4. Number of parents/guardians who received general case management services, including home visits.	30	X		X	
2.1.7. Number of children who received general case management services, including home services.	30	X		X	
2.2.1. Number of parents/guardians who received court-mandated parent education.	10	X		X	
2.4.3. Number of parents/guardians who received support services.	N/A	X		X	
3.1.2. Number of children who participated in educational home-based activities.	15	X		X	
3.1.3. Number of children who participated in Summer Bridge center-based activities.	10	X		X	
4.3.2. Number of providers attending articulation meetings to establish or review a standardized transition plan for incoming kindergarteners.	6	X		X	
4.3.3. Number of articulation meetings held to establish or review a standardized transition plan for incoming kindergarteners.	2	X		X	
4.4.3. Number of providers who attended Commission-led trainings or workshops.	0	X		X	
Comments:					

Program Manager (PM) reviewed and discussed the SOW-EP Plan for FY23-24.
There were no modifications requested. Annual targets will remain the same as the previous year.

Performance Measure Summary Prior Fiscal Year: 2022-23	Annual Target	Actual	Percent Achieved	Was the Target Met?	
Result Indicator				**Yes**	**No**
2.1.4. Number of parents/guardians who received general case management services, including home visits.	30	33	110%	X	
2.1.7. Number of children who received general case management services, including home services.	30	40	133%	X	
2.2.1. Number of parents/guardians who received court-mandated parent education.	10	15	250%	X	

Fall Site Visit Report

Performance Measure Summary Prior Fiscal Year: 2022-23	Annual Target	Actual	Percent Achieved	Was the Target Met?	
Result Indicator				**Yes**	**No**
2.4.3. Number of parents/guardians who received support services.	N/A	185	--	X	
3.1.2. Number of children who participated in educational home-based activities.	15	40	267%	X	
3.1.3. Number of children who participated in Summer Bridge center-based activities.	10	20	200%	X	
4.3.2. Number of providers attending articulation meetings to establish or review a standardized transition plan for incoming kindergarteners.	6	11	183%	X	
4.3.3. Number of articulation meetings held to establish or review a standardized transition plan for incoming kindergarteners.	2	6	300%	X	
4.4.3. Number of providers who attended Commission-led trainings or workshops.	0	3	--	X	
Comments:					
PM reviewed and discussed performance summary for FY22-23. Oasis Family Resource Center (Oasis FRC) met and exceeded all annual targets for FY22-23. There were no comments or concerns addressed by program staff.					

Quarterly Projections Fiscal Year: 2023-24	Annual Target	Q1	Q2	Q3	Q4
Result Indicator					
2.1.4. Number of parents/guardians who received general case management services, including home visits.	30	8	8	8	6
2.1.7. Number of children who received general case management services, including home services.	30	8	8	8	6
2.2.1. Number of parents/guardians who received court-mandated parent education.	10	0	2	2	6
2.4.3. Number of parents/guardians who received support services.	N/A	--	--	--	--
3.1.2. Number of children who participated in educational home-based activities.	15	4	4	4	3
3.1.3. Number of children who participated in Summer Bridge center-based activities.	10	5	0	0	5
4.3.2. Number of providers attending articulation meetings to establish or review a standardized transition plan for incoming kindergarteners.	6	2	2	2	
4.3.3. Number of articulation meetings held to establish or review a standardized transition plan for incoming kindergarteners.	2	0	0	0	2
4.4.3. Number of providers who attended Commission-led trainings or workshops.	0	0	0	0	0
Comments:					

PM reviewed and discussed quarterly projections for FY23-24. Quarterly targets will remain the same as the previous year.

Timeliness Fiscal Year: 2022-23	Performance Measures		Program Executive Summary		Response to Feedback	
	Yes	No	Yes	No	Yes	No
Was the program late with quarterly updates in the previous fiscal year? If yes, list below.		X		X		X
Comments:						
All program related quarterly updates were timely in FY22-23.						

Policies and Procedures Manual		
Does the program have a Policy and Procedures manual?	√ Yes	☐ No
When was the manual last updated?	November 2022	
Was the updated manual sent to First 5 Kern?	√ Yes	☐ No
File Security		
• Where are client files stored?	Locked Cabinet	
• How often is file security reviewed?	Quarterly	
• Is the *3-lock* system utilized?	√ Yes	☐ No
Comments:		
The most current version of Oasis FRC's policy and procedures manual is on file.		

Trainings		
Confidentiality	√ Yes	☐ No
Persimmony		
• Persimmony user list up to date?	√ Yes	☐ No
Ages and Stages Questionnaire-3		
• Access and usage of Toolkit	√ Yes	☐ No
• Access and usage of User Guide	√ Yes	☐ No
Ages and Stages Questionnaire-SE:2		
• Access and usage of Toolkit	√ Yes	☐ No
• Access and usage of User Guide	√ Yes	☐ No
Program Specific		
• Nurturing Parenting-Court Mandated	☐ Yes	☐ No
Comments:		

Oasis FRC staff has completed the required training.

PM updated the training list on 10/26/2023. PM removed the following from the active category. (no longer employed)

- C. Vander Werf

Fall Site Visit Report

Annual Administrative Review Follow-up		
Did the program have any program recommendation(s)?	☐ Yes	√ No
If yes, were the recommendation(s) completed?	☐ Yes	☐ No
List recommendations:		
Comments:		
None		

File Review		
Does the program provide services to children and families under Result Indicators *2.1.4*, *2.1.5*, *2.1.7*, *2.1.8, 3.1.1, or 3.1.2*?	√ Yes	☐ No
How many case files were reviewed? (three files per case manager or program type)	9	
Comments:		

PM reviewed 9 client files.

Files were well organized and included all First 5 Kern forms and assessments.

RI 2.1.4. / RI 2.1.7.
G.H.
G.C.
S.H.
M.L.
V.G.D.
D.L.

RI 2.2.1.
T.L.
T.G.
A.G.

Next Steps (If not completed by the next Annual Administrative Review, it will become a formal recommendation.)

None

Suggestions (A suggestion is not monitored for completion and will not become a formal recommendation at the next Annual Administrative Review.)

None

Fall Site Visit Report

Additional Updates (Add any additional comments not captured above.)

- ✓ Any updates to service delivery (when reviewing the SOW-EP, verify the service delivery type (e.g., in-person, virtual, etc.).
- ✓ Holiday schedule/hour of operation
  - ✓ Inform contractors that F5K will relocate in January
  - ✓ More information to come as we get closer to December
- ✓ Quarterly Report Due Dates
  - ✓ Reminder of Q4 due date 7/15
  - ✓ Consents due by 4pm
  - ✓ See page 16 of the Persimmony User Guide
  - ✓ Compelling Narrative due Q3 only
- ✓ Media – CC program manager on emails to Kevin Bartl regarding attribution
- ✓ Persimmony Updates: User name will change to Email address effective 1/1/2024

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov

JASON WIMBLEY
ACTING DIRECTOR

GAVIN NEWSOM
GOVERNOR

December 7, 2023

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

Dear Mr. Tobias:

Audit Transmittal Report (TR) 23-002 (FYE 2/28/23)
The Department of Community Services and Development (CSD) has performed a desk review of an audit report submitted to this office by the Community Action Partnership of Kern, or the auditor identified below. This review is conducted in accordance with the provisions of Office of Management and Budget (OMB) Title 2, Code of Federal Regulations (CFR), Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," Subpart F, Section §200.500 et seq.

Auditor: Daniells, Phillips, Vaughan & Bock CPAs

Audit Period: March 1, 2022 – February 28, 2023

Contract Numbers: 20C-6008, 20F-3654, 21B-5012, 21F-4015, 21F-4416, 21T-1015, 21V-5561, 21Z-9556, 22B-4012, 22F-5015, 22Q-4561, 23B-5012, and 23F-4015

Report Date: 10/26/2023 **Date Received:** 11/7/2023 **FAC Date:** 11/3/2023

The State Controller's Office (SCO) reviews the audit report to ensure that applicable standards have been met and to resolve outstanding matters regarding format, required statements, and items that appear to cut across multiple programs or funding sources.

This review is solely based on the Single Audit desk review for the fiscal year ended February 28, 2023, and is not part of any other audit or investigation. The TR letter prepared by this department covers the statements as they pertain to CSD contracts. Based on our review, we have the following comments or actions required.

CONTRACT NUMBERS: 20C-6008, 20F-3654, 21B-5012, 21F-4015, and 21F-4416

The terms of these contracts were covered in the audited period. Since there were no audit findings requiring corrective action, Audit Services Unit considers these contracts closed.

RELATED CONCERNS:

The single audit report identified the following:

Internal control over financial reporting:

- One instance of significant deficiency (Procurement process, Financial Statement Finding 2023-001).

Although this instance does not appear to be directly related to CSD's pass-through funding; concerns exist that CSD's programs may have similar issues. CSD considers this issue closed since the agency provided planned corrective actions. However, CSD will review next year's single audit report to ensure the agency implemented the corrective actions.

NOTE 13: CONCENTRATION OF REVENUE

It states:

> *"For the years ended February 28, 2023 and 2022 approximately 48% and 52%, respectively, of the Organization's total revenue was received from two grant sources. Management believes these grants will be renewed on an ongoing basis."*

Recommendation:

1. Please ensure the Agency develops and implements an appropriate risk mitigation plan to reduce the negative effects of the revenue concentrations.

CONTRACT NUMBERS: 21T-1015, 21V-5561, 21Z-9556, 22B-4012, 22F-5015, 22Q-4561, 23B-5012, and 23F-4015

The terms of these contracts extend beyond the audit reporting period. Please ensure these contracts are included in the next single audit and that expenditures are identified by CSD contract number, program components (i.e., Weatherization and ECIP/HEAP/Assurance16; CSBG and CSBG Discretionary), and Catalog of Federal Domestic Assistance number. Supplemental Statements of Revenues and Expenses that reconcile to the Schedule of Expenditures of Federal Awards are required for all contracts passed through CSD. These supplemental statements should also be broken down by program component, fiscal year, and CSD budget line item.

Jeremy Tobias
December 7, 2023

Our review did not disclose any findings requiring a response therefore, the audit has been closed. If the Agency has any questions or requires additional information, please reference the TR number in your correspondence. I may be contacted by phone at (916) 570-7930 or by email at Jeffry.Takili@csd.ca.gov.

Thank you for your dedication and commitment to serve low-income individuals and families throughout the state. CSD looks forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to, not only improve the lives of those living in poverty, but to reduce poverty in California.

Sincerely,

Jeffry Takili

JEFFRY TAKILI
CSD Management Auditor

c: Fred Plane, Chairman of the Board

MEMORANDUM

To: Board of Directors

Bradley Ryan Fergon

From: Bradley Ryan Fergon, Senior Community Development Specialist

Date: January 31, 2024

Subject: *Agenda Item IV(ll):* Grant Application to Dollar General Literacy Foundation for Summer Reading Program – **Action Item**

This action item serves to seek the Board's approval for applying to the Dollar General Literacy Foundation's Summer Reading Grant, aimed at supporting the Shafter Youth Center's (SYC) Summer Reading Program. The grant, valued at $3,000, is essential for covering a portion of the Renaissance Learning software costs, vital to SYC's summer reading and math programs, and for purchasing additional reading and writing supplies. These resources are integral to the program's success, especially during the summer months of the grant term from June 1, 2024, to September 19, 2024.

This grant aligns with our objective under goal 2.1.1, enhancing our capacity to serve up to 40 students in the summer program. The funds will enable us to maintain the quality of our educational offerings and support continued learning during the summer months. Your approval is crucial for the timely submission and potential success of this application.

Grant Details:

- **Application Requirement:** As part of the application process for the Dollar General Literacy Foundation grant, we need to list the names of our CEO, Board Chair and Board Members. The application includes a provision where, by checking a specific box, we confirm that these listed individuals endorse the submission of our grant application. Therefore, while this process does not require a formal board resolution, it does require acknowledgment and approval from the named board members.

Recommendation

Staff recommends the Board of Directors approve the submission of Dollar General Literacy Foundation's Summer Reading Grant application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

MEMORANDUM

To: Board of Directors

From: Tracy Webster, Chief Financial Officer

Date: January 31, 2024

Subject: *Agenda Item IV(mm):* 2022 Information Returns and Attorney General Report – **Info Item**

Community Action Partnership of Kern (CAPK) is required to file information returns annual with the Internal Revenue Service and the Franchise Tax Board. The 2022 returns were prepared by Daniells Phillips Vaughn and Bock (DPVB) Accountancy Corporation from data provided by CAPK for the year ended February 28, 2023. The following information returns were submitted electronically by DPVB by the filing deadline date of January 15, 2024:

- 2022 IRS Form 990 – Return of Organization Exempt from Income Tax
- 2022 Form 199 – California Exempt Organization Annual Information Return

Annually, CAPK is required to file the registration renewal fee report to the Attorney General's Registry of Charitable Trusts. The purpose of the report is to assist the Attorney General's Office with early detection of charity fiscal mismanagement and unlawful diversion of charitable assets. Organizations with total gross revenue or assets of $25,000 or more must also provide a copy of the IRS Form 990 with the renewal report. The report is required to be filed with the Attorney General no later than the date the IRS Form 990 is required to be filed with the IRS. CAPK met the filing deadline.

For your information, the information returns, and the Attorney General report are attached.

Attachments:
2022 IRS Form 990 – Return of Organization Exempt from Income Tax
2022 Form 199 California Exempt Organization Annual Information Return
Annual Registration Renewal Fee Report to Attorney General of California

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
Do not enter social security numbers on this form as it may be made public.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public Inspection

A For the 2022 calendar year, or tax year beginning MAR 1, 2022 and ending FEB 28, 2023

B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/ terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization
COMMUNITY ACTION PARTNERSHIP OF KERN

Doing business as

Number and street (or P.O. box if mail is not delivered to street address) | Room/suite
5005 BUSINESS PARK NORTH

City or town, state or province, country, and ZIP or foreign postal code
BAKERSFIELD, CA 93309

F Name and address of principal officer: JEREMY T. TOBIAS
SAME AS C ABOVE

D Employer identification number
95-2402760

E Telephone number
661-336-5236

G Gross receipts $ 154,477,997.

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No
If "No," attach a list. See instructions

H(c) Group exemption number

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: WWW.CAPK.ORG

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other

L Year of formation: 1965 M State of legal domicile: CA

Part I Summary

1 Briefly describe the organization's mission or most significant activities: COMMUNITY ACTION PARTNERSHIP OF KERN SHALL PROVIDE AND ADVOCATE FOR RESOURCES THAT WILL EMPOWER

2 Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3	Number of voting members of the governing body (Part VI, line 1a)	3	15
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	15
5	Total number of individuals employed in calendar year 2022 (Part V, line 2a)	5	1093
6	Total number of volunteers (estimate if necessary)	6	1482
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.

		Prior Year	Current Year
8	Contributions and grants (Part VIII, line 1h)	118,276,921.	153,871,332.
9	Program service revenue (Part VIII, line 2g)	257,864.	297,718.
10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	2,531.	6,200.
11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	578,843.	302,747.
12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	119,116,159.	154,477,997.
13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	0.
14	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	42,945,928.	46,522,956.
16a	Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
b	Total fundraising expenses (Part IX, column (D), line 25) 121,983.		
17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	68,535,205.	93,280,585.
18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	111,481,133.	139,803,541.
19	Revenue less expenses. Subtract line 18 from line 12	7,635,026.	14,674,456.

		Beginning of Current Year	End of Year
20	Total assets (Part X, line 16)	40,550,672.	58,318,823.
21	Total liabilities (Part X, line 26)	18,817,882.	21,911,577.
22	Net assets or fund balances. Subtract line 21 from line 20	21,732,790.	36,407,246.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer JEREMY T. TOBIAS, CEO
Type or print name and title

Date 1/8/2024

Paid Preparer Use Only

Print/Type preparer's name REANN RICHARDI, CPA | Preparer's signature | Date 1/8/24 | Check ☐ if self-employed | PTIN P01803841

Firm's name DANIELLS PHILLIPS VAUGHAN & BOCK | Firm's EIN 95-2972229

Firm's address 300 NEW STINE ROAD
BAKERSFIELD, CA 93309 | Phone no. 661-834-7411

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

SEE SCHEDULE O FOR ORGANIZATION MISSION STATEMENT CONTINUATION

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III X

1 Briefly describe the organization's mission: NONE

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ..... ☐ Yes ☒ No
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ..... ☐ Yes ☒ No
If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 60,208,292. including grants of $) (Revenue $ 61,594.)
CHILD EDUCATION AND DEVELOPMENT SERVICES: TO PROVIDE COMPREHENSIVE CHILD EDUCATION AND DEVELOPMENT SERVICES FOR 2,043 INCOME ELIGIBLE CHILDREN SIX WEEKS TO FIVE YEARS OF AGE, AND THEIR FAMILIES. ALSO INCLUDES A STATEWIDE CHILD CARE PROGRAM TO PROVIDE CHILDREN OF MIGRANT FARM WORKERS WITH A SAFE, NURTURING AND EDUCATIONALLY GROWING ENVIRONMENT.

4b (Code:) (Expenses $ 55,813,445. including grants of $) (Revenue $ 236,124.)
NUTRITION SERVICES: INCLUDES THE (1) CHILD AND ADULT CARE FOOD PROGRAM WHICH PROVIDES NUTRITIONAL LUNCH MEALS AND SNACKS TO THE 1,803 CHILDREN ENROLLED IN THE CHILD EDUCATION AND DEVELOPMENT SERVICES PROGRAM, (2) THE WOMEN, INFANTS AND CHILDREN PROGRAM WHICH PROVIDES TEMPORARY NUTRITIONAL ASSISTANCE AND COUNSELING FOR 13,734 PREGNANT AND NON-PREGNANT WOMEN, MEN AND GRANDPARENTS PER MONTH WHO ARE RAISING INFANTS AND CHILDREN WHO ARE NUTRITIONALLY AT RISK AND (3) THE FOOD BANK PROGRAM WHICH IS ONE OF THE LARGEST FOOD BANKS IN CALIFORNIA PROVIDING EMERGENCY FOOD ASSISTANCE AND DISTRIBUTING MORE THAN 19.5 MILLION POUNDS OF FOOD ANNUALLY.

4c (Code:) (Expenses $ 5,897,133. including grants of $) (Revenue $)
ENERGY SERVICES: THE AGENCY PROVIDES UTILITY ASSISTANCE TO MORE THAN 6,500 HOUSEHOLDS ON AN ANNUAL BASIS. AN APPLICANT CAN ONLY RECEIVE THIS BENEFIT ONCE IN A 12 MONTH PERIOD. THE APPLICANT MUST RESIDE IN KERN COUNTY, HAVE A TOTAL HOUSEHOLD INCOME AT OR BELOW 150 PERCENT OF THE FEDERAL POVERTY INCOME GUIDELINES AND HAVE A UTILITY BILL WITH AT LEAST 30 DAYS OF SERVICE.
WEATHERIZATION SERVICES: THE AGENCY PROVIDES ASSISTANCE TO MORE THAN 300 HOUSEHOLDS ON AN ANNUAL BASIS. A RESIDENT CAN RECEIVE WEATHERIZATION ASSISTANCE ONCE EVERY SEVEN YEAR. TO QUALIFY, THE APPLICANT MUSE RESIDE IN KERN COUNTY AND HAVE A HOUSEHOLD INCOME AT OR BELOW 150 PERCENT OF THE FEDERAL POVERTY INCOME GUIDELINES.

4d Other program services (Describe on Schedule O.)
(Expenses $ 8,771,727. including grants of $) (Revenue $ 223,634.)

4e Total program service expenses 130,690,597.

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1	X	
2	Is the organization required to complete *Schedule B, Schedule of Contributors*? See instructions	2	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		X
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? *If "Yes," complete Schedule C, Part III*	5		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? *If "Yes," complete Schedule D, Part V*	10		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a	X	
b	Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		X
c	Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d		X
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e	X	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f	X	
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a	X	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	16		X
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I.* See instructions	17		X
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18		X
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		X
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		X

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23	X	
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		X
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		X
28	Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV*	28a		X
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		X
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		X
29	Did the organization receive more than $25,000 in non-cash contributions? *If "Yes," complete Schedule M*	29	X	
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		X
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34	X	
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		X
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O	38	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

				Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	807		
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c		X	

Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

				Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	1093		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?		2b	X	
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?		3a		X
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*		3b		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		4a		X
b	If "Yes," enter the name of the foreign country _____ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).				
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		5a		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		5b		X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		5c		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		6a		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		6b		
7	**Organizations that may receive deductible contributions under section 170(c).**				
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?		7a	X	
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		7b	X	
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		7c		X
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		7e		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		7f		X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		7g		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		7h		
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		8		
9	**Sponsoring organizations maintaining donor advised funds.**				
a	Did the sponsoring organization make any taxable distributions under section 4966?		9a		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		9b		
10	**Section 501(c)(7) organizations.** Enter:				
a	Initiation fees and capital contributions included on Part VIII, line 12	10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b			
11	**Section 501(c)(12) organizations.** Enter:				
a	Gross income from members or shareholders	11a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?		12a		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**				
a	Is the organization licensed to issue qualified health plans in more than one state? **Note:** See the instructions for additional information the organization must report on Schedule O.		13a		
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b			
c	Enter the amount of reserves on hand	13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?		14a		X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*		14b		
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N.		15		X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.		16		X
17	**Section 501(c)(21) organizations.** Did the trust, or any disqualified or other person engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.		17		

Part VI Governance, Management, and Disclosure. *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI [X]

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year	1a	15		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.				
b	Enter the number of voting members included on line 1a, above, who are independent	1b	15		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2			X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3			X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4			X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5			X
6	Did the organization have members or stockholders?	6			X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a			X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b			X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?	8a		X	
b	Each committee with authority to act on behalf of the governing body?	8b		X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O*	9			X

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	X	
b	Describe on Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe on Schedule O how this was done*	12c		X
13	Did the organization have a written whistleblower policy?	13	X	
14	Did the organization have a written document retention and destruction policy?	14	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a	X	
b	Other officers or key employees of the organization	15b	X	
	If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed CA

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

[X] Own website [ ] Another's website [ ] Upon request [ ] Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records

TRACY WEBSTER - 661-336-5236

5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) JEREMY TOBIAS	40.00									
CEO				X				195,534.	0.	60,682.
(2) TRACY WEBSTER	40.00									
CFO				X				193,233.	0.	21,350.
(3) TRACO MATTHEWS	40.00									
CHIEF PROGRAM OFFICER					X			174,279.	0.	13,821.
(4) EMILIO WAGNER	40.00									
DIRECTOR OF OPERATIONS						X		149,371.	0.	32,555.
(5) YOLANDA GONZALES	40.00									
DIRECTOR OF HEAD START/STA					X			154,540.	0.	19,042.
(6) PRITIKA RAM	40.00									
CHIEF BUSINESS DEVELOPMENT					X			153,260.	0.	19,835.
(7) LISA MCGRANAHAN	40.00									
DIRECTOR OF HUMAN RESOURCE						X		140,562.	0.	30,119.
(8) SUSANA MAGANA	1.00									
DIRECTOR OF HEALTH & NUTRITION SERVI						X		146,286.	0.	11,640.
(9) FREDDY HERNANDEZ	1.00									
DIRECTOR OF YOUTH & COMMUNITY SERVIC						X		123,776.	0.	28,799.
(10) JERRY MEADE	1.00									
PROGRAM DESIGN AND MANAGEMENT ADMINS						X		110,445.	0.	17,576.
(11) FRED PLANE	4.00									
CHAIR			X					0.	0.	0.
(12) MARITZA JIMENEZ	4.00									
VICE-CHAIR			X					0.	0.	0.
(13) ANA VIGIL	4.00									
SECRETARY			X					0.	0.	0.
(14) JANEA BENTON	4.00									
DIRECTOR			X					0.	0.	0.
(15) CURTIS FLOYD	4.00									
DIRECTOR			X					0.	0.	0.
(16) NILA HOGAN	4.00									
DIRECTOR			X					0.	0.	0.
(17) MARIAN PANOS	4.00									
DIRECTOR			X					0.	0.	0.

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(18) MIKE MAGGARD DIRECTOR	4.00		X					0.	0.	0.
(19) YOLANDA OCHOA DIRECTOR	4.00		X					0.	0.	0.
(20) CRAIG HENDERSON DIRECTOR	4.00		X					0.	0.	0.
(21) GUADALUPE PEREZ DIRECTOR	4.00		X					0.	0.	0.
(22) JIMMIE CHILDRESS DIRECTOR	4.00		X					0.	0.	0.
(23) JONATHAN MULLINGS DIRECTOR	4.00		X					0.	0.	0.
(24) MICHELLE JARA-RANGEL TREASURER	4.00		X					0.	0.	0.
(25) JOE GARCIA DIRECTOR	4.00		X					0.	0.	0.
(26) DENISE BOSHERS DIRECTOR	4.00		X					0.	0.	0.
1b Subtotal								1,541,286.	0.	255,419.
c Total from continuation sheets to Part VII, Section A								0.	0.	0.
d Total (add lines 1b and 1c)								1,541,286.	0.	255,419.

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization 10

		Yes	No
3 Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*	3		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*	4	X	
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*	5		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
ALLIED UNIVERSAL SECURITY SERVICES, P.O. BOX 31001-2374, PASADENA, CA 91110-2374	SECURITY SERVICE	591,359.
KLEIN DE NATALE GOLDNER COOPER ROSENLIE PO BOX 11172, BAKERSFIELD, CA 93389	PROFESSIONAL SERVICES	422,932.
GREAT WESTERN INSTALLATIONS, INC. 975 S. STATE HWY 89, LOGAN, UT 84321	CONTRACTING	399,482.
PLC SYSTEM SERVICES, 11509 ORCHARD PARK DR., BAKERSFIELD, CA 93311	AC & HEATING	313,047.
CROWN EQUIPMENT CORPORATION P.O. BOX 641173, CINCINNATI, OH 45264	EQUIPMENT SALES	281,476.

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization 5

SEE PART VII, SECTION A CONTINUATION SHEETS

Part VII **Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (check all that apply)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(27) LILY PIMENTAL-STRATTON DIRECTOR	4.00		X					0.	0.	0.
(28) GINA MARTINEZ DIRECTOR	4.00		X					0.	0.	0.
(29) JEFF FLORES DIRECTOR	4.00		X					0.	0.	0.
(30) MIA CIFUENTES DIRECTOR	4.00		X					0.	0.	0.
Total to Part VII, Section A, line 1c										

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	114,361,341.				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	39,509,991.				
	g Noncash contributions included in lines 1a-1f	1g	$ 39,060,309.				
	h **Total.** Add lines 1a-1f			153,871,332.			
Program Service Revenue		**Business Code**					
	2a FOOD BANK FEES	624200		236,124.	236,124.		
	b PROGRAM AND PARENT FEES	624200		61,594.	61,594.		
	c						
	d						
	e						
	f All other program service revenue						
	g **Total.** Add lines 2a-2f			297,718.			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			6,200.			6,200.
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
			(i) Real	(ii) Personal			
	6a Gross rents	6a	79,113.				
	b Less: rental expenses	6b	0.				
	c Rental income or (loss)	6c	79,113.				
	d Net rental income or (loss)			79,113.			79,113.
			(i) Securities	(ii) Other			
	7a Gross amount from sales of assets other than inventory	7a					
	b Less: cost or other basis and sales expenses	7b					
	c Gain or (loss)	7c					
	d Net gain or (loss)						
	8a Gross income from fundraising events (not including $ _____ of contributions reported on line 1c). See Part IV, line 18	8a					
	b Less: direct expenses	8b					
	c Net income or (loss) from fundraising events						
	9a Gross income from gaming activities. See Part IV, line 19	9a					
	b Less: direct expenses	9b					
	c Net income or (loss) from gaming activities						
	10a Gross sales of inventory, less returns and allowances	10a					
	b Less: cost of goods sold	10b					
	c Net income or (loss) from sales of inventory						
Miscellaneous Revenue		**Business Code**					
	11a MISCELLANEOUS REVENUE	624200		223,634.	223,634.		
	b						
	c						
	d All other revenue						
	e **Total.** Add lines 11a-11d			223,634.			
	12 **Total revenue.** See instructions			154,477,997.	521,352.	0.	85,313.

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	1,484,374.	1,160,779.	323,595.	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	34,947,170.	34,861,871.		85,299.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	10,091,412.	10,038,941.	40,382.	12,089.
10 Payroll taxes				
11 Fees for services (nonemployees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	4,214,517.	4,085,549.	122,482.	6,486.
12 Advertising and promotion				
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy	6,323,464.	6,321,008.	2,456.	
17 Travel	698,636.	681,667.	13,365.	3,604.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	1,555,406.	1,244,742.	310,664.	
23 Insurance				
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a DONATED COMMODITIES	46,707,716.	46,707,716.		
b PROGRAM COST	18,883,886.	18,760,999.	122,887.	
c INDIRECT EXPENSE	7,998,639.		7,998,639.	
d OTHER COSTS	3,848,813.	3,786,584.	53,830.	8,399.
e All other expenses	3,049,508.	3,040,741.	2,661.	6,106.
25 **Total functional expenses.** Add lines 1 through 24e	139,803,541.	130,690,597.	8,990,961.	121,983.
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

			(A) Beginning of year		(B) End of year
Assets	1	Cash - non-interest-bearing	8,376,343.	1	13,504,222.
	2	Savings and temporary cash investments		2	
	3	Pledges and grants receivable, net		3	
	4	Accounts receivable, net	12,434,537.	4	11,364,285.
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use	1,046,445.	8	1,090,744.
	9	Prepaid expenses and deferred charges	672,994.	9	1,132,342.
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D — 10a: 55,571,106.			
	b	Less: accumulated depreciation — 10b: 24,343,876.	18,020,353.	10c	31,227,230.
	11	Investments - publicly traded securities		11	
	12	Investments - other securities. See Part IV, line 11		12	
	13	Investments - program-related. See Part IV, line 11		13	
	14	Intangible assets		14	
	15	Other assets. See Part IV, line 11		15	
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)	40,550,672.	16	58,318,823.
Liabilities	17	Accounts payable and accrued expenses	11,406,127.	17	12,887,117.
	18	Grants payable		18	
	19	Deferred revenue	4,159,814.	19	5,535,406.
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23	Secured mortgages and notes payable to unrelated third parties	1,083,367.	23	704,130.
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	2,168,574.	25	2,784,924.
	26	**Total liabilities.** Add lines 17 through 25	18,817,882.	26	21,911,577.
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here** ☒ **and complete lines 27, 28, 32, and 33.**			
	27	Net assets without donor restrictions	21,587,796.	27	36,168,588.
	28	Net assets with donor restrictions	144,994.	28	238,658.
		Organizations that do not follow FASB ASC 958, check here ☐ **and complete lines 29 through 33.**			
	29	Capital stock or trust principal, or current funds		29	
	30	Paid-in or capital surplus, or land, building, or equipment fund		30	
	31	Retained earnings, endowment, accumulated income, or other funds		31	
	32	Total net assets or fund balances	21,732,790.	32	36,407,246.
	33	Total liabilities and net assets/fund balances	40,550,672.	33	58,318,823.

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	154,477,997.
2	Total expenses (must equal Part IX, column (A), line 25)	2	139,803,541.
3	Revenue less expenses. Subtract line 2 from line 1	3	14,674,456.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	21,732,790.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	36,407,246.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII ☒

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2a		X
b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2b	X	
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c	X	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?	3a	X	
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b	X	

SCHEDULE A (Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public Inspection

Name of the organization
COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number
95-2402760

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
10 ☐ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
f Enter the number of supported organizations .....
g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	(iv) No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
Total						

Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	79,165,815.	96,848,982.	116,127,411.	118,070,362.	153,708,057.	563,920,627.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3	79,165,815.	96,848,982.	116,127,411.	118,070,362.	153,708,057.	563,920,627.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4.						563,920,627.

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
7 Amounts from line 4	79,165,815.	96,848,982.	116,127,411.	118,070,362.	153,708,057.	563,920,627.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	75,174.	74,059.	73,110.	71,475.	85,264.	379,082.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	4,883.	7,160.	1,221.	1,592.	1,224.	16,080.
11 **Total support.** Add lines 7 through 10						564,315,789.

12 Gross receipts from related activities, etc. (see instructions) 12

13 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2022 (line 6, column (f), divided by line 11, column (f))	14	99.93 %
15 Public support percentage from 2021 Schedule A, Part II, line 14	15	99.92 %

16a **33 1/3% support test - 2022.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ☒

b **33 1/3% support test - 2021.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

17a **10% -facts-and-circumstances test - 2022.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ☐

b **10% -facts-and-circumstances test - 2021.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ☐

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support.** (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)						

14 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2022 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2021 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for **2022** (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from **2021** Schedule A, Part III, line 17	18	%

19a **33 1/3% support tests - 2022.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

b **33 1/3% support tests - 2021.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

			Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No," describe in* **Part VI** *how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*	1		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in* **Part VI** *how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	2		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer lines 3b and 3c below.*	3a		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in* **Part VI** *when and how the organization made the determination.*	3b		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in* **Part VI** *what controls the organization put in place to ensure such use.*	3c		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.*	4a		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in* **Part VI** *how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*	4b		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in* **Part VI** *what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*	4c		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in* **Part VI,** *including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*	5a		
b	**Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?	5b		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	5c		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in* **Part VI.**	6		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990).*	7		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? *If "Yes," complete Part I of Schedule L (Form 990).*	8		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in* **Part VI.**	9a		
b	Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in* **Part VI.**	9b		
c	Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in* **Part VI.**	9c		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer line 10b below.*	10a		
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	10b		

Part IV Supporting Organizations *(continued)*

		Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?		
a	A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?	**11a**	
b	A family member of a person described on line 11a above?	**11b**	
c	A 35% controlled entity of a person described on line 11a or 11b above? *If "Yes" to line 11a, 11b, or 11c, provide detail in* **Part VI.**	**11c**	

Section B. Type I Supporting Organizations

		Yes	No
1	Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? *If "No," describe in* **Part VI** *how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*	**1**		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in* **Part VI** *how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*	**2**		

Section C. Type II Supporting Organizations

		Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in* **Part VI** *how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*	**1**		

Section D. All Type III Supporting Organizations

		Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	**1**		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? *If "No," explain in* **Part VI** *how the organization maintained a close and continuous working relationship with the supported organization(s).*	**2**		
3	By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in* **Part VI** *the role the organization's supported organizations played in this regard.*	**3**		

Section E. Type III Functionally Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the yea* **(see instructions).**

a ☐ The organization satisfied the Activities Test. *Complete* **line 2** *below.*

b ☐ The organization is the parent of each of its supported organizations. *Complete* **line 3** *below.*

c ☐ The organization supported a governmental entity. *Describe in* **Part VI** *how you supported a governmental entity (see instructions).*

		Yes	No
2	Activities Test. **Answer lines 2a and 2b below.**		
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If "Yes," then in* **Part VI identify those supported organizations and explain** *how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	**2a**		
b	Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in* **Part VI** *the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	**2b**		
3	Parent of Supported Organizations. **Answer lines 3a and 3b below.**		
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? *If "Yes" or "No" provide details in* **Part VI.**	**3a**		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? *If "Yes," describe in* **Part VI** *the role played by the organization in this regard.*	**3b**		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in* **Part VI**). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	1		
2 Recoveries of prior-year distributions	2		
3 Other gross income (see instructions)	3		
4 Add lines 1 through 3.	4		
5 Depreciation and depletion	5		
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6		
7 Other expenses (see instructions)	7		
8 **Adjusted Net Income** (subtract lines 5, 6, and 7 from line 4)	8		

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a Average monthly value of securities	1a		
b Average monthly cash balances	1b		
c Fair market value of other non-exempt-use assets	1c		
d **Total** (add lines 1a, 1b, and 1c)	1d		
e **Discount** claimed for blockage or other factors (*explain in detail in* **Part VI**):			
2 Acquisition indebtedness applicable to non-exempt-use assets	2		
3 Subtract line 2 from line 1d.	3		
4 Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4		
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	5		
6 Multiply line 5 by 0.035.	6		
7 Recoveries of prior-year distributions	7		
8 **Minimum Asset Amount** (add line 7 to line 6)	8		

Section C - Distributable Amount			Current Year
1 Adjusted net income for prior year (from Section A, line 8, column A)	1		
2 Enter 0.85 of line 1.	2		
3 Minimum asset amount for prior year (from Section B, line 8, column A)	3		
4 Enter greater of line 2 or line 3.	4		
5 Income tax imposed in prior year	5		
6 **Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6		

7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V **Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** *(continued)*

Section D - Distributions			**Current Year**
1	Amounts paid to supported organizations to accomplish exempt purposes	1	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3	
4	Amounts paid to acquire exempt-use assets	4	
5	Qualified set-aside amounts (prior IRS approval required - *provide details in* **Part VI**)	5	
6	Other distributions (*describe in* **Part VI**). See instructions.	6	
7	**Total annual distributions.** Add lines 1 through 6.	7	
8	Distributions to attentive supported organizations to which the organization is responsive (*provide details in* **Part VI**). See instructions.	8	
9	Distributable amount for 2022 from Section C, line 6	9	
10	Line 8 amount divided by line 9 amount	10	

Section E - Distribution Allocations (see instructions)		(i) **Excess Distributions**	(ii) **Underdistributions Pre-2022**	(iii) **Distributable Amount for 2022**
1	Distributable amount for 2022 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2022 (reasonable cause required - *explain in* **Part VI**). See instructions.			
3	Excess distributions carryover, if any, to 2022			
a	From 2017			
b	From 2018			
c	From 2019			
d	From 2020			
e	From 2021			
f	**Total** of lines 3a through 3e			
g	Applied to underdistributions of prior years			
h	Applied to 2022 distributable amount			
i	Carryover from 2017 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4	Distributions for 2022 from Section D, line 7: $			
a	Applied to underdistributions of prior years			
b	Applied to 2022 distributable amount			
c	Remainder. Subtract lines 4a and 4b from line 4.			
5	Remaining underdistributions for years prior to 2022, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, *explain in* **Part VI.** See instructions.			
6	Remaining underdistributions for 2022. Subtract lines 3h and 4b from line 1. For result greater than zero, *explain in* **Part VI**. See instructions.			
7	**Excess distributions carryover to 2023.** Add lines 3j and 4c.			
8	Breakdown of line 7:			
a	Excess from 2018			
b	Excess from 2019			
c	Excess from 2020			
d	Excess from 2021			
e	Excess from 2022			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Schedule B
(Form 990)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

Attach to Form 990 or Form 990-PF.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2022

Name of the organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Organization type (check one):

Filers of:	Section:
Form 990 or 990-EZ	[X] 501(c)(3) (enter number) organization
	[ ] 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
	[ ] 527 political organization
Form 990-PF	[ ] 501(c)(3) exempt private foundation
	[ ] 4947(a)(1) nonexempt charitable trust treated as a private foundation
	[ ] 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule.**
Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

[ ] For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling $5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

[X] For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** $5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

[ ] For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than $1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

[ ] For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than $1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling $5,000 or more during the year ..... $ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

Name of organization: COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number: 95-2402760

Part I **Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	U. S. DEPT OF HEALTH & HUMAN SERVICES PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 55,109,358.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
2	U. S. DEPT OF AGRICULTURE PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 6,900,796.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
3	STATE OF CALIFORNIA - DEPT OF EDUCATION PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 4,958,845.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
4	U. S. DEPT OF AGRICULTURE PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 7,928,917.	Person [X] Payroll [ ] Noncash [X] (Complete Part II for noncash contributions.)
5	STATE OF CALIFORNIA - DEPT OF SOCIAL SERVICES PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 25,121,637.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
6	U. S. DEPT OF HOUSING & URBAN DEVELOPMENT PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 5,683,534.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)

Name of organization: COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number: 95-2402760

Part I **Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
7	STATE OF CALIFORNIA - DEPT OF HUMAN SERVICES PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 3,453,192.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)

Name of organization: COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number: 95-2402760

Part II Noncash Property (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
4	DONATED FOOD	$ 7,928,917.	
		$	
		$	
		$	
		$	
		$	

Name of organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Part III **Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than $1,000 for the year from any one contributor.** Complete columns **(a)** through **(e) and** the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of **$1,000 or less** for the year. (Enter this info. once.) $_____

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

SCHEDULE D (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public Inspection

Name of the organization
COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number
95-2402760

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate value of contributions to (during year)		
3	Aggregate value of grants from (during year)		
4	Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).
- ☐ Preservation of land for public use (for example, recreation or education)
- ☐ Preservation of a historically important land area
- ☐ Protection of natural habitat
- ☐ Preservation of a certified historic structure
- ☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

		Held at the End of the Tax Year
a	Total number of conservation easements	2a
b	Total acreage restricted by conservation easements	2b
c	Number of conservation easements on a certified historic structure included in (a)	2c
d	Number of conservation easements included in (c) acquired after July 25,2006, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year _____

4 Number of states where property subject to conservation easement is located _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year _____

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year _____

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 $ _____

(ii) Assets included in Form 990, Part X $ _____

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 $ _____

b Assets included in Form 990, Part X $ _____

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

a ☐ Public exhibition
b ☐ Scholarly research
c ☐ Preservation for future generations
d ☐ Loan or exchange program
e ☐ Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

		Amount
c Beginning balance	1c	
d Additions during the year	1d	
e Distributions during the year	1e	
f Ending balance	1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

Part V Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment _____ %
b Permanent endowment _____ %
c Term endowment _____ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

	Yes	No
(i) Unrelated organizations — 3a(i)		
(ii) Related organizations — 3a(ii)		
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? — 3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		1,776,669.		1,776,669.
b Buildings		20,231,245.	12,845,508.	7,385,737.
c Leasehold improvements		6,468,893.	5,439,918.	1,028,975.
d Equipment		8,086,019.	6,058,450.	2,027,569.
e Other		19,008,280.		19,008,280.
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, column (B), line 10c.)*				31,227,230.

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.)		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.)		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 15.)*	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) ADVANCES PAYABLE	2,784,924.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 25.)*	2,784,924.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ... X

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			1	154,477,997.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains (losses) on investments	2a			
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	0.
3	Subtract line **2e** from line **1**			3	154,477,997.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	0.
5	Total revenue. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 12.)*			5	154,477,997.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			1	139,803,541.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	0.
3	Subtract line **2e** from line **1**			3	139,803,541.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	0.
5	Total expenses. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 18.)*			5	139,803,541.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART X, LINE 2:

THE ORGANIZATION HAS ADOPTED THE ACCOUNTING STANDARD ON ACCOUNTING FOR UNCERTAINTY IN INCOME TAXES, WHICH ADDRESSES THE DETERMINATION OF WHETHER TAX BENEFITS CLAIMED OR EXPECTED TO BE CLAIMED ON A TAX RETURN SHOULD BE RECORDED IN THE FINANCIAL STATEMENTS. UNDER THIS GUIDANCE, THE ORGANIZATION MAY RECOGNIZE THE TAX BENEFIT FROM AN UNCERTAIN TAX POSITION ONLY IF IT IS MORE-LIKELY-THAN-NOT THAT THE TAX POSITION WILL BE SUSTAINED ON EXAMINATION BY TAXING AUTHORITIES, BASED ON THE TECHNICAL MERITS OF THE POSITION. THE TAX BENEFITS RECOGNIZED IN THE FINANCIAL STATEMENTS FROM SUCH A POSITION ARE MEASURED BASED ON THE LARGEST BENEFIT THAT HAS A GREATER THAN 50% LIKELIHOOD OF BEING REALIZED UPON ULTIMATE SETTLEMENT. THE GUIDANCE ON ACCOUNTING FOR UNCERTAINTY IN INCOME TAXES ALSO ADDRESSES

Part XIII Supplemental Information *(continued)*

DE-RECOGNITION, CLASSIFICATION, INTEREST AND PENALTIES ON INCOME TAXES, AND ACCOUNTING IN INTERIM PERIODS.

SCHEDULE J (Form 990)

Department of the Treasury
Internal Revenue Service

Compensation Information

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees
Complete if the organization answered "Yes" on Form 990, Part IV, line 23.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public Inspection

Name of the organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Part I Questions Regarding Compensation

			Yes	No
1a	Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.			
	☐ First-class or charter travel	☐ Housing allowance or residence for personal use		
	☐ Travel for companions	☐ Payments for business use of personal residence		
	☐ Tax indemnification and gross-up payments	☐ Health or social club dues or initiation fees		
	☐ Discretionary spending account	☐ Personal services (such as maid, chauffeur, chef)		
b	If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain	1b		
2	Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?	2		
3	Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.			
	☐ Compensation committee	☐ Written employment contract		
	☒ Independent compensation consultant	☒ Compensation survey or study		
	☐ Form 990 of other organizations	☒ Approval by the board or compensation committee		
4	During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:			
a	Receive a severance payment or change-of-control payment?	4a		X
b	Participate in or receive payment from a supplemental nonqualified retirement plan?	4b		X
c	Participate in or receive payment from an equity-based compensation arrangement?	4c		X
	If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.			
	Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.			
5	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:			
a	The organization?	5a		X
b	Any related organization?	5b		X
	If "Yes" on line 5a or 5b, describe in Part III.			
6	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:			
a	The organization?	6a		X
b	Any related organization?	6b		X
	If "Yes" on line 6a or 6b, describe in Part III.			
7	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III	7		X
8	Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III	8		X
9	If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?	9		

Part II **Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees.** Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC and/or 1099-NEC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
(1) JEREMY TOBIAS	(i)	195,534.	0.	0.	30,067.	30,615.	256,216.	0.
CEO	(ii)	0.	0.	0.	0.	0.	0.	0.
(2) TRACY WEBSTER	(i)	193,233.	0.	0.	19,995.	1,355.	214,583.	0.
CFO	(ii)	0.	0.	0.	0.	0.	0.	0.
(3) TRACO MATTHEWS	(i)	174,279.	0.	0.	13,060.	761.	188,100.	0.
CHIEF PROGRAM OFFICER	(ii)	0.	0.	0.	0.	0.	0.	0.
(4) EMILIO WAGNER	(i)	149,371.	0.	0.	15,935.	16,620.	181,926.	0.
DIRECTOR OF OPERATIONS	(ii)	0.	0.	0.	0.	0.	0.	0.
(5) YOLANDA GONZALES	(i)	154,540.	0.	0.	11,495.	7,547.	173,582.	0.
DIRECTOR OF HEAD START/STA	(ii)	0.	0.	0.	0.	0.	0.	0.
(6) PRITIKA RAM	(i)	153,260.	0.	0.	11,810.	8,025.	173,095.	0.
CHIEF BUSINESS DEVELOPMENT	(ii)	0.	0.	0.	0.	0.	0.	0.
(7) LISA MCGRANAHAN	(i)	140,562.	0.	0.	11,113.	19,006.	170,681.	0.
DIRECTOR OF HUMAN RESOURCE	(ii)	0.	0.	0.	0.	0.	0.	0.
(8) SUSANA MAGANA	(i)	146,286.	0.	0.	10,958.	682.	157,926.	0.
DIRECTOR OF HEALTH & NUTRITION SERVI	(ii)	0.	0.	0.	0.	0.	0.	0.
(9) FREDDY HERNANDEZ	(i)	123,776.	0.	0.	9,698.	19,101.	152,575.	0.
DIRECTOR OF YOUTH & COMMUNITY SERVIC	(ii)	0.	0.	0.	0.	0.	0.	0.
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							

Part III Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

SCHEDULE M (Form 990)

Department of the Treasury
Internal Revenue Service

Noncash Contributions

Complete if the organizations answered "Yes" on Form 990, Part IV, lines 29 or 30.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public Inspection

Name of the organization
COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number
95-2402760

Part I Types of Property

		(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1	Art - Works of art				
2	Art - Historical treasures				
3	Art - Fractional interests				
4	Books and publications				
5	Clothing and household goods				
6	Cars and other vehicles				
7	Boats and planes				
8	Intellectual property				
9	Securities - Publicly traded				
10	Securities - Closely held stock				
11	Securities - Partnership, LLC, or trust interests				
12	Securities - Miscellaneous				
13	Qualified conservation contribution - Historic structures				
14	Qualified conservation contribution - Other				
15	Real estate - Residential				
16	Real estate - Commercial				
17	Real estate - Other				
18	Collectibles				
19	Food inventory	X		38,897,034.	FMV
20	Drugs and medical supplies				
21	Taxidermy				
22	Historical artifacts				
23	Scientific specimens				
24	Archeological artifacts				
25	Other (IN KIND)	X	0	163,275.	FMV
26	Other ( )				
27	Other ( )				
28	Other ( )				

			Yes	No
29	Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part V, Donee Acknowledgement	29		
30a	During the year, did the organization receive by contribution any property reported in Part I, lines 1 through 28, that it must hold for at least 3 years from the date of the initial contribution, and which isn't required to be used for exempt purposes for the entire holding period?	30a		X
b	If "Yes," describe the arrangement in Part II.			
31	Does the organization have a gift acceptance policy that requires the review of any nonstandard contributions?	31		X
32a	Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?	32a		X
b	If "Yes," describe in Part II.			
33	If the organization didn't report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II.			

Part II **Supplemental Information.** Provide the information required by Part I, lines 30b, 32b, and 33, and whether the organization is reporting in Part I, column (b), the number of contributions, the number of items received, or a combination of both. Also complete this part for any additional information.

SCHEDULE O (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.
Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2022

Open to Public Inspection

Name of the organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

MEMBERS OF THE COMMUNITIES WE SERVE TO BE SELF-SUFFICIENT. COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK) IS THE FEDERALLY DESIGNATED ANTI-POVERTY AGENCY FOR KERN COUNTY AND HAS BEEN WORKING TO PROVIDE AN INTEGRATED NETWORK OF SERVICES SINCE 1965. THROUGH A VARIETY OF PROGRAMS AND IN COLLABORATION WITH OTHER COMMUNITY SERVICE AGENCIES, CAPK HELPS PARTICIPANTS PURSUE THEIR EDUCATIONAL GOALS, SECURE AND RETAIN EMPLOYMENT, MAINTAIN ADEQUATE HOUSING, RECEIVE MEDICAL SERVICES, OBTAIN ENERGY SUBSIDY AND WEATHERIZATION ASSISTANCE, ENCOURAGES PARENT PARTICIPATION, COUNTERACTS HUNGER AND MALNUTRITION, PROVIDES CHILD CARE AND PRESCHOOL EDUCATION, AND OTHE PERSONAL AND FAMILY DEVELOPMENT OPPORTUNITIES TO BUILD AND ACHIEVE INDIVIDUAL AND FAMILY SELF-SUFFICIENCY.

FORM 990, PART III, LINE 4D, OTHER PROGRAM SERVICES:

OTHER PROGRAM SERVICES INCLUDE (1) COMPREHENSIVE INFORMATION AND REFERRAL SERVICES THAT LINK KERN COUNTY RESIDENTS TO COMMUNITY HEALTH AND HUMAN SERVICES AND SUPPORT. CAPK HAS BEEN DESIGNATED BY THE CALIFORNIA PUBLIC UTILITIES COMMISSION AS THE 2-1-1 PROVIDER FOR KERN COUNTY. SERVICES ARE AVAILABLE 24 HOURS A DAY, SEVEN DAYS A WEEK. (2) FREE TAX PREPARATION SERVICES TO LOW-TO-MODERATE INCOME INDIVIDUALS, FAMILIES AND SENIORS. (3) YOUTH SERVICES TO PROVIDE PROGRAMS THAT FOCUS ON NUTRITION, EDUCATION, RECREATION, TEEN PREGNANCY PREVENTION AND ACTIVE HEALTH LIVING. (4) COMPREHENSIVE HOMELESS PREVENTION AND INTERVENTION SERVICES BY WAY OF COORDINATED ENTRY SERVICES AND THE M STREET NAVIGATION CENTER.

Name of the organization: COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number: 95-2402760

EXPENSES $ 8,771,727. INCLUDING GRANTS OF $ 0. REVENUE $ 223,634.

FORM 990, PART VI, SECTION B, LINE 11B:

THE CHIEF FINANCIAL OFFICER OF THE ORGANIZATION REVIEWS THE PREPARED FORM 990 BEFORE IT IS SIGNED BY THE CHIEF EXECUTIVE OFFICER OF THE ORGANIZATION AND BEFORE IT IS SUBMITTED TO THE IRS.

FORM 990, PART VI, SECTION B, LINE 15:

EVERY THREE YEARS AND PERIODICALLY DURING THIS TIME FRAME, AN INDEPENDENT SALARY SURVEY INCLUDING BENEFIT PACKAGE IS CONDUCTED. ALSO, THE RECENTLY ENACTED HEAD START ACT CONTAINS LANGUAGE REGARDING LIMITATIONS ON THE COMPENSATION OF HEAD START STAFF, INCLUDING THE CHIEF EXECUTIVE OFFICER, CHIEF FINANCIAL OFFICER AND OTHER KEY EMPLOYEES. SPECIFICALLY, IT PRECLUDES USING ANY FEDERAL FUNDS TO PAY ANY PART OF THE COMPENSATION OF AN INDIVIDUAL IF THAT INDIVIDUALS COMPENSATION EXCEEDS THE RATE PAYABLE FOR LEVEL II OF THE EXECUTIVE SCHEDULE ($203,700 EFFECTIVE CALENDAR YEAR 2022). ANY CHANGE IN THE SALARY GRADE OF A POSITION IS APPROVED BY THE BOARD OF DIRECTORS BEFORE THE CHANGE IS IMPLEMENTED.

FORM 990, PART VI, SECTION C, LINE 19:

COPIES OF THE ABOVE DOCUMENTS ARE MADE AVAILABLE TO THE PUBLIC ON THE ORGANIZATION'S WEBSITE, UPON REQUEST, AND ARE ALSO AVAILABLE FOR INSPECTION AT THE MAIN OFFICE OF THE ORGANIZATION.

FORM 990, PART XII, LINE 1:

SECTION 1.263(A)-1(F) DE MINIMIS SAFE HARBOR ELECTION

FOR THE YEAR ENDING FEBRUARY 28, 2023

Name of the organization: COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number: 95-2402760

COMMUNITY ACTION PARTNERSHIP OF KERN (EIN: 95-2402760) IS MAKING THE DE MINIMIS SAFE HARBOR ELECTION UNDER REG. SEC. 1.263(A)-1(F).

VOLUNTEER ESTIMATE

VOLUNTEERS PARTICIPATE FOR THE MOST PART IN THE FOOD BANK, YOUTH CENTERS IN SHAFTER AND BAKERSFIELD, HEAD START AND VOLUNTEER INCOME TAX ASSISTANCE PROGRAMS OF THE ORGANIZATION.

SCHEDULE R (Form 990)

Department of the Treasury
Internal Revenue Service

Related Organizations and Unrelated Partnerships

Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.

Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public Inspection

Name of the organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Part I **Identification of Disregarded Entities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity

Part II **Identification of Related Tax-Exempt Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity? Yes	(g) Section 512(b)(13) controlled entity? No
FRIENDSHIP HOUSE COMMUNITY CENTER - 95-2419401, 5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309	COMMUNITY CENTER	CALIFORNIA	501(C)(4)		CAPK		X
COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION - 86-1249865, 5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309	SUPPORT CAPK	CALIFORNIA	501(C)(3)	LINE 12A, I	CAPK		X

Part III **Identification of Related Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations? Yes	(h) No	(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner? Yes	(j) No	(k) Percentage ownership

Part IV **Identification of Related Organizations Taxable as a Corporation or Trust.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity? Yes	(i) No

Part V Transactions With Related Organizations. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.

Note: Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

			Yes	No
1	During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?			
a	Receipt of **(i)** interest, **(ii)** annuities, **(iii)** royalties, or **(iv)** rent from a controlled entity	1a		X
b	Gift, grant, or capital contribution to related organization(s)	1b		X
c	Gift, grant, or capital contribution from related organization(s)	1c		X
d	Loans or loan guarantees to or for related organization(s)	1d		X
e	Loans or loan guarantees by related organization(s)	1e		X
f	Dividends from related organization(s)	1f		X
g	Sale of assets to related organization(s)	1g		X
h	Purchase of assets from related organization(s)	1h		X
i	Exchange of assets with related organization(s)	1i		X
j	Lease of facilities, equipment, or other assets to related organization(s)	1j		X
k	Lease of facilities, equipment, or other assets from related organization(s)	1k		X
l	Performance of services or membership or fundraising solicitations for related organization(s)	1l		X
m	Performance of services or membership or fundraising solicitations by related organization(s)	1m		X
n	Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)	1n		X
o	Sharing of paid employees with related organization(s)	1o		X
p	Reimbursement paid to related organization(s) for expenses	1p		X
q	Reimbursement paid by related organization(s) for expenses	1q		X
r	Other transfer of cash or property to related organization(s)	1r		X
s	Other transfer of cash or property from related organization(s)	1s		X

2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

	(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				

615

Part VI Unrelated Organizations Taxable as a Partnership. Complete if the organization answered "Yes" on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

(a) Name, address, and EIN of entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(e) Are all partners sec. 501(c)(3) orgs.? Yes	(e) No	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations? Yes	(h) No	(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner? Yes	(j) NO	(k) Percentage ownership

Part VII Supplemental Information

Provide additional information for responses to questions on Schedule R. See instructions.

TAXABLE YEAR **2022**

California Exempt Organization Annual Information Return

228941 01-10-23
FORM **199**

Calendar Year 2022 or fiscal year beginning (mm/dd/yyyy) 03/01/2022 , and ending (mm/dd/yyyy) 02/28/2023

Corporation/Organization name: COMMUNITY ACTION PARTNERSHIP OF KERN

California corporation number: 0490460

Additional information. See instructions.

FEIN: 95-2402760

Street address (suite or room): 5005 BUSINESS PARK NORTH

PMB no.

City: BAKERSFIELD

State: CA

ZIP code: 93309

Foreign country name

Foreign province/state/county

Foreign postal code

A First return ..... ☐ Yes ☒ No

B Amended return ..... ● ☐ Yes ☒ No

C IRC Section 4947(a)(1) trust ..... ☐ Yes ☒ No

D Final information return?
● ☐ Dissolved ☐ Surrendered (Withdrawn) ☐ Merged/Reorganized
Enter date: (mm/dd/yyyy) ●

E Check accounting method: (1) ☐ Cash (2) ☒ Accrual (3) ☐ Other

F Federal return filed? (1) ● ☐ 990T (2) ● ☐ 990PF (3) ● ☐ Sch H (990)
(4) ☒ Other 990 series

G Is this a group filing? See instructions ..... ● ☐ Yes ☒ No

H Is this organization in a group exemption ..... ☐ Yes ☒ No
If "Yes," what is the parent's name?

I Did the organization have any changes to its guidelines not reported to the FTB? See instructions ..... ● ☐ Yes ☒ No

J If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions. ..... ● ☐ Yes ☒ No

K Is the organization exempt under R&TC Section 23701g? ● ☐ Yes ☒ No
If "Yes," enter the gross receipts from nonmember sources $

L Is the organization a limited liability company? ..... ● ☐ Yes ☒ No

M Did the organization file Form 100 or Form 109 to report taxable income? ..... ● ☐ Yes ☒ No

N Is the organization under audit by the IRS or has the IRS audited in a prior year? ..... ● ☐ Yes ☒ No

O Is federal Form 1023/1024 pending? ..... ☐ Yes ☒ No
Date filed with IRS

Part I Complete Part I unless not required to file this form. See General Information B and C.

Receipts and Revenues	1	Gross sales or receipts from other sources. From Side 2, Part II, line 8 ●		1	606,665 00
	2	Gross dues and assessments from members and affiliates ●		2	00
	3	Gross contributions, gifts, grants, and similar amounts received STMT 1 ●		3	153,871,332 00
	4	Total gross receipts for filing requirement test. Add line 1 through line 3. STMT 2 **This line must be completed.** If the result is less than $50,000, see General Information B ●		4	154,477,997 00
	5	Cost of goods sold ●	5 00		
	6	Cost or other basis, and sales expenses of assets sold ●	6 00		
	7	Total costs. Add line 5 and line 6		7	00
	8	Total gross income. Subtract line 7 from line 4 ●		8	154,477,997 00
Expenses	9	Total expenses and disbursements. From Side 2, Part II, line 18 ●		9	138,707,934 00
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8 ●		10	15,770,063 00
Filing Fee	11	Total payments ●		11	00
	12	Use tax. See General Information K ●		12	00
	13	Payments balance. If line 11 is more than line 12, subtract line 12 from line 11 ●		13	00
	14	Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12 ●		14	00
	15	Penalties and interest. See General Information J		15	00
	16	**Balance due.** Add line 12 and line 15. Then subtract line 11 from the result ◉		16	00

Sign Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Signature of officer ▶ [signature] Title CEO Date 1/8/2024 ● Telephone 661-336-5236

Paid Preparer's Use Only

Preparer's signature ▶ [signature] Date 1/8/24 Check if self-employed ▶ ☐ ● PTIN P01803841

Firm's name (or yours, if self-employed) and address ▶ DANIELLS PHILLIPS VAUGHAN & BOCK
300 NEW STINE ROAD
BAKERSFIELD, CA 93309

● Firm's FEIN 95-2972229

● Telephone 661-834-7411

May the FTB discuss this return with the preparer shown above? See instructions ..... ● ☒ Yes ☐ No

Part II **Organizations with gross receipts of more than $50,000 and private foundations regardless of amount of gross receipts - complete Part II or furnish substitute information.**

Receipts from Other Sources	1	Gross sales or receipts from all business activities. See instructions	1		00
	2	Interest	2	6,200	00
	3	Dividends	3		00
	4	Gross rents	4	79,113	00
	5	Gross royalties	5		00
	6	Gross amount received from sale of assets (See instructions)	6		00
	7	Other income SEE STATEMENT 3	7	521,352	00
	8	**Total** gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1	8	606,665	00
Expenses and Disbursements	9	Contributions, gifts, grants, and similar amounts paid	9		00
	10	Disbursements to or for members	10		00
	11	Compensation of officers, directors, and trustees SEE STATEMENT 4	11	388,767	00
	12	Other salaries and wages	12	34,947,170	00
	13	Interest	13		00
	14	Taxes	14		00
	15	Rents	15	6,323,464	00
	16	Depreciation and depletion (See instructions)	16	1,555,406	00
	17	Other expenses and disbursements SEE STATEMENT 5	17	95,493,127	00
	18	**Total** expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9	18	138,707,934	00

Schedule L **Balance Sheet**

Assets	(a)	Beginning of taxable year (b)	(c)	End of taxable year (d)
1 Cash		8,376,343		13,504,222
2 Net accounts receivable		12,434,537		11,364,285
3 Net notes receivable				
4 Inventories		1,046,445		1,090,744
5 Federal and state government obligations				
6 Investments in other bonds				
7 Investments in stock				
8 Mortgage loans				
9 Other investments				
10 a Depreciable assets	39,467,197		53,794,437	
b Less accumulated depreciation	(23,223,513)	16,243,684	(24,343,876)	29,450,561
11 Land		1,776,669		1,776,669
12 Other assets STMT 6		672,994		1,132,342
13 **Total assets**		40,550,672		58,318,823
Liabilities and net worth				
14 Accounts payable		11,406,127		12,887,117
15 Contributions, gifts, or grants payable				
16 Bonds and notes payable				
17 Mortgages payable		1,083,367		704,130
18 Other liabilities STMT 7		6,328,388		8,320,330
19 Capital stock or principal fund				
20 Paid-in or capital surplus. Attach reconciliation				
21 Retained earnings or income fund		21,732,790		36,407,246
22 **Total liabilities and net worth**		40,550,672		58,318,823

Schedule M-1 **Reconciliation of income per books with income per return**

Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than $50,000.

1 Net income per books	15,770,063	7 Income recorded on books this year not included in this return. Attach schedule	
2 Federal income tax		8 Deductions in this return not charged against book income this year. Attach schedule	
3 Excess of capital losses over capital gains			
4 Income not recorded on books this year. Attach schedule			
5 Expenses recorded on books this year not deducted in this return. Attach schedule		9 Total. Add line 7 and line 8	
6 Total. Add line 1 through line 5	15,770,063	10 Net income per return. Subtract line 9 from line 6	15,770,063

CA 199 CASH CONTRIBUTIONS INCLUDED ON PART I, LINE 3 STATEMENT 1

CONTRIBUTOR'S NAME	CONTRIBUTOR'S ADDRESS	DATE OF GIFT	AMOUNT
U. S. DEPT OF HEALTH & HUMAN SERVICES	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		55,109,358.
U. S. DEPT OF AGRICULTURE	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		6,900,796.
STATE OF CALIFORNIA - DEPT OF EDUCATION	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		4,958,845.
STATE OF CALIFORNIA - DEPT OF SOCIAL SERVICES	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		25,121,637.
U. S. DEPT OF HOUSING & URBAN DEVELOPMENT	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		5,683,534.
STATE OF CALIFORNIA - DEPT OF HUMAN SERVICES	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		3,453,192.
TOTAL INCLUDED ON LINE 3			101,227,362.

CA 199 NONCASH CONTRIBUTIONS INCLUDED ON PART I, LINE 3 STATEMENT 2

CONTRIBUTOR'S NAME	CONTRIBUTOR'S ADDRESS
U. S. DEPT OF AGRICULTURE	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309

PROPERTY DESCRIPTION	DATE OF GIFT	FMV OF GIFT	TOTAL AMOUNT
DONATED FOOD		7,928,917.	7,928,917.
TOTAL INCLUDED ON LINE 3		7,928,917.	7,928,917.

CA 199 OTHER INCOME STATEMENT 3

DESCRIPTION	AMOUNT
MISCELLANEOUS REVENUE	223,634.
PROGRAM AND PARENT FEES	61,594.
FOOD BANK FEES	236,124.
TOTAL TO FORM 199, PART II, LINE 7	521,352.

CA 199 COMPENSATION OF OFFICERS, DIRECTORS AND TRUSTEES STATEMENT 4

NAME AND ADDRESS	TITLE AND AVERAGE HRS WORKED/WK	COMPENSATION
JEREMY TOBIAS 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	CEO 40.00	195,534.
TRACY WEBSTER 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	CFO 40.00	193,233.
TRACO MATTHEWS 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	CHIEF PROGRAM OFFICER 40.00	0.
EMILIO WAGNER 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR OF OPERATIONS 40.00	0.
YOLANDA GONZALES 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR OF HEAD START/STA 40.00	0.
PRITIKA RAM 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	CHIEF BUSINESS DEVELOPMENT 40.00	0.
LISA MCGRANAHAN 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR OF HUMAN RESOURCE 40.00	0.
SUSANA MAGANA 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR OF HEALTH & NUTRI 1.00	0.
FREDDY HERNANDEZ 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR OF YOUTH & COMMUN 1.00	0.
JERRY MEADE 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	PROGRAM DESIGN AND MANAGEM 1.00	0.
FRED PLANE 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	CHAIR 4.00	0.

MARITZA JIMENEZ 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	VICE-CHAIR 4.00	0.
ANA VIGIL 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	SECRETARY 4.00	0.
JANEA BENTON 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
CURTIS FLOYD 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
NILA HOGAN 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
MARIAN PANOS 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
MIKE MAGGARD 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
YOLANDA OCHOA 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
CRAIG HENDERSON 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
GUADALUPE PEREZ 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
JIMMIE CHILDRESS 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
JONATHAN MULLINGS 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
MICHELLE JARA-RANGEL 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	TREASURER 4.00	0.

JOE GARCIA 5005 BUSINESS PARK NORTH BAKERSHFIELD, CA 93309	DIRECTOR 4.00	0.
DENISE BOSHERS 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
LILY PIMENTAL-STRATTON 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
GINA MARTINEZ 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
JEFF FLORES 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
MIA CIFUENTES 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309	DIRECTOR 4.00	0.
TOTAL TO FORM 199, PART II, LINE 11		388,767.

CA 199 OTHER EXPENSES STATEMENT 5

DESCRIPTION	AMOUNT
DONATED COMMODITIES	46,707,716.
PROGRAM COST	18,883,886.
INDIRECT EXPENSE	7,998,639.
OTHER COSTS	3,848,813.
OTHER EMPLOYEE BENEFITS	10,091,412.
OTHER PROFESSIONAL FEES	4,214,517.
TRAVEL	698,636.
ALL OTHER EXPENSES	3,049,508.
TOTAL TO FORM 199, PART II, LINE 17	95,493,127.

CA 199 OTHER ASSETS STATEMENT 6

DESCRIPTION	BEG. OF YEAR	END OF YEAR
PREPAID EXPENSES AND DEFERRED CHARGES	672,994.	1,132,342.
TOTAL TO FORM 199, SCHEDULE L, LINE 12	672,994.	1,132,342.

CA 199 OTHER LIABILITIES STATEMENT 7

DESCRIPTION	BEG. OF YEAR	END OF YEAR
ADVANCES PAYABLE	2,168,574.	2,784,924.
DEFERRED REVENUE	4,159,814.	5,535,406.
TOTAL TO FORM 199, SCHEDULE L, LINE 18	6,328,388.	8,320,330.

CA 199 FUND BALANCES STATEMENT 8

DESCRIPTION	BEG. OF YEAR	END OF YEAR
NET ASSETS WITHOUT DONOR RESTRICTIONS	21,587,796.	36,168,588.
NET ASSETS WITH DONOR RESTRICTIONS	144,994.	238,658.
TOTAL TO FORM 199, SCHEDULE L, LINE 21	21,732,790.	36,407,246.

MAIL TO:
Registry of Charitable Trusts
P.O. Box 903447
Sacramento, CA 94203-4470

STREET ADDRESS:
1300 I Street
Sacramento, CA 95814
(916) 210-6400

WEBSITE ADDRESS:
www.oag.ca.gov/charities

ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

Sections 12586 and 12587, California Government Code
11 Cal. Code Regs. sections 301-306, 309, 311, and 312

Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of $800, plus interest, and/or fines or filing penalties. Revenue & Taxation Code section 23703; Government Code section 12586.1. IRS extensions will be honored.

(For Registry Use Only)

COMMUNITY ACTION PARTNERSHIP OF KERN
Name of Organization

List all DBAs and names the organization uses or has used

Address (Number and Street)
5005 BUSINESS PARK NORTH, BAKERSFIELD CA 93309
City or Town, State, and ZIP Code

661-336-5236
Telephone Number

TWEBSTER@CAPK.ORG
E-mail Address

Check if:
☐ Change of address
☐ Amended report

State Charity Registration Number 61855

Corporation or Organization No. D-490460

Federal Employer ID No. 95-2402760

ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311, and 312)
Make Check Payable to Department of Justice

Total Revenue	Fee	Total Revenue	Fee	Total Revenue	Fee
Less than $50,000	$25	Between $250,001 and $1 million	$100	Between $20,000,001 and $100 million	$800
Between $50,000 and $100,000	$50	Between $1,000,001 and $5 million	$200	Between $100,000,001 and $500 million	$1,000
Between $100,001 and $250,000	$75	Between $5,000,001 and $20 million	$400	Greater than $500 million	$1,200

PART A - ACTIVITIES

For your most recent full accounting period (beginning 03 / 01 / 2022 **ending** 02 / 28 / 2023 **) list:**

Total Revenue $ (including noncash contributions) 154,477,997

Noncash Contributions $ 39,060,309

Total Assets $ 58,318,823

Program Expenses $ 130,690,597

Total Expenses $ 139,803,541

PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT

Note: All questions must be answered. If you answer "yes" to any of the questions below, you must attach a separate page providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.

		Yes	No
1.	During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof, either directly or with an entity in which any such officer, director or trustee had any financial interest?		✓
2.	During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?		✓
3.	During this reporting period, were any organization funds used to pay any penalty, fine or judgment?		✓
4.	During this reporting period, were the services of a commercial fundraiser, fundraising counsel for charitable purposes, or commercial coventurer used?		✓
5.	During this reporting period, did the organization receive any governmental funding?	✓	
6.	During this reporting period, did the organization hold a raffle for charitable purposes?		✓
7.	Does the organization conduct a vehicle donation program?		✓
8.	Did the organization conduct an independent audit and prepare audited financial statements in accordance with generally accepted accounting principles for this reporting period?	✓	
9.	At the end of this reporting period, did the organization hold restricted net assets, while reporting negative unrestricted net assets?		✓

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, the content is true, correct and complete, and I am authorized to sign.

Signature of Authorized Agent	Printed Name	Title	Date
Tracy Webster	TRACY WEBSTER	CHIEF FINANCIAL OFFICER	01/03/2024

COMMUNITY ACTION PARTNERSHIP OF KERN
2022/23 FORM RRF-1
REGISTRATION RENEWAL FEE REPORT
TO ATTORNEY GENERAL OF CALIFORNIA

State Charity Registration Number: 61855
Corporate Number: D-0490460
Federal Employer I.D. No.: 95-2402760

PART B – QUESTION #5

Governmental funding for the period 3/1/22 to 2/28/23 was as follows:

U.S. Department of Agriculture

Women, Infants and Children
U.S. Department of Agriculture
California Department of Public Health
WIC Supplemental Nutrition Branch
3901 Lennane Drive
Sacramento, California 95834

Paula Roberson-Abram (279) 667-2202

The Emergency Food Assistance Program
U.S. Department of Agriculture
California Department of Social Services
Food Assistance Program Bureau
744 P Street, MS 8-16-04
Sacramento, California 95814

Diamond Longiel (279) 444-2293

Child and Adult Care Food Program
U.S. Department of Agriculture
California Department of Education
Nutrition Services Division
1430 N Street, Suite 1500
Sacramento, California 95814

Shakshi Sharma (916) 327-5456

Nutrition Education and Obesity Prevention
U.S. Department of Agriculture
California Department of Public Health
1616 Capitol Avenue
Sacramento, CA 95814

Kimmy Casjens (916) 449-5456

COMMUNITY ACTION PARTNERSHIP OF KERN
2022/23 FORM RRF-1
REGISTRATION RENEWAL FEE REPORT
TO ATTORNEY GENERAL OF CALIFORNIA

PART B – QUESTION #5 (CONTINUED)

Supplemental Nutrition Assistance Program – Cal Fresh Outreach
U.S. Department of Agriculture
Infoline of San Diego County, dba 2-1-1 San Diego
3860 Calle Fortunada, Suite 101
San Diego, California 92123

Brian Nolan (858) 300-1206

Commodity Supplemental Food Program
U.S. Department of Agriculture
California Department of Social Services
744 P Street, MS 19-51
Sacramento, California 95814

Jessica Radtke (916) 862-5613

U.S. Department of Energy

Weatherization Assistance Program
U.S. Department of Energy
California Department of Community Services and Development
2389 Gateway Oaks Drive
Sacramento, California 95833

Darrell Scheidegger (916) 576-4356

U.S. Department of Health and Human Services

Head Start/Early Head Start
U.S. Department of Health and Human Services
Administration for Children and Families
90 7th Street, Ninth Floor
San Francisco, California 94103

Joanna Chan (415) 437-8421

COMMUNITY ACTION PARTNERSHIP OF KERN
2022/23 FORM RRF-1
REGISTRATION RENEWAL FEE REPORT
TO ATTORNEY GENERAL OF CALIFORNIA

PART B – QUESTION #5 (CONTINUED)

Community Services Block Grant and Low Income Home Energy Assistance Program
U.S. Department of Health and Human Services
California Department of Community Services and Development
2389 Gateway Oaks Drive
Sacramento, California 95833

Darrell Scheidegger (916) 576-4356

Child Care and Development Fund and Child Care and Development Block Grant
U.S. Department of Health and Human Services
California Department of Social Services
Child Development Division
744 P Street
Sacramento, California 95814

Stefanie Johnson (916) 323-5837

Stanislaus 211 Rental Assistance
U.S. Department of Health and Human Services
United Way of Stanislaus County
422 McHenry Avenue
Modesto, California 95355

U.S. Department of Homeland Security

Emergency Food and Shelter
U.S. Department of Homeland Security
Federal Emergency Management Agency
United Way of Kern County Local Board
5405 Stockdale Hwy, Suite 200
Bakersfield, California 93309

Eric Arias (661) 834-1820

COMMUNITY ACTION PARTNERSHIP OF KERN
2022/23 FORM RRF-1
REGISTRATION RENEWAL FEE REPORT
TO ATTORNEY GENERAL OF CALIFORNIA

PART B – QUESTION #5 (CONTINUED)

U.S. Department of Housing and Urban Development

Community Development Block Grant
U.S. Department of Housing and Urban Development
Kern County Planning & Natural Resources Department
1115 Truxtun Avenue, Fifth Floor
Bakersfield, California 93301

Community Development Block Grant
U.S. Department of Housing and Urban Development
City of Bakersfield
1600 Truxtun Avenue
Bakersfield, California 93301

Housing and Urban Development Coordinated Entry System
U.S. Department of Housing and Urban Development
Office of Community Planning and Development
300 N. Los Angeles Street, Suite 4054
Los Angeles, California 90012

ESG Coordinated Entry Services COVID-19
U.S. Department of Housing and Urban Development
City of Bakersfield
1600 Truxtun Avenue
Bakersfield, California 93301

Nichol Ruiz (661) 852-7511

COMMUNITY ACTION PARTNERSHIP OF KERN
2022/23 FORM RRF-1
REGISTRATION RENEWAL FEE REPORT
TO ATTORNEY GENERAL OF CALIFORNIA

PART B – QUESTION #5 (CONTINUED)

U.S. Department of Treasury

Volunteer Income Tax Assistance Program
U.S. Department of Treasury
Internal Revenue Service
401 W. Peachtree Street, Stop 420-D
Atlanta, Georgia 30308

Azell Turner (470) 639-2935

Coronavirus State and Local Fiscal Recovery Funds (CSLFRF)
from American Rescue Plan
U.S. Department of Treasury
Community Planning and Development
Kern County Administrative Office
1115 Truxtun Avenue, 5th Floor
Bakersfield, CA 93301

Amanda Ruiz (661) 868-3171

U.S. Department of Education

Quality Rating and Improvement System – San Joaquin
U.S. Department of Education
Department of Education-First 5 California
102 S. San Joaquin Street
Stockton, California 95202

Lani Schiff-Ross (209) 468-0250

California Children and Families Commission

First 5 California
First 5 Kern
2724 L Street
Bakersfield, California 93301

Amy Travis (661) 328-8888

COMMUNITY ACTION PARTNERSHIP OF KERN
2022/23 FORM RRF-1
REGISTRATION RENEWAL FEE REPORT
TO ATTORNEY GENERAL OF CALIFORNIA

PART B – QUESTION #5 (CONTINUED)

California Department of Corrections and Rehabilitation

Shafter Youth Center
Board of State and Community Corrections
California Department of Corrections and Rehabilitation
2590 Venture Oaks Way, Suite 200
Sacramento, California 95833

Kathleen Howard (916) 324-2626

California Department of Education

Child Care Contracts (State Preschool)
California Department of Education
Child Development Division
1430 N Street, Suite 2213
Sacramento, California 95814

Elyssa Rodriguez (916) 322-5090

California Department of Social Services

Child Care Contracts (Migrant Alternative Payment, General Center Child Care, Migrant Child Care and Migrant Specialized Services)
California Department of Social Services
Child Development Division
744 P Street
Sacramento, California 95814

Stefanie Johnson (916) 323-5837

San Joaquin General Child Care
California Department of Social Services
San Joaquin County Office of Education
P.O. Box 213030
Stockton, CA 95213-9030

Brandi Harrold (209) 468-4800

COMMUNITY ACTION PARTNERSHIP OF KERN
2022/23 FORM RRF-1
REGISTRATION RENEWAL FEE REPORT
TO ATTORNEY GENERAL OF CALIFORNIA

PART B – QUESTION #5 (CONTINUED)

Low Barrier Homeless Shelter
California Department of Social Services
Kern County Administrative Office
1115 Truxtun Avenue, 5th Floor
Bakersfield, CA 93301

Amanda Ruiz (661) 868-3171

Differential Response
California Department of Social Services
Kern County Network for Children
1212 18th Street
Bakersfield, California 93301

Jayme Stuart (661) 588-7949

California Department of Human Services

Home Visit Initiative
California Department of Human Services
Kern County Department of Human Services
100 E. California Avenue
Bakersfield, CA 93307

Mindi Killman (661) 631-6884

MEMORANDUM

To: Board of Directors

From: Kelly Lowery, Food Bank Program Administrator

Date: January 31, 2024

Subject: *Agenda Item IV(nn):* I Deal Specialties Blanket Purchase Order – **Action Item**

Background
I Deal Specialties is a food broker that offers truckloads of protein and canned food items. Offers are received and can be unavailable within the day due to being accepted by other food banks, etc. The CAPK Food Bank needs to procure large amounts of produce and protein to support the growing pantry program.

In January 2023 we began the year with 119 pantries. At the close of 2023, we had 156. In pounds, the pantry program distributed more than 3.5 million pounds of food which included 1.2 million pounds that was purchased.

This is a supplemental, add-on request; a blanket purchase order and sole source justification form were previously approved. However, the previous purchase order total was not sufficient to cover the remaining months in the fiscal year. We will be submitting a new BPO for this vendor in the February board meeting that will cover the entire fiscal year beginning March 1.

Current Events
A request for a Blanket Purchase Order for $100,000 for I Deal Specialties to cover the period of November 1, 2023, through February 29, 2024, to allow for the purchase of food through the end of the current fiscal year. The threshold for Board approval is $250,000 for a single vendor. Although this supplemental request is for $100,000 it would bring the total FY amount for this vendor over the $250,000 threshold thus requiring Board approval.

Recommendation:
Staff recommends that the Board of Directors approve the I Deal Specialties blanket purchase order in the amount of $100,000.00.

Attachment:
SSJF

Community Action Partnership of Kern
Business Services Department
5005 Business Park North · Bakersfield, CA 93309
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: ***$100,000.00*** Account Code(s): ***See attachment.***
2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title: **I deal Specialties 2492 Cedarwood Rd Pepper Pike, OH 44124**
3. Description of requested items or services and their purpose(s) **Purchased Fresh Produce for Cal-Food Grant**
4. Reason(s) for requesting a sole source purchase:

- ❑ Original manufacturer or provider; no other local distributors exist.
- ❑ Only local distributor for the original manufacturer or provider.
- ❑ Parts or equipment not interchangeable with similar parts of another manufacturer.
- ❑ Only known item or service matching the requested needs or performing the intended task.
- ❑ Sole provider of a licensed or patented good or service.
- ❑ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
- ❑ Sole provider of goods or service established as standard (please provide evidence of such a standard).
- ❑ Sole provider of factory-authorized warranty service.
- X None of the above applies. Please attach a detailed explanation and justification for this sole source request.

5. Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific with regard to specifications. Attach additional pages if necessary.

REQUESTED BY:

Maricela Conde	Admin Supervisor	1/24/24
PRINTED NAME	TITLE	DATE

CEDS Fiscal: _____ Date: _____
Assistant Director of Finance/Fiscal Analyst

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director: Susana Magana (Jan 24, 2024 17:00 PST) Date: 01/24/2024

Authorization: ☐ **APPROVED** ☐ **NOT APPROVED**

Business Manager: Kerri Davis (Jan 26, 2024 09:13 PST) Date: 01/26/2024

REVISED 7/1/17

Account Codes(s):

7145-216-102-120-000-00-2-1

#5

I Deal Specialties is a food broker that offers truckloads of produce and protein on a first-come, first-serve basis. Offers are received and can be unavailable within the day due to being accepted by other food banks etc. The Capk Food Bank needs to procure large amounts of produce and protein to support the free farmer's markets and pantry programs. Being able to respond in real-time with this vendor will expand our purchasing strengths by allowing resources to go further. Additionally, this vendor understands and works with the food bank industry and can assist in identifying loads that will be eligible for certain grant funding.

Advanced ordering for discounted produce and protein is challenged by several factors including but not limited to season of the year weather, retail market fluctuation, etc. Being able to respond in real-time will save CAPK Food Bank time, money, and staff resources.

Note:

I Deal Specialties is an active vendor. This is just a BPO for the remainder of the fiscal year. We will be submitting a new BPO for the following fiscal year as well.

MEMORANDUM

To: Board of Directors

From: Emilio G. Wagner, Director of Operations

Date: January 31, 2025

Subject: *Agenda Item V(a): Property and Casualty Insurance Renewal* – **Info Item**

Background:

CAPK's Property and Casualty Insurance coverages are scheduled to expire on February 29, 2024, with a premium of $636,654. As a result, Bolton, CAPK's insurance broker, has conducted a review of coverage and developed a proposed estimated budget for the renewal. Their estimate projection considers loss history and market trends with an anticipated 22% increase or a projected premium of $778,396. Underwriters are in the process of finalizing the premiums for the 3/1 renewal.

Current Events:

The following is a premium comparison between the expiring year and the renewal budget:

Coverage	Effective Date	2023-2024 Annual Premiums	2024-2025 Budgeted Premiums	% Difference
Property • *Building Coverage* • *Building Personal Property* • *Business Income & Extra Expense*	3/1/2024	$ 84,430	$ 126,645	50%
Automobile	3/1/2024	$ 142,794	$ 175,637	23%
General Liability • *Sexual Abuse & Molestation* • *Employee Benefits Liability* • *Professional Liability*	3/1/2024	$ 54,374	$ 69,055	27%
Excess Liability	3/1/2024	$ 54,217	$ 62,350	15%
PHILADELPHIA TOTAL COST		**$ 335,815**	**$ 433,686**	**29%**
Management Liability • *Directors & Officers Liability* • *Employment Practices Liability* • *Fiduciary Liability*	3/1/2024	$ 186,166	$ 214,091	15%
Excess Management Liability	3/1/2024	$ 80,000	$ 92,000	15%
Crime	3/1/2024	$ 11,523	$ 12,675	10%
Cyber Liability	3/1/2024	$ 16,358	$ 18,812	15%
Accident	8/1/2024	$ 6,792	$ 7,132	5%
TOTAL PROGRAM COST		**$ 636,654**	**$ 778,396**	**22%**

This item is presented as an informational item for discussion. A final recommendation for Board action will be presented at the February 28th Board meeting.

Attachments:
2024 Budget Projections
Premium & Loss Summary

2024 Revised Budget Projections

Community Action Partnership of Kern

Coverage	Effective Date	2023-2024 Annual Premiums	2024-2025 Budgeted Premiums	% Difference
Property • *Building Coverage* • *Building Personal Property* • *Business Income & Extra Expense*	3/1/2024	$ 84,430	$ 126,645	50%
Automobile	3/1/2024	$ 142,794	$ 175,637	23%
General Liability • *Sexual Abuse & Molestation* • *Employee Benefits Liability* • *Professional Liability*	3/1/2024	$ 54,374	$ 69,055	27%
Excess Liability	3/1/2024	$ 54,217	$ 62,350	15%
PHILADELPHIA TOTAL COST		**$ 335,815**	**$ 433,686**	**29%**
Management Liability • *Directors & Officers Liability* • *Employment Practices Liability* • *Fiduciary Liability*	3/1/2024	$ 186,166	$ 214,091	15%
Excess Management Liability	3/1/2024	$ 80,000	$ 92,000	15%
Crime	3/1/2024	$ 11,523	$ 12,675	10%
Cyber Liability	3/1/2024	$ 16,358	$ 18,812	15%
Accident	8/1/2024	$ 6,792	$ 7,132	5%
TOTAL PROGRAM COST		**$ 636,654**	**$ 778,396**	**22%**

This summary provides general guidelines of factors, which influence rate changes and/or premium calculations. Carriers may take other factors into consideration and estimates are based on current knowledge of claims and general rate tendencies in the marketplace.

BOLTON
An IMA Company

2024 Revised Budget Projections

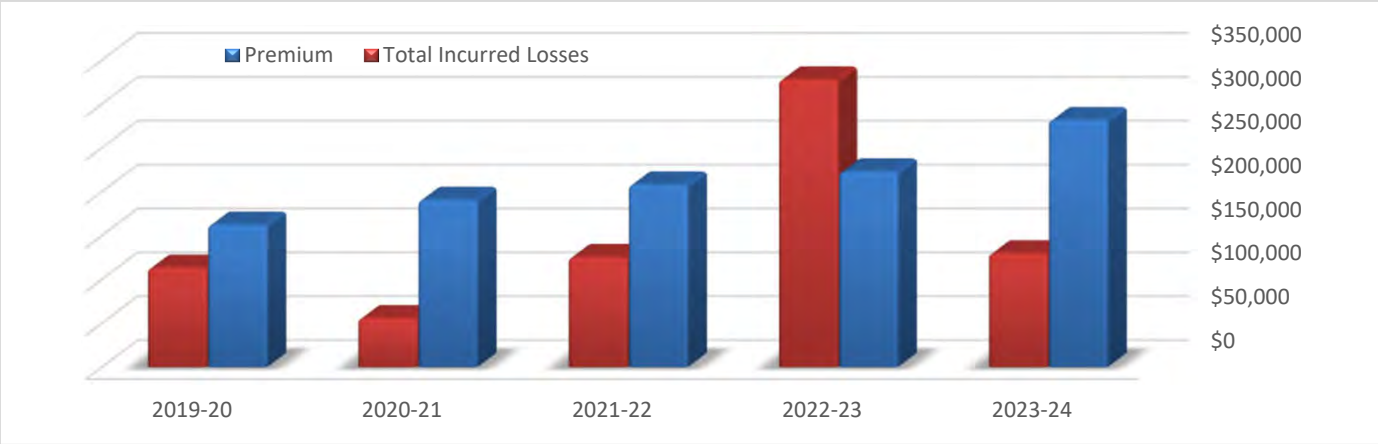
Coverage Description	Factors which Influence Rating
Property • *Building Coverage* • *Building Personal Property* • *Business Income & Extra Expense* • *Inland Marine* • *Crime*	• Additional Exposure (adding new locations, increasing coverage for buildings, business personal property, or business income) • Loss History • Property Values • Brush Areas; with recent fires this may be considered higher risk
Automobile	• Vehicle Count • Loss History
General Liability • *Sexual Abuse & Molestation* • *Employee Benefits Liability*	• Increased/Additional Exposure • Square Footage of Locations/Student Count • Loss History
Management Liability • *Directors & Officers Liability* • *Employment Practices Liability*	• Employee Count (Faculty Count) • Loss History
Umbrella/Excess Liability	• Exposure of underlying coverages (General Liability, Auto Liability, Employee Benefits Liability, Abuse/Molestation) • Loss History
Cyber Liability	• Student Count • Annual Revenue • Loss History
Student/Volunteer Accident	• Number of Students/Volunteers • Loss History

BOLTON
An IMA Company

Community Action Partnership of Kern

Premium & Loss Summary

Year	Carrier	Premium	Total Claims	Paid Losses	Reserved Losses	Total Incurred Losses	Loss Ratio
2023-24	Philadelphia	$281,598	24	$129,666	$0	$129,666	46%
2022-23	Philadelphia	$222,934	34	$210,826	$116,967	$327,793	147%
2021-22	Philadelphia	$207,971	31	$125,252	$0	$125,252	60%
2020-21	Philadelphia	$190,557	23	$55,738	$0	$55,738	29%
2019-20	Philadelphia	$162,292	31	$113,194	$0	$113,194	70%
		$1,065,351	**143**	**$634,676**	**$116,967**	**$751,643**	**71%**



MEMORANDUM

To: Board of Directors

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: January 31, 2024

Subject: *Agenda Item V(b)*: Contract Amendment New Service Line: Kern Health Systems Cal-AIM Day Habilitation Services - **Action Item**

INTRODUCTION:

Cal-AIM is a new initiative by the Department of Health Care Services (DHCS) to improve the quality of life and health outcomes of Medi-Cal beneficiaries by implementing broad delivery of system, programmatic, and payment system reforms. A key feature of Cal-AIM is the introduction of a new menu of "in lieu of services" (ILOS), or Community Supports, which, at the option of a MediCal managed care health plan (MCP) and a member, can substitute for covered Medi-Cal services as cost-effective alternatives. MCPs will be responsible for administering Community Supports. For this partnership, CAPK would serve as a Community Support providing rental assistance.

OVERVIEW OF COMMUNITY SUPPORTS

Community Supports are an important part of whole-person care delivery for Members enrolled in Enhanced Care Management (ECM), another Cal-AIM initiative that will address the clinical and non-clinical needs of high-need, high-cost Medi-Cal Members through systematic coordination of services and comprehensive care management. As such, DHCS encourages MCPs to offer a robust menu of 14 pre-approved Community Supports to comprehensively address the needs of Members – including those with the most significant and complex challenges affecting health such as homelessness, unstable and unsafe housing, food insecurity, and/or other big social needs.

MCPs will have the opportunity to provide details on their elected Community Supports to DHCS as part of their Model of Care (MOC) responses to DHCS. MCPs in all Counties are encouraged to offer one or more of the following Community Supports starting on January 1, 2022:

- Housing Navigation Services
- Housing Deposits
- Housing Tenancy and Sustaining Services
- Day Habilitation (new service line)

CAPK's PROGRAM GOALS

In partnership with Kern Health System, CAPK's Day Habilitation program will provide services in a non-facility setting. For clients experiencing homelessness who are receiving Community Support Services, day habilitation services can provide a physical location for clients to meet with and engage with staff. These services are encouraged to be provided by the same MCP's to minimize the number of case managers to improve overall coordination and management. The CAPK's Day Habilitation will provide services at 1631 30th St, Bakersfield, CA 93301. We will leverage existing CAPK services like VITA,

CalFresh, Weatherization, and CES to provide education in a classroom setting. We will also provide a financial literacy class, Renter's Rights, and other self-help programs.

The projected additional revenue for our services, given the minimum encounters, is $376,320. The implementation phase will commence with the existing Cal-AIM staff, ensuring no adverse effects on the current budget. As referrals increase and the demand for additional services grows, we plan to incorporate 1 FTE to sustain the program's expansion. Anticipated operating expenses at that juncture are expected to be $134,247, resulting in a revenue of $242,073 with minimal encounters. The strategic addition of the FTE is aimed at achieving maximum encounters, aligning with our overarching goal.

			Per Month		
Service Line	**Midpoint Range**	**Client Number**	**Encounters (Max)**	**Encounters (Mid)**	**Encounters (Min)**
Day Hab	**$56.00**	**140**	**$62,720**	**$47,040**	**$31,360**
Projected Revenue					
Annual Revenue			**$752,640**	**$564,480**	**$376,320**
Total Revenue	**$376,320**				
Estimated Future Expenses					
Expenses					
Salaries	**$56,431**	**42.0%**			
Benefits	**$16,929**	**12.6%**			
Operating Costs	**$49,000**	**36.5%**			
Indirect	**$11,887**	**8.9%**			
Total Expenses	**$134,247**				
Estimated Revenue after Expenses					
Excess (deficit) Revenue	**$242,073**	**64.3%**			

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

RECOMMENDATION

Staff recommends that the Board of Directors authorize the Chief Executive Officer to execute the contract amendment for additional services with Kern Health Systems: Cal-AIM Day Habilitation and allow for the execution of additional documents as needed.

Attachment:
Contract Amendment

AMENDMENT TO COMMUNITY SUPPORTS SERVICES PROVIDER SERVICES AGREEMENT

This is an Amendment to that certain Community Support Services Provider Services Agreement ("Agreement") entered into by and between Community Action Partnership of Kern a California professional medical corporation ("Provider"), and Kern Health Systems, a county health authority ("KHS").

RECITALS

WHEREAS:

(a) KHS and Provider have heretofore entered into a Community Support Services Provider Services Agreement, for the provision of Covered Services under the KHS Medi-Cal Plan; and

(b) Section 10.02 of the Agreement provides that it may be amended; and

(c) The parties agree to amend certain terms and conditions of the Agreement as hereinafter set forth; and

(d) The Agreement is amended effective March 1, 2024.

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

Notwithstanding any provision in the Agreement or its Exhibits to the contrary, Provider and KHS hereby agree as follows:

1. Exhibit C shall be deleted in its entirety and replaced with Exhibit C, MCAL/ Provider, attached hereto and incorporated herein by this reference.

2. The terms of this Amendment are confidential and shall not be disclosed by either party except as necessary to the performance of the Agreement or as required by law.

3. Except as amended herein, all terms and conditions of the Agreement and any and all amendments thereto shall remain unchanged and in full force and in effect the same as if this Amendment had not been executed.

[Signatures follow on next page]

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be executed and signed by their respective duly authorized officers.

KERN HEALTH SYSTEMS	**COMMUNITY ACTION PARTNERSHIP OF KERN**
BY: _____	BY: _____
PRINT NAME: Emily Duran, MSA	PRINT NAME: _____
TITLE: Chief Executive Officer	TITLE: _____
DATE: _____	DATE: _____

EXHIBIT C

KERN HEALTH SYSTEMS
COMMUNITY SUPPORTS SERVICES PROVIDER AGREEMENT

SCOPE OF WORK

Pursuant to the terms of this Agreement, Provider shall provide the following DHCS-authorized Community Supports Services to Members

X Housing Transition Navigation Services
X Housing Deposits
X Housing Tenancy and Sustaining Services
X Day Habilitation

Housing Transition Navigation Services

Housing transition services assist Members with obtaining housing and include:

1. Conducting a tenant screening and housing assessment that identifies the Member's preferences and barriers related to successful tenancy. The assessment may include collecting information on the Member's housing needs and on potential housing transition barriers, as well as identification of housing retention barriers.
2. Developing an individualized housing support plan based upon the housing assessment that addresses identified barriers, includes short- and long-term measurable goals for each issue, establishes the Member's approach to meeting the goal, and identifies when other Providers or services, both reimbursed and not reimbursed by Medi-Cal, may be required to meet the goal.
3. Searching for housing and presenting options.
4. Assisting in securing housing, including the completion of housing applications and securing required documentation (e.g., Social Security card, birth certificate, prior rental history).
5. Assisting with benefits advocacy, including assistance with obtaining identification and documentation for Supplemental Security Income eligibility and supporting the SSI application process. Such service can be subcontracted out to retain needed specialized skill set.
6. Identifying and securing available resources to assist with subsidizing rent (such as U.S. Department of Housing and Urban Development's Housing Choice Voucher Program (Section 8) or state and local assistance programs) and matching available rental subsidy resources to Members.
7. Identifying and securing resources to cover expenses, such as security deposit, moving costs, adaptive aids, environmental modifications, moving costs, and other

one-time expenses.

8. Assisting with requests for reasonable accommodation, if necessary.
9. Educating and engaging with landlords.
10. Ensuring that the living environment is safe and ready for move-in.
11. Communicating and advocating on behalf of the Member with landlords.
12. Assisting with arranging for and supporting the details of the move.
13. Establishing procedures and contacts to retain housing, including developing a housing support crisis plan that includes prevention and early intervention services when housing is jeopardized.[7]
14. Identifying, coordinating, securing, or funding non-emergency, nonmedical transportation to assist Members' mobility to ensure reasonable accommodations and access to housing options prior to transition and on move-in day.
15. Identifying and coordinating environmental modifications to install necessary accommodations for accessibility (see Environmental Accessibility Adaptations ILOS).

Housing Deposits

Housing Deposits assist with identifying, coordinating, securing, or funding one-time services and modifications necessary to enable a person to establish a basic household that do not constitute room and board, such as:

1. Security deposits required to obtain a lease on an apartment or home.
2. Setup fees/deposits for utilities or service access and utility arrearages.
3. First-month coverage of utilities, including but not limited to telephone, gas, electricity, heating, and water.
4. First month and last month rent as required by landlord for occupancy.
5. Services necessary for the individual's health and safety, such as pest eradication and one-time cleaning prior to occupancy.
6. Goods such as an air conditioner or heater, and other medically necessary adaptive aids and services designed to preserve an individuals' health and safety in the home, such as hospital beds, Hoyer lifts, air filters, and specialized cleaning or pest control supplies etc., that are necessary to ensure access and safety for the individual upon move-in to the home.

Housing Tenancy and Sustaining Services

This service provides tenancy and sustaining services, with a goal of maintaining safe and stable tenancy once housing is secured.

1. Providing early identification and intervention for behaviors that may jeopardize

housing, such as late rental payment, hoarding, substance use, and other lease violations.

2. Education and training on the roles, rights, and responsibilities of the tenant and landlord.
3. Coaching on developing and maintaining key relationships with landlords/property managers with a goal of fostering successful tenancy.
4. Coordination with the landlord and case management Provider to address identified issues that could impact housing stability.
5. Assistance in resolving disputes with landlords and/or neighbors to reduce risk of eviction or other adverse action including developing a repayment plan or identifying funding in situations in which the Member owes back rent or payment for damage to the unit.
6. Advocacy and linkage with community resources to prevent eviction when housing is or may potentially become jeopardized.
7. Assisting with benefits advocacy, including assistance with obtaining identification and documentation for SSI eligibility and supporting the SSI application process. Such service can be subcontracted out to retain needed specialized skill set.
8. Assistance with the annual housing recertification process.
9. Coordinating with the tenant to review, update, and modify their housing support and crisis plan on a regular basis to reflect current needs and address existing or recurring housing retention barriers.
10. Continuing assistance with lease compliance, including ongoing support with activities related to household management.
11. Health and safety visits, including unit habitability inspections.
12. Other prevention and early intervention services identified in the crisis plan that are activated when housing is jeopardized (e.g., assisting with reasonable accommodation requests that were not initially required upon move-in).
13. Providing independent living and life skills, including assistance with and training on budgeting, including financial literacy and connection to community resources.

Day Habilitation Programs

Day Habilitation Programs are provided in a Member's home or an out-of-home, non-facility setting. The programs are designed to assist the Member in acquiring, retaining, and improving self-help, socialization, and adaptive skills necessary to reside successfully in the person's natural environment. The services are often considered as peer mentoring when provided by an unlicensed caregiver with the necessary training and supervision. For Members experiencing homelessness who are receiving enhanced care management or other Community Supports, day habilitation programs can provide a physical location for Members to meet with and engage with these providers. When possible, these services should be provided by the same entity to minimize the

number of care/case management transitions experienced by Members and to improve overall care coordination and management.

Day Habilitation Program services include, but are not limited to, training on:

1. The use of public transportation;
2. Personal skills development in conflict resolution;
3. Community participation;
4. Developing and maintaining interpersonal relationships;
5. Daily living skills (cooking, cleaning, shopping, money management); and,
6. Community resource awareness such as police, fire, or local services to support independence in the community.

Programs may include assistance with, but not limited to, the following:

1. Selecting and moving into a home
2. Locating and choosing suitable housemates;
3. Locating household furnishings;
4. Settling disputes with landlords;
5. Managing personal financial affairs;
6. Recruiting, screening, hiring, training, supervising, and dismissing personal attendants;
7. Dealing with and responding appropriately to governmental agencies and personnel;
8. Asserting civil and statutory rights through self-advocacy;
9. Building and maintaining interpersonal relationships, including a circle of support;
10. Coordination with Medi-Cal managed care plan to link Member to any Community Supports and/or enhanced care management services for which the Member may be eligible;
11. Referral to non-Community Supports housing resources if Member does not meet Housing Transition/Navigation Services Community Support eligibility criteria;

12. Assistance with income and benefits advocacy including General Assistance/ General Relief and SSI if Member is not receiving these services through Community Supports or Enhanced Care Management; and

13. Coordination with Medi-Cal managed care plan to link Member to health care, mental health services, and substance use disorder services based on the individual needs of the Member for Members who are not receiving this linkage through Community Supports or Enhanced Care Management.

The services provided should utilize best practices for Members who are experiencing homelessness or formerly experienced homelessness including Housing First, Harm Reduction, Progressive Engagement, Motivational Interviewing, and Trauma-Informed Care.

Program services are available for as long as necessary. Services can be provided continuously, or through intermittent meetings, in an individual or group setting.

New KHS Standard Data File Reporting Requirements

KHS shall prepare and provide to the Provider, the following Community Supports data exchange outbound files daily via the Secure File Transfer Protocol (SFTP):

- Authorization Status File

The Provider will be required to submit the following Community Supports data exchange inbound filed to KHS daily via the Secure File Transfer Protocol (SFTP).

- Provider Return Transmission File

Electronic Visit Verification (EVV)
When applicable, the Provider shall adhere to the regulatory requirements related to the electronic visit verification process.

EXHIBIT C-1

KERN HEALTH SYSTEMS
COMMUNITY SUPPORTS SERVICES PROVIDER AGREEMENT

COMPENSATION SCHEDULE

1. **Project Background and Description**

Kern Health Systems (KHS) and Provider agree that KHS shall establish a compensation schedule effective January 1, 2022. The compensation schedule described below constitutes full payment for appropriate Services rendered by Provider to KHS Members. Provider agrees to submit claims to KHS for billable Services provided to KHS Members within the timeframes stipulated in the Agreement, and in accordance with the same fee schedule Provider uses to bill other third party payers using appropriate CPT-4 Procedure Codes and/or Medi-Cal Codes. Provider agrees not to bill KHS Members for any Services rendered.

KHS shall reimburse provider based on encounters submitted by the provider with HCPCS Code, a qualifying modifier, and place of services outlined on the table below. The table below has a description of the HCPCS Code, modifiers, and place of services (POS). Provider shall submit valid encounter report or 1500 claim submission to KHS.

HCPCS Service Code	HCPCS Description	Modifier	Place of Services	Rate
Housing Transition/Navigation Services				
H0043	Supported housing; per diem	U6	99	$85 Per Unit
H2016	Comprehensive community support services; per diem	U6	99	$85 Per Unit
Housing Deposits				
H0044	Supported housing, per month. Requires deposit amounts to be reported on the encounter.	U2	99	Lifetime Limit not to exceed $5,000
Housing Tenancy and Sustaining Services				
T2040	Financial management, self-directed; per 15 minutes	U6	99	$85 Per Unit
T2050	Financial Management, self-directed; per diem	U6	99	$125 Per Diem
T2041	Support brokerage, self-directed; per 15 minutes	U6	99	$85 Per Unit
T2051	Support brokerage, self-directed; per diem	U6	99	$125 Per Diem

Day Habilitation Programs				
H2014	Skills training and development; per 15 minutes (EVV is mandatory, as the delivery of the service will be in the home)	U6	12	$6 Per Hour
H2038	Skills training and development; per diem	U6	99	$46 Per Day

MEMORANDUM

To: Board of Directors

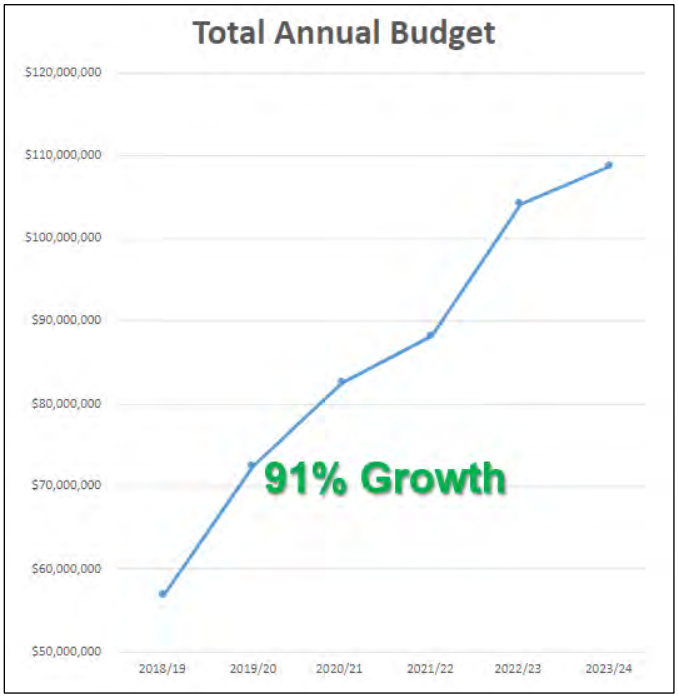
From: Tracy Webster, Chief Finance Officer

Date: January 31, 2024

Subject: *Agenda Item V(c)* Proposed Independent Auditor Fee Increase – **Action Item**

Community Action Partnership of Kern (CAPK) issued a Request for Proposal in September 2020 for audit services. The audit firm Daniells, Phillips, Vaughn & Bock (DPVB) was selected by the Board of Directors in January 2021. At the time of proposal, DPVB used historical data to base the proposed fee structure from the audits for 2018-19 and 2019-20.

CAPK has significantly grown with respect to revenue and total assets. The agency's total budgeted revenue has grown 91% since 2018-19.



CAPK's total asset growth has increased by 90.9% from 2018-19 to 2022-23. While federal revenue has grown 19.4%, the agency's state revenue has grown 146.5% for the same time period. The audit compliance standards and required audit testing are significant for both federal and state sources of funding. Accordingly, DPVB is requesting a fee adjustment from $92,000 per year to $111,000 per year (20.6% increase). The proposed increase in fees is represented as follows:

Purpose	Current	Proposed
Financial and compliance 2/28	$60,000	$75,000
Special purpose 6/30	12,000	15,000
Pension Plan 401(a)	6,500	6,500
Pension Plan 403(b)	6,500	6,500
First Five Kern	4,000	5,000
Federal and state tax returns	3,000	3,000
TOTAL	**$92,000**	**$111,000**

DPVB has performed high quality audit engagements for CAPK that have been delivered timely and accurately to the Board of Directors, funding sources, and other stakeholders. Staff has evaluated the proposed fee adjustment and determined that that the increase is reasonable in comparison to the significant growth of federal revenue, state revenue and net agency assets.

Recommendation:

Staff recommends the Audit and Pension Committee approve the increase rate structure for upcoming audits from $92,000 to $111,000 through the contract period that covers the audits for 2023-24 and 2024-25.

Attachment:

CAPK Billing Analysis

CAPK
Audit Fee Analysis

	2023	2022	2021	2020	2019
Total Assets	58,318,823	40,550,672	23,951,900	21,388,003	19,554,003
Change in total assets from PY:					
Dollar	17,768,151	16,598,772	2,563,897	1,834,000	
Percentage	43.82%	69.30%	11.99%	9.38%	
Total Revenue	154,477,997	119,116,159	117,900,329	98,875,093	80,202,531
Change in total revenue from PY:					
Dollar	35,361,838	1,215,830	19,025,236	18,672,562	
Percentage	29.69%	1.03%	19.24%	23.28%	
Total Federal Revenue	76,568,011	66,214,201	63,381,731	55,559,861	53,255,061
Change in total federal revenue from PY:					
Dollar	10,353,810	2,832,470	7,821,870	2,304,800	
Percentage	15.64%	4.28%	14.08%	4.33%	
Total State Revenue	35,143,066	22,964,214	15,437,416	12,699,518	8,313,968
Change in total state revenue from PY:					
Dollar	12,178,852	7,526,798	2,737,898	4,385,550	
Percentage	53.03%	48.76%	21.56%	52.75%	
Total # of Federal Programs Tested as Major	3	5	5	3	4
Dollar Threshold for Major Programs	2,297,040	1,980,038	1,901,452	1,666,796	1,597,652
Number of Federal Findings	0	0	0	0	0
Number of State Findings	9	3	3	0	0

Current Audit Fee:			
Financial and Compliance - 2/28	60,000	60,000	60,000
Special Purpose	12,000	12,000	12,000
First Five Programs	4,000	4,000	4,000
Total	76,000	76,000	76,000

Proposed/Revised Audit Fees (2023, 2024 and 2025):	
Financial and Compliance - 2/28	75,000
Special Purpose	15,000
First Five Programs	5,000
Total	95,000

BUDGET AND FINANCE COMMITTEE

JANUARY 24, 2024

FINANCIAL REPORT

TABLE OF CONTENTS

SECTION		Pages (s)
A.	Schedule of Programs for the period March 1, 2023 through February 28, 2024	A1 - A6
B.	Functional Classification by Fund	B1 - B3
C.	Line of Credit Summary	C1
D.	- Cash Summary as of November 30, 2023	D1
	- Bank Reconciliations	D2 - D8
E.	Wells Fargo Visa Summary and Statements	E1 - E25
F.	Central Kitchen Budget to Actual November 30, 2023	F1
G.	State Department of Education Contract - Earned Revenue	G1 - G2
H.	Finance Division Monthly Report	H1
I.	Financial Statements as of February 28, 2023	I1
J.	Financial Statements as of November 30, 2023	J1
K.	Agency-wide Budget to Actual as of November 30, 2023	K1 - K7
L.	Indirect Fund Budget To Actual as of November 30, 2023	L1

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	39,182,883	93.600	09CH011132-05	03/01/23 - 02/28/24	108/109/117	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)	1,773,414	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 7,629,640	93.568 93.568 93.568	22B - 4012 23B - 5013 24B-2012	11/01/21 - 06/30/23 11/01/22 - 06/30/24 11/01/23 - 06/30/25	122-31 122-32 122-33	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	208,133 284,366	93.568 93.568	22Q-4561 23Q-5561	09/01/22 - 06/30/23 05/01/23 - 05/31/24	122-42 122-44	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

A1

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 - 09/30/23	122-41	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE (DEPARTMENT OF ENERGY) BIL (BIPARTISAN INFRASTRUCTURE LAW)	3,000,000	81.042	22P-7010	06/01/23 - 06/30/27	123-67	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 - 12/31/23	124	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	677,192 611,225	93.575	CCTR - 2058 CCTR - 3063	07/01/22 - 06/30/23 07/01/23 - 06/30/24	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	275,855 275,855	93.596	CCTR - 2058 CCTR - 3063	07/01/22 - 06/30/23 07/01/23 - 06/30/24	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	5,643,428 5,466,652	93.575	CMAP - 2000 CMAP - 3000	07/01/22 - 06/30/23 07/01/23 - 06/30/24	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)	454,253	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
EFAP REACH AND RESILIENCY Round 2	229,526	10.568	15 - MOU - 00118	07/01/23 - 06/30/25	105-105	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP COMMUNITY CREDIT CORPORATION Phase 1 and 2	69,850	10.187	15 - MOU - 00118	00/00/00 - 12/31/23	105-106	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

A2

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
LOCAL FOOD PURCHASE ASSISTANCE PROGRAM (LFPA)	815,097	10.182		PENDING	131	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
SAFE CAMPING - COUNTY OF KERN	1,111,036	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)	4,346,698	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
CALCAPA DIAPER DISTRIBUTION PILOT	125,000	93.647	90EDA0009-DDDRP	10/01/23 - 04/30/25	191	U.S. DEPT OF SOCIAL SERVICES, CAL CAPA
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)
KCCD CERF REGIONAL CONVENER	160,000	N/A		03/06/23 - 09/30/24	208	STATE OF CALIFORNIA - EMPLOYMENT DEVELOPMENT DEPARTMENT, KERN COMMUNITY COLLEGE DISTRICT
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 OUTREACH	225,000	N/A	2023-244	10/11/23 - 12/31/25	243	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD

A3

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
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
CDSS CHILD CARE FACILITIES	249,637	N/A	FGRT-22-IGPMRR-0828-A1	08/16/22 - 06/30/24	260	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	23,809,862 23,809,862		CMAP - 2000 CMAP - 3000	07/01/22 - 06/30/23 07/01/23 - 06/30/24	261	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	3,043,423 3,043,423		CCTR - 2058 CCTR - 3063	07/01/22 - 06/30/23 07/01/23 - 06/30/24	253	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CALIFORNIA STATE PRESCHOOL PROGRAM	7,153,992 7,087,664		CSPP - 2120 CSPP - 3124	07/01/22 - 06/30/23 07/01/23 - 06/30/24	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	291,239 291,239		CMIG - 2004 CMIG - 3004	07/01/22 - 06/30/23 07/01/23 - 06/30/24	250	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT SPECIALIZED SERVICES	40,079 40,079		CMSS - 2004 CMSS - 3004	07/01/22 - 06/30/23 07/01/23 - 06/30/24	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	2,271,412		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN

A4

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
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000 200,000 300,000		N/A 2022-017 2023-302	10/01/20 - 09/30/23 08/01/22 - 01/31/24 05/01/23 - 06/30/26	276 276-072 276-073	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	242,527 256,506		15 MOU - 00118 MOU-22-00118	07/01/22 - 06/30/23 07/01/23 - 06/30/24	216-087 216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) DROUGHT FOOD ASSISTANCE	339,726		MOU-22-00118	07/01/23 - 06/30/24	216-088	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
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS ROUND 2	1,727,122		MOU-22-00118	07/01/23 - 04/30/26	216-104	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
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 07/01/23 - 06/30/24	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
BKRHC - HOUSING AND HOMELESS INCENTIVE PROGRAM (HHIP)	120,000		2023-001	01/01/23 - 10/31/23	291	STATE OF CALIFORNIA, DEPARTMENT OF HEALTH CARE SVCS. BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE
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

A5

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
BKRHC - ENCAMPMENT RESOLUTION FUNDING	139,968		2023-307	12/01/23 - 12/30/25	293	STATE OF CALIFORNIA, CALIFORNIA INTERAGENCY COUNCIL ON HOMELESSNESS, BAKERSFIELD KERN REGIONAL HOMELES COLLABORTIVE
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
DAY ONE FAMILIES FUND	5,000,000		N/A	12/01/23 - 11/30/27	410	DAY ONE FAMILIES FUND
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
KAISER PERMANENTE MEDICAID REDETERMINATIONS	90,000		N/A	08/01/23 - 07/31/24	419	KAISER PERMANENTE
FEEDING AMERICA SERVICE INSIGHTS	100,000		N/A	01/01/23 - TBD	423	FEEDING AMERICA SERVICE INSIGHTS
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

A6

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				
07/31/23	n/a				
08/31/23	n/a				
09/30/23	n/a				
10/31/23	$ 350,000	$ 350,000	42	$ 3,741.83	9.17000%
11/30/23	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	$ 718.75	8.90%
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 NOVEMBER 30, 2023

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(95,703.78)
HEAD START/EARLY HEAD START	1,849,057.54
SUBTOTAL	**1,753,353.76**
GENERAL CHILD CARE	357,033.46
MIGRANT A/P	5,185,105.85
Child Development Reserve Fund No. 1	183,697.57
Child Development Reserve Fund No. 2	(7,962.35)
MIGRANT CHILD CARE	104,593.19
MIGRANT SPECIALIZED SERVICES	(23,096.04)
SAN JOAQUIN COE GENERAL CHILD CARE	(84,287.45)
STATE PRESCHOOL	3,998,827.34
SUBTOTAL	**9,713,911.57**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(184,193.01)
EF&S	(17,579.87)
EFAP	(204,667.94)
HUD CPF Food Bank Expansion	(354,718.36)
FEEDING AMERICA SERVICE INSIGHTS	46,595.96
FOOD BANK	(396,908.96)
FOOD BANK EXPANSION	(144,161.55)
FOOD BANK CAPACITY PROGRAM	261,757.59
FOOD BANK - STATE	(99,663.99)
SOUTHERN CA GAS COMPANY	(19,453.26)
WONDERFUL FOOD BANK EXPANSION	1,303,343.04
WONDERFUL FOUNDATION	81,370.55
SUBTOTAL	**271,720.20**
ENERGY	(157,902.96)
LIHEAP	(1,286,705.98)
LIWHAP	(38,729.46)
PG&E	18,952.27
TRANSFER NEGATIVE BALANCE	1,464,386.13
SUBTOTAL	**0.00**
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	**0.00**
211	478,104.28
ARG III - Warm Handoff	(4,013.88)
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(59,366.43)
KCCD CERF REGIONAL CONVENOR	(34,866.18)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(35,797.86)
BKHRC Homeless Incentive Program	(50,233.99)
CALAIM HOMELESS PREVENTION SERVICES	88,246.48
CAL FRESH	(15,885.05)
CALEITC	(10,937.20)
CAPK FOUNDATION	(15,461.35)
Child Care Facilities	249,637.00
COST POOLS	36,749.12
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(112,379.75)
CSBG	53,776.11
CSBG - DISCRETIONARY	0.00
DIFFERENTIAL RESPONSE	(477.41)
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	1,638,353.82
EAST KERN FAMILY RESOURCE CENTER	43,330.65
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(109,341.54)
ESG COORDINATED ENTRY SERVICE - COVID19	(2,129.66)
ASTHO VACCINE EQUITY	(6,586.38)
CITY OF BAKERSFIELD CAL VIP	(12,036.98)
FIRST 5 KERN 211	(40,222.28)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(32,414.32)
FIRST 5 HELP ME GROW	(26,374.59)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(61,314.44)
FRIENDSHIP HOUSE	27,418.69
City of Bakersfield - FHCC Sports Field	(415,400.99)
City of Bkfd-Cal VIP Outreach	(564.32)
FUNDRAISING	275,059.44
GENERAL FUND	7,822.50
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	0.01
HOME VISIT INITIATIVE (CO OF KERN)	(178,178.31)
HUD-COORDINATED ENTRY SYSTEM	(14,955.44)
Kaiser	85,762.33
INDIRECT FUND	2,201,151.07
IRS - VITA	34,431.54
TAX ASSISTANCE	11,279.05
M ST NAVIGATION CENTER	29,645.35
NEOPB CAL FRESH HEALTHY LIVING	(490,167.26)
POSITIVE YOUTH DEV SVC	(8,101.88)
POSITIVE YOUTH M	(45,423.13)
SHAFTER YOUTH CENTER	66,789.23
OASIS FAMILY RESOURCE CENTER	20,039.53
SIERRA FOUNDATION - ASTHMA MITIGATION	(39,703.72)
UNITED WAY 211	981.55
UW STANISLAUS CES	(55.00)
WELLS FARGO FOUNDATION	46,933.12
WIC	(1,080,484.00)
LESS: ENERGY NEGATIVE BALANCE	(1,464,386.13)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**1,029,300.10**
TOTAL OPERATING CASH	12,768,285.63

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

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

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

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

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

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

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

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

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

BANK RECONCILIATION FOR THE MONTH ENDED
November 30, 2023

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 11/30/23		12,529,861.78
LESS: OUTSTANDING CHECKS	1,724,375.97	
ADJUSTED BANK BALANCE AT 11/30/23		10,805,485.81
GENERAL LEDGER BALANCE AT 10/31/23		2,764,757.67
ADD: DEPOSITS	6,291,540.27	
US TREAS DRAWDOWNS	2,187,744.90	
FUNDS FROM OTHER GRANTS	13,153,129.49	
TRANSFERS FROM RESTRICTED ACCOUNTS	408,758.02	
ADP /HEALTH EQUITY REFUND	-	
REIMBURSEMENT OF ALTERED PAYEE	22,858.67	
LESS: CHECKS	3,525,946.84	
ADP PAYROLL 11/03/23	1,759,504.05	
ADP PAYROLL 11/17/23	1,758,367.52	
ADP PAYROLL 12/01/23	1,780,501.21	
EFTS FOR HRA/HSA/ STD/403B	248,160.11	
REC LOAN PRINCIPAL/INT EXPENSES	382,304.71	
TRANSFERS FROM RESTRICTED ACCOUNTS	-	
CREDIT CARD	74,282.72	
BANK FEES	1,821.59	
ACH VOUCHERS	4,492,414.46	
GENERAL LEDGER BALANCE AT 11/30/23		10,805,485.81
	DIFFERENCE:	-

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 12/11/2023

APPROVED BY: Tracy Webster TITLE: Chief Financial Officer DATE: Dec 11, 2023

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2023

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**11/30/23**		**955,541.56**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**11/30/23**		**955,541.56**

BALANCE PER G/L	**10/31/23**		**954,693.74**
ADD: DEPOSITS		0.00	
INTEREST		847.82	
ROUNDING ERROR		0.00	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**11/30/23**		**955,541.56**

DIFFERENCE: 0.00

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

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 12/08/23

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Dec 8, 2023

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2023

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**11/30/23**		**16,820.92**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**11/30/23**		**16,820.92**
BALANCE PER G/L	**10/31/23**		**16,806.00**
ADD: DEPOSITS		0.00	
INTEREST		14.92	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
WIRE TRANSFER		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**11/30/23**		**16,820.92**

** 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: Lili Solorio TITLE: Accountant DATE: 12/08/23

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Dec 8, 2023

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2023

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**11/30/23**		**21,135.19**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**11/30/23**		**21,135.19**
BALANCE PER GENERAL LEDGER	**10/31/23**		**21,133.89**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
ONLINE DONATIONS		0.00	
PAYPAL DEPOSIT		0.00	
INTEREST		18.75	
LESS: APPLIED MERCHANT DEBITS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		17.45	
BANKCARD FEES		0.00	
CASH CONCENTRATION FEE		0.00	
FUND TRANSFER TO GENERAL FUND		0.00	
		0.00	
BALANCE PER GENERAL LEDGER:	**11/30/23**		**21,135.19**

** 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: Lili Solorio TITLE: Accountant DATE: 12/08/23

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Dec 8, 2023

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2023

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	**11/30/23**		**7,572.75**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**11/30/23**		**7,572.75**
BALANCE PER G/L	**10/31/23**		**7,566.03**
ADD: DEPOSITS		0.00	
INTEREST		6.72	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**11/30/23**		**7,572.75**
		DIFFERENCE:	0.00

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 12/08/23

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Dec 8, 2023

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2023

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	**11/30/23**		**97,251.58**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**11/30/23**		**97,251.58**

BALANCE PER G/L	**10/31/23**		**97,165.29**
ADD: DEPOSITS		0.00	
INTEREST		86.29	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**11/30/23**		**97,251.58**

DIFFERENCE: 0.00

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 12/08/23

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Dec 8, 2023

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

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Catherine Anspach	Foundation Director of Development	8,138.52
Gloria Barbero	Administrator - EHS San Joaquin	590.91
Yolanda Gonzales	Director of Head Start/State Child Development Programs	5,781.44
Freddy Hernandez	Director of Youth and Community Services	2,157.55
Louis Gill	Chief Program Officer	1,828.44
Lisa McGranahan	Director of Human Resources	1,459.70
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	3,681.30
Pritika Ram	Chief Business Development Officer	7,185.31
Jeremy Tobias	Chief Executive Officer	4,519.15
Emilio Wagner	Director of Operations	1,831.08
Tracy Webster	Chief Financial Officer	496.24
Rebecca Moreno	Director of Housing Support Services	2,375.98
Susana Magana	Director of Nutrition Services	1,363.57
	Total	$ 41,409.19

WELLS FARGO

Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Capk Ap	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	**Currency**	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

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 : 11/1/2023 - 11/30/2023

Statement Summary

Name	Catherine Anspach	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-1647	**Currency**	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	11/1/2023	11/1/2023	Uline 800-295-5510, WI				257.99
	Boxes for HeadStart Coat Drive.						
2	11/6/2023	11/7/2023	Walmart.Com 800-966-6546, AR				530.43
	Bikes for Friendship House and Shafter Youth Center. Sponsored by Wonderful.						
3	11/6/2023	11/7/2023	Usps Po 0504620528 Bakersfield, CA				310.00
	Mailing/postage for annual appeal.						
4	11/6/2023	11/8/2023	The Home Depot #1064 Bakersfield, CA				66.73
	Tape and Handles for Text-to-Give Signs. KGET Drive.						
5	11/7/2023	11/9/2023	Lowes #00790 Bakersfield, CA				99.63
	Supplies- Money collection buckets for KGET Drive						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	11/8/2023	11/9/2023	Walmart.Com 800-966-6546, AR				424.34
	Bikes for Friendship House and Shafter Youth Center. Sponsored by Wonderful.						
7	11/9/2023	11/10/2023	Lowes #01708 Bakersfield, CA				37.63
	Additional lids needed for donation buckets at KGET Drive.						
8	11/15/2023	11/16/2023	Walmart.Com 800-966-6546, AR				2,288.41
	Bikes for Friendship House and Shafter Youth Center. Sponsored by Wonderful.						
9	11/16/2023	11/17/2023	Wal-Mart #5134 Bakersfield, CA				636.51
	Bikes for Friendship House and Shafter Youth Center. Sponsored by Wonderful.						
10	11/16/2023	11/17/2023	Walmart.Com 800-966-6546, AR				620.27
	Bikes for Friendship House and Shafter Youth Center. Sponsored by Wonderful.						
11	11/23/2023	11/24/2023	Amzn Mktp Us Amzn.Com/Bill, WA				86.56
	Helmets for Friendship House and Shafter Youth Center. Sponsored by Chevron.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	11/24/2023	11/24/2023	Amzn Mktp Us Amzn.Com/Bill, WA				129.85
	Helmets for Friendship House and Shafter Youth Center. Sponsored by Chevron.						
13	11/27/2023	11/28/2023	Amzn Mktp Us Amzn.Com/Bill, WA				671.00
	Helmets for Friendship House and Shafter Youth Center. Sponsored by Chevron.						
14	11/28/2023	11/28/2023	Amzn Mktp Us Amzn.Com/Bill, WA				1,428.48
	Helmets for Friendship House and Shafter Youth Center. Sponsored by Chevron.						
15	11/28/2023	11/29/2023	Seq Sand Rosedale Bakersfield, CA				405.00
	Sandwiches for Foundation board meeting.						
16	11/29/2023	11/30/2023	Big Lots #4655 Bakersfield, CA				7.13
	Tape needed to label helmets for Friendship House and Shafter Youth Center. Sponsored by Chevron.						
17	11/29/2023	11/30/2023	Walmart.Com 800-966-6546, AR				138.56
	Bike for Friendship House and Shafter Youth Center. Sponsored by Wonderful.						

Transaction Count: 17

Total: 8,138.52

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Gloria Barbero	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7058	**Currency**	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	11/16/2023	11/17/2023	United 800-932-2732, TX				298.68
	Travel Ticket for Gloria Barbero returning flight from the National Head Start Association (NHSA) Winter Conference.						
2	11/16/2023	11/17/2023	United 800-932-2732, TX				292.23
	Travel Ticket for Gloria Barbero to attend the National Head Start Association (NHSA) Winter Conference.						

Transaction Count: 2

Total: 590.91

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Yolanda Gonzales	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7009	**Currency**	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	11/7/2023	11/7/2023	American Air Fort Worth, TX				679.78
	Travel--AA Flight for NHSA Parent and Family Engagement Conf. New Orleans, LA, 12/4/23-12/7/23- Letisha B. 108@20%=$135.96/109@80%=$543.82						
2	11/8/2023	11/10/2023	Hyatt Regency Sonoma Win 7072841234, CA				835.98
	Travel- Lodging for HSC Health Institute in Santa Rosa, CA, 11/6/23-11/8/23-Sylvia O. 108@20%=$167.20/109@80%=$668.78						
3	11/8/2023	11/10/2023	Hyatt Regency Sonoma Win 7072841234, CA				865.98
	Travel- Lodging for HSC Health Institute in Santa Rosa, CA, 11/6/23-11/8/23-Yolanda G. 108@17%=$147.22/109@68%=$588.87/117@15%=$129.89						
4	11/8/2023	11/10/2023	Hyatt Regency Sonoma Win 7072841234, CA				835.98
	Travel- Lodging for HSC Health Institute in Santa Rosa, CA, 11/6/23-11/8/23-Elsa N. 108@20%=$167.20/109@80%=$668.78						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	11/8/2023	11/10/2023	Hyatt Regency Sonoma Win 7072841234, CA				835.98
	Travel- Lodging for HSC Health Institute in Santa Rosa, CA, 11/6/23-11/8/23-Sara E. 108@20%=$167.20/109@80%=$668.78						
6	11/9/2023	11/13/2023	Amtrak Telep Washington, DC				540.00
	Travel- Amtrak tickets for Education Team Building Training in Stockton, CA,-2/11/23-12/14/23- Cynthia, Tomasa, Melissa, Rachel, Alee, Regina, Pamela, Rebecca, Tommie, Lorranie. 117@100%=$540.						
7	11/16/2023	11/20/2023	United 800-932-2732, TX				16.54
	Travel- United Flight change for NAEYC 2023 Annual Conference Nashville, TN 11/15/23-11/18/23- Yolanda G. 108@17%=$2.81/109@68=$11.25/117@15%=$2.48						
8	11/24/2023	11/27/2023	Hilton Hotels 504-5610500, LA				1,171.20
	Travel- Lodging for NHSA Parent and Family Engagement Conf. New Orleans, LA, 12/4/23-12/7/23- Letisha B. 108@20%=$234.24/109@80%=$936.96						

Transaction Count: 8

Total: 5,781.44

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Freddy Hernandez	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8850	**Currency**	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/31/2023	11/2/2023	Westin St. Francis 415-3977000, CA				371.60
	Lodging for Jacquelyn Guerra to attend the 2023 CalCAPA Annual Conference in San Francisco, CA Nov 5-9, 2023						
2	10/31/2023	11/2/2023	United 800-932-2732, TX				703.20
	Airfare for Jacquelyn Guerra to attend the 2023 CalCAPA Annual Conference in San Francisco, CA Nov 5-9, 2023						
3	10/31/2023	11/2/2023	Westin St. Francis 415-3977000, CA				371.60
	Lodging for Wilfredo Cruz to attend the 2023 CalCAPA Annual Conference in San Francisco, CA Nov 5-10, 2023						
4	11/13/2023	11/15/2023	Westin St. Francis 415-3977000, CA				424.54
	Lodging for Wilfredo Cruz to attend the 2023 CalCAPA Annual Conference in San Francisco, CA Nov 5-10, 2023						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	11/22/2023	11/24/2023	Walmart.Com 800-966-6546, AR				132.15
	Family Support Services – Food assistance purchase (East Kern)						
6	11/22/2023	11/24/2023	Sq *locale Farm To Table Gosq.Com, CA				154.46
	VITA Lunch meeting 11/22/23						

Transaction Count: 6

Total: 2,157.55

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Louis Gill	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6829	**Currency**	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	11/9/2023	11/13/2023	Westin St. Francis San Francisco, CA				1,828.44
	Lodging for Louis Gill to attend the 2023 CalCAPA Annual Conference in San Francisco, CA Nov 5-9, 2023						

Transaction Count: 1

Total: 1,828.44

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Lisa McGranahan	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	**Currency**	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	11/2/2023	11/3/2023	Urbane Cafe Bakersfiel Bakersfield, CA				217.40
	Personnel Committee Meeting November 1, 2023						
2	11/10/2023	11/13/2023	Biometrics4all Inc 714-568-9888, CA				22.50
	Relay Fees for running New Hire Fingerprints Invoice Period 10/01/2023-10/31/2023 Invoice Date 11/01/2023						
3	11/15/2023	11/17/2023	Safety Holdings 888-9472622, NM				1,219.80
	Driver Monitoring Services						

Transaction Count: 3

Total: 1,459.70

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Jerry Meade	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8086	**Currency**	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	11/1/2023	11/1/2023	National Cacfp Sponsors 512-850-8278, TX				174.00
	National CACFP Annual Conference Registration costs.						
2	11/5/2023	11/6/2023	Hyatt Regency Sonoma Win 7072841234, CA				557.32
	Housing expenses for Nutrition Content Area Specialist attending HS CA Health Conference						
3	11/8/2023	11/10/2023	Hyatt Regency Sonoma Win 7072841234, CA				557.32
	Housing expenses for Nutrition Content Area Specialist attending HS CA Health Conference						
4	11/8/2023	11/10/2023	Hyatt Regency Sonoma Win 7072841234, CA				577.32
	Housing expenses for Nutrition Content Area Specialist attending HS CA Health Conference w/ parking						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	11/8/2023	11/10/2023	Hyatt Regency Sonoma Win 7072841234, CA				557.32
	Housing expenses for Health Content Area Specialist attending HS CA Health Conference						
6	11/8/2023	11/10/2023	Hyatt Regency Sonoma Win 7072841234, CA				577.32
	Housing expenses for Health and Nutrition Supervisor attending HS CA Health Conference with parking						
7	11/8/2023	11/10/2023	Hyatt Regency Sonoma Win 7072841234, CA				10.00
	Parking expenses for Staff attending HS CA Health Conference						
8	11/19/2023	11/21/2023	Omni Nashville 615-7825300, TN				19.67
	Incidental room charged to CAPK Credit Card, subsequently refunded in next transaction.						
9	11/19/2023	11/27/2023	Omni Nashville 615-7825300, TN				-19.76
	Incidental room charge credited back to CAPK Credit Card, includes a refund for overpaid deposit of .09 cents.						
10	11/20/2023	11/21/2023	American Air Fort Worth, TX				670.79
	Airfare for Assistant Director traveling to Washington DC to attend the National Head Start Association Leadership Conference in January 2024.						

Transaction Count: 10

Total: 3,681.30

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Pritika Ram	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7074	**Currency**	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	11/1/2023	11/2/2023	Stk*shutterstock 866-6633954, NY				29.00
	Monthly Subscription for Stock Photos						
2	11/8/2023	11/9/2023	American Air Fort Worth, TX				454.79
	Airline Ticket for Oscar Martinez Contreras for NHSA Conference in December 2023						
3	11/8/2023	11/9/2023	American Air Fort Worth, TX				470.80
	Flight for Que'Mesha Banner - NHSA Parent & Family Engagement Conference						
4	11/8/2023	11/9/2023	American Air Fort Worth, TX				470.80
	Flight for Nagely Portesgil - NHSA Parent & Family Engagement Conference						
5	11/8/2023	11/9/2023	American Air Fort Worth, TX				592.79
	Flight for Claudia Rivera - NHSA Parent & Family Engagement Conference						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	11/9/2023	11/13/2023	Westin St. Francis San Francisco, CA				1,493.20
	Hotel Fee for Bradley Ryan Fergon - CalCAPA Conference in San Francisco						
7	11/9/2023	11/13/2023	Westin St. Francis San Francisco, CA				1,493.20
	Hotel Fee for Karen Vazquez - CalCAPA Conference in San Francisco						
8	11/9/2023	11/13/2023	Westin St. Francis San Francisco, CA				1,114.83
	Hotel Fee for Pritika Ram - CalCAPA Conference in San Francisco						
9	11/27/2023	11/27/2023	Facebk N6jb5ttwa2 650-5434800, CA				175.00
	Facebook Ad						
10	11/27/2023	11/28/2023	Fedex Offic52900052936 Bakersfield, CA				202.69
	Printing Fees for CERF Program						
11	11/28/2023	11/29/2023	Facebk Lbvqst7wa2 650-5434800, CA				10.89
	Airline Ticket for Oscar Martinez Contreras to attend the NHSA Conference in New Orleans in December, 2023.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	11/28/2023	11/30/2023	Doubletree Hotels 504-5841300, LA				677.32
	Printing Fee for CERF Program						

Transaction Count: 12

Total: 7,185.31

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Jeremy Tobias	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7066	**Currency**	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/31/2023	11/1/2023	Food-Ex Bakersfield, CA				175.07
	Lunch for Special Executive Committee meeting on 10/31/23.						
2	11/1/2023	11/2/2023	Tlf*white Oaks Florist 661-5874994, CA				70.31
	Get Well Flowers for FHCC Staff Member						
3	11/5/2023	11/6/2023	Creative 04340014 San Francisco, CA				70.05
	Taxi from Airport to Hotel in San Francisco - CalCAPA Annual Conference						
4	11/8/2023	11/9/2023	Food-Ex Bakersfield, CA				184.18
	Lunch for PRE Committee Meeting on 11/8/23						
5	11/9/2023	11/10/2023	Curb Sf Taxi Queens, NY				63.48
	Taxi Fare from Hotel to Airport in San Francisco for J. Tobias - CalCAPA Annual Conference						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	11/9/2023	11/13/2023	Westin St. Francis San Francisco, CA				1,486.44
	Hotel Fee for Pritika Ram - CalCAPA Conference in San Francisco						
7	11/10/2023	11/13/2023	Exxon Oak Street Mobil Bakersfield, CA				76.57
	Gasoline for CEO's Agency Vehicle						
8	11/16/2023	11/20/2023	Cityserve Network 833-2489778, CA				1,500.00
	Sponsorship - Mayor's Ball						
9	11/17/2023	11/17/2023	Panera Bread #601790 O 661-395-9300, CA				267.23
	Lunch for Audit & Pension Committee Meeting - Agenda & Attendee List are attached						
10	11/23/2023	11/24/2023	McW#1006-Coffee 866-2543229, CA				29.99
	Monthly Car Wash Fee - CEO's Agency Vehicle						
11	11/28/2023	11/28/2023	Nna Services Llc 800-876-6827, CA				129.00
	National Notary Association Membership Fee - Paula Daoutis, Notary Public						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	11/29/2023	11/30/2023	Food-Ex Bakersfield, CA				466.83

Lunch for Board Meeting on November 29, 2023. Agenda & Attendee list are attached.

Transaction Count: 12

Total: 4,519.15

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Emilio Wagner	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7041	**Currency**	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	11/4/2023	11/6/2023	Msft * E0200pimtc Msbill.Info, WA			✓	11.20
	Microsoft Online service fee Invoice Number E0200PIMTC						
2	11/7/2023	11/8/2023	No-Ip 775-853-1883, NV			✓	59.99
	Auto-Renewal for the next year of service.						
3	11/8/2023	11/9/2023	Microsoft#g031969782 Msbill.Info, WA			✓	1,297.91
	Microsoft Corporation BPN monthly service fees						
4	11/19/2023	11/20/2023	Wl *mindbody Inc 805-250-8506, CA			✓	461.98
	Monthly subscription fees for Mindbody, Invoice # 18910055 for Account# 1572769						

Transaction Count: 4

Total: 1,831.08

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Tracy Webster	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6993	**Currency**	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/31/2023	11/1/2023	Premier Learning Solut Httpswww.Lear, PA				199.00
	Webinar Training for Gabby Alexander regarding updates to W9 Processing.						
2	11/14/2023	11/15/2023	Premier Learning Solut Httpswww.Lear, PA				199.00
	Online 10999 training with Premier Training for Gabrielle Alexander						
3	11/14/2023	11/15/2023	Sq *too Fat Sandwiches Gosq.Com, CA				98.24
	Lunch for Finance Committee Meeting 11/15/23						

Transaction Count: 3

Total: 496.24

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Rebecca Moreno	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-4956	**Currency**	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/31/2023	11/2/2023	United 800-932-2732, TX				13.00
	Airfare for Rebecca Moreno to attend the 2023 CalCAPA Annual Conference in San Francisco, CA Nov 6-10, 2023						
2	10/31/2023	11/2/2023	United 800-932-2732, TX				703.20
	Airfare for Rebecca Moreno to attend the 2023 CalCAPA Annual Conference in San Francisco, CA Nov 6-10, 2023						
3	10/31/2023	11/2/2023	United 800-932-2732, TX				29.00
	Airfare for Rebecca Moreno to attend the 2023 CalCAPA Annual Conference in San Francisco, CA Nov 6-10, 2023						
4	11/6/2023	11/8/2023	United 800-932-2732, TX				35.00
	Baggage for Rebecca Moreno to attend the 2023 CalCAPA Annual Conference in San Francisco, CA Nov 6-10, 2023						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	11/10/2023	11/13/2023	Westin St. Francis San Francisco, CA				1,486.44
	Lodging for Rebecca Moreno to attend the 2023 CalCAPA Annual Conference in San Francisco, CA Nov 6-10, 2023						
6	11/22/2023	11/24/2023	Costco Whse #0643 Bakersfield, CA				41.93
	M ST Pumpkin Pie's						
7	11/22/2023	11/24/2023	Costco Whse #0688 Bakersfield, CA				67.41
	M ST Pumpkin Pie's						

Transaction Count: 7

Total: 2,375.98

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Susana Magana	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6693	**Currency**	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/30/2023	11/1/2023	Panini Kabob Grill Bakers Bakersfield, CA				671.09
	Health & Nutrition Div MCAP Personnel Training Meeting						
2	11/1/2023	11/2/2023	Ntlrest Servsafe 312-7151010, IL				75.00
	Food handlers' certificate For Partner Agency participating in the Food Navigator Program						
3	11/6/2023	11/7/2023	Lassens Natural Foods-Bk Bakersfield, CA				23.85
	Special Diet-Foods						
4	11/13/2023	11/14/2023	Lassens Natural Foods-Bk Bakersfield, CA				116.07
	Special Diet-Foods						
5	11/18/2023	11/20/2023	Ezcaterwest Coast Sou 800-488-1803, MA				477.56
	MCAP Staff Training lunch 11/17/23						

Transaction Count: 5

Total: 1,363.57

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 (9 OF 12 MONTHS OR 75.0%)

Line Item	2023/24 Budget	3/1/23 - 2/28/24 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,632,027	936,192	57.4%	695,835
Head Start Subsidy	1,120,549	923,810	82.4%	196,739
Total Revenue	2,752,576	1,860,002	67.6%	892,574
Expenditures (Note B)				
Salaries	880,250	525,001	59.6%	355,249
Benefits	253,487	157,382	62.1%	96,105
Vehicle Gasoline, Repair/Maintenance	45,000	33,694	74.9%	11,306
Space Costs	121,700	115,061	94.5%	6,639
Supplies - Office & Food Service	106,000	109,764	103.6%	(3,764)
Equipment Repair/Maintenance & Lease	25,000	11,444	45.8%	13,556
Communication	13,000	10,439	80.3%	2,561
Risk Insurance	12,700	9,641	75.9%	3,059
Printing	1,000	719	71.9%	281
Hiring & Employee Costs	1,200	1,439	119.9%	(239)
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	1,015,580	700,183	68.9%	315,397
Sub Total	2,475,417	1,674,768	67.7%	800,649
Adult Meals Prepared	128,794	110,496	85.8%	18,298
Indirect	148,365	74,738	50.4%	73,627
Total Expenditures	2,752,576	1,860,002	67.6%	892,574

	Prior Period	NOVEMBER 2023	Cumulative
Total Meals Prepared and Vended (Note C)	436,186	57,360	493,546
Total Meals Claimed	271,615	38,007	309,622
Difference	164,571	19,353	183,924

Percentage Claimed to Prepared/Vended		66.3%	62.7%

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 7/1/23 - 6/30/24 (5 OF 12 MONTHS = 41.7%)

Contract CMAP-3000	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	June 2024	Total	%	% Earned to MRA
Provider Payments	$ 2,757,847	$ 2,862,065	$ 2,720,745	$ 2,203,563	$ 2,328,431	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 12,872,651		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	$ -		
Net Provider Payments	$ 2,757,847	$ 2,862,065	$ 2,720,745	$ 2,203,563	$ 2,328,431	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 12,872,651	85.32%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**23,640,785**		**54.45%**
Administration & Support Services Revenue															
Provider Payments	$ 2,757,847	$ 2,862,065	$ 2,720,745	$ 2,203,563	$ 2,328,431	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 12,872,651		
Reimbursement Rate	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%		
Revenue Earned	$ 657,443	$ 682,288	$ 648,599	$ 525,308	$ 555,075	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,068,712		
Program Administration/Support Services Costs	177,428	200,755	286,677	115,408	193,453	-	-	-	-	-	-	-	973,720	6.45%	
Indirect (10% x MTDC) Costs	292,056	304,728	299,154	227,217	118,346	-	-	-	-	-	-	-	1,241,501	8.23%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	$ 469,484	$ 505,482	$ 585,831	$ 342,625	$ 311,800	$ -	$ -	$ -	$ -	$ -	$ -	$ -	2,215,221	14.68%	
Revenue Earned Over/(Under) Costs	$ 187,960	$ 176,806	$ 62,768	$ 182,682	$ 243,275	$ -	$ -	$ -	$ -	$ -	$ -	$ -	853,491		
TOTAL COSTS - NET OF FAMILY FEES	$ 3,227,331	$ 3,367,548	$ 3,306,575	$ 2,546,189	$ 2,640,230	$ -	$ -	$ -	$ -	$ -	$ -	$ -	15,087,872	100.00%	

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

Provider payments	12,872,651
Reimbursement Rate (19.25% / 80.75%)	x 23.8390%
Revenue Earned	3,068,711

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

Provider Payments	23,640,785	80.75%
Administration	4,757,434	16.25%
Support Services	878,295	3.00%
Maximum Reimbursable Amount (MRA)	29,276,514	100.00%

Note 3: Increase to contract was received August 2023 in the amount of $55,652.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2023/24 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/23 - 6/30/24 (5 OF 12 MONTHS = 41.7%)

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-3063)														
Adjusted Days of Enrollment - Certified	5,189	6,077	5,517	6,065	5,391	-	-	-	-	-	-	-	28,238	
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	$ 267,471	$ 313,264	$ 284,402	$ 312,630	$ 277,904	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,455,671	**37.04%**
Maximum Reimburseable Amount (MRA)													**$3,930,503**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.38%	99.76%	99.82%	99.78%	99.26%									**99.61%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%									100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-2120)														
Adjusted Days of Enrollment - Certified	3,104	6,787	8,232	10,641	9,521	-	-	-	-	-	-	-	38,285	
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	$ 171,560	$ 375,128	$ 454,961	$ 588,144	$ 526,245	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,116,038	**29.86%**
Maximum Reimburseable Amount (MRA)													**$7,087,664**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.42%	98.76%	98.62%	98.53%	98.63%									**98.68%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%									100.00%
MIGRANT CHILD CARE (CMIG-2004)														
Adjusted Days of Enrollment - Certified	18	50	65	79	50	-	-	-	-	-	-	-	261	
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	$ 907	$ 2,552	$ 3,374	$ 4,054	$ 2,552	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 13,439	**4.61%**
Maximum Reimburseable Amount (MRA)													**$291,239**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	92.75%	98.78%	100.00%									**97.83%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	97.75%	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 2023/24 State contracts.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2023/24 CONTRACTS - EARNED REVENUE
SAN JOAQUIN COUNTY OFFICE OF EDUCATION
FOR THE PERIOD 7/1/23 - 6/30/24 (5 OF 12 MONTHS = 41.7%)

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-1242)														
Adjusted Days of Enrollment - Certified	2,278	3,336	3,413	3,882	3,318	-	-	-	-	-	-	-	16,227	
Reimbursement Rate per Child per Day	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	
Revenue Earned	$ 111,258	$ 162,917	$ 166,708	$ 189,582	$ 162,051	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 792,517	**32.24%**
Maximum Reimburseable Amount (MRA)													**$2,458,117**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.41%	99.36%	100.00%	99.92%	99.95%									**99.75%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%									100.00%

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

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2023/24 Cooperative Agreement with the San Joaquin County Office of Education

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

Services: Overall financial and accounting functions of the organization

Activities	November 2023		Year to Date 03/1/23 - 11/30/23	
Description	**Number**	**Amount**		**Amount**
Bank Deposits	28	6,324,076	150	26,387,090
Wire Deposits	12	13,169,249	101	32,201,309
Head Start/IRS Drawdowns	2	2,140,481	42	26,247,337
Vendor Checks Issued	2,164	7,995,503	17,357	76,197,572
Payroll Disbursed		3,517,872		27,659,635
Grant Reports Prepared	39		237	
ASTHO Vaccine Equity				
CalFresh Healthy Living				
CALEITC				
CAL Food				
City of Bakersfield Homeless Housing & Prevention				
City of Bakersfield CDBG Food Bank Expansion				
Commodity Supplemental Food Prog				
County of Kern - 211				
County of Kern CDBG Food Bank Expansion				
CMAP Fiscal Report & Caseload				
CMIG				
CMSS				
CSPP				
CSBG Discretionary				
CSBG 2022				
Differential Response				
EFAP				
EFAP Build Back Better				
Food Bank Farmers Market				
First 5 Kern – 2 1 1 Helpline				
First 5 Kern – East Kern Family				
First 5 Kern – Help Me Grow				
First 5 Kern – Oasis Family Resource				
First 5 Kern – Ridgecrest Family Resource				
Head Start/Early Head Start Kern SF-425				
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 2023				
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	250	5	250		1,634
Contracts	20	0	20		148
Leases	0	0	0		14
Requests for Proposals	0	0	1		4

Business Services Projects

Description		% Completed		Comments

Total Division Staffing 30 positions + 1 Vacancies

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

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	11,950,544
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	58,318,823
LIABILITES AND NET ASSETS	
Accounts Payable	7,537,974
Accrued Expenses	3,430,196
Accrued Vacation	1,743,490
Line of Credit	-
Note Payable	704,130
Advance Payable	2,784,923
Deferred Revenue	5,710,865
Total Liabilites	21,911,578
Total Net Assets	36,407,245
Total Liabilities and Net Assets	58,318,823

STATEMENT OF OPERATIONS (UNAUDITED)

FOR THE PERIOD MARCH 1, 2022 TO FEBRUARY 28, 2023

REVENUE	
Grant Revenue	106,882,227
Donations	47,277,632
Other Revenue	756,165
In-Kind	163,275
Total Revenue	155,079,300
EXPENDITURES	
Salaries	36,431,542
Benefits	10,091,397
Travel	698,622
Space Costs	8,330,212
Supplies	2,886,851
Consultant/Contract Services	4,363,893
Other Costs	3,848,807
Program Costs	65,591,598
Capital Expenditures	-
Indirect	7,998,647
In-Kind	163,275
Total Expenditures	140,404,844
Net Change in Assets	14,674,456
Net Assets, beginning	21,732,790
Net Assets, ending	36,407,245

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)

AS OF NOVEMBER 30, 2023

ASSETS	
Cash in Bank	14,016,613
Cash - Vacation Reserve	955,542
Petty Cash	-
Accounts Receivable	(0)
Travel Advance	4,724
Prepaid Expense	598,406
Inventory	1,181,849
Net Fixed Assets - Unrestricted	507,085
Net Fixed Assets - Restricted	29,812,303
Total Assets	47,076,521
LIABILITES AND NET ASSETS	
Accounts Payable	3,127,242
Accrued Expenses	274,757
Accrued Vacation	1,016,527
Line of Credit	-
Note Payable	443,007
Advance Payable	2,402,829
Deferred Revenue	5,087,058
Total Liabilites	12,351,420
Total Net Assets	34,725,100
Total Liabilities and Net Assets	47,076,521

STATEMENT OF OPERATIONS (UNAUDITED)

FOR THE PERIOD MARCH 1, 2023 TO NOVEMBER 30, 2023

REVENUE	
Grant Revenue	85,226,206
Donations	262,045
Other Revenue	9,155,287
In-Kind	8,659,665
Total Revenue	103,303,202
EXPENDITURES	
Salaries	29,373,404
Benefits	8,039,180
Travel	652,150
Space Costs	11,314,634
Supplies	2,588,966
Consultant/Contract Services	4,242,514
Other Costs	3,684,653
Program Costs	27,593,437
Capital Expenditures	1,327,700
Indirect	7,509,045
In-Kind	8,659,665
Total Expenditures	104,985,348
Net Change in Assets	(1,682,145)
Net Assets, beginning	36,407,245
Net Assets, ending	34,725,100

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 11-30-23 (75.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	46,717,452	26,844,501	19,872,951	57%
BENEFITS	14,052,314	7,333,662	6,718,652	52%
TRAVEL	943,184	580,236	362,948	62%
SPACE COST	16,765,266	10,644,262	6,121,004	63%
SUPPLIES	3,090,339	2,371,149	719,190	77%
EQUIPMENT	1,806,455	2,896,311	(1,089,856)	160%
CONSULTANT/CONTRACT SERVICES	3,767,972	3,403,744	364,228	90%
OTHER COSTS	2,800,371	3,106,362	(305,991)	111%
PROGRAM COSTS	27,462,618	27,521,012	(58,394)	100%
INDIRECT	10,107,416	7,473,493	2,633,923	74%
TOTAL	127,513,387	92,174,732	35,338,655	72%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 11-30-23 (75.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	34,805,356	19,626,305	15,179,051	56%
BENEFITS	10,516,956	5,504,833	5,012,123	52%
TRAVEL	668,717	357,532	311,185	53%
SPACE COST	5,544,279	3,208,995	2,335,284	58%
SUPPLIES	2,449,189	1,573,476	875,713	64%
EQUIPMENT	810,970	256,826	554,144	32%
CONSULTANT/CONTRACT SERVICES	1,309,179	691,517	617,662	53%
OTHER COSTS	1,162,562	1,219,677	(57,115)	105%
PROGRAM COSTS	23,131,098	24,869,610	(1,738,512)	108%
INDIRECT	7,696,110	5,667,034	2,029,076	74%
TOTAL	88,094,416	62,975,805	25,118,611	71%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 11-30-23 (75.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,791,680	2,750,143	2,041,537	57%
BENEFITS	1,486,523	728,893	757,630	49%
TRAVEL	110,349	119,049	(8,700)	108%
SPACE COST	6,795,477	2,687,233	4,108,244	40%
SUPPLIES	125,671	350,365	(224,694)	279%
EQUIPMENT	850,740	1,246,178	(395,438)	146%
CONSULTANT/CONTRACT SERVICES	648,910	441,543	207,367	68%
OTHER COSTS	409,174	485,309	(76,135)	119%
PROGRAM COSTS	3,068,971	2,059,531	1,009,440	67%
INDIRECT	932,114	657,443	274,671	71%
TOTAL	19,219,609	11,525,686	7,693,923	60%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 11-30-23 (75.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,762,090	1,553,701	208,389	88%
BENEFITS	542,182	395,185	146,997	73%
TRAVEL	43,376	37,029	6,347	85%
SPACE COST	206,031	156,777	49,254	76%
SUPPLIES	243,983	203,184	40,799	83%
EQUIPMENT	81,328	107,306	(25,978)	132%
CONSULTANT/CONTRACT SERVICES	921,708	1,391,673	(469,965)	151%
OTHER COSTS	694,479	839,708	(145,229)	121%
PROGRAM COSTS	433,745	270,528	163,217	62%
INDIRECT	492,892	476,268	16,624	97%
TOTAL	5,421,814	5,431,361	(9,547)	100%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 11-30-23 (75.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,219,812	2,050,246	2,169,566	49%
BENEFITS	1,226,969	517,337	709,632	42%
TRAVEL	55,702	41,221	14,481	74%
SPACE COST	953,189	2,187,507	(1,234,318)	229%
SUPPLIES	232,451	214,689	17,762	92%
EQUIPMENT	58,550	1,281,134	(1,222,584)	2188%
CONSULTANT/CONTRACT SERVICES	830,833	716,870	113,963	86%
OTHER COSTS	380,166	464,914	(84,748)	122%
PROGRAM COSTS	825,804	309,588	516,216	37%
INDIRECT	779,220	524,770	254,450	67%
TOTAL	9,562,696	8,308,277	1,254,419	87%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 11-30-23 (75.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	981,358	746,007	235,351	76%
BENEFITS	230,966	165,642	65,324	72%
TRAVEL	40,290	23,131	17,159	57%
SPACE COST	260,590	136,023	124,567	52%
SUPPLIES	30,245	19,046	11,199	63%
EQUIPMENT	4,867	4,867	(0)	100%
CONSULTANT/CONTRACT SERVICES	27,035	20,626	6,409	76%
OTHER COSTS	44,380	43,865	515	99%
PROGRAM COSTS	3,000	903	2,097	30%
INDIRECT	168,596	113,684	54,912	67%
TOTAL	1,791,327	1,273,795	517,532	71%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-23 TO 11-30-23 (75.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	157,156	118,098	39,058	75%
BENEFITS	48,718	21,772	26,946	45%
TRAVEL	24,750	2,274	22,476	9%
SPACE COST	3,005,700	2,267,726	737,974	75%
SUPPLIES	8,800	10,388	(1,588)	118%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	30,307	141,515	(111,208)	467%
OTHER COSTS	109,610	52,889	56,721	48%
PROGRAM COSTS	-	10,852	(10,852)	Not budgeted
INDIRECT	38,484	34,294	4,190	89%
TOTAL	3,423,525	2,659,808	763,717	78%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2023/24
BUDGET TO ACTUAL - 03/01/23 TO 11/30/23 (9 OF 12 MONTHS = 75.0%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 9,969,927**	**$ 7,473,493**	**75.0%**	**$ 2,496,434**
Expenditures				
Salaries	4,623,933	2,961,555	64.0%	1,662,378
Benefits @ 23.6% actual	1,197,709	735,526	61.4%	462,183
Total Personnel Costs	5,821,642	3,697,082	63.5%	2,124,560
Operating Costs				
Travel	88,000	71,002	80.7%	16,998
Space Costs	215,950	164,514	76.2%	51,436
Supplies	264,650	395,507	149.4%	(130,857)
Consultant/Contract	1,049,000	822,364	78.4%	226,636
Other Operating Costs	950,800	565,682	59.5%	385,119
Total Operating Costs	2,568,400	2,019,069	78.6%	549,331
Total Expenditures	**$ 8,390,042**	**$ 5,716,151**	**68.1%**	**$ 2,673,891**
Excess (Deficit) Indirect Revenue	**$ 1,579,885**	**$ 1,757,342**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,302,127	$ 917,468	70.5%	$ 384,659
Operations	2,700,165	1,819,458	67.4%	880,707
Executive	534,524	539,442	100.9%	(4,918)
Program Administration	-	417	Not budgeted	(417)
Finance	2,523,658	1,928,661	76.4%	594,997
Community Development	1,329,568	510,705	38.4%	818,863
	$ 8,390,042	$ 5,716,151	68.1%	$ 2,673,891

Prepared Date: 12/28/23

MEMORANDUM

To: Board of Directors

From: Catherine Anspach, Director of Development

Date: January 31, 2024

Subject: *Agenda Item VI(a):* CAPK Foundation Report – **Action Item**

The CAPK Foundation Board met in person on November 28, 2023 and approved the minutes from the September 26, 2023 Foundation Board meeting.

Catherine Anspach informed the Board that Michele Shain has decided to step down from her position on the CAPK Foundation Board as she is now overseeing the SoCal region for Dignity Health and found it challenging to meet the required commitment for the Board position.

Tracy Webster provided the Board with the financial reports for October 2023 and shared the balance sheet and the year-to-date budget to actual report. Pritika Ram and Tracy Webster also presented a snapshot of the unrestricted fund balances for each program, reflecting the CAPK fiscal year from March 1, 2023 to February 28, 2024. The Board expressed interest in seeing a detailed breakdown prompting Pritika to suggest providing a budget-to-actual report for each program, showing revenue from fundraising, federal & state grants.

Catherine reviewed the Sponsorship Packages for the Inaugural Fundraiser, Gourmet For Good, that is scheduled for June 1, 2024. Currently, a total of $59,500 in sponsorships has been sold with Kern Family Health Care signing on as the $20,000 Presenting Sponsor.

Catherine also reviewed upcoming events including the HeadStart Coat Drive, The Youth Centers Holiday Parties, the Shafter Youth Center's Playground Ribbon Cutting Ceremony and the Brooklyn's BBQ Fundraiser for the M Street Navigation Center.

Recommendation:
Staff recommends the Board of Directors approve the CAPK Foundation Board of Directors report and all items.

Attachments:
Minutes from the November 28, 2023 Board of Directors meeting.

DATE	November 28, 2023
TIME	12:00 pm
LOCATION	CAPK Professional Development Resource Lab 1807 Feliz Drive Bakersfield, CA 93307

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION
Board of Directors Meeting Minutes

I. Call to Order

Board Chair Kevin Burton called the meeting to order at 12:04 pm at the CAPK Professional Development Resource Lab, located at 1807 Feliz Drive., Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Kevin Burton (Chair), Ariana Joven (Vice Chair, left at 12:44 pm), Janea Benton, Michael Bowers (arrived at 12:24 pm), Lillian Brust, Don Bynum, Nila Hogan (Arrived at 12:06 pm), Chase Nunneley, Fred Plane, Chei Whitmore.

Absent: Michele Shain, Traco Matthews

Others Present: Jeremy Tobias, Chief Executive Office; Pritika Ram, Chief Business Development Officer; Louis Gill, Chief Program Officer; Tracy Webster (Virtually), Chief Financial Officer; Catherine Anspach, Director of Development; Emilio Wagner, Director of Operations; other CAPK staff.

II. Public Comments

Catherine Anspach, Director of Development for the CAPK Foundation, informed the board that Michele Shain has decided to step down from her position on the CAPK Foundation Board. Michele, who now is overseeing the SoCal region for Dignity Health found it challenging to meet the required commitment for the Board position.

In response, Kevin Burton acknowledged the significant scope of managing the SoCal region and expressed appreciation to Catherine for sharing the information.

III. Consent Agenda

Motion was made and seconded to approve the Consent Agenda. Carried by unanimous vote (Plane/Joven).

IV. Old Business

a. Update on the Allocation of Funds for Programs – Pritika Ram, Business Development Officer – ***Info Item***

Pritika Ram updated the board on member Traco Matthews' previous comment regarding the allocation of funds for CAPK Programs. She and Tracy Webster presented a snapshot of the unrestricted fund balances for each program, reflecting the CAPK fiscal year from 3/1/2023 to 2/28/2024. Notably, the Food Bank had a $130,000 deficit, possibly due to overestimation in the budget, with hopes for an increase in donations for November and December.

During the presentation, Tracy clarified that discretionary revenue, excluding the Food Bank, isn't budgeted for, as it comprises additional funds for a CAPK program. The Food Bank, however, relies on traditional donations as a source of funding for operational expenses.

Kevin Burton asked about the annual budget formation process for the Food Bank, given its diverse funding sources. Pritika clarified that the provided documents only detail donations and excludes federal and state funding.

Don Bynum asked about the allocation of restricted vs. unrestricted funds, especially with grants. Tracy added that fundraising aids the Food Bank in bridging gaps unmet by federal and state funding, noting that some grants for example, only cover food cost, not labor.

Kevin expressed an interest in a detailed breakdown of the Food Bank's funding, prompting Pritika to suggest providing a budget-to-actual report for each program, specifying funding from fundraising, federal grants and state grants. She mentioned the Shafter Youth Center's has restricted funds for a playground as an example. Pritika said that future documents would be cleaner and include budget-to-actual reports.

Pritika added that the Foundation is unique and can provide one-on-one discussions to identify program needs. Acknowledging the Food Bank's funding gaps, she also noted active efforts by the grants team to secure contracts for operational needs.

Fred Plane said his interpretation of Traco Matthews' comment, emphasizing the importance of ensuring programs receive additional, augmented funds beyond their allocated budgets. He noted the Food Bank's current deficit, highlighting the Foundation's crucial role in filling these gaps. In contrast, for programs like the Oasis Family Resource Center, funds raised from the Foundation are additional funds.

Janea Benton said that the CAPK's Budget and Finance Committee already reviews budget-to-actual reports for each program and suggested making them available to the Foundation board instead of creating a new report.

Kevin stressed the dynamic nature of philanthropy and campaign-focused fundraising. Pritika addressed both Kevin and Jenea's comments, mentioning that the governing board has committees that review program spending and activities. Also stating that many programs run small and large campaigns simultaneously. Catherine Anspach highlighted the success of the Foundation in supporting both small and large campaigns across the 19 programs.

Fred added that the Foundation board could look at the different funding gaps for the Food Bank when the fiscal year starts. While the other programs will receive additional augmented funds from the Foundation.

Pritika thanked the board for their comments and feedback.

b. Gourmet for Good Update- Catherine Anspach, Director of Development- ***Info Item***

Catherine Anspach shared with the board that the Foundation is launching its inaugural fundraising event. She distributed printed sponsorship packages and will send digital copies to board members. She mentioned that Dignity Health has committed to a $10,000 sponsorship, but additional sponsors are needed.

Catherine said she will send a meeting poll for interested board members to assist with the event. Catherine also provided event details stating it will be at the Johnson Resident near Alfred Harold Hwy, expecting around 250 attendees with a goal of netting $100,000.

Kevin Burton noted that this is the perfect time to approach companies during their annual budget planning. Catherine shared that she has scheduled meetings with different organizations and thanked Chei Whitmore for arranging one with her marketing director. Catherine asked the board to provide contacts of any potential supporters that they can think of.

Michael Bowers asked if Kern Health Systems had made a commitment, to which Catherine mentioned having an upcoming meeting with them.

Catherine described the event, mentioning specialty cocktails, desserts, and interactive elements, including auctions. She thanked Ariana Joven for her assistance in planning and organizing the event.

Pritika Ram asked what the funds would go toward, and Catherine explained it would contribute to the Foundation's general fund.

Kevin Burton emphasized the urgency for June's event. Catherine agreed and suggested tailoring sponsorship packages for specific sponsors, such as car dealerships.

V. New Business

a. Financial Reports & In-Kind Donations – Tracy Webster, Chief Financial Officer & Catherine Anspach, Director of Development – ***Action Item***

Tracy Webster apologized for her absence due to an illness but provided the board with the financial reports for October. She highlighted that the food bank received $120,000 from 128 different sources. Tracy also shared the balance sheet and the year-to-date budget-to-actual report, with a focus on the contribution to CAPK.

Catherine Anspach added that In-Kind donations are being recorded and thanked for their donation.

Kevin Burton inquired about maintaining a record of the 128 funders for the Food Bank. Catherine confirmed having a donor list, and Tracy explained that their system allows her to see the financial details of donations and Catherine the donor side.

Kevin said he would love to see a detailed breakdown of the donors. Tracy asked Catherine if there were any concerns about disclosing donor names. Pritika Ram suggested discussing donor names during the Ad Hoc committee while respecting the privacy of those who prefer to remain anonymous. Kevin added that having such a list helps understand the frequency and nature of contributions. Jeremy Tobias proposed not publishing names in the agenda and flagging those who wish to remain anonymous.

Tracy Webster thanked the board.

Motion was made and seconded to approve the Financial Reports & In-Kind Donations. Carried by unanimous vote (Bowers/Whitmore).

b. 2024 Foundation Meeting Calendar – Catherine Anspach, Director of Development – ***Action Item***

Catherine Anspach presented the 2024 board meeting calendar, noting that there are no scheduled meetings in July and December, but an executive committee may convene in July if necessary. Additionally, she highlighted that the May board meeting is planned three days before the foundation's fundraising event.

Motion was made and seconded to approve the 2024 Foundation Meeting Calendar. Carried by unanimous vote (Benton/Bynum).

c. Foundation Bylaws Update & Revision – Pritika Ram, Chief Business Development Officer – ***Info Item***

Pritika Ram highlighted that the current document aligns with CAPK governing board practices, which undergo review every five years. She mentioned two new edits to this document. The first involves updating the address from 5005 Business Park North to 1300 18th Street. The second pertains to the flexibility of board members' fundraising commitments, with the specific amount left unset in the bylaws for annual adjustments. Pritika encouraged the board to share any further edits by the following week, as the next step involves legal review. Pritika aims to present the finalized document for approval in January.

d. Conflict of Interest and Oath of Confidentiality – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach explained that it is a part of the Foundation's annual procedures for board members to sign the conflict of interest and oath of confidentiality forms. She said members can sign them after the meeting or E-sign.

e. Annual Appeal Letter for End of Year Giving – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach mentioned that this marks the first year for the Foundation's annual appeal. More than 11,000 appeals were distributed to households and businesses in Kern County as part of an effort to expand the donor base and generate funds. She informed the board members that they should have received a letter, and she plans to provide an update on the annual appeal in January.

f. Summary of Past Events – Catherine Anspach, Director of Development – ***Info Item***

1. Feed the Need
   Catherine expressed gratitude to Chase Nunneley for volunteering at the event. She mentioned that the partnership resulted in collecting 30,000 pounds of food, equivalent to providing 25,000 meals for our food-insecure neighbors.

2. Food Bank Ribbon Cutting
   Catherine mentioned that the Food Bank has grown by an additional 40,000 square feet. She emphasized that the event was highly successful.

3. Friendship House Mixer
   Scheduled on the same day as the Food Bank Ribbon Cutting, the mixer took place at the Collective downtown. The venue was generously donated, and the event successfully raised $22,000, with expenses totaling less than $6,000. Catherine extended her gratitude to all the board members who supported this fundraiser.

4. KGET Holiday Drive
   This was the Foundation’s first-time participating in this drive, where they introduced text-to-give. Despite unfavorable weather conditions that may have impacted contributions, the Food Bank

received 9,000 pounds of food, a decrease from the 15,000 pounds obtained the previous year. The event generated $2,800.00 in donations.

5. Aera, Chevron and CRC HeadStart Coat Drive
   The Foundation took charge of the HeadStart Coat drive with the assistance of board member Janea Benton. Aera, Chevron, and CRC all contributed to having coats purchased for the children in HeadStart. More than 1,000 coats were ordered. Catherine acknowledged Jenea's significant role in securing sponsors, noting that they are now extending their support to other CAPK programs. Catherine expressed heartfelt thanks to Janea for her dedication and support.

g. Upcoming Events – Catherine Anspach, Director of Development – ***Info Item***

1. Maya Cinemas Huggy Heart Campaign, November 22nd to December 23rd, 2023
   Catherine stated that at Maya Cinemas, for every $10.00 donated to the CAPK Food Bank, you will receive two complimentary movie tickets. Catherine said she will provide an update on this campaign once it ends.

2. Wonderful Holiday Parties- Friendship House and Shafter Youth Center, December 2nd, 2023
   Catherine extended an invitation to the board to join the two holiday parties for Friendship House and Shafter Youth Center. Bikes were donated by the Wonderful Neighbor program. Each child will receive a bike, helmet, and a bike lock. Orlie shoe drive will also supply shoes for the kids at the centers.

3. Shafter Youth Center Playground Ribbon Cutting, December 12th, 2023
   Catherine extended an invitation to the board to attend the ribbon cutting ceremony for the playground, sponsored by the Wonderful Company and Bank of the West. She added that the children in Shafter are thrilled with their new playground.

4. Brooklyn's BBQ Fundraiser for M Street, December 16th, 2023
   Catherine welcomed the board to participate in an external event—a concert benefiting the M Street Navigation Center at Brooklyn's BBQ.

h. Call to Action- M Street Holiday Luncheon, December 19th, 2023– Catherine Anspach, Director of Development – ***Verbal Item***

Catherine Anspach extended an invitation to the board to volunteer for the M Street Navigation Center Christmas Luncheon, generously sponsored by Clinica Sierra Vista.

Jeremy Tobias added that volunteers will assist in serving lunch to the clients at the shelter.

VII. Board Member Comments

No Comments.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, January 23, 2024
Location TBD

IX. Adjournment

The meeting was adjourned at 1:00 pm.

MEMORANDUM

To: Board of Directors

From: Lisa Gonzales, Program Governance Coordinator

Date: January 31, 2024

Subject: *Agenda Item VII(a)*: January Policy Council Report – **Action Item**

The Policy Council has met on two occasions since the Board of Directors last convened. On November 28, 2023 the first meeting of the 2023-2024 term was held, with a second schedule meeting conducted on December 18, 2023; a quorum was established on both instances.

During the aforementioned meeting dates, action items voted on and approved by the Council included the election of Policy Council Executive Officers as well as the election of members to serve on various committees as required and as outlined in the Policy Council Bylaws.

Policy Council meeting time and dates for the current term were also approved by members. Similarly, the Council voted and unanimously approved Fatima Echeverria to serve as the Policy Council Board of Directors Representative for the 2023-2024 term.

Additionally, at the December 18, 2023 meeting, four Policy Council members and one alternate member were elected to attend the Annual Head Start California Conference to be held on February 26-27, 2024 in Long Beach.

Recommendation:

The Policy Council requests Board approval of the January Report and the Policy Council meeting minutes from November 28, 2023 and December 19, 2023.

Attachment:

Policy Council Meeting Minutes from November 28, 2023 and December 19, 2023.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
November 28, 2023
Teleconference Meeting ID: 283 747 403 184

1. Call to Order
   The 2022-2023 Policy Council Chairperson, Ruby Cruz called the meeting to order at 5:36 p.m.

   a. Roll call was taken, and a quorum was established.
   Policy Council Members Present: Alejandra Verduzco Hernandez, Ana Vigil, Ashely Trent, Candy Diaz, Christina Herrera, Fatima Echeverria, Gabriela Rangel, Glorylee Selmi, Iris Roman, Isabel Zamora, Jennife Wilson, Ruby Cruz

2. Public Comments
   The public may address the Policy Council on items not included on the agenda at this time. However, the Policy Council will take no action other than that of referring the item(s) to staff for study and analysis. Speakers are limited to three 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.
   None

3. Standing Committee Reports
   a. School Readiness Committee
   b. Planning Committee
   c. Budget & Finance Committee
   d. Bylaws Committee
   There were no reports provided as committees have not yet been established.

4. Presentations
   a. No presentations

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

   a. Policy Council Meeting Minutes – October 27, 2023 (English/Spanish)
   b. Head Start Budget vs. Actual Expenditures, March 1, 2023, to September 30, 2023
   c. Early Head Start Budget vs. Actual Expenditures, March 1, 2023, to September 30, 2023
   d. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2023, to September 30, 2023
   e. Early Head Start Childcare Partnership Non-Federal Report, March 1, 2023 to September 30, 2023
   f. Parent Travel & Childcare through September 30, 2023
   g. Parent Activity Funds through September 30, 2023
   h. Head Start Program Review Evaluation (PRE) Report – October 2023
   i. Children's Mobile Clinic – November 2023 (English/Spanish)
   j. Monthly Parent Trainings with Dr. Kirk – Head Start Wellness
   k. Head Start Health Advisory Committee Meeting – December 14, 2023
   l. First Annual Family Engagement & Fatherhood Conference – January 20, 2024; Hodel's Restaurant
   m. Head Start California Parent & Family Engagement Conference – February 26-27, 2024, Long Beach, CA

n. Backpack Connection Series: How to Help Your Child Manage Time and Understand Expectations (English/Spanish)
o. Reading Tips for Parents – Reading Rocket (English/Spanish)
p. Let's Talk Turkey - USDA
q. Head Start Recruitment Flyer (English/Spanish)
r. Early Head Start San Joaquin Flyer (English/Spanish)
s. Home Visiting Program Flyer (English/Spanish)
t. Executive Officer Roles and Responsibilities
u. Policy Council Subcommittee Functions

Fatima Echeverria made a motion to approve consent agenda items (a) through (u); seconded by Gabriela Rangel. Motion carried unanimously.

6. New Business *ACTION

a. Proposed Policy Council Meeting dates and times
The proposed schedule for Policy Council meetings was presented to the Council. It was noted that historically meetings have been scheduled on the fourth Tuesday of each month with a few exceptions. The exceptions as related to the proposed 2023-2024 schedule were shared noting in December the meeting will be one week earlier due to the holiday and the February meeting would also be held one week earlier so as not to interfere with the Head Start California conference. An opportunity for questions, and/or to discuss an alternate schedule was provided to which there was none. Jennifer Wilson made a motion to approve the schedule as presented; seconded by Gabriela Rangel. Motion carried unanimously.

b. Nomination and election of Policy Council Chairperson
The role and responsibilities of the Policy Council Chairperson were reviewed with members. Fatima Echeverria nominated Ruby Cruz who accepted the nomination. Gabriela Rangel self-nominated for this position as well. Both candidates were provided an opportunity to speak to the Council and share a bit about themselves and speak as to why they were interested in this officer position. Brief discussion ensued, upon conclusion of such a verbal vote took place which resulted in a tie. Additional discussion took place with Gabriela subsequently withdrawing her nomination stating she would like the opportunity "shadow" and learn what the role of Chairperson entails. Parties were supportive of such. Fatima Echeverria made a motion to accept Ruby Cruz as Policy Council Chairperson; seconded by Jennifer Wilson. Motion carried unanimously.

c. Nomination and election of Policy Council Vice-Chairperson
The role of the Policy Council Vice-Chairperson was shared noting that this officer position also is the Chairperson of the Planning Committee, amongst other duties. A request was made for nominations for this position to which Gabriela Rangel was self-nominated. Jennifer Wilson made a motion to accept Gabriela Rangel as Policy Council Vice-Chairperson; seconded by Glorylee Selmi. Motion carried unanimously.

d. Nomination and election of Policy Council Secretary
Specific information related to the role and responsibilities of the Policy Council Secretary was shared with members. It was also noted that the secretary is the Chairperson of the Policy Council School Readiness Committee as well. The floor was open for nominations at which time Iris Roman was self-nominated. There were no additional members interested in this role. Gabriela Rangel made a motion to approve Iris Roman as Policy Council Secretary; seconded by Glorylee Selmi. Motion carried unanimously.

e. Nomination and election of Policy Council Treasurer
It was shared that the Treasurer also serves as the Chairperson of the Policy Council Budget & Finance Committee. Glorylee Selmi was self-nominated for this position with no other members interested in the role. Gabriela Rangel made a motion to approve Glorylee Selmi as Policy Council Treasurer; seconded by Ashely Trent. Motion carried unanimously.

f. Nomination and election of Policy Council Parliamentarian
With no interest from members in serving in this capacity this item was tabled and will be added to next month's agenda.

g. Nomination and election of Policy Council Board of Directors Representative
Specific Information regarding what this position entails was shared with members. It was noted that all Board of Directors meetings are held at 12:00 p.m. once a month apart from the months of July and December for which the full board does not meet. It is mandatory that Board meetings follow the Brown Act and therefore are required to meet in person. Additionally, the Policy Council Board of Directors Representative must serve on a CAPK Board of Directors subcommittee. Board members, including the Policy Council Representative will be assigned to their respective committees. Fatima Echeverria self-nominated to serve as Policy Council Board of Directors Representative. Motion was made by Jennifer Wilson; seconded by Alejandra Verduzco. Motion carried unanimously.

h. Nomination and election of Policy Council Planning Committee Members
Prior to committee member nominations, Lisa reminded Council members that they must choose at least one standing committee to be a part of. She went on to share there are a total of four standing committees with elections being held for two of them this meeting and the other two will take nominations at the next meeting. A brief overview of the committee was provided with additional information shared by staff sponsor Robert Espinosa, Program Design and Management Administrator. Brief discussion including questions and answers ensued. Fatima Echeverria self-nominated to serve on the committee as did Iris Roman and Ashely Trent. Motion was made by Jennifer Wilson; seconded by Alejandra Verduzco. Motion carried unanimously.

i. Nomination and election of Policy Council Budget & Finance Committee Members
An overview of this standing committee was shared. Staff sponsor Louis Rodriguez, Fiscal Administrator, was introduced and provided a bit more information as well. It was also noted that all budget reports can be found each month in the Policy Council packet. Gabriela Rangel and Cristina Herrera were self-nominated to serve on the Budget & Finance Committee. Motion was made by Fatima Echeverria; seconded by Jennifer Wilson. Motion carried unanimously.

7. <u>Standing Reports</u>

a. Program Governance – Lisa Gonzales, Program Governance Coordinator
Lisa thanked members for being a part of the very first Policy Council meeting of the 2023-2024 term. She expressed gratitude for their interest in serving in this capacity and noted that things are just getting started! Lisa also stated that for those members who were elected to officer positions earlier in the meeting there will be an Executive Officer training which will provide specific information and guidance for the respective roles. She added this will be conducted in a small group setting and attendees will have the opportunity to ask questions. Lisa also reviewed some of the information contained in members' Policy Council packets. This included speaking about the monthly Dr. Kirk parent trainings held via Zoom. These trainings provide an opportunity for parents to ask any questions they may have regarding challenging behaviors, mental health, trauma or any other topics of choice. She also shared there will be an upcoming Health Advisory Committee meeting to be held in December with is conducted twice per year. She added if anyone is interested in attending to please let her know so that she may pass that information on to the health team. Lisa also announced that the program will be hosting its first ever Male Involvement & Family Engagement Conference which will be held in January 2024. She asked members to review the flyer and mark their calendar as this is sure to be a great event. In continuing her report, Lisa shared that at the next meeting there will be an opportunity for four members to be elected to attend the Annual Head Start California Conference. She shared an overview of the conference and asked if members are interested to be sure to check their calendars to ensure they don't have a conflict. Lisa also reminded members to please complete and return their Policy

Council new member forms, adding that she looks forward to the upcoming term and all the information that will be shared and all that they will learn during this term.

b. Board of Directors – Ana Vigil, CAPK Board Member
Ana shared an overview of the Board of Directors meeting which was held on October 25, 2023. Various items were approved during this meeting which included but not limited to, the County of Kern Homeless Housing Assistance & Prevention 3 Program Coordinated Entry System, the Encampment Resolution Funding Program as well as the 2024-2025 Head Start and Early Head Start Refunding Application Budget Detail. Additional information presented to the Board of Directors during this meeting included the agency's financial statements as well as the CAPK Foundation report and the Policy Council report. It was stated that during closed session the Board authorized the Chief Executive Officer to proceed with a letter of intent and execution all documents required for the sale of the Business Park North property.

c. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director
Yolanda thanked all members for their participation. She also thanked Ana Vigil for serving on the Council as well, noting it is always a pleasure to have the board represented. In continuing to thank members for their participation and partnership Yolanda stated that together we ensure the program provides the highest quality of services to members' children and to all the children the program serves. Yolanda was excited to share that the Shafter, Broadway and Cleo Foran Child Development Centers had their first ever coat drive. It was also shared that on December 13, 2023 staff will be picking up coats/jackets for all sites. Yolanda stated that this year the program was fortunate enough to receive enough donations for all 31 child development centers. Yolanda informed members that there are great keynotes speakers scheduled for upcoming 2024 Family Engagement/Fatherhood Conference and added that the hope is to have (about) 150 participants in attendance with continued growth over the years. She also stated that she looks forward to connecting in person with members who are elected to attend the Head Start California Conference. In closing Yolanda reminded members to be mindful of their surroundings while out during this holiday season, noting it does get darker earlier. She wished everyone a happy holiday season and thanked everyone for all that they do.

8. Policy Council Chairperson Report
Ruby thanked everyone the opportunity to serve as Policy Council Chairperson during this term. She stated that she loves the program, adding when she sees children with their parents in the community, she shares with them information about the Head Start program. Ruby went on to provide personal testimony about her daughter's growth and learning as a direct result of her enrollment in the Head Start program.

9. Policy Council Member Comments
Members were given an opportunity to make a statement or comment. Ana Vigil welcomed everyone and wished them happy holidays. Cristina Herrera expressed appreciation for the opportunity to be a part of Policy Council. Fatima Echeverria also shared her gratitude for the opportunity provided. Gabriela Rangel shared that she looks forward to working with everyone, having a successful year and learning a lot. She added that she is a first-time mom and wants to make the most of this experience. Glorylee Selmi thanked Ruby for sharing her experience with the group. Glorylee added that hearing Ruby speak about her experience encouraged her to learn more and become a more active member of the team. Jennifer Wilson congratulated all newly elected Policy Council Officers, adding she is excited for another year of Policy Council. Jennifer shared that she was interested in becoming the Board of Directors Representative, however, was unable to do so due to time constraints. Jennifer congratulated Fatima on being elected to the position and stated that she couldn't think of a better person to serve in this capacity.

10. Next Scheduled Meeting
    The next meeting will be held on Tuesday, December 19, 2023 at 5:30 p.m. on Microsoft Teams.

11. Adjournment
    The meeting was adjourned at 6:46 p.m.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
December 19, 2023
Meeting ID: 210 008 318 778

1. Call to Order
   Policy Council Chairperson, Ruby Cruz called the meeting to order at 5:36 p.m.
   a. Roll call was taken, and a quorum was established.
   Policy Council Members Present: Alejandra Verduzco Hernandez, Ana Vigil, Ashely Trent, Candy Diaz, Christina Herrera, Fatima Echeverria, Gabriela Rangel, Glorylee Selmi, Iris Roman, Isabel Zamora, Jennife Wilson, Ruby Cruz

2. Public Comments
   The public may address the Policy Council on items not included on the agenda at this time. However, the Policy Council will take no action other than that of referring the item(s) to staff for study and analysis. Speakers are limited to three 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.
   None

3. Standing Committee Reports
   a. School Readiness Committee
   b. Planning Committee
   c. Budget & Finance Committee
   d. Bylaws Committee
   There were no reports provided as committees have not yet been fully established.

4. Presentations
   a. No presentations

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

   a. Policy Council Meeting Minutes – November 28, 2023 (English/Spanish)
   b. Head Start Budget vs. Actual Expenditures, March 1, 2023, to October 31, 2023
   c. Early Head Start Budget vs. Actual Expenditures, March 1, 2023, to October 31, 2023
   d. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2023, to October 31, 2023
   e. Early Head Start Childcare Partnership Non-Federal Report, March 1, 2023 to October 31, 2023
   f. Parent Travel & Childcare through October 31, 2023
   g. Parent Activity Funds through October 31, 2023
   h. 2023-2024 Full Enrollment Initiative – CAPK Head Start/State Child Development
   i. ACF-PI-OHS-23-04; Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming – Public Comment; Issuance Date: 11/20/2023
   j. Children's Mobile Clinic – December 2023 (English/Spanish)
   k. Monthly Parent Trainings with Dr. Kirk – Head Start Wellness
   l. First Annual Family Engagement & Fatherhood Conference – January 20, 2024; Hodel's Restaurant
   m. Head Start California Parent & Family Engagement Conference – February 26-27, 2024, Long Beach, CA
   n. Backpack Connection Series: How to Help Your Child Transition Smoothly Between Places and Activities (English/Spanish)

o. Winter Holiday Safety (English/Spanish)
p. California's Low-Cost Auto Insurance (English/Spanish)
q. Head Start Recruitment Flyer (English/Spanish)
r. Early Head Start San Joaquin Flyer (English/Spanish)
s. Home Visiting Program Flyer (English/Spanish)
t. Policy Council Meeting Dates
u. Executive Officer Roles and Responsibilities
v. Policy Council Subcommittee Functions

Gabriela Rangel made a motion to approve consent agenda items (a) through (v); seconded by Jennifer Wilson. Motion carried unanimously.

6. New Business *ACTION

a. Nomination and election of Policy Council Parliamentarian
The roles and responsibilities of the Policy Council Executive Committee Officer position of Parliamentarian were shared with the committee. With no interest in serving in this capacity, this item was tabled and will be revisited again next month.
b. Nomination and election of Policy Council School Readiness Committee Members
An overview of the committee's functions was provided with additional information shared by staff sponsor Cynthia Rodriguez. Alejandra Verduzco was self-nominated to serve on the School Readiness Committee as did Jennifer Wilson. Motion to approve was made by Fatima Echeverria; seconded by Iris Roman. Motion carried unanimously.
c. Nomination and election of Policy Council Bylaws Committee Members
The roles and responsibilities of the Bylaws Committee were provided to members, along with the tentative meeting schedule. A question was posed as to what occurs should a committee not have any members. It was shared that there are members who have not yet selected a committee to serve on and are not present this evening therefore this scenario is unlikely. It was added that, however should this occur this is something that will be addressed with the Council. Ruby Cruz nominated herself as a member of the Bylaws Committee. Motion to approve was made by Jennifer Wilson; seconded by Iris Roman. Motion carried unanimously.
d. Nomination and election of Policy Council Planning Committee Members
Ruby shared that there are still vacancies on the Planning Committee, the floor was then open for nominations. Members were reminded they could serve on a maximum of two committees if so desired. Ruby Cruz was self-nominated to serve on the Planning Committee. Motion to approve was made by Fatima Echeverria; seconded by Jennifer Wilson. Motion carried unanimously.
e. Nomination and election of Policy Council Budget & Finance Committee Members
Vacancies were available on the Budget & Finance Committee, a request for interest to serve on this committee was made. There were not any additional members interested in serving on this committee.
f. Nomination and election of Policy Council Representatives to attend the Annual Head Start California Conference in Long Beach, California, February 26-27 2023
Lisa provided members with information on the Head Start California Conference including a "typical" conference overview regarding the process of registration, selection of sessions and more. She also shared the travel dates with members including departure and tentative return dates. Lisa shared with members that the hotel accommodations as well as conference registration are covered by the agency and shared there is also a small per diem allotted for attendees to cover meal costs not included in the conference registration. She encouraged interested members to ensure their personal schedules, including any work/school commitments, childcare, etc. allowed for them to participate should they be elected. Lisa also reviewed the Policy Council Bylaws which state conference attendance is open to those members who have not previously had the opportunity to attend in the past. She added that should there be vacancies after those first-time members have been

selected then second or third year members who have previously attended a training may be selected to attend. Lisa also noted that those members who attend the conference will be required to provide a verbal report to the Council and to share their new learning and/or takeaways. It was stated once members have been elected, their information will then be shared with the Professional Development team who will begin the conference registration process, hotel accommodations and more. Lisa opened the floor for any questions members may have prior taking nominations for the four Policy Council member representatives to attend the conference. A question was posed asking if members are responsible for driving their own vehicles to the conference. It was shared when previously attending the Head Start California conference Policy Council members were transported by staff in an agency vehicle. Board of Director's Representative Ana Vigil spoke to conference attendance and shared her perspective. Ana recommended attendance for those who were able to, stating that not only is it a great learning experience it provides attendees with information as to what other programs are doing as well as sharing some of our own practices with other programs. Ana shared that it is a wonderful opportunity. With no additional inquiries the floor was open for nominees interested in attending the conference. Self-nominations were made by Ashley Trent, Jennifer Wilson and Glorylee Selmi. Assistant Director Gloria Barbero confirmed that San Joaquin staff will also be attending the Annual Head Start California Conference. With one additional vacancy past attendees Fatima Echeverria and Ruby Cruz both expressed a desire to attend. Fatima and Ruby each had an opportunity to share with the Council as to why they would like to be selected to attend the conference. Upon conclusion of such, a vote took place with Ruby Cruz receiving the majority of votes for the fourth representative to attend the conference with Fatima selected as the alternate. Motion to approve was made by Gabriela Rangel; seconded by Iris Roman. Motion carried unanimously.

7. <u>Standing Reports</u>
   a. Program Governance – Lisa Gonzales, Program Governance Coordinator
      Lisa congratulated those members who will be attending the Annual Head Start California Conference, adding she looks forward to the experience they will be provided and the opportunity they will have to share information gained with their peers. Lisa also shared a bit more information about some of the information contained in the December Policy Council Packet. She touched on the Point in Time Count, which captures the number of individuals experiencing homelessness in the County (of Kern.) She added that she will look in to obtaining information regarding this process in San Joaquin County so that she can share accordingly. Lisa also encouraged members to attend the inaugural Family Engagement & Fatherhood Conference should their schedule allow. This conference will take place in January. Information was provided regarding the monthly Dr. Kirk Parent Trainings that take place via Zoom. These trainings allow parents an opportunity to ask questions about everything from challenging behaviors, emotional well-being or any topic of their choice. Dr. Kirk is a clinical psychologist. The last bit of information Lisa touched on was the Dolly Parton Imagination Library Program. She shared the program provides books on a monthly basis to eligible children 0-5 years of age. Lisa added that there is a hard copy application in the packet but she will also provide the link to website so members can apply online if they desire. It was asked if the books are to be returned or kept, with the response being books received belong to the recipient. Council member Ashley Trent spoke about her experience with this program stating her children have participated and have received books and they are great and truly age appropriate. Because of the amount of books that may be received it was stated that one can choose to donate them if they'd like so as to make room for new books to be received. In closing Lisa thanked members for their attendance noting that it is a very busy time of year with the holiday just six days away and with some members' children already on winter break, she is grateful for their commitment to the Council and their participation.

b. Board of Directors – Ana Vigil, CAPK Board Member
Ana shared that the Board of Director's did not conduct a meeting during December. On behalf of the Board, she wished the Council a Merry Christmas, adding that they are doing a fabulous job. Ana shared how great it is that members are so involved and interested in their child's education; adding that they will appreciate it down the road when they get older.

c. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director
Assistant Director, Gloria Barbero shared on behalf of Yolanda and the entire administration team, well wishes for a Merry Christmas and a Happy New Year. Gloria stated all of our teachers in both San Joaquin and Kern are continuing to provide services and home visits to all. In closing Gloria wished everyone the best in the upcoming year.

8. Policy Council Chairperson Report
Ruby thanked everyone for joining the meeting, as there was a lot to cover. She also wished members a Merry Christmas and hopes that they enjoy time with their family and loved ones.

9. Policy Council Member Comments
Members were given an opportunity to make a statement or comment with several members expressing holiday greetings, well wishes and wishes of good health and safety during this time. Iris stated that the holidays are for family, and a time to love one another and continue to be blessed. Jennifer shared that she was very pleased to see the under-enrollment plan and more specifically that an action plan is directly focusing on wages. She added that she has a friend who completed her lab hours at one of our child development centers with her friend's main reason for not pursuing employment with the agency being low wages. With that said, Jennifer reiterated how glad she was to see that the first item on the under-enrollment plan list was increasing staff wages, adding that she feels the program is doing a good job in recognizing and working on that. Holiday well wishes continued from members' comments.

10. Next Scheduled Meeting
The next meeting will be held on Tuesday, January 23, 2024 at 5:30 p.m. on Microsoft Teams.

11. Adjournment
The meeting was adjourned at 6:22 p.m.