



DATE	November 13, 2024
TIME	12:00 pm
LOCATION	CAPK Administrative Office 1300 18 th St., 3 rd Floor Bakersfield, CA 93301

Budget & Finance Committee Agenda

1. Call to Order

2. Roll Call

Michelle Jara Rangel
Denise Boshers

Fatima Echeverria
Gema Perez

3. Public Comments

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

4. New Business

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| a. Head Start / Early Head Start Budget to Actual Reports for September 30, 2024, - Info Item
Head Start Budget to Actual for the Period Ended September 30, 2024 (p. 3-5)
Early Head Start Budget to Actual for the Period Ended September 30, 2024 (p. 6-10)
Head Start (No Cost Extension) for the Period Ended September 30, 2024 (p. 11-12)
Early Head Start (No Cost Extension) for the Period Ended September 30, 2024 (p. 13-14)
Head Start Building Proceeds for Central Kitchen as of September 30, 2024 (p. 15-16) | Tracy Webster, Chief Financial Officer,
Louis Rodriguez, Head Start Finance Administrator |
| b. Request to Approve Submission of the Fiscal Year 2025-2026 Continued Funding Application for CA Department of Social Security (CDASS) Programs (CMAP & CCTR)- Action Item (p.17-18) | Rosa Guerrero, Administrative Analyst for Head Start & State Child Development & Laura Porta, MCAP Administrator |
| c. First 5 Agreement for East Kern Family Resource Center – Action Item (p.19-20) | Freddy Hernandez, Director of Youth & Community Services |
| d. First 5 Agreement for Oasis Family Resource Center – Action Item (p.21-22) | Freddy Hernandez, Director of Youth & Community Services |
| e. California Jobs First Regional Investment Initiative: Catalyst Program – Kern Community College District Agreement with Independent Contractor – Action Item (p.23-41) | Annelisa Perez, Outreach & Communications Supervisor for CA Jobs First |

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| f. 211 Call Center - California 211 Providers Network and Southern California Edison Access Functional Needs Support for Public Safety Power Shutoff FY 2024-2027 Service Agreements. – Action Item (p.42-70) | Sabriana Jones-Roberts, Program Administrator for 211 Kern |
| g. Early Head Start Child Care Partnership COLA - Action Item (p.71-81) | Esperanza Contreras, Program Services Administrator |
| h. Early Head Start Child Care Partnership Contracts – Action Item (p.82-139) | Esperanza Contreras, Program Services Administrator |
| i. 211 Call Center – United Way Fresno & Madera Counties 2025-2027 Service Agreement- Action Item (p.140-146) | Sabrina Roberts-Jones, 211 Program Administrator |
| j. Resolution to Approve the submission of the 2025 Low Income Home Energy Assistance Program (LIHEAP) Contract 25B-3012 – Action Item (p.147-298) | Willfredo Cruz, Energy Program Administrator |
| k. California Community Action Partnership Association – Diaper Distribution Demonstration and Research Pilot Program Addendum – Action Item (p.299-301) | Karen Vazquez, Sr. Community Development Specialist |
| l. City of Bakersfield 2024 Residential Home Repair & Weatherization Program Grant Award Notice– Action Item (p.302-323) | Karen Vazquez, Sr. Community Development Specialist |
| m. September Financial Reports 2024 – Action Item (p.324-454) | Tracy Webster, Chief Financial Officer |

5. Committee Member Comments

6. Next Scheduled Meeting

Budget & Finance Committee Meeting
TBD
1300 18th St., 3rd Floor, Board Room
Bakersfield, CA 93301

7. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th St. Bakersfield, CA and online at www.capk.org by 12:00 pm, November 8th, 2024, by Glynniel Campbell, Administrative Coordinator.



MEMORANDUM

To: Budget and Finance Committee

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

Date: November 13, 2024

Subject: *Head Start*
Budget to Actual Report for the period ended September 30, 2024 – **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 first-year budget period is March 1, 2024, through February 28, 2025.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2024, through September 30, 2024. Seven months (58.3%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 59% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 69% of the budget.

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

The non-Federal share is at 71% of the budget.

**Community Action Partnership of Kern
Head Start**

Budget to Actual Report

Budget Period: March 1, 2024 - February 28, 2025
Report Period: March 1, 2024 - September 30, 2024
Month 7 of 12 (58.3%)

Prepared 11/05/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,479,766	4,693,908	3,785,858	55%	45%
FRINGE BENEFITS	2,662,019	1,574,824	1,087,195	59%	41%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	535,017	546,075	(11,058)	102%	-2%
CONTRACTUAL	186,280	143,063	43,217	77%	23%
CONSTRUCTION	-	-	-		
OTHER	3,710,007	2,250,710	1,459,297	61%	39%
INDIRECT	1,478,747	877,941	600,806	59%	41%
TOTAL BASE FUNDING	17,051,836	10,086,522	6,965,314	59%	41%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	60,904	20,893	40,011	34%	66%
SUPPLIES	23,986	18,787	5,199	78%	22%
CONTRACTUAL	12,800	1,350	11,450	11%	89%
OTHER	63,752	66,882	(3,130)	105%	-5%
INDIRECT	16,144	14,810	1,334	92%	8%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	122,722	54,864	69%	31%

GRAND TOTAL HS FEDERAL FUNDS	17,229,422	10,209,244	7,020,178	59%	41%
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HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,252,076	2,098,741	153,335	93%	7%
CALIF DEPT OF ED	10,925,665	7,283,540	3,642,125	67%	33%
TOTAL NON-FEDERAL	13,177,741	9,382,281	3,795,460	71%	29%

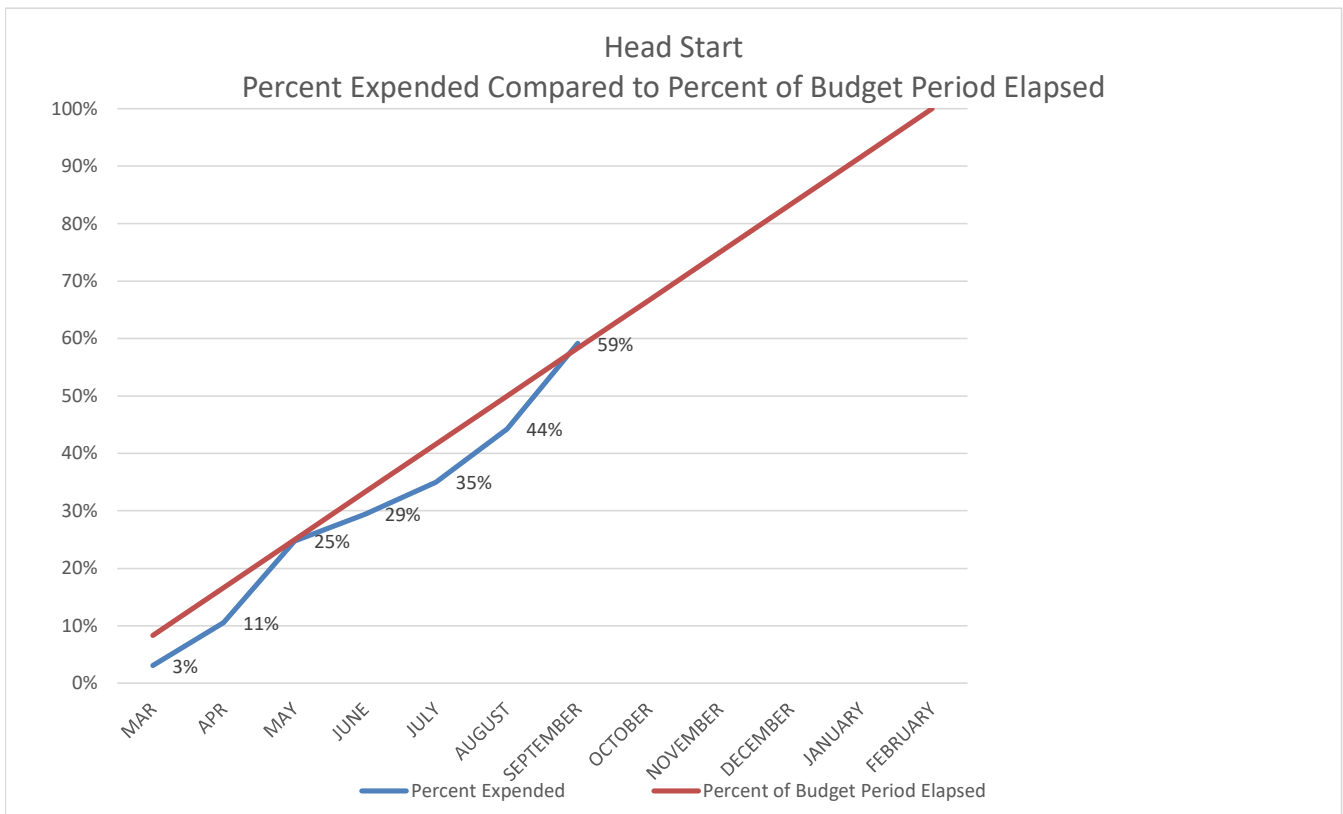
Budget reflects Notice of Award #09CH012489-01-02

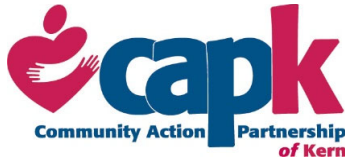
Actual expenditures include posted expenditures and estimated adjustments through 09/30/2024

Administrative Cost for HS and EHS Combined **4.4%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	29,062	-	-	-	29,062	10/1/2024
Lowe's	29,506	5,606	17	-	35,130	10/2/2024
Smart & Final	331	-	-	-	331	10/2/2024
Save Mart	2,555	-	-	-	2,555	10/4/2024
Chevron & Texaco Business Card	8,974	-	-	-	8,974	10/6/2024
Home Depot	35,706	1,492	-	-	37,198	10/5/2024
	106,134	7,098	17	-	113,250	





MEMORANDUM

To: Budget and Finance Committee

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

Date: November 13, 2024

Subject: *Early Head Start*
Budget to Actual Report for the period ended September 30, 2024 – **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 first-year budget period is March 1, 2024, through February 28, 2025.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2024, through September 30, 2024. Seven months (58.3%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 47% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 49% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2024 - February 28, 2025
Report Period: March 1, 2024 - September 30, 2024
Month 7 of 12 (58.3%)

Prepared 11/05/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	12,427,913	5,678,390	6,749,523	46%	54%
FRINGE BENEFITS	3,797,085	1,737,690	2,059,395	46%	54%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	761,608	469,188	292,420	62%	38%
CONTRACTUAL	1,001,244	401,619	599,625	40%	60%
CONSTRUCTION	-	-	-		
OTHER	2,529,435	1,359,048	1,170,387	54%	46%
INDIRECT	2,000,772	952,405	1,048,367	48%	52%
TOTAL BASE FUNDING	22,518,057	10,598,339	11,919,718	47%	53%

TRAINING & TECHNICAL ASSISTANCE

PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	118,632	56,290	62,342	47%	53%
SUPPLIES	30,013	7,196	22,817	24%	76%
CONTRACTUAL	26,080	11,004	15,076	42%	58%
OTHER	137,953	79,708	58,245	58%	42%
INDIRECT	31,268	15,245	16,023	49%	51%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	169,443	174,503	49%	51%

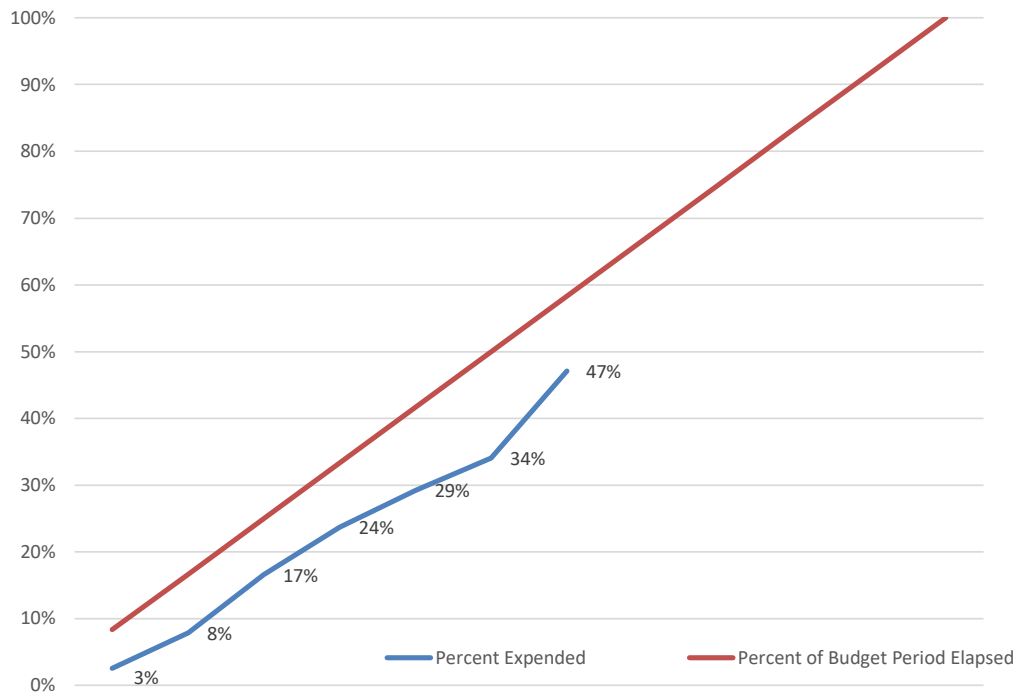
GRAND TOTAL EHS FEDERAL FUNDS	22,862,003	10,767,783	12,094,220	47%	53%
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Budget reflects Notice of Award #09CH012489-01-02

Actual expenditures include posted expenditures and estimated adjustments through 09/30/2024

Early Head Start

Percent Expended Compared to 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, 2024 through February 28, 2025
Report for period ending September 30, 2024 (Month 7 of 12)

Percent of budget period elapsed: 58.3%

LOCATION	Enroll- ment	March	April	May	June	July	Aug	Sep	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	34	15,847	15,179	6,902	0	0	6,859	12,214	57,002	Kern	43,028	132%
Alicante	17	10,869	11,808	10,120	8,079	6,979	4,844	10,978	63,676	Kern	21,514	296%
Angela Martinez	75	27,839	26,752	14,794	17,194	20,914	24,750	22,355	154,597	Kern	94,916	163%
Broadway	37	11,643	7,909	5,992	0	0	3,435	8,609	37,588	Kern	46,825	80%
California City	17	8,464	12,184	3,116	0	0	0	0	23,763	Kern	21,514	110%
Cleo Foran	23	9,095	11,613	12,788	8,230	6,041	6,860	239	54,865	Kern	29,107	188%
Delano	60	24,094	25,425	15,771	0	0	8,875	19,687	93,851	Kern	75,933	124%
East California	52	10,239	9,308	4,334	656	0	0	0	24,536	Kern	65,808	37%
Fairfax	34	8,091	8,219	4,907	0	338	2,460	6,234	30,250	Kern	43,028	70%
Harvey L. Hall	146	21,066		17,703	17,322	20,065	20,499	21,149	117,804	Kern	184,769	64%
Heritage	17	3,577	2,886	799	0	0	965	2,036	10,264	Kern	21,514	48%
Home Base	160	7,595	3,498	3,201	1,466	4,599	7,667	2,155	30,181	Kern	202,487	15%
Lamont	20	6,429	9,371	3,940	0	0	0	0	19,740	Kern	25,311	78%
Martha J. Morgan	50	239	256	6,620	251	0	0	365	7,731	Kern	63,277	12%
McFarland	20	215	0	0	0	0	0	0	215	Kern	25,311	1%
Mojave	20	3,490	2,750	1,019	0	0	0	0	7,259	Kern	25,311	29%
Oasis	42	5,930	5,344	4,563	0	0	2,565	5,721	24,124	Kern	53,153	45%
Pete H. Parra	116	38,467	35,032	29,677	33,175	30,826	10,520	17,847	195,543	Kern	146,803	133%
Planz	0	0	0	0	0	0	0	0	0	Kern	0	0%
Primeros Pasos	67	42,257	43,003	50,204	37,829	26,271	30,711	44,375	274,650	Kern	84,791	324%
Rosamond	34	1,474	3,599	734	0	0	3,972	14,470	24,249	Kern	43,028	56%
San Diego	32	6,452	8,156	7,606	6,795	8,498	5,817	6,043	49,368	Kern	40,497	122%
Seibert	20	2,223	1,036	0	0	0	0	0	3,258	Kern	25,311	13%
Shafter	17	2,058	3,790	799	3,640	1,702	1,863	413	14,264	Kern	21,514	66%
Shafter HS/EHS	24	4,087	4,024	3,424	2,683	2,485	3,776	4,081	24,560	Kern	30,373	81%
Sterling	134	27,996	23,444	21,937	21,826	23,196	26,938	26,027	171,363	Kern	169,583	101%
Stockdale Head Start	45	0										
Sunrise Villa	17	905	1,552	745	0	0	0	119	3,321	Kern	21,514	15%
Taft	51	4,118	6,079	3,535	0	0	4,012	4,695	22,438	Kern	64,543	35%
Tehachapi	15	567	744	0	0	0	3,463	3,772	8,545	Kern	18,983	45%
Vineland	17	1,788	1,609	562	0	0	1,822	4,825	10,606	Kern	21,514	49%
Virginia	17	10,041	0	4,607	0	0	6,140	9,184	29,973	Kern	21,514	139%
Wesley	60	15,716	597	7,850	0	0	0	0	24,163	Kern	75,933	32%
Willow	40	9,709	119	5,731	0	0	5,089	7,767	28,415	Kern	50,622	56%
Administrative Services		0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	0	0	0			
Governance		24	0	50	24	0	0	0	98	Kern	15,000	1%
Program Services		12,651	15,519	196	11,985	14,722	5,325	9,099	69,496	Kern/SJC	74,265	94%
California Street	24	12,526	12,655	11,074	9,643	7,939	13,932	0	67,770	SJC	30,373	223%
Gianone	16	0	0	0	0	0	614	239	853	SJC	26,431	0%
Kennedy	16	2,025	2,271	2,024	1,488	2,007	2,732	215	12,763	SJC	20,249	63%
Lodi Home Base	20	8,517	15,287	11,465	13,115	12,101	14,042	0	74,527	SJC	25,311	294%
Lodi UCC	24	8,845	465	11,289	7,808	4,305	6,321	0	39,033	SJC	30,373	129%
Lathrop Home Base	20	0	0	0	0	0	0	0	0	SJC	25,311	0%
Marci Massei	24	3,181	3,607	3,815	2,671	5,438	4,432	60	23,203	SJC	30,373	76%
St. Mary's	16	3,438	4,376	7,566	1,366	1,078	404	0	18,227	SJC	20,249	90%
Stockton Home Base	40	76	17,519	20,203	21,239	20,312	17,417	72	96,837	SJC	50,622	191%
Lathrop	24	9,405	9,356	9,492	8,520	8,155	8,842	0	53,771	SJC	30,373	177%
SUBTOTAL IN-KIND	1,754	403,267	366,338	331,156	237,003	227,969	267,963	265,044	2,098,741	0	2,258,258	93%
x												
State General Child Care*		261,877	257,404	266,689	221,757	240,889	270,681	294,776	1,814,073	Kern	3,481,300	52%
State Preschool*		620,606	674,911	576,199	314,235	290,402	404,932	516,682	3,397,967	Kern	6,219,213	55%
State Migrant Child Care*		4,433	4,433	4,655	3,196	1,191	1,191	1,077	20,177	Kern	50,000	40%
SUBTOTAL CA DEPT of ED		886,916	936,748	847,543	539,188	532,482	676,804	812,535	5,232,216		9,750,513	54%
x												
State General Child Care*		209,012	215,878	238,485	189,226	219,258	239,726	223,225	1,534,808	SJC	1,175,152	131%
SUBTOTAL CA DEPT of ED		209,012	215,878	238,485	189,226	219,258	239,726	223,225	1,534,808		1,175,152	131%
GRAND TOTAL		1,499,195	1,518,964	1,417,184	965,417	979,709	1,184,493	1,300,804	8,865,765		13,183,923	67%
516,516												
<u>9,382,281</u>												

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, 2024 through February 28, 2025
Report for period ending September 30, 2024 (Month 07 of 12)

Percent of year elapsed: **58.3%**

LOCATION	FUNDED ENROLL MENT	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Kern Community College District - BC	32	19,159	112,423	27,266	22,688	23,760	17,871	0	223,167	137,864	162%
KCSOS - Blanton	16	20,259	10,258	9,476	43,530	23,355	20,018	0	126,895	68,932	184%
Garden Pathways	11	0	0	0	0	0	0	111	111	47,391	0%
Taft College	42	20,928	30,799	34,264	24,121	28,103	28,103	0	166,319	180,947	92%
Escuelita Hernandez	16	0	0	0	0	0	0	24	24	68,932	0%
TBD	11	0	0	0	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0	0		
GRAND TOTAL	128	60,345	153,481	71,007	90,338	75,217	65,992	135	516,516	551,456	94%

Budget reflects Notice of Award #09CH012489-01-02



MEMORANDUM

To: Budget and Finance Committee

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

Date: November 13, 2024

Subject: *Head Start (No Cost Extension)*
Budget to Actual Report for the period ended September 30, 2024 – **Info Item**

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2023, through March 31, 2024. Nineteen months (79.2%) of the 24-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2025. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are 94% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 99% of the budget.

Carryover Funds

Overall expenditures are 94% of the budget.

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

The non-Federal share is 117% of the budget.

Community Action Partnership of Kern

Head Start

Budget to Actual Report

Budget Period: March 1, 2023 - February 28, 2025 (No Cost Extension)

Report Period: March 1, 2023 - September 30, 2024

Month 19 of 24 (79.2%)

Prepared 11/05/24

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,442,036	8,726,703	715,333	92%	8%
FRINGE BENEFITS	3,650,298	2,351,638	1,298,660	64%	36%
TRAVEL	70,000	105	69,895	0%	100%
EQUIPMENT	-	(7,406)	7,406		
SUPPLIES	744,041	1,127,675	(383,634)	152%	-52%
CONTRACTUAL	171,839	273,712	(101,873)	159%	-59%
CONSTRUCTION	-	-	-		
OTHER	4,036,858	4,514,151	(477,293)	112%	-12%
INDIRECT	1,752,938	1,593,446	139,963	91%	9%
TOTAL BASE FUNDING	19,868,010	18,580,025	1,268,456	94%	6%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	41,904	-	100%	0%
SUPPLIES	23,986	23,986	-	100%	0%
CONTRACTUAL	22,800	22,800	-	100%	0%
OTHER	72,752	72,752	-	100%	0%
INDIRECT	16,144	13,566	2,578	84%	16%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	175,008	2,578	99%	1%

CARRYOVER

PERSONNEL	216,462	216,462	-	100%	0%
FRINGE BENEFITS	8,000	8,000	-	100%	0%
TRAVEL	25,133	25,123	10	100%	0%
SUPPLIES	53,386	466,025	(412,639)	873%	-773%
EQUIPMENT	314,100	538,309	(224,209)	171%	-71%
CONSTRUCTION	1,000,000	208,153	791,847	21%	79%
CONTRACTUAL	4,505	4,505	-	100%	0%
OTHER	165,483	155,208	10,275	94%	6%
INDIRECT	49,259	129,190	(60,402)	262%	-162%
TOTAL CARRYOVER	1,836,328	1,750,976	104,881	95%	5%

GRAND TOTAL HS FEDERAL FUNDS	21,881,924	20,506,010	1,375,914	94%	6%
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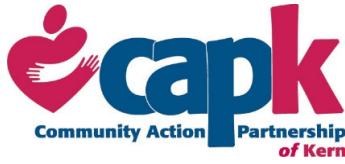
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,958,398	3,993,841	(2,035,443)	204%	-104%
CALIF DEPT OF ED	11,131,398	11,261,048	(129,650)	101%	-1%
TOTAL NON-FEDERAL	13,089,796	15,254,889	(2,165,093)	117%	-17%

Budget reflects Notice of Award #09CH011132-05-02

Actual expenditures include posted expenditures and estimated adjustments through 09/30/2024

Administrative Cost for HS and EHS Combined **10.9%**



MEMORANDUM

To: Budget and Finance Committee

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

Date: November 13, 2024

Subject: *Early Head Start (No Cost Extension)*
Budget to Actual Report for the period ended September 30, 2024 – **Info Item**

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2023, through March 31, 2024. Nineteen months (79.2%) of the 24-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2025. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are 89% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 100% of the budget.

Carryover Funds

Overall expenditures are 53% of the budget.

**Community Action Partnership of Kern
Early Head Start
Budget to Actual Report**

Budget Period: March 1, 2023 - February 28, 2025 (No Cost Extension)

Report Period: March 1, 2023 - September 30, 2024
Month 19 of 24 (79.2%)

Prepared 11/05/24

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,889,652	8,798,223	91,429	99%	1%
FRINGE BENEFITS	2,516,917	2,455,606	61,311	98%	2%
TRAVEL	50,000	-	50,000	0%	100%
EQUIPMENT	-	(47,014)	47,014		
SUPPLIES	1,205,123	834,041	371,082	69%	31%
CONTRACTUAL	1,091,221	947,313	143,908	87%	13%
CONSTRUCTION	-	(9,715)	9,715		
OTHER	3,374,545	2,282,891	1,091,654	68%	32%
INDIRECT	1,665,883	1,477,669	188,214	89%	11%
TOTAL BASE FUNDING	18,793,341	16,739,014	2,054,327	89%	11%

TRAINING & TECHNICAL ASSISTANCE

PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	44,192	44,496	(304)	101%	-1%
SUPPLIES	30,013	30,013	-	100%	0%
CONTRACTUAL	26,080	26,080	-	100%	0%
OTHER	212,393	212,393	-	100%	0%
INDIRECT	31,268	31,092	176	99%	1%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	344,074	(128)	100%	0%

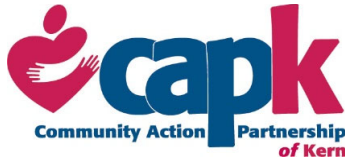
CARRYOVER

PERSONNEL	92,769	92,769	-	100%	0%
FRINGE BENEFITS	-	-	-		
TRAVEL	37,198	37,190	8	100%	0%
SUPPLIES	13,347	172,337	(158,990)	1291%	-1191%
EQUIPMENT	100,000	281,322	(181,322)	281%	-181%
CONSTRUCTION	1,345,378	185,223	1,160,155	14%	86%
CONTRACTUAL	1,320	1,320	-	100%	0%
OTHER	74,009	55,823	18,186	75%	25%
INDIRECT	23,470	60,934	(37,464)	260%	-160%
TOTAL CARRYOVER	1,687,491	886,918	800,573	53%	47%

GRAND TOTAL EHS FEDERAL FUNDS	20,824,778	17,970,006	2,854,772	86%	14%
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Budget reflects Notice of Award #09CH011132-05-02

Actual expenditures include posted expenditures and estimated adjustments through 09/30/2024



MEMORANDUM

To: Budget and Finance Committee

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

Date: November 13, 2024

Subject: *Head Start*
Building Proceeds for Central Kitchen as of September 30, 2024 – **Info Item**

CAPK received authorization from the Office of Head Start (OHS) to sell the properties located at 3100 Mall View Road and 5005 Business Park North. Accordingly, OHS requested that the proceeds from the sale of these buildings be held in an interest-bearing account for the purpose of funding the construction of a new central kitchen.

The remodel of the new central kitchen will be largely funded from the funds in this account and by the funds from the no cost extension grant 09CH011132-05. CAPK submits regular reporting to OHS each time funds are expended for this construction project.

The following are highlights of the funds held from the proceeds of sale of buildings designated for the New Central Kitchen remodel for the period ended September 30, 2024.

Overall expenditures are 14.4% of the Building Proceeds.

Community Action Partnership of Kern

Building Proceeds

Report Period: March 1, 2023 - September 30, 2024

Prepared 11/05/2024

BUILDING PROCEEDS (For Central Kitchen Remodel)	BUILDING PROCEEDS	EARNINGS (INTEREST)	TOTAL	EXPENSES	REMAINING	% REMAINING
	3,329,792	23,723	3,353,515	484,208	2,869,307	85.6%

% Spent 14.4%

Sale Central Kitchen - 10/31/2023	1,105,128
Sale BPN - 02/14/2024	2,224,664
Total Proceeds	<u>3,329,792</u>
Plus Interest	<u>23,723</u>
	3,353,515
Less Expenses	<u>484,208</u>
Remaining Balance	<u>2,869,307</u>



MEMORANDUM

To: Budget and Finance Committee

From: 
Rosa Guerrero, Administrative Analyst

Laura Porta, MCAP Administrator

Date: November 13, 2024

Subject: Agenda *Item 4b*: Request to Approve Submission of the Fiscal Year 2025-2026 Continued Funding Application for California Department of Social Services (CDSS) Programs (CMAP and CCTR) – **Action Item**

The California Department of Social Services (CDSS) requires submission of a refunding application for the CDSS state contracts. Funds will be used to continue the Migrant Alternative Payment, Migrant Child Care and General Child Care services. The funding period would be July 2025 through June 2026 supporting the programs listed below. The estimated funding may increase if additional funding is budgeted from CDSS.

- Migrant Alternative Payment (CMAP): \$29,509,685
- Migrant Child Care (CMIG): \$293,327
- General Child Care (CCTR): \$3,996,470

These programs support CAPK's efforts to improve communities by promoting educational opportunities that enrich the lives of children and their families.

Submission of this application is due by December 20, 2024. The electronic submission does require the Chief Executive Officer to authorize the application content and must receive approval from the Board of Directors to execute the contract. Additionally, the resolution must identify the designee within CAPK that will be the uploading of documentation on behalf of CAPK. The resolution indicates Rosa Guerrero, Administrative Analyst as the designee to submit the electronic application once approved by the CEO.

Recommendation

Staff recommends the Budget and Finance Committee approve with resolution the submission of the Fiscal Year 2025-2026 Continued Funding Application for California Department of Social Services programs and authorize the Chief Executive Officer to execute the contract and assign a designee to submit the application upon his approval.

Attachment:

Resolution 2024-18



RESOLUTION # 2024-18

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Submission of the 2025-26 California Department of Social Services Funding Application

The Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, Suite 200, Bakersfield, CA 93301, met on November 25, 2024, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, program is requesting to submit the California Department of Social Services continued funding application for Migrant Alternative Payment (CMAP), Migrant Child Care (CMIG), and General Child Care (CCTR), for funding from July 1, 2025 through June 30, 2026; and

WHEREAS, the Head Start and State Child Development Division is requesting a maximum funding amount of **\$29,509,685 for CMAP; \$293,327 for CMIG; and \$3,996,470 for CCTR** in annual funding; and

WHEREAS, the California Department of Social Services requires that an authorized signatory be named for the refunding application and contract, as well as an authorized representative be named for submitting the application electronically: and

NOW, THEREFORE, be it resolved that CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer to act on behalf of the Board as CAPK’s representative signatory with regard to the CDSS Continued Funding Application and CDSS contract, and assign Rosa Guerrero, Administrative Analyst to submit the application electronically.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 25th day of November 2024.

Fred Plane, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Budget & Finance Committee

From: 
Freddy Hernandez, Director of Youth & Community Services

Date: November 13, 2024

Subject: **Agenda Item 4c: First 5 Agreement – East Kern Family Resource Center – Action Item**

On November 10, 2024, we received a three-year award notice for \$435,00 from the Kern County Children and Families Commission, also known as First 5 Kern. The award allows us to continue offering educational and support services to low-income families in the community – of Mojave and surrounding areas. The contract period will be from July 1, 2025, through June 30, 2028.

This grant will allow us to continue funding the East Kern Family Resource Center and continue providing low-income families with case management services, support services, center base services, child development services, parenting classes, and summer activities for children under the age of 5 years old. The goal of the program is to provide educational and support services to low-income families and help facilitate a better future for children in the community of Ridgecrest.

The work is connected to CAPK's mission and Strategic Goal 4, advocating for the low-income community of Kern County. Many of the families living in the East Kern communities often do not receive the same support services that families in Bakersfield do, creating a larger barrier for the sustainability of the family's overall health and education.

Recommendation:

Staff recommend that the committee approve the agreement and authorize the Chief Executive Officer to sign the contract upon receipt, and any additional documents as needed.

Attachment:

2025-2028 East Kern Family Resource Center Award Letter



5080 California Ave., Suite 200
Bakersfield, CA 93309
661.328.8888
661.475.8122 fax
www.first5kern.org

October 21, 2024

Commissioners

Brynn Carrigan
Chairperson

Debbie Wood
Vice Chairperson

Jennie Sill
Secretary

Lito Morillo
Treasurer

Supervisor Phillip Peters

Aaron Resendez

Deborah Murr

Russell Sentes

Vivian Cao

Alternate Commissioners

Maria Bermudez

Ana Mena, Psy.D

Amy Rutledge

Executive Director

Amy Travis

Freddy Hernandez
Community Action Partnership of Kern
1300 18th St. Suite 200
Bakersfield, CA 93301

Re: 2025-2028 RFP Proposal – East Kern Family Resource Center

Dear Freddy Hernandez:

I am pleased to inform you that your proposal has been successfully recommended for funding, following a thorough review by both the Independent Evaluation Committee and the Ad Hoc Project Review Committee.

Given the large number of outstanding proposals submitted, which collectively surpassed First 5 Kern's projected annual funding, your program has been selected for funding at an adjusted total amount of \$435,000 beginning July 1, 2025, through June 30, 2028.

To proceed with gaining Commission approval for your agreement, we kindly ask that you review and accept the **Conditions of Approval by November 1, 2024**. You will receive your Conditions of Approval via Adobe E-Signature from our Administrative Assistant, Stephen Alvarez.

Due to the adjustment, we also require an updated **Budget Form, Budget Narrative, and Scope of Work-Evaluation Plan** to reflect the adjusted annual funding amounts. We have included blank forms for your convenience, or you may elect to update the forms you previously submitted with your application. Either option is acceptable but they must be returned electronically by **December 6, 2024**.

Please send your updated documents listed above to Stephen Alvarez at salvarez@first5kern.org. Our staff will then contact you to begin preparing your final award Agreement, slated to be approved by the Commission in February 2025.

We are excited about the opportunity to collaborate with you in nurturing a brighter, more vibrant future for Kern County's children and families, and we look forward to the impact we will create together.

Sincerely,

Amy Travis
Executive Director



MEMORANDUM

To: Budget & Finance Committee

From: 
Freddy Hernandez, Director of Youth & Community Services

Date: November 13, 2024

Subject: *Agenda 4d*: First 5 Agreement - Oasis Family Resource Center – **Action Item**

On November 10, 2024, we received a three-year award notice for \$455,00 from the Kern County Children and Families Commission, also known as First 5 Kern. The award allows us to continue offering educational and support services to low-income families in the City of Ridgecrest and surrounding area. The contract period will be from July 1, 2025, through June 30, 2028.

This grant will allow us to continue funding the Oasis Family Resource Center and continue providing low-income families with case management services, support services, child development services, parenting classes, and summer activities for children under the age of 5 years old. The goal of the program is to provide educational and support services to low-income families and help facilitate a better future for children in the community of Ridgecrest.

The work is connected to CAPK's mission and Strategic Goal 4, advocating for the low-income community of Kern County. Many of the families living in the Ridgecrest community often do not receive the same support services that families in Bakersfield do, creating a larger barrier for the sustainability of the family's overall health and education.

Recommendation:

Staff recommend that the committee approve the agreement and authorize the Chief Executive Officer to sign the contract upon receipt, and any additional documents as needed.

Attachment:

2025-2028 Oasis Family Resource Center Award Letter



5080 California Ave., Suite 200
Bakersfield, CA 93309
661.328.8888
661.475.8122 fax
www.first5kern.org

October 21, 2024

Commissioners

Brynn Carrigan
Chairperson

Debbie Wood
Vice Chairperson

Jennie Sill
Secretary

Lito Morillo
Treasurer

Supervisor Phillip Peters

Aaron Resendez

Deborah Murr

Russell Sentes

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Alternate Commissioners

Maria Bermudez

Ana Mena, Psy.D

Amy Rutledge

Executive Director

Amy Travis

Freddy Hernandez
Community Action Partnership of Kern
1300 18th St. Suite 200
Bakersfield, CA 93301

Re: 2025-2028 RFP Proposal – Oasis Family Resource Center

Dear Freddy Hernandez:

I am pleased to inform you that your proposal has been successfully recommended for funding, following a thorough review by both the Independent Evaluation Committee and the Ad Hoc Project Review Committee.

Given the large number of outstanding proposals submitted, which collectively surpassed First 5 Kern's projected annual funding, your program has been selected for funding at an adjusted total amount of \$465,000 beginning July 1, 2025, through June 30, 2028.

To proceed with gaining Commission approval for your agreement, we kindly ask that you review and accept the **Conditions of Approval by November 1, 2024**. You will receive your Conditions of Approval via Adobe E-Signature from our Administrative Assistant, Stephen Alvarez.

Due to the adjustment, we also require an updated **Budget Form, Budget Narrative, and Scope of Work-Evaluation Plan** to reflect the adjusted annual funding amounts. We have included blank forms for your convenience, or you may elect to update the forms you previously submitted with your application. Either option is acceptable but they must be returned electronically by **December 6, 2024**.

Please send your updated documents listed above to Stephen Alvarez at salvarez@first5kern.org. Our staff will then contact you to begin preparing your final award Agreement, slated to be approved by the Commission in February 2025.

We are excited about the opportunity to collaborate with you in nurturing a brighter, more vibrant future for Kern County's children and families, and we look forward to the impact we will create together.

Sincerely,

Amy Travis
Executive Director



MEMORANDUM

To: Budget & Finance Committee

From: Annelisa Perez, Outreach and Communications Supervisor for CA Jobs First

Date: November 13th, 2024

Subject: *Agenda Item 4e*: California Jobs First Regional Investment Initiative: Catalyst Program - Kern Community College District Agreement with Independent Contractor– **Action Item**

Introduction:

Since early 2022, CAPK has been participating in a workforce development initiative called CA Jobs First (formerly known as California Economic Resilience Fund) through the Kern Coalition. This coalition is made up of five conveners: Kern Community College District (fiscal agent and lead), A Better Bakersfield & Boundless Kern (B3K), Kern Inyo Mono Labor Council, Building Healthy Communities, and Community Action Partnership of Kern. The CA Jobs First Initiative aims to identify local industries that can create good-quality jobs, prioritizing investment in rural and disadvantaged areas, and advancing toward a carbon-neutral, greener economy. As part of this effort, the coalition submitted Regional Plan Part 1 earlier this year, which provided an analysis of Kern County's economy and demographics and evaluated the county's strengths, weaknesses, opportunities, and threats. On August 30th, 2024, Regional Plan Part 2 was submitted, focusing on key competitive local industries and outlining strategies to support the CA Jobs First goal of creating accessible, high-quality job opportunities. Both reports are now available on the KCCCD website under the resources section at www.kccd.edu/kern-coalition.

CA Jobs First: Catalyst Program Overview:

The Catalyst Program is part of the California Jobs First Regional Investment Initiative, previously known as the Community Economic Resilience Fund (CERF). This program aims to support regional economic and community development by funding local planning efforts and eligible projects. The state awarded 13 regions \$14 million each, with \$9 million designated for funding local project proposals, totaling \$182 million statewide.

The Catalyst Program serves as the Pre-Development phase, building on the work completed during the Planning phase. A key goal of this program is to use the funding to create a pipeline of viable projects that align with community priorities, the regional plan, and CA Jobs First objectives, including state climate goals, state equity goals, and job quality and access standards. During this phase, we will support communities throughout Kern County in developing and proposing projects that meet both the program's criteria and their unique needs. For instance, funding could support a training center that provides certifications and hands-on learning in advanced manufacturing technologies such as automation, equipping local residents

with the skills needed for well-paying jobs in the manufacturing sector. Another goal of the program is to help the region attract additional funding from federal, state, and private sources to sustain local projects beyond the program's duration.

CAPK's Role:

CAPK will continue its role as a Co-Convener in the Kern Coalition, focusing on expanding outreach and representing diverse community interests for the California Jobs First Regional Investment Initiative. As a non-profit, CAPK's inclusive and worker-focused approach will be essential for engaging disinvested communities and achieving equitable economic outcomes. The grant, totaling \$181,332, will cover the period from November 14, 2024, to September 30, 2026. It will fund a full-time Outreach and Communications Supervisor and a portion of the Community Development Division Lead. Both will work closely with the four other conveners to track sub-regional project proposals, explore future opportunities, attend Community of Practice meetings, collaborate with partners on shared decision-making, and ensure project proposals align with CA Jobs First criteria by promoting equity, sustainability, and job quality.

Strategic Alignment:

This initiative aligns with CAPK's enduring mission to address critical needs in the community and Strategic Goal #3 in advancing economic empowerment and financial stability for low-income people in the communities we serve, specifically part of Objective 3.3: Increase opportunities and supports for clients to advance through career and education pathways, and Objective 3.4 Increase access to economic asset enhancement and financial educational opportunities.

Recommendation:

Staff recommends the Budget and Finance Committee to authorize the Chief Executive Officer (CEO) to execute the California Jobs First Regional Investment Initiative: Catalyst Program – KCCD Agreement and any subsequent amendments related to the project and contract.

Attachments:

Kern Community College District Agreement with Independent Contractor
Roles and Responsibilities for the Catalyst and Pre-Development Phase



Roles and Responsibilities for the Catalyst and Pre- Development Phase

Kern Coalition Regional Conveners, Fiscal Agent, Governance
Council, and Sector Investment Coordinators

REGIONAL CONVENERS

Roles and Responsibilities
Catalyst and Pre-Development Phase



Fiscal Agent

- **Expand regional outreach:** Continue to expand regional outreach and engagement activities, ensuring the inclusion of disinvested communities. (pg. 3)*
- **Research and updates:** Continuously update research to keep plans current for future funding opportunities and planning processes.*
- **Coordinate application processes:** Coordinate the Implementation Phase application process.*
- **Project tracking:** Track the projects identified by the Jobs First Collaboratives, including applications and awards for additional funding from other sources. (pg. 3)*
- **Community of Practice:** Participate in Communities of Practice meetings to share progress and lessons learned across regions and receive technical assistance from the State. (pg. 4)*
- **Procurement and selection process** will include a request for proposals that meet the environmental, climate mitigation and adaptation, and environmental infrastructure needs identified and cataloged by the Sector Investment Coordinators (SICs).*
- **Ensure that Catalyst Program funds are used to support eligible pre-development expenditures** for projects that prioritize equity, sustainability, job quality and access, economic competitiveness, and economic resilience by identifying investment needs, providing capacity building and technical assistance, and adopting a Catalyst proposal scoring matrix.*
- In partnership with the Governance Council, **creation of Request for Proposal (RFP) for pre-development project funding** with review and technical assistance provided by KCCD at no cost.**
- Work with Employer Collaboratives, workforce, and economic development partners (Kern EDC and B3K), CBOs/NPOs, and Sector Investment Coordinators (SICs) to **support outreach, engagement and shared decision-making** by engaging disinvested community members in*:
 - **Creating regional economic development plans (roadmaps)** to address existing environmental, climate mitigation and resilience, environmental infrastructure needs and new or existing industry sectors that are environmentally friendly, a good match for regional resources, have a high growth potential, and prioritize a high-quality job workforce. (pg. 3)*

- **Addressing equity gaps, disparities, and inequities** by a) providing employer training on how to diversify the workforce and the value of collective worker input, and b) supporting various strategies to ensure disinvested community members' participation and completion of training and education for high-quality jobs with persistent equity gaps; and (pg.3)*
- **Creating access to mid- to high-wage quality jobs** for disinvested community members by ensuring the provision of support, work-experience opportunities, training, and navigational support for workforce systems and hiring processes. (pg. 4)*
- **Adopt, test, and validate metrics** to ensure that outreach, engagement, and shared decision-making strategies and processes are meaningful, effective, and result in significant participation of disinvested community members*
- **Identify projects labeled as “exploratory” or “last mile.”** (pg. 4)*

*"Scope of Work (Standard Agreement)," State of California EDD Agreement M101619-7100 CERF CA Jobs First Catalyst Program, May 1, 2024 - September 30, 2026.

**As agreed upon by the Kern Coalition



FISCAL AGENT

Roles and Responsibilities Catalyst and Pre-Development Phase

- **Responsible for the Fund:** Establish, manage, and maintain an appropriate system of internal controls, accounting records, and documentation of the receipt and disbursement of the funds for review or reproduction upon written request by the EDD according to Generally Accepted Accounting Procedures, other state regulatory requirements, and the direction of the EDD.*
- **Program Ledgers and Monthly Reporting:** Maintain a separate ledger for each program, detailing the total funds available, monthly deductions, subcontractor information (e.g., Agreement number, invoice date, payment date, and payment description). Financial reports must be prepared and disseminated monthly or as requested, in prescribed formats.*
- **Sub-Contract Administration and Disbursement of Funds:** Enter into agreements with vendors and third parties to support the identified programs, and disburse funds based on invoices approved by the lead applicant's personnel. The Fiscal Agent is also responsible for ensuring that funding is encumbered and expended by the EDD's timelines.*
- **Audits:** Cooperate fully with EDD audits or those of respective agents, providing all necessary documentation promptly.*
- **Public Records:** Work with the EDD to respond to any requests under the Public Records Act related to the Fiscal Agent's activities.*
- **Memorandum of Understandings (MOUs):** Draft MOUs with the Regional Convenor(s) detailing roles, responsibilities, and a commitment to the Catalyst Program's objectives. These MOUs must be provided to the EDD upon request.*
- **Reporting:** Prepare and disseminate reports as required under State law, including those under California Unemployment Insurance Code Section 14531(g).
- **Accounts Management:** Maintain a System for Award Management (SAM) account and a Unique Entity ID number.*
- **Other Services:** Provide additional financial or contract management services (e.g., conducting competitive bidding) as needed to ensure smooth administration of the funds in line with funding requirements and EDD direction.*

- **Project Monitoring and oversight:** to ensure project stays within scope and is completed on schedule and within budget. Participated in regularly scheduled reporting meetings.*
- **Collaboration with the program evaluator** to explore the success of the regional investment initiative.*
- **Communities of Practice:** collaboration across region to ensure progress, share best practices and lessons across the regions, and provide technical assistance by the State (Sector Investment Coordinator)*

*"Scope of Work (Standard Agreement)," State of California EDD Agreement M101619-7100 CERF CA Jobs First Catalyst Program, May 1, 2024 - September 30, 2026.

GOVERNANCE COUNCIL

Roles and Responsibilities Catalyst and Pre-Development Phase

- **Develop a Catalyst Proposal Scoring Matrix** to ensure that projects are scored/ranked and funded based on prioritization of and outcomes to improve or achieve greater equity, sustainability, job quality and access, economic competitiveness, and economic resilience.**
- **Evaluate and vote** on which projects will be provided with funding for pre-development activities based on equity, sustainability, job quality and access, economic competitiveness, and economic resilience outcome documentation, estimates, and analyses submitted as part of the application.*
- **Support the development of exploratory projects** for pre-development support by assisting project groups in developing supporting documents and analyses.*
- **Request for Proposal (RFP)** creation for pre-development project funding with review and technical assistance provided by KCCD at no cost (legal, grant writers, and consultants).**

*"Scope of Work (Standard Agreement)," State of California EDD Agreement M101619-7100 CERF CA Jobs First Catalyst Program, May 1, 2024 - September 30, 2026.

**As agreed upon by the Kern Coalition

SECTOR INVESTMENT COORDINATORS

Roles and Responsibilities Catalyst and Pre-Development Phase

- **Provide pre-development capacity-building & technical assistance.**
- **Coordinate and provide economic development and industry expert pre-development technical assistance** on environmental, climate mitigation and adaptation, environmental infrastructure, economic competitiveness, equity, resilience, and sustainability.*
- **Develop regional roadmaps** to address quality jobs demand-supply gaps, by increasing access by disinvested community members.*
- **Develop regional and sector roadmaps** to plan for the creation of high-quality jobs in new environmentally friendly industry sectors.*
- **Work with Kern HRTC Co-Conveners and stakeholders** to address unmet project pre-development needs.*
- **Ensure that the region identifies no more than five positions or sub-contracts**, either as new staff at the Conveners or at another identified organization in the region. The positions will execute the following activities on behalf of the Jobs First Collaborative:*
- **Work within the Jobs First Collaborative** on industries prioritized in the Planning Phase;*
- **Support the Jobs First Collaborative in cataloguing projects** that will support the proliferation of the prioritized industries and enhance high-quality job creation; label these projects as “exploratory” (agreed-upon ideas that are at the very initial phases) and “last-mile” (agreed-upon projects that need the final piece of the puzzle to begin development), or identify projects as non-viable;*
- **Work with GO-Biz staff and regional partners** to find and apply for state, federal, and private grants;*
- **Align Jobs First Collaborative** -identified projects with federal funding;*
- **Liaise** with workforce and economic development partners, High Road Training Partnerships, community-based organizations, and others capable of contributing to the success of the project to build an ecosystem around identified industries or sectors;*
- **Provide or procure Technical Assistance** for Implementation grant applications and administration.*

*"Scope of Work (Standard Agreement)," State of California EDD Agreement M101619-7100 CERF CA Jobs First Catalyst Program, May 1, 2024 - September 30, 2026.

KERN COMMUNITY COLLEGE DISTRICT
AGREEMENT WITH INDEPENDENT CONTRACTOR (For Non-Public Works Services)

This Agreement is entered into by and between the Kern Community College District, on behalf of (Check One):

☒ District Office

☐ District-Wide

☐ Bakersfield College

☐ Cerro Coso Community College

☐ Porterville College

("District"), and COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK), ("Contractor"), identified under social security number/taxpayer identification number (if using SSN, enter last 4 digits only) _____, with its principal place of business / office(s) located at _____.

1. **TERM OF AGREEMENT / DATE(S) of SERVICE(S):** 11/14/2024 - 9/30/2026.

2. **SERVICES TO BE PERFORMED:** In consideration of the payment outlined in Paragraph 3 below, during the Term of Agreement / Date(s) of Service(s), Contractor agrees to perform services and, if applicable, provide materials and equipment to the District (hereinafter "Services"), as described below:

*See attached scope of work

It is understood and agreed that in the event any additional tasks or services are required from Contractor, prior to rendering any such tasks, the tasks shall be set forth in a writing duly signed by the parties, indicating the specific work to be accomplished, the approximate period of time over which performance will be completed, and the additional compensation, if any, to be paid for such additional tasks.

3. **COMPENSATION:** In consideration of the Services fully rendered to District as described above, District agrees to pay Contractor a total fee of \$ \$181,332. The District will make reasonable good faith efforts to pay all compensation due to Contractor within thirty (30) days of completion of Contractor's Services pursuant to this Agreement and the District's receipt of a properly completed invoice from Contractor for Services rendered. Contractor further agrees that the District will not have any liability whatsoever as to any work or expense not specifically documented in this Agreement and properly invoiced by Contractor to District within sixty (60) days of completion of Services.

Other Consideration/Notes: _____

Office Use Only. To be completed by Initiator-(Required):

FOAPAL to be used for this expense RP328-102KJC-5119-684000

4. **REPRESENTATIONS AND WARRANTIES:** Contractor represents and warrants that possesses the skill, knowledge, expertise, and, as applicable, holds current license(s), certification(s) or educational credentials, as required under the laws of the State of California and in accordance with District policies and regulations, to fully perform the services required by this Agreement. Contractor represents that he/she/it has read and understands the terms and conditions of this Agreement.

5. **NON-EMPLOYEE / INDEPENDENT CONTRACTOR STATUS:** During the Term of this Agreement or Date(s) of Service(s), Contractor's Services for the District shall be rendered as an Independent Contractor. This Agreement is not intended, nor shall it be construed so as, to create the relationship of agent, employee, partnership, joint venture or association, or representative of the other for any purpose, or to imply any other relationship whatsoever between Contractor and District, except

as set forth in this Agreement. Neither party is granted any expressed or implied right or authority by the other party to assume or create any obligation or responsibility on behalf of or in the name of the other party, or to bind the other party in any manner or thing whatsoever. Please mark whichever is applicable:

☒ Contractor agrees that Contractor is free from control and direction of the District; performs work that is outside the usual course of District's business; and is customarily engaged in an independently established trade, occupation or business of the same nature as the Services Contractor will perform for District under this Agreement.

OR

☐ Contractor is performing one of the following services: marketing, human resources administration, travel agent, graphic designer, grant writer, fine artist, freelance writer, photographer, photojournalist, or cosmetologist. Contractor maintains a business location, which may include the Contractor's residence that is separate from the District's business locations. Contractor has a business license, in addition to any required professional licenses or permits for the Contractor to practice in their profession. Aside from project completion dates and reasonable business hours, the Contractor has the ability to set his/her own hours. Contractor is customarily engaged in the same type of Services for other entities and is available to perform the same type of Services as those performed pursuant to this Agreement for other potential customers. Contractor customarily and regularly exercises discretion and independent judgment in the performance of the Services.

Are you a retiree of CalSTRS? Yes ☐ No ☒

Are you a retiree of CalPERS? Yes ☐ No ☒

Contractor acknowledges the above is true and correct. Human Resources has reviewed above answers.

Contractor Signature

Human Resources Signature

6. RESPONSIBILITY FOR PAYMENT OF WAGES: Contractor shall be solely responsible for paying all salaries, wages, benefits and other compensation which the Contractor's employees or consultants, if any, may be entitled to receive in connection with Contractor's Services pursuant to this Agreement, including, without limitation, withholding and paying all applicable payroll taxes and contributions, including federal, state and local income taxes, FICA, FUTA, and state unemployment, workers' compensation and disability insurance. Nothing contained in this Agreement will confer upon the Contractor any right to continue to render Services to the District, or to become employed by the District. The District and Contractor acknowledge that Contractor's Services pursuant to this Agreement are non-exclusive and Contractor is free to accept other work.

7. INDEMNIFICATION: Contractor agrees to indemnify, defend, and hold harmless, the District (and its officers, employees, trustees, agents, successors and assigns) from and against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs and liability whether in contract, tort or strict liability (including, but not limited to, personal injury, death at any time, and property damage), arising out of or made necessary by Contractor's performance of this Agreement, breach of its terms, negligent acts or omissions, including as may arise resulting from Contractor's failure to make payments to Contractor's employees or consultants, if any, or self-employment taxes.

8. INSURANCE REQUIREMENTS: Unless otherwise specifically agreed to in writing in advance of execution of this Agreement, Contractor agrees to obtain, pay for and maintain in effect during the Term of this Agreement or Date(s) of Service(s), the following policies of insurance issued by an insurance company rated not less than "A-VI" in A.M. Best's Insurance Rating Guide:

(i) Commercial General Liability insurance (including contractual, products and completed operations coverage, bodily injury and property damage liability insurance) with single combined limits of not less than \$1,000,000 per occurrence;

(ii) Commercial Automobile Liability insurance for "any auto" with combined single limits of liability of not less than \$1,000,000 per occurrence;

(iii) Professional Liability insurance (also known as "Errors and Omissions" insurance) with a limit of liability of not less than \$1,000,000 per occurrence; and

(iv) Cyber Liability Insurance of not less than \$1,000,000; and

(v) Worker's Compensation and State Disability insurance as required under law.

Each policy shall contain an endorsement naming the Kern Community College District as an additional named insured insofar as this Agreement is concerned, and provide that written notice shall be given to the District at least thirty (30) days prior to cancellation or material change in the form of the policy or reduction in coverage. Prior to rendering Services pursuant to this Agreement, and at Contractor's expense, Contractor shall furnish the District with a Certificate of Insurance evidencing the endorsements required above, and the District shall have the right to inspect the Contractor's original insurance policies upon request. Upon notification of a notice of cancellation, change or reduction in coverage, Contractor shall immediately file with the District a certified copy of the required new or renewal policy and certificates for such policy. Nothing in this agreement concerning minimum insurance requirements shall reduce the Contractor's liabilities or obligations under the indemnification provisions of this Agreement.

9. CONFIDENTIALITY: Contractor acknowledges:

- a. District may disclose to Contractor certain confidential information relating to, without limitation, the District's past, present, and future research, marketing, development, or business activities ("Confidential Information"). Except as required by the duties under this Agreement, Contractor agrees that, until such time as the Confidential Information enters the public domain through no fault of Contractor, Contractor will never, directly or indirectly, use, disseminate, disclose, lecture upon, or publish articles concerning any of the Confidential Information disclosed to Contractor by or on behalf of District without the prior written consent of District. Such confidentiality shall survive the termination of this Agreement and will only be relieved by written consent of District.
- b. Upon expiration or termination of the Agreement or Contractor's performance pursuant to this Agreement, Contractor agrees to return to District all copies of Confidential information, all drawings, documents, records, notebooks, disks, tapes, data residing or recorded in electronic media, and all other representations of confidential information, whether prepared by District, Contractor or others.

10. PROPRIETARY RIGHTS/OWNERSHIP:

- a. All work accomplished pursuant to this Agreement, tangible and intangible, will be the sole and exclusive property of District; and in addition to the obligations imposed above, Contractor will deliver all such work to District prior to expiration or termination of this Agreement or Contractor's performance pursuant to this Agreement.
- b. Contractor agrees that all copyrightable material, inventions, improvements, developments and discoveries conceived, made, discovered or reduced to practice by Contractor solely, or in collaboration with others, during the period of this Agreement (i) relating in any manner to the business, research or development of District that Contractor may be directed to undertake, or (ii) which Contractor may become associated within work or in performing the services pursuant to this Agreement, or (iii) which are developed by Contractor using any supplies, facilities or Confidential Information of District are the sole property of District, and Contractor further agrees to grant to District any and all right, title and interest, of any kind or of all such copyrightable material, inventions, improvements, developments, and discoveries.
- c. Contractor assigns to the District any and all rights Contractor could have, may have, or does have, in the work or work product performed under this Agreement, and the District shall have all right, title, and interest in the name of the District and pursuant to Education Code section 72207. Contractor consents to the use of Contractor's name in conjunction with the sale, use, performance, and distribution of the works for any purpose and in any medium. If Contractor desires to make use of any such District work for any purpose not related to this agreement,

Contractor must first secure prior written consent of District for work for such use. All copies of such Information in written, graphic or other tangible form shall be returned to the District upon termination of the Agreement. Information shall be kept confidential by Contractor, shall be used only in performing pursuant to this Agreement, and may be used for other purposes only upon prior written approval of the Chancellor or Designee.

11. **GOVERNING LAW:** This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of California, without regard to its conflict of laws rules, and in accordance to District's policies and regulations, including, but not limited to, Section 3A15 of the District's Board Policy, as follows:

"3A15 Claims against the Kern Community College District:

3A15A *Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title 1, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.*

3A15B *Claims must be presented according to this policy as a prerequisite for filing suit against the District. Claims that are subject to the requirements of this policy include, but are not limited to, the following:*

3A15B1 *Claims by public entities, claims by the state department or agency, or by another public entity.*

3A15B2 *Claims for fees, salaries or wages, mileage or other expenses and allowances*

3A15C *The designated place for service of claims, lawsuits or other types of legal process upon the District is:*

*The Office of the General
Counsel 2100 Chester Avenue
Bakersfield, California 93301
(661) 336-5040*

12. **TERMINATION / NOTICES:** This Agreement may be terminated by either party with or without cause and for any or no reason upon (30) days' written notice to the other party addressed as follows:

If to Contractor, notice will be addressed to:

Name: Pritika Ram

Address: _____

City/State/Zip: Bakersfield/CA/93301

If to District, notice will be addressed to:

Kern Community College District

c/o: Melissa Thornsberry, Acting Chief Financial Officer

2100 Chester Avenue, Bakersfield, CA 93301

or to such other address as may be designated by the parties from time to time. Any written notice sent by registered U.S. mail and addressed in accordance with this section will be deemed to have been made and delivered seven (7) days following deposit into the U.S. mail. Contractor's obligations pursuant to this Agreement shall survive the termination of this Agreement.

13. **DISCLAIMER FOR RETIREES FROM STRS or PERS:** If a Contractor is a retired annuitant through STRS or PERS, Contractor's pension or retirement allowance may be impacted based upon service to the District as an independent contractor. Contractor understands it is his or her responsibility to contact his or her retirement system to determine the impact of providing Services to the District as an independent contractor. Contractor agrees that the District can in no way be responsible for the loss or diminution of the Contractor's retirement benefits based on the receipt of payment pursuant to this Agreement.

14. **NON-DISCRIMINATION/COMPLIANCE WITH DISTRICT RULES:** Contractor agrees that he/she/it will comply with all applicable Federal and California state anti-discrimination laws and regulations and agree not to unlawfully discriminate against any person, on the basis of race, color, age, ancestry, national origin, sex, religious creed, marital status, or physical or mental disability, or sexual orientation or any other category protected by law, including but not limited to, the California Fair Employment and Housing Act, beginning with Government Code Section 12940. Contractor also agrees to comply with the Board Policies and Administrative Procedures of the District.

15. **SEVERABILITY:** If any section, condition, provision, or covenant of this Agreement is held to be invalid or unenforceable, either in itself or as to any particular party, the remainder of this Agreement will continue to be in force unless it would be inequitable and inconsistent with the purpose of the Agreement to continue to do so.

16. **ASSIGNMENT:** Neither party may assign any rights, or transfer any obligations, under this Agreement, without the prior written agreement of the parties.

17. **ENTIRE AGREEMENT:** This Agreement contains the entire agreement of the parties and supersedes all prior or contemporaneous agreements, oral or written, with respect to the subject matter of this Agreement. This Agreement may not be amended, modified, revised or supplemented in any way, except in a writing signed by Contractor and District.

18. **FORCE MAJURE:** Neither party shall be responsible for performance of their respective obligations under this contract in the event of delays or failure in performance resulting from acts beyond the control of such parties. Such acts shall include, but not be limited to, Acts of God, labor disputes, civil disruptions, acts of war, epidemics, fire, electrical power outages, earthquakes or other natural disasters.

19. **FEMA CLAUSES:** District has received or may seek funding for this Agreement from the Federal Emergency Management Agency (FEMA). **FEMA Provisions Attachment A is only required if using FEMA funding.** If required, complete the FEMA Provisions Attachment A, in order to comply with federal requirements for such funding clauses in Attachment A to this Agreement are incorporated into this Agreement as if fully set forth herein.

AGREED TO AND ACCEPTED:

CONTRACTOR:

Signature: _____ **Date:** _____

Print Name: _____

The following signatures provide authorization for the use of this hiring category.

CAMPUS REPRESENTATIVES:

Initiator (College representative with authority to initiate the request for engagement for Services to be rendered pursuant to this Agreement):

Signature: Christopher Tafoya **Date:** 31-Oct-2024

Print Name: Christopher Tafoya

Budget Manager (Directors, Deans, etc. with approval authority under \$5,000):

Signature: _____ **Date:** _____

Manager (Vice-Presidents, Presidents, etc. with approval authority over \$5,000):

Signature: _____ **Date:** _____

CAMPUS REPRESENTATIVES:

Campus Director of Administration:

Signature: _____ **Date:** _____

Campus Director of Human Resources:

Signature: _____ **Date:** _____

DISTRICT OFFICE REPRESENTATIVES:

Vice Chancellor, Human Resources:

Signature: _____ **Date:** _____
Ibrahim Ali

Acting Chief Financial Officer:

Signature: _____ **Date:** _____
Melissa Thornsberry



INDEPENDENT CONTRACTOR CHECKLIST

Name of Contractor: COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

Total \$ Amount of Contract: 181,322 Source of Funds: RP328-11BKJC-5119-684000

Site: ☒ District ☐ BC ☐ CC ☐ PC

The purpose of this checklist is to assist in the determination of employee or independent contractor status. Federal and State law places the burden of proof on the employer to show that an independent contractor relationship exists.

Please answer the following questions:

Step	Description	Yes	No	ICA vs EE
1.	Is the Independent Contractor a government agency, an agency registered as a LLC, LLP, Corporation (C-Corp, S-Corp)	☒		If YES: Independent Contractor Agreement If NO: Go to step 2
2.	Is the Independent Contractor engaged in an exempt occupation including, among others, lawyer, architect, engineer, private investigator, fine artists (performing artist/musicians/vocalist and single event performers), certain licensed health-care professionals, marketing (original and creative content), travel agent services, graphic design, still photographer, photojournalist, freelance writer, editor, tutoring, event vendor, interpreting services, workers providing licensed barber, esthetician or cosmetology services and others performing work under a contract for professional services with another business entity or pursuant to a subcontract in the construction industry. "Sports official" includes an umpire, referee, judge, scorekeeper, timekeeper, or other person who is a neutral participant in a sports event.			If YES: Independent Contractor Agreement If NO: Go to step 3
3.	ABC test in which a person providing labor or services for remuneration shall be considered an employee rather than an independent contractor unless all of the following conditions are satisfied: (A) The person is free from the control and direction of the hiring entity in connection with the performance of the work, both under the contract for the performance of the work and in fact. (B) The person performs work that is outside the usual course of the hiring entity's business. (C) The person is customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the work performed.			If NO: Contact your campus Human Resources Department for further assistance

Ibrahim Ali

Campus Director of Human Resources (signature) (printed name)

Date: _____



IRS SECTION 530-SAFE HARBOR RULE

The "Safe Harbor" rules apply where past practice in an industry recognizes a trade, profession, or service provider as being an independent contractor. If the decision to categorize this individual is based on known industry practice, please provide the required documentation/information to justify this decision. Below is a list of the information required to apply the Safe Harbor rule:

1. List other California Community Colleges that categorizes individuals working in a similar capacity as independent contractors. Please list names and current title of the contact person. Establish and document when the practice began. Collect any written procedures or policies that the school may have.
2. Describe any personal experience and knowledge with this practice within the trade or profession gained from interviews, industry tax literature, seminars, legal readings, etc. that would substantiate this categorization. (Please attach documentation)

My signature below indicates my agreement that this individual is appropriately categorized as an Independent Contractor.

Christopher Tufano

10/31/2024

Initiator/Campus Representative Signature

Date

Director of Human Resources Signature

Date

I have read the Independent Contractor Checklist and agree with the categorization of Independent Contractor for the services that I will be providing Kern Community College District.

Independent Contractor Signature

Date

REGIONAL CONVENERS

Roles and Responsibilities
Catalyst and Pre-Development Phase



**BUILDING HEALTHY
COMMUNITIES** KERN



Fiscal Agent

- **Expand regional outreach:** Continue to expand regional outreach and engagement activities, ensuring the inclusion of disinvested communities. (pg. 3)*
- **Research and updates:** Continuously update research to keep plans current for future funding opportunities and planning processes.*
- **Coordinate application processes:** Coordinate the Implementation Phase application process.*
- **Project tracking:** Track the projects identified by the Jobs First Collaboratives, including applications and awards for additional funding from other sources. (pg. 3)*
- **Community of Practice:** Participate in Communities of Practice meetings to share progress and lessons learned across regions and receive technical assistance from the State. (pg. 4)*
- **Procurement and selection process** will include a request for proposals that meet the environmental, climate mitigation and adaptation, and environmental infrastructure needs identified and cataloged by the Sector Investment Coordinators (SICs).*
- **Ensure that Catalyst Program funds are used to support eligible pre-development expenditures** for projects that prioritize equity, sustainability, job quality and access, economic competitiveness, and economic resilience by identifying investment needs, providing capacity building and technical assistance, and adopting a Catalyst proposal scoring matrix.*
- In partnership with the Governance Council, **creation of Request for Proposal (RFP) for pre-development project funding** with review and technical assistance provided by KCCD at no cost.**
- Work with Employer Collaboratives, workforce, and economic development partners (Kern EDC and B3K), CBOs/NPOs, and Sector Investment Coordinators (SICs) to **support outreach, engagement and shared decision-making** by engaging disinvested community members in*:
 - **Creating regional economic development plans (roadmaps)** to address existing environmental, climate mitigation and resilience, environmental infrastructure needs and new or existing industry sectors that are environmentally friendly, a good match for regional resources, have a high growth potential, and prioritize a high-quality job workforce. (pg. 3)*

- **Addressing equity gaps, disparities, and inequities** by a) providing employer training on how to diversify the workforce and the value of collective worker input, and b) supporting various strategies to ensure disinvested community members' participation and completion of training and education for high-quality jobs with persistent equity gaps; and (pg.3)*
- **Creating access to mid- to high-wage quality jobs** for disinvested community members by ensuring the provision of support, work-experience opportunities, training, and navigational support for workforce systems and hiring processes. (pg. 4)*
- **Adopt, test, and validate metrics** to ensure that outreach, engagement, and shared decision-making strategies and processes are meaningful, effective, and result in significant participation of disinvested community members*
- **Identify projects labeled as “exploratory” or “last mile.”** (pg. 4)*

*"Scope of Work (Standard Agreement)," State of California EDD Agreement M101619-7100 CERF CA Jobs First Catalyst Program, May 1, 2024 - September 30, 2026.

**As agreed upon by the Kern Coalition



MEMORANDUM

To: Budget and Finance Committee

A handwritten signature in blue ink, appearing to be "SJ" or "SR", written over the "From:" line.

From: Sabrina Jones-Roberts, 2-1-1 Program Administrator

Date: November 13, 2024

Subject: *Agenda 4f:* 2-1-1 Call Center – California 211 Providers Network – Southern California Edison Access Functional Needs Support for Public Safety Power Shutoff FY 2024-2027 Service Agreement- **Action Item**

The 2-1-1 Kern Call Center program operates around the clock, providing residents with free, comprehensive information and connections to health and human services in Kern County and beyond. Support is extended to United Way Partnerships in the Central Valley by offering back-office call handling assistance to Kings, Fresno and Tulare, amongst other counties. Through a services agreement, trained specialists ensure coverage for the programs' primary functions of responding to 2-1-1 calls for inquiries associated with essential needs and disasters.

2-1-1 Kern is partnered with the California 211 Providers Network, which supports Community Based Organizations that provide information and referral services, serving as a gateway to ensure equitable connections for health, human, and disaster services for Californians. California 211 Providers Network has contracted with Southern California Edison (SCE) designating Interface Children and Family Services as the Program Lead to provide Care Coordination to Kern, Kings, Fresno, and Tulare County residents. As a subcontractor, 2-1-1 Kern shall assist residents with implementing a safety plan to prepare electricity dependent community members for a Public Safety Power Shutoff (PSPS). 2-1-1 Kern performs similar work in conjunction with California 211 Providers Network for Pacific Gas and Electric.

The contract term is October 1, 2024 – December 31, 2027. Detailed information regarding the statement of work and reporting requirements can be found in the enclosed service contract.

Recommendation

Staff recommends the Budget and Finance Committee approve the entry into a services contract with California 211 Providers Network for SCE 2024-2027 211 Access to Functional Needs retro effective 10/1/2024 and authorize the Chief Executive Officer to sign and execute the contract agreement and any amendments throughout the term of the agreement.

Attachment:

California 211 Providers Network Agreement for SCE 2024-2027 211 Access Functional Needs Support for PSPS



COMMUNITY ACTION PARTNERSHIP KERN COUNTY (CAPK)
SCE 2024-2027 211 ACCESS FUNCTIONAL NEEDS CONTRACT

CONTRACT COVER SHEET

This is a Contract between the below-named entity, a California corporation ("Contractor"), and California 211 Providers Network, a California 501c3 corporation ("211 CA").

Contractor's Legal Name:	Contractor's Address:
Project Name: SCE 2024-2027 211 ACCESS FUNCTIONAL NEEDS SUPPORT FOR PSPS WORK: Contractor will be a subcontractor to California 211 Providers Network on Southern California Edison (SCE) Purchase Order No. 4501378059, performing the agreed-upon services referenced in Appendix A supporting SCE Access and Functional Needs households before, during, and after Wildfire Safety Outages and All-Hazards Emergency (AHE) Events for the duration of this agreement. PROGRAM LEAD: The Program Lead for this contract is Interface Children and Community Services ("ICFS" or "Program Lead"). The Program Lead will oversee the daily operations of the program and serve as the primary point of contact for program-related questions. CONTRACT/FISCAL LEAD: The Contract/Fiscal Lead for this contract is California 211 Providers Network (211 CA). The Contract/Fiscal Lead will oversee the fiscal management and invoicing of the program and serve as the primary point of contact for invoicing-related questions.	
ATTACHMENTS: The following documents are attached to this Contract and incorporated by reference: • Appendix A, Contractor SOW Tasks • Appendix B, Budget and Rate Sheet • Appendix C, Confidentiality Agreement	
Contract Term: This Contract is effective upon signature by both Parties and expires on December 31, 2027.	
Contract Amount: \$744,306.83	



COMMUNITY ACTION PARTNERSHIP KERN COUNTY (CAPK)
SCE 2024-2027 211 ACCESS FUNCTIONAL NEEDS CONTRACT

CONTRACT EXECUTION

THE PARTIES, BY SIGNATURE OF THEIR AUTHORIZED REPRESENTATIVES, HEREBY AGREE TO THE TERMS OF THIS CONTRACT.

CALIFORNIA 211 PROVIDERS NETWORK		CONTRACTOR: Community Action Partnership Kern County (CAPK)	
Signature		Signature	
Name	Alana Hitchcock	Name	
Title	Executive Director & CEO	Title	
Date		Date	

ADMINISTRATION

CALIFORNIA 211 PROVIDERS NETWORK		CONTRACTOR: Community Action Partnership Kern County (CAPK)	
Contract Representative	Linda Wingert	Contract Representative	
Phone	805-714-1794	Phone	
Email	linda@ca211.org	Email	

INVOICE INSTRUCTIONS

Contractor shall submit all invoices via email to invoicing@ca211.org by the 15th day of the following month (ie, the invoice for March is due by April 15th). If the invoice will not be able to be submitted by the 15th, Contractor must inform 211 CA via email as early as possible, and indicate whether technical assistance is required.

211 CA will provide a template invoice to submit all hours and costs for work completed. Contractor must use the provided template invoice. All required invoice documentation must be submitted with the invoice.

All submitted hours will be invoiced at the agreed upon hourly rates per category and will be provided in the invoice template. See attached Appendix B for rates.

Contractor will work with 211 CA to resolve any questions, missing information, or errors in invoices within 5 days of being notified. Failure to submit timely invoices or address issues raised may result in delay of payment.



SCE 2024-2027 ACCESS FUNCTIONAL NEEDS CONTRACT

CONTRACT TERMS

The parties hereto mutually agree as follows:

ARTICLE 1: CONTRACTOR ENGAGEMENT

CONTRACTOR agrees to complete all services referenced in Appendix A. This Agreement does not vest any rights for Contractor, or associated subcontractors, to create any obligation that is not directly related to the PSPS project on behalf of 211 CA. All subcontract agreements will contain a disclosure to this effect.

ARTICLE 2: STATEMENT OF WORK

For the Contract period, Contractor will provide services under a reimbursement pricing model during times of normal operations when there is not an event activation, referred to as "Core Operations". Upon notification of an event activation by the Program Lead, 211 CA or SCE, Contractor will track time and expenses to submit under a disaster/activation rate reimbursement pricing model for the activation/event response period, referred to as "Event Response". Details for Contractor's statement of work and approved budget and rates are included in Appendices A and B.

ARTICLE 3: PERFORMANCE PERIOD

This Agreement is effective for a contract period beginning on October 1, 2024, and ending on December 31, 2027, hereafter referred to as the "Performance Period". No costs incurred by Contractor prior to or after the Performance Period, will be reimbursed without the written consent of 211 CA.

ARTICLE 4: CONTRACT FUNDS

211 CA's performance and obligation to reimburse Contractor under this Agreement is contingent upon 211 CA's receipt of funds from SCE pursuant to the Contract (the "Contract funds"). Contractor's accounting systems shall ensure the Contract funds are not commingled with other funds on either a program-by-program or project-by-project basis. Contract funds specifically budgeted and/or received for one project may not be used to support another project. Where Contractor's existing accounting system cannot comply with the foregoing requirements, Contractor shall establish an additional accounting system to provide adequate Contract fund accountability for each project as required under this Agreement.



COMMUNITY ACTION PARTNERSHIP KERN COUNTY (CAPK)
SCE 2024-2027 211 ACCESS FUNCTIONAL NEEDS CONTRACT

ARTICLE 5: INVOICING

- A. 211 CA will provide a mandatory invoice template. Contractor shall submit invoices via email to invoicing@ca211.org by the 15th day of the following month (ie, the invoice for March is due by April 15th), or the last business day before the 15th if the 15th falls on a non-working day. If the invoice will not be able to be submitted by the 15th, Contractor must inform 211 CA via email as early as possible, and indicate whether technical assistance is required.
- B. All required invoice documentation must be submitted with the invoice. Required documentation will be specified on the invoice template and is subject to change.
- C. Contractor will work with 211 CA to resolve any questions, missing information, or errors in invoices within 5 days of being notified. 211 CA will review the documentation and provide approval or additional requests or questions within 5 business days of receipt. Failure to submit timely invoices or address issues raised may result in delay of payment.
- D. Contractor shall, during the Performance Period and for three years thereafter, maintain appropriate documentation of all expenditures represented on the invoice. 211 CA may require the inspections of, and copying or providing abstracts of, any and all appropriate documentation of expenditures before approval of invoices and may withhold submitting the invoice for reimbursement to Contractor if the documentation is not accurate and complete.
- E. Contractor must submit its final invoice to 211 CA no later than the last day of the month immediately following the cancellation, expiration, or termination of the Contract.

ARTICLE 6: REPORTING REQUIREMENTS

- A. All required performance reports (the "Reports") must be completed by Contractor and submitted to the Program Lead by the 10th of the month to document the provision of the project deliverables according to the SOW (see Appendix A). Processing of reimbursement of monthly invoices is contingent upon the timely submittal of the Reports to the Program Lead. Contractor will send monthly data reports in the required format to Program Lead for the following reports:
 - i) AFN Resource Mapping
 - ii) Marketing



COMMUNITY ACTION PARTNERSHIP KERN COUNTY (CAPK)
SCE 2024-2027 211 ACCESS FUNCTIONAL NEEDS CONTRACT

- iii) AFN Needs Screening
- iv) Care Coordination Contacts
- v) Active Response (PSPS and AHE)
- vi) Direct Assistance (PSPS and AHE)
- vii) Customer Satisfaction

ARTICLE 7: LIABILITY AND ACCOUNTABILITY

A. Required Insurance

At all times during the Term and for such additional periods as may be specified below, Contractor shall, at its own expense, provide and maintain in effect those insurance policies and minimum limits of coverage as specified below, and such additional coverage as may be required by Applicable Law, with insurance companies authorized to do business in the state in which the Services are to be performed, or the Deliverables provided, with an A.M. Best's Insurance Rating of not less than A-VII. 211 CA shall require each Contractor, at its own expense, to provide and maintain those coverages and minimum limits of coverage consistent with good practices for firms in each Contractor's industry for the portion of the SOW performed and Deliverables furnished by each Contractor. Contractor is also responsible for its Subcontractors maintaining sufficient limits of the appropriate insurance coverage.

In no way do these minimum insurance requirements limit or relieve Contractor of the obligations assumed elsewhere in this Agreement, including but not limited to Contractor's defense and indemnity obligations. Contractor shall be responsible for all deductibles and retentions under Contractor-required insurance as against 211 CA, with no recourse against 211 CA.

i) Workers' Compensation Insurance with statutory limits, as required by the state having jurisdiction over Contractor's employees, and Employer's Liability Insurance with limits of not less than:

- a. Bodily Injury by accident - \$1,000,000 each accident
- b. Bodily Injury by disease - \$1,000,000 policy limit
- c. Bodily Injury by disease - \$1,000,000 each employee

ii) Commercial General Liability Insurance, written on an "occurrence," not claims-made, basis, covering all operations by or on behalf of Contractor arising out of or connected with



COMMUNITY ACTION PARTNERSHIP KERN COUNTY (CAPK)
SCE 2024-2027 211 ACCESS FUNCTIONAL NEEDS CONTRACT

the Agreement, including coverage for bodily injury, property damage, personal and advertising injury, products/completed operations, and contractual liability. Such insurance shall bear a per occurrence limit of not less than \$2,000,000 and an annual aggregate of not less than \$4,000,000, exclusive of defense costs, for all coverages. Such insurance shall contain standard cross-liability and severability of interest provisions.

iii) Commercial Automobile Liability Insurance covering bodily injury and property damage with a combined single limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of the use of Contractor's owned, non-owned and hired automobiles in the performance of the SOW.

iv) Umbrella/Excess Liability Insurance, written on a following form occurrence (not claims-made) basis, providing coverage excess of the underlying Employer's Liability, Commercial General Liability, and Commercial Automobile Liability insurance, on terms at least as broad as the underlying coverage, with limits of not less than \$3,000,000 per occurrence.

v) If Contractor is to provide professional services, advice or opinions (including, but not limited to, accounting, legal, advertising/marketing, architectural, engineering, design, project management or similar professional services), Professional Liability (Errors and Omissions) Insurance covering negligent acts, errors and omissions and wrongful acts in the performance of the Services. Such insurance shall have limits of not less than \$5,000,000 per claim and in the annual aggregate. This insurance shall have a retroactive date that equals or precedes the Effective Date of this Agreement. Contractor shall maintain such coverage for a minimum period of three years after termination of this Agreement, or such coverage shall include a supplemental extended reporting period of not less than three years after termination of this Agreement.

vi) Contractor shall have Cyber Insurance covering (a) liability arising from theft, dissemination and/or use of Confidential Information stored or transmitted in electronic form and (b) liability arising from the introduction of a computer virus into, or otherwise causing damage to, a customer's or third-person's computer, computer system, network or similar computer related property and the data, software and programs stored thereon. Such insurance will be maintained with limits of no less than \$2,000,000 per claim and in the annual aggregate, and may be maintained on a stand-alone basis, or as part of the required Errors and Omissions coverage. This insurance shall have a retroactive date that



COMMUNITY ACTION PARTNERSHIP KERN COUNTY (CAPK)
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equals or precedes the Effective Date of this Agreement. Contractor shall maintain such coverage until the later of: (1) a minimum period of three years following termination or completion of the applicable Purchase Order, or (2) until Contractor has returned or destroyed all SCE Data in its possession, custody or control, including any copies maintained for archival or record-keeping processes.

B. Primary Insurance/Waiver of Subrogation/Additional Insured

The insurance required above shall apply as primary insurance to, without a right of contribution from, any other insurance or self-insurance maintained by or afforded to 211 CA, its subsidiaries and Affiliates, and their respective officers, directors, shareholders, agents, and employees, regardless of any conflicting provision in Contractor's policies to the contrary. To the extent permitted by Applicable Law, and except with respect to any applicable Professional Liability (Errors and Omissions) insurance, Contractor and its insurers shall be required to waive all rights of recovery from or subrogation against 211 CA, its subsidiaries and Affiliates, and their respective officers, directors, shareholders, agents, employees and insurers. The Commercial General Liability, Commercial Automobile Liability, Umbrella/Excess Liability and Cyber insurance required above shall name 211 CA, its subsidiaries and Affiliates, and their respective officers, directors, shareholders, agents and employees as additional insureds for liability arising out of the acts or omissions of Contractor, its employees or agents and for liability arising out of Contractor's products/Services, for both ongoing operations and completed operations.

C. Insurance Certificate

At the time the Agreement is executed, or within a reasonable time thereafter, and within a reasonable time after coverage is renewed or replaced, Contractor shall furnish to 211 CA certificates of insurance evidencing the coverage required above. All deductibles, coinsurance and self-insured retentions applicable to the insurance above shall be paid by Contractor. Contractor shall provide 211 CA with at least 30 days' prior written notice in the event of cancellation of coverage. 211 CA's receipt of certificates that do not comply with the requirements of this Section, or Contractor's failure to provide certificates, shall not limit or relieve Contractor of the duties and responsibility of maintaining insurance in compliance with the requirements in this Section and shall not constitute a waiver of any of the requirements in this Section. 211 CA's receipt of certificates of insurance, copies of insurance policies, and any other insurance-related documentation from Contractor shall



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not be deemed an agreement or acknowledgement by 211 CA that Contractor has fulfilled its obligations under this article, nor shall it relieve Contractor of such obligations, which obligations shall remain in full force.

ARTICLE 8: INDEPENDENT CONTRACTOR

Contractor agrees that it is an independent contractor and not an employee, agent, servant, or joint venture of 211 CA. Neither the Contractor nor its agents, employees, subcontractors, or assignees shall represent to others that the Contractor has the authority to bind 211 CA. The Contractor agrees to take such- actions as may be necessary to ensure that each subcontractor of the Contractor will be deemed an independent contractor and will not be considered or permitted to be an employee, agent, servant, or joint venture. 211 CA will not furnish support services (e.g., office space, office supplies, telephone service, and administrative support) to the Contractor, or its subcontractor or assignee, unless specifically agreed to in writing by 211 CA.

ARTICLE 9: SUBCONTRACTS

- A. Contractor shall not subcontract any portion of the Services or Deliverables without the prior written consent of the 211 CA Representative.
- B. Contractor shall at all times be responsible and liable for the acts and omissions of Subcontractors and Personnel as though the acts or omissions were those of the Contractor including, without limitation, indemnifying 211 CA for such acts or omissions under Article 14.
- C. The fees and costs billed to 211 CA shall be inclusive of any and all fees and compensation due to any Subcontractors. Contractor shall be solely responsible for the payment of any compensation, monies, wages or other payment due or allegedly due Subcontractors and said Subcontractors shall not seek payment (either directly or indirectly) from 211 CA or any Affiliate. Contractor acknowledges that 211 CA and its Affiliates shall have no obligation to compensate or otherwise pay a Subcontractor for any Services performed by the Subcontractor in connection with the Agreement or any SOW.
- D. Once pre-approved by 211 CA, Contractor shall at its discretion create subcontracts with third parties to achieve the Scope of Work. Contractor shall have full authority to create, modify, cancel, and terminate subcontractor agreements. Contractor retains the right to reassign work between Subcontractors, or to itself to achieve the Scope of Work.
- E. Subcontractor disputes over performance, scope of work, or payment terms will be



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brought to Contractor for remedy. All disputed matters between Contractor and Subcontractor will be resolved at the discretion of the Contractor, with notification to 211 CA within 5 business days of receiving a written dispute from a Subcontractor.

- F. All requirements set forth in this contract and in Appendices A and B shall apply to all Subcontractors.

ARTICLE 10: DOCUMENTATION AND RECORD RETENTION

Contractor shall maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and accurately reflect all revenues and expenditures of Contract funds. Contractor shall maintain a file for inspection by 211 CA or its designee that contains invoices for all fees or other compensation for services and expenses, in detail sufficient for a proper pre- and post-audit. This includes the nature of the services performed or expenses incurred, the identity of the person(s) who performed the services or incurred the expenses, the daily time and attendance records and the amount of time expended in performing the services, and if expenses were incurred, a detailed itemization of such expenses. All documentation, including audit working papers, shall be maintained at the office of Contractor for a period of three (3) years from the termination date of this Agreement, or until any audit has been completed and any findings have been resolved, whichever is later.

ARTICLE 11: MONITORING

By entering into this Agreement, Contractor agrees to comply and cooperate with any monitoring procedures/processes and additional audits deemed necessary by 211 CA in accordance with the Contract, including, but not limited to, on-site visits. Contractor, by signing this Agreement, specifically authorizes 211 CA to receive and review any record reasonably related to the purpose of this Contract, as authorized in the Contract award and/or amendments thereto. Contractor further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by 211 CA. Failure to provide access to documentation as requested by 211 CA within 30 days under the provisions of this Agreement shall result in either the termination of the Agreement or suspension of further reimbursements to the Contractor until all requested documentation has been received and reviewed, and the costs are approved for reimbursement by 211 CA. The Contractor shall give authorized representatives of 211 CA the right to access, receive, and examine all records, books, papers, case files, documents, goods, and services related to the Contract. If the Contractor fails to



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provide access to such materials, 211 CA may terminate this Agreement and notify SCE of the termination and cause(s). California statutes provide that certain records received by 211 CA are exempt from public record requests, and any otherwise confidential record or report shall retain that status and will not be subject to public disclosure.

ARTICLE 12: PUBLIC ENTITY CRIME

Pursuant to California Statutes, the following restrictions are placed on persons convicted of public entity crimes to transact business for the Contract: When a person or affiliate has been placed on the convicted vendor list following a conviction for a public entity crime, he/she may not submit a bid, proposal or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or Contractor under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided by California Statutes. The Contractor certifies that neither it nor any affiliate has been placed on such convicted vendor list and shall notify 211 CA within five (5) days of its, or any of its affiliates, placement thereon.

ARTICLE 13: GRATUITIES

The Contractor agrees that it will not offer or give any gift or any form of compensation or gratuity to any 211 CA or SCE employee, officers, agents or subcontractors without prior written knowledge by 211 CA. The Contractor will ensure that its subcontractors, if any, comply with these provisions.

ARTICLE 14: INDEMNIFICATION AND ASSUMPTION OF LIABILITY

- A. Contractor agrees to assume all liability associated with providing services under the terms and conditions of this Agreement. Without limitation of the foregoing, Contractor shall be liable for and indemnify, defend, and hold 211 CA and all of its directors, officers, agents, subcontractors, and employees (the "211 CA Indemnitees") harmless from all claims, suits, judgments, or damages, including attorney's fees and costs, arising out of any act or omission or neglect by Contractor and its agents, employees, and subcontractors during, resulting from or related to the performance of this Agreement or the provisions of services pursuant to any SOW including, without limitation, (i) premises liability, (ii) bodily injury or death of any person resulting from or related to the provision of services under this



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Agreement, or any employee or subcontractor incurred in connection with travel taken by any employee of Contractor or any recipient of Contractor's services, and (iii) violation of law ("Losses"). Contractor's evaluation or inability to evaluate its liability shall not excuse the Contractor's duty to defend and indemnify 211 CA within seven (7) days after notice by 211 CA. After the highest appeal taken is exhausted, only an adjudication or judgment specifically finding the Contractor is not liable shall excuse the performance of this provision. Contractor shall pay all costs and fees, including attorney's fees, related to these obligations and their enforcement by 211 CA.

- B. 211 CA shall provide to Contractor written notice of any matter for which 211 CA Indemnitees may claim indemnity, provided, however, 211 CA's failure to notify, or delay in notifying, Contractor of a claim shall not release Contractor from these duties. Contractor will assume the defense, at its sole expense, and with legal counsel acceptable to 211 CA, of any claims or litigation as to which Contractor has an indemnification obligation hereunder. The 211 CA Indemnitees shall cooperate with Contractor and its counsel in the defense of any such claims, provided, however, that any costs or expenses associated with such cooperation shall be reimbursed by Contractor. The 211 CA Indemnitees will have the right to separately employ one counsel in any such claim or litigation, but the fees and expenses of such counsel will be at the expense of the 211 CA Indemnitees provided, however, that Contractor will be obligated to reimburse the 211 CA Indemnitees for any and all reasonable fees and expenses of such counsel incurred in the defense of such claims or litigation (in addition to Contractor's other indemnity obligations hereunder) if (i) such employment of counsel by the 211 CA Indemnitees has been authorized in writing by Contractor, or (ii) Contractor will not in fact have employed counsel to assume the defense of such claim or litigation within a reasonable time. If 211 CA is advised by counsel chosen by it that there may be one or more legal defenses available to the 211 CA Indemnitees, or any of them, which are different from or additional to those available to and which have not been asserted by Contractor, Contractor will not have, at the election of 211 CA, the right to continue the defense of such claim or litigation on behalf of the 211 CA Indemnitees and will reimburse them for the reasonable fees and expenses of any counsel retained by them to undertake the defense (in addition to Contractor's other indemnity obligations hereunder). Contractor shall control the defense and settlement of any claim; provided, however, if Contractor fails to assume the defense of any claim or litigation as to which it has or is determined to have had the obligation to indemnify, the



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211 CA Indemnitees shall have such control; and, provided, further that if any settlement requires more than the payment of money or requires an admission of liability or fault on the part of 211 CA, no such settlement shall be effected without the consent of 211 CA, which consent 211 CA may withhold or condition in its sole judgment. Notwithstanding the foregoing, 211 CA may (but shall not be obligated) on behalf of the 211 CA Indemnitees settle, adjust, or compromise any claim, suit, or judgment in respect of any obligation of Contractor arising from this Agreement, after ten (10) days written notice to Contractor, unless Contractor desires to further litigate the claim, defend the suit, or appeal the judgment, in which case Contractor shall provide 211 CA with notice of the same prior to 211 CA's settlement, adjustment or compromise thereof and shall simultaneously deposit with 211 CA the funds or collateral security sufficient to pay any judgment rendered, with interest, costs, and expenses. 211 CA's right to indemnification under this Agreement shall extend to money paid by it in settlement, adjustment, or compromise of any claims, suits, and judgments in good faith after notice to Contractor. Contractor shall not be liable for any claims, suits, judgments, or damages arising solely from the negligent acts of 211 CA.

- C. This Agreement and the rights and obligations created by it are intended for the sole benefit of 211 CA and Contractor. No third party to this Agreement, including the clients served by Contractor, have any rights under this Agreement. No third party may rely upon this Agreement, or the rights and representations created by it, for any purpose.

ARTICLE 15: REMEDIES; INCLUDING TERMINATION OF AGREEMENT

Contractor's failure to perform pursuant to the terms of this Agreement may result in non-payment, delay of payment, and/or termination, as provided under this Agreement. Such non-compliance can result in any or all of the additional following actions: temporary withholding of payments, pending correction of all deficiencies by the Contractor; reduction of contract amount based on a reduced SOW; and suspension of Contract funds up to and including termination of the Agreement. A party may terminate this Agreement for cause: (i) upon forty five (45) days written notice, describing the breach in reasonable detail, to the other party of a material breach and if such breach remains uncured at the expiration of such period, or (ii) if the other party becomes the subject of a petition in bankruptcy or any other proceeding relating to insolvency, receivership, liquidation or assignment for the benefit of creditors, provided both parties make substantial good faith efforts during that 45 day notice period to



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resolve such breach or agree on a future mutually acceptable course of action to resolve such breach within an acceptable time frame. This Agreement may also be terminated by 211 CA upon thirty (30) days written notice via certified U.S. mail, hand delivery, or email to the Contractor's designated representative, to the physical or email address provided by Contractor in this Agreement, upon cancellation, termination, and/or expiration of the Contract with PG&E. In the event this Agreement is terminated, the Contractor shall deliver documentation of ownership or title, if appropriate, for all supplies, equipment, and property purchased with contract funds to 211 CA, within thirty (30) days after termination of the Agreement. Any finished or unfinished documents, data, correspondence, reports, and other products prepared by or for the Contractor under this Agreement shall be made available to 211 CA. In the event this Agreement is terminated the Contractor shall be reimbursed for satisfactorily performed and documented services provided prior to the effective date of termination.

ARTICLE 16: AMENDMENTS

Modification of any provision of this Agreement must be mutually agreed upon by all parties and requires a written and fully executed amendment to this Agreement.

ARTICLE 17: ACKNOWLEDGMENTS

No publications, advertising, or written descriptions of the program referencing SCE are permitted without the express permission of SCE. Contractor should send any requests to use the SCE name or logo to 211 CA for approval, a minimum of 30 days prior to the intended use.

ARTICLE 18: ADMINISTRATION OF AGREEMENT

All approvals referenced in this Agreement must be obtained from 211 CA's contract administrator or designee. Any change by Contractor in its designated representatives for this Agreement, as referenced in the Contract Cover Sheet - Administration, must be delivered in writing to 211 CA.

ARTICLE 19: CONTROLLING LAW AND VENUE

This Agreement shall be governed by the laws of the State of California. Any and all litigation arising under the Agreement shall be instituted in the appropriate court of general jurisdiction in Sacramento, California.

ARTICLE 20: EXPENSE REIMBURSEMENTS

211 CA agrees to approve Core Operations and Event Response reimbursements to Contractor



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for contractual services, pursuant to the budget approved, as outlined in Appendix A, at the approved rates outlined in Appendix B, for the entire Performance Period, as set forth in this Agreement, and completed in accordance with the terms and conditions of the Agreement. A request to amend the budget or rates must be provided in writing to 211 CA and must be approved by 211 CA and SCE. Contractor shall submit expense reimbursement requests to 211 CA, in the manner requested. 211 CA agrees to approve distribution via EFT or ACH payment (preferred method), or a USPS mailed check if ACH is not available to the Contractor for approved monthly Contract expenses, within 65 business days of receipt of both the final complete invoice and monthly reporting data from Contractor.

ARTICLE 21: AGREEMENT AS INCLUDING ENTIRE AGREEMENT

This instrument embodies the entire Agreement of the parties. There are no provisions, terms, conditions, or obligations other than those contained herein. This Agreement supersedes all previous communications, representations or Agreements on this same subject, verbal or written, between the parties. There are no representations or statements that are relied upon by the Contractor that are not expressly set forth herein. Each of the parties executing this Agreement have full authority to do so and have received all lawfully necessary approvals to enter into this Agreement.



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Appendix A: Contractor SOW Tasks

Contractor: Community Action Partnership Kern County (CAPK)	
Counties Covered: Kern, Kings, Tulare, Fresno	
PSPS Core Operations	
	Task 1.3 Local & Project Administration Task 2: AFN Resource Mapping Task 3: Marketing Task 4: Care Coordination Task 5: New Client PSPS Needs Screening
✓	Task 1.3 Local & Project Administration • Project manager/supervisors participate in 1 hour training (max 5/year) • Conduct outreach to local AFN-serving CBOs • Contractor will maintain regular contact with 211 CA, outlining specific services needed to support AFN Customers. • Contractor will have a representative who will make reasonable efforts participate in monthly PSPS Program Meetings • Contractor will designate a representative who will participate in Regional Working Groups scheduled by SCE. • Contractor will participate in SCE's Tabletop Exercises, and Full- Scale Exercises (max 2/year). • Contractor will maintain a list of key project contacts and their corresponding PSPS project rate category (see Appendix B). This list will be maintained and shared with 211 CA within one month of contract agreement and updated as needed. • Contractor will send monthly data reports in the required format to Program Lead for the following reports: ○ AFN Resource Mapping ○ Marketing ○ AFN Needs Screening ○ Care Coordination Contacts ○ Active Response (PSPS and AHE) ○ Direct Assistance (PSPS and AHE) ○ Customer Satisfaction Mutual Assistance Contractor will perform administration tasks related to mutual assistance coordination. Mutual assistance will ensure best client service levels are met by reducing abandoned calls during large scale PSPS or AHE when call/text volume exceeds local 211's capacity. • Contractor will ensure Mutual Assistance systems are setup correctly, including but not limited connection to the telephony system, and are tested regularly (e.g., testing systems twice per year)



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	• Ensuring staff participation in testing and availability of training material • Coordinating with partnership agencies (e.g., within the 211 Network agencies) • Maintaining communication protocols for activating mutual assistance (e.g., common communication channel) • Maintaining technical capacity and coordination (e.g., support for 211 Network agencies)
✓	Task 2: AFN Resource Mapping Contractor will a) maintain a comprehensive database of questions that describe in detail whether resource partners offer special AFN services, and b) maintain an expanded set of database information focused on each individual program's ability to serve the AFN community. This could include resource partners who offer: • Materials and services in alternate languages (including ASL), via interpreter, video relay, video chat, or in Braille. • Accessibility related to physical access, including the level of access to in-person services for clients with limited mobility. • Accessibility related to transportation, including the program's proximity to public transportation drop-off points. • Services during PSPS and All Hazards Emergency Events (see active event for additional details) • Resource database will be regularly reviewed, (an example could be a new program offering, changes to existing offerings, or changes in eligibility.) updated as needed, and shared with SCE and community partners. Links will be provided to SCE upon request. • Provide monthly resource update reporting data • Contractor will complete a minimum of 1,625 AFN related resource updates and new resource additions over the contract performance period (an average of 42 updates per month or 500 per year).
✓	Task 3: Marketing • Participate in 1 hour training (max 1/year) • Conduct outreach to local Emergency Management/local government offices • Distribute approved program materials via social media posts, on local 211 website, and in text campaigns/notifications • Provide monthly outreach reporting data • Collaborate with local and state Offices of Emergency Services and organizations like Listos California to provide links to in-language educational materials, verified tips and frequently asked questions (FAQs) about safety products. These will be available via text, on social media, and on the Contractor's website. • Share public safety announcements to promote SCE's resources • Maintain a unique AFN resource section on Contractor's websites



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	• When requested, Contractor will amplify SCE's PSPS communications by posting messaging and marketing collateral on Contractor's websites, social media and other mutually agreed upon marketing channels • Provide current materials and information about available resources at local resource center locations to assist the community during PSPS events
✓	Task 4: Care Coordination • Provide safety planning and care coordination for eligible SCE customers, following Safety Planning Care Coordination Protocol, and incorporating Protocol updates • Respond in a timely manner to program inquiries/referrals/screenings (phone, online, text) • Participate in Safety Planning Care Coordination trainings and program meetings • Maintain appointment scheduler availability • Participate in QA/Coaching/Case conferencing • As part of Care Coordination process, perform a satisfaction survey and report out to Program Lead monthly. Contractor must maintain a high level of customer satisfaction of over 80%. • Use program tools, report required data consistently, timely, accurately • Conduct outreach to identified SCE customers Contractor must perform an average of 10 successful Care Coordination Contacts a month with a minimum of 120 successful contacts per year and 390 over the contract performance period.
✓	Task 5: New Client PSPS Needs Screening Contractor will collect accurate information about AFN Population to provide care coordination and PSPS resources specialized to their needs. Contractor will create a year-round PSPS and Wildfire Safety Outage AFN screening that identifies households with AFN to determine how best to support them during PSPS or Wildfire Safety Outages. Examples may include, but are not limited to, the following: • Medical baseline program enrollment and notifications. • Critical Care Backup Battery program for medical equipment. • Continuous refrigeration for medications. • Increased resiliency through self-generation and energy storage. • Transportation to/from alternate location (e.g., coordination of accessible transportation), community resource centers, or community crew vehicles • Lodging or other accommodations • Mobility assistance • Prepared food delivery • PSPS status information in alternate languages or methods In accordance with the budget, Contractor is required to initiate 10,725 screenings of 211 Callers/Texters over the contract performance period (an average of 275 screenings per month or 3,300 per year) via incoming calls.



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	If a 211 Caller/Texter inquires about the PSPS program, follow the current program screening/referral protocol. Contractor may conduct screening as part of outreach efforts, where applicable, in SCE's service area. Any screenings conducted should be captured and reported in the monthly data reports.
✓	PSPS Activation & Event Response
✓	Task 6.1: Active Response for PSPS upon activation PSPS Active Response will only be provided when SCE has activated its EOC and SCE requests support from 211 due to an extended outage(s) affecting customers with AFN. Such support is to be provided in writing via email. Upon activation, Contractor will screen SCE customers who call to determine any unique needs that may arise. Contractor will provide eligible customers with 24/7 live support, including providing accurate and up-to-date information about the PSPS event.. Contractor will perform the following Work: • Contractor will provide a Designated Point of Contact (POC) for the Emergency Operations Center to relay critical information between Contractor, emergency services, and SCE during PSPS, in addition to a shared response team email that includes after hours/weekend coverage during activation. • Contractor will participate in daily SCE CBO Coordination calls during the duration of the activation and provide updates on contractor's status and activities, including up to date numbers of customers assisted, needs identified, and direct assistance provided. If Contractor does not have a staff member available, they will provide an update to the Program Lead prior to the call time. • Connect AFN households to local resources such as prepared or shelf-stable food, lodging, and transportation service providers in advance of and during PSPS. Contractor will rely on Resource Partners to provide these services (prepared or shelf-stable food, lodging, and transportation) at no cost to the AFN Household. In some instances, the AFN Customer may need to pay for services such as purchasing fuel or ice. • Contractor will provide services to address AFN household needs including, but not limited to, the following as needed: 1. Transportation 2. Accessible transportation 3. Transportation with car seats 4. Pet or service animal friendly transportation 5. Lodging 6. Accessible lodging 7. Lodging with American with Disabilities Act (ADA)-compliant showers 8. Pet or service animal friendly lodging 9. Shelf stable food 10. Warm food 11. Thermal bags to keep medicine cool, and/or 12. Other resources identified as needed • Assist AFN community members with educating which food and transportation options will best serve their unique needs during a PSPS. • Provide AFN families critical transportation to/from Customer Resource Centers,



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	Community Crew Vehicles, lodging or residential stays in areas where power remains on. • Provide AFN households referrals to local transportation or food service providers in preparation or response to a PSPS. • Consult with SCE pertaining to availability of in-event battery loan and if available, Contractor will connect customers to SCE's contractor through the in-event battery loan pilot if offered by SCE during a PSPS. (Note, In-event battery loan pilot is not typically available during an AHE). • Contractor will offer mutual assistance to support contact centers during larger scale active response events. Active Response Direct Referrals • As part of active response support, to coordinate services efficiently on behalf of the customers, Contractor may inquire on behalf of the customer pertaining program enrollments or other account information with the sole purpose of coordinating services. Contractor will follow confidentiality agreement (Appendix C) • Contractor will offer direct support services to customers referred by SCE. The referral process may include providing customer contact information via secured SharePoint, phone call or email. Contractor will follow confidentiality agreement (Appendix C) • Contractor will designate staff to complete PSPS Direct Assistance Training and to use Program Lead or 211 CA accounts for booking hotels, transportation, food delivery and gift cards Preparedness and Safety Checks: Contractor will perform preparedness and safety checks via outbound text and direct calls to Care Coordination clients who are in scope for the event (before they were de-energized) and have expressed interest in preparedness checks to make sure they were aware and prepared for upcoming PSPS. In those instances where clients need direct assistance, Contractor will facilitate resource referrals as described in this section above. ○ Completing daily event data reporting by required deadline
✓	Task 7.1: ER Direct Assistance (PSPS) • Track material costs associated with Direct Assistance provided under Task 6.1 • Provide all required reporting for Direct Assistance
✓	All Hazards Activation/Event (AHE) Response - upon activation - Support for All Hazards Emergency needs will begin in January 2025
✓	Task 1.3.2 Local & Project Administration (AHE) Contractor will perform the same tasks as listed in Task 1.3 above.
✓	Task 2.2: AFN Resource Mapping (AHE) Contractor will perform the same tasks as listed in Task 2 above.
✓	Task 6.2: Active Response for All Hazards Event (AHE) upon activation - Support for All Hazards Emergency needs will begin in January 2025 All Hazards Emergency Response will only be provided when SCE has activated its EOC and SCE requests support from 211 due to an extended outage(s) affecting customers with



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AFN. Such support is to be provided in writing via email. Upon activation, Contractor will screen SCE customers who call to determine any unique needs that may arise. Contractor will provide eligible customers with 24/7 live support, including providing accurate and up-to-date information about the AHE.

Contractor will perform the following Work:

- Contractor will provide a Designated Point of Contact (POC) for the Emergency Operations Center to relay critical information between Contractor, emergency services, and SCE during AHE, in addition to a shared response team email that includes after hours/weekend coverage during activation.
- Contractor will participate in daily SCE CBO Coordination calls during the duration of the activation and provide updates on contractor's status and activities, including up to date numbers of customers assisted, needs identified, and direct assistance provided. If Contractor does not have a staff member available, they will provide an update to the Program Lead prior to the call time.
- Connect AFN households to local resources such as prepared or shelf-stable food, lodging, and transportation service providers in advance of and during AHE. Contractor will rely on Resource Partners to provide these services (prepared or shelf-stable food, lodging, and transportation) at no cost to the AFN Household. In some instances, the AFN Customer may need to pay for services such as purchasing fuel or ice.
- Contractor will provide services to address AFN household needs including, but not limited to, the following as needed:
 1. Transportation
 2. Accessible transportation
 3. Transportation with car seats
 4. Pet or service animal friendly transportation
 5. Lodging
 6. Accessible lodging
 7. Lodging with American with Disabilities Act (ADA)-compliant showers
 8. Pet or service animal friendly lodging
 9. Shelf stable food
 10. Warm food
 11. Thermal bags to keep medicine cool, and/or
 12. Other resources identified as needed
- Assist AFN community members with educating which food and transportation options will best serve their unique needs during an AHE.
- Provide AFN families critical transportation to/from Customer Resource Centers, Community Crew Vehicles, lodging or residential stays in areas where power remains on.
- Provide AFN households referrals to local transportation or food service providers in preparation or response to an AHE.
- Consult with SCE pertaining to availability of in-event battery loan and if available, Contractor will connect customers to SCE's contractor through the in-event battery loan pilot if offered by SCE during an AHE (Note, In-event battery loan pilot is not typically available during an AHE).
- Contractor will offer mutual assistance to support contact centers during larger scale active response events.



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	Active Response Direct Referrals - As part of active response support, to coordinate services efficiently on behalf of the customers, Contractor may inquire on behalf of the customer pertaining program enrollments or other account information with the sole purpose of coordinating services. Contractor will follow confidentiality agreement (Appendix C) - Contractor will offer direct support services to customers referred by SCE. The referral process may include providing customer contact information via secured SharePoint, phone call or email. Contractor will follow confidentiality agreement (Appendix C) - Contractor will designate staff to complete AHE Direct Assistance Training and to use Program Lead or 211 CA accounts for booking hotels, transportation, food delivery and gift cards Preparedness and Safety Checks: Contractor will perform preparedness and safety checks via outbound text and direct calls to Care Coordination clients who are in scope for the event (before they were de-energized) and have expressed interest in preparedness checks to make sure they were aware and prepared for upcoming PSPS. In those instances where clients need direct assistance, Contractor will facilitate resource referrals as described in this section above. - Completing daily event data reporting by required deadline
✓	Task 7.2: All Hazards Event (AHE) Emergency Response Direct Assistance - Track material costs associated with Direct Assistance provided under Task 6.2 - Provide all required reporting for Direct Assistance
✓	Operations Costs Operational Cost (Annual program operating costs expressed in a fixed monthly rate and based on dedicated program FTE) may include: Cell phone, access to technology, Utilities, RENT, leases, business insurance, electricity
✓	Overhead Costs Overhead Rate - (Share of org G&A costs and operational costs) may include: program share of org G&A costs per month; discounted from actual OH costs



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APPENDIX B:

SCE PSPS/AHE Total Budget

CAPK Kern 211 Final Budget by Year			2% Escalation increase	2% Escalation increase	
CAPK Kern 211 - SCE PSPS/AHE BUDGET 2024-2027 FINAL	Oct-Dec 2024	2025	2026	2027	TOTAL
Task 1.1 Fiscal Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task 1.2 Program Administration*	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task 1.3 Local & Project Administration*	\$2,244.90	\$8,979.60	\$9,159.19	\$9,342.38	\$29,726.07
Task 2: AFN Resource Mapping*	\$6,244.16	\$24,976.64	\$25,476.17	\$25,985.70	\$82,682.67
Task 3: Marketing	\$1,350.00	\$5,400.00	\$5,508.00	\$5,618.16	\$17,876.16
Task 4: Care Coordination	\$15,968.89	\$63,875.57	\$65,153.08	\$66,456.14	\$211,453.69
Task 5: New Client PSPS Needs Screening	\$14,591.28	\$58,365.12	\$59,532.42	\$60,723.07	\$193,211.89
SUBTOTAL CORE OPERATIONS	\$40,399.23	\$161,596.93	\$164,828.87	\$168,125.45	\$534,950.48
Startup Cost Y1	\$7,400.00	\$0.00	\$0.00	\$0.00	\$7,400.00
Overhead Costs	\$4,302.59	\$17,210.38	\$17,554.58	\$17,905.68	\$56,973.23
Operational Costs	\$3,478.41	\$13,913.64	\$14,191.91	\$14,475.75	\$46,059.71
SUBTOTAL PSPS CORE OPERATIONS	\$55,580.24	\$192,720.95	\$196,575.37	\$200,506.88	\$645,383.43
Task 6.1: Active Response (PSPS)	\$5,000.00	\$10,000.00	\$10,200.00	\$10,404.00	\$35,604.00
Task 7.1: ER Direct Assistance (PSPS)	\$1,000.00	\$2,000.00	\$2,040.00	\$2,080.80	\$7,120.80
SUBTOTAL ACTIVATION/EVENT RESPONSE PSPS	\$6,000.00	\$12,000.00	\$12,240.00	\$12,484.80	\$42,724.80
Task 1.2.2 Program Administration (AHE) (211 CA & ICFS only)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Task 1.3.2 Local & Project Administration (AHE)	\$0.00	\$2,743.20	\$2,798.06	\$2,854.03	\$8,395.29
Task 2.2: AFN Resource Mapping (AHE)	\$0.00	\$8,619.95	\$8,792.35	\$8,968.20	\$26,380.51
Task 6.2: Active Response (All Hazards)	\$0.00	\$5,000.00	\$5,100.00	\$5,202.00	\$15,302.00
Task 7.2: ER Direct Assistance (All Hazards)	\$0.00	\$2,000.00	\$2,040.00	\$2,080.80	\$6,120.80
SUBTOTAL ACTIVATION/EVENT RESPONSE AHE*	\$0.00	\$18,363.15	\$18,730.42	\$19,105.03	\$56,198.60
CONTRACT GRAND TOTAL	\$61,580.24	\$223,084.10	\$227,545.78	\$232,096.70	\$744,306.83



COMMUNITY ACTION PARTNERSHIP KERN COUNTY (CAPK)
SCE 2024-2027 211 ACCESS FUNCTIONAL NEEDS CONTRACT

Appendix B: Rate Sheet

COMMUNITY ACTION PARTNERSHIP KERN COUNTY (CAPK)		
SCE PSPS Rate Charts 2024 -2027	HOURLY RATES ARE INCLUSIVE OF TAXES/BENEFITS (FULLY LOADED)	
POSITION CATEGORY	Position Level	211 Kern
Contact Center Specialist	Contact Center Specialist	\$26.43
Care Coordinator	Care Coordinator	\$30.71
Management	Manager I	\$45.72
Contact Center Trainer / Coach	Trainer/Coach I	N/A
Marketing Specialist	Marketing Specialist	
Project Manager	Project Manager	
Resource Specialist	Resource Specialist I	\$30.02
Data Analyst	Data Analyst I	
Sr. Management	Sr. Manager I	
Program Evaluator	Program Evaluator	
Administrative Support	Admin Support I	
	Admin Support II	
Disaster/Event Response Rate	Disaster Rate 1	\$31.50
	Disaster Rate II	\$36.00
	Disaster Rate III	\$55.50
Other Expenses	<u>Proposed Methodology for Ongoing</u>	
Client Needs Screening	<i>Rate per call screening (proceeds after initial 2 screening questions - SCE Customer, not prepared for outage)</i>	\$5.00
Operating Expenses	<i>Annual program operating costs expressed in a rate of Cost per Hour of Work</i>	
Admin Overhead (%)	<i>Share of org G&A costs and operational costs</i>	10%



APPENDIX C: CONFIDENTIALITY AGREEMENT

Southern California Edison (Edison)

9. MUTUAL NON-DISCLOSURE

9.1 Duty of Confidentiality.

The Parties agree the Receiving Party shall hold in strict confidence the Disclosing Party's Confidential Information furnished hereunder, or reproduced or developed by the Receiving Party based on the Disclosing Party's Confidential Information for the greater of the following periods: (a) five years from (a) the date of receipt of the Confidential Information, (b) for so long as the Confidential Information constitutes trade secrets under Applicable Law and (c) with respect to Critical Energy Infrastructure Information, BES Cyber System Information, and EPI, until Edison provides Contractor with written notice that such information may be distributed or disclosed without restriction. The Receiving Party agrees that it shall not use, disclose, reproduce, distribute, reverse engineer, or otherwise misappropriate Disclosing Party's Confidential Information and shall take no action that may cause, or fail to take any action to prevent causing, any Confidential Information to lose its character as Confidential Information.

(A) The Receiving Party's protective measures shall include the degree of care that the Receiving Party utilizes to protect its own trade secrets and confidential information of a similar nature, which shall be no less than reasonable care.

(B) Contractor shall comply with the additional requirements of the Cyber Requirements for all Information Systems accessing, using, or storing Edison Data in electronic or digital form and all Edison Data accessed, received, or maintained by Contractor. Each Party shall inform its respective Authorized Parties of the confidentiality obligations under the Agreement.

(C) Each Party will be responsible for any breach of the Agreement by its Authorized Parties. The requirements of Section 9 and its subsections extend to Confidential Information created by Contractor for Edison as a Deliverable.

9.2 Permitted Disclosure.

(A) Subject to the additional restrictions of Section 9.2(B), Receiving Party may only use Disclosing Party's Confidential Information when necessary to perform its obligations under this Agreement, achieve a stated purpose for this Agreement or enforce rights granted under this Agreement. Use of this Confidential Information, as described in the prior sentence, may include disclosure of the Confidential Information to third-parties that are informed of the information's confidential nature



COMMUNITY ACTION PARTNERSHIP KERN COUNTY (CAPK)
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and agree to meet the non-disclosure and use restrictions in this Agreement; provided, however, that in order for the disclosure to be permitted, the purpose for this disclosure must be either to: (1) perform or complete activities that are included within the scope of work or that are necessary in order for Edison to use and enjoy the results of such work, including, without limit, repairing, replacing, maintaining, upgrading, revising or improving items acquired by Edison under the Agreement; or (2) enable Edison to make improvement to Edison's internal business operations, including by undertaking performance and post-performance evaluations and assessments, for use in future projects or procurements.

(B) Notwithstanding anything to the contrary in this Agreement, (i) Contractor shall hold BES Cyber System Information, CEII, and EPI in strict confidence, (ii) Contractor shall not sell such information, and (iii) subject to Section 9.3, Contractor shall not retain, use, distribute or disclose such information (a) other than for the purpose of performing the Services, and (b) outside of Contractor's direct business relationship with Edison. Contractor's obligations under this Section 9.2(B) shall apply regardless of whether such information falls within the definition of Confidential Information under the Agreement and shall continue until such time as Edison provides notice that such information may be distributed or disclosed without restriction.

This Section 9.2(B) shall survive the termination or expiration of the Agreement. Contractor hereby certifies pursuant to California Civil Code Section 1798.140(w)(2)(A) that Contractor understands and will comply with the restrictions in this Section 9.2(B) with respect to EPI.

9.3 Legal Compulsion and Duty to Seek Protection and Exceptions.

(A) Subject to Section 9.3(B) of this MSA, Receiving Party may disclose the Disclosing Party's Confidential Information to a court, judicial entity, or regulatory authority having jurisdiction over the Receiving Party to the extent necessary to: (1) comply with any Applicable Laws, subpoena, or order of any court, judicial entity, or regulatory authority, or any discovery or data request of a party to any proceeding pending before any of the foregoing, or (2) enforce the Receiving Party's rights under the Agreement.

(B) If Receiving Party: (1) is required by law or regulatory authority or otherwise becomes legally compelled (by oral questions, interrogatories, discovery or data requests, subpoena, or similar legal process), or (2) in order to enforce its rights under the Agreement is required to disclose Confidential Information, Receiving Party will provide the Disclosing Party with prompt notice so that the Disclosing Party may seek (with the Receiving Party's reasonable cooperation, if requested by the Disclosing Party) a protective order or other appropriate remedy. In the event that a



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protective order or other remedy is not obtained, or that the Disclosing Party waives compliance with the provisions of this Section 9.3(B), the Receiving Party will furnish only that portion of the Confidential Information which is legally required and will exercise its reasonable efforts to obtain assurance that Confidential Information will be treated as confidential.

(C) Notwithstanding anything to the contrary in sub-sections (A) and (B), above, Edison shall not be in violation of the Agreement if it provides Contractor Confidential Information to the CPUC pursuant to applicable CPUC decisions, including CPUC decisions 16-08-024 and 17-09-023, as those decisions may be modified or superseded from time to time, or to any other regulatory agency or administrative agency, under similar protective language, if possible, regardless whether the Contractor Confidential Information is formally requested and without notice to Contractor.

(D) Notwithstanding anything to the contrary in this Agreement, Contractor consents that Edison shall have the right to submit Deliverables to industry-recognized testing laboratories and to report to industry-recognized vulnerability reporting organizations regarding any hardware, software or systems vulnerabilities that may put a user's cybersecurity interests at risk.

9.4 Ownership and Return/Destruction of Confidential Information.

(A) All Confidential Information shall be and remain the property of the Disclosing Party. Nothing in the Agreement shall be construed as obligating the Parties to disclose their Confidential Information, or as granting to or conferring on Receiving Party, expressly or by implication, any rights, title or license in or to Confidential Information, except the right of use in accordance with the terms of the Agreement. Upon written request by the Disclosing Party, the Receiving Party shall destroy or return to Disclosing Party all the Disclosing Party's Confidential Information; except the Receiving Party shall be entitled to keep one copy of the Confidential Information in its archives, except that BES Cyber System Information kept in Contractor's archives may only be kept for a maximum of four years after the Services are complete. The obligations of this Section 9 and of the Cyber Requirements shall continue as long as Contractor retains any Confidential Information covered by Section 9 and the Cyber Requirements, including copies retained for archival or record-keeping purposes.

(B) Upon written request by the Disclosing Party, Receiving Party shall promptly destroy or return to Disclosing Party all Disclosing Party's Confidential Information in Receiving Party's possession or under its control, together with all copies thereof, and if so directed, shall certify in writing to Disclosing Party the destruction of such materials; except that Receiving Party shall be entitled to keep one copy of the Confidential Information in a secured archival system. With respect to any



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electronic or computer copies or records of or relating to Confidential Information, without limiting the foregoing, Receiving Party shall shred, permanently delete or otherwise irretrievably destroy and render unreadable all such copies or records from all computers, servers, storage devices and media, except to the extent that through the exercise of reasonable commercial efforts the same cannot be removed from databases or records that are not maintained specific to Disclosing Party. The return or destruction of Confidential Information shall not release Receiving Party from its obligations under this Section 9.

(C) Notwithstanding anything to the contrary in sub-sections (A) and (B), above, or in the Cyber Requirements, upon written request by Edison, except as required to comply with or exercise rights provided for by Applicable Laws, Contractor shall destroy or delete all EPI in its possession or under its control, together with all copies thereof in any form or on any media, and if so directed, shall certify in writing to Edison the destruction or deletion of such materials.

(D) In the event of any reasonably suspected disclosure or loss of, or inability to account for, any of Disclosing Party's Confidential Information, Receiving Party shall promptly and at its own expense: (1) notify Disclosing Party in writing; (2) take such actions as may be necessary or reasonably requested by Disclosing Party to minimize the breach; and (3) cooperate in all reasonable respects with Disclosing Party to minimize the breach and any damage resulting therefrom.

9.5 Remedies.

The Parties agree that irreparable damage will occur for which damages alone may not be a sufficient remedy if the confidentiality obligations under the Agreement are not performed in accordance with its terms or are otherwise breached. Accordingly, the Disclosing Party, in addition to any other remedies it may have at law or in equity, will be entitled to seek an injunction or injunctions to prevent breaches of this Section 9 and to enforce specifically its provisions in any court of competent jurisdiction.

9.6 Non-Disclosure of Non-Public Transmission System Information.

Contractor shall not disclose any non-public transmission function information (including information about available transmission capability, price, curtailments, storage, ancillary services, balancing, maintenance activity, capacity expansion plans, or similar information) to any Edison personnel restricted from receiving such information.

9.7 Marking and Treatment of Confidential Information Created by Contractor.

If any Deliverable, or portion thereof, contains or is derived from Edison Confidential Information, Contractor shall clearly mark the Deliverable as Edison Confidential Information. Additionally, if the



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Deliverable, or portion thereof, contains or is derived from BES Cyber System Information, Contractor shall also clearly mark the Deliverable as “Contains or Derives from Edison BES Cyber System Information.” Edison Confidential Information created by Contractor is subject to this Section 9 and the Cyber Requirements.



MEMORANDUM

To: Budget and Finance Committee

From: Esperanza Contreras, Program Services Administrator

Date: November 13, 2024

Subject: *Agenda Item 4g*: Early Head Start Child Care Partnership COLA – **Action Item**

March 1, 2024, through August 31, 2024

The Board of Directors previously approved the application to receive the 2.35% COLA for Kern Early Head Start Child Care Partnership. This application was received and approved by the Office of Head Start. The approval for the COLA is retroactive to the full contract year starting March 1, 2024, to include the increase to the contractual payments for service.

Child Care Partner	Current Rate	COLA	Increased Rate
Escuelita Hernandez Little School		\$125,944.32	\$128,904.96
West Kern Community College District		\$173,173.44	\$177,244.32
Garden Pathways Inc.		\$88,172.04	\$90,244.44
Kern Community College District		\$277,724.16	\$284,252.16
Kern Superintendent of Schools		\$138,958.08	\$142,224.00

These contracts have been budgeted into the Head Start / Early Head Start FY 2024-2025 Budget.

As part of the CAPK 2021-2025 Strategic Plan, specifically:

Goal 2.1.1 Identifying and leveraging opportunities to expand services for both early childcare and youth services.

2.1.1b Increase capacity to provide slots by taking advantage of emerging funding opportunities at the County, Regional, State and Federal levels.

Recommendation:

Staff recommends the Board of Directors approve the Early Head Start Child Care Partnership Amendments to contracts between Escuelita Hernandez Little School, Garden Pathways, Inc., Kern County Community College District, Kern County Superintendent of Schools, West Kern Community College District and authorize the Chief Executive Officer (CEO) to execute the Amendments to Contract for Service Agreement on behalf of CAPK, retroactive to March 1, 2024.

Attachments:

Escuelita Hernandez Little School Amendment IV Contract for Services Agreement
West Kern Community College District Amendment III Contract for Services Agreement
Garden Pathways, Inc. Amendment IV Contract for Services Agreement
Kern County Community College District Amendment I Contract for Services Agreement
Kern County Superintendent of Schools Amendment V Contract for Services Agreement



AMENDMENT I TO CONTRACT FOR SERVICES AGREEMENT

This is Amendment I to the Contract for Services Agreement (“Agreement”) dated September 1, 2023 by and between Kern Community College District on behalf of Bakersfield College (“Contractor”) and Community Action Partnership of Kern (“CAPK”). The effective date for Amendment I will be March 1, 2024.

Section 3 of the original Agreement is revised to read as follows:

Payment for Services. The identified Contractor may receive one or more increases to their funding as presented in each Consolidated Appropriations Act that is signed into law during the term of this contract. Consolidated Appropriation Acts are signed on an annual or bi-annual basis (every two years) and include funding for a Cost-of-Living Adjustment (COLA). The COLA will permanently increase payments to the contractor by the percentage noted on each act; the percentage fluctuates in quantity per act. The Contractor will receive notice of the COLA when CAPK receives the official Funding Guidance letter from the Office of Head Start. CAPK will utilize Amendments to the original contract to report the adjustment made to Contractor’s payments in current or future budget periods. The increase will be implemented to payments beginning on March 1 of the fiscal year in which the act is enacted; retroactive payments may be required.

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.35% COLA from the Office of Head Start.

As such, payment for services shall hereafter be seven hundred forty dollars and twenty-four cents (\$740.24) per child per calendar month, up to a maximum of thirty two (32) Early Head Start children. The total maximum monthly charges are twenty-three thousand six hundred eighty-seven dollars and sixty-eight cents (\$23,687.68) as shown below.

- Budget Period 1 03/01/2024-08/31/2024 6 months x \$23,687.68 \$142,126.08
- Budget Period 2 09/01/2024-08/31/2025 12 months x \$23,687.68 \$284,252.16

As noted above, later budget periods may indicate a new funding increase once a Consolidated Appropriate Act has been signed.

Any additional services not approved by CAPK in advance will be at the Contractor’s own expense. A copy of CAPK’s signed approval is to be submitted with Contractor’s invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10th day of the following month. Terms are Net 30 from the date the invoice is received in CAPK’s Accounting Department. Additionally, Contractor invoices shall be in accordance with Attachment B contained in and attached hereto for reference.

Section 4 of the original Agreement is revised to read as follows:

FISCAL PROVISIONS. The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS Child Care Partnership (as defined by the Administration for Children and Families, as determined solely by accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CRF Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.

The quantities below are subject to change upon the enactment of a Consolidated Appropriations Act. As noted in Section 3, the Consolidated Appropriations Act, signed into law annually or bi-annually (every two years), includes a COLA that increases the Federal funds received by the Contractor. As such, the Non-Federal share requirement will also increase to reflect an updated total of Federal Funds received by the Contractor.

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.35% COLA from the Office of Head Start. Budget Periods indicate the Non-Federal share requirement per the funding increase.

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

CONTRACTOR: KERN COMMUNITY COLLEGE DISTRICT OBO BAKERSFIELD COLLEGE

Signature: _____

Date: _____

Printed Name: _____

Title: _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____

Date: _____

Printed Name: _____

Title: _____



AMENDMENT III TO CONTRACT FOR SERVICES AGREEMENT

This is Amendment II to the Contract for Services Agreement (“Agreement”) dated March 1, 2024 by and between West Kern Community College District C/O Taft College Child Care Center (“Contractor”) and Community Action Partnership of Kern (“CAPK”). The effective date for Amendment II will be March 1, 2023.

Section 3 of the original Agreement is revised to read as follows:

Payment for Services. The identified Contractor may receive one or more increases to their funding as presented in each Consolidated Appropriations Act that is signed into law during the term of this contract. Consolidated Appropriation Acts are signed on an annual or bi-annual basis (every two years) and include funding for a Cost-of-Living Adjustment (COLA). The COLA will permanently increase payments to the contractor by the percentage noted on each act; the percentage fluctuates in quantity per act. The Contractor will receive notice of the COLA when CAPK receives the official Funding Guidance letter from the Office of Head Start. CAPK will utilize Amendments to the original contract to report the adjustment made to Contractor’s payments in current or future budget periods. The increase will be implemented to payments beginning on March 1 of the fiscal year in which the act is enacted; retroactive payments may be required.

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.35% COLA from the Office of Head Start.

As such, payment for services shall hereafter be six hundred seventy-one dollars and thirty-eight cents (\$671.38) per child per calendar month, up to a maximum of twenty-two (22) Early Head Start children. The total maximum monthly charges are fourteen thousand seven hundred seventy dollars and thirty-six cents (\$14,770.36) as shown below.

- Budget Period 09/01/2023-08/31/2024 6 months x \$14,770.36 \$88,622.16

As noted above, later budget periods may indicate a new funding increase once a Consolidated Appropriate Act has been signed.

Any additional services not approved by CAPK in advance will be at the Contractor’s own expense. A copy of CAPK’s signed approval is to be submitted with Contractor’s invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10th day of the following month. Terms are Net 30 from the date the invoice is received in CAPK’s Accounting Department. Additionally, Contractor invoices shall be in accordance with Attachment B contained in and attached hereto for reference.

Section 4 of the original Agreement is revised to read as follows:

FISCAL PROVISIONS. The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS Child Care Partnership (as defined by the Administration for Children and Families, as determined solely by accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CRF Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.

The quantities below are subject to change upon the enactment of a Consolidated Appropriations Act. As noted in Section 3, the Consolidated Appropriations Act, signed into law annually or bi-annually (every two years), includes a COLA that increases the Federal funds received by the Contractor. As such, the Non-Federal share requirement will also increase to reflect an updated total of Federal Funds received by the Contractor.

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.35% COLA from the Office of Head Start. Budget Periods indicate the Non-Federal share requirement per the funding increase.

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

CONTRACTOR: WEST KERN COMMUNITY COLLEGE DISTRICT C/O TAFT COLLEGE CHILD CARE CENTER

Signature: _____

Date: _____

Printed Name: _____

Title: _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____

Date: _____

Printed Name: _____

Title: _____



AMENDMENT IV TO CONTRACT FOR SERVICES AGREEMENT

This is Amendment IV to the Contract for Services Agreement (“Agreement”) dated January 1, 2020, by and between Escuelita Hernandez Little School (“Contractor”) and Community Action Partnership of Kern (“CAPK”). The effective date for Amendment III will be March 1, 2024.

Section 3 of the original Agreement is revised to read as follows:

Payment for Services. The identified Contractor may receive one or more increases to their funding as presented in each Consolidated Appropriations Act that is signed into law during the term of this contract. Consolidated Appropriation Acts are signed on an annual or bi-annual basis (every two years) and include funding for a Cost-of-Living Adjustment (COLA). The COLA will permanently increase payments to the contractor by the percentage noted on each act; the percentage fluctuates in quantity per act. The Contractor will receive notice of the COLA when CAPK receives the official Funding Guidance letter from the Office of Head Start. CAPK will utilize Amendments to the original contract to report the adjustment made to Contractor’s payments in current or future budget periods. The increase will be implemented to payments beginning on March 1 of the fiscal year in which the act is enacted; retroactive payments may be required.

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Childcare Partnerships grant will receive a 2.35% COLA from the Office of Head Start.

As such, payment for services shall hereafter be six hundred seventy-one and thirty-eight cents (\$671.38) per child per calendar month, up to a maximum of eight (8) infants and eight (8) toddlers in Early Head Start children. The total maximum monthly charges are ten thousand, seven hundred forty-two dollars and eight cents (\$10,742.08) as shown below.

- Budget Period 03/01/2023-08/31/2024 6 months x \$10,742.08 \$64,452.48

As noted above, later budget periods may indicate a new funding increase once a Consolidated Appropriate Act has been signed.

Any additional services not approved by CAPK in advance will be at the Contractor’s own expense. A copy of CAPK’s signed approval is to be submitted with Contractor’s invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10th day of the following month. Terms are Net 30 from the date the invoice is received in CAPK’s Accounting Department. Additionally, Contractor invoices shall be in accordance with Attachment B contained in and attached hereto for reference.

Section 4 of the original Agreement is revised to read as follows:

FISCAL PROVISIONS. The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS Childcare Partnership (as defined by the Administration for Children and Families, as determined solely by accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CRF Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.

The quantities below are subject to change upon the enactment of a Consolidated Appropriations Act. As noted in Section 3, the Consolidated Appropriations Act, signed into law annually or bi-annually (every two years), includes a COLA that increases the Federal funds received by the Contractor. As such, the Non-Federal share requirement will also increase to reflect an updated total of Federal Funds received by the Contractor.

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.35% COLA from the Office of Head Start. Budget Periods indicate the Non-Federal share requirement per funding increase.

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

CONTRACTOR: **ESCUELITA HERNANDEZ LITTLE SCHOOL**

Signature: _____

Date: _____

Printed Name: _____

Title: _____

CAPK: **COMMUNITY ACTION PARTNERSHIP OF KERN**

Signature: _____

Date: _____

Printed Name: _____

Title: _____



AMENDMENT IV TO CONTRACT FOR SERVICES AGREEMENT

This is Amendment IV to Contract for Services Agreement (“Agreement”) dated August 31, 2019, by and between Garden Pathways, Inc. (“Contractor”), and Community Action Partnership of Kern (“CAPK”). The effective date for Amendment IV will be March 1, 2024.

Section 3 of the original Agreement is revised to read as follows:

Payment for Services. The identified Contractor may receive one or more increases to their funding as presented in each Consolidated Appropriations Act that is signed into law during the term of this contract. Consolidated Appropriation Acts are signed on an annual or bi-annual basis (every two years) and include funding for a Cost-of-Living Adjustment (COLA). The COLA will permanently increase payments to the contractor by the percentage noted on each act; the percentage fluctuates in quantity per act. The Contractor will receive notice of the COLA when CAPK receives the official Funding Guidance letter from the Office of Head Start. CAPK will utilize Amendments to the original contract to report the adjustment made to Contractor’s payments in current or future budget periods. The increase will be implemented to payments beginning on March 1, 2023, of the fiscal year in which the act is enacted; retroactive payments may be required.

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.35% COLA from the Office of Head Start.

As such, payment for services shall hereafter be six hundred eighty-three dollars and sixty-seven cents (\$683.67) per child per calendar month, up to a maximum of eleven (11) Early Head Start children. The total maximum monthly charges are seven thousand five hundred twenty dollars and thirty-seven cents (\$7,520.37) as shown below.

- Budget Period 03/01/2024-08/31/2024 6 months x \$7,520.37 \$45,122.22

As noted above, later budget periods may indicate a new funding increase once a Consolidated Appropriate Act has been signed.

Any additional services not approved by CAPK in advance will be at the Contractor’s own expense. A copy of CAPK’s signed approval is to be submitted with Contractor’s invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10th day of the following month. Terms are Net 30 from the date the invoice is received in CAPK’s Accounting Department. Additionally, Contractor invoices shall be in accordance with Attachment B contained in and attached hereto for reference.

Section 4 of the original Agreement is revised to read as follows:

FISCAL PROVISIONS. The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS Child Care Partnership (as defined by the Administration for Children and Families, as determined solely by accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CRF Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.

The quantities below are subject to change upon the enactment of a Consolidated Appropriations Act. As noted in Section 3, the Consolidated Appropriations Act, signed into law annually or bi-annually (every two years), includes a COLA that increases the Federal funds received by the Contractor. As such, the Non-Federal share requirement will also increase to reflect an updated total of Federal Funds received by the Contractor.

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.35% COLA from the Office of Head Start. Budget Periods indicate the Non-Federal share requirement per the funding increase.

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

CONTRACTOR: GARDEN PATHWAYS, INC

Signature: _____

Date: _____

Printed Name: _____

Title: _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____

Date: _____

Printed Name: _____

Title: _____



AMENDMENT V TO CONTRACT FOR SERVICES AGREEMENT

This is Amendment V to the Contract for Services Agreement (“Agreement”) dated September 1, 2016 by and between Kern County Superintendent of Schools (“Contractor”) and Community Action Partnership of Kern (“CAPK”). The effective date for Amendment III will be March 1, 2024.

Section 3 of the original Agreement is revised to read as follows:

Payment for Services. The identified Contractor may receive one or more increases to their funding as presented in each Consolidated Appropriations Act that is signed into law during the term of this contract. Consolidated Appropriation Acts are signed on an annual or bi-annual basis (every two years) and include funding for a Cost-of-Living Adjustment (COLA). The COLA will permanently increase payments to the contractor by the percentage noted on each act; the percentage fluctuates in quantity per act. The Contractor will receive notice of the COLA when CAPK receives the official Funding Guidance letter from the Office of Head Start. CAPK will utilize Amendments to the original contract to report the adjustment made to Contractor’s payments in current or future budget periods. The increase will be implemented to payments beginning on March 1 of the fiscal year in which the act is enacted; retroactive payments may be required.

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.35% COLA from the Office of Head Start.

As such, payment for services shall hereafter be seven hundred forty dollars and twenty-four cents (\$740.24) per child per calendar month, up to a maximum of sixteen (16) Early Head Start children. The total maximum monthly charges are eleven thousand eight hundred forty-three dollars and eighty-four cents (\$11,843.84) as shown below.

- Budget Period 03/01/2024-08/31/2024 6 months x \$11,843.84 \$71,063.04

As noted above, later budget periods may indicate a new funding increase once a Consolidated Appropriate Act has been signed.

Any additional services not approved by CAPK in advance will be at the Contractor’s own expense. A copy of CAPK’s signed approval is to be submitted with Contractor’s invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10th day of the following month. Terms are Net 30 from the date the invoice is received in CAPK’s Accounting Department. Additionally, Contractor invoices shall be in accordance with Attachment B contained in and attached hereto for reference.

Section 4 of the original Agreement is revised to read as follows:

FISCAL PROVISIONS. The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS Child Care Partnership (as defined by the Administration for Children and Families, as determined solely by accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CRF Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.

The quantities below are subject to change upon the enactment of a Consolidated Appropriations Act. As noted in Section 3, the Consolidated Appropriations Act, signed into law annually or bi-annually (every two years), includes a COLA that increases the Federal funds received by the Contractor. As such, the Non-Federal share requirement will also increase to reflect an updated total of Federal Funds received by the Contractor.

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.35% COLA from the Office of Head Start. Budget Periods indicate the Non-Federal share requirement per funding increase.

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

CONTRACTOR: KERN COUNTY SUPERINTENDENT OF SCHOOLS

Signature: _____

Date: _____

Printed Name: _____

Title: _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____

Date: _____

Printed Name: _____

Title: _____



MEMORANDUM

To: Budget and Finance Committee

From: Esperanza Contreras, Program Services Administrator

Date: November 13, 2024

Subject: *Agenda Item 4h*: Early Head Start Child Care Partnership Contracts –
Action Item

September 1, 2024, through February 28, 2029

As the Board of Directors are aware, Early Head Start Child Care Partnership has childcare partnership contracts with Escuelita Hernandez Little School, Garden Pathways Inc, Kern County Superintendent of Schools and West Kern Community College District. These contracts were awarded following a formal Request for Proposals (RFP) process. All four (4) contracts are due for renewal for FY 2024-2029. Funding for these contracts was awarded to CAPK for a five (5) year period.

Four (4) agreements are eligible for FY 2024-2029 renewal:

1. Escuelita Hernandez Little School four and a half (4.5) year renewal that shall not exceed the amount of \$580,072.32 equal to 54 months at \$10,742.08 per month.
2. Garden Pathways four and a half (4.5) year renewal that shall not exceed the amount of \$406,099.98 equal to 54 months at \$7,520.37 per month.
3. Kern County Superintendent of Schools four and a half (4.5) year renewal that shall not exceed the amount of \$640,008.00 equal to 54 months at \$11,852.00 per month.
4. West Kern Community College District four and a half (4.5) year renewal that shall not exceed the amount of \$797,599.44 equal to 54 months at \$14,770.36 per month.

These contracts have been budgeted into the Head Start / Early Head Start FY 2024-2029 Budget.

As part of the CAPK 2021-2025 Strategic Plan, specifically:

Goal 2.1.1 Identifying and leveraging finding opportunities to expand services for both early childcare and youth services.

2.1.1b Increase capacity to provide slots by taking advantage of emerging funding opportunities at the County, Regional, State and Federal levels.

Recommendation:

Staff recommends the Board of Directors approve with resolution the Early Head Start Child Care Partnership contracts with Escuelita Hernandez Little School, Garden Pathways, Kern Superintendent of Schools, and West Kern Community College District and authorize the Chief Executive Officer (CEO) to execute the Agreements on behalf of CAPK.

Attachments:

Escuelita Hernandez Little School Sub-Contract Agreement

Garden Pathways Sub-Contract Agreement

Kern County Superintendent of Schools Sub-Contract Agreement

West Kern Community College District Sub-Contract Agreement



SUB-CONTRACT AGREEMENT

This Contract for Services Agreement ("Agreement") is made and entered into as of this 1st day of September 2024 by and between: Kern County Superintendent of Schools ("Contractor") and Community Action Partnership of Kern ("CAPK"). In consideration of mutual promises and agreements of the parties as herein set forth, Contractor agrees as follows:

- 1. DESCRIPTION OF SERVICES.** Contractor shall provide center-based services for up to **16** Early Head Start children with a minimum of 1380 hours of care per program per year as more fully detailed in **Attachment A** (Scope of Work).
- 2. LOCATION FOR SERVICES.** Kern County Superintendent of Schools, 300 E Truxtun Ave, Bakersfield, CA 93305
- 3. PAYMENT FOR SERVICES.** Payment for services shall hereafter be Seven hundred forty dollars and seventy-five cents (\$740.75) per child per calendar month, up to a maximum of sixteen (16) in Early Head Start children. The total maximum monthly charges are Eleven thousand eight hundred fifty-two dollars and zero cents (\$11,852.00) as shown below.

• Budget Period 1	09/01/2024 – 02/28/2025	6 months x \$11,852.00	\$71,112.00
• Budget Period 2	03/01/2025 – 02/28/2026	12 months x \$11,852.00	\$142,224.00

All subsequent payments under this Agreement shall be subject to a Cost-of-Living Adjustment (COLA). The COLA rate applied to these payments shall be determined by the annual adjustment rate issued by the national Head Start agency. Any adjustment will be automatically incorporated into the payment amount as of the effective date specified by the Head Start agency, without the need for further amendment to this Agreement.

Total payments to Contractor under this portion of the Agreement shall not exceed Six hundred forty thousand eight dollars and zero cents. (\$640,008.00). Prior approval for trainings, conferences, classes are to be obtained from CAPK prior to registration. Prior approval for start-up costs are to be obtained from CAPK before the work starts. Any additional services not approved by CAPK in advance will be at Contractor's own expense. A copy of CAPK's signed approval is to be submitted with Contractor's invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10th day of the following month. Terms are Net 30 from the date the invoice is received in CAPK's Accounting Department. Additionally, Contractor invoices shall be in accordance with **Attachment B** contained in and attached hereto for reference.

- 4. FISCAL PROVISIONS.** The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS-Child Care Partnership (as defined by the Administration for Children and Families), as determined solely by CAPK. All Non-Federal Share contributions pursuant to this Agreement must be approved as such by CAPK in accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.
- 5. TERM.** This period of performance for this Agreement shall be from September 01, 2024 through February 28, 2029. This Agreement may be terminated by either party with or without cause for any reason upon thirty (30) days written notice.
- 6. OPTION TO RENEW.** This agreement may be renewed upon approval from CAPK and the Administration for Children and Families.
- 7. RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, Contractor is an independent Contractor and is not an officer or employee of CAPK.

8. **EVALUATION.** Contractor may be evaluated throughout the contract term. If Contractor fails to provide satisfactory service, CAPK may terminate this contract with 30 days written notice.
9. **LOSS OF SUBSIDY.** Eligible children identified as EHS participants may not be dis-enrolled as a result of a loss of subsidy. In the case of where an EHS slot is not subsidized, CAPK will pay a non-subsidized rate of no more than the contractor's other subsidy daily rate for any unsubsidized EHS-Child Care Partnership child. CAPK will continue to make payments for the unsubsidized child until the child ages out of the program, the parent declines services or secures childcare elsewhere. CAPK will work with the Contractor to ensure continuity of services due to a loss of subsidy either in the Center Based option or offering EHS Home Based services through CAPK's EHS Home Based program. The non-subsidized rate can either be short term until subsidy resumes or long term to support continued EHS services to the child and family. In the case of loss of subsidy, Contractor will submit request for payment in writing. Payments made for loss of subsidy pursuant to this paragraph will be in addition to any payments made to Contractor pursuant to paragraph one (3) above.
10. **RESPONSIBILITIES.** Contractor shall perform the services provided for under this Agreement and shall keep CAPK informed of progress and developments and will respond within a reasonable time to CAPK's inquiries and communications. CAPK shall provide on a timely basis all information and documents necessary for Vendor's effective representation of CAPK's interests.
11. **CONFIDENTIALITY.** Contractor shall not at any time or in any manner, either directly or indirectly, use for its benefit, or divulge, disclose or communicate in any manner any information that is proprietary to CAPK. Contractor will protect such information and treat it as strictly confidential. This provision shall continue to be effective even after the termination of this Agreement for a period of three (3) years.
12. **RECORD KEEPING.** Payrolls, attendance and basic accounting records pertaining to the above described services shall be kept on a generally recognized accounting basis and shall be available to CAPK at mutually convenient times. Contractor shall keep accounting records for a period of three years after completion and acceptance of the agreement by the Owner.
13. **INSURANCE.** Contractor shall maintain General Liability Insurance and is responsible for maintaining any public liability, property damage, Workers' Compensation Coverage and fire insurance, as specified in **Attachment C** titled "CAPK Additional Terms and Conditions."
14. **INDEMNIFICATION.** The Contractor shall hold harmless CAPK from every claim or demand which may be made by reason of any injury to person or property sustained by the Contractor or by any person, firm or corporation, employed directly or indirectly by him/her upon or in connection with his or her performance under this Agreement, however caused, and any liability that may arise from the furnishing or use of any copyrighted or un-copyrighted composition, secret process or patented or un-patented invention. Contractor agrees to indemnify CAPK from all claims, losses, expenses, fees, including attorney fees, costs, and judgments that may be asserted against Contractor while executing this Agreement.
15. **NOTICES.** Any notice or notices required or permitted to be given pursuant to this agreement may be personally served on the other party by the party giving such notice, or may be served via certified mail, return receipt requested, to the address set forth in this Agreement.

Contractor:
Kern County Superintendent of Schools
1300 17th Street
Bakersfield, CA 93301

CAPK:
Community Action Partnership of Kern
1300 18th Street, Suite 200
Bakersfield, CA 93301

16. **APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date herein above first written.

CONTRACTOR: KERN COUNTY SUPERINTENDENT OF SCHOOLS

Signature: _____

Date: _____

Printed Name: _____

Title: _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____

Date: _____

Printed Name: Jeremy T. Tobias

Title: Chief Executive Officer



ATTACHMENT A — SCOPE OF WORK

Contractor will:

Enrollment – 45 CFR 1302:

Ensure that full enrollment is met throughout the Head Start Program year, July 1 – June 30.

Achieve full enrollment on day one of program services by following the steps below:

- Provide a minimum of 1380 hours of care per program year.
- Attendance will be closely monitored to ensure that any child who does not show up on the first day or within 10 days is dropped and replaced with a new student.
- Make reasonable efforts so that Early Head Start (EHS) vacancies are filled within 30 calendar days.
- Enroll children after CAPK Head Start has verified eligibility and signed a statement certifying eligibility as per 45 CFR 1302.12. Certification can occur as follows:
 - ✓ Enroll 10% of slots with children with Individual Family Service Plan (IFSP). Fill slots no later than January 1 each year.
 - ✓ If average daily attendance falls below 85 percent, Contractor will analyze the causes and develop and submit to CAPK to review and approve a plan that outlines corrective measures no later than the 15th day of the following month.

CAPK will:

Enrollment – 45 CFR 1302:

- Provide on-going monitoring of enrollment and verify that all vacancies are filled within 30 days.
- Provide Training and Technical Assistance to Contractor's staff as it relates to Head Start eligibility and enrollment.
- Enrollment will be verified by the Enrollment and Attendance staff.
- Provide Training and Technical Assistance to Contractor to assist in developing inclusive classrooms and enroll children with disabilities in order to meet the 10% mandate.
- Refer Federal Head Start eligible children to Contractor to assist in meeting funded enrollment and 10% children with disabilities.
- Provide training and technical assistance to Contractor's staff in developing and revising Contractor's procedures to ensure compliance with Head Start regulations and mandates.
- Provide technical assistance and strategies to improve chronic absenteeism and ensure that children are receiving the required services under this agreement.
- Provide assistance and training determined to be needed from the analysis of Program Information Report (PIR), Infant/Toddler Environment Rating Scale (ITERS), Self-Assessment, Monitoring and other CAPK program monitoring data.
- Include Contractor staff in CAPK trainings as appropriate.
- Provide a monthly enrollment report to coincide with monthly invoice which includes all enrolled children.
- Provide monthly enrollment report inclusive of waitlisted children.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Education – 45 CFR – 1302:

- Hire teaching and support staff that meet Head Start and licensing regulations as outlined in the Head Start Act of 2007, and any updates issued thereto.
- Align curriculum to meet school readiness goals established by the Head Start program.
- Provide timely notification to parents for two home visits, and two parent conferences for every child during program year; or otherwise engage the parents in the learning and development.
- Ensure on-going Child Assessments/Desired Results Developmental Profile (DRDP) data is submitted according to CAPK timelines-three times per year. Complete Behavior Screening and submit to Family Advocate within 45 days of child's first day of school.
- Provide reports that document that staff has reviewed the results of developmental and behavior screening within required timelines after it was completed and discuss results with parents.
- Collaborate with CAPK to refer children identified with concerns from screening to CAPK's Content Area Specialist (CAS) Wellness for further assessment.
- Ensure children have a smooth transition experience following the guidelines of the Early Head Start Transition plan.
- Implement a high-quality research-based curriculum and other supporting strategies as defined by Head Start Performance Standards, Head Start Act.
- Review and implement Head Start current policies and procedures related to education, including the new Head Start Child Outcomes Framework in curriculum implementation and the Program for Infant and Toddler Care (PITC).
- Ensure all lesson plans, children's education goals and ongoing assessments are aligned with Head Start School Readiness and Early Learning Framework.

CAPK will:

Education – 45 CFR –1302:

- Provides start-up instructional materials and furnishings identified by CAPK.
- Provide Training and Technical Assistance in the following areas:
 - ✓ Federal Head Start regulations, Performance Standards, and mandates, Head Start School Readiness mandates, Head Start Child Development and Early Learning Framework; i.e., Home Visits, Family Partnership Agreements, etc.
 - ✓ Training in curriculum planning and implementation.
 - ✓ Mental Health – Appropriate Behavioral Intervention.
 - ✓ Content expectations for home visits and parent conferences.
- Review monthly results on the following:
 - ✓ Education compliance reports for home visits, conferences, etc.
 - ✓ PIR status reports
 - ✓ Parent Engagement
 - ✓ In-kind: Non-Federal Share
- Hire a Family Advocate to support full enrollment, recruiting, selection, eligibility and attendance requirements, ChildPlus data entry.
- Hire Child Care Partnership Supervisor to support and ensure full compliance of all comprehensive services and regulations as defined in the Head Start Performance Standards.
- Provide monthly report status of home visits, parent conferences, intentional teaching individualization, observations/ongoing child assessments, 45-day mandates and lesson plans.
- Provide yearly Pedestrian Safety training to parents and children.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Health- 45 CFR – 1302:

- Ensure that there is documentation indicating that all physical exams (well-baby check-ups) are completed at time of child enrollment per the Early and Periodic Screening Diagnosis and Treatment (EPSDT) requirements by age group.
- Review the results of all health exams, follow up on noted comments and submit to the Family Advocate to enter in ChildPlus. Refer for any needed treatment or missing requirements, documents and follow up on contact log.
- In collaboration with CAPK, assist parents to obtain or arrange further diagnostic testing, examination, and treatment by an appropriate licensed or certified professional for each child with an observable, known or suspected health, nutritional, behavior or developmental problem. Develop and implement a follow-up plan for any suspected condition or concern identified.
- Take current height and weight for each child, three (3) times a year; and submit information to the Family Advocate for entry in ChildPlus.
- Collaborate annually with CAPK to review and modify as necessary policies and procedures of Health, Mental Health and Wellness, and Nutrition Services that meet Head Start Performance Standards and Regulations.
- Submit a report to CAPK within 24 hours for any known or suspected instances of child abuse or neglect and/or any unusual incident.
- Responsible for administering any authorized medications and document on medication log all medication administered to children as required by state guidelines.
- Ensure an authorization for medication is completed by child's physician and signed by parent prior to accepting and administering medication.

CAPK will:

Health- 45 CFR – 1302:

- Provide training and technical assistance on health-related requirements such as:
 - ✓ Individualized Health Plans
 - ✓ Nutrition Assessments
 - ✓ Medication Administration
 - ✓ Food Allergies
- Ensure all physical exams and health information are entered in ChildPlus within 30 days of the child's first day of attendance.
- Refer for annual well child exams at the appropriate intervals and dental exams at least 30 days prior to due date or expiration date and document referral on contact note or in ChildPlus.
- Ensure that all immunizations are complete and up-to-date at time of enrollment and entered in ChildPlus within 30 days of the child's first day of attendance. Refer and follow-up regularly until all immunizations outlines by age are completed according to CA Immunization Requirements. Document all referrals and follow-up on contact notes.
- Conduct and enter Nutrition Assessments in ChildPlus within 45 days of the child's first day of attendance. Follow up on nutrition concerns including referral for low Hgb/Hct, high lead levels and develop nutrition plans if needed as soon as possible but no later than 90 days from the first day of attendance.
- CAPK will review growth chart to determine height and weight are within normal range. For children who do not fall within normal range, Family Advocate will submit a referral to CAPK nutrition.
- Ensure that dental exams have been completed, including follow up treatment and are entered in ChildPlus, documented on contact notes within 90 days of the child's first day of attendance.
- Review the Contractor's policies and procedures for Health, Mental Health and Nutrition Services to ensure they meet the Head Start Performance Standards and Regulations.
- Document all medical follow-up treatment and services on contact notes. This is to include all medical treatments that improve the child's overall health.
- Ensure health plans are developed for children with chronic health conditions to include medications as needed.
- Enter and track treatment needed, and treatment received in ChildPlus.
- Ensure vision and hearing screenings, enter in ChildPlus within 45 days of child's first day of attendance and rescreen within 4-6 weeks as needed.
- Obtain results of clinical vision screening and clinical hearing screening from current well baby check by age at time of enrollment within 45 days of child's first day of attendance and enter in ChildPlus. Document all referrals, if any, and follow up on contact notes.
- Generate and review health reports (summary and detailed) from monthly monitoring reports and follow up on areas needing improvement or focus.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Family Services – 45 CFR – 1302:

- Review policies and procedures for Family Services that meet Head Start Performance Standards and Regulations.
- Review monthly Family Services Reports (summary and detailed) provided by Family Advocate.

CAPK will:

Family Services – 45 CFR – 1302:

- Provide training and technical assistance on Family Service requirements such as:
 - ✓ Family Assessments and Family Partnership Agreement (FPA) process.
 - ✓ ChildPlus data entry
 - ✓ Service delivery tracking
- Complete Family Assessments survey within 45 days of the child's first day of attendance. Document on the contact notes and ChildPlus.
- Provide referrals for services and resources that are responsive to family's needs, interests and goals on the same day the need is identified. Document on the contact notes and ChildPlus.
- Conduct timely follow-up on family needs, referrals and services received as soon as possible but not to exceed 60 calendar days depending on the urgency of the need. Document all follow-up pertaining to referrals and services received on the contact notes and ChildPlus on the same day follow-up is conducted.
- Initiate the goal setting process with all families and on the contact log and ChildPlus within 60 days of the child's first day of attendance.
- Develop Family Partnership Agreements (FPA) based on family's readiness and willingness to participate in the process. Complete the FPA form if goal is established. Document on the contact notes and ChildPlus.
- Conduct FPA follow-up every 60 calendar days to review the status of the goal(s) established or reevaluate the family's readiness to participate in the goal setting process if goal has not been established. Document the contact notes and ChildPlus.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Program Design and Management – 45 CFR – 1301:

- Child Care License – Contractor shall maintain for the term of this Agreement a current Child Care License issued by the California Department of Social Services; shall provide CAPK with a copy of the license, and shall notify CAPK in writing of any changes in the status of the license, including Type A and Type B violations within 24 hours of the violation.
- Ensure all staff working with children receive annual Child Abuse Training.
- Document annual performance evaluations for employees.
- Participate in Partner's meetings and trainings related to Head Start/Early Head Start.
- Document staff individual and group training needs.
- Complete follow-up within 30 days of each monitoring event to document closure to individual findings. Provide a corrective action plan for any areas of non-compliance that were found during the annual self-assessment within 30 days.
- Report any licensing finding, non-compliance with Child and Adult Care Food Program (CACFP), or any other loss of funding that materially weakens the financial stability of the Contractor or its ability to deliver the services required under this Agreement within 24 hours of the finding.
- Make reasonable efforts to have one parent representative to serve on the CAPK Head Start Policy Council (PC) monthly meetings. Representative must be elected in accordance with PC By-Laws at a local parent meeting. Parent must have a child currently enrolled in the Head Start Program.
- In-Kind: Provide documentation for Non-Federal Share to CAPK each month (amount is 25% of Federal funds expended).

CAPK will:

Program Design and Management – 45 CFR – 11301:

- Provide necessary trainings to appropriate staff to set up systems and procedures as needed.
- Provide feedback on reports and assist with any needed corrective action.
- Develop the system for ongoing monitoring and conduct monitoring of Contractor operations.
- Participate in training of staff to provide support and technical assistance and ensure implementation of procedures meet federal regulations.
- Provide data regarding service achievements, gaps and possible solutions to meet federal regulations.
- Update office equipment and software necessary to track program performance and document the yearly Program Information Report (PIR).
- Organize monthly service reviews with content area experts to analyze progress, identify gaps and help develop timely solutions.
- Provide monthly Policy Council Minutes via email for distribution to parents of Head Start classrooms.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Training:

- Provide staff training related to other areas of the program as requested by CAPK.
- Make available at least two days per year, or a minimum of 15 hours per program year, for staff to receive training.
- Request in writing for staff to attend Head Start specific approved conferences, classes, trainings and workshops.

CAPK will:

Training:

- Provide staff training on State and Federal regulations and mandates, mutually coordinated with CAPK and other partners.
- Provide staff training related to other areas of the program as requested by contractor.
- staff to provide groups as well as on-site training as needed.
- Registration for outside training and conferences: CAPK will be responsible for registration and incidental expenses for Contractor's staff to attend Head Start specific approved conferences, classes, trainings, workshops and will invoice with receipts attached. Request to attend must be approved by CAPK in writing.
- Reimburse contractor staff per diem related to travel expenses.
- Support and offer opportunities for achieving a minimum of 15 hours professional development.

ATTACHMENT B — Payment Provisions

1. **Payment Limits** – CAPK total payments to Contractor under this Contract shall not exceed \$640,008.00 for children services, training and technical assistance and start up budget amounts are to be determined.
2. **Payment Basis** – Subject to the Payment Limit, payments to the Contractor for all services provided for CAPK under this Contract shall only be for costs that are actually incurred in the performance of the Contractor’s obligations under this Contract as evidenced by the timely provision of services to families and submittal of monitoring reports, invoices, and Program Information Report.
3. **Payment Amounts** – Subject to later adjustments in total payments as provided below and subject to the Payment Limit of this Contract.

\$740.75 per child per month, maximum of 16 Early Head Start children, for 54 months (September 1, 2024 through February 28, 2029), in addition, a TBD yearly budget is allocated to cover trainings, conferences, classes and workshops for agency staff.

Attachment C

Community Action Partnership of Kern Additional Terms and Conditions

1. **TAXES.** The Contractor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.
2. **ASSIGNMENT OR SUBCONTRACTING.** The Contractor may not assign or transfer the Agreement, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Agreement and must be included as such.
3. **TERMINATION FOR CONVENIENCE OF CAPK.** CAPK may terminate the Agreement at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Agreement is terminated by CAPK as provided herein, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Contractor hereby expressly waives any and all claims for damages or compensation arising under the Agreement except as set forth in this section in the event of such termination.
4. **CHANGES.** CAPK may from time to time, require changes in the scope of the services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Agreement. Amendments shall be valid only after approval by Contractor and CAPK's Chief Executive Officer.
5. **CLAIMS.** All claims for money due or to become due to the Contractor from CAPK under the Agreement may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.
6. **NOTICE.** Any notice or notices required or permitted to be given pursuant to the Agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
7. **AFFIRMATIVE ACTION.** The Contractor agrees to abide by all State and Federal Affirmative Action policies and laws.
8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Agreement, including any claims for breach of the Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Contractor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.

10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.
11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by Contractor will be American made.
12. **CONFIDENTIALITY.** The Contractor shall use his or her best efforts to keep confidential any information obtained during the performance of the Agreement.
13. **RESPONSIBILITY.** If Contractor is part of a corporation, the individual or individuals who sign the Agreement on behalf of the corporation are jointly responsible for performance of the Agreement.
14. **PROTEST BY CONTRACTOR.** If the Contractor wishes to file a protest against CAPK for any action, the Contractor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST.** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in the Agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Contractor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Contractor may file a protest with CAPK as specified in the section titled "Protest by Contractor."
16. **DEBARMENT AND SUSPENSION CERTIFICATION.** Contractor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
 - a. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
 - b. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
 - c. Does not have a proposed debarment pending; and
 - d. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

If there are any exceptions to the Certifications above, insert the exceptions in the following space:

Exceptions will not necessarily result in denial of award but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Note: Providing false information may result in criminal prosecution or administrative sanctions.

17. **WORKER'S COMPENSATION.** Labor Code Section 3700 provides:

"Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

"(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

"(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

Contractor is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Vendor will comply with those provisions before commencing the performance of the work of the Agreement.

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under the Agreement.)

18. INSURANCE REQUIREMENTS: Contractor shall procure, furnish and maintain for the duration of the Agreement the following types and limits of insurance herein:

- a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- b. Provide coverage for owned, non-owned and hired autos.
- c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- e. Provide Contractual Liability coverage for the terms of the Agreement.
- f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence. All policies required of the Contractor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Contractor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

Insurance is to be placed with insurers with a Best's rating of no less than A: VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by the Agreement, or insurance rated below Best's A: VII, must be declared prior to execution of the Agreement and approved by CAPK in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

The insurance required hereunder shall be maintained until all work required to be performed by the

Agreement is satisfactorily completed.

Contractor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of an Agreement or cancel the Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of the Agreement.

Signature**Date**

Print Name**Title**

Company Name



SUB-CONTRACT AGREEMENT

This Contract for Services Agreement ("Agreement") is made and entered into as of this 1st day of September 2024 by and between: Escuelita Hernandez Little School ("Contractor") and Community Action Partnership of Kern ("CAPK"). In consideration of mutual promises and agreements of the parties as herein set forth, Contractor agrees as follows:

1. **DESCRIPTION OF SERVICES.** Contractor shall provide center-based services for up to **16** infants and toddlers (combined) with a minimum of 1380 hours of care per program per year as more fully detailed in **Attachment A** (Scope of Work).
2. **LOCATION FOR SERVICES.** Escuelita Hernandez Little School, 909 Castro Lane, Bakersfield, CA 93304
3. **PAYMENT FOR SERVICES.** Payment for services shall hereafter be Six hundred seventy-one dollars and thirty-eight cents (\$671.38) per child per calendar month, up to a maximum of eight (8) infants and eight (8) toddlers in Early Head Start children. The total maximum monthly charges are ten thousand seven hundred forty-two dollars and eight cents (\$10,742.08) as shown below.

• Budget Period 1	09/01/2024 – 02/28/2025	6 months x 10,742.08	\$64,452.48
• Budget Period 2	03/01/2025 – 02/28/2026	12 months x \$10,742.08	\$128,904.96

All subsequent payments under this Agreement shall be subject to a Cost-of-Living Adjustment (COLA). The COLA rate applied to these payments shall be determined by the annual adjustment rate issued by the national Head Start agency. Any adjustment will be automatically incorporated into the payment amount as of the effective date specified by the Head Start agency, without the need for further amendment to this Agreement.

Total payments to Contractor under this portion of the Agreement shall not exceed five hundred eighty thousand, seventy-two dollars and thirty-two cents. (\$580,072.32). Prior approval for trainings, conferences, classes are to be obtained from CAPK prior to registration. Prior approval for start-up costs are to be obtained from CAPK before the work starts. Any additional services not approved by CAPK in advance will be at Contractor's own expense. A copy of CAPK's signed approval is to be submitted with Contractor's invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10th day of the following month. Terms are Net 30 from the date the invoice is received in CAPK's Accounting Department. Additionally, Contractor invoices shall be in accordance with **Attachment B** contained in and attached hereto for reference.

4. **FISCAL PROVISIONS.** The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS-Child Care Partnership (as defined by the Administration for Children and Families), as determined solely by CAPK. All Non-Federal Share contributions pursuant to this Agreement must be approved as such by CAPK in accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.
5. **TERM.** This period of performance for this Agreement shall be from September 01, 2024 through February 28, 2029. This Agreement may be terminated by either party with or without cause for any reason upon thirty (30) days written notice.
6. **OPTION TO RENEW.** This agreement may be renewed upon approval from CAPK and the Administration for Children and Families.
7. **RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, Contractor is an independent Contractor and is not an officer or employee of CAPK.

8. **EVALUATION.** Contractor may be evaluated throughout the contract term. If Contractor fails to provide satisfactory service, CAPK may terminate this contract with 30 days written notice.
9. **LOSS OF SUBSIDY.** Eligible children identified as EHS participants may not be dis-enrolled as a result of a loss of subsidy. In the case of where an EHS slot is not subsidized, CAPK will pay a non-subsidized rate of no more than the contractor's other subsidy daily rate for any unsubsidized EHS-Child Care Partnership child. CAPK will continue to make payments for the unsubsidized child until the child ages out of the program, the parent declines services or secures childcare elsewhere. CAPK will work with the Contractor to ensure continuity of services due to a loss of subsidy either in the Center Based option or offering EHS Home Based services through CAPK's EHS Home Based program. The non-subsidized rate can either be short term until subsidy resumes or long term to support continued EHS services to the child and family. In the case of loss of subsidy, Contractor will submit request for payment in writing. Payments made for loss of subsidy pursuant to this paragraph will be in addition to any payments made to Contractor pursuant to paragraph one (3) above.
10. **RESPONSIBILITIES.** Contractor shall perform the services provided for under this Agreement and shall keep CAPK informed of progress and developments and will respond within a reasonable time to CAPK's inquiries and communications. CAPK shall provide on a timely basis all information and documents necessary for Vendor's effective representation of CAPK's interests.
11. **CONFIDENTIALITY.** Contractor shall not at any time or in any manner, either directly or indirectly, use for its benefit, or divulge, disclose or communicate in any manner any information that is proprietary to CAPK. Contractor will protect such information and treat it as strictly confidential. This provision shall continue to be effective even after the termination of this Agreement for a period of three (3) years.
12. **RECORD KEEPING.** Payrolls, attendance and basic accounting records pertaining to the above described services shall be kept on a generally recognized accounting basis and shall be available to CAPK at mutually convenient times. Contractor shall keep accounting records for a period of three years after completion and acceptance of the agreement by the Owner.
13. **INSURANCE.** Contractor shall maintain General Liability Insurance and is responsible for maintaining any public liability, property damage, Workers' Compensation Coverage and fire insurance, as specified in **Attachment C** titled "CAPK Additional Terms and Conditions."
14. **INDEMNIFICATION.** The Contractor shall hold harmless CAPK from every claim or demand which may be made by reason of any injury to person or property sustained by the Contractor or by any person, firm or corporation, employed directly or indirectly by him/her upon or in connection with his or her performance under this Agreement, however caused, and any liability that may arise from the furnishing or use of any copyrighted or un-copyrighted composition, secret process or patented or un-patented invention. Contractor agrees to indemnify CAPK from all claims, losses, expenses, fees, including attorney fees, costs, and judgments that may be asserted against Contractor while executing this Agreement.
15. **NOTICES.** Any notice or notices required or permitted to be given pursuant to this agreement may be personally served on the other party by the party giving such notice, or may be served via certified mail, return receipt requested, to the address set forth in this Agreement.

Contractor:
Escuelita Hernandez Little School
ATTN: Raquel Hernandez, Director
909 Castro Lane
Bakersfield, CA 93304
Phone: (661) 422-4537

CAPK:
Community Action Partnership of Kern
ATTN: Esperanza Contreras
1300 18th Street, Suite 200
Bakersfield, CA 93301
Phone: (661) 336-5236

16. **APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date herein above first written.

CONTRACTOR: ESQUELITA HERNANDEZ LITTLE SCHOOL

Signature: _____

Date: _____

Printed Name: Raquel Hernandez

Title: Director

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____

Date: _____

Printed Name: Jeremy T. Tobias

Title: Chief Executive Officer



ATTACHMENT A — SCOPE OF WORK

Contractor will:

Enrollment – 45 CFR 1302:

Ensure that full enrollment is met throughout the Head Start Program year, July 1 – June 30.

Achieve full enrollment on day one of program services by following the steps below:

- Provide a minimum of 1380 hours of care per program year.
- Attendance will be closely monitored to ensure that any child who does not show up on the first day or within 10 days is dropped and replaced with a new student.
- Make reasonable efforts so that Early Head Start (EHS) vacancies are filled within 30 calendar days.
- Enroll children after CAPK Head Start has verified eligibility and signed a statement certifying eligibility as per 45 CFR 1302.12. Certification can occur as follows:
 - ✓ Enroll 10% of slots with children with Individual Family Service Plan (IFSP). Fill slots no later than January 1 each year.
 - ✓ If average daily attendance falls below 85 percent, Contractor will analyze the causes and develop and submit to CAPK to review and approve a plan that outlines corrective measures no later than the 15th day of the following month.

CAPK will:

Enrollment – 45 CFR 1302:

- Provide on-going monitoring of enrollment and verify that all vacancies are filled within 30 days.
- Provide Training and Technical Assistance to Contractor's staff as it relates to Head Start eligibility and enrollment.
- Enrollment will be verified by the Enrollment and Attendance staff.
- Provide Training and Technical Assistance to Contractor to assist in developing inclusive classrooms and enroll children with disabilities in order to meet the 10% mandate.
- Refer Federal Head Start eligible children to Contractor to assist in meeting funded enrollment and 10% children with disabilities.
- Provide training and technical assistance to Contractor's staff in developing and revising Contractor's procedures to ensure compliance with Head Start regulations and mandates.
- Provide technical assistance and strategies to improve chronic absenteeism and ensure that children are receiving the required services under this agreement.
- Provide assistance and training determined to be needed from the analysis of Program Information Report (PIR), Infant/Toddler Environment Rating Scale (ITERS), Self-Assessment, Monitoring and other CAPK program monitoring data.
- Include Contractor staff in CAPK trainings as appropriate.
- Provide a monthly enrollment report to coincide with monthly invoice which includes all enrolled children.
- Provide monthly enrollment report inclusive of waitlisted children.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Education – 45 CFR – 1302:

- Hire teaching and support staff that meet Head Start and licensing regulations as outlined in the Head Start Act of 2007, and any updates issued thereto.
- Align curriculum to meet school readiness goals established by the Head Start program.
- Provide timely notification to parents for two home visits, and two parent conferences for every child during program year; or otherwise engage the parents in the learning and development.
- Ensure on-going Child Assessments/Desired Results Developmental Profile (DRDP) data is submitted according to CAPK timelines-three times per year. Complete Behavior Screening and submit to Family Advocate within 45 days of child's first day of school.
- Provide reports that document that staff has reviewed the results of developmental and behavior screening within required timelines after it was completed and discuss results with parents.
- Collaborate with CAPK to refer children identified with concerns from screening to CAPK's Content Area Specialist (CAS) Wellness for further assessment.
- Ensure children have a smooth transition experience following the guidelines of the Early Head Start Transition plan.
- Implement a high-quality research-based curriculum and other supporting strategies as defined by Head Start Performance Standards, Head Start Act.
- Review and implement Head Start current policies and procedures related to education, including the new Head Start Child Outcomes Framework in curriculum implementation and the Program for Infant and Toddler Care (PITC).
- Ensure all lesson plans, children's education goals and ongoing assessments are aligned with Head Start School Readiness and Early Learning Framework.

CAPK will:

Education – 45 CFR –1302:

- Provides start-up instructional materials and furnishings identified by CAPK.
- Provide Training and Technical Assistance in the following areas:
 - ✓ Federal Head Start regulations, Performance Standards, and mandates, Head Start School Readiness mandates, Head Start Child Development and Early Learning Framework; i.e., Home Visits, Family Partnership Agreements, etc.
 - ✓ Training in curriculum planning and implementation.
 - ✓ Mental Health – Appropriate Behavioral Intervention.
 - ✓ Content expectations for home visits and parent conferences.
- Review monthly results on the following:
 - ✓ Education compliance reports for home visits, conferences, etc.
 - ✓ PIR status reports
 - ✓ Parent Engagement
 - ✓ In-kind: Non-Federal Share
- Hire a Family Advocate to support full enrollment, recruiting, selection, eligibility and attendance requirements, ChildPlus data entry.
- Hire Child Care Partnership Supervisor to support and ensure full compliance of all comprehensive services and regulations as defined in the Head Start Performance Standards.
- Provide monthly report status of home visits, parent conferences, intentional teaching individualization, observations/ongoing child assessments, 45-day mandates and lesson plans.
- Provide yearly Pedestrian Safety training to parents and children.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Health- 45 CFR – 1302:

- Ensure that there is documentation indicating that all physical exams (well-baby check-ups) are completed at time of child enrollment per the Early and Periodic Screening Diagnosis and Treatment (EPSDT) requirements by age group.
- Review the results of all health exams, follow up on noted comments and submit to the Family Advocate to enter in ChildPlus. Refer for any needed treatment or missing requirements, documents and follow up on contact log.
- In collaboration with CAPK, assist parents to obtain or arrange further diagnostic testing, examination, and treatment by an appropriate licensed or certified professional for each child with an observable, known or suspected health, nutritional, behavior or developmental problem. Develop and implement a follow-up plan for any suspected condition or concern identified.
- Take current height and weight for each child, three (3) times a year; and submit information to the Family Advocate for entry in ChildPlus.
- Collaborate annually with CAPK to review and modify as necessary policies and procedures of Health, Mental Health and Wellness, and Nutrition Services that meet Head Start Performance Standards and Regulations.
- Submit a report to CAPK within 24 hours for any known or suspected instances of child abuse or neglect and/or any unusual incident.
- Responsible for administering any authorized medications and document on medication log all medication administered to children as required by state guidelines.
- Ensure an authorization for medication is completed by child's physician and signed by parent prior to accepting and administering medication.

CAPK will:

Health- 45 CFR – 1302:

- Provide training and technical assistance on health-related requirements such as:
 - ✓ Individualized Health Plans
 - ✓ Nutrition Assessments
 - ✓ Medication Administration
 - ✓ Food Allergies
- Ensure all physical exams and health information are entered in ChildPlus within 30 days of the child's first day of attendance.
- Refer for annual well child exams at the appropriate intervals and dental exams at least 30 days prior to due date or expiration date and document referral on contact note or in ChildPlus.
- Ensure that all immunizations are complete and up-to-date at time of enrollment and entered in ChildPlus within 30 days of the child's first day of attendance. Refer and follow-up regularly until all immunizations outlines by age are completed according to CA Immunization Requirements. Document all referrals and follow-up on contact notes.
- Conduct and enter Nutrition Assessments in ChildPlus within 45 days of the child's first day of attendance. Follow up on nutrition concerns including referral for low Hgb/Hct, high lead levels and develop nutrition plans if needed as soon as possible but no later than 90 days from the first day of attendance.
- CAPK will review growth chart to determine height and weight are within normal range. For children who do not fall within normal range, Family Advocate will submit a referral to CAPK nutrition.
- Ensure that dental exams have been completed, including follow up treatment and are entered in ChildPlus, documented on contact notes within 90 days of the child's first day of attendance.
- Review the Contractor's policies and procedures for Health, Mental Health and Nutrition Services to ensure they meet the Head Start Performance Standards and Regulations.
- Document all medical follow-up treatment and services on contact notes. This is to include all medical treatments that improve the child's overall health.
- Ensure health plans are developed for children with chronic health conditions to include medications as needed.
- Enter and track treatment needed, and treatment received in ChildPlus.
- Ensure vision and hearing screenings, enter in ChildPlus within 45 days of child's first day of attendance and rescreen within 4-6 weeks as needed.
- Obtain results of clinical vision screening and clinical hearing screening from current well baby check by age at time of enrollment within 45 days of child's first day of attendance and enter in ChildPlus. Document all referrals, if any, and follow up on contact notes.
- Generate and review health reports (summary and detailed) from monthly monitoring reports and follow up on areas needing improvement or focus.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Family Services – 45 CFR – 1302:

- Review policies and procedures for Family Services that meet Head Start Performance Standards and Regulations.
- Review monthly Family Services Reports (summary and detailed) provided by Family Advocate.

CAPK will:

Family Services – 45 CFR – 1302:

- Provide training and technical assistance on Family Service requirements such as:
 - ✓ Family Assessments and Family Partnership Agreement (FPA) process.
 - ✓ ChildPlus data entry
 - ✓ Service delivery tracking
- Complete Family Assessments survey within 45 days of the child's first day of attendance. Document on the contact notes and ChildPlus.
- Provide referrals for services and resources that are responsive to family's needs, interests and goals on the same day the need is identified. Document on the contact notes and ChildPlus.
- Conduct timely follow-up on family needs, referrals and services received as soon as possible but not to exceed 60 calendar days depending on the urgency of the need. Document all follow-up pertaining to referrals and services received on the contact notes and ChildPlus on the same day follow-up is conducted.
- Initiate the goal setting process with all families and on the contact log and ChildPlus within 60 days of the child's first day of attendance.
- Develop Family Partnership Agreements (FPA) based on family's readiness and willingness to participate in the process. Complete the FPA form if goal is established. Document on the contact notes and ChildPlus.
- Conduct FPA follow-up every 60 calendar days to review the status of the goal(s) established or reevaluate the family's readiness to participate in the goal setting process if goal has not been established. Document the contact notes and ChildPlus.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Program Design and Management – 45 CFR – 1301:

- Child Care License – Contractor shall maintain for the term of this Agreement a current Child Care License issued by the California Department of Social Services; shall provide CAPK with a copy of the license, and shall notify CAPK in writing of any changes in the status of the license, including Type A and Type B violations within 24 hours of the violation.
- Ensure all staff working with children receive annual Child Abuse Training.
- Document annual performance evaluations for employees.
- Participate in Partner's meetings and trainings related to Head Start/Early Head Start.
- Document staff individual and group training needs.
- Complete follow-up within 30 days of each monitoring event to document closure to individual findings. Provide a corrective action plan for any areas of non-compliance that were found during the annual self-assessment within 30 days.
- Report any licensing finding, non-compliance with Child and Adult Care Food Program (CACFP), or any other loss of funding that materially weakens the financial stability of the Contractor or its ability to deliver the services required under this Agreement within 24 hours of the finding.
- Make reasonable efforts to have one parent representative to serve on the CAPK Head Start Policy Council (PC) monthly meetings. Representative must be elected in accordance with PC By-Laws at a local parent meeting. Parent must have a child currently enrolled in the Head Start Program.
- In-Kind: Provide documentation for Non-Federal Share to CAPK each month (amount is 25% of Federal funds expended).

CAPK will:

Program Design and Management – 45 CFR – 11301:

- Provide necessary trainings to appropriate staff to set up systems and procedures as needed.
- Provide feedback on reports and assist with any needed corrective action.
- Develop the system for ongoing monitoring and conduct monitoring of Contractor operations.
- Participate in training of staff to provide support and technical assistance and ensure implementation of procedures meet federal regulations.
- Provide data regarding service achievements, gaps and possible solutions to meet federal regulations.
- Update office equipment and software necessary to track program performance and document the yearly Program Information Report (PIR).
- Organize monthly service reviews with content area experts to analyze progress, identify gaps and help develop timely solutions.
- Provide monthly Policy Council Minutes via email for distribution to parents of Head Start classrooms.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Training:

- Provide staff training related to other areas of the program as requested by CAPK.
- Make available at least two days per year, or a minimum of 15 hours per program year, for staff to receive training.
- Request in writing for staff to attend Head Start specific approved conferences, classes, trainings and workshops.

CAPK will:

Training:

- Provide staff training on State and Federal regulations and mandates, mutually coordinated with CAPK and other partners.
- Provide staff training related to other areas of the program as requested by contractor.
- staff to provide groups as well as on-site training as needed.
- Registration for outside training and conferences: CAPK will be responsible for registration and incidental expenses for Contractor's staff to attend Head Start specific approved conferences, classes, trainings, workshops and will invoice with receipts attached. Request to attend must be approved by CAPK in writing.
- Reimburse contractor staff per diem related to travel expenses.
- Support and offer opportunities for achieving a minimum of 15 hours professional development.

ATTACHMENT B — Payment Provisions

1. **Payment Limits** – CAPK total payments to Contractor under this Contract shall not exceed \$580,072.32 for children services, training and technical assistance and start up budget amounts are to be determined.
2. **Payment Basis** – Subject to the Payment Limit, payments to the Contractor for all services provided for CAPK under this Contract shall only be for costs that are actually incurred in the performance of the Contractor’s obligations under this Contract as evidenced by the timely provision of services to families and submittal of monitoring reports, invoices, and Program Information Report.
3. **Payment Amounts** – Subject to later adjustments in total payments as provided below and subject to the Payment Limit of this Contract.

\$671.38 per child per month, maximum of 16 Early Head Start children, for 54 months (September 1, 2024 through February 28, 2029), in addition, a TBD yearly budget is allocated to cover trainings, conferences, classes and workshops for agency staff.

Attachment C

Community Action Partnership of Kern Additional Terms and Conditions

1. **TAXES.** The Contractor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.
2. **ASSIGNMENT OR SUBCONTRACTING.** The Contractor may not assign or transfer the Agreement, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Agreement and must be included as such.
3. **TERMINATION FOR CONVENIENCE OF CAPK.** CAPK may terminate the Agreement at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Agreement is terminated by CAPK as provided herein, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Contractor hereby expressly waives any and all claims for damages or compensation arising under the Agreement except as set forth in this section in the event of such termination.
4. **CHANGES.** CAPK may from time to time, require changes in the scope of the services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Agreement. Amendments shall be valid only after approval by Contractor and CAPK's Chief Executive Officer.
5. **CLAIMS.** All claims for money due or to become due to the Contractor from CAPK under the Agreement may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.
6. **NOTICE.** Any notice or notices required or permitted to be given pursuant to the Agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
7. **AFFIRMATIVE ACTION.** The Contractor agrees to abide by all State and Federal Affirmative Action policies and laws.
8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Agreement, including any claims for breach of the Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Contractor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.

10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.
11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by Contractor will be American made.
12. **CONFIDENTIALITY.** The Contractor shall use his or her best efforts to keep confidential any information obtained during the performance of the Agreement.
13. **RESPONSIBILITY.** If Contractor is part of a corporation, the individual or individuals who sign the Agreement on behalf of the corporation are jointly responsible for performance of the Agreement.
14. **PROTEST BY CONTRACTOR.** If the Contractor wishes to file a protest against CAPK for any action, the Contractor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST.** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in the Agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Contractor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Contractor may file a protest with CAPK as specified in the section titled "Protest by Contractor."
16. **DEBARMENT AND SUSPENSION CERTIFICATION.** Contractor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
 - a. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
 - b. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
 - c. Does not have a proposed debarment pending; and
 - d. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

If there are any exceptions to the Certifications above, insert the exceptions in the following space:

Exceptions will not necessarily result in denial of award but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Note: Providing false information may result in criminal prosecution or administrative sanctions.

17. **WORKER'S COMPENSATION.** Labor Code Section 3700 provides:

"Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

"(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

"(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

Contractor is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Vendor will comply with those provisions before commencing the performance of the work of the Agreement.

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under the Agreement.)

18. INSURANCE REQUIREMENTS: Contractor shall procure, furnish and maintain for the duration of the Agreement the following types and limits of insurance herein:

- a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- b. Provide coverage for owned, non-owned and hired autos.
- c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- e. Provide Contractual Liability coverage for the terms of the Agreement.
- f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence. All policies required of the Contractor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Contractor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

Insurance is to be placed with insurers with a Best's rating of no less than A: VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by the Agreement, or insurance rated below Best's A: VII, must be declared prior to execution of the Agreement and approved by CAPK in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

The insurance required hereunder shall be maintained until all work required to be performed by the

Agreement is satisfactorily completed.

Contractor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of an Agreement or cancel the Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of the Agreement.

Signature**Date**

Print Name**Title**

Company Name



SUB-CONTRACT AGREEMENT

This Contract for Services Agreement ("Agreement") is made and entered into as of this 1st day of September 2024 by and between: Garden Pathways, Inc ("Contractor") and Community Action Partnership of Kern ("CAPK"). In consideration of mutual promises and agreements of the parties as herein set forth, Contractor agrees as follows:

1. **DESCRIPTION OF SERVICES.** Contractor shall provide center-based services for up to **11** Early Head Start children with a minimum of 1380 hours of care per program per year as more fully detailed in **Attachment A** (Scope of Work).
2. **LOCATION FOR SERVICES.** Garden Pathways, Inc, 1130 17th Street, Bakersfield, CA 93301
3. **PAYMENT FOR SERVICES.** Payment for services shall hereafter be Six hundred eighty-three dollars and sixty-seven cents (\$683.67) per child per calendar month, up to a maximum of eleven (11) in Early Head Start children. The total maximum monthly charges are seven thousand five hundred twenty dollars and thirty-seven cents (\$7,520.37) as shown below.

• Budget Period 1	09/01/2024 – 02/28/2025	6 months x \$7,520.37	\$45,122.22
• Budget Period 2	03/01/2025 – 02/28/2026	12 months x \$7,520.37	\$90,244.44

All subsequent payments under this Agreement shall be subject to a Cost-of-Living Adjustment (COLA). The COLA rate applied to these payments shall be determined by the annual adjustment rate issued by the national Head Start agency. Any adjustment will be automatically incorporated into the payment amount as of the effective date specified by the Head Start agency, without the need for further amendment to this Agreement.

Total payments to Contractor under this portion of the Agreement shall not exceed Four hundred six thousand ninety-nine dollars and ninety-eight cents. (\$406,099.98). Prior approval for trainings, conferences, classes are to be obtained from CAPK prior to registration. Prior approval for start-up costs are to be obtained from CAPK before the work starts. Any additional services not approved by CAPK in advance will be at Contractor's own expense. A copy of CAPK's signed approval is to be submitted with Contractor's invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10th day of the following month. Terms are Net 30 from the date the invoice is received in CAPK's Accounting Department. Additionally, Contractor invoices shall be in accordance with **Attachment B** contained in and attached hereto for reference.

4. **FISCAL PROVISIONS.** The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS-Child Care Partnership (as defined by the Administration for Children and Families), as determined solely by CAPK. All Non-Federal Share contributions pursuant to this Agreement must be approved as such by CAPK in accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.
5. **TERM.** This period of performance for this Agreement shall be from September 01, 2024 through February 28, 2029. This Agreement may be terminated by either party with or without cause for any reason upon thirty (30) days written notice.
6. **OPTION TO RENEW.** This agreement may be renewed upon approval from CAPK and the Administration for Children and Families.
7. **RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, Contractor is an independent Contractor and is not an officer or employee of CAPK.
8. **EVALUATION.** Contractor may be evaluated throughout the contract term. If Contractor fails to provide satisfactory

service, CAPK may terminate this contract with 30 days written notice.

9. **LOSS OF SUBSIDY.** Eligible children identified as EHS participants may not be dis-enrolled as a result of a loss of subsidy. In the case of where an EHS slot is not subsidized, CAPK will pay a non-subsidized rate of no more than the contractor's other subsidy daily rate for any unsubsidized EHS-Child Care Partnership child. CAPK will continue to make payments for the unsubsidized child until the child ages out of the program, the parent declines services or secures childcare elsewhere. CAPK will work with the Contractor to ensure continuity of services due to a loss of subsidy either in the Center Based option or offering EHS Home Based services through CAPK's EHS Home Based program. The non-subsidized rate can either be short term until subsidy resumes or long term to support continued EHS services to the child and family. In the case of loss of subsidy, Contractor will submit request for payment in writing. Payments made for loss of subsidy pursuant to this paragraph will be in addition to any payments made to Contractor pursuant to paragraph one (3) above.
10. **RESPONSIBILITIES.** Contractor shall perform the services provided for under this Agreement and shall keep CAPK informed of progress and developments and will respond within a reasonable time to CAPK's inquiries and communications. CAPK shall provide on a timely basis all information and documents necessary for Vendor's effective representation of CAPK's interests.
11. **CONFIDENTIALITY.** Contractor shall not at any time or in any manner, either directly or indirectly, use for its benefit, or divulge, disclose or communicate in any manner any information that is proprietary to CAPK. Contractor will protect such information and treat it as strictly confidential. This provision shall continue to be effective even after the termination of this Agreement for a period of three (3) years.
12. **RECORD KEEPING.** Payrolls, attendance and basic accounting records pertaining to the above described services shall be kept on a generally recognized accounting basis and shall be available to CAPK at mutually convenient times. Contractor shall keep accounting records for a period of three years after completion and acceptance of the agreement by the Owner.
13. **INSURANCE.** Contractor shall maintain General Liability Insurance and is responsible for maintaining any public liability, property damage, Workers' Compensation Coverage and fire insurance, as specified in **Attachment C** titled "CAPK Additional Terms and Conditions."
14. **INDEMNIFICATION.** The Contractor shall hold harmless CAPK from every claim or demand which may be made by reason of any injury to person or property sustained by the Contractor or by any person, firm or corporation, employed directly or indirectly by him/her upon or in connection with his or her performance under this Agreement, however caused, and any liability that may arise from the furnishing or use of any copyrighted or un-copyrighted composition, secret process or patented or un-patented invention. Contractor agrees to indemnify CAPK from all claims, losses, expenses, fees, including attorney fees, costs, and judgments that may be asserted against Contractor while executing this Agreement.
15. **NOTICES.** Any notice or notices required or permitted to be given pursuant to this agreement may be personally served on the other party by the party giving such notice, or may be served via certified mail, return receipt requested, to the address set forth in this Agreement.

Contractor:
Garden Pathways, Inc
1130 17th Street
Bakersfield, CA 93301

CAPK:
Community Action Partnership of Kern
1300 18th Street, Suite 200
Bakersfield, CA 93301

16. **APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date herein above first written.

CONTRACTOR: GARDEN PATHWAYS, INC

Signature: _____

Date: _____

Printed Name: Shannon Vernon

Title: Director

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____

Date: _____

Printed Name: Jeremy T. Tobias

Title: Chief Executive Officer

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Enrollment – 45 CFR 1302:

Ensure that full enrollment is met throughout the Head Start Program year, July 1 – June 30.

Achieve full enrollment on day one of program services by following the steps below:

- Provide a minimum of 1380 hours of care per program year.
- Attendance will be closely monitored to ensure that any child who does not show up on the first day or within 10 days is dropped and replaced with a new student.
- Make reasonable efforts so that Early Head Start (EHS) vacancies are filled within 30 calendar days.
- Enroll children after CAPK Head Start has verified eligibility and signed a statement certifying eligibility as per 45 CFR 1302.12. Certification can occur as follows:
 - ✓ Enroll 10% of slots with children with Individual Family Service Plan (IFSP). Fill slots no later than January 1 each year.
 - ✓ If average daily attendance falls below 85 percent, Contractor will analyze the causes and develop and submit to CAPK to review and approve a plan that outlines corrective measures no later than the 15th day of the following month.

CAPK will:

Enrollment – 45 CFR 1302:

- Provide on-going monitoring of enrollment and verify that all vacancies are filled within 30 days.
- Provide Training and Technical Assistance to Contractor's staff as it relates to Head Start eligibility and enrollment.
- Enrollment will be verified by the Enrollment and Attendance staff.
- Provide Training and Technical Assistance to Contractor to assist in developing inclusive classrooms and enroll children with disabilities in order to meet the 10% mandate.
- Refer Federal Head Start eligible children to Contractor to assist in meeting funded enrollment and 10% children with disabilities.
- Provide training and technical assistance to Contractor's staff in developing and revising Contractor's procedures to ensure compliance with Head Start regulations and mandates.
- Provide technical assistance and strategies to improve chronic absenteeism and ensure that children are receiving the required services under this agreement.
- Provide assistance and training determined to be needed from the analysis of Program Information Report (PIR), Infant/Toddler Environment Rating Scale (ITERS), Self-Assessment, Monitoring and other CAPK program monitoring data.
- Include Contractor staff in CAPK trainings as appropriate.
- Provide a monthly enrollment report to coincide with monthly invoice which includes all enrolled children.
- Provide monthly enrollment report inclusive of waitlisted children.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Education – 45 CFR – 1302:

- Hire teaching and support staff that meet Head Start and licensing regulations as outlined in the Head Start Act of 2007, and any updates issued thereto.
- Align curriculum to meet school readiness goals established by the Head Start program.
- Provide timely notification to parents for two home visits, and two parent conferences for every child during program year; or otherwise engage the parents in the learning and development.
- Ensure on-going Child Assessments/Desired Results Developmental Profile (DRDP) data is submitted according to CAPK timelines-three times per year. Complete Behavior Screening and submit to Family Advocate within 45 days of child's first day of school.
- Provide reports that document that staff has reviewed the results of developmental and behavior screening within required timelines after it was completed and discuss results with parents.
- Collaborate with CAPK to refer children identified with concerns from screening to CAPK's Content Area Specialist (CAS) Wellness for further assessment.
- Ensure children have a smooth transition experience following the guidelines of the Early Head Start Transition plan.
- Implement a high-quality research-based curriculum and other supporting strategies as defined by Head Start Performance Standards, Head Start Act.
- Review and implement Head Start current policies and procedures related to education, including the new Head Start Child Outcomes Framework in curriculum implementation and the Program for Infant and Toddler Care (PITC).
- Ensure all lesson plans, children's education goals and ongoing assessments are aligned with Head Start School Readiness and Early Learning Framework.

CAPK will:

Education – 45 CFR –1302:

- Provides start-up instructional materials and furnishings identified by CAPK.
- Provide Training and Technical Assistance in the following areas:
 - ✓ Federal Head Start regulations, Performance Standards, and mandates, Head Start School Readiness mandates, Head Start Child Development and Early Learning Framework; i.e., Home Visits, Family Partnership Agreements, etc.
 - ✓ Training in curriculum planning and implementation.
 - ✓ Mental Health – Appropriate Behavioral Intervention.
 - ✓ Content expectations for home visits and parent conferences.
- Review monthly results on the following:
 - ✓ Education compliance reports for home visits, conferences, etc.
 - ✓ PIR status reports
 - ✓ Parent Engagement
 - ✓ In-kind: Non-Federal Share
- Hire a Family Advocate to support full enrollment, recruiting, selection, eligibility and attendance requirements, ChildPlus data entry.
- Hire Child Care Partnership Supervisor to support and ensure full compliance of all comprehensive services and regulations as defined in the Head Start Performance Standards.
- Provide monthly report status of home visits, parent conferences, intentional teaching individualization, observations/ongoing child assessments, 45-day mandates and lesson plans.
- Provide yearly Pedestrian Safety training to parents and children.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Health- 45 CFR – 1302:

- Ensure that there is documentation indicating that all physical exams (well-baby check-ups) are completed at time of child enrollment per the Early and Periodic Screening Diagnosis and Treatment (EPSDT) requirements by age group.
- Review the results of all health exams, follow up on noted comments and submit to the Family Advocate to enter in ChildPlus. Refer for any needed treatment or missing requirements, documents and follow up on contact log.
- In collaboration with CAPK, assist parents to obtain or arrange further diagnostic testing, examination, and treatment by an appropriate licensed or certified professional for each child with an observable, known or suspected health, nutritional, behavior or developmental problem. Develop and implement a follow-up plan for any suspected condition or concern identified.
- Take current height and weight for each child, three (3) times a year; and submit information to the Family Advocate for entry in ChildPlus.
- Collaborate annually with CAPK to review and modify as necessary policies and procedures of Health, Mental Health and Wellness, and Nutrition Services that meet Head Start Performance Standards and Regulations.
- Submit a report to CAPK within 24 hours for any known or suspected instances of child abuse or neglect and/or any unusual incident.
- Responsible for administering any authorized medications and document on medication log all medication administered to children as required by state guidelines.
- Ensure an authorization for medication is completed by child's physician and signed by parent prior to accepting and administering medication.

CAPK will:

Health- 45 CFR – 1302:

- Provide training and technical assistance on health-related requirements such as:
 - ✓ Individualized Health Plans
 - ✓ Nutrition Assessments
 - ✓ Medication Administration
 - ✓ Food Allergies
- Ensure all physical exams and health information are entered in ChildPlus within 30 days of the child's first day of attendance.
- Refer for annual well child exams at the appropriate intervals and dental exams at least 30 days prior to due date or expiration date and document referral on contact note or in ChildPlus.
- Ensure that all immunizations are complete and up-to-date at time of enrollment and entered in ChildPlus within 30 days of the child's first day of attendance. Refer and follow-up regularly until all immunizations outlines by age are completed according to CA Immunization Requirements. Document all referrals and follow-up on contact notes.
- Conduct and enter Nutrition Assessments in ChildPlus within 45 days of the child's first day of attendance. Follow up on nutrition concerns including referral for low Hgb/Hct, high lead levels and develop nutrition plans if needed as soon as possible but no later than 90 days from the first day of attendance.
- CAPK will review growth chart to determine height and weight are within normal range. For children who do not fall within normal range, Family Advocate will submit a referral to CAPK nutrition.
- Ensure that dental exams have been completed, including follow up treatment and are entered in ChildPlus, documented on contact notes within 90 days of the child's first day of attendance.
- Review the Contractor's policies and procedures for Health, Mental Health and Nutrition Services to ensure they meet the Head Start Performance Standards and Regulations.
- Document all medical follow-up treatment and services on contact notes. This is to include all medical treatments that improve the child's overall health.
- Ensure health plans are developed for children with chronic health conditions to include medications as needed.
- Enter and track treatment needed, and treatment received in ChildPlus.
- Ensure vision and hearing screenings, enter in ChildPlus within 45 days of child's first day of attendance and rescreen within 4-6 weeks as needed.
- Obtain results of clinical vision screening and clinical hearing screening from current well baby check by age at time of enrollment within 45 days of child's first day of attendance and enter in ChildPlus. Document all referrals, if any, and follow up on contact notes.
- Generate and review health reports (summary and detailed) from monthly monitoring reports and follow up on areas needing improvement or focus.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Family Services – 45 CFR – 1302:

- Review policies and procedures for Family Services that meet Head Start Performance Standards and Regulations.
- Review monthly Family Services Reports (summary and detailed) provided by Family Advocate.

CAPK will:

Family Services – 45 CFR – 1302:

- Provide training and technical assistance on Family Service requirements such as:
 - ✓ Family Assessments and Family Partnership Agreement (FPA) process.
 - ✓ ChildPlus data entry
 - ✓ Service delivery tracking
- Complete Family Assessments survey within 45 days of the child's first day of attendance. Document on the contact notes and ChildPlus.
- Provide referrals for services and resources that are responsive to family's needs, interests and goals on the same day the need is identified. Document on the contact notes and ChildPlus.
- Conduct timely follow-up on family needs, referrals and services received as soon as possible but not to exceed 60 calendar days depending on the urgency of the need. Document all follow-up pertaining to referrals and services received on the contact notes and ChildPlus on the same day follow-up is conducted.
- Initiate the goal setting process with all families and on the contact log and ChildPlus within 60 days of the child's first day of attendance.
- Develop Family Partnership Agreements (FPA) based on family's readiness and willingness to participate in the process. Complete the FPA form if goal is established. Document on the contact notes and ChildPlus.
- Conduct FPA follow-up every 60 calendar days to review the status of the goal(s) established or reevaluate the family's readiness to participate in the goal setting process if goal has not been established. Document the contact notes and ChildPlus.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Program Design and Management – 45 CFR – 1301:

- Child Care License – Contractor shall maintain for the term of this Agreement a current Child Care License issued by the California Department of Social Services; shall provide CAPK with a copy of the license, and shall notify CAPK in writing of any changes in the status of the license, including Type A and Type B violations within 24 hours of the violation.
- Ensure all staff working with children receive annual Child Abuse Training.
- Document annual performance evaluations for employees.
- Participate in Partner's meetings and trainings related to Head Start/Early Head Start.
- Document staff individual and group training needs.
- Complete follow-up within 30 days of each monitoring event to document closure to individual findings. Provide a corrective action plan for any areas of non-compliance that were found during the annual self-assessment within 30 days.
- Report any licensing finding, non-compliance with Child and Adult Care Food Program (CACFP), or any other loss of funding that materially weakens the financial stability of the Contractor or its ability to deliver the services required under this Agreement within 24 hours of the finding.
- Make reasonable efforts to have one parent representative to serve on the CAPK Head Start Policy Council (PC) monthly meetings. Representative must be elected in accordance with PC By-Laws at a local parent meeting. Parent must have a child currently enrolled in the Head Start Program.
- In-Kind: Provide documentation for Non-Federal Share to CAPK each month (amount is 25% of Federal funds expended).

CAPK will:

Program Design and Management – 45 CFR – 11301:

- Provide necessary trainings to appropriate staff to set up systems and procedures as needed.
- Provide feedback on reports and assist with any needed corrective action.
- Develop the system for ongoing monitoring and conduct monitoring of Contractor operations.
- Participate in training of staff to provide support and technical assistance and ensure implementation of procedures meet federal regulations.
- Provide data regarding service achievements, gaps and possible solutions to meet federal regulations.
- Update office equipment and software necessary to track program performance and document the yearly Program Information Report (PIR).
- Organize monthly service reviews with content area experts to analyze progress, identify gaps and help develop timely solutions.
- Provide monthly Policy Council Minutes via email for distribution to parents of Head Start classrooms.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Training:

- Provide staff training related to other areas of the program as requested by CAPK.
- Make available at least two days per year, or a minimum of 15 hours per program year, for staff to receive training.
- Request in writing for staff to attend Head Start specific approved conferences, classes, trainings and workshops.

CAPK will:

Training:

- Provide staff training on State and Federal regulations and mandates, mutually coordinated with CAPK and other partners.
- Provide staff training related to other areas of the program as requested by contractor.
- staff to provide groups as well as on-site training as needed.
- Registration for outside training and conferences: CAPK will be responsible for registration and incidental expenses for Contractor's staff to attend Head Start specific approved conferences, classes, trainings, workshops and will invoice with receipts attached. Request to attend must be approved by CAPK in writing.
- Reimburse contractor staff per diem related to travel expenses.
- Support and offer opportunities for achieving a minimum of 15 hours professional development.

ATTACHMENT B — Payment Provisions

1. **Payment Limits** – CAPK total payments to Contractor under this Contract shall not exceed \$406,099.98 for children services, training and technical assistance and start up budget amounts are to be determined.
2. **Payment Basis** – Subject to the Payment Limit, payments to the Contractor for all services provided for CAPK under this Contract shall only be for costs that are actually incurred in the performance of the Contractor’s obligations under this Contract as evidenced by the timely provision of services to families and submittal of monitoring reports, invoices, and Program Information Report.
3. **Payment Amounts** – Subject to later adjustments in total payments as provided below and subject to the Payment Limit of this Contract.

\$683.67 per child per month, maximum of 11 Early Head Start children, for 54 months (September 1, 2024 through February 28, 2029), in addition, a TBD yearly budget is allocated to cover trainings, conferences, classes and workshops for agency staff.

Attachment C

Community Action Partnership of Kern Additional Terms and Conditions

1. **TAXES.** The Contractor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.
2. **ASSIGNMENT OR SUBCONTRACTING.** The Contractor may not assign or transfer the Agreement, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Agreement and must be included as such.
3. **TERMINATION FOR CONVENIENCE OF CAPK.** CAPK may terminate the Agreement at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Agreement is terminated by CAPK as provided herein, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Contractor hereby expressly waives any and all claims for damages or compensation arising under the Agreement except as set forth in this section in the event of such termination.
4. **CHANGES.** CAPK may from time to time, require changes in the scope of the services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Agreement. Amendments shall be valid only after approval by Contractor and CAPK's Chief Executive Officer.
5. **CLAIMS.** All claims for money due or to become due to the Contractor from CAPK under the Agreement may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.
6. **NOTICE.** Any notice or notices required or permitted to be given pursuant to the Agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
7. **AFFIRMATIVE ACTION.** The Contractor agrees to abide by all State and Federal Affirmative Action policies and laws.
8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Agreement, including any claims for breach of the Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Contractor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.

10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.
11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by Contractor will be American made.
12. **CONFIDENTIALITY.** The Contractor shall use his or her best efforts to keep confidential any information obtained during the performance of the Agreement.
13. **RESPONSIBILITY.** If Contractor is part of a corporation, the individual or individuals who sign the Agreement on behalf of the corporation are jointly responsible for performance of the Agreement.
14. **PROTEST BY CONTRACTOR.** If the Contractor wishes to file a protest against CAPK for any action, the Contractor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST.** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in the Agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Contractor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Contractor may file a protest with CAPK as specified in the section titled "Protest by Contractor."
16. **DEBARMENT AND SUSPENSION CERTIFICATION.** Contractor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
 - a. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
 - b. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
 - c. Does not have a proposed debarment pending; and
 - d. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

If there are any exceptions to the Certifications above, insert the exceptions in the following space:

Exceptions will not necessarily result in denial of award but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Note: Providing false information may result in criminal prosecution or administrative sanctions.

17. **WORKER'S COMPENSATION.** Labor Code Section 3700 provides:

"Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

"(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

"(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

Contractor is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Vendor will comply with those provisions before commencing the performance of the work of the Agreement.

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under the Agreement.)

18. INSURANCE REQUIREMENTS: Contractor shall procure, furnish and maintain for the duration of the Agreement the following types and limits of insurance herein:

- a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- b. Provide coverage for owned, non-owned and hired autos.
- c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- e. Provide Contractual Liability coverage for the terms of the Agreement.
- f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence. All policies required of the Contractor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Contractor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

Insurance is to be placed with insurers with a Best's rating of no less than A: VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by the Agreement, or insurance rated below Best's A: VII, must be declared prior to execution of the Agreement and approved by CAPK in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

The insurance required hereunder shall be maintained until all work required to be performed by the

Agreement is satisfactorily completed.

Contractor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of an Agreement or cancel the Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of the Agreement.

Signature**Date**

Print Name**Title**

Company Name



SUB-CONTRACT AGREEMENT

This Contract for Services Agreement ("Agreement") is made and entered into as of this 1st day of September 2024 by and between: West Kern Community College District c/o Taft College Child Care Center ("Contractor") and Community Action Partnership of Kern ("CAPK"). In consideration of mutual promises and agreements of the parties as herein set forth, Contractor agrees as follows:

1. **DESCRIPTION OF SERVICES.** Contractor shall provide center-based services for up to **22** Early Head Start children with a minimum of 1380 hours of care per program per year as more fully detailed in **Attachment A** (Scope of Work).
2. **LOCATION FOR SERVICES.** 729 Ash Street, Taft, CA 93268
3. **PAYMENT FOR SERVICES.** Payment for services shall hereafter be Six hundred seventy-one and thirty-eight cents (\$671.38) per child per calendar month, up to a maximum of twenty-two (22) in Early Head Start children. The total maximum monthly charges are fourteen thousand seven hundred seventy dollars and thirty-six cent (\$14,770.36) as shown below.

• Budget Period 1	09/01/2024 – 02/28/2025	6 months x \$14,770.36	\$88,622.16
• Budget Period 2	03/01/2025 – 02/28/2026	12 months x \$14,770.36	\$177,244.32

All subsequent payments under this Agreement shall be subject to a Cost-of-Living Adjustment (COLA). The COLA rate applied to these payments shall be determined by the annual adjustment rate issued by the national Head Start agency. Any adjustment will be automatically incorporated into the payment amount as of the effective date specified by the Head Start agency, without the need for further amendment to this Agreement.

Total payments to Contractor under this portion of the Agreement shall not exceed seven hundred ninety-seven thousand five hundred ninety-nine dollars and forty-four cents (\$797,599.44). Prior approval for trainings, conferences, classes are to be obtained from CAPK prior to registration. Prior approval for start-up costs are to be obtained from CAPK before the work starts. Any additional services not approved by CAPK in advance will be at Contractor's own expense. A copy of CAPK's signed approval is to be submitted with Contractor's invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10th day of the following month. Terms are Net 30 from the date the invoice is received in CAPK's Accounting Department. Additionally, Contractor invoices shall be in accordance with **Attachment B** contained in and attached hereto for reference.

4. **FISCAL PROVISIONS.** The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS-Child Care Partnership (as defined by the Administration for Children and Families), as determined solely by CAPK. All Non-Federal Share contributions pursuant to this Agreement must be approved as such by CAPK in accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.
5. **TERM.** This period of performance for this Agreement shall be from September 01, 2024 through February 28, 2029. This Agreement may be terminated by either party with or without cause for any reason upon thirty (30) days written notice.
6. **OPTION TO RENEW.** This agreement may be renewed upon approval from CAPK and the Administration for Children and Families.
7. **RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, Contractor is an independent Contractor and is not an officer or employee of CAPK.

8. **EVALUATION.** Contractor may be evaluated throughout the contract term. If Contractor fails to provide satisfactory service, CAPK may terminate this contract with 30 days written notice.
9. **LOSS OF SUBSIDY.** Eligible children identified as EHS participants may not be dis-enrolled as a result of a loss of subsidy. In the case of where an EHS slot is not subsidized, CAPK will pay a non-subsidized rate of no more than the contractor's other subsidy daily rate for any unsubsidized EHS-Child Care Partnership child. CAPK will continue to make payments for the unsubsidized child until the child ages out of the program, the parent declines services or secures childcare elsewhere. CAPK will work with the Contractor to ensure continuity of services due to a loss of subsidy either in the Center Based option or offering EHS Home Based services through CAPK's EHS Home Based program. The non-subsidized rate can either be short term until subsidy resumes or long term to support continued EHS services to the child and family. In the case of loss of subsidy, Contractor will submit request for payment in writing. Payments made for loss of subsidy pursuant to this paragraph will be in addition to any payments made to Contractor pursuant to paragraph one (3) above.
10. **RESPONSIBILITIES.** Contractor shall perform the services provided for under this Agreement and shall keep CAPK informed of progress and developments and will respond within a reasonable time to CAPK's inquiries and communications. CAPK shall provide on a timely basis all information and documents necessary for Vendor's effective representation of CAPK's interests.
11. **CONFIDENTIALITY.** Contractor shall not at any time or in any manner, either directly or indirectly, use for its benefit, or divulge, disclose or communicate in any manner any information that is proprietary to CAPK. Contractor will protect such information and treat it as strictly confidential. This provision shall continue to be effective even after the termination of this Agreement for a period of three (3) years.
12. **RECORD KEEPING.** Payrolls, attendance and basic accounting records pertaining to the above described services shall be kept on a generally recognized accounting basis and shall be available to CAPK at mutually convenient times. Contractor shall keep accounting records for a period of three years after completion and acceptance of the agreement by the Owner.
13. **INSURANCE.** Contractor shall maintain General Liability Insurance and is responsible for maintaining any public liability, property damage, Workers' Compensation Coverage and fire insurance, as specified in **Attachment C** titled "CAPK Additional Terms and Conditions."
14. **INDEMNIFICATION.** The Contractor shall hold harmless CAPK from every claim or demand which may be made by reason of any injury to person or property sustained by the Contractor or by any person, firm or corporation, employed directly or indirectly by him/her upon or in connection with his or her performance under this Agreement, however caused, and any liability that may arise from the furnishing or use of any copyrighted or un-copyrighted composition, secret process or patented or un-patented invention. Contractor agrees to indemnify CAPK from all claims, losses, expenses, fees, including attorney fees, costs, and judgments that may be asserted against Contractor while executing this Agreement.
15. **NOTICES.** Any notice or notices required or permitted to be given pursuant to this agreement may be personally served on the other party by the party giving such notice, or may be served via certified mail, return receipt requested, to the address set forth in this Agreement.

Contractor:
Taft College Child Care Center
29 Cougar Court
Taft, CA 93268

CAPK:
Community Action Partnership of Kern
1300 18th Street, Suite 200
Bakersfield, CA 93301

16. **APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date herein above first written.

CONTRACTOR: TAFT COLLEGE CHILD CARE

Signature: _____

Date: _____

Printed Name: _____

Title: Director

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____

Date: _____

Printed Name: Jeremy T. Tobias

Title: Chief Executive Officer

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Enrollment – 45 CFR 1302:

Ensure that full enrollment is met throughout the Head Start Program year, July 1 – June 30.

Achieve full enrollment on day one of program services by following the steps below:

- Provide a minimum of 1380 hours of care per program year.
- Attendance will be closely monitored to ensure that any child who does not show up on the first day or within 10 days is dropped and replaced with a new student.
- Make reasonable efforts so that Early Head Start (EHS) vacancies are filled within 30 calendar days.
- Enroll children after CAPK Head Start has verified eligibility and signed a statement certifying eligibility as per 45 CFR 1302.12. Certification can occur as follows:
 - ✓ Enroll 10% of slots with children with Individual Family Service Plan (IFSP). Fill slots no later than January 1 each year.
 - ✓ If average daily attendance falls below 85 percent, Contractor will analyze the causes and develop and submit to CAPK to review and approve a plan that outlines corrective measures no later than the 15th day of the following month.

CAPK will:

Enrollment – 45 CFR 1302:

- Provide on-going monitoring of enrollment and verify that all vacancies are filled within 30 days.
- Provide Training and Technical Assistance to Contractor's staff as it relates to Head Start eligibility and enrollment.
- Enrollment will be verified by the Enrollment and Attendance staff.
- Provide Training and Technical Assistance to Contractor to assist in developing inclusive classrooms and enroll children with disabilities in order to meet the 10% mandate.
- Refer Federal Head Start eligible children to Contractor to assist in meeting funded enrollment and 10% children with disabilities.
- Provide training and technical assistance to Contractor's staff in developing and revising Contractor's procedures to ensure compliance with Head Start regulations and mandates.
- Provide technical assistance and strategies to improve chronic absenteeism and ensure that children are receiving the required services under this agreement.
- Provide assistance and training determined to be needed from the analysis of Program Information Report (PIR), Infant/Toddler Environment Rating Scale (ITERS), Self-Assessment, Monitoring and other CAPK program monitoring data.
- Include Contractor staff in CAPK trainings as appropriate.
- Provide a monthly enrollment report to coincide with monthly invoice which includes all enrolled children.
- Provide monthly enrollment report inclusive of waitlisted children.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Education – 45 CFR – 1302:

- Hire teaching and support staff that meet Head Start and licensing regulations as outlined in the Head Start Act of 2007, and any updates issued thereto.
- Align curriculum to meet school readiness goals established by the Head Start program.
- Provide timely notification to parents for two home visits, and two parent conferences for every child during program year; or otherwise engage the parents in the learning and development.
- Ensure on-going Child Assessments/Desired Results Developmental Profile (DRDP) data is submitted according to CAPK timelines-three times per year. Complete Behavior Screening and submit to Family Advocate within 45 days of child's first day of school.
- Provide reports that document that staff has reviewed the results of developmental and behavior screening within required timelines after it was completed and discuss results with parents.
- Collaborate with CAPK to refer children identified with concerns from screening to CAPK's Content Area Specialist (CAS) Wellness for further assessment.
- Ensure children have a smooth transition experience following the guidelines of the Early Head Start Transition plan.
- Implement a high-quality research-based curriculum and other supporting strategies as defined by Head Start Performance Standards, Head Start Act.
- Review and implement Head Start current policies and procedures related to education, including the new Head Start Child Outcomes Framework in curriculum implementation and the Program for Infant and Toddler Care (PITC).
- Ensure all lesson plans, children's education goals and ongoing assessments are aligned with Head Start School Readiness and Early Learning Framework.

CAPK will:

Education – 45 CFR –1302:

- Provides start-up instructional materials and furnishings identified by CAPK.
- Provide Training and Technical Assistance in the following areas:
 - ✓ Federal Head Start regulations, Performance Standards, and mandates, Head Start School Readiness mandates, Head Start Child Development and Early Learning Framework; i.e., Home Visits, Family Partnership Agreements, etc.
 - ✓ Training in curriculum planning and implementation.
 - ✓ Mental Health – Appropriate Behavioral Intervention.
 - ✓ Content expectations for home visits and parent conferences.
- Review monthly results on the following:
 - ✓ Education compliance reports for home visits, conferences, etc.
 - ✓ PIR status reports
 - ✓ Parent Engagement
 - ✓ In-kind: Non-Federal Share
- Hire a Family Advocate to support full enrollment, recruiting, selection, eligibility and attendance requirements, ChildPlus data entry.
- Hire Child Care Partnership Supervisor to support and ensure full compliance of all comprehensive services and regulations as defined in the Head Start Performance Standards.
- Provide monthly report status of home visits, parent conferences, intentional teaching individualization, observations/ongoing child assessments, 45-day mandates and lesson plans.
- Provide yearly Pedestrian Safety training to parents and children.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Health- 45 CFR – 1302:

- Ensure that there is documentation indicating that all physical exams (well-baby check-ups) are completed at time of child enrollment per the Early and Periodic Screening Diagnosis and Treatment (EPSDT) requirements by age group.
- Review the results of all health exams, follow up on noted comments and submit to the Family Advocate to enter in ChildPlus. Refer for any needed treatment or missing requirements, documents and follow up on contact log.
- In collaboration with CAPK, assist parents to obtain or arrange further diagnostic testing, examination, and treatment by an appropriate licensed or certified professional for each child with an observable, known or suspected health, nutritional, behavior or developmental problem. Develop and implement a follow-up plan for any suspected condition or concern identified.
- Take current height and weight for each child, three (3) times a year; and submit information to the Family Advocate for entry in ChildPlus.
- Collaborate annually with CAPK to review and modify as necessary policies and procedures of Health, Mental Health and Wellness, and Nutrition Services that meet Head Start Performance Standards and Regulations.
- Submit a report to CAPK within 24 hours for any known or suspected instances of child abuse or neglect and/or any unusual incident.
- Responsible for administering any authorized medications and document on medication log all medication administered to children as required by state guidelines.
- Ensure an authorization for medication is completed by child's physician and signed by parent prior to accepting and administering medication.

CAPK will:

Health- 45 CFR – 1302:

- Provide training and technical assistance on health-related requirements such as:
 - ✓ Individualized Health Plans
 - ✓ Nutrition Assessments
 - ✓ Medication Administration
 - ✓ Food Allergies
- Ensure all physical exams and health information are entered in ChildPlus within 30 days of the child's first day of attendance.
- Refer for annual well child exams at the appropriate intervals and dental exams at least 30 days prior to due date or expiration date and document referral on contact note or in ChildPlus.
- Ensure that all immunizations are complete and up-to-date at time of enrollment and entered in ChildPlus within 30 days of the child's first day of attendance. Refer and follow-up regularly until all immunizations outlines by age are completed according to CA Immunization Requirements. Document all referrals and follow-up on contact notes.
- Conduct and enter Nutrition Assessments in ChildPlus within 45 days of the child's first day of attendance. Follow up on nutrition concerns including referral for low Hgb/Hct, high lead levels and develop nutrition plans if needed as soon as possible but no later than 90 days from the first day of attendance.
- CAPK will review growth chart to determine height and weight are within normal range. For children who do not fall within normal range, Family Advocate will submit a referral to CAPK nutrition.
- Ensure that dental exams have been completed, including follow up treatment and are entered in ChildPlus, documented on contact notes within 90 days of the child's first day of attendance.
- Review the Contractor's policies and procedures for Health, Mental Health and Nutrition Services to ensure they meet the Head Start Performance Standards and Regulations.
- Document all medical follow-up treatment and services on contact notes. This is to include all medical treatments that improve the child's overall health.
- Ensure health plans are developed for children with chronic health conditions to include medications as needed.
- Enter and track treatment needed, and treatment received in ChildPlus.
- Ensure vision and hearing screenings, enter in ChildPlus within 45 days of child's first day of attendance and rescreen within 4-6 weeks as needed.
- Obtain results of clinical vision screening and clinical hearing screening from current well baby check by age at time of enrollment within 45 days of child's first day of attendance and enter in ChildPlus. Document all referrals, if any, and follow up on contact notes.
- Generate and review health reports (summary and detailed) from monthly monitoring reports and follow up on areas needing improvement or focus.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Family Services – 45 CFR – 1302:

- Review policies and procedures for Family Services that meet Head Start Performance Standards and Regulations.
- Review monthly Family Services Reports (summary and detailed) provided by Family Advocate.

CAPK will:

Family Services – 45 CFR – 1302:

- Provide training and technical assistance on Family Service requirements such as:
 - ✓ Family Assessments and Family Partnership Agreement (FPA) process.
 - ✓ ChildPlus data entry
 - ✓ Service delivery tracking
- Complete Family Assessments survey within 45 days of the child's first day of attendance. Document on the contact notes and ChildPlus.
- Provide referrals for services and resources that are responsive to family's needs, interests and goals on the same day the need is identified. Document on the contact notes and ChildPlus.
- Conduct timely follow-up on family needs, referrals and services received as soon as possible but not to exceed 60 calendar days depending on the urgency of the need. Document all follow-up pertaining to referrals and services received on the contact notes and ChildPlus on the same day follow-up is conducted.
- Initiate the goal setting process with all families and on the contact log and ChildPlus within 60 days of the child's first day of attendance.
- Develop Family Partnership Agreements (FPA) based on family's readiness and willingness to participate in the process. Complete the FPA form if goal is established. Document on the contact notes and ChildPlus.
- Conduct FPA follow-up every 60 calendar days to review the status of the goal(s) established or reevaluate the family's readiness to participate in the goal setting process if goal has not been established. Document the contact notes and ChildPlus.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Program Design and Management – 45 CFR – 1301:

- Child Care License – Contractor shall maintain for the term of this Agreement a current Child Care License issued by the California Department of Social Services; shall provide CAPK with a copy of the license, and shall notify CAPK in writing of any changes in the status of the license, including Type A and Type B violations within 24 hours of the violation.
- Ensure all staff working with children receive annual Child Abuse Training.
- Document annual performance evaluations for employees.
- Participate in Partner's meetings and trainings related to Head Start/Early Head Start.
- Document staff individual and group training needs.
- Complete follow-up within 30 days of each monitoring event to document closure to individual findings. Provide a corrective action plan for any areas of non-compliance that were found during the annual self-assessment within 30 days.
- Report any licensing finding, non-compliance with Child and Adult Care Food Program (CACFP), or any other loss of funding that materially weakens the financial stability of the Contractor or its ability to deliver the services required under this Agreement within 24 hours of the finding.
- Make reasonable efforts to have one parent representative to serve on the CAPK Head Start Policy Council (PC) monthly meetings. Representative must be elected in accordance with PC By-Laws at a local parent meeting. Parent must have a child currently enrolled in the Head Start Program.
- In-Kind: Provide documentation for Non-Federal Share to CAPK each month (amount is 25% of Federal funds expended).

CAPK will:

Program Design and Management – 45 CFR – 11301:

- Provide necessary trainings to appropriate staff to set up systems and procedures as needed.
- Provide feedback on reports and assist with any needed corrective action.
- Develop the system for ongoing monitoring and conduct monitoring of Contractor operations.
- Participate in training of staff to provide support and technical assistance and ensure implementation of procedures meet federal regulations.
- Provide data regarding service achievements, gaps and possible solutions to meet federal regulations.
- Update office equipment and software necessary to track program performance and document the yearly Program Information Report (PIR).
- Organize monthly service reviews with content area experts to analyze progress, identify gaps and help develop timely solutions.
- Provide monthly Policy Council Minutes via email for distribution to parents of Head Start classrooms.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Training:

- Provide staff training related to other areas of the program as requested by CAPK.
- Make available at least two days per year, or a minimum of 15 hours per program year, for staff to receive training.
- Request in writing for staff to attend Head Start specific approved conferences, classes, trainings and workshops.

CAPK will:

Training:

- Provide staff training on State and Federal regulations and mandates, mutually coordinated with CAPK and other partners.
- Provide staff training related to other areas of the program as requested by contractor.
- staff to provide groups as well as on-site training as needed.
- Registration for outside training and conferences: CAPK will be responsible for registration and incidental expenses for Contractor's staff to attend Head Start specific approved conferences, classes, trainings, workshops and will invoice with receipts attached. Request to attend must be approved by CAPK in writing.
- Reimburse contractor staff per diem related to travel expenses.
- Support and offer opportunities for achieving a minimum of 15 hours professional development.

ATTACHMENT B — Payment Provisions

1. **Payment Limits** – CAPK total payments to Contractor under this Contract shall not exceed \$797,599.44 for children services, training and technical assistance and start up budget amounts are to be determined.
2. **Payment Basis** – Subject to the Payment Limit, payments to the Contractor for all services provided for CAPK under this Contract shall only be for costs that are actually incurred in the performance of the Contractor’s obligations under this Contract as evidenced by the timely provision of services to families and submittal of monitoring reports, invoices, and Program Information Report.
3. **Payment Amounts** – Subject to later adjustments in total payments as provided below and subject to the Payment Limit of this Contract.

\$671.38 per child per month, maximum of 22 Early Head Start children, for 54 months (September 1, 2024 through February 28, 2029), in addition, a TBD yearly budget is allocated to cover trainings, conferences, classes and workshops for agency staff.

Attachment C

Community Action Partnership of Kern Additional Terms and Conditions

1. **TAXES.** The Contractor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.
2. **ASSIGNMENT OR SUBCONTRACTING.** The Contractor may not assign or transfer the Agreement, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Agreement and must be included as such.
3. **TERMINATION FOR CONVENIENCE OF CAPK.** CAPK may terminate the Agreement at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Agreement is terminated by CAPK as provided herein, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Contractor hereby expressly waives any and all claims for damages or compensation arising under the Agreement except as set forth in this section in the event of such termination.
4. **CHANGES.** CAPK may from time to time, require changes in the scope of the services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Agreement. Amendments shall be valid only after approval by Contractor and CAPK's Chief Executive Officer.
5. **CLAIMS.** All claims for money due or to become due to the Contractor from CAPK under the Agreement may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.
6. **NOTICE.** Any notice or notices required or permitted to be given pursuant to the Agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
7. **AFFIRMATIVE ACTION.** The Contractor agrees to abide by all State and Federal Affirmative Action policies and laws.
8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Agreement, including any claims for breach of the Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Contractor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.

10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.
11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by Contractor will be American made.
12. **CONFIDENTIALITY.** The Contractor shall use his or her best efforts to keep confidential any information obtained during the performance of the Agreement.
13. **RESPONSIBILITY.** If Contractor is part of a corporation, the individual or individuals who sign the Agreement on behalf of the corporation are jointly responsible for performance of the Agreement.
14. **PROTEST BY CONTRACTOR.** If the Contractor wishes to file a protest against CAPK for any action, the Contractor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST.** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in the Agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Contractor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Contractor may file a protest with CAPK as specified in the section titled "Protest by Contractor."
16. **DEBARMENT AND SUSPENSION CERTIFICATION.** Contractor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
 - a. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
 - b. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
 - c. Does not have a proposed debarment pending; and
 - d. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

If there are any exceptions to the Certifications above, insert the exceptions in the following space:

Exceptions will not necessarily result in denial of award but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Note: Providing false information may result in criminal prosecution or administrative sanctions.

17. **WORKER'S COMPENSATION.** Labor Code Section 3700 provides:

"Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

"(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

"(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

Contractor is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Vendor will comply with those provisions before commencing the performance of the work of the Agreement.

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under the Agreement.)

18. INSURANCE REQUIREMENTS: Contractor shall procure, furnish and maintain for the duration of the Agreement the following types and limits of insurance herein:

- a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- b. Provide coverage for owned, non-owned and hired autos.
- c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- e. Provide Contractual Liability coverage for the terms of the Agreement.
- f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence. All policies required of the Contractor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Contractor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

Insurance is to be placed with insurers with a Best's rating of no less than A: VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by the Agreement, or insurance rated below Best's A: VII, must be declared prior to execution of the Agreement and approved by CAPK in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

The insurance required hereunder shall be maintained until all work required to be performed by the

Agreement is satisfactorily completed.

Contractor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of an Agreement or cancel the Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of the Agreement.

Signature**Date**

Print Name**Title**

Company Name



MEMORANDUM

To: Budget and Finance Committee

From:  Sabrina Jones-Roberts, 2-1-1 Program Administrator

Date: November 13, 2024

Subject: *Agenda 4i*: 2-1-1 Call Center - United Way Fresno and Madera Counties CY 2025-2027 Service Agreement - **Action Item**

The 2-1-1 Kern Call Center program operates around the clock, providing residents with free, comprehensive information and connections to health and human services in Kern County and beyond. They extend support to other United Way partnerships in the Central Valley, like the United Way Fresno and Madera Counties, by offering back-office call handling assistance. Through a services agreement, trained specialists ensure coverage for 211 calls during off-hours, holidays, and weekends.

Currently, the program is in the process of renewing its services contract for another three years, spanning from January 1, 2025, to December 31, 2027. Detailed information regarding the scope of services, reporting, and pricing based on call volume can be found in the enclosed service contract. The proposed Fee Schedule is a base cost for Fresno and Madera counties. This is determined by the amount of time it takes on average for one employee to handle a call, the number of staff required to manage the volume of calls within a tier, the average expense of a full-time employee including benefits, operational expenses at 10%, and indirect costs at 10%.

Recommendation

Staff recommends the Budget and Finance Committee approve the entry into a services contract with United Way Fresno and Madera Counties for 2-1-1 Call Center services for the calendar years 2025-2027 and authorize the Chief Executive Officer to sign and execute the contract agreement and any amendments throughout the term of the agreement.

Attachment

CY 2025-27 United Way Fresno and Madera Counties service agreement



Community Action Partnership of Kern
1300 18th Street, Suite 200 • Bakersfield, CA 93301
P: (661) 336-5236 F: (661) 336-5228

CONTRACT FOR SERVICES AGREEMENT

This Contract for Services Agreement ("Agreement") is made and entered into as of January 1, 2025, by and between: United Way Fresno and Madera Counties ("UWFM"), and Community Action Partnership of Kern ("CAPK"). This agreement assumes that call, text, and chat volume will remain within the Tier 1 Pricing metrics (see Exhibit A). When call inquiries handled exceed Tier 5 range and/or chat volume exceeds Tier 3 range, 211 Kern will initiate discussions with UWFM for renegotiation of the annual fee.

In consideration of mutual promises and agreements of the parties as herein set forth, Contractor (CAPK) and Client (UWFM) agrees as follows:

1. DESCRIPTION OF SERVICES.

CAPK:

- A. CAPK agrees to provide trained Information & Referral (I&R) Specialists who will provide 211 call center coverage via telephone and text for the Client 24 hours daily and 7 days weekly at CAPK's Kern County site.
- B. Pay all required payroll taxes including, but not limited to, Workers' Compensation, for all staff providing 211 Call Center Coverage for CAPK.
- C. Maintain a campaign for the Client in its Telephony System domain and facilitate customization of the IVR menu and scripts to successfully route callers. CAPK will submit invoices to the Client no later than the fifteenth (15th) of the month for the preceding month.
- D. Maintain a Customer Relationship Management (CRM) to document calls, information and referrals, and resources provided.
- E. Provide two-way texting services for UWFM users through the Educational Messaging System Prevention Pays system. Users who text a Fresno County zip code to 898-211 will be assisted 24/7 in either English or Spanish. Texts involving I&R assistance will be entered into a call from in the iCarol System.
- F. For specific services (i.e. free Tax Preparation), CAPK will provide support for appointments, administer call screenings, scripting and sharing of relevant reporting as mutually agreed upon (i.e. tobacco cessation, Help Me Grow, etc).
- G. CAPK will provide time for Client to provide training for 211 Kern staff that is specific to Fresno County needs and requirements and to provide information about Fresno County communities. CAPK will work with Client to schedule training dates and times.
- H. CAPK will provide UWFM staff with telephony system monthly reports which include but are not limited to:
 - a. Call Log Reports
 - i. Number of Calls Received
 - ii. Number of Calls Handled

iii. Number of Calls Dropped

iv. Average Handle Time

v. Time to Abandon

- I. CAPK 211 Kern Program Administrator and/or Division Director are available for conference calls and in-person meetings when needed. Both parties will work to schedule dates and times that are most convenient. CAPK 211 Team will meet with UWFM staff as needed to review/discuss call records, reports, and other information relevant to call center services.
- J. CAPK agrees to communicate all caller complaints/requests to speak to management to UWFM and include an audio of the call.
- K. CAPK shall make an effort to maintain:
 - a. One Bilingual staff on duty at all times.
 - b. Utilize Language Line for interpretation for non-English speaking callers
 - c. 60% of calls answered within 120 seconds or less
 - d. 90% or more of queue offered calls
 - e. 10% or lower rate of abandoned calls
 - f. 100% call back to callers making such request
 - g. 10% or lower rate of "No I&R" categorized calls
 - h. Average speed of answer below 120 seconds

CAPK 211 Kern is an accredited program; therefore, abides by Information and Referral standards. Although benchmarks are not established by the Accreditor, consideration shall be given to variations that impact performance and expectations may be incorporated based on programs' call volume, call types, resources available, referrals provided, and special projects that are being implemented. In instances of local and state emergencies, inclement weather, or seasonal community services, call volumes significantly increase. Therefore, these situations shall be considered and may be discussed as they lead to changes in performance.

Client:

- A. Provide CAPK with access to 211 Fresno County resource database. Different levels of access will include Trainee, Standard, Enhanced, Supervisor and Administration
- B. Update its iCarol database so 211 Kern I&R Specialists can provide updated and accurate referrals/resources to Fresno County residents.
- C. Conduct follow-up calls for Fresno County callers and will be responsible for outreach.
- D. Provide CAPK with Client Language Line account number to access this service for non-English/Spanish Fresno County callers.
- E. Inform CAPK of any relevant marketing, outreach or Public Information Campaign efforts that would result in an increase in calls from the Client's home county.
- F. Participate in meetings/conference calls, as needed, with CAPK staff to discuss issues/concerns relating to the implementation of this agreement.

2. COMMUNICATIONS REGARDING SYSTEM ISSUES

- CAPK will notify UWFM immediately when the Telephony System or CRM goes down. Whether the issue originates within CAPK (internet outage), Five9 or iCarol, UWFM will be informed about action being taken and the anticipated time service is expected to be resumed. If the issue originated within CAPK and it is expected that a resolution will take more than 30 minutes, CAPK 211 staff will be relocated to an alternate CAPK location and will perform work using laptops.
- Primary Contact for CAPK: Chief Business Development Officer, Pritika Ram
Secondary Contact for CAPK: 211 Program Administrator, Sabrina Jones-Roberts
- Primary Contact for UWFM: Vice President of Impact and Resource Development, TBD
Secondary Contact for UWFM: Director of Impact, Arasely Rosas

3. DISASTER EVENT IN FRESNO COUNTY

- In the event of a disaster or UWFM anticipates that a disaster is likely in Fresno County, UWFM will contact CAPK to provide local information and updates in an easy to relate format for staff.
- If a major event/disaster affecting Fresno County leads to a substantial call surge, CAPK will attempt to contact both primary and secondary UWFM contacts.
 - Disaster Mode will be confirmed to CAPK by UWFM. CAPK is not able to activate Disaster Mode without confirmation from UWFM.
 - UWFM will maintain updated disaster resources in its iCarol database and will also provide CAPK, via e-mail to 211@capk.org, with real time information as it becomes available.
 - CAPK commits to upholding the primary relationship of UWFM and Fresno County local emergency services organizations and will only contact the emergency organizations directly when UWFM contacts are not available or when advised to do so by UWFM staff.
 - Data collection for calls during Disaster Mode will be limited to the following information:
 - ✓ Date of Call
 - ✓ Time of Call
 - ✓ Caller's city
 - ✓ Reason for call
 - CAPK will make every effort to provide a high level of service during disaster, but service level expectation will be suspended during periods of unexpected call surges.
 - UWFM and CAPK agree that activating Disaster Mode may result in additional expenses being incurred by CAPK to support disaster level services for Fresno County. UWFM agrees to reimburse CAPK for reasonable expenses incurred by CAPK related to the provision of services to 211 Fresno County while in Disaster Mode.

4. ADDITIONAL PROJECTS

- UWFM commits to providing ample advance warning on activities that may lead to changes in call volume (outreach, etc.) and on special project development.
- If/when special projects are developed, UWFM commits to providing the following information to CAPK so a budget for the project can be developed if it is determined that the project will lead to a change in call volume during/after the project period and/or will lead to longer handle time for Fresno County callers:
 - ✓ Description of special project including any outreach

- ✓ Description of any additional data collection requirements
- ✓ Anticipated change in call volume during/after the project period
- ✓ If there are budget implications, it will be approved ahead of time by UWFM and CAPK. A startup fee may apply to all additional service requests.

5. LOCATION FOR SERVICES. CAPK's 211 Call Center is located at 1300 18th Street, Suite 200, Bakersfield, CA 93301.

6. PAYMENT FOR SERVICES.

- Payment for services shall be \$140,385.70 in the first year invoiced at \$11,698.81 per month for the scope with a 5% increase per tier (Year 2 fee is \$146,456.67, and Year 3 fee is \$152,783.01, see Exhibit A).
- Payment for two-way texting services shall be \$15,000 the first year invoiced at \$1,250.00 per month for the scope described. This fee structure is based on Tier 1 Pricing and includes up to 12,000 2-way texts per year. When two-way texts exceed Tier 1 limit, pricing will move to Tier 2, then Tier 3, then Tier 4. When inquiries answered exceed Tier 4 range, CAPK will initiate discussions with UWFM.
- If the call abandonment rate exceeds 20% in any two months within a rolling 12-month period, the parties will meet to discuss and agree upon a reasonable credit (if any) to be applied. This ensures a commitment to maintaining high service standards and addressing any issues promptly. It is understood that in instances of local and state emergencies, call volumes significantly increase. Therefore, these situations will be discussed as they relate to call abandonment.
- CAPK will send all invoices to:
 - invoices@uwfm.org

Five9 Invoice Process

1. Monthly Service Charge – monthly service fee based on the Tier Pricing system.
2. Domain Fee – fee determined by the calculation of usage (varies monthly).
3. Line Fee – fee determined by the number of telephony lines available for 211 Fresno.
4. Five9 Fees & Taxes – fees and taxes determined by usage (varies monthly).

- 7. TERM/TERMINATION.** The term of this Agreement shall begin on 1/1/2025 through 12/31/2028. This contract may be terminated with or without cause upon (90) days written notice of either party to this agreement. Amendments to this agreement shall be made by written mutual agreement between CAPK and the Client.
- 8. OPTION TO RENEW.** This agreement may be renewed for an additional thirty-six (36) months upon agreement between CAPK and UWFM.
- 9. HOLDING OVER.** Any hold-over after the expiration date of this Agreement shall be construed as a month-to-month agreement until the Description of Services has been completed, or otherwise in accordance with the terms hereof as applicable.
- 10. INSURANCE.** CAPK maintains General Liability Insurance and is responsible for maintaining any public liability, property damage, Workers' Compensation Coverage and fire insurance.
- 11. HOLD HARMLESS/INDEMNIFICATION.** CAPK agrees to indemnify, defend and hold harmless UWFM from any and all liabilities, including attorney's fees, arising out of or in any way related to CAPK's performance of services for UWFM, as fully as is permitted by the laws of the State of California. UWFM agrees to indemnify, defend and hold harmless CAPK from any and all liabilities, including attorney's fees, arising out of or in any way related to UWFM performance, as fully as is permitted by the laws of the State of California.
- 12. NOTICES.** Any notice or notices required or permitted to be given pursuant to this agreement may be personally served on the other party by the party giving such notice, or may be served via certified mail, return receipt

requested, to the address set forth in this Agreement.

13. RELATIONSHIP OF PARTIES. While engaged in carrying out and complying with terms and conditions of this Agreement, the Client is an independent organization and not an officer, employee, or agent of CAPK.

14. APPLICABLE LAW. The Laws of the State of California shall govern this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date hereinabove first written.

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

UNITED WAY FRESNO AND MADERA COUNTIES ("UWFM")

Signature: _____

Signature _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Exhibit A

Community Action Partnership of Kern | 2-1-1 Call Center United Way Fresno and Madera Counties Proposed Fee Schedule

UWFM Fee Schedule CY 2025

	Calls Handled/Year	Annual Contract Amount	Monthly Invoice Amt
Tier 1	0 to 25,000	\$140,385.70	\$11,698.81
Tier 2	25,001 to 35,000	\$178,197.85	\$14,849.82
Tier 3	35,001 to 45,000	\$212,378.82	\$17,698.24
Tier 4	40,001 to 55,000	\$280,742.76	\$23,395.23
Tier 5	50,001 to 65,000	\$314,925.73	\$26,243.81
Tier 6	65,001 +	\$349,106.70	\$29,092.23

UWFM Fee Schedule CY 2026

	Calls Handled/Year	Annual Contract Amount	Monthly Invoice Amt
Tier 1	0 to 25,000	\$146,456.67	\$12,204.72
Tier 2	25,001 to 35,000	\$186,013.52	\$15,501.13
Tier 3	35,001 to 45,000	\$221,758.63	\$18,479.89
Tier 4	40,001 to 55,000	\$293,248.83	\$24,437.40
Tier 5	50,001 to 65,000	\$328,994.94	\$27,416.24
Tier 6	65,001 +	\$364,739.04	\$30,394.92

UWFM Fee Schedule CY 2027

	Calls Handled/Year	Annual Contract Amount	Monthly Invoice Amt
Tier 1	0 to 25,000	\$152,783.01	\$12,731.92
Tier 2	25,001 to 35,000	\$194,159.38	\$16,179.95
Tier 3	35,001 to 45,000	\$231,532.45	\$19,294.37
Tier 4	40,001 to 55,000	\$306,281.61	\$25,523.47
Tier 5	50,001 to 65,000	\$343,655.68	\$28,637.97
Tier 6	65,001 +	\$381,029.76	\$31,752.48

*Note: additional telephony fees will be applied monthly based on call handling utilization

Additional Services - No Change

Texting/Chat
Annual Rate for
Handling Volume

Reset to Tier 1 annually

	Text and Chat Handled/Year	Annual Contract Amount	Monthly Invoice Amt
Tier 1	0 to 12,000	\$ 15,000.00	\$ 1,250.00
Tier 2	12,001 to 17,000	\$ 20,000.00	\$ 1,666.67
Tier 3	17,001 to 22,000	\$ 25,000.00	\$ 2,083.33
Tier 4	22,001+	\$ 30,000.00	\$ 2,500.00



MEMORANDUM

To: Budget & Finance Committee

Wilfredo Cruz Jr

From: Wilfredo Cruz, Energy Program Administrator

Date: November 13, 2024

Subject: *Agenda Item: 4j:* Resolution to Approve the Submission of the 2025 Low Income Home Energy Assistance Program (LIHEAP) Contract 25B-3012– **Action Item**

On October 31, 2023, the California Department of Community Services and Development (CSD) provided the Energy Program with the 2025 LIHEAP contract. The contract provides funding to assist qualified low-income Kern County residents with Utility Assistance and Weatherization services. The contract period will be from November 1, 2024, through June 30, 2026, with an initial allocation of \$8,686,606.

The contract allows CAPK's Energy Program to assist eligible low-income Kern County households with their heating and cooling energy costs, bill payment assistance, energy crisis assistance, weatherization, and energy related home repairs at no cost to the participants. This program supports the federal and state efforts to answer the concerns of rising energy prices and to assist low-income households with heating and cooling costs. The work connects to CAPK's mission and Strategic Goal 3, advancing economic empowerment and financial stability for low-income people in the community we serve.

In order to execute this contract, a Board Resolution must be submitted with the contract package.

Recommendation:

Staff recommends that the Board of Directors approve, with Resolution, the 2025 LIHEAP contract number 25B-3012 and authorize the Chief Executive Officer to execute the contract and any future amendments.

Attachments:

Resolution #2024-19

CSD LIHEAP Contract #25B-3012



RESOLUTION # 2024-19

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the 2025 LIHEAP Contract

The Board of Directors of Community Action Partnership of Kern located at 1300 18th St, Bakersfield, CA 93301, met on November 25, 2024, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the State of California Department of Community Services and Development has made available LIHEAP funds for 2025; and

WHEREAS, the State of California Department of Community Services and Development has offered a 2025 LIHEAP 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 2025 LIHEAP contract.

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to act on behalf of the Board as the Partnership’s representative signatory regarding the submission of the 2025 LIHEAP Contract and any subsequent amendments during the contract period.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 25th day of November 2024.

Fred Plane, Chair
CAPK Board of Directors

Date



JASON WIMBLEY
DIRECTOR

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



GAVIN NEWSOM
GOVERNOR

October 24, 2024

Dear Executive Director:

The purpose of this letter is to release the 2025 Low Income Home Energy Assistance Program (LIHEAP) contract and provide key funding information related to this agreement. While Congress has passed and the President has signed a Continuing Resolution that will provide funding until December 20, 2025, the Department of Community Services and Development (CSD) has not received the initial 2025 federal fiscal year grant award from the U.S. Department of Health and Human Services. CSD will inform the network when grant funds are received and when agencies may commence submitting applications to CSD's CORE system and CSD can honor reimbursement claims for this contract. Please note the initial funding allocation for the 2025 LIHEAP CSD is based the initial allocation on 75% of the 2024 LIHEAP grant award and in accordance with the updated Three Factor Formula 3-year phase-in plan.

Until CSD receives the grant award and your contract is fully executed, CSD will not process any claims for 2025 LIHEAP contract reimbursement or issue any 2025 program year LIHEAP utility assistance benefits. To avoid gaps in LIHEAP service delivery, Local Service Providers (LSP) are encouraged to continue assistance delivery under all available open LIHEAP contracts. Contact your field representative if you need assistance moving funds within the components of any open LIHEAP contracts.

CSD received comments on the 2025 LIHEAP draft contract that can be found [here](#). Based on comments received, CSD did not make any further changes to the 2025 LIHEAP contract. However, CSD wishes to inform you of the following changes to implementation associated with this contract:

- In consultation with U.S. Department of Health and Human Services, CSD modified the Eligibility & Verification Guide (Guide) to expand eligibility to [Ukrainian Humanitarian Parolees](#) and [Adult Victims of Trafficking](#). CSD added eligibility statuses for Asylee granted asylum under Immigration and Nationality Act (INA) §208 and Iraqi and Afghan Special Immigrants (SIV). CSD has included these eligibility statuses to the Guide, which will be released with the 2025 LIHEAP Start-Up package. Additionally, CSD will cover the new eligibility statuses during the upcoming eligibility training.
- As indicated in the [CPA-E-24-04 2025 LIHEAP Contract Highlights](#), CSD is reducing the timeframe that an LSP must submit a client record to the Combined

Outcome Reporting Engine (CORE) from 120 days from the certification date to 90 days from the certification date. Implementation will occur with the 2025 LIHEAP contract and extend to all open LIHEAP, Emergency Supplemental LIHEAP (ESLIHEAP), and Supplemental LIHEAP (SLIHEAP). To allow agencies sufficient time to process older applications, CSD will not implement the validation in CORE until **December 2024**. The exact date for implementation this validation change in CORE will be communicated separately.

- CSD received comments from the network on the draft CPN-E-24-XX Measure Matrix that will require CSD additional time to address. Therefore, the initial 2025 LIHEAP contract will reflect the same reimbursement rates and measure categories as the 2024 LIHEAP Reimbursement Rates for Weatherization and EHCS Activities. The 2025 LIHEAP Reimbursement Rates for Weatherization and EHCS Activities is released with the contract and can be found on the Local Agencies Portal [here](#).

CSD anticipates finalizing and issuing the CPN-E-24-XX Measure Matrix in the next 30 to 45 days, at which time CSD will work with front-end vendors to confirm the implementation of the new reimbursement rates and new measure categories in the front-end systems and CSD's eCORE. CSD will issue separate communication to notify the network when the changes are scheduled to be deployed in eCORE.

In the meantime, CSD intends to update eCORE to reflect the same reimbursement rates and measure categories as the 2024 LIHEAP contract and deploy in eCORE in **December 2024**. CSD will issue final eCORE Data Transfer Business Rules and Data Dictionary to front-end vendors to provide instructions on implementing these changes in the front-end systems and the implementation date will be communicated separately.

It is through the continued collaboration and commitment between CSD and your agency to those we are tasked to serve that permits us all to effectively and efficiently administer these critical programs and services – programs and services designed to strengthen the economic security of vulnerable Californians.

Sincerely,

Jason Wimbley

JASON WIMBLEY
Director

Attachments

2025 LIHEAP Contract Checklist

General Comments and Requirements:

Please contact your assigned Field Operations Representative immediately for assistance if this Agreement requires corrections. Agencies are required to utilize DocuSign to sign this Agreement. Please fill out and submit CSD 489 (DocuSign Contact Update Form) if you have not yet initialized DocuSign® with the California Department of Community Services and Development (CSD).

Contract Packet:

The following completed documents/forms must be returned to CSD in the Agreement packet within 30 days (45 days for public agencies). Please use the checkboxes below to indicate the documents/forms are included:

- ☐ Contract Face Sheet (STD 213) signed by individual authorized on Board Resolution.
- ☐ Federal Funding Accountability and Transparency Act (FFATA) Form
- ☐ Lobbying Form.
- ☐ Insurance or Self-Insurance. Please attach current evidence of insurance if not already on file with CSD.
- ☐ 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.)

Programmatic Contract Requirements (as applicable):

- ☐ LIHEAP Production Plan (CSD 622).
- ☐ CSD 188 Agency Staff and Board Roster form (located under forms tab on the Local Agencies Portal). N/A If a general Board Roster was submitted and no changes have occurred.
- ☐ CSD 251 Public Website Update (located under forms tab on the Local Agencies Portal).
- ☐ CSD 143 Working Capital Advance (located under forms tab on the Local Agencies Portal). Submit the form to EARS.Reports@CSD.CA.GOV.
- ☐ Completed the 2025 Agency Local Plan and made all updates as requested by the Field Monitor.

Please return completed contract packets within 30 days (45 days for public agencies) through the DocuSign link that will be sent by CSD:

All forms are located on the Local Agencies Portal at <https://agencies.csd.ca.gov>.

ALLOCATION SPREADSHEET

State of California
Department of Community Services and Development
Total 2025 LIHEAP Contract
Facesheet

County/Service Territory	Contract Number	Direct Services							Utility Assistance	Total Contract Allocation
		Weatherization			Administration/Assurance 16/ECIP/HEAP					
		Initial WX Program	Delayed WX Program	WX Program Subtotal	Allowable Admin	Allowable A16	ECIP/HEAP Program	Admin/A16/ECIP/HEAP Subtotal		
1 Alameda County - Spectrum Community Services, Inc.	25B-3001	731,773	487,849	1,219,622	243,924	243,924	1,287,921	1,775,769	1,639,173	4,634,564
2 Amador/Tuolumne Service Territory - Amador-Tuolumne CAA										
Amador County		46,257	30,838	77,095	15,419	15,419	70,310	101,148	114,717	292,960
Calaveras County		76,841	51,227	128,068	25,614	25,614	144,460	195,688	162,902	486,658
Tuolumne County		130,470	86,980	217,450	43,490	43,490	229,629	316,609	292,254	826,313
Service Territory Total	25B-3002	253,568	169,045	422,613	84,523	84,523	444,399	613,445	569,873	1,605,931
3 Butte County - CAA of Butte County, Inc.	25B-3003	408,965	272,644	681,609	136,322	136,322	1,063,310	1,335,954	572,551	2,590,114
4 Colusa Service Territory - Glenn County Community Action Department										
Colusa County		30,612	20,408	51,020	10,204	10,204	39,182	59,590	83,263	193,873
Glenn County		44,853	29,902	74,755	14,951	14,951	62,794	92,696	116,617	284,068
Trinity County		35,394	23,596	58,990	11,798	11,798	113,262	136,858	28,315	224,163
Service Territory Total	25B-3004	110,859	73,906	184,765	36,953	36,953	215,238	289,144	228,195	702,104
5 Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB	25B-3005	654,085	436,057	1,090,142	218,028	218,028	523,268	959,324	2,093,072	4,142,538
6 Del Norte County - Del Norte Senior Center, Inc.	25B-3006	113,871	75,914	189,785	37,957	37,957	255,072	330,986	200,414	721,185
7 El Dorado Service Territory - El Dorado Co. Health & Human Services Agency										
Alpine County		5,589	3,726	9,315	1,863	1,863	13,191	16,917	9,167	35,399
El Dorado County		341,438	227,625	569,063	113,813	113,813	805,794	1,033,420	559,959	2,162,442
Service Territory Total	25B-3007	347,027	231,351	578,378	115,676	115,676	818,985	1,050,337	569,126	2,197,841
8 Fresno County - Fresno County Economic Opportunities Commission	25B-3008	1,553,958	1,035,972	2,589,930	517,986	517,986	932,376	1,968,348	5,283,457	9,841,735
9 Humboldt Service Territory - Redwood CAA										
Humboldt County		305,564	203,709	509,273	101,855	101,855	513,346	717,056	708,907	1,935,236
Modoc Co. (WEATHERIZATION/ASSURANCE 16)		71,053	47,368	118,421	7,237	11,842	0	19,079	0	137,500
Service Territory Total	25B-3009	376,617	251,077	627,694	109,092	113,697	513,346	736,135	708,907	2,072,736
10 Imperial Service Territory - Campesinos Unidos, Inc.										
Imperial County		161,082	107,388	268,470	53,694	53,694	167,526	274,914	476,803	1,020,187
San Diego County - Area A		863,602	575,735	1,439,337	287,867	287,867	725,426	1,301,160	2,728,983	5,469,480
Service Territory Total	25B-3010	1,024,684	683,123	1,707,807	341,561	341,561	892,952	1,576,074	3,205,786	6,489,667
11 Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.										
Inyo County		37,109	24,740	61,849	12,370	12,370	108,359	133,099	40,078	235,026
Mono County		50,277	33,518	83,795	16,759	16,759	176,976	210,494	24,133	318,422
Service Territory Total	25B-3011	87,386	58,258	145,644	29,129	29,129	285,335	343,593	64,211	553,448
12 Kern County - Community Action Partnership of Kern	25B-3012	1,371,569	914,380	2,285,949	457,190	457,190	1,261,844	2,176,224	4,224,433	8,686,606
13 Kings County - Kings Community Action Organization, Inc.	25B-3013	197,934	131,956	329,890	65,978	65,978	285,025	416,981	506,710	1,253,581
14 Lake Service Territory - North Coast Energy Services, Inc.										
Lake County		185,366	123,578	308,944	61,789	61,789	363,318	486,896	378,147	1,173,987
Mendocino County		211,380	140,920	352,300	70,460	70,460	304,387	445,307	541,132	1,338,739
Napa County		90,864	60,576	151,440	30,288	30,288	134,479	195,055	228,978	575,473
Solano County		243,975	162,650	406,625	81,325	81,325	146,385	309,035	829,513	1,545,173
Sonoma County		360,607	240,405	601,012	120,202	120,202	562,547	802,951	879,882	2,283,845
Yolo County		189,103	126,069	315,172	63,034	63,034	242,052	368,120	514,359	1,197,651
Service Territory Total	25B-3014	1,281,295	854,198	2,135,493	427,098	427,098	1,753,168	2,607,364	3,372,011	8,114,868
15 Lassen County - Lassen Economic Development Corporation	25B-3015	108,770	72,513	181,283	36,257	36,257	356,764	429,278	78,314	688,875
Los Angeles County										
16 Area A - Maravilla Foundation	25B-3016	2,341,361	1,560,905	3,902,266	780,452	780,452	3,465,217	5,026,121	5,900,234	14,828,621
17 Area B - Pacific Asian Consortium in Employment	25B-3017	1,624,743	1,083,162	2,707,905	541,581	541,581	1,299,795	2,382,957	5,199,180	10,290,042
18 Area C - Long Beach Community Action Partnership	25B-3018	1,461,484	974,322	2,435,806	487,161	487,161	935,350	1,909,672	4,910,585	9,256,063
19 Madera County - Community Action Partnership of Madera County, Inc.	25B-3019	229,781	153,188	382,969	76,594	76,594	193,016	346,204	726,109	1,455,282
20 Marin County - Community Action Marin (NON WEATHERIZATION/ASSURANCE 16)	25B-3020	0	0	0	31,357	31,357	127,939	190,653	405,140	595,793
21 Mariposa County - County of Mariposa Health & Human Services Agency	25B-3021	80,199	53,466	133,665	26,733	26,733	192,478	245,944	128,318	507,927

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County/Service Territory	Contract Number	Direct Services							Utility Assistance	Total Contract Allocation
		Weatherization			Administration/Assurance 16/ECIP/HEAP					
		Initial WX Program	Delayed WX Program	WX Program Subtotal	Allowable Admin	Allowable A16	ECIP/HEAP Program	Admin/A16/ECIP/HEAP Subtotal		
22 Merced County - Merced County CAA	25B-3022	392,036	261,357	653,393	130,679	130,679	329,310	590,668	1,238,834	2,482,895
23 Modoc - T.E.A.C.H. Inc. (NON WEATHERIZATION/ASSURANCE 16)	25B-3023	0	0	0	16,447	11,842	159,158	187,447	125,053	312,500
24 Orange County - Community Action Partnership of Orange County	25B-3024	1,006,018	670,679	1,676,697	335,339	335,339	1,448,666	2,119,344	2,575,405	6,371,446
25 Placer Service Territory - Project GO, Inc.										
Nevada County		250,808	167,205	418,013	83,603	83,603	652,101	819,307	351,131	1,588,451
Placer County		283,165	188,777	471,942	94,388	94,388	441,737	630,513	690,922	1,793,377
Service Territory Total	25B-3025	533,973	355,982	889,955	177,991	177,991	1,093,838	1,449,820	1,042,053	3,381,828
26 Plumas Service Territory - Plumas Co. Community Development Commission										
Plumas County		77,043	51,362	128,405	25,681	25,681	249,618	300,980	58,552	487,937
Sierra County		12,182	8,122	20,304	4,061	4,061	38,009	46,131	10,720	77,155
Service Territory Total	25B-3026	89,225	59,484	148,709	29,742	29,742	287,627	347,111	69,272	565,092
27 Riverside County - Community Action Partnership of Riverside County	25B-3027	1,638,733	1,092,489	2,731,222	546,244	546,244	1,442,085	2,534,573	5,112,847	10,378,642
28 Sacramento Service Territory - Community Resource Project, Inc.										
Sacramento County		1,249,502	833,001	2,082,503	416,501	416,501	1,749,302	2,582,304	3,248,703	7,913,510
Sutter County		114,465	76,310	190,775	38,155	38,155	160,252	236,562	297,610	724,947
Yuba County		121,174	80,783	201,957	40,391	40,391	198,726	279,508	285,971	767,436
Service Territory Total	25B-3028	1,485,141	990,094	2,475,235	495,047	495,047	2,108,280	3,098,374	3,832,284	9,405,893
29 San Benito Co. - HHSA, Comm. Svcs. & Wkfs. Dev. (NON WEATHERIZATION/A16)	25B-3029	0	0	0	19,505	19,505	56,368	95,378	275,210	370,588
30 San Bernardino County - Community Action Partnership of San Bernardino Co.	25B-3030	1,781,261	1,187,508	2,968,769	593,754	593,754	2,208,764	3,396,272	4,916,280	11,281,321
31 San Diego County - Area B - Metropolitan Area Advisory Committee	25B-3031	459,274	306,183	765,457	153,091	153,091	900,178	1,206,360	936,920	2,908,737
32 San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services	25B-3032	760,729	507,153	1,267,882	253,576	253,576	456,437	963,589	2,586,478	4,817,949
33 San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc.	25B-3033	189,120	126,080	315,200	63,040	63,040	370,674	496,754	385,803	1,197,757
34 Santa Barbara Co. - Community Action Commission of Santa Barbara County	25B-3034	299,294	199,529	498,823	99,765	99,765	838,021	1,037,551	359,152	1,895,526
35 Santa Clara Co. - Sacred Heart Community Service (NON WEATHERIZATION/A16)	25B-3035	0	0	0	170,018	170,018	578,063	918,099	2,312,251	3,230,350
36 Santa Cruz Service Territory - Central Coast Energy Services, Inc.										
Monterey County		373,691	249,127	622,818	124,564	124,564	313,900	563,028	1,180,864	2,366,710
San Francisco County		367,752	245,168	612,920	122,584	122,584	235,362	480,530	1,235,649	2,329,099
San Mateo County		310,076	206,717	516,793	103,359	103,359	235,658	442,376	1,004,646	1,963,815
Santa Cruz County		222,027	148,018	370,045	74,009	74,009	186,502	334,520	701,605	1,406,170
Marin County (WEATHERIZATION/ASSURANCE 16)		133,270	88,847	222,117	13,066	13,066	0	26,132	0	248,249
San Benito County (WEATHERIZATION/ASSURANCE 16)		82,895	55,263	138,158	8,127	8,127	0	16,254	0	154,412
Santa Clara County (WEATHERIZATION/ASSURANCE 16/EHCS)		737,325	491,550	1,228,875	75,757	75,757	58,986	210,500	0	1,439,375
Service Territory Total	25B-3036	2,227,036	1,484,690	3,711,726	521,466	521,466	1,030,408	2,073,340	4,122,764	9,907,830
37 Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.										
Shasta County		329,889	219,926	549,815	109,963	109,963	699,364	919,290	620,191	2,089,296
Tehama County		146,185	97,457	243,642	48,728	48,728	309,914	407,370	274,829	925,841
Service Territory Total	25B-3037	476,074	317,383	793,457	158,691	158,691	1,009,278	1,326,660	895,020	3,015,137
38 Siskiyou County - Great Northern Services	25B-3038	219,056	146,037	365,093	73,019	73,019	464,399	610,437	411,825	1,387,355
39 Stanislaus County - Central Valley Opportunity Center, Incorporated	25B-3039	656,489	437,659	1,094,148	218,830	218,830	472,672	910,332	2,153,282	4,157,762
40 Tulare County - Community Services & Employment Training, Inc.	25B-3040	860,647	573,765	1,434,412	286,882	286,882	1,032,776	1,606,540	2,409,812	5,450,764
41 Ventura County - Community Action of Ventura County, Inc.	25B-3041	369,593	246,395	615,988	123,198	123,198	428,728	675,124	1,049,644	2,340,756
42 Association of California Community and Energy Services (ACCES)	25B-3042	0	0	0	0	0	0	0	0	0
TOTALS		27,803,628	18,535,753	46,339,381	9,267,876	9,267,876	33,818,528	52,354,280	77,395,988	176,089,649

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County/Service Territory	Initial WX			Approved Waiver			ECIP/HEAP		
	Intake 8%	Outreach 5%	Training 5%	Total WX Intake 8%	Total WX Outreach 5%	Total WX Training 5%	Intake 8%	Outreach 5%	Training 2%
1 Alameda County - Spectrum Community Services, Inc.	58,542	36,589	36,589	97,570	60,981	60,981	234,168	146,355	58,542
2 Amador/Tuolumne Service Territory - Amador-Tuolumne CAA									
Amador County	3,701	2,313	2,313	6,168	3,855	3,855	14,802	9,251	3,701
Calaveras County	6,147	3,842	3,842	10,245	6,403	6,403	24,589	15,368	6,147
Tuolumne County	10,438	6,524	6,524	17,396	10,873	10,873	41,751	26,094	10,438
Service Territory Total	20,286	12,679	12,679	33,809	21,131	21,131	81,142	50,713	20,286
3 Butte County - CAA of Butte County, Inc.	32,717	20,448	20,448	54,529	34,080	34,080	130,869	81,793	32,717
4 Colusa Service Territory - Glenn County Community Action Department									
Colusa County	2,449	1,531	1,531	4,082	2,551	2,551	9,796	6,122	2,449
Glenn County	3,588	2,243	2,243	5,980	3,738	3,738	14,353	8,971	3,588
Trinity County	2,832	1,770	1,770	4,719	2,950	2,950	11,326	7,079	2,832
Service Territory Total	8,869	5,544	5,544	14,781	9,239	9,239	35,475	22,172	8,869
5 Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB	52,327	32,704	32,704	87,211	54,507	54,507	209,307	130,817	52,327
6 Del Norte County - Del Norte Senior Center, Inc.	9,110	5,694	5,694	15,183	9,489	9,489	36,439	22,774	9,110
7 El Dorado Service Territory - El Dorado Co. Health & Human Services Agency									
Alpine County	447	279	279	745	466	466	1,789	1,118	447
El Dorado County	27,315	17,072	17,072	45,525	28,453	28,453	109,260	68,288	27,315
Service Territory Total	27,762	17,351	17,351	46,270	28,919	28,919	111,049	69,406	27,762
8 Fresno County - Fresno County Economic Opportunities Commission	124,317	77,698	77,698	207,194	129,497	129,497	497,267	310,792	124,317
9 Humboldt Service Territory - Redwood CAA									
Humboldt County	24,445	15,278	15,278	40,742	25,464	25,464	97,780	61,113	24,445
Modoc Co. (WEATHERIZATION/ASSURANCE 16)	5,684	3,553	3,553	9,474	5,921	5,921	0	0	0
Service Territory Total	30,129	18,831	18,831	50,216	31,385	31,385	97,780	61,113	24,445
10 Imperial Service Territory - Campesinos Unidos, Inc.									
Imperial County	12,887	8,054	8,054	21,478	13,424	13,424	51,546	32,216	12,887
San Diego County - Area A	69,088	43,180	43,180	115,147	71,967	71,967	276,353	172,720	69,088
Service Territory Total	81,975	51,234	51,234	136,625	85,391	85,391	327,899	204,936	81,975
11 Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.									
Inyo County	2,969	1,855	1,855	4,948	3,092	3,092	11,875	7,422	2,969
Mono County	4,022	2,514	2,514	6,704	4,190	4,190	16,089	10,055	4,022
Service Territory Total	6,991	4,369	4,369	11,652	7,282	7,282	27,964	17,477	6,991
12 Kern County - Community Action Partnership of Kern	109,726	68,578	68,578	182,876	114,297	114,297	438,902	274,314	109,726
13 Kings County - Kings Community Action Organization, Inc.	15,835	9,897	9,897	26,391	16,495	16,495	63,339	39,587	15,835
14 Lake Service Territory - North Coast Energy Services, Inc.									
Lake County	14,829	9,268	9,268	24,716	15,447	15,447	59,317	37,073	14,829
Mendocino County	16,910	10,569	10,569	28,184	17,615	17,615	67,642	42,276	16,910
Napa County	7,269	4,543	4,543	12,115	7,572	7,572	29,077	18,173	7,269
Solano County	19,518	12,199	12,199	32,530	20,331	20,331	78,072	48,795	19,518
Sonoma County	28,849	18,030	18,030	48,081	30,051	30,051	115,394	72,121	28,849
Yolo County	15,128	9,455	9,455	25,214	15,759	15,759	60,513	37,821	15,128
Service Territory Total	102,503	64,064	64,064	170,840	106,775	106,775	410,015	256,259	102,503
15 Lassen County - Lassen Economic Development Corporation	8,702	5,439	5,439	14,503	9,064	9,064	34,806	21,754	8,702
Los Angeles County									
16 Area A - Maravilla Foundation	187,309	117,068	117,068	312,181	195,113	195,113	749,236	468,273	187,309
17 Area B - Pacific Asian Consortium in Employment	129,979	81,237	81,237	216,632	135,395	135,395	519,918	324,949	129,980
18 Area C - Long Beach Community Action Partnership	116,919	73,074	73,074	194,864	121,790	121,790	467,675	292,297	116,919
19 Madera County - Community Action Partnership of Madera County, Inc.	18,382	11,489	11,489	30,638	19,148	19,148	73,530	45,956	18,383
20 Marin County - Community Action Marin (NON WEATHERIZATION/ASSURANCE 16)	0	0	0	0	0	0	42,646	26,654	10,662
21 Mariposa County - County of Mariposa Health & Human Services Agency	6,416	4,010	4,010	10,693	6,683	6,683	25,664	16,040	6,416

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County/Service Territory	Initial WX Intake 8%	Initial WX Outreach 5%	Initial WX Training 5%
22 Merced County - Merced County CAA	31,363	19,602	19,602
23 Modoc - T.E.A.C.H. Inc. (NON WEATHERIZATION/ASSURANCE 16)	0	0	0
24 Orange County - Community Action Partnership of Orange County	80,481	50,301	50,301
25 Placer Service Territory - Project GO, Inc.			
Nevada County	20,065	12,540	12,540
Placer County	22,653	14,158	14,158
Service Territory Total	42,718	26,698	26,698
26 Plumas Service Territory - Plumas Co. Community Development Commission			
Plumas County	6,163	3,852	3,852
Sierra County	975	609	609
Service Territory Total	7,138	4,461	4,461
27 Riverside County - Community Action Partnership of Riverside County	131,099	81,937	81,937
28 Sacramento Service Territory - Community Resource Project, Inc.			
Sacramento County	99,960	62,475	62,475
Sutter County	9,157	5,723	5,723
Yuba County	9,694	6,059	6,059
Service Territory Total	118,811	74,257	74,257
29 San Benito Co. - HHSA, Comm. Svcs. & Wkfs. Dev. (NON WEATHERIZATION/A16)	0	0	0
30 San Bernardino County - Community Action Partnership of San Bernardino Co.	142,501	89,063	89,063
31 San Diego County - Area B - Metropolitan Area Advisory Committee	36,742	22,964	22,964
32 San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services	60,858	38,036	38,036
33 San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc.	15,130	9,456	9,456
34 Santa Barbara Co. - Community Action Commission of Santa Barbara County	23,944	14,965	14,965
35 Santa Clara Co. - Sacred Heart Community Service (NON WEATHERIZATION/A16)	0	0	0
36 Santa Cruz Service Territory - Central Coast Energy Services, Inc.			
Monterey County	29,895	18,685	18,685
San Francisco County	29,420	18,388	18,388
San Mateo County	24,806	15,504	15,504
Santa Cruz County	17,762	11,101	11,101
Marin County (WEATHERIZATION/ASSURANCE 16)	10,662	6,664	6,664
San Benito County (WEATHERIZATION/ASSURANCE 16)	6,632	4,145	4,145
Santa Clara County (WEATHERIZATION/ASSURANCE 16/EHCS)	58,986	36,866	36,866
Service Territory Total	178,163	111,353	111,353
37 Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.			
Shasta County	26,391	16,494	16,494
Tehama County	11,695	7,309	7,309
Service Territory Total	38,086	23,803	23,803
38 Siskiyou County - Great Northern Services	17,524	10,953	10,953
39 Stanislaus County - Central Valley Opportunity Center, Incorporated	52,519	32,824	32,824
40 Tulare County - Community Services & Employment Training, Inc.	68,852	43,032	43,032
41 Ventura County - Community Action of Ventura County, Inc.	29,567	18,480	18,480
42 Association of California Community and Energy Services (ACCES)			

TOTALS

Initial WX Intake 8%	Initial WX Outreach 5%	Initial WX Training 5%
31,363	19,602	19,602
0	0	0
80,481	50,301	50,301
20,065	12,540	12,540
22,653	14,158	14,158
42,718	26,698	26,698
6,163	3,852	3,852
975	609	609
7,138	4,461	4,461
131,099	81,937	81,937
99,960	62,475	62,475
9,157	5,723	5,723
9,694	6,059	6,059
118,811	74,257	74,257
0	0	0
142,501	89,063	89,063
36,742	22,964	22,964
60,858	38,036	38,036
15,130	9,456	9,456
23,944	14,965	14,965
0	0	0
29,895	18,685	18,685
29,420	18,388	18,388
24,806	15,504	15,504
17,762	11,101	11,101
10,662	6,664	6,664
6,632	4,145	4,145
58,986	36,866	36,866
178,163	111,353	111,353
26,391	16,494	16,494
11,695	7,309	7,309
38,086	23,803	23,803
17,524	10,953	10,953
52,519	32,824	32,824
68,852	43,032	43,032
29,567	18,480	18,480
2,224,292	1,390,182	1,390,182

Approved Waiver		
Total WX Intake 8%	Total WX Outreach 5%	Total WX Training 5%
52,271	32,670	32,670
0	0	0
134,136	83,835	83,835
33,441	20,901	20,901
37,755	23,597	23,597
71,196	44,498	44,498
10,272	6,420	6,420
1,624	1,015	1,015
11,896	7,435	7,435
218,498	136,561	136,561
166,600	104,125	104,125
15,262	9,539	9,539
16,157	10,098	10,098
198,019	123,762	123,762
0	0	0
237,502	148,438	148,438
61,237	38,273	38,273
101,431	63,394	63,394
25,216	15,760	15,760
39,906	24,941	24,941
0	0	0
49,825	31,141	31,141
49,034	30,646	30,646
41,343	25,840	25,840
29,604	18,502	18,502
17,769	11,106	11,106
11,053	6,908	6,908
98,310	61,444	61,444
296,938	185,587	185,587
43,985	27,491	27,491
19,491	12,182	12,182
63,476	39,673	39,673
29,207	18,255	18,255
87,532	54,707	54,707
114,753	71,721	71,721
49,279	30,799	30,799
3,707,151	2,316,970	2,316,970

ECIP/HEAP Intake 8%	ECIP/HEAP Outreach 5%	ECIP/HEAP Training 2%
125,452	78,407	31,363
22,737	14,211	5,684
321,926	201,204	80,481
80,259	50,162	20,065
90,613	56,633	22,653
170,872	106,795	42,718
24,654	15,409	6,163
3,898	2,436	975
28,552	17,845	7,138
524,395	327,747	131,099
399,840	249,900	99,960
36,629	22,893	9,157
38,776	24,235	9,694
475,245	297,028	118,811
26,526	16,579	6,632
570,004	356,252	142,501
146,968	91,855	36,742
243,433	152,146	60,858
60,518	37,824	15,130
95,774	59,859	23,943
231,225	144,516	57,806
119,581	74,738	29,895
117,681	73,551	29,420
99,224	62,015	24,806
71,049	44,405	17,762
0	0	0
0	0	0
4,719	2,949	1,180
412,254	257,658	103,063
105,564	65,978	26,391
46,779	29,237	11,695
152,343	95,215	38,086
70,098	43,811	17,524
210,076	131,298	52,519
275,407	172,129	68,852
118,270	73,919	29,567
8,897,165	5,560,729	2,224,293

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT STD. 213 (Rev 03/2019) CSD (Rev 07/2019)	AGREEMENT NUMBER 25B-3012	PURCHASING AUTHORITY NUMBER (if applicable)
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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: November 1, 2024 through June 30, 2026
3. The maximum amount of this Agreement is: Total \$8,686,606.00
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 and Procedure
Article 3 - Contract Changes
Article 4 - Administrative Policies and Procedures
Article 5 - Administrative and Program Expenditures Requirements
Article 6 - Reporting Policies and Procedures
Article 7 - Program Policies and Procedures
Article 8 - Program Implementation
Article 9 - Training, Licensing and Certifications
Article 10 - Compliance Policies and Procedures
Article 11 - Federal and State Policy Provisions
Article 12 - General Terms and Conditions GTC 04/2017
Article 13 - Definitions
Article 14 - Table of Forms and Documents Incorporated by Reference

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 <i>(If other than an individual, state whether a corporation, partnership, etc.)</i> Community Action Partnership of Kern					
CONTRACTOR BUSINESS ADDRESS, CITY, STATE ZIP 1300 18TH ST STE 200, Bakersfield, CA 93301-4537					
PRINTED NAME OF PERSON SIGNING			TITLE		
CONTRACTOR AUTHORIZED SIGNATURE			DATE SIGNED		
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		
I hereby certify that all conditions for exemption have been complied with, and the document is exempt from the Department of General Services approval.					



CERTIFICATION REGARDING LOBBYING

DEPARTMENT OF HEALTH AND HUMAN SERVICES
FAMILY SUPPORT ADMINISTRATION

PROGRAM: Low-Income Home Energy Assistance (LIHEAP)

PERIOD: November 1, 2024 through June 30, 2026

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

DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

Approved by OMB
0348-0046

Reporting Entity: _____ Page _____ of _____

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. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and ZIP Code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in Item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying 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.

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.

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 before the 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 (<i>person responsible for completing this form</i>)	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:	

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

Place of Performance <i>(where program funds are primarily spent, if different from agency location above)</i>	Mailing Address:	
	State:	
	Zip + 4 Digits <i>(+4 digit is required)</i>	
	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 <i>(If YES, continue to the next question. If NO, you are now finished completing this form.)</i>	
	Does your agency's total annual federal funding exceed \$25 million? ☐ Yes ☐ No <i>(If YES, continue to the next question. If NO, you are now finished completing this form.)</i>	
	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).	
	<i>(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.)</i>	
Five Highest Compensated Executives/Employees	Name	
	Compensation	
	Name	
	Compensation	
	Name	
	Compensation	
	Name	
	Compensation	
	Name	
	Compensation	

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

Description of Information Requested

Place of Performance

Address represents where the prime recipient is performing the majority of work funded. If the award funds multiple 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 are greater than \$25 million annually; and
- b) Compensation information is not readily available through reporting to the IRS on a Form 990 (section 6104 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/

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SUBVENTION CONTRACT

PREAMBLE

This subvention contract, for the implementation of the Low Income Home Energy Assistance Program (LIHEAP) in program year 2025 (“Contract”), is entered into between the Department of Community Services and Development (“CSD” or “Department”) and the contractor named on Form STD. 213, the face sheet of this document (“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, CSD and Contractor hereby agree as follows:

ARTICLE 1 - SCOPE OF WORK

1.1 General

- 1.1.1 Contractor shall provide services under the weatherization (WX) program, Home Energy Assistance Program (HEAP), and Energy Crisis Intervention Program (ECIP) to eligible participants residing in the service area described in Section 1.2, pursuant to all applicable federal and state statutes and regulations. Contractor shall provide crisis services and activities to the low-income community within its service area through at least March 15, 2025.
- 1.1.2 The LIHEAP Assistance Listing Number is 93.568. The award is fully funded through the United States Department of Health and Human Services (HHS).

1.2 Service Area

- 1.2.1 The services shall be performed in the Service Territory comprised of the following service area(s):

The 2025 LIHEAP NUMBERS, CONTRACTORS, AND SERVICE AREAS listing may be accessed at CSD’s Local Agencies Portal (CSD LAP) under the Supporting Documents section at <https://agencies.csd.ca.gov/home/Energy/Pages/Contracts.aspx>.
- 1.2.2 Contractors that provide services in Los Angeles and San Diego counties shall refer to the ZIP Codes Listing on the CSD LAP to determine the zip codes for their respective area.

1.3 Term and Amount of Contract

- 1.3.1 The term of this Contract shall be the period represented on Standard Agreement STD. 213. Contractor shall perform all work under this Contract in accordance with Article 10.5 section 10.5.2, regardless of the contract term end date.

SUBVENTION CONTRACT

- 1.3.2 The contract amount as represented on Standard Agreement STD. 213 consists of Contractor's total allocation to include the "Direct Services" and "Utility Assistance" portions attributable to Contractor's service area(s).
- 1.3.3 Direct Services and Utility Assistance funding, as defined in Article 13, Definitions, that are allocated to Contractor, shall be expended, reported, and accounted for in accordance with the provisions of this Contract.

1.4 Service Area Expenditure Requirements

Contractor shall be subject to special expenditure requirements as provided in Article 5, Section 5.7 of the Contract, if any of the following pertain:

- 1.4.1 Any criteria listed in Article 5, Section 5.7.2 apply; or
- 1.4.2 Contractor has additional contracts with CSD for the provision of LIHEAP or United States Department of Energy Weatherization Assistance Program (DOE WAP) or United States Department of Energy Bipartisan Infrastructure Law (DOE BIL) services in counties or service areas other than the county or service area to which this Contract applies.

1.5 Program Authorities – Requirements, Standards and Guidance

- 1.5.1 All services and activities are to be provided in accordance with applicable federal, state, and local laws and regulations, which may be amended from time to time, including but not limited to, the following:
 - 1.5.1.1 The Low-Income Home Energy Assistance Act of 1981 (42 United States Code (USC) § 8621 et seq.), and the Low Income Home Energy Assistance Program regulations (45 Code of Federal Regulations (CFR) Part 96, Subpart H);
 - 1.5.1.2 The California Government Code (Cal. Gov. Code) § 16367.5 et seq., as amended, and Low Income Home Energy Assistance Program Regulations (Title 22 of the California Code of Regulations (CCR) § 100800 et seq.); and
 - 1.5.1.3 The Single Audit Act (31 USC § 7501 et seq.), and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards ("Uniform Administrative Requirements") (45 CFR Part 75).
- 1.5.2 Conflict of Laws.

Contractor shall comply with all applicable laws, regulations, requirements,

SUBVENTION CONTRACT

standards, and guidelines contained in the authorities listed below, as they may be amended from time to time, regarding procurement, administrative, and other costs claimed under this Contract, 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 requirements, standards, or guidelines in this Contract directly conflict with any State law or regulation at Government Code §16367.5 et seq. or 22 CCR §100800 et seq., or any provision of this Contract, then federal law or regulation shall take precedence, and then state law; unless, under specified circumstances, a provision of federal law applicable to block grants, such as 45 CFR § 96.30, allows for the application of state law.

- 1.5.3 CSD shall provide Contractor with specific program guidance which shall be binding on the Contractor as a condition of the Contractor's participation in LIHEAP, and as a condition of receipt of funds under the program, PROVIDED:
 - 1.5.3.1 That such guidance shall be issued by CSD in writing in the form of "CSD Program Notice (CPN)" or "CSD Program Advisory (CPA)" posted on the CSD Local Agencies Portal (LAP);
 - 1.5.3.2 Such guidance shall be issued by CSD in the most timely and expeditious manner practicable;
 - 1.5.3.3 Such guidance shall be reasonably necessary to realize the purposes of LIHEAP;
 - 1.5.3.4 Major and material changes in the program and requirements which substantially affect the Contractor's and CSD's ability to fulfill their obligations or otherwise serve to create a substantial hardship on either the Contractor or CSD shall be subject to an amendment to this Contract;
 - 1.5.3.5 Contractor shall notify CSD within 10 business days of issuance of a CPN or CPA, if Contractor is unable to fulfill its obligations under the new guidance;
 - 1.5.3.6 That the parties' failure to execute a mutually acceptable amendment or CPN or CPA, as contemplated in subsection 1.5.3.4 and 1.5.3.5, in a reasonable period of time, shall result in this Contract being without force and effect subject only to such provisions contained herein as are intended to survive the Contract in accordance with the express and implied provisions of applicable federal and state law; and
 - 1.5.3.7 That upon CSD's good faith determination, delivered to the Contractor by written notice that this Contract between the parties to any necessary

SUBVENTION CONTRACT

amendment CPN, or CPA as contemplated in subsection 1.5.3.4 and 1.5.3.5 cannot be achieved, then this Contract shall be “closed out” and the funds disposed in accordance with established CSD procedure and policy and as required under federal and state law.

1.5.4 The federal and state laws, regulations, and other authorities referenced in this Section are hereby incorporated by reference into this Contract and may be accessed on the [CSD LAP](#).

1.5.5 Contract Elements Integral to Contract and Enforceability Conditions

1.5.5.1 Contractor shall provide the following documents, satisfactory to CSD in form and substance, together with an executed copy of this Contract before CSD executes and returns the Contract to Contractor for implementation:

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

1.5.5.1.2 Certification Regarding Lobbying/Disclosure of Lobbying Activities;

1.5.5.1.3 Contractor Certification Clauses (CCC-04/2017);

1.5.5.1.4 Current Insurance or Self-Insurance Authority Certification;

1.5.5.1.5 Board Resolution authorizing execution of this Contract;

1.5.5.1.6 Agency Local Plan (referenced in Article 7.1);

1.5.5.1.7 LIHEAP Production Plan (CSD 622) (referenced in Article 5.7); and

1.5.5.1.8 Agency Staff and Board Roster (CSD 188).

1.5.5.2 The Agency Local Plan and forms must be completed by Contractor before CSD will execute the Contract and Contractor is authorized to commence work. CSD may execute this Contract pending its review and final approval of Contractor’s submission, provided Contractor acts in good faith to rectify any outstanding issues associated with the documents submitted pursuant to Section 1.5.5.1. All documents submitted pursuant to Section 1.5.5.1 shall become part of this Contract.

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1.6 Duplication of Services

Dwellings that have received Low-Income Weatherization Program (LIWP) funded energy efficiency measures do not qualify for additional energy efficiency measures under this Contract, except for the following:

- 1.6.1 Assessment and installation of Health and Safety measures not installed through LIWP;
- 1.6.2 Reweathering in accordance with LIHEAP requirements;
- 1.6.3 Call-backs in accordance with LIHEAP requirements; or
- 1.6.4 Emergency Heating and Cooling Services in accordance with the LIHEAP requirements.

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ARTICLE 2 - CONTRACT ADMINISTRATION AND PROCEDURE

2.1 Contractor's Option of Termination

- 2.1.1 Notwithstanding the provisions of Section 1.5.3, Contractor may elect to terminate this Contract rather than adhere to the procedures set out in Section 1.5.3, should Contractor determine that any subsequent program guidance or proposed amendment to the Contract is unjustifiably onerous or otherwise counter to Contractor's legitimate business interests and ability to implement the Contract in an effective and reasonable manner, provided:
 - 2.1.1.1 The notice of termination is in writing, delivered by U.S. Certified Mail, Return Receipt Requested.
 - 2.1.1.2 The notice of termination shall be effective 30 calendar days after receipt by CSD; and
 - 2.1.1.3 The notice of termination contains a statement of the reasons for termination with reference to the specific provision(s) in the program guidance or proposed amendment in question.
- 2.1.2 Contractor shall be entitled to reimbursement for all allowable costs incurred prior to Contract termination. Such reimbursement shall be in accordance with the program guidance and contract provisions in effect at the time the cost was incurred.
- 2.1.3 Contractor shall, within 60 calendar days of termination, close-out the contract in accordance with contractual close-out procedures.
- 2.1.4 CSD may at its option procure a temporary replacement provider, and may at its option, designate a permanent replacement provider for Contractor's service area in accordance with federal and state law.

2.2 Budget Contingencies

- 2.2.1 Federal Budget Contingency
 - 2.2.1.1 Because of uncertainty in the federal budget process, this Contract 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 obligations of the parties under this Contract are expressly contingent on adequate funding being made available to CSD by the United States government.
 - 2.2.1.2 If federal funding for any fiscal year is reduced to such degree that CSD

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reasonably determines that the program cannot be implemented effectively, CSD shall at its sole discretion have the option either to terminate this Contract upon written notice to Contractor or, in the alternative, to offer 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 close-out obligations and final settlement.

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

2.2.1.4 Subject to the provisions of subsection 2.2.1.2, CSD shall authorize expenditures of funds under this Contract based on any Continuing Resolution appropriations that are adequate for the purpose. CSD shall notify the Contractor in writing of authorized interval funding levels.

2.2.2 State Budget Contingency

2.2.2.1 If funds are not appropriated for implementation of LIHEAP through the State budget process or otherwise, whether in the current year and/or any subsequent year covered by this Contract, this Contract shall be of no further force and effect. Upon CSD's written notice to Contractor that no funds are available for contract implementation, the Contract shall be terminated, CSD shall have no obligation to pay Contractor or to furnish other consideration under this Contract, and Contractor shall not be obligated for performance.

2.2.2.2 If program 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 Contract 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 close-out obligations and final settlement.

2.3 Miscellaneous Provisions

2.3.1 Assignment. Neither this Contract nor any of the rights, interests, or obligations

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under this Contract 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 CSD to another State agency. In the event of such transfer, this Contract is binding on the agency to which the program is assigned.

- 2.3.2 Merger/Entire Contract. This Contract (including the attachments, documents and instruments referred to in this Contract) constitutes the entire Contract and understanding of the parties with respect to the subject matter of this Contract and supersedes all prior understandings and contracts, whether written or oral, among the parties with respect to such subject matter.
- 2.3.3 Severability. If any provision of this Contract 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 Contract will not be in any way impaired and shall remain in full force and effect.
- 2.3.4 Notices. 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:
 - 2.3.4.1 To Contractor's address of record; and
 - 2.3.4.2 To CSD at:
 Department of Community Services and Development
 Energy Field Operations
 2389 Gateway Oaks Drive, Suite 100
 Sacramento, CA 95833

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ADMINISTRATIVE REQUIREMENTS

ARTICLE 3 - CONTRACT CHANGES

3.1 Amendment

- 3.1.1 Changes to this Contract shall be made by formal amendment with exceptions specified in Article 1 subsection 1.5.3 and in Section 3.2, below.
- 3.1.2 Contractor shall notify CSD in writing when any proposed amendment or guidance will significantly impact Contractor's Program Budget and/or Operations or ability to fulfill its obligations under this Contract. CSD will afford Contractor a reasonable opportunity and sufficient time in which to phase-in the mandated change.

3.2 Minor Modifications

- 3.2.1 Contractor may request modifications to make minor adjustments during the Contract term. Minor Modifications shall not affect the Maximum Amount payable under this Contract.
- 3.2.2 Minor Modifications shall not alter the maximum limits established for specific budget line items, e.g., administrative costs, Assurance 16, intake, outreach, and training and technical assistance costs, except as otherwise provided herein.
- 3.2.3 To request a minor modification, Contractor shall submit a Request for Amendment/Modification Energy (CSD 509), with justification supporting the fund transfer or change request. Contractor may submit the CSD 509 to CSD via email.
- 3.2.4 Contractor may propose minor modifications for CSD approval, including the following:
 - 3.2.4.1 Transferring funds to increase or decrease the Utility Assistance total allocation;
 - 3.2.4.2 Transferring funds to increase or decrease the Wood, Propane and Oil (WPO) total allocation (ECIP WPO or HEAP WPO);
 - 3.2.4.3 Transferring funds between target service areas, which shall be conditioned upon Contractor meeting its target service areas expenditure requirements, as stated in Article 5.7, Section 5.7.3;
 - 3.2.4.4 Changes to the Agency Local Plan; or
 - 3.2.4.5 Changes to Fund Transfer Requirements in Article 5.1, Section 5.1.2.

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ARTICLE 4 -ADMINISTRATIVE POLICIES AND PROCEDURES

4.1 Board Roster, By Laws, Resolution, and Minutes

- 4.1.1 Contractor shall submit to CSD an Agency Staff and Board Roster form (CSD 188) listing the current Agency Staff and roster of members of its governing board, including contact information for each board member at a location other than the Contractor's offices, and the most recent version of the organizational bylaws. Contractor is responsible to notify CSD of any changes to the Executive Director, Program Manager, Chief Financial Officer and board roster within 30 calendar days of such occurrence.
- 4.1.2 Contractor's governing board must authorize the execution of this Contract. Contractor has the option of demonstrating such authority by the signature of a Board member, affixed to the signature page of this Contract, or by any lawful delegation of such authority that is consistent with Contractor's bylaws.
- 4.1.3 Where Contractor elects to delegate the signing authority to the chief executive officer or designated officials, CSD will accept either a resolution specific to this Contract or a resolution passed by the governing board that applies to any contract entered into by Contractor. Where Contractor provides a general resolution, Contractor shall maintain documentation that the chief executive officer provided timely and effective communication of the execution and terms of this Contract to the Board. Either a specific or current general resolution must be on file with CSD before execution of this Contract by CSD.
- 4.1.4 If the Contractor's board is both tripartite and advisory to the elected members governing a local government, the Contractor shall submit to CSD the approved minutes from any meeting of the elected officials where matters relating to this Contract are heard, including but not limited to discussions about or decisions affecting LIHEAP. Such minutes shall be submitted to CSD no later than 30 calendar days after the related meeting.

4.2 Internal Controls Requirements

Contractor shall ensure the establishment and maintenance of 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 Contract and shall include:

- 4.2.1 Segregation of duties appropriate to safeguard state assets;
- 4.2.2 Limited access to agency assets to authorized personnel who require these assets

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in the performance of their assigned duties;

- 4.2.3 Authorization and recordkeeping procedures adequate to provide effective accounting controls over assets, liabilities, revenues, and expenditures;
- 4.2.4 Established practices to be followed in the performance of duties and functions;
- 4.2.5 Personnel of a quality commensurate with their responsibilities; and
- 4.2.6 Effective internal reviews.

4.3 Record Retention

- 4.3.1 Contractor shall comply with the record retention requirements contained in the Uniform Administrative Requirements (45 CFR § 75.361 - § 75.370).
- 4.3.2 Contractor shall maintain all records pertaining to this Contract for a minimum period of three years after submission of the final report or until resolution of all related audit or monitoring findings, enforcement actions, including cost disallowance, legal proceedings, or other pending matters, whichever is later.
- 4.3.3 Contractor shall retain and secure all employee and client/applicant records and information in compliance with the Federal Privacy Act of 1974, as amended (5 USC § 552a) and Information Practices Act of 1977, as amended (Civ. Code § 1798 et seq.).
- 4.3.4 To the extent Contractor maintains records in an electronic format, Contractor shall ensure that all records are “backed-up” or copied, utilizing appropriate, secure technology and operational procedures in order to avoid unauthorized access, permanent loss or destruction, occasioned by theft, accident, willful acts or negligence, or by fire, flood, earthquake or other natural disaster.

4.4 Insurance and Fidelity Bond

4.4.1 General Requirements

- 4.4.1.1 Contractor shall maintain the effective insurance policies and bonds, specified below at all times during the term of this Contract.
- 4.4.1.2 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 Contract and, prior to any lapse or reduction in coverage, provide CSD with documentation, as specified in subsection 4.4.1.3, showing substitute coverage has been obtained or alternative measures have been taken to ensure compliance with the

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requirements of this Contract.

- 4.4.1.3 In the event insurance coverage expires during the term of this Contract Contractor shall provide within 30 calendar days of the expiration date, a new Certificate of Insurance (ACORD 25) for not less than the remainder of the term of this Contract. The new Certificate of Insurance (ACORD 25) shall evidence no lapse in coverage. The Certificate of Insurance (ACORD 25) shall identify and name CSD as the Certificate Holder.
- 4.4.1.4 New Certificates of Insurance are subject to review for content and form by CSD. Certificates of Insurance must be submitted electronically via email to: BNCS@csd.ca.gov.
- 4.4.1.5 In the event Contractor fails to keep in effect at all times the specified insurance and bond coverage as herein provided, CSD may, in addition to any other remedies it may have, suspend this Contract.
- 4.4.1.6 With the exception of workers' compensation and fidelity bond, CSD shall be named as an additional insured on all certificates of insurance required under this Contract.
- 4.4.1.7 The issuance of other CSD contracts, as well as reimbursement payments, to the Contractor may be suspended until evidence of the required current insurance coverage has been submitted to CSD.
- 4.4.1.8 Should Contractor utilize a subcontractor(s) to provide services under this Contract, Contractor shall indemnify and hold CSD harmless against any liability incurred by that subcontractor(s).

4.4.2 Self-Insurance

- 4.4.2.1 When Contractor is a self-insured governmental entity, CSD, upon receipt of satisfactory proof of the entity's self-insurance authority, may waive the insurance requirements. A duly authorized county or city risk manager shall provide signed certification of the governmental entity's ability to cover any potential losses under this Contract.
- 4.4.2.2 Governmental contractors shall specify in writing a list of which coverage(s) will be self-insured under this Contract and shall list all applicable policy numbers, expiration dates, and coverage amounts for coverage which is not self-insured.
- 4.4.2.3 If a governmental contractor's self-insurance coverage does not contain any changes from the prior year, CSD will accept a certified letter signed

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by authorized personnel, stating that no changes have occurred from the previous year. Contractor shall submit this letter at the time of contract execution or within 30 calendar days of the start of coverage.

4.4.3 Workers' Compensation Insurance

- 4.4.3.1 During the term of this Contract, Contractor shall maintain legally sufficient workers' compensation insurance issued by an insurance carrier licensed to underwrite workers' compensation insurance in the State of California.
- 4.4.3.2 Contractor will not be paid an advance or any reimbursement of expenses unless it has first submitted to CSD either a Certificate of Insurance (ACORD 25) or a Certificate of Consent to Self-Insure, issued by the Director of the Department of Industrial Relations, as evidence of compliance with the workers' compensation insurance requirement.

4.4.4 Commercial or Government Crime Coverage (Fidelity Bond)

- 4.4.4.1 Contractor shall maintain commercial crime coverage. If Contractor is a public entity that elects to self-insure, Contractor shall make provision for adequate coverage to insure against crime risks. The commercial crime policy or government crime self-insurance coverage (hereinafter "fidelity bond") shall include the following coverage or the substantial equivalent: Employee Dishonesty/Theft, Forgery or Alteration, and Computer Fraud.
- 4.4.4.2 Contractor's fidelity bond coverage limits shall not be less than a minimum amount of 4% of the total contract amount, excluding Utility Services, as set forth under this Contract.
- 4.4.4.3 Contractor will not be paid an advance or any reimbursement of expenses unless it has first submitted to CSD an applicable Certificate of Insurance (ACORD 25) as evidence of compliance with the fidelity bond requirement.

4.4.5 General Liability Insurance

- 4.4.5.1 Contractor shall maintain for the term of this Contract general liability and property damage insurance for a combined single limit of not less than \$500,000 per occurrence.
- 4.4.5.2 Contractor will not be paid an advance or any reimbursement of expenses unless it has first submitted to CSD an applicable Certificate of Insurance (ACORD 25), designating CSD as an additional insured as

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evidence of compliance with general liability insurance requirements.

4.4.6 Vehicle Insurance

- 4.4.6.1 Contractor shall maintain for the term of this Contract 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.
- 4.4.6.2 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 Contract non-owned and hired-auto 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 work shall not be considered to be within the scope of employment.
- 4.4.6.3 Contractor will not be paid an advance or any reimbursement of expenses unless it has first submitted to CSD an applicable Certificate of Insurance (ACORD 25), designating CSD as an additional insured, to CSD as evidence of compliance with the stated vehicle insurance requirements.

4.5 System Security Requirements

Contractor shall, in cooperation with CSD, institute measures, procedures, and protocols 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. 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. The parties hereto agree to the following requirements, obligations, and standards in accordance with regulations set in the State Administrative Manual (SAM) 5100, 5300.5 and 5340.:

4.5.1 Data Protection

- 4.5.1.1 Data exchanged between CSD and Contractor must be limited to the data fields included in the Data Transfer Rules (DTR) documents posted on the Weatherization Reporting tab located within CSD's LAP at <https://agencies.csd.ca.gov/home/Reporting/Pages/WXReporting.aspx>. No personal financial information, e.g., credit card, bank account numbers, shall be stored or exchanged in the data exchange sessions.
- 4.5.1.2 Access to the above-mentioned data included in the DTR must only be given to authorized personnel to complete essential duties. Authorized

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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.

- 4.5.1.3 To the extent Contractor utilizes tablet or other internet-based or mobile devices for client intake and application purposes ("Electronic Intake") in lieu of paper forms and documents, Contractor shall comply with all federal and state information security requirements and with such guidance and protocols as CSD may from time to time issue for the purpose of ensuring the integrity of Electronic Intake, including, but not limited to, the use of electronic signatures, data privacy, security, transfer, and retention requirements.
- 4.5.1.4 Data exchanged between CSD and Contractor via email communication must have all personally identifying information (PII) and other sensitive information redacted before the document is sent. Alternately, Contractor must encrypt any attachments that have sensitive data using encryption tools and configurations as required by CSD.

4.5.2 Contractor Systems Security

- 4.5.2.1 The physical location of the computing and data storage devices (e.g., servers) shall be within access-controlled 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 authentication methods to validate the approved users.
- 4.5.2.2 Standards for secure transmission may be accomplished through such means as certificates, secure socket layer, etc., and storage of the data with encryption.
- 4.5.2.3 Both CSD and Contractor shall keep security patches and anti-virus and anti-malware software up to date on all systems on which data may be used.
- 4.5.2.4 Contractor shall securely destroy data by sanitizing media prior to disposal.

4.5.3 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 Privacy Act of 1974 (5 USC § 552a), Trade Secrets Act (18 USC § 1905), and the Stored Communications Act

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(18 USC § 2701 et seq.). Technology and systems code and functionality are owned by the respective parties and may not be shared with anyone else or used without written consent of the owner.

4.5.4 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 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.

4.5.5 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.

4.5.6 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 Contract 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 Contract. If data sharing is accomplished via interconnectivity of an application system, then data sharing must be certified to be secure by both parties.

4.6 Travel and per diem

- 4.6.1 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 are subject to the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR Part 75, including 45 CFR § 75.474).
- 4.6.2 Contractor shall complete the LIHEAP Out-of-State Travel Form (CSD 536) and keep on file with back up documentation for compliance monitoring. LIHEAP Out-of-State travel is limited to two staff per event, unless otherwise indicated on the LIHEAP Out-of-State-Travel Form (CSD 536). Contractor must seek pre-

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approval, prior to travel, for non-preapproved conferences when more than two staff are attending.

- 4.6.3 In the absence of a written travel reimbursement policy, Contractor shall receive reimbursement rates not to exceed federal per diem limits.

4.7 Conflict of Interest

- 4.7.1 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 Contractor shall participate in the selection, award, or administration of a subcontract supported by Federal funds if a real or apparent conflict of interest is 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-contracts. 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.
- 4.7.2 Contractor shall not pay Federal funds received from CSD to any entity in which it or one of its employees, officers, or agents, 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 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 the Uniform Administrative Requirements (45 CFR Part 75, including 45 CFR §§ 75.112 & 75.327).
- 4.7.3 Contractor shall ensure that its employees and the officers of its governing body do not engage in actual or potential conflicts of interest and that no officer or employee who has responsibility for any activity or function with respect to LIHEAP and the implementation of this Contract shall have any personal financial interest in such activity or function or otherwise personally benefit or gain from the activity or function.
- 4.7.4 Contractor shall establish 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.
- 4.7.5 Contractor shall not provide LIHEAP services or benefits in situations where an actual or perceived conflict of interest exists, unless the activity is explicitly

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allowed under Contractor's conflict of interest policies and procedures that are compliant with federal requirements. If Contractor provides program services to owner-occupied or rental dwellings that are owned or managed by the Contractor, its employees, or officers, Contractor shall submit the Property Certification form (CSD 678), in advance of providing weatherization and Energy Heating and Cooling Services (EHCS). Contractor shall ensure that other recipients or potential eligible recipients of services are not prejudiced or adversely affected by the receipt of services by Contractor.

4.8 Procurement Standards

4.8.1 Contract Administration

- 4.8.1.1 Maintenance of written procurement procedures. Contractor shall administer this Contract in accordance with all federal and state rules and regulations governing LIHEAP block grants pertaining to procurement, including the Uniform Administrative Requirements and amendments thereto, and pursuant to [CPA-A-12-01](#). Contractor shall establish, maintain, and follow written procurement procedures consistent with the procurement standards in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards or any subsequent amendments to these standards, and the applicable provisions in this Contract, 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.
- 4.8.1.2 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 only award a subcontract to the bidder or offer or whose bid or offer is responsive to the solicitation and is most advantageous to Contractor when considering price, quality, and other factors relevant to the procurement. Contractor's solicitations shall clearly set forth all requirements that the bidder or offer or must fulfill in order for the bid or offer to be adequately and fairly evaluated by the recipient.
- 4.8.1.3 All supplies, materials, equipment, or services purchased or leased with funds provided pursuant to this Contract shall be used solely for the activities allowed under this Contract, unless the fair market value for such use is charged to the benefiting program and treated as program

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income earned under this Contract.

- 4.8.1.4 Contractor shall provide for an open and free competition, to include a cost analysis, in accordance with federal and state law, for the procurement of materials, supplies, equipment, or services.
- 4.8.1.5 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 potential vendor/provider cannot reasonably be identified, Contractor shall document adequate justification for the absence of competitive bidding. “Adequate justification” must include but is not limited to:
 - 4.8.1.5.1 Explanation of why the acquisition of goods or services is limited to one vendor or supplier;
 - 4.8.1.5.2 Description of sole vendor/supplier’s unique qualifications to provide the goods or services in question; and
 - 4.8.1.5.3 Analysis of cost(s) to demonstrate reasonability.
- 4.8.1.6 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 vehicles and equipment with a unit cost of \$10,000 or more through the submission of a Request for Pre Approval of Purchase/Lease (CSD 558) to CSD at least 15 calendar days prior to executing transaction. Transactions without CSD’s prior written approval may be disallowed.
- 4.8.1.7 In all procurements, whether requiring CSD pre-approval or not, Contractor is solely responsible for maintaining adequate procurement records demonstrating compliance with Federal and State requirements.
- 4.8.1.8 Noncompliance with any of the provisions in this section may result in a disallowance of costs related to the procurement transaction.

4.9 Use and Disposition of Vehicles and Equipment

- 4.9.1 To ensure compliance with the requirements for vehicles and equipment, Contractor shall comply with Uniform Administrative Requirement, Cost Principles, and Audit Requirements for HHS Awards governing the acquisition of equipment with federal funds set forth in 45 CFR Part 75 (including 45 CFR § 75.320 & § 75.439).

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To ensure compliance with the requirements for equipment, vehicles, and the maintenance of equipment and vehicle records, Contractor shall adhere to [CPN-A 17-01](#) or as revised. Contractor shall include information relevant to any purchase/lease pre-approval documented in the CSD 558 submitted to, and approved by, CSD, including the date the request was sent to CSD, the item(s) requested, and date of CSD approval in Contractor's property records.

4.9.2 Contractor shall provide the information specified in [CPN-A-17-01](#), including any supporting documents, to CSD upon request.

4.9.3 *Limitation on Use of Funds.* Contractor shall assure that funds received under this Contract shall not be used for the purchase or improvement of land or for the purchase, construction, or permanent improvement of any building or other facility other than low-income weatherization or energy-related home repairs.

4.10 Subcontracts

4.10.1 Contractor may enter into subcontract(s) to provide services pursuant to this Contract in the service area(s) specified in Section 1.2 of Article 1. Subcontracts must require that parties comply with all applicable provisions of this Contract. Such requirement shall not relieve Contractor from any performance obligation created herein, nor from liability for a subcontractor's failure of performance.

4.10.2 If Contractor elects to subcontract for services, the Contractor's Board authorization and approval must be obtained and communicated to CSD in writing together with notice of execution of the subcontract as provided in Section 4.10.3. Contractor's Board, through a resolution or other official documentation, may elect to delegate the signing authority for the approval of subcontractors to the Chief Executive Officer or designated authority unless such delegation is set forth in the bylaws of the agency and a copy of the provision is communicated to CSD.

4.10.3 Within 60 calendar days of the execution of any subcontract, Contractor shall provide written notification to CSD of the execution of the subcontract as well as identifying information, to include the name of the subcontractor entity, its address, telephone number, contact person, contract amount, and program description of each subcontractor activity to be performed by the subcontractor.

4.10.4 Notification of subcontract execution shall contain certification by Contractor 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 available at <https://www.sam.gov/SAM/pages/public/index.jsf>.

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- 4.10.5 If CSD determines that Contractor has executed a subcontract with an individual or entity listed as disbarred, suspended, or otherwise ineligible on the Excluded Parties List System as of the effective date of the subcontract, costs Contractor has incurred under the subcontract may be disallowed.
- 4.10.6 Contractor must ensure that funds expended pursuant to this Contract are allowable and allocable. Contractor must adopt 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 Contract. Contractor shall ensure that any subcontracts under this Contract 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 Contractor's responsibility to substantiate costs required by the Uniform Administrative Requirements (45 CFR Part 75).
- 4.10.7 Contractor shall notify subcontractor(s) in writing within five business days of such action in the event CSD suspends, terminates, and/or makes changes to services to be performed that materially alter the obligation of the subcontractor under this Contract.
- 4.10.8 Contractor is liable for the failure of performance of the terms, conditions, assurances, and certifications of this Contract, without recourse against CSD over matters involving subcontracts entered into for the implementation of this Contract, including but not limited to disputes, claims, or other legal action for breach of contract, negligence, torts, or criminal acts and other misconduct.
- 4.10.9 Nothing in this Contract creates or implies a contractual relationship between CSD and any subcontractor or creates any obligation by CSD to any subcontractor. Contractor is liable to CSD for damages to CSD for the acts and omissions of its subcontractors that occur in connection with the implementation of this Contract. Contractor's obligation to pay its subcontractors is independent of any obligation of CSD to pay Contractor, and Contractor shall not represent to subcontractors any such obligation of CSD to pay or ensure payments to subcontractors.
- 4.10.10 All subcontractors shall be subject to applicable training requirements and shall maintain records of completion and certification in accordance with record-keeping provisions in this Contract.

4.11 Complaint Management Policies and Procedures

- 4.11.1 Contractor shall establish and maintain policies and procedures for handling

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complaints and provide applicants an opportunity to register a complaint based on their experience with attempts to obtain services under LIHEAP. The policies and procedures shall be in writing and Contractor shall provide the complaint process to interested individuals upon request.

- 4.11.2 Contractor shall ensure that all formal complaints are documented and include the date, time, client name and address, and nature of the complaint and the actions undertaken by the Contractor to resolve the issue. For purposes of this section, “formal complaint” means a written complaint filed with the Contractor by the complainant.
- 4.11.3 If the Contractor’s efforts did not result in a resolution, the Contractor may refer the applicant or client to CSD. The Contractor shall contact CSD and explain the issue, actions taken to resolve the issue, and provide CSD with all supporting documentation that indicates the nature and extent of Contractor’s effort to resolve the issue.
- 4.11.4 Contractor shall immediately notify their CSD Field Representative if the Contractor has reason to believe that the complainant will contact the media, a State or Federal oversight agency, or the Governor’s Office regarding the complaint.

4.12 Fair Hearing Process for Applications for Denial of Benefits by Contractor

- 4.12.1 Contractor shall establish a written appeals process to enable applicants who are denied benefits or services, or who receive untimely response or unsatisfactory performance, the right to appeal the decision or performance to the Contractor. Contractor’s process shall include, at a minimum, all of the requirements of 22 CCR § 100805 (b) plus:
 - 4.12.1.1 Provisions that ensure that each applicant is notified in writing of the right to appeal a denial of or untimely response to an application, or to appeal unsatisfactory performance. At the time the applicant applies for services, applicant shall be informed of appeal rights, and appeal procedures, to include the right to appeal to both the Contractor and to CSD;
 - 4.12.1.2 Provisions that ensure that Contractor will make a good faith effort to resolve each appeal;
 - 4.12.1.3 Provisions that ensure that Contractor shall notify the applicant in writing of the Contractor’s final decision within 15 business days after the appeal is requested. If the appeal is denied, the written notification shall include instructions on how to appeal the decision to CSD. Whenever Contractor notifies an applicant of a denial of an appeal,

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Contractor shall at the same time provide a copy of the final decision to the Manager of CSD's Energy Services Division; and

4.12.1.4 Provisions to track information on denials and appeals.

4.12.2 Upon receipt of an applicant's appeal of a Contractor's denial of benefits or services, CSD may conduct a hearing in accordance with established procedures. CSD's decision following the appeal and hearing shall be final.

4.13 Fraud, Waste, and Abuse

4.13.1 Contractor shall submit a written report to CSD within 30 calendar days of discovery of incidents and activities, or suspected incidents and activities, involving fraud, waste, and abuse of any LIHEAP funds by Contractor's employees, subcontractors, clients, or other parties affiliated with Contractor, including CSD. Incidents and activities subject to reporting under this section include, but are not limited to, criminal acts and other violations of law constituting a misuse of funds that could result in cost disallowance. Contractor shall inform CSD within 30 calendar days 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 any LIHEAP funds.

4.13.2 Contractor shall provide Contractor's employees, subcontractors, clients, and other parties affiliated with the Contractor the information necessary to report fraud, waste, and abuse associated with activities and funding covered by this Contract to the U.S. Department of Health and Human Services Office of Inspector General Fraud hotline. Allegations of improper activities by CSD or its employees may be confidentially reported to the Bureau of State Audit's Whistleblower hotline.

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FINANCIAL REQUIREMENTS

ARTICLE 5 - ADMINISTRATIVE AND PROGRAM EXPENDITURES REQUIREMENTS

5.1 Budget Guidelines

5.1.1 Budget and Allocation Forms

5.1.1.1 Upon execution of this Contract, CSD shall release at least 50% of the anticipated annual allocation as reflected in the allocation spreadsheet. The remaining allocation shall be released when CSD receives funds from HHS.

5.1.1.2 If the LIHEAP annual grant award is yet to be determined and CSD must fund this Contract based on Continuing Resolution appropriations, CSD shall amend the Contract and update the allocation spreadsheet to reflect the Final allocation.

5.1.2 Fund Transfer Requirements

Subject to CSD approval, Contractor may transfer funds between each of the LIHEAP components, e.g., Weatherization and ECIP EHCS.

5.1.2.1 Funding transfers that would increase amounts available for Weatherization above the 25% maximum are prohibited.

5.1.2.2 Fund Transfer in Service Territory with Multi-Service Areas

If Contractor transfers funds from Administrative, Intake, Outreach, and other Support costs to Direct Services and/or Utility Assistance for a specific service area, then later transfer funds from the remaining service areas to replenish the Administrative, Intake, Outreach, or other Support costs such transfer of funds should not unduly impair the equitable provision of services or otherwise disadvantage potential recipients of benefits in any Service Area.

Subsequent transfer of funds to replenish the Support line(s) with Direct Service(s) and/or Utility Assistance funds shall be limited to fund transfer from Service Area(s) that benefited from the preceding transfer.

5.1.3 Sufficient Funds for Crisis Services

Contractor must allocate sufficient funds to offer crisis services through at least March 15, 2025, and in accordance with the Agency Local Plan.

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5.1.4 Weatherization Waiver

Unless and until HHS grants CSD a weatherization waiver, Contractor may not expend or be reimbursed for costs in excess of the amount reflected in the initial WX Program Column of the allocation spreadsheet. If the weatherization waiver is granted, Contractor may, upon written notification from CSD, expend and will be reimbursed for expenditures up to 100% of the available allocation, as reflected in the WX Program Subtotal Column of the allocation spreadsheet.

5.2 Utility Assistance Expenditure Requirements

5.2.1 The Utility Assistance portion of Contractor's grant shall be retained by CSD to enable CSD to make direct utility assistance payments to clients and/or to utility companies. Contractor's Administrative and Assurance 16 budget line item shall be based on Contractor's total allocation, including Utility Assistance.

5.2.1.1 Energy Crisis Intervention Program (ECIP): Electric and Gas (Fast Track)

The total amount allocated to the ECIP Fast Track Program shall be administered by Contractor in accordance with the terms of this Contract, with payments to recipients issued by CSD.

5.2.1.2 Home Energy Assistance Program (HEAP): Electric and Gas Allocation

The total amount allocated to the HEAP Electric and Gas Program shall be administered by Contractor in accordance with the terms of this Contract, with payments to recipients issued by CSD.

5.2.2 ECIP Payments - Electric and Gas (Fast Track)

Payment for applicant's electric and/or gas energy bills shall be made by CSD directly to the utility company or in the form of a dual-party warrant, payable to the applicant and the utility company. All payments shall be deducted from Contractor's Utility Assistance allocation.

5.2.3 HEAP Payments - Electric and Gas

Payment for applicant's electric and/or gas energy bills shall be made by CSD directly to the utility company or in the form of either a dual-party warrant, payable to the applicant and utility company; or, in the case where the cost of energy is included in applicant's rent, a single-party warrant shall be issued, payable to the applicant. All payments shall be deducted from Contractor's Utility Assistance allocation.

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5.3 Working Capital Advance and Major Purchase Advances

5.3.1 Working Capital Advance (WCA)

Contractor may, in accordance with applicable law, receive WCA payments of allowable program costs per this Contract, provided Contractor complies with the provisions of this section and guidance issued by CSD as is needed to implement this section. In order to receive a WCA, Contractor's financial management systems shall be compliant with the provisions of this Contract, WCA Requirements, applicable CPNs and CPAs, and the standards for fund control and accountability as established in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.

5.3.1.1 WCA Requirements include the following standards:

- 5.3.1.1.1 The WCA shall be for the minimum amounts necessary, timed in accordance with Contractor's immediate cash requirements, which will enable Contractor to carry out the purposes of this Contract;
- 5.3.1.1.2 WCA Requirements issued by CSD to Contractor, while conforming to the requirements of this Section 5.3.1, shall take into account the practical requirements and limitations of efficient administration and the effective implementation of this Contract by both Contractor and the CSD;
- 5.3.1.1.3 Interest on Advances. Contractor shall deposit all advances in an interest-bearing account. Interest earned, up to \$500 per year, may be retained by Contractor for administrative expenses. The account shall be sufficiently segregated to enable the tracking and accounting of WCA funds issued by CSD. Any interest earned on LIHEAP advances shall be accounted for and expended pursuant to 2 CFR § 200.305(b)(9) (45 CFR § 75.305(b)(9)); and
- 5.3.1.1.4 Non-advance Payments and Offsets. If Contractor elects not to request a WCA, payment for allowable expenses under this Contract shall be made upon approval by CSD of Contractor's monthly Expenditure Activity Report. If Contractor owes CSD any outstanding balances for overpayments under any contract, current or previous, the balance may be offset, based on arrangements made with the Contractor.

5.3.1.2 Contractor shall adhere to the WCA Requirements outlined in [CPN-E-](#)

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[19-001](#), which is available online at the [CSD LAP](#).

5.3.1.3 Major Purchase Advances

In the event Contractor needs significant cash outlay for large purchases, a special advance may be requested at any time during the contract term. To request a Major Purchase Advance, the following requirements apply:

- 5.3.1.3.1 Request must be completed via the Major Purchase Advance Request (CSD 144);
- 5.3.1.3.2 Limited to purchase of items in excess of \$10,000;
- 5.3.1.3.3 No advance will be issued until the Request for Pre-approval of Purchase/Lease (CSD 558) has been approved by CSD;
- 5.3.1.3.4 Procurements must comply with the open and competitive bid process, which must be documented through the Request for Pre-approval of Purchase/Lease (CSD 558);
- 5.3.1.3.5 Advance repayment for major purchases will be liquidated upon the first expenditure reporting period following the date of the purchase of the item or items identified in the Request for Pre-approval of Purchase/Lease (CSD 558). An Advance Request (CSD 144) must reflect 100% liquidation in the month following the expected date of purchase;
- 5.3.1.3.6 Major Purchase Advance requests will not be granted until such time as no less than 50% of the current WCA has been repaid. The combined total amount of the WCA and Major Purchase advance cannot exceed 25% percent of the Contract or the remaining contract balance, whichever is less; and
- 5.3.1.3.7 Interest on Major Purchase Advances. Contractor should deposit all major purchase advances in an interest-bearing account. Interest earned, up to \$500 per year, may be retained by Contractor for administrative expenses. The account shall be sufficiently segregated to enable the tracking and accounting of Major Purchase Advances funds issued by CSD.

5.3.2 WCA and Major Purchase Advance Limits

Pursuant to 22 CCR § 100840(a), the total amount advanced to Contractor at any

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time, whether in the form of a WCA or Major Purchase Advance, shall not exceed 25% of Contractor's total contract amount, excluding the Utility Assistance allocation amount. If the WCA or Major Purchase Advance request exceeds the remaining balance, then CSD shall only provide Contractor with the amount of the remaining balance. Advance amounts repaid by Contractor may be replaced by additional advances at any time as allowed in this Section 5.3 and corresponding guidance.

5.4 Program Income

5.4.1 Contractor shall maintain records of the receipt and disposition of all "program income" defined in 22 CCR § 100855(c) and pursuant to [CPN-A-18-01](#), as income that is generated or earned as a result of LIHEAP activities.

5.4.2 Determining Net Program Income

5.4.2.1 Except as provided below in Section 5.4.2.2, any costs Contractor incurs in generating program income may be deducted from gross program income to determine net program income.

5.4.2.2 Contractor shall not deduct from gross program income any allowable program expenses for which Contractor has been, or will be, reimbursed from the LIHEAP grant award.

5.4.3 Expenditure, Reporting, and Rollover of Program Income

5.4.3.1 Contractor shall expend program income for allowable program purposes in accordance with the requirements for expenditure of regular LIHEAP funds.

5.4.3.2 Contractor may expend program income during the term of this Contract. Contractor shall report all such expenditures, along with remaining unexpended program income, at the close-out of this Contract or at such other time(s) as CSD reasonably requires.

5.4.3.3 Contractor's unexpended program income at the close-out of this Contract shall roll over to subsequent LIHEAP contract(s).

5.4.3.4 If Contractor has generated program income with leveraged funding source(s) in addition to LIHEAP, the LIHEAP portion of rollover program income must be tracked by Contractor and can be used for allowable LIHEAP expenditures.

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5.5 Wood, Propane and Oil Returned Payments

- 5.5.1 Contractor shall maintain a tracking-log of returned payments, including Supplemental WPO payments referenced in [CPA-E-21-04](#), for services provided. Returned payments must not be entered into the Expenditure Activity Reporting System (EARS) or CSD's Combined Outcome Reporting Engine (CORE). Upon receipt of the returned payment Contractor shall make the following attempts to contact client:
- 5.5.1.1 Make every reasonable attempt to contact client within five business days of receiving the returned payment during the contract term. The following shall constitute a reasonable effort and be maintained in the client file:
 - 5.5.1.1.1 One phone call attempt stating the client has the option to reclaim the returned payment and provide Contractor with the updated vendor information to reissue the returned payment amount; or
 - 5.5.1.1.2 One letter to the client stating the option to reclaim the repayment and provide Contractor with the updated vendor information to reissue the returned payment amount.
 - 5.5.1.2 Hold the returned payment for the client for 10 business days subsequent to all attempts to contact the client.
 - 5.5.1.3 If the client does not contact Contractor within the above time frames the returned payment shall be added to the current WPO allocation tracking log.
 - 5.5.1.4 If Contractor is unable to identify the client of the returned payment the payment can be added to the current WPO allocation tracking log.
 - 5.5.2 Contractor may expend returned payments on WPO services during the term of this Contract. Contractor shall report all such expenditures, along with remaining unexpended returned payments, at the close-out of this Contract or at such other time(s) as CSD reasonably requires.
 - 5.5.3 Contractor's unexpended returned payments at the close-out of this Contract shall be returned to CSD.
 - 5.5.4 Returned payments received after the close-out of the contract shall be promptly returned to CSD.
 - 5.5.5 If Contractor is unable to determine whether the returned payment is funded from

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the current contract, the returned payment shall be promptly returned to CSD.

5.6 Allowable Costs

5.6.1 Cost Reporting

- 5.6.1.1 All costs shall be reported using a “modified accrual” or “accrual” method of accounting.
- 5.6.1.2 Pursuant to the federal block grant and applicable regulations, Contractor may only claim reimbursements for actual, allowable, and allocable direct and indirect costs.
- 5.6.1.3 Contractor shall report all expenditures at actual cost and shall maintain records and source documentation in such a manner as to substantiate all costs reported.

5.6.2 Administrative

5.6.2.1 General

- 5.6.2.1.1 Administrative costs shall not exceed the amounts as set forth in allocation spreadsheet.
- 5.6.2.1.2 Administrative Costs shall mean actual costs for auxiliary functions such as salaries, wages, workers compensation, and fringe benefits for administrative staff, as well as for facilities, utilities, equipment, telephone, travel, accounting, auditing, monitoring assistance, office supplies, and like services necessary to sustain the direct effort involved in administering a grant program or an activity providing services to the grant program.
- 5.6.2.2 Contractor shall use Uniform Administrative Requirements as a guide for determining administrative costs.
- 5.6.2.3 Administrative Equipment More Than \$10,000—Acquisition Costs
 - 5.6.2.3.1 Acquisition costs shall mean the actual costs associated with the purchase of equipment over \$10,000 per unit used for administrative purposes.
 - 5.6.2.3.2 CSD pre-approval is required for the purchases or lease-purchase option of equipment with a total value greater than \$10,000 utilizing the Request for Pre-approval of

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Purchase/Lease (CSD 558).

5.6.2.4 Administrative Out-of-State Travel

Administrative out-of-state travel costs shall mean costs incurred for out-of-state meeting, conferences or training that is critical to administering and/or maintaining LIHEAP. Travel expenses are limited to transportation, subsistence and related items incurred by traveling on official business on behalf of Contractor.

5.6.3 Program Costs

5.6.3.1 General

Program costs are all allowable costs other than Administrative Costs. Program costs include those actual costs that are directly attributable to the performance of this Contract and that are reasonable and necessary as determined by CSD for the purpose of delivering services.

5.6.3.2 Assurance 16

Assurance 16 costs shall not exceed the total amount set forth in the allocation spreadsheet.

5.6.3.3 Intake

Intake shall be allocated at 8% of the Weatherization Budget and 8% of the ECIP/HEAP Direct Services/Utility Assistance Budget based on the Interim Allocations and/or subsequently the Final Allocation. Reimbursement shall be limited to actual cost up to 8% of Final Allocation. Intake in excess of 8% may be charged as an administrative cost not to exceed allowable administrative cost maximum.

5.6.3.4 Outreach

Outreach shall be allocated at 5% each of the Weatherization, ECIP/HEAP and Direct Service/ Utility Assistance, Assistance budgets based on the Interim Allocations and/or subsequently the Final Allocation. Reimbursement shall be limited to actual cost up to 5% of Final allocation.

5.6.3.5 Training and Technical Assistance

Training and technical assistance shall be allocated up to 5% of the total Weatherization allocation and up to 2% of the total ECIP/HEAP

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allocation based on the Interim Allocations and/or subsequently the Final Allocation. Training and technical assistance shall not exceed these limits and shall be reimbursed at actual cost. Reimbursement shall be limited to actual cost up to 5% of Weatherization allocation, and 2% of ECIP/HEAP allocation.

- 5.6.3.5.1 If Contractor determines that an increase in the allowable allocation for training and technical assistance is needed to cover the cost of the software database collection system or related automation training as specified below, then Contractor must submit a request to, and obtain prior approval from, CSD.
- 5.6.3.5.2 Associated training and technical assistance costs may include costs related to travel, admission, materials, client education, and actual salaries/wages. Subcontractor training costs are limited to travel, admission, and materials.
- 5.6.3.5.3 Training and technical assistance shall include costs associated with the completion of weatherization-related training as specified in the Training Requirement of Section 9.1 of this Contract. Training may include, but not limited to, internal contractor training, safety training, attendance of weatherization-related training to include the software database collection system or other forms of training to aid in the development and skill of staff in utilizing and supporting internal program automation systems, and/or weatherization-related workshops sponsored by utility companies, Department of Energy (DOE), or CSD training. CSD training may include Local Service Provider's Meetings and Association of California Community and Energy Services Roundtable Meetings, and/or other organizations offering a component of weatherization training, and/or is necessary to carry out the direct delivery of services.
- 5.6.3.5.4 Training for job corps and workforce development trainees shall be limited to required CSD health and safety training sessions, unless otherwise approved by CSD.
- 5.6.3.5.5 Contractor staff out-of-state travel costs shall mean cost incurred for out-of-state meeting, conferences, or trainings that are critical to carrying out LIHEAP. Travel expenses are limited to transportation, subsistence, and related items incurred by traveling on official business on behalf of the Contractor.

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5.6.3.6 Acquisition Costs

5.6.3.6.1 Minor Vehicle and Field Equipment Less Than \$10,000 – Acquisition Costs.

Minor Vehicle and Field Equipment costs under \$10,000 per unit must follow all federal and state rules and regulations governing LIHEAP pertaining to procurement standards.

5.6.3.6.2 Major Vehicle and Field Equipment costs \$10,000 or Greater – Acquisition Costs Must Be Pre-Approved

CSD pre-approval is required for the purchases or lease-purchase option of vehicles and field office equipment with a total value of \$10,000 or greater, utilizing the Request for Pre-approval of Purchase/Lease (CSD 558).

5.6.3.7 Other Program Costs:

5.6.3.7.1 Other Program Costs

Other Program Costs shall mean the actual costs associated with field staff wages, program management and support wages, ancillary supplies, disposal fees, and Historic Preservation review costs, lodging and per diem, vehicle and equipment repair, maintenance, and fuel, waste breakage, and solar water heating maintenance.

5.6.3.7.2 Workers' Compensation

Workers' Compensation shall mean those actual costs associated with workers' compensation coverage for program staff whose salaries and wages are chargeable under program costs.

5.6.3.8 Liability Insurance

Liability Insurance shall mean those actual costs allocated for insurance bonds, general liability, vehicle insurance, and pollution occurrence insurance (if applicable).

5.6.3.9 General Operating Costs

General Operating Costs may be charged to the program and are for costs that are directly allocable to those activities defined as related

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facilities, office and computer equipment, office supplies, telephone, travel, and materials and activities to prevent exposure related to COVID-19 as allowable program costs.

5.6.3.10 Automation Costs

- 5.6.3.10.1 Contractor can expend funds to the Automation Costs (AC) in an amount not to exceed \$50,000, to be used to meet contract program startup requirements such as IT automation needs to comply with the Expenditure Activity Reporting System (EARS), Financial Management Module (FMM), Enterprise Combined Outcome Reporting Engine (eCORE), and Combined Outcome Reporting Engine (CORE) (“CSD System”) requirements or contractual reporting requirements programmatic in nature, related to CSD System IT expenses, and with ongoing programmatic IT expenses. AC funds are not limited exclusively to CSD System-related IT expenditures, but any IT expense related to CSD System costs incurred including necessary training on upgrades to Contractor’s system.
- 5.6.3.10.2 If Contractor expended funds in a prior year for a system and now wants to purchase a new system with AC funds, Contractor must utilize unrestricted funds and bear the full cost of the conversion to such an alternative system. Contractor may be granted a variance from this requirement provided Contractor’s AC plan is appropriately revised and CSD gives its written approval of the plan and request for variance.
- 5.6.3.10.3 Contractor shall report all automation and IT expenditures related to compliance with the reporting requirements under this Contract in the Automation Costs line item. Such expenditures may include, but is not limited to, computer and IT equipment; approved front-end database acquisition and ongoing subscription costs; IT security implementation costs; and IT systems training. All costs reported in this line item must be directly related to program functions. IT costs related to administrative functions shall be reported as administrative costs pursuant to the Uniform Administrative Requirements.
- 5.6.3.10.4 Contractors with multiple LIHEAP contracts for the same contract year are limited to reimbursement up to \$50,000 per contract. Contractor shall allocate costs among contracts when permitted and may not charge the same costs to more

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than one contract.

5.6.3.10.5 CSD System-related IT costs charged to the AC shall be submitted for reimbursement in accordance with CSD's normal reporting and accounting procedures.

5.6.3.10.6 CSD System-related IT costs that exceed the maximum AC amount of \$50,000 may not be reimbursed by CSD.

5.6.3.10.7 Contractors that remain in contract with their front-end vendor are not required to conduct a procurement for ongoing maintenance, updates or process improvements performed by the front-end vendor.

5.6.3.10.8 Upon approval by CSD, Contractor may procure from, Hancock™ or ServTraq©, a new automated reporting system with supplemental functionality beyond basic CSD System reporting requirements. The following provisions apply to, Hancock™ and ServTraq© System Users:

5.6.3.10.8.1 If Contractor elects to procure a new automated IT reporting system, Contractor shall ensure that the system procured is fully compliant with CSD System requirements. CSD's responsibility is limited to providing Contractor or its vendor with the applicable system specifications, interface and security protocols;

5.6.3.10.8.2 If Contractor expended funds in a prior year for a system and now wants to purchase a new system with AC funds, Contractor must utilize unrestricted funds to bear the full cost of the conversion to such an alternative system. Similarly, Contractor may not use future annual AC funding for such conversion. Any alteration to this provision requires prior written approval from CSD and must include the submission of a revised AC plan; and

5.6.3.10.8.3 Systems and services procured by Contractor in order to obtain implement Hancock™ or ServTraq© system shall be conducted in compliance with Contractor's procurement policy and with all applicable LIHEAP contract

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requirements, and federal and state law. Contractor may, at Contractor's option, participate in a consortium of local service providers to procure jointly an automated reporting system from Hancock™ ServTraq®, provided Contractor's procurement policy is not violated in such a manner as to render the process flawed or unfair. Contractor may rely on any local service provider subject to this contract to conduct the procurement on Contractor's behalf provided, however, that: 1) Contractor shall not be absolved from fulfilling applicable procurement obligations and requirements; 2) Contractor shall review all pertinent procurement documentation for sufficiency; and 3) make such documentation available to CSD upon request.

5.6.3.11 Weatherization Program Activities

Weatherization Program Activities shall mean those costs associated with the installation of measures to those dwellings weatherized and reported as completed, to include but not limited to, assessment, diagnostic testing, labor, materials, subcontractors, environmental inspections, permits, Home Energy Rating System (HERS Raters), and Environmental Hazard Work weatherization materials.

5.6.3.12 ECIP Emergency Heating and Cooling Services (EHCS)

ECIP EHCS shall mean those costs associated with emergency heating and cooling, and water heating repair and replacement services and other related costs, including costs associated with labor, materials, subcontractors, permits, HERS Raters, Environmental Hazard Work weatherization materials, and diagnostics all as further defined by the ECIP Policy and Procedures, and the Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy. The ECIP Policy and Procedures is hereby incorporated by reference to this Contract and available on the [CSD LAP](#).

5.7 Service Area Expenditures Requirements

5.7.1 For purposes of this section the following definitions apply:

“Service Area” means the geographical area for which Contractor receives a discrete grant allocation, whether in a contract pertaining to that geographical area

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alone, or in a contract covering multiple geographical areas, as for example, multiple counties.

“Service Territory” means the totality of Contractor’s Service Area(s), whether: 1) a single county; 2) a portion of a single county; 3) multiple counties; or 4) a single county in combination with a portion of another county. Accordingly, the single Service Area or combined Service Areas for which Contractor provides services constitutes Contractor’s Service Territory.

“Target Allocation” means the sum of money from the LIHEAP state grant designated by CSD for expenditure in a designated Service Area.

“Target Service Area” means the service area for which a grant allocation has been designated on the LIHEAP Allocation Spreadsheet attached to this Contract.

Note: If Contractor provides only some LIHEAP services to a Service Area, e.g., weatherization services only or utility assistance services only and another contractor provides other LIHEAP services in the same Service Area, the contractors are co-service providers with respect to the Service Area in question and each is responsible for that portion of the grant allocation applicable to the services it provides. Contractor’s Service Territory includes a Service Area in which the grant allocation is split with another contractor.

5.7.2 This section shall apply to Contractor if any of the following pertain:

5.7.2.1 This Contract involves funding for LIHEAP services provided by Contractor in multiple Service Areas; or

5.7.2.2 Contractor provides only some of the LIHEAP services in multiple Service Areas under the terms of this Contract; or

5.7.2.3 Some combination of 5.7.2.1 and 5.7.2.2 above.

5.7.3 The Target Allocation(s) specified in this Contract shall be used either: a) to provide services within the geographical boundaries of Target Service Area(s) to which the allocation applies; or b) on behalf of the recipients of benefits who reside within the Target Service Area(s), thereby ensuring that the low-income persons in each Target Service Area receive their appropriate share of the grant award and that direct program funds designated for a particular Target Service Area are not expended for services in another Service Area without good cause.

5.7.3.1 Contractor is required to expend at least 90% of the applicable Target Allocation(s) in each Target Service Area(s).

5.7.3.2 Contractor shall, as requested by CSD, submit a LIHEAP Production Plan estimating the number of households served by the designated

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allocation for each Target Service Area and the Agency Local Plan explaining how Contractor will conduct targeted outreach activities, identify service needs in Target Service Areas and track expenditures.

5.7.3.3 At the time of close-out, Contractor shall submit a report comparing Contractor's production estimates, by Service Area, to actual expenditures, what lessons were learned, and what changes in operations are anticipated in coming years.

5.7.3.4 Contractor may, subject to CSD's written approval, expend a portion of a Target Allocation in another service area in which Contractor provides services pursuant to this Contract, under the following circumstances:

5.7.3.4.1 When there is no acute need or ready opportunity for full expenditure of direct program funds in the Target Service Area; and

5.7.3.4.2 When Contractor can readily expend direct program funds in an alternate service area to avoid under expenditure or a loss of funding.

5.7.4 Notwithstanding the provisions of Section 5.7.3, Contractor is authorized under the terms of this Contract to combine the Administrative, Intake, Outreach, Assurance 16, and other program support costs, including liability insurance, workers' compensation, and general operating portion of grant allocations for multiple Service Areas for purposes of efficiency and effective contract implementation, provided such combining of funds does not unduly impair the equitable provision of services or otherwise disadvantage potential recipients of benefits in any Service Area.

5.8 Reimbursement Guidelines

5.8.1 Claims for Reimbursement

Pursuant to the federal block grant statute and applicable regulations, Contractor may only claim reimbursements for actual, allowable, and allocable direct and indirect costs. Contractor shall report actual costs incurred for actual expenditures up to any applicable maximum amounts set by this Contract.

5.8.2 Assurance 16

5.8.2.1 Assurance 16 costs and its related services include those actual costs that are directly attributable to the performance of this Contract and that are reasonable and necessary as determined by the CSD for the purpose of delivering services. Assurance 16 costs shall include needs assessment,

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client education, budget counseling, and coordination with utility companies.

- 5.8.2.2 Contractor may claim Assurance 16 costs for client education only once when LIHEAP and DOE or DOE BIL funds and services are provided concurrently in the same residential dwelling unit.

5.8.3 Wood, Propane, and Oil Assistance

5.8.3.1 HEAP WPO

Contractor may claim reimbursement for HEAP WPO expenditures and activities expenditures as required in accordance with the terms of this Contract.

5.8.3.2 ECIP WPO

Contractor may claim reimbursement for ECIP WPO expenditures in accordance with the terms of this Contract.

5.8.3.3 Tank Repair

Contractor may claim reimbursement for the cost of tank repair separate from the HEAP WPO, ECIP WPO and Supplemental WPO payment as outlined in [CPA E-21-04](#) WPO Benefit Formula Implementation and subsequent CPA modifications.

5.8.4 Weatherization and EHCS Specific

- 5.8.4.1 Contractor may claim reimbursement for Weatherization-related activities under the terms of this Contract as documented on the CSD Dwelling Assessment Form (CSD 540) or approved Contractor's equivalent for each eligible household not previously weatherized.

- 5.8.4.2 Contractor shall ensure that duplicate billings for the same product or service do not occur.

- 5.8.4.3 All service completed dwellings unit shall be submitted for payment within 90 calendar days of completion or by the due date of the last reporting period of this Contract, whichever is less. A service completed unit shall not be carried over into another contract period, except when there are insufficient funds to cover a portion or the entire cost of rendered services. In the event a completed unit is billed in the subsequent contract, the Contractor must also ensure that the applicant meets the income eligibility requirements.

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- 5.8.4.4 Contractor may claim reimbursement for labor and material expenses associated with Environmental Hazard Work activities intended to assure the health, safety, and well-being of workers and dwelling occupants during the performance of in-home Weatherization and EHCS services under this Contract. Environmental Hazard Work activities include activities to prevent exposure related to the disturbance of asbestos, lead paint and the COVID-19 virus. Materials shall include items that are disposable or have temporary use, such as Tyvek suits, hand sanitizer, cleaning supplies, disposable face masks, HEPA vacuum cleaner bags/filters, etc. Labor shall include those activities related to prepping and cleaning within the workspace to prevent contamination.
- 5.8.4.5 For emergency ECIP EHCS provided outside Contractor's normal business hours of operations, Contractor may exceed the maximum cost limits allowed for repair and replacement services. Contractor shall not request reimbursement for more than one heating, cooling, or water heating unit repaired or replaced per household.
- 5.8.4.6 Measure Reimbursement
 - 5.8.4.6.1 Measure Maximums
 - 5.8.4.6.1.1 For those Weatherization and EHCS measures that have an established maximum rate, the reimbursement amount shall be equal to the actual labor costs of Weatherization or EHCS crew members and the actual cost of the materials, subcontracted services not to exceed the maximum reimbursement allowable.
 - 5.8.4.6.1.2 Weatherization or EHCS measure costs exceeding the maximum reimbursement limit cannot be offset by charging the cost difference to another weatherization measure or another CSD program.
 - 5.8.4.6.1.3 When costs for a measure exceed the maximum reimbursement allowed, Contractor shall obtain prior written approval from CSD to exceed the maximum cost reimbursement and/or quantity limit for weatherization and ECIP HCS measures as described in Reimbursement Rates for Weatherization and ECIP EHCS Activities. Otherwise, at the Contractor's discretion, Contractor may elect to not provide the

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weatherization measure/service in the event the total cost exceeds the maximum cost reimbursement.

5.8.4.6.2 Assessments and Diagnostics

5.8.4.6.2.1 Contractor may claim reimbursement for dwelling assessment for each eligible household.

5.8.4.6.2.2 Contractor may claim reimbursement for dwelling assessment for each eligible unit not previously weatherized.

5.8.4.6.2.2.1 For dwellings weatherized under this Contract, Contractor may claim reimbursement for a modified dwelling assessment, as defined in Article 13, to perform reweatherization.

5.8.4.6.2.2.2 If the useful life term has expired for measures previously installed, or other measures meet feasibility criteria, Contractor may claim a full dwelling assessment to perform reweatherization services.

5.8.4.6.2.3 If a dwelling was previously weatherized under a nonfederal program, the dwelling and occupant eligibility must be recertified; therefore, Contractor may claim reimbursement for assessment of dwelling.

5.8.4.6.2.4 In the case of an un-weatherized dwelling where the installation of measures was not feasible, and/or the dwelling was not accessible to install measures, Contractor may claim reimbursement for any related assessments and/or diagnostic checks that were performed.

5.8.4.6.2.5 Contractor may claim reimbursement for dwelling assessment only once when LIHEAP and DOE or DOE BIL funds are used concurrently in the same unit.

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5.8.4.6.2.6 HERS Rater and permit fees are acceptable expenses and may be charged only once per dwelling to ECIP EHCS or LIHEAP weatherization or DOE or DOE BIL weatherization per weatherized dwelling. HERS Rater fee and permit reimbursement include subcontractor cost, staff time on job site, and fees that will be reimbursed based on the actual cost.

5.8.4.6.3 Labor Reimbursement

5.8.4.6.3.1 Contractor shall bill the number of actual labor hours and actual labor cost incurred by weatherization crew members or other persons associated with the installation, assessment and inspection of weatherization measures, removal of debris and appliances, the procurement of permits and services performed by HERS Raters.

5.8.4.6.3.2 Contractor must substantiate all actual labor hours and labor costs charged.

5.8.4.6.3.3 Actual labor hours and costs for weatherization and EHCS services shall not exceed the cumulative number of hours on the job site and shall be substantiated with client file documentation, job schedules, and payroll time records.

5.8.4.6.3.4 When the installation of a measure is subcontracted and there are billable labor hours for weatherization and/or Contractor's crew members who participate in the installation of that subcontracted measure, Contractor may bill, in addition to the subcontracted expenditure, the actual labor hours and labor costs incurred by Contractor's crew members.

5.8.4.6.3.5 Labor expenses for weatherization service delivery shall exclude labor expenses associated with training, travel to weatherization job sites, staff time not associated with the direct installation and/or performance of

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weatherization services and activities on the job site, downtime and general operating expenses as provided in subsection 5.8.4.6.5 Other Program Costs.

5.8.4.6.3.6 Lead Safe Weatherization

Contractor may claim reimbursement for renovator certification, defined as field-related labor costs associated with performing lead renovator certification for ensuring lead paint safety on weatherized dwellings built prior to 1978.

5.8.4.6.4 Heating and Cooling Services (HCS/EHCS)

5.8.4.6.4.1 If, during the course of repairing a defective unit, additional problems are found that would increase the cost of repairs to an amount beyond the established limits for repairs, Contractor may claim reimbursement for incurred costs related to the repair in addition to those costs associated with the replacement of the heating/cooling appliance.

5.8.4.6.4.2 Dwellings in which a single appliance has been both repaired and replaced within the same Weatherization and/or ECIP EHCS component, or under a call-back, Contractor may claim reimbursement for both the repair and the replacement of the appliance. Contractor shall report the single appliance as both a repaired and replaced appliance.

5.8.4.6.4.3 For multi-unit dwellings with a common system (water heater, heating and/or cooling), Contractor shall prorate the cost of each common system among all dwelling units within that building envelope.

5.8.4.6.4.4 Duct repairs and replacements can only be charged to ECIP EHCS when provided in conjunction with emergency heating/cooling services performed under EHCS.

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5.8.4.6.5 Other Program Costs

5.8.4.6.5.1 Wages—Field Staff

Contractor may request reimbursement for the actual labor costs including benefits related to weatherization supervisors, assessors, inspectors, and crew members that are allocable to the program but not associated with the direct installation and/or performance of weatherization services/activities on the job site and training, including, but not limited to: job scheduling, job preparation, travel time, disposal of appliances and materials, building and prepping of weatherization materials away from the job site and downtime in accordance with any guidance issued by CSD.

5.8.4.6.5.2 Wages – Program Management and Support

5.8.4.6.5.2.1 Contractor may request reimbursement for the actual labor costs related to program management and support staff directly responsible for the direct management and oversight over the LIHEAP Weatherization and EHCS program activity or providing direct support to ensure the successful delivery of weatherization services.

5.8.4.6.5.2.2 Reported costs may include labor costs associated with performing direct support in coordinating the delivery and tracking of LIHEAP Weatherization and EHCS program activity, including but not limited to: job scheduling, collating and aggregating of weatherization activities and materials, staff time associated with Historic Preservation Review activities, obtaining permits, and coordination of subcontracted services.

5.8.4.6.5.3 Lodging and Per Diem

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Contractor may claim reimbursement for lodging and per diem related to the installation of weatherization measures subject to travel and per diem as described in the Travel and Per Diem Section Article 4.6 of this Contract.

5.8.4.6.5.4 Disposal Fees

Disposal fees are acceptable expenses and may be charged only once to ECIP EHCS, or LIHEAP Weatherization per appliance and building material waste. Disposal fee reimbursement is limited to the actual cost of the fee.

5.8.4.6.5.5 Vehicle and Equipment Repair, Maintenance and Fuel

5.8.4.6.5.5.1 Contractor may claim reimbursement for expenses related to upkeep and maintenance of vehicles and equipment used in the direct delivery of weatherization services and EHCS. Allowable costs shall be limited to expenditures associated with the maintenance of the vehicles and equipment, fuel, and oil.

5.8.4.6.5.5.2 Contractor shall maintain records for fuel expenditures, vehicle maintenance, and vehicle usage to substantiate allowable travel costs related to and allocable to LIHEAP weatherization.

5.8.4.6.5.6 Historic Preservation Reviews

Historic Preservation Reviews means those expenses that are subcontracted to a third-party to perform the collection and reporting of potential weatherization properties subject to Historic Preservation Review requirements.

5.8.4.6.5.7 Waste Breakage

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Waste breakage are those expenses associated with weatherization materials that have been damaged and are part of Contractors' inventory or special-order materials that are allocated to CSD programs. The cost of weatherization materials that are damaged and benefit multiple programs must be prorated accordingly. Costs must be directly associated to net changes in inventory and not associated with materials chargeable to another measure line item. Reimbursement for waste breakage is not allowable for subcontractors.

5.8.4.6.5.8 Ancillary Supplies

Ancillary supplies are additional low-cost materials or supplies (such as nuts, bolts, screws, and washers) necessary to install a weatherization measure and not easily attributable to a specific measure or dwelling. Costs of ancillary supplies that benefit multiple programs must be prorated accordingly. Costs must be directly associated to net changes in inventory and not associated with materials chargeable to another measure line item. Reimbursement for ancillary supplies is not allowable for subcontractors.

5.8.4.6.5.9 Solar Water Heating Maintenance

Solar Water Heating (SWH) Maintenance are scheduled maintenance service, as established by the manufacture, in order to maintain the SWH system in good working condition.

5.8.4.7 Dwelling Status

5.8.4.7.1 Completed Units

5.8.4.7.1.1 Except as otherwise provided in the CSD Technical Reference Manual (TRM), Contractor shall not report a weatherized dwelling as completed nor shall Contractor request reimbursement for a weatherized dwelling until all weatherization measures identified as

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feasible during the dwelling assessment have been installed, and inspected by a Quality Assurance Inspector, and all inspection fails have been resolved.

5.8.4.7.1.2 Contractor shall not bill for incomplete units or close a unit with outstanding, unfinished weatherization measures in order to receive reimbursement for work completed. If there are measures found to be non-feasible by crew members after the initial assessment, the reason for the non-feasibility shall be documented in the client file and, the job shall be reported as completed in accordance with subsection 5.8.4.7.1.1.

5.8.4.7.1.3 Contractor shall reimburse CSD for all costs associated with the delivery of weatherization services covered under this Contract to dwellings occupied by households ineligible for weatherization assistance at the time such services were provided.

5.8.4.7.1.4 ECIP EHCS

Dwelling units receiving services under ECIP EHCS may be reported as completed and billed immediately upon the completion of ECIP EHCS measures regardless of the completion status of weatherization measures installed in the same dwelling.

5.8.4.7.1.5 If Contractor is not able to complete weatherization or ECIP EHCS direct services during the Contract term, Contractor may complete the dwelling in the next contract year. If Contractor completes the dwelling in the next contract year, Contractor must verify the client meets the income eligibility requirements for the following year in order for the measures and dwelling to be eligible for reimbursement.

5.8.4.7.2 Building Permits

5.8.4.7.2.1 Contractor shall obtain all required permits in

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accordance with the TRM, prior to the commencement of all work performed, unless work is performed as a result of an emergency requiring immediate action where there is an imminent danger and requesting a permit would hinder the Contractor's ability to resolve the emergency. If an emergency is remedied, Contractor shall apply for a permit as soon as reasonably possible.

5.8.4.7.2.2 Penalties or fines imposed on Contractor or subcontractor by the local authority or building department are not allowable costs.

5.8.4.7.3 Previously Weatherized Dwellings

If the previous weatherization was performed under a nonfederal program or under this Contract, the occupant eligibility must be verified, and Contractor may seek reimbursement for the associated outreach and intake costs.

5.8.4.7.4 Managing Alternative Funding

Contractor may perform services and install energy efficiency and/or other measures in a qualified dwelling as provided herein and in accordance with requirements of any other CSD program and compatible non-CSD funded program, if in the best interest of the client, provided:

5.8.4.7.4.1 Reimbursement for Weatherization or EHCS activities is claimed only once when LIHEAP or any other funding source, are used concurrently in the same unit;

5.8.4.7.4.2 Contractor may divide materials and labor cost of a single measure among LIHEAP, or other CSD programs when the single measure in question is installed in a dwelling where Weatherization or EHCS services are provided concurrently under these programs; and

5.8.4.7.4.3 Contractor shall not bill multiple funding sources for the same product or service unless costs are allocated in such a manner that billing is not duplicative and Contractor receives no

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more than the total cost of the products and services provided. The amount billed under both LIHEAP and the alternative funding source cannot exceed the installation cost and maximum reimbursement rate for the measure.

- 5.8.4.7.4.4 Individual measure leveraging is allowable involving the use of LIHEAP funds and an alternative funding source in accordance with TRM Appendix D Energy Audit/Priority List Protocol, Section 5.0., Managing Alternative Funding.

5.8.5 SWEATS

- 5.8.5.1 Reimbursement shall be in accordance with [CPN-E-20-01](#) SWEATS Policy.
- 5.8.5.2 Public Safety Power Shut-Off Preparedness (PSPS) reimbursement shall be in accordance with [CPN-E-20-02](#) PSPS Emergency Preparedness Pilot Policy and [CPN-E-02M3](#).

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ARTICLE 6 - REPORTING POLICIES AND PROCEDURES

6.1 Reporting Requirements

6.1.1 General

- 6.1.1.1 Contractor shall submit required client/job detailed data for Weatherization and ECIP EHCS activities to CSD's Weatherization Database on a monthly basis, for the period in which the service activity occurred and for which reimbursement for the service activity is requested.

Similarly, adjustments shall be submitted for the monthly period in which services occurred.

- 6.1.1.2 Contractor shall request reimbursement for expenditures associated with all Contract activities (excluding ECIP Fast Track and HEAP Electric and Gas) by reporting in the EARS, in accordance with [CPN-E-19-002](#) Energy Reimbursement Policies and Procedures.

- 6.1.1.2.1 Expenditures for Admin, Assurance 16, Intake, ECIP WPO, HEAP WPO, ECIP EHCS, SWEATS, and EHA-16 program costs shall be reimbursed through the LIHEAP Monthly EHA 16 Expenditure Activity Report via EARS.

- 6.1.1.2.2 Expenditures for Weatherization Program Costs and Activities shall be reimbursed through the LIHEAP Monthly Weatherization Expenditure Activity Report via EARS.

- 6.1.1.2.3 Contractor shall submit adjustments in accordance with [CPN-E-19-002](#).

- 6.1.1.2.4 Payment to Contractor for any given month shall be contingent upon receipt and approval by CSD of the preceding monthly submission.

- 6.1.1.3 Contractor shall ensure that the data reported in the Weatherization Database and the request for reimbursement reported in EARS, reconcile in accordance with [CPA-E-18-005](#).

- 6.1.1.4 Contractor shall submit client details electronically to CORE for ECIP Fast Track, HEAP Electric and Gas, ECIP WPO, and HEAP WPO.

Contractor shall submit to CORE, applications that have received a pledge for ECIP Fast Track or HEAP Electric and Gas to CORE, within

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the timeframe specified in the Direct Pay Utility Pledge Timeframe document located on the contract page of the CSD Local Agencies Portal.

6.1.1.5 Contractor shall submit requested client files, records, and documents to the File Transfer Protocol (FTP) Server as requested by CSD. CSD shall use Contractor submitted documents to perform an in-house desk review to verify compliance with financial, administrative, and programmatic requirements.

6.1.1.6 Reporting System Requirements

6.1.1.6.1 CSD will provide Contractor with specifications of minor IT reporting changes or other minor changes, and upon receipt of the specifications, Contractor shall implement system changes in their local system within 30 calendar days. Minor changes are those that are routine in nature to begin performance under the Contract such as but not limited to adjustments to the Expenditure Activity Report layout, adding or deleting measures and adjusting eligibility guidelines.

6.1.1.6.2 Major reporting changes, upon receipt of the specifications, shall be implemented in Contractor's local system as negotiated by CSD. Major IT system changes are those changes made to the business rule validations as listed in the most current Weatherization DTR and/or new field lines as outlined in the Data Transfer Reference Document (Schema-Breakdown). The most current Weatherization DTR and Data Transfer Reference Document (Schema-Breakdown) are located on the CSD Local Agencies Portal on the System Specification website page.

6.1.2 Solar Warranty and Maintenance Reporting

Contractors participating in the Solar Water Heating (SWH) Project shall report to CSD whenever warranty work and/or maintenance are required on any Solar Water Heating Systems installed under the SWH Program and CSD's Low-Income Weatherization Program (LIWP). The SWH Warranty and Maintenance Report shall include a written description of the following:

6.1.2.1 Dwelling address at which warranty and/or maintenance work was provided;

6.1.2.2 Reason for warranty and/or maintenance work (what was the problem);

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6.1.2.3 The date (or dates) on which warranty and/or maintenance work was provided; and

6.1.2.4 List of the costs charged to the LIHEAP contract for the warranty and/or maintenance work.

The SWH Warranty and Maintenance Report shall be submitted no later than 30 calendar days after the month in which reimbursement for the warranty and/or maintenance work is requested.

The SWH Warranty and Maintenance Report shall be submitted, via email, to wx@csd.ca.gov with the words “SWH Warranty and Maintenance Reports” in the Subject line.

Contractor shall retain all warranty and maintenance reports for the life of the warranty.

6.1.3 CSD Review and Approval of Reports

6.1.3.1 CSD shall review and approve Contractor’s monthly reimbursement/activity reports before offsets to advances or reimbursement payments are issued. CSD will conduct an ongoing evaluation of Contractor’s performance related to program and fiscal operations and its demonstrated ability to effectively utilize all funds available under this Contract.

6.1.3.2 The issuance of other CSD contracts, including reimbursement payments to the Contractor, shall be contingent upon timely receipt of the required reports and/or compliance with the material requirements of this Contract.

6.1.4 Close-out Report

6.1.4.1 Contractor shall submit on appropriate CSD forms, a close-out report, verifying all actual, allowable, and allocable costs earned during the term of this Contract and return all excess reimbursement and unexpended funds to CSD within 90 calendar days of the expiration of this Contract. If Contractor fully expends funds prior to the end of the contract term, all appropriate CSD close-out forms shall be submitted within 90 calendar days of final expenditure.

6.1.4.1.1 Administrative costs, outreach, intake, Assurance 16, Training and Technical Assistance shall not exceed the maximum allowable amounts.

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- 6.1.4.1.2 Administrative and Assurance 16 costs shall remain proportionate to the cumulative allowable program expenditures for Direct Services and Utility Assistance. Any Administrative and Assurance 16 costs that exceed these limits shall be disallowed.
- 6.1.4.1.3 Subsequent payments, including advance payments, for LIHEAP or other CSD contracts may be withheld, absent timely receipt of the close-out report of this Contract.
- 6.1.4.2 The issuance of other CSD contracts, and reimbursement and advance payments for existing contracts, may be withheld, absent receipt of the close-out report which is due no later than 90 calendar days after Contractor fully expends or the end of the Contract term.
- 6.1.4.3 The close-out report shall include the following:
 - 6.1.4.3.1 LIHEAP Close-out checklist and Certification of Documents Transmitted with authorized signature (CSD 733);
 - 6.1.4.3.2 LIHEAP Close-Out Reconciliation Report (CSD 733F);
 - 6.1.4.3.3 Report comparing production estimates, by Service Area, to actual expenditures, what lessons were learned, and what changes in operations and service delivery are anticipated in coming years; and
 - 6.1.4.3.4 LIHEAP Close-Out Equipment Inventory Schedule (CSD 733G).
- 6.1.4.4 Interest and Program Income-Earned

Contractor shall use a CSD 733F, LIHEAP Interest and Program Income Earned Close-out Reconciliation, to report actual costs and/or interest income earned and expended. Pursuant to 22 CCR § 100855 and in accordance with [CPN-A-18-01](#) Program Income, program income earned and expended are subject to the expenditure and reimbursement guidelines for the program year in which expenditures occurred.
- 6.1.4.5 Any weatherization materials purchased with the funds under this Contract and remaining at the Contract expiration shall be credited against Contractor's weatherization materials expenditures under this Contract and charged to whatever other weatherization program Contractor may have in effect. If Contractor has no other weatherization program in effect, CSD shall determine how the materials will be disposed and what, if any, financial adjustments are required.

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PROGRAMMATIC REQUIREMENTS

ARTICLE 7 - PROGRAM POLICIES AND PROCEDURES

7.1 LIHEAP Agency Local Plan

- 7.1.1 Contractor shall submit an annual LIHEAP Agency Local Plan to CSD by a date as determined by CSD. The LIHEAP Agency Local Plan is intended to systematize the gathering of planning information to assist CSD with its obligations under federal statute to provide programmatic assurances to the Secretary of the U.S. Department of Health and Human Services under the LIHEAP block grant and to enable the Contractor to plan and propose an annual budget that is consistent with the purposes of the Low-Income Home Energy Assistance Program and reflective of the needs of the local low-income population.
- 7.1.2 Contractor shall ensure its LIHEAP Agency Local Plan documents reflect that its proposed services and activities are in compliance with federal and State law governing the LIHEAP block grant, or CSD may require Contractor to amend or supplement the responses or documentation prior to execution of this Contract by CSD.
- 7.1.3 CSD's approval of Contractor's LIHEAP Agency Local Plan documents does not constitute approval of any costs expended under this Contract. Contractor shall ensure all expenditures comply with federal and state requirements that the actual costs are allowable and allocable in accordance with applicable statutes, regulations, and the provisions of this Contract.

7.2 Program Standards and Regulatory Requirements

7.2.1 Program Standards

- 7.2.1.1 Contractor shall adhere to all CSD program standards pursuant to the following documents which have been incorporated by reference and made part of this Contract as if attached hereto:
 - 7.2.1.1.1 CSD Technical Reference Manual (TRM);
 - 7.2.1.1.2 ECIP Policy and Procedures;
 - 7.2.1.1.3 Official State and Federal Program Notices and Guidance Documents;
 - 7.2.1.1.4 Current Eligibility and Verification Guide;

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7.2.1.1.5 Weatherization DTR;

7.2.1.1.6 Utility Assistance Data Transfer Business Rules: and

7.2.1.1.7 CSD Training Policies and Procedures Manual (TPPM).

7.2.1.2 In the event of inconsistencies between policies and field protocols contained within the TRM and/or the Weatherization Policies and Procedures and this Contract, Contractor shall abide by the terms of this Contract.

7.2.2 Regulations

7.2.2.1 Standards contained in the most current Uniform Building Code and local city and county codes shall take precedence over the CSD TRM if the code requirement is not included in the manual and/or is more stringent.

7.2.2.2 Contractor shall ensure that all work performed complies with the most current and applicable provisions of the California Energy Commission Building Energy Efficiency Standards, Alterations under Title 24, Part 6, of the California Code of Regulations, California Home Energy Rating System (HERS) Program regulations.

7.2.2.3 Services provided to all covered pre-1978 dwellings shall comply with the most current Environmental Protection Agency rules in 40 CFR Part 745 et seq., Lead-Based Paint Poisoning Prevention in Certain Residential Structures, and the Housing and Urban Development rules in 24 CFR Part 35 et seq., and Lead-Based Paint Poisoning Prevention in Certain Residential Structures.

7.2.2.4 All materials utilized for weatherization and ECIP EHCS purposes shall conform with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

7.2.2.5 All materials used must comply with TRM material specifications for LIHEAP.

7.2.3 Title 24

7.2.3.1 Contractor shall, when required by its local jurisdiction, obtain a building permit when additions or alterations of existing residential buildings are performed or when a component, system, or equipment of an existing building breaks, cannot be repaired and must be replaced.

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- 7.2.3.2 Title 24 requirements are applicable only to energy conservation measures and Health and Safety replacement of heating, cooling, and water heating appliances performed in dwellings located within specific California Energy Commission (CEC) Climate Zone areas. Requirements to be applied are those specific to the California Energy Commission (CEC) Climate Zone where the dwelling is located. For a listing of the CEC climate zones, refer to the CSD Local Agencies Portal website at <https://agencies.csd.ca.gov/home/Energy/Pages/Resources.aspx> under the Weatherization Resources section.
- 7.2.3.3 Contractor shall obtain the services of a qualified HERS Rater when required to perform required field verification and diagnostic testing on applicable weatherization measures and building alterations performed under this Contract.
- 7.2.3.4 Contractor shall ensure the HERS Rater is an independent entity from the Contractor or subcontractor performing the building alteration and/or energy-efficiency improvement being tested and verified and has no financial interest in the work performed.

7.2.4 Pre-1978 Dwellings

- 7.2.4.1 Lead-based paint is presumed to be present in all pre-1978 units unless the dwelling unit has previously been certified by a California Certified Inspector/Risk Assessor to be lead-free.
- 7.2.4.2 Dwellings not previously certified to be lead-free, built prior to 1978, and receiving weatherization services in which painted surfaces exceeding de minimis levels are disturbed, require the successful achievement of lead-safe standards after the completion of weatherization services.
- 7.2.4.3 Contractor shall assure that an Environmental Protection Agency (EPA) Certified Renovator performs the post-weatherization verification after the completion of weatherization services and that the Assessor deems the weatherized meets EPA Renovation, Repair, and Painting Rule lead-safe standards.
- 7.2.4.4 HUD units not previously certified to be lead free, built prior to 1978, and receiving weatherization services in which painted surfaces exceeding de minimis levels are disturbed, require the successful achievement of lead-safe standards after the completion of weatherization services. Contractor shall assure that a third-party California Certified Inspector/Risk Assessor performs the clearance

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inspection after the completion of weatherization services and that the Assessor deems the weatherized HUD unit as lead-safe.

- 7.2.4.5 Contractor shall document notification to tenants of multi-unit housing of weatherization and/or renovation activities in common areas using the Notice of Weatherization/Renovation (CSD 320) or approved Contractor's equivalent and Record of Tenant Notification Procedures (CSD 322) or approved Contractor's equivalent.

7.3 Prioritization of Services

- 7.3.1 Contractor shall conduct ECIP, HEAP, and Weatherization activities in accordance with the Agency Local Plan in Article 14.
- 7.3.2 Contractor shall design activities to provide assistance to low-income households in meeting their home energy costs, particularly those with the lowest incomes that pay a high proportion of household income for home energy, and that such methods to be utilized, and shall assure that eligible households, particularly those households with elderly individuals, disabled individuals, or children five years and under are made aware of the assistance available under this Contract.

7.4 Service Priority Guidelines

- 7.4.1 Contractor shall give first priority for services to those households with the lowest income and highest energy burden. In addition, Contractor shall factor into its first priority for services those households with the following vulnerable populations: young children (ages five years or under), disabled, and elderly persons (ages 60 years or older), in accordance with the Agency Local Plan.
- 7.4.2 Contractor may give first priority for services to those households whose members have life-threatening emergencies.

For the ECIP Fast Track, HEAP Electric and Gas, ECIP WPO and HEAP WPO program components, Contractor shall assign prioritization points consistent with the Agency Local Plan in Article 14.

- 7.4.3 Due to limited funding, contractors are discouraged from providing either:
 - 7.4.3.1 Energy assistance benefits to households with substantial credit(s) on its utility bills; and/or
 - 7.4.3.2 Weatherization services to dwellings previously weatherized under LIHEAP within the past four years. Contractors shall prioritize services to previously weatherized dwellings in accordance with the Agency Local Plan in Article 14.

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7.4.4 Equitable Treatment

Contractor shall ensure that owners and renters receive equitable treatment under this program.

7.5 Outreach and Intake Activity Guidelines

7.5.1 Outreach

Contractor shall perform appropriate outreach activities to ensure that households in the service area(s) are informed about all LIHEAP services and have an opportunity to apply for such services.

7.5.2 Intake

Contractor shall use intake program funds for determining eligibility of applicants seeking LIHEAP services. Services include the process of completing an intake application and reviewing applicant documentation. Contractor shall:

- 7.5.2.1 Establish reasonable hours whereby applicants will have access during regular business hours to seek program information with an assurance that the Contractor shall respond to the applicant's request within a reasonable amount of time;
- 7.5.2.2 Ensure applicants have access to applications, whether in hardcopy, electronic format, during regular business hours. Contractors whose offices are not staffed Monday through Friday must arrange for alternative points of access to LIHEAP applications. Contractor may satisfy this requirement by posting their application for download on their website or post a link directing applicants to an application posted at CSD's website at www.csd.ca.gov or at alternate location(s) or by mailing applications;
- 7.5.2.3 Accept applications for assistance during regular business hours;
- 7.5.2.4 Accept applications for ECIP Fast Track and WPO at sites that are geographically accessible to all households in the area served by Contractor;
- 7.5.2.5 Provide low-income individuals who are physically infirm with the means to submit applications for HEAP and ECIP without leaving their residences;
- 7.5.2.6 Ensure that all sites where intake is conducted are accessible to the disabled;

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- 7.5.2.7 Utilize the Energy Intake Form (CSD 43), or approved Contractor's equivalent, as a multipurpose form for referrals to the LIHEAP Weatherization program, the ECIP EHCS program, HEAP program, and DOE or DOE BIL program; and
- 7.5.2.8 If Contractor opts to "pre-screen" applicants for benefits by discussing eligibility criteria and by counseling potential clients in advance of their completing and submitting an Energy Intake Form (CSD 43) or approved Contractor's equivalent, Contractor must apply income guidelines and Contractor's Priority Plan when prescreening applicants. If the applicant appears to be ineligible, Contractor must so inform the applicant but must nevertheless notify prescreened applicants of the right to apply for benefits upon changes in the prescreened applicant's circumstances and status. Energy Intake Form (CSD 43) or approved Contractor's equivalent must be provided to a potential client upon request, whether or not a prescreening process is employed.

7.5.3 Applicant Written Notification of Benefits

Within 15 business days of receiving an application Contractor shall provide the applicant written or electronic notification of the application status, indicating whether the application has been approved, denied, deemed incomplete, or is still pending review.

- 7.5.3.1 If approved, the notice shall indicate the nature and an approximate timeframe in which the utility assistance payment will be provided and when weatherization services may be scheduled or if a referral was made to for weatherization services. The name of the utility company and the amount of the benefits also shall be included in the notification for Utility Assistance.
- 7.5.3.2 If denied, the notice shall indicate the reason for the denial and information regarding the appeal process.
- 7.5.3.3 If incomplete, the notice shall indicate what additional information or documentation is required.
- 7.5.3.4 If pending review, the notice shall provide a revised estimate of when the status of the application will be determined. Contractor must follow-up with a notification when a determination has been made.
- 7.5.3.5 If added to the waitlist for weatherization and the application is not processed, the notice shall provide the amount of time the application will be kept on file, disclaimer that the applicant is not guaranteed services and how applications are prioritized for services.

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7.6 Assurance 16 Activity Guidelines

Contractor shall use Assurance 16 program funds for services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance such as needs assessment, client education and budget counseling, and coordination with utility companies. These funds may not be used to identify, develop, and/or demonstrate leveraging programs.

7.6.1 Needs Assessment

Contractor must conduct a needs assessment for each client who submits an application that shall include computing the energy burden of each applicant's household and prioritizing households in accordance with Agency Local Plan in Article 14.

7.6.2 Client Education/Budget Counseling – General Requirements

Contractor shall provide all recipients of energy assistance under this Contract with applicable energy conservation information and budget counseling in accordance with the Contractor's approved Agency Local Plan in Article 14. As a minimum Contractor shall include the following:

- 7.6.2.1 Information regarding the importance of applying for energy assistance prior to falling behind in utility payments and information concerning various utility company budget payment plan(s) and other forms of energy assistance offered within the State;
- 7.6.2.2 Written information that describes energy-saving behavioral adjustments that will decrease the energy consumption of the household; and
- 7.6.2.3 Resource information, referral, family, and budget counseling in order to assist clients in achieving self-sufficiency.

7.6.3 Client Education/Budget Counseling – Weatherization and ECIP EHCS Specific

- 7.6.3.1 In addition to the above provisions, Contractor shall place in the client's file the Client Education Confirmation of Receipt (CSD 321) or approved Contractor's equivalent that substantiates that the client was provided with energy conservation, budget counseling, lead-based paint safe, mold and moisture, radon, and asbestos education.
- 7.6.3.2 Contractor shall provide the EPA pamphlet, "Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools."

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- 7.6.3.3 Contractor shall provide to all clients the EPA pamphlet, “A Brief Guide to Mold, Moisture, and Your Home.”
- 7.6.3.4 Contractor shall provide the client with a description of the benefits that the client can expect to receive as a result of the weatherization measures installed and diagnostic tests performed in the dwelling.
- 7.6.3.5 Contractor shall provide all clients with the EPA pamphlet, “A Citizen’s Guide to Radon: The Guide to Protecting Yourself and Your Family from Radon.”
- 7.6.3.6 Contractor shall provide the California Department of Public Health fact sheet “About Asbestos in the Home and Workplace”.

7.6.4 Coordination

- 7.6.4.1 Contractor shall refer all potentially eligible applicants, including HEAP applicants, to the LIHEAP Weatherization Program, ECIP EHCS, California Alternative Rates for Energy Program (CARE), Reduced Rate Program (RRP), Arrearage Management Payment (AMP) Plan, DOE, DOE BIL, or other energy or conservation programs. Contractor shall coordinate its activities with other federal, state, or local energy conservation programs with the goal of conserving energy, improving thermal efficiency, or defraying energy costs of low-income households.
- 7.6.4.2 Contractor shall provide assistance in coordinating the payment of client’s energy/utility bill with the appropriate energy vendor or utility company. Contractor may also perform other coordinative activities with energy vendors/utility companies to provide input relative to the energy assistance needs of California’s low-income households and a proactive educational concept in serving clients. This includes attending the California Public Utilities Commission’s Low-Income Oversight Board Committee meetings.

7.7 Leveraging Activities

- 7.7.1 When ECIP EHCS services are provided, Contractor shall refer, schedule or recommend a subsequent weatherization assessment, in accordance with the CSD TRM.
- 7.7.2 Leveraging weatherization funds may be used to install feasible measures in accordance with the CSD TRM. Client files shall be documented accordingly.
- 7.7.3 If Contractor is leveraging with non-CSD funded programs to meet CSD program requirements, then Contractor shall ensure that any non-CSD leveraged-funded

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activity performed in conjunction with the Weatherization and/or the ECIP EHCS program, is in conformance with weatherization guidelines. If permitted by the leveraged-funding source, Contractor shall document within the Weatherization and/or ECIP client file the activity performed, date of the activity performed, and the source of the leveraged funds. If the leveraged-funding source prohibits the disclosure of such information, Contractor shall as a minimum make reference to the leveraged activity within the weatherization and/or ECIP client file.

- 7.7.4 If Contractor is leveraging with DOE or DOE BIL, all DOE or DOE BIL requirements shall apply.
- 7.7.5 CSD may use information about leveraged activities paid for with funds from leveraged-funding source for the purpose of verifying the delivery of services. CSD may review and verify or use a third-party inspector to review and verify that the leveraged-funded activities conform to applicable LIHEAP standards and practices.

7.8 Record-Keeping Responsibilities

- 7.8.1 Contractor shall maintain client intake/needs assessment form(s) for Weatherization, HEAP, and ECIP, together with appropriate supporting documentation and shall maintain separate client files containing supporting documents related to disqualifications, denials, and appeals for each applicant who is not certified as being eligible to receive assistance.
- 7.8.2 Contractor shall ensure that the ECIP Home Energy Supplier Assurance (CSD 416) or approved Contractor's equivalent is completed by each nonregulated utility company, e.g., propane suppliers, wood suppliers, etc., providing services to clients of this Contract.
- 7.8.3 Contractor shall make a reasonable effort to collect the completed Account Holder Authorization and Consent Form (CSD 081) to collect energy usage data when the client applying for services is not the person listed as the account holder of the utility bill. Client services shall not be denied if the client or bill account holder refuses to sign the consent form.
- 7.8.4 All Client Files – General Requirements

Contractor shall maintain a separate file for each applicant by either a hard copy or electronic file, or a combination of both. Contractor must ensure that the method selected to maintain files does not impose unreasonable effort in CSD's ability to review any files. These files shall include, the following documentation, when applicable:

- 7.8.4.1 For Public Agencies only: Statement of Citizenship or Non-Citizenship

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Status for Public Benefits, (CSD 600), and supporting documents;

- 7.8.4.2 Energy Intake Form (CSD 43) or approved Contractor's equivalent. Priority points must be written in the designated space on the Intake form;
- 7.8.4.3 Multi-Family Property Intake (CSD 43 MFP) or approved Contractor's Equivalent;
- 7.8.4.4 Utility/energy bill(s) for all sources of energy used by qualified households;
- 7.8.4.5 Documentation supporting eligibility in accordance with the Eligibility and Verification Guide;
- 7.8.4.6 Client Education Confirmation of Receipt (CSD 321) or approved Contractor's equivalent that substantiates that the client was provided services in accordance with Assurance 16 requirements;
- 7.8.4.7 Client denial or approval notification; and
- 7.8.4.8 Account Holder Authorization and Consent Form (CSD 081) – Only requested when the client is not the account holder of the utility bill.

7.8.5 Client Files - ECIP Fast Track, ECIP WPO, HEAP, and WPO

Contractor shall maintain the following documents for each applicant receiving cash assistance services, as applicable:

- 7.8.5.1 Documentation that substantiates the requested ECIP Fast Track supplemental payment including the total amount due (at the time of intake) to the utility company, reconnection fees, and any other assessed utility fees/surcharges; it shall provide the condition(s) that establishes eligibility for benefits in accordance with ECIP Fast Track Benefit Determination Section 8.3 in subsection 8.3.3.3; and
- 7.8.5.2 Documentation that substantiates the requested ECIP WPO and WPO payment and supplemental payment in accordance with [CPA-E-21-04](#) and [CPA-E-21-04M](#) WPO Benefit Formula Policy.
- 7.8.5.3 Documentation substantiating the portion of rent that is allocated toward energy costs.

7.8.6 Client Files - Weatherization and/or ECIP EHCS Specific

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Contractor shall maintain the following documents for each applicant receiving weatherization and/or ECIP EHCS services, if applicable:

- 7.8.6.1 CSD Dwelling Assessment which includes: Dwelling Assessment (CSD 540), Weatherization Mold Assessment and Release Form (CSD 540A), Customer Assessment Summary (CSD 540B), Mechanical Ventilation Calculation ASHRAE 62.2 (CSD 540C), Mechanical Ventilation Assessment Form (CSD 540D), and CSD Single-Family Refrigerator SIR Calculation Sheet & CSD Weatherization Program – Multi-Family Refrigerator SIR Calculation Sheet/Data Collection Sheet (CSD 540E) or approved Contractor’s equivalent;
- 7.8.6.2 Appliance Safety Inspection (CASIF) series which includes: Combustion Appliance Safety Inspection Form (CSD 700), Combustion Appliance Safety Interim Form (CSD 700B) or Combustion Applicant Safety – Appliance R&R Form (CSD 700C) ;
- 7.8.6.3 Shell Leakage Data Sheet (CSD 704);
- 7.8.6.4 Duct Test Data Sheet (CSD 706);
- 7.8.6.5 CSD Deferral (CSD 542) and other source documentation supporting deferrals and appeals;
- 7.8.6.6 Notice of Weatherization/Renovation (CSD 320) or approved Contractor’s equivalent;
- 7.8.6.7 ECIP EHCS Assessment Form (CSD 57);
- 7.8.6.8 Record of Tenant Notification Procedures (CSD 322) or approved Contractor’s equivalent;
- 7.8.6.9 Energy Service Agreement for Occupant (CSD 515A) or approved Contractor’s equivalent;
- 7.8.6.10 Energy Service Agreement for Rental Property Owner (CSD 515B) or Contractor’s equivalent;
- 7.8.6.11 Agency Weatherization Inspection Report (CSD 611);
- 7.8.6.12 Multi-Unit Dwelling Eligibility Certification (CSD 75P) or approved Contractor’s equivalent;
- 7.8.6.13 Client confirmation of work completed;

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- 7.8.6.14 Required building permits or buildings permit applications, or documentation of permit cost; and documentary evidence of final permit;
- 7.8.6.15 Copy of lead clearance inspection by a California Certified Inspector/Risk Assessor for applicable pre-1978 HUD units;
- 7.8.6.16 Waivers from CSD to exceed maximum costs of weatherization measures;
- 7.8.6.17 Documentation that substantiates all actual labor hours including a time and activity log associated with each job;
- 7.8.6.18 Documentation of weatherization measures installed and leveraged with other CSD and non-CSD weatherization program funds;
- 7.8.6.19 Documentation that substantiates the criteria and basis for replacement of gas and electric appliances, including results of required diagnostic tests, and the non-feasibility of Mandatory Measures not performed or installed;
- 7.8.6.20 Documentation indicating the manufacturer, manufacture date, make, and model and metering information for all refrigerator replacements;
- 7.8.6.21 Documentation referring to CSD or non-CSD weatherization;
- 7.8.6.22 Documentation of HERS inspection report and a copy of the invoice from the HERS Rater, in addition to the Residential Compliance Form (CF-1R, CF-4R and CR-6R);
- 7.8.6.23 Documentation providing evidence that the client receiving disaster-related services was a victim of a natural disaster;
- 7.8.6.24 All Historic Preservation Online (HPO) review documentation, including copies of the printed Project Description sheet (PDS) and HPO site e-mails;
- 7.8.6.25 Photographic documentation as required by the CSD TRM;
- 7.8.6.26 Initial and Final REM/Design Building File Reports (BFR) and Improvement Analysis Reports (IAR) in each client file and retention of electronic audit file;
- 7.8.6.27 Documentation of attempts to schedule post-weatherization inspection appointments if inspection could not be performed;

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7.8.6.28 Lead-Based Paint Regulatory Compliance Report (CSD 708);

7.8.6.29 Notice of Survey by Electrical Contractor (CSD 543);

7.8.6.30 REM/Design Energy Audit Entry Input Form (CSD 544);

7.8.6.31 Insulation Certificate (CSD 610); and

7.8.6.32 REM/Design Multi-Family Input Sheet (CSD 808).

7.8.7 Client Files – SWEATS Specific

Contractor shall maintain the required documents for each applicant receiving services under SWEATS in accordance with [CPN-E-20-01](#) SWEATS Policy.

7.8.8 Translation of Forms

Contractor shall use a certified translator deemed qualified by the Contractor when translating CSD forms that require a client/customer signature into a foreign language.

7.8.9 Weatherization and ECIP EHCS Specific

7.8.9.1 Labor and Materials

7.8.9.1.1 Contractor shall maintain documentation in such a manner that include job references and total labor hours so that actual costs and actual labor hours billed to the weatherization and ECIP EHCS programs can be substantiated.

7.8.9.1.2 Contractor shall document all costs expended under this Contract with purchase orders, inventory records, and payroll records identifying the funding source.

7.8.9.1.3 Contractor shall maintain documentation in such a manner to prove that materials used under this program conform to the requirements contained within the CSD TRM and state, county, or local regulations.

7.8.9.2 Training

Contractors who perform weatherization and ECIP EHCS services are required to input, update, and maintain employee data in the CSD Training Portal. CSD will not recognize as valid proof of any training stored outside of this portal. The CSD Training Portal is a learning

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management system that is located and maintained through the CSD Local Agencies Portal. It is a repository for Contractor and their subcontractors to track and monitor employees' completed training records including but not limited to employee legal name, hire date, email, and completion of each training course, the source/location, type/content, completion date, certificates of completion, and completion of training records.

- 7.8.9.3 Contractor must identify at least one, but not more than two Training Administrators, who will be responsible for adding/editing users, submitting training and on-the job training requests, approving training, monitoring training transcripts, uploading licensing and certifications, and monitoring training expirations.
- 7.8.9.4 The On-the-Job Training application page will be migrated from a separate link on the CSD Local Agencies Portal to integrate with the CSD Training Portal. CSD will notify agencies through a notice on the Local Agencies Portal when that function of the portal becomes available.
 - 7.8.9.4.1 CSD shall maintain all training records in the CSD Training Portal for trainings completed through the CSD E-Learning, CSD-approved Training Centers, and field or classroom training provided by CSD or its agents.
 - 7.8.9.4.2 Contractor shall upload training certificates (or other proof of training completion or Contractor licensing) in the CSD Training Portal for certifications or trainings provided by third parties. Examples include Contractor licensing from the California Contractors State License Board, and individual employee Building Performance Institute (BPI) certifications, EPA Renovator certification, or other required training as designated by CSD.
 - 7.8.9.4.3 Contractors shall be responsible for maintaining the required training records in the same manner for their subcontractors as for the Contractor employees.
 - 7.8.9.4.4 Contractor and subcontractors must input new field personnel into the learning management system within three days of hire. Contractor and subcontractors shall update the CSD Training Portal in a timely manner, with employee completed course information and/or uploaded certifications on or before the first (1st) day of each subsequent month following the completion of training.

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7.8.9.5 Equipment

- 7.8.9.5.1 Contractor shall ensure its employees and subcontractors who perform combustion appliance safety tests shall maintain the Carbon Monoxide Analyzer Calibration Log (CSD 785) documenting the calibration of all analyzers as required.
- 7.8.9.5.2 Contractor shall ensure its employees and subcontractors who perform shell leakage testing and duct leakage diagnostic tests shall maintain the Manometer Calibration Log (CSD 786) documenting the calibration of all manometers as required.
- 7.8.9.5.3 Contractor shall ensure its employees and subcontractors who keep an inventory of portable appliances for the SWEATS program shall maintain a log documenting the location of all portable appliances on loan and in reserve. The log shall document the retirement or loss of the equipment.

7.8.9.6 Energy Audits

- 7.8.9.6.1 Contractor shall maintain electronic records generated from the REM/Design and/or Targeted Retrofit Energy Analysis Tool (TREAT) energy audit software for the required period of three years from submission of final report or until resolution of all related audit or monitoring findings, enforcement action, including cost disallowance, legal proceedings, or other pending matters, whichever is later in accordance with Section 4.3.
- 7.8.9.6.2 Contractor shall make all records generated from the REM/Design and/or TREAT audit software accessible to CSD, or a third-party inspector acting on CSD's behalf, for the purpose of an inspection or monitoring.
- 7.8.9.6.3 Contractor shall submit all energy audits through the Energy Audit Dashboard, including the initial audit submittal and resubmittals reflecting changes based on CSD feedback. A final audit shall also be submitted to address one or more of the following:
 - 7.8.9.6.3.1 Changes in measure cost between initial work scope estimates and actual installation cost;
 - 7.8.9.6.3.2 Input of final duct and/or shell leakage readings

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to replace estimated leakage used for the initial improvement analysis;

- 7.8.9.6.3.3 Changes to the final scope of work; including any decisions related to full or partial measure leveraging.

7.8.10 Automation

- 7.8.10.1 Contractor shall use an automated application system capable of supporting LIHEAP's (Weatherization, ECIP EHCS, ECIP WPO, and HEAP WPO) data collection, reporting requirements, and client data transmission to CSD. No database transfer will be accepted prior to the completion of successful data file transfer testing to CSD. Contractor shall submit the data in accordance with CSD's Weatherization DTR layout found at the Weatherization Reporting tab on the CSD Lap found here:
<https://agencies.csd.ca.gov/home/Reporting/Pages/WXReporting.aspx>. Contractor shall exercise best practice and perform a daily backup of all client data/application systems that capture LIHEAP service detail. Contractor shall assure that adequate files are maintained as required in Section 7.8.
- 7.8.10.2 Contractor shall also be responsible for monitoring the CORE online reports and for resolving payment issue(s) related to the delivery of benefits. The Agency Allocations/System Maintenance screen shall display historical and current detail level of program allocation information, summarizing Contractor's annual program allocation, expenditures, and returned benefits eligible for reissuance, if any. The Variance Report shall display the detail level of benefit information whereby the eligible benefit amount differs from the paid benefit amount. For resolution of partial credit returns, Contractor shall be responsible for following up with the client to resolve payment issue(s) and for providing CSD with the necessary information to reissue benefit(s). For full credit returns and warrant redeposits, Contractor shall be responsible for resolving and updating client data in CORE to reissue benefit(s).
- 7.8.10.3 Utilizing reporting options available within the CORE On-Line System, Contractor shall be responsible for generating HEAP and ECIP (Fast Track) reports to attain data specific to the following: rejected records, intake data, client and payment status, expenditures, and current allocation balance, returned benefits, summarized county energy costs and burden, and a year-to-date goal status.

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ARTICLE 8 - PROGRAM IMPLEMENTATION

8.1 HEAP/WPO Activity Guidelines

8.1.1 Applicant Eligibility

- 8.1.1.1 Assistance shall be available only to households with incomes that do not exceed an amount equal to 60% of the State median income; or
- 8.1.1.2 Assistance shall be provided to households that are categorically eligible, if any member of the household is receiving CalFresh or CalWORKs at the time of application, regardless of income level.
- 8.1.1.3 Income verification must be for one month. For acceptable types of documentation and processing timeframes, refer to the current LIHEAP Eligibility and Verification Guide at <https://agencies.csd.ca.gov/home/Energy/Pages/Contracts.aspx>.
- 8.1.1.4 Contractor shall collect copies of all of the household's energy utility bills for the current month, and if applicable, receipt(s) for WPO to determine the client's energy burden.

8.1.2 Contractor may only provide eligible households with one ECIP Fast Track/WPO, or HEAP/WPO payment per program year. However, Contractor can use program income to provide a supplemental ECIP Fast Track/WPO or HEAP/WPO for clients experiencing an extenuating circumstance. In addition to providing one ECIP (Fast Track/WPO) or HEAP/WPO payment and/or supplemental program income benefit payment, Contractor may provide eligible households with ECIP EHCS services and/or other weatherization services.

8.1.3 Contractor must ensure that the issuance of HEAP WPO benefits are in accordance with [CPA-E-21-04](#) WPO Benefit Formula Implementation.

8.1.4 Contractor must ensure that duplication of ECIP Fast Track/WPO or HEAP/WPO payments does not occur during the term of this Contract.

8.1.5 Once applicants meet the eligibility and prioritization criteria and funds are available:

- 8.1.5.1 Contractor shall complete the ECIP/HEAP Payment Request Confirmation (CSD 415) or approved Contractor's equivalent form or approved Contractor's equivalent process that confirms payment was made to the client's account. If the client does not have an account, confirmation of the delivery of the benefit to the client is required;

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- 8.1.5.2 Contractor shall make payments directly to energy vendors on behalf of clients whose energy sources are wood, propane, or oil;
- 8.1.5.3 CSD will not make payments to clients for WPO assistance; and
- 8.1.5.4 Before paying energy vendors, Contractor shall verify that charges for the services and goods provided are reasonable and within fair market value.
- 8.1.6 Contractor shall notify the applicant of the recipient household, in writing, when payments are made directly to an energy vendor for wood, propane, or oil on their behalf.
- 8.1.7 Contractor shall forward payments for WPO on behalf of applicants to corresponding energy vendor within 60 calendar days from the date obligation was incurred, unless a formal contract, approved by CSD, between Contractor and vendor provides for other terms.

8.2 Weatherization Activity Guidelines

- 8.2.1 Applicant Eligibility
 - 8.2.1.1 Assistance shall be available only to households with incomes that do not exceed an amount equal to 60% of the State median income; or
 - 8.2.1.2 Assistance shall be provided to households that are categorically eligible, if any member of the household is receiving CalFresh or CalWORKs at the time of application, regardless of income level.
 - 8.2.1.3 Income verification must be for one month. For acceptable types of documentation, refer to the current LIHEAP Eligibility and Verification Guide at <https://agencies.csd.ca.gov/home/Energy/Pages/Contracts.aspx>.
 - 8.2.1.4 Contractor shall certify a household's income eligibility prior to the delivery of energy program services.
 - 8.2.1.5 The income certification shall remain in effect for a period of 120 days from the date applicants are deemed eligible for services.
 - 8.2.1.6 Contractor shall recertify household's income eligibility by obtaining updated income verification documentation if the dwelling assessment has not been completed within 120 days from the income certification date.
 - 8.2.1.7 In the event the Contractor is unable to perform all weatherization

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services within the 180 days from dwelling assessment date, Contractor shall obtain updated income verification documentation to recertify the household's income eligibility.

- 8.2.1.8 Contractor shall collect copies of all of the household's energy utility bills for the current month, and if applicable, receipt(s) for wood, propane, and oil to determine the client's energy burden.

8.2.2 Dwelling Eligibility

- 8.2.2.1 Contractor shall perform the assessment of weatherized dwellings within 120 days of the income certification date to receive weatherization assistance services.

- 8.2.2.2 Contractor shall complete the post-combustion appliance safety test within 60 days from the date of the pre-combustion appliance safety test. In the event the Contractor is unable to perform the work associated with the combustion appliance safety testing and the post-combustion appliance safety test within the 60-day period, Contractor shall perform another pre-test for the dwelling prior to commencing the delivery of any form of weatherization assistance services.

- 8.2.2.3 Contractor shall complete weatherization services within 180 days from the date of the original assessment of a dwelling.

8.2.2.4 Permission to Provide Services

- 8.2.2.4.1 Contractor shall obtain written permission of the owner-occupied dwelling from the tenant and the owner (or owner's agent) to perform any weatherization services. Such permission shall be recorded on the Energy Service Agreement for Occupant (CSD 515A) or approved Contractor's equivalent or the Service Agreement for Rental Property Owner (CSD 515B) or approved Contractor's equivalent.

- 8.2.2.4.2 If during the course of performing weatherization services in a dwelling, Contractor identifies that significant structural and/or engineering changes may occur, Contractor shall re-obtain written permission of the owner-occupied dwelling from the owner of a rental unit prior to continuing with the scheduled work.

8.2.2.5 Rent Increase Restrictions

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- 8.2.2.5.1 For a period of two years after weatherization work has been completed on a dwelling containing a unit occupied by an eligible household, the tenants in that unit (including households paying for their energy through their rent) will not be subjected to rent increases unless those increases are demonstrably related to matters other than the weatherization work performed.
- 8.2.2.5.2 Contractor shall provide tenants a written summary of these conditions with the current telephone number of the Contractor and instructions on how to file a complaint should these conditions not be met. Contractor shall investigate all complaints filed and shall forward a copy of all written complaints to CSD or, if a verbal complaint has been made, contact CSD with the details of the complaint-including date complaint was made, date investigations began, and results.
- 8.2.2.5.3 CSD will evaluate the merits of the complaint and all supporting documentation. If CSD determines a complaint is valid, CSD may pursue collection activities against the landlord in the amount equal to the weatherization work performed on that unit and/or building.

8.2.2.6 Multi-Unit Dwellings

- 8.2.2.6.1 In accordance with 10 CFR § 440.22(b) (2), Contractor may weatherize the whole building containing rental dwelling units when 66% (50% for duplexes and four-unit buildings) or more of the dwelling units in the building are income eligible:
 - 8.2.2.6.1.1 Are eligible dwelling units, or
 - 8.2.2.6.1.2 The dwelling units will become eligible (occupied by eligible low-income tenants) within 180 days under a federal, state, or local government program for rehabilitating the building or making similar improvement to the building.
- 8.2.2.6.2 If dwelling units are qualified for services through a federal, state, or local government rehabilitation program, documentation to verify participation in the rehabilitation program is required in the master job file.

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8.2.2.6.3 Contractor shall complete a Multi-Unit Dwelling Eligibility Certification (CSD 75P) or approved Contractor's equivalent for each building and shall maintain a copy in each individual client file.

8.2.2.6.4 Contractor shall certify unit eligibility by completing Energy Intake Form (CSD 43) or approved Contractor's equivalent for each dwelling unit in each building. Certification of eligibility by the owner/manager of the occupants of the building is not acceptable.

8.2.2.6.5 No undue or excessive enhancement shall occur to the value of the dwelling units.

8.2.2.7 Previously Weatherized Dwellings

8.2.2.7.1 Once a dwelling has been submitted to CSD for reimbursement as a completed unit, any subsequent weatherization services provided to the dwelling shall be considered reweatherization, unless the work performed is for a call-back as specified in 8.2.2.8 below.

8.2.2.7.2 A previously applied measure may be reinstalled during its useful life term, as described in the Reimbursement Rates for Weatherization and EHCS Activities, due to premature failure or if the measure was destroyed by the prior-occupying household. Justification for the replacement must be documented in the client file.

8.2.2.7.3 Unoccupied multi-unit dwellings previously weatherized in accordance with this Contract, and which receive appliance repair and/or replacement services upon occupation by an eligible tenant, shall be deemed re-weatherized dwellings.

8.2.2.7.4 If a dwelling has been previously weatherized under a CSD or another federal or non-federal program, Contractor may provide previously unapplied mandatory and optional measures.

8.2.2.8 Call-back

Services provided in a previously weatherized dwelling to correct a previously installed measure within the warranty period or as a result of a CSD inspection finding is a call-back and is allowable. Demographics for a callback are not included for reporting purposes.

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8.2.2.9 Ineligible Dwellings

8.2.2.9.1 Contractor shall not weatherize a dwelling unit that is designated for acquisition or clearance by a federal, state, or local program within 12 months from the date of completion of the proposed weatherization.

8.2.2.9.2 Contractor shall not weatherize any dwelling under this Contract unless the property owner agrees to all the terms and conditions of the CSD Dwelling Assessment Form (CSD 540) and signs the Energy Service Agreement for Occupant (CSD 515A) or Service Agreement for Rental Property Owner (CSD 515B).

8.2.2.9.3 No institutional or commercial building including, but not limited to, universities, schools, nursing homes, or hospital, may be weatherized under this Contract.

8.2.2.9.4 Group Homes

The maximum reimbursement for a group home shall be equal to the current maximum average allowed for single family and multi-unit dwellings. If the building does not qualify as a multi-family structure, income eligibility is based on all occupants as a group, and the building must be weatherized as a single dwelling unit.

8.2.2.9.5 Shelters/Homeless Individuals

Maximum reimbursement will be based on the unit otherwise qualifying as a multi-unit structure. For the purpose of determining how many dwelling units exist in a shelter, a grantee may count each 800 square feet of the shelter as a dwelling unit or it may count each floor of the shelter as a dwelling unit. Eligibility of the occupants may be assumed if the owner/operator will certify in writing that occupancy is temporary and that admittance criterion complies with CSD contract eligibility guidelines, whether or not rent is paid has no effect on eligibility.

8.2.3 Minimum Requirements for Weatherization Services

8.2.3.1 Contractor must install all feasible weatherization measures in accordance with the CSD TRM.

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- 8.2.3.2 Single-family detached and other single-story dwellings that have not been previously weatherized under a CSD program or another program may be weatherized under this Contract only if:
 - 8.2.3.2.1 Ceiling Insulation plus two additional Mandatory Measures are installed, or
 - 8.2.3.2.2 In the event Ceiling Insulation is already installed or otherwise not feasible, at least three Mandatory Measures are installed.
- 8.2.3.3 Multi-unit dwellings that have not been previously weatherized under a CSD program or other program may qualify for weatherization services only if ceiling insulation plus two additional Mandatory Measures are installed or, in the event ceiling insulation is already installed or otherwise not feasible, at least three Mandatory Measures are installed.
 - 8.2.3.3.1 Installation of ceiling insulation shall be counted as a ceiling insulation measure for each unit within that building envelope.
 - 8.2.3.3.2 Installation of a common water heater shall qualify as a Mandatory measure for each unit served by the same water heater.
- 8.2.3.4 If the required minimum number of weatherization measures cannot be installed due to the deferral of measures, then the entire unit shall be deferred in accordance with the CSD TRM.
- 8.2.3.5 The minimum number of weatherization measures may be leveraged or cost-shared with alternative funding as defined in Section 5.8.4.7.4. All leveraged measures used to fulfill the minimum number of required weatherization measures shall meet CSD installation standards.
- 8.2.3.6 Contractor may complete weatherization services on agriculture housing units or multi-family units if each unit is separately metered and the services will result in a cost savings to the tenant.
- 8.2.4 Dwelling Assessments
 - 8.2.4.1 Contractor shall assess the dwelling of each eligible applicant to determine if the unit is structurally sound and not in need of extensive repairs.
 - 8.2.4.2 Contractor shall determine whether the dwelling meets the criteria for a

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Historic Preservation Review pursuant to subsection 8.2.4.7.2.

- 8.2.4.3 Contractor shall ensure that all dwelling assessments are performed by trained individuals possessing all the required skill and training as specified in Section 9.1, Training Requirements.
- 8.2.4.4 Contractor shall ensure job separation between staff performing dwelling assessments and the crew personnel responsible for performing the actual installation of weatherization measures. Assessors may not install weatherization measures in the same dwelling where the assessor performed the assessment for weatherization services.
- 8.2.4.5 If Contractor elects to subcontract with entities outside of CSD's network of Local Service Providers for the full installation of weatherization measures, the subcontractor performing the installation of weatherization measures shall not perform the dwelling assessment. Contractor shall ensure job separation by using Contractor's staff or another subcontractor to perform the dwelling assessments.
- 8.2.4.6 Contractor shall provide written documentation or notification to the owner-occupant and the owner of a rental unit or owner's agent and inform the tenant of any significant structural and engineering changes required to complete the weatherization work before the specified work commences.
- 8.2.4.7 Dwelling Assessment Performance
 - 8.2.4.7.1 Dwelling assessments shall include the following required activities:
 - 8.2.4.7.1.1 The visual assessment of the eligible dwelling to identify safety and structural hazards conditions present within the dwelling that may limit ability to perform any or all of the required weatherization services in accordance with CSD weatherization guidelines and terms of this Contract. Assessor shall disclose all noted safety and structural hazard conditions to the property owner and tenant, where applicable;
 - 8.2.4.7.1.2 The visual inspection and pre-CAS diagnostic testing of all combustion appliances as to identify the presence of combustion appliance safety conditions within the occupied living space and requiring immediate attention and the

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offering of prescribed list of health and safety measures needed to remedy noted conditions;
and

8.2.4.7.1.3 The visual inspection of dwelling to identify any structural deficiencies and/or barriers inhibiting the ability for required pressurized diagnostics to occur. Assessor shall also inform client of the various types of diagnostic testing to be performed within the dwelling, including the general nature and benefits of each form of required diagnostic testing.

8.2.4.7.2 Historic Preservation Review of Dwellings

8.2.4.7.2.1 To ensure compliance with Section 106 of the National Historic Preservation Act (54 USCS § 100101 et seq. & § 300101 et seq., former 16 USCS § 470 et seq.), CSD will establish appropriate procedures for historic property review standards as outlined by a Programmatic Agreement with the State Historic Preservation Office. The established review standards will be utilized for weatherization activities conducted under the LIHEAP on dwellings that are 45 years or older. For purposes of this Contract, the historic review shall be known as the Historic Preservation Review.

8.2.4.7.2.2 Contractor shall ensure that a Historic Preservation Review is completed on a dwelling that is either: (1) 45 years or older, (2) located within a historic district, or (3) considered to be of exceptional importance under the National Register Criteria for Evaluation pursuant to 36 CFR § 60.4.

8.2.4.7.2.3 When a dwelling assessment is performed and the dwelling is determined to meet any of the criteria specified in subsection 8.2.4.7.2.2, Contractor shall initiate the Historic Preservation Review process pursuant to [DOE WAP ARRA No. 010](#).

8.2.4.7.3 Combustion Appliance Safety (CAS) Diagnostic Testing

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8.2.4.7.3.1 The completion of the entire combustion appliance safety (CAS) test is required on all dwellings with combustion appliances.

8.2.4.7.3.2 If it is determined during the CAS test that the dwelling unit contains a condition that is hazardous to the occupants, proper steps must be taken to alleviate the hazard. In these cases, infiltration reduction measures may not be installed until the hazard has been corrected; however, Contractor may install non-infiltration measures in the interim, until the CAS condition is corrected.

8.2.4.7.4 If the dwelling unit is not eligible because of the need for extensive repair, the unit shall not be serviced, and Contractor should refer the applicant to the local Housing and Community Development Department, or other similar organizations or programs.

8.2.4.7.4.1 Documentation of such ineligibility due to the need for extensive repairs shall be recorded on the CSD Deferral (CSD 542).

8.2.4.7.4.2 If the applicant can obtain the necessary repairs to make the dwelling unit eligible for weatherization services, weatherization activities may be accomplished following the repair work.

8.2.4.8 Contractor shall ensure the health and safety of weatherization personnel in carrying out activities funded under this Contract. In the event the weatherization of a dwelling threatens the general health and safety of weatherization field personnel, Contractor shall take measures to ensure the safety of the personnel and thoroughly document the incident(s) utilizing the CSD Deferral (CSD 542). The deferral form does not need to be signed by the client where weatherization personnel construe the client or occupants of the dwelling to be threatening and hostile. If unable to get a signature, a certified letter shall be sent to the owner, along with the tenant if the residence is a rental.

8.2.5 Duct and Shell Diagnostic Testing

8.2.5.1 Contractor shall perform the shell leakage diagnostic testing only for shell sealing purposes on a minimum of 20% of the total SFD (one to

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four units) including mobile homes, and a minimum of 5% of MUD (five or more units) weatherized under this Contract. Shell leakage diagnostic testing shall be proportionate to the number of completed units for each quarterly period.

- 8.2.5.2 Following a determination that no combustion byproduct hazards exist, Contractor shall perform pressure diagnostic guided infiltration reduction using a pre-weatherization shell leakage test.
- 8.2.5.3 Duct Blaster diagnostic testing shall be required on all dwellings with forced-air systems.
- 8.2.5.4 Contractor shall ensure that all dwelling diagnostic tests are performed by trained individuals possessing all the required skill and training as specified in Section 9.1, Training Requirements.
- 8.2.5.5 If an unvented space heater is being utilized, infiltration reduction measures shall not be applied unless venting is installed, or the unit is replaced.

8.2.6 Health and Safety Measures

- 8.2.6.1 Prior to the performance of any heating/cooling service, a qualified technician must perform a diagnostic inspection of the primary heating/cooling appliance to assess operational performance.
- 8.2.6.2 Contractor is authorized to mitigate health and safety hazards in accordance with the CSD TRM.
- 8.2.6.3 Health and Safety Measures and Mandatory Insulation Measures must be installed in priority order. Other Mandatory Measures must be installed before optional measures, and no measure shall be excluded, unless the:
 - 8.2.6.3.1 Shell leakage and/or pressurized duct diagnostic test indicates that installation of the measure is not necessary;
 - 8.2.6.3.2 Dwelling already has that measure in place;
 - 8.2.6.3.3 Measure cannot be properly installed;
 - 8.2.6.3.4 Client refuses installation (client refusal is to be documented and placed in file); or

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- 8.2.6.3.5 Measure is not needed or required.
- 8.2.6.4 After Health and Safety Measures have been addressed, Insulation Measures, if feasible, must be installed prior to the installation of any other Mandatory and Optional Measures. Optional Measures need not be installed in priority order.
- 8.2.6.5 If a health and safety hazard is found to exist that requires replacing or repairing a combustion appliance, the cost of which will preclude the installation of the required number of Mandatory Measures for a unit to be weatherized, the dwelling may qualify for weatherization under the following conditions:
 - 8.2.6.6 The combustion appliance is repaired or replaced; and
 - 8.2.6.7 All remaining feasible Mandatory Measures shall be installed.
 - 8.2.6.8 Once feasible Mandatory Measures are installed, Contractor may install optional measures.
 - 8.2.6.9 Health and Safety Measures
 - 8.2.6.9.1 The following guidelines are restricted to occupied SFD and/or MUD units:
 - 8.2.6.9.1.1 A residential heating source that qualifies for repair and replacement services must be a single, pre-existing heating appliance, serving as the dwelling's primary heating source; and
 - 8.2.6.9.1.2 A residential cooling source that qualifies for cooling services must be a single, pre-existing cooling appliance, serving as the dwelling's primary cooling source, limited to mechanical air conditioners, central and window/wall air conditioners, and evaporative coolers.
 - 8.2.6.9.2 Any and all health and safety heating/cooling appliance services shall be performed in accordance with the following guidelines:
 - 8.2.6.9.2.1 All repair and replacement services are limited to dwellings with pre-existing heating and cooling appliances. An exception to this rule exists, however, for those dwellings without a

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heating and cooling appliance and there are no means to provide adequate heating and/or cooling during a climatic season that would cause imminent harm to the health and wellbeing of individuals or the household.

8.2.6.9.2.2 For those conditions where a true crisis exists, and the heating and/or cooling needs cannot be remedied by the installation of a permanent repair or new appliance installation, Contractor shall provide such dwellings with temporary portable devices to support the means of providing adequate cooling and/or heating to occupants of the residence to alleviate the crisis situation and to meet basic heating/cooling needs.

8.2.6.9.2.2.1 Occupant shall be advised of the higher energy consumption associated with portable heating/cooling devices.

8.2.6.9.2.2.2 Occupant shall certify that all of the manufacturer's safety instructions will be abided by.

8.2.6.9.2.2.3 Contractor shall make all attempts to purchase Energy Star-rated portable devices if available.

8.2.6.9.2.3 The age of a heating/cooling appliance shall not be used as a basis for replacement.

8.2.6.9.2.4 When repair, replacement, or installation of a primary heating appliance is required in accordance with the conditions and requirements above but cannot be completed for any reason, the entire dwelling shall be deferred.

8.2.6.9.3 Contractor shall repair a defective primary heating appliance when the cost to assess and repair is estimated at less than 50% of the cost of installing a new replacement unit.

8.2.6.9.4 If during the course of repairing the defective unit additional problems are found that would increase the cost of repairs to more than the allowable limit for repair costs, the unit may be

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replaced.

8.2.6.9.5 When replacement of a defective primary heating/cooling appliance is performed, Contractor shall perform necessary duct repair and/or replacement services in order to conform to Title 24 requirements.

8.2.6.9.6 Fuel switching or replacement of a heating/cooling appliance for an alternate type shall only be allowed when justified by an energy audit as described in TRM Appendix D *Energy Audit/Priority List Protocol*.

8.2.7 Energy Audit Requirements

8.2.7.1 If all feasible measures classified under Health and Safety, Infiltration Reduction and other Mandatory Measures have been assessed, Contractor may assess additional measures utilizing the Energy Audit Requirements by conducting a REM/Design or Targeted Retrofit Energy Analysis Tool (TREAT) audit in accordance with CSD Single-Family/Small Multi-Family Energy Audit Protocol, CSD Multi-Family Energy Audit Protocol.

8.2.7.2 Energy audits shall be conducted as specified in the CSD Single-Family/Small Multi-Family Energy Audit Protocol (CSD TRM) incorporated by reference to this Contract and available on the [CSD LAP](#).

8.2.7.2.1 REM/Design energy audit tool may be applied to single-family dwellings, mobile homes, and multi-unit dwellings containing 24 or fewer dwelling units where each unit is independently heated and/or cooled.

8.2.7.2.2 Targeted Retrofit Energy Analysis Tool (TREAT) may be applied to all multi-unit dwellings except for those multi-unit dwellings that are qualified to use REM/Design.

8.2.8 Occupant Notification

If, in accordance with the provisions of this article, any notice to an occupant is required, a copy of the written notice shall be given to the owner of the unit, when the unit is occupied by a non-owner occupant, or when the unit is vacant.

8.3 Energy Crisis Intervention Program (ECIP) Services Activity Guidelines

8.3.1 Purpose of ECIP Funds

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ECIP funds may only be used to resolve an emergency as defined in 42 USC § 8622(1), including:

- 8.3.1.1 A natural disaster (whether or not officially declared),
- 8.3.1.2 A significant home energy supply shortage or disruption,
- 8.3.1.3 An official declaration of a significant increase in:
 - 8.3.1.3.1 Home energy costs;
 - 8.3.1.3.2 Home energy disconnections;
 - 8.3.1.3.3 Enrollment in public benefit programs; or
 - 8.3.1.3.4 Unemployment and layoffs.
- 8.3.1.4 An official emergency declaration by the Secretary of Health and Human Services.
- 8.3.1.5 In those situations where there is not an official federal, state, or local declaration of emergency, e.g., an undeclared natural disaster or a significant home energy supply shortage or disruption that affects a low-income individual, an emergency will be deemed to exist by CSD where there is imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

8.3.2 Capacity and Responsibility to Provide Emergency Assistance

- 8.3.2.1 In accordance with federal and state law and ECIP Policy and Procedures, Contractor must be qualified and capable of carrying out an energy crisis intervention program that provides timely and effective emergency assistance, not later than the timeframes stated in 42 USC § 8623(c), that resolves the energy crisis. Contractor must meet minimum program requirements for timing and ensuring accessibility to eligible applicants as further defined at 42 USC § 8623(c).

Once applicants meet the eligibility and prioritization criteria and funds are available, Contractor shall:

- 8.3.2.1.1 Within 48 hours after a household applies and is determined to be eligible for ECIP, provide assistance in the form of a payment guarantee to the appropriate gas or electric vendor or a WPO payment that will resolve the energy crisis; and

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- 8.3.2.1.2 Within 18 hours after a household applies and is determined to be eligible for ECIP, provide assistance in the form of a payment guarantee to the appropriate gas or electric vendor or a WPO that will resolve the energy crisis if such household is in a life-threatening situation.
- 8.3.2.2 Contractor shall provide all reasonable information requested by CSD during the term of this Contract in order to enable CSD to assess the adequacy of Contractor's current energy crisis intervention program and Contractor's ability to implement the program.
- 8.3.2.3 Federal and state law permit the allowability of costs to the ECIP only where the costs are used to provide emergency assistance in an energy crisis. In addition to all other provisions in this Contract permitting, restricting, or otherwise relating to ECIP costs, such costs are allowable only upon adequate demonstration by the Contractor that the related activities meet the definition of "emergency" as specified in federal law and this Contract.
- 8.3.3 ECIP Fast Track and WPO
 - 8.3.3.1 Contractor shall provide ECIP Fast Track and WPO Services in accordance with the Agency Local Plan in Article 14.
 - 8.3.3.2 Applicant Eligibility
 - 8.3.3.2.1 Contractor shall provide assistance only to households with incomes that do not exceed an amount equal to 60% of the State median income.
 - 8.3.3.2.2 Income verification must be for one month and current within six weeks of the application intake date or an annual award letter. For acceptable types of documentation, refer to the LIHEAP Eligibility and Verification Guide. Contractor shall retain appropriate documents in each applicant's file establishing applicant eligibility.
 - 8.3.3.2.3 Contractor shall collect copies of all of the household's energy utility bills for the current month, and if applicable, receipt(s) for (WPO) to determine the client's energy burden.
 - 8.3.3.2.4 Conditions for ECIP services must meet the criteria for an emergency as defined in 42 USC §8622(1), ECIP Policy and Procedures and Article 13, Definitions.

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8.3.3.2.5 ECIP Fast Track Utility Assistance

8.3.3.2.5.1 The applicant must receive energy services and be billed directly by one of the following energy providers: a utility company and/or a mobile home park that owns its own power source(s) or a submetering billing service with the statutory authority to shut off utility services.

8.3.3.2.5.2 For purposes of the present Section 8.3.3, an emergency energy-related crisis does not exist if the cost of energy is included in the applicant's rent, and Contractor may not make ECIP Fast Track payment(s).

8.3.3.2.6 In addition to the applicant eligibility criteria listed above, services for ECIP Fast Track and ECIP WPO may not be provided unless at least one of the following criteria pursuant to Government Code §16367.5 (e) pertains and is documented or certified by Contractor:

8.3.3.2.6.1 Proof of utility shutoff notice;

8.3.3.2.6.2 Proof of energy termination;

8.3.3.2.6.3 Insufficient funds to establish a new energy account;

8.3.3.2.6.4 Insufficient funds to pay a delinquent utility bill;

8.3.3.2.6.5 Insufficient funds to pay for essential firewood, oil, or propane; or

8.3.3.2.6.6 CSD further defines WPO crisis as 30 days or less of fuel.

8.3.3.3 ECIP Fast Track Benefit Determination

ECIP Fast Track benefits shall be determined using the base benefit amount and, when applicable, a Contractor-determined supplemental benefit amount. Contractors shall issue ECIP Fast Track benefits in accordance with the following:

8.3.3.3.1 Contractor shall ensure that the total ECIP Fast Track benefit amount (Base benefit amount plus supplemental benefit

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amount) is limited to and does not exceed the total amount due (at the time of intake) to the utility company for energy charges, reconnection fees, and other assessed utility fees/surcharges in order to alleviate the crisis situation.

8.3.3.3.2 When only issuing the base benefit amount (no supplemental payment), Contractor may exceed the total amount due to the utility company in energy charges, reconnection fees, delinquent utility bill establishing arrearages and/or past due balances, and other assessed utility fees/surcharges to alleviate the crisis situation.

8.3.3.3.3 Contractor shall ensure that the maximum total ECIP Fast Track benefit amount (Base benefit amount plus supplemental benefit amount) does not exceed \$1,500. If Contractor uses program income to provide a supplemental ECIP Fast Track payment, the total payment cannot exceed \$1,500.

8.3.3.3.4 Contractor shall provide full justification for benefits paid by documenting the client file(s) to include the amount of charges and verification by the utility company.

8.3.3.3.5 Contractor shall review, check for duplicates, and approve applications in accordance with Contractor's approved Agency Local Plan in Article 14 and the current LIHEAP Eligibility and Verification Guide.

8.3.3.4 WPO Benefit Determination

8.3.3.4.1 WPO benefits shall be determined in accordance with [CPA-E-21-04](#) and [CPA-E-21-04M](#) WPO Benefit Formula Implementation.

8.3.3.4.2 Contractor shall review, check for duplicates, and approve applications in accordance with Contractor's approved Agency Local Plan in Article 14 and the current LIHEAP Eligibility and Verification Guide.

8.3.3.5 ECIP Fast Track/WPO Payment Guidelines

8.3.3.5.1 Eligible households may receive only one ECIP Fast Track/WPO, or HEAP/WPO payment per program year; however, Contractor can use program income to provide a supplemental ECIP Fast Track/WPO or HEAP/WPO for clients experiencing an extenuating circumstance. In addition

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to receiving one ECIP (Fast Track/WPO) or HEAP/WPO payment, eligible households may receive ECIP EHCS services and/or other weatherization services, if needed.

- 8.3.3.5.2 Contractor shall ensure that the maximum base benefit total for ECIP WPO does not exceed \$1,000. If Contractor uses program income to provide a supplemental ECIP WPO payment, the total payment cannot exceed \$1,000.
- 8.3.3.5.3 Contractor shall exercise due care to ensure that duplication of ECIP Fast Track/WPO or HEAP/WPO payments does not occur at any time during the term of this Agreement.
- 8.3.3.5.4 When a HEAP payment or ECIP Fast Track payment has been made directly to an energy vendor, notification of payment(s) shall be shown as a credit on the utility bill(s).

8.3.3.6 ECIP WPO Payment Guidelines Specific

- 8.3.3.6.1 Contractor shall complete the ECIP/HEAP Payment Request Confirmation (CSD 415) or approved Contractor's equivalent form or approved Contractor's equivalent process that confirms payment was made to the client's account. If the client does not have an account, confirmation of the delivery of the benefit to the client is required.
- 8.3.3.6.2 Contractor shall make payments directly to energy vendors on behalf of clients whose energy sources are wood, propane, or oil.
- 8.3.3.6.3 CSD will not make payments to clients for WPO assistance.
- 8.3.3.6.4 Before paying energy vendors, Contractor shall verify that charges for the services and goods provided are reasonable and within fair market value.
- 8.3.3.6.5 Contractor shall notify the applicant of the recipient household, in writing, when payments are made directly to an energy vendor for wood, propane, or oil on their behalf.
- 8.3.3.6.6 Contractor shall forward payments for WPO on behalf of applicants to corresponding energy vendor within 60 calendar days from the date obligation was incurred, unless a formal contract, approved by CSD, between Contractor and vendor provides for other terms.

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8.3.4 ECIP Emergency Heating and Cooling Services (EHCS)

8.3.4.1 Applicant Eligibility

Eligibility of the applicant shall meet all requirements for eligibility as described in the Weatherization Activity Guidelines specified in Section 8.2.

8.3.4.2 Dwelling Eligibility

Eligibility of the dwelling shall meet all requirements for eligibility as described in the Weatherization Activity Guidelines specified in Section 8.2.

8.3.4.3 Dwelling Assessments

8.3.4.3.1 Assessment of the dwelling shall meet all requirements as described in the Weatherization Activity Guidelines specified in Section 8.2.

8.3.4.3.2 Work crews of Contractor who are only performing heating and cooling services shall not be required to perform the entire CAS test and may limit the testing to only the heating and cooling appliances to be repaired or replaced.

8.3.4.4 Allowable Services

ECIP EHCS may be used for the repair, replacement, and new installation of heating/cooling and water heating appliances identified in the ECIP Policy and Procedures and must meet the following criteria:

8.3.4.4.1 The applicant is income eligible and submits the required documentation to complete the eligibility of the dwelling;

8.3.4.4.2 The applicant has insufficient funds to pay the cost of repairing or replacing an eligible heating or cooling appliance or for a new heating or cooling appliance;

8.3.4.4.3 The appliance condition meets one of the appliance repair/replacement criteria as defined in the ECIP Policies and Procedures; and

8.3.4.4.4 The services to mitigate and completely resolve the emergency and satisfy the relevant emergency assistance meet the timeframes as defined in the ECIP Policies and

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Procedures.

8.3.5 Natural Disasters

- 8.3.5.1 When a dwelling that has been damaged by a natural disaster such as fire, flood, earthquake, hurricane, etc., a scope of work shall be submitted to CSD for approval prior to beginning work related to a natural disaster.
- 8.3.5.2 The occupant shall be certified as currently eligible and a dwelling assessment shall be performed.
- 8.3.5.3 Contractor may have damages repaired that are within the scope of the weatherization program if the same services will not be paid for or reimbursed by any other source.

8.4 ECIP Fast Track and HEAP Electric and Gas Pledge Guidelines

- 8.4.1 Contractor shall pledge all applications where the Contractor has determined the applicant has a qualifying emergency as specified in subsection 8.3.3.2.6 of Section 8.3, regardless if the benefit is issued under ECIP Fast Track or HEAP Electric and Gas, provided that the application meets the eligibility and prioritization criteria and Contractor's Utility Assistance funds are available.
- 8.4.2 After a pledge has been made, Contractor shall submit the application to CORE as specified in subsection 6.1.1, of Section 6.1.
- 8.4.3 Contractor shall determine the applicant has met the eligibility requirements prior to pledging. If an eligible applicant is subsequently determined to be ineligible, Contractor shall cancel the ineligible applicant's pledge with the Utility Company within five business days upon such determination.
- 8.4.4 If the applicant's pledge amount changes, Contractor shall adjust the pledge amount with the Utility Company.

8.5 SWEATS and PSPS Activity Guidelines

- 8.5.1 The SWEATS Policy was developed by CSD to facilitate the delivery of allowable LIHEAP emergency service provisions during an emergency such as a natural disaster or energy supply shortage or disruption. SWEATS services are further defined in guidance memorandum [CPN-E-20-01 SWEATS Policy](#), and services shall be administered in accordance with guidelines, reimbursement provisions, and other information issued by CSD during a qualifying event. Contractor shall ensure SWEATS implementation and administration is in accordance with [CPN-E-20-01](#).

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- 8.5.2 The PSPS Policy was developed to facilitate the delivery of allowable services to low-income households medically vulnerable to the effects of energy related emergencies and residing in designated High Fire Risk Areas. Contractor shall ensure that PSPS implementation and administration is in accordance with [CPN-E-20-02](#) PSPS Emergency Preparedness Pilot Policy and [CPN-E-20-02M3](#).

8.6 Quality Assurance

8.6.1 Certification

Contractor, or its designee, shall establish a comprehensive, detailed, and fully documented Quality Control procedure to assess the quality and completeness of Weatherization and ECIP EHCS work performed under this Contract. Such assurance shall be documented on the CSD Dwelling Assessment Form (CSD 540) and CSD Post Inspection Form (CSD 611) or approved Contractor's equivalent and shall be signed and dated by a certifying Contractor representative.

8.6.2 Post-Weatherization Inspections

- 8.6.2.1 Contractor shall perform Post-Weatherization Inspections on 100% of the dwellings weatherized under this Contract. Weatherization jobs where measures installed are limited to lightbulbs, water measures and alarms are exempt from receiving post-inspections.
- 8.6.2.2 If Contractor is unable to perform a post-inspection, Contractor must demonstrate that a reasonable attempt was made to schedule or perform the post-inspection. Attempts must be fully documented on the Agency Weatherization Inspection Report (CSD 611) and maintained in the client file. The following shall constitute a reasonable effort:
- 8.6.2.2.1 One phone call attempt plus one correspondence to client stating an attempt was made to inspect and offering to reschedule; or
- 8.6.2.2.2 One missed appointment or a client refusal plus one correspondence stating an attempt was made to inspect and offering to reschedule.
- 8.6.2.3 Post-Weatherization inspections shall be conducted for the purpose of assessing the quality and completeness of performed weatherization services and compliance with CSD TRM. The post-inspection shall:
- 8.6.2.3.1 Verify that all measures were completely installed in accordance with said terms and conditions of this Contract;

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- 8.6.2.3.2 Review of installed measures to determine the absence of any feasible Mandatory Measure not installed and the installation of a measure (non-feasible measure) that may not be in compliance with said standards and the terms and conditions of this Contract;
- 8.6.2.3.3 Verification that the unit received shell leakage, and duct leakage testing, as applicable;
- 8.6.2.3.4 Verification that required CAS testing of eligible combustion appliances was performed and inspection of combustion appliances to verify the safe operating condition of combustion appliances within the dwelling residence; and
- 8.6.2.3.5 Verification that an energy audit was performed when required and in compliance with Energy Audit/Priority List Protocol.
- 8.6.2.3.6 Confirm ECM's installed as part of an energy audit meet energy audit improvement results including but not limited to: accurate reporting of dwelling characteristics, confirmation of pre and post blower door and duct testing results were accurately reported and coincided with the reported data on the Shell Leakage Datasheet (CSD 704) and Duct Leakage Datasheet (CSD 706); measured insulation R-values, accurate reported efficiencies and costs of heating/cooling and water heating appliance efficiency installations; and that the costs billed do not exceed the improvement costs identified in the Improvement Analysis Report.
- 8.6.2.3.7 Inspection of the unit dwelling to ensure that all identified health and safety hazards, whether pre-existing or resulting from the performance of weatherization services, have been successfully remedied.
- 8.6.2.4 Contractor shall ensure that Post-Weatherization Inspections are performed by trained staff successfully completing all required training as specified in Article 9.1, Training Requirements.
- 8.6.2.5 If Contractor subcontracts Post-Weatherization Inspection services, then Contractor must aggregate weatherization jobs to mitigate the cost associated with performing inspections. The maximum allowable cost of each post-inspection by a subcontractor is as follows:

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- 8.6.2.5.1 Subcontractors awarded a contract through a competitive procurement process shall not exceed the measure maximum per inspection. The inspection rate includes all expenses related to the Post-Weatherization Inspection such as the cost of the inspection, administration, and travel costs of subcontractor.
- 8.6.2.5.2 Subcontractors that are part of CSD's network of LIHEAP contractors, and performing inspections under a contract, Memorandum of Understanding or similar contract, and not competitively procured in accordance with the Contractor's procurement process and procedure, shall bill actual costs for the Post-Weatherization Inspection and related expenses such as inspector wages, overhead, administration and travel costs of subcontractor. The total cost of all related expenses shall not exceed the measure maximum per inspection.
- 8.6.2.6 Contractor shall ensure job separation between staff performing post-weatherization inspection activities and weatherization crew personnel performing the physical installation and performance of weatherization measure services funded under this Contract.
- 8.6.2.7 If Contractor elects to subcontract with entities outside of CSD's network of Local Service Providers for the full installation of weatherization measures, the subcontractor performing the installation of weatherization measures shall not perform the post-weatherization inspection activities. Contractor shall ensure job separation by using Contractor's staff or another subcontractor to perform the post-weatherization inspection.
- 8.6.2.8 The Quality Assurance Inspector shall certify the performance of Post-Weatherization Inspections of dwelling units by completing and signing Contractor Post-Weatherization Inspection Report (CSD 611). Contractor shall retain a copy of the completed and signed form in the client file.
- 8.6.3 Third-Party Inspections
 - 8.6.3.1 CSD may use a third-party inspector to review and verify that the weatherization activities performed under this Contract conform to applicable standards and practices.
 - 8.6.3.2 Contractor or a ride-along (designated representative) shall accompany the inspector on client inspection visits and shall provide equipment to the inspector. When possible, Contractor shall make corrections during

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the client inspection visits.

- 8.6.3.3 Contractor agrees to remedy all Nonhazardous Conditions (nonhazardous work deficiencies) noted by CSD or its designee within 20 business days of written notification.
- 8.6.3.4 Contractor must remedy all Hazardous Conditions resulting from weatherization measure installation in accordance with the TRM. Any Hazard Fails that are not remedied within 18 hours will require completion of the Hazardous Correction Work Plan denoting the reason why the hazardous correction is unable to be resolved within 18 hours and the action that will be taken to resolve the hazard.
- 8.6.3.5 Contractor must remedy all inspection corrections identified on the Comprehensive Inspection Report including confirmation of correction to CSD's third-party inspector within 20 business days.

8.6.4 Noncompliance

- 8.6.4.1 Contractor shall be subject to the withholding of any or all reimbursements for failure to completely resolve an identified Fail or Hazardous Condition in accordance with the TRM. The reimbursement sanction will apply to the next fiscal reimbursement request associated with the program of the weatherized unit in question. The reimbursement sanction will remain in effect until Contractor successfully resolves the Fails or Hazardous Condition and confirms the resolution with CSD and the designated Inspection Contractor. The sanction will apply to all subsequent fiscal reimbursement requests of the primary funding source in question so long as the Fails and Hazard Fails remains unresolved.
- 8.6.4.2 If it is determined that the Contractor has failed to resolve an identified Hazardous Condition in accordance with the Hazardous Correction Work Plan, CSD may utilize the services of the designated Inspection Contractor to successfully resolve the delinquent Hazardous Condition. Contractor will assume responsibility for costs associated with the use of Inspection Contractor's services. The costs will include labor, materials, and travel equal to the Inspection Contractor's training and technical assistance hourly rate and the total amount will be withheld from the Contractor's next request for fiscal reimbursement.
- 8.6.4.3 If it is determined that the Contractor has incorrectly billed CSD because a measure was not installed, or the quantity installed is less than the quantity billed, Contractor shall install the billed measure or quantity, if feasible. In cases when a physical remedy is not possible, repayment of

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the labor and material costs for the non-installed measure or quantity will be withheld from subsequent reimbursements.

8.6.4.4 Contractor will be subject to Special Conditions, in accordance with Section 10.4, if it is determined that one or more of the following conditions exist:

8.6.4.4.1 Contractor has a history of unsatisfactory performance;

8.6.4.4.2 Identification of one or more Hazardous Conditions in dwellings weatherized by Contractor;

8.6.4.4.3 Failure to remedy an identified Hazardous Condition in a timely manner; and

8.6.4.4.4 Substantial number of Nonhazardous Conditions and/or identified trends or patterns of nonconformance to installation criteria.

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ARTICLE 9 - TRAINING, LICENSING, AND CERTIFICATIONS

9.1 Training Requirements

- 9.1.1 CSD's statewide training program is detailed in the CSD Training Policies and Procedures Manual (TPPM). Contractor shall ensure weatherization service activities covered by this Agreement are performed by properly licensed contractors and/or properly trained individuals in accordance with training requirements specified in the TPPM.
- 9.1.2 Contractor shall maintain and make available for reference to Contractor's employees and subcontractors who perform weatherization services, the following documents:
 - 9.1.2.1 CSD TRM;
 - 9.1.2.2 CSD Training Policies and Procedures Manual (TPPM);
 - 9.1.2.3 Other applicable policies and procedures;
 - 9.1.2.4 Official State and Federal Program Notices;
 - 9.1.2.5 Current CSD Field Forms; and
 - 9.1.2.6 Required Training Materials

9.2 Contractor Licensing

Contractors, unless otherwise exempt or their subcontractors performing basic weatherization services under this Contract shall comply with TRM and the following licensing requirements:

- 9.2.1 Possess and maintain an active Class "B" General Building Contractor license, issued by the Contractors State License Board (CSLB) in the name of the Contractor/qualifying individual;
- 9.2.2 Fulfill the requirements of, and receive certification pursuant to the Toxic Substances Control Act, Section 402 (15 USC § 2601 et seq.; 40 CFR § 745.226 & 227);
- 9.2.3 Contractor, unless otherwise exempt from the licensing requirement, shall upload and maintain a copy of the current Class "B" CSLB license into the CSD Training Portal.
- 9.2.4 Contractor is responsible for ensuring that all subcontractors have active licensing

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and are in good standing for the duration of the subcontract; and

9.2.5 Contractor shall immediately notify CSD when any changes in licensing occur.

9.3 Special Licensing - Weatherization

9.3.1 Special licensing may also be required for the installation and/or repair of Evaporative Cooler, Cook Top and Range, Vented Space Heater, Air Conditioning, and Gas and Electric Water Heaters, if two or more weatherization measures are not installed in a single unit. Electrical wiring upgrade/replacement and knob and tube wiring certification will always require a C-10 license.

9.3.2 Specialty subcontractors must possess all applicable licenses as required by the CSLB to carry out installation and/or repairs. Specialty licensing is required for specific measures including: C-10 Electrical Contractor (including electrical wiring upgrade/replacement and knob and tube wiring certification); C-20 Warm-Air Heating, Ventilation and Air-Conditioning Contractor; C-36 Plumbing Contractor; C-46 Solar Contractor; C-47 Mobile Home Contractor; and D-65 Weatherization Energy Conservation.

9.3.3 Contractor is responsible for ensuring that all subcontractors have active licensing and are in good standing with the CSLB for the duration of the subcontract.

9.4 Environmental Protection Agency (EPA) Certifications

9.4.1 All contractors providing services utilizing in-house crews shall be certified as an EPA Certified Firm in accordance with EPA's Renovation, Repair and Painting Program requirements (40 CFR Part 745). Contractors who subcontract all of their weatherization and ECIP EHCS services are required to be certified and shall have at least one EPA Certified Renovator on staff for subcontractor oversight purposes.

9.4.2 Contractors shall ensure that all subcontractors whose work potentially disturbs lead paint are EPA Certified Firms and have EPA Certified Renovators on staff.

9.4.3 Any contractor without the required certification will not be allowed to perform weatherization or EHCS services.

9.5 Mandatory Training

Contractor must participate in mandatory training such as eligibility start-up training, TRM training, contract review webinars, monitoring trainings and other trainings CSD deems mandatory. CSD will provide notice of mandatory training to Contractor via announcement posted on the LAP, at least 10 business days prior to the date the mandatory training is scheduled to occur.

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COMPLIANCE REQUIREMENTS

ARTICLE 10 - COMPLIANCE POLICIES AND PROCEDURES

10.1 Right to Monitor, Audit, and Investigate

- 10.1.1 Contractor shall comply with any duly authorized representative of the federal or state government who is conducting a monitoring visit, audit, or an investigation in accordance with 42 USC § 8627 and Gov Code § 16366.7, as amended.
- 10.1.2 Contractor shall, upon reasonable notice, make available all information and materials reasonably necessary for CSD to substantiate to its satisfaction that expenditures incurred under this Contract are allowable and allocable, including, but not limited to files, books, documents, papers, and records. Contractor agrees to make such information and materials available to the federal government, the State, or any of their duly authorized agents or representatives, for purpose of examination, copying, or mechanical reproduction, on or off the premises of the subject entity.
- 10.1.3 All contracts entered into by Contractor with audit firms for purposes of conducting independent audits under this Contract shall contain a clause allowing CSD or any duly authorized agent or representative of the federal or state government timely access to the working papers of the audit firm(s).

10.2 Auditing Standards and Reports

10.2.1 Auditing Standards

- 10.2.1.1 *Applicability.* The standards set forth in 45 CFR Part 75 Subpart F – Audit Requirements are hereby incorporated by reference.
- 10.2.1.2 *Supplemental Audit Guide.* In addition to the audit requirements specified above, Contractor must follow the most current CSD Supplemental Audit Guide, incorporated into this Contract by reference in Article 14. The Supplemental Audit Guide may be accessed at the [CSD LAP](#).

10.2.2 Audit Reports

- 10.2.2.1 Funds provided under this Contract shall be included in an audit conducted in accordance with the provisions of 45 CFR Part 75 Subpart F – Audit Requirements, standards promulgated by the American Institute of Certified Public Accountants (AICPA), and those standards included in The U.S. Government Accountability Office’s “Government Auditing Standards,” December 2011 Revision, as amended.

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10.2.2.2 *Organizations below audit threshold.* Contractors falling below the federal funding threshold 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-day written notice.

10.2.2.3 The financial and compliance audit report shall contain the following supplementary financial information: a Schedule of Expenditures of Federal Awards (SEFA) in accordance with 2 CFR § 200.510 (45 CFR § 75.510). All LIHEAP grants shall be reported separately on the SEFA by program component, i.e., Weatherization (Wx) and ECIP/HEAP/Assurance 16 (EHA16). 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.

10.2.3 *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(s), or nine months after the end of the Contractor's fiscal year.

10.2.4 *Failure to File IRS Form 990 for Tax-Exempt Organizations* If Contractor fails to file Form 990 timely, Contractor must provide:

10.2.4.1 Evidence of an extension request with an estimated timeframe for submission; or

10.2.4.2 An explanation of why Contractor does not plan to file Form 990.

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

Electronic copy:
audits@csd.ca.gov

Printed copy:
 Department of Community Services and Development
 Attention: Audit Services Unit
 2389 Gateway Oaks Drive, Suite 100
 Sacramento, CA 95833

Upon receipt of the audit report, CSD's Audit Services Unit (ASU) will send a confirmation email within 5 to 10 business days. Contractor should verify receipt

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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:

Mailing Address:

State Controller's Office
Division of Audits
Financial Audits Bureau/Single Audits Unit
P.O. Box 942850
Sacramento, CA 94250-5874

Street Address for FedEx:

State Controller's Office
Division of Audits
Financial Audits Bureau/Single Audits Unit
3301 C Street, Suite 700
Sacramento, CA 95816

10.2.6 Failure to Comply with Audit Reporting Requirements

If Contractor fails to comply with Federal statutes, regulations or the terms and conditions of this Contract, CSD may impose additional conditions, as described in 45 CFR § 75.207. If CSD determines that noncompliance cannot be remedied by imposing additional conditions, CSD may take one or more of the following actions, as appropriate in the circumstances, as provided in 45 CFR § 75.371 - § 75.380 *Remedies for Noncompliance*:

- 10.2.6.1 Temporarily withhold cash payments pending correction of the deficiency by Contractor or more severe enforcement action by the Federal awarding agency;
- 10.2.6.2 Disallow (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;
- 10.2.6.3 Wholly or partly suspend or terminate the Federal award;
- 10.2.6.4 Recommending that suspension or debarment proceedings (as authorized under 2 CFR Part 180) be initiated by the Federal awarding agency;
- 10.2.6.5 Withhold further federal awards; or

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10.2.6.6 Take other remedies that may be legally available.

10.2.7 Collection of Disallowed Costs

10.2.7.1 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 days after receipt of Contractor's information or documentation. If questioned costs are determined to be owning, CSD's Financial Accounting Services Unit (FASU) will send an invoice. Contractor will tender payment to FASU or a repayment plan acceptable to FASU.

10.2.7.2 All statements, notices, responses and demands issued in accordance with this Section 10.2.7 shall be in writing.

10.2.7.3 CSD may, at its discretion, reasonably extend the time periods allowed for responses specified in this Section 10.2.7.

10.3 Compliance Monitoring

10.3.1 Contractor shall substantiate that all costs claimed pursuant to this Contract are allowable and allocable under all applicable federal and state laws. To be entitled to reimbursement, Contractor must trace all allowable costs to the level of expenditure, to include providing supporting documentation reasonably necessary to substantiate the validity of such claim.

10.3.2 Contractor shall ensure that funds allocated are expended for the purposes identified in federal law and state law, and for allowable and allocable costs under the applicable rules of the Uniform Administrative Requirements.

10.3.3 Contractor shall comply with CSD's on-site or in-house and follow-up monitoring of Contractor to ensure that Contractor meets the Production Plan, administrative standards, financial management requirements, and other requirements of LIHEAP.

10.3.4 CSD shall provide Contractor reasonable advance notice in writing of on-site and/or in-house monitoring reviews of Contractor's program or fiscal performance.

10.3.5 Compliance monitoring will consist of a questionnaire that Contractor will be required to complete and return to CSD within 30 calendar days from receiving the questionnaire.

10.3.6 CSD will conduct client file reviews to verify compliance with financial and

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program requirements. CSD shall notify Contractor of the client files requested, and Contractor shall provide the client files within five business days.

10.3.7 CSD may increase the number of client files reviewed and frequency of client file reviews based on the severity of non-compliance issues identified during the client file review process.

10.3.8 In accordance with Uniform Administrative Requirements, Contractor shall cooperate with CSD, including its 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 Contract. To the extent Contractor maintains records and documents in an electronic format, Contractor must make such records and documents readily available to CSD: 1) for review on an appropriate electronic device provided by Contractor; and/or 2) for reproduction in electronic and/or hard copy format, as is necessary to effect the purposes of this Section 10.3. In order to realize the objectives of this subsection and to ensure that the integrity of the program, the proper expenditure of grant funds, and to prevent fraud, waste, abuse, and unjust enrichment, whether by design or inadvertence, Contractor shall cooperate with CSD as follows:

10.3.8.1 Upon request, provide a list of clients, jobs or properties to or for which LIHEAP services have been provided by Contractor, and to or for which Contractor has provided related services under other federal, State or non-governmental programs such as, but not limited to, public and private utility company programs, collectively “Associated Programs.”

10.3.8.2 With respect to such list of clients, jobs, or properties, provide CSD and/or the investigative entities or persons referenced in Section 10.1.1, access to client files or similar records and documents of the Associated Programs for the purpose of determining whether related services have been provided that result in duplicate billings or any violation of federal or State law, this Contract, or applicable federal and/or State LIHEAP guidelines.

10.3.8.3 For purposes of this Section 10.3.8:

10.3.8.3.1 “Duplicate billing” is defined as receiving reimbursement from more than one funding source for the same expenditures or costs, whether in whole or in part, that Contractor incurs in connection with rendering a service to or for a client, job, or property, resulting in a total reimbursement to Contractor, from all sources, in excess of actual expenditures or costs incurred.

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- 10.3.8.3.2 To the extent necessary to realize the objectives of this article, the term “Contractor” includes any subcontractor or agent of Contractor in possession of the files, records, or documents or other information bearing on related services under any relevant Associated Program.
- 10.3.8.4 Contractor has no obligation to provide access to the client files, records, and documents of an Associated Program when no LIHEAP services have been provided and the client, job, or property is not required to be on the list furnished to CSD by Contractor, as provided herein.
- 10.3.8.5 In the event Contractor is unable to comply with the provisions of subsections 10.3.8.1 or 10.3.8.2 because of restrictions placed on Contractor by law in connection with an Associated Program, or restrictions imposed on Contractor pursuant to a binding written contract between Contractor and the funding source of such Associated Program, then Contractor shall so inform CSD by written declaration and provide supporting documentation for such declaration. Contractor shall, together with any declaration made, certify to CSD in writing that:
- 10.3.8.5.1 Contractor has not submitted duplicate billings to both LIHEAP and Associated Program; or
- 10.3.8.5.2 Contractor has not otherwise engaged in similar actions in violation of federal or state law.
- 10.3.9 CSD will host a File Transfer Protocol (FTP) Server and provide Contractor with specifications, documentation, and sample of FTP file configurations screens, as necessary, to enable Contractor to use the FTP Server to upload client files, records, and documents. Contractor shall submit client files, records, and documents via the FTP to allow CSD to complete an in-house review.
- 10.3.10 In the event that CSD determines that Contractor is not in compliance with material or other legal requirements of this Contract, CSD shall provide the observations, recommendations, or findings and request for a corrective action plan to Contractor in writing. Contractor shall submit to CSD a specific action plan for correcting the noncompliance.
- 10.3.11 Collection of Disallowed Costs
- 10.3.11.1 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.
- 10.3.11.2 *Time for response.* Contractor shall have no less than 30 calendar days

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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.

10.3.11.3 *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 subsection 10.3.11.2, CSD shall, after consideration of Contractor's submission, accordingly, issue a revised Notice of Disallowed Costs, if any, no later than 30 days after receipt of Contractor's information or documentation. Contractor shall have 15 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 subsection 10.4.4 of this Contract, for CSD's final determination of disallowed costs.

10.3.11.4 All statements, notices, responses and demands issued in accordance with this Section shall be in writing.

10.3.11.5 CSD may, at its discretion, reasonably extend the time periods allowed for responses specified in this Section.

10.4 Enforcement Process - Noncompliance with Requirement of this Contract

10.4.1 Tax-Exempt Status Requirement

Nonprofit charitable organizations must maintain their 501(c)(3) tax-exempt status as a requirement for continued LIHEAP grant reimbursements and participation under the current Contract. All 501(c)(3) contractors shall notify CSD within one business day upon revocation of their tax-exempt status and cease all work performed under this Contract. CSD will halt all payments to Contractor while its nonprofit, tax-exempt status is revoked. Work performed prior to the revocation, but billed after such notice is received, shall be timely reimbursed to the Contractor. In addition, CSD may take additional enforcement steps consistent with federal and state law and this Contract.

10.4.2 General

The authority for CSD Enforcement Actions, as defined in Section 10.4.3, for cost disallowances/ recovery of misused funds, and for de-designation of eligible entity status (collectively "Enforcement Process") is found in the Uniform Administrative Requirements, and in state regulations (see 22 CCR § 100875). Contractor agrees that: 1) the present article shall guide, inform and clarify the Enforcement Process; 2) shall establish the procedures to be followed; and 3)

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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.

10.4.3 Enforcement Action, “High Risk” – Determination and Notice

10.4.3.1 If CSD determines that Contractor is not financially stable, and that Contractor’s financial condition is so tenuous that its ability to implement this Contract is seriously compromised, or if CSD determines that Contractor has not complied with the requirements of this Contract and that Contractor’s noncompliance constitutes a material breach of the Contract, CSD may initiate an Enforcement Action. For purposes of this article, “Enforcement Action” means the imposition of any of the following: a) special conditions and/or sanctions; b) a determination of cost disallowance; c) contract suspension; d) contract termination; or e) termination of Contractor’s service provider status.

10.4.3.2 To initiate an Enforcement Action, CSD must provide Contractor with written notice of “high risk” designation, setting forth: 1) the factual and legal basis for the determination of noncompliance, upon which the “high risk” designation is based; 2) the corrective action(s) required; and 3) the date by which the corrective action must be taken and completed.

10.4.3.3 For purposes of this article, “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 Contract and under applicable State and federal law, which act or omission:

10.4.3.3.1 Constitutes fraud or gross negligence by Contractor or its agent(s);

10.4.3.3.2 Is likely to result in significant waste and/or abuse of federal funds;

10.4.3.3.3 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;

10.4.3.3.4 Violates or otherwise disregards significant program guidance and other requirements of the Federal Government, whether issued directly or through CSD;

10.4.3.3.5 May have serious adverse effects and consequences on the Contractor’s customers, employees, subcontractors, creditors,

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suppliers, vendors, or other stakeholders; or

10.4.3.3.6 May otherwise significantly and adversely affect the viability, effectiveness, or integrity of the program.

10.4.4 Special Conditions and Sanctions

10.4.4.1 “High risk” designation may include the imposition of Special Conditions, Sanctions and/or other special requirements with respect to Contractor’s performance. 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 of contract, as defined in Section 10.4.3, above.

10.4.4.2 Notice of Special Condition(s) and/or Sanction(s) shall be in writing and shall become effective on the date specified in the notice. Notice must contain the following information:

10.4.4.2.1 The nature of the Special Condition(s) and/or Sanction(s) being imposed;

10.4.4.2.2 The reason(s) for imposing Special Condition(s) and/or Sanction(s); and

10.4.4.2.3 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).

10.4.4.3 Special Conditions may include, but are not limited to:

10.4.4.3.1 Obtaining training and/or technical assistance;

10.4.4.3.2 The imposition of special or additional reporting requirements;

10.4.4.3.3 Special or conditional cost reimbursement requirements and procedures;

10.4.4.3.4 The provision of documentation by Contractor; and/or

10.4.4.3.5 The requirement to amend or modify systems, procedures, and/or policies.

10.4.4.4 Sanctions may include, but are not limited to:

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- 10.4.4.4.1 The suspension of advances and/or reimbursements; and/ or
- 10.4.4.4.2 The issuance of stop work orders.
- 10.4.4.5 Sanctions may not be imposed without a hearing being first held in accordance with applicable regulations, unless CSD reasonably determines on the basis of credible information that:
 - 10.4.4.5.1 Substantial sums to be paid to Contractor have been or will be used in violation of law or the provisions of this Contract; or
 - 10.4.4.5.2 The associated costs are otherwise very likely to be disallowed; and
 - 10.4.4.5.3 If Sanctions are not immediately imposed, taxpayer dollars are at significant risk and are unlikely to be recovered.
- 10.4.4.6 Review of Special Conditions and/or Sanctions.
 - 10.4.4.6.1 If Contractor elects to contest the action to impose Special Conditions and/or Sanctions, Contractor shall have five business days following receipt of Notice of Enforcement Action in which to show cause, in writing, why the Special Conditions or Sanctions should not be enforced.
 - 10.4.4.6.2 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.
 - 10.4.4.6.3 Contractor may, within five business days of receipt of Notice of Enforcement Action, request an informal meeting for the parties to consider the merit of the Notice and to discuss alternative courses of action, which meeting CSD may agree to if, in its sole judgment, it determines the meeting would be helpful to the process, can be held expeditiously, and will not unduly cause delay or otherwise increase the risk of loss of taxpayer dollars.
 - 10.4.4.6.4 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 22 CCR § 100875.

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10.4.4.6.5 Should Contractor fail to show cause 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 upon its own motion.

10.4.4.6.6 Special conditions and sanctions shall remain in effect until the hearing procedure is completed, provided, with respect to sanctions, CSD reasonably determines that subsection 10.4.4.5 applies.

10.4.5 Cost Disallowance

10.4.5.1 If Contractor's non-compliance with the terms of this Contract results in an enforcement action, and 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 have been identified.

10.4.5.2 The Statement of Questioned Costs shall include:

10.4.5.2.1 A description of the costs questioned and the specified amount by type or category of costs;

10.4.5.2.2 The reason the costs are questioned, and the information and/ or documentation required to justify payment of the costs; and

10.4.5.2.3 The timeframe and procedures for Contractor's submission of the required information or documentation to CSD.

10.4.5.3 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 shall cooperate fully in 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. If Contractor fails to cooperate in the conduct of an audit, initiated pursuant to this subsection, CSD may either impose sanctions, as provided in subsection 10.4.3 or, if feasible, issue a Notice of Disallowed Costs.

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- 10.4.5.4 After CSD has considered any information and/or documentation submitted by Contractor in response to a statement of questioned costs or in response to an investigative audit report, CSD shall issue a Notice of Disallowed Costs, which notice shall include:
- 10.4.5.4.1 The amount of disallowed costs to be repaid, if any; and
 - 10.4.5.4.2 The date by which repayment must be made or, in the alternative,
 - 10.4.5.4.3 The date by which Contractor must submit a proposed repayment plan for consideration by CSD.
- 10.4.5.5 Before the expiry of five business days after receipt of a Notice of Disallowed Costs, Contractor may challenge the Notice of Disallowed Costs by requesting a hearing, conducted in accordance with the procedures set out in 22 CCR § 100875, for the purpose of adjudicating the matter of cost disallowance, provided however that either Contractor or CSD may opt to adjudicate other pending Enforcement Action matters, as provided in subsection 10.4.4.6. of this section, in a combined proceeding.
- 10.4.5.6 If Contractor fails to request a hearing to adjudicate cost disallowance, as provided in subsection 10.4.5.5, the Notice of Disallowed Costs shall be deemed final and Contractor shall comply with the provisions of the present Section 10.4.5.
- 10.4.5.7 Contractor will not be deemed to have complied with a Notice of Disallowed Costs until repayment is made or CSD has approved a repayment plan. In determining the acceptability Contractor's repayment plan, CSD shall take into consideration such factors as, but not limited to:
- 10.4.5.7.1 Federal requirements or conditions applicable to the grant(s) under which the disallowed costs were funded;
 - 10.4.5.7.2 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;
 - 10.4.5.7.3 The risk of being unable to recover funding and the options for securing Contractor's repayment obligation; and
 - 10.4.5.7.4 Contractor's financial condition and ability to pay.

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10.4.6 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.

10.4.7 In the event Contractor’s non-compliance with the terms and conditions of this Contract 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 service provider status, which shall be initiated and conducted in accordance with the applicable provisions found in 22 CCR § 100875 and other applicable State and federal statutes and regulations.

10.4.8 Lien rights

The State retains lien rights on all funds advanced.

10.5 Service Delivery and Expenditure Requirements

10.5.1 Service Delivery and Expenditure of Funds

10.5.1.1 Contractor shall, in accordance with Government Code §16367.5, be afforded maximum flexibility and control, within the parameters of federal and state law, in the planning, administration, and delivery of LIHEAP services. Regardless of the modalities and techniques utilized, Contractor is obligated: a) to ensure that the maximum numbers of persons are served, consistent with the effective and efficient service delivery, with program requirements and with applicable law; and b) to fully expend program funds by the date identified in the contract.

10.5.1.2 A substantial failure to expend funds and provide services to readily available qualified applicants, except for compelling reasons beyond Contractor’s control, shall be deemed prima facie evidence of breach of contract and may constitute grounds for “high risk” designation and the applicable remedies as provided in Section 10.4, “Enforcement Process – Noncompliance with the Requirements of this Contract.” Such failure of performance may, in accordance with the provisions of this article, result in a reduction in Contractor’s grant allocation and the redistribution of future funding to other performing service providers.

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10.5.2 Contractor Expenditure and Reporting Requirements

Contractor shall be at 99% expenditure of the Contract by January 31, 2026.

10.5.2.1 CSD will monitor Contractor's expenditures to evaluate compliance with meeting expenditure requirement by January 31, 2026, for each program category, including capped budget items.

10.5.2.2 Contractor shall submit timely expenditure reports, that allow CSD to evaluate Contractor's ability to meet the January 31, 2026, expenditure date requirement. Based upon these reports, CSD may determine that Contractor has not met the expenditure requirement and is out of compliance with this Contract.

10.5.2.3 Should the Contractor's actual expenditure trend indicate the Contractor is unlikely to expend at least 99% by January 31, 2026, the Contractor will notify the CSD no later than January 10, 2026 requesting to expend beyond January 31, 2026.

10.5.3 Contractor's Upcoming Program Year LIHEAP Performance Allocation Methodology

CSD shall determine Contractor's upcoming program year LIHEAP Contract Allocation Methodology based on performance expenditure requirements in Section 10.5.2. and distributed according to the following criteria:

10.5.3.1 Category A: If Contractor meets the performance requirements of Section 10.5.2 and reported no later than February 28 31, 2026, Contractor will receive their full allocation and a percentage of any redistributed funds not allocated to another contractor that fall into Category C, in Section 10.5.3.3.

10.5.3.2 Category B: If Contractor expends 99 percent of their allocation by February 28, 2026, and reported no later than March 31, 2026, Contractor will receive their full allocation but will not be eligible to receive any redistributed funds.

10.5.3.3 Category C: If Contractor does not expend at least 99 percent of their allocation by February 28, 2026 and reported no later than March 31, 2026, the 2026 LIHEAP allocation will be offset by the balances remaining recorded as of the January 31, 2026 expenditure period reported no later than January 31, 2026.

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CERTIFICATIONS AND ASSURANCES

ARTICLE 11 - FEDERAL AND STATE POLICY PROVISIONS

11.1 Certifications

11.1.1 Contractor's signature affixed to this Contract shall constitute a certification that to the best of its ability and knowledge it will, unless exempted, comply with the provisions set forth in the following:

11.1.1.1 Contractor Certification Clauses (CCC-04/2017)

11.1.1.2 Safeguarding Access to State Data (Department of Finance, Budget Letter 04-35)

11.1.1.3 Safeguarding Against and Responding to a Breach of Security Involving Personal Information (Office of Information Security and Privacy Protection, Management Memo 08-11).

11.1.2 The above documents are hereby incorporated by reference into this Contract. To access these documents, please visit the [CSD LAP](#).

11.1.3 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 directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

11.1.4 GENERATIVE ARTIFICIAL INTELLIGENCE (GenAI) - "During the term of the contract, Contractor must notify the State in writing if their services or any work under this contract includes, or makes available, any previously unreported GenAI technology, including GenAI from third parties or subcontractors. Contractor shall immediately complete the GenAI Reporting and Factsheet (STD 1000) to notify the State of any new or previously unreported GenAI technology. At the direction of the State, Contractor shall discontinue the use of any new or previously undisclosed GenAI technology that materially impacts functionality, risk or contract performance, until use of such GenAI technology has been

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approved by the State. Failure to disclose GenAI use to the State and submit the GenAI Reporting and Factsheet (STD 1000) may be considered a breach of the contract by the State at its sole discretion and the State may consider such failure to disclose GenAI and/or failure to submit the GenAI Reporting and Factsheet (STD 1000) as grounds for the immediate termination of the contract. The State is entitled to seek any and all relief to which it may be entitled to as a result of such non-disclosure. The State reserves the right to amend the contract, without additional cost, to incorporate GenAI Special Provisions into the contract at its sole discretion and/or terminate any contract that presents an unacceptable level of risk to the State.”

11.2 Provisions for Federally Funded Grants

11.2.1 Contractor certifies that it possesses legal authority to apply to the State for LIHEAP funds and assures compliance with the purposes as set forth in 42 USC § 8621 et seq., as amended.

11.2.2 Eligibility to Receive Federally Funded Public Benefits

Pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) (Public Law (Pub. L.) 104-193), as amended, and Executive Order W13596, dated August 27, 1996, while in effect, applicants for federally funded public benefits are required to provide proof of U.S. citizenship, U.S. non-citizen national, or qualified alien status. (8 USC §§ 1611, 1612, & 1642.) Contractor shall verify client eligibility in accordance with CSD Applicant Verification of Eligibility Procedures and Regulations, forms, and other written guidance provided by CSD.

11.2.3 Under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA) Section 508, and NO VERIFICATION REQUIREMENT FOR NONPROFIT CHARITABLE ORGANIZATIONS, Section 432 (d) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (8 USC § 1642 et seq.) as amended, Nonprofit Charitable Organizations are exempt from the requirement to determine, verify, or otherwise require proof of U.S. citizenship, U.S. non-citizen national, or qualified alien status of any applicant for such benefits in providing any Federal public benefit (as defined in 8 USC § 1611(c)) or any State or local public benefit (as defined in 8 USC § 1621(c)). (Pub. L. 104-208, Title V, Section 508; and 8 USC § 1642(d)).

11.2.4 Federal Funding Accountability and Transparency Act reporting requirement (FFATA) (Pub. L. 109-282).

Pursuant to the FFATA, CSD is required to report information regarding contractors (sub-awardees) receiving LIHEAP funds. Contractor must complete CSD form 279 and return with the Contract to enable CSD to comply with

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FFATA reporting requirements including 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.

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

11.2.4.1 Salary Limitation – Federal Executive Level II. Federal funds for grant programs consistently include a provision as part of the Consolidated Appropriations Act of 2017 (e.g., Pub. L. 115-31, May 5, 2017) from Congress that the amount that “shall be used to pay the salary of an individual, through the 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/2023/executive-senior-level> under the “Rates of Pay for the Executive Schedule” link. 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 organization. This salary limitation also applies to subawards, contracts, and subcontracts under an ACF grant or cooperative agreement.

11.2.5 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>.

11.2.7 Prohibition on Expending HHS Award Funds for Covered Telecommunications Equipment or Services. 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)”.

11.3 Federal Certifications Regarding Debarment, Suspension, and Related Matters

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Contractor hereby certifies to the best of its knowledge that it or any of its officers, or any subcontractors:

- 11.3.1 Are 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 available at Sam.gov.;
- 11.3.2 Have not within a three year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 11.3.3 Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in Section 11.3.2 above of this certification; and
- 11.3.4 Have not within a three-year period preceding this Contract had one or more public (federal, state, or local) transactions terminated for cause or default.
- 11.3.5 If any of the above conditions are true for the Contractor or any of its officers, Contractor shall describe such condition and include it as an attachment to the Contract. Based on the description, CSD in its discretion, may decline to execute this Contract or set further conditions for this Contract. In the event any of the above conditions are true and not disclosed by Contractor, it shall be deemed a material breach of this Contract, and CSD may terminate this Contract for cause immediately pursuant to the termination provisions of State and federal law governing the Low Income Home Energy Assistance Program.
- 11.3.6 No entity may participate in LIHEAP in any capacity or be a recipient of LIHEAP funds if the organization has been found ineligible for participation in federal assistance programs or activities. (Executive Orders 12549 and 12689, 2 CFR Parts 180 and 376.) All Contractors must obtain a Unique Entity Identifier assigned by the System for Award Management (SAM) if they do not already have one. CSD will check the SAM to verify that the Contractor is not debarred, suspended, or ineligible. See 45 CFR §§ 75.342 and 75.352.

11.4 Affirmative Action Compliance

- 11.4.1 Each contractor or subcontractor with 50 or more employees and a contract of \$50,000 or more shall be required to develop a written Affirmative Action Compliance Program.

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11.4.2 The written program shall follow the Equal Employment Opportunity clause obligations set forth in Title 41 of the Code of Federal Regulations, Subtitle B, Section 60-1.40, Sections 60-2.10 through 60-2.32, and Sections 60-741.1 through 60-741.47.

11.4.3 Each contractor with less than 50 employees shall comply with Executive Order 11246, Part II, Section 202, as amended by Executive Order 11375. Contractor shall ensure that subcontractors falling within the scope of this provision shall comply in full with the requirements thereof.

11.5 Nondiscrimination Compliance

11.5.1 Contractor certifies that it will, unless exempted, comply with the nondiscrimination program requirements set forth in this section.

11.5.2 Contractor hereby certifies compliance with the following:

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

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

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

11.5.2.4 Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 USC § 4211 et seq.; 41 CFR Subtitle B, Part 60-300);

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

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

11.6 Contractor Fair Hearing - Civil Rights Act Violation

11.6.1 In the event of any violation or alleged violation of Title VI of the Civil Rights Act of 1964, as amended, (42 USC § 2000d et seq.) Contractor has the right to request a fair hearing in response to such violation or alleged violation within 30 calendar days from the date of such action.

11.6.2 The HHS will conduct such fair hearing in accordance with Title 45, Code of Federal Regulations, Part 81.

11.7 Specific Assurances

Article 11 – Federal and State Policy Provisions

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11.7.1 Pro-Children Act of 1994

11.7.1.1 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.

11.7.1.2 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.

11.7.2 American-Made Equipment/Products

Contractor shall assure, pursuant to the Buy American Act of 1933 (41 USC § 8301 et seq.), to the extent practicable, that all equipment and products purchased with funds made available under this Contract shall be American made.

11.7.3 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) (63 FR 71225, codified at 40 CFR Parts 266 & 273); and California Workers’ Compensation laws (Labor Code §§ 3200 et seq.).

11.7.4 Political Activities

11.7.4.1 Contractor shall refrain from all political activities if such activities involve the use of any funds that are the subject of this Contract.

11.7.4.2 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 Contract.

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11.7.5 Lobbying Activities

- 11.7.5.1 Contractor shall refrain from all lobbying activities if such activities involve the use of any funds that are the subject of this Contract or any other fund, programs, projects, or activities that flow from this Contract.
- 11.7.5.2 If Contractor engages in lobbying activities, Contractor shall complete, sign and date the CERTIFICATION REGARDING LOBBYING/DISCLOSURE OF LOBBYING ACTIVITIES, as required by the HHS (45 CFR Part 93, Appendix A).

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ARTICLE 12 - GENERAL TERMS AND CONDITIONS GTC 04/2017

The California General Terms and Conditions (GTC 04/2017), hereby incorporated into this Contract by reference, is available at the following web address:

<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language>

Click the “GTC 04/2017” link to download the current requirements.

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ARTICLE 13 - DEFINITIONS

All terms used in this Contract shall be those as defined in applicable federal and state law (see 42 USC §§ 8621 et seq. and Government Code § 16367.5) and regulation (see 45 CFR Part 96 and 22 CCR § 100800), or as more specifically defined as:

Administrative Costs: Actual costs for auxiliary functions such as salaries, wages, workers compensation, and fringe benefits for administrative staff, facilities, utilities, office and computer equipment, telephone, travel, accounting, auditing, monitoring assistance, office supplies, and like services necessary to sustain the direct effort involved in administering a grant program or an activity providing services to the grant program. Includes incurred costs associated with participation and attendance to policy advisory committee meetings and workgroups.

Contract: The complete contents of this contract entered into by and between CSD and Contractor, including all rights, duties, and obligations, whether expressed or implied, required toward the legal performance of the terms hereof.

Amendment: A formal change to the Contract 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 Contract.

Authorized Agent: The duly authorized representative of the Board of Directors of Contractor and duly elected or appointed, qualified, and acting officer of CSD. In the case of Contractor, CSD shall be in receipt of board resolution affirming an agent's representative capacity to bind Contractor to the terms of this Contract.

CSD Program Advisory (CPA): The purpose of the CPA is to provide information, correct problems, contradictions and uncertainty. A CPA serves as short-term guidance to inform or direct immediate action to correct a problem or provide relief from an obligation.

CSD Program Notice (CPN): The purpose of the CPN is to supplement contractual requirements and facilitate program implementation. A CPN serves as long term guidance to summarize or interpret regulations or contract requirements.

Call-Back: A call-back is a visit from Contractor that occurs when a measure fails (either during inspection, or later within the warranty period) and must be corrected by the Contractor. The required warranty periods are defined in TRM. Warranty corrections and apply to both the LIHEAP and DOE or DOE BIL weatherization programs.

California Certified Inspector/Risk Assessor Contractor: An individual who is certified by the State of California, Department of Health Services, as a lead-related construction Inspector/Risk Assessor.

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California Energy Commission (CEC) Climate Zone: The CEC established 16 climate zones that represent a geographic area and that have a particular weather pattern. These climate zones are based on energy use, temperature, weather, and other factors that determine the types of building standards that are subject to the Title 24 Energy Efficiency Standards and that dictate the energy conservation measures that must be installed in a weatherized dwelling, as required by law.

Categorically Eligible: Certain households will be determined “categorically eligible” to participate in LIHEAP without consideration for income, as long as the household meets all the eligibility criteria. This policy only applies to households receiving CalWORKs and CalFresh.

Certification Date: The date the applicant is deemed eligible and the Contractor commits to provide services. The certification date should not be before the intake date.

Certified Lead-Free: Residential property that has been determined by a California Certified Inspector/Risk Assessor Contractor to be absent from the presence of lead-based paint.

Certified Lead-Safe: Residential property in which lead-painted surfaces are intact and/or have been treated with measures to stabilize and eliminate lead-paint hazards and that, as such, poses no immediate threat to the occupants as determined by a California Certified Inspector/Risk Assessor Contractor.

Certified Translator: A translator that has been certified to translate a specific language and are often members of a professional translation association such as American Translators Association and American Literary Translators Association, etc.

Children: Members of a household who have not attained their 19th birthday.

Client Education/Counseling: Includes, but is not limited to, providing client with written information describing energy-saving behavioral adjustments that will decrease the energy consumption of the household; providing client with resource information, referral, and budget counseling in order to assist clients in achieving self-sufficiency; providing client with mold and lead-safe education and advising client of the benefits of weatherization in their homes.

Client Intake: Includes, but is not limited to, the process of completing an intake form and reviewing applicant documentation in order to verify eligibility.

Client Needs Assessment: The act of acquiring additional and appropriate information from an eligible client to determine the needs that can be served by Contractor and other available programs after eligibility has been established.

Contractor: The entity (partnership, corporation, agency, or association) designated on the face sheet of the Standard Agreement (STD 213) of this Contract.

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CORE: Combined Outcome Reporting Engine (CORE) System: Software used by CSD's Local Service Providers to submit Utility Assistance, Wood, Propane, and Oil transaction records for validation and further processing.

Crisis: Weather-related and/or supply-shortage emergencies and other household energy-related emergencies that negatively impact the energy-related economic conditions of low-income households. A crisis can be caused by:

- a. Cold or hot weather-related events, such as flood, earthquake, tornado, hurricane, ice storm/freeze; or events meeting such other criteria as the Governor, and/or the President of the United States, at their discretion, and/or their designee, including CSD, may determine to be appropriate; or
- b. Geopolitical events, such as wars, terrorism, civil disturbances, and embargoes, including geopolitical events that negatively impact the energy-related economic conditions of low-income households.

CSD: The State of California Department of Community Services and Development.

Database Transfer: A method wherein contractors utilize a local database platform to provide CSD with downloaded client and other program data.

Di Minimis Levels: The amount of lead paint disturbed in a dwelling is comprised of 2 square feet per room of interior surfaces, or 20 square feet of exterior surface, or 10% of a small component, e.g., windowsill, baseboards, and trim. When calculating the di minimis level, the entire surface of the component must be included in the computation. For example, when replacing a 2 x 3 foot window, the de minimis level would be 6 square feet and would exceed the maximum allowance for interior surfaces and the unit would be subject to HUD Regulation.

Diagnostic Testing: Series of testing protocols performed under the weatherization program involving the use of specialized tools to assess: the operating condition of combustion appliances for general safety and carbon monoxide emission levels, and pressurized diagnostic testing procedures to assess the integrity of building envelopes and duct systems for leakage and outside air infiltration. Diagnostic tests shall only be performed by qualified individuals possessing the required skill and training needed to perform diagnostic testing activities.

Direct Services: The portion of the LIHEAP funding to carry out the provisions of LIHEAP services and activities of this Contract, to include: Weatherization, Energy Crisis Intervention Program (ECIP) Services (excluding Utility Assistance), and Wood Propane and Oil (WPO).

DOE: The United States (U.S.) Department of Energy that provides funds for the Weatherization Assistance Program for Low-Income Persons. This program is authorized by Title IV of the Energy Conservation and Production Act (Pub. L. 94-385; 42 USC § 6801). The federal regulations for this program are in 10 CFR Part 440.

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Dwelling Assessment: The process used to evaluate the service needs of an eligible dwelling for weatherization services offered under the DOE or DOE BIL and LIHEAP weatherization programs. An assessment shall be performed by qualified individuals possessing the required skill and training needed to perform assessment activities.

Dwelling Unit: A house, including a stationary mobile or manufactured home, an apartment, a group of rooms, or a single room occupied as separate living quarters.

EHA-16: A term used to reference Emergency Crisis Intervention Program, Home Energy Assistance Program and Assurance-16 service components.

Elderly: An individual 60 years of age or older.

Electronic File: A contract or other record created, generated, sent, communicated, received, or stored by electronic means.

Emergency: Meets the federal definition at 42 USC § 8622(1) and shall be defined as being any one or more of the following conditions:

- a. A natural disaster (whether or not officially declared);
- b. A significant home energy supply shortage or disruption;
- c. An official declaration of a significant increase in:
 - i. Home energy costs;
 - ii. Home energy disconnection;
 - iii. Enrollment in public benefit programs; or
 - iv. Unemployment and layoffs;
- d. An official emergency declaration by the Secretary of Health and Human Services.

In those situations where there is not an official federal, state, or local declaration of emergency, e.g., an undeclared natural disaster or a significant home energy supply shortage or disruption that affects a low-income individual, an emergency will be deemed to exist by CSD where there is imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

Energy Burden: The expenditures of the household for home energy divided by the income of the household.

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Energy Conservation Measures (also known as Weatherization Measures): A wide variety of measures installed in or applied to the dwelling to increase the energy efficiency or to reduce the total energy expenditures of the dwelling.

Environmental Inspection: A visual assessment and sampling which includes asbestos, lead and radon when allowable per the contract. Environmental inspections shall be in accordance with all CSD policies and procedures and in compliance with all Federal and State regulations. Allowable costs include actual labor costs while on the jobsite and testing fees associated with the inspection.

Evaporative Cooler Repairs: Repair or replacement of filter pads, water pumps, belts, motors, or other components that promote efficient operation of the unit.

Final Allocation: The actual amount of funds available to Contractor under this Contract, as calculated pursuant to Title 22, California Code of Regulations, Section 100830 after CSD receives the notice of grant award for the full annual allocation based on the appropriation by Congress for the Federal Fiscal Year, and as publicly announced by CSD's Director or designee, subsequent to the execution of this Contract.

General Operating Costs: Costs that are directly allocable to those costs defined as related facilities, office and computer equipment, office supplies, telephone, travel and materials and activities to prevent exposure to COVID-19 as allowable program costs.

Hazardous Condition: Any condition posing an immediate health and safety threat to the client and/or persons working in the dwelling unit. Hazardous conditions include but are not limited to: Combustion Appliance Safety (CAS) hazards, appliance-related hazards, and electrical hazards as defined in the CSD TRM.

Heating/Air Conditioning Appliance Repairs/Replacements: The complete unit replacement, adjustments of gas pressure and/or air/fuel mixture, replacement of thermocouples, adjustment of refrigerant charge, filter replacements, or other component repairs or replacements necessary for safe and efficient operation.

Health and Safety Measures: A category of weatherization measures installed to mitigate health and safety hazards generated by combustion appliances and to preserve or improve indoor air quality. These measures include CO alarms, smoke alarms, heating/cooling and water heater repairs and replacements, Environmental Hazard Work weatherization and kitchen cooking appliance repair and replacements.

Highest Home Energy Needs: The home energy requirements of a household determined by taking into account both the energy burden of such household and the unique situation of such household that results from having members of vulnerable populations, including very young children (0-5), individuals with disabilities, and frail, older individuals (60+).

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Home Energy Rating System (HERS) Provider, also referred to as HERS Rater: An entity or individual recognized by the California Energy Commission as a HERS Provider and certified in performing the necessary field and diagnostic testing verifications for demonstrating compliance with the 2016 Building Energy Efficiency Standards.

HUD Unit: A housing unit participating in a U.S. Department of Housing and Urban Development (HUD) Assisted Housing Program.

Infiltration Reduction Measures: A subcategory of weatherization measures installed in or applied to dwellings to reduce or stop the uncontrolled flow of conditioned air out of the dwelling or the uncontrolled flow of outside air into conditioned areas in the dwelling. Infiltration reduction is best accomplished with shell leakage technology

Intake Date: The date the Contractor receives or accepts the application.

Interim Allocations: Incremental releases of Continuing Resolution appropriations by CSD to fund LIHEAP Direct Services and Utility Assistance program activity under this Contract.

Interest Income: The interest earned by a Contractor directly generated or earned as a result of unexpended LIHEAP grant funds at the end of a contract term period. The interest earned by a Contractor is income generated as a result of depositing federal funds in an interest-bearing account.

Labor and Material Measures: Those measures where the measure reimbursement is based on the combined total of labor and material and the quantity of the measure itself is not limited to a specific amount per weatherized dwelling.

Labor and Material Single-Quantity Measures: Those weatherization measures where the reimbursement is based on the combined total of labor and material cost and the maximum quantity of the measure is limited to a single item per weatherized dwelling.

Liability Insurance: Insurance coverage to protect against claims alleging one's negligence or inappropriate action resulting in bodily injury or property damage. Related costs shall mean those actual costs allocated for insurance bonds, general liability insurance, and pollution occurrence insurance. Pollution occurrence insurance is optional.

Major Vehicle and Field Equipment Costs: Actual costs associated with the purchases of vehicles, office equipment and field equipment \$10,000 or greater per unit used for the purpose of delivery of direct services. Pre-approval from CSD is required. Field equipment means diagnostic equipment and related equipment. Purchases must follow all federal and state rules and regulations governing LIHEAP pertaining to procurement standards.

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Materials: Materials are those allowable items that are installed in or on the dwelling. All materials shall be in conformance with the CSD TRM and 10 CFR Part 440 Appendix A – Standards for Weatherization Materials.

Maximum Amount: The dollar amount reflected on line 3 of the face sheet of the Standard Agreement (STD 213) of this Contract, as amended to reflect the Final Allocation for the term of this Contract.

Migrant Farm Worker: A seasonal farm worker who performs or has performed farm work during the eligibility determination period (any consecutive 12 month period within the 24 month period preceding application for program benefits and/or services) that requires travel such that the worker is unable to return to his/her domicile (permanent place of residence) within the same day. Migrant farm worker is not a term used in the contract but is captured for reporting purposes in CSD's Weatherization Database, EARS and Intake Form (CSD 43).

Minor Vehicle and Field Equipment Costs: Actual costs associated with the purchase of vehicle, office equipment and field equipment under \$10,000 per unit used for the purpose of delivery of program services. Purchases must follow all federal and state rules and regulations governing LIHEAP pertaining to procurement standards.

Mobile or Manufactured Home: A manufactured home regulated by the California Department of Housing and Community Development (HCD) that is built on a trailer chassis and designed for highway delivery to a permanent location, and it can be a single-, double-, or triple-wide home. To receive weatherization services under a CSD program, a mobile home must be a permanent, full-time residential dwelling, with a floor area of at least 330 square feet.

Modified Dwelling Assessment: The process used to evaluate the limited service needs of an eligible dwelling that has been previously weatherized under the DOE, DOE BIL or LIHEAP weatherization programs. The assessment is limited in scope and does not encompass a re-assessment of the entire dwelling unless measures have exceeded their useful life under LIHEAP. Assessments limited to ECIP EHCS work on dwellings not receiving weatherization services are to be included in the cost of the ECIP measure. An assessment shall be performed by qualified individuals possessing the required skill and training needed to perform assessment activities.

Modification: An immaterial change to this Contract that does not require an Amendment.

Multi-Unit Dwellings (MUD) also known as Multi-Family Buildings (MFB): Defined as residential dwelling structures containing more than one residential unit within a single building, including: duplexes, triplexes, fourplexes, and multi-unit apartments. For purposes of travel reimbursement to Contractors and shell leakage testing, Multi-Unit Dwellings are defined as multi-unit dwellings, e.g., apartments, with five or more attached residential units.

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Natural Disaster: A weather event (relating to cold or hot weather), flood, earthquake, tornado, hurricane, or ice storm, or an event meeting such other criteria as the Secretary of Federal Department of Health and Human Service, in the discretion of the Secretary, may determine to be appropriate. For the purpose of the CSD Disaster Relief Plan, emergency services may be provided to low-income individuals and families affected by a natural disaster when the event is declared by a Presidential or Gubernatorial Order as a Federal or State Emergency.

Nonprofit charitable organization: Is defined by the Internal Revenue Code, Section 501(c) (3) (26 USC § 501(c)(3)). Section 501(c) (3) is a tax law provision granting exemption from the federal income tax to nonprofit organizations. 501(c)(3) exemptions may apply to corporations, and any community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition, or for the prevention of cruelty to children or animals.

Outreach and Its Related Costs: Outreach activities are designed to ensure that eligible households, especially households with elderly and/or disabled individuals with high home energy burdens, are made aware of the assistance available. Costs relating to these activities may include: developing outreach materials (flyer/brochure information packets), advertising costs, printing costs, outreach mailers to targeted households, travel to outreach sites and related facilities, site costs, and the referral of eligible households to assistance providers in the community. Intake and assisting with the completion of an intake form are not considered outreach or a related cost.

Parties: CSD on behalf of the State of California, and the Contractor.

Pledge: A guarantee of payment or promise to pay made by the Contractor to the Utility Company via phone, fax, e-mail or webservice and guaranteed by CSD.

Pledge Date: The date in which the Contractor contacts the Utility Company via phone, fax, e-mail or webservice to pledge a payment on behalf of the applicant.

Pledge Timeframe: A set length of time, beginning on the date the Contractor makes the pledge and ends after a fixed number of days.

Program: Weatherization, HEAP, ECIP, and Assurance 16 services provided under 42 USC §§ 8621 et seq., as amended.

Program Income: Program income means gross income earned by Contractor that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance except as provided in 45 CFR § 75.307(f). "During the period of performance" is the time between the time in which the CSD may incur new obligation to carry out the work authorized under the award.

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Reweatheringization: Once a dwelling has been submitted to CSD for reimbursement as a completed unit, any subsequent weatherization services provided to the dwelling shall be considered reweatherization.

Ride-along: A representative of the Contractor who accompanies a designated third-party inspector while performing on-site inspections. CSD requires that, when possible, a ride-along be sufficiently trained to make necessary corrections during inspections, thereby minimizing or eliminating the need for return trips that may inconvenience the client and/or require re-inspection in accordance with the CSD TRM.

Seasonal Farm Worker: A person who during the eligibility determination period (any 12 month period within the 24 month period preceding application for program benefits and/or services) was employed at least 25 days in farm work or earned at least \$400 in farm work and who has been primarily employed in farm work on a seasonal basis, without a constant year-round salary. Seasonal farm worker is not a term used in the Contract but is captured for reporting purposes in CSD's Weatherization Database, EARS and Intake Form (CSD 43).

Separate Living Quarters: Living quarters in which the occupant(s) do not live and eat with any other person(s) in the structure and which have either: (1) direct access from the outside of the building or through a common hall; or (2) complete kitchen facilities for the exclusive use of the occupant(s). The occupant(s) may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements.

Single-Family Dwelling: A dwelling structure containing no more than one dwelling unit. A single-family dwelling is defined as a one-unit, single-family dwelling or a one-unit, single-residential housing dwelling with one to four attached units.

Single Quantity Fixed-Fee Measures: Those weatherization measures with an assigned fixed-fee reimbursement and which limit the maximum quantity of the measure/service to a single item per weatherized dwelling.

State: The State of California Department of Community Services and Development.

Subcontractor: An entity (partnership, 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 Contract.

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 Contract.

Useful Life: Useful life means the length of time a Weatherization or ECIP HCS measure is expected to be useable.

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Utility Assistance Funding: The portion of LIHEAP funding used to provide utility assistance services under ECIP Fast Track and HEAP Electric and Gas. These funds are administered by Contractor but paid to eligible clients – or to utility companies on the client’s behalf – by CSD from Contractor’s allocated amount of funding.

Vendor: An individual, sole proprietorship, firm, partnership, corporation, or any other business venture from which materials and goods are supplied and purchased.

Vulnerable Populations: Young children (ages 5 years or under), disabled, and elderly persons (ages 60 or older).

Weatherization Training and Its Related Costs: Costs associated with the training of personnel or subcontractors as specified in Article 9.1 of this Contract. Training may also include internal Contractor training, and attendance at weatherization-related training to include IT system training or other forms of weatherization training sponsored by DOE, CSD, and/or other organizations. Related costs may include salary/wages, materials, fees and travel. Excludes incurred costs associated with participation and attendance at policy advisory committee meetings and workgroups.

Workers’ Compensation: Insurance that covers medical and rehabilitation costs and lost wages for employees injured at work. Workers’ compensation shall mean those actual costs associated with workers’ compensation coverage for program staff whose salaries and wages are chargeable under program costs.

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ARTICLE 14 - FORMS AND DOCUMENTS INCORPORATED BY REFERENCE

The following forms and documents, all of which are hereby incorporated into this Contract by reference, are available on the CSD Local Agencies Portal at <https://agencies.csd.ca.gov/home/Energy/Pages/Contracts.aspx>.

14.1 Forms to be returned with signed contract:

14.1.1 Certification Regarding Lobbying/Disclosure of Lobbying Activities;

14.1.2 Agency Staff and Board Roster (CSD 188);

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

14.1.4 2025 LIHEAP Production Plan (CSD 622);

14.1.5 Agency Local Plan; and

14.1.6 Public Website Update Form (CSD Form 251).

14.2 The following documents are hereby incorporated by this reference:

14.2.1 2025 LIHEAP Numbers, Contractors, and Service Areas;

14.2.2 Agency Local Plan;

14.2.3 State Administrative Manual Section 5100, 5300.5 and 5340 at <http://sam.dgs.ca.gov/TOC/5300.aspx>;

14.2.4 Reimbursement Rates for Weatherization and EHCS Activities;

14.2.5 Supplemental Audit Guide;

14.2.6 CSD Training Policies and Procedure Manual (TPPM); and

14.2.7 Direct Pay Utility Pledge Timeframe.

14.2.8 Technical Reference Manual (TRM)

14.2.9 Eligibility & Verification Guide

14.3 The following CPA's and CPN's are hereby incorporated by reference:

14.3.1 [CPA-A-12-01](#) Program Procedure Guidance with NCB Procurement Worksheet;

Table of Forms and Documents Incorporated by Reference

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- 14.3.2 [CPA-E-18-005](#) Expenditure Reconciliation Policy and Procedure;
- 14.3.3 [CPN-A-17-01](#) Equipment Use and Disposition Requirements;
- 14.3.4 [CPN-A-18-01](#) Program Income;
- 14.3.5 [CPN-E-19-001](#) Working Capital Advance;
- 14.3.6 [CPN-E-19-002](#) Energy Reimbursement Policies and Procedures;
- 14.3.7 [CPN-E-20-01](#) SWEATS Policy;
- 14.3.8 [CPA-E-20-01E](#) Guidance and Program Relief for LSPs Impacted by COVID-19
- 14.3.9 [CPN-E-20-02](#) PSPS Emergency Preparedness Pilot Policy;
 - 14.3.9.1 [CPN-E-20-02E](#) PSPS Emergency Preparedness Pilot Policy Errata
 - 14.3.9.2 [CPN-E-20-02M](#) PSPS Emergency Preparedness Pilot Policy
 - 14.3.9.3 [CPN-E-20-02M2](#) PSPS Emergency Preparedness Pilot Policy Modification
 - 14.3.9.4 [CPN-E-20-02M3](#) PSPS Emergency Preparedness Pilot Policy
- 14.3.11 [CPN-E-20-05](#) Transferring Funds
- 14.3.12 [CPA-E-21-04](#) WPO Benefit Formula Policy
 - 14.3.12.1 [CPA-E-21-04M](#) WPO Benefit Formula Policy Modification
- 14.3.13 [CPN-E-22-07](#) Evaporated Cooler Replacement Policy
- 14.3.14 [CPA-E-24-02](#) Revised Energy Audit Submittal Process
- 14.3.15 [CPA-E-24-01](#) 2024 Blended Rates, DOE WAP Memo 123 Integration, and Related Weatherization Form Updates
- 14.3.16 [CPN-E-24-01](#) Revised Technical Reference Manual and Related Weatherization Forms
 - 14.3.16.1 [CPN-E-24-01E](#) Revised Technical Reference Manual and Related Weatherization Forms Errata

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14.4 The following guidance is incorporated by reference:

14.4.1 [ECIP Policies and Procedures](#) (rev. 2/1/08)

14.4.2 [DOE WAP ARRA No. 10](#) – National Historic Preservation Act – SHPO –
Historical Review



MEMORANDUM

To: Budget and Finance Committee

From: Karen Vazquez, Senior Community Development Specialist II

Date: November 13, 2024

Subject: *Agenda Item 4k: California Community Action Partnership Association – Diaper Distribution Demonstration and Research Pilot Program Addendum – **Action Item***

In August 2022, the California Community Action Partnership Association (CalCAPA) applied to the US Department of Health and Human Services for the Diaper Distribution Demonstration and Research Pilot program and included Community Action Partnership of Kern (CAPK) as a sub-contractor. This item was brought to the Program Review and Evaluation Committee in September 2022. CalCAPA received the federal pilot grant in 2023 and sub-contracted four (4) CAAs: Kern, Merced, Sonoma, and San Francisco.

The intent of the pilot program is to assist families with diaper distributions coupled with case management to measure the impact of providing: 1) Diaper and Wipe distribution and 2) family well-being development through wrap-around services. Since its inception, CAPK has enrolled 414 families and distributed over 2,000 diaper kits to low-income families in Mojave and Ridgecrest through our Family Resource Centers (FRCs). With its successful implementation and distribution, CalCAPA has received an extension notice from April 30, 2025, to April 30, 2026. The program's extension through April 2026 reflects the positive impact observed to date and allows CAPK to continue distributing essential diaper supplies and offering case management services to more families in need. As we move forward, CAPK remains committed to supporting the holistic development of families through continued outreach, enrollment, and tailored wrap-around services that enhance community stability and resilience.

Recommendation

Staff recommends the Budget and Finance Committee approve and authorize the Chief Executive Officer to execute and sign the California Community Action Partnership Association – Diaper Distribution Demonstration and Research Pilot Addendum, and any subsequent amendments related to the project and contract.

Attachment:

California Community Action Partnership Association (CalCAPA)– Diaper Distribution Demonstration and Research Pilot Addendum



CONTRACT NO.:	90EDA0009 - DDDR - COMMUNITY ACTION PARTNERSHIP OF KERN SUPPLEMENT/EXTENSION
SUBGRANTEE:	COMMUNITY ACTION PARTNERSHIP OF KERN 5005 Business Park N Bakersfield, CA 93309
UNIQUE ENTITY IDENTIFIER:	MH2JA4FK2WK1
PROJECT NAME:	CALCAPA – DIAPER DISTRIBUTION DEMONSTRATION AND RESEARCH PILOT SUPPLEMENT/EXTENSION
AWARD NUMBER:	90EDA0009-01-04
ASSISTANCE LISTING # (FORMERLY CFDA#):	93.647
ASSISTANCE LISTING PROGRAM TITLE:	SOCIAL SERVICES RESEARCH AND DEMONSTRATION
FEDERAL AGENCY:	US DEPARTMENT OF HEALTH AND HUMAN SERVICES
PASS-THROUGH ENTITY:	CALIFORNIA COMMUNITY ACTION PARTNERSHIP ASSOCIATION (DBA AS CALCAPA)

Addendum to Contract

CALCAPA

CalCAPA Executive Director

David Knight
2015 J Street Ste. 200
Sacramento, CA 95811
916-443-1721
dknight@calcapa.org

1. PARTIES: This is an addendum to the contract between **California Community Action Partnership Association**, referred to as **CALCAPA**, and **Community Action Partnership of Kern**, referred to as CAPK, signed October 20, 2023.

2. GENERAL PURPOSE OF ADDENDUM: This addendum extends the original California DDDR program timeline and supplements subgrantee awards. The general purpose of the DDDR remains as outlined in the original contract. All other items than the ones listed here remain the same as outlined in the original contract.

3. ARTICLE I – PERIOD OF PERFORMANCE: The period of performance shall extend from **April 30, 2025** to **April 30, 2026**, unless further extended by mutual written agreement or terminated in accordance with the terms of this Agreement.



4. SUBGRANTEE AWARD: CAPK will be awarded a maximum supplement of **\$62,500**.

CAPK agrees to meet the 10% non-federal match requirement. It will provide a supplemental **\$6,250** towards the program extension.

11. BUDGET

Category	Original Budget	Supplement Budget	Total Program Budget
Salary	\$78,378.00		
Fringe	\$24,298.00		
Equipment	\$0.00		
Supplies	\$0.00		
Travel	\$750.00		
Other Expenses	\$10,429.00		
Indirect Costs*	\$11,145.00		
Total Federal Funds	\$125,000	\$62,500	\$187,500

*Indirect costs mean indirect costs through a De Minimus or Negotiated Federal Indirect Cost Rate. All other direct admin will be classified under the “Other” Category.

SUBGRANTEE (SUPPLEMENT) NON FEDERAL COST SHARE	\$6,250
PROJECT (SUPPLEMENT) TOTAL	\$68,750

Signature of Authority:

Community Action Agency		CalCAPA
Signature and Date Authorized Official		Signature and Date Executive Director David Knight



MEMORANDUM

To: Budget and Finance Committee

From: Karen Vazquez, Senior Community Development Specialist II

Date: November 13, 2024

Subject: *Agenda Item 4I*: City of Bakersfield 2024 Residential Home Repair and Weatherization Program- Grant Award Notice – **Action Item**

The Community Development team submitted an application on November 4th for the City of Bakersfield for the 2024 Residential Home Repair and Weatherization Program. This project is funded through the City's American Rescue Plan Act (ARPA) Home Repair & Weatherization Program in the amount of \$700,000. CAPK received a grant award notice on November 6, 2024, with a deadline to sign the Agreement by November 8, 2024. Due to the use of ARPA funding, the city is under an extreme deadline to enter into the contract quickly. This application was presented on November 6th to the PRE Committee with a recommendation to allow Jeremy to execute the contract. However, the item has not yet gone to the full board—it will be part of the consent agenda on November 25th. Due to the quick turnaround required by the City's deadline, we sought immediate approval from our Board Chair, Fred Plane, to allow CEO Jeremy T. Tobias to sign the grant agreement before receiving formal approval from the Board of Directors. With Mr. Plane's authorization, we have met the deadline; ensuring CAPK's eligibility to receive these critical funds.

The CAPK proposal includes comprehensive weatherization services, from conducting thorough home assessments to installing energy-saving measures. These services include repairing or replacing windows, doors, heating and cooling units, and energy-efficient appliances such as refrigerators and water heaters. Additionally, we will implement key weatherization measures like weatherstripping, insulation installation, duct sealing, and installation of high-efficiency lighting and thermostats. CAPK weatherization efforts not only focus on improving the energy efficiency of homes but also on enhancing the health and safety of residents by addressing critical repairs. These services include the repair or replacement of windows, doors, heating and cooling systems, and energy-consuming appliances such as refrigerators and water heaters.

Implementation Timeline:

The project is set to begin within the next 30 days, with anticipated completion by December 31, 2026. Our Energy Program team will oversee all aspects of the program, including home assessments, contractor coordination, and final inspections to ensure project goals are met. Given the urgency of spending ARPA funds, the City of Bakersfield urges a timely execution of the Grant Agreement.

Budget Implications:

The grant will cover direct project expenses, including labor, materials, and subcontracted services. CAPK's existing resources and infrastructure will allow us to implement the program with minimal additional administrative costs.

Recommendation

Staff request retroactive approval to formally endorse this grant agreement and integrate the awarded funds into the CAPK Energy Program's budget for Home Repairs and Weatherization Services.

Attachment:

City of Bakersfield Subrecipient Agreement for Home Repair and Weatherization Services

AGREEMENT NO. _____

**SUBRECIPIENT AGREEMENT
FOR HOME REPAIR AND WEATHERIZATION SERVICES**

This **SUBRECIPIENT AGREEMENT** ("Agreement") is made and entered into on _____, by and between the **CITY OF BAKERSFIELD**, a California charter city and municipal corporation ("CITY" herein) and **COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)**, a California non-profit, public-benefit corporation ("SUBRECIPIENT" herein).

RECITALS

WHEREAS, on March 11, 2021, President Joseph R. Biden signed into law the U.S. Senate-amended H.R. 1319 (P.L. 117-2) known as the American Rescue Plan Act (hereinafter "ARPA"); and

WHEREAS, ARPA established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund, which together make up the Coronavirus State and Local Fiscal Recovery Funds (hereinafter "SLFRF") program; and

WHEREAS, the SLFRF program is intended to provide support to State, local, and Tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses; and

WHEREAS, on May 10, 2021, the U.S. Department of the Treasury (hereinafter "TREASURY") issued the Interim Final Rule to implement ARPA in Title 31, Part 35 of the Code of Federal Regulations (hereinafter "CFR"); and

WHEREAS, on January 27, 2022, TREASURY adopted the interim rule published on May 10, 2021, with amendments as the final rule; and

WHEREAS, under the final rule, recipients may use SLFRF to respond to the COVID-19 public health emergency or its negative economic impacts, including assistance to households; and

WHEREAS, in response to a Notice of Funding Availability, SUBRECIPIENT submitted a proposal to CITY to provide SUBRECIPIENT services as part of a Home Repair and Weatherization Program that will assist residents that have suffered negative economic impacts as a result of the COVID-19 public health emergency (hereinafter "PROGRAM"); and

WHEREAS, CITY has determined that the PROGRAM is an eligible use of funds under ARPA and the final rule; and

WHEREAS, CITY desires to utilize SLFRF to support the PROGRAM; and

WHEREAS, CITY shall not be obligated to disburse, or pay to, SUBRECIPIENT or any third party, any funds until and after CITY receives Grant funds from the federal government.

NOW, THEREFORE, incorporating the foregoing recitals herein, CITY and SUBRECIPIENT mutually agree as follows:

1. **NATIONAL OBJECTIVES.** SUBRECIPIENT certifies that the activities carried out with funds provided under this Agreement will meet the Coronavirus State and Local Fiscal Recovery Fund program's objective to reimburse funding relief for purposes directly related to COVID-19 per 31 CFR Part 35.
2. **DEFINITIONS.** Except as modified by this "Agreement," any term defined in Title VI of the Social Security Act, or the ARPA Fund Regulations at 31 CFR 35, shall have the same meaning in this Agreement.
 - 2.1. "Program" means CITY's American Rescue Plan Act Program and its administration.
 - 2.2. "Activities" means services facilitated by SUBRECIPIENT as defined in 31 CFR 35.6 (b)(3)(i)(B).
3. **SCOPE OF WORK.** The CITY agrees to make grant funds available to SUBRECIPIENT for eligible expenditures and activities for Home Repair and Weatherization services, as more specifically described in **Exhibit "A,"** attached hereto and incorporated by reference herein.
 - 3.1 That portion of the scope of grant related to the types of activities eligible for use of ARPA funding shall specifically comply with the requirements set forth in 31 CFR Part 35 (b)(3)(i)(B).
4. **COMPENSATION.** Total compensation for all work, services, or products for implementation of the PROGRAM in its entirety called for under this Agreement shall not exceed SIX HUNDRED FIFTY THOUSAND DOLLARS **(\$650,000)** and shall be paid as outlined below.
 - 4.1. The compensation set forth in this section shall be the compensation for the services provided by SUBRECIPIENT, including all out-of-pocket cost incurred by the SUBRECIPIENT. CITY shall pay no fee other than the compensation listed in this section unless otherwise agreed to in writing by the CITY and SUBRECIPIENT.
 - 4.2. SUBRECIPIENT shall be paid for services rendered after receipt of an itemized invoice for the work completed and approved by CITY in accordance with the terms of this Agreement. Payment by CITY to SUBRECIPIENT shall be made within thirty (30) days after receipt and approval by CITY of SUBRECIPIENT's itemized invoice.

- 4.3.** SUBRECIPIENT is to be paid with SLFRF funds, and therefore SUBRECIPIENT shall comply with all federal laws and regulations which are applicable to this Agreement.
- 4.4.** CITY shall not be obligated to disburse, or pay to, SUBRECIPIENT or any third party, any funds until and after CITY receives Grant funds from the federal government. If CITY does not receive such funds, this Grant Agreement is null and void. In addition, CITY is not obligated to disburse any monies to SUBRECIPIENT until and unless SUBRECIPIENT follows all the requirements for invoicing, including but not limited to providing required data and outcome reporting and information on milestones and deliverables met during the invoiced period under this Agreement.
- 4.5. Method of Payment.** SUBRECIPIENT shall properly itemize and document claims for payment to show detailed milestones, deliverables, or services, actual salaries paid for which SUBRECIPIENT claims reimbursement, as well as describing to which of the Activities the payment is related and providing required data and outcome reports for the invoice period. SUBRECIPIENT shall also describe the basis for computation: cost per hour, cost per weight, cost per task, or other measurement as CITY may specify. CITY may review the claim for completeness and accuracy and may refuse to pay any claim until explained to CITY's satisfaction.
- 4.6. Use of Funds.** All amounts requested and used by SUBRECIPIENT shall conform to the restrictions of 31 CFR 35.6 (b)(2)(i).
- 5. TERM.** Unless terminated earlier as herein provided, this is a disbursement of Fiscal Recovery Funds to SUBRECIPIENT, and the terms of this Agreement shall begin upon execution of this Agreement by all parties and end upon satisfaction of obligations set forth herein by SUBRECIPIENT, or December 31, 2026, whichever is sooner.
- 6. TERMINATION.** Either party may terminate this Agreement after giving the other party written notice, as provided herein, ten days before the termination is effective.
- 7. COMPLIANCE WITH ALL LAWS.** In addition to the terms stated herein, SUBRECIPIENT shall comply with the following Federal and State laws and regulations:
- 7.1. Federal.** SUBRECIPIENT shall comply with the ARPA, any amendments, Federal regulations, and guidelines now or hereafter enacted pursuant to the ARPA, terms of the Agreement to CITY now or hereafter in effect, and CITY's regulations now or hereafter enacted to facilitate administration of the Agreement, or any other statute, regulation, or guideline applicable to the Program. SUBRECIPIENT shall become familiar with the appropriate statutes, regulations, and guidelines governing the program.
- 7.2. California.** SUBRECIPIENT shall comply with all provisions of California law applicable to this Agreement.

8. **INDEPENDENT CONTRACTOR.** SUBRECIPIENT understands and agrees that CITY is merely a pass-through entity for SLFRF Funding, and that SUBRECIPIENT is not an agent or employee of CITY for any purpose and is not entitled to any of the benefits provided by CITY to its employees. CITY shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance, and Workers' Compensation Insurance. This shall not be construed as forming a partnership or any other association with SUBRECIPIENT.
9. **INDEMNIFICATION.** SUBRECIPIENT shall indemnify, defend, and hold harmless CITY, its officers, agents, and employees, and USDOT against any and all liability, claims, actions, causes of action, or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, arising out of, connected with, or caused by SUBRECIPIENT, SUBRECIPIENT's employees, agents, independent SUBRECIPIENTS, companies, or subcontractors in the performance of, or in any way arising from, the terms and provisions of this Agreement whether or not caused in part by a party indemnified hereunder, except for CITY's sole active negligence or willful misconduct.
10. **DIRECTION.** SUBRECIPIENT retains the right to control or direct the manner in which the services described herein are performed.
11. **EQUIPMENT.** SUBRECIPIENT will supply all equipment, tools, materials and supplies necessary to perform the services under this Agreement.
12. **STARTING WORK.** SUBRECIPIENT shall not begin work until authorized to do so in writing by CITY. No work will be authorized before the date first written above.
13. **KEY PERSONNEL.** SUBRECIPIENT shall name all key personnel to be assigned to perform the Scope of Work. All key personnel shall be properly licensed and have the experience to perform the work called for under this Agreement. SUBRECIPIENT shall provide background for each of the key personnel including, without limitation, resumes and work experience performing work similar to the Scope of Work. CITY reserves the right to approve key personnel. Once the key personnel are approved, SUBRECIPIENT shall not change such personnel without CITY's written approval.
14. **INCLUDED DOCUMENTS.** Any bid documents, including, without limitation, special provisions and standard specifications and any Request for Proposals, Request for Qualifications and responses thereto relating to this Agreement are incorporated by reference as though fully set forth herein.
15. **LICENSES.** SUBRECIPIENT shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits and approvals which are legally required for SUBRECIPIENT to practice its profession and perform the Scope of Work. If SUBRECIPIENT is a corporation, at least one officer or key employee shall hold the required licenses or professional degrees. If SUBRECIPIENT

is a partnership, at least one partner shall hold the required licenses or professional degrees.

16. **STANDARD OF PERFORMANCE.** The Scope of Work shall be performed in conformity with all legal requirements and industry standards observed by a specialist of SUBRECIPIENT's profession in California.

17. **ADMINISTRATIVE REQUIREMENTS.**

17.1. **Financial Management.**

17.1.1. **Accounting Standards.** SUBRECIPIENT shall maintain accurate accounting records and other written documentation pertaining to all costs incurred in performance of this Agreement. Such records and documentation shall be kept at SUBRECIPIENT's office during the term of this Agreement, and for a period of five years from the date of the final payment hereunder and made available to CITY representatives upon request at any time during regular business hours.

17.1.2. SUBRECIPIENT agrees to comply with 31 CFR 35 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

17.1.3. **Cost Principles.** SUBRECIPIENT shall administer funding in conformance with Title 2 CFR Part 200.401 (a) "Cost Principles Application Federal Awards to non-Federal entities."

17.1.4. **Program Income.** SUBRECIPIENT shall report annually all program income as defined at 24 CFR 570.500(a) generated by activities carried out with APRA funds made available under this Agreement. The use of program income by SUBRECIPIENT shall comply with the requirements set forth at 24 CFR 570.504. By way of further limitations, SUBRECIPIENT may use such income during the Agreement period for activities permitted under this and shall reduce requests for additional funds by the amount of any such program income balances on hand. All unused program income shall be returned to CITY at the end of the Agreement period. Any interest earned on cash advances from the U.S. Treasury is not program income and shall be remitted promptly to CITY.

17.1.5. **Indirect Costs.** If indirect costs are charged, SUBRECIPIENT will develop an indirect cost allocation plan for determining its appropriate share of administrative costs and shall submit such plan to CITY for approval, in a form specified by CITY, or limit indirect costs to the 10% de minimis indirect cost rate.

17.2.Documentation and Record-Keeping.

17.2.1. Records to be Maintained. SUBRECIPIENT shall maintain all records required by the Federal regulations specified in Title IV section 603(c) that are pertinent to the activities to be funded under this Agreement. Such records include, but are not limited to:

17.2.1.1. Records providing a full description of each activity undertaken; and

17.2.1.2. Records demonstrating that each activity undertaken meets one of the Use of Funds objectives of the ARPA program; and

17.2.1.3. Records required to determine the eligibility of activities; and

17.2.1.4. Financial records as required by 2 CFR Part 200.334.

17.2.2. Retention Period. SUBRECIPIENT shall retain all records pertinent to expenditures incurred under this Agreement for a period of five (5) years after the expiration of the Future Use Restriction Period under this Agreement. Records for non-expendable property acquired with funds under this contract shall be retained for five (5) years after final disposition of such property. Records for any displaced person must be kept for five (5) years after he/she has received final payment. Notwithstanding the above, if there is litigation, claims, audits, negotiations, or other actions that involve any of the records cited and that have started before the expiration of the five-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the three-year period, whichever occurs later.

17.2.3. Audits and Inspections. All SUBRECIPIENT records with respect to any matters covered by this Agreement shall be made available to CITY, its designee, or the Federal Government, at any time during normal business hours, as often as CITY deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the SUBRECIPIENT within 30 days after receipt by it. Failure of SUBRECIPIENT to comply with the above audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments. SUBRECIPIENT hereby agrees to have an annual audit conducted in accordance with current CITY policies concerning audits and, as applicable, 2 CFR 200 Subpart F.

17.2.4. Client Data. SUBRECIPIENT shall maintain client data demonstrating client eligibility for services provided. Such information shall include,

but not be limited to, client name, address, income level, or other basis for determining eligibility, and description of service provided. SUBRECIPIENT shall also collect and maintain data regarding race, ethnicity, female head of household, and disability status of clients. Such information shall be submitted to CITY or its designees for review on a quarterly basis.

- 17.2.5. Close-Outs.** SUBRECIPIENT 's obligation to CITY shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to, making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to CITY), and determining the custodianship of records.

- 18. NONDISCRIMINATION.** There shall be no discrimination against or segregation of any person or group of persons on account of race, color, creed, religion, sex, sexual orientation, marital status, national origin, ancestry or disability in the performance of this Agreement.

The SUBRECIPIENT shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this Agreement. Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this Agreement.

- 19. COMPLIANCE WITH APPLICABLE LAW AND REGULATIONS.** SUBRECIPIENT agrees to comply with all other applicable federal statutes, regulations, and executive orders, and SUBRECIPIENT shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award. Federal regulations applicable to this award include, without limitation, the following:

- 19.1. Equal Employment Opportunity (Non-discrimination Clause).** SUBRECIPIENT shall not discriminate against any employee, or applicant for employment, because of race, color, religion, sex, national origin, age, disability, or sexual orientation. SUBRECIPIENT shall take affirmative action to ensure that applicants for employment and employees are treated during employment, without regard to race, color, religion, sex, national origin, age, disability, or sexual orientation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. SUBRECIPIENT shall post in conspicuous places, available to employees and applicants for employment, notices to be

provided by CITY setting forth the provisions of this nondiscrimination clause. SUBRECIPIENT shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, disability, or sexual orientation.

19.2. Federal Labor Standards Provisions. SUBRECIPIENT shall comply with the requirements of the Secretary of Labor in accordance with the Contract Work Hours and Safety Standards Act, the Copeland "Anti-Kickback" Act (2 CFR 200 Appendix II (D)) and all other applicable Federal, state, and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this contract. SUBRECIPIENT shall maintain documentation which demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to CITY for review upon request.

19.2.1. SUBRECIPIENT shall make no awards of contracts under this Agreement to any SUBRECIPIENT ineligible under any applicable regulations of the Department of Labor.

19.3. Clean Air and Water Acts. This Agreement is subject to the requirements of the Clean Air Act 2 CFR 200 Appendix II (G), as amended, 42 USC 7401-7671q.) et seq and the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq.

19.4. Debarment and Suspension (Executive Orders 12549 and 12689). This contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR part 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

19.5. Lobbying. SUBRECIPIENT certifies, to the best of its knowledge and belief, no Federally-appropriated funds have been paid or will be paid, by or on behalf of SUBRECIPIENT, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

19.5.1. SUBRECIPIENT shall expend no Agreement funds to finance any political activity in contravention of the Hatch Act (Chapter 15 of Title 5 of the United States Code).

19.6. Procurement of recovered materials. SUBRECIPIENT shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

19.7. Prohibition on certain telecommunications and video surveillance services or equipment. SUBRECIPIENT is prohibited from expending grant funds to: Procure or obtain; Extend or renew a contract to procure or obtain; or Enter into a contract (or extend or renew a contract) to procure or obtain 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); video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities); telecommunications or video surveillance services provided by such entities or using such equipment; and telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

19.8. Domestic preferences for procurements. SUBRECIPIENT, as appropriate, shall provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. For purposes of this section:

19.8.1. "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

19.8.2. "Manufactured products" means items and construction materials

composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

19.9. Women- and Minority-Owned Business Enterprises. SUBRECIPIENT agrees to abide by the requirements and regulations issued pursuant thereto at 2 CFR 200.321. The foregoing requires the maximum practicable opportunity to participate, in contracts funded in whole or in part with federal funds, be provided to women- and minority-owned business enterprises, as subcontractors and suppliers to SUBRECIPIENTS performing work, or rendering services as prime SUBRECIPIENTS or subcontractors, under federally funded procurement contracts.

19.10. Small Business Concerns. This Agreement is subject to the requirements of the Small Business Act (15 USC 631 et seq.), as amended, applicable to 2 CFR 200.321, and any applicable rules and orders requiring aid, counseling, assistance, and protection, insofar as possible, with, for, or of the interests of small-business concerns in order to preserve free competitive enterprise; and placement with small businesses of a fair proportion of the total federally-funded purchases, contracts and services.

20. CITY's OBLIGATIONS.

20.1. Copy of Regulations and Statutes. CITY will make available to SUBRECIPIENT a copy of any regulation CITY enacts to facilitate administration of said Program.

21. CITY'S REMEDIES. If SUBRECIPIENT fails to materially comply with the terms of this Agreement, CITY, at its option, may suspend or terminate this Agreement and may demand SUBRECIPIENT return all funds granted to SUBRECIPIENT pursuant to this Agreement. The remedies provided in this Agreement are cumulative and are in addition to any other remedies in law or equity which may be available to CITY. The election of one or more remedies shall not bar the use of other remedies unless the circumstances made the remedies incompatible.

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

22. INSURANCE.

22.1. Types and Limits of Insurance. In addition to any other insurance or security required under this Agreement, SUBRECIPIENT must procure and maintain, for the duration of this Agreement, the types and limits of insurance below ("Basic Insurance Requirements").

22.1.1. Automobile liability insurance, providing coverage for owned, non-owned, and hired autos on an occurrence basis for bodily injury, including death, of one or more persons, property damage, and personal injury, with limits of not less than \$1,000,000 per occurrence.

22.1.2. Commercial general liability insurance, unless otherwise approved by CITY's Risk Manager, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage, and personal injury, with limits of not less than \$1,000,000 per occurrence. The policy must:

22.1.2.1. Provide contractual liability coverage for the terms of this Agreement; and

22.1.2.2. Provide products and completed operations coverage; and

22.1.2.3. Provide premises, operations, and mobile equipment coverage; and

22.1.2.4. Contain an additional insured endorsement in favor of CITY and its mayor, council, officers, agents, employees, and designated volunteers.

22.1.3. Workers' compensation insurance with limits of not less than \$1,000,000 per occurrence. In accordance with the provisions of Labor Code Section 3700, every SUBRECIPIENT will be required to secure the payment of compensation to his employees. Pursuant to Labor Code Section 1861, SUBRECIPIENT must submit to CITY the following certification before beginning any work on the Improvements:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

By executing this Agreement, SUBRECIPIENT is submitting the certification required above.

The policy must contain a waiver of subrogation in favor of CITY and its mayor, council, officers, agents, employees, and designated volunteers.

21.2. General Provisions Applying to All Insurance Types.

- 21.2.1.** All policies required of SUBRECIPIENT must be written on a first-dollar coverage basis or contain a deductible provision. Subject to CITY's advance approval, SUBRECIPIENT may utilize a self-insured retention in any or all of the policies provided, but the policy or policies may not contain language, whether added by endorsement or contained in the policy conditions, that prohibits satisfaction of any self-insured provision or requirement by anyone other than the named insured or by any means including other insurance or which is intended to defeat the intent or protection of an additional insured.
- 21.2.2.** All policies required of SUBRECIPIENT must be primary insurance as to CITY and its mayor, council, officers, agents, employees, or designated volunteers and any insurance or self-insurance maintained by CITY and its mayor, council, officers, agents, employees, and designated volunteers must be excess of SUBRECIPIENT's insurance and must not contribute with it.
- 21.2.3.** The insurance required above, except for workers' compensation insurance, must be placed with insurers with a Best's rating as approved by CITY's Risk Manager, but in no event less than A-: VII. Any deductibles, self-insured retentions, or insurance in lesser amounts, or lack of certain types of insurance otherwise required by this Agreement, or insurance rated below Best's A-: VII, must be declared prior to execution of this Agreement and approved by CITY in writing.
- 21.2.4.** The insurance required in this section must be maintained until the Scope of Work is satisfactorily completed as evidenced by CITY's written acceptance. All policies must provide that there will be continuing liability thereon, notwithstanding any recovery on any policy.
- 21.2.5.** Full compensation for all premiums which the SUBRECIPIENT is required to pay to satisfy the Basic Insurance Requirements shall be considered as included in the prices paid for the performance of the Scope of Work, and no additional allowance will be made therefor or for additional premiums which may be required by extensions of the policies of insurance.
- 21.2.6.** It is further understood and agreed by SUBRECIPIENT that its liability to CITY will not in any way be limited to or affected by the amount of insurance obtained and carried by SUBRECIPIENT in connection with this Agreement.

21.2.7. Unless otherwise approved by CITY, if any part of the Scope of Work is subcontracted, the Basic Insurance Requirements must be provided by, or on behalf of, all subcontractors even if CITY has approved lesser insurance requirements for SUBRECIPIENT, and all subcontractors must agree in writing to be bound by the provisions of this section.

22. MISCELLANEOUS.

22.1. No Waiver of Default. The failure of any party to enforce against another party any provision of this Agreement shall not constitute a waiver of that party's right to enforce such a provision at a later time shall not serve to vary the terms of this Agreement.

22.2. Binding Effect. The rights and obligations of this Agreement shall inure to the benefit of, and be binding upon, the parties to the Agreement and their heirs, administrators, executors, personal representatives, successors, and assigns.

22.3. Merger and Modification. All prior agreements between the parties are incorporated in this Agreement which constitutes the entire Agreement. Its terms are intended by the parties as a final expression of their agreement with respect to such terms as are included herein and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement. The parties further intend this Agreement constitutes the complete and exclusive statement of its terms and no extrinsic evidence whatsoever may be introduced in any judicial or arbitration proceeding involving this Agreement. This Agreement may be modified only in a writing approved by CITY Council and signed by all the parties.

22.4. Corporate Authority. Each individual signing this Agreement on behalf of entities represents and warrants that they are, respectively, duly authorized to sign on behalf of the entities and to bind the entities fully to each and all of the obligations set forth in this Agreement.

22.5. Governing Law. The laws of the State of California will govern the validity of this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in Kern County, California.

22.6. Notices. All notices relative to this Agreement shall be given in writing and shall be personally served or sent by certified or registered mail and be effective upon actual personal service or depositing in the United States mail. The parties shall be addressed as follows, or at any other address designated by notice:

If directed to CITY, addressed to:

**City of Bakersfield
Economic & Community Development Department
1600 Truxtun Avenue, 3rd Floor
Bakersfield, California 93301**

If directed to SUBRECIPIENT, addressed to:

**Community Action Partnership of Kern
1300 18th Street, Suite 200
Bakersfield, California 93301**

22.7. Execution. This Agreement is effective upon execution. It is the product of negotiation, and all parties are equally responsible for authorship of this Agreement. Section 1654 of the California Civil Code shall not apply to the interpretation of this Agreement.

22.8. Assignment. Neither this Agreement nor any rights, interests, duties, liabilities, obligations or responsibilities arising out of, concerning or related in any way to this Agreement (including, but not limited to, accounts, actions, causes of action, claims, damages, demands, liabilities, losses, obligations, or reckonings of any kind or nature whatsoever, for compensatory or exemplary and punitive damages, or declaratory, equitable or injunctive relief, whether based on contract, equity, tort or other theories of recovery provided for by the common or statutory law) may be assigned or transferred by any party. Any such assignment is prohibited and shall be unenforceable and otherwise null and void without the need for further action by the non-assigning party or parties.

22.9. Negation of Partnership. CITY shall not become or be deemed a partner or joint venturer with SUBRECIPIENT or associate in any such relationship with SUBRECIPIENT by reason of the provisions of this Agreement. SUBRECIPIENT shall not for any purpose be considered an agent, officer, or employee of CITY.

22.10. Conflicts of Interest. SUBRECIPIENT stipulates that corporately, or individually, the firm, its employees and sub-consultants have no financial interest in either the success or failure of any project which is dependent upon the result of the work prepared pursuant to this Agreement and funds provided for herein (California Government Code Section 1090).

22.11. Tax Numbers.

"SUBRECIPIENT's" Federal Tax Identification No. 95-2402760
"SUBRECIPIENT" is a corporation? Yes X No _____
(Please check one.)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first-above written.

“CITY”
CITY OF BAKERSFIELD

“SUBRECIPIENT”
COMMUNITY ACTION PARTNERSHIP OF KERN

By: _____
KAREN GOH
Mayor

By: _____
Print Name: Jeremy T. Tobias
Title: Chief Executive Officer

APPROVED AS TO CONTENT:
ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

By: _____
JENNIFER M. BYERS
Economic & Community Development
Director

APPROVED AS TO FORM:
VIRGINIA GENNARO
City Attorney

By: _____
JOSHUA H. RUDNICK
Deputy City Attorney II

Insurance: _____

COUNTERSIGNED:

By: _____
RANDY MCKEEGAN
Finance Director

Attachment: Exhibit “A” – Scope of Work

Exhibit "A" - Scope of Work

The full Scope of Work includes the scope of services, work plans, tasks, deliverables and requirements as stated in the attached Request for Proposals and the proposal submitted by CAPK for Home Repair and Weatherization services.

Reporting/Invoicing Requirements

Program services must meet ARPA guidelines and service provider must complete quarterly reporting as required by the City and Federal requirements.

Quarterly Report Home Repair & Weatherization Program										
Provider:										
Reporting Period:										
Total Number Assisted										
	2024	2025				2026				
	QTR 4	QTR 1	QTR 2	QTR 3	QTR 4	QTR 1	QTR 2	QTR 3	QTR 4	TOTAL Assisted
Reported Outcomes										
Total Number of Residents Served:										
Residents served (subcategories)										
Female Head of Household										
Minority										
Veteran										
LGBTQ+										
Person with a Disability										
Resident Race & Ethnicity										
RACE										
White										
Black or African American										
Asian										
American Indian or										

Alaskan Native										
Native Hawaiian or Other Pacific Islander										
Balance of individuals reporting more than one race										
ETHNICITY										
Hispanic or Latino										
Performance Indicators										
List of types of repairs completed at each residence.										
No. of Rental Units										
No. of Owner Units										

Meetings may be requested by the City to share program progress, address problems and support program implementation. Subrecipient will share stories of success and photos to promote the program with the City of Bakersfield.

Grant awards will be distributed on a reimbursement basis. All invoices must be with supporting documentation to report how funds were spent to receive payment. The invoice package should include the following:

- A. All invoice packages shall be submitted to City's Economic and Community Development Department ***not*** to exceed ***one invoice package every three (3) months (quarter)*** and in the minimum amount of ***\$5,000.00*** except for the final funding draw invoice. The address for submittal is:

Economic & Community Development Department
City of Bakersfield
1600 Truxtun Avenue, 3rd Floor
Bakersfield, CA 93301

- B. Payment of any invoice shall be made only after receipt of a complete, adequately supported, properly documented, and accurately addressed invoice. Invoices received by City that are not consistent with the approved format will be cause for an invoice to be disputed. Payment will not be made until the dispute is resolved and a corrected invoice is submitted. Failure to use the address exactly as provided above may result in a return of the invoice to the Organization. Payment shall be deemed complete upon deposit of the payment,

properly addressed, postage prepaid, in the United States mail. All invoices must be approved by City.

- C. Notwithstanding any other provision of this Agreement, no disbursement shall be required at any time or in any manner which is in violation of or in conflict with federal or state laws, rules, or regulations.
- D. Organizations shall provide proof of payment to City for each invoice submitted for payment under this Program. If the Organization is not able to demonstrate proof of payment, the City, at its discretion, may not issue a check.
- E. The invoice shall contain the following information:
 - E.1 The word "INVOICE" and a sequential invoice number should appear in a prominent location at the top of the page(s).
 - E.2 Printed name of the Organization, along with business address, including P.O. Box, City, State, and Zip Code and Telephone Number.
 - E.3 The date of the invoice along with the number of the Agreement upon which the invoice is based.
 - E.4 A brief description of the work performed, including dates of performance and the name or initials of the person performing the work.
 - E.5 A line-item summary of the costs occurred.
 - E.6 The method of computing the amount due. Invoices must be itemized based on the tasks specified in the Agreement.
 - E.7 The total amount due; this amount should be in a prominent location in the lower right-hand portion of the last page and clearly distinguished from other figures or computations appearing on the invoice; the total amount due shall include all costs incurred by the Corporation under the terms of this Agreement; and,
 - E.8 The invoice shall include a calculation of eligible services to eligible entrepreneurs, start-ups, and small business Program participants.
- F. The following items will **not** be allowed:
 - F.1 Late fees, Gambling Debts, Debts of Board Members, Invoices for which no dollar amount due on payments shows on the invoice, submissions of payment requests which do not balance, donations, Bingo game expenses, and expenses related to raffles and any other game of chance.

- F.2** Identifying information about the Organization's employees or volunteers other than employee or volunteer names. Information such as Social Security numbers and addresses of employees or volunteers should not be included.
- G.** Original signature and date (in ink) of the organization's authorized representative on the Quarterly Payment Request
- H.** The final invoice shall be clearly marked "FINAL INVOICE" and be submitted along with supporting documentation within the time as designated within the terms of the Agreement.

Subrecipient Guidelines for Payment/Reimbursement Documentation

The Subrecipient is responsible for the efficient and effective administration of the federal subaward through the application of sound management practices. The Subrecipient is responsible for administering federal funds in manner consistent with the underlying agreements, program objectives, and the terms and conditions of the federal award. The Subrecipient is responsible for understanding and maintaining compliance with 2 CFR 200 "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards."

All expenditures and financial transactions must be supported by documentation that supports why the transaction is allowable for grant purposes. Accounting records must trace back to source documentation. Subrecipients should design a system to organize, group, submit and retain the related information for each grant and activity.

Defining Supporting Documentation

Supporting Documentation, for the purposes of payment/reimbursement, are those documents used to substantiate the costs incurred by the sub-recipient. Costs should be traceable to the goals or objectives of the grant as outlined in the agreement.

In general, supporting documentation must be gathered and maintained to allow a third party to trace the expenditure, to the invoice or receipt for the service or product, to the payment. In other words, in addition to showing what a cost was for, supporting documentation must clearly show what costs were incurred and give proof of payment.

Submissions of Documentation for Payment/Reimbursement

Copies of receipts, bills and invoices, bank statements, copies of checks, reports, etc., bundled separately, must accompany the completed Invoice. Copies must be made on 8" x 11" paper and must be legible. Related copies should be attached together.

Below is information on supporting documentation definitions related to specific types of expenditures:

Acceptable Salary & Overtime Documentation

Costs Incurred:

Signed Time Sheets: Time sheets must incorporate the following elements:

- The name and signature of the employee
- The name and signature of the Supervisor or official having first-hand knowledge of the work performed by the employee, attesting to the veracity of the information contained on the time sheet.
- The total hours worked by the employee broken down by day.
- The distribution of total hours worked on grant objectives, with a breakdown of funding sources covering the salary and benefits associated.
- If an employee only works on the specified grant, the percentage indicated would be 100%.

Time Sheets must account for the total activity for which each employee is compensated and reflect an after-the-fact distribution of the actual activity of each employee; budget estimates or other distribution percentages determined before the services are performed do not qualify as support.

Proof of Payment:

Signed, system generated reports (e.g., Payroll Register): Reports should indicate the name of the employee; the employee identification number; the date worked; the time worked (to/from); the employee's normal rate; the rate at which the employee was paid; and the date and check number of the check by which the employee was paid for the specified time.

All salaries must be supported by a time and attendance system which accurately reflects the time employees spend on federal grant activities.

The Subrecipient is responsible for maintaining cost documentation related to health insurance, state and federal withholdings and any other benefits paid.

The Subrecipient must monitor each employee's time spent on federal grant activities to assure all final expenses are within the limits of the approved budget. By the end of the federal subaward period of availability, the value of the time must be reconciled with the invoiced expenses and approved budget.

Acceptable Contractors & Consultants Documentation

Costs Incurred:

Invoice from Contractor or Consultant: The invoice should give the name of the contractor or consultant; your organization's identifying number for the contractor/consultant; the time and/or date of services (to/from); and the rate and/or total payment, and a brief summary of the services provided. The invoice should be on letterhead, or if an individual/sole proprietor, should state the address and telephone number. Note: For Consultants with a rate greater than \$450/day, a copy of the Grantor's approval must be included in the Reimbursement Packet.

Proof of Payment:

Signed system generated report(s): Reports should indicate the name of the contractor or consultant; your organizations identifying number for the contractor/consultant; the time and/or date of services (to/from); and the rate and/or total payment; and the date and check number of the check by which the contractor or consultant was paid

for the specified time; or Copy of Checks. Further, you will be required to maintain for seven years any contract documentation between your organization and the contractor or consultant, including: the rationale for method of procurement; the method used to select the contractor; justification of the sub-contractor's price; a copy of the final, signed contract. These documents will be requested during audits of your paperwork.

Acceptable Equipment, Supplies, Travel and Other Documentation

Costs Incurred:

Invoice: The invoice should give the name and/or description of the item, date of purchase, unit cost, number of items, and extended cost. The invoice should clearly indicate the vendor's name. If the invoice has items not covered by the grant, highlight the purchases that are included on the Detail worksheet.

Further, you will be required to maintain for seven years any contract documentation between your organization and the contractor/vendor, including: the rationale for method of procurement; the method used to select the contractor; justification of the price; a copy of the final, signed contract. These documents will be requested during audits of your paperwork.

Examples of Supporting Documentation

Supporting documentation includes but is not limited to the following:

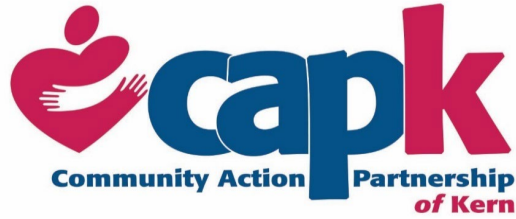
- | | |
|--|---|
| - Paid receipts | - Payroll registers indicating the |
| - Canceled checks or check & payment registers from Subrecipient's financial management system | employee's name, dates, hours and costs charged to the grant |
| - Travel logs | - Credit Card Statements |
| - Hotel/motel folios | - Depreciation/amortization schedules |
| - Journal entries | - Cost allocation plans |
| - Training or other event attendance rosters | - Detailed audit reports including auditor's comments and corrective action plans |
| - Time and attendance activity reports | - 2nd tier subawards |
| - Payroll time sheets completed by employee and signed by supervisor | - Contracts with and invoices from vendors or other service providers |
| - Performance reports | - Policies and procedures |
| | - Personnel position descriptions |

Retention of Supporting Documentation:

Originals must be kept on file for five (5) years. Because grant-related expenditures generally are required to be kept longer than normal business transactions, it is recommended that you establish a retention system for grant supporting documentation separate from your regular business documentation. If you have more than one grant funding source, you may wish to keep each grant separate from another.

Attachments:

- Request for Proposals
- Proposal Submitted by CAPK



BUDGET AND FINANCE COMMITTEE

NOVEMBER 13, 2024

FINANCIAL REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/24 - 02/28/25	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/24 - 02/28/25	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/24 - 02/28/25	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/24 - 02/28/25	505	DONATIONS
ENERGY			NOT APPLICABLE	03/01/24 - 02/28/25	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/24 - 02/28/25	531	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	533	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	534	DONATIONS
211			NOT APPLICABLE	03/01/24 - 02/28/25	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	541	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/24 - 02/28/25	545	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/24 - 02/28/25	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START/HEAD START - NO COST EXTENSION	39,182,883	93.600	09CH011132-05	03/01/23 - 02/28/25	108/109/117	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	17,869,274	93.600	09CH012489-01	03/01/24 - 02/28/25	108/109/117	
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D042204	08/01/23 - 07/31/24	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	258,775	21.009	24VITAA0111	10/01/23 - 09/30/24	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,791,327	93.569	24F - 3015	01/01/24 - 12/31/24	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	7,629,640	93.568	24B-2012	11/01/23 - 06/30/25	122-34	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	284,366	93.568	23Q-5561	05/01/23 - 05/31/24	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	04/15/23 - 05/31/25	122-43	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
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 - 3/31/24	124	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	611,225	93.575	CCTR - 3063	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	93.596	CCTR - 3063	07/01/23 - 06/30/24	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	5,466,652	93.575	CMAF - 3000	07/01/23 - 06/30/24	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
NEOPB CAL FRESH HEALTHY LIVING	1,903,731	10.561	23-10317	10/01/23 - 09/30/24	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 C	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)	146,294	10.568/ 569	15 - MOU - 00118	10/01/23 - 09/30/24	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, 2, and 3	99,138	10.187	15 - MOU - 00118	00/00/00 - 09/30/24	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 40	56,733	97.024		4/1/2022 - 5/31/2023	114	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
COUNTY OF KERN FOOD DISTRIBUTION	1,000,000	14.218			138	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COUNTY OF KERN
SAFE CAMPING - COUNTY OF KERN	1,275,824	21.027		7/1/2023 - 6/30/2024	142-000	U S DEPT OF TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	453,040	10.565	MOU-20-6003	10/01/23 - 09/30/24	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	10/01/23 - 09/30/24	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,273,247	10.557	22 - 10236	10/01/23 - 09/30/24	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
ASTHO VACCINE EQUITY PROJECT	575,000 145,000	93.185	00-FE-3400-01-00 00-FE-3400-03-00	05/01/22 - 07/31/23 09/01/23 - 07/30/24	151	US DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS OF DISEASE CONTROL AND PREVENTION, ASSOCIATION OF STATE AND TERRITORIAL HEALTH OFFICIALS (ASTHO)
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM	55,428	10.561	22 - CF - SUB - KERN	10/01/23 - 09/30/24	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
HUD COMMUNITY PROJECT FUNDING - FOOD BANK EXPANSION	3,000,000	14.251	B-22-CP-CA-0119	11/01/22 - 08/31/30	168	DEPARTMENT OF URBAN HOUSING AND DEVELOPMENT
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/23 - 06/30/24	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
KCCD CALIFORNIA WORKFORCE DEVELOPMENT BOARD (CWDB) HIGH ROAD TRAINING PARTNERSHIP RESILIENT (HRTPR) WORKFORCE FUND	75,000	N/A		10/01/23 - 03/30/26	209	STATE OF CALIFORNIA - CALIFORNIA WORKFORCE DEVELOPMENT BOARD, KERN COMMUNITY COLLEGE DISTRICT
CFDA - HEALTHY REFRIGERATION PROGRAM GRANT (HRPG)	73,862	N/A	23-0821-000-SG	04/01/24 - 03/31/25	218	STATE OF CALIFORNIA, CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CFDA)
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
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

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	2,458,117	N/A	N/A	07/01/23 - 06/30/24	248	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/23 - 06/30/24	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
SAN JOAQUIN COE GENERAL CHILD CARE (CSPP)	255,528		N/A	07/01/24 - 06/30/25	259	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CDSS CHILD CARE FACILITIES	249,637		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		CMAF - 3000	07/01/23 - 06/30/24	261	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	3,043,423		CCTR - 3063	07/01/23 - 06/30/24	253	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CALIFORNIA STATE PRESCHOOL PROGRAM	7,087,664 7,198,002		CSPP - 3124 CSPP - 4122	07/01/23 - 06/30/24 07/01/24 - 06/30/25	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	291,239		CMIG - 3004	07/01/23 - 06/30/24	250	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT SPECIALIZED SERVICES	40,079		CMSS - 3004	07/01/23 - 06/30/24	252	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	2,304,654		21T-1015	12/01/21 - 06/30/24	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	4,874,043		022-2024	07/01/23 - 06/30/24	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000		216-2023	07/01/23 - 06/30/24	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	311,248		217-2023	07/01/23 - 06/30/24	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,715,812		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000 200,000 300,000 200,000		N/A 2022-017 2023-302	10/01/20 - 09/30/23 08/01/22 - 01/31/24 05/01/23 - 06/30/26 12/01/23 - 12/31/25	276 276-72 276-73 276-005-74	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	256,506		MOU-22-00118	07/01/23 - 04/30/24	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 - 04/30/25	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 - 04/30/25	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
FIRST 5 KERN - HELPLINE 211	93,282		2020.2.05	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	147,799		2020.2.06	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	256,718		2020.1.06	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	173,165		2020.2.18	07/01/23 - 06/30/24	286	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
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 HOMELESS COLLABORTIVE
COUNTY OF KERN - PPSA COVID-19	116,000	93.323	N/A	08/01/23 - 06/30/24	305	DEPARTMERN OF HEALTH AND HUMAN SERVICES, COUNTY OF KERN, HEALTH DEPARTMENT
COUNTY OF KERN HELPLINE 211	45,000		TBD	07/01/23 - 06/30/24	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/23 - 06/30/24	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

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025**

A6

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
KAISER 211 KERN	200,000		N/A	10/01/24 - 09/30/25	420	KAISER PERMANENTE
PG&E ARREARS OUTREACH	1,790,077		C59576	09/13/24 - 03/31/26	482	PACIFIC GAS & ELECTRIC
211 LA County	15,000		N/A	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
KAISER PERMANENTE 211 KERN	200,000		N/A	10/01/24 - 09/30/25	420	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	12/01/23 - 11/30/24	467	THE WONDERFUL COMPANY FOUNDATION
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST
PG&E - FOOD BANK	33,080		N/A	08/25/22 - TBD	494	PACIFIC GAS AND ELECTRIC
KERN FAMILY HEALTH SYSTEMS CAL AIM	PER VISIT			07/01/22 - TBD	550	KERN FAMILY HEALTH SYSTEMS
KERN FAMILY HEALTH SYSTEMS CAL AIM EAST KERN FAMILY RESOURCE CENTER	PER VISIT			06/01/24 - TBD	553	KERN FAMILY HEALTH SYSTEMS

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2024/25

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	
601	CAPK Foundation					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				
	<u>Food Bank</u>		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
216-102	CalFoods One-Time Round 1		X				
216-104	CalFoods One-Time Round 2		X				
218	CFDA Health Refrigeration		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				
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 2024/25

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>Energy</u>						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
124	Low Income Home Water Assistance			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
482	PG&E Arrears Outreach			X			
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	<u>East Kern Family Resource Center</u>						
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		
553	KHS CalAIM EKFRFC				X		
	<u>Youth Services</u>						
231	City of Bakersfield Sports Field				X		
243	City of Bakersfield CalVIP Outreach				X		
247	City of Bakersfield CalVIP				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		
	<u>Homeless Services</u>						
142	County of Kern LBNC - Safe Camping				X		
160	HUD Coordinated Entry System				X		
275	County of Kern LBNC				X		
276	BKRHC HHAP				X		
277	BSCC Warm Hand-Off				X		
278	City of Bakersfield HHAP				X		
292	United Way Stanislaus CES				X		
293	BKRHC Encampment Resolution				X		
550	CalAIM Homeless Prevention Services				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2024/25

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>2-1-1</u>						
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		
	<u>Other</u>						
151	ASTHO Vaccine Equity				X		
205	BCSD Community School Partnership Program				X		
208	KCCD CERF Regional Convener				X		
209	KCCD CA CWDB HRTPR Workforce				X		
410	Day 1 Families Fund				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
LINE OF CREDIT ADVANCES AND REPAYMENTS
FISCAL YEAR 2024/25

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
03/31/24	n/a				
04/30/24	n/a				
05/31/24	n/a				
06/30/24	n/a				
07/31/24	n/a				
08/31/24	n/a				
09/30/24	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
12/31/23 - 3/31/24	90 days	\$ 1,875.00	9.18%
04/01/24 - 6/30/24	90 days	\$ 1,895.83	9.18%
07/01/24 - 9/30/24	90 days	\$ 1,916.67	9.18%
10/01/24 - 12/31/24	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 SEPTEMBER 30, 2024	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(182,007.93)
HEAD START/EARLY HEAD START	(100,577.37)
SUBTOTAL	(282,585.30)
GENERAL CHILD CARE	915,917.44
MIGRANT A/P	12,607,515.95
Child Development Reserve Fund No. 1	429,956.46
Child Development Reserve Fund No. 2	(7,962.35)
MIGRANT CHILD CARE	166,308.32
MIGRANT SPECIALIZED SERVICES	27,677.75
SAN JOAQUIN COE GENERAL CHILD CARE	(100,934.00)
STATE PRESCHOOL	4,842,318.34
SUBTOTAL	18,880,797.91
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(93,413.39)
EF&S	31,672.00
EFAP	(233,307.81)
HUD CPF Food Bank Expansion	(28,821.82)
FEEDING AMERICA SERVICE INSIGHTS	(6,431.76)
FOOD BANK	(238,335.79)
FOOD BANK EXPANSION	146,869.42
FOOD BANK CAPACITY PROGRAM	52,458.12
FOOD BANK - STATE	(1,023,522.22)
SOUTHERN CA GAS COMPANY	0.00
WONDERFUL FOOD BANK EXPANSION	359,770.93
WONDERFUL FOUNDATION	150,698.07
CDFA Healthy Refrigeration Grant Program (HRGP)	(54,213.64)
SUBTOTAL	(936,577.89)
ENERGY	(171,171.90)
LIHEAP	(2,271,776.06)
DOE	(30,962.11)
LIWHAP	(694.50)
PG&E	17,359.01
TRANSFER NEGATIVE BALANCE	2,457,245.56
SUBTOTAL	0.00
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	0.00
211	33,915.39
ARG III - Warm Handoff	(162,641.68)
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(72,148.01)
KCCD CERF REGIONAL CONVENOR	(15,895.12)
KCCD CWDB High Road Training Partnership	(583.11)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(104,159.81)
BKRHC-Encampment Resolution	(5,594.22)
CALAIM HOMELESS PREVENTION SERVICES	337,318.16
CalAIM East Kern Family Resource Center	243,178.07
CAL FRESH	(26,089.74)
CALEITC	(228.32)
CAPK FOUNDATION	(24,661.61)
Child Care Facilities	114,084.67
COST POOLS	888,477.79
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(550,521.31)
County of Kern - PPSA COVID-19	0.00
CSBG	71,017.12
CSBG - DISCRETIONARY	0.00
DIFFERENTIAL RESPONSE	(403.28)
DIGNITY HEALTH	0.00
DISCRETIONARY FUND	610,208.35
EAST KERN FAMILY RESOURCE CENTER	37,604.45
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(178,711.22)
Day 1 Families Housing Support	(14,440.45)
ASTHO VACCINE EQUITY	0.00
CITY OF BAKERSFIELD CAL VIP	(31,882.80)
FIRST 5 KERN 211	(17,991.20)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(45,243.51)
FIRST 5 HELP ME GROW	(26,850.76)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(46,525.01)
FRIENDSHIP HOUSE	28,424.04
City of Bakersfield - FHCC Sports Field	(19,688.00)
City of Bkfd-Cal VIP Outreach	(30,363.54)
FUNDRAISING	0.00
GENERAL FUND	(60,758.26)
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	0.00
HOME VISIT INITIATIVE (CO OF KERN)	(863,644.17)
HUD-COORDINATED ENTRY SYSTEM	(37,175.48)
Kaiser	5,179.87
Kaiser 211 Kern	200,000.00
INDIRECT FUND	2,851,940.61
IRS - VITA	(59,412.36)
TAX ASSISTANCE	16,879.17
M ST NAVIGATION CENTER	23,717.14
NEOPB CAL FRESH HEALTHY LIVING	(328,103.89)
POSITIVE YOUTH DEV SVC	(12,186.12)
POSITIVE YOUTH M	(1,319.65)
SHAFTER YOUTH CENTER	62,807.94
OASIS FAMILY RESOURCE CENTER	29,449.50
CalCAPA-Diaper Distribution Pilot	(13,525.67)
SIERRA FOUNDATION - ASTHMA MITIGATION	0.00
UNITED WAY 211	981.55
County of Kern - 211	(966.75)
WELLS FARGO FOUNDATION	46,933.12
WIC	(619,180.04)
LESS: ENERGY NEGATIVE BALANCE	(2,457,245.56)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	(226,023.71)
TOTAL OPERATING CASH	17,435,611.01

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. Day 1 Families Fund: This is an interest-bearing restricted bank account that is designated for funds received for the Day 1 Families Housing Fund. As the grant is expended, funds 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 Childcare (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.
7. Head Start Facilities Fund: This is an interest-bearing restricted bank account required by the Office of Head Start to retain funds from the proceeds of sale for the Central Kitchen and Business Park North properties. These funds will be held in this restricted account and used for the construction of the new Central Kitchen.

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

COMMUNITY ACTION PARTNERSHIP OF KERN
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR THE MONTH ENDED
August 31, 2024

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	08/31/24		15,845,852.77
LESS: OUTSTANDING CHECKS		602,657.25	
ADJUSTED BANK BALANCE AT	08/31/24		15,243,195.52
GENERAL LEDGER BALANCE AT	07/31/24		9,591,619.56
ADD: DEPOSITS		4,162,438.60	
US TREAS DRAWDOWNS		11,674,554.72	
FUNDS FROM OTHER GRANTS		646,974.72	
TRANSFERS FROM RESTRICTED ACCOUNTS		-	
ADP /HEALTH EQUITY REFUND		-	
REIMBURSEMENT OF ALTERED PAYEE		1,811.47	
LESS: CHECKS		2,736,053.80	
ADP PAYROLL 8/9/24		1,718,896.03	
ADP PAYROLL 8/23/24		2,037,002.82	
EFTS FOR HRA/HSA/ STD/403B		231,621.84	
REC LOAN PRINCIPAL/INT EXPENSES		-	
TRANSFERS TO RESTRICTED ACCOUNTS		-	
CREDIT CARD		44,325.37	
BANK FEES		436.75	
ACH VOUCHERS		4,065,866.94	
GENERAL LEDGER BALANCE AT	08/31/24		15,243,195.52

DIFFERENCE: -

PREPARED BY: NAOMI IBARRA

TITLE: Accountant

DATE: 09/19/2024

APPROVED BY: *Nancy Webster*

TITLE: Chief Financial Officer

DATE: 09/20/2024

COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION*
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2024

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING: 09/30/24 1,029,786.92

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 09/30/24 1,029,786.92

BALANCE PER G/L 08/31/24 1,028,943.19

ADD: DEPOSITS 0.00

INTEREST 843.73

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 09/30/24 1,029,786.92

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: 10/03/24

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 10/03/2024

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

1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

**BANK RECONCILIATION FOR MONTH ENDING
September 30, 2024**

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 09/30/24 293.59

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 09/30/24 293.59

BALANCE PER G/L 08/31/24 293.35

ADD: DEPOSITS 0.00

INTEREST 0.24

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 09/30/24 293.59

* December 2009 name changed from Food Bank to DOE ARRA. DIFFERENCE: 0.00

** January 2018 name changed from DOE ARRA to CSD Advances.

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 10/03/24

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 10/03/2024

COMMUNITY ACTION PARTNERSHIP OF KERN
DAY 1 FAMILIES ACCOUNT
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2024

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	09/30/24	2,521,042.82
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE	09/30/24	2,521,042.82

BALANCE PER GENERAL LEDGER	08/31/24	2,519,029.72
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)		0.00
WIRE TRANSFER		0.00
PAYPAL DEPOSIT		0.00
INTEREST		2,065.55
LESS:		
APPLIED MERCHANT DEBITS		0.00
CLIENT ANALYSIS SERVICE CHARGE		52.45
BANKCARD FEES		0.00
CASH CONCENTRATION FEE		0.00
FUND TRANSFER TO GENERAL FUND		0.00
		0.00
BALANCE PER GENERAL LEDGER:	09/30/24	2,521,042.82

* October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.

Difference: 0.00

** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.

*** January 2018 name changed from HOPE Program Account to On-line Donations Account.

**** January 2024 name changed from Online Donations to Day 1 Families

PREPARED BY: NAOMI IBARRA

TITLE: Accountant

DATE: 10/08/24

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 10/08/2024

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #1
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2024

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING: 09/30/24 7,640.73

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 09/30/24 7,640.73

BALANCE PER G/L 08/31/24 7,634.47

ADD: DEPOSITS 0.00

INTEREST 6.26

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 09/30/24 7,640.73

DIFFERENCE: 0.00

PREPARED BY: NAOMI IBARRA

TITLE: Accountant

DATE: 10/03/24

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 10/03/2024

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START FACILITY ACCOUNT
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2024

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

ACCOUNT NO.: XXXXX-X7297

BANK BALANCE ENDING:	09/30/24	2,936,271.36
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	09/30/24	2,936,271.36

BALANCE PER G/L	08/31/24	2,933,865.60
ADD:		
	DEPOSITS	0.00
	INTEREST	2,405.76
	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	09/30/24	2,936,271.36

DIFFERENCE: 0.00

PREPARED BY:	<u>NAOMI IBARRA</u>	TITLE: <u>Accountant</u>	DATE: <u>10/03/24</u>
APPROVED BY:	<u></u>	TITLE: <u>Chief Financial Officer</u>	DATE: <u>10/03/2024</u>

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED September 1, 2024 - September 30, 2024

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Catherine Anspach	Foundation Director of Development	2,983.25
Gloria Barbero	Administrator - EHS San Joaquin	1,092.81
Yolanda Gonzales	Director of Head Start/State Child Development Programs	3,720.71
Freddy Hernandez	Director of Youth and Community Services	1,185.48
Louis Gill	Chief Program Officer	425.21
Lisa McGranahan	Director of Human Resources	1,368.25
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	2,956.23
Pritika Ram	Chief Business Development Officer	3,316.35
Jeremy Tobias	Chief Executive Officer	2,660.83
Emilio Wagner	Chief Facilities and Technology Officer	2,641.09
Tracy Webster	Chief Financial Officer	2,305.84
Rebecca Moreno	Director of Housing Support Services	2,215.05
Susana Magana	Director of Nutrition Services	2,190.73
	Total	\$ 29,061.83



Reporting Period : 8/31/2024 - 9/30/2024

Statement Summary

Name	Capk Ap	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	Currency	US Dollar
Reporting Period	8/31/2024 - 9/30/2024		

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

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 8/31/2024 - 9/30/2024

Statement Summary

Name	Catherine Anspach			Company	Community Action Partnership O	
Account #	XXXX-XXXX-XXXX-1647			Currency	US Dollar	
Reporting Period	8/31/2024 - 9/30/2024					
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/30/2024	9/2/2024	United Houston, TX				40.00
Checked Bag for Lara Popkin. NCAP Conference.						
2 8/30/2024	9/2/2024	United Houston, TX				40.00
Checked Bag for Catherine Anspach. NCAP Conference.						
3 8/30/2024	9/2/2024	Westin Seattle Fd Seattle, WA				821.28
Hotel Room for Catherine Anspach. NCAP Conference.						
4 8/30/2024	9/2/2024	Westin Seattle Fd Seattle, WA				821.28
Hotel Room for Lara Popkin. NCAP Conference.						
5 8/31/2024	9/2/2024	Uber *trip Help.Uber.Com, CA				94.77
Uber from Hotel to airport. NCAP Conference- Lara Popkin & Catherine Anspach						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/7/2024	9/9/2024	Eb *kern Edc 36th Annu 801-413-7200, CA				300.00
Kern EDC Dinner- Savannah Oates, Pritika Ram & Catherine Anspach						
7 9/11/2024	9/12/2024	Huckleberrys - Bakersfi Bakersfield, CA				48.47
Lunch meeting with representative from Merrill Lynch.						
8 9/13/2024	9/16/2024	Pp*california Hispanic Ch 916-4442221, CA				75.00
Hispanic Chamber Conference for Catherine Anspach.						
9 9/13/2024	9/16/2024	Mamma Mia Bakersfield, CA				99.46
Lunch Meeting with Tri-Counties.						
10 9/17/2024	9/18/2024	Logcabinflorist.Com Httpslogcabin, CA				28.09
Ribbon Cutting Bow for Central Kitchen's grand opening.						
11 9/17/2024	9/19/2024	Raymonds Trophy And Award 661-3246183, CA				92.89
Trophy for Bakersfield College- Pantry Partner.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12 9/21/2024	9/23/2024	Sq *sweet Miss Bakeshop Gosq.Com, CA				137.40
Cookies for Foundation Board meeting						
13 9/23/2024	9/24/2024	La Cocina Shafter Shafter, CA				20.00
Lunch Meeting at Wonderful. Catherine Anspach and Foundation Board Member.						
14 9/23/2024	9/24/2024	Cvs/Pharmacy #05495 Bakersfield, CA				21.71
Drink for Foundation board meeting						
15 9/24/2024	9/25/2024	Wpy*foodex 855-999-3729, CA				342.90
Food for Foundation Board Meeting						

Transaction Count: 15

Total: 2,983.25

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 8/31/2024 - 9/30/2024

Statement Summary

Name	Gloria Barbero			Company	Community Action Partnership O	
Account #	XXXX-XXXX-XXXX-7058			Currency	US Dollar	
Reporting Period	8/31/2024 - 9/30/2024					
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/29/2024	9/2/2024	Devincisdelicaterpersh Stockton, CA				197.56
Lunch provided for the Early Childhood Educators attending the Connect & Reflect Meeting on 8/29/24.						
2 8/30/2024	9/2/2024	Knox Company Inc 623-687-2300, AZ				567.91
Stockton Fire department required Knox Box for the California street center.						
3 9/10/2024	9/11/2024	Knox Company Inc 623-687-2300, AZ				28.35
Stockton Fire Department required Knox Box Alert Decal (sticker) for the California Street center.						
4 9/17/2024	9/18/2024	Smore.Com Www.Smore.Com, PA				179.00
Smores Annual Renewal software subscription for newsletters.						
5 9/23/2024	9/24/2024	Canva* I04283-68128890 Httpscanva.Co, DE				119.99
Software subscription for flyers and presentations.						

Transaction Count: 5

Total: 1,092.81

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 8/31/2024 - 9/30/2024

Statement Summary

Name	Yolanda Gonzales				Company	Community Action Partnership O				
Account #	XXXX-XXXX-XXXX-7009				Currency	US Dollar				
Reporting Period	8/31/2024 - 9/30/2024									
Trans Date	Post Date	Merchant Name	Charge Codes			Approved	Receipt	Amount		
1 8/28/2024	9/4/2024	Cps Hr Consulting 916-2633600, CA						-54.85		
Refund- Registration for CDSS Community Care Licensing CCC Application Orientation Training- Amber P. SS at San Diego CDC 108@100%=\$-54.85										
2 8/30/2024	9/2/2024	Westin Seattle Fd Seattle, WA						1,023.06		
Travel-Lodging for the NCAP Annual Convention in Seattle, WA 8/27/24-8/30/24- Elsa N. 108@36%=\$368.30/109@64%=\$654.76										
3 9/6/2024	9/9/2024	Cps Hr Consulting 916-2633600, CA						4.85		
Registration for CDSS Community Care Licensing CCC Operations & Record Keeping Training- Elizabeth Medina SS at Vineland 109@100%=\$4.85										
4 9/6/2024	9/9/2024	Cps Hr Consulting 916-2633600, CA						54.85		
Registration for CDSS Community Care Licensing CCC Application Orientation Training- Elizabeth Medina SS at Vineland 109@100%=\$54.85										

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5 9/24/2024	9/25/2024	Hawaiian Ai Honolulu, HI		_____	_____	666.40
Travel- Hawaiian Airlines flight for the 2024 R9HSA Family Engagement and Cultural Effectiveness Conference in Honolulu HI on Oct.20th-26th- Elsa N. 108@36%=\$239.90/109@64%=\$426.50						
6 9/24/2024	9/25/2024	Hawaiian Ai Honolulu, HI		_____	_____	666.40
Travel- Hawaiian Airlines flight for the 2024 R9HSA Family Engagement and Cultural Effectiveness Conference in Honolulu HI on Oct.20th-26th- Juanita Jackson 108@36%=\$239.90/109@64%=\$426.50						
7 9/25/2024	9/26/2024	Smore.Com Www.Smore.Com, PA		_____	_____	1,360.00
S'more Membership Renewal- Education and Support Services 108@36%=\$489.60/109@64%=\$870.40						

Transaction Count: 7
Total: 3,720.71

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 10/1/2024 - 10/31/2024

Statement Summary

Name	Freddy Hernandez	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8850	Currency	US Dollar
Reporting Period	10/1/2024 - 10/31/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 10/2/2024	10/4/2024	Sheraton Gateway Los Ange 617-9130461, CA				592.74
Hotel for A. Chavez to attend the Vision y Compromiso 2024 Conference in Los Angeles						
2 10/2/2024	10/4/2024	Sheraton Gateway Los Ange 617-9130461, CA				592.74
Hotel for J. Guerra to attend the Vision y Compromiso 2024 Conference in Los Angeles						

Transaction Count: 2
Total: 1,185.48

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 8/31/2024 - 9/30/2024

Statement Summary

Name	Louis Gill			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-6829			Currency	US Dollar		
Reporting Period	8/31/2024 - 9/30/2024						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 8/29/2024	9/2/2024	Travelodge 661-3250772, CA			✓	396.00	
M. Street client lodging for A. Reyes							
5 nights at \$100/night plus \$60 taxes and fees plus \$100 for Pet Charge							
2 8/29/2024	9/2/2024	Travelodge 661-3250772, CA			✓	336.00	
M. Street client lodging for C. Crane							
7127-305-000-120-000-00-4-1							
3 8/30/2024	9/2/2024	Travelodge 661-3250772, CA				264.00	
M. Street client lodging for A. Reyes							
4 8/30/2024	9/2/2024	Sheraton Grd Seattle Seattle, WA				-1,486.80	
Loding refund of duplicate charge for Laurie Hughey to attend the NCAP Convention in Seattle, WA - August 27-30, 2024							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5 8/30/2024	9/2/2024	Travelodge 661-3250772, CA		_____	_____✓	224.00
M. Street client lodging for A. Reyes 7127-305-000-120-000-00-4-1						

6 9/9/2024	9/11/2024	Travelodge 661-3250772, CA		_____	_____	302.40
Accidental charge by travelodge, credit given on 9/09/2024						

7 9/9/2024	9/11/2024	Travelodge 661-3250772, CA		_____	_____✓	302.40
M. Street client lodging for H. Roof. 7127-305-000-120-000-00-4-1						

8 9/9/2024	9/16/2024	Travelodge 661-3250772, CA		_____	_____	-302.40
Credit received because of an accidental charge. Charge was duplicated on 9/9/2024.						

9 9/16/2024	9/17/2024	Sequoia Sand Downtown Bakersfield, CA		_____	_____✓	53.61
Lunch provided for meeting with finance regarding confidential information.						

Split 1						14.60
Split 2						39.01

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
10 9/23/2024	9/25/2024	Travelodge 661-3250772, CA			✓	336.00
M. Street Client lodging for R.M.						

Transaction Count: 10
Total: 425.21

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 8/31/2024 - 9/30/2024

Statement Summary

Name	Lisa McGranahan	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-4474	Currency	US Dollar
Reporting Period	8/31/2024 - 9/30/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 9/5/2024	9/6/2024	Urbane Cafe Bakersfiel Bakersfield, CA				281.66
		Lunch for Personnel Committee Meeting				
2 9/10/2024	9/12/2024	Biometrics4all Inc 714-568-9888, CA				25.50
		August DOJ services for new hire				
3 9/15/2024	9/17/2024	Safety Holdings 888-9472622, NM				1,061.09
		Driving Monitoring Services				

Transaction Count: 3
Total: 1,368.25

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 8/31/2024 - 9/30/2024

Statement Summary

Name	Jerry Meade	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8086	Currency	US Dollar
Reporting Period	8/31/2024 - 9/30/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 9/21/2024	9/23/2024	Cke*red House Bbq Tehacha Tehachapi, CA				205.68
Lunch Provided for Staff Development Meetings held at Tehachapi CDC and California City CDC on September 20th 2024.						
2 9/21/2024	9/23/2024					0.84
QR-Code-Generator.com-Purchase of yearly subscription for online HS application foreign transaction fee						
3 9/21/2024	9/23/2024	Panera Bread #601959 O 209-808-7076, CA				534.41
New Hire Mentorship held on September 20th. at San Joaquin administrative office.						
4 9/21/2024	9/23/2024	Qr-Code-Generator.Com Bielefeld, NOR				83.88
QR-Code-Generator.com Purchase of yearly code subscription for online HS application						
5 9/22/2024	9/24/2024	Mgm Grand - Front Desk 8552755733, NV				-277.56
Travel refund for hotel lodging for Data Analyst Supervisor attending the Microsoft Power Platform Conference 9/18/24 - 9/21/24.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/23/2024	9/25/2024	Mgm Grand - Adv Dep 877-880-0880, NV				-152.84
Travel refund for hotel lodging for Quality Assurance Administrator attending the Microsoft Power Platform Conference 9/18/24 - 9/21/24.						
7 9/24/2024	9/25/2024	Caesars Place Adv Rsvn 8662094732, NV				970.52
Hotel Reservation for Quality Assurance Technician attending the 2024 Child Plus Scramble October 7th - 10th 2024.						
8 9/24/2024	9/25/2024	Caesars Place Adv Rsvn 8662094732, NV				970.52
Hotel Reservation for Data Analyst Supervisor attending the 2024 Child Plus Scramble October 7th - 10th 2024.						
9 9/24/2024	9/25/2024	American Air Fort Worth, TX				99.38
American Airlines Flight Purchase for scholarship recipient R. Hulbrt attending Region 9 Family Engagement and Effectiveness Conference.						
10 9/24/2024	9/25/2024	American Air Fort Worth, TX				521.40
American Airlines Flight Purchase for scholarship recipient R. Hulbrt attending Region 9 Family Engagement and Effectiveness Conference.						
Transaction Count: 10						Total: 2,956.23

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 8/31/2024 - 9/30/2024

Statement Summary

Name	Pritika Ram	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7074	Currency	US Dollar
Reporting Period	8/31/2024 - 9/30/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/31/2024	9/2/2024	Sheraton Grd Seattle Seattle, WA				-892.08
Hotel credit for Savannah Oates room for NCAP Conference in Seattle, WA. Room was overcharged.						
2 8/31/2024	9/2/2024	Facebk *x9slg9qem2 Fb.Me/Ads, CA				400.00
KCCD grant post on promoting						
3 9/5/2024	9/6/2024	24th Street Cafe Bakersfield, CA				56.80
Foundation Lunch with Kern EDC around private and philanthropic						
4 9/10/2024	9/10/2024	Facebk *qug8w8uem2 650-5434800, CA				400.00
\$357.20 for the KCCD Grant Promotion social media post, \$42.80 for the Feed the Need social media Post						
5 9/10/2024	9/11/2024	Seq Sand Rosedale Bakersfield, CA				114.75
PRE-Committee Lunch meeting for committee members held on 9-11-24						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/16/2024	9/18/2024	Candid 800-4249836, NY				1,599.00
Candid Foundation Directory Annual Fee						
7 9/19/2024	9/20/2024	Eb *18th Annual Kern C 801-413-7200, CA				200.00
2 tickets purchased for the 2024 Kern County Energy Summit at the Bakersfield Marriott						
8 9/20/2024	9/23/2024	Facebk *sr78abgem2 650-5434800, CA				28.03
\$4.80 Friendship House Fundraiser Social Media Boost, \$13.41 Feed the Need social media boost, \$9.82 KCCD Grant social media boosts						
9 9/20/2024	9/23/2024	Facebk *3f4vn9uem2 650-5434800, CA				257.85
\$130.18 Feed the Need social media boosts, \$94.21 KCCD Grant social media boots, \$33.46 Friendship House Fundraiser social media boosts						
10 9/26/2024	9/27/2024	Paddle.Net* Elfsight Paddle.Com, NY				1,152.00
Annual Subscription for website creation						
						Transaction Count: 10
						Total: 3,316.35

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 8/31/2024 - 9/30/2024

Statement Summary

Name	Jeremy Tobias	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7066	Currency	US Dollar
Reporting Period	8/31/2024 - 9/30/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/30/2024	9/2/2024	Sq *yellow Cab 840 Fh# 17 Seattle, WA				54.00
Taxi Fee for Jeremy Tobias from hotel to Seattle Airport - NCAP Annual Convention						
2 8/30/2024	9/2/2024	Sheraton Grd Seattle Seattle, WA				892.08
Hotel Fee for Jeremy Tobias in Seattle, WA for NCAP Annual Convention						
3 8/31/2024	9/2/2024	Sheraton Grd Seattle Seattle, WA				27.59
Hotel Misc. Fee charged to Board Member Fred Plane's room on extra night. Charge was later reversed and credited on final billing.						
4 9/2/2024	9/4/2024	Rps Bakersfield Bakersfield, CA				70.00
Airport Parking for NCAP Annual Convention in Seattle, WA.						
5 9/3/2024	9/3/2024	Chevron 0380243 Bakersfield, CA				77.16
Gasoline for CEO's Agency Vehicle						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/13/2024	9/16/2024	Shell Oil 12822045006 Bakersfield, CA				76.27
Gasoline for CEO's Agency Vehicle						
7 9/17/2024	9/17/2024	Eb *2024 Hire Celebrat 801-413-7200, CA				120.00
3 Tickets for 2024 HIRE Celebration & Awards Lunch. CAPK Nominated for Award. Attendees: J. Tobias, L. Gill & F. Hernandez.						
8 9/22/2024	9/23/2024	76 - DbA J S T 619 Coalin Coalinga, CA				66.99
Gasoline for CEO's Agency Vehicle.						
9 9/23/2024	9/24/2024	Mister Car Wash #1006 866-2543229, CA				32.99
Monthly Car Wash Fee for CEO's Agency Vehicle.						
10 9/25/2024	9/26/2024	Exxon Oak Street Mobil Bakersfield, CA				68.54
Gasoline for CEO's Agency Vehicle						
11 9/26/2024	9/27/2024	Wpy*foodex 855-999-3729, CA				675.21
Lunch for Board Meeting on September 25, 2024. Agenda and Attendee List is Attached.						

Transaction Count: 12
Total: 2,660.83

Authorized Approver Signature	Date
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Reporting Period : 8/31/2024 - 9/30/2024

Statement Summary

Name		Emilio Wagner		Company	Community Action Partnership O		
Account #		XXXX-XXXX-XXXX-7041		Currency	US Dollar		
Reporting Period		8/31/2024 - 9/30/2024					
Trans Date	Post Date	Merchant Name	Charge Codes		Approved	Receipt	Amount
1 9/9/2024	9/9/2024	Microsoft#g058689377 Msbill.Info, WA				✓	1,299.06
		Microsoft Azure Standard 8/1/24 - 8/31/24					
2 9/18/2024	9/19/2024	Tbl* Drone Launch Acad Teachable.Com, NY					19.00
		Purchase Tbl* Drone Launch Acad					
3 9/18/2024	9/19/2024	Tbl* Drone Launch Acad Teachable.Com, NY					149.00
		Purchase Tbl* Drone Launch Acad					
4 9/19/2024	9/20/2024	WI *mindbody Inc 805-250-8506, CA				✓	478.65
		Recurring Fees					
5 9/20/2024	9/20/2024	Msft * E0200tfsn0 800-6427676, WA				✓	11.20
		Teams Phone with calling plan recurring fee 9/2/24 - 10/1/24					

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/20/2024	9/23/2024	Best Buy 00008565 Bakersfield, CA			✓	75.76
HDMI Splitter for 18th Street Board Room Best Buy purchase						
7 9/24/2024	9/25/2024					6.02
Other Debits Currency Conversion Fee						
8 9/24/2024	9/25/2024	Deepl* Sub:19a3pcuky85 Koln				602.40
Purchase Deepl* Sub:19a3pcuky85						
						Transaction Count: 8
						Total: 2,641.09

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 8/31/2024 - 9/30/2024

Statement Summary

Name	Tracy Webster			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-6993			Currency	US Dollar		
Reporting Period	8/31/2024 - 9/30/2024						
Trans Date	Post Date	Merchant Name	Charge Codes		Approved	Receipt	Amount
1 9/3/2024	9/5/2024	Wipfli Llp Madison, WI					975.00
		Patrick Morin OMB Training.					
2 9/4/2024	9/6/2024	Wipfli Llp Madison, WI					975.00
		Patrick Morin Head Start OMB Training					
3 9/5/2024	9/6/2024	Goody Technologies Inc Httpswww.Ongo, OR					1.73
		Friendship House Casino Night Raffle Prizes					
4 9/5/2024	9/6/2024	Goody Technologies Inc Httpswww.Ongo, OR					1.73
		Friendship House Casino Night Raffle Prizes fee					
5 9/13/2024	9/16/2024	Sheraton Grd Scrmnto Sacramento, CA					138.64
		Parking for Eric & Adrianna in Sacramento Payroll Conference					

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/13/2024	9/16/2024	Sheraton Grd Scrmnto Sacramento, CA				3.64
Hotel difference for Payroll Conference after deposit.						
7 9/18/2024	9/19/2024	Uber *eats Help.Uber.Com, CA				15.00
Tip for Budget & Finance Committee Lunch						
8 9/18/2024	9/19/2024	Uber *eats Help.Uber.Com, CA				195.10
Budget & Finance Committee Lunch						

Transaction Count: 8

Total: 2,305.84

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____

WELLS FARGO

Reporting Period : 8/31/2024 - 9/30/2024

Statement Summary

Name	Rebecca Moreno		Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-3618		Currency	US Dollar		
Reporting Period	8/31/2024 - 9/30/2024					
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/30/2024	9/2/2024	Sheraton Grd Seattle Seattle, WA				1,095.04
Lodging for Rebecca Moreno to attend the NCAP Convention in Seattle, WA - August 27-30, 2024						
2 8/31/2024	9/2/2024	Sq *lakeside Transportati Seattle, DE				150.00
Transportation for Rebecca Moreno and the Team during the NCAP Convention in Seattle, WA - August 27-30, 2024						
3 9/4/2024	9/6/2024	Westin Seattle Fd Seattle, WA				273.76
Lodging for Rebecca Moreno to Attend the NCAP Convention in Seattle, WA - August 27-30, 2024						
4 9/10/2024	9/11/2024	Homeless Training Httpswww.Home, TN				99.00
Registration for 5 Staff Members (L. Hughey, A. Garza, K. Jackson, R. Miranda, and M. Ruiz) training on de-escalation via Homeless Training 6645-275-000-120- 000-00-4-1						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5 9/11/2024	9/13/2024	2300 Sahara Hotel Opera 702-7617000, NV			✓	579.40
Hotel for J. Aguilar for Clarity Connect Conference.						
6 9/27/2024	9/30/2024	Securcare Self Storage Bakersfield, CA			✓	17.85
Lock purchased for storage unit.						
						Transaction Count: 6
						Total: 2,215.05

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 8/31/2024 - 9/30/2024

Statement Summary

Name	Susana Magana			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-6693			Currency	US Dollar		
Reporting Period	8/31/2024 - 9/30/2024						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 9/4/2024	9/4/2024	American Air Fort Worth, TX				732.45	
Airfare for Kelly Lowery to attend the Feeding America Fall Forum - Chicago IL, October 2024							
2 9/9/2024	9/10/2024	Lassens Natural Foods-Bk Bakersfield, CA			✓	77.27	
Special diet products including gluten-free food, egg substitutes, and milk substitutes.							
7145-112-0000-120-000-00-2-1							
3 9/10/2024	9/12/2024	Usps Po Boxes Online 800-3447779, DC				-216.00	
Credit from P.O Box Facilities to process a cancelled P.O. Box. for P.O. Box in downtown Fresno for utilization by MCAP staff. 6610-261-000-120-000-00-1-1							
4 9/11/2024	9/12/2024	Wm Supercenter #1574 Bakersfield, CA			✓	125.19	
Purchase of supplies for meeting in Madera County for MCAP. 6305-661-000-120-000-00-1-1							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5 9/11/2024	9/13/2024	Usps Po Boxes Online 800-344-7779, DC				216.00
P.O Box Fees for Fresno County for MCAP 6610-261-000-120-000-00-1-1						
6 9/13/2024	9/16/2024	Ntlrest Servsafe 312-7151010, IL				19.98
Purchase of two ServSafe Food Handler Course for CalFresh Employee's Yeraldin Hernandez and Alondra Murillo. 6645-145-000-120-000-00-2-1						
7 9/13/2024	9/16/2024	Target 00006148 Bakersfield, CA			✓	249.99
Purchase for Health and Nutrition for special diet foods/milk formula. 7145-112-000-120-000-00-2-1						
8 9/19/2024	9/20/2024	Wm Supercenter #1624 Bakersfield, CA			✓	18.32
Purchase of special diet milk for Central Kitchen 7145-112-000-120-000-00-2-1						
9 9/22/2024	9/23/2024	Zoom.Us 888-799-9666 Www.Zoom.Us, CA				559.90
Yearly subscription for training and presentation use by Cal Fresh						
10 9/23/2024	9/24/2024	Sq *mayacamas Fine Foods Gosq.Com, CA			✓	60.73
Purchase of special foods for Central Kitchen 7145-112-000-120-000-00-2-1						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
11 9/23/2024	9/24/2024	Lassens Natural Foods-Bk Bakersfield, CA			✓	46.73
Purchase of special foods for Central Kitchen						
7145-112-000-120-000-00-2-1						
12 9/25/2024	9/26/2024	Wm Supercenter #1624 Bakersfield, CA				43.17
Purchase of food processor for puree mod-diet food at PHP.						
13 9/26/2024	9/27/2024	Textedly Httpstextedly, CA				257.00
Monthly text service utilized by Food Bank						

Transaction Count: 13
Total: 2,190.73

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2024 TO FEBRUARY 28, 2025 (7 OF 12 MONTHS OR 58.33%)

Line Item	2024/25 Budget	3/1/24 - 2/28/25 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,423,043	628,270	44.1%	794,773
Head Start Subsidy	<u>1,117,585</u>	<u>914,008</u>	81.8%	<u>203,577</u>
Total Revenue	<u>2,540,628</u>	<u>1,542,278</u>	60.7%	<u>998,350</u>
Expenditures (Note B)				
Salaries	784,253	461,385	58.8%	322,868
Benefits	271,274	157,586	58.1%	113,688
Vehicle Gasoline, Repair/Maintenance	41,000	28,481	69.5%	12,519
Space Costs	121,700	143,345	117.8%	(21,645)
Supplies - Office & Food Service	156,000	105,269	67.5%	50,731
Equipment Repair/Maintenance & Lease	11,000	7,414	67.4%	3,586
Communication	13,000	4,467	34.4%	8,533
Risk Insurance	12,700	14,311	112.7%	(1,611)
Printing	1,000	-	0.0%	1,000
Hiring & Employee Costs	100	-	0.0%	100
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	<u>897,135</u>	<u>486,135</u>	54.2%	<u>411,000</u>
Sub Total	2,309,662	1,408,392	61.0%	901,270
Adult Meals Prepared	128,794	65,442	50.8%	63,352
Indirect	<u>230,966</u>	<u>68,445</u>	29.6%	<u>162,521</u>
Total Expenditures	<u>2,669,422</u>	<u>1,542,278</u>	57.8%	<u>1,127,144</u>

	Prior Period	SEPTEMBER 2024	Cumulative
Total Meals Prepared and Vended (Note C)	290,104	53,712	343,816
Total Meals Claimed	<u>182,019</u>	<u>35,901</u>	<u>217,920</u>
Difference	108,085	17,811	125,896

Percentage Claimed to Prepared/Vended		66.8%	63.4%
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Note A: Source of USDA revenue is monthly report submitted to California Department of Social Services 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 7/1/24 - 6/30/25 (3 OF 12 MONTHS = 33.3%)

Contract CMAP-3000	July 2024	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total	%	% Earned to MRA
Provider Payments	\$ 1,989,206	\$ 2,130,101	\$ 2,006,606	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,125,912		
Add: Family Fees	55	55	-	-	-	-	-	-	-	-	-	-	109		
Net Provider Payments	\$ 1,989,260	\$ 2,130,155	\$ 2,006,606	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,126,021	81.24%	
Maximum Reimbursable Amount (MRA) for Provider Payments													23,312,651		26.28%
Administration & Support Services Revenue															
Provider Payments	\$ 1,989,260	\$ 2,130,155	\$ 2,006,606	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,126,021		
Reimbursement Rate	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%		
Revenue Earned	\$ 528,791	\$ 566,244	\$ 533,402	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,628,437		
Program Administration/Support Services Costs	192,712	232,309	322,658	-	-	-	-	-	-	-	-	-	747,679	9.92%	
Indirect (10% x MTDC) Costs	216,593	234,669	215,519	-	-	-	-	-	-	-	-	-	666,781	8.84%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	\$ 409,305	\$ 466,978	\$ 538,176	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,414,459	18.76%	
Revenue Earned Over/(Under) Costs	\$ 119,486	\$ 99,266	\$ (4,774)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 213,978		
TOTAL COSTS - NET OF FAMILY FEES	\$ 2,398,565	\$ 2,597,133	\$ 2,544,782	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,540,480	100.00%	

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

Provider payments	6,126,021
Reimbursement Rate (21.0% / 79.0%)	x 26.5823%
Revenue Earned	<u>1,628,437</u>

Note 2: The maximum reimbursable amount per the 2024/25 State contract is as follows:

Provider Payments	23,312,651	79.00%
Administration	5,267,479	17.85%
Support Services	929,555	<u>3.15%</u>
Maximum Reimbursable Amount (MRA)	<u>29,509,685</u>	<u>100.00%</u>

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2024/25 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/24 - 6/30/25 (3 OF 12 MONTHS = 33.3%)

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL	% Earned to MRA
<u>GENERAL CHILD CARE (CCTR-4065)</u>														
Adjusted Days of Enrollment - Certified	6,056	6,805	7,411										20,272	
Reimbursement Rate per Child per Day	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	X \$51.55	
Revenue Earned	\$ 312,197	\$ 350,807	\$ 382,035	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,045,039	26.15%
Maximum Reimbursable Amount (MRA)													\$3,996,470	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.39%	99.51%	99.43%											99.45%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%											100.00%
<u>CALIFORNIA STATE PRESCHOOL (CSPP-4122)</u>														
Adjusted Days of Enrollment - Certified	5,254	7,326	9,348										21,929	
Reimbursement Rate per Child per Day	<u>X 55.27</u>	<u>X 55.27</u>	<u>X 55.27</u>	<u>X 55.27</u>	<u>X 55.27</u>	<u>X 55.27</u>	<u>X 55.27</u>	<u>X 55.27</u>	<u>X 55.27</u>	<u>X 55.27</u>	<u>X 55.27</u>	<u>X 55.27</u>	<u>X 55.27</u>	
Revenue Earned	\$ 290,402	\$ 404,932	\$ 516,682	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,212,016	16.42%
Maximum Reimbursable Amount (MRA)													\$7,381,970	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.28%	99.28%	99.11%											99.20%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%											100.00%
<u>MIGRANT CHILD CARE (CMIG-4004)</u>														
Adjusted Days of Enrollment - Certified	23	23	21										67	
Reimbursement Rate per Child per Day	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	X \$51.55	
Revenue Earned	\$ 1,191	\$ 1,191	\$ 1,077	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,459	1.18%
Maximum Reimbursable Amount (MRA)													\$293,327	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%											100.00%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%											100.00%

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

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2024/25 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 7/1/24 - 6/30/25 (3 OF 12 MONTHS = 33.3%)

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL	% Earned to MRA
<u>GENERAL CHILD CARE (CCTR-4305)</u>														
Adjusted Days of Enrollment - Certified	4,489	4,908	4,571										13,968	
Reimbursement Rate per Child per Day	<u>X \$48.84</u>	<u>X \$48.84</u>	<u>X \$48.84</u>	<u>X \$48.84</u>	<u>X \$48.84</u>	<u>X \$48.84</u>	<u>X \$48.84</u>	<u>X \$48.84</u>	<u>X \$48.84</u>	<u>X \$48.84</u>	<u>X \$48.84</u>	<u>X \$48.84</u>	<u>X \$48.84</u>	
Revenue Earned	\$ 219,258	\$ 239,726	\$ 223,225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 682,209	24.46%
Maximum Reimbursable Amount (MRA)													\$2,788,764	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.75%	99.81%	99.92%											99.83%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%											100.00%
<u>CALIFORNIA STATE PRESCHOOL (CSPP-4500)</u>														
Adjusted Days of Enrollment - Certified	-	-	-										0	
Reimbursement Rate per Child per Day	<u>X \$49.14</u>	<u>X \$49.14</u>	<u>X \$49.14</u>	<u>X \$49.14</u>	<u>X \$49.14</u>	<u>X \$49.14</u>	<u>X \$49.14</u>	<u>X \$49.14</u>	<u>X \$49.14</u>	<u>X \$49.14</u>	<u>X \$49.14</u>	<u>X \$49.14</u>	<u>X \$49.14</u>	
Revenue Earned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Maximum Reimbursable Amount (MRA)													\$255,528	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)														99.78%
Five Percent Flexibility, Maximum = 100 Percent														100.00%

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

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2024/25 Cooperative Agreement with the San Joaquin County Office of Education

Division/CFO: Tracy Webster, CFO

Program/Work Unit: Not Applicable

Month/Year: September-2024

Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities		September 2024		Year to Date 03/1/23 - 09/30/24	
Description	Number	Amount		Amount	
Bank Deposits	22	2,494,642	122	21,568,381	
Wire Deposits	14	600,088	144	43,158,188	
Head Start/IRS Drawdowns	8	8,921,820	20	17,878,503	
Vendor Checks Issued	2,525	6,727,420	15,653	48,277,753	
Payroll Disbursed		4,101,796		28,937,871	
Grant Reports Prepared	39		285		
ASTHO Vaccine Equity					
CAL Food					
CALEITC					
CalFresh Healthy Living					
CalFresh Outreach					
City of Bakersfield CDBG Food Bank Expansion					
City of Bakersfield Homeless Housing & Prevention					
CMAF Fiscal Report & Caseload					
CMIG					
CMSS					
Commodity Supplemental Food Prog					
County of Kern - 211					
County of Kern CDBG Food Bank Expansion					
CSBG 2023					
CSBG Discretionary					
CSPP					
Differential Response					
DOE - BIL					
EFAP					
EFAP Build Back Better					
ESLIHEAP					
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					
Food Bank Farmers Market					
Head Start Expansion SF-425					
Head Start San Joaquin SF-425					
Head Start/Early Head Start Kern SF-425					
Home Visit Program					
Homeless Housing Assistance & Prevention					
Homeless LBNC					
Homeless Safe Camping					
HUD					
LIHEAP 2024					
LIHWAP					
Positive Youth Medi-Cal					
San Joaquin COE General Child Care					
SLIHEAP					
UW STANISLAUS CES					
VITA					
WIC					

Business Services					
Activity	Requested	In-Progress	Processed	Processed YTD	
Purchase Orders	247	0	247	1,704	
Contracts	17	5	10	95	
Leases	4	2	2	15	
Requests for Proposals	4	6	0	10	

Business Services Projects			
Description		% Completed	Comments

Total Division Staffing

32 positions

CFO

Director of Finance

Finance Administrator

Payroll/HRIS Manager

Accounting Administrator

Accounting Administrator - Energy

Accountant (2)

Accountant II (2)

Accounting Technician (5)

Accounting Specialist (2)

Accounting Clerk (1)

AP Supervisor (1)

Fiscal Technician (2)

Payroll Specialists (3)

Payroll Supervisor (1)

Administrative Coordinator

Procurement Manager

Business Contracts Specialist

Business Technician (2)

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 29, 2024

ASSETS

Cash in Bank	20,507,591
Cash - Vacation Reserve	1,020,104
Petty Cash	-
Accounts Receivable	5,580,849
Travel Advance	12,624
Prepaid Expense	577,835
Inventory	3,994,657
Net Fixed Assets - Unrestricted	9,523,281
Net Fixed Assets - Restricted	<u>36,242,195</u>

Total Assets 77,459,136

LIABILITES AND NET ASSETS

Accounts Payable	5,843,118
Accrued Expenses	3,503,190
Accrued Vacation	2,027,206
Line of Credit	-
Note Payable	7,927,207
Advance Payable	2,923,249
Deferred Revenue	<u>9,118,155</u>

Total Liabilities 31,342,125

Total Net Assets 46,117,011

Total Liabilities and Net Assets 77,459,136

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2023 TO FEBRUARY 29, 2024

REVENUE

Grant Revenue	124,102,463
Donations	39,122,523
Other Revenue	5,926,717
In-Kind	<u>67,937</u>

Total Revenue 169,219,640

EXPENDITURES

Salaries	41,453,363
Benefits	11,180,335
Travel	834,648
Space Costs	8,868,698
Supplies	3,428,964
Consultant/Contract Services	5,767,271
Other Costs	4,273,783
Program Costs	73,008,703
Capital Expenditures	0
Indirect	10,626,170
In-Kind	<u>67,937</u>

Total Expenditures 159,509,874

Net Change in Assets 9,709,766

Net Assets, beginning 36,407,245

Net Assets, ending 46,117,011

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF SEPTEMBER 30, 2024

ASSETS

Cash in Bank	25,508,863
Cash - Vacation Reserve	1,028,943
Petty Cash	-
Accounts Receivable	0
Travel Advance	39,792
Prepaid Expense	691,747
Inventory	4,012,989
Net Fixed Assets - Unrestricted	9,314,948
Net Fixed Assets - Restricted	<u>35,429,095</u>

Total Assets 76,026,378

LIABILITES AND NET ASSETS

Accounts Payable	4,499,031
Accrued Expenses	2,592,804
Accrued Vacation	1,026,303
Line of Credit	-
Note Payable	7,754,765
Advance Payable	6,035,553
Deferred Revenue	<u>8,602,289</u>

Total Liabilites 30,510,745

Total Net Assets 45,515,633

Total Liabilities and Net Assets 76,026,378

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2024 TO SEPTEMBER 30, 2024

REVENUE

Grant Revenue	73,842,869
Donations	196,533
Other Revenue	6,853,110
In-Kind	<u>8,386,929</u>

Total Revenue 89,279,441

EXPENDITURES

Salaries	28,208,339
Benefits	8,935,922
Travel	506,370
Space Costs	6,597,827
Supplies	3,218,523
Consultant/Contract Services	3,503,507
Other Costs	2,698,317
Program Costs	20,588,050
Capital Expenditures	816,537
Indirect	6,420,497
In-Kind	<u>8,386,929</u>

Total Expenditures 89,880,819

Net Change in Assets (601,378)

Net Assets, beginning 46,117,011

Net Assets, ending 45,515,633

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 09-30-24 (58.3%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	48,831,350	25,781,276	23,050,074	53%
BENEFITS	14,838,291	8,152,895	6,685,396	55%
TRAVEL	995,827	416,157	579,670	42%
SPACE COST	15,336,797	5,612,661	9,724,136	37%
SUPPLIES	2,064,251	2,829,351	(765,100)	137%
EQUIPMENT	1,155,525	668,310	487,216	58%
CONSULTANT/CONTRACT SERVICES	4,510,657	2,736,183	1,774,474	61%
OTHER COSTS	3,174,100	2,117,178	1,056,922	67%
PROGRAM COSTS	27,380,328	20,506,301	6,874,027	75%
INDIRECT	10,830,485	6,572,211	4,258,274	61%
TOTAL	129,117,611	75,392,522	53,725,089	58%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 09-30-24 (58.3%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	36,382,500	18,960,720	17,421,781	52%
BENEFITS	11,089,467	6,081,077	5,008,390	55%
TRAVEL	685,926	234,215	451,711	34%
SPACE COST	11,638,783	2,762,233	8,876,550	24%
SUPPLIES	1,511,872	1,764,450	(252,578)	117%
EQUIPMENT	974,100	653,852	320,248	67%
CONSULTANT/CONTRACT SERVICES	1,378,236	536,974	841,262	39%
OTHER COSTS	1,719,322	948,085	771,237	55%
PROGRAM COSTS	22,363,004	17,815,718	4,547,286	80%
INDIRECT	7,996,211	4,862,281	3,133,930	61%
TOTAL	95,739,421	54,619,604	41,119,817	57%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 09-30-24 (58.3%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	5,000,223	2,479,789	2,520,434	50%
BENEFITS	1,540,820	746,936	793,884	48%
TRAVEL	118,007	78,627	39,380	67%
SPACE COST	782,795	823,060	(40,265)	105%
SUPPLIES	147,218	786,666	(639,448)	534%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	648,910	428,784	220,126	66%
OTHER COSTS	451,389	319,211	132,178	71%
PROGRAM COSTS	4,057,241	2,171,037	1,886,204	54%
INDIRECT	1,252,564	673,218	579,346	54%
TOTAL	13,999,167	8,507,328	5,491,839	61%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 09-30-24 (58.3%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,341,392	1,346,883	994,509	58%
BENEFITS	702,424	408,565	293,859	58%
TRAVEL	75,000	24,430	50,570	33%
SPACE COST	238,000	149,516	88,484	63%
SUPPLIES	125,000	60,225	64,775	48%
EQUIPMENT	174,425	-	174,425	0%
CONSULTANT/CONTRACT SERVICES	1,815,857	1,243,760	572,097	68%
OTHER COSTS	505,338	385,561	119,777	76%
PROGRAM COSTS	227,662	275,906	(48,244)	121%
INDIRECT	603,071	381,994	221,077	63%
TOTAL	6,808,169	4,276,839	2,531,330	63%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 09-30-24 (58.3%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,941,869	2,418,637	1,523,232	61%
BENEFITS	1,185,464	707,433	478,031	60%
TRAVEL	66,604	53,013	13,591	80%
SPACE COST	1,401,039	1,051,862	349,177	75%
SUPPLIES	234,696	189,839	44,857	81%
EQUIPMENT	7,000	14,458	(7,458)	207%
CONSULTANT/CONTRACT SERVICES	650,904	512,789	138,115	79%
OTHER COSTS	344,696	268,031	76,665	78%
PROGRAM COSTS	729,421	237,453	491,968	33%
INDIRECT	769,074	519,364	249,710	68%
TOTAL	9,330,767	5,972,880	3,357,887	64%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 09-30-24 (58.3%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	965,801	456,548	509,253	47%
BENEFITS	255,251	177,161	78,090	69%
TRAVEL	40,290	23,765	16,525	59%
SPACE COST	276,199	118,166	158,033	43%
SUPPLIES	26,615	15,996	10,619	60%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	10,750	352	10,398	3%
OTHER COSTS	44,380	35,205	9,175	79%
PROGRAM COSTS	3,000	1,557	1,443	52%
INDIRECT	169,041	81,125	87,916	48%
TOTAL	1,791,327	909,875	881,452	51%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 09-30-24 (58.3%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	199,565	118,699	80,866	59%
BENEFITS	64,865	31,722	33,143	49%
TRAVEL	10,000	2,107	7,893	21%
SPACE COST	999,981	707,824	292,157	71%
SUPPLIES	18,850	12,176	6,674	65%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	6,000	13,524	(7,524)	225%
OTHER COSTS	108,975	161,084	(52,109)	148%
PROGRAM COSTS	-	4,630	(4,630)	Not budgeted
INDIRECT	40,524	54,229	(13,705)	134%
TOTAL	1,448,760	1,105,995	342,765	76%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2024/25
BUDGET TO ACTUAL - 03/01/24 TO 09/30/24 (7 OF 12 MONTHS = 58.33%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 10,830,485	\$ 6,572,211	60.7%	\$ 4,258,274
Expenditures				
Salaries	5,312,379	2,874,164	54.1%	2,438,215
Benefits @ 23.6% actual	<u>1,498,103</u>	<u>799,554</u>	<u>53.4%</u>	<u>698,549</u>
Total Personnel Costs	6,810,482	3,673,718	53.9%	3,136,764
Operating Costs				
Travel	115,250	80,824	70.1%	34,426
Space Costs	544,612	280,470	51.5%	264,142
Supplies	358,772	514,288	143.3%	(155,516)
Equipment	232,205	-	0.0%	232,205
Consultant/Contract	1,064,000	755,354	71.0%	308,646
Other Operating Costs	<u>920,480</u>	<u>568,107</u>	<u>61.7%</u>	<u>352,373</u>
Total Operating Costs	3,235,319	2,199,043	68.0%	1,036,276
Total Expenditures	<u>\$ 10,045,801</u>	<u>\$ 5,872,761</u>	<u>58.5%</u>	<u>\$ 4,173,040</u>
Excess (Deficit) Indirect Revenue	<u>\$ 784,684</u>	<u>\$ 699,450</u>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 1,558,810	\$ 801,277	51.4%	\$ 757,533
Operations	3,569,921	2,212,526	62.0%	1,357,395
Executive	719,429	586,134	81.5%	133,295
Finance	3,035,916	1,719,299	56.6%	1,316,617
Community Development	<u>1,161,725</u>	<u>553,420</u>	<u>47.6%</u>	<u>608,305</u>
	<u>\$ 10,045,801</u>	<u>\$ 5,872,761</u>	<u>58.5%</u>	<u>\$ 4,173,040</u>

Prepared Date: 11/04/24

Community Action Partnership of Kern

Check/Voucher Register

From 9/1/2024 Through 9/30/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
9/3/2024	225928	FLORENTINA PANTOJA	678.40	RECRUITMENT INCENTIVE
9/4/2024	225929	MOME SYHACHACK	584.81	REG/HP-VACATION PO HRS 35.95 X 34.30
9/5/2024	225930	ALLIANCE OF INFORMATION AND REFERRAL SYSTEMS	118.00	Infrom USA Exam Certification - Juliana Fuentes
9/5/2024	225931	ALPHA WHOLESALE PRODUCE INC	332.90	PO-2024-1138/APPLE AND ORANGES
9/5/2024	225932	ANDREA ARCEO	150.08	MILEAGE REIMBURSEMENT - MAY 2024
9/5/2024	225933	AT&T	87.25	9391058729
9/5/2024	225933	AT&T	30.06	9391058736
9/5/2024	225933	AT&T	30.06	9391058772
9/5/2024	225933	AT&T	29.99	9391058784
9/5/2024	225933	AT&T	30.06	9391058803
9/5/2024	225933	AT&T	30.06	9391058822
9/5/2024	225933	AT&T	87.57	9391058844
9/5/2024	225933	AT&T	30.12	9391058878
9/5/2024	225933	AT&T	85.51	9391058913
9/5/2024	225933	AT&T	31.17	9391058922
9/5/2024	225933	AT&T	30.06	939108915
9/5/2024	225934	BERKSHIRE HATHAWAY HOMESTATE CO	88,562.27	Policy#COWC563393 2024-25 Workers Compensation Policy
9/5/2024	225935	BRISTOL HOSPICE FOUNDATION OF CALIFORNIA	500.00	SPONSORSHIP - GOLF TOURNAMENT TEE SPONSOR
9/5/2024	225936	CAL FOODS LOGISTICS	35,700.00	PO-2024-1234
9/5/2024	225937	CALIFORNIA WATER SERVICE COMPANY	337.63	1410 11TH ST/6278220249
9/5/2024	225937	CALIFORNIA WATER SERVICE COMPANY	166.28	2800 S D ST/6603184386
9/5/2024	225937	CALIFORNIA WATER SERVICE COMPANY	997.20	305 STINE RD/8945588888
9/5/2024	225937	CALIFORNIA WATER SERVICE COMPANY	253.62	315 STINE RD/7945588888
9/5/2024	225937	CALIFORNIA WATER SERVICE COMPANY	158.86	315 STINE RD/9945588888
9/5/2024	225937	CALIFORNIA WATER SERVICE COMPANY	74.35	317 MOUNT VERNON AVE/7785611113
9/5/2024	225938	CATHY DOUMA	275.97	PO-2024-2445
9/5/2024	225939	CHARTER COMMUNICATIONS	219.98	2424 COTTONWOOD RD/167693701
9/5/2024	225940	CHARTER COMMUNICATIONS	254.00	500 E CALIFORNIA AVE/167766201
9/5/2024	225941	CHARTER COMMUNICATIONS	1,323.91	317 MT VERNON AVE/241528301
9/5/2024	225942	CHARTER COMMUNICATIONS	199.98	317 MOUNT VERNON AVE/241528301
9/5/2024	225943	CINTAS CORPORATION #668	144.45	300 19TH ST
9/5/2024	225944	CITY OF RIDGECREST	1,000.00	PO-2024-2074 BUS PASSES (100*10) TRANSPORTATION
9/5/2024	225945	COUNTRY CLUB SERVICE	83.87	Maintenace/ oil change for Lic#74232L2.
9/5/2024	225946	COUNTY OF KERN PUBLIC WORKS	42.35	OPS
9/5/2024	225946	COUNTY OF KERN PUBLIC WORKS	17.59	PO-2024-1203/300 19TH ST
9/5/2024	225947	COUNTY OF SAN JOAQUIN	36.75	ACT# 51266 TICKET# 51-02072702 VEH# 70486N2-V 08/22/2024
9/5/2024	225947	COUNTY OF SAN JOAQUIN	55.75	ACT# 51266 TICKET# 51-0272978 VEH# 70486N2-V 08/23/2024

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9/5/2024	225948	DEPARTMENT OF HUMAN RESOURCES	6,951.09	CCPU Automatic Deductions - JULY 2024
9/5/2024	225949	FERGUSON ENTERPRISES INC #1350	81.64	CES
9/5/2024	225949	FERGUSON ENTERPRISES INC #1350	603.33	HARVEY HALL > CLASS 103 & 104
9/5/2024	225949	FERGUSON ENTERPRISES INC #1350	590.16	LBNC
9/5/2024	225949	FERGUSON ENTERPRISES INC #1350	42.20	OPS
9/5/2024	225949	FERGUSON ENTERPRISES INC #1350	92.11	PETE PARRA > CLASS A / B
9/5/2024	225949	FERGUSON ENTERPRISES INC #1350	300.39	SHAFTER EHS
9/5/2024	225950	FLYERS ENERGY LLC	3,745.14	ACCT#78379
9/5/2024	225951	GRIMMWAY ENTERPRISES, INC.	7,000.00	PO-2024-1329
9/5/2024	225951	GRIMMWAY ENTERPRISES, INC.	9,504.00	PO-2024-2179
9/5/2024	225952	GRINGTEAM INC.	50,024.88	PO-2024-2119 PRE-SERVICE TRAINING ON 080724-080824
9/5/2024	225953	HOME DEPOT COMMERCIAL CREDIT	17.23	5 REAL RD
9/5/2024	225953	HOME DEPOT COMMERCIAL CREDIT	43.57	ALBERTA DILLARD
9/5/2024	225953	HOME DEPOT COMMERCIAL CREDIT	61.64	ANGELA MARTINEZ
9/5/2024	225953	HOME DEPOT COMMERCIAL CREDIT	64.90	CENTRAL KITCHEN
9/5/2024	225953	HOME DEPOT COMMERCIAL CREDIT	129.86	CLEO FORAN
9/5/2024	225953	HOME DEPOT COMMERCIAL CREDIT	33.60	FAIRFAX
9/5/2024	225953	HOME DEPOT COMMERCIAL CREDIT	152.97	OPS
9/5/2024	225953	HOME DEPOT COMMERCIAL CREDIT	44.35	PRIMEROS PASOS > CLASS C
9/5/2024	225953	HOME DEPOT COMMERCIAL CREDIT	103.51	SHAFTER EHS
9/5/2024	225953	HOME DEPOT COMMERCIAL CREDIT	11.84	STERLING > EHS
9/5/2024	225954	HPS MECHANICAL INC	925.00	18TH ST
9/5/2024	225955	KEITH C PFEFFER	37.89	18TH ST BLUE VINYL 08/15/2024
9/5/2024	225956	KERN AUTISM NETWORK - AUTISM SOCIETY	20.00	Autism Seminar October 2, 2024
9/5/2024	225957	KERN COUNTY SUPERINTENDENT OF SCHOOLS	152.00	PO-2024-1803
9/5/2024	225958	KERN HEALTH SYSTEMS	85.00	KHS Refund Request MEM0097816
9/5/2024	225958	KERN HEALTH SYSTEMS	85.00	KHS Refund Request MEM0423301
9/5/2024	225959	LAKESHORE EQUIPMENT COMPANY	632.18	PO-2024-2353
9/5/2024	225960	LASTAND, INC	20.00	Invoice #2805-124814
9/5/2024	225961	LISAJO PETERSON CORBY	438.50	1/2 PAGE AD SPECIAL DOMINANT EXPOSURE INV#25931

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9/5/2024	225962	LODI HEALTH WEST OCCUPATIONAL MEDICINE	48.00	Pre Employment for Stockton Location
9/5/2024	225963	LOTUS BAKERSFIELD CORP	828.00	PO-2024-2153
9/5/2024	225964	LOWES COMPANIES INC	2,125.29	Inv. 995566 - WINDOWS
9/5/2024	225964	LOWES COMPANIES INC	2,966.22	KENNEDY & MASSEI PO-2024-1063
9/5/2024	225964	LOWES COMPANIES INC	57.24	MJ MORGAN
9/5/2024	225964	LOWES COMPANIES INC	119.29	OPS
9/5/2024	225964	LOWES COMPANIES INC	686.95	PO-2024-2155; CALAIM DONUEL BRUNO
9/5/2024	225964	LOWES COMPANIES INC	26.92	PRIMEROS PASOS
9/5/2024	225964	LOWES COMPANIES INC	18.73	SHAFTER EHS
9/5/2024	225965	MCWILLIAMS & WALDEN INC	1,489.49	LIC# 8K64726
9/5/2024	225966	MICHAEL K BROWN LANDSCAPE INC	18,750.00	VARIOUS SITES - AUGUST MONTHLY SERVICE
9/5/2024	225967	OASIS AIR AND SOLAR	13,420.63	L24-210; SANDRA HALFORD, 4401 HUGHES LN #118; PO-2024-2258
9/5/2024	225967	OASIS AIR AND SOLAR	17,900.01	L24-211; ANDREA CHAVEZ, 5912 MARBELLA ST; PO-2024-2256
9/5/2024	225968	OBESO VENTS	325.00	CENTRAL KITCHEN - HOOD CLEANING
9/5/2024	225969	ODP BUSINESS SOLUTIONS LLC	1,669.26	PO-2024-2273
9/5/2024	225969	ODP BUSINESS SOLUTIONS LLC	632.81	PO-2024-2337
9/5/2024	225969	ODP BUSINESS SOLUTIONS LLC	119.50	PO-2024-2360
9/5/2024	225969	ODP BUSINESS SOLUTIONS LLC	439.48	PO-2024-2403
9/5/2024	225970	OFFICE1 LEASING	392.03	450-7986161-027; 4032 JEWETT AVE
9/5/2024	225970	OFFICE1 LEASING	454.93	450-7986161-029; 1300 18TH ST 3RD FL CD; PO-2024-1455
9/5/2024	225970	OFFICE1 LEASING	2,082.70	450-7986161-034; 300 19TH ST ENERGY
9/5/2024	225970	OFFICE1 LEASING	789.85	450-7986161-037; 5351 OLIVE DR; PO-2024-1024
9/5/2024	225970	OFFICE1 LEASING	419.27	450-7986161-040; 1300 18TH ST EXECUTIVE; PO-2024-1459
9/5/2024	225971	PG&E	678.26	1509 N GOLDEN GATE AVE
9/5/2024	225971	PG&E	10,341.52	3000 STERLING RD
9/5/2024	225971	PG&E	17.30	3811 RIVER BLVD
9/5/2024	225972	PRODUCERS DAIRY FOODS INC	1,652.61	PO-2024-1137
9/5/2024	225973	QUADIENT FINANCE USA INC	8,500.00	POSTAGE MACHINE FUNDS
9/5/2024	225974	RAMIRO SANTIVANES	1,500.00	OPS - 317 MOUNT VERNON AVE
9/5/2024	225975	RESTAURANT SUPPLY, LLC	49,285.13	PO-2024-2496 FOOD BANK REFRIGERATION FOR AGENCY PARTNERS
9/5/2024	225976	SAFEWAY INC VONS DIVISION	14.36	CFHL Food Demo Purchase Reference # 655635815820 08/21/2024
9/5/2024	225977	SAVE MART SUPERMARKETS	275.85	REF# 010095 08/23/2024 BABY FOOD/DAIRY
9/5/2024	225977	SAVE MART SUPERMARKETS	32.44	REF# 016688 08/16/2024 GEN MERCH FOR CENTERS
9/5/2024	225977	SAVE MART SUPERMARKETS	99.98	REF# 034002 08/16/2024 DRDP TEACHER TRAINING FOOD PURCHASE

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9/5/2024	225977	SAVE MART SUPERMARKETS	23.98	REF# 034009 08/16/2024 DRDP TEACHER TRAINING FOOD
9/5/2024	225977	SAVE MART SUPERMARKETS	161.90	REF# 036037 08/20/2024 FORMULA CALIF/MARCI MASSEI/ST MARYS
9/5/2024	225977	SAVE MART SUPERMARKETS	150.99	REF# 054537 08/19/2024 SPECIAL DIET DAIRY
9/5/2024	225977	SAVE MART SUPERMARKETS	39.27	REF# 055928 08/23/2024 SPECIAL DIET DAIRY
9/5/2024	225977	SAVE MART SUPERMARKETS	377.09	REF# 094380 08/23/2024 BABY FOOD/DAIRY
9/5/2024	225978	SNIDERS	16.24	HARVEY HALL WO# 16916 REF# 305163 08/12/2024
9/5/2024	225979	SOCALGAS	81.49	10300 1/2 SAN DIEGO ST LAMONT 07/25/2024 -08/26/2024
9/5/2024	225980	SOUTHERN CALIFORNIA EDISON	483.20	11336 BARTLETT AVE STE 13 & 14 07/26/2024 - 08/25/2024
9/5/2024	225981	SOUTHWEST GAS CORPORATION	11.00	11336 BARTLETT AVE STE 14 ADELANTO 07/23/2024 - 08/20/2024
9/5/2024	225982	STANDARD PLUMBING SUPPLY COMPANY, INC	14.56	BROADWAY
9/5/2024	225982	STANDARD PLUMBING SUPPLY COMPANY, INC	12.98	CLEO FORAN
9/5/2024	225982	STANDARD PLUMBING SUPPLY COMPANY, INC	163.16	SHAFTER EHS
9/5/2024	225983	SUKHMANI SHERGILL	70.00	CPR and First aid child care provider for teacher at Marci M
9/5/2024	225984	SUNRISE GARDENING SERVICE, LLC	9,800.00	OASIS SPRINKLER INSTALLATION
9/5/2024	225984	SUNRISE GARDENING SERVICE, LLC	1,200.00	OASIS TREE TRIMMING
9/5/2024	225984	SUNRISE GARDENING SERVICE, LLC	9,800.00	PO-2024-2357 MJ MORGAN IRRIGATION SYSTEM INSTALLATION
9/5/2024	225985	TEACHING STRATEGIES INC	4,215.40	FCC PO-2024-2408 CREATIVE CURRICULUM
9/5/2024	225986	TOKAY PRESS INC	790.62	SJC PO-2024-2428 SEP 2024 PARENT MEETING PACKETS
9/5/2024	225987	TRAFFIC MANAGEMENT, INC.	297.69	STERLING > CLASS B WO# 16539 REF# 06-1921713 08/07/2024
9/5/2024	225988	VALLEY PROPANE SERVICE	227.29	PO-2024-1649 FOOD BANK
9/5/2024	225989	VANESSA GARCIA	200.00	EMPLOYEE CELLPHONE REIMBURSEMENT
9/5/2024	225990	VANESSA MUNOZ	9.83	AUGUST MILEAGE REIMBURSEMENT
9/5/2024	225991	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	641.75	814 N NORMA ST RIDGECREST 09/01/2024 - 09/30/2024
9/5/2024	225991	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	285.71	9124 CATALPA AVE CAL CITY 08/01/2024 - 08/31/2024
9/5/2024	225992	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	184.42	450-7986161-017 FB PO-2024-1175 08/22/2024 - 09/21/2024
9/5/2024	225992	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	226.18	450-7986161-020 CK PO-2024-1174 08/22/2024 - 09/21/2024
9/5/2024	225993	ADRIANA ARREDONDO	113.25	Travel Advance Payroll Conference Sacramento, CA 091024-0913
9/5/2024	225994	CACFP ROUNDTABLE	649.00	CACFP Roundtable Conference Registration 2024 - Andrew Chave

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9/5/2024	225994	CACFP ROUNDTABLE	649.00	CACFP Roundtable Conference Registration 2024 - Anthony Chav
9/5/2024	225994	CACFP ROUNDTABLE	650.00	CACFP Roundtable Conference Registration 2024 - Kevin Goudge
9/5/2024	225995	ERIC KELLEY	113.25	Travel Advance Payroll Conference Sacramento, CA 091024-0913
9/5/2024	225996	AT&T	29.12	9391053455
9/5/2024	225996	AT&T	29.12	9391058772
9/5/2024	225996	AT&T	29.12	9391058784
9/5/2024	225996	AT&T	29.12	9391058803
9/5/2024	225996	AT&T	29.12	9391058822
9/5/2024	225996	AT&T	84.25	9391058844
9/5/2024	225996	AT&T	29.12	9391058878
9/5/2024	225996	AT&T	82.69	9391058913
9/5/2024	225996	AT&T	29.12	9391058915
9/5/2024	225996	AT&T	30.23	9391058922
9/5/2024	225996	AT&T	114.10	9391059043
9/5/2024	225996	AT&T	139.39	9391059065
9/5/2024	225996	AT&T	110.76	9391059164
9/5/2024	225996	AT&T	29.12	939159036
9/5/2024	225997	HOME DEPOT COMMERCIAL CREDIT	259.67	18TH ST
9/5/2024	225997	HOME DEPOT COMMERCIAL CREDIT	103.49	Inv. 903671 - INVENTORY
9/5/2024	225997	HOME DEPOT COMMERCIAL CREDIT	645.00	Inv. 9110627 - INVENTORY
9/5/2024	225997	HOME DEPOT COMMERCIAL CREDIT	28.73	MJ MORGAN
9/5/2024	225997	HOME DEPOT COMMERCIAL CREDIT	100.37	OPS
9/5/2024	225997	HOME DEPOT COMMERCIAL CREDIT	(20.54)	OPS RETURN
9/5/2024	225998	AT&T	222.08	9391037342
9/5/2024	225998	AT&T	222.19	9391037343
9/5/2024	225998	AT&T	64.27	9391058375
9/5/2024	225998	AT&T	29.12	9391058623
9/5/2024	225998	AT&T	56.69	9391058625
9/5/2024	225998	AT&T	29.12	9391058628
9/5/2024	225998	AT&T	143.25	9391058680
9/5/2024	225998	AT&T	111.81	9391058688
9/5/2024	225998	AT&T	29.96	9391058691
9/5/2024	225998	AT&T	29.12	9391058699
9/5/2024	225998	AT&T	29.12	9391058718
9/5/2024	225998	AT&T	84.25	9391058729
9/5/2024	225998	AT&T	1,830.58	9391083955
9/5/2024	225998	AT&T	29.12	939165168
9/5/2024	225999	AT&T	30.12	9391058944
9/5/2024	225999	AT&T	144.09	9391059065
9/5/2024	225999	AT&T	93.00	9391059163
9/5/2024	225999	AT&T	111.36	9391059164
9/5/2024	225999	AT&T	146.20	9391059211
9/5/2024	225999	AT&T	110.76	9391060518
9/5/2024	225999	AT&T	91.89	9391060520
9/5/2024	225999	AT&T	36.82	9391060521
9/5/2024	225999	AT&T	30.06	939159036

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9/5/2024	225999	AT&T	117.79	939159043
9/5/2024	225999	AT&T	110.22	939159144
9/5/2024	226000	AT&T	230.08	9391037343
9/5/2024	226000	AT&T	72.02	9391058624
9/5/2024	226000	AT&T	30.06	9391058699
9/5/2024	226000	AT&T	30.06	9391058718
9/5/2024	226000	AT&T	115.81	9391058795
9/5/2024	226000	AT&T	30.60	9391058798
9/5/2024	226000	AT&T	30.12	9391058818
9/5/2024	226000	AT&T	87.19	9391058914
9/5/2024	226000	AT&T	115.81	9391059050
9/5/2024	226000	AT&T	28.50	9391059093
9/5/2024	226000	AT&T	166.58	9391059214
9/5/2024	226001	AT&T	230.08	9391037342
9/5/2024	226001	AT&T	64.27	9391058375
9/5/2024	226001	AT&T	30.01	9391058623
9/5/2024	226001	AT&T	58.57	9391058625
9/5/2024	226001	AT&T	30.06	9391058628
9/5/2024	226001	AT&T	30.06	9391058677
9/5/2024	226001	AT&T	216.28	9391058680
9/5/2024	226001	AT&T	115.37	9391058688
9/5/2024	226001	AT&T	30.82	9391058691
9/5/2024	226001	AT&T	111.36	9391060518
9/5/2024	226001	AT&T	92.39	9391060520
9/5/2024	226001	AT&T	30.12	9391065168
9/5/2024	226001	AT&T	30.12	9391065525
9/5/2024	30633	ADRIANA LOPEZ	30.82	JULY MILEAGE REIMBURSEMENT
9/5/2024	30634	ADVANCED DATA STORAGE	17.60	3101 MALL VIEW ROAD
9/5/2024	30636	AMAZON CAPITAL SERVICES, INC	289.63	1HVQ-Q1JQ-9HNY
9/5/2024	30636	AMAZON CAPITAL SERVICES, INC	353.97	FINANCE
9/5/2024	30636	AMAZON CAPITAL SERVICES, INC	678.93	PO-2024-2306
9/5/2024	30636	AMAZON CAPITAL SERVICES, INC	1,107.77	PO-2024-2329
9/5/2024	30636	AMAZON CAPITAL SERVICES, INC	194.38	PO-2024-2388
9/5/2024	30636	AMAZON CAPITAL SERVICES, INC	1,022.00	PO-2024-2406
9/5/2024	30636	AMAZON CAPITAL SERVICES, INC	454.93	PO-2024-2412
9/5/2024	30636	AMAZON CAPITAL SERVICES, INC	46.69	PO-2024-2413
9/5/2024	30636	AMAZON CAPITAL SERVICES, INC	431.05	PO-2024-2443
9/5/2024	30636	AMAZON CAPITAL SERVICES, INC	31.38	PO-2024-2449
9/5/2024	30636	AMAZON CAPITAL SERVICES, INC	159.33	PO-2024-2450
9/5/2024	30636	AMAZON CAPITAL SERVICES, INC	362.63	PO-2024-2462
9/5/2024	30636	AMAZON CAPITAL SERVICES, INC	78.80	PO-2024-2466

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9/5/2024	30636	AMAZON CAPITAL SERVICES, INC	423.39	PO-2024-2498
9/5/2024	30637	AN ICON COMPANY, LLC	541.93	PO-2024-2304
9/5/2024	30637	AN ICON COMPANY, LLC	904.97	PO-2024-2364
9/5/2024	30637	AN ICON COMPANY, LLC	811.88	PO-2024-2427
9/5/2024	30637	AN ICON COMPANY, LLC	610.53	PO-2024-2476
9/5/2024	30638	AZUGA INC	495.00	PO-2024-1651/SERVICE PERIOD 08/27/2024-09/26/2024
9/5/2024	30639	BLACKHAWK NETWORK, INC	1,022.00	FAID#48788/Gas Gift Cards for EKFR
9/5/2024	30640	BLUETRITON BRANDS INC	152.80	CAPK-KENNEDY ACT# 0035391069 07/27/2024 - 08/26/2024
9/5/2024	30641	BLUETRITON BRANDS INC	54.11	2900 M ST - LBNC 07/27/2024 - 08/26/2024 ACT# 6701364035
9/5/2024	30642	BLUETRITON BRANDS INC	117.41	CAPK-GIANONE STOCKTON ACT# 6702031254 07/27/24 - 08/26/24
9/5/2024	30643	BOOT BARN	136.38	OPS - ANGEL MENDOZA
9/5/2024	30644	BOOT BARN	200.00	OPS - CLAUDIO MENDOZA
9/5/2024	30645	BOOT BARN	151.81	OPS - DEAN CARTER
9/5/2024	30646	BOOT BARN	180.23	OPS - ISAAH CASTRO
9/5/2024	30647	BOOT BARN	126.64	OPS - JAMES BARETT
9/5/2024	30648	BOOT BARN	199.67	OPS - JOSE NEVAREZ
9/5/2024	30649	BOOT BARN	175.00	OPS - MICHAEL CONTRERAS
9/5/2024	30650	BOOT BARN	180.23	OPS - RUDY SANDOVAL
9/5/2024	30651	BOOT BARN	200.00	OPS - RAUL TAPIA
9/5/2024	30652	BOOT BARN	180.23	OPS - WARREN SCOTT
9/5/2024	30653	BOOT BARN	2,174.78	PO-2024-1518
9/5/2024	30654	BOOT BARN	667.32	PO-2024-1890
9/5/2024	30655	BRADY INDUSTRIES	800.89	PO-2023-1366
9/5/2024	30655	BRADY INDUSTRIES	4,898.94	PO-2024-1267
9/5/2024	30655	BRADY INDUSTRIES	7,845.98	PO-2024-1269
9/5/2024	30655	BRADY INDUSTRIES	360.50	PO-2024-2518
9/5/2024	30656	BS& E INC	46.02	OPS
9/5/2024	30657	CAZADOR CONSULTING GROUP INC	1,945.08	ANA MOSQUEDA RAYA/ISABEL BARBA
9/5/2024	30657	CAZADOR CONSULTING GROUP INC	2,420.80	OPS - GABRIEL NAHE
9/5/2024	30657	CAZADOR CONSULTING GROUP INC	2,390.45	OPS - GABRIEL NAHE/ANGEL MENDOZA
9/5/2024	30658	CDW GOVERNMENT LLC	365.89	PO-2024-2280
9/5/2024	30658	CDW GOVERNMENT LLC	5,571.33	PO-2024-2316
9/5/2024	30659	CMA FIRE PROTECTION	667.00	SYC PROJ# R2451811 DEVICE# H010234 REPLACE BOTH CHECK VALVES
9/5/2024	30660	CMA FIRE PROTECTION	1,864.00	FHCC PROJ# R2451813 KL-2000 INSTALL/REPAIR KIT ON KH-2409
9/5/2024	30661	CMA FIRE PROTECTION	337.00	OPS JOB INSP# 35041642 (07/29/2024) ANNUAL WET FIRE SPRINK SY
9/5/2024	30662	CMA FIRE PROTECTION	151.00	SAN DIEGO JOB# 35065126 (08/09/2024) QTRLY WET FIRE SPRINKLR
9/5/2024	30663	COLOMBO CONSTRUCTION COMPANY INC.	60,932.00	PO-2023-2945/PROJECT#23-012/CEN... KITCHEN
9/5/2024	30664	CREATIVE FINANCIAL STAFFING LLC	1,216.00	CFS INV 124340232 IT Temp Tyanna Prince

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9/5/2024	30664	CREATIVE FINANCIAL STAFFING LLC	1,564.00	PO-2024-2098/BRIANNA ORTIZ
9/5/2024	30665	CUSTOM L & A CONSTRUCTION INC	1,100.00	PO-2024-2533/5 REAL RD
9/5/2024	30666	CWP CALIFORNIA CORP	34.00	PO-2024-1679
9/5/2024	30667	DELL TECHNOLOGIES, INC.	2,314.66	PO-2024-2435
9/5/2024	30668	DISCOUNT SCHOOL SUPPLY	1,921.19	PO-2024-1667
9/5/2024	30669	ECONO WEST INC	3,360.00	L24-040E 8349 EUCALYTUS AVE PO-2023-3302
9/5/2024	30670	ERIC LE BARBE	2.04	Employee Reimbursement Mail
9/5/2024	30671	ERIE CUSTOM COMPUTER APPLICATIONS	4,495.98	Invoice # 11578
9/5/2024	30672	FLOWERS BAKERIES SALES OF SOCAL, LLC	135.24	PO-2024-1431
9/5/2024	30673	FLOWERS BAKERIES SALES OF SOCAL, LLC	138.46	PO-2024-1431
9/5/2024	30674	FRESHPOINT CENTRAL CALIFORNIA, INC	615.65	PO-2024-1118
9/5/2024	30675	GLORIA BARBERO	166.00	Reimbursement -Gloria Barbero/Personal Credit Card Use for F
9/5/2024	30676	GLORIA BARBERO	32.83	MILEAGE REIMBURSEMENT
9/5/2024	30677	IDEAL SPECIALTIES INC	38,743.85	PO-2024-2495
9/5/2024	30678	IDEAL SPECIALTIES INC	41,908.66	PO-2024-2495
9/5/2024	30679	INDEPENDENT FIRE & SAFETY	95.00	BROADWAY
9/5/2024	30680	INDEPENDENT FIRE & SAFETY	63.00	SUNRISE VILLA
9/5/2024	30681	INDEPENDENT FIRE & SAFETY	175.00	DELANO
9/5/2024	30682	JORGE GALINDO RAMIREZ	175.00	18TH ST - VEHICLES
9/5/2024	30683	JORGE GALINDO RAMIREZ	45.00	2900 M ST
9/5/2024	30684	JORGE GALINDO RAMIREZ	385.00	OPS
9/5/2024	30685	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	60.00	PO-2024-1552
9/5/2024	30686	LOUIS GILL	155.17	TRAVEL LIQUIDATION -- NAEH WASHINGTON DC - JULY 7-11, 2024
9/5/2024	30687	MISSION LINEN SUPPLY	1,135.39	ACC 301151 PO-2024-1699
9/5/2024	30687	MISSION LINEN SUPPLY	550.22	ACC 316102 PO-2024-1699
9/5/2024	30688	OFFICE IMAGING, INC	20.50	TKC-2984; 1300 18TH ST GLYNS AREA; PO-2024-1337
9/5/2024	30688	OFFICE IMAGING, INC	20.50	TKC-2984; 1300 18TH ST LOUIS AREA; PO-2024-1408
9/5/2024	30688	OFFICE IMAGING, INC	120.41	TKC-2984; 1807 FELIZ DR; PO-2024-1508
9/5/2024	30688	OFFICE IMAGING, INC	25.41	TKC-2984; 455 E EUCLID AVE; PO-2024-1345
9/5/2024	30688	OFFICE IMAGING, INC	33.95	TKC-2984; 500 E CALIFORNIA AVE
9/5/2024	30688	OFFICE IMAGING, INC	1,919.08	TKC-2984; 5055 CALIFORNIA AVE STE 101
9/5/2024	30689	ORVILLE ABELLO	232.49	JULY MILEAGE REIMBURSEMENT
9/5/2024	30690	PAPER CONNECTION INC	1,990.06	PO-2024-2429
9/5/2024	30691	PAPER CONNECTION INC	796.70	PO-2024-2419
9/5/2024	30692	PAPER CONNECTION INC	879.42	53200
9/5/2024	30693	PAULIN INDUSTRIES, INC.	586.14	18TH ST ORDERED 08/10/2024 SUPPLIES

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9/5/2024	30693	PAULIN INDUSTRIES, INC.	114.42	18TH ST ORDERED 08/17/2024 SUPPLIES
9/5/2024	30694	PERFECT GIFT LLC	2,470.90	STATER BRO GIFT CARDS - EKFR
9/5/2024	30695	PIUSER STONE AND TILE, INC.	49,888.76	18TH ST FINAL INVOICE - PHASE TWO PO-2024-1011
9/5/2024	30696	PLC SYSTEM SERVICES	1,247.14	DELANO PO-2024-2486
9/5/2024	30697	SEIU LOCAL 521	14,179.58	Union Dues - August 2024
9/5/2024	30698	SEQUOIA PAINT ENTERPRISE	166.79	STERLING WO# 16974 REF# 00023860 08/20/2024
9/5/2024	30699	SMART & FINAL	97.27	REF# 415199 08/21/2024 ACT# 326821 Meeting Supplies
9/5/2024	30700	SMART & FINAL	15.14	REF# 612488 08/22/2024 ACT# 326821 Meeting Supplies
9/5/2024	30701	SSD ALARM, INC	679.83	18TH ST & OPS 08/02/2024 - 09/30/2024 ACCESS CONTROL SVCS
9/5/2024	30701	SSD ALARM, INC	2,547.96	PO-2024-1517 317 MT VERNON AVE SYSTEM INSTALLATION
9/5/2024	30702	STAPLES ADVANTAGE	620.56	FCC PO-2024-2461 OFFICE SUPPLIES
9/5/2024	30702	STAPLES ADVANTAGE	571.12	HS PO-2024-2327 ENROLLMENT & ATTENDANCE SUPPLIES
9/5/2024	30702	STAPLES ADVANTAGE	292.39	HS PO-2024-2439 OFFICE SUPP EDUC/MENTOR/COACHES
9/5/2024	30702	STAPLES ADVANTAGE	141.14	HS/EHS PO-2024-2438 BINDERS FOR LESSON PLANS
9/5/2024	30703	STEPHEN WILLIFORD	645.00	FHCC
9/5/2024	30704	STINSON STATIONERS	887.43	18TH ST HS PO-2024-2456 OFFICE SUPPLIES
9/5/2024	30704	STINSON STATIONERS	443.72	18TH ST PO-2024-2512 COPY PAPER
9/5/2024	30704	STINSON STATIONERS	592.08	CLEO FLORAN PO-2024-2459 OFFICE SUPPLIES
9/5/2024	30704	STINSON STATIONERS	574.77	HERITAGE PARK PO-2024-2460 OFFICE SUPPLIES
9/5/2024	30704	STINSON STATIONERS	271.16	PO-2024-2484 CENTRAL KITCHEN - AOP
9/5/2024	30704	STINSON STATIONERS	521.45	SHAFTER HS PO-2024-2455 OFFICE SUPPLIES
9/5/2024	30704	STINSON STATIONERS	3,767.00	STERLING PO-2024-2458 OFFICE SUPPLIES
9/5/2024	30704	STINSON STATIONERS	352.38	SUNRISE VILLA PO-2024-2457 OFFICE SUPPLIES
9/5/2024	30705	SYSCO FOOD SERVICES OF VENTURA INC	1,593.32	2900 M ST PO-2024-2141 ORD# 1633566
9/5/2024	30706	SYSCO FOOD SERVICES OF VENTURA INC	1,802.09	2900 M ST PO-2024-2141 ORD# 1634583
9/5/2024	30707	SYSCO FOOD SERVICES OF VENTURA INC	645.28	3101 MALL VIEW RD PO-2024-1268 ORD# 1635617
9/5/2024	30708	SYSCO FOOD SERVICES OF VENTURA INC	239.36	3101 MALL VIEW RD PO-2024-1266 ORD# 1635663
9/5/2024	30709	SYSCO FOOD SERVICES OF VENTURA INC	359.55	3101 MALL VIEW RD PO-2024-1255 ORD# 1635818
9/5/2024	30710	SYSCO FOOD SERVICES OF VENTURA INC	8,917.38	3101 MALL VIEW RD PO-2024-1255 ORD# 1635997
9/5/2024	30711	TEL TEC SECURITY SYSTEMS INC	300.00	HARVEY HALL JOB# 240700496 07/30/2024 CUST# 1071

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9/5/2024	30712	TEL TEC SECURITY SYSTEMS INC	712.50	18TH ST JOB# 240700614 08/09/2024 CUST# 1071
9/5/2024	30713	TEL TEC SECURITY SYSTEMS INC	262.50	FHCC JOB# 240800080 08/15/2024 CUST# 1071
9/5/2024	30714	TRANS-WEST SECURITY SERVICES, INC.	1,058.62	FHCC JULY 2024 PATROL CHECKS
9/5/2024	30715	TRANS-WEST SECURITY SERVICES, INC.	1,064.43	WIC 500 E CAL AVE - JULY 2024 SECURITY PATROL
9/5/2024	30716	TRANS-WEST SECURITY SERVICES, INC.	569.14	19TH ST - JULY 2024 PATROL SVCS
9/5/2024	30717	TRANS-WEST SECURITY SERVICES, INC.	180.00	NORTH KERN - DELANO JULY 2024 ALARM RESPONSE
9/5/2024	30718	TRANS-WEST SECURITY SERVICES, INC.	2,745.00	BAKERSFIELD AREA - JULY 2024 ALARM RESPONSES
9/5/2024	30719	TRANS-WEST SECURITY SERVICES, INC.	1,918.58	CENTRAL KITCHEN - JULY 2024 ALARM RESPONSE
9/5/2024	30720	VERNON SORENSON MD INC	100.00	Pre-Employment Physical DOS: 07/24/2024 ANABEL CERVANTES NUN
9/5/2024	30721	VILLATORO POWER WASHING	325.00	300 19TH ST 07/25/2024 COMMERCIAL POWER WASHING
9/5/2024	30722	W W GRAINGER INC	347.09	PO-2024-1348
9/5/2024	30723	W W GRAINGER INC	1,199.51	OPS
9/5/2024	30724	W W GRAINGER INC	452.27	PETE PARRA
9/5/2024	30725	W W GRAINGER INC	484.60	FOOD BANK
9/5/2024	30726	W W GRAINGER INC	291.93	HARVEY HALL
9/5/2024	30727	W W GRAINGER INC	45.70	VIRGINIA
9/5/2024	30728	W W GRAINGER INC	136.75	9219191393 LTD EXT CRD 50FT for 18th St
9/5/2024	30729	YOLANDA LOPEZ	19.43	APRIL MILEAGE REIMBURSEMENT
9/5/2024	30730	YOLANDA LOPEZ	8.04	JUNE MILEAGE REIMBURSEMENT
9/5/2024	30731	YOLANDA LOPEZ	53.60	MARCH MILEAGE REIMBURSEMENT
9/5/2024	30732	YOLANDA LOPEZ	116.58	MAY MILEAGE REIMBURSEMENT
9/5/2024	30733	AMAZON CAPITAL SERVICES, INC	2,758.83	PO-2024-2236
9/5/2024	30733	AMAZON CAPITAL SERVICES, INC	(30.80)	PO-2024-2263
9/5/2024	30734	AMAZON CAPITAL SERVICES, INC	1,665.10	PO-2024-2288
9/5/2024	30735	AMAZON CAPITAL SERVICES, INC	626.80	PO-2024-2375
9/5/2024	30736	AMAZON CAPITAL SERVICES, INC	955.64	PO-2024-2407
9/5/2024	30737	AMAZON CAPITAL SERVICES, INC	776.28	PO-2024-2287
9/6/2024	226002	DEPARTMENT OF MOTOR VEHICLES	27.00	REPLACEMENT REG CARD AND STICKER VEH# 09-87 - MAINT/OPS
9/6/2024	226003	DEPARTMENT OF MOTOR VEHICLES	27.00	REPLACEMENT REG CARD AND STICKER VEH# 09-99 - MAINT/OPS
9/9/2024	225285	KELLY LOWERY	(102.75)	TRAVEL ADVANCE - CSFP-TEFAP BEST PRACTICE - JULY 30-AUGUST 1
9/9/2024	225922	FLORENTINA PANTOJA	(1,035.93)	REG/OVERTIME/HP-VACATION PO HRS 69.76 X 16.75
9/9/2024	32327	WELLS FARGO	1,238.65	J. Meade Wells Fargo statement summary and supporting docume

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9/9/2024	32327	WELLS FARGO	7,724.66	WELLS FARGO AUG 2024 STATEMENT - P.RAM
9/9/2024	32327	WELLS FARGO	1,066.36	Wells Fargo August 2024
9/9/2024	32327	WELLS FARGO	4,211.28	Wells Fargo August 2024 CC Statement- Yolanda Gonzales
9/9/2024	32327	WELLS FARGO	5,808.97	Wells Fargo August 2024 Credit Card Expenses Emilio Wagner
9/9/2024	32327	WELLS FARGO	11,338.09	Wells Fargo CC August Payment for Tracy Webster
9/9/2024	32327	WELLS FARGO	577.92	Wells Fargo Statement Period 8/1/24 - 8/30/24
9/9/2024	32327	WELLS FARGO	843.12	WELLS FARGO VISA STATEMENT FOR AUG 2024
9/9/2024	32327	WELLS FARGO	5,377.75	WELLS FARGO VISA STATEMENT FOR AUG F. HERNANDEZ
9/9/2024	32327	WELLS FARGO	(938.71)	WELLS FARGO VISA STATEMENT FOR AUG L. GILL
9/9/2024	32327	WELLS FARGO	5,700.05	WELLS FARGO VISA STATEMENT FOR AUG R. MORENO
9/9/2024	32327	WELLS FARGO	2,305.58	WELLS FARGO VISA STATEMENT FOR AUGUST
9/9/2024	32327	WELLS FARGO	6,944.54	WELLS FARGO VISA STATEMENT FOR AUGUST 2024 - J. TOBIAS
9/11/2024	226004	ALPHA WHOLESALE PRODUCE INC	2,541.75	PO-2024-1138/MISC
9/11/2024	226005	ANNETTE SOSEBEE	68.34	August 2024 Mileage Reimbursement
9/11/2024	226006	ARACELI STACEY	204.35	August 2024 Mileage Reimbursement
9/11/2024	226007	ARVIN COMMUNITY SERVICE DISTRICT	413.45	1111 BUSH ST
9/11/2024	226008	AT&T	88.41	661 396 1094
9/11/2024	226009	BRONCO ELECTRIC INC	230.44	FHCC - 2424 Dr Martin Luther King Jr
9/11/2024	226009	BRONCO ELECTRIC INC	1,060.00	OPS - 317 Mount Vernon
9/11/2024	226010	CALIFORNIA WATER SERVICE COMPANY	249.46	1509 N GOLDEN GATE AVE/2222688384
9/11/2024	226010	CALIFORNIA WATER SERVICE COMPANY	2,871.24	2424 DR MARTIN LUTHER KING JR BL/2883604446
9/11/2024	226010	CALIFORNIA WATER SERVICE COMPANY	83.66	317 MOUNT VERNON AVE/7785611113
9/11/2024	226010	CALIFORNIA WATER SERVICE COMPANY	39.29	317 MT VERNON AVE/7785611113
9/11/2024	226010	CALIFORNIA WATER SERVICE COMPANY	34.95	347 E POPLAR ST/8918085984
9/11/2024	226010	CALIFORNIA WATER SERVICE COMPANY	256.63	520 S WASHINGTON DR DOM/3533741257
9/11/2024	226010	CALIFORNIA WATER SERVICE COMPANY	773.34	520 S WASHINGTON ST DOM/9549807644
9/11/2024	226010	CALIFORNIA WATER SERVICE COMPANY	757.95	520 S WASHINGTON ST/4423688888
9/11/2024	226011	CATHERINE ANSPACH	36.00	Travel Liquidation- National CAP Conference Seattle, WA (8/2
9/11/2024	226012	CHARTER COMMUNICATIONS	210.25	1001 MAIN ST/8301 10 007 0176885
9/11/2024	226013	CHARTER COMMUNICATIONS	160.25	525 ROBERTS LN STE B/8301 10 001 1355580
9/11/2024	226014	CHARTER COMMUNICATIONS	204.00	1835 CECIL AVE/167694201
9/11/2024	226015	CHARTER COMMUNICATIONS	204.00	819 6TH ST/167694301

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9/11/2024	226016	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	156.23	8401 CALIFORNIA CITY BLVD/8413 13 100 0060993
9/11/2024	226017	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	165.18	8401 CALIFORNIA CITY BLVD/8413 13 100 0060993
9/11/2024	226018	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	156.23	41820 GARSTIN DR/8413 13 153 0102521
9/11/2024	226019	CINTAS CORPORATION #668	209.77	300 19TH ST
9/11/2024	226020	CITY OF DELANO	58.74	1835 CECIL AVE
9/11/2024	226020	CITY OF DELANO	552.90	1835-L CECIL AVE
9/11/2024	226021	CITY OF WASCO	447.80	523 BROADWAY ST ACT# 0130005230 07/15/2024 - 08/15/2024
9/11/2024	226021	CITY OF WASCO	76.60	523 BROADWAY ST ACT# 0130005231 09/01/2024 - 09/30/2024
9/11/2024	226022	COMCAST CORPORATION	154.78	525 E YOSEMITE AVE/8155 50 032 0834760
9/11/2024	226022	COMCAST CORPORATION	1,549.56	VARIOUS LOCATIONS
9/11/2024	226023	COUNTRY CLUB SERVICE	92.13	Maintenace/Oil Change for Lic#70486N2
9/11/2024	226024	COUNTY OF KERN	16,297.54	Kern County Utility's LBNC JULY 2024
9/11/2024	226025	COVERALL NORTH AMERICA INC	1,025.00	PO-2023-3237/1145 N HUNTER ST
9/11/2024	226026	DANIELLS PHILLIPS VAUGHAN & BOCK	30,000.00	PO-2024-2365/ACCTING & AUDITING SERVICES FY ENDED 02-29-24
9/11/2024	226027	DESIREE NICOLE DEL-ZIO	15,400.00	PO-2024-2131/CONSULTANT SERVICES
9/11/2024	226028	FEDEX	4.32	940955643757
9/11/2024	226028	FEDEX	29.15	A.PEREZ/M.DEJONG/818235982042
9/11/2024	226028	FEDEX	88.77	HR/C.OCHOA/818235982053
9/11/2024	226029	GIRLHENE SORIANO	282.74	August 2024 Mileage Reimbursement
9/11/2024	226030	GRINGTEAM INC.	3,187.97	PO-2024-2097 072524 NEW HIRES MENTORSHIP FOLLOW UP LUNCHEON
9/11/2024	226031	JONATHAN MULLINGS	591.34	TRAVEL LIQUIDATION - NCAP ANNUAL CONVENTION IN SEATTLE, WA
9/11/2024	226032	JOSEPH AGUILAR	176.25	TRAVEL ADVANCE - CLARITY CONNECT CONFERENCE LAS VEGAS, NV -
9/11/2024	226033	JUAN RAMIREZ	46.90	August 2024 Mileage Reimbursement
9/11/2024	226034	KERN ISLAND INVESTORS, GP	12,366.56	1631 30TH STREET, BAKERSFIELD - UTILITIES/TRUE UP JULY 2024
9/11/2024	226035	LAMONT SANITATION INC	246.03	1500 S FAIRFAX RD / 18000545
9/11/2024	226035	LAMONT SANITATION INC	388.14	7998 ALICANTE AVE / 18000260
9/11/2024	226036	LARA POPKIN	36.00	Travel Liquidation- National CAP Conference Seattle, WA (8/2
9/11/2024	226037	LEVEL 3 FINANCING INC	1,490.71	311475
9/11/2024	226038	LOUIS RODRIGUEZ	324.28	Travel Liquidation SJCOE BUDGETING MEETING AND ADMINISTRATION
9/11/2024	226039	MCWILLIAMS & WALDEN INC	269.40	LIC# 50005R3
9/11/2024	226039	MCWILLIAMS & WALDEN INC	56.29	LIC# 6UJU317
9/11/2024	226039	MCWILLIAMS & WALDEN INC	171.60	LIC# 7SVT618
9/11/2024	226040	MELISSA STOWELL	135.34	August 2024 Mileage Reimbursement
9/11/2024	226041	MIRELLA RUBIO	205.69	August 2024 Mileage Reimbursement Mirella-Rubio
9/11/2024	226042	ODP BUSINESS SOLUTIONS LLC	277.21	PO-2024-2418

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9/11/2024	226043	PG&E	2,259.47	1135 N HUNTER ST / 1145 N HUNTER ST
9/11/2024	226043	PG&E	950.63	1410 11TH ST
9/11/2024	226043	PG&E	4,818.84	300 19TH ST
9/11/2024	226043	PG&E	434.49	319 20TH ST
9/11/2024	226043	PG&E	181.44	347 E POPLAR AVE #A & #B
9/11/2024	226043	PG&E	1,386.63	401 WILLOW DR
9/11/2024	226043	PG&E	6,173.88	4032 JEWETT AVE
9/11/2024	226043	PG&E	2,329.78	425 N CALIFORNIA ST
9/11/2024	226043	PG&E	2,183.57	455 E EUCLID AVE / 459 E EUCLID AVE
9/11/2024	226043	PG&E	1,333.05	460 W LOS ANGELES AVE
9/11/2024	226044	PRICE DISPOSAL	388.14	1900 E CALIFORNIA AVE / 60039768
9/11/2024	226045	PRODUCERS DAIRY FOODS INC	3,732.06	PO-2024-1137
9/11/2024	226046	PROTECTION 1/ADT	56.78	15662 K ST
9/11/2024	226047	ROXANNE QUIROZ	200.00	CELLULAR TELEPHONE REIMBURSEMENT
9/11/2024	226048	Ruben Rivera	75.04	August 2024 Mileage Reimbursement Ruben Rivera
9/11/2024	226049	SOUTHERN CALIFORNIA EDISON	644.71	1120 S CURRY ST TEHACHAPI 08/06/2024 - 09/04/2024
9/11/2024	226049	SOUTHERN CALIFORNIA EDISON	883.06	2739 DIAMOND ST B ROSAMOND 08/05/2024 - 09/03/2024
9/11/2024	226049	SOUTHERN CALIFORNIA EDISON	32.28	410 E PERKINS AVE MCFARLAND 07/31/2024 - 08/28/2024
9/11/2024	226049	SOUTHERN CALIFORNIA EDISON	442.65	8401 CALIF CITY BLVD STE 8 08/01/2024 - 08/29/2024
9/11/2024	226050	SUPERIOR SANITATION SERVICE INC	767.94	3000 STERLING 3Y BIN/LAN GATE FEES 09/01/2024 - 09/30/2024
9/11/2024	226050	SUPERIOR SANITATION SERVICE INC	56.97	3000 STERLING BLUE CARTS BI WK 09/01/2024 - 11/30/2024
9/11/2024	226051	T-MOBILE USA INC	4,086.14	CORP ID SOURCEWELL 986162282 T-MOBILE 07/21/24 - 08/20/24
9/11/2024	226052	ULINE	723.69	3101 MALL VIEW RD PO-2024-1320 ORD# 20306559 CUST# 530835
9/11/2024	226052	ULINE	691.78	3101 MALL VIEW RD PO-2024-1320 ORD# 25272334 CUST# 530835
9/11/2024	226052	ULINE	584.99	3101 MALL VIEW RD PO-2024-1320 ORD# 25404695 CUST# 530835
9/11/2024	226052	ULINE	(43.30)	CREDIT REF INV# 181763233 ORD# 22760260 ITEM# S-21760W
9/11/2024	226053	VARNER & SON INC	956.61	305 STINE RD 3CY TRASH BIN, GATE/BIN FEE SEPT 2024
9/11/2024	226054	VERONICA RODRIGUEZ SALDIVAR	33.50	August 2024 Mileage Reimbursement
9/11/2024	226055	VESTIS GROUP, INC	136.30	3101 MALL VIEW RD PO-2024-1662 LINEN SERVICES
9/11/2024	226056	VIOLETA SWANSON	34.84	August 2024 Mileage Reimbursement
9/11/2024	226057	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	276.03	1145 N HUNTER ST STOCKTON 09/01/2024 - 09/30/2024
9/11/2024	226057	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	278.26	1509 N GOLDEN GATE AVE STOCKTON 09/01/2024 - 09/30/2024
9/11/2024	226057	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	234.09	215 W 5TH ST STOCKTON 09/01/2024 - 09/30/2024

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9/11/2024	226057	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	78.03	347 E POPLAR ST STOCKTON 09/01/2024 - 09/30/2024
9/11/2024	226058	WEST KERN COMMUNITY COLLEGE DISTRICT	7,215.56	JULY 2024 ENROLLMENT 07/01/2024 - 07/31/2024 PO-2023-3094
9/11/2024	226059	CHASE RANGEL	228.25	Travel Advance- Microsoft Power Platform 2024 LAS VEGAS, NV
9/11/2024	226060	FS FORTIETH STREET LP	1,141.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
9/11/2024	226061	HOUSING AUTHORITY OF THE COUNTY OF KERN	500.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
9/11/2024	226062	MONIQUE ANTOINETTE TREVINO	2,081.58	REPLACEMENT CHECK BANK ACCOUNT CLOSED
9/11/2024	30738	ADVANCED DATA STORAGE	202.40	1300 18TH STREET - SHRED SERVICE
9/11/2024	30739	ALLIED UNIVERSAL SECURITY SERVICES	94,089.64	PO-2024-1425/2900 M ST
9/11/2024	30740	AMAZON CAPITAL SERVICES, INC	129.85	CalAim Furniture MEM0467643
9/11/2024	30740	AMAZON CAPITAL SERVICES, INC	540.17	PO-2024-2115
9/11/2024	30740	AMAZON CAPITAL SERVICES, INC	417.70	PO-2024-2331
9/11/2024	30740	AMAZON CAPITAL SERVICES, INC	794.93	PO-2024-2341
9/11/2024	30740	AMAZON CAPITAL SERVICES, INC	1,663.70	PO-2024-2376
9/11/2024	30740	AMAZON CAPITAL SERVICES, INC	136.23	PO-2024-2400
9/11/2024	30740	AMAZON CAPITAL SERVICES, INC	435.90	PO-2024-2401
9/11/2024	30740	AMAZON CAPITAL SERVICES, INC	150.38	PO-2024-2452
9/11/2024	30740	AMAZON CAPITAL SERVICES, INC	229.85	PO-2024-2470
9/11/2024	30740	AMAZON CAPITAL SERVICES, INC	946.09	PO-2024-2499
9/11/2024	30740	AMAZON CAPITAL SERVICES, INC	131.16	PO-2024-2522
9/11/2024	30740	AMAZON CAPITAL SERVICES, INC	351.47	PO-2024-2536
9/11/2024	30741	AN ICON COMPANY, LLC	795.18	PO-2024-2324
9/11/2024	30741	AN ICON COMPANY, LLC	30.37	PO-2024-2491
9/11/2024	30741	AN ICON COMPANY, LLC	453.67	PO-2024-2492
9/11/2024	30741	AN ICON COMPANY, LLC	251.40	PO-2024-2541
9/11/2024	30741	AN ICON COMPANY, LLC	84.18	PO-2024-2543
9/11/2024	30742	BLUETRITON BRANDS INC	274.63	236 W 4TH ST STOCKTON 08/01/2024 - 08/31/2024 ACT#0035391028
9/11/2024	30743	BLUETRITON BRANDS INC	5,989.03	1300 18TH ST MASTER ACT# 0008446619 07/23/2024 - 08/22/2024
9/11/2024	30744	BS& E INC	26.55	OPS
9/11/2024	30745	BS& E INC	1,506.20	3735 O ST
9/11/2024	30746	CAZADOR CONSULTING GROUP INC	3,895.11	ANA MOSQUEDA RAYA/ISABEL BARBA
9/11/2024	30746	CAZADOR CONSULTING GROUP INC	1,218.00	OPS - GABRIEL NAHE
9/11/2024	30747	CDW GOVERNMENT LLC	47,896.08	PO-2024-2279

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9/11/2024	30747	CDW GOVERNMENT LLC	386.45	PO-2024-2514
9/11/2024	30748	CHILD AND FAMILY PSYCHOLOGY CLINIC, INC	2,240.00	Consulting Service - August 2024
9/11/2024	30749	CLARK PEST CONTROL	124.00	1807 FELIZ DR ROL/PO-2024-2181
9/11/2024	30749	CLARK PEST CONTROL	702.00	1807 FELIZ DR/PO-2024-2181
9/11/2024	30749	CLARK PEST CONTROL	61.00	2550 E BELLE TER STE 200/PO-2024-2181
9/11/2024	30750	CREATIVE FINANCIAL STAFFING LLC	1,216.00	TYANNA PRINCE
9/11/2024	30751	DISCOUNT SCHOOL SUPPLY	322.78	PO-2024-1565
9/11/2024	30752	FRONTIER COMMUNICATIONS HOLDINGS LLC	101.47	209-185-8337-102306-5
9/11/2024	30753	FRONTIER COMMUNICATIONS HOLDINGS LLC	60.72	530-199-7754-070207-5
9/11/2024	30754	FRONTIER COMMUNICATIONS HOLDINGS LLC	63.86	661-763-9280-072009-5
9/11/2024	30755	JOHN REY	251.45	PO-2024-1542 15662 K ST MOJAVE JULY & AUG 2024 UTILITIES
9/11/2024	30756	KERRI DAVIS	196.92	Travel Liquidation NCAP Seattle Conference SEATTLE, WA 0827
9/11/2024	30757	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	75.00	PO-2024-1552
9/11/2024	30758	MARIA MORALES ZARATE	44.22	August 2024 Mileage Reimbursement
9/11/2024	30759	MARIA RAMOS	76.38	August 2024 Mileage Reimbursement
9/11/2024	30760	MISSION LINEN SUPPLY	1,411.90	ACC 301151 PO-2024-1699
9/11/2024	30760	MISSION LINEN SUPPLY	714.11	ACC 316102 PO-2024-1699
9/11/2024	30761	MONICA ZAMUDIO	119.26	August 2024 Mileage Reimbursement
9/11/2024	30762	NARAMA INC	2,140.86	ENERGY PO-2024-2562 APPAREL ORDER
9/11/2024	30763	OFFICE IMAGING, INC	124.92	TKC-2984; 1300 18TH ST 2ND FL CALFRESH; PO-2024-1415
9/11/2024	30763	OFFICE IMAGING, INC	147.80	TKC-2984; 4032 JEWETT AVE
9/11/2024	30763	OFFICE IMAGING, INC	242.39	TKC-2984; 5 REAL RD; PO-2024-1423
9/11/2024	30763	OFFICE IMAGING, INC	49.01	TKC-2984; 7998 ALICANTE AVE; PO-2024-1625
9/11/2024	30763	OFFICE IMAGING, INC	82.46	TKC2984; 3101 MALLVIEW RD
9/11/2024	30764	PAULA DAOUTIS	177.60	Travel Liquidation - NCAP Annual Convention in Seattle, WA
9/11/2024	30765	POWER MACHINERY CENTER	84.63	SERIAL 9303007 PO-2024-1020
9/11/2024	30765	POWER MACHINERY CENTER	84.63	SERIAL 9303008 PO-2024-1020
9/11/2024	30765	POWER MACHINERY CENTER	84.63	SERIAL 9303789 PO-2024-1020
9/11/2024	30765	POWER MACHINERY CENTER	84.63	SERIAL 9303791 PO-2024-1020
9/11/2024	30765	POWER MACHINERY CENTER	99.44	SERIAL 9P4880 PO-2024-1020
9/11/2024	30765	POWER MACHINERY CENTER	171.38	SERIAL 9W23909 PO-2024-1020
9/11/2024	30766	RACE TELECOMMUNICATIONS INC	238.69	814 N NORMA ST RIDGECREST 09/03/2024 - 10/03/2024 INTERNET
9/11/2024	30767	RELIABLE ENERGY MANAGEMENT INC	6,115.48	L24-080 ANTONIO P SOTO 360 MARSHALL ST PO-2024-1654
9/11/2024	30768	ROSA RABAGO	72.36	August 2024 Mileage Reimbursement
9/11/2024	30769	SAFIYA PRICE	56.28	August 2024 Mileage Reimbursement
9/11/2024	30770	STAPLES ADVANTAGE	405.37	HVP PO-2024-2500 ORD# 7907484249-000-001 OFFICE SUPPLIES

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9/11/2024	30770	STAPLES ADVANTAGE	208.88	HVP PO-2024-2500 ORD# 7907484249-000-002 OFFICE SUPPLIES
9/11/2024	30770	STAPLES ADVANTAGE	270.66	WIC PO-2024-2485 ORD# 7639195589-000-001
9/11/2024	30772	STINSON STATIONERS	733.48	ALBERTA DILLARD PO-2024-2525 OFFICE SUPPLIES
9/11/2024	30772	STINSON STATIONERS	1,774.95	ALICANTE PO-2024-2526 OFFICE SUPPLIES
9/11/2024	30772	STINSON STATIONERS	1,912.38	ANGELA MARTINEZ PO-2024-2527 OFFICE SUPPLIES
9/11/2024	30772	STINSON STATIONERS	667.30	BROADWAY PO-2024-2530 OFFICE SUPPLIES
9/11/2024	30772	STINSON STATIONERS	141.13	EXEC DIV PO-2024-2532 SUPPLIES
9/11/2024	30772	STINSON STATIONERS	662.67	FAIRFAX PO-2024-2529 OFFICE SUPPLIES
9/11/2024	30772	STINSON STATIONERS	2,413.66	HS ADMIN PO-2024-2234 OFFICE FURNITURE
9/11/2024	30772	STINSON STATIONERS	844.51	OASIS PO-2024-2528 OFFICE SUPPLIES
9/11/2024	30773	STOCKTON COMMUNITY KITCHEN	4,944.24	425 N CALIFORNIA ST PO-2024-1054 AUG 2024 MEALS
9/11/2024	30774	STOCKTON COMMUNITY KITCHEN	4,944.24	850 J ST LATHROP PO-2024-1054 AUG 2024 MEALS
9/11/2024	30775	STOCKTON COMMUNITY KITCHEN	4,944.24	701 S HUTCHINS ST LODI PO-2024-1054 AUG 2024 MEALS
9/11/2024	30776	STOCKTON COMMUNITY KITCHEN	3,296.16	2800 D ST STOCKTON PO-2024-1054 AUG 2024 MEALS
9/11/2024	30777	STOCKTON COMMUNITY KITCHEN	2,746.80	1509 N GOLDEN GATE AVE PO-2024-1054 AUG 2024 MEALS
9/11/2024	30778	STOCKTON COMMUNITY KITCHEN	2,511.36	545 W SONORA ST STOCKTON PO-2024-1054 AUG 2024 MEALS
9/11/2024	30779	STOCKTON COMMUNITY KITCHEN	4,944.24	215 W 5TH ST STOCKTON PO-2024-1054 AUG 2024 MEALS
9/11/2024	30780	SYSKO FOOD SERVICES OF VENTURA INC	2,154.14	2900 M ST PO-2024-2141 ORD# 1637461
9/11/2024	30781	SYSKO FOOD SERVICES OF VENTURA INC	1,001.31	2900 M ST PO-2024-2141 ORD# 1641144
9/11/2024	30782	SYSKO FOOD SERVICES OF VENTURA INC	1,684.07	2900 M ST PO-2024-2141 ORD# 1642084
9/11/2024	30783	SYSKO FOOD SERVICES OF VENTURA INC	34.99	3101 MALL VIEW RD PO-2024-1255 ORD# 1642506
9/11/2024	30784	SYSKO FOOD SERVICES OF VENTURA INC	463.66	3101 MALL VIEW RD PO-2024-1266 ORD# 1642536
9/11/2024	30785	SYSKO FOOD SERVICES OF VENTURA INC	240.64	3101 MALL VIEW RD PO-2024-1268 ORD# 1642585
9/11/2024	30786	SYSKO FOOD SERVICES OF VENTURA INC	17.27	3101 MALL VIEW RD PO-2024-1266 ORD# 1642664
9/11/2024	30787	SYSKO FOOD SERVICES OF VENTURA INC	35.66	3101 MALL VIEW RD PO-2024-1255 ORD# 1642894
9/11/2024	30788	SYSKO FOOD SERVICES OF VENTURA INC	9,887.45	3101 MALL VIEW RD PO-2024-1255 ORD# 1643015
9/11/2024	30789	THE MARCOM GROUP, INC.	95.00	Web Hosting
9/11/2024	30790	WESLEY UNITED METHODIST CHURCH	593.41	PO-2024-1963 1314 OSWELL ST HS AUG 2024 07/16/24 - 08/15/24
9/11/2024	30791	AMAZON CAPITAL SERVICES, INC	727.10	Office Supplies

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9/11/2024	30792	PUBLIC AGENCY COALITION ENTERPRISE	753,186.18	September 2024 MEDICAL
9/11/2024	30793	AMAZON CAPITAL SERVICES, INC	260.59	PO-2024-2264
9/11/2024	30794	REBECCA MORENO	176.25	TRAVEL ADVANCE - CLARITY CONNECT CONFERENCE LAS VEGS, NV - S
9/11/2024	30795	SYLVIA ORTEGA	228.25	Travel Advance- Microsoft Power Platform 2024 LAS VEGAS, NV
9/11/2024	30796	AMAZON CAPITAL SERVICES, INC	570.43	PO-2024-2332
9/11/2024	30798	AMAZON CAPITAL SERVICES, INC	584.41	PO-2024-2389
9/16/2024	224102	SUNRISE VILLA PARTNERS	(700.00)	PO-2023-3426 1600 POPLAR AVE
9/17/2024	223470	SUNRISE VILLA PARTNERS	(700.00)	PO-2023-3426 1600 POPLAR AVE
9/18/2024	226063	JUANA H PIMENTEL	8,971.05	Child Care Reimbursement
9/18/2024	226063	JUANA H PIMENTEL	1,540.00	Cost of Care Plus Rate
9/18/2024	226063	JUANA H PIMENTEL	(100.00)	Union Dues
9/18/2024	226064	LILIA ESQUIVEL MONROY	4,281.61	Child Care Reimbursement
9/18/2024	226064	LILIA ESQUIVEL MONROY	700.00	Cost of Care Plus Rate
9/18/2024	226065	LORI MACIAS CERNA	3,040.56	Child Care Reimbursement
9/18/2024	226065	LORI MACIAS CERNA	560.00	Cost of Care Plus Rate
9/18/2024	226066	MARIBEL SANTOS GALINDO	3,699.82	Child Care Reimbursement
9/18/2024	226066	MARIBEL SANTOS GALINDO	700.00	Cost of Care Plus Rate
9/18/2024	226066	MARIBEL SANTOS GALINDO	(74.00)	Union Dues
9/18/2024	226067	ADRIANA BAUTISTA DE CRUZ	954.96	Child Care Reimbursement
9/18/2024	226067	ADRIANA BAUTISTA DE CRUZ	196.00	Cost of Care Plus Rate
9/18/2024	226068	ALICIA GARCIA DE LEYVA	4,828.85	Child Care Reimbursement
9/18/2024	226068	ALICIA GARCIA DE LEYVA	840.00	Cost of Care Plus Rate
9/18/2024	226069	ALICIA MUNOZ DE SANCHEZ	819.30	Child Care Reimbursement
9/18/2024	226069	ALICIA MUNOZ DE SANCHEZ	294.00	Cost of Care Plus Rate
9/18/2024	226070	ALL ABOARD PRESCHOOL	4,030.98	Child Care Reimbursement
9/18/2024	226070	ALL ABOARD PRESCHOOL	840.00	Cost of Care Plus Rate
9/18/2024	226071	ANA BERTHA BALLESTEROS JAIME	2,253.94	Child Care Reimbursement
9/18/2024	226071	ANA BERTHA BALLESTEROS JAIME	420.00	Cost of Care Plus Rate
9/18/2024	226072	ANA MARIA ACOSTA DE ARIZAGA	1,538.24	Child Care Reimbursement
9/18/2024	226072	ANA MARIA ACOSTA DE ARIZAGA	280.00	Cost of Care Plus Rate
9/18/2024	226073	BELEN IZAZAGA MERCADO	1,641.46	Child Care Reimbursement
9/18/2024	226073	BELEN IZAZAGA MERCADO	294.00	Cost of Care Plus Rate
9/18/2024	226074	BLANCA NELLY VERA	931.16	Child Care Reimbursement
9/18/2024	226074	BLANCA NELLY VERA	280.00	Cost of Care Plus Rate
9/18/2024	226075	CARMELITA JACINTA MORALES MEJIA	572.60	Child Care Reimbursement
9/18/2024	226075	CARMELITA JACINTA MORALES MEJIA	98.00	Cost of Care Plus Rate
9/18/2024	226076	CECILIA GAYTAN DE ZARATE	4,031.69	Child Care Reimbursement
9/18/2024	226076	CECILIA GAYTAN DE ZARATE	1,120.00	Cost of Care Plus Rate
9/18/2024	226076	CECILIA GAYTAN DE ZARATE	(85.63)	Union Dues
9/18/2024	226077	DIEGO FERREIRA	2,256.27	Child Care Reimbursement
9/18/2024	226077	DIEGO FERREIRA	392.00	Cost of Care Plus Rate
9/18/2024	226078	DOMINGO I BASURTO	488.88	Child Care Reimbursement
9/18/2024	226078	DOMINGO I BASURTO	294.00	Cost of Care Plus Rate

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9/18/2024	226079	ERLINDA MARTHA MADUENO	577.49	Child Care Reimbursement
9/18/2024	226079	ERLINDA MARTHA MADUENO	98.00	Cost of Care Plus Rate
9/18/2024	226080	GLADYS ITZEL GALVAN	1,690.47	Child Care Reimbursement
9/18/2024	226080	GLADYS ITZEL GALVAN	294.00	Cost of Care Plus Rate
9/18/2024	226081	GUADALUPE AYON DE MENDOZA	1,685.50	Child Care Reimbursement
9/18/2024	226081	GUADALUPE AYON DE MENDOZA	280.00	Cost of Care Plus Rate
9/18/2024	226081	GUADALUPE AYON DE MENDOZA	(43.71)	Union Dues
9/18/2024	226082	IRMA JIMENEZ CASTANEDA	928.06	Child Care Reimbursement
9/18/2024	226082	IRMA JIMENEZ CASTANEDA	140.00	Cost of Care Plus Rate
9/18/2024	226083	JUANA B PAREDES LOPEZ	1,551.84	Child Care Reimbursement
9/18/2024	226083	JUANA B PAREDES LOPEZ	280.00	Cost of Care Plus Rate
9/18/2024	226084	LUZ A ESQUIVEL MORENO	1,101.29	Child Care Reimbursement
9/18/2024	226084	LUZ A ESQUIVEL MORENO	196.00	Cost of Care Plus Rate
9/18/2024	226085	MA DEL CARMEN FLORES VALLECILLO	523.80	Child Care Reimbursement
9/18/2024	226085	MA DEL CARMEN FLORES VALLECILLO	98.00	Cost of Care Plus Rate
9/18/2024	226085	MA DEL CARMEN FLORES VALLECILLO	(20.48)	Union Dues
9/18/2024	226086	MANUELA P MEDINA	6,458.44	Child Care Reimbursement
9/18/2024	226086	MANUELA P MEDINA	1,120.00	Cost of Care Plus Rate
9/18/2024	226087	MARCELA CHAVEZ OSEGUERA	1,538.24	Child Care Reimbursement
9/18/2024	226087	MARCELA CHAVEZ OSEGUERA	280.00	Cost of Care Plus Rate
9/18/2024	226088	MARCELA G NUNEZ DE GUTIERREZ	9,567.68	Child Care Reimbursement
9/18/2024	226088	MARCELA G NUNEZ DE GUTIERREZ	1,680.00	Cost of Care Plus Rate
9/18/2024	226088	MARCELA G NUNEZ DE GUTIERREZ	(100.00)	Union Dues
9/18/2024	226089	MARCELINA PERALTA	602.74	Child Care Reimbursement
9/18/2024	226089	MARCELINA PERALTA	294.00	Cost of Care Plus Rate
9/18/2024	226090	MARGARITA GARIBAY CORTES	4,981.82	Child Care Reimbursement
9/18/2024	226090	MARGARITA GARIBAY CORTES	840.00	Cost of Care Plus Rate
9/18/2024	226090	MARGARITA GARIBAY CORTES	(100.00)	Union Dues
9/18/2024	226091	MARIA CRUZ MACIAS	1,101.29	Child Care Reimbursement
9/18/2024	226091	MARIA CRUZ MACIAS	196.00	Cost of Care Plus Rate
9/18/2024	226092	MARIA EUGENIA GARCIA DE VEGA	920.25	Child Care Reimbursement
9/18/2024	226092	MARIA EUGENIA GARCIA DE VEGA	140.00	Cost of Care Plus Rate
9/18/2024	226093	MARIA LOURDES MORENO ESQUIVEL	1,744.16	Child Care Reimbursement
9/18/2024	226093	MARIA LOURDES MORENO ESQUIVEL	294.00	Cost of Care Plus Rate
9/18/2024	226094	MARIA PAZ	5,380.10	Child Care Reimbursement
9/18/2024	226094	MARIA PAZ	1,260.00	Cost of Care Plus Rate
9/18/2024	226095	MARIA PICOS DE GARCIA	2,398.05	Child Care Reimbursement
9/18/2024	226095	MARIA PICOS DE GARCIA	420.00	Cost of Care Plus Rate
9/18/2024	226096	MARIA SALAZAR	4,030.19	Child Care Reimbursement

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9/18/2024	226096	MARIA SALAZAR	700.00	Cost of Care Plus Rate
9/18/2024	226097	MARIA SOFIA MENDOZA DE ORTIZ	1,024.32	Child Care Reimbursement
9/18/2024	226097	MARIA SOFIA MENDOZA DE ORTIZ	196.00	Cost of Care Plus Rate
9/18/2024	226098	MARIA V SOSA	572.60	Child Care Reimbursement
9/18/2024	226098	MARIA V SOSA	98.00	Cost of Care Plus Rate
9/18/2024	226099	MARISOL PEREZ	1,076.81	Child Care Reimbursement
9/18/2024	226099	MARISOL PEREZ	196.00	Cost of Care Plus Rate
9/18/2024	226100	MAYRA PONCE GARIBAY	1,704.61	Child Care Reimbursement
9/18/2024	226100	MAYRA PONCE GARIBAY	280.00	Cost of Care Plus Rate
9/18/2024	226101	MERIELA SANCHEZ	898.00	Child Care Reimbursement
9/18/2024	226101	MERIELA SANCHEZ	140.00	Cost of Care Plus Rate
9/18/2024	226102	MIRIAM GOMEZ MORALES	2,202.58	Child Care Reimbursement
9/18/2024	226102	MIRIAM GOMEZ MORALES	392.00	Cost of Care Plus Rate
9/18/2024	226103	NANCY NATHALY TOSCANO CRUZ	256.65	Child Care Reimbursement
9/18/2024	226103	NANCY NATHALY TOSCANO CRUZ	140.00	Cost of Care Plus Rate
9/18/2024	226104	NORMA E RODAS DE GONZALEZ	1,615.71	Child Care Reimbursement
9/18/2024	226104	NORMA E RODAS DE GONZALEZ	490.00	Cost of Care Plus Rate
9/18/2024	226105	OFELIA QUINTERO DE GUZMAN	437.50	Child Care Reimbursement
9/18/2024	226105	OFELIA QUINTERO DE GUZMAN	98.00	Cost of Care Plus Rate
9/18/2024	226106	PATRICIA H MARTINEZ	2,153.66	Child Care Reimbursement
9/18/2024	226106	PATRICIA H MARTINEZ	420.00	Cost of Care Plus Rate
9/18/2024	226107	RUFINITA PRISCILLA MARIE SAUCEDA	2,202.58	Child Care Reimbursement
9/18/2024	226107	RUFINITA PRISCILLA MARIE SAUCEDA	392.00	Cost of Care Plus Rate
9/18/2024	226108	SONIA C LOPEZ DE JUAREZ	1,678.78	Child Care Reimbursement
9/18/2024	226108	SONIA C LOPEZ DE JUAREZ	294.00	Cost of Care Plus Rate
9/18/2024	226108	SONIA C LOPEZ DE JUAREZ	(33.58)	Union Dues
9/18/2024	226109	TERESA CERVANTES	524.38	Child Care Reimbursement
9/18/2024	226109	TERESA CERVANTES	98.00	Cost of Care Plus Rate
9/18/2024	226109	TERESA CERVANTES	(10.49)	Union Dues
9/18/2024	226110	VERONICA HERNANDEZ	823.08	Child Care Reimbursement
9/18/2024	226110	VERONICA HERNANDEZ	140.00	Cost of Care Plus Rate
9/18/2024	226111	YOLANDA SALDANA MORENO	2,316.76	Child Care Reimbursement
9/18/2024	226111	YOLANDA SALDANA MORENO	420.00	Cost of Care Plus Rate
9/18/2024	226112	ESTELA LOPEZ	788.39	Child Care Reimbursement
9/18/2024	226112	ESTELA LOPEZ	140.00	Cost of Care Plus Rate
9/18/2024	226113	GLORIA GARCIA DE MADERA	10,226.16	Child Care Reimbursement
9/18/2024	226113	GLORIA GARCIA DE MADERA	1,680.00	Cost of Care Plus Rate
9/18/2024	226114	LETICIA MARIA BOTELLO	3,783.51	Child Care Reimbursement
9/18/2024	226114	LETICIA MARIA BOTELLO	700.00	Cost of Care Plus Rate
9/18/2024	226115	LUZ E VENEGAS	7,816.52	Child Care Reimbursement
9/18/2024	226115	LUZ E VENEGAS	1,540.00	Cost of Care Plus Rate
9/18/2024	226116	MARIA B CRUZ DE PULIDO	6,968.68	Child Care Reimbursement
9/18/2024	226116	MARIA B CRUZ DE PULIDO	1,120.00	Cost of Care Plus Rate
9/18/2024	226117	ROCIO JOSEFINA HERNANDEZ	11,969.90	Child Care Reimbursement

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9/18/2024	226117	ROCIO JOSEFINA HERNANDEZ	1,960.00	Cost of Care Plus Rate
9/18/2024	226118	ROCIO VERONICA MUNIZ CERECEDA	2,358.98	Child Care Reimbursement
9/18/2024	226118	ROCIO VERONICA MUNIZ CERECEDA	420.00	Cost of Care Plus Rate
9/18/2024	226119	ALISHA A GARCIA	1,421.96	Child Care Reimbursement
9/18/2024	226119	ALISHA A GARCIA	280.00	Cost of Care Plus Rate
9/18/2024	226120	ANA HERMELINDA SANTOS PACHECO	3,697.61	Child Care Reimbursement
9/18/2024	226120	ANA HERMELINDA SANTOS PACHECO	1,120.00	Cost of Care Plus Rate
9/18/2024	226121	CARMEN SANTOS PACHECO	4,943.49	Child Care Reimbursement
9/18/2024	226121	CARMEN SANTOS PACHECO	980.00	Cost of Care Plus Rate
9/18/2024	226122	MARCELINA ZARATE ZARATE	1,676.35	Child Care Reimbursement
9/18/2024	226122	MARCELINA ZARATE ZARATE	294.00	Cost of Care Plus Rate
9/18/2024	226123	MARIA P COSIO	7,504.96	Child Care Reimbursement
9/18/2024	226123	MARIA P COSIO	1,400.00	Cost of Care Plus Rate
9/18/2024	226124	TEODORA GIRON MORALES	1,408.55	Child Care Reimbursement
9/18/2024	226124	TEODORA GIRON MORALES	560.00	Cost of Care Plus Rate
9/18/2024	226125	HORTENCIA HERNANDEZ	561.05	Child Care Reimbursement
9/18/2024	226125	HORTENCIA HERNANDEZ	140.00	Cost of Care Plus Rate
9/18/2024	226126	AMALIA BUENROSTRO	6,410.66	Child Care Reimbursement
9/18/2024	226126	AMALIA BUENROSTRO	1,120.00	Cost of Care Plus Rate
9/18/2024	226127	ESPERANZA CORREA TELLO	4,847.84	Child Care Reimbursement
9/18/2024	226127	ESPERANZA CORREA TELLO	800.00	Cost of Care Plus Rate
9/18/2024	226128	HERLINDA NOLASCO DE GONZALEZ	1,747.18	Child Care Reimbursement
9/18/2024	226128	HERLINDA NOLASCO DE GONZALEZ	320.00	Cost of Care Plus Rate
9/18/2024	226129	MARIA M ANGULO	4,387.63	Child Care Reimbursement
9/18/2024	226129	MARIA M ANGULO	800.00	Cost of Care Plus Rate
9/18/2024	226130	ALMA YANETH NUNEZ GUTIERREZ	564.23	Child Care Reimbursement
9/18/2024	226130	ALMA YANETH NUNEZ GUTIERREZ	98.00	Cost of Care Plus Rate
9/18/2024	226131	AMPARO MAGANA	1,624.56	Child Care Reimbursement
9/18/2024	226131	AMPARO MAGANA	280.00	Cost of Care Plus Rate
9/18/2024	226132	ANA M. DAVILA	2,506.95	Child Care Reimbursement
9/18/2024	226132	ANA M. DAVILA	420.00	Cost of Care Plus Rate
9/18/2024	226133	ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	2,328.07	Child Care Reimbursement
9/18/2024	226133	ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	420.00	Cost of Care Plus Rate
9/18/2024	226134	ANDREA R RIVERA	1,609.61	Child Care Reimbursement
9/18/2024	226134	ANDREA R RIVERA	420.00	Cost of Care Plus Rate
9/18/2024	226135	BRENDA SUJEY MARTINEZ	2,687.47	Child Care Reimbursement
9/18/2024	226135	BRENDA SUJEY MARTINEZ	420.00	Cost of Care Plus Rate
9/18/2024	226136	CRISTINA SOTO DE MARTINEZ	1,845.09	Child Care Reimbursement
9/18/2024	226136	CRISTINA SOTO DE MARTINEZ	420.00	Cost of Care Plus Rate
9/18/2024	226137	ESMERALDA YOSELI SALCIDO CUIEL	1,516.20	Child Care Reimbursement

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9/18/2024	226137	ESMERALDA YOSELI SALCIDO CURIEL	294.00	Cost of Care Plus Rate
9/18/2024	226138	GLORIA LEMUS DE LEMUS	1,694.67	Child Care Reimbursement
9/18/2024	226138	GLORIA LEMUS DE LEMUS	280.00	Cost of Care Plus Rate
9/18/2024	226139	GUADALUPE ELIZABETH PENUELAS	2,506.95	Child Care Reimbursement
9/18/2024	226139	GUADALUPE ELIZABETH PENUELAS	420.00	Cost of Care Plus Rate
9/18/2024	226140	KASANDRA LOPEZ-CORDERO	1,054.45	Child Care Reimbursement
9/18/2024	226140	KASANDRA LOPEZ-CORDERO	196.00	Cost of Care Plus Rate
9/18/2024	226141	MARIA ELENA CORONA DE IBARRA	6,836.90	Child Care Reimbursement
9/18/2024	226141	MARIA ELENA CORONA DE IBARRA	1,260.00	Cost of Care Plus Rate
9/18/2024	226142	MARIA J MARTINEZ DE GARCIA	4,900.35	Child Care Reimbursement
9/18/2024	226142	MARIA J MARTINEZ DE GARCIA	980.00	Cost of Care Plus Rate
9/18/2024	226143	MARIA R LEMUS OROZCO	1,624.56	Child Care Reimbursement
9/18/2024	226143	MARIA R LEMUS OROZCO	280.00	Cost of Care Plus Rate
9/18/2024	226144	ROSAURA QUINTERO DE LOPEZ	3,519.10	Child Care Reimbursement
9/18/2024	226144	ROSAURA QUINTERO DE LOPEZ	560.00	Cost of Care Plus Rate
9/18/2024	226145	SOCORRO LARA DE GOVEA	899.69	Child Care Reimbursement
9/18/2024	226145	SOCORRO LARA DE GOVEA	140.00	Cost of Care Plus Rate
9/18/2024	226146	VERONICA L ESCOBAR	5,762.36	Child Care Reimbursement
9/18/2024	226146	VERONICA L ESCOBAR	1,120.00	Cost of Care Plus Rate
9/18/2024	30799	AGUSTINA MORENO	1,605.10	Child Care Reimbursement
9/18/2024	30799	AGUSTINA MORENO	280.00	Cost of Care Plus Rate
9/18/2024	30800	ALIDA MERCADO DE GARNICA	1,536.80	Child Care Reimbursement
9/18/2024	30800	ALIDA MERCADO DE GARNICA	280.00	Cost of Care Plus Rate
9/18/2024	30801	ANA C LUCERO	845.24	Child Care Reimbursement
9/18/2024	30801	ANA C LUCERO	140.00	Cost of Care Plus Rate
9/18/2024	30802	ANA M HERNANDEZ DE RIOS	3,806.28	Child Care Reimbursement
9/18/2024	30802	ANA M HERNANDEZ DE RIOS	700.00	Cost of Care Plus Rate
9/18/2024	30803	ANA MARIA RAMIREZ MEJIA	4,530.73	Child Care Reimbursement
9/18/2024	30803	ANA MARIA RAMIREZ MEJIA	700.00	Cost of Care Plus Rate
9/18/2024	30803	ANA MARIA RAMIREZ MEJIA	(100.00)	Union Dues
9/18/2024	30804	ANDREA ESTRADA	902.87	Child Care Reimbursement
9/18/2024	30804	ANDREA ESTRADA	140.00	Cost of Care Plus Rate
9/18/2024	30804	ANDREA ESTRADA	(28.06)	Union Dues
9/18/2024	30805	ANGELINA VASQUEZ	2,672.09	Child Care Reimbursement
9/18/2024	30805	ANGELINA VASQUEZ	560.00	Cost of Care Plus Rate
9/18/2024	30805	ANGELINA VASQUEZ	(53.44)	Union Dues
9/18/2024	30806	ARACELI CASTRO BARRAZA	2,017.91	Child Care Reimbursement
9/18/2024	30806	ARACELI CASTRO BARRAZA	560.00	Cost of Care Plus Rate
9/18/2024	30807	AUDELIA RIOS	5,270.31	Child Care Reimbursement
9/18/2024	30807	AUDELIA RIOS	1,120.00	Cost of Care Plus Rate
9/18/2024	30808	AZUCENA C ESCAMILLA-MARTINEZ	2,800.15	Child Care Reimbursement
9/18/2024	30808	AZUCENA C ESCAMILLA-MARTINEZ	490.00	Cost of Care Plus Rate

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9/18/2024	30809	CATALINA CASTRO AYALA	5,003.67	Child Care Reimbursement
9/18/2024	30809	CATALINA CASTRO AYALA	840.00	Cost of Care Plus Rate
9/18/2024	30809	CATALINA CASTRO AYALA	(90.00)	Union Dues
9/18/2024	30810	CECILIA ALONSO DE RODRIGUEZ	4,306.96	Child Care Reimbursement
9/18/2024	30810	CECILIA ALONSO DE RODRIGUEZ	700.00	Cost of Care Plus Rate
9/18/2024	30810	CECILIA ALONSO DE RODRIGUEZ	(96.14)	Union Dues
9/18/2024	30811	CECILIA ATAI PEREZ	5,488.98	Child Care Reimbursement
9/18/2024	30811	CECILIA ATAI PEREZ	1,260.00	Cost of Care Plus Rate
9/18/2024	30812	CYNTHIA E CASTILLO	2,325.76	Child Care Reimbursement
9/18/2024	30812	CYNTHIA E CASTILLO	420.00	Cost of Care Plus Rate
9/18/2024	30813	DALILA J CAVAZOS	8,747.54	Child Care Reimbursement
9/18/2024	30813	DALILA J CAVAZOS	1,540.00	Cost of Care Plus Rate
9/18/2024	30814	DIANE LOMELI	2,430.74	Child Care Reimbursement
9/18/2024	30814	DIANE LOMELI	420.00	Cost of Care Plus Rate
9/18/2024	30814	DIANE LOMELI	(48.61)	Union Dues
9/18/2024	30815	EDITH ALEJANDRA GALLEGOS	1,558.99	Child Care Reimbursement
9/18/2024	30815	EDITH ALEJANDRA GALLEGOS	560.00	Cost of Care Plus Rate
9/18/2024	30815	EDITH ALEJANDRA GALLEGOS	(36.18)	Union Dues
9/18/2024	30816	ELVIRA OCHOA GOMEZ	4,532.12	Child Care Reimbursement
9/18/2024	30816	ELVIRA OCHOA GOMEZ	840.00	Cost of Care Plus Rate
9/18/2024	30817	EMILY RAMIREZ - KIDS N US DAYCARE	845.24	Child Care Reimbursement
9/18/2024	30817	EMILY RAMIREZ - KIDS N US DAYCARE	140.00	Cost of Care Plus Rate
9/18/2024	30817	EMILY RAMIREZ - KIDS N US DAYCARE	(19.90)	Union Dues
9/18/2024	30818	ERIKA L CENTENO	980.00	Cost of Care Plus Rate
9/18/2024	30819	ERIKA L CENTENO	5,103.92	Child Care Reimbursement
9/18/2024	30820	ESTHER NAVARRO	4,684.74	Child Care Reimbursement
9/18/2024	30820	ESTHER NAVARRO	700.00	Cost of Care Plus Rate
9/18/2024	30821	EVA DILMA VARGAS	6,699.67	Child Care Reimbursement
9/18/2024	30821	EVA DILMA VARGAS	1,120.00	Cost of Care Plus Rate
9/18/2024	30821	EVA DILMA VARGAS	(100.00)	Union Dues
9/18/2024	30822	GLAFIRA E CAMACHO DE TRUJILLO	6,741.68	Child Care Reimbursement
9/18/2024	30822	GLAFIRA E CAMACHO DE TRUJILLO	1,120.00	Cost of Care Plus Rate
9/18/2024	30823	Guadalupe Carrizoza De Castillo	10,189.99	Child Care Reimbursement
9/18/2024	30823	Guadalupe Carrizoza De Castillo	1,820.00	Cost of Care Plus Rate
9/18/2024	30823	Guadalupe Carrizoza De Castillo	(90.00)	Union Dues
9/18/2024	30824	HERMELINDA VILLEDA	3,293.49	Child Care Reimbursement
9/18/2024	30824	HERMELINDA VILLEDA	560.00	Cost of Care Plus Rate
9/18/2024	30825	IRMA L IBARRA	6,411.99	Child Care Reimbursement
9/18/2024	30825	IRMA L IBARRA	980.00	Cost of Care Plus Rate
9/18/2024	30826	JACINTA GLORIA CRUZ	3,158.55	Child Care Reimbursement
9/18/2024	30826	JACINTA GLORIA CRUZ	560.00	Cost of Care Plus Rate

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9/18/2024	30826	JACINTA GLORIA CRUZ	(63.17)	Union Dues
9/18/2024	30827	JACOBA C DE ANDRACA	8,129.86	Child Care Reimbursement
9/18/2024	30827	JACOBA C DE ANDRACA	1,680.00	Cost of Care Plus Rate
9/18/2024	30827	JACOBA C DE ANDRACA	(100.00)	Union Dues
9/18/2024	30828	JANETH G SARABIA	6,003.06	Child Care Reimbursement
9/18/2024	30828	JANETH G SARABIA	980.00	Cost of Care Plus Rate
9/18/2024	30829	JANETH REYNOSA CASILLAS	1,572.90	Child Care Reimbursement
9/18/2024	30829	JANETH REYNOSA CASILLAS	280.00	Cost of Care Plus Rate
9/18/2024	30830	LETICIA HERNANDEZ	1,597.44	Child Care Reimbursement
9/18/2024	30830	LETICIA HERNANDEZ	280.00	Cost of Care Plus Rate
9/18/2024	30831	LIZET M PRECIADO MILLAN	3,263.53	Child Care Reimbursement
9/18/2024	30831	LIZET M PRECIADO MILLAN	560.00	Cost of Care Plus Rate
9/18/2024	30832	LUCERO L IBARRA	3,880.50	Child Care Reimbursement
9/18/2024	30832	LUCERO L IBARRA	1,120.00	Cost of Care Plus Rate
9/18/2024	30833	LUCERO MILLAN GARCIA	832.79	Child Care Reimbursement
9/18/2024	30833	LUCERO MILLAN GARCIA	140.00	Cost of Care Plus Rate
9/18/2024	30834	Luz Maria Ramirez	1,043.97	Child Care Reimbursement
9/18/2024	30834	Luz Maria Ramirez	280.00	Cost of Care Plus Rate
9/18/2024	30834	Luz Maria Ramirez	(20.88)	Union Dues
9/18/2024	30835	MA DEL CARMEN GOMEZ GRANADOS	7,137.80	Child Care Reimbursement
9/18/2024	30835	MA DEL CARMEN GOMEZ GRANADOS	1,260.00	Cost of Care Plus Rate
9/18/2024	30836	MA L MONROY DE SEVILLA	1,678.03	Child Care Reimbursement
9/18/2024	30836	MA L MONROY DE SEVILLA	280.00	Cost of Care Plus Rate
9/18/2024	30837	MA TERESA NAVA DE FRANCO	2,374.70	Child Care Reimbursement
9/18/2024	30837	MA TERESA NAVA DE FRANCO	420.00	Cost of Care Plus Rate
9/18/2024	30838	MARGARITA VALENCIA AVILA	6,566.08	Child Care Reimbursement
9/18/2024	30838	MARGARITA VALENCIA AVILA	980.00	Cost of Care Plus Rate
9/18/2024	30839	MARIA ANGELA DIAZ	2,618.13	Child Care Reimbursement
9/18/2024	30839	MARIA ANGELA DIAZ	420.00	Cost of Care Plus Rate
9/18/2024	30839	MARIA ANGELA DIAZ	(52.36)	Union Dues
9/18/2024	30840	MARIA C ZEPEDA DE NUNEZ	3,026.67	Child Care Reimbursement
9/18/2024	30840	MARIA C ZEPEDA DE NUNEZ	420.00	Cost of Care Plus Rate
9/18/2024	30841	MARIA F AGUILAR DE SANDOVAL	3,117.59	Child Care Reimbursement
9/18/2024	30841	MARIA F AGUILAR DE SANDOVAL	560.00	Cost of Care Plus Rate
9/18/2024	30842	MARIA GARCIA	12,055.69	Child Care Reimbursement
9/18/2024	30842	MARIA GARCIA	1,960.00	Cost of Care Plus Rate
9/18/2024	30843	MARIA GUADALUPE BELTRAN SALCIDO	2,182.48	Child Care Reimbursement
9/18/2024	30843	MARIA GUADALUPE BELTRAN SALCIDO	420.00	Cost of Care Plus Rate
9/18/2024	30844	MARIA GUADALUPE NAVARRO DE ORTIZ	2,855.50	Child Care Reimbursement
9/18/2024	30844	MARIA GUADALUPE NAVARRO DE ORTIZ	560.00	Cost of Care Plus Rate
9/18/2024	30845	MARIA HAYDEE CRUZ DE SEGOVIA	3,275.98	Child Care Reimbursement
9/18/2024	30845	MARIA HAYDEE CRUZ DE SEGOVIA	560.00	Cost of Care Plus Rate
9/18/2024	30846	MARIA SANCHEZ IBARRA	1,149.10	Child Care Reimbursement

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9/18/2024	30846	MARIA SANCHEZ IBARRA	280.00	Cost of Care Plus Rate
9/18/2024	30847	MARIA Z RODRIGUEZ DE OCHOA	2,985.15	Child Care Reimbursement
9/18/2024	30847	MARIA Z RODRIGUEZ DE OCHOA	420.00	Cost of Care Plus Rate
9/18/2024	30848	MARICELA CORTEZ	6,683.11	Child Care Reimbursement
9/18/2024	30848	MARICELA CORTEZ	980.00	Cost of Care Plus Rate
9/18/2024	30849	MARICELA SANDOVAL RODRIGUEZ	4,090.10	Child Care Reimbursement
9/18/2024	30849	MARICELA SANDOVAL RODRIGUEZ	700.00	Cost of Care Plus Rate
9/18/2024	30850	MARISOL GONZALEZ	4,149.99	Child Care Reimbursement
9/18/2024	30850	MARISOL GONZALEZ	700.00	Cost of Care Plus Rate
9/18/2024	30851	MARISOL PEREZ	2,357.19	Child Care Reimbursement
9/18/2024	30851	MARISOL PEREZ	420.00	Cost of Care Plus Rate
9/18/2024	30852	MARTHA ESTHELA SANCHEZ	5,708.14	Child Care Reimbursement
9/18/2024	30852	MARTHA ESTHELA SANCHEZ	1,260.00	Cost of Care Plus Rate
9/18/2024	30852	MARTHA ESTHELA SANCHEZ	(100.00)	Union Dues
9/18/2024	30853	MARTINA RANGEL	4,519.93	Child Care Reimbursement
9/18/2024	30853	MARTINA RANGEL	700.00	Cost of Care Plus Rate
9/18/2024	30854	MARYPAZ MAGANA	3,107.02	Child Care Reimbursement
9/18/2024	30854	MARYPAZ MAGANA	700.00	Cost of Care Plus Rate
9/18/2024	30855	MAYRA ELENA GONZALEZ MORALES	6,116.66	Child Care Reimbursement
9/18/2024	30855	MAYRA ELENA GONZALEZ MORALES	1,120.00	Cost of Care Plus Rate
9/18/2024	30856	PAULA LARA VALDOVINOS	8,028.26	Child Care Reimbursement
9/18/2024	30856	PAULA LARA VALDOVINOS	1,400.00	Cost of Care Plus Rate
9/18/2024	30856	PAULA LARA VALDOVINOS	(90.00)	Union Dues
9/18/2024	30857	REYNA TORRES DE CASTRO	2,628.93	Child Care Reimbursement
9/18/2024	30857	REYNA TORRES DE CASTRO	420.00	Cost of Care Plus Rate
9/18/2024	30857	REYNA TORRES DE CASTRO	(62.58)	Union Dues
9/18/2024	30858	ROSALINDA VARGAS MATA	3,198.70	Child Care Reimbursement
9/18/2024	30858	ROSALINDA VARGAS MATA	560.00	Cost of Care Plus Rate
9/18/2024	30859	ROSEMARY ZAVALA	8,320.59	Child Care Reimbursement
9/18/2024	30859	ROSEMARY ZAVALA	1,400.00	Cost of Care Plus Rate
9/18/2024	30860	SANDRA MARTINEZ VARELA	10,150.61	Child Care Reimbursement
9/18/2024	30860	SANDRA MARTINEZ VARELA	1,540.00	Cost of Care Plus Rate
9/18/2024	30861	SANDRA PEREZ	6,696.89	Child Care Reimbursement
9/18/2024	30861	SANDRA PEREZ	1,120.00	Cost of Care Plus Rate
9/18/2024	30862	SARA ESTELA POSADA	8,445.76	Child Care Reimbursement
9/18/2024	30862	SARA ESTELA POSADA	1,400.00	Cost of Care Plus Rate
9/18/2024	30863	SCHYIENELL JONES	1,658.95	Child Care Reimbursement
9/18/2024	30863	SCHYIENELL JONES	280.00	Cost of Care Plus Rate
9/18/2024	30864	SILVIA BAHENA OCAMPO	420.00	Cost of Care Plus Rate
9/18/2024	30865	SILVIA BAHENA OCAMPO	158.12	Child Care Reimbursement
9/18/2024	30866	SILVIA MEJIA	9,768.02	Child Care Reimbursement
9/18/2024	30866	SILVIA MEJIA	1,680.00	Cost of Care Plus Rate
9/18/2024	30867	SOFIA ALVAREZ DE GONZALEZ	10,380.20	Child Care Reimbursement
9/18/2024	30867	SOFIA ALVAREZ DE GONZALEZ	1,820.00	Cost of Care Plus Rate
9/18/2024	30868	SUSIE MARIA REYNA	5,166.60	Child Care Reimbursement
9/18/2024	30868	SUSIE MARIA REYNA	1,120.00	Cost of Care Plus Rate
9/18/2024	30869	VANESSA NICOLE MEJIA	4,954.01	Child Care Reimbursement

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Check Date	Check Number	Payee	Check Amount	Transaction Description
9/18/2024	30869	VANESSA NICOLE MEJIA	840.00	Cost of Care Plus Rate
9/18/2024	30869	VANESSA NICOLE MEJIA	(90.00)	Union Dues
9/18/2024	30870	VIDALIA MARTINEZ GONZALEZ	4,849.03	Child Care Reimbursement
9/18/2024	30870	VIDALIA MARTINEZ GONZALEZ	840.00	Cost of Care Plus Rate
9/18/2024	30870	VIDALIA MARTINEZ GONZALEZ	(90.00)	Union Dues
9/18/2024	30871	VIRGINIA PEREZ	845.24	Child Care Reimbursement
9/18/2024	30871	VIRGINIA PEREZ	140.00	Cost of Care Plus Rate
9/18/2024	30872	XOCHITL QUIROZ DE ALCALA	4,207.55	Child Care Reimbursement
9/18/2024	30872	XOCHITL QUIROZ DE ALCALA	840.00	Cost of Care Plus Rate
9/18/2024	30873	YAJAIRA GUZMAN	752.20	Child Care Reimbursement
9/18/2024	30873	YAJAIRA GUZMAN	140.00	Cost of Care Plus Rate
9/18/2024	30874	YOANA PEREZ	2,535.72	Child Care Reimbursement
9/18/2024	30874	YOANA PEREZ	420.00	Cost of Care Plus Rate
9/18/2024	30875	ADELA JAIMES	8,434.55	Child Care Reimbursement
9/18/2024	30875	ADELA JAIMES	1,540.00	Cost of Care Plus Rate
9/18/2024	30876	ADRIANA AGUIRRE GAONA	4,004.51	Child Care Reimbursement
9/18/2024	30876	ADRIANA AGUIRRE GAONA	700.00	Cost of Care Plus Rate
9/18/2024	30877	ADRIANA CEJA GONZALEZ	6,036.44	Child Care Reimbursement
9/18/2024	30877	ADRIANA CEJA GONZALEZ	1,260.00	Cost of Care Plus Rate
9/18/2024	30878	ADRIANA GOMEZ	10,859.53	Child Care Reimbursement
9/18/2024	30878	ADRIANA GOMEZ	1,820.00	Cost of Care Plus Rate
9/18/2024	30878	ADRIANA GOMEZ	(100.00)	Union Dues
9/18/2024	30879	ALEXIS SAVEDRA	3,144.92	Child Care Reimbursement
9/18/2024	30879	ALEXIS SAVEDRA	560.00	Cost of Care Plus Rate
9/18/2024	30880	ALICIA MONTEJANO PENA	907.44	Child Care Reimbursement
9/18/2024	30880	ALICIA MONTEJANO PENA	140.00	Cost of Care Plus Rate
9/18/2024	30881	ALICIA SANCHEZ	2,508.22	Child Care Reimbursement
9/18/2024	30881	ALICIA SANCHEZ	560.00	Cost of Care Plus Rate
9/18/2024	30881	ALICIA SANCHEZ	(50.16)	Union Dues
9/18/2024	30882	ANA MARTINEZ	842.75	Child Care Reimbursement
9/18/2024	30882	ANA MARTINEZ	140.00	Cost of Care Plus Rate
9/18/2024	30882	ANA MARTINEZ	(21.86)	Union Dues
9/18/2024	30883	ANA PATRICIA CAMARGO	8,417.42	Child Care Reimbursement
9/18/2024	30883	ANA PATRICIA CAMARGO	1,400.00	Cost of Care Plus Rate
9/18/2024	30884	ANA ROSA M SANCHEZ	8,416.61	Child Care Reimbursement
9/18/2024	30884	ANA ROSA M SANCHEZ	1,400.00	Cost of Care Plus Rate
9/18/2024	30884	ANA ROSA M SANCHEZ	(95.00)	Union Dues
9/18/2024	30885	ANDREA PIMENTEL DE DOMINGUEZ	8,282.57	Child Care Reimbursement
9/18/2024	30885	ANDREA PIMENTEL DE DOMINGUEZ	1,540.00	Cost of Care Plus Rate
9/18/2024	30886	ANGELICA M MARES	4,725.77	Child Care Reimbursement
9/18/2024	30886	ANGELICA M MARES	980.00	Cost of Care Plus Rate
9/18/2024	30887	ANTONIA PANIAGUA ROSALES	11,413.26	Child Care Reimbursement
9/18/2024	30887	ANTONIA PANIAGUA ROSALES	1,820.00	Cost of Care Plus Rate
9/18/2024	30888	ANTONIO PERALTA DUQUE	524.38	Child Care Reimbursement
9/18/2024	30888	ANTONIO PERALTA DUQUE	98.00	Cost of Care Plus Rate
9/18/2024	30889	ARACELI JIMENEZ AVILA	1,955.43	Child Care Reimbursement
9/18/2024	30889	ARACELI JIMENEZ AVILA	420.00	Cost of Care Plus Rate

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9/18/2024	30890	ARACELI MORALES DE MARTINEZ	4,381.49	Child Care Reimbursement
9/18/2024	30890	ARACELI MORALES DE MARTINEZ	700.00	Cost of Care Plus Rate
9/18/2024	30890	ARACELI MORALES DE MARTINEZ	(87.63)	Union Dues
9/18/2024	30891	ARACELY CRUZ DE MONTERROSA	12,119.55	Child Care Reimbursement
9/18/2024	30891	ARACELY CRUZ DE MONTERROSA	2,240.00	Cost of Care Plus Rate
9/18/2024	30892	ARELI JOSEFINA RIVERA MIRELES	1,714.05	Child Care Reimbursement
9/18/2024	30892	ARELI JOSEFINA RIVERA MIRELES	280.00	Cost of Care Plus Rate
9/18/2024	30892	ARELI JOSEFINA RIVERA MIRELES	(44.28)	Union Dues
9/18/2024	30893	AYDE JAIME	8,459.50	Child Care Reimbursement
9/18/2024	30893	AYDE JAIME	1,400.00	Cost of Care Plus Rate
9/18/2024	30894	BEATRIZ GONZALEZ DUENAS	1,088.18	Child Care Reimbursement
9/18/2024	30894	BEATRIZ GONZALEZ DUENAS	294.00	Cost of Care Plus Rate
9/18/2024	30895	BERTHA GOMEZ NUNEZ	13,320.27	Child Care Reimbursement
9/18/2024	30895	BERTHA GOMEZ NUNEZ	1,960.00	Cost of Care Plus Rate
9/18/2024	30895	BERTHA GOMEZ NUNEZ	(100.00)	Union Dues
9/18/2024	30896	BLANCA EVELIA RUIZ DE SOLORIO	6,908.30	Child Care Reimbursement
9/18/2024	30896	BLANCA EVELIA RUIZ DE SOLORIO	1,120.00	Cost of Care Plus Rate
9/18/2024	30896	BLANCA EVELIA RUIZ DE SOLORIO	(95.00)	Union Dues
9/18/2024	30897	BRENDA BENAVIDEZ	898.00	Child Care Reimbursement
9/18/2024	30897	BRENDA BENAVIDEZ	140.00	Cost of Care Plus Rate
9/18/2024	30898	CARLOS YOVANI HERNANDEZ BONILLA	405.55	Child Care Reimbursement
9/18/2024	30898	CARLOS YOVANI HERNANDEZ BONILLA	98.00	Cost of Care Plus Rate
9/18/2024	30899	CAROLINA GIL	6,135.78	Child Care Reimbursement
9/18/2024	30899	CAROLINA GIL	1,120.00	Cost of Care Plus Rate
9/18/2024	30900	CELENY SANCHEZ	2,387.80	Child Care Reimbursement
9/18/2024	30900	CELENY SANCHEZ	420.00	Cost of Care Plus Rate
9/18/2024	30901	CESILA GARCIA DIAZ	524.38	Child Care Reimbursement
9/18/2024	30901	CESILA GARCIA DIAZ	98.00	Cost of Care Plus Rate
9/18/2024	30902	CLARA ACOSTA FERREL	1,527.56	Child Care Reimbursement
9/18/2024	30902	CLARA ACOSTA FERREL	294.00	Cost of Care Plus Rate
9/18/2024	30903	CLAUDIA BARAJAS ROGEL	1,096.98	Child Care Reimbursement
9/18/2024	30903	CLAUDIA BARAJAS ROGEL	196.00	Cost of Care Plus Rate
9/18/2024	30904	CLAUDIA GARCIA	3,158.49	Child Care Reimbursement
9/18/2024	30904	CLAUDIA GARCIA	588.00	Cost of Care Plus Rate
9/18/2024	30905	CLAUDIA ZAVALA CISNEROS	1,856.85	Child Care Reimbursement
9/18/2024	30905	CLAUDIA ZAVALA CISNEROS	392.00	Cost of Care Plus Rate
9/18/2024	30906	CONSUELO PUGA	2,830.00	Child Care Reimbursement
9/18/2024	30906	CONSUELO PUGA	560.00	Cost of Care Plus Rate
9/18/2024	30907	DAISY ALMIDA GONZALEZ	6,826.99	Child Care Reimbursement
9/18/2024	30907	DAISY ALMIDA GONZALEZ	1,260.00	Cost of Care Plus Rate
9/18/2024	30908	DANIELA GUADALUPE ESPINOZA	4,395.87	Child Care Reimbursement

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9/18/2024	30908	DANIELA GUADALUPE ESPINOZA	840.00	Cost of Care Plus Rate
9/18/2024	30909	DAVID PANTOJA	6,879.64	Child Care Reimbursement
9/18/2024	30909	DAVID PANTOJA	1,120.00	Cost of Care Plus Rate
9/18/2024	30910	DELIA CHAVEZ	309.86	Child Care Reimbursement
9/18/2024	30910	DELIA CHAVEZ	98.00	Cost of Care Plus Rate
9/18/2024	30911	DEYSI ISELA ESQUIVEL	10,633.32	Child Care Reimbursement
9/18/2024	30911	DEYSI ISELA ESQUIVEL	1,960.00	Cost of Care Plus Rate
9/18/2024	30912	DOLORES M PLATERO	5,056.50	Child Care Reimbursement
9/18/2024	30912	DOLORES M PLATERO	840.00	Cost of Care Plus Rate
9/18/2024	30913	DORA LUZ RIVERA	8,779.55	Child Care Reimbursement
9/18/2024	30913	DORA LUZ RIVERA	1,540.00	Cost of Care Plus Rate
9/18/2024	30914	DULCE IRASEMA MUNOZ LOPEZ	2,179.67	Child Care Reimbursement
9/18/2024	30914	DULCE IRASEMA MUNOZ LOPEZ	420.00	Cost of Care Plus Rate
9/18/2024	30915	EDELMIRA L VIVEROS	2,292.12	Child Care Reimbursement
9/18/2024	30915	EDELMIRA L VIVEROS	420.00	Cost of Care Plus Rate
9/18/2024	30916	ELENA OCHOA CONTRERAS	1,101.29	Child Care Reimbursement
9/18/2024	30916	ELENA OCHOA CONTRERAS	196.00	Cost of Care Plus Rate
9/18/2024	30917	ELIDA CRUZ	6,088.40	Child Care Reimbursement
9/18/2024	30917	ELIDA CRUZ	1,120.00	Cost of Care Plus Rate
9/18/2024	30918	ELIM RODRIGUEZ	3,268.76	Child Care Reimbursement
9/18/2024	30918	ELIM RODRIGUEZ	560.00	Cost of Care Plus Rate
9/18/2024	30919	ELIZABETH CHAVEZ	1,769.85	Child Care Reimbursement
9/18/2024	30919	ELIZABETH CHAVEZ	280.00	Cost of Care Plus Rate
9/18/2024	30920	ELIZABETH DIAZ	5,279.49	Child Care Reimbursement
9/18/2024	30920	ELIZABETH DIAZ	840.00	Cost of Care Plus Rate
9/18/2024	30921	ELIZABETH GONZALEZ	4,140.53	Child Care Reimbursement
9/18/2024	30921	ELIZABETH GONZALEZ	700.00	Cost of Care Plus Rate
9/18/2024	30921	ELIZABETH GONZALEZ	(92.81)	Union Dues
9/18/2024	30922	ELOISA QUINTINO DE MARTINEZ	564.65	Child Care Reimbursement
9/18/2024	30922	ELOISA QUINTINO DE MARTINEZ	98.00	Cost of Care Plus Rate
9/18/2024	30923	ELSA NOHEMI FLORES GONZALEZ	1,625.09	Child Care Reimbursement
9/18/2024	30923	ELSA NOHEMI FLORES GONZALEZ	294.00	Cost of Care Plus Rate
9/18/2024	30924	ELSA YANETH QUEVEDO ORTIZ	9,659.88	Child Care Reimbursement
9/18/2024	30924	ELSA YANETH QUEVEDO ORTIZ	2,520.00	Cost of Care Plus Rate
9/18/2024	30925	ERICKA DELGADILLO RODRIGUEZ	2,217.78	Child Care Reimbursement
9/18/2024	30925	ERICKA DELGADILLO RODRIGUEZ	420.00	Cost of Care Plus Rate
9/18/2024	30926	ESPERANZA B TOBAR	329.98	Child Care Reimbursement
9/18/2024	30926	ESPERANZA B TOBAR	140.00	Cost of Care Plus Rate
9/18/2024	30927	ESTHER MELENDREZ	1,412.62	Child Care Reimbursement
9/18/2024	30927	ESTHER MELENDREZ	280.00	Cost of Care Plus Rate
9/18/2024	30928	EVANY MURILLO	2,780.10	Child Care Reimbursement
9/18/2024	30928	EVANY MURILLO	420.00	Cost of Care Plus Rate
9/18/2024	30929	FABIOLA GARCIA AVILES	909.48	Child Care Reimbursement
9/18/2024	30929	FABIOLA GARCIA AVILES	196.00	Cost of Care Plus Rate

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9/18/2024	30930	FELISITA GOMEZ DE GOMEZ	5,414.94	Child Care Reimbursement
9/18/2024	30930	FELISITA GOMEZ DE GOMEZ	840.00	Cost of Care Plus Rate
9/18/2024	30931	FLOR JAZMIN ZACARIAS	3,644.85	Child Care Reimbursement
9/18/2024	30931	FLOR JAZMIN ZACARIAS	560.00	Cost of Care Plus Rate
9/18/2024	30932	GABRIELA ARREGUIN	3,691.61	Child Care Reimbursement
9/18/2024	30932	GABRIELA ARREGUIN	700.00	Cost of Care Plus Rate
9/18/2024	30933	GEORGINA CONCEPCION WARREN COSTALES	3,809.61	Child Care Reimbursement
9/18/2024	30933	GEORGINA CONCEPCION WARREN COSTALES	700.00	Cost of Care Plus Rate
9/18/2024	30934	GLORIA PARRA	564.65	Child Care Reimbursement
9/18/2024	30934	GLORIA PARRA	98.00	Cost of Care Plus Rate
9/18/2024	30935	GREGORIA GALLEGOS	9,198.70	Child Care Reimbursement
9/18/2024	30935	GREGORIA GALLEGOS	1,540.00	Cost of Care Plus Rate
9/18/2024	30936	GUADALUPE AVILES LEYVA	2,224.91	Child Care Reimbursement
9/18/2024	30936	GUADALUPE AVILES LEYVA	420.00	Cost of Care Plus Rate
9/18/2024	30937	GUADALUPE CECILIA JAIME	806.61	Child Care Reimbursement
9/18/2024	30937	GUADALUPE CECILIA JAIME	140.00	Cost of Care Plus Rate
9/18/2024	30937	GUADALUPE CECILIA JAIME	(16.13)	Union Dues
9/18/2024	30938	GUADALUPE DURAN	1,646.16	Child Care Reimbursement
9/18/2024	30938	GUADALUPE DURAN	280.00	Cost of Care Plus Rate
9/18/2024	30939	GUADALUPE OLAZABAL	954.96	Child Care Reimbursement
9/18/2024	30939	GUADALUPE OLAZABAL	196.00	Cost of Care Plus Rate
9/18/2024	30939	GUADALUPE OLAZABAL	(19.10)	Union Dues
9/18/2024	30940	GUILLERMINA HERNANDEZ GOMEZ	4,821.84	Child Care Reimbursement
9/18/2024	30940	GUILLERMINA HERNANDEZ GOMEZ	840.00	Cost of Care Plus Rate
9/18/2024	30940	GUILLERMINA HERNANDEZ GOMEZ	(95.00)	Union Dues
9/18/2024	30941	HERMELINDA BRICENO NOH	1,492.05	Child Care Reimbursement
9/18/2024	30941	HERMELINDA BRICENO NOH	294.00	Cost of Care Plus Rate
9/18/2024	30942	HILDA ARACELI ARAMBULA MORENO	806.61	Child Care Reimbursement
9/18/2024	30942	HILDA ARACELI ARAMBULA MORENO	140.00	Cost of Care Plus Rate
9/18/2024	30942	HILDA ARACELI ARAMBULA MORENO	(26.13)	Union Dues
9/18/2024	30943	IMELDA MARIN DE JUAREZ	9,824.75	Child Care Reimbursement
9/18/2024	30943	IMELDA MARIN DE JUAREZ	1,540.00	Cost of Care Plus Rate
9/18/2024	30943	IMELDA MARIN DE JUAREZ	(95.00)	Union Dues
9/18/2024	30944	INES MARISCAL MACIAS	564.65	Child Care Reimbursement
9/18/2024	30944	INES MARISCAL MACIAS	98.00	Cost of Care Plus Rate
9/18/2024	30945	IRENE R SIXTOS	5,328.13	Child Care Reimbursement
9/18/2024	30945	IRENE R SIXTOS	1,120.00	Cost of Care Plus Rate
9/18/2024	30946	IRMA AYALA CONTRERAS	3,317.83	Child Care Reimbursement
9/18/2024	30946	IRMA AYALA CONTRERAS	560.00	Cost of Care Plus Rate
9/18/2024	30947	IRMA FLORES	2,584.33	Child Care Reimbursement
9/18/2024	30947	IRMA FLORES	490.00	Cost of Care Plus Rate
9/18/2024	30948	IRMA SANDOVAL ROBLES	8,841.68	Child Care Reimbursement
9/18/2024	30948	IRMA SANDOVAL ROBLES	1,540.00	Cost of Care Plus Rate
9/18/2024	30948	IRMA SANDOVAL ROBLES	(95.00)	Union Dues
9/18/2024	30949	IRMA VERONICA OSEGUERA	4,609.99	Child Care Reimbursement
9/18/2024	30949	IRMA VERONICA OSEGUERA	840.00	Cost of Care Plus Rate
9/18/2024	30950	ISABEL GARCIA	5,243.54	Child Care Reimbursement

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9/18/2024	30950	ISABEL GARCIA	980.00	Cost of Care Plus Rate
9/18/2024	30950	ISABEL GARCIA	(100.00)	Union Dues
9/18/2024	30951	ISABEL LILLY VILLANUEVA	769.94	Child Care Reimbursement
9/18/2024	30951	ISABEL LILLY VILLANUEVA	140.00	Cost of Care Plus Rate
9/18/2024	30952	JACLYN PRADO	10,663.29	Child Care Reimbursement
9/18/2024	30952	JACLYN PRADO	1,820.00	Cost of Care Plus Rate
9/18/2024	30953	JASMIN ALEJANDRA ARANDA	2,989.15	Child Care Reimbursement
9/18/2024	30953	JASMIN ALEJANDRA ARANDA	560.00	Cost of Care Plus Rate
9/18/2024	30954	JASMINE CANCHOLA	816.36	Child Care Reimbursement
9/18/2024	30954	JASMINE CANCHOLA	140.00	Cost of Care Plus Rate
9/18/2024	30954	JASMINE CANCHOLA	(26.33)	Union Dues
9/18/2024	30955	JESSISAY HERNANDEZ PARRAL	2,193.38	Child Care Reimbursement
9/18/2024	30955	JESSISAY HERNANDEZ PARRAL	392.00	Cost of Care Plus Rate
9/18/2024	30956	JOANNA GONZALEZ	5,272.21	Child Care Reimbursement
9/18/2024	30956	JOANNA GONZALEZ	840.00	Cost of Care Plus Rate
9/18/2024	30957	JOANNA ROBLES	806.61	Child Care Reimbursement
9/18/2024	30957	JOANNA ROBLES	140.00	Cost of Care Plus Rate
9/18/2024	30958	JOSELINE ARREDONDO	1,909.92	Child Care Reimbursement
9/18/2024	30958	JOSELINE ARREDONDO	392.00	Cost of Care Plus Rate
9/18/2024	30959	JUANITA FAY GALVAN	1,526.24	Child Care Reimbursement
9/18/2024	30959	JUANITA FAY GALVAN	294.00	Cost of Care Plus Rate
9/18/2024	30960	JULISSA MARIE ARAGON	4,534.12	Child Care Reimbursement
9/18/2024	30960	JULISSA MARIE ARAGON	840.00	Cost of Care Plus Rate
9/18/2024	30961	JULISSIA LIZBETH RODRIGUEZ	1,613.22	Child Care Reimbursement
9/18/2024	30961	JULISSIA LIZBETH RODRIGUEZ	280.00	Cost of Care Plus Rate
9/18/2024	30962	KASANDRA FIGUEROA BASURTO	731.40	Child Care Reimbursement
9/18/2024	30962	KASANDRA FIGUEROA BASURTO	280.00	Cost of Care Plus Rate
9/18/2024	30963	LAURA A RODRIGUEZ	5,360.84	Child Care Reimbursement
9/18/2024	30963	LAURA A RODRIGUEZ	980.00	Cost of Care Plus Rate
9/18/2024	30964	LAURA E NUNEZ	343.56	Child Care Reimbursement
9/18/2024	30964	LAURA E NUNEZ	294.00	Cost of Care Plus Rate
9/18/2024	30964	LAURA E NUNEZ	(16.87)	Union Dues
9/18/2024	30965	LESLIE KARINA TOSCANO CRUZ	811.54	Child Care Reimbursement
9/18/2024	30965	LESLIE KARINA TOSCANO CRUZ	140.00	Cost of Care Plus Rate
9/18/2024	30965	LESLIE KARINA TOSCANO CRUZ	(26.23)	Union Dues
9/18/2024	30966	LETICIA G HERNANDEZ	7,798.43	Child Care Reimbursement
9/18/2024	30966	LETICIA G HERNANDEZ	1,260.00	Cost of Care Plus Rate
9/18/2024	30967	LETICIA GARIBAY CEJA	2,220.16	Child Care Reimbursement
9/18/2024	30967	LETICIA GARIBAY CEJA	420.00	Cost of Care Plus Rate
9/18/2024	30968	LETICIA HERNANDEZ PEREZ	1,431.23	Child Care Reimbursement
9/18/2024	30968	LETICIA HERNANDEZ PEREZ	280.00	Cost of Care Plus Rate
9/18/2024	30969	LETICIA MORALES	8,080.76	Child Care Reimbursement
9/18/2024	30969	LETICIA MORALES	1,540.00	Cost of Care Plus Rate
9/18/2024	30970	LILIA HORTENCIA OSEGUERA	5,446.68	Child Care Reimbursement
9/18/2024	30970	LILIA HORTENCIA OSEGUERA	1,120.00	Cost of Care Plus Rate
9/18/2024	30970	LILIA HORTENCIA OSEGUERA	(90.00)	Union Dues

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9/18/2024	30971	LILIA YAZMIN JUAREZ	5,803.62	Child Care Reimbursement
9/18/2024	30971	LILIA YAZMIN JUAREZ	1,120.00	Cost of Care Plus Rate
9/18/2024	30972	LILIANA REYES GONZALEZ	806.61	Child Care Reimbursement
9/18/2024	30972	LILIANA REYES GONZALEZ	140.00	Cost of Care Plus Rate
9/18/2024	30973	LILIANA SOLORIO	4,527.39	Child Care Reimbursement
9/18/2024	30973	LILIANA SOLORIO	840.00	Cost of Care Plus Rate
9/18/2024	30974	LORENA SILVA DE MALDONADO	3,794.24	Child Care Reimbursement
9/18/2024	30974	LORENA SILVA DE MALDONADO	840.00	Cost of Care Plus Rate
9/18/2024	30974	LORENA SILVA DE MALDONADO	(80.88)	Union Dues
9/18/2024	30975	LORENA TRUJILLO ESCOBEDO	2,528.10	Child Care Reimbursement
9/18/2024	30975	LORENA TRUJILLO ESCOBEDO	490.00	Cost of Care Plus Rate
9/18/2024	30976	LOURDES PEREZ DE GARCIA	6,237.03	Child Care Reimbursement
9/18/2024	30976	LOURDES PEREZ DE GARCIA	1,260.00	Cost of Care Plus Rate
9/18/2024	30977	MA BELEN RODRIGUEZ BRAVO	1,625.09	Child Care Reimbursement
9/18/2024	30977	MA BELEN RODRIGUEZ BRAVO	294.00	Cost of Care Plus Rate
9/18/2024	30978	MA DE LOURDES GONZALEZ MENDEZ	1,704.61	Child Care Reimbursement
9/18/2024	30978	MA DE LOURDES GONZALEZ MENDEZ	280.00	Cost of Care Plus Rate
9/18/2024	30979	MACARMEN LUCATERO	1,018.38	Child Care Reimbursement
9/18/2024	30979	MACARMEN LUCATERO	560.00	Cost of Care Plus Rate
9/18/2024	30980	MARGARITA BUSTAMANTE DE FELIX	4,859.01	Child Care Reimbursement
9/18/2024	30980	MARGARITA BUSTAMANTE DE FELIX	840.00	Cost of Care Plus Rate
9/18/2024	30981	MARGARITA CORTES DE BARAJAS	12,382.33	Child Care Reimbursement
9/18/2024	30981	MARGARITA CORTES DE BARAJAS	1,960.00	Cost of Care Plus Rate
9/18/2024	30982	MARGARITA PADILLA BARAJAS	6,130.58	Child Care Reimbursement
9/18/2024	30982	MARGARITA PADILLA BARAJAS	1,120.00	Cost of Care Plus Rate
9/18/2024	30983	MARIA A LOPEZ	8,090.28	Child Care Reimbursement
9/18/2024	30983	MARIA A LOPEZ	1,400.00	Cost of Care Plus Rate
9/18/2024	30984	MARIA ARACELI CRUZ	749.11	Child Care Reimbursement
9/18/2024	30984	MARIA ARACELI CRUZ	140.00	Cost of Care Plus Rate
9/18/2024	30985	MARIA ASUSENA GONZALEZ-GUTIERREZ	1,791.55	Child Care Reimbursement
9/18/2024	30985	MARIA ASUSENA GONZALEZ-GUTIERREZ	420.00	Cost of Care Plus Rate
9/18/2024	30986	MARIA C CUEVAS DE GARCIA	2,153.62	Child Care Reimbursement
9/18/2024	30986	MARIA C CUEVAS DE GARCIA	392.00	Cost of Care Plus Rate
9/18/2024	30987	MARIA CONCEPCION CEJA	5,447.09	Child Care Reimbursement
9/18/2024	30987	MARIA CONCEPCION CEJA	980.00	Cost of Care Plus Rate
9/18/2024	30987	MARIA CONCEPCION CEJA	(93.00)	Union Dues
9/18/2024	30988	MARIA DEL SOCORRO CARMONA	1,704.61	Child Care Reimbursement

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9/18/2024	30988	MARIA DEL SOCORRO CARMONA	280.00	Cost of Care Plus Rate
9/18/2024	30988	MARIA DEL SOCORRO CARMONA	(39.09)	Union Dues
9/18/2024	30989	MARIA E CORONA HEREDIA	823.08	Child Care Reimbursement
9/18/2024	30989	MARIA E CORONA HEREDIA	140.00	Cost of Care Plus Rate
9/18/2024	30989	MARIA E CORONA HEREDIA	(26.46)	Union Dues
9/18/2024	30990	MARIA E CUARA	1,101.29	Child Care Reimbursement
9/18/2024	30990	MARIA E CUARA	196.00	Cost of Care Plus Rate
9/18/2024	30991	MARIA ELENA CEJA	2,265.03	Child Care Reimbursement
9/18/2024	30991	MARIA ELENA CEJA	420.00	Cost of Care Plus Rate
9/18/2024	30992	MARIA ELENA RODRIGUEZ	1,431.23	Child Care Reimbursement
9/18/2024	30992	MARIA ELENA RODRIGUEZ	280.00	Cost of Care Plus Rate
9/18/2024	30993	MARIA ESTELA ARROYO	1,574.46	Child Care Reimbursement
9/18/2024	30993	MARIA ESTELA ARROYO	294.00	Cost of Care Plus Rate
9/18/2024	30994	MARIA ESTHER GONZALEZ AVALOS	4,402.75	Child Care Reimbursement
9/18/2024	30994	MARIA ESTHER GONZALEZ AVALOS	700.00	Cost of Care Plus Rate
9/18/2024	30995	MARIA G RAMIREZ DE MARTINEZ	8,494.15	Child Care Reimbursement
9/18/2024	30995	MARIA G RAMIREZ DE MARTINEZ	1,400.00	Cost of Care Plus Rate
9/18/2024	30995	MARIA G RAMIREZ DE MARTINEZ	(95.00)	Union Dues
9/18/2024	30996	MARIA GUADALUPE ALVAREZ	4,634.44	Child Care Reimbursement
9/18/2024	30996	MARIA GUADALUPE ALVAREZ	840.00	Cost of Care Plus Rate
9/18/2024	30997	MARIA GUADALUPE CONTRERAS VARGAS	3,859.40	Child Care Reimbursement
9/18/2024	30997	MARIA GUADALUPE CONTRERAS VARGAS	700.00	Cost of Care Plus Rate
9/18/2024	30997	MARIA GUADALUPE CONTRERAS VARGAS	(82.19)	Union Dues
9/18/2024	30998	MARIA GUADALUPE DIAZ DE RUIZ	2,377.53	Child Care Reimbursement
9/18/2024	30998	MARIA GUADALUPE DIAZ DE RUIZ	420.00	Cost of Care Plus Rate
9/18/2024	30999	MARIA GUADALUPE GONZALEZ	6,431.06	Child Care Reimbursement
9/18/2024	30999	MARIA GUADALUPE GONZALEZ	1,400.00	Cost of Care Plus Rate
9/18/2024	30999	MARIA GUADALUPE GONZALEZ	(100.00)	Union Dues
9/18/2024	31000	MARIA GUADALUPE LEYVA	1,959.24	Child Care Reimbursement
9/18/2024	31000	MARIA GUADALUPE LEYVA	280.00	Cost of Care Plus Rate
9/18/2024	31000	MARIA GUADALUPE LEYVA	(44.18)	Union Dues
9/18/2024	31001	MARIA GUADALUPE LOPEZ CORZA	8,272.71	Child Care Reimbursement
9/18/2024	31001	MARIA GUADALUPE LOPEZ CORZA	1,820.00	Cost of Care Plus Rate
9/18/2024	31002	MARIA LOURDES NIEVAS DE SALAZAR	4,281.10	Child Care Reimbursement
9/18/2024	31002	MARIA LOURDES NIEVAS DE SALAZAR	840.00	Cost of Care Plus Rate
9/18/2024	31003	MARIA NANCY CRUZ	2,319.53	Child Care Reimbursement

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9/18/2024	31003	MARIA NANCY CRUZ	420.00	Cost of Care Plus Rate
9/18/2024	31004	MARIA R GARCIA DE ARAMBULA	8,064.32	Child Care Reimbursement
9/18/2024	31004	MARIA R GARCIA DE ARAMBULA	1,400.00	Cost of Care Plus Rate
9/18/2024	31005	MARIA RAFAELA JAIMES HERNANDEZ	806.61	Child Care Reimbursement
9/18/2024	31005	MARIA RAFAELA JAIMES HERNANDEZ	140.00	Cost of Care Plus Rate
9/18/2024	31006	MARIA SANDRA L DE ESTRADA	6,630.95	Child Care Reimbursement
9/18/2024	31006	MARIA SANDRA L DE ESTRADA	1,120.00	Cost of Care Plus Rate
9/18/2024	31007	MARIA T HERNANDEZ	1,704.61	Child Care Reimbursement
9/18/2024	31007	MARIA T HERNANDEZ	280.00	Cost of Care Plus Rate
9/18/2024	31008	MARIANA NAVA	1,704.61	Child Care Reimbursement
9/18/2024	31008	MARIANA NAVA	280.00	Cost of Care Plus Rate
9/18/2024	31009	MARIANELA G ORTIZ	5,754.48	Child Care Reimbursement
9/18/2024	31009	MARIANELA G ORTIZ	980.00	Cost of Care Plus Rate
9/18/2024	31010	MARILU GARZA	8,747.34	Child Care Reimbursement
9/18/2024	31010	MARILU GARZA	1,820.00	Cost of Care Plus Rate
9/18/2024	31010	MARILU GARZA	(90.00)	Union Dues
9/18/2024	31011	MARISSA LOPEZ LOPEZ	3,370.97	Child Care Reimbursement
9/18/2024	31011	MARISSA LOPEZ LOPEZ	560.00	Cost of Care Plus Rate
9/18/2024	31012	MARTHA ANGELICA SOLORIO DE ARCEO	2,283.89	Child Care Reimbursement
9/18/2024	31012	MARTHA ANGELICA SOLORIO DE ARCEO	420.00	Cost of Care Plus Rate
9/18/2024	31013	MARTHA SALGADO	10,384.01	Child Care Reimbursement
9/18/2024	31013	MARTHA SALGADO	1,680.00	Cost of Care Plus Rate
9/18/2024	31014	MAYLEN CHAVOLLA AYALA	1,153.70	Child Care Reimbursement
9/18/2024	31014	MAYLEN CHAVOLLA AYALA	294.00	Cost of Care Plus Rate
9/18/2024	31015	MAYRA HERNANDEZ	3,317.83	Child Care Reimbursement
9/18/2024	31015	MAYRA HERNANDEZ	560.00	Cost of Care Plus Rate
9/18/2024	31016	MIGUEL ANGEL GARCIA JIMENEZ	3,317.83	Child Care Reimbursement
9/18/2024	31016	MIGUEL ANGEL GARCIA JIMENEZ	560.00	Cost of Care Plus Rate
9/18/2024	31017	MIRIAM LOPEZ GUTIERREZ	11,502.15	Child Care Reimbursement
9/18/2024	31017	MIRIAM LOPEZ GUTIERREZ	1,820.00	Cost of Care Plus Rate
9/18/2024	31017	MIRIAM LOPEZ GUTIERREZ	(90.00)	Union Dues
9/18/2024	31018	NANCY GARIBAY HERNANDEZ	1,633.31	Child Care Reimbursement
9/18/2024	31018	NANCY GARIBAY HERNANDEZ	280.00	Cost of Care Plus Rate
9/18/2024	31019	Natalie Sevilla	1,463.26	Child Care Reimbursement
9/18/2024	31019	Natalie Sevilla	280.00	Cost of Care Plus Rate
9/18/2024	31019	Natalie Sevilla	(29.27)	Union Dues
9/18/2024	31020	NORMA LISA GUZMAN	4,072.93	Child Care Reimbursement
9/18/2024	31020	NORMA LISA GUZMAN	700.00	Cost of Care Plus Rate
9/18/2024	31021	NORMA M ZARAZUA	5,849.94	Child Care Reimbursement
9/18/2024	31021	NORMA M ZARAZUA	980.00	Cost of Care Plus Rate
9/18/2024	31022	NUBIA IVETTE ACEVES RODRIGUEZ	646.96	Child Care Reimbursement
9/18/2024	31022	NUBIA IVETTE ACEVES RODRIGUEZ	140.00	Cost of Care Plus Rate
9/18/2024	31023	OLGA LIDIA ALVAREZ	1,101.29	Child Care Reimbursement

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9/18/2024	31023	OLGA LIDIA ALVAREZ	196.00	Cost of Care Plus Rate
9/18/2024	31024	OLGA ZAMAGO	1,498.22	Child Care Reimbursement
9/18/2024	31024	OLGA ZAMAGO	280.00	Cost of Care Plus Rate
9/18/2024	31025	ORGARIDT ALCANZAR MAGANA	5,529.33	Child Care Reimbursement
9/18/2024	31025	ORGARIDT ALCANZAR MAGANA	980.00	Cost of Care Plus Rate
9/18/2024	31025	ORGARIDT ALCANZAR MAGANA	(90.00)	Union Dues
9/18/2024	31026	PATRICIA SANCHEZ	5,618.03	Child Care Reimbursement
9/18/2024	31026	PATRICIA SANCHEZ	980.00	Cost of Care Plus Rate
9/18/2024	31027	PRECIOSA ISABEL CHAMALE CASTRO	572.60	Child Care Reimbursement
9/18/2024	31027	PRECIOSA ISABEL CHAMALE CASTRO	98.00	Cost of Care Plus Rate
9/18/2024	31028	RAQUEL G DE IZARRARAS	3,110.26	Child Care Reimbursement
9/18/2024	31028	RAQUEL G DE IZARRARAS	560.00	Cost of Care Plus Rate
9/18/2024	31029	Rebecca Mendoza Vazquez Family Child Care	1,962.82	Child Care Reimbursement
9/18/2024	31029	Rebecca Mendoza Vazquez Family Child Care	420.00	Cost of Care Plus Rate
9/18/2024	31030	REMEDIOS MORENO ZAVALA	1,158.50	Child Care Reimbursement
9/18/2024	31030	REMEDIOS MORENO ZAVALA	280.00	Cost of Care Plus Rate
9/18/2024	31030	REMEDIOS MORENO ZAVALA	(33.17)	Union Dues
9/18/2024	31031	REYNALDA C MALDONADO	1,443.84	Child Care Reimbursement
9/18/2024	31031	REYNALDA C MALDONADO	294.00	Cost of Care Plus Rate
9/18/2024	31032	RITA GARCIA	10,992.34	Child Care Reimbursement
9/18/2024	31032	RITA GARCIA	1,820.00	Cost of Care Plus Rate
9/18/2024	31033	ROCIO OROZCO IBARRA	9,902.91	Child Care Reimbursement
9/18/2024	31033	ROCIO OROZCO IBARRA	2,240.00	Cost of Care Plus Rate
9/18/2024	31034	Rosa Elena Arellano	1,640.69	Child Care Reimbursement
9/18/2024	31034	Rosa Elena Arellano	280.00	Cost of Care Plus Rate
9/18/2024	31034	Rosa Elena Arellano	(32.81)	Union Dues
9/18/2024	31035	ROSA M SALAZAR	628.58	Child Care Reimbursement
9/18/2024	31035	ROSA M SALAZAR	98.00	Cost of Care Plus Rate
9/18/2024	31036	ROSALIA MARTINEZ DE MENDOZA	1,479.34	Child Care Reimbursement
9/18/2024	31036	ROSALIA MARTINEZ DE MENDOZA	294.00	Cost of Care Plus Rate
9/18/2024	31036	ROSALIA MARTINEZ DE MENDOZA	(29.59)	Union Dues
9/18/2024	31037	RUBICEL RUIZ SOLORIO	5,672.30	Child Care Reimbursement
9/18/2024	31037	RUBICEL RUIZ SOLORIO	980.00	Cost of Care Plus Rate
9/18/2024	31037	RUBICEL RUIZ SOLORIO	(95.00)	Union Dues
9/18/2024	31038	RUTH CARINA PAREDES	7,806.52	Child Care Reimbursement
9/18/2024	31038	RUTH CARINA PAREDES	1,400.00	Cost of Care Plus Rate
9/18/2024	31039	SANDRA RODRIGUEZ	1,072.66	Child Care Reimbursement
9/18/2024	31039	SANDRA RODRIGUEZ	280.00	Cost of Care Plus Rate
9/18/2024	31040	SENDY N HERNANDEZ SOSA	1,202.97	Child Care Reimbursement
9/18/2024	31040	SENDY N HERNANDEZ SOSA	(34.06)	Union Dues
9/18/2024	31041	SILVIA DAVALOS DE ANGUIANO	2,764.16	Child Care Reimbursement
9/18/2024	31041	SILVIA DAVALOS DE ANGUIANO	588.00	Cost of Care Plus Rate
9/18/2024	31042	SILVIA E ZUNIGA	11,699.42	Child Care Reimbursement

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9/18/2024	31042	SILVIA E ZUNIGA	1,820.00	Cost of Care Plus Rate
9/18/2024	31043	SONIA PANTOJA	7,149.35	Child Care Reimbursement
9/18/2024	31043	SONIA PANTOJA	1,120.00	Cost of Care Plus Rate
9/18/2024	31044	SUNSHINE CENTER	2,311.48	Child Care Reimbursement
9/18/2024	31044	SUNSHINE CENTER	280.00	Cost of Care Plus Rate
9/18/2024	31045	SUSY I SANTACRUZ DE SAHAGUN	4,836.82	Child Care Reimbursement
9/18/2024	31045	SUSY I SANTACRUZ DE SAHAGUN	980.00	Cost of Care Plus Rate
9/18/2024	31045	SUSY I SANTACRUZ DE SAHAGUN	(100.00)	Union Dues
9/18/2024	31046	SYDNEY GONZALEZ	1,895.20	Child Care Reimbursement
9/18/2024	31046	SYDNEY GONZALEZ	392.00	Cost of Care Plus Rate
9/18/2024	31047	SYLVIA MORA	1,001.86	Child Care Reimbursement
9/18/2024	31047	SYLVIA MORA	196.00	Cost of Care Plus Rate
9/18/2024	31048	TERESA CAROLINA OROPEZA	7,318.28	Child Care Reimbursement
9/18/2024	31048	TERESA CAROLINA OROPEZA	1,260.00	Cost of Care Plus Rate
9/18/2024	31049	TINA MARIE ANTE	10,070.88	Child Care Reimbursement
9/18/2024	31049	TINA MARIE ANTE	1,960.00	Cost of Care Plus Rate
9/18/2024	31050	TRINIDAD TINOCO	8,775.99	Child Care Reimbursement
9/18/2024	31050	TRINIDAD TINOCO	1,680.00	Cost of Care Plus Rate
9/18/2024	31050	TRINIDAD TINOCO	(100.00)	Union Dues
9/18/2024	31051	VIRGINIA RUELAS DE LEYVA	2,803.06	Child Care Reimbursement
9/18/2024	31051	VIRGINIA RUELAS DE LEYVA	420.00	Cost of Care Plus Rate
9/18/2024	31052	Yanely Garcia	1,479.34	Child Care Reimbursement
9/18/2024	31052	Yanely Garcia	294.00	Cost of Care Plus Rate
9/18/2024	31053	YAZMIN ORNELAS PINEDA	1,220.36	Child Care Reimbursement
9/18/2024	31053	YAZMIN ORNELAS PINEDA	196.00	Cost of Care Plus Rate
9/18/2024	31054	YESENIA CAYETANO HERNANDEZ	530.74	Child Care Reimbursement
9/18/2024	31054	YESENIA CAYETANO HERNANDEZ	140.00	Cost of Care Plus Rate
9/18/2024	31055	YESENIA GUADALUPE QUINTERO TAPIA	651.85	Child Care Reimbursement
9/18/2024	31055	YESENIA GUADALUPE QUINTERO TAPIA	140.00	Cost of Care Plus Rate
9/18/2024	31056	YESENIA SALAZAR-PENA	2,840.50	Child Care Reimbursement
9/18/2024	31056	YESENIA SALAZAR-PENA	980.00	Cost of Care Plus Rate
9/18/2024	31057	YOLANDA JUAREZ	5,424.11	Child Care Reimbursement
9/18/2024	31057	YOLANDA JUAREZ	980.00	Cost of Care Plus Rate
9/18/2024	31058	ZEFERINO GONZALEZ	977.80	Child Care Reimbursement
9/18/2024	31058	ZEFERINO GONZALEZ	196.00	Cost of Care Plus Rate
9/18/2024	31059	ALMA DELIA WENCES	3,208.00	Child Care Reimbursement
9/18/2024	31059	ALMA DELIA WENCES	560.00	Cost of Care Plus Rate
9/18/2024	31060	ANDREA GUADALUPE DIAZ	1,668.30	Child Care Reimbursement
9/18/2024	31060	ANDREA GUADALUPE DIAZ	280.00	Cost of Care Plus Rate
9/18/2024	31061	CAROLINA HERNANDEZ DE SOLORIO	2,589.49	Child Care Reimbursement
9/18/2024	31061	CAROLINA HERNANDEZ DE SOLORIO	420.00	Cost of Care Plus Rate
9/18/2024	31061	CAROLINA HERNANDEZ DE SOLORIO	(71.79)	Union Dues
9/18/2024	31062	CLAUDIA ZARAGOZA DE RODRIGUEZ	11,719.18	Child Care Reimbursement

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9/18/2024	31062	CLAUDIA ZARAGOZA DE RODRIGUEZ	1,820.00	Cost of Care Plus Rate
9/18/2024	31063	EDUVIJES SUAREZ	3,354.20	Child Care Reimbursement
9/18/2024	31063	EDUVIJES SUAREZ	560.00	Cost of Care Plus Rate
9/18/2024	31063	EDUVIJES SUAREZ	(67.08)	Union Dues
9/18/2024	31064	ESMERALDA Y GONZALES	1,586.86	Child Care Reimbursement
9/18/2024	31064	ESMERALDA Y GONZALES	280.00	Cost of Care Plus Rate
9/18/2024	31065	ESPERANZA RESENDEZ	1,886.74	Child Care Reimbursement
9/18/2024	31065	ESPERANZA RESENDEZ	280.00	Cost of Care Plus Rate
9/18/2024	31066	HILDA BARAJAS JUAREZ	2,565.81	Child Care Reimbursement
9/18/2024	31066	HILDA BARAJAS JUAREZ	420.00	Cost of Care Plus Rate
9/18/2024	31067	ISABEL C MEDINA DE GARCIA	1,476.96	Child Care Reimbursement
9/18/2024	31067	ISABEL C MEDINA DE GARCIA	280.00	Cost of Care Plus Rate
9/18/2024	31068	JAQUELINE MATURINO MONARREZ	1,824.00	Child Care Reimbursement
9/18/2024	31068	JAQUELINE MATURINO MONARREZ	420.00	Cost of Care Plus Rate
9/18/2024	31069	JUANA MORILLON GUILLEN	3,981.96	Child Care Reimbursement
9/18/2024	31069	JUANA MORILLON GUILLEN	700.00	Cost of Care Plus Rate
9/18/2024	31069	JUANA MORILLON GUILLEN	(79.64)	Union Dues
9/18/2024	31070	Karla Elizabeth Huling	3,442.18	Child Care Reimbursement
9/18/2024	31070	Karla Elizabeth Huling	560.00	Cost of Care Plus Rate
9/18/2024	31071	MARIA F MARTINEZ	1,649.74	Child Care Reimbursement
9/18/2024	31071	MARIA F MARTINEZ	420.00	Cost of Care Plus Rate
9/18/2024	31072	MARIA GUADALUPE BARAJAS DE GARCIA	1,873.36	Child Care Reimbursement
9/18/2024	31072	MARIA GUADALUPE BARAJAS DE GARCIA	420.00	Cost of Care Plus Rate
9/18/2024	31073	Maria Ledesma De Garcia	8,940.45	Child Care Reimbursement
9/18/2024	31073	Maria Ledesma De Garcia	1,680.00	Cost of Care Plus Rate
9/18/2024	31074	MARIA TERESA ALANIS	4,988.44	Child Care Reimbursement
9/18/2024	31074	MARIA TERESA ALANIS	980.00	Cost of Care Plus Rate
9/18/2024	31075	MONICA VEGA	4,885.10	Child Care Reimbursement
9/18/2024	31075	MONICA VEGA	840.00	Cost of Care Plus Rate
9/18/2024	31076	NANCY MADERA GARCIA	999.80	Child Care Reimbursement
9/18/2024	31076	NANCY MADERA GARCIA	140.00	Cost of Care Plus Rate
9/18/2024	31077	NORMA PULIDO CRUZ	2,180.49	Child Care Reimbursement
9/18/2024	31077	NORMA PULIDO CRUZ	420.00	Cost of Care Plus Rate
9/18/2024	31078	TERESA DE LA LUZ SALAZAR MARTINEZ	6,482.18	Child Care Reimbursement
9/18/2024	31078	TERESA DE LA LUZ SALAZAR MARTINEZ	1,120.00	Cost of Care Plus Rate
9/18/2024	31079	YAZMIN ARACELI NAVARRO HERRERA	3,012.09	Child Care Reimbursement
9/18/2024	31079	YAZMIN ARACELI NAVARRO HERRERA	588.00	Cost of Care Plus Rate
9/18/2024	31080	YNEZ ATHENA CHAVEZ-ANDRADE	5,381.64	Child Care Reimbursement
9/18/2024	31080	YNEZ ATHENA CHAVEZ-ANDRADE	840.00	Cost of Care Plus Rate
9/18/2024	31081	ANDREA FRANCISCA SANTOS MENDOZA	10,311.82	Child Care Reimbursement
9/18/2024	31081	ANDREA FRANCISCA SANTOS MENDOZA	1,960.00	Cost of Care Plus Rate

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9/18/2024	31081	ANDREA FRANCISCA SANTOS MENDOZA	(100.00)	Union Dues
9/18/2024	31082	BAUDELINA SANTOS PACHECO	3,357.21	Child Care Reimbursement
9/18/2024	31082	BAUDELINA SANTOS PACHECO	840.00	Cost of Care Plus Rate
9/18/2024	31083	BERTHA MORENO	7,030.38	Child Care Reimbursement
9/18/2024	31083	BERTHA MORENO	1,260.00	Cost of Care Plus Rate
9/18/2024	31084	BIVIANA MANRIQUEZ	10,170.32	Child Care Reimbursement
9/18/2024	31084	BIVIANA MANRIQUEZ	1,680.00	Cost of Care Plus Rate
9/18/2024	31085	CARMEN BELTRAN	6,803.66	Child Care Reimbursement
9/18/2024	31085	CARMEN BELTRAN	1,260.00	Cost of Care Plus Rate
9/18/2024	31086	CELFIDA SANTOS DE RUIZ	10,487.93	Child Care Reimbursement
9/18/2024	31086	CELFIDA SANTOS DE RUIZ	1,820.00	Cost of Care Plus Rate
9/18/2024	31086	CELFIDA SANTOS DE RUIZ	(90.00)	Union Dues
9/18/2024	31087	CLAUDIA ANDREA MUNOZ	6,922.91	Child Care Reimbursement
9/18/2024	31087	CLAUDIA ANDREA MUNOZ	1,540.00	Cost of Care Plus Rate
9/18/2024	31088	EDILIA GUTIERREZ DE GARCIA	2,595.08	Child Care Reimbursement
9/18/2024	31088	EDILIA GUTIERREZ DE GARCIA	420.00	Cost of Care Plus Rate
9/18/2024	31089	ELDA KARINA IBARRA	6,494.80	Child Care Reimbursement
9/18/2024	31089	ELDA KARINA IBARRA	1,120.00	Cost of Care Plus Rate
9/18/2024	31089	ELDA KARINA IBARRA	(90.00)	Union Dues
9/18/2024	31090	INOCENCIA SALAS ROJAS	5,183.07	Child Care Reimbursement
9/18/2024	31090	INOCENCIA SALAS ROJAS	980.00	Cost of Care Plus Rate
9/18/2024	31091	LAURA A GUTIERREZ	7,290.83	Child Care Reimbursement
9/18/2024	31091	LAURA A GUTIERREZ	1,260.00	Cost of Care Plus Rate
9/18/2024	31092	LIDIA ALONDRA BRAVO DE MENDOZA	3,974.69	Child Care Reimbursement
9/18/2024	31092	LIDIA ALONDRA BRAVO DE MENDOZA	700.00	Cost of Care Plus Rate
9/18/2024	31093	LORENA PEREZ MELGOZA	5,462.99	Child Care Reimbursement
9/18/2024	31093	LORENA PEREZ MELGOZA	1,120.00	Cost of Care Plus Rate
9/18/2024	31094	LORRAINE DIAZ	1,406.68	Child Care Reimbursement
9/18/2024	31094	LORRAINE DIAZ	420.00	Cost of Care Plus Rate
9/18/2024	31094	LORRAINE DIAZ	(28.13)	Union Dues
9/18/2024	31095	LUCINA RAMIREZ	254.70	Child Care Reimbursement
9/18/2024	31095	LUCINA RAMIREZ	140.00	Cost of Care Plus Rate
9/18/2024	31096	MARIA A VARGAS	1,229.14	Child Care Reimbursement
9/18/2024	31096	MARIA A VARGAS	280.00	Cost of Care Plus Rate
9/18/2024	31097	MARIA CARRILLO DE GUTIERREZ	8,500.54	Child Care Reimbursement
9/18/2024	31097	MARIA CARRILLO DE GUTIERREZ	1,540.00	Cost of Care Plus Rate
9/18/2024	31098	MARIA DEL CARMEN GUTIERREZ BRITO	3,221.51	Child Care Reimbursement
9/18/2024	31098	MARIA DEL CARMEN GUTIERREZ BRITO	700.00	Cost of Care Plus Rate
9/18/2024	31099	MARIA DOLORES ARIAS	3,397.90	Child Care Reimbursement
9/18/2024	31099	MARIA DOLORES ARIAS	560.00	Cost of Care Plus Rate
9/18/2024	31100	MARIA ELENA ESCOBAR	2,760.24	Child Care Reimbursement
9/18/2024	31100	MARIA ELENA ESCOBAR	420.00	Cost of Care Plus Rate
9/18/2024	31100	MARIA ELENA ESCOBAR	(75.20)	Union Dues
9/18/2024	31101	MARIA GUADALUPE JAYME	3,258.56	Child Care Reimbursement

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9/18/2024	31101	MARIA GUADALUPE JAYME	700.00	Cost of Care Plus Rate
9/18/2024	31102	MARIA MORENO	7,125.33	Child Care Reimbursement
9/18/2024	31102	MARIA MORENO	1,260.00	Cost of Care Plus Rate
9/18/2024	31103	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	10,469.11	Child Care Reimbursement
9/18/2024	31103	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	1,680.00	Cost of Care Plus Rate
9/18/2024	31103	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	(100.00)	Union Dues
9/18/2024	31104	MATILDE VILLAFAN DE MARAVILLA	3,554.22	Child Care Reimbursement
9/18/2024	31104	MATILDE VILLAFAN DE MARAVILLA	1,120.00	Cost of Care Plus Rate
9/18/2024	31105	MELANEA FLERROS HIDALGO	2,587.91	Child Care Reimbursement
9/18/2024	31105	MELANEA FLERROS HIDALGO	420.00	Cost of Care Plus Rate
9/18/2024	31106	MIREYA GUZMAN CRISTOBAL	814.91	Child Care Reimbursement
9/18/2024	31106	MIREYA GUZMAN CRISTOBAL	140.00	Cost of Care Plus Rate
9/18/2024	31106	MIREYA GUZMAN CRISTOBAL	(26.30)	Union Dues
9/18/2024	31107	MITZI G CHAVEZ MAGALLON	2,969.55	Child Care Reimbursement
9/18/2024	31107	MITZI G CHAVEZ MAGALLON	560.00	Cost of Care Plus Rate
9/18/2024	31107	MITZI G CHAVEZ MAGALLON	(69.39)	Union Dues
9/18/2024	31108	NINFA E. RODRIGUEZ	3,320.75	Child Care Reimbursement
9/18/2024	31108	NINFA E. RODRIGUEZ	840.00	Cost of Care Plus Rate
9/18/2024	31109	NORMA MENDOZA	2,801.94	Child Care Reimbursement
9/18/2024	31109	NORMA MENDOZA	560.00	Cost of Care Plus Rate
9/18/2024	31110	ODAIVA GUADALUPE CENTENO	6,740.17	Child Care Reimbursement
9/18/2024	31110	ODAIVA GUADALUPE CENTENO	1,540.00	Cost of Care Plus Rate
9/18/2024	31110	ODAIVA GUADALUPE CENTENO	(90.00)	Union Dues
9/18/2024	31111	OLGA NOVELA DE HUERTA	5,881.43	Child Care Reimbursement
9/18/2024	31111	OLGA NOVELA DE HUERTA	980.00	Cost of Care Plus Rate
9/18/2024	31111	OLGA NOVELA DE HUERTA	(110.00)	Union Dues
9/18/2024	31112	PATRICIA MUNOZ VASQUEZ	11,052.20	Child Care Reimbursement
9/18/2024	31112	PATRICIA MUNOZ VASQUEZ	1,960.00	Cost of Care Plus Rate
9/18/2024	31113	RAQUEL POSADAS DE GIRON	6,025.80	Child Care Reimbursement
9/18/2024	31113	RAQUEL POSADAS DE GIRON	1,120.00	Cost of Care Plus Rate
9/18/2024	31114	SUNSHINE BILINGUAL DAYCARE	6,295.65	Child Care Reimbursement
9/18/2024	31114	SUNSHINE BILINGUAL DAYCARE	1,120.00	Cost of Care Plus Rate
9/18/2024	31115	TERESA LUZ RUIZ	4,569.55	Child Care Reimbursement
9/18/2024	31115	TERESA LUZ RUIZ	840.00	Cost of Care Plus Rate
9/18/2024	31115	TERESA LUZ RUIZ	(95.00)	Union Dues
9/18/2024	31116	VICTORIA GOMEZ CRUZ	1,716.94	Child Care Reimbursement
9/18/2024	31116	VICTORIA GOMEZ CRUZ	700.00	Cost of Care Plus Rate
9/18/2024	31117	YADIRA CARDONA FAMILY CHILD CARE	140.00	Cost of Care Plus Rate
9/18/2024	31118	YADIRA CARDONA FAMILY CHILD CARE	571.44	Child Care Reimbursement
9/18/2024	31119	YOLANDA MUNOZ	11,126.05	Child Care Reimbursement
9/18/2024	31119	YOLANDA MUNOZ	1,820.00	Cost of Care Plus Rate
9/18/2024	31120	DINA BEATRIZ GONZALEZ	3,590.67	Child Care Reimbursement
9/18/2024	31120	DINA BEATRIZ GONZALEZ	420.00	Cost of Care Plus Rate

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9/18/2024	31121	ANA MARIA NAVARRO DE GUTIERREZ	5,233.83	Child Care Reimbursement
9/18/2024	31121	ANA MARIA NAVARRO DE GUTIERREZ	960.00	Cost of Care Plus Rate
9/18/2024	31122	ANDREA BUENROSTRO	10,966.80	Child Care Reimbursement
9/18/2024	31122	ANDREA BUENROSTRO	1,920.00	Cost of Care Plus Rate
9/18/2024	31123	CECILIA ZAMORA	2,209.14	Child Care Reimbursement
9/18/2024	31123	CECILIA ZAMORA	640.00	Cost of Care Plus Rate
9/18/2024	31124	DOLORES VERDUZCO GALINDO	5,295.37	Child Care Reimbursement
9/18/2024	31124	DOLORES VERDUZCO GALINDO	960.00	Cost of Care Plus Rate
9/18/2024	31125	JANET GARCIA-ALAPIZCO	1,120.00	Cost of Care Plus Rate
9/18/2024	31126	JANET GARCIA-ALAPIZCO	7,611.57	Child Care Reimbursement
9/18/2024	31127	MARGARITA CASTILLO	1,280.96	Child Care Reimbursement
9/18/2024	31127	MARGARITA CASTILLO	633.00	Cost of Care Plus Rate
9/18/2024	31128	MARIA G TAMAYO DE ZAMORA	2,893.30	Child Care Reimbursement
9/18/2024	31128	MARIA G TAMAYO DE ZAMORA	480.00	Cost of Care Plus Rate
9/18/2024	31128	MARIA G TAMAYO DE ZAMORA	(57.87)	Union Dues
9/18/2024	31129	MARIA GUADALUPE ZAMORA RODRIGUEZ	3,235.52	Child Care Reimbursement
9/18/2024	31129	MARIA GUADALUPE ZAMORA RODRIGUEZ	640.00	Cost of Care Plus Rate
9/18/2024	31130	MARYPAZ ALVARADO PEREZ	3,365.43	Child Care Reimbursement
9/18/2024	31130	MARYPAZ ALVARADO PEREZ	480.00	Cost of Care Plus Rate
9/18/2024	31131	ONOFRE ZAMORA	9,259.76	Child Care Reimbursement
9/18/2024	31131	ONOFRE ZAMORA	1,600.00	Cost of Care Plus Rate
9/18/2024	31132	ADELA GARCIA DE SOSA	9,545.15	Child Care Reimbursement
9/18/2024	31132	ADELA GARCIA DE SOSA	1,540.00	Cost of Care Plus Rate
9/18/2024	31132	ADELA GARCIA DE SOSA	(100.00)	Union Dues
9/18/2024	31133	ALICIA DE LA GARZA	1,219.25	Child Care Reimbursement
9/18/2024	31133	ALICIA DE LA GARZA	840.00	Cost of Care Plus Rate
9/18/2024	31134	ALMA AYDE GOMEZ ALVAREZ	3,825.51	Child Care Reimbursement
9/18/2024	31134	ALMA AYDE GOMEZ ALVAREZ	700.00	Cost of Care Plus Rate
9/18/2024	31135	ALMA R RANGEL	4,532.03	Child Care Reimbursement
9/18/2024	31135	ALMA R RANGEL	840.00	Cost of Care Plus Rate
9/18/2024	31136	ANNA V MENDEZ	714.39	Child Care Reimbursement
9/18/2024	31136	ANNA V MENDEZ	420.00	Cost of Care Plus Rate
9/18/2024	31137	BEATRIZ ADRIANA CARRILLO HERNANDEZ	5,735.46	Child Care Reimbursement
9/18/2024	31137	BEATRIZ ADRIANA CARRILLO HERNANDEZ	980.00	Cost of Care Plus Rate
9/18/2024	31138	BEATRIZ TELLEZ DE TORRES	5,523.26	Child Care Reimbursement
9/18/2024	31138	BEATRIZ TELLEZ DE TORRES	1,260.00	Cost of Care Plus Rate
9/18/2024	31139	BERENICE IBARRA	1,916.58	Child Care Reimbursement
9/18/2024	31139	BERENICE IBARRA	420.00	Cost of Care Plus Rate
9/18/2024	31140	BERTHA ALICIA GOMEZ	8,673.22	Child Care Reimbursement
9/18/2024	31140	BERTHA ALICIA GOMEZ	1,400.00	Cost of Care Plus Rate
9/18/2024	31141	CARMEN MORALES DIAZ	4,207.11	Child Care Reimbursement
9/18/2024	31141	CARMEN MORALES DIAZ	840.00	Cost of Care Plus Rate
9/18/2024	31141	CARMEN MORALES DIAZ	(94.14)	Union Dues

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9/18/2024	31142	CELESTINA ANDREAH CONTRERAS	505.40	Child Care Reimbursement
9/18/2024	31142	CELESTINA ANDREAH CONTRERAS	98.00	Cost of Care Plus Rate
9/18/2024	31143	CELIA IBARRA	1,098.10	Child Care Reimbursement
9/18/2024	31143	CELIA IBARRA	196.00	Cost of Care Plus Rate
9/18/2024	31144	CONSUELO MEJIA	882.39	Child Care Reimbursement
9/18/2024	31144	CONSUELO MEJIA	140.00	Cost of Care Plus Rate
9/18/2024	31145	DIANA LIZBETH AMBRIZ MADRIZ	1,830.12	Child Care Reimbursement
9/18/2024	31145	DIANA LIZBETH AMBRIZ MADRIZ	420.00	Cost of Care Plus Rate
9/18/2024	31146	DOLORES SANCHEZ LOPEZ	1,453.22	Child Care Reimbursement
9/18/2024	31146	DOLORES SANCHEZ LOPEZ	280.00	Cost of Care Plus Rate
9/18/2024	31147	EDITH ELIZABETH SANCHEZ	2,127.87	Child Care Reimbursement
9/18/2024	31147	EDITH ELIZABETH SANCHEZ	420.00	Cost of Care Plus Rate
9/18/2024	31147	EDITH ELIZABETH SANCHEZ	(42.56)	Union Dues
9/18/2024	31148	ELIDIA O RANGEL	620.94	Child Care Reimbursement
9/18/2024	31148	ELIDIA O RANGEL	140.00	Cost of Care Plus Rate
9/18/2024	31148	ELIDIA O RANGEL	(12.42)	Union Dues
9/18/2024	31149	ELISA GONZALES	5,424.72	Child Care Reimbursement
9/18/2024	31149	ELISA GONZALES	980.00	Cost of Care Plus Rate
9/18/2024	31150	ELOISA LEMUS	5,084.01	Child Care Reimbursement
9/18/2024	31150	ELOISA LEMUS	840.00	Cost of Care Plus Rate
9/18/2024	31151	ELVA BORUNDA FLORES	7,900.92	Child Care Reimbursement
9/18/2024	31151	ELVA BORUNDA FLORES	1,400.00	Cost of Care Plus Rate
9/18/2024	31152	ELVIRA GAMBOA	882.39	Child Care Reimbursement
9/18/2024	31152	ELVIRA GAMBOA	140.00	Cost of Care Plus Rate
9/18/2024	31153	Gladys Isela Rodriguez	1,694.67	Child Care Reimbursement
9/18/2024	31153	Gladys Isela Rodriguez	280.00	Cost of Care Plus Rate
9/18/2024	31154	GLORIA MORENO DE HERNANDEZ	1,566.03	Child Care Reimbursement
9/18/2024	31154	GLORIA MORENO DE HERNANDEZ	280.00	Cost of Care Plus Rate
9/18/2024	31155	GLORIA PADILLA MONTES DE OCA	2,412.68	Child Care Reimbursement
9/18/2024	31155	GLORIA PADILLA MONTES DE OCA	420.00	Cost of Care Plus Rate
9/18/2024	31156	GUADALUPE LEMUS LEMUS	2,472.13	Child Care Reimbursement
9/18/2024	31156	GUADALUPE LEMUS LEMUS	420.00	Cost of Care Plus Rate
9/18/2024	31157	GUADALUPE PEREZ DOMINGUEZ	2,212.82	Child Care Reimbursement
9/18/2024	31157	GUADALUPE PEREZ DOMINGUEZ	560.00	Cost of Care Plus Rate
9/18/2024	31158	HAYDEE ESTEBAN	866.76	Child Care Reimbursement
9/18/2024	31158	HAYDEE ESTEBAN	280.00	Cost of Care Plus Rate
9/18/2024	31159	IRMA GUTIERREZ	4,590.77	Child Care Reimbursement
9/18/2024	31159	IRMA GUTIERREZ	840.00	Cost of Care Plus Rate
9/18/2024	31160	IRMA YOLANDA MAGALLON	3,319.23	Child Care Reimbursement
9/18/2024	31160	IRMA YOLANDA MAGALLON	560.00	Cost of Care Plus Rate
9/18/2024	31161	ISABEL MARTINEZ-LOMELI	882.39	Child Care Reimbursement
9/18/2024	31161	ISABEL MARTINEZ-LOMELI	140.00	Cost of Care Plus Rate
9/18/2024	31162	ISABEL TORRES	6,110.81	Child Care Reimbursement
9/18/2024	31162	ISABEL TORRES	980.00	Cost of Care Plus Rate
9/18/2024	31163	JANET IBARRA	1,561.15	Child Care Reimbursement

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9/18/2024	31163	JANET IBARRA	280.00	Cost of Care Plus Rate
9/18/2024	31164	JANET RODRIGUEZ	5,169.07	Child Care Reimbursement
9/18/2024	31164	JANET RODRIGUEZ	980.00	Cost of Care Plus Rate
9/18/2024	31165	JESSICA MICHELLE ANDRADE	2,472.13	Child Care Reimbursement
9/18/2024	31165	JESSICA MICHELLE ANDRADE	420.00	Cost of Care Plus Rate
9/18/2024	31165	JESSICA MICHELLE ANDRADE	(49.44)	Union Dues
9/18/2024	31166	JUANA CORTEZ DE PEREZ	6,638.46	Child Care Reimbursement
9/18/2024	31166	JUANA CORTEZ DE PEREZ	1,120.00	Cost of Care Plus Rate
9/18/2024	31167	KENDAHL ROSE ROWE	7,520.85	Child Care Reimbursement
9/18/2024	31167	KENDAHL ROSE ROWE	1,260.00	Cost of Care Plus Rate
9/18/2024	31168	LAURA MAGALLON OROZCO	481.35	Child Care Reimbursement
9/18/2024	31168	LAURA MAGALLON OROZCO	140.00	Cost of Care Plus Rate
9/18/2024	31169	LUCIA MENDOZA OCHOA	2,322.62	Child Care Reimbursement
9/18/2024	31169	LUCIA MENDOZA OCHOA	560.00	Cost of Care Plus Rate
9/18/2024	31170	MAGANA IRIS FCC LLC	7,362.13	Child Care Reimbursement
9/18/2024	31170	MAGANA IRIS FCC LLC	1,120.00	Cost of Care Plus Rate
9/18/2024	31171	MAGDA SALDIVAR	1,694.67	Child Care Reimbursement
9/18/2024	31171	MAGDA SALDIVAR	280.00	Cost of Care Plus Rate
9/18/2024	31172	MAGDALENA GUERRERO DE PARRA	1,694.67	Child Care Reimbursement
9/18/2024	31172	MAGDALENA GUERRERO DE PARRA	280.00	Cost of Care Plus Rate
9/18/2024	31173	MARIA A MAGALLON OROZCO	2,382.69	Child Care Reimbursement
9/18/2024	31173	MARIA A MAGALLON OROZCO	420.00	Cost of Care Plus Rate
9/18/2024	31174	MARIA DOLORES GOMEZ	3,938.26	Child Care Reimbursement
9/18/2024	31174	MARIA DOLORES GOMEZ	700.00	Cost of Care Plus Rate
9/18/2024	31174	MARIA DOLORES GOMEZ	(78.77)	Union Dues
9/18/2024	31175	MARIA E SANCHEZ DE GOMEZ	5,419.00	Child Care Reimbursement
9/18/2024	31175	MARIA E SANCHEZ DE GOMEZ	980.00	Cost of Care Plus Rate
9/18/2024	31176	MARIA G AYALA	2,506.95	Child Care Reimbursement
9/18/2024	31176	MARIA G AYALA	420.00	Cost of Care Plus Rate
9/18/2024	31177	MARIA G SANCHEZ ESCALERA	2,954.31	Child Care Reimbursement
9/18/2024	31177	MARIA G SANCHEZ ESCALERA	560.00	Cost of Care Plus Rate
9/18/2024	31178	MARIA LAURA RAYA GOMEZ	3,519.10	Child Care Reimbursement
9/18/2024	31178	MARIA LAURA RAYA GOMEZ	560.00	Cost of Care Plus Rate
9/18/2024	31178	MARIA LAURA RAYA GOMEZ	(90.38)	Union Dues
9/18/2024	31179	MARIA PAZ RUIZ	4,331.38	Child Care Reimbursement
9/18/2024	31179	MARIA PAZ RUIZ	700.00	Cost of Care Plus Rate
9/18/2024	31180	Maricela Munoz Sanchez	2,898.84	Child Care Reimbursement
9/18/2024	31180	Maricela Munoz Sanchez	560.00	Cost of Care Plus Rate
9/18/2024	31181	MARISOL MEDINA	6,708.57	Child Care Reimbursement
9/18/2024	31181	MARISOL MEDINA	1,120.00	Cost of Care Plus Rate
9/18/2024	31182	MARTHA A ANGUIANO REYES	1,533.84	Child Care Reimbursement
9/18/2024	31182	MARTHA A ANGUIANO REYES	280.00	Cost of Care Plus Rate
9/18/2024	31183	MIRIAM GOMEZ ZARATE	2,506.95	Child Care Reimbursement
9/18/2024	31183	MIRIAM GOMEZ ZARATE	420.00	Cost of Care Plus Rate
9/18/2024	31184	MONICA MARTINEZ	1,413.53	Child Care Reimbursement
9/18/2024	31184	MONICA MARTINEZ	280.00	Cost of Care Plus Rate
9/18/2024	31185	NEREYDA LIRA LOPEZ	882.39	Child Care Reimbursement
9/18/2024	31185	NEREYDA LIRA LOPEZ	140.00	Cost of Care Plus Rate
9/18/2024	31186	NORA E LEMUS	2,546.46	Child Care Reimbursement
9/18/2024	31186	NORA E LEMUS	420.00	Cost of Care Plus Rate

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9/18/2024	31187	NORMA PATRICIA AVILA MOLINA	1,472.90	Child Care Reimbursement
9/18/2024	31187	NORMA PATRICIA AVILA MOLINA	280.00	Cost of Care Plus Rate
9/18/2024	31188	OLGA LIRA DE GALLARDO	3,536.40	Child Care Reimbursement
9/18/2024	31188	OLGA LIRA DE GALLARDO	560.00	Cost of Care Plus Rate
9/18/2024	31189	Oralia Quiroz	4,875.19	Child Care Reimbursement
9/18/2024	31189	Oralia Quiroz	840.00	Cost of Care Plus Rate
9/18/2024	31190	PATRICIA HERNANDEZ	10,578.74	Child Care Reimbursement
9/18/2024	31190	PATRICIA HERNANDEZ	1,820.00	Cost of Care Plus Rate
9/18/2024	31190	PATRICIA HERNANDEZ	(100.00)	Union Dues
9/18/2024	31191	PAULA GARCIA	8,959.27	Child Care Reimbursement
9/18/2024	31191	PAULA GARCIA	1,400.00	Cost of Care Plus Rate
9/18/2024	31192	RAQUEL SANCHEZ	11,398.83	Child Care Reimbursement
9/18/2024	31192	RAQUEL SANCHEZ	1,680.00	Cost of Care Plus Rate
9/18/2024	31192	RAQUEL SANCHEZ	(100.00)	Union Dues
9/18/2024	31193	ROCELIA OROZCO LEMUS	5,048.59	Child Care Reimbursement
9/18/2024	31193	ROCELIA OROZCO LEMUS	840.00	Cost of Care Plus Rate
9/18/2024	31194	ROMELIA MORENO DE ESPINOZA	2,506.95	Child Care Reimbursement
9/18/2024	31194	ROMELIA MORENO DE ESPINOZA	420.00	Cost of Care Plus Rate
9/18/2024	31195	ROSA ELENA SANCHEZ	1,824.43	Child Care Reimbursement
9/18/2024	31195	ROSA ELENA SANCHEZ	280.00	Cost of Care Plus Rate
9/18/2024	31195	ROSA ELENA SANCHEZ	(46.49)	Union Dues
9/18/2024	31196	ROSA HILDA NAVARRO	4,130.74	Child Care Reimbursement
9/18/2024	31196	ROSA HILDA NAVARRO	700.00	Cost of Care Plus Rate
9/18/2024	31197	ROSALBA GONZALEZ	9,314.76	Child Care Reimbursement
9/18/2024	31197	ROSALBA GONZALEZ	1,680.00	Cost of Care Plus Rate
9/18/2024	31198	ROSALINDA G OCHOA	11,168.70	Child Care Reimbursement
9/18/2024	31198	ROSALINDA G OCHOA	1,960.00	Cost of Care Plus Rate
9/18/2024	31198	ROSALINDA G OCHOA	(90.00)	Union Dues
9/18/2024	31199	ROSAURA IBARRA OROZCO	2,706.82	Child Care Reimbursement
9/18/2024	31199	ROSAURA IBARRA OROZCO	420.00	Cost of Care Plus Rate
9/18/2024	31199	ROSAURA IBARRA OROZCO	(64.14)	Union Dues
9/18/2024	31200	SARAEIA POMPA	4,201.62	Child Care Reimbursement
9/18/2024	31200	SARAEIA POMPA	700.00	Cost of Care Plus Rate
9/18/2024	31201	SILVIA MAGALLON DE REYES	882.39	Child Care Reimbursement
9/18/2024	31201	SILVIA MAGALLON DE REYES	140.00	Cost of Care Plus Rate
9/18/2024	31202	TERESA MENDOZA	882.39	Child Care Reimbursement
9/18/2024	31202	TERESA MENDOZA	140.00	Cost of Care Plus Rate
9/18/2024	31203	VERONICA ALVAREZ	4,887.93	Child Care Reimbursement
9/18/2024	31203	VERONICA ALVAREZ	840.00	Cost of Care Plus Rate
9/18/2024	31204	VIRGINIA RANGEL	6,708.57	Child Care Reimbursement
9/18/2024	31204	VIRGINIA RANGEL	1,120.00	Cost of Care Plus Rate
9/18/2024	31205	YESICA SANCHEZ ARRIAGA	9,185.89	Child Care Reimbursement
9/18/2024	31205	YESICA SANCHEZ ARRIAGA	1,540.00	Cost of Care Plus Rate
9/18/2024	31206	YOLANDA CORTES DE MENDOZA	1,120.52	Child Care Reimbursement
9/18/2024	31206	YOLANDA CORTES DE MENDOZA	280.00	Cost of Care Plus Rate
9/18/2024	31207	YOLANDA LIRA LEMUS	5,724.80	Child Care Reimbursement
9/18/2024	31207	YOLANDA LIRA LEMUS	1,120.00	Cost of Care Plus Rate
9/19/2024	226147	ACTION GLASS INC	800.78	PO-2024-2502/317 MT VERNON WINDOW

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9/19/2024	226148	ADILENE NAVA	57.62	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	226149	ALLIANCE OF INFORMATION AND REFERRAL SYSTEMS	154.00	Inform USA Recertification-Sulma Fuentes
9/19/2024	226150	ALPHA WHOLESALE PRODUCE INC	18.15	PO-2024-1138/GREEN CABBAGE
9/19/2024	226150	ALPHA WHOLESALE PRODUCE INC	826.50	PO-2024-1138/MISC PRODUCE
9/19/2024	226151	AMBER PUMPHREY	13.40	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	226152	ANA MARTINEZ	42.21	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	226153	ANNA NUNEZ	162.14	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	226154	AT&T	54.52	9391058583
9/19/2024	226154	AT&T	32.40	9391058626
9/19/2024	226154	AT&T	91.68	9391058702
9/19/2024	226154	AT&T	31.25	9391058731
9/19/2024	226154	AT&T	179.77	9391058743
9/19/2024	226154	AT&T	31.25	9391058783
9/19/2024	226154	AT&T	148.74	9391058788
9/19/2024	226154	AT&T	205.94	9391058839
9/19/2024	226154	AT&T	31.18	9391058876
9/19/2024	226154	AT&T	60.81	9391059009
9/19/2024	226154	AT&T	89.31	9391059027
9/19/2024	226154	AT&T	31.20	9391059042
9/19/2024	226154	AT&T	81.02	9391059161
9/19/2024	226154	AT&T	203.03	9391059166
9/19/2024	226155	AT&T	15.64	2323 16TH ST STE 305/059 211-9260 741 6
9/19/2024	226155	AT&T	26.58	248 134-0090 016 1/OUTREACH FOR WIC AND 211
9/19/2024	226156	AT&T	234.68	806004864/LONG DISTANCE
9/19/2024	226157	AT&T	2,702.90	Switched Ethernet August 2024 Acct 831-000-9464 127
9/19/2024	226158	AUTO CELL ELECTRONICS INC	4,496.81	PO-2024-1891
9/19/2024	226159	BAYLEE MCDONALD	31.49	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	226160	BRONCO ELECTRIC INC	618.11	19TH ST
9/19/2024	226160	BRONCO ELECTRIC INC	806.85	FOOD BANK
9/19/2024	226160	BRONCO ELECTRIC INC	225.10	HARVEY HALL
9/19/2024	226160	BRONCO ELECTRIC INC	1,507.47	OASIS
9/19/2024	226160	BRONCO ELECTRIC INC	245.00	PETE PARRA
9/19/2024	226160	BRONCO ELECTRIC INC	536.67	SUNRISE VILLA
9/19/2024	226161	BURRTEC KERN, LLC	380.83	1111 BUSH ST / 60040448
9/19/2024	226162	CALIFORNIA WATER SERVICE COMPANY	32.47	300 19TH ST/3966488888
9/19/2024	226162	CALIFORNIA WATER SERVICE COMPANY	1,435.36	3101 MALL VIEW RD/4313488888
9/19/2024	226162	CALIFORNIA WATER SERVICE COMPANY	81.88	315 STINE RD/8217092740
9/19/2024	226162	CALIFORNIA WATER SERVICE COMPANY	461.72	3811 RIVER BLVD/8884488888
9/19/2024	226162	CALIFORNIA WATER SERVICE COMPANY	1,120.01	4032 JEWETT AVE 7/2883851298
9/19/2024	226162	CALIFORNIA WATER SERVICE COMPANY	21.74	500 E CALIFORNIA AVE/1174688888
9/19/2024	226162	CALIFORNIA WATER SERVICE COMPANY	61.41	520 S WASHINGTON ST/5928435562

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9/19/2024	226162	CALIFORNIA WATER SERVICE COMPANY	81.88	520 S WASHINGTON ST/9851111888
9/19/2024	226163	CALYPSO WEST INC. / BAKERSFIELD ICE	1,015.10	PO-2024-2041
9/19/2024	226164	CARELI LEYVA	46.90	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	226165	CASCADE HEALTH CARE, INC	10,940.78	PO-2024-2464
9/19/2024	226166	CHARTER COMMUNICATIONS	201.23	6019 NILES ST STE 3/8301 10 001 1358352
9/19/2024	226167	CHARTER COMMUNICATIONS	246.00	410 E PERKINS AVE BLDG 1/167673501
9/19/2024	226168	CHARTER COMMUNICATIONS	204.00	459 E EUCLID AVE/167696901
9/19/2024	226169	CHARTER COMMUNICATIONS	204.00	650 JAMES ST/167738701
9/19/2024	226170	CHARTER COMMUNICATIONS	194.98	1300 18TH ST/232326901
9/19/2024	226171	CHARTER COMMUNICATIONS	179.98	455 E EUCLID AVE/167696701
9/19/2024	226172	CHARTER COMMUNICATIONS	194.98	15662 K ST/228401801
9/19/2024	226173	CHARTER COMMUNICATIONS	499.00	5 REAL RD/230086801
9/19/2024	226174	CHARTER COMMUNICATIONS	267.11	1300 18TH ST/231948701
9/19/2024	226175	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	156.23	2739 DIAMOND ST/8413 13 104 0029578
9/19/2024	226176	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	156.23	24028 LAKE DR/8413 13 160 0058157
9/19/2024	226177	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	236.21	11336 BARTLETT AVE STE 13/8413 13 167 0059549
9/19/2024	226178	CINTAS CORPORATION #668	207.07	300 19TH ST
9/19/2024	226178	CINTAS CORPORATION #668	1,240.42	PO-2024-1757/300 19TH ST
9/19/2024	226179	CITY OF BAKERSFIELD	833.34	1410 11TH ST
9/19/2024	226179	CITY OF BAKERSFIELD	24.40	1807 FELIZ DR
9/19/2024	226179	CITY OF BAKERSFIELD	2,503.42	1825 FELIZ DR
9/19/2024	226179	CITY OF BAKERSFIELD	544.88	2424 COTTONWOOD RD
9/19/2024	226179	CITY OF BAKERSFIELD	9.00	2424 MARTIN LUTHER KING BAKERSFIELD - FRIENDSHIP HOUSE - 132
9/19/2024	226179	CITY OF BAKERSFIELD	4,600.70	2735 O ST
9/19/2024	226179	CITY OF BAKERSFIELD	1,149.42	300 19TH ST
9/19/2024	226179	CITY OF BAKERSFIELD	1,233.74	3101 MALL VIEW RD
9/19/2024	226179	CITY OF BAKERSFIELD	604.60	3811 RIVER BLVD
9/19/2024	226179	CITY OF BAKERSFIELD	857.48	4032 JEWETT AVE
9/19/2024	226180	CITY OF SHAFTER	136.59	452 W LOS ANGELES AVE 07/20/2024 - 08/20/2024 ACT# 114946
9/19/2024	226180	CITY OF SHAFTER	94.75	455 E EUCLID AVE 07/20/2024 - 08/20/2024 ACT# 101447
9/19/2024	226180	CITY OF SHAFTER	356.36	459 E EUCLID AVE 07/20/2024 - 08/20/2024 ACT# 106126
9/19/2024	226180	CITY OF SHAFTER	59.73	650 JAMES ST 07/20/2024 - 08/20/2024 ACT# 110839
9/19/2024	226181	CITY OF STOCKTON	20.14	1145 N HUNTER ST STOCKTON OWNER STORM DRAIN
9/19/2024	226181	CITY OF STOCKTON	8.04	347 E POPLAR ST STOCKTON OWNER STORM DRAIN
9/19/2024	226182	CLAUDIA VALENCIA PRECIADO	45.56	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	226182	CLAUDIA VALENCIA PRECIADO	46.90	JULY MILEAGE REIMBURSEMENT

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9/19/2024	226183	COMCAST CORPORATION	235.78	850 J ST/8155 60 069 0400240
9/19/2024	226184	COUNTY OF KERN	16,749.69	Medi-Cal overpayment refund request - June 2024
9/19/2024	226185	COUNTY OF KERN PUBLIC WORKS	14.33	PO-2024-1203/300 19TH ST
9/19/2024	226186	COUNTY OF SAN JOAQUIN	36.75	REF# 34232L2 08/26/2024 ACT# 51266 - DISCARD ST MARY'S OLD F
9/19/2024	226187	ELIZABETH MARTINEZ MEDINA	28.81	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	226188	ENEDINA MARTINEZ	44.22	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	226189	ERIKA MALDONADO	41.54	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	226190	ERIKA MALDONADO	41.54	JULY MILEAGE REIMBURSEMENT
9/19/2024	226191	ERIKA SALAZAR	91.12	AUGUST 2024 MILEAGE REIMBURSEMENT
9/19/2024	226192	FEDEX	40.89	D.JUAREZ/F.PANTOJA/817223654434
9/19/2024	226192	FEDEX	31.87	F.ARELLANO/A.HERNANDEZ/8182359...
9/19/2024	226192	FEDEX	39.70	F.ARELLANO/K.YBANEZ/818235982064
9/19/2024	226192	FEDEX	40.80	T.SUNKES/A.OSEBEE/817223654423
9/19/2024	226192	FEDEX	35.57	Z.FINCH/T.NEWSOME/817223654412
9/19/2024	226193	FERGUSON ENTERPRISES INC #1350	213.80	TEHACHAPI
9/19/2024	226194	G STREET PLAZA LLC	419.00	MAY 2024 PAYMENT - 244 G STREET, NEEDLES - WIC
9/19/2024	226195	GABRIELA MCCAULEY	33.50	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	226196	GLORIA NEVEL	205.02	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	226197	GREATER BAKERSFIELD LEGAL ASSISTANCE, INC	1,000.00	SPONSORSHIP - GBLA GALA & RECOGNITION CEREMONY ON SEPTEMBER
9/19/2024	226198	HOME TRAINING TOOLS, LTD	1,891.75	PO-2024-2171
9/19/2024	226199	INDEPENDENT LIVING CENTER OF KERN COUNTY	170.00	ASL Consulting Service
9/19/2024	226200	INSURICA INSURANCE SERVICES, LLC	8,809.00	Accident Policy Premium IHH000825949 8/1/24 - 8/1/25 ACCT N
9/19/2024	226201	JOSEPH AGUILAR	80.00	TRAVEL LIQUIDATION - NCAP CONVENTION SEATTLE WA - AUGUST 26
9/19/2024	226202	KARADANIS SURVIVORS TRUST / ADVANCED MINI STORAGE	141.00	UNIT:L005 PO-2024-2404
9/19/2024	226203	KAREN VASQUEZ	160.18	TRAVEL LIQUIDATION - NCAP CONFERENCE SEATTLE, WA - AUGUST 27
9/19/2024	226204	KEITH C PFEFFER	70.36	18TH ST - RESERVED 22-26 PRINTED VINYL GRAPHICS
9/19/2024	226204	KEITH C PFEFFER	61,128.73	PO-2024-1610 FB NON-ILLUM DBL SIDED POLE SIGN
9/19/2024	226205	KERN COUNTY SUPERINTENDENT OF SCHOOLS	36.77	500219 WO91565 CKV81
9/19/2024	226205	KERN COUNTY SUPERINTENDENT OF SCHOOLS	121.52	INVOICE #500173
9/19/2024	226205	KERN COUNTY SUPERINTENDENT OF SCHOOLS	265.50	Service on CK vehicle 12-78 90946 WORK DONE ON 62624

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9/19/2024	226205	KERN COUNTY SUPERINTENDENT OF SCHOOLS	129.55	service on CK vehicle 12-79 WORKORDER#91193
9/19/2024	226206	LAKESHORE EQUIPMENT COMPANY	7,007.91	PO-2024-2544
9/19/2024	226207	LAMONT PUBLIC UTILITY DISTRICT	483.00	10300 1/2 SAN DIEGO ST
9/19/2024	226207	LAMONT PUBLIC UTILITY DISTRICT	262.70	7998 ALICANTE ST
9/19/2024	226208	LAMONT SANITATION INC	58.94	8201 PALM AVE / 18000631
9/19/2024	226209	LANGUAGE LINE SERVICES INC	65.75	ACC: 9020401513
9/19/2024	226209	LANGUAGE LINE SERVICES INC	68.05	ACC: 9022003529
9/19/2024	226210	LOTUS BAKERSFIELD CORP	1,172.00	PO-2024-2153
9/19/2024	226211	LOWES COMPANIES INC	640.71	GARDEN PATHWAYS
9/19/2024	226212	MARIA MARTINEZ	98.49	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	226213	MARIO LEE ALCORTA / RELIABLE JANITORIAL SERVICES & CARPET CLEANERS OF	675.00	1631 30TH ST SEPT 2024 JANITORIAL SERVICES PO-2023-3582
9/19/2024	226214	MARTHA ORDUNA	122.61	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	226215	MCWILLIAMS & WALDEN INC	261.20	LIC# 36461F1
9/19/2024	226216	NEEDLES PUBLIC UTILITY AUTHORITY	144.64	244 G ST A NEEDLES ACT# 21207-4252 08/02/2024 - 09/04/2024
9/19/2024	226217	NSA OP, LP	104.50	PO-2024-2654; UNIT L023H LEASE: 240809183849269
9/19/2024	226218	OASIS AIR AND SOLAR	7,111.88	L24-165; MARRIA JOHNSON, 1624 E 11TH ST; PO-2024-2368
9/19/2024	226219	OFFICE1 LEASING	197.77	450-7986161-036; 15662 K ST
9/19/2024	226220	PG&E	1,936.90	10300 1/2 SAN DIEGO ST
9/19/2024	226220	PG&E	2,260.71	1111 BUSH ST
9/19/2024	226220	PG&E	1,238.85	221 W 5TH ST / 239 W 5TH ST
9/19/2024	226220	PG&E	2,775.12	2424 COTTONWOOD RD
9/19/2024	226220	PG&E	577.09	2800 AGATE ST
9/19/2024	226220	PG&E	541.74	2800 S D ST
9/19/2024	226220	PG&E	6,788.60	315 STINE RD
9/19/2024	226220	PG&E	2,543.47	3811 RIVER BLVD
9/19/2024	226220	PG&E	820.31	5704 PIONEER DR
9/19/2024	226220	PG&E	414.17	650 JAMES ST
9/19/2024	226220	PG&E	32.89	814 N NORMA ST
9/19/2024	226220	PG&E	665.53	E/S SAN DIEGO ST 400'
9/19/2024	226221	PHILADELPHIA INSURANCE COMPANIES	926.52	INV# 2007251797 YR 2024-25 Veh Ins for Central Kitchen 2023
9/19/2024	226222	PRIMETIME SIGNS INC	1,433.30	PO-2024-2261
9/19/2024	226223	PRODUCERS DAIRY FOODS INC	168.41	PO-2024-1137
9/19/2024	226224	RINGCENTRAL, INC	22,524.10	21331
9/19/2024	226225	ROSARIO M NIETO	33.50	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	226226	SAFEWAY INC VONS DIVISION	19.93	CFHL Food Demo Purchase Ref # 424510815820 08/30/2024
9/19/2024	226227	SAVE MART SUPERMARKETS	126.34	REF# 029454 08/30/2024 BABY FOOD
9/19/2024	226227	SAVE MART SUPERMARKETS	22.64	REF# 029894 09/05/2024 SPECIAL DIET DIARY/GROC/GEN MERCH

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9/19/2024	226227	SAVE MART SUPERMARKETS	101.95	REF# 033746 09/04/2024 EMERGENCY FOOD FOR ALL CENTERS
9/19/2024	226227	SAVE MART SUPERMARKETS	125.96	REF# 037638 08/23/2024 DRDP TEACHER TRAINING
9/19/2024	226227	SAVE MART SUPERMARKETS	213.00	REF# 037950 08/30/2024 BABY FOOD
9/19/2024	226227	SAVE MART SUPERMARKETS	605.55	REF# 057315 08/29/2024 DAIRY/FORMULA
9/19/2024	226227	SAVE MART SUPERMARKETS	211.86	REF# 095056 08/29/2024 BABY FOOD/DAIRY
9/19/2024	226228	SEQUOIA SANDWICH COMPANY	864.98	Catering- HVP All Staff Meeting 09/05/2024
9/19/2024	226229	SHERI PHILLIPS	46.90	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	226230	SOCALGAS	15.29	15662 K ST APT A MOJAVE 08/13/2024 - 09/13/2024
9/19/2024	226230	SOCALGAS	24.69	15662 K ST APT B MOJAVE 08/13/2024 - 09/13/2024
9/19/2024	226230	SOCALGAS	15.29	2739 DIAMOND ST STE B ROSAMOND 08/13/2024 - 09/13/2024
9/19/2024	226230	SOCALGAS	29.91	452 W LOS ANGELES AVE SHAFTER 08/13/2024 - 09/13/2024
9/19/2024	226231	SONIA MARTINEZ	10.72	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	226232	SOUTH TULARE RICHGROVE REFUSE INC	433.32	1835 CECIL AVE DELANO SEPT 2024 SVCS ACT# 02-103698 5
9/19/2024	226233	SOUTHERN CALIFORNIA EDISON	5,093.41	814 N NORMA ST RIDGECREST 08/08/2024 - 09/08/2024
9/19/2024	226234	STANDARD PLUMBING SUPPLY COMPANY, INC	59.53	HARVEY HALL
9/19/2024	226234	STANDARD PLUMBING SUPPLY COMPANY, INC	109.31	WILLOW
9/19/2024	226235	SUBURBAN PROPANE	1,442.62	10155 12TH ST E. 93501 ACT# 1469-5266 PO-2024-1097
9/19/2024	226236	SUBURBAN PROPANE	420.00	2701 ERSKINE CREEK RD# 63 93240 ACT#1628-085028 PO-2024-1096
9/19/2024	226237	SUBURBAN PROPANE	860.62	16725 CARIBOU DR 93225 ACT# 1628-056467 PO-2024-1095
9/19/2024	226238	SUNRISE VILLA PARTNERS	1,400.00	PO-2023-3426 1600 POPLAR AVE
9/19/2024	226239	T.D. PRODUCE SALES	1,000.00	PO-2024-1454 POTATOES
9/19/2024	226240	TINA NUNEZ	97.82	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	226241	TRES HOMBRES FENCE COMPANY	1,598.00	FHCC REF# 50803 W/O# 17307 06/14/2024 EIN-77-0436105
9/19/2024	226241	TRES HOMBRES FENCE COMPANY	1,975.00	OPS REF# 50809 W/O# 17306 EIN-77-0436105 07/01/2024
9/19/2024	226242	ULINE	158.77	3101 MALL VIEW RD PO-2024-1312 ORD# 25783584
9/19/2024	226242	ULINE	138.40	3101 MALL VIEW RD PO-2024-1320 ORD# 24097280
9/19/2024	226242	ULINE	8,492.30	FOOD BANK PO-2024-2602 ORD# 20471289
9/19/2024	226242	ULINE	409.09	FOOD BANK PO-2024-2605 ORD# 23822313
9/19/2024	226243	UNITED RENTALS INC	186.10	2900 M ST 09/04/2024 - 10/02/2024 SN# 2401982A CONTAINER
9/19/2024	226244	UNITED WAY OF CENTRAL EASTERN CALIFORNIA	5,335.20	PO-2023-2828 AUGUST 2024 UWKC IRS-CAPK VITA HOURS

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9/19/2024	226245	VALLEY PROPANE SERVICE	652.00	7620 DOWNING AVE #17 ACT# 243213 PO-2024-1081
9/19/2024	226245	VALLEY PROPANE SERVICE	168.21	FOOD BANK PO-2024-1649
9/19/2024	226246	VANESSA MOLINA	97.82	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	226247	VESTIS GROUP, INC	68.15	3101 MALL VIEW RD PO-2024-1662 LINEN SERVICES
9/19/2024	226248	VIRGINIA N MEDINA	91.12	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	226249	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	157.00	450-7986161-022 09/04/2024 - 10/03/2024 CUST# 3691624163
9/19/2024	226250	WY CONSULTING GROUP	1,687.50	HSPDM SDI VIRTUAL PO-2024-1638 04/15/2024 - 04/14/2025
9/19/2024	226251	XPRESSMYSELF.COM LLC (DBA SMARTSIGN)	659.46	WIC PO-2024-2444 ORD# MAT-276244
9/19/2024	226252	AMERICAN REAL ESTATE & PROPERTY MANAGEMENT, INC	865.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
9/19/2024	226253	AT&T	35.43	9391058238
9/19/2024	226253	AT&T	31.32	9391058620
9/19/2024	226253	AT&T	31.34	9391058734
9/19/2024	226253	AT&T	31.39	9391058787
9/19/2024	226253	AT&T	29.62	9391058846
9/19/2024	226253	AT&T	31.13	9391058940
9/19/2024	226253	AT&T	149.44	9391058945
9/19/2024	226253	AT&T	31.34	9391059041
9/19/2024	226253	AT&T	61.52	9391059073
9/19/2024	226253	AT&T	80.39	9391059174
9/19/2024	226253	AT&T	60.25	9391059419
9/19/2024	226253	AT&T	216.31	9391059567
9/19/2024	226253	AT&T	61.09	9391059573
9/19/2024	226253	AT&T	31.13	939158865
9/19/2024	226254	FEDEX	24.78	F.ARELLANO/G.BARBERO/818235982...
9/19/2024	226254	FEDEX	31.93	F.ARELLANO/L.FERNANDEZ/81823598...
9/19/2024	226255	AT&T	33.52	9391058697
9/19/2024	226255	AT&T	37.02	9391060521
9/19/2024	226255	AT&T	12,459.87	9391083955
9/19/2024	226256	NAYELI ARAMBULA	1,384.87	REG/OVERTIME/V-VACATION/S-SICK HRS 72.02 X 21.81
9/19/2024	226257	NAYELI ARAMBULA	142.30	V-VACATION/HP-VACATION PO/S-SCIK HRS 7.15 X 21.81
9/19/2024	226258	VERONICA RODRIGUEZ SALDIVAR	1,828.84	REG/OVERTIME/PT-PAID DAYS AS HRS/H-HOLIDAY/MEA-PREP 81.02
9/19/2024	226259	VERONICA RODRIGUEZ SALDIVAR	19.14	PT-PAID DAYS AS HOURS 2.22 X 26.11
9/19/2024	226260		0.00	
9/19/2024	31208	ADVANCED DATA STORAGE	17.60	5351 OLIVE DR STE 200
9/19/2024	31208	ADVANCED DATA STORAGE	17.60	ADS Advance Data Storage
9/19/2024	31208	ADVANCED DATA STORAGE	1,165.10	DATA AND RECORD STORAGE - 1300 18TH STREET
9/19/2024	31209	ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	125.00	5 REAL RD
9/19/2024	31210	AMAZON CAPITAL SERVICES, INC	378.80	PO-2024-2395
9/19/2024	31210	AMAZON CAPITAL SERVICES, INC	1,113.24	PO-2024-2465

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9/19/2024	31210	AMAZON CAPITAL SERVICES, INC	221.00	PO-2024-2467
9/19/2024	31210	AMAZON CAPITAL SERVICES, INC	331.34	PO-2024-2471
9/19/2024	31210	AMAZON CAPITAL SERVICES, INC	23.34	PO-2024-2472
9/19/2024	31210	AMAZON CAPITAL SERVICES, INC	100.10	PO-2024-2483
9/19/2024	31210	AMAZON CAPITAL SERVICES, INC	252.83	PO-2024-2520
9/19/2024	31210	AMAZON CAPITAL SERVICES, INC	377.46	PO-2024-2523
9/19/2024	31210	AMAZON CAPITAL SERVICES, INC	237.18	PO-2024-2535
9/19/2024	31210	AMAZON CAPITAL SERVICES, INC	216.90	PO-2024-2598
9/19/2024	31210	AMAZON CAPITAL SERVICES, INC	175.38	PO-2024-2614
9/19/2024	31211	AMERICAN BUSINESS MACHINES	64.56	Contract base rate for September 2024/East Cal/Harvey Hall/W
9/19/2024	31212	AMERICAN REFUSE, INC.	103.13	452 W LOS ANGELES
9/19/2024	31212	AMERICAN REFUSE, INC.	456.78	455 E EUCLID AVE/459 E EUCLID AVE
9/19/2024	31212	AMERICAN REFUSE, INC.	206.27	650 JAMES ST
9/19/2024	31213	AN ICON COMPANY, LLC	49.75	PO-2024-2542
9/19/2024	31214	ANDREA MARQUEZ	72.36	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	31215	AYLEEN QUIROZ	5.36	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	31216	BLACKHAWK NETWORK, INC	1,022.00	FAID#48788/Gas Gift Cards for Oasis FRC
9/19/2024	31217	BLUETRITON BRANDS INC	619.44	LATHROP 08/11/2024 - 09/10/2024 ACT# 0034407445
9/19/2024	31218	BLUETRITON BRANDS INC	3.13	2900 M ST - LBNC 08/11/2024 - 09/10/2024 ACT# 6701364039
9/19/2024	31219	BLUETRITON BRANDS INC	100.93	SUNRISE VILLA ACT# 6702977123 08/05/2024 - 09/04/2024
9/19/2024	31220	BLUETRITON BRANDS INC	129.85	HS BROADWAY 08/07/2024 - 09/06/2024 ACT# 67003192013
9/19/2024	31221	BRADY INDUSTRIES	1,100.37	PO-2023-1366
9/19/2024	31222	Brigitte Melvin	80.40	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	31223	Brigitte Melvin	39.53	JULY MILEAGE REIMBURSEMENT
9/19/2024	31224	CA ASSOCIATION OF FOOD BANKS	500.00	PO-2024-1235/ORANGES
9/19/2024	31225	CAZADOR CONSULTING GROUP INC	1,557.39	ANA MOSQUEDA RAYA/ISABEL BARBA
9/19/2024	31225	CAZADOR CONSULTING GROUP INC	1,263.68	OPS - GABRIEL NAHE
9/19/2024	31226	CDW GOVERNMENT LLC	264.00	PO-2024-2578
9/19/2024	31227	CHEVRON AND TEXACO BUSINESS CARD SERVICES	8,692.78	0496-00-519779-3
9/19/2024	31228	CHEVRON AND TEXACO BUSINESS CARD SERVICES	612.44	0496-00-516518-8
9/19/2024	31229	CREATIVE FINANCIAL STAFFING LLC	3,128.00	PO-2024-2098/BRIANNA ORTIZ
9/19/2024	31230	CWP CALIFORNIA CORP	17.00	ACC 13298 PO-2024-1679
9/19/2024	31231	CYNTHIA MAGDALENO	20.10	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	31232	DELL TECHNOLOGIES, INC.	2,628.88	Missing Laptop Purchase/PO-2024-1967

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9/19/2024	31232	DELL TECHNOLOGIES, INC.	525.56	PO-2024-2152
9/19/2024	31233	ECOLAB FOOD SAFETY SPECIALTIES	240.28	MATHA J MOGAN 3811 RIVER BLVD
9/19/2024	31234	ESTEFANIE VIDAURY	110.55	AUGUST 2024 MILEAGE REIMBURSEMENT
9/19/2024	31235	FIVE9 INC	5,451.18	Monthly recurring charges for Five9 Usage 45103
9/19/2024	31236	FIVE9 INC	4,372.91	Long Distance Invoice 45103
9/19/2024	31237	FRONTIER COMMUNICATIONS HOLDINGS LLC	57.91	661-797-1062-112195-5
9/19/2024	31238	FRONTIER COMMUNICATIONS HOLDINGS LLC	658.86	760-246-4182-011911-5
9/19/2024	31239	FRONTIER COMMUNICATIONS HOLDINGS LLC	82.61	760-375-1435-080295-5
9/19/2024	31240	FRONTIER COMMUNICATIONS HOLDINGS LLC	785.30	909-589-0810-071612-5
9/19/2024	31241	GARCIA INDUSTRIES INC	10,550.00	L24-041/ESSIE MCHENRY/524 POINSETTIA ST/PO-2024-1986
9/19/2024	31242	GLORIANA TEIXEIRA	195.64	AUGUST 2024 MILEAGE REIMBURSEMENT
9/19/2024	31243	HALONDA NAFF	203.68	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	31244	HEWLETT-PACKARD COMPANY	512.30	Color Printing Leased Hewlett Packard Devices 070124-080124
9/19/2024	31245	HUFFMAN & DOWNS MAINTENANCE	859.95	5351 OLIVE DR ST 200
9/19/2024	31246	JESSICA REYES GONZALEZ	209.71	AUGUST 2024 MILEAGE REIMBURSEMENT
9/19/2024	31247	KAREN VAZQUEZ	93.80	AUGUST 2024 MILEAGE REIMBURSEMENT
9/19/2024	31248	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	90.00	PO-2024-1552
9/19/2024	31249	LOANA PATRICIA LUGO	119.26	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	31250	M AND S SECURITY SERVICES INC	65.00	PO-2024-1044 INV 112407
9/19/2024	31251	MARIANA RIOS	168.84	Mariana Rios Mileage Reimbursement August 2024
9/19/2024	31252	MISSION LINEN SUPPLY	1,046.90	ACC 301151 PO-2024-1699
9/19/2024	31252	MISSION LINEN SUPPLY	747.49	ACC 316102 PO-2024-1699
9/19/2024	31253	MOLLY & BRUCE BUSACCA INC	57.00	WIC-Adelanto Monitoring Service for Period Sep 2024 - Nov 20
9/19/2024	31254	NARAMA INC	1,126.39	Tumblers for Lunch & Learn Event Inv# 234659 08/23/2024
9/19/2024	31255	NELLY MENDOZA	28.81	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	31256	NICOLE NINO	90.45	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	31257	OFFICE IMAGING, INC	826.99	TKC-2984; VARIOUS HS LOCATIONS
9/19/2024	31258	PAULIN INDUSTRIES, INC.	45.25	18TH ST ORDER DATED 08/27/2024 MICRON LINER
9/19/2024	31258	PAULIN INDUSTRIES, INC.	879.10	18TH ST ORDER DATED 08/29/2024 SUPPLIES
9/19/2024	31259	PERFECT GIFT LLC	1,009.95	WALMART GIFTCARDS - OASIS FRC

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9/19/2024	31260	PLC SYSTEM SERVICES	10,850.00	L24-025; ANIBAL MEDRANO, 349 SAN PEDRO ST; PO-2024-1806
9/19/2024	31261	POWER MACHINERY CENTER	319.31	SERIAL 9H0035
9/19/2024	31262	SABRINA JONES	155.88	TRAVEL LIQUIDATION - NCAP CONVENTION SEATTLE, WA - AUGUST 27
9/19/2024	31263	SANDATA TECHNOLOGIES LLC	131.06	PO-2024-1134 eTIMEphone SERVICE 08/01/2024 - 08/31/2024
9/19/2024	31264	SHAWNA R MARKS	54.94	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	31265	SSD ALARM, INC	3,331.04	18TH ST SYSTEM INSTAL PER AGRMT 05/10/2024 W/O# 261429
9/19/2024	31266	STAPLES ADVANTAGE	149.60	SHAFTER EHS PO-2024-2531 ORD# 7639723005-000-001
9/19/2024	31266	STAPLES ADVANTAGE	44.89	SHAFTER EHS PO-2024-2531 ORD# 7639723005-000-002
9/19/2024	31266	STAPLES ADVANTAGE	44.41	SHAFTER EHS PO-2024-2531 ORD# 7639723005-000-003
9/19/2024	31266	STAPLES ADVANTAGE	3,544.36	WIC PO-2024-2569 ORD# 7639877173-000-001
9/19/2024	31267	STEPHEN WILLIFORD	335.00	BROADWAY
9/19/2024	31269	STINSON STATIONERS	784.80	18TH ST HS ADMIN PO-2024-2597 OFFICE SUPPLIES
9/19/2024	31269	STINSON STATIONERS	94.74	ANGELA MARTINEZ PO-2024-2527 OFFICE SUPPLIES
9/19/2024	31269	STINSON STATIONERS	676.54	CALIFORNIA CITY PO-2024-2596 OFFICE SUPPLIES
9/19/2024	31269	STINSON STATIONERS	(267.59)	CREDIT INV# 300811-0 ITEM# 071U0001 PO-2024-2617
9/19/2024	31269	STINSON STATIONERS	64.26	HERITAGE PARK PO-2024-2460 OFFICE SUPPLIES
9/19/2024	31269	STINSON STATIONERS	213.12	HSADPRO PO-2024-2497 EQUIPMENT ORDER
9/19/2024	31269	STINSON STATIONERS	5,093.48	LETISHA BROOKS PO-2024-2251 OFFICE FURNITURE
9/19/2024	31269	STINSON STATIONERS	1,535.21	MJ MORGAN PO-2024-2617 OFFICE SUPPLIES
9/19/2024	31269	STINSON STATIONERS	181.81	STERLING PO-2024-2458 OFFICE SUPPLIES
9/19/2024	31269	STINSON STATIONERS	35.51	STERLING PO-2024-2619 OFFICE SUPPLIES
9/19/2024	31269	STINSON STATIONERS	6,109.46	STOCKDALE PO-2024-2620 OFFICE SUPPLIES
9/19/2024	31269	STINSON STATIONERS	1,240.37	TAFT PO-2024-2616 OFFICE SUPPLIES
9/19/2024	31269	STINSON STATIONERS	340.34	TEHACHAPI PO-2024-2594 OFFICE SUPPLIES
9/19/2024	31269	STINSON STATIONERS	1,291.14	VINELAND PO-2024-2618 OFFICE SUPPLIES
9/19/2024	31269	STINSON STATIONERS	851.84	VIRGINIA PO-2024-2595 OFFICE SUPPLIES
9/19/2024	31269	STINSON STATIONERS	370.64	WILLOW PO-2024-2622 OFFICE SUPPLIES
9/19/2024	31270	SYLVIA ORTEGA	29.97	EMPLOYEE REIMBURSEMENT - COSTCO
9/19/2024	31271	SYLVIA ORTEGA	33.48	EMPLOYEE REIMBURSEMENT - PANERA
9/19/2024	31272	SYSCO FOOD SERVICES OF VENTURA INC	1,608.69	2900 M ST PO-2024-2141 ORD# 1644296, 1644372

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9/19/2024	31273	SYSCO FOOD SERVICES OF VENTURA INC	2,108.35	2900 M ST PO-2024-2141 ORD# 1648226
9/19/2024	31274	SYSCO FOOD SERVICES OF VENTURA INC	1,390.01	2900 M ST PO-2024-2141 ORD# 1649796
9/19/2024	31275	SYSCO FOOD SERVICES OF VENTURA INC	14,706.30	3101 MALL VIEW RD PO-2024-1255 ORD# 1650058
9/19/2024	31276	SYSCO FOOD SERVICES OF VENTURA INC	33.40	3101 MALL VIEW RD PO-2024-1266 ORD# 1650272
9/19/2024	31277	TEL TEC SECURITY SYSTEMS INC	3,876.13	18TH ST PO-2024-2301 JOB# 240700676 INST PANIC SYST 2&3 FL
9/19/2024	31278	TINA MOUA	26.13	AUGUST MILEAGE REIMBURSEMENT
9/19/2024	31279	TRANS-WEST SECURITY SERVICES, INC.	1,918.58	CENTRAL KITCHEN 08/01/2024 - 08/31/2024 PATROL CHECKS
9/19/2024	31280	TRANS-WEST SECURITY SERVICES, INC.	100.00	EAST KERN 08/01/2024 - 08/31/2024 ALARM RESPONSE
9/19/2024	31281	TRANS-WEST SECURITY SERVICES, INC.	180.00	NORTH KERN 08/01/2024 - 08/31/2024 ALARM RESPONSE
9/19/2024	31282	TRANS-WEST SECURITY SERVICES, INC.	569.14	19TH ST 211 KERN, ENERGY, VITA 08/01/2024 - 08/31/2024 PATRO
9/19/2024	31283	TRANS-WEST SECURITY SERVICES, INC.	328.72	WIC - 500 E CAL AVE AUGUST 2024 PATROL CHECKS
9/19/2024	31284	TRANS-WEST SECURITY SERVICES, INC.	1,058.62	FHCC - AUGUST 2024 PATROL CHECKS
9/19/2024	31285	VALLEY GARBAGE SERVICE	720.93	5704 PIONEER DR 1/2 AUG & SEP 2024 SERVICES
9/19/2024	31286	VERNON SORENSON MD INC	25.00	DOT RAPID FREDY A JIMENEZ CORRALES DOS: 07/30/2024
9/19/2024	31287	VILLATORO POWER WASHING	325.00	300 19TH ST COMMERCIAL POWER WASHING DOS: 08/25/2024
9/19/2024	31288	W W GRAINGER INC	18.48	PETE PARRA > CLASS 2
9/19/2024	31289	W W GRAINGER INC	148.67	PETE PARRA
9/19/2024	31290	W W GRAINGER INC	230.73	ROSAMOND
9/19/2024	31291	W W GRAINGER INC	45.70	ROSAMOND
9/19/2024	31292	W W GRAINGER INC	109.37	5 REAL RD
9/19/2024	31293	W W GRAINGER INC	765.63	5 REAL RD
9/19/2024	31294	W W GRAINGER INC	79.50	ROSAMOND
9/19/2024	31295	W W GRAINGER INC	47.38	CAL CITY
9/19/2024	31296	W W GRAINGER INC	45.70	ROSAMOND
9/19/2024	31297	AMAZON CAPITAL SERVICES, INC	639.74	PO-2024-2336
9/19/2024	31298	AMERITAS LIFE INSURANCE CORP.	31,291.99	September 2024 DENTAL
9/19/2024	31299	AMERITAS LIFE INSURANCE CORP.	4,338.31	September 2024 VISION
9/19/2024	31300	ELIZABETH WILLIAMS	246.25	Travel Advance - New Hire Mentorship at SJC 09/17/24- 09/20
9/19/2024	31301	YOLANDA LOPEZ	294.75	Travel Advance for QA Training in Stockton 9/9/24 - 9/13/24
9/19/2024	31302	AMAZON CAPITAL SERVICES, INC	847.17	PO-2024-2374
9/19/2024	31303	AMAZON CAPITAL SERVICES, INC	404.44	PO-2024-2379
9/19/2024	31304	AMAZON CAPITAL SERVICES, INC	1,246.43	PO-2024-2394

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9/19/2024	31305	AMAZON CAPITAL SERVICES, INC	3,637.81	PO-2024-2397
9/19/2024	31306	AMAZON CAPITAL SERVICES, INC	273.93	PO-2024-2409
9/19/2024	31307	AMAZON CAPITAL SERVICES, INC	320.91	PO-2024-2411
9/19/2024	31307	AMAZON CAPITAL SERVICES, INC	638.55	PO-2024-2524
9/19/2024	31307	AMAZON CAPITAL SERVICES, INC	1,176.17	PO-2024-2534
9/19/2024	31307	AMAZON CAPITAL SERVICES, INC	104.90	PO-2024-2610
9/20/2024	226260	ALEJANDRA SALVADOR	45.56	August 2024 Mileage Reimbursement
9/20/2024	226261	MARY A BEAR	610.88	REGULAR HOURS 33.82 X 27.72
9/20/2024	226262	MARY A BEAR	5,933.68	HP-VACATIOPN PO HRS 352.00 X 27.72
9/20/2024	226263	ALEJANDRA TREVINO	337.26	REGULAR HOUR 15.98 X 20.00
9/23/2024	225850	MATTHEW JACOBS	(384.58)	TRAVEL LIQUIDATION - CSFP CONFERENCE SACRAMENTO, CA - 0731
9/23/2024	226264	ROSA JOHNSON	2,402.13	REG/PO-PTO PAYOUT HOURS 80.00 X 35.37
9/24/2024	226265	TORY NEWSOME	193.63	March 2024 Mileage Reimbursement
9/25/2024	226266	ROSELIA MADERA CALDERA	2,337.19	Child Care Reimbursement
9/25/2024	226266	ROSELIA MADERA CALDERA	420.00	Cost of Care Plus Rate
9/25/2024	226266	ROSELIA MADERA CALDERA	(56.74)	Union Dues
9/25/2024	226267	BRIGHT FUTURES PRESCHOOL 2	476.13	Child Care Reimbursement
9/25/2024	226267	BRIGHT FUTURES PRESCHOOL 2	140.00	Cost of Care Plus Rate
9/25/2024	226268	CONSUELO RAMIREZ DE MAGDALENO	7,984.00	Child Care Reimbursement
9/25/2024	226268	CONSUELO RAMIREZ DE MAGDALENO	1,260.00	Cost of Care Plus Rate
9/25/2024	226268	CONSUELO RAMIREZ DE MAGDALENO	(90.00)	Union Dues
9/25/2024	226269	JOLDRIN JOSUE ZUNIGA HONDOY	1,001.86	Child Care Reimbursement
9/25/2024	226269	JOLDRIN JOSUE ZUNIGA HONDOY	196.00	Cost of Care Plus Rate
9/25/2024	226270	Yoseling Carolina Mendez Lopez	1,129.30	Child Care Reimbursement
9/25/2024	226270	Yoseling Carolina Mendez Lopez	196.00	Cost of Care Plus Rate
9/25/2024	226271	BLANCA ESTELA JIMENEZ	1,022.52	Child Care Reimbursement
9/25/2024	226271	BLANCA ESTELA JIMENEZ	140.00	Cost of Care Plus Rate
9/25/2024	226272	JOSEFA HERNANDEZ DE RODRIGUEZ	2,128.35	Child Care Reimbursement
9/25/2024	226272	JOSEFA HERNANDEZ DE RODRIGUEZ	420.00	Cost of Care Plus Rate
9/25/2024	226272	JOSEFA HERNANDEZ DE RODRIGUEZ	(42.57)	Union Dues
9/25/2024	226273	YECENIA GARCIA RAMIREZ	1,415.73	Child Care Reimbursement
9/25/2024	226273	YECENIA GARCIA RAMIREZ	280.00	Cost of Care Plus Rate
9/25/2024	226274	ELOISA MONTES DE ROMERO	846.93	Child Care Reimbursement
9/25/2024	226274	ELOISA MONTES DE ROMERO	480.00	Cost of Care Plus Rate
9/25/2024	226275	ANA R LEMUS LOPEZ	766.92	Child Care Reimbursement

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9/25/2024	226275	ANA R LEMUS LOPEZ	140.00	Cost of Care Plus Rate
9/25/2024	226276	ANNA DELFINA REYES	7,218.72	Child Care Reimbursement
9/25/2024	226276	ANNA DELFINA REYES	1,120.00	Cost of Care Plus Rate
9/25/2024	226277	BERTHA NERTO	6,848.79	Child Care Reimbursement
9/25/2024	226277	BERTHA NERTO	1,120.00	Cost of Care Plus Rate
9/25/2024	226278	GUADALUPE CABRERA	8,577.03	Child Care Reimbursement
9/25/2024	226278	GUADALUPE CABRERA	1,820.00	Cost of Care Plus Rate
9/25/2024	226278	GUADALUPE CABRERA	(90.00)	Union Dues
9/25/2024	226279	CONNIE RAMIREZ	1,477.31	REG/MEA - MEAL PREMIUM HRS 79.00 X 23.60
9/25/2024	226280	CONNIE RAMIREZ	1,458.27	REG/HP-VACATION PO HRS 77.83 X 23.60
9/25/2024	226281	CECELIA STEWART	1,795.01	REG/OVERTIME/HP-VACATION PO/S-SICK HRS 117.93 X 18.28
9/25/2024	226282	JULIA CLARABEL ROMERO	1,674.93	REG/OVERTIME/V-VACATION/HP-VAC... PO HRS 85.60 X 20.81
9/25/2024	226283	MAYRA V BRAVO	1,261.40	REG/S-SICK HRS 68.11 X 20.00
9/25/2024	31308	AIDEE SANDOVAL	4,335.05	Child Care Reimbursement
9/25/2024	31308	AIDEE SANDOVAL	700.00	Cost of Care Plus Rate
9/25/2024	31309	JUDITH ADRIANA PAREDES DE QUEZADA	1,256.37	Child Care Reimbursement
9/25/2024	31309	JUDITH ADRIANA PAREDES DE QUEZADA	280.00	Cost of Care Plus Rate
9/25/2024	31310	Luz Maria Ramirez	2,630.58	Child Care Reimbursement
9/25/2024	31310	Luz Maria Ramirez	420.00	Cost of Care Plus Rate
9/25/2024	31311	MARIA SANTOS DE LOPEZ	6,778.00	Child Care Reimbursement
9/25/2024	31311	MARIA SANTOS DE LOPEZ	1,120.00	Cost of Care Plus Rate
9/25/2024	31312	MILCA REBEKAH PEREZ	5,774.20	Child Care Reimbursement
9/25/2024	31312	MILCA REBEKAH PEREZ	980.00	Cost of Care Plus Rate
9/25/2024	31313	SIDRONIA G VALDEZ	851.72	Child Care Reimbursement
9/25/2024	31313	SIDRONIA G VALDEZ	140.00	Cost of Care Plus Rate
9/25/2024	31314	BEATRIZ BUENO	1,685.50	Child Care Reimbursement
9/25/2024	31314	BEATRIZ BUENO	280.00	Cost of Care Plus Rate
9/25/2024	31315	BERTHA ALICIA QUIROA	523.80	Child Care Reimbursement
9/25/2024	31315	BERTHA ALICIA QUIROA	98.00	Cost of Care Plus Rate
9/25/2024	31316	BERTHA CONTRERAS	7,722.70	Child Care Reimbursement
9/25/2024	31316	BERTHA CONTRERAS	1,400.00	Cost of Care Plus Rate
9/25/2024	31317	CATALINA RIVERA DE ESPINOZA	2,225.55	Child Care Reimbursement
9/25/2024	31317	CATALINA RIVERA DE ESPINOZA	420.00	Cost of Care Plus Rate
9/25/2024	31318	DAISY ALMIDA GONZALEZ	194.22	Child Care Reimbursement
9/25/2024	31319	EDELMIRA L VIVEROS	19.69	Child Care Reimbursement
9/25/2024	31320	GLORIA ISITA MEJIA	1,409.67	Child Care Reimbursement
9/25/2024	31320	GLORIA ISITA MEJIA	294.00	Cost of Care Plus Rate
9/25/2024	31320	GLORIA ISITA MEJIA	(48.19)	Union Dues
9/25/2024	31321	ISABEL GARCIA	366.28	Child Care Reimbursement
9/25/2024	31322	JUANA INEZ SALGADO RENTERIA	2,609.71	Child Care Reimbursement
9/25/2024	31322	JUANA INEZ SALGADO RENTERIA	560.00	Cost of Care Plus Rate
9/25/2024	31323	JUANA RAMOS MUNOZ	1,646.16	Child Care Reimbursement
9/25/2024	31323	JUANA RAMOS MUNOZ	280.00	Cost of Care Plus Rate
9/25/2024	31324	MARIA C ARELLANO DE CONTRERAS	3,151.46	Child Care Reimbursement

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9/25/2024	31324	MARIA C ARELLANO DE CONTRERAS	560.00	Cost of Care Plus Rate
9/25/2024	31324	MARIA C ARELLANO DE CONTRERAS	(73.03)	Union Dues
9/25/2024	31325	MARIA FRANCISCA MENA	7,805.06	Child Care Reimbursement
9/25/2024	31325	MARIA FRANCISCA MENA	1,400.00	Cost of Care Plus Rate
9/25/2024	31325	MARIA FRANCISCA MENA	(95.00)	Union Dues
9/25/2024	31326	MARIA PAZ	66.03	Child Care Reimbursement
9/25/2024	31327	SAIDY LORENA MAYEN	6,350.52	Child Care Reimbursement
9/25/2024	31327	SAIDY LORENA MAYEN	1,120.00	Cost of Care Plus Rate
9/25/2024	31328	STEPHANIE VERDUGO	7,998.34	Child Care Reimbursement
9/25/2024	31328	STEPHANIE VERDUGO	1,260.00	Cost of Care Plus Rate
9/25/2024	31328	STEPHANIE VERDUGO	(90.00)	Union Dues
9/25/2024	31329	HILDA BARAJAS JUAREZ	456.71	Child Care Reimbursement
9/25/2024	31329	HILDA BARAJAS JUAREZ	140.00	Cost of Care Plus Rate
9/25/2024	31330	MARIA TERESA HEREDIA	3,336.60	Child Care Reimbursement
9/25/2024	31330	MARIA TERESA HEREDIA	560.00	Cost of Care Plus Rate
9/25/2024	31331	YADIRA REBOLLEDO	2,456.50	Child Care Reimbursement
9/25/2024	31331	YADIRA REBOLLEDO	560.00	Cost of Care Plus Rate
9/25/2024	31332	ANGELICA VALIENTE DE BARRAGAN	4,147.20	Child Care Reimbursement
9/25/2024	31332	ANGELICA VALIENTE DE BARRAGAN	840.00	Cost of Care Plus Rate
9/25/2024	31333	CLAUDIA ANDREA MUNOZ	750.74	Child Care Reimbursement
9/25/2024	31333	CLAUDIA ANDREA MUNOZ	140.00	Cost of Care Plus Rate
9/25/2024	31334	DOLORES PALACIOS DE GUZMAN	8,314.77	Child Care Reimbursement
9/25/2024	31334	DOLORES PALACIOS DE GUZMAN	1,820.00	Cost of Care Plus Rate
9/25/2024	31334	DOLORES PALACIOS DE GUZMAN	(95.00)	Union Dues
9/25/2024	31335	GABRIELA GARCIA DE RODRIGUEZ	8,106.66	Child Care Reimbursement
9/25/2024	31335	GABRIELA GARCIA DE RODRIGUEZ	1,680.00	Cost of Care Plus Rate
9/25/2024	31336	LETICIA FLORES	1,671.93	Child Care Reimbursement
9/25/2024	31336	LETICIA FLORES	420.00	Cost of Care Plus Rate
9/25/2024	31337	LUZ MARIA VILLAGOMEZ	10,372.48	Child Care Reimbursement
9/25/2024	31337	LUZ MARIA VILLAGOMEZ	1,680.00	Cost of Care Plus Rate
9/25/2024	31338	ROSA ANGELA ORTIZ	5,383.52	Child Care Reimbursement
9/25/2024	31338	ROSA ANGELA ORTIZ	980.00	Cost of Care Plus Rate
9/25/2024	31338	ROSA ANGELA ORTIZ	(90.00)	Union Dues
9/25/2024	31339	ADELA RUIZ	3,112.42	Child Care Reimbursement
9/25/2024	31339	ADELA RUIZ	640.00	Cost of Care Plus Rate
9/25/2024	31340	ALAPIZCO FCC AKA EDU-CARE FAMILY CHILD CARE INC	6,014.17	Child Care Reimbursement
9/25/2024	31340	ALAPIZCO FCC AKA EDU-CARE FAMILY CHILD CARE INC	960.00	Cost of Care Plus Rate
9/25/2024	31341	LINDA'S CHILD CARE PROVIDER, INC	7,814.37	Child Care Reimbursement
9/25/2024	31341	LINDA'S CHILD CARE PROVIDER, INC	1,280.00	Cost of Care Plus Rate
9/25/2024	31342	VIRGINIA FERREIRA	8,868.22	Child Care Reimbursement

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9/25/2024	31342	VIRGINIA FERREIRA	1,760.00	Cost of Care Plus Rate
9/25/2024	31343	ANABEL A MARTINEZ	1,220.08	Child Care Reimbursement
9/25/2024	31343	ANABEL A MARTINEZ	280.00	Cost of Care Plus Rate
9/25/2024	31344	CASA DE ADORACION TULARE	13,889.68	Child Care Reimbursement
9/25/2024	31344	CASA DE ADORACION TULARE	2,380.00	Cost of Care Plus Rate
9/25/2024	31345	DEANNA RAMIREZ	1,694.67	Child Care Reimbursement
9/25/2024	31345	DEANNA RAMIREZ	280.00	Cost of Care Plus Rate
9/25/2024	31346	Delia Irene Araujo Dominguez	7,076.83	Child Care Reimbursement
9/25/2024	31346	Delia Irene Araujo Dominguez	1,260.00	Cost of Care Plus Rate
9/25/2024	31347	ELIZABETH MARTINEZ	691.94	Child Care Reimbursement
9/25/2024	31347	ELIZABETH MARTINEZ	140.00	Cost of Care Plus Rate
9/25/2024	31348	LORENA IBARRA	882.39	Child Care Reimbursement
9/25/2024	31348	LORENA IBARRA	140.00	Cost of Care Plus Rate
9/25/2024	31349	LOURDES DE MOYA DE CAMILO	3,092.28	Child Care Reimbursement
9/25/2024	31349	LOURDES DE MOYA DE CAMILO	840.00	Cost of Care Plus Rate
9/25/2024	31350	MARIA DOLORES GOMEZ	600.00	Child Care Reimbursement
9/25/2024	31350	MARIA DOLORES GOMEZ	280.00	Cost of Care Plus Rate
9/25/2024	31350	MARIA DOLORES GOMEZ	(11.23)	Union Dues
9/25/2024	31351	MARIA GUADALUPE CHAVEZ	3,942.14	Child Care Reimbursement
9/25/2024	31351	MARIA GUADALUPE CHAVEZ	700.00	Cost of Care Plus Rate
9/25/2024	31352	MARIA LUISA CASAS	5,950.78	Child Care Reimbursement
9/25/2024	31352	MARIA LUISA CASAS	1,120.00	Cost of Care Plus Rate
9/25/2024	31353	MARIA PERLA GARCIA DE ARCIGA	3,562.25	Child Care Reimbursement
9/25/2024	31353	MARIA PERLA GARCIA DE ARCIGA	700.00	Cost of Care Plus Rate
9/25/2024	31354	MARIA REINA OROZCO MORA	4,271.73	Child Care Reimbursement
9/25/2024	31354	MARIA REINA OROZCO MORA	700.00	Cost of Care Plus Rate
9/25/2024	31355	MARIA SALOME IBARRA	812.28	Child Care Reimbursement
9/25/2024	31355	MARIA SALOME IBARRA	140.00	Cost of Care Plus Rate
9/25/2024	31355	MARIA SALOME IBARRA	(16.25)	Union Dues
9/25/2024	31356	SILVIA LETICIA SANCHEZ DE GARCIA	1,561.15	Child Care Reimbursement
9/25/2024	31356	SILVIA LETICIA SANCHEZ DE GARCIA	280.00	Cost of Care Plus Rate
9/25/2024	31357	SILVIA PRECIADO	1,472.90	Child Care Reimbursement
9/25/2024	31357	SILVIA PRECIADO	280.00	Cost of Care Plus Rate
9/26/2024	226284	Accrue Solutions Holding Co, LLC	325.00	COBRA Administration Services for August 2024
9/26/2024	226285	AGEE VII LLC	5,081.50	OP EXPENSE 5055 CALIFORNIA AVE STE 101 PRO-RATED 01/2024 - 0
9/26/2024	226285	AGEE VII LLC	1,939.88	UTILITIES AUGUST 2024 - 5055 CALIFORNIA AVE STE 101 PRORATIO
9/26/2024	226286	AIDA CRUZ	375.00	August 2024 Zumba Classes
9/26/2024	226286	AIDA CRUZ	375.00	May 2024 Zumba Classes
9/26/2024	226287	AIDE AVELAR	149.41	MILEAGE REIMBURSEMENT
9/26/2024	226288	ALAMO ALARM CO INC	203.50	Commercial Monitoring for Barnett, California, Kennedy 10/01
9/26/2024	226289	ALICIA GAMINO	72.36	MILEAGE REIMBURSEMENT
9/26/2024	226290	ALPHA WHOLESALE PRODUCE INC	846.10	PO-2024-1138/MISC PRODUCE

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9/26/2024	226291	AMERICAN INCORPORATED	190.00	WO 5196042 B-COMM PM DOS 8/12/24
9/26/2024	226292	AMERIGAS LAKE ISABELLA	1,214.70	2120 BERNINA PINE MOUNTAIN CLUB/ACCT 203370280/PO-2024-1169
9/26/2024	226292	AMERIGAS LAKE ISABELLA	806.36	2425 YELLOWSTONE CT/ACCT 202761746/PO-2024-1169
9/26/2024	226293	ANA CARRENO	33.50	MILEAGE REIMBURSEMENT
9/26/2024	226294	ANDREW CHAVEZ	493.12	MILEAGE REIMBURSEMENT
9/26/2024	226295	ANGELICA DANIELS	200.00	Phone purchase reimbursement
9/26/2024	226296	ANGELICA HERALDEZ	46.90	MILEAGE REIMBURSEMENT
9/26/2024	226297	ARELYS EVANGELISTA	33.50	MILEAGE REIMBURSEMENT
9/26/2024	226298	AT&T	242.16	9391037343
9/26/2024	226298	AT&T	296.36	9391058776
9/26/2024	226298	AT&T	92.02	9391058844
9/26/2024	226298	AT&T	31.63	9391058878
9/26/2024	226298	AT&T	634.31	9391059173
9/26/2024	226298	AT&T	89.48	9391060519
9/26/2024	226298	AT&T	31.63	9391065168
9/26/2024	226299	BAKERSFIELD DODGE INC.	57,265.00	VIN#3C6LRVAG0RE128388 PO-2024-2203
9/26/2024	226300	CALIFORNIA WATER BOARDS	860.00	WATER BOARDS ANNUAL PERMIT FEE BILLING PERIOD 10/01/23-09/30/
9/26/2024	226301	CALIFORNIA WIC ASSOCIATION	2,000.00	Community Action Partnership 2024-2025 Agency Member Dues
9/26/2024	226302	CHANTAL QUINO	44.22	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	226303	CHARTER COMMUNICATIONS	126.23	90 FARRELL DR BLDG 5620/8448 20 007 0166094
9/26/2024	226304	CHARTER COMMUNICATIONS	176.23	5351 OLIVE DR STE 200/8301 10 001 1376586
9/26/2024	226305	CHARTER COMMUNICATIONS	204.00	108 S ROBINSON ST/167674901
9/26/2024	226306	CHARTER COMMUNICATIONS	219.98	2424 COTTONWOOD RD/167693701
9/26/2024	226307	CHARTER COMMUNICATIONS	169.98	1109 9TH ST/168815301
9/26/2024	226308	CHARTER COMMUNICATIONS	945.00	2731 O ST/169105201
9/26/2024	226309	CHARTER COMMUNICATIONS	199.98	317 MOUNT VERNON AVE/241528301
9/26/2024	226310	CHASE RANGEL	6.70	August 2024 Mileage Reimbursement
9/26/2024	226311	CHRISTINA BUSTAMANTE	27.47	MILEAGE REIMBURSEMENT
9/26/2024	226312	CINDY RUIZ	196.98	August 2024 Mileage Reimbursement
9/26/2024	226313	CINTAS CORPORATION #668	191.06	300 19TH ST
9/26/2024	226313	CINTAS CORPORATION #668	401.00	PO-2024-1757/300 19TH ST
9/26/2024	226314	CITY OF STOCKTON	62.82	1145 N HUNTER ST STOCKTON COMMERCIAL SEWER
9/26/2024	226314	CITY OF STOCKTON	55.68	2800 S D ST STOCKTON COMMERCIAL SEWER
9/26/2024	226314	CITY OF STOCKTON	58.34	347 E POPLAR ST STOCKTON COMMERCIAL SEWER
9/26/2024	226315	DELTA LIQUID ENERGY	729.80	11830 COCHISE AVE/GOMDAM/1001932/PO-2024-2338
9/26/2024	226315	DELTA LIQUID ENERGY	809.75	20124 NEURALIA RD/THOCRA/1001691/PO-2024-1091
9/26/2024	226315	DELTA LIQUID ENERGY	729.80	3004 DRIFTWOOD AVE/1002123/PO-2024-2338
9/26/2024	226316	DEPARTMENT OF HUMAN RESOURCES	7,293.19	CCPU Automatic Deductions - AUGUST 2024
9/26/2024	226317	DEPARTMENT OF JUSTICE	1,604.00	New Hire Background Check
9/26/2024	226318	DEPARTMENT OF MOTOR VEHICLES	1,362.00	VIN# 5PVNJ7AV4P5T51755 - VEHICLE# 04-49 - FOOD BANK

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9/26/2024	226319	DEPARTMENT OF MOTOR VEHICLES	570.00	VIN# 1GB2CUEG7JZ344262 - VEHICLE# 09-100 - HEAD START
9/26/2024	226320	DEPARTMENT OF MOTOR VEHICLES	190.00	VIN# 1FMCU4K39BKC18442 - VEHICLE# 15-19 WIC
9/26/2024	226321	DEPARTMENT OF MOTOR VEHICLES	190.00	VIN# 1FMCU4K33BKC23605 - VEHICLE# 15-20 WIC
9/26/2024	226322	DEPARTMENT OF MOTOR VEHICLES	253.00	VIN#3N1CE2CP9HL373588 - VEHICLE# 15-23 - WIC
9/26/2024	226323	DEPARTMENT OF MOTOR VEHICLES	253.00	VIN# 3N1CE2CP5HL377928 - VEHICLE# 15-24 - WIC
9/26/2024	226324	DEPARTMENT OF MOTOR VEHICLES	260.00	VIN# 1GCEC19V17E139066 - VEHICLE# 24-08 - ENERGY
9/26/2024	226325	DEPARTMENT OF SOCIAL SERVICES	150.00	Registration for staff attending FCC Orientation at Fresno R
9/26/2024	226326	DESIREE E BERMUDEZ	69.46	Desiree Bermudez - SDA Reimbursement Textbooks - 08/30/2024
9/26/2024	226327	EAST NILES COMMUNITY SERVICES DIST	1,292.90	3000 STERLING RD
9/26/2024	226327	EAST NILES COMMUNITY SERVICES DIST	121.30	5704 PIONEER DR
9/26/2024	226328	ESTHER A REYES-GARZA	55.61	August 2024 Mileage Reimbursement
9/26/2024	226329	F.W. WASSERMAN AND ASSOCIATES	149.00	PO-2024-2224/OCT 2024 RENT FOR WIC - UNIT B023
9/26/2024	226330	FEDEX	9.20	T.SUNKES/M.VERDUZCO/818471355848
9/26/2024	226331	FLORENTINA ARANA	373.99	SDA Reimbursement Tuition- 09/13/24
9/26/2024	226332	FLYERS ENERGY LLC	3,026.86	ACCT#78379
9/26/2024	226333	FRANCIS VEGA	205.69	August 2024 Mileage Reimbursement
9/26/2024	226334	FREDDY HERNANDEZ	136.23	TRAVEL LIQUIDATION -- PROSPERITY SUMMIT, NATIONAL HARBOR, MD
9/26/2024	226335	GRIMMWAY ENTERPRISES, INC.	7,464.00	PO-2024-1329
9/26/2024	226335	GRIMMWAY ENTERPRISES, INC.	5,656.00	PO-2024-1602
9/26/2024	226335	GRIMMWAY ENTERPRISES, INC.	12,618.00	PO-2024-2179
9/26/2024	226335	GRIMMWAY ENTERPRISES, INC.	7,820.00	PO-2024-2481
9/26/2024	226336	GRINGTEAM INC.	1,302.84	CAPK Kern Preservice & QA Training 8/7/24 - 8/8/24 Hotel sta
9/26/2024	226337	HOME DEPOT COMMERCIAL CREDIT	11.77	ALBERTA DILLARD
9/26/2024	226337	HOME DEPOT COMMERCIAL CREDIT	710.74	OPS
9/26/2024	226338	INDIAN WELLS VALLEY WATER DISTRICT	1,112.68	814 N NORMA
9/26/2024	226339	IRIS LOPEZ	193.63	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	226340	JENNIFER TUCKER	28.14	August 2024 Mileage Reimbursement
9/26/2024	226341	JIMMIE ALVIDREZ	44.89	MILEAGE REIMBURSEMENT
9/26/2024	226342	KARADANIS SURVIVORS TRUST	316.00	UNIT:L004 PO-2024-1109
9/26/2024	226343	KERN COUNTY SUPERINTENDENT OF SCHOOLS	8,684.88	PO-2024-2363 JULY 2024
9/26/2024	226344	KIMIKA PORTER	140.70	JULY MILEAGE REIMBURSEMENT
9/26/2024	226345	LANEISHA HAMMOND	46.90	MILEAGE REIMBURSEMENT

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9/26/2024	226346	LAURA L MUNOZ	20.10	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	226347	LEARA LEANNE SPROTT	28.81	August 2024 Mileage Reimbursement
9/26/2024	226348	LILIAN URREA	57.62	August 2024 Mileage Reimbursement
9/26/2024	226349	LORENA PALOMO	5.36	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	226350	LOWES COMPANIES INC	668.23	5 REAL RD
9/26/2024	226350	LOWES COMPANIES INC	139.17	ANGELA MARTINEZ > EHS
9/26/2024	226350	LOWES COMPANIES INC	86.18	CES
9/26/2024	226350	LOWES COMPANIES INC	128.44	HARVEY HALL
9/26/2024	226350	LOWES COMPANIES INC	35.97	HARVEY HALL > ROOM 7
9/26/2024	226350	LOWES COMPANIES INC	221.06	OPS
9/26/2024	226350	LOWES COMPANIES INC	49.31	PRIMEROS PASOS
9/26/2024	226350	LOWES COMPANIES INC	255.04	ROSAMOND
9/26/2024	226350	LOWES COMPANIES INC	173.69	SHAFTER EHS
9/26/2024	226350	LOWES COMPANIES INC	130.51	VINELAND
9/26/2024	226351	MARIA G PIZANO	263.99	SDA Reimbursement - Tuition and Books 08/30/2024
9/26/2024	226352	MATTHEW JACOBS	384.58	TRAVEL LIQUIDATION - CSFP CONFERENCE SACRAMENTO, CA - 0731
9/26/2024	226353	MICHELLE OLIVEROS	154.10	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	226354	MONICA LOPEZ	18.76	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	226355	OFFICE1 LEASING	278.30	450-0106119-000; 2424 COTTONWOOD RD; PO-2024-1101
9/26/2024	226355	OFFICE1 LEASING	237.92	450-0120460-000; 1300 18TH ST FINANCE; PO-2024-1548
9/26/2024	226355	OFFICE1 LEASING	171.00	450-0135444-000; 347 S POPLAR ST; PO-2024-2004
9/26/2024	226355	OFFICE1 LEASING	171.00	450-0135463-000; 425 N CALIFORNIA ST; PO-2024-2005
9/26/2024	226355	OFFICE1 LEASING	170.61	450-0135464-000; 850 J ST ; PO-2024-2007
9/26/2024	226355	OFFICE1 LEASING	125.39	450-0135465-000; 1509 N GOLDEN GATE AVE; PO-2024-2006
9/26/2024	226355	OFFICE1 LEASING	171.00	450-0135546-000; 215 W 5TH ST; PO-2024-2009
9/26/2024	226355	OFFICE1 LEASING	570.35	450-0135569-000; 1145 N HUNTER ST; PO-2024-2010
9/26/2024	226355	OFFICE1 LEASING	126.84	450-0135667-000; 545 W SONORA ST; PO-2024-2008
9/26/2024	226355	OFFICE1 LEASING	125.97	450-0135671-000; 701 S HUTCHINS ST; PO-2024-1983
9/26/2024	226355	OFFICE1 LEASING	296.27	450-0137749-000; 1300 18TH ST HR
9/26/2024	226355	OFFICE1 LEASING	448.01	450-7986161-032; 1300 18TH ST OPS; PO-2024-1229
9/26/2024	226355	OFFICE1 LEASING	334.34	450-7986161-038; 2424 S DR MLK JR BLVD MCAP; PO-2024-1023
9/26/2024	226355	OFFICE1 LEASING	764.60	450-7986161-039; 300 19TH ST VITA; PO-2024-1331
9/26/2024	226356	OSCAR W MARTINEZ	357.78	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	226357	PACIFICA STOCKTON HOTEL LLC	401.66	Courtyard Marriott Stockton Louis R. Trip 082724-082824
9/26/2024	226358	PAULINO CRUZ	98.49	August 2024 Mileage Reimbursement
9/26/2024	226359	PG&E	1,800.90	1825 FELIZ DR
9/26/2024	226359	PG&E	1,607.11	1825 FELIZ DR / 317 MT VERNON AVE / 1807 FELIZ DR
9/26/2024	226359	PG&E	1,685.25	1900 E CALIFORNIA AVE

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9/26/2024	226359	PG&E	54.26	2424 COTTONWOOD RD
9/26/2024	226359	PG&E	2,146.50	500 E CALIFORNIA AVE
9/26/2024	226359	PG&E	9.12	5704 PIONEER DR
9/26/2024	226359	PG&E	538.86	6019 NILES ST #B4
9/26/2024	226360	PRINCE RESORTS HAWAII, INC.	1,269.28	Jerry Meade Prince Waikiki Hotel Reservation to Attend R9 HS
9/26/2024	226361	PRODUCERS DAIRY FOODS INC	5,285.29	PO-2024-1137
9/26/2024	226362	REGION IX HEAD START ASSOCIATION	9,150.00	PO-2024-2632 REG FOR R9HSA FAMILY ENGAGEMENT&CULTURAL EFF
9/26/2024	226363	RIDGECREST CHAMBER OF COMMERCE	315.00	Ridgecrest Chamber of Commerce Annual Membership
9/26/2024	226364	RIGOBERTO REYES	34.17	August 2024 Mileage Reimbursement
9/26/2024	226365	ROBERT ESPINOSA	2,780.00	SDA Reimbursement - Tuition - 09/23/24
9/26/2024	226366	ROSARIO MIRANDA	156.13	TRAVEL LIQUIDATION - NCAP CONFERENCE SEATTLE, WA - AUGUST 2
9/26/2024	226367	ROUTE 66 BROADBAND LLC	218.13	244 G ST #A NEEDLES CAPK-WIC OCTOBER 2024
9/26/2024	226368	SAFEWAY INC VONS DIVISION	27.56	Ref# 323347815820 CFHL Food Demo Purchase 09/16/2024
9/26/2024	226368	SAFEWAY INC VONS DIVISION	10.20	Ref# 335719815820 CFHL Food Demo Purchase 09/05/24
9/26/2024	226368	SAFEWAY INC VONS DIVISION	8.04	Ref# 345804815820 CFHL Food Demo Purchase 09/05/24
9/26/2024	226369	SAVE MART SUPERMARKETS	225.88	REF# 050889 09/09/2024 SPECIAL DIET GROCERY, DIARY, PRODUCE
9/26/2024	226369	SAVE MART SUPERMARKETS	306.50	REF# 055651 09/10/2024 BABY FOOD, FORMULA, SPEC DIET MILK
9/26/2024	226369	SAVE MART SUPERMARKETS	107.08	REF# 066868 09/09/2024 - BABY FOOD
9/26/2024	226370	SHEN ZHEN NEW WORLD II, LLC	833.12	Sheraton Universal - CACFP Roundtable - Anthony Chave - 10/0
9/26/2024	226370	SHEN ZHEN NEW WORLD II, LLC	833.12	Sheraton Universal - CACFP Roundtable - Kevin Goudge - 10/07
9/26/2024	226370	SHEN ZHEN NEW WORLD II, LLC	833.12	Sheraton Universal - CACFP Roundtable -Andrew Chavez - 10/0
9/26/2024	226371	SHEVADA DOVE-WILLIAMS	365.15	August 2024 Mileage Reimbursement
9/26/2024	226372	SILVIA HERNANDEZ	136.68	MILEAGE REIMBURSEMENT
9/26/2024	226373	SOCALGAS	23.46	455 E EUCLID AVE SHAFTER 08/14/2024 - 09/16/2024
9/26/2024	226373	SOCALGAS	16.27	650 JAMES ST SHAFTER 08/14/2024 - 09/16/2024
9/26/2024	226374	SONIA N PALOMARES	69.68	JULY MILEAGE REIMBURSEMENT
9/26/2024	226375	SOUTHERN CALIFORNIA EDISON	198.20	108 S ROBINSONS ST TEHACHAPI 08/21/2024 - 9/19/2024
9/26/2024	226375	SOUTHERN CALIFORNIA EDISON	1,484.63	15662 K ST MOJAVE 08/15/2024 - 09/15/2024
9/26/2024	226376	STAGLER CORPORATION	1,339.28	FB COMPRESSOR WORK REF# ETHN-5H SN# E162300518 8/15/24
9/26/2024	226377	STEPHANIE MULL	5.36	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	226377	STEPHANIE MULL	24.12	JULY MILEAGE REIMBURSEMENT
9/26/2024	226378	SUNRISE GARDENING SERVICE, LLC	3,500.00	OASIS NEW SOD & INSTALLATION (09/17/2024)

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9/26/2024	226379	TODD ROCKEY	500.00	Casino Gaming Tables Deposit October 2024
9/26/2024	226380	TRINO LOPEZ	119.26	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	226381	ULINE	689.06	3101 MALL VIEW RD PO-2024-1320 ORD# 21105688
9/26/2024	226381	ULINE	(111.60)	CREDIT REF INV# 183227464 ORD# 21105688 PO-2024-1320
9/26/2024	226382	VANESSA CORTEZ MENDOZA	253.39	TRAVEL LIQUIDATION - V. MENDOZA - NCAP CONFERENCE, SEATTLE,
9/26/2024	226383	VANESSA ROCHA	33.50	August 2024 Mileage Reimbursement
9/26/2024	226384	VERTHA GOMEZ	106.53	MILEAGE REIMBURSEMENT
9/26/2024	226385	VESTIS GROUP, INC	68.15	3101 MALL VIEW RD PO-2024-1662 LINEN SERVICES
9/26/2024	226386	VETH CHUM	294.96	SDA Reimbursement- Tuition and Books- 08/30/2024
9/26/2024	226387	HOME DEPOT COMMERCIAL CREDIT	155.28	HARVEY HALL
9/26/2024	226387	HOME DEPOT COMMERCIAL CREDIT	(309.16)	HARVEY HALL RETURN
9/26/2024	226387	HOME DEPOT COMMERCIAL CREDIT	7.01	LBNC
9/26/2024	226387	HOME DEPOT COMMERCIAL CREDIT	576.04	OPS
9/26/2024	226387	HOME DEPOT COMMERCIAL CREDIT	77.41	TEHACHAPI
9/26/2024	226388	LOWES COMPANIES INC	183.93	GIANONE PO-2024-1136
9/26/2024	226388	LOWES COMPANIES INC	926.77	HUNTER PO-2024-1063
9/26/2024	226388	LOWES COMPANIES INC	167.22	LODI PO-2024-1136
9/26/2024	226389	OFFICE1 LEASING	206.07	450-7986161-024; 1825 FELIZ DR WAREHOUSE; PO-2024-1322
9/26/2024	226389	OFFICE1 LEASING	202.39	450-7986161-025; 2900 M ST; PO-2024-1247
9/26/2024	226389	OFFICE1 LEASING	3,697.89	450-7986161-041; 1300 18TH ST 2ND FL HS/EHS; PO-2024-2771
9/26/2024	226390	AT&T	64.28	9391058375
9/26/2024	226390	AT&T	31.49	9391058623
9/26/2024	226390	AT&T	121.29	9391058688
9/26/2024	226390	AT&T	31.56	9391058718
9/26/2024	226390	AT&T	31.56	9391058736
9/26/2024	226390	AT&T	31.46	9391058784
9/26/2024	226390	AT&T	91.69	9391058914
9/26/2024	226390	AT&T	31.56	9391058915
9/26/2024	226390	AT&T	32.72	9391058922
9/26/2024	226390	AT&T	123.81	9391059043
9/26/2024	226390	AT&T	151.59	9391059065
9/26/2024	226390	AT&T	80.54	9391059211
9/26/2024	226390	AT&T	40.64	939106521
9/26/2024	226390	AT&T	31.56	939158699
9/26/2024	226391	HOME DEPOT COMMERCIAL CREDIT	51.92	PO-2024-1062
9/26/2024	226391	HOME DEPOT COMMERCIAL CREDIT	304.40	PO-2024-1135
9/26/2024	226391	HOME DEPOT COMMERCIAL CREDIT	254.23	PO-2024-1135 PO-2024-1062
9/26/2024	226392	AT&T	242.16	9391037342

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9/26/2024	226392	AT&T	75.12	9391058624
9/26/2024	226392	AT&T	31.56	9391058677
9/26/2024	226392	AT&T	173.31	9391058680
9/26/2024	226392	AT&T	91.78	9391058729
9/26/2024	226392	AT&T	31.56	9391058772
9/26/2024	226392	AT&T	121.85	9391058795
9/26/2024	226392	AT&T	31.56	9391058798
9/26/2024	226392	AT&T	31.56	9391059036
9/26/2024	226392	AT&T	121.85	9391059050
9/26/2024	226392	AT&T	121.08	9391059144
9/26/2024	226392	AT&T	101.98	9391059163
9/26/2024	226392	AT&T	183.56	9391059214
9/26/2024	226393	AT&T	61.57	9391058625
9/26/2024	226393	AT&T	61.55	9391058627
9/26/2024	226393	AT&T	31.56	9391058628
9/26/2024	226393	AT&T	33.12	9391058691
9/26/2024	226393	AT&T	31.56	9391058803
9/26/2024	226393	AT&T	31.56	9391058822
9/26/2024	226393	AT&T	61.37	9391058866
9/26/2024	226393	AT&T	90.01	9391058913
9/26/2024	226393	AT&T	122.22	9391059164
9/26/2024	226393	AT&T	216.41	9391059565
9/26/2024	226393	AT&T	217.60	9391059574
9/26/2024	226393	AT&T	122.22	9391060518
9/26/2024	226393	AT&T	30.00	939159093
9/26/2024	226393	AT&T	101.44	939160520
9/26/2024	226394	CLEMMER AND COMPANY	990.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
9/26/2024	226395	EQUITY MANAGMENT	1,100.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
9/26/2024	226396	KELLY LOWERY	130.00	TRAVEL ADVANCE - KELLY LOWERY - FEEDING AMERICA FALL FORUM S
9/26/2024	226397	1020 CECIL LLC	930.00	PO-2023-1405 650 JAMES ST - WIC OCT 2024
9/26/2024	226398	BEAR MOUNTAIN RECREATION & PARK DISTRICT	3,600.00	PO-2024-1407 10300 1/2 SAN DIEGO ST LAMONT OCT 2024
9/26/2024	226399	CITY OF ARVIN	652.38	PO-2024-1385 1111 BUSH ST ARVIN OCT 2024
9/26/2024	226400	COMMUNITY SERVICES AND EMPLOYMENT TRAINING	950.00	PO-2024-2099 155 K ST TULARE OCT 2024
9/26/2024	226401	COUNTY OF KERN	363.12	PO-2023-1938 2320 MT VERNON AVE OCT 2024 OP/TRASH FEE
9/26/2024	226402	FAIRFAX SCHOOL DISTRICT	575.00	PO-2024-1273 3301 VIRGINIA AVE OCT 2024 UTILITIES
9/26/2024	226402	FAIRFAX SCHOOL DISTRICT	2,728.00	PO-2024-1346 1500 S FAIRFAX RD OCT 2024
9/26/2024	226403	FIRST 5 MADERA COUNTY	1,223.14	PO-2023-1830 525 YOSEMITE AVE OCT 2024
9/26/2024	226404	FIRST CONGREGATIONAL CHURCH BAKERSFIELD	4,882.85	PO-2024-1027 5 REAL RD OCT 2024
9/26/2024	226405	G STREET PLAZA LLC	431.62	PO-2024-1680 244 G ST NEEDLES OCT 2024
9/26/2024	226406	HEARTS & LIVES	550.00	24028 LAKE DR CRESTLINE OCT 2024 RENT

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9/26/2024	226407	KERN COUNTY SUPERINTENDENT OF SCHOOLS	2,200.00	PO-2024-1391 1915 CECIL AVE DELANO OCT 2024
9/26/2024	226408	KERN ISLAND INVESTORS, GP	6,780.20	1631 30TH STREET OCT 2024 RENT - REF: PO-2023-2752
9/26/2024	226409	MARK AND HELENE MCELYEA	4,000.00	PO-2024-2176 425 N CALIF ST OCT 2024
9/26/2024	226410	MCFARLAND UNIFIED SCHOOL DISTRICT	100.00	PO-2024-1014 410 E PERKINS AVE MCFARLAND OCT 2024
9/26/2024	226411	MERCED COUNTY OFFICE OF EDUCATION	253.67	PO-2024-1903 1850 WARDROBE AVE MERCED OCT 2024
9/26/2024	226412	MOJAVE UNIFIED SCHOOL DISTRICT	450.00	PO-2024-1066 9124 CATALPA AVE OCT 2024
9/26/2024	226413	MORE THAN ONE DIMENSION, INC.	1,800.00	PO-2024-2302 2550 E BELLE TERRACE STE 200 OCT 2024
9/26/2024	226414	NORTH OF THE RIVER RECR & PARK DIST	4,797.00	PO-2023-3390 401 WILLOW DR OCT 2024
9/26/2024	226415	OMNI FAMILY HEALTH	1,622.00	4600 PANAMA LANE - OCTOBER 2024 RENT
9/26/2024	226415	OMNI FAMILY HEALTH	1,297.00	741 PALM AVE BLDG E - WIC WASCO - OCTOBER 2024
9/26/2024	226415	OMNI FAMILY HEALTH	730.00	PO-2023-1211 525 ROBERTS LN BLDG B OCT 2024
9/26/2024	226415	OMNI FAMILY HEALTH	2,275.00	PO-2024-2340 1001 MAIN ST DELANO OCT 2024
9/26/2024	226416	PREWITT FAMILY DECEDENTS TRUST	925.00	PO-2024-1053 108 S ROBINSON TEHACHAPI OCT 2024
9/26/2024	226417	RONALD SHELAN	255.00	236 W 4TH ST - FIRE ALARM MONIT OCT - DEC 2024
9/26/2024	226417	RONALD SHELAN	3,750.00	PO-2024-1383 236 W 4TH ST STOCKTON OCT 2024
9/26/2024	226418	STELLAR PLAZA LLC	3,128.47	PO-2024-1343 11336 BARTLETT AVE 13&14 OCT 2024
9/26/2024	226419	SUNRISE VILLA PARTNERS	700.00	PO-2023-3426 1600 POPLAR AVE WASCO OCT 2024
9/26/2024	226420	TAFT CITY SCHOOL DISTRICT	4,780.23	PO-2024-1152 819 6TH ST TAFT OCT 2024
9/26/2024	226421	THE HOUSING AUTHORITY OF THE COUNTY OF KERN	700.00	PO-2023-1040 452 W LOS ANGELES OCT 2024
9/26/2024	226422	TULARE COUNTY OFFICE OF EDUCATION	500.00	PO-2024-1056 7000 DOE AVE TULARE OCT 2024
9/26/2024	226423	VINELAND SCHOOL DISTRICT	375.00	PO-2024-1139 14327 VINELAND RD OCT 2024
9/26/2024	226424	WAYSIDE CHAPEL COMMUNITY CHURCH, INC.	19,464.00	PO-2024-1690 2584 FELSITE AVE ROSAMOND OCT 2024
9/26/2024	226425	YABITO CORPORATION	1,500.00	2739 DIAMOND ST UNIT B - WIC ROSAMOND - OCTOBER 2024
9/26/2024	226426	GLORYLEE SELMI	464.60	REG/OVERTIME/HP-VACATION PO/S-SICK HOURS 43.11 X 18.64
9/26/2024	31358	4IMPRINT INC AKA NELSON MARKETING	478.01	PO-2024-2446
9/26/2024	31358	4IMPRINT INC AKA NELSON MARKETING	3,099.68	PO-2024-2473
9/26/2024	31359	A-1 BATTERY COMPANY	318.63	18TH ST - VEHICLES
9/26/2024	31360	A-1 BATTERY COMPANY	335.68	OPS

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9/26/2024	31361	ABILA INC	3,950.27	Abila Monthly Service Fee 10/1/24 through 10/31/24
9/26/2024	31362	ACCO ENGINEERED SYSTEMS, INC.	1,860.00	18TH ST
9/26/2024	31363	ADRIANA LOPEZ	76.38	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	31364	ADVANCED DATA STORAGE	17.60	1807 FELIZ DR
9/26/2024	31364	ADVANCED DATA STORAGE	88.00	PO-2024-1183
9/26/2024	31365	ALEYA THOMPSON	75.71	August 2024 Mileage Reimbursement
9/26/2024	31366	ALICIA N TAMAYAC HERRERA	31.49	MILEAGE REIMBURSEMENT
9/26/2024	31367	ALMA SANCHEZ	2.01	AUGUST 2024 MILEAGE REIMBURSEMENT ALMA SANCHEZ
9/26/2024	31368	ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	45.00	5 REAL RD
9/26/2024	31369	AMAROK, LLC	3,750.00	PO-2024-2631/AUG 2024 ELECTRICAL FENCE
9/26/2024	31370	AMAROK, LLC	3,750.00	PO-2024-2631/SEPT 2024 ELECTRICAL FENCE
9/26/2024	31371	AMAZON CAPITAL SERVICES, INC	86.59	Amazon CR for PO 2024-2310 Kindle Protective Case
9/26/2024	31371	AMAZON CAPITAL SERVICES, INC	4,161.29	PO-2024-2538
9/26/2024	31371	AMAZON CAPITAL SERVICES, INC	188.61	PO-2024-2567
9/26/2024	31371	AMAZON CAPITAL SERVICES, INC	747.26	PO-2024-2568
9/26/2024	31371	AMAZON CAPITAL SERVICES, INC	126.65	PO-2024-2570
9/26/2024	31371	AMAZON CAPITAL SERVICES, INC	222.65	PO-2024-2608
9/26/2024	31371	AMAZON CAPITAL SERVICES, INC	49.29	PO-2024-2611
9/26/2024	31371	AMAZON CAPITAL SERVICES, INC	449.71	PO-2024-2625
9/26/2024	31371	AMAZON CAPITAL SERVICES, INC	809.94	PO-2024-2650
9/26/2024	31371	AMAZON CAPITAL SERVICES, INC	80.62	PO-2024-2656
9/26/2024	31371	AMAZON CAPITAL SERVICES, INC	257.04	PO-2024-2690
9/26/2024	31372	ANABEL JIMENEZ	24.79	MILEAGE REIMBURSEMENT
9/26/2024	31373	ANGELICA NELSON	164.15	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	31374	ANGELICA PALMA	89.78	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	31375	ANNETTE JOHNSON-ALLEN	353.76	MILEAGE REIMBURSEMENT
9/26/2024	31376	ANTHONY CONRAD CHAVEZ	152.09	MILEAGE REIMBURSEMENT
9/26/2024	31377	ASHLEY MCALLISTER	31.49	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	31378	BELVINDER BIRING	10.50	Travel Liquidation QA Training 8/7/27 - 8/8/27 Bakersfield,
9/26/2024	31379	BOOT BARN	(21.65)	300 19TH ST
9/26/2024	31379	BOOT BARN	126.64	PO-2024-1890/1807 FELIZ DR/HIPOLITO MENDEZ GIL
9/26/2024	31380	BRADLEY RYAN FERGON	80.68	TRAVEL LIQUIDATION NCAP CONFERENCE, SEATTLE, WA 082724-08302
9/26/2024	31381	BRENDA HERNANDEZ	28.14	MILEAGE REIMBURSEMENT
9/26/2024	31382	BS& E INC	26.20	OPS

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9/26/2024	31383	BS& E INC	1,506.20	2900 M ST
9/26/2024	31384	CARITINA PEREZ	59.63	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	31385	CARLEEN BENCOMA	284.08	MILEAGE REIMBURSEMENT
9/26/2024	31386	CDW GOVERNMENT LLC	585.45	PO-2024-2016
9/26/2024	31386	CDW GOVERNMENT LLC	232.83	PO-2024-2577
9/26/2024	31386	CDW GOVERNMENT LLC	586.49	PO-2024-2700
9/26/2024	31387	CLARK PEST CONTROL	553.00	1807 FELIZ DR/PO-2024-2181
9/26/2024	31388	CONNIE RAMIREZ	163.48	August 2024 Mileage Reimbursement
9/26/2024	31389	CREATIVE FINANCIAL STAFFING LLC	1,564.00	PO-2024-2098/BRIANNA ORTIZ
9/26/2024	31389	CREATIVE FINANCIAL STAFFING LLC	1,824.00	TYANNA PRINCE
9/26/2024	31390	DELK PEST CONTROL	90.00	PO-2023-3427/1509 N GOLDEN GATE
9/26/2024	31390	DELK PEST CONTROL	90.00	PO-2023-3427/701 S HUTCHINS ST
9/26/2024	31391	DELL TECHNOLOGIES, INC.	17,101.77	PO-2024-2034
9/26/2024	31391	DELL TECHNOLOGIES, INC.	1,555.79	PO-2024-2358
9/26/2024	31392	DELORES PATRICIO	40.20	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	31393	DENA WALKER	66.33	August 2024 Mileage Reimbursement
9/26/2024	31394	DESIREE JACKSON	135.34	MILEAGE REIMBURSEMENT
9/26/2024	31395	DONAHUE TRUCK CENTERS	142.59	PO-2024-2298/04-49
9/26/2024	31395	DONAHUE TRUCK CENTERS	1,119.52	PO-2024-2752/04-38
9/26/2024	31395	DONAHUE TRUCK CENTERS	455.57	PO-2024-2752/04-50
9/26/2024	31396	ECONO WEST INC	2,885.00	L-24-033E 3400 SUMMER BREEZE AVE ROSAMOND PO-2024-2044
9/26/2024	31397	ELENA GARCIA	79.06	MILEAGE REIMBURSEMENT
9/26/2024	31398	ELIZABETH GARCIA	10.18	MILEAGE REIMBURSEMENT
9/26/2024	31399	ERIE CUSTOM COMPUTER APPLICATIONS	2,711.20	PO-2024-1228
9/26/2024	31400	FRESHPOINT CENTRAL CALIFORNIA, INC	487.40	PO-2024-1118
9/26/2024	31400	FRESHPOINT CENTRAL CALIFORNIA, INC	662.00	PO-2024-2383
9/26/2024	31401	FRONTIER COMMUNICATIONS HOLDINGS LLC	685.60	760-371-1084-081104-5
9/26/2024	31402	FRONTIER COMMUNICATIONS HOLDINGS LLC	103.07	760-373-7605-102494-5
9/26/2024	31403	FRONTIER COMMUNICATIONS HOLDINGS LLC	151.95	909-878-2605-120513-5
9/26/2024	31404	GABRIELA PADILLA	127.30	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	31405	GARCIA INDUSTRIES INC	9,975.00	L24-024/JULIO C COBAIN/2613 PAULA ST/PO-2023-3560
9/26/2024	31406	GARDEN PATHWAYS INC	8,547.67	PO-2024-1515 JULY 2024
9/26/2024	31407	GLORIA GONZALEZ	68.34	MILEAGE REIMBURSEMENT
9/26/2024	31408	GRACE COMMUNITY CHURCH	3,027.02	UTILITIES PO-2024-1330 850 J ST LATHROP
9/26/2024	31409	GREGORIA BENAVIDES	40.87	MILEAGE REIMBURSEMENT
9/26/2024	31410	HD Supply Facilites Maintenance LTD	1,373.48	OPS
9/26/2024	31411	HD Supply Facilites Maintenance LTD	91.21	OPS
9/26/2024	31412	HD Supply Facilites Maintenance LTD	766.15	OPS

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9/26/2024	31413	HD Supply Facilites Maintenance LTD	1,780.28	OPS
9/26/2024	31414	IDEAL SPECIALTIES INC	31,852.80	PO-2024-2495
9/26/2024	31415	IDEAL SPECIALTIES INC	36,378.98	PO-2024-2495
9/26/2024	31416	INDOFF INCORPORATED	25,832.81	PO-2024-2211
9/26/2024	31417	JERRY MEADE	57.00	EMPLOYEE REIMBURSEMENT - GET BUS
9/26/2024	31418	KAREN RIOS	64.99	August 2024 Mileage Reimbursement
9/26/2024	31419	KATHYA CORRALES VARGAS	45.56	August 2024 Mileage Reimbursement
9/26/2024	31420	KEVIN GOUDGE	69.01	MILEAGE REIMBURSEMENT
9/26/2024	31421	LAURA SERNA	154.10	August 2024 Mileage Reimbursement
9/26/2024	31422	LAURIE HUGHEY	80.00	TRAVEL LIQUIDATION - NCAP CONFERENCE - AUGUST 27-30, 2024
9/26/2024	31423	MARIA D FLORES TORRES	164.15	August 2024 Mileage Reimbursement
9/26/2024	31424	MARIA FELIX LIEVANOS	111.22	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	31425	MARIA PINANO	17.42	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	31426	MARY ANN MOONEY	165.49	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	31427	MISSION LINEN SUPPLY	2,271.47	ACC 301151 PO-2024-1699
9/26/2024	31427	MISSION LINEN SUPPLY	1,277.55	ACC 316102 PO-2024-1699
9/26/2024	31428	NARAMA INC	646.04	CFHL PO-2024-2623 OUTREACH ITEMS
9/26/2024	31429	NARAMA INC	1,038.01	HAM LAPELS INV# 234684 DATED 08/26/2024
9/26/2024	31430	NARAMA INC	9,164.38	HAM YARD SIGNS INV# 234697 DATED 08/27/2024
9/26/2024	31431	NARAMA INC	5,609.95	HAM SHIRTS INV# 234723 DATED 08/29/2024
9/26/2024	31432	NELLY MENDOZA	10.50	Travel Liquidation after attending CAPK Kern Pre-Service 8/7
9/26/2024	31433	OFFICE IMAGING, INC	363.08	BUYOUT TO RETURN LEASE 450-7986161-002 ERSEA
9/26/2024	31433	OFFICE IMAGING, INC	86.42	TKC-2984; 11336 BARLETT AVE STE 14
9/26/2024	31433	OFFICE IMAGING, INC	316.11	TKC-2984; 1145 N HUNTER ST
9/26/2024	31433	OFFICE IMAGING, INC	289.05	TKC-2984; 215 W 5TH ST
9/26/2024	31433	OFFICE IMAGING, INC	33.95	TKC-2984; 500 E CALIFORNIA AVE
9/26/2024	31433	OFFICE IMAGING, INC	6.08	TKC-2984; 545 W SONORA ST
9/26/2024	31433	OFFICE IMAGING, INC	5.82	TKC-2984; 850 J ST
9/26/2024	31434	PATRICIA MEXICANO	119.93	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	31435	PATRICIA ROBLES WESLEY	95.14	August 2024 Mileage Reimbursement
9/26/2024	31436	RACHEL LECKKIRK	204.35	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	31437	RHETA NEGRETE NEAL	30.15	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	31438	SEIU LOCAL 521	17,602.79	September 2024 Union Dues
9/26/2024	31439	SMART & FINAL	210.79	HVP FAIR SOCIAL (09/24) REF# 377955 ACT# 326821 09/11/2024
9/26/2024	31440	SMART & FINAL	43.17	EK REF# 115566 09/11/24 ACT# 326821 WATER BOTTLES FOR SOCIAL
9/26/2024	31441	SMART & FINAL	139.82	HVP FAIR SOCIAL(09/24) REF# 415733 ACT#326821 09/11/24
9/26/2024	31442	STACY MERRIFIELD	3.35	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	31443	STAPLES ADVANTAGE	742.36	WIC PO-2024-2539 ORD# 7639782117-000-001
9/26/2024	31443	STAPLES ADVANTAGE	10.65	WIC PO-2024-2539 ORD# 7639782117-000-002
9/26/2024	31444	STEPHEN WILLIFORD	440.00	LBNC
9/26/2024	31445	STEPHEN WILLIFORD	406.00	18TH ST
9/26/2024	31446	STINSON STATIONERS	990.58	CK AOP PO-2024-2708 SUPPLIES

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9/26/2024	31446	STINSON STATIONERS	(421.63)	CREDIT INV# 302333-0 ITEM# 4640 REF PO-2024-2708
9/26/2024	31446	STINSON STATIONERS	3,215.51	FOOD BANK PO-2024-2621 SUPPLIES
9/26/2024	31446	STINSON STATIONERS	2,841.55	FOOD BANK PO-2024-2721 SUPPLIES
9/26/2024	31446	STINSON STATIONERS	168.55	LBNC PO-2024-2653 SUPPLIES
9/26/2024	31446	STINSON STATIONERS	1,470.71	PETE H PARRA PO-2024-2709 OFFICE SUPPLIES
9/26/2024	31446	STINSON STATIONERS	449.03	STOCKDALE PO-2024-2620 OFFICE SUPPLIES
9/26/2024	31447	SUSIE E MARTINEZ	21.44	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	31448	SYSCO FOOD SERVICES OF VENTURA INC	2,705.99	2900 M ST PO-2024-2141 ORD# 1654853
9/26/2024	31449	SYSCO FOOD SERVICES OF VENTURA INC	2,143.86	2900 M ST PO-2024-2141 ORD# 1658171
9/26/2024	31450	SYSCO FOOD SERVICES OF VENTURA INC	449.96	3101 MALL VIEW RD PO-2024-1266 ORD# 1657691
9/26/2024	31451	SYSCO FOOD SERVICES OF VENTURA INC	15,239.10	3101 MALL VIEW RD PO-2024-1255 ORD# 1657822
9/26/2024	31452	SYSCO FOOD SERVICES OF VENTURA INC	48.40	3101 MALL VIEW RD PO-2024-1255 ORD# 1658012
9/26/2024	31453	SYSCO FOOD SERVICES OF VENTURA INC	11,110.81	3101 MALL VIEW RD PO-2024-1255 ORD# 1665171
9/26/2024	31454	VERIZON WIRELESS	7,981.93	ACT# 352043520-00001 08/09/2024 - 09/08/2024
9/26/2024	31455	VERNON SORENSON MD INC	50.00	DOT RAPID GEORGE ALEXANDER 08/27/24 & GEORGE MORALES 08/29/2
9/26/2024	31456	VERNON SORENSON MD INC	4,087.00	Pre-Employment Physical - Multiple Employees
9/26/2024	31457	VERNON SORENSON MD INC	25.00	DOT RAPID MARIA E VAZQUEZ DOS: 08/21/2024
9/26/2024	31458	VILLATORO POWER WASHING	3,800.00	2900 M ST PO-2024-2469 LBNC COMMERCIAL POWER WASHING
9/26/2024	31459	YOLANDA LOPEZ	16.08	AUGUST MILEAGE REIMBURSEMENT
9/26/2024	31460	NELLY MENDOZA	100.00	SDA Reimbursement - Professional Growth - 09/19/24
9/26/2024	31461	AMAZON CAPITAL SERVICES, INC	(57.16)	PO-2024-2236
9/26/2024	31461	AMAZON CAPITAL SERVICES, INC	(53.03)	PO-2024-2250
9/26/2024	31461	AMAZON CAPITAL SERVICES, INC	437.26	PO-2024-2474
9/26/2024	31461	AMAZON CAPITAL SERVICES, INC	(55.42)	PO-2024-2499
9/26/2024	31462	AMAZON CAPITAL SERVICES, INC	254.88	PO-2024-2410
9/26/2024	31463	5905 NILES ST LLC	4,708.00	PO-2024-2586 6019 NILES ST 3 & 4 OCT 2024
9/26/2024	31464	BKAT, INC	10,920.00	PO-2024-1130 317 MT VERNON OCT 2024
9/26/2024	31465	COUNTY OF KERN - MORTGAGE PAYMENT ONLY	44,367.81	PO-2024-1003 1300 18TH ST OCT 2024 MORTGAGE PAYMENT
9/26/2024	31466	DIOCESE OF FRESNO EDUCATION CORPORATION	3,450.00	PO-2024-1689 929 BORADWAY WASCO OCT 2024
9/26/2024	31467	DIVERSIFIED PROJECT SERVICES INTL., INC.	9,277.00	PO-2024-2133 5351 OLIVE DR OCT 2024

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9/26/2024	31468	EAST HILLS ROADWAY ASSOCIATION	459.40	3101 MALL VIEW RD OCT 2024 CAM PARCEL 130-161-68
9/26/2024	31469	GRACE COMMUNITY CHURCH	4,705.20	PO-2024-1333 850 J ST LATHROP OCT 2024
9/26/2024	31470	JANET Y YU	700.00	PO-2024-2490 8401 CAL CITY BLVD STE 8 OCT 2024
9/26/2024	31471	JOHN REY	1,000.00	PO-2024-1729 15662 K ST MOJAVE OCT 2024
9/26/2024	31472	M-R PROPERTIES	7,091.00	PO-2024-2157 1145 N HUNTER ST OCT 2024
9/26/2024	31473	MH 3101 MALL VIEW ROAD, LLC	6,000.00	PO-2023-2869 3101 MALL VIEW RD OCT 2024
9/26/2024	31474	OLLIE SHANKLE TRUSTEE (LESSOR)	10,225.00	PO-2024-2290 300 19TH ST OCT 2024
9/26/2024	31475	PROTEUS INC	375.00	PO-2024-1904 220 N 11TH AVE HANDFORD OCT 2024
9/26/2024	31476	UNITED CONGREGATIONAL CHURCH OF LODI	4,901.00	PO-2023-1182 701 S HUTCHINS ST LODI OCT 2024
9/26/2024	31477	ZREP LLC	3,926.98	PO-2023-2831 500 E CALIF AVE OCT 2024
Report Total			5,537,830.63	