DATE: November 25, 2024
TIME: 12:00 pm
LOCATION: CAPK Administrative Office
Board Room
1300 18th St.
Bakersfield, CA 93301

Board of Directors Meeting Agenda

I. Call to Order

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

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

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

c. Roll Call

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

II. Introduction of Guests / Public Forum

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

III. Consent Agenda

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

a. **Minutes from October 30, 2024, Board of Directors Meeting *(p. 4-11)***
b. **Minutes from November 5, 2024 Personnel Committee Meeting *(p. 12-14)***
c. Position Analysis and Equity Review for Executive Leadership ***(p. 15-42)***
d. Position Analysis and Equity Review for Food Bank Program ***(p. 43-105)***
e. Position analysis and Equity Review for CalFresh Healthy Living Program ***(p. 106-125)***
f. Head Start Personnel Update ***(p. 126-127)***
g. **Minutes from November 6, 2024, Program Review & Evaluation Committee Meeting *(p. 128-133)***
h. CalFresh Healthy Living Program Presentation ***(p. 134-147)***
i. October 2024 Program Reports ***(p. 148-194)***
j. October 2024 Application Status Report & Funding Profiles ***(p. 195-204)***
k. October 2024 Head Start / State Child Development Division / Program Monthly Activity Report ***(p. 205-206)***

l. 2025-2026 Recruitment and Selection Plan ***(p. 207-234)***
m. Amendment to the Current 2024-2025 Recruitment and Selection Plan ***(p. 235-237)***
n. Goal Group 2 Presentation ***(p. 238-241)***
o. Goal Group 5 Presentation ***(p. 242-245)***
p. **Minutes from November 12, 2024 Audit & Pension Committee Meeting** ***(p. 246-251)***
q. Pension Plan Update for Q3 2024 ***(p. 252-259)***
r. Financial Completion Letter Desk Review 2024 C-25-2019 ***(p. 260-265)***
s. 2023 LIHEAP Close-Out Letter – CSD ***(p. 266-267)***
t. 2021 LIHWAP CSD Contract Close-Out Letter & Worksheet ***(p. 268-270)***
u. 2023 SLIHEAP Contract 23W-5561 Close-Out Letter ***(p. 271-274)***
v. Biannual CONSOL Audit Assessments ***(p. 275-300)***
w. Head Start Assistant Teacher Qualification ***(p. 301-302)***
x. WIC Auditors Financial Management Review ***(p. 303-314)***
y. California Department of Public Health (CDPH) Administrative Desk Review – CalFresh Healthy Living Contract #23-10317 ***(p. 315-316)***
z. **Minutes from November 13, 2024 Budget & Finance Committee Meeting** ***(p. 317-323)***
aa. Head Start / Early Head Start Budget to Actual Reports for September 30, 2024 ***(p. 324-337)***
bb. Request to Approve the Submission of the Fiscal Year 2025-2026 Continued Funding Application for California Department of Social Services (CDSS) Programs (CMAP & CCTR) ***(p. 338-340)***
cc. First 5 Agreement – East Kern Family Resource Center ***(p. 341-342)***
dd. First 5 Agreement – Oasis Family Resource Center ***(p. 343-344)***
ee. California Jobs First Regional Investment Initiative: Catalyst Program – Kern Community College District Agreement with Independent Contractor, Retroactive to November 14, 2024 ***(p. 345-390)***
ff. 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, Retroactive to October 1, 2024 ***(p. 391-419)***
gg. Early Head Start Child Care Partnership COLA (Retroactive) ***(p. 420-478)***
hh. Early Head Start Child Care Partnership Contracts (Retroactive) ***(p. 479-489)***
ii. 211 Call Center – United Way Fresno & Madera Counties 2025-2027 Service Agreement ***(p. 490-496)***
jj. Resolution to Approve the Submission of the 2025 Low Income Home Energy Assistance Program (LIHEAP) Contract 25B-3012 Retroactive to November 1, 2024 ***(p. 497-648)***
kk. California Community Actin Partnership Association – Diaper Distribution Demonstration and Research Pilot Program Addendum ***(p. 649-651)***
ll. City of Bakersfield 2024 Residential Home Repair & Weatherization Program Grant Award Notice Retroactive to November 1, 2024 ***(p. 652-673)***

IV. New Business

a. Daniells Phillips Vaughan & Bock Presentation of the Independent Audit Reports for the Year Ended February 29, 2024, and the Special Purpose Financial Statements for the Year Ended June 30, 2024 – ***Action Item (p. 674-891)*** — Tracy Webster, Chief Financial Officer; Shannon Webster, Daniells Phillips Vaughan & Bock

b. New Service Agreement Retroactive to November 1, 2024: Homeless Housing Assistance and Prevention Program Round 4 (HHAP-4) Bakersfield Kern Regional Homeless Collaborative (BKRHC) - **Action Item** ***(p. 892-912)*** — Rebecca Moreno, Director of Housing & Supportive Services

c. San Joaquin County Office of Education HS/CSPP Contract Amendment – ***Action Item (p. 913)*** — Gloria Barbero, Assistant Director of Head Start, SJC

d. Banking Institution Signing Authority with Resolution – ***Action Item (p. 914-915)*** — Tracy Webster, Chief Financial Officer

e. September 2024 Financial Statements - ***Action Item (p. 916-1046)*** — Tracy Webster, Chief Financial Officer

f. 2025 Board & Committee Schedule - ***Action Item (p. 1047)*** — Jeremy Tobias, Chief Executive Officer

g. Early Head Start/Head Start - Review of 2025-2026 School Readiness Goals Timetable - ***Info Item (p. 1048-1055)*** — Rashi Strother & Cynthia Rodriguez, Education Managers

V. Advisory Board Reports

a. Head Start Policy Council Report – ***Action Item (p. 1056-1063)*** — Fatima Echeverria, PC Representative
   i. November 2024 Policy Council Report
   ii. Minutes from the Policy Council Meeting on September 25, 2024

VI. Chief Executive Officer Report – *Info Item (Verbal Report)*

a. Update & Discussion Following Election Results and Possible Impact on CAPK Programs — Jeremy Tobias, Chief Executive Officer

VII. Board Member Comments

VIII. Next Scheduled Meeting

To be determined.

IX. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, Bakersfield, CA and online at www.capk.org by 5:00 pm, November 21, 2024. Paula Daoutis, Executive Assistant.

DATE	October 30, 2024
TIME	12:00 PM
LOCATION	CAPK Administrative Office Board Room 1300 18th Street Bakersfield, CA 93301

Board of Directors Meeting Minutes

I. Call to Order

Chairman Fred Plane called the meeting to order at 12:07 PM at the CAPK Administrative Offices, Board Room, located at 1300 18th Street, Bakersfield, CA.

a. Moment of Silence / Pledge of Allegiance

b. Reading of the Promise of Community Action

c. Roll Call was taken with a quorum present:

Present: Fred Plane (Chair), Maritza Jimenez (Vice Chair), Ana Vigil (Secretary), Michelle Jara-Rangel (Treasurer), Denise Boshers, Curtis Floyd (left at 2:00 pm), Gina Martinez, Jonathan Mullings (left at 1:23 pm), Yolanda Ochoa, Gema Perez, Guadalupe Perez, Lily Pimentel-Stratton, and Jeff Flores.

Absent: Jimmie Childress and Fatima Echeverria

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

II. Introduction of Guests / Public Forum

Fred Plane, Chairman, announced that a closed session will convene promptly at 1:00 PM with our guest.

III. Special Presentation

a. Acknowledgment of 42 Years of Service, Mary Lopez – Yolanda Gonzales, Director of Head Start

Yolanda Gonzales recognized Mary Lopez for her remarkable 42 years of dedication to CAPK and offered heartfelt words of appreciation. Rosita Curry also expressed her gratitude, presenting Mary with an engraved crystal vase with a bouquet of flowers.

In response, Mary shared her deep appreciation for the agency, stating, it has been a wonderful opportunity, and the honor has truly been hers to work for this organization. She reflected on her personal and professional growth during her tenure and encouraged her colleagues, emphasizing that CAPK employees should be proud of the work you do. It is an honor to have served here for 42 years.

b. Recap of Hunger Action Month - Savannah Oates, Advocacy and Public Relations Manager

Savannah Oates provided an overview of Hunger Action Month, alongside Kelley Lowery. The presentation highlighted key initiatives, beginning with the launch of a comprehensive communication plan on September 3rd, marked by a press conference. Kelley expressed his gratitude to Savannah for her contributions throughout the campaign. During the presentation, Savannah and Kelley reviewed the details of the month's activities. They reported that the "Feed the Need" campaign successfully collected food that was distributed to families in need, resulting in 21,000 meals being provided.

Curtis Floyd inquired if the meals are intended for families or individuals. Kelley explained that a standardized formula is used nationwide to convert pounds of food into meals per person.

Curtis asked how long does the amount of food we collected typically last. Kelley said on average, the organization distributes 2 million pounds of food per month, so while 25,638 pounds of food collected is a relatively small amount of our overall distribution, he added that we are grateful to have provided the equivalent of 21,000 meals through this effort.

Martiza Jimenez commended the team on a great job. She inquired if the recap is available on social media. Savannah replied that the recap video is available on YouTube.

Maritza requested that the presentation be shared via email for broader distribution. She also inquired about engaging Kern Health Systems in a canned food drive, asking if we could organize this in November. Kelley responded that the team conducts ongoing food drives throughout the year. For instance, we have a canned food drive scheduled for November 13th.

Savannah added that additionally, we'll be hosting the 'Stuff the Bus' event on November 1st, along with other initiatives.

IV. Consent Agenda

Board Chair Fred Plane asked members of the Board, and the public, if they would like to remove any items from the Consent Agenda for further discussion. Michelle Jara-Rangel requested items III(o) be removed for further discission. Fred noted that Jeremy requested corrections to errors in the minutes from the previous board meeting held on September 25th.

Motion was made and seconded to approve all items on the Consent Agenda, with the exception of items III(o). Carried by unanimous vote (Ochoa/Perez).

Jeremy Tobias clarified that the minutes incorrectly attributed a statement to Denise Boshers regarding the November ballot measure on affordable housing. Specifically, the minutes state that Denise mentioned Proposition 33 is controversial. However, this was actually a quote from Stephen Pelz, Executive Director of the Housing Authority, and requested the correction be made.

The final correction pertains to Item R on the agenda, specifically the minutes from the Budget and Finance Committee meeting. There is an error on agenda page 295, under Item B of the Budget and Finance Committee minutes. It currently states two Accounting Technician positions but should be corrected to reflect one Accounting Technician position

Item III(o) – Michelle Jara-Rangel reported that this item was neither presented nor approved as retroactive by the Policy Council. She inquired whether the item needs to be modified to reflect its retroactive status.

Cynthia Rodriguez responded that the School Readiness Goals were scheduled for presentation and approval before the school year began. However, due to feedback and revisions, their finalization was delayed. In the interim, staff worked with a draft version and engaged with professional development to ensure readiness for the 2025-2026 school year. Meeting sessions have been scheduled to finalize and present the goals by June 2025, ensuring timely approval before the organization's summer break in July.

To address the delay, staff recommended retroactive approval of the 2024-2025 School Readiness Goals for Early Head Start and Head Start, effective July 2024. However, concerns were raised regarding the use of unapproved drafts by staff for child assessments and the lack of retroactive approval from the Policy Council.

The discussion emphasized the need for improved processes, including avoiding the distribution of unapproved documents, conducting in-person reviews to gather feedback promptly, and providing timely updates to the Board on delays. The team committed to preventing future delays.

Board member Fred Plane requested a detailed timeline and process plan for next year to ensure timely submission and approval. They also emphasized the importance of informing the Board promptly about any potential delays.

Motion was made and seconded to approve item III(o) from the Consent Agenda. (Martinez/Jara-Rangel).

V. New Business

a. Government Leadership Solutions (GLS) Strategic Plan Consultant Group – Pritika Ram, Chief Business Development Officer – ***Info Item***

Vanessa Mendoza presented on behalf of Pritika Ram, noting that the current Strategic Plan is approaching its conclusion by 2025. Vanessa added that developing a Strategic Plan is a complex process, and recognizing the need for additional support, they initiated a Request for Proposal (RFP). After a thorough vetting process, GLS was selected to assist with this effort.

GLS, represented by Dr. Maria Church and Mae Sinclair, guided the team through the expectations for developing the Strategic Plan. Dr. Church and Mae presented the timeline and outlined the expected outcomes of utilizing their services throughout the strategic planning process.

b. Agreement with City of Bakersfield HOME-ARP Funds CES Rapid Response – Rebecca Moreno, Director of Housing & Supportive Services - ***Action Item***

Rebecca presented the above action item for approval and stated that this contract is an extension to add 2.0 FTEs to the CES team. The expansion includes extending operating hours from 4:30 PM to 5:00 PM, allowing for additional time to receive calls. The goal is to provide more availability for incoming calls.

In addition, a forward campaign for CES has been initiated, enabling calls to be transferred directly to CES. To manage the anticipated increase in call volume, we have been collaborating with 211 to coordinate efforts. This expansion will support two additional staff members for CES.

Rebecca added that the job fairs were a success, and we were able to process applications efficiently. Photos from the events are available on our Facebook page.

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

c. Selection of Agency Banking and RFI Results – Gabrielle Alexander, Director of Finance – ***Action Item***

Gabrielle presented the above item for approval. Historically, we have banked with Wells Fargo. However, we recently initiated a competitive bid process, seeking proposals from both local and national banks to ensure the best fit for CAPK in terms of fees, technology, and overall service. Proposals were sent to six banks, and we received responses from four. After thorough evaluation, we conducted interviews with the top three candidates: Citizens Bank, Wells Fargo, and Valley Strong. Ultimately, Citizens Bank emerged as the best choice for CAPK. She also highlighted its seamless integration with Sage as a significant benefit.

Fred Plane noted that Citizens Bank stood out as the strongest candidate. As a member of the selection committee, he emphasized that Citizens offered superior CD rates and other key advantages.

Motion was made and seconded to approve the staff's recommendation. Carried by a vote of 12 in favor and 1 abstention by Curtis Floyd. (Jimenez/Martinez).

d. Revisions to CAPK Employee Handbook and Other Human Resources Policies – Lisa McGranahan, Director of Human Resources – ***Action Item***

Lisa McGranahan presented the above action item for approval, noting that the Head Start Policy Council had already reviewed it. She emphasized that while this is a significant undertaking, it is both necessary and timely, as the last update was in 2017. In addition to legal requirements, updates are guided by changes in regulations, legal counsel, and employee feedback, particularly regarding terminology.

Lisa explained that CAPK utilizes standalone policies that link to more detailed documents, ensuring full context without the burden of duplicating information. She also highlighted that, under CSBG requirements, CAPK is obligated to review and update its handbook every five years, with input from legal counsel.

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

e. Approval of Employee Floating Holiday - – Lisa McGranahan, Director of Human Resources – ***Action Item***

Lisa McGranahan presented the above action item for approval, noting that it is typically brought forward in October. Based on general discussions and employee feedback, the holiday option has consistently emerged as the preferred choice. As outlined in the accompanying memo, this policy applies to all employee classifications and is most commonly utilized during the holiday season.

Curtis asked for clarification on what is meant by a "consistent schedule." Lisa explained that this refers to an ongoing discussion from previous years regarding the classification of substitute and temporary staff. Specifically, whether they should be considered equivalent to regular staff. Typically, substitutes are considered to be on-call and not placed on a regular, ongoing schedule. However, they are expected to consistently provide a calendar of their availability. The same applies to temporary employees who work as the equivalent of a full-time employee (FTE).

Curtis stated that he's more confused now, and this could potentially open us up to legal issues. I thought "consistent schedule" referred to hours worked. We need to be very clear about this to avoid problems. I would prefer we focus on defining full-time, part-time, or significant time commitments. I don't want to reward someone who only works five days a year. We need to clearly define what constitutes a "consistent schedule" and who qualifies for it.

Lisa responded that a substitute employee is defined as someone who submits their schedule of availability. For this purpose, we honor those employees who regularly fill a need. This excludes individuals in on-call situations whom we may not see for several weeks or months.

Curtis continued to question what exactly is a "consistent schedule," and who is defining it and wanted to know if the data is being pulled from Payroll. If so, we should establish that employees must work at least 50% of the year. Consistency should mean being available and actually working for at least half of the year.

Fred Plane noted that this should be clearly stated in the memo. Gina Martinez requested a detailed timeline of the hours worked over a specified period.

Jeremy suggested incorporating the recommendation into the motion. Gina proposed refining the language now for clarity.

The agreed-upon modified language will now state: Eligible employees with a consistent schedule of 1,040 hours per calendar year will qualify, effective for the payroll period beginning October 28th. The timeline will be respected accordingly. Tracy recommended aligning the time frame with either the fiscal year or calendar year, with the time frame beginning in January.

Motion was made and seconded to approve the staff's recommendation with the above amendment. Carried by unanimous vote (Martinez/Flores).

f. August 2024 Financial Reports – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the above action item for approval and provided some of the highlights from her report.

Fred noted that we have budgeted for indirect costs but asked what about the discrepancy with revenue. With half the year complete, why haven't we reached 50% collected? Jeremy responded that indirect fees are collected at the time of billing to the funding source. Since we don't collect these funds until the corresponding invoices are paid, the numbers can appear misaligned at times.

Motion was made and seconded to approve the August 2024 Financial reports. Carried by unanimous vote (Ochoa/Martinez).

g. San Joaquin County Office of Education (SJCOE) Head Start Initial Cooperative Agreement Expansion – Gloria Barbero, Assistant Director, SJC – ***Info Item***

Gloria Barbero presented the above info item and noted, staff submitted a proposal to obtain 136 additional Head Start preschool slots and 24 Early Head Start slots. If approved, the total funding for our San Joaquin County Office of Education contracts is estimated to exceed $4 million. However, this is a preliminary figure, as negotiations are ongoing. Once finalized, we may need to convene a special meeting in early November to discuss the new contract terms. We expect to receive a decision early next week.

VI. CAPK Foundation Board Report

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

Catherine Anspach presented the above action item, providing an overview of recent and upcoming fundraising events. She highlighted the important role of the Central Kitchen, noting its generous contribution of food for an upcoming BBQ fundraiser. Catherine emphasized that a significant portion of the event's resources are being donated, which is critical to its success.

Yolanda Ochoa expressed a desire to participate but noted that she often receives information about events a day late. She inquired about improving communication. In response, Catherine acknowledged that efforts are being made to improve coordination and scheduling by consolidating all events into a shared calendar. While most events do not have a fundraising component, there is a commitment to enhancing communication going forward to include all types of events.

Maritza Jimenez inquired about receiving emails from Savannah and asked if there is a master calendar accessible to everyone. Catherine clarified that Savannah's team manages numerous outreach events and asked whether Maritza was specifically referring to outreach or fundraising events. Ana suggested including all events and Savannah noted that there is a link available to stay updated at capk.org/getinvolved.

Motion was made and seconded to approve the CAPK Foundation Board report and all items. Carried by unanimous vote (Gina/Flores).

VII. Advisory Board Reports

b. Head Start Policy Council Report – Fatima Echeverria, PC Representative – ***Action Item***

Lisa Gonzales presented the above action item on behalf of Fatima, noting that the Policy Council held its final meeting last night.

Motion was made and seconded to approve the CAPK Foundation Board report and all items. Carried by unanimous vote (Ochoa/Jara-Rangel).

c. Friendship House Community Center Advisory Board Report – Lois Hannible, FHCC Program Administrator – ***Info Item.***

Lois Hannible presented the above info item, providing an update on the Casino Night fundraiser. The event raised over $27,000, with $17,000 remaining after expenses. These funds will be allocated to discretionary programs for youth, including field trips and educational equipment. Lois expressed gratitude to everyone involved and specifically thanked the Marketing and Foundation teams for their support.

Lois also highlighted the success of the recent Fall Carnival. Typically, the event attracts around 300 attendees, but this year, it welcomed over 700 participants. Special thanks were extended to the Food Bank for generously providing candy for the event.

Michelle Jara-Rangel asked whether there has been an increase in volunteers since the high school opened. Lois responded that the response was positive, noting that an invitation was extended to present at the high school. Additionally, other schools have expressed interest in partnering with us, as word about our programs continues to spread. The feedback from teachers has been overwhelmingly positive.

Ana Vigil acknowledged seeing the event promoted on social media and expressed appreciation to Savannah and her team for leading a successful social medica campaign.

VIII. Chief Executive Officer Report

a. Facilities Update – Jeremy Tobias, Chief Executive Officer – ***Info Item***

Jeremy provided the Board with an update, noting that Paula will be out of the office for several weeks as previously communicated.

He reported on the progress of the facilities, stating that construction at the Administration office is complete, with only a few final details remaining. Enhancements include new signage and monitors in the Board Room. The ribbon-cutting ceremony for the Administrative is scheduled for November 7th at 10:30 AM, in partnership with the Chamber of Commerce. Additionally, board member photos will be displayed as part of the final touches to the Board Room.

The Central Kitchen groundbreaking took place on October 15th, with the project on track for completion in March 2025. In the meantime, we will continue leasing the current kitchen facility near East Hills Mall through April 2025.

Food Bank construction is wrapped up and staff is seeking final closure of permits.

M Street Update: The county has approached us regarding modifications to the safe camping area. We are in discussions to relocate the designated space and are continuing to collaborate with the county on this initiative. The existing safe camping area remains operational, with potential plans to expand or upgrade the area.

WIC and MCAP Update: MCAP has outgrown its current space on Olive Drive and will be relocating to 1300 Stine Road, just north of Ming Avenue, with the move expected to occur within the next month. WIC will also be moving to a larger location, transitioning into office space being vacated by MCAP.

Head Start Update: We are currently working on a project in Stockton known as the Barnett House, a historic property located in a designated historic neighborhood in central Stockton. This facility came under our ownership as part of a recent contract, and we are making the necessary improvements to reopen it as a Head Start center.

Looking ahead to 2025, our facilities team will focus on modular replacement projects at the McFarland and Taft sites. Additionally, the team is working on site licensing for several locations.

b. Employee Health Plan Open Enrollment Update – Jeremy Tobias, Chief Executive Officer – ***Info Item***

Open Enrollment will take place from November 1st through November 15th. "Save the Date" notices have been distributed for the upcoming events, which will feature virtual open enrollment sessions as well as in-person visits at various locations throughout the county, including several remote areas.

IX. Board Member Comments

Yolanda Ochoa inquired about Jimmie's well-being. Jeremy responded that Jimmie has submitted a letter of resignation, which has been forwarded to Fred. The resignation will be effective in January, citing health-related reasons.

X. Closed Session

Motion was made and seconded to enter into closed session at 12:55 PM. Carried by unanimous vote (Floyd/Vigil).

a. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION – (Government Code Section 54956.9(b)(1)) Number of cases: One (1) – in the opinion of the legislative body and on advice of its legal counsel, there is a significant exposure to litigation if matters related to specific facts and circumstances are discussed in open session.

b. Reconvene into Open Session

   Motion was made and seconded to re-enter into open session at 1:22 PM. Carried by unanimous vote (Martinez/Vigil).

XI. Closed Session Report

Jeremy Tobias announced that in closed session, the Board heard an update from Legal Counsel and direction was given. No reportable action occurred.

XII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Monday, November 25, 2024.
CAPK Administrative Office Board Room
1300 18th St.
Bakersfield, CA 93301

XIII. Adjournment

The meeting was adjourned at 2:27 pm.

DATE	November 5, 2024
TIME	12:00 PM
LOCATION	CAPK Administrative Office Board Room 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Personnel Committee Minutes

1. **Call to Order**

   Committee Chair Maritza Jimenez called the meeting to order at 12:10 PM at the Community Action Partnership of Kern Administrative Office, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Maritza Jimenez (Chair), Jonathan Mullings, Guadalupe Perez (arrived late at 12:12 PM)

   Absent: Lily Pimentel-Stratton

   Others present: Jeremy Tobias, Chief Executive Officer; Louis Gill, Chief Program Officer; Susana Magana, Director of Health & Nutrition; Robert Espinosa, Program Design and Management Administrator; and other CAPK staff.

3. **Public Comments**

   Chair Maritza Jimenez asked members of the Board, and the public, if they would like to make any public comment. No one addressed the committee.

4. **New Business**

   a. Position Analysis and Equity Review for Executive Leadership - Jeremy T. Tobias, Chief Executive Officer - ***Action Item***

      Jeremy T. Tobias presented the above action item for approval and pointed out the update of a position change of Director of Human Resources to Chief Human Resources Officer to better reflect the responsibility and roles the position currently holds within the Agency. Furthermore, the job description for Chief Executive Officer (CEO) was updated and reviewed through the Board Chair. Jeremy Tobias explained that the salary for the CEO position is being automatically tied to the limits prescribed in the Head Start guidelines and federal requirements, which limit the maximum wages paid to the CEO to Federal Executive Pay Schedule Level II. Jeremy Tobias emphasized there is no direct fiscal impact because all the current wages fit within the proposed ranges.

      Maritza Jimenez asked why there was a significant change from a grade 14 to 17. Jeremy Tobias stated there was a significant change in the grade after the CompEase review of the current Director of Human Resources job

description and duties. This review resulted in the change in the job description and title, however the Human Resource Director was already completing the same tasks as the new description of Chief of Human Resources.

Maritza Jimenez asked if this change would create an opening for a Director of Human Resources position given that the Director will now be a Chief. Jeremy Tobias clarified there would not be an opening.

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

b. Position Analysis and Equity Review for Food Bank Program - Susana Magana, Director of Health & Nutrition - ***Action Item***

Susana Magana presented the above action for approval and noted there are several initiatives and programs within the Food Bank and therefore there was a need for restructuring to the create a Program Manager and an Operations Manager. This change will allow the Food Bank to better meet the needs of the community. The fiscal impact will increase by $37,0000, but the change is supported by the Food Bank budget.

Maritza Jimenez asked if there are any union-based positions within the Food Bank. Susana Magana clarified that there are no union positions in the Food Bank.

Maritza Jimenez asked for clarification on the change in job title from a Specialist to a Coordinator. Susana Magana clarified the name change was done in order to better align with the Agency wide job description use of a Coordinator rather than a Specialist.

Maritza Jimenez asked if there was a supervisory responsibility in the Coordinator position. Susana Magana replied that this position does not have supervisory responsibilities.

Maritza Jimenez asked about the fiscal impact of $37,000. Susana added that the CAPK Food Bank runs on a lean budget, and when compared to other national food banks it operates at a higher capacity with less staff, relying heavily on volunteers. Overall, the increase of $37,000 is not a significant impact for the Food Bank budget, and is included in the new Food Bank budget.

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

c. Position Analysis and Equity Review for CalFresh Healthy Living Program - Susana Magana, Director of Health & Nutrition **- Action Item**

Susana Magana presented the above action for approval and stated there were only four job descriptions reviewed which resulted in no change in the grading for the program. There was only one addition of a supervisor to the program. Jeremy Tobias clarified that this is an example of a program that may not have many changes in grading or job descriptions during the review process, due to the fact that the program and the job descriptions are relatively new and updated.

Susana Magana stated there is a fiscal impact $11,444, however, it will be supported by the current budget.

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

d. Head Start Personnel Update – Robert Espinosa, Program Design and Management Administrator- **Info Item**

Robert Espinosa presented the above info item and noted the highlights of the report. Robert emphasized that there was a significant improvement in the staffing given there are only 41 vacant positions.

Maritza Jimenez commented that it was a very good increase in the staffing and asked if there was an internship or job shadowing opportunities available within Head Start for community members such as high school students or college students. Robert Espinosa responded by stating there are volunteer opportunities within Head Start and that the program does recruit within the community. Robert Espinosa followed up his response by stating that there has been an increase in volunteers becoming actual CAPK Head Start employees after completing their academic credits.

Maritza Jimenez asked staff to prepare a report on the number of volunteers and how many volunteers become actual CAPK Head Start employees. Maritza emphasized there was an increase of individuals wishing to give back to the community through volunteer opportunities.

5. Committee Member Comments

Jonathan Mullings reminded all attendees to vote in today's election.

Jeremy Tobias noted that the January meeting will be the last meeting of 2024 for which this Personnel Committee will meet as it is currently comprised. New Committee assignments will occur through the Chair position which will be elected at the January Board meeting.

6. Next Scheduled Meeting

No meeting scheduled until January 2025 with an exact date still to be determined.

7. **Adjournment**

The meeting was adjourned at 12:31 PM.

MEMORANDUM

To: Personnel Committee

From: Jeremy T. Tobias, Chief Executive Officer

Date: November 5, 2024

Subject: *Agenda Item 4(a)*: Position Analysis and Equity Review for Executive Administrative Team – **Action Item**

The Executive Administration Team has been working closely with Human Resources to revise job descriptions to provide fair and equitable compensation for all staff members in order to retain high-performing staff in Chief and Director positions. In collaboration with Human Resources, the Chiefs and Director's jobs descriptions underwent a review through the CompEase salary grading tool to ensure positions are paid competitive market wages.

By using CompEase, fair and equitable compensation for all Chief and Director positions has been established. The goal of utilizing CompEase is to ensure that wages are in line with the market, which will allow for the retention of our highly performing staff and the recruitment of experienced talent into the agency. The adjustments will enhance our program's ability to meet the evolving needs of our community.

The position of Director of Human Resources includes a title change to Chief Human Resources Officer to better reflect the responsibility and roles the position holds in the agency. The job description for Chief Executive Officer (CEO) was updated and reviewed through the Board Chair. Also, the salary grade 18 for the CEO position is being automatically tied to the limits prescribed in the Head Start guidelines and federal requirements, limiting the maximum wages paid to the CEO to Federal Executive Pay Schedule Level II.

Summary of Proposed Changes

Below is a description of the proposed position changes and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Chief Business Development Officer	Grade and responsibilities changes.	16 Min: $65.96 Mid: $82.43 Max: $98.93	17 Min: $65.94 Mid: $82.43 Max: $98.92

Chief Executive Officer	Grade and responsibilities changes.	17 Min: $75.85 Mid: $94.81 Max: $106.68	18 Min: $76.82 Mid: $96.02 Max: $106.68
Chief Facilities and Technology Officer	Grade and responsibilities changes.	16 Min: $65.96 Mid: $82.43 Max: $98.93	17 Min: $65.94 Mid: $82.43 Max: $98.92
Chief Financial Officer	Grade and responsibilities changes.	16 Min: $65.96 Mid: $82.43 Max: $98.93	17 Min: $65.94 Mid: $82.43 Max: $98.92
Chief Human Resources Officer	Grade and responsibilities changes.	14 Min: $49.86 Mid: $62.34 Max: $74.82	17 Min: $65.94 Mid: $82.43 Max: $98.92
Chief Program Officer	Grade and responsibilities changes.	16 Min: $65.96 Mid: $82.43 Max: $98.93	17 Min: $65.94 Mid: $82.43 Max: $98.92

Fiscal Impact and Timeframe

The updated jobs descriptions have been reviewed and approved by Human Resources. The Chief and Director positions have been reevaluated to allow for future capacity for COLA and merit increases. The new grade for each Chief and Director is within their current salary range and will not have a fiscal impact.

Strategic Plan Impact

As part of the 2021-2025 Strategic Plan, specifically under Goal 4: CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired result, and as part of the following objectives, the proposal supports staff development, growth, and retention:

- Objective 4.2: Increase employee agreement, morale, and retention.
    - 4.2.1 Conduct and internal and external equity analysis to evaluate the labor market and fiscal impacts; (b) complete development and consolidation of revised job descriptions.

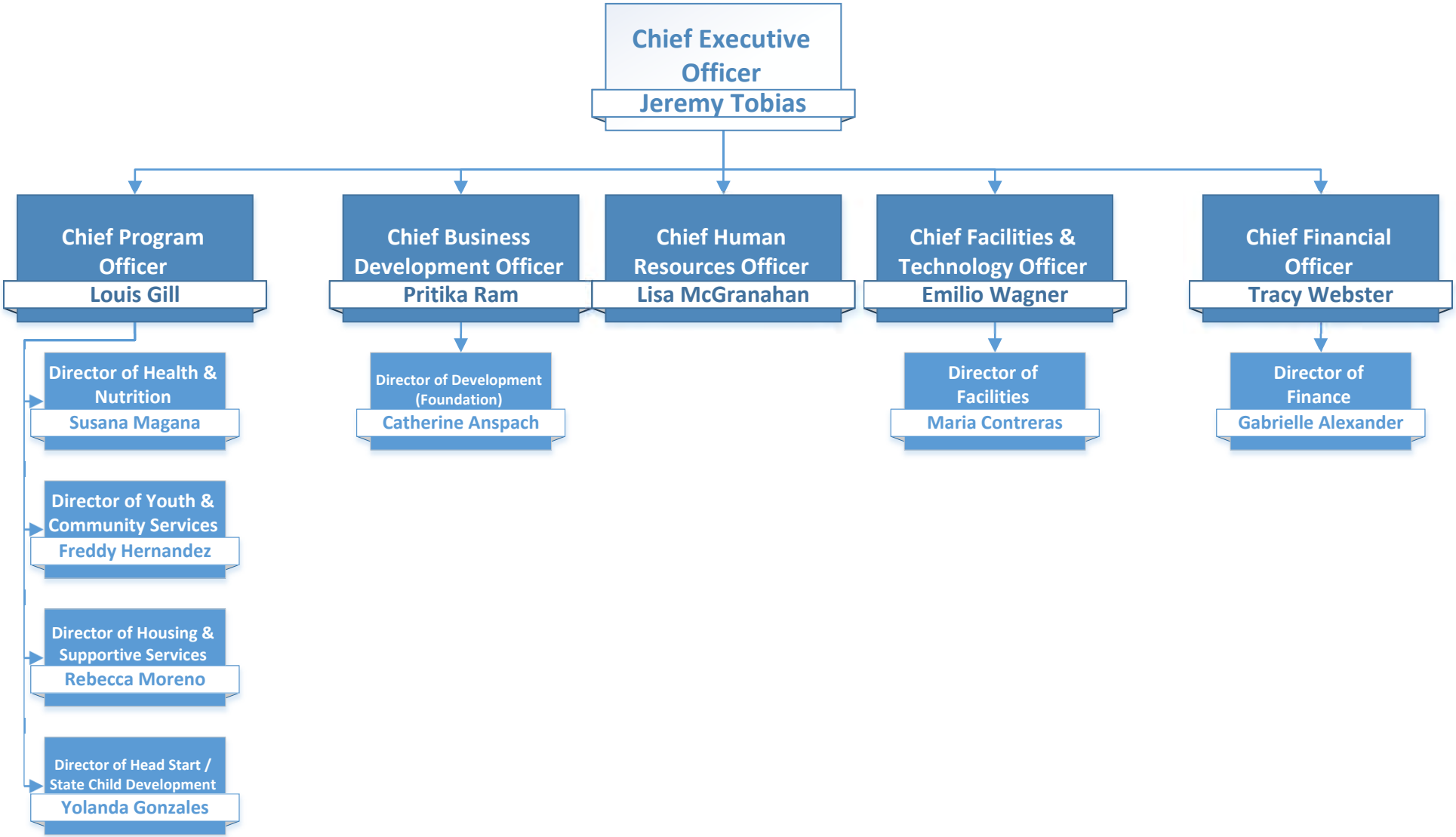
Recommendation:

Staff recommend that the Personnel Committee approves the revision of the listed Chief and Director job descriptions and proposed salary grades assigned to each position, including an automatic pay schedule adjustment and wage limit for the CEO position tied directly to Federal Executive Pay Schedule Level II.

Attachments:

Chief Business Development Officer Job Description
Chief Executive Officer Job Description
Chief Facilities and Technology Officer Job Description
Chief Financial Officer Job Description
Chief Human Resources Officer Job Description
Chief Program Officer Job Description

Executive Leadership Team



Revised 10-24

Chief Business Development Officer

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

Salary Range: Grade 17 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
The Chief Business Development Officer spearheads development of the agency level initiatives, development of new service lines, and the expansion of existing programs. This position organizes and coordinates the work of grant analysts, outreach and advocacy, and government relations. Coordinates Results Oriented Management and Accountability (ROMA), National Performance Standards, and Community Services Block Grant (CSBG), and data reporting. Provides oversight of program services, such as the 2-1-1 Call Center, CAPK Foundation, and school-based case management services. Leads new initiatives, special projects, and agency fundraising.

SUPERVISION RECEIVED:
Receives supervision from Chief Executive Officer.

SUPERVISION EXERCISED:
Director of Development, 2-1-1 Program Administrator, Grant Administrator, Advocacy & Public Relations Manager, and Outreach and Communications Supervisor.

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

Essential Job Specific Duties:

- Provides direct oversight of program services, including the 2-1-1 Call Center and related contracts; school-based case managing services; and oversight of the CAPK Foundation to support fund development and program needs.
- Co-lead efforts on universal data reporting and case management, including performance management and improvement.
- Provides leadership, project management, technical expertise, and ongoing supervision on assigned initiatives and projects.
- Takes the lead or co-lead on new projects and initiatives, develops a plan of action and corresponding timelines to ensure successful completion.
- Proactively communicates with staff, management, the Board of Directors, and other stakeholders, as appropriate, to ensure successful rollout and implementation of initiatives.
- Analyzes complex situations and gathers information in formulating plans, timelines, and proposals for assigned initiatives and projects.
- Provides written reports in follow-up to assigned projects and initiatives.
- Develops budgets and program and administrative strategies to ensure the success of CAPK overall.
- Represents the Agency at local, regional, state, and federal venues to maintain open dialog and successful communication strategies with stakeholders, funders, etc.
- Oversees Agency communications and outreach activities, including governmental affairs.

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- Directs grant writing activities to include research, analytics, and coordination with appropriate agency strategic objectives
- Prepares oral and written presentations to community groups, staff, funders, Board of Directors, etc.
- Assists with strategic planning process and related projects and initiatives.
- Serve as primary support staff contact to the Program Review and Evaluation Committee of the Board of Directors.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs any other like duties as assigned.
- Frequent out-of-town travel, for the day or multiple days, representing the Agency, as needed.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheets, database, PowerPoint, and related software applications.

Ability to:

- Manage the CEO's financial and administrative operations.
- Provide guidance and direction to division directors, managers, and staff.
- Prioritize and schedule work to meet established deadlines.
- Motivate and supervise subordinates in day-to-day operations.
- Solve problems, mediate disputes, and deal with issues before they are brought to the CEO.
- Lead group meetings and collaborative decision processes.
- Communicate effectively in person, in writing, and on video to staff, Board of Directors, and the public.
- Work independently, while managing competing demands.
- Assure compliance with a variety of state and federal regulations, laws, and reporting requirements.
- Demonstrate good interpersonal skills.
- Be organized and meet goals and deadlines.
- Attend evening and weekend meetings.
- Establish professional working relationships with staff, agencies, clients, and the public.

EDUCATION AND EXPERIENCE:

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

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- Bachelor's degree from an accredited institution with a major in public administration, business administration, or closely related field. A master's degree in business administration or public administration is preferred. Possession of an advanced degree is desirable and may be substituted for one (1) year of required experience.
- Five (5) years' senior management level experience, including supervision, in directing, organizing, and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization.
- Minimum of ten (10) years of progressive management experience with a non-profit organization or governmental entity is desirable, including familiarity with governmental accounting standards and regulations.

OTHER REQUIREMENTS:

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

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

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

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Chief Executive Officer

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

Salary Range: Grade 18 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Board of Directors, a fifteen (15) person policy-making body, the Chief Executive Officer (CEO) administrates the Community Action Partnership of Kern (CAPK), a community action agency. The CEO is responsible for planning, organizing, staffing, and directing the various programs implemented by the agency in its efforts to promote social and economic development on behalf of CAPK's low-income and disadvantaged population. In addition, the CEO is responsible for developing and administering a service delivery system in accordance with the intent of the Board of Directors to ensure program services are meeting the needs of the communities in which we serve.

SUPERVISION RECEIVED:
Receives direct supervision from the Board of Directors.

SUPERVISION EXERCISED:
Direct supervision of the Chief Financial Officer (CFO), Chief Business Development Officer (CBDO), Chief Program Officer (CPO), Chief Facilities and Technology Officer (CFTO), Director of Human Resources, and Executive Assistant.

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

Essential Job Specific Duties:

- Provides timely information, counsel, and support on establishing strategies, objectives, and priorities for the Agency programs to the Board of Directors to meet the needs of the community.
- Acts as a liaison between the Board of Directors, funding sources, and the community maintaining a rapport with federal, state, and local elected officials and the community.
- Recommends to the Board long range planning and program development. Identifies and presents issues as required.
- Develops innovative approaches to secure new and existing funding sources for the establishment of new programs to further satisfy the needs of the economically disadvantaged residents of Kern County as well as other counties as appropriate and maintains community support on new projects and proposals.
- Presents activity and progress reports to the Board and funding sources that accurately reflect the operating results of the Agency.
- Develops and implements operating policies, procedures, and schedules to ensure accomplishment of established objectives.

- Reviews and evaluates program operations, ensuring that contractual obligations are fulfilled and modifies program objectives and resource allocations for greater program effectiveness.
- Authorizes the expenditure of all funds within budget limits and signing authority and approves all contractual commitments within Grantor and Agency policies and regulations.
- Directs research and planning, including community input, on social and economic status of target areas and people to determine the priority of needs. Ensures the proper assessment of community needs and provides necessary leadership to take effective action in addressing those needs.
- Works closely with the CFO to ensure the proper overall fiscal control of the Agency and ensures proper reporting to the Board of any discrepancies or areas of concern.
- Establishes specific programs and budgetary standards to evaluate the results and expenditures of each program.
- Provides leadership by example, establishing and maintaining quality work standards throughout the Agency.
- Oversees the CFO, CPO, CBDO, CFTO, Director of Human Resources, Division Directors, Administrators, Managers and administrative staff, ensuring that recruitment, training, and supervision at all levels is maintained in a manner to achieve results regarding program objectives as well as individual professional development.
- Provides guidance in conjunction with the Director of Human Resources on personnel matters.
- Maintains an environment to attract and retain a highly motivated staff and provides guidance to ensure the Agency stays competitive in wages and benefits to attract well qualified employees.
- Must ensure all direct reports understand their role in accomplishing the mission of the Agency along with their job responsibilities.
- Offers guidance on outreach strategies and oversees all contact with printed and electronic media.
- Offers guidance, operational, and fundraising strategies to the CAPK Foundation.

Other Job Specific Duties:
- Works on special projects as assigned.
- Conducts and attends meetings, trainings, and professional growth activities, as required.
- Works alternative hours as required, including nights and weekends.
- Must understand, uphold, and continue working toward accomplishing the mission, strategic goals, and performance measures of the agency.

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

Knowledge of:
- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office procedures and equipment, including computers.
- Word processing and other related software applications.

Ability to:
- Plan, organize, and allocate resources.
- Work independently.

- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze problems and identify alternative solutions.
- Communicate effectively, verbally and in writing.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other people.

EDUCATION AND EXPERIENCE:

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

- Master's degree from an accredited institution with a major in public administration, business administration or closely related field and five (5) years' progressively responsible experience at a senior management level; ***or***
- Bachelor's degree from an accredited institution in one of the above disciplines and seven (7) years' experience including five (5) at a senior management level; ***or***
- Any equivalent combination of education and/or experience that is acceptable to the Board of Directors.

OTHER REQUIRMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Chief Executive Officer			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		

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

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

Chief Facilities and Technology Officer

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

Salary Range: Grade 17 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under the general direction of the Chief Executive Officer (CEO), the Chief Facilities and Technology Officer (CFTO) will ensure that all divisions are appropriately provided support services by directing facility maintenance, fleet management, information technology, risk management, and business services. The CFTO will serve as the Responsible Managing Employee (RME) for agency construction projects and property improvements.

SUPERVISION RECEIVED:
Receives supervision from the CEO.

SUPERVISION EXERCISED:
Directly supervises IT Administrator, Risk Manager, and Director of Facilities.

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

Essential Job Specific Duties:

- Develops short and long-range plans in coordination with the appropriate division directors related to information technology, facilities management, and maintenance, including recommended prioritization of resources.
- Communicates with Agency directors and management personnel, regulatory agencies, architects, engineers, inspectors, contractors, vendors, and others concerning facilities maintenance, operations, planning, and construction to exchange information, resolve issues, and ensure effective services.
- Responsible for property management, including leases, property acquisition, appraisal, notice of federal interest, and any permits and inspections.
- Responsible for implementing and monitoring agency security and safety.
- Oversees and monitors the work of the maintenance department, including maintenance, renovation, and new construction of all agency facilities.
- Oversees and monitors the warehouse and distribution building.
- Oversees the development of a coordinated fleet management system.
- Prepares site surveys, plot plans, drawings, lay-outs, floor plans, and other data as required to pictorially or diagrammatically present proposals or situations. This includes cost estimating, design programming and 3-D modeling, rendering, and animation of proposed projects.
- Assists and coordinates the Geographic Information System (GIS) software and related equipment with appropriate staff.
- Prepares and presents project status reports to be presented to the Board of Directors

and Policy Council.

- Ensures Davis Bacon California State prevailing wage compliance with review of certified payroll, fringe benefits, accuracy of deductions, assisting, and employee interviews.
- Point of contact for all construction. Prepares required documentation for local building department to pull permits. Monitors construction by verifying work completed to plans and specs, signing off on invoices/pay applications, maintaining and organizing construction documents.
- Coordinates general liability insurance, loss control, worksite safety, workers compensation, disaster preparedness, facility inspections, and claims management.
- Oversees the Information Technology Department, ensuring network stability by planning and implementing hardware standards, resource management, and software solutions.
- Interprets and applies state and federal laws, contract rules, and regulations and policies appropriate to program operations.
- Monitors, establishes, and maintains strategies, objectives, and priorities for respective programs/contracts and apprises the CFO and CEO of the status of agency contracts/program performance on a periodic basis.
- Identifies problems with program performance regarding agency contracts and/or grants.
- Makes recommendations for and implements corrective actions.
- In conjunction with the CFO, develops and maintains an effective system of financial management and budget development that controls funds within the Division and meets all necessary financial management requirements and applicable regulations, including funding guidelines for program activities.

Other Job Specific Duties:

- Attends all meetings, trainings, conferences, and provides trainings as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs any other like duties as assigned or as needed.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and other related software applications.
- Principles and practices of finance, real estate financing, economic development, and the Davis-Bacon Act.

Ability to:

- Solve problems effectively and efficiently.
- Handle conceptual matters.
- Plan, organize, allocate, and control substantial resources.

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- Communicate effectively, verbally and in writing.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Work independently with little direction.
- Meet schedules and timelines.
- Plan, develop, and present mixed media presentations.
- Write creatively and clearly for general and specialized audiences.
- Maintain and organize a variety of files, records, and logs.
- Supervise employees professionally to achieve their goals and be self-motivating.
- Plan and organize work.
- Compose clear and concise reports and recommendations.
- Analyze situations accurately and adopt an effective course of action.

EDUCATION AND EXPERIENCE:

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

- Bachelor' degree in business administration, public administration, planning, construction, or closely related field preferred; however, experience that demonstrates proficiency in the required skills and knowledge may be accepted in lieu of the degree requirement.
- Minimum of eight (8) to ten (10) years' experience working in facilities management, project management, or construction management.
- Possession of General Contractors license.
- Possession of Responsible Managing Employee (RME).
- Certification as Playground Safety Inspector preferred.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

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Chief Financial Officer

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

Salary Range: Grade 17 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
The Chief Financial Officer is responsible for coordinating the activities of the Finance department to include, but not limited to, planning, organizing, and guiding efficiencies and compliance of the financial and accounting functions of the organization, efficient and accountable procurement, and general business operations of the agency.

SUPERVISION RECEIVED:
Receives supervision from Chief Executive Officer (CEO).

SUPERVISION EXERCISED:
Director of Finance, HRIS Administrator, and Administrative Coordinator.

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

Essential Job Specific Duties:

- Oversee and manage the financial operations and strategy of the Agency, ensuring its financial health and sustainability.
- Ensure that accounting policies, procedures, and controls comply with generally accepted accounting principles, government regulations, and guidelines.
- Design and implement financial reporting systems, human resource information systems (HRIS) in coordination with Human Resources.
- Make decisions to modify or adapt procedures to strengthen the overall financial control environment of the organization to meet different or changing circumstances.
- Align resources to ensure operations meet the needs of Agency programs.
- Prepare and present monthly, quarterly, and annual financial reports that accurately reflect the financial position of the organization.
- Provide technical support in developing and preparing budgets, budget modifications and amendments, and other supporting financial analyses and schedules required for ongoing grant/contracts and proposals for additional funding.
- Identify and present financial issues. Make recommendations on appropriate action for resolution.
- Act as a liaison with funding sources in resolving budget, financial, and reporting issues.
- Oversee and facilitate the annual organization-wide audit as well as funding source fiscal monitoring visits.
- Provide financial advice to the CEO on the overall operations and financial condition of the organization.
- Provide technical support and direction to senior management staff to ensure compliance

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with government rules and regulations and grant/contract requirements.
- Maintain effective working relationships and communications with senior management, the Board of Directors, funding source representatives, and auditors.
- Monitor progress toward key financial goals.
- Serve as primary support staff contact to the Budget & Finance and Audit & Pension committees of the Board of Directors.

Other Job Specific Duties:
- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Perform any other like duties as assigned.

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

Knowledge of:
- Generally accepted accounting principles.
- Applicable federal, state, and local laws, codes, and regulations.
- Organization and Finance division policies and procedures.
- Modern office practices, methods, procedures and equipment, including computers.
- Word processing, spreadsheet, general ledger database, and related software applications.

Ability to:
- Deal with conceptual matters.
- Plan, organize, allocate, and control confidential data and organizational resources.
- Communicate effectively, verbally and in writing.
- Plan and coordinate work requiring constant alertness and considerable mental attention.
- Work under frequent time pressures or deadlines.
- Supervise and motivate a diverse group of individuals.
- Research and resolve financial issues and problems.
- Analyze financial data with successful results.
- Prepare accurate and concise financial statements, reports, and budgets.
- Establish and maintain good working relationships, internally and externally, with funding sources, banks, board of directors, and auditors.
- Exercise good and independent judgment.
- Demonstrate initiative and ingenuity.

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

- Bachelor's degree in accounting, business administration, or related field.
- CPA (Certified Public Accountant) or master's degree preferred.

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- Minimum of ten (10) years of progressive financial accounting experience, including five (5) years of supervisory experience.
- Financial accounting experience in a non-profit organization or governmental entity is desirable including familiarity with governmental accounting standards and regulations

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors
- Noise level is quiet to moderately quiet
- Hazards are minimal

ESSENTIAL PHYSICAL DEMANDS:

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

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

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Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

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Chief Human Resources Officer

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

Salary Range: Grade 17 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under direct supervision of the Chief Executive Officer (CEO), the Chief Human Resources Officer (CHRO) is directly responsible for the overall administration, coordination, and evaluation of the human resource functions of the Agency. Serves on the Executive Management team, providing strategic guidance and expert advice to company leadership on Human Resources (HR) matters. The Chief Human Resources Officer guides and manages the overall division of Human Resources services, policies, and programs for the entire agency.

SUPERVISION RECEIVED:
Receives supervision from the CEO.

SUPERVISION EXERCISED:
Human Resources Administrator, Human Resources Manager, HR Generalist-DEI, and Administrative Coordinator.

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

Essential Job Specific Duties:

- Establish and implement HR efforts that effectively communicate and support the company's mission and strategic vision.
- Function as a strategic business advisor to the executive/senior management of each business unit or specialty group regarding key organizational and management issues.
- Oversee the development and management of agency-wide talent management programs, such as recruitment, learning and development, performance management, and succession planning. Work with the company's Executive Management team to establish a sound plan of management succession that corresponds to the strategy and objectives of the agency.
- Responsible for labor negotiations and maintaining positive relationships with Service Employees International Union (SEIU) Local 521 and ensuring compliance with the Union contract. Collaborates with management and the Union on contract negotiations and renewal.
- Ensure compliance with ongoing regulatory and federal and state laws.
- Develop and monitor an annual budget that includes Human Resources services, employee recognition, and DEI initiatives.
- Work closely with legal counsel to mitigate any potential legal risks and advising agency of best practices.

- Responsible for wage and salary reports and agency compensation administration utilizing competency-based compensation software. Ensures agency compliance with mandated compensation updates. Annually conducts required compensation studies.
- Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines.
- Communicates changes in the Agency's personnel policies and procedures and ensures that proper compliance is followed.
- Research, develop, and implement benefit plans that are competitive and cost-effective that reflect the Agency's strategic plan.
- Automates HR processes by incorporating the use of modern strategies and paperless systems. Ensures confidentiality of all electronic and paper employee data.
- Stays abreast of new trends and innovations in the field of human resources.
- Administer and conducts COR/e-Verify.
- Serve as primary support staff contact to the Personnel Committee of the Board of Directors.
- Performs special assignments/projects and other duties as assigned by the CEO.

Diversity, Equity, and Inclusion (DEI):

- Conduct comprehensive training needs assessments and analyze performance gaps with a focus on DEI, considering diverse perspectives and needs.
- Design/coordinate, develop, and deliver effective training programs and materials that are inclusive and address DEI principles.
- Collaborate with subject matter experts to address specific DEI concerns within the organization.
- Apply a DEI lens to agency policies and procedures, ensuring they align with best practices for diversity, equity, and inclusion.
- Collaborate with the DEI Committee and agency to identify, develop, and implement training programs that align with DEI-related goals as outlined in the agency's strategic plan.

Program:

- Lead programmatic development and implementation for the organization, aligned with strategic priorities and commitment to equity throughout.
- Establish measurable, achievable program area goals and objectives on an annual basis and monitor progress.
- Oversee the coordination, integration, and delivery of programs and related activities, promoting collaborative relationships between program areas and ensuring that the expectations of clients, partners, funders, and other stakeholders are consistently met.
- Develop and foster a high-performance, inclusive, and accountability culture throughout program teams, aligned with core values and organization commitments to equity and inclusion.
- Work with program directors and teams to establish approaches and methods for evaluating program outcomes and leverage internal and/or external resources to inform program results.

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- Stay abreast of developments in the external environment of the non-profit sector and the non-profit ecosystem; develop new program ideas and pilot projects that incorporate input from the community.
- Deploy resources efficiently and effectively toward organizational goals, working with teams to balance workload and activities.
- Serve as thought partner and advisor to colleagues ensuring programmatic strategy and operating in close collaboration with areas such as finance, development, IT and data systems, and marketing.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Payroll processing and procedures and state and federal laws according to paying employees.

Ability to:

- Communicate verbally and in writing with individuals at all levels of the agency and with vendor and partner organizations.
- Deliver agency presentations to staff and other agencies.
- Understand and interpret program revenue and expense budgets.
- Develop and utilize Excel spreadsheets for program data, personnel, benefits, and budget management tasks.
- Interface with the Board, providing updates and recommendations as needed on topics related to HR.
- Develop metrics, gather data, and report results.
- Display strong technical and analytical skills.
- Motivate and supervise subordinates in a day-to-day operation.
- Communicate clearly with a collaborative approach.
- Willing to develop and ensure the success of staff and to create/sustain a positive work environment.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in human resources or related field, and eight (8) years' experience in human resources with progressive responsibility, including at least five (5) years at a management level. Master's degree preferred.
- Certification as a Senior Professional in Human Resources (SPHR) required.
- Payroll certification and/or experience preferred.
- Demonstrated progressive experience in management of an HR Department.

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- Experience may substitute for education at the discretion of the CEO.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

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Chief Program Officer

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

Salary Range: Grade 17 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
The Chief Program Officer is responsible for coordinating the activities of the divisions of Head Start/State Child Development, Health & Nutrition, Housing & Supportive Services, and Youth & Community Services. Responsible for planning, organizing, and guiding efficiencies and compliance to appropriately serve Agency clients toward self-sufficiency. Guides subordinates with data driven decisions to achieve successful outcomes for clients of the Agency.

SUPERVISION RECEIVED:
Receives supervision from Chief Executive Officer (CEO).

SUPERVISION EXERCISED:
Director of Head Start/State Child Development, Director of Health & Nutrition, Director of Housing & Supportive Services, and Director of Youth & Community Services, Process Improvement Manager, and Administrative Coordinator.

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

Essential Job Specific Duties:

- Plan, organize, coordinate, guide, and control the overall program objectives of subordinate divisions.
- Ensure that internal quality control activities are conducted to monitor and evaluate the progress of contracts to ensure that the goals and objectives of the contracts and/or grants are being met within required time frames and to prepare for audits/programmatic quality reviews from external agencies.
- Review and coordinate division budget preparation, monitor expenditures and revenues for assigned programs/contracts, and coordinate required periodic program reporting as required.
- Initiate, direct, and evaluate division program activities and effectiveness, e.g., compliance with funding conditions, meeting program priorities, ensuring quality of services, and making recommendations, as appropriate.
- Ensure that data driven decisions are made for each division in the direction of efforts and resources.
- Monitor, establish, and maintain strategies, objectives, and priorities for respective programs/contracts and apprise the Chief Executive Officer of the status of Agency contracts/program performance on a periodic basis.
- Identify problems with program performance regarding Agency contracts and/or grants and make recommendations for/implement corrective actions.

- In conjunction with the Chief Financial Officer, develop and maintain an effective system of financial management and budget development that controls funds within the division and meet all necessary financial management requirements and applicable regulations including funding guidelines.
- Interpret and apply state and federal laws, contract rules, and regulations and policies appropriate to program operations.
- Prepare and present monthly, quarterly, and annual programmatic reports that accurately reflect the program efforts of the organization.
- Prepare management analyses and reports on various contracts/programs for strategic planning purposes and presentations to appropriate policy bodies.
- Identify and present program issues and makes recommendations for appropriate action for resolution.
- Act as a liaison with funding sources in resolving program and reporting issues.
- Work in collaboration with other agencies, organizations, and/or local government that support and enhance services provided by the Agency.
- Establish and maintain positive working relationships with staff, board members, the community, other organizations, and elected officials, as well as state and federal funding representatives.
- Perform special assignments/projects and other duties as assigned by the Chief Executive Officer.
- Monitor progress toward key measurable client outcomes and goals.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Resource and fund development.
- Research techniques and resources.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures and equipment, including computers.
- Word processing, spreadsheet, general ledger database, and other related software applications.
- General knowledge of human resources and operations (IT, facilities, construction).

Ability to:

- Deal with conceptual matters.
- Plan, organize, allocate, and control confidential data and organizational resources.
- Communicate effectively, verbally and in writing.
- Supervise diverse staff.
- Attend evening and weekend meetings

- Effectively work in group settings with other Directors, Managers, Board of Directors, and others.
- Effectively present program information to the public.
- Establish professional working relationships with staff, service providers and partners, and the community.
- Work under frequent time pressures or deadlines.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree from an accredited institution with a major in public administration, business administration, or closely related field. A master's degree in business administration or public administration is preferred. Possession of an advanced degree is desirable and may be substituted for one (1) year of required experience.
- Five (5) years' senior management level experience, including supervision, in directing, organizing, and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization.
- Minimum of ten (10) years of progressive management experience with a non-profit organization or governmental entity is desirable, including familiarity with governmental accounting standards and regulations.

OTHER REQUIREMENTS:

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

WORK ENVIRONMENT:

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

- Work is primarily performed indoors
- Noise level is quiet to moderately quiet
- Hazards are minimal

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Chief Program Officer			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x

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

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

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MEMORANDUM

To: Personnel Committee

From: Susana Magana, Director of Health & Nutrition



Date: November 5, 2024

Subject: *Agenda Item 4(b)*: Position Analysis and Equity Review for Food Bank Program – **Action Item**

Over the past few months, Food Bank leadership has been diligently reviewing processes and operations to identify areas for improvement. Through this evaluation, it has become evident that restructuring the Food Bank is necessary to optimize our performance and ensure compliance with contractual obligations. This restructuring involved going through the CompEase process of updating job descriptions to streamline operations and better align with our organizational goals.

By updating the job descriptions, we aim to simplify roles, clarify responsibilities, and eliminate redundancies. This will allow us to operate more efficiently and effectively utilize our resources. In addition, CAPK is committed to upholding our contractual obligations. The restructuring will ensure that our program is equipped to fulfill these requirements promptly and effectively by adhering to contractual requirements.

Lastly, we recognize the importance of fair and equitable compensation for all staff members. As part of the restructuring, the leadership team, in conjunction with the Human Resources team, conducted a comprehensive review of salary structures to ensure pay equity across all roles. Ultimately, the goal of this restructuring is to enhance our ability to meet the needs of our community. By optimizing our operations, we can deliver higher-quality services in a timely and safe manner to our partners and clients.

Summary of Proposed Changes

Below is a description of the proposed position changes and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Administrative Services Coordinator	Formerly the Administrative Supervisor. Supervision received and exercised, duties and responsibilities, and education.	9 Min: $24.78 Mid: $31.01 Max: $37.21	9 Min: $25.45 Mid: $31.81 Max: $38.18
Administrative Specialist	Formerly the Lead Administrative Clerk. Grade change, supervision exercised, duties and responsibilities, and education.	3 Min: $16.00 Mid: $18.11 Max: $20.20	7 Min: $20.61 Mid: $25.77 Max: $30.92

Agency Relations Coordinator	Formerly Agency Relations Supervisor. Grade change, supervisor exercised, duties and responsibilities, and education.	8 Min: $21.59 Mid: $26.96 Max: $32.35	9 Min: $25.45 Mid: $31.81 Max: $38.18
CSFP Program Coordinator	Grade change, supervision exercised, duties and responsibilities, and education.	7 Min: $19.92 Mid: $23.43 Max: $26.96	9 Min: $25.45 Mid: $31.81 Max: $38.18
CSFP Program Specialist	Formerly the CSFP Program Assistant. Grade change, supervision exercised, duties and responsibilities, and education.	4 Min: $16.38 Mid: $18.89 Max: $21.72	7 Min: $20.61 Mid: $25.77 Max: $30.92
Operations Manager	Formerly Operations Supervisor. Grade change, supervisor exercised, duties and responsibilities, and education.	9 Min: $24.78 Mid: $31.01 Max: $37.21	12 Min: $35.58 Mid: $44.47 Max: $53.37
Pantry Program Specialist	Formerly the Pantry Technician. Grade change, supervisor exercised, duties and responsibilities, and education.	5 Min: $17.24 Mid: $20.29 Max: $23.32	7 Min: $20.61 Mid: $25.77 Max: $30.92
Procurement Specialist	Grade change, supervision exercised, duties and responsibilities, and education.	7 Min: $19.92 Mid: $23.43 Max: $26.96	8 Min: $22.86 Mid: $28.59 Max: $34.30
Program Administrator	Grade change, supervision exercised, duties and responsibilities, and education.	12 Min: $37.72 Mid: $47.13 Max: $56.57	14 Min: $45.63 Mid: $57.04 Max: $68.44
Program Manager	Grade change, supervision exercised, duties and responsibilities, and education.	10 Min: $28.54 Mid: $35.65 Max: $42.78	12 Min: $35.58 Mid: $44.47 Max: $53.37
Volunteer Coordinator	Formerly the Volunteer Specialist. Grade change, supervisor received and exercised, duties and responsibilities, and education.	5 Min: $17.24 Mid: $20.29 Max: $23.32	9 Min: $25.45 Mid: $31.81 Max: $38.18
Warehouse Clerk	Formerly the Driver. Grade change, supervision exercised and received, and duties and responsibilities.	1 Min: $16.00 Mid: $16.00 Max: $17.45	5 Min: $16.89 Mid: $21.11 Max: $25.34
Warehouse Coordinator	Formerly the Warehouse Operations Coordinator. Grade change, supervision received and exercised, duties and responsibilities, and education.	8 Min: $21.59 Mid: $26.96 Max: $32.35	9 Min: $25.45 Mid: $31.81 Max: $38.18
Warehouse Specialist	Grade change, supervision received, supervision exercised, duties and responsibilities, and education.	5 Min: $17.24 Mid: $20.29 Max: $23.32	7 Min: $20.61 Mid: $25.77 Max: $30.92
Warehouse Technician	Grade change, supervision received, duties and responsibilities, and education.	3 Min: $16.00 Mid: $18.11 Max: $20.20	6 Min: $18.89 Mid: $23.62 Max: $28.34

Fiscal Impact and Timeframe

The title and grade changes allow our Food Bank to come up to market level and be competitive within our community, as well as improve ongoing employee retention. Staff reviewed the grade changes with our Chief Financial Officer, and it was determined that

the fiscal impact of $37,000 for the proposed changes can be supported by the Food Bank budget.

Strategic Plan Impact

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

- Objective 4.2: Increase employee engagement, morale, and retention.
    - 4.2.1 Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts; (b) Complete development and consolidation of revised job descriptions.

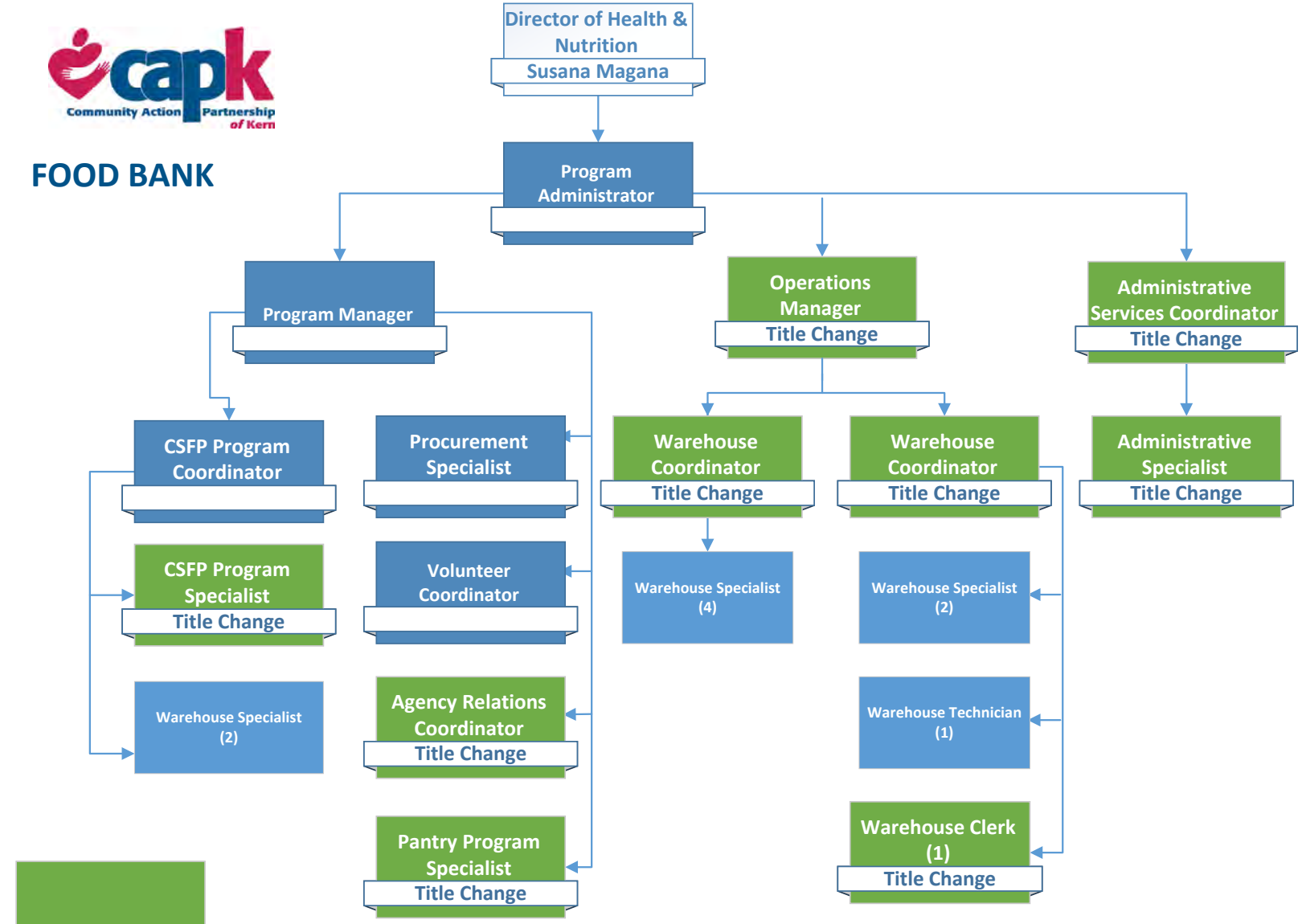
Recommendation:

Staff recommend the Personnel Committee approve the revised Food Bank job descriptions and grade changes.

Attachments:

Food Bank Organizational Chart
Administrative Services Coordinator Job Description
Administrative Specialist Job Description
Agency Relations Coordinator Job Description
CSFP Program Coordinator Job Description
CSFP Program Specialist Job Description
Operations Manager Job Description
Pantry Program Specialist Job Description
Procurement Specialist Job Description
Program Administrator Job Description
Program Manager Job Description
Volunteer Coordinator Job Description
Warehouse Clerk Job Description
Warehouse Coordinator Job Description
Warehouse Specialist Job Description
Warehouse Technician Job Description

FOOD BANK



Revised 10-2024

The Food Bank has a minimum of 25 Interns (Long-Term Volunteers) who work daily across different departments, receiving supervision from various Food Bank CAPK staff.

Administrative Services Coordinator

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

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Food Bank Program Administrator, the Administrative Services Coordinator is responsible for overseeing Specialists, office interns and volunteers who provide office support. The Administrative Services Coordinator will assist the Food Bank Program Administrator with various administrative tasks essential to the effective overall operations of the Food Bank.

SUPERVISION RECEIVED:
Receives supervision from the Food Bank Program Administrator.

SUPERVISION EXERCISED:
Administrative Assistant, Office Interns, and Office Volunteers.

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

Essential Job Specific Duties:
- Provides direction and supervision to the Administrative Assistant, interns, and office volunteers.
- Responsible for all tasks related to operating the reception desk.
- Assists the Food Bank Program Manager with tracking grants, developing presentations, and analyzing and preparing clear and concise reports.
- Responsible for overseeing ongoing quality and process improvement initiatives for the Food Bank.
- Integrates monthly Food Bank reports with the CAPK customer resource management platform and other technologies.
- Creates communication materials to present to private and public entities pertaining to hunger.
- Performs related duties at Food Bank locations as assigned.
- Manages accounts receivables/payables and monthly billing.
- Responsible for the Food Bank procurement process for goods and services.
- Responsible for Food Bank Meal Connect Platform for Fresh Rescue program data sharing.
- Works with the Agency Relations Department to process membership renewals.
- Oversight of the on-site Food Pantry.

Other Job Specific Duties:
- Attends all meetings, trainings, and conferences as assigned.

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- Maintains a safe and functional work environment.
- Works alternative hours as required.
- Serves as an emergency contact for the Food Bank.
- Performs any other duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- CAPK and Food Bank policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Food safety and sanitation.

Ability to:

- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Demonstrate excellent customer service.
- Display attention to detail.
- Work with frequent interruptions.
- Work well under pressure.
- Effectively present program information to the public.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.
- Manage time effectively.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in business administration or related field.
- One (1) year of warehouse operations experience with general knowledge of warehouse practices.
- One (1) year of experience working in social service or customer service fields.
- One (1) year of experience working with interns or volunteers.
- One (1) year of supervisory experience.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.

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- Experience in proper food storage, handling, and inventory practices.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of live scan, physical and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

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

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Administrative Specialist

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

Salary Range: Grade 07 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Food Bank Program Administrator and Administrative Services Coordinator, the Administrative Specialist is responsible for various administrative functions of the Food Bank including fiscal activities, reporting, data collection and a wide variety of clerical support duties.

SUPERVISION RECEIVED:
Food Bank Program Administrator and Administrative Services Coordinator.

SUPERVISION EXERCISED:
Supervision and guidance for interns and volunteers supporting the front office.

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

Essential Job Specific Duties

- Responsible for preparing accurate and timely submission of reports.
- Manage accounts receivable and monthly billing for the Food Bank.
- Collect data and prepare documents, reports, and other Food Bank related correspondence.
- Interact with internal staff, agency partners and community clients.
- Oversee payments from pantries/agencies.
- Act within defined parameters to plan and organize daily work.
- Prepares and submits deposits to Finance.
- Performs data entry for the Fresh Rescue program across multiple database platforms.
- Front desk tasks include but not limited to greeting clients, providing emergency food boxes and information, and answering phone calls.
- Provide 10 key counts for monthly commodity reports.
- Review and finalize commodity invoices.
- Processes gas card receipts and submits them to Finance.

Other Job Specific Duties:

- Attend all meetings, training courses, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Perform any other duties as assigned.

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MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Accounts receivable.
- Basic accounting principles.
- Applicable federal, state, and local laws, codes, and regulations.
- Comprehensive knowledge of office practices, methods, and procedures, including filing, record keeping systems, correspondence, and report writing.
- Current problems of socially and economically challenged families.
- Modern office practices, methods, procedures and computer equipment.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:

- Plan, organize, allocate, and control substantial resources.
- Work with frequent interruptions, meet deadlines, and work with repetitive and varied tasks.
- Communicate effectively, verbally and in writing.
- Work independently and with minimum supervision.
- Demonstrate good interpersonal skills.
- Demonstrate excellent customer service.
- Display attention to detail.
- Attend occasional evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, interns, volunteers, agency partners, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.

EDUCATION AND EXPERIENCE:

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

- Associate degree in business administration, accounting or related field preferred.
- One (1) year of fiscal experience.
- One (1) year of general front office knowledge experience.
- One (1) year of experience working with interns or volunteers.
- One (1) year of experience working in social service or customer service fields.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an

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acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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Agency Relations Coordinator - Food Bank

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

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved**: TBD

SUMMARY:

Under the direction of the Food Bank Program Manager, the Agency Relations Coordinator is responsible for recruiting, establishing services, monitoring, and training of food distribution sites, their members, and volunteers who assist the Food Bank with the distribution of products throughout Kern County. The Agency Relations Coordinator is also responsible for developing and maintaining exceptional customer service including strong and effective communication lines with agency partners, staff, and volunteers.

SUPERVISION RECEIVED:

Receives supervision from the Food Bank Program Manager.

SUPERVISION EXERCISED:

Supervises Food Bank interns and Agency Relations Volunteers.

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Responsible for the development and strengthening of relationships with all partner agencies.
- Recruit new partner agencies to expand the network with special emphasis on underserved areas.
- Monitor partner agency sites by conducting scheduled and unscheduled site visits, observing operations, and reviewing documentation to ensure compliance with Feeding America, federal, state, and local regulations.
- Prepare written reports pertaining to the site visits and follow-up as necessary. Communicates site review results with partner agency staff.
- Respond to network member calls, requests for information, and concerns to ensure all questions are satisfactorily answered, all requested materials are sent, and orientation training is scheduled.
- Work cooperatively with Food Bank personnel to ensure effective network members and client education on nutrition, food safety, sanitation, and food insecurity.
- Oversee capacity building and training for partner agency staff and volunteers, ensuring compliance with funding source requirements, and conduct training sessions twice annually.
- Manage complaints from and concerning all partner agencies and volunteers.
- Responsible for the preparation and maintenance of all Agency relations records and reports.

- Review monthly Agency statistics and update reporting systems for the Food Bank, federal, and state agencies, and any other partners and/or funding sources requiring reports.
- Complete all required external and internal program reporting.
- Prepare and conduct bi-annual demographic survey.
- Develop and maintain the Pantry Member Procedure manual and the EFAP training manual.
- Prepare, coordinate, and conduct orientation sessions for new partner agencies and volunteers, and conduct an annual partner conference and on-going workshops, as needed, to educate partner agencies on proper policies and procedures.
- Prepare reports on activities and outcomes as required by CAPK, and its funding sources, including CSBG, volunteer documents, and reports, etc.
- Ensure that documentation with partner agencies is kept current and filed accordingly.
- Engage in resource development by actively seeking out new sites and volunteers in the community.
- Adhere to USDA, CDSS, Feeding America and CAPK regulations and guidelines.
- Assist with other Agency departments and activities as needed.
- Provide excellent customer service to all CAPK customers, including clients, staff, donors, logistics personnel, partner agency personnel, volunteers, board members, and the public.
- Provide information and referrals to individuals seeking assistance, addressing their needs when they call or visit the Food Bank.
- Responsible for the Food Bank's social media activities and for maintaining social media and website postings current.
- Represent the Food Bank on live media (e.g., television or radio) as required.

Other Job Specific Duties:

- Attend all assigned meetings, trainings, and conferences.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including early mornings, nights, and weekends.
- Proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Perform any other duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures and computer equipment.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Demonstrate excellent customer service.

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- Display attention to detail.
- Effectively present program information to the public.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in business administration, social work or related field.
- One (1) year of experience working in social service or customer service fields.
- One (1) year of supervisory experience.
- One (1) year of warehouse operations experience with a general knowledge of warehouse practices to include food storage, handling, and inventory practices.
- One (1) year of experience working with interns or volunteers.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

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

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Agency Relations Coordinator			
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting			x
Walking			x
Standing			x
Bending (neck)			x

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

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

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Program Coordinator - CSFP

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

Salary Range: Grade 09 **FLSA Status:** Non-exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Program Manager, the CSFP Program Coordinator is responsible for the complete operation of the Commodity Supplemental Food Program (CSFP). Monitors program participation, fiscal activities, and supervision of support staff and volunteers. Oversee client enrollment, delivery services, and monitors accounts for program inventory.

SUPERVISION RECEIVED:
Receives supervision from the Program Manager.

SUPERVISION EXERCISED:
Program Specialist, Warehouse Specialists, Food Bank interns, and volunteers assigned to the CSFP Program.

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

Essential Job Specific Duties:
- Accurate and complete monthly, quarterly, and annual reports to be submitted to the State of California for the Food Bank and CAPK.
- Supply preparation to take to the sites (e.g., intake forms, office supplies, etc.).
- Accurate client intake forms and ensuring program eligibility at the distribution sites.
- Signing-in of clients at the distribution sites.
- Follow-up on clients who missed their food box pick-up.
- Assist with the monitoring of food distribution by sites.
- Product distribution at the sites.
- Ensuring adequate number of food boxes for distribution at the sites and providing guidance to the Food Bank interns and volunteers who assist with the assembling of food boxes.
- Coordination of food distribution through a county-wide network of program sites (e.g., making sure that sites have the food distribution calendar).
- Coordination of interns and volunteers, including record keeping and training.
- Inventory control and record keeping.

Other Job Specific Duties:
- Attend all assigned meetings, trainings, and conferences.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.

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MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Display attention to detail.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Demonstrate excellent customer service.
- Effectively present program information to the public.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in business administration or related field.
- One (1) year of experience working in social service or customer service fields.
- One (1) year of warehouse operations experience with general knowledge of warehouse practices.
- One (1) year of experience working with interns or volunteers.
- One (1) year of supervisory experience.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual langu0age fluency (Spanish/English) highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors plus on-site distribution activities.

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- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

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Program Specialist - CSFP

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

Salary Range: Grade 07 **FLSA Status:** Non-exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Food Bank Program Manager and the Commodity Supplemental Food Program (CSFP) Coordinator, the Program Specialist performs eligibility determination, clerical, and operations support duties.

SUPERVISION RECEIVED:
Receives supervision from the CSFP Program Coordinator.

SUPERVISION EXERCISED:
Supervision of Food Bank interns and volunteers.

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

Essential Job Specific Duties:
- Type correspondence, documents, and reports of a general/routine nature.
- Various clerical duties include but are not limited to photocopying, binding, and mail distribution.
- Assist with preparing accurate and complete monthly, quarterly, and annual reports to be submitted to the State of California for the Food Bank and CAPK.
- Responsible for getting supplies ready to take to the sites, e.g., intake forms, office supplies, etc.
- Responsible for completing client intake forms and assessing program eligibility at the distribution sites.
- Responsible for the signing-in of clients at the distribution sites.
- Responsible for following up on clients who missed their food box pick-up.
- Assist with the monitoring of food distribution by site.
- Responsible for product distribution at the sites.
- Oversee the assembling of food boxes that will be distributed at the sites and provide guidance to interns and volunteers who assist with the assembling of food boxes.
- Assist with the coordination of food distribution through a county-wide network of program sites (e.g., making sure that sites have the food distribution calendar).
- Assist with the coordination of interns and volunteers, including record keeping and training.
- Assists with inventory control and record keeping.

Other Job Specific Duties:
- Attend all assigned meetings, trainings, and conferences.
- Maintain a safe and functional work environment.

- Work alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.

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

Knowledge of:
- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.

Ability to:
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Demonstrate excellent customer service.
- Display attention to detail.
- Effectively present program information to the public.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.

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

- Associate degree in business administration or related field.
- Two (2) years of general clerical experience.
- One (1) year of warehouse operations experience with general knowledge of warehouse practices.
- One (1) year of experience working with interns or volunteers.
- One (1) year of supervisory experience.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

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

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

- Work is primarily performed indoors plus on-site distribution activities.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

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Food Bank Operations Manager

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

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Food Bank Program Administrator, the Food Bank Operations Manager is responsible for warehouse, facility, inventory, and fleet oversight. The Food Bank Operations Manager will also interface with warehouse staff, interns, and volunteers. Responsibilities include overall warehouse management, inventory control, and procurement and distribution planning.

SUPERVISION RECEIVED:
Receives supervision from the Food Bank Program Administrator.

SUPERVISION EXERCISED:
Warehouse Coordinators, Warehouse Specialists, Technicians, Clerks, Interns, and Volunteers.

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

Essential Job Specific Duties:
Leadership and Supervision:

- Responsible for ensuring that all Operations personnel provide excellent customer service to all staff, interns, volunteers, agency partners, clients and other community members.
- Provide direct supervision and leadership to Warehouse Coordinators, Warehouse Specialists, Technicians, Clerks, Food Bank Interns, and Volunteers, ensuring clear communication, effective training, and high performance.
- Conduct regular performance evaluations, providing constructive feedback and developing individual performance improvement plans to enhance staff skills and productivity.
- Serve as the primary point of contact for warehouse operations in the absence of the Program Administrator, providing overall leadership and direction.

Warehouse Operations Management:

- Ensure that all warehouse operations, including receiving, storage, inventory, and distribution, meet or exceed quality standards as per CAPK Food Bank and Feeding America guidelines.
- Oversee the administration, utilization, and maintenance of the Warehouse Management System (WMS), ensuring accurate inventory tracking and reporting.
- Develop, update, and enforce policies and procedures for all warehouse activities, ensuring compliance with organizational standards and regulatory requirements.
- Manage the cleanliness and organization of the warehouse, addressing any concerns promptly and ensuring a safe and sanitary work environment.

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- Direct and manage the annual physical inventory of the entire warehouse during February, ensuring accuracy and compliance.

Procurement and Distribution Planning:

- Work with the Program Manager to plan and manage procurement and distribution of TEFAP/USDA commodities, ensuring efficient allocation and compliance with USDA Program requirements.
- Report to CDSS and prepare required documentation for USDA and other funding sources, ensuring accurate and timely submissions.
- Oversee inventory compliance requirements for various local, state, and federally funded food programs, ensuring adherence to all regulations.

Fleet and Facility Oversight:

- Oversee the maintenance and operation of the Food Bank's fleet, ensuring that all vehicles are in good working order and meet safety standards.
- Manage the upkeep and maintenance of the facility, including the monitoring of all warehouse equipment such as Powered Industrial Trucks (PIT), pallet jacks, floor cleaners, freezers, refrigerators, and generators, to ensure continuous and efficient operation.
- Support cost analysis efforts to ensure efficient spending on fleet, facility, and equipment vendors, optimizing operational costs.
- Serve as the emergency contact for any warehouse or facility-related emergencies, coordinating response efforts as needed.

Safety and Compliance:

- In conjunction with the Risk Manager, facilitate an OSHA-compliant safety program, conducting regular safety audits and training to ensure a safe work environment for all staff, interns and volunteers.
- Ensure that all operational activities comply with local, state, and federal regulations, including food safety standards and transportation laws.
- Safeguard confidential information and documents critical to the organization, ensuring compliance with data protection and privacy regulations.

Inventory and Quality Control:

- Oversee the monitoring and management of inventory, including conducting regular audits and cycle counts to ensure accuracy and minimize discrepancies.
- Ensure that quality standards are met for all food handling and storage practices, implementing corrective actions as necessary to address any issues.
- Work with the Program Administrator to manage inventory levels and place orders in compliance with CDSS/USDA Program requirements and other funding sources.

Cross-Functional Support:

- Provide support for warehouse activities for the CSFP (Commodity Supplemental Food Program), ensuring effective warehouse operations.
- Collaborate with other departments and external partners to support the overall mission of the Food Bank, including preparing required reports for USDA and other regulatory bodies.
- Provide hands-on support for warehouse activities as needed, including operating forklifts, driving box trucks, and assisting with donation pick-ups.

Other Job Specific Duties:

- Attend all assigned meetings, trainings, and conferences.

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- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Perform any other duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Plan, organize, allocate, and control substantial resources.
- Perform tasks that are detail oriented.
- Display attention to detail.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Demonstrate excellent customer service.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.

EDUCATION AND EXPERIENCE:

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

- Bachelor'sdegree in business administration or related field.
- Two (2) years of management experience; warehouse management preferred.
- Two (2) years of experience with inventory control and using a warehouse management system.
- Two (2) years' experience with customer service.
- Current forklift certification required.
- SafeServe certification required.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Experience in proper food storage, handling, and inventory practices.

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- Bilingual language fluency (Spanish/English) is highly desirable.
- Successful completion of live scan, physical, and substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

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

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	

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

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Pantry Program Specialist

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

Salary Range: Grade 07 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

Under the direction of the Food Bank Program Manager, the Pantry Program Specialist is responsible for managing all aspects of the Pantry Program, from processing donations to fulfilling online orders. This role plays a critical part in ensuring accurate inventory control, maintaining a clean and organized pantry environment, and working closely with interns and volunteers to achieve program goals. The Pantry Program Specialist ensures that all pantry operations align with food safety standards and organizational objectives, providing a seamless experience for agency partners and a well-maintained pantry space.

SUPERVISION RECEIVED:

Receives supervision from the Food Bank Program Manager.

SUPERVISION EXERCISED:

Food Bank interns, and volunteers assigned to the Pantry Program.

DUTIES AND RESPONSIBILITIES:

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

Pantry Operations:

- Oversee the full cycle of the Pantry Program, including the receipt, sorting, and processing of donated items, ensuring they are stored appropriately and listed accurately in the inventory system.
- Manage the fulfillment of online orders, ensuring that all orders are prepared and ready for pick-up at the designated times, and that agency partners have a positive experience during their visits.
- Ensures that quality customer service is provided to our agency partners by all food bank staff, interns and volunteers.

Inventory Control:

- Maintain accurate inventory records in the inventory management system (e.g., Primarius), ensuring that all items are properly logged, tracked, and updated in real-time.
- Conduct regular inventory counts and audits to ensure the pantry's stock levels are accurate and address any discrepancies promptly.
- Sort donated products into designated categories (e.g., canned goods, fresh produce, non-perishables) to ensure efficient storage, easy access for order fulfillment, and rotated appropriately.

Quality Control:

- Perform quality inspections on all donated items to ensure they meet food safety standards and are suitable for distribution.

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- Ensure that the pantry area is kept clean, organized, and compliant with food safety regulations, conduct regular inspections to maintain a high standard of cleanliness.

Warehouse and Inventory Operations Support:

- Assist in the organization and optimization of pantry storage areas, ensuring efficient use of space and easy access to items for both order fulfillment and inventory management.
- Utilize warehouse equipment such as forklifts, pallet jacks, and other material handling tools to move pantry-related items as needed, following all safety protocols.

Volunteer Coordination and Support:

- Supervise and work alongside interns and volunteers in the pantry area, providing guidance, training, and support to ensure that all tasks are completed efficiently and safely.
- Maintain intern and volunteer assignments that align with pantry operations, ensuring that adequate support is available during peak times.

Safety:

- Enforce safety protocols within the pantry area, including proper handling and storage of food items, and the safe operation of equipment.

Other Job-Specific Duties:

- Attend all required meetings, training sessions, and conferences to stay informed about pantry operations and best practices.
- Maintain a safe, functional, and welcoming work environment for all staff, interns, volunteers, agency partners and clients.
- Perform other duties as assigned by the Program Manager or Administrator, contributing to the overall success of the Food Bank's mission.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and Program policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Food safety and sanitation.
- Data collection and reporting.
- Organizational practices.

Ability to:

- Communicate effectively, verbally, and in writing.
- Demonstrate good interpersonal skills.
- Demonstrate excellent customer service.
- Display attention to detail.
- Work with frequent interruptions.
- Work well under pressure.
- Effectively present program information to the public.

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- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.
- Manage time effectively.
- Effectively organize and prioritize assigned work.
- Multi-task in a fast-paced environment.
- Work independently and in a team environment.

EDUCATION AND EXPERIENCE:

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

- Associate degree in business administration or related field.
- Two (2) years of general clerical experience.
- One (1) year of supervision in a volunteer or operations program.
- One (1) year of warehouse operations experience with a general knowledge of warehouse practices to include food storage, handling, and inventory practices.
- One (1) year of experience working in social service or customer service fields.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.
- Must possess or be able to obtain a valid Forklift Certification within the first 60 days of employment.
- Must possess or be able to obtain a valid CA Food Handler Certificate within the first 60 days of employment.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Pantry Program Specialist				
Activity	**Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**

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

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

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Procurement Specialist – Food Bank

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

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

SUMMARY:
Under the direction of the Food Bank Program Manager, the Procurement Specialist is responsible for procuring food and non-food items to be provided as direct services to the community. The Procurement Specialist will work with established and new vendors to secure products applying agency procurement policies and procedures.

SUPERVISION RECEIVED:
Receives supervision from the Food Bank Program Manager.

SUPERVISION EXERCISED:
Food Bank Interns and Volunteers.

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

Essential Job Specific Duties:
- Under the direction of the Program Manager, responsible for the procurement of perishable and non-perishable food to be distributed to program participants.
- Ensures that food procured meets the requirements of the funding source, e.g. food items purchased using state funds that must be grown in California.
- Tracks and reports on purchase orders, packing slips, and bills of lading, ensuring that all support documents are received, and expenditures are within program budgets.
- Works closely with Finance staff to ensure that the appropriate documentation is prepared, submitted, and kept on file for the items procured.
- Responsible for securing fresh produce for the Food Bank.
- Tracking and reporting donations by donor, commodity, and category.
- Responsible for the development of outreach materials to present to donors.
- Ensures that food donations are available for distribution at community events, as appropriate.
- Works closely with the Food Bank Operations Manager to coordinate deliveries and storage of procured products.
- Responsible for building strong working relationships with the agriculture industry.
- Performs other duties at Food Bank locations as assigned.

Other Job Specific Duties:
- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required.

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- Serves as an emergency contact for the warehouse.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and Program policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Food safety and sanitation.
- General knowledge of warehouse practices.

Ability to:

- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Display attention to detail.
- Work with frequent interruptions.
- Work well under pressure.
- Effectively present program information to the public.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Manage time effectively.
- Demonstrate excellent customer service.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.

EDUCATION AND EXPERIENCE:

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

- Associate or bachelor's degree in business administration, accounting, or related field.
- One (1) year of experience in procurement-related functions.
- One (1) year of experience working with the agriculture industry preferred.
- One (1) year of warehouse operations experience with general knowledge of warehouse practices.
- One (1) year of experience working in social service or customer service fields.
- One (1) year of experience working with interns or volunteers.
- One (1) year of supervisory experience.
- Experience in proper food storage, handling, and inventory practices.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

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- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) highly desirable.
- Completion of a live scan, physical and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

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Program Administrator – Food Bank

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

Salary Range: Grade 14 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Director of Health & Nutrition, the Food Bank Program Administrator is responsible for the efficient operation of the Food Bank in accordance with federal, state, and local government statutes, regulations, and performance standards. The Program Administrator plans, coordinates, supervises, implements, and evaluates programs and objectives designed to identify the food and nutrition needs of low-income residents and provides services to alleviate those needs. The Food Bank Program Administrator is responsible for coordinating staff, volunteers, programs, and applicable Food Bank services, including the coordination of over 200 distribution sites throughout Kern County and the Commodity Supplemental Food Program (CSFP).

SUPERVISION RECEIVED:
Receives supervision from Director of Health & Nutrition.

SUPERVISION EXERCISED:
Operations Manager, Program Manager, and Administrative Services Coordinator.

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

Essential Job Specific Duties:

- Responsible for the development and implementation of a strategic plan for the Food Bank.
- Develop and implement operating and administrative policies and procedures to ensure efficient operation of programs.
- Ensure compliance with federal, state, and local regulations, compliance with the scope of work as defined by funding sources and contracts such as the Feeding America Program.
- Develop objectives and options based on information results from community needs assessments of anti-hunger programs.
- Develop plans for the utilization of community and Food Bank resources, including staffing requirements.
- Provides direct supervision to Food Bank personnel.
- Initiate and maintain liaison with public and private agencies that provide supporting services to address hunger in Kern County.
- Implement internal and external reporting systems and procedures for monitoring program results.
- Development, preparation, and monitoring of operation budgets and grant proposals.

- Provide leadership by example and maintain quality work standards.
- Coordination and operation of the USDA Commodities, The Emergency Food Assistance Program (TEFAP), Emergency Food & Shelter, the Commodity Supplemental Food Program (CSFP), Feeding America programs, and activities and community donated resources.
- Care and maintenance of all Food Bank vehicles and equipment.
- Maintain perpetual inventory control of all food items and non-food items through institution of the first-in-first out rotation of inventory and using the inventory software program.
- Implement and monitor contracts with federal, state, and local funding sources.
- Maintain a network of distribution partners/sites throughout the county.
- Oversight of recruitment of volunteer services which are conducted by the Agency Relations Department.
- Assist the Director of Health & Nutrition with program status reports to be presented to the Board of Directors.
- Safeguard and control confidential information using care and discretion to protect the organization from substantial loss.
- Assist in obtaining funding provided by federal, state, and local sources and donations for community resources and actively seek alternate funding sources for the Food Bank.
- Acts as the primary media contact for the Food Bank and work closely with CAPK's Outreach Department, including being the primary media representative for the Food Bank on television, radio, social media, etc.
- Overall operation of the CSFP program, including inventory, food packaging, distribution, and required reports.
- Respond to Food Bank and CSFP concerns promptly and professionally.
- Coordinate and manage food drives.
- Planning and implementing farmers markets throughout Kern County.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Perform any other duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Social service and charitable food assistance procedures and networks.

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Ability to:

- Plan, organize, allocate, and control substantial resources.
- Supervise staff, interns and volunteers.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Demonstrate excellent customer service.
- Effectively present program information to the public.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Work with the media, e.g., television, radio, social media.
- Maintain records and meet deadlines.
- Work independently and make clear presentations of ideas and recommendations.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in business administration, public administration, or a related field.
- Five (5) years' experience in the management of a program.
- Minimum of five (5) years' supervisory experience.
- Experience in budget oversight is required.
- Minimum of two (2) years of warehouse inventory experience.
- Food bank experience is desirable.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- SafeServ certification required.
- Bilingual language fluency is desirable.
- Successful completion of live scan physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

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ESSENTIAL PHYSICAL DEMANDS:

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

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

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

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Program Manager - Food Bank

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

Salary Range: Grade 12 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

Under the direction of the Food Bank Program Administrator, the Program Manager is responsible for overseeing all aspects of the Food Bank distribution and outreach programs. The Program Manager will assist the Food Bank Program Administrator with duties necessary to ensure the seamless operation of the Food Bank, distribution sites, and pantries.

SUPERVISION RECEIVED:

Receives supervision from the Food Bank Program Administrator.

SUPERVISION EXERCISED:

Agency Relations Coordinator, Volunteer Coordinator, CSFP Program Coordinator, and Procurement Coordinator.

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Provides direction and supervision to various Food Bank personnel.
- Oversee all aspects of Food Bank distribution programs including TEFAP, CSFP, pantry, farmers markets, etc.
- Ensures that food distribution sites are monitored and in compliance with state rules and regulations.
- Ensure that month-end programmatic reports are completed accurately and submitted on a timely basis.
- Ensure that staff and volunteers, including volunteers at commodity and pantry sites, receive the appropriate/required training.
- Effectively lead a diverse team and provide necessary coaching and support.
- Ensures that volunteers are recruited, oriented, trained, and placed according to the needs of the program, including special events.
- Ensure that volunteer information is documented (e.g. individual names, number of hours volunteered, trainings, etc.).
- Ensures that food distribution sites, including commodity and pantry sites, complete the appropriate paperwork to participate in the network of distribution sites.
- Ensures that program forms, digital and paper, are reviewed and updated regularly to reflect state rules and regulations.
- Ensures that the Food Bank participates at appropriate community events.
- Ensures that a calendar is developed and revised on a regular basis to reflect food distribution site locations, dates, and times.

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- Ensures that the 2-1-1 program receives current information pertaining to food distribution locations, dates, and times.
- Works with the Operations Manager to order and plan the TEFAP food for distribution.
- Integrates monthly Food Bank reports with the CAPK customer resource management platform and other technologies.
- Creates communication materials to present to private and public entities pertaining to hunger.
- Performs related duties at Food Bank locations as assigned.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required.
- Serves as an emergency contact for the warehouse.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- CAPK and Food Bank policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Food safety and sanitation.

Ability to:

- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Demonstrate excellent customer service.
- Display attention to detail.
- Work with frequent interruptions.
- Work well under pressure.
- Effectively present program information to the public.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.
- Manage time effectively.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in business administration or related field.
- One (1) year of warehouse operations experience with general knowledge of warehouse practices.

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- One (1) year of experience working with volunteers.
- Three (3) years of supervisory experience.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Experience in proper food storage, handling, and inventory practices.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of live scan, physical and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Program Manager – Food Bank			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x

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

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

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Volunteer Coordinator

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

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

Under the direction of the Food Bank Program Manager, the Volunteer Coordinator is responsible for sourcing and recruiting volunteers, internal and external clients, and community members. The Volunteer Coordinator will oversee the Food Bank's volunteer program, data collection of availability and skills, and record volunteer hours served. This position will also work with food distribution Technicians, interns and volunteers.

SUPERVISION RECEIVED:

Receives supervision from the Food Bank Program Manager.

SUPERVISION EXERCISED:

Food Bank interns and volunteers

DUTIES AND RESPONSIBILITIES:

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

Essential Job-Specific Duties:

- In collaboration with the Operations Manager, Program Manager, Volunteer Coordinator assigns interns and volunteers to various departments within the Food Bank.
- Provides orientation and training to interns and volunteers on a regular basis.
- Responsible for developing and implementing the Volunteer Program for the Food Bank.
- Recruits and oversees interns and volunteers for routine and special events.
- Responsible for identifying partners and establishing agreements, formalizing partnerships, and sources of interns and volunteers.
- Develop and maintain updates of policy and procedure manual for use by interns and volunteers.
- Acts as the liaison between the Food Bank and the organizations referring interns and volunteers to the Food Bank.
- Responsible for keeping detailed records of interns and volunteers' information, assignments, and hours of service.
- Prepare clear and concise reports pertaining to interns and volunteers, as required.
- Works with Food Bank and CAPK staff to automate the recruitment of interns and volunteers (e.g., creating a calendar of activities on the CAPK Food Bank website).
- Disseminates information for upcoming needs and events.
- Manage the Food Bank engagement with the CAPK volunteer management platform.
- Perform related duties at Food Bank locations as assigned.

Other Job-Specific Duties:

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- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Must be able to work alternative schedules such as nights, weekends, and non-traditional hours.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- CAPK and Food Bank policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Food safety and sanitation.
- Data collection and reporting.
- Organizational practices.

Ability to:

- Communicate effectively, verbally, and in writing.
- Demonstrate good interpersonal skills.
- Demonstrate excellent customer service.
- Display attention to detail.
- Work with frequent interruptions.
- Work well under pressure.
- Effectively present program information to the public.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.
- Manage time effectively.
- Effectively organize and prioritize assigned work.
- Multi-task in a fast-paced environment.
- Work independently and in a team environment.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in business administration or related field.
- One (1) year of warehouse operations experience with a general knowledge of warehouse practices to include food storage, handling, and inventory practices.
- One (1) year of experience working in social service or customer service fields.
- One (1) year of supervisory experience.
- One (1) year of experience working with interns or volunteers.

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- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

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

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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Reaching (below shoulder level)		x	

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

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Warehouse Clerk

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

Salary Range: Grade 05 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

The Warehouse Clerk is responsible for various warehouse tasks including the safe and efficient transportation of food donations and supplies between donor locations and the Food Bank. This role ensures that all transported items are handled with care, adhering to strict food safety and sanitation standards. In addition to transportation duties, the Warehouse Clerk plays a key role in vehicle maintenance, inventory support, and warehouse operations. The Warehouse Clerk is expected to maintain accurate records, manage technology and communication tools, and participate actively in staff development and organizational initiatives.

SUPERVISION RECEIVED:

Receives supervision from the Operations Manager and Warehouse Operations Coordinators.

SUPERVISION EXERCISED:

Supervision and guidance for Food Bank interns and volunteers placed in the Operations Department.

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

Transportation of Goods:

- Safely operate agency vehicles to transport food and other materials between donor locations, distribution sites, and the Food Bank.
- Securely load, transport, and unload donations, ensuring all items are handled with care and arrive in good condition.
- Complete all required documentation, including donor receipts and delivery confirmations, and submit them promptly.

Compliance with Safety and Sanitation Standards:

- Adhere to all food safety, sanitation, and transportation procedures, ensuring compliance with organizational policies and state regulations.
- Conduct pre- and post-trip inspections of vehicles to ensure they meet safety and operational standards, reporting any issues immediately.

Vehicle Maintenance and Management:

- Maintain agency vehicles in clean, safe, and operational conditions, including regular refueling, cleaning, and minor upkeep.
- Keep detailed logs of vehicle mileage, fuel usage, and maintenance activities, ensuring all records are accurate and up to date.

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- Report any vehicle repair needs or safety concerns to the Warehouse Coordinator promptly.

Inventory Support and Warehouse Operations:

- Assist in sorting, weighing, and stocking donations at the Food Bank warehouse, ensuring items are stored in designated areas.
- Support inventory management by helping to maintain, stock, and rotate supplies, using proper rotation methods such as FIFO (first in, first out).

Other Job Specific Duties:

- Attend all assigned meetings, trainings, and conferences.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Proactive in the effort to recruit and enroll families that qualify for CAPK programs.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- The care and maintenance of vehicles.
- Traffic regulations.

Ability to:

- Maintain critical delivery schedules.
- Become familiar with urban and rural streets and highways.
- Work independently and in a team environment.
- Perform repetitive movements, including lifting, grasping, and reaching in a forward, upward, or sideways motion.
- Demonstrate excellent customer service.
- Display attention to detail.
- Stand for long periods of time.
- Sit for extended periods of time.
- Lift a minimum of fifty (50) lbs.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent.
- One (1) year of driving a delivery van or similar vehicle in a distribution or similar circumstance.

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OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be 21 years of age or older with three (3) years of driving experience.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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Reaching (below shoulder level)		x	

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

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Warehouse Coordinator

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

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
The Warehouse Coordinator is responsible for managing all aspects of warehouse operations including inbound and outbound logistics, inventory management, and the supervision of warehouse personnel. Additionally, the Warehouse Coordinator oversees the pantry area, ensuring a smooth and efficient process for agency partners accessing food resources. The Warehouse Coordinator plays a crucial role in maintaining a safe, organized and productive environment while ensuring that all warehouse activities align with the organization and program's goals.

SUPERVISION RECEIVED:
Receives supervision from the Food Bank Program Administrator and the Operations Manager.

SUPERVISION EXERCISED:
Warehouse Specialists, Warehouse Technicians, Clerks, interns, and volunteers in the operations department.

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

Essential Job Specific Duties:
Inbound Process Management
- Responsible for the accurate and timely receipt of all incoming shipments, ensuring that products are inspected, logged into the warehouse management system, and properly stored.
- Manage the unloading, sorting, and placement of inbound goods, ensuring adherence to food safety standards and inventory protocols.
- Collaborate with procurement teams to coordinate the delivery schedules and ensure warehouse readiness for incoming shipments.

Outbound Process Management:
- Manage the timely and accurate processing of outbound shipments, including order picking, packing, and dispatching to ensure on-time delivery to partner agencies.
- Coordinate and schedule deliveries and pick-ups, optimizing logistics routes to improve efficiency and reduce transportation costs.
- Work with clerks to address any issues that arise during transport, ensuring products are delivered safely and in good condition.

Pantry Area Oversight:
- Oversee the daily operations of the pantry area, ensuring that it is well-stocked, organized, and accessible for agency partners.

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- Monitor agency partners while they shop in the pantry area, providing assistance and ensuring compliance with food distribution policies.
- Coordinate with the Pantry Program Specialist to manage the replenishment of pantry items based on inventory levels and partner needs, ensuring a smooth shopping experience for all partners.

Inventory Control and Management:

- Conduct regular cycle counts and full physical inventories to maintain accurate stock levels, identifying and resolving discrepancies as they arise.
- Utilize WMS and other inventory management tools to track product movement and reduce waste.
- Ensure proper labeling, storage, and rotation of products to comply with food safety regulations and optimize warehouse space.
- Conduct regular quality control inspections of all incoming and stored food products to ensure they meet safety standards, are free from damage or contamination, and are properly labeled and stored according to food safety guidelines.
- Implement and manage a food waste disposal system that complies with environmental regulations, ensuring that expired, damaged, or unfit products are safely and responsibly disposed of, while exploring opportunities for waste reduction and donation of surplus items.

Safety and Compliance Oversight:

- Implement and enforce warehouse safety protocols in compliance with OSHA standards and food safety regulations such as HACCP.
- Regularly conduct equipment inspection and provide ongoing safety training for all staff, interns, and volunteers.
- Ensure that all equipment, including forklifts, pallet jacks, and electric pallet jacks, is operated safely and maintained in good working order.

Supervision of Warehouse Personnel:

- Supervise assigned Food Bank personnel, interns, and volunteers, providing clear instructions, training, and support to ensure efficient operations.
- Conduct performance evaluations, offer constructive feedback.
- Under the direction of the Operations Manager, support individual performance improvement plans to enhance staff skills and productivity.
- Foster a positive and collaborative work environment, promoting teamwork and ensuring that all staff members are engaged in their roles.
- Coordinate and oversee the integration of volunteers into warehouse operations, ensuring they receive proper training and are effectively utilized.

Other Job Specific Duties:

- Provide cross functional support within the warehouse as needed, assisting with inbound, outbound, inventory, or pantry tasks to ensure the overall success of the program.
- Collaborate with the Operations Manager and other coordinators to continuously improve warehouse processes and contribute to strategic planning.
- In the absence of the Operations Manager, maintain all operational responsibilities and ensure continuity of operations.
- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.

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- Works alternative hours as required, including early mornings, nights, and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for other CAPK programs.
- Serves as the emergency contact for warehouse emergencies.
- Adhere to CAPK and Program dress code policy.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures and computer equipment.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Demonstrate strong follow up skills.
- Demonstrate excellent customer service.
- Display attention to detail.
- Work with frequent interruptions.
- Work well under pressure.
- Effectively present program information to the public.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in business administration or related field.
- Current Forklift Certification required.
- One (1) year of warehouse operations experience with a general knowledge of warehouse practices and delivery driver experience.
- Must be 21 years of age or older.
- One (1) year of experience working in social service or customer service fields.
- One (1) year of supervisory experience.
- One (1) year of experience working with interns or volunteers.
- Experience in proper food storage, handling, and inventory practices.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

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OTHER REQUIREMENTS:

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

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

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Warehouse Specialist – Food Bank

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

Salary Range: Grade 07 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

Under the direction of the Operations Manager, the Warehouse Specialist is responsible for the efficient and safe pickup and delivery of food to designated distribution sites. This role involves maintaining accurate inventory controls, overseeing the organization and storage of products within the warehouse, and ensuring the proper operation and upkeep of refrigeration units, freezers, forklifts, vehicles, and other warehouse equipment. The Warehouse Specialist also plays a critical role in maintaining a clean, safe, and organized warehouse environment, supporting the food bank's mission by ensuring all logistics and operations are conducted in compliance with safety standards and organizational protocols.

SUPERVISION RECEIVED:

Receives supervision from the Food Bank Program Manager, Operations Manager, CSFP Coordinator and Warehouse Coordinator.

SUPERVISION EXERCISED:

Supervision and guidance for Food Bank interns and volunteers placed in the Operations Department.

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Provide top-quality customer service to fellow staff, interns, volunteers, agency partners, clients, and community members.
- Delivery and pick up of commodities, including donated and purchased food, produce, and other related items to and from designated locations, ensuring safe and timely transportation.
- Perform routine checks on vehicles, ensuring they are in good operating condition, clean, and safe. Report any issues to the Warehouse Coordinator immediately.
- Receive, inspect, and organize incoming shipments, ensuring accurate documentation, labeling, and storage according to established protocols.
- Manage and maintain accurate inventory records through cycle counts, physical inventory checks, and reconciliation in the Warehouse Management System (WMS).
- Rotate food storage and conduct routine quality inspections that meet food handling standards, ensuring a first-in, first-out system.
- Verify the accuracy of deliveries, orders, and all associated documentation, ensuring that all records are accurately maintained in the WMS.
- Load and off-load products using PIT (Powered Industrial Trucks), including forklifts (sit and stand), pallet jacks while following safety protocols.

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- Ensure all operations and vehicles comply with DOT and OSHA regulations and other relevant safety standards, including the use of personal protective equipment (PPE) as necessary.
- Maintain a clean, organized, and safe warehouse environment by removing trash, recyclables, and operating floor scrubbers.
- Provide training and supervision to volunteers and interns on warehouse SOPs, safety, and the use of warehouse equipment.
- Effectively communicate with Food Bank personnel to ensure seamless operations.
- Provide excellent customer service to agency partners and vendors during pickups and deliveries, addressing any concerns promptly.

Other Job Specific Duties:

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

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Urban and rural streets and highways.

Ability to:

- Maintain positive working relationships with staff, interns, volunteers, agencies, and clients.
- Maintain vehicles and equipment.
- Complete reports as needed.
- Work cooperatively with staff to carry out program goals and objectives.
- Drive manual and automatic transmission vehicles.
- Effectively present program information to the public.
- Demonstrate excellent customer service.
- Display attention to detail.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent.
- One (1) year of warehouse operations experience with general knowledge of warehouse practices.
- One (1) year of experience working with interns or volunteers.

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- Must possess or be able to obtain a valid Forklift Certification within the first 60 days of employment.
- Must possess or be able to obtain a valid CA Food Handler Certificate within the first 60 days of employment.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout with a minimum of three (3) years of driving experience.
- Bilingual language fluency (Spanish/English) desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

- Work is performed indoors and outdoors.
- Noise level is moderate.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

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

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Warehouse Technician

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

Salary Range: Grade 06 **FLSA Status:** Non-Exempt **Date Approved:** TBD

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

SUPERVISION RECEIVED:
Receives supervision from the Warehouse Coordinator and Operations Manager.

SUPERVISION EXERCISED:
None

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

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

Other Job-Specific Duties:
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.

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- Attend and participate in staff meetings and training programs.
- Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

- Maintain equipment.
- Complete reports as needed.
- Demonstrate excellent customer service.
- Display attention to detail.
- Work cooperatively with staff to carry out program goals and objectives.
- Effectively communicate with people of diverse socio-economic and educational backgrounds.
- Establish professional working relationships with staff, interns, volunteers, agencies, and clients.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent.
- Must have forklift experience.
- Must possess or be able to obtain a valid Forklift Certification within the first 60 days of employment.
- Must possess or be able to obtain a valid CA Food Handler Certificate within the first 60 days of employment.

OTHER REQUIREMENTS:

- Bilingual language fluency (Spanish/English) desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

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ESSENTIAL PHYSICAL DEMANDS:

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

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

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

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MEMORANDUM

To: Personnel Committee

From: Susana Magana, Director of Health & Nutrition

Date: November 5, 2024

Subject: *Agenda Item 4(c)*: Position Analysis and Equity Review for CalFresh Healthy Living Program – **Action Item**

Over the past few months, CalFresh Healthy Living (CFHL) leadership has been diligently reviewing processes and operations to identify areas for improvement. Through this evaluation, it has become evident that restructuring the CFHL program is necessary to optimize our performance and ensure compliance with contractual obligations. This restructuring involved going through the CompEase process of updating job descriptions to streamline operations and better align with our organizational goals.

By updating the job descriptions, we aim to simplify roles, clarify responsibilities, and eliminate redundancies. This will allow us to operate more efficiently and effectively utilize our resources. In addition, CAPK is committed to upholding our contractual obligations. The restructuring will ensure that our CFHL program is equipped to fulfill these requirements promptly and effectively by adhering to contractual requirements.

Lastly, we recognize the importance of fair and equitable compensation for all staff members. As part of the restructuring, the leadership team, in conjunction with Human Resources, conducted a comprehensive review of salary structures to ensure pay equity across all roles. Ultimately, the goal of this restructuring is to enhance our ability to meet the needs of our community. By optimizing our operations, we can deliver higher-quality services in a timely and safe manner to our community.

Summary of Proposed Changes

Below is a description of the proposed position changes and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Community Health Specialist	Formerly the Health Educator. Supervision received, duties and responsibilities, and requirements	8 Min: $21.59 Mid: $26.96 Max: $32.35	8 Min: $22.86 Mid: $28.59 Max: $34.30
Outreach Specialist	Supervision received, duties and responsibilities, and requirements.	8 Min: $21.59 Mid: $26.96 Max: $32.35	8 Min: $22.86 Mid: $28.59 Max: $34.30
Program Administrator	Grade change, supervision received, duties and responsibilities, and education.	12 Min: $37.72	14 Min: $45.63

		Mid: $47.13 Max: $56.57	Mid: $57.04 Max: $68.44
Program Supervisor	Formerly the Program Coordinator. Supervision received and exercised, duties and responsibilities, and education.	10 Min: $28.54 Mid: $35.65 Max: $42.78	10 Min: $28.39 Mid: $35.49 Max: $42.59

Fiscal Impact and Timeframe

The title and grade changes allow our CFHL program to come up to market level and be competitive within our community, as well as improve ongoing employee retention. Staff reviewed the grade changes with our Chief Financial Officer, and it was determined that the fiscal impact of $11,444 for the proposed changes is supported by the CalFresh Healthy Living budget.

Strategic Plan Impact

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

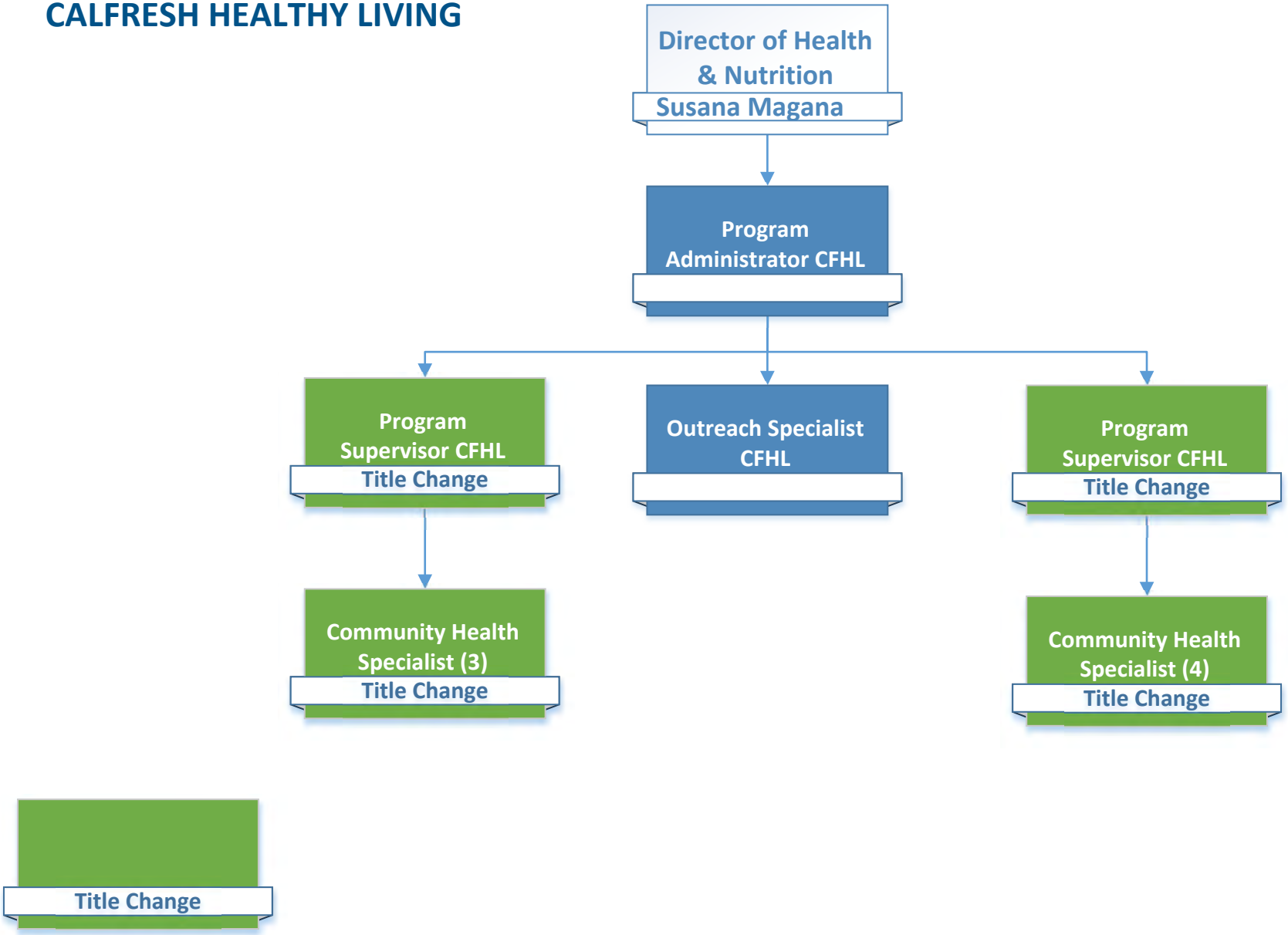
- Objective 4.2: Increase employee engagement, morale, and retention.
    - 4.2.1 Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts; Complete development and consolidation of revised job descriptions.

Recommendation:

Staff recommend the Personnel Committee approve the CalFresh Healthy Living Program’s revised job descriptions and pay grade changes.

Attachments:
CalFresh Healthy Living Organizational Chart
Community Health Specialist Job Description
Outreach Specialist Job Description
Program Administrator Job Description
Program Supervisor Job Description

CALFRESH HEALTHY LIVING



Revised 10/2024

Community Health Specialist

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

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

SUMMARY:
Under the supervision of the CalFresh Healthy Living Program Supervisor, the Community Health Specialist is responsible for implementing the program activities of the California Department of Public Health (CDPH) Nutrition and Physical Activity Branch (NPAB) CalFresh Healthy Living program (e.g., curriculum instruction, educational and informational presentations, Policy System and Environment (PSE) projects, training, and collection of data, etc.). The Community Health Specialist ensures that program activities and services are compliant with the scope of work, the Integrated Work Plan (IWP), pertinent IWP domains, and all pertinent regulations.

SUPERVISION RECEIVED:
Receives supervision from the CalFresh Healthy Living Program Supervisor.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:

- Implements direct education, indirect education, and PSE activities according to the Integrated Work Plan (IWP) for the CalFresh Healthy Living program.
- Under guidance from the CalFresh Healthy Living Program Supervisor and Program Administrator, develops and implements PSE efforts.
- Assesses community health needs, develops, plans, organizes training, and evaluates programmatic activities, which may include special events in conjunction with community organizations, workshops, meetings, and discussion groups.
- Identifies and contacts community leaders to promote program activities and informs target groups of health education programs and/or services.
- Organizes and conducts educational presentations for schools, community groups and community partners.
- Assists in community surveys to determine the need for, and effectiveness of, health interventions.
- Maintains, assists with, and distributes health promotion and educational materials (e.g., pamphlets, videos, articles, social media etc.).
- Establishes and maintains effective working relationships with staff, clients, and community organizations.
- Collects, maintains, and enters data per agency and program requirements, as needed.

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Other Job Specific Duties:

- Attend all assigned meetings, training, and conferences.
- Work alternative schedule including evenings and weekends as needed.
- Maintains a safe, positive, and functional work environment.
- Is proactive in the effort to recruit, refer and enroll families that qualify for CAPK programs.
- Collaborate with other CAPK programs and external partners as assigned.
- Performs other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Modern office procedures and equipment, including computers and telephones.
- Agency programs and policies and procedures.
- Word processing and other related software applications including Adobe Acrobat, MS Word, Excel, PowerPoint, Access, Forms, and Canva
- Planning, developing, coordinating, implementing, and evaluating program activities.
- Common health problems, their causes and prevention, and current public health concerns.
- Community resources and their functions and effective methods for disseminating public health information that lead to behavioral change.

Ability to:

- Operate and use modern office procedures and equipment, including computers and telephones.
- Effectively organize and prioritize assigned work.
- Maintain record-keeping and reporting systems and demonstrate excellent problem-solving skills.
- Work with accuracy and attention to detail.
- Demonstrate strong verbal and written communication skills.
- Work with diverse communities and exercise cultural competencies. within populations including low-income, and other marginalized communities.
- Gathers and loads equipment for outreach events as needed.
- Safeguard confidential information as needed for client, agency, and programmatic compliance and growth.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in community health education, nutrition, or other health related field preferred.
- Minimum two (2) years of experience in a nutrition or health-related field preferred.

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- Minimum two (2) years of experience in conducting classes or public speaking preferred.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Complete program certifications as assigned.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.

WORK ENVIROMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

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

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Outreach Specialist - CalFresh Healthy Living

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

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

SUMMARY:
Under general direction of the CalFresh Healthy Living Program (CFHL) Program Administrator, orders, designs, and manages creation and distribution of all CFHL physical and digital promotional materials including newsletters, social media postings, flyers, signage, mailings, resources, announcements, and other materials according to the branding guidelines as needed. The Outreach Specialist is also in charge of planning and executing all social media communications for CFHL and planning, preparing, and attending community events. This role also includes performing professional, clerical, and administrative work in support of programmatic needs such as scheduling direct education classes, organization of indirect education materials, assisting program staff, and entering data as necessary.

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

SUPERVISION EXERCISED:
None.

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

Essential Job Specific Duties:

- Coordinates, assists, and executes internal/external community outreach projects such as educational presentations, and surveys including assessing community needs based on internal and external data reports such as, annual reports, program-collected data, and state and local data.
- Attend internal/external resource fairs and other special events to recruit/refer clients to other CAPK programs and resources.
- Plans and schedules regular, engaging posts and activities for the CFHL social media accounts.
- Prepare reports and metrics to evaluate the effectiveness of outreach efforts and the progress of partnering with agencies to complete goals on the CFHL Integrated Work Plan.
- Coordinates and works with CAPK Outreach Team to ensure uniformity of messages and language to promote agency and partner programs.
- Establish and maintain effective working relationships with staff, clients, and community leaders.
- Maintains an up-to-date understanding of industry's best practices in graphic design and social media marketing.
- Represents the CFHL Program and prepares for and speaks to the media and public on behalf of the organization.

- Completes project management and program activities assigned by the Program Administrator or Program Supervisor as needed.
- Tracks, maintains, and enters data per agency and program regulations as needed.
- Assists with program purchases, check requests, staff monthly mileage, and annual contracts.
- Responsible for maintaining inventory of office supplies, non-perishable food, outreach materials and other program items as needed.
- Assist with conducting program activities such as Direct Education, Indirect Education, Policy System and Environment change efforts.

Other Job Specific Duties:

- Improve branding of CFHL program in Kern County.
- Create and maintain a community contact list for external partners.
- Assist with CFHL referrals including coordination of services and classes.
- Provides media support for all staff as needed.
- Manages projects and strategic efforts in support of the CFHL team.
- Gathers and loads required equipment for outreach events as needed.
- Collaborate with other CAPK programs and external partners as assigned.
- Performs other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Professional level graphic design including Adobe Creative Cloud, Canva, Final Cut Pro, Photoshop, videography and others.
- Fundamentals of good grammar, spelling, and punctuation.
- Social Media platforms and marketing (Facebook, Twitter, Instagram, LinkedIn, etc.).
- Social media best policies and practices.
- Creative design, print publication, advertising, and commercial print processing.
- Agency programs and policies and procedures.
- Microsoft Office programs, including PowerPoint, Excel, Word, and Publisher.

Ability to:

- Work with diverse communities and exercise cultural competencies within populations including low-income, and other marginalized communities.
- Conduct media interviews and maintain professional standards of media relations.
- Work as a positive team member, demonstrate strong interpersonal skills, and keep a functional work environment.
- Maintain record-keeping and reporting systems and demonstrate excellent problem-solving skills.
- Attend meetings, trainings, and conferences as assigned.
- Work alternative schedule including evenings weekends as needed.
- Demonstrate strong verbal and written communication skills.
- Safeguard confidential information as needed for client, agency, and programmatic compliance and growth.

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EDUCATION AND EXPERIENCE:

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

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

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Complete program certifications as assigned
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of a live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIROMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Outreach Specialist – CalFresh Healthy Living			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**REQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x

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

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

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Program Administrator- CalFresh Healthy Living

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

Salary Range: Grade 14 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Director of Health & Nutrition, the CalFresh Healthy Living Program Administrator is responsible for the operation and administration of the California Department of Public Health (CDPH) and Nutrition and Physical Activity Branch (NPAB) CalFresh Healthy Living program. The Program Administrator will ensure programmatic compliance with federal and state laws and/or regulations and any other requirements specific to the agreement and/or program.

SUPERVISION RECEIVED:
Receives supervision from the Director of Health & Nutrition.

SUPERVISION EXERCISED:
CalFresh Health Living Program Supervisor and CalFresh Healthy Living Outreach Specialist.

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

Essential Job Specific Duties:

- Responsible for the overall operation of the CalFresh Healthy Living Program, including planning, developing, implementing, and monitoring policies and procedures to ensure compliance with program and contract goals and objectives, in accordance with the funding source requirements, scope of work, and Integrated Work Plan.
- Responsible for developing, implementing, expending and monitoring of the CalFresh Healthy Living program budget and ensuring that funds are allocated and expended in accordance with guidelines set by applicable funding sources and agency regulations.
- Interprets and applies state and federal laws, contract rules and regulations, and policies appropriate to program operations.
- Supervises the activities of personnel involved in the implementation of the CalFresh Healthy Living grant.
- Facilitates regular staff meetings, observes employee activities, tracks performance, and completes employee performance evaluations.
- Monitors and directs subcontracted partners on a regular basis to ensure compliance within the scope of work and Integrated Work Plan and accuracy of reports and invoices/other fiscal activities submitted for payment.
- Guides and supports subcontracted partners in organizing special events, direct/indirect education activities, and media campaign awareness events to increase healthy eating and physical activity.
- Responsible for all reporting requirements, including quality assurance of data review for indirect, direct, and PSE quarterly and at year-end to ensure all annual reporting requirements.

- Keeps open communication with CDSS Partners (e.g., UCCE and KCAASD) through in-person meetings or conference calls to discuss collaboration of resources around programmatic and budget fiscal goals included the CNAP collaborative and all applicable collaborative activities and tasks
- Independently researches, analyzes, and makes effective recommendations on administrative management, program, budgetary, and fiscal practices.
- Develop program presentations and establish and maintain positive working relationships with staff, Board members, its committees, the community, other organizations, and elected officials as well as state and federal funding representatives to promote and enhance services provided by the agency and program
- Participates in monthly webinars/conference calls that update local implementing agencies on NPAB announcements, updates, trainings, programmatic, and fiscal updates.
- Responsible for ensuring that internal controls are developed and implemented to safeguard confidential information and documents, the disclosure of which could have an adverse effect on the Agency's relationships with other individuals and/or organizations.
- Assesses community health education needs, develops, plans, organizes, and evaluates health promotional activities, which may include special events in conjunction with community celebrations, workshops, meetings, and discussion groups.
- Analyze and implement strategies that align program and agency goals, including strategic planning, joining coalitions, collaborating with other CAPK Programs, and collaborating with external agencies and groups.
- Determine direction, provide guidance, and implement social media strategies to promote program and agency goals and branding.
- Recruit and qualify new sites per program requirements.
- Guide, develop, and implement strategies to promote a positive work environment, staff growth, and staff retention.
- Plan, update, and execute state and federal program requirements such as updating the IWP, Budgets, PSE efforts, and funding applications.
- Oversees final submissions, develop, tracks, maintain, and enter data per agency and program regulations.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit, refer, and enroll families that qualify for CAPK programs.
- Performs other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Principles and practices of non-profit administration, budgeting, fiscal oversight, grant and project management, and HR/employee practices.

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- Federal, state, and local programs, laws, and regulations pertaining to the operation of the program.
- Agency and departmental policies and procedures.
- Modern office practices, methods, procedures, and computer equipment. computers.
- Word processing software applications, including Adobe Acrobat, SharePoint, MS Word, Excel, PowerPoint, Access, and related software applications.
- Social media skills, instant messaging, video conference calling, and GIS mapping.

Ability to:

- Analyze demographic and program statistical data to make recommendations and effectively plan program goals and objectives.
- Communicate effectively, verbally and in writing.
- Prepare clear and concise reports.
- Plan, organize, allocate, and control substantial resources.
- Prioritize workload efficiently, without direct instruction to meet program demands.
- Responsible for the program succession plan. Maintain record-keeping and reporting systems and demonstrate excellent problem-solving skills.
- Work with accuracy and attention to detail.
- Work with diverse communities and exercise cultural competencies. within populations including low-income, and other marginalized communities.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree from an accredited institution with a major in public administration, business administration, health care administration, or closely related field.
- Master's degree in public administration, business administration, or health care administration desirable.
- Five (5) years' senior management level experience, including supervision, in directing, organizing, and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization with an emphasis in health, health education, and nutrition programs desirable.
- Public speaking experience and media relations is desirable.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Complete program certifications as assigned.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.

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WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

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76-100 lbs	x			x		
100+ lbs	x			x		

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Program Supervisor - CalFresh Healthy Living

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

Salary Range: Grade 10 **FLSA Status:** Non-exempt **Date Approved:** TBD

SUMMARY:
Under the supervision of the CalFresh Healthy Living (CFHL) Program Administrator, the Program Supervisor is responsible for implementing the program activities of the California Department of Public Health (CDPH) Nutrition and Physical Activity Branch (NPAB) CalFresh Healthy Living grant, e.g., direct education, indirect education, and Policy System and Environment (PSE) projects, training, and collection of data, etc. The Program Supervisor will ensure that program activities and services are compliant within the scope of work, the Integrated Work Plan, and all pertinent regulations.

SUPERVISION RECEIVED:
Receives supervision from the CalFresh Healthy Living Program Administrator.

SUPERVISION EXERCISED:
CalFresh Healthy Living Community Health Specialist

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

Essential Job Specific Duties:

- Supervises staff, conducts meetings, observes employee activities, tracks performance, evaluates data, and completes employee performance evaluations.
- Assists the Program Administrator with budget development, tracking, and recommendations.
- Trains staff on providing program activities to community groups and develops and updates training procedures and documents.
- Assesses community needs, develops, plans, organizes, and evaluates program activities, which may include special events in conjunction with community celebrations, workshops, meetings, and discussion groups.
- Coordinates staff schedules and plans activities to conduct educational presentations for schools, community groups and agencies.
- Responsible for the development coordination and implementation of community surveys to determine the need for, and effectiveness of, health promotion and education.
- Responsible for collecting, preparing, and submitting data reports as directed.
- Monitors, reviews, distributes, and develops health promotion and educational materials, e.g., pamphlets, videos, articles, social media etc.
- Responsible for conducting site monitoring/observation visits of staff and subcontractors to ensure that services are delivered according to the scope of work and Integrated Work Plan.

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- Identifies, establishes and maintains effective working relationships with community leaders, staff, clients, subcontracted partners, and community organizations.
- Makes program presentations to the CAPK Board of Directors and its subcommittees, elected officials, private and public agencies, and the community.
- Identifies and researches resources and grants to complement the program and its goals.

Other Job Specific Duties:

- Works a flexible schedule that may involve evenings, weekends, and overnight travel to attend training/conferences and assigned events.
- Is proactive in the effort to recruit, refer, and enroll families that qualify for CAPK programs.
- Collaborate with other CAPK programs and external partners as assigned.
- Performs other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Modern office procedures and equipment, including computers.
- Word processing and other software applications, e.g., Adobe Acrobat; SharePoint, MS Word, Excel, PowerPoint, Access, Forms and Canva.
- Knowledge of GIS mapping preferred.
- Planning, developing, coordinating, implementing, and evaluating health promotion and education practices and principles.
- Agency programs and policies and procedures.
- Common health problems, their causes and prevention, and current public health concerns.
- Community resources and their functions and effective methods for disseminating public health information that leads to behavioral change.

Ability to:

- Plan, organize, and allocate resources.
- Analyze problems and identify alternative solutions.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Supervise employees in a professional manner.
- Work as a positive team leader, demonstrate strong interpersonal skills, and keep a functional work environment
- Maintain record-keeping and reporting systems and demonstrate excellent problem-solving skills.
- Demonstrate strong verbal and written communication skills.
- Work with diverse communities and exercise cultural competencies. within populations including low-income, and other marginalized communities.
- Gathers and loads required equipment for outreach events as needed.

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- Safeguard confidential information as needed for client, agency, and programmatic compliance and growth.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in community health education, nutrition, or health-related field required.
- Master's degree in public health, nutrition, or health-related field desirable.
- Minimum two (2) years of experience in a nutrition or health-related field.
- Minimum two (2) years of experience in conducting classes or public speaking.
- Minimum three (3) years of experience supervising staff and teams.
- Minimum three (3) years progressive administrative/management experience in nutrition services, social services, or related field.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Complete program certifications as assigned.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Program Supervisor - CalFresh Healthy Living			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x

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

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

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MEMORANDUM

To: Personnel Committee

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

Date: November 5, 2024

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

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

For the month of October 2024, the following information is provided to the Personnel Committee:

- 626 staff employed.
- 41 vacant positions.
- Onboard 12 new staff members.
- Ten (10) resignations.
- Ten (10) days of interviews were conducted for six (6) direct service requisitions.

Job opportunities are continuously posted on the Head Start California website, accompanied by dedicated recruitment efforts for our direct service positions. Additionally, the extension of the recruitment incentive was approved to enhance efforts in attracting qualified personnel.

Attached is a document that details the closed classrooms and staff vacancies for the closed and open classrooms as of October 29, 2024.

Attachment:
Enrollment Staffing Data Sheet

Enrollment Staffing Data Sheet

Site	Funded	Projected Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	34	35	103%	6	6	0	100%
Alicante	20	20	100%	2	2	0	100%
Angela Martinez EHS	24	24	100%	9	7	2	78%
Angela Martinez HS	51	53	104%	9	8	1	89%
Bakersfield College	32	26	81%				
Blanton	16	12	75%				
Broadway (PY)	37	35	95%	6	5	1	83%
California City (PY)	17	20	118%	2	2	0	100%
California Street	24	25	104%	9	9	0	100%
Cleo Foran EHS	8	8	100%	3	3	0	100%
Cleo Foran HS	15	15	100%	3	3	0	100%
Delano (PY)	60	60	100%	12	12	0	100%
Escuelita Hernandez	16	15	94%				
Fairfax (PY)	34	35	103%	6	5	1	83%
Family Childcare EHS	23	0	0%				
Family Childcare HS	10	0	0%				
Garden Pathways	11	12	109%				
Gianone	16	16	100%	3	3	0	100%
Harvey L. Hall EHS	72	56	78%	27	23	4	85%
Harvey L. Hall	74	74	100%	9	9	0	100%
Heritage (PY)	17	19	112%	2	2	0	100%
Kennedy	16	16	100%	9	8	1	89%
Lathrop	24	25	104%	9	9	0	100%
Lodi	32	25	78%	9	9	0	100%
M. Massei	24	26	108%	9	9	0	100%
MJM HS	34	0	0%	6	6	0	100%
Oasis EHS (PY)	5	4	80%	3	3	0	100%
Oasis (PY)	34	24	71%	6	5	1	83%
Pete Parra EHS	48	44	92%	15	15	0	100%
Pete Parra HS	68	58	85%	9	9	0	100%
Primeros Pasos EHS	16	18	113%	6	5	1	83%
Primeros Pasos HS	51	37	73%	9	8	1	89%
Rosamond (PY)	51	52	102%	9	9	0	100%
San Diego EHS	32	33	103%	12	12	0	100%
Shafter EHS	24	24	100%	9	9	0	100%
Shafter	17	19	112%	3	3	0	100%
TBD	8	0	0%	0	0	0	0%
Stockdale HS	45	19	42%	12	8	4	67%
Sterling EHS	80	52	65%	24	21	3	88%
Sterling HS	53	53	100%	9	7	2	78%
Sunrise Villa (PY)	17	17	100%	3	3	0	100%
Taft (PY)	51	51	100%	15	15	0	100%
Taft College	22	18	82%				
Tehachapi (PY)	15	17	113%	2	2	0	100%
Vineland (PY)	17	14	82%	2	2	0	100%
Virginia (PY)	17	20	118%	2	2	0	100%
Willow (PY)	37	38	103%	9	9	0	100%
Home Base Kern 160	160	138	86%	16	16	0	100%
SJC EHS HB 80	80	84	105%	8	8	0	100%
Total	**1689**	**1486**	**88%**	**333**	**311**	**22**	**93%**

Funded Enrollment	1689	1486	88%

Active Enrollment	1614	1486	92%

Closed Classrooms	Funded Enrollment	Staff Vacancies
Harvey Hall EHS ~ 72		
Class 10	8	3
MJM HS ~ 34		
*Class A- FD	17	0
Class B- FD	17	0
Stockdale HS ~ 45		
Class A	8	1
Class D	9	3
Sterling EHS ~ 80		
Class 8	8	1
TBD~ 8		
Class 1	8	0
Classrooms Fully	**Total Slots**	**Staff Vac.**
7	**75**	**8**

* MJM slots moved to Angela Martinez and Sterling
* TBD- St. Mary's- slots pending

	Slots	Staff Vac.
Closed Enrollment	**4%**	**36.36%**
Open Enrollment	**96%**	**63.64%**

Enrollment Data Run Date 10/29/2024 Staffing Data Run Date

DATE	November 6, 2024
TIME	12:00 pm
LOCATION	CAPK Administrative Office Executive Conference Room 1300 18th Street, 3rd Floor. Bakersfield, CA 93301

Program Review & Evaluation Committee Minutes

1. **Call to Order**

Committee member, Yolanda Ochoa, called the meeting to order at 12:04 pm at the Community Action Partnership of Kern Administrative Building, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

2. **Roll Call**

Roll call was taken with a quorum present.

Present: Yolanda Ochoa, Fatima Echeverría, Ana Vigil (arrived at 12:19pm)

Absent: Gina Martinez

Others Present: Jeremy Tobias, CEO, Pritika Ram, Chief Business Development Office, Vanessa Mendoza, Grant Administrator, Robert Espinosa, Program Design & Management Administrator, Jerry Meade, Assistant Director of Head Start, Emilio Wagner, Chief Facilities & Technology Officer, Alan Rodriguez, CalFresh Healthy Living Program Administrator

Public Comments

No one addressed the Committee.

3. **Program Presentation**

a. CalFresh Healthy Living Program presented by Alan Rodriguez, CalFresh Healthy Living Program Administrator

Alan presented on CalFresh Healthy Living Program. In 2019, CAPK took over the CalFresh Healthy Living (CFHL) program from the Public Health Department. CFHL aims to support healthy, active, and nourished lifestyles for Kern County residents, helping people make informed food choices and stretch their food dollars. The program's strategy is to meet people where they shop, live, and learn, ensuring that events and outreach are both relevant and accessible.

One of CFHL's activities is promoting local farmers' markets, like the one on F Street, where the Market Match program is available. This program allows participants to double their CalFresh dollars up to $15, helping them purchase up to $30 in fresh produce. This initiative also includes nutritional education, supporting local dietary needs, and reducing food waste, aligning with CFHL's holistic approach. CFHL also works to identify and address food deserts in Kern County. By partnering with CAPK's grants team, the program targets underserved areas and aims to close the gap in food access. One technique has been the Nutrition Pantry Program. This program provides food boxes tailored to balanced, nutritious meals, promoting healthier choices. The Kern County Food Pantry Collaborative, organized by CFHL, brings together local stakeholders to discuss food insecurity and develop strategies to improve food access and resources throughout the county.

Another key component of CFHL's work is in healthcare. The program partners with local healthcare clinics to screen patients for food insecurity. After collaborating with the Los Angeles County Department of Public Health, CFHL piloted food insecurity screenings and referrals at Premier Valley Medical Group. Surveys and data collection confirmed the need, allowing CFHL to expand these screenings and explore additional services like nutrition classes and produce prescriptions. The hope is to broaden this program to other clinics and offer even more food-choice pantries, giving clients flexibility in selecting healthier options.

Fatima asked if the program delivers meals. Alan clarified that CAPK does not provide meal deliveries, but other organizations do. Depending on an individual's health coverage, clinics can sometimes offer up to two meals per day for two weeks as part of the CalAIM project.

Yolanda Ochoa confirmed that individuals with Medi-Cal may be eligible for these meal services. Alan agreed, explaining that this support is provided through CalAIM, using Medi-Cal as a foundation for holistic care.

4. <u>New Business</u>

a. October 2024 Program Reports presented by Pritika Ram, Chief Business Development Officer – ***Action Item***

Pritika Ram provided an overview of the October program reports, noting that some were submitted a few days early due to November's advanced meeting schedule. She assured the committee that future reports will cover the full month, and the January 2025 report will include data for the entire 2024 calendar year, giving a complete view of program performance.

Pritika provided updates on the CalAIM program, which offers "housing trio" services for individuals experiencing homelessness who are covered under Kern Health Systems (KHS), CAPK's contracting partner. The housing trio includes three core services: Housing Transition and Navigation Services, which help individuals locate and prepare for stable housing; Housing and Furnishing Deposits, offering up to $5,000 per person annually to cover initial housing and furnishing costs; and Housing Tenancy and Sustainability, which provides ongoing case management to support individuals after they are housed, reducing the risk of returning to homelessness. In October, the program served approximately 1,200 individuals, with 53 new participants enrolled. Additionally, 37 individuals received housing and furnishing deposits, a critical step toward securing housing. Eight individuals successfully moved into permanent housing in October, bringing the year-to-date total close to 100 placements. The East Kern Family Resource Center (FRC) also recently established a CalAIM contract with KHS to offer similar services in rural areas. The East Kern FRC has surpassed its goal, case-managing 112 unique individuals and conducting 180 street outreach contacts. Outreach efforts involve direct engagement with people experiencing homelessness to provide resources and referrals.

CAPK's CalCAPA Diaper Supply Bank pilot program, which distributes diapers and wipes to 300 families monthly, has been running at capacity. Thanks to an extension, this program will continue until April 2026. Additionally, the East Kern FRC has recently added laundry services for clients, addressing a need in the community where access to laundry facilities is limited.

Ana inquired whether any clients requested support for Social Security or employment assistance. Freddy confirmed that no such requests had been made.

Operational updates included the groundbreaking of the Central Kitchen, which is scheduled to open in March 2025. The Central Kitchen will provide enhanced food distribution capabilities for the community. Pritika also shared the results of the recent CSD and CSBG annual performance audit, where CAPK achieved a 100% score, affirming its status as a high-performing CAP agency. This audit evaluates CAPK's compliance, engagement with board members, and

operational efficiency across various departments, including HR and finance. CAPK's consistent high performance is attributed to strong community support and board engagement.

Motion was made and seconded to approve the October 2024 Program Reports. Carried by unanimous vote (Ochoa/ Echeveria).

b. October 2024 - Application Status Report & Funding Profiles presented by Vanessa Mendoza, Grant Administrator – ***Action Item***

Vanessa Mendoza provided an update on October funding. In October, the organization received seven award notices totaling approximately $1.26 million. Among these, five were from First 5 Kern for the 2025-2028 funding cycle, focusing on case management and parenting classes. Two additional grants for Family Resource Centers in East Kern were secured, providing subsidized court-mandated parenting classes and increased funding due to unallocated funds from other centers, resulting in awards of $8,450 each. These grants also include resources like emergency supplies and household essentials for distribution. One grant, related to 211 Kern's Information and Referral Services (INR), was denied. This service, running since 2013, supports developmental delay screenings for children aged 0-5. Funding for this service will end by June 30, 2025, as the specific RFP for its continuation was not issued. Another successful grant application was for the HHAP 1 program through the Bakersfield Kern Regional Homeless Collaborative. The $92,000 award will fund a short-term, four-month program to assist 16 households with rental arrears, providing up to $5,000 per household. Lastly, the organization submitted an application for the City of Bakersfield's 2024 Residential Home Repair and Weatherization Program. This opportunity aims to expand the current weatherization services to include additional measures such as roof repairs, pest control, and septic/sewer fixes, which are not covered under the existing contract. This would enhance the scope and impact of home repair services offered.

Yolanda Ochoa inquired about securing funds for outlying communities, especially for firewood. Vanessa explained that while funds are often area-specific, there is some flexibility when possible. Freddy Hernandez added that the current energy program already assists with firewood and propane. Yolanda also asked about weatherizing manufactured homes, to which Wilfredo noted that qualifying homes in outlying areas will be promoted through a new marketing campaign in the new year.

Ana Vigil asked about funding for home repairs, specifically wheelchair ramps. Vanessa confirmed that they would be able to make ADA-compliant modifications.

Fatima Echeverria raised a concern about avoiding duplication in assistance to families. Wilfredo clarified that eligibility has a 15-year rotation based on home ownership, and any re-application includes thorough screening. Freddy Hernandez added that any modifications made must remain with the home, not the tenant.

Vanessa also noted that the Friendship House Community Center is seeking funding to expand and improve its facilities. Yolanda Ochoa asked if the expansion would use the land behind the current site, and Emilio Wagner confirmed that future development would take place there.

Motion was made and seconded to approve the October 2024 Application Status Reports & Funding Profiles. Carried by unanimous vote (Ochoa/Echeveria).

c. October 2024 Head Start/State Child Development Division/Program Monthly Activity Report presented by Robert Espinosa, Program Design & Management Administrator - ***Action Item***

Robert Espinosa provided an update on behalf of Carol Hendricks regarding all Head Start programs, including enrollment and program deliverables. He clarified a reporting discrepancy in Early Head Start, adjusting the number of fully closed classrooms to three, representing 24 slots. He reported that Head Start has reached its maximum 10% limit for over-income child enrollment. The full enrollment initiative requires achieving at least 97% by December 2024, with the Office of Head Start reviewing compliance in January 2025. Current enrollment is at 88% as of November 5, 2024, with progress being made toward this target.

Robert reported the challenges in meeting enrollment goals are primarily due to staffing shortages and pending licensing approvals, such as the play yard at Arthur J. Morgan. Efforts this month focused on school readiness, particularly enhancing children's social-emotional development and teacher-child interactions. Staff received training on CLASS 2.0 to prepare for transitioning to a more inclusive quality interaction assessment tool. Recruitment efforts in October, including application intakes and outreach events, have supported progress toward full funded enrollment.

Motion was made and seconded to approve the October 2024 Head Start/State Child Development Program Activity Report. Carried by unanimous vote (Ochoa/Echeveria).

d. 2025/2026 Recruitment and Selection Plan presented by Robert Espinosa, Program Design & Management Administrator - ***Action Item***

Robert Espinosa presented the above action item on behalf of Carol Hendricks. CAPK conducted an annual review of its Head Start Recruitment and Selection Plan, as required by Head Start Performance Standards, with a committee including CAPK staff, parents, community partners, and representatives from governance, enrollment, and administration teams. Members also included CAPK Board members Michelle Jara-Rangel and Yolanda Ochoa, Bakersfield Police Department Community Liaison Officer Chad Dickson, and Kern High School District staff working with teen parents.

The committee met twice to review updates to performance standards and evaluate the Selection Criteria point system, ensuring alignment with Head Start's goal of prioritizing enrollment for the community's most vulnerable families and children. As a result, key adjustments were made. Applicants for public assistance will now receive 500 points instead of 50, reflecting the recent standard allowing household expenses above 30% of income to adjust gross income. CAPK Staff applicants will now receive 25 points to reduce childcare barriers, and points for teen parents, in collaboration with the Kern High School District, were increased from 30 to 40. These updates align the plan with Head Start standards and address community needs identified in recent assessments.

Ana Vigil requested clarification regarding the GBLA Letter. Robert stated that he would provide a more specific example within the guide for better understanding.

Fatima Echeverria sought clarification on the Guardian category associated to 25-points and asked for specific legal terms related to it. She also pointed out that participants in the Community Connection program who receive public assistance may also apply for Head Start and potentially access dual services. She requested insight into how this is cross-referenced for Head Start eligibility.

Robert explained that if a parent is already receiving services from CAPK Head Start, they are not eligible for Community Connections services. He also clarified that Community Connections is not considered public assistance under CAPK Head Start guidelines, as it is categorized as a childcare entity.

Fatima Echeverria raised concerns about the fairness of the system, especially for individuals transitioning off public assistance. She asked whether the timing of when a person stops receiving public assistance is considered. Robert

clarified that the determining date is the date of the application. If a parent was receiving public assistance at the time of application, they would still qualify for the points under that category. Ana Vigil added that if a person is no longer on public assistance, they can still score points in the over-income category. Fatima concluded by acknowledging this still may not be fair since some parents might be receiving dual childcare services and suggested being mindful of this issue.

Motion was made and seconded to approve the 2025/2026 Recruitment and Selection Plan. Carried by a vote with 2 in favor and one abstention by Fatima Echeverria. (Ochoa/Vigil).

e. Amendment to the current 2024/2025 Recruitment and Selection Plan presented by Robert Espinosa, Program Design & Management Administrator - ***Action Item***

Robert Espinosa presented the above action item on behalf of Carol Hendricks. In January 2024, the PRE-Committee and Board of Directors approved the 2024/2025 Recruitment and Selection Plan, including a point-based Selection Criteria form to assess applicant needs. However, updated Head Start performance standards introduced in August 2024 now allow household expenses exceeding 30% of income to reduce an applicant's annual gross income and recommend minimizing childcare barriers for staff.

For the 2025/2026 plan, adjustments were made to align with these updates: applicants receiving public assistance will now be allocated 500 points, up from 50, to ensure they are not outscored by over-income applicants. Additionally, staff applicants will receive 25 points. Points for teen parents, though not required by the standards, were also increased from 30 to 40 in collaboration with the Kern High School District.

These updates ensure that CAPK's Recruitment and Selection Plan aligns with the latest Head Start standards and addresses community needs identified in the recent assessment. It is recommended to amend the 2024/2025 Selection Criteria form to reflect these adjustments for the 2025/2026 program year.

Motion was made and seconded to approve the Amendment to the current 2024/2025 Recruitment and Selection Plan. Carried by unanimous vote (Ochoa/Echeveria).

f. Goal Group 2 Presentation presented by Jerry Meade, Assistant Director of Head Start - ***Info Item***

Jerry Meade presented on behalf of Yolanda Gonzales and provided an update on CAPK's Strategic Goal 2 which focuses on ensuring families in the communities are served and have access to high-quality early learning and childcare options. Efforts are ongoing in collaboration with internal and external partners to expand educational support services across Kern County. Key updates include the Oasis Family Resource Center renewing its Planned Parenthood contract, with plans to expand services to Mojave to support family education and reduce teen pregnancy. The East Kern Family Resource Center completed its laundry project, adding a clothing closet, educational room, and storage space, with minor details pending before the grand opening. Head Start is also working on expanding services in San Joaquin County as an SJCOE Educational Partner, focusing on preschool programs for three-year-olds, with new funding for CSPP and Head Start to serve 136 children in Stockton. Due to scheduling conflicts and staff on personal leave, Group 2 did not meet last month but plans to reconvene in November to review processes and strategic goals.

Yolanda Ochoa asked if the Oasis FRC could expand their services for pregnant teens to the Kern Valley area knowing that they are only 35 minutes away. Jerry acknowledged and noted her request.

Ana Vigil inquired whether the laundry services available in Mojave function like a full laundromat or is simply a few washing machines. She also asked about the process for individuals to use the machines. Freddy explained that, with

support from Kern Health Systems, the Mojave Family Resource Center was able to acquire two washers and two dryers. These laundry services are available to all community members, who can wash their clothes independently by appointment to prevent crowding.

g. Goal Group 5 Presentation presented by Emilio Wagner, Chief Facilities and Technology Officer - ***Info Item***

Emilio Wagner presented CAPK's Strategic Goal 5, focused on Data-Driven Decision Making and noted the group has partnered with Community Development to enhance the agency's capacity for a continuous improvement framework. The Executive team has attended ROMA (Results Oriented Management and Accountability) training and is preparing to extend this training to Program Administration. Operations and Community Development teams are collaborating on an implementation plan, while the ROMA task force has reviewed and refined the Community Needs Assessment to better align with ROMA principles.

As part of the ROMA Framework, data collection is essential for informed decision-making. Following program engagement sessions earlier this year, dashboards have been created for Food Bank, SYC, MCAP, CSPP, and FRCs. The team is currently working on integrating National Performance Indicators (NPI) into internal systems to track service outcomes effectively. Engagement sessions also covered topics like data definitions, naming conventions, and data security, which enabled the IS Team to begin developing a Data Governance Framework. Emilio added that in his next presentation he will be able to provide an update on the Data Governance Framework.

5. Committee Member Comments

Fatima Echeveria expressed her gratitude and mentioned that she might no longer serve on the committee if the Head Start Policy Council appoints a new representative. Jeremy clarified that the current group will still meet in January next year, and new committee appointments will not be made until the new board chair is selected at the end of January 2025. New committee appointments will begin in February 2025.

6. Next Scheduled Meeting

To be determined.

7. Adjournment

The meeting was adjourned at 1:15 pm.

CAPK
CalFresh Healthy Living

Alan Rodriguez,

CalFresh Healthy Living Administrator

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To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling **(833) 620-1071**, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to:

mail:
Food and Nutrition Service, USDA
1320 Braddock Place, Room 334
Alexandria, VA 22314; or

fax:
(833) 256-1665 or (202) 690-7442; or

email:
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(833) 256-1665 o´ (202) 690-7442; o´

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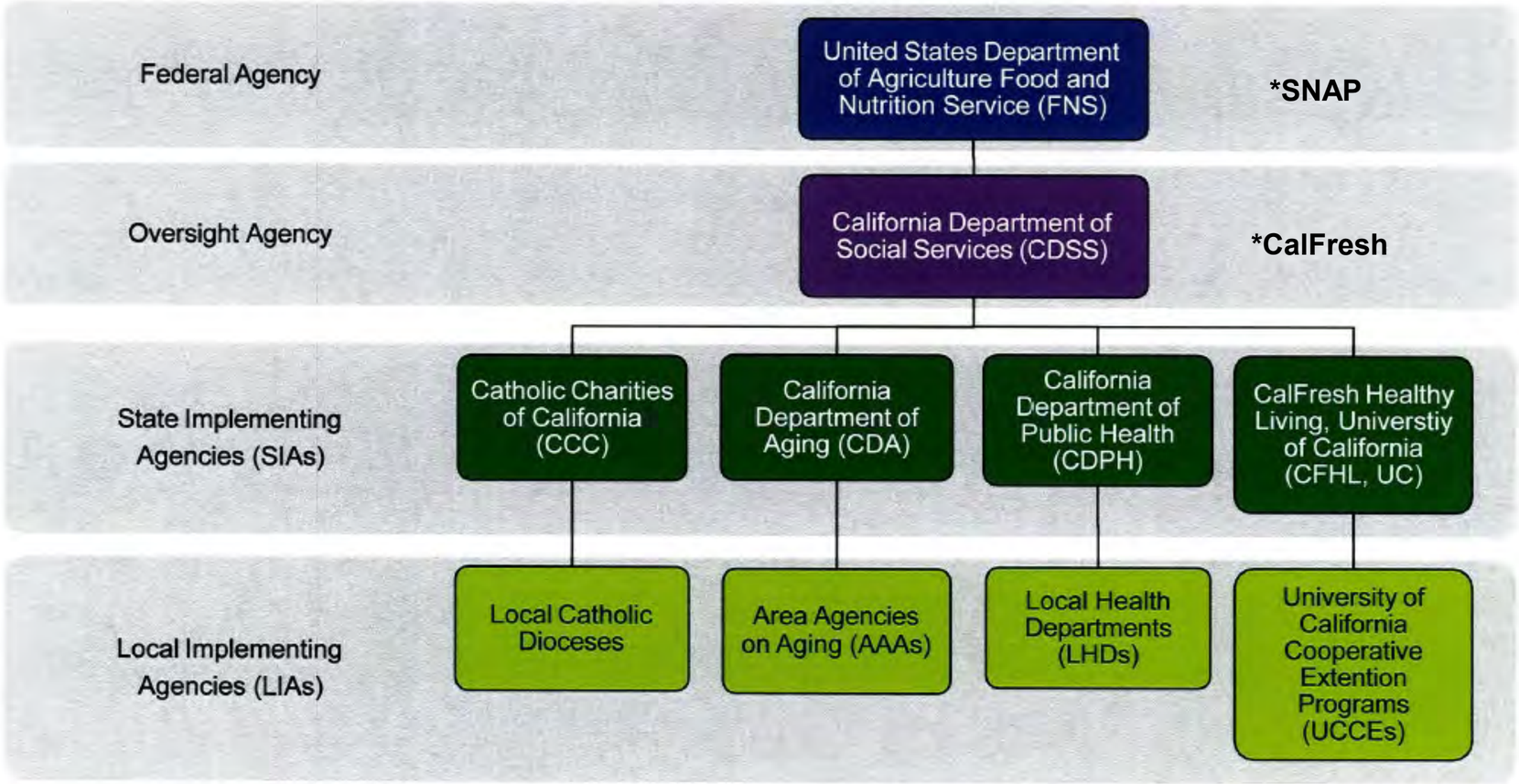
Form AD-475-B SNAP and FDPIR Poster Revised May 2022 — Aficha del Formulario AD-475-B SNAP y FDPIR / Revisado May 2022

CalFresh Healthy Living Program Structure

The CalFresh Healthy Living program is California's Supplemental Nutrition Assistance Program Education (SNAP-Ed) program, which is funded by the United States Department of Agriculture Food and Nutrition Service (FNS). The California Department of Social Services (CDSS) oversees and collaborates with State Implementing Agencies (SIAs) that contract with Local Implementing Agencies (LIAs) throughout the state. Together, CDSS, the SIAs, and the LIAs deliver evidence-based programs and services throughout California.





CalFresh Healthy Living (SNAP-Ed) supports healthy, active and nourished lifestyles by teaching Californians about good nutrition and how to stretch their food dollars, while also building partnerships in communities to make the healthy choice, the easy choice.

State CFHL Priorities

- Focus on active living
- Focus on nutrition security
- Partner and work across socio-ecological models
- Address racial and health equity

SNAP-ED EVALUATION FRAMEWORK

Nutrition, Physical Activity, and Obesity Prevention Indicators

	READINESS & CAPACITY SHORT TERM (ST)	CHANGES MEDIUM TERM (MT)	EFFECTIVENESS & MAINTENANCE LONG TERM (LT)
INDIVIDUAL 	GOALS AND INTENTIONS ST1: Healthy Eating ST2: Food Resource Management ST3: Physical Activity and Reduced Sedentary Behavior ST4: Food Safety	BEHAVIORAL CHANGES MT1: Healthy Eating MT2: Food Resource Management MT3: Physical Activity and Reduced Sedentary Behavior MT4: Food Safety	MAINTENANCE OF BEHAVIORAL CHANGES LT1: Healthy Eating LT2: Food Resource Management LT3: Physical Activity and Reduced Sedentary Behavior LT4: Food Safety
ENVIRONMENTAL SETTINGS EAT, LIVE, WORK, LEARN, SHOP, AND PLAY 	ORGANIZATIONAL MOTIVATORS ST5: Need and Readiness ST6: Champions ST7: Partnerships	ORGANIZATIONAL ADOPTION AND PROMOTION MT5: Nutrition Supports MT6: Physical Activity and Reduced Sedentary Behavior Supports	ORGANIZATIONAL IMPLEMENTATION AND EFFECTIVENESS LT5: Nutrition Supports Implementation LT6: Physical Activity Supports Implementation LT7: Program Recognition LT8: Media Coverage LT9: Leveraged Resources LT10: Planned Sustainability LT11: Unexpected Benefits
SECTORS OF INFLUENCE 	MULTI-SECTOR CAPACITY ST8: Multi-Sector Partnerships and Planning	MULTI-SECTOR CHANGES MT7: Government Policies MT8: Agriculture MT9: Education Policies MT10: Community Design and Safety MT11: Health Care Clinical-Community Linkages MT12: Social Marketing MT13: Media Practices	MULTI-SECTOR IMPACTS LT12: Food Systems LT13: Government Investments LT14: Agriculture Sales and Incentives LT15: Educational Attainment LT16: Shared Use Streets and Crime Reduction LT17: Health Care Cost Savings LT18: Commercial Marketing of Healthy Foods and Beverages LT19: Community-Wide Recognition Programs

POPULATION RESULTS (R

TRENDS AND REDUCTION IN DISPARITIES

- R1: Overall Diet Quality
- R2: Fruits & Vegetables
- R3: Whole Grains
- R4: Dairy
- R5: Beverages
- R6: Food Security
- R7: Physical Activity and Reduced Sedentary Behavior
- R8: Breastfeeding
- R9: Healthy Weight
- R10: Family Meals
- R11: Quality of Life

CHANGES IN SOCIETAL NORMS AND VALUES

DOMAINS

EAT DOMAIN	LIVE DOMAIN	SHOP DOMAIN
▪ Congregate meal /senior nutrition centers ▪ Fast food chains ▪ Mobile vending/food trucks ▪ Restaurants ▪ Soup kitchens ▪ USDA Summer Meals sites ▪ Other places people go to eat:	▪ Emergency shelters and temporary housing sites ▪ Faith-based centers/places of worship ▪ Health care clinics and hospitals ▪ Indian reservations ▪ Individual homes or public housing sites ▪ Group living arrangements/residential treatment centers ▪ Other settings where people live or live nearby:	▪ Farmers markets ▪ Food assistance sites, food banks, and food pantries ▪ FDPIR distribution sites ▪ Small food stores ▪ Large food stores and retailers ▪ Other places people go to access food
LEARN DOMAIN	**PLAY DOMAIN**	**WORK DOMAIN**
▪ Before- and after-school programs ▪ Early care and education facilities ▪ Extension offices ▪ Family resource centers ▪ Libraries ▪ Mobile education sites ▪ Schools (K-12) ▪ Schools (colleges and universities) ▪ WIC clinics ▪ Other places people go to learn:	▪ Bicycle and walking paths ▪ Community & recreation centers ▪ State/County fairground ▪ Gardens (community) ▪ Parks and open spaces ▪ Other places people go to play:	▪ Adult education, job training, TANF, and veteran services sites ▪ Military bases ▪ SNAP offices ▪ Worksites with low-wage workers ▪ Other places people go to work:

CAPK CFHL DOMAINS



Food Distribution and Farmers Markets



Healthcare Clinics and Hospitals



K-12 and Afterschool Programs

Work in the Farmer's Markets

market match

Double your food dollars
GET MORE
FRUITS & VEGETABLES

FARMERS MARKET
FOOD NAVIGATOR
MICHIGAN FITNESS FOUNDATION





Work in the Food Pantries

nutrition pantry program

- Cultural & Dietary Accommodations
- Nutrition Education
- Environment
- Inventory: Food Sourcing & Waste Reduction
- Community Connections
- Policies & Procedures







Work in Healthcare/Clinics

- Difficult domain to implement PSE efforts
- Considered Food Insecurity Screening, Vending Machine Policies, Produce Prescription Program, and Increasing Water Access and Appeal
- CAPK Team collaborated with LA County Department of Public Health to explore Food Insecurity and Referral Screening
- @ Premier Valley Medical Group (PVMG) reached out for Nutrition Classes
- Surveys to Collect Data determine if the service is needed
- Data was evaluated and the process was implemented/piloted





Work in Healthcare/Clinics

Answer and turn into the front window to check your eligibility for our services

*Your data will remain confidential with CAPK CalFresh Healthy Living. The results of this referral DO NOT affect your state benefits.

First: _____
Last: _____
Birth Date: _____
Phone Number: _____
Date: _____
Gender: ❑ Woman ❑ Man ❑ Other

1. "Within the last 30 days, I or we worried whether our food would run out before I or we got money to buy more."
❑ Often True ❑ Sometimes True ❑ Never True

2. "Within the last 30 days, The food I or we bought just didn't last, and we didn't have money to get more."
❑ Often True ❑ Sometimes True ❑ Never True

3. You may qualify for free meals delivered to your home if you have an eligible chronic disease. Are you interested in being contacted for this service?
❑ Yes ❑ No

4. Are you interested in receiving community resources from CAPK programs such as Utility Bill Assistance, WIC, Housing Assistance, Migrant Childcare, etc.?
❑ Yes ❑ No



Food Resources
93309

Bakersfield Central SDA
4201 Wilson Rd
Bakersfield, CA 93309
Distribution every 2nd Saturday of the month 9am-10am

Discovery Church
7301 White Ln
Bakersfield, CA 93309
Distribution every 4th Saturday of the month from 9am-1pm

What is Food Insecurity?

Food insecurity is being worried about not having enough healthy food at home, skipping meals, or being hungry often.

In need of more resources? Fill out this form!

Food Resources
93313

Victory Outreach SW
4704 New Horizon Blvd
Bakersfield, CA 93313
Distribution every 1st and 3rd Saturday of the month 10am-12pm

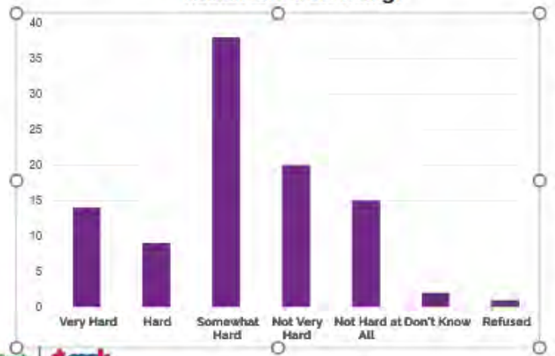
Family Life Christian Fellowship
6906 Creamery Ln
Bakersfield, CA 93313
Distribution every 1st & 3rd Tuesday of the month 3pm-6pm

Iglesia de Dios Pentecostal
5614 Woodmere Dr.
Bakersfield, CA 93313
Distribution every 2nd Wednesday of the month 9am-1pm

New Life Center
4201 Stine Rd.
Bakersfield CA 93313
Distributions every 2nd & 4th Monday of the month 4pm-6pm
Distributions every 1st & 3rd Wednesday of the month 8am-10am

Total Surveys
202

Thinking about the last 12 months, how hard was it for you to regularly get and eat foods that support your health and well-being?



60% of respondents believed it was *very hard, hard or somewhat hard* to regularly get or eat healthy foods

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Thank You!

Program Resources: https://www.capk.org/programs/calfreshhealthyliving/

November 2024 PRE Committee

October 2024 Program Monthly Reports

Housing and Supportive Services

Coordinated Entry Services
M Street Homeless Navigator Center
CalAIM - Homeless Services
Adult Re-entry Program

Community Action Partnership of Kern

Monthly Report 2024

Month	October-24	**Program/Work Unit**	Coordinated Entry Services (CES)
Division/Director	Rebecca Moreno	**Program Manager**	Joseph Aguilar
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

Coordinated Entry Services (CES) is the system to assist communities in ending homelessness by providing a clear and systematic pattern for helping individuals to quickly access the most appropriate services available through standardized access, a standardized assessment process, and a coordinated referral (match) process for individuals to preventions, housing, and/or other related services. The following counties are currently being served by CAPK CES, Kern County.
The Coordinated Entry System (CES) process will support the encampment proposal. The strategy will expedite the housing process by creating an Encampment by Name List and an encampment match call with collaborating partners to review status, barriers, and match encampment residents to permanent housing units and/or housing resources identified.

Homeless Referrals/Assessments (SRV 7c)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	2,714	27,596	20,000	14%	138%
Number of applicants who received a response within 24 Hours	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	2,306	22,575	16,000	14%	141%
Pending Assessments	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of clients without initial contact by the end of the month.	10	169	240	4%	70%
Among clients from the preceding month, the average duration (days) to reach those who are still pending.	6				
Encampment Resolution	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of Clients Served	74	456	81	16%	563%
Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o)	15	50	70	30%	71%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Optimize the use of existing access points in rural areas of Kern County.	CES continues to work on improving system through CoC Strategic Plan. CES continues to offer trainings to new staff from agencies and community members.
2. Increase staff recruitment and retention.	Interviews will be completed to hire new staff.

3. Among clients from the prior month, the average time taken to reach pending clients is currently 15 days, attributed to high call volume and limited staff. The objective is to achieve client contact within 5 days of the initial request.	New funding acquired to hire more staff.

Program Highlights

Community Action Partnership of Kern

Monthly Report 2024

Month	October-24	**Program/Work Unit**	M Street Navigation Center
Division/Director	Rebecca Moreno	**Program Manager**	Laurie Hughey
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

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

Shelter Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b, SRV 4m)	128	1,072	1,500	9%	71%
Total Clients Served	198	1,715	2,400	8%	71%
Pets (i.e., kennel, emotional support assistance and service pet)	12	101	75	16%	135%
Residents Under 90 days length of stay	72	583	800	9%	73%
Exits to Permanent Housing (FNPI 4b)	8	62	114	7%	54%
Exits-Self	4	199	150	3%	133%
Exits-Involuntary	58	425	700	8%	61%
Case Management Services (SRV 7a)	937	6,598	8,000	12%	82%
Critical Incidents	31	340	250	12%	136%
Shelter Residents Meals (SRV 5ii)	5,472	68,244	70,000	8%	97%
Number of Volunteers *(duplicated)*	131	1,324	100	131%	1324%
Volunteers Hours *(duplicated)*	246	1,684	3,000	8%	56%

Safe Camping	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served (SRV 7b)	64	646	500	13%	129%
Current client census	49	424	300	16%	141%
Meals (SRV 5ii)	2,292	21,360	20,000	11%	107%
Pets	9	105	75	12%	140%
Clients moved to Shelter (SRV 4m)	1	8	15	7%	53%
Exits to Permanent Housing (FNPI 4b)	1	13	20	5%	65%
Exits-Self	2	48	50	4%	96%
Exits-Involuntary	9	66	75	12%	88%
Critical Incidents	4	36			

Safe Parking	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served	6	94	30	20%	313%
Current client census	6	85	25	24%	340%
Clients moved to Shelter (SRV 4m)	0	1	10	0%	10%

Explanation (Over/Under Goal Progress)

Community Action Partnership of Kern

Monthly Report 2024

Program Strategic Goals	Progress Towards Goal
1. Number of clients participating in job training program, (i.e., Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network).	3 clients graduated from Project Hire-Up, and 12 individuals working in the community with various jobs.
2. Increase job retention/recruitment at M street by (1) developing job descriptions that accurately reflect job performance and (2) regrading/classification of job descriptions.	Job descriptions are currently being reviewed, this is an on-going process.
3. Increase the number of clients who transition to permanent housing by 10% from the prior year (2023 - 114 clients) to 120 clients.	8 housed in October, total for the year is 62.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	14
25 - 34	40
35 - 44	47
45 - 54	43
55 - 61	34
62+	20
Total:	**198**

Race Demographic	Month
American Indian or Alaska Native	1
Asian	1
Black or African American	42
Hispanic/Latina/e/o	30
White	70
Multiple races	54
Client Don't know / Refused	
No Answer	
Total:	**198**

Gender	Month
Female	84
Male	112
Trans Female and Male (Male to Female, Female to Male)	1
Gender Non-Conforming (i.e. not exclusively male or female)	1
Client doesn't know	
Client refused	
No Answer	
Total:	**198**

Zip Code	Month	Zip Code	Month
35601	1	93280	1
93301	35	34667	2
93303	1	34470	1
93304	14	38109	1
93305	21	24521	1
93306	13		
93307	22		
93308	16		
93309	8		
93313	2		
93720	1		
93243	1		
90013	1		
90027	1		
93501	2		
93255	1		
93257	1		
95823	1		
93263	1		
93268	1		
93561	1		
Not specified	47		
Total			**198**

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	4
25 - 34	10
35 - 44	13
45 - 54	20
55 - 61	12
62+	5
Total:	**64**

Race Demographic	Month
American Indian or Alaska Native	0
Asian	0
Black or African American	17
Hispanic/Latina/e/o	3
White	29
Multiple races	15
Client Don't know / Refused	
No Answer	
Total:	**64**

Gender	Month
Female	19
Male	45
Trans Female and Male (Male to Female, Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	
Client doesn't know	
Client refused	
No Answer	
Total:	**64**

Zip Code	Month	Zip Code	Month
93301	10		
93304	11		
93305	3		
93306	5		
93307	4		
93308	5		
93309	7		
93312	3		
93215	1		
93230	1		
93240	1		
93501	1		
93458	1		
93275	1		
93277	1		
93280	1		
97201	1		
Not specified	7		
Total			**64**

Program Highlights

M Street partnered with Flood to provide mobile showers once a week to Safe Camp clients. No clients participated in Project Hire Up this last cohort, 2 individuals are working various jobs in the community.

Community Action Partnership of Kern

Monthly Report 2024

Month	October-24	**Program/Work Unit**	California Advancing and Innovating Medi-Cal (CalAIM)
Division/Director	Rebecca Moreno Director of Community Services	**Program Manager**	Joseph Aguilar
Reporting Period	January 1, 2024 to December 31, 2024		

Program Description

CalAIM is a new initiative by the Department of Health Care Services (DHCS) to improve the quality of life and health outcomes of Medi-Cal beneficiaries by implementing broad delivery of system, programmatic, and payment system reforms. A key feature of CalAIM is the introduction of a new menu of "in lieu of services" (ILOS), or Community Supports, which, at the option of a MediCal managed care health plan (MCP) and a Member, can substitute for covered Medi-Cal services as cost-effective alternatives. MCPs will be responsible for administering Community Supports. For this partnership, CAPK would serve as a Community Support providing rental assistance.

Housing Transition Navigation Services	Month	YTD Goal	Annual Progress		
Number of Clients Currently Served	445	4,488	10%		
Number of Referrals Received (SRV 7c)	74				
Number of Enrollments	53				
Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a)	1,213	8,553	8,100	15%	106%
Housing & Furnishing Deposits (SRV4d)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
One-time use up-to $5000 per client (includes housing deposits, furnishing, appliances)	37	159	40	93%	398%
Housing Tenancy and Sustaining Services	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of clients secured placement (SRV 4o)	8	88	110	7%	80%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1.) 3 FTE HN to establish caseload (1:35) by 2/1/2024	completed
2.) 3 FTE HN to establish caseload (1:75) by 3/1/2024	completed
3.) Increase staff recruitment and retention	Hiring in process for 1 FTE.

Program Highlights

Community Action Partnership of Kern

Monthly Report 2024

Month	October-24	**Program/Work Unit**	Adult Re-entry Program
Division/Director	Rebecca Moreno Director of Housing & Supportive Services	**Program Manager**	Rosario Miranda
Reporting Period	October 1, 2024 to October 31, 2024		

Program Description

Community Action Partnership of Kern's (CAPK) Adult Reentry Grant Warm Handoff and Reentry Services Program (ARG WHO) is designed to reduce rates of homelessness and recidivism in the reentering AB 128 population, CAPK proposes a multi-modal intervention strategy with complementary reentry service line targeting known dynamic risk factors for homelessness and recidivism including housing stability, employment, and mental health. Case Management services will be provided using a Strengths-Based approach model that addresses immediate needs upon release and facilitates individual change to ensure self-sufficiency upon program exit. Case Management activities may include Housing Search Services, Housing Plan Development, Landlord Engagement, Financial Capability Skill Training, Financial Coaching/Counseling, Tenant Rights Education, and Rental Counseling. CAPK will use interagency referral to determine eligibility to any of its 16 unique anti-poverty programs. Community partners such as Kern Behavioral Health and Recovery Services and Employers' Training Resource will provide intensive specialized services around Mental Health/Substance Use and Employment Training, respectively.

Client Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)	15	188	100	15%	188%
Number of Client Contacts	82	482	720	11%	67%

Client Outcomes	Month	YTD
Number of individuals who obtained safe and affordable housing (FNPI 4b), such as Housing Subsidy or Permanent Supportive Housing (PSH)	5	37
Number of unemployed clients who obtained employment (up to a living wage) FNPI 1b, such as Workforce Development, Education, or Employment Services	3	28

Referrals	Month	YTD
Number of Clients referred to Mental Health Services or Substance Abuse Services (SRV 5v)	15	163
Financial Management Programs (including budgeting, credit management, credit repair, credit counseling) SRV 3c	15	160
Transitional Housing Placements (SRV 4n)	3	25

Permanent Housing Placements (SRV 4o)	0	41
Job Readiness Training (SRV 1f)+	11	126
Job Referrals (SRV 1l)	11	153
Incentives (e.g., food vouchers, gift cards) SRV 5hh	0	0
Food Distribution (food bags/boxes, food share program, bags of groceries) SRV 5jj	0	52
Parenting Classes SRV 5mm	0	8
Kits/boxes (i.e., toiletries, hygiene kits) SRV 5nn	0	0

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1.) Enhance recruitment initiatives and bolster staff retention strategies.	TBD
2.) Create a comprehensive program policy and procedure manual, including documents such as referral forms and intake/assessment forms.	TBD
3.) Building robust relationships by engaging in outreach activities to connect with the Parole and Probation Departments.	TBD

Program Highlights



Health and Nutrition Services

Cal-Fresh Health Living Program
Food Bank
Migrant Childcare Alternative Payment
Women, Infant, and Children

Community Action Partnership of Kern

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Month	October-24	**Program/Work Unit**	CalFresh Healthy Living
Division/Director	Susana Magana	**Program Manager**	Alan Rodriguez
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The CalFresh Healthy Living (CFHL) program, Funded by the USDA and administered by CDSS, improves the nutritional health of low-income Kern County residents by providing access to nutrition education, physical activity education, and leadership within community collaboratives that focus on health and nutrition. The program does this by providing Direct Education classes, Indirect Education materials and resources, and Policy Systems and Environmental Changes (PSE's). The CFHL program has three (3) subcontractors that assist in carrying out the goal of educating the student population.

Supplemental Nutrition Assistance Program-Education(SNAP-Ed) eligible participants, receiving Nutrition Education 10/1/2022-9/30/2023 (SRV 5ff)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Community Action Partnership of Kern (CAPK) Direct Education provided.	91	1,061	1,100	8%	96%
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	852	7,672	7,500	11%	102%
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	618	3,248	3,500	18%	93%
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	881	5,430	7,500	12%	72%
Cumulative Indirect Education: Indirect education, for SNAP-Ed purposes, is defined as the distribution or display of information and resources which involve no participant interaction with an instructor or multimedia.	4304	21,463	20,000	22%	107%
Policy Systems and Environmental Changes (PSE's)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Partner with 6 agencies/program to evaluate/implement the Nutrition Pantry Program (NPP) to implement Trauma Informed Care practices with-in the food pantry.	0	9	6	0%	150%
Partner with 3 Clinics to implement Food Insecurity screening practices.	0	1	3	0%	33%

Explanation (Over/Under Goal Progress)

As the year end approaches, most goals are progressing as anticipated. The Clinic setting is especially difficult to establish however, we set a goal of establishing in 3 for the year. We have established in 1 as a pilot but have been working to increase this number. We have 6 leads (4 @PVMG and 2 @ Adventist Health). This project will likely move into the next Fiscal year where we expect to breakthrough in additional locations.

Program Strategic Goals	Progress
Minimize staff turn-over and become fully staffed.	There were 2 resignations in October 2024. CFHL program is staffed at 81.8% (8 of 11). Interviews were scheduled for 10/30/24 and 1 offer was made.
Partner with community agencies and collaboratives that are SNAP-Ed approved, including other CAPK Programs, to increase the amount of Direct and indirect Education to improve the opportunities for the SNAP-Ed eligible population to choose healthier food choices, physical activity, and review nutrition information.	In the month of October 2024, CFHL partnered with GROW Academy (Shafter and Arvin), PVMG, and Taft College to provide Direct Education classes and was able to offer a $50 Food Voucher incentive for those who complete the curriculum. The CFHL program also attended community events at PVMG, J.G Boswell, BC Farmers Market, Greenfield FRC, Taft College, Vineland School District, and Arvin FRC.
Progress with Policy Systems and Environmental Changes (PSE) Initiatives.	Policy Systems and Environmental Changes (PSE) are longer-term projects that are aimed at implementing and sustaining long-term changes. CFHL is continuing its efforts and collaboration with PVMG and Local Pantries and Farmers Markets to increase access to Healthy, affordable food throughout the county of Kern. Im specific, Bakersfield College Nexus Food Pantry earned Gold Certification via CFHL's NPP program. A celebration was hosted on 9/30/24.

Program Highlights

October 2024 was a another busy but productive month for CAPK CFHL! Some highlights from the program were that there were 2 state mandated report due within a month span and all were submitted before the due dates. In addition, a budget revision was submitted to realign the Budget to the latest Revision from the previous Fiscal Year as the CFHL program begun on 10/1/2024. Programmatically, the CFHL provided Nutrition classes to 91 individuals internally and were able to offer 31 food vouchers totaling to $$1,150 in food assistance distributed in the community. The last highlight for October 2024 is that there was a meeting held with a local BodyXchange to discuss potential partnership.

Community Action Partnership of Kern
Monthly Report 2024







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Month	September-24	Program/Work Unit	Food Bank
Division/Director	Health & Nutrition, Susana Magana	Program Manager	Kelly Lowery
Reporting Period	January 1, 2024 - December 31, 2024 *(Note: The data represents information from two months earlier.)*		

Program Description

The Food Bank provides food assistance to low-income families and individuals through a network of more than 200 agency partner distribution sites across Kern County. The CAPK Food Bank is the primary organization responsible for distributing State and Federal emergency food assistance for Kern County neighbors in need. Additionally, the Food Bank is the Feeding America affiliate food bank for Kern, facilitating grocery rescue [Fresh Rescue Program] to support the network of more than 150 Pantries across the county. Every month, the food bank distributes between more than 1.5 million pounds of food which reaches tens of thousands of Kern County food insecure neighbors.

The Emergency Food Assistance Program (TEFAP)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements - TEFAP	60,631	515,778	600,000	121%	86%
Pounds Distributed	1,043,182	7,581,583	10,000,000	125%	76%
Pantry Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Pantry Program	119,932	801,120	1,000,000	144%	80%
Pounds Distributed	317,576	3,092,936	5,000,000	76%	62%
Fresh Rescue	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements *(Not included in Pantry Prgm)*	2,377	28,113	40,000	71%	70%
Pounds Distributed *(total)*	180,686	1,294,814	1,250,000	173%	104%
Commodity Supplemental Food Program (CSFP)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - CSFP	5,571	41,517	60,000	111%	69%
Pounds Distributed	202,958	1,559,970	2,000,000	122%	78%
Free Farmers Markets	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Free Farmers Markets *(includes some connected to TEFAP*	15,200	124,114	175,000	104%	71%
Pounds Distributed	60,164	751,855	1,200,000	60%	63%
Brighter Bites	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Brighter Bites	6,745	19,996	30,000	270%	67%
Pounds Distributed	29,139	151,120	450,000	78%	34%
Snack Attack	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Snack Attack	598	11,353	15,000	48%	76%
Pounds Distributed	525	6,865	12,500	50%	55%
Community Events & Other	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Community Events	1,416	16,416	15,000	113%	109%
Pounds Distributed	135,895	1,000,563	1,200,000	136%	83%

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Totals	Month	YTD	Annual Goal	Month Progress	Annual Progress
Total Neighbor Engagements	212,470	1,499,149	1,935,000	132%	77%
Total Pounds Distributed (SRV 5jj)	1,970,124	16,754,374	21,112,500	112%	79%
Volunteers (SRV 6f)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Volunteers who received job skill training (e.g., paid partnership though service providers, duplicated)	51	367	350	175%	105%
Other Volunteers (i.e., general public, duplicated)	265	1,569	1,750	182%	90%

Explanation (Over/Under Goal Progress)

For the 2nd straight month, we have eclipsed 200K engagements for the month. One area we continue to see growth in particular is the CSFP (Senior Box) program. In September we served 5,571 low-income seniors, a 10% increase year over year.

Program Strategic Goals	Progress Towards Strategic Goals
In light of a potential change in funding, Food Bank staff are reconsidering the program's strategic goals.	

Program Highlights

September was HUNGER ACTION MONTH. We kicked off the month with a press conference on September 3rd followed by City Council presentations throughout the month in every municipality in Kern County including the Kern County Board of Supervisors meeting on 9/10. On September 12th, Administrator Kelly Lowery interviewed JM Bauer, Director of Food Insecurity for the United Nations World Food Program which can be found on the CAPK YouTube Channel. On September 26th, Governor Gavin Newsom's Central California Office visited the Food Bank for a tour and discussion. Finally, Hunger Action Month was capped off by the Feed The Need Food Drive at the Kern County Fair. This year we received just under 26,000 pounds. Special thanks to Savannah Oates and her team for their efforts this month related to HUNGER ACTION MONTH. The Agency had was highlighted well in the community due to their hard work.

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Month	October-24	**Program/Work Unit**	Migrant Childcare Alternative Payment (MCAP)
Division/Director	Susana Magana	**Program Administrator**	Laura Porta
Reporting Period	January 01, 2024 to December 31, 2024		

Program Description

The Migrant Childcare Alternative Payment (MCAP) program provides childcare subsidies to migrant, agriculturally working families. Once families are authorized, their services are certified based on their verified need for childcare services. MCAP maximizes parental choice for services and utilizes the approved childcare providers in our communities to satisfy the family's need for services. Families can apply for childcare services in six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once a family is enrolled in the program, they can migrate anywhere in California to follow agricultural work, and their childcare services can continue.

Program Reimbursements (CY Jan - Dec 2024) Note: duplicated below for program fiscal year.	**Current Month**	**YTD**	**Goal**	**Annual Progress**
Provider Payments-Subsidies Expended (SRV7e)	$2,385,612.50	22,511,760	23,000,000	98%
Program FY Reimbursements Progress (FY Jul 2023- Jun 24)	**Current Month**	**YTD**	**Goal**	**Annual Progress**
Provider Payments-Subsidies Expended (SRV7e)	$2,385,612.50	9,659,777	23,000,000	42%

Services	**Current Month**
Active Child Enrollment	2,560
Active Childcare Providers (SRV 7f)	539

	Prev- Month	**Add (+)**	**Drop (-)**	**Current Month**
Waiting List Totals (children)				0

Explanation (Over/Under Goal Progress)

The Migrant Childcare Program continues to be fully enrolled and expected to meet 100% of the contract amount for the new FY 2024-2025. Program management continues the revision of MCAP program policies, procedures and best practices to ensure program remains compliant with all regulatory requirements, while also meeting the needs of the migrant agricultural working families in our communities.

Program Strategic Goals	**Progress Towards Strategic Goal**
1. Fill Staff Vacancies.	Our program is currently recruiting to fill three vacancies. This includes two specialist positions and one coordinator position. Interviews will be scheduled early in the month of November.
2. Staff Retention and Professional Development (Training).	Program management continues to work on reviewing all job descriptions and making updates as necessary to ensure accurate reflection of the job responsibilities of each position. Management also continues with the implemented monthly trainings to ensure departmental cross training, staff support and to incentivize personal and professional growth of all program personnel.

3. Contingency Staffing Plan & Solidify Program Growth.	The management team is happy to finally have our satellite offices fully staffed. This had presented a challenge, due to lack of available office space to house a new staff member; this has been resolved and we are currently in the process of completing the onboarding and training process for our new staff member in the Tulare County area.

Program Highlights

The MCAP Team has continued to meet full program enrollment and reimbursement goals. Our program is expected to earn 100% of it's awarded contract amount for the current FY 2024/2025. Further, our program continues to add eligible families and children to our growing waiting of families ready to receive services. Lastly, in the near future, our program will be relocating it's operation to a new office building which will allow our program to house all Kern County personnel under one roof.

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Month	October-24	**Program/Work Unit**	Women Infants & Children (WIC) Nutrition
Division/Director	Susana Magana	**Program Manager**	Marissa Ortiz-Cortez
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Women, Infants, & Children (WIC) program is a supplemental nutrition initiative that offers nutrition education, breastfeeding support, and nutritious foods to enhance diets. It serves pregnant, postpartum, and breastfeeding women, as well as infants and children under the age of 5. Additionally, fathers, grandparents, migrant families, military families, and caretakers can receive food benefits for eligible infants and children. CAPK WIC operates across 16 sites in Kern County and has 3 locations in San Bernardino County.

Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
Caseload (SRV 5g)	14,398		14,710		98%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,038		900		115%
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	11	135	268	4%	50%
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual Progress**
Online Enrollment	123	1,536	1,200	10%	128%
WIC Presentations and Outreach Events	4	62	100	4%	62%
Publication in newspaper, television, and/or social media postings (English and Spanish)	5	236	350	1%	67%
Regional Breast Liaison (RBL)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Meet with key community stakeholders (i.e., medical managed care, hospital staff, lactation support, health care providers, other WIC agencies) in Region 24 to increase breastfeeding awareness and referrals to the WIC program, as well as share WIC digital materials and utilization.	11	20	120	9%	17%
Peer Counseling Program (PCP)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Provide basic breastfeeding education and encouragement to WIC PCP participants.	198	2,265	1000	20%	227%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress
Restructure WIC Program staffing model to improve recruitment and retention of staff.	The WIC Program is planning to open a new CAPK WIC main office in Jan/Feb. CDPH has approved the new WIC Olive office located at 5351 Olive Bakersfield, CA 93308. This move will improve participant and staff safety. We believe improving office accessibility and safety for participants which will increase enrollment and participation at the WIC main office. We have hired 4 additional WIC Nutrition Education Specialists.

Program Highlights

Youth and Community Services

East Kern Family Resource Center
Oasis Family Resource Center
Energy, Weatherization, and Utility Assistance
Friendship House Community Center
Shafter Youth Center
Volunteer Income Tax Assistance

Community Action Partnership of Kern

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Month	October-24	**Program/Work Unit**	East Kern Family Resource Center (EKFRC)
Division/Director	Fred Hernandez Youth & Community Services	**Program Manager**	Anna Saavedra
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

East Kern Family Resource Center (EKFRC) is a regional resource center based in Mojave, Ca. The EKFRC provides assistance to low-income individuals and families from the desert and Tehachapi Mountain communities. The primary focus is to assist individuals and families who are facing housing insecurities and to prepare children 0-5 years of age to enter kindergarten successfully. The EKFRC also provides individuals and families with basic need services, clothing, diapers, food, household items, hygiene kits, blankets, business services, VITA, and assistance with HEAP applications.

Homeless Housing Assistance and Prevention (HHAP) Rural Drop-in Center	Month	YTD	Annual Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)	23	112	60	38%	187%
Street Outreach and Education	180	451	75	240%	601%

HHAP Linkages to Services (Referrals)	Month	YTD
California Driver's License (SRV 7j)	6	26
Social Security Insurance (SSI) (SRV 7i)	0	0
Medical Services (SRV 7c)	15	51
Mental Services (SRV 7c)	5	36
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)	2	12
Educational and Career Development (SRV 7c)	1	9

HHAP Distribution of Supplies	Month	YTD
Food Assistance (SRV 5jj)	70	420
House Hold Items	12	130
Hygiene Kits (SRV 5oo)	45	202
Emergency Clothing (SRV 7n)	80	511
Administrative Services & Copies	5	87
Transportation Services (SRV 7d)	5	21
Educational Supplies (SRV 2k)	1	2

Covid - 19 Supplies (SRV 5oo)	1	54			
First 5 Kern	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Parents Receiving Case Management Services (SRV 7a)	1	29	30	3%	97%
Children Receiving Case Management Services (SRV 7a)	1	37	30	3%	123%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	18	10	0%	180%
Children Educational Center Base Activities (FNPI 2b)	3	29	30	10%	97%
Children Educational Home Base Activities (FNPI 2b)	5	42	30	17%	140%
Children Summer Bridge Activities (FNPI 2b)	0	14	15	0%	93%
Collaborative Meetings Participated	1	9	12	8%	75%
Family Support Services for non-clients with children 5 and under□	26	365			
First 5 Total	**37**	**543**			
First 5 Kern/ Department Health Services	**Month**	**YTD**	**Annual Goal (12 Mo)**	**Month Progress**	**Annual Progress (12 Mo)**
Family Support Services for non-clients with children 6-18 (SRV 2e K-12)	29	563			
CalCAPA Diaper Supply Bank	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	8	154	150	5%	103%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	126	749	1800	7%	42%
Walk-In Community Services (Duplicated Clients & Case Managed Clients)	**Month**	**YTD**			
Administrative Services & Copies	125	1298			
Baby Supplies (SRV 2w)	93	696			
Covid - 19 Supplies (SRV 5oo)	14	161			
Court Mandated Parenting Correspondence (SRV 2w)	23	69			
Educational Supplies (SRV 2k)	12	183			
Emergency Clothing (SRV 7n)	273	2342			

Food Assistance (SRV 7c)	287	1673
Household Items (SRV 7c)	14	534
Hygiene Kits (SRV 7c)	90	359
Referrals (SRV 7c)		292
Transportation Services (SRV 7d)	22	61

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Secure additional funding to cover operational costs and improve the delivery of services.	We continue to look for funding for our Center and were recently awarded $5000 from Kern Health Systems. Thank You Kern Health Systems!
2. Partner with private enterprises to boost program visibility and foster meaningful relationships.	East Kern Family Resource Family Partnered with the Moms of Mojave, The Chamber of Commerce, Kern Health Systems, and many more businesses in the East Kern Community and participated in a Trunk a Treat event which took place at the Mojave High School. We had a great turn out.. We passed out treats and flyers promoting our center.
3. Improve on-site services to more effectively connect with the East Kern target population.	We are excited to receive the green light in providing laundry services to our case managed families. The washers and dryers are ready to go!

Program Highlights

Our CAL-AIMS Program is 20 clients away from meeting our goal of enrolling 75 clients into the program. Our housing navigators are doing a Great Job conduting outreach in the East Kern Community. Our housing navigators went out to Boron and provided the homeless population a bag of snacks and waters. The clients were very appreciative. We are planning on reaching out to families in Boron as well.

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Month	October-24	**Program/Work Unit**	Oasis Family Resource Center
Division/Director	Youth & Community Services Freddy Hernandez	**Program Manager**	Eric Le Barbé
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

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

First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	2	31	30	7%	103%
Children Receiving Case Management Services (SRV 7a)	2	35	30	7%	117%
Parents Participating in Court Mandated Classes (FNPI 5d, and SRV 5mm)	0	14	10	0%	140%
Children Educational Home Base Activities (FNPI 2b)	2	32	15	13%	213%
Children Summer Bridge Activities (FNPI 2b)	0	24	10	0%	240%
Family Support Services for non-clients with children 5 and under (SRV 2w)	27	369			
First 5 Total	**33**	**505**			

First 5 Kern/ Department Health Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
Family Support Services for non-clients with children 6-18 (SRV 2e K-12)	-	198			

Planned Parenthood	Month	YTD	Annual Goal	Month Progress	Annual Progress
LiFT Delivery Seminar to 10 Parents/Guardians (SRV 5l, and SRV 5mm)	0	10	10	0%	100%
LiFT Delivery Seminar to 10 Youth 13-19 (SRV 5l)	0	14	10	0%	140%
Plan A Sex Education Kits for qualifying youth 16-19 (SRV 5m)	0	83	75	0%	111%

CalCAPA Diaper Supply Bank	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	20	309	150	13%	206%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	142	1557	1800	8%	87%

Walk-In Community Services (Duplicated & Non First 5 Clients)	Month	YTD
Administrative Support (SRV 7c)	46	634
Baby Supplies (SRV 2w)	128	1076
Copies	16	242

Court Mandated Parenting Correspondence (SRV 2w)	5	40
Educational Supplies (SRV 2k)	42	389
Emergency Clothing (SRV 7n)	36	161
Food (SRV 7c)	161	1453
Household Items (SRV 7c)	135	1376
Referrals(SRV 7c)	69	381
Transportation Assistance (SRV 7d)	30	302
Total Community Services	**668**	**6054**

Explanation (Over/Under Goal Progress)

Note that the DHS grant reporting ended June 30th 2024 hence N/A in results. A new application with DHS for the same grant was submitted this month.

Program Strategic Goals	Progress Towards Goal
1. Apply for three funding opportunities that would help extend range of services outside First 5 clients for under served families (Parenting, Children 6-18, seniors, and homeless individuals).	The Oasis FRC applied for a $8,450 grant with DHS to provide additional support services to families with children.
2. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary).	The Oasis FRC conducted outreach activities to military families at the October Fest event hosted by Fleet & Family Services at the military base NAWS. The Oasis FRC distributed Halloween costumes given by the Veterans Affairs to approximately 200 children. The Oasis FRC participated in the Trunk or Treat event hosted by the City of Ridgecrest where over 1000s children won trinkets and candies given by CAPK Foundation and local donors.

Program Highlights

Ada our Case Manager completed the one-week car seat training and became a certified car seat technician. CAPK was a nominee as employer of the year for the Oasis FRC at the HIRE Celebration & Award Luncheon for being recognized for its commitment working with people with disabilities. The Oasis Family Resource Center provided community services responding to a total of 329 inquiries in October 2024.

Community Action Partnership of Kern

Monthly Report 2024

Month	October-24		Shafter Youth Center (SYC)
Division/Director	Fred Hernandez	**Program Manager**	Angelica Nelson
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

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

Youth Programs	Month	YTD (unduplicated)	Goal	Month Progress	Annual Progress
Summer Program (SRV 2m) June/July	-	46	60	0%	77%
After School Program Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	16	45	35	46%	129%

Community Programs	Month (New)	YTD (unduplicated)
Fitness Boot Camp, Zumba and Adult Basketball (individual counts)	18	230
Girls Scouts, Community Meeting Space, Dignity Mental Health Support, etc. (group count)	2	
On Site Collaboration: Energy, VITA, Food Bank	1	

Outreach Activities	Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates, distributions (e.g., food, diapers)	2	5	6	33%	83%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress
1. Monitor and assess students' academic advancement through regular school progress and grade reports. Utilize the gathered data to refine and modify individual student learning plans.	Students continue to work on improving grades. New academic quarter has started.
2. Improve the attainment of program funding to broaden the scope of program offerings. This involves working in partnership with the CAPK Foundation to integrate funding that facilitates the introduction of new services.	Funding allocation continues to be the task at hand.

3. Support the Exploration of Interests and the Development of Skills and Creativity for Youth	Students have been really enjoying additional STEM sessions based on their interests.

Program Highlights

Building Healthy Communities recently held a session of classes for adult farmworkers to learn to use computers. At the end of the 5 class session, the students were able to keep the Chromebook that they learned on.

Community Action Partnership of Kern

Monthly Report 2024

Month	October-24		Friendship House Community Center (FHCC)
Division/Director	Fred Hernandez	**Program Administrator**	Lois Hannible
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

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

Youth Programs	Month	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (FNPI 2c.2., FNPI 2c.3, SRV 2p) Reporting ends June 30, 2023	3	70	100	4%	70%
Summer Program (Max Capacity due to COVID) (SRV 2m)	N/A	-	35	-	-
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	3	71	50	4%	142%

Medi-Cal Outreach	Month	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions	N/A	-	15,000,000	-	0%
Canvasing phone calls and flyers	N/A	-	12,000	-	0%

California Violence Intervention Program (CalVIP)	Month	YTD
Incident Response (SRV 5w)	-	1
Outcome/Case Managed Families (SRV 7a)	1	13
Provided Food Assistance (SRV 7c)	2	69
Assisted with Energy/HEAP Services (SRV 7c)	-	3
Provided Assistance with Medi-Cal (SRV 7c)	-	-
Provided Mentoring Services (SRV 2p, 7c)	-	69
Assisted with relocation services	-	-
Deposit Payments (SRV 4d)	-	2
Temporary Housing Placements (SRV 4m)	-	-

Explanation (Over/Under Goal Progress)

The Summer Program and Medi-Cal Program ended in June so there is nothing to report for those programs. Social media posts and community events such as the FHCC Fall Carnival are playing a part in the increased enrollment for the FHCC Afterschool Program.

Program Strategic Goals	Progress Towards Strategic Goals
Plan and facilitate Friendship House (FHCC) Advisory Board fundraising event to benefit the Friendship House.	The FHCC Casino Night Fundraiser which was presented by the FHCC Advisory Board on 10/24/24 was a huge success. Funds raised will be used to provide field trips and enrichment activities for program youth.
Recruit and secure staffing for the Friendship House.	The FHCC is fully staffed. However, we are seeking to fill three vacant positions for the FHCC Advisory Board.
Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.	The Program Administrator is currently working with the CAPK Executive Team on two separate grant applications, which includes a capitol improvement grant & a program grant for the FHCC.

Program Highlights

The CAPK Friendship House hosted a Casino Night Fundraiser on October 24th which was generously sponsored by our greatly appreciated supporters and was well attended by those in the community. The

casino style games were a big hit. A huge Thank You to everyone who assisted in making this event a success! The Friendship House also hosted a Fall Carnival on October 29th which was attended by over 600 community members. The event served as an opportunity to inform the community about the programs & services offered at the FHCC and also allowed for family bonding and fun!

Community Action Partnership of Kern
Monthly Report 2024

Month	October-24	Program/Work Unit	Energy & Utility Assistance
Division/Director	Fred Hernandez	Program Administrator	Wilfredo Cruz Jr.
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

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

Low-Income Household Water Assistance Program (LIHWAP) 2021 Ends March 2024	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		1,551	700	0%	222%
Utility Payments		$ 502,583.01	$302,457	0%	166%

Low-income Home Energy Program (LIHEAP) 2024	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	13	5,950	3,200	0%	186%
Utility Payments	$ 11,468	5,937,854	$ 4,947,219	0%	120%
Households Served - Weatherization	11	145	200	6%	73%

Supplemental Low-Income Energy Assistance Program (SLIHEAP) 2024 Ends Dec 2024	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	270	356	324	83%	110%
Utility Payments	$ 168,594	208,774	$ 325,164	52%	64%

Emergency Supplemental Low-Income Energy Assistance Program (ESLIHEAP) 2023 Ends May 2025	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	1	454	450	0%	101%
Utility Payments	$ 1,196	$ 676,189.49	$ 744,877	0%	91%

Department of Energy (DOE) Bi-partisan Infrastructure Law (BIL) - Weatherization Assistance Program (WAP)	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Weatherization	0	1	54	0%	2%

Totals	Month	YTD	Goal	Month Progress	Annual Progress
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)	**284**	**8,311**	**4,350**	7%	191%
Total Utility Payments	**$ 181,258**	**7,287,221**	**$ 5,994,553**	3%	122%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	**11**	**146**	**166**	7%	88%

Weatherized Homes (Note: The data represents work submitted to CSD for reimbursement - delayed by 2 months)	Month	YTD	Goal	Month Progress	Annual Progress
Total Households Weatherized	**7**	**128**	**166**	4%	77%
Total Weatherized Homes Payments	**99,365**	**$ 1,744,852.51**	**$ 2,677,067**	4%	65%

Explanation (Over/Under Goal Progress)

1) DOE BIL WAP contract is currently underway - anticipate jobs to start closing within next couple of months - state is changing program goals for all LSP's (Local Service Providers)

Program Strategic Goals	Progress Towards Goal
1) Successfully implement online client self-application tool for Utility Assistance (UA) services.	The system is live, but has been put on hold pending UA funding.

2) Effectively initiate and manage the City of Bakersfield - Transformative Climate Communities (TCC) grant, focusing on providing weatherization and solar services to residents in Southeast Bakersfield. This endeavor involves a collaborative partnership with GRID Alternatives and Kern Community College District (KCCD).	Currently in the process of developing program and receiving contract. Anticipated to start the program November-December 2024.
3) Meet at least 22% of production goal for DOE BIL WAP contract	Guidelines for program are currently being review by state. Will update this goal in the near future. □

Program Highlights
1) Ramped up planning and hired new positions for entirely new type of contract for the Energy Program - PG&E Arrearage Case Management Program 2) Fully spent out the utility assistance portion of the 2024 LIHEAP contract

Community Action Partnership of Kern

Monthly Report 2024

Month	October-24	Program/Work Unit	Volunteer Income Tax Assistance (VITA)	
Division/Director	Fred Hernandez		Program Manager	Jacqueline Guerra
Reporting Period	January 1, 2024 - December 31, 2024			

Program Description

The Volunteer Income Tax Assistance (VITA) program provides free tax preparation and electronic filing services for individuals and families with low to moderate incomes. VITA also aids eligible clients in maximizing benefits from the Earned Income Tax Credit (EITC), thereby enhancing their tax returns and contributing to the local economy. All VITA services are delivered by IRS-certified staff and volunteers.

e-Completed Tax Returns (SRV 3o)	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal	75	7,566	7,400	1%	102%
Social Security Number (SSN)	58				
Individual Taxpayer Identification Number (ITIN)	17				
State	76	7,513	7,400	1%	102%
Social Security Number (SSN)	58				
Individual Taxpayer Identification Number (ITIN)	18				
Paper Filed Tax Return (SRV 3o) *(total YTD added to Federal YTD)*	**Month**	**YTD**			
Paper-files Tax Returns	33	329			
Sub-contactor: United Way Central Eastern California	**Month**	**YTD**	**Goal Adjusted**	**Month Progress**	**Annual Progress**
Federal		2,715	2,600	0%	104%
State		2,715	2,600	0%	104%
CAPK Refunds and Credits (SRV 3o)	**Month**	**YTD**			
Federal Refunds	$42,003	$2,275,130			
State Refunds	$12,713	$724,389			
Federal Earned Income Tax Credit (EITC) *(income limit $63,398 household)*	$17,639	$1,482,890			
California Earned Income Tax Credit (CalEITC) *(income limit $30,950/household)*	$5,653	$310,440			
Total Refunds and Credits	**$122,011**	**$4,792,849**			
Sub-contactor: United Way Central Eastern California Refunds and Credits (SRV 3o)	**Month**	**YTD**			
Federal Refunds		$2,145,180			

State Refunds		$654,309			
Federal Earned Income Tax Credit (EITC) *(income limit $63,398 household)*		$1,400,898			
California Earned Income Tax Credit (CalEITC) *(income limit $30,950/household)*		$281,138			
Total Refunds and Credits		**$4,481,525**			

Individual Taxpayer Identification Number (ITIN) (SRV 3o) Applications ***(Note: duplicate of Federal Tax Returns Completed)***	**Month**	**YTD**	**Goal Adjusted**	**Month Progress**	**Annual Progress**
Applications (New/Renewal)	5	222	150	3%	148%

Explanation (Over/Under Goal Progress)

The data for subcontractors is not provided until the 5th of the month. When available, staff will make the update to the report.

Program Strategic Goals	**Progress Towards Goal**
Persist in fostering connections within rural communities to extend outreach and engage with a larger number of clients.	The VITA staff are attending all collaborative meetings in Kern to promote recruitment for new VITA sites in Kern. Presentations are constantly being provided to members of the KCNC collaborative. New sites for 2025 will be in Fraizer Park, a 2nd location in Delano, Buttonwillow, Bakersfield Senior Center, Arvin HS, and the Lamont Library.

Program Highlights

I would like to highlight VITA's Site Coordinator Andrea Chavez for a workshop she provided at the Vision Y Compromiso Conference in Los Angeles Oct 4th. The workshop discussed VITA services with an emphasis on ITIN services. She did great and had over 25 in attendance. Through the workshop, 3 new volunteers were recruited, all college students who are promotoras for Vision Y Compromiso. 3 boards were created by Andrea to give a visual on our work in the community. one board highlighted all the countries individuals originated from that live in Kern who received ITIN services through CAPK VITA. Another board highlighted our volunteers and the 3rd board showcased out outreach efforts through events, presentations and interviews.


ITIN'S ALREDEDOR DEL MUNDO:
¡UN IMPACTO GLOBAL PARA
NUESTRO PROGRAMA VITA!
VITA


VITA
Volunteer Income Tax Assistance
EVENTOS DE PROMOCIÓN
ES SU DINERO ¡CONSÍGALO!
CRÉDITO TRIBUTARIO POR INGRESO DEL TRABAJO
ALSO KNOWN AS VITA THEY'RE THERE TO HELP LOW TO MEDIUM INCOME FAMILIES
KGET
AT NO




VITA
Volunteer Income Tax Assistance
VOLUNTARIOS
DE VITA
¡CONSÍGALO!
ESCANÉAME



Operations

Data Services
Facilities & Maintenance
Information Technology
Information Systems
Risk Management

Community Action Partnership of Kern

Monthly Report 2024

Month	October-24	**Program/Work Unit**	Operations Division
Division/Chief, Director	Emilio Wagner CFTO, Maria Contreras Director of Facilities	**Program Managers**	Ryan Dozier, Laurie Sproule, Luisa Rosa Silva, Kenneth Lawrence
Reporting Period	January 1, 2024 - December 31, 2024		

Division Description

The Operations Division is a dynamic and multifaceted division that plays a pivotal role in ensuring the seamless functioning of our organization. This division is responsible for spearheading new construction projects, overseeing fleet management, maintaining our physical facilities, mitigating risks, and managing all aspects of Information Technology (IT) and Information Systems (IS).

Data Services

Activity	Requested	In-Progress	Processed	Processed YTD
IS Tickets	45	31	40	255
Dynamic 365 Enhancements	4	4	0	10

Projects	*Description of Status*	*Current % Status*
Universal Intake	Implementation plan being created	18%
CalFresh HL	Processing Program Updates	65%
In-Kind	All Bug Fixes Remediated- Scheduling Rollout	100%
M Street Application	Development Finalized. Deploying to UAT November	68%
Feeding America Service Insights Project	Configurations and Rollout Plan In Progress	70%
CSBG-CDP	Phase 2 of enhancements in development	50%
SMS Dynamics Integration	Incorporating new Programs	82%
Adult Reentry Program	Application development in progress	40%
Case Management - Energy	Processing Program Updates	65%
FRC Enhancement Cycle	Development in Progress	60%

Facilities

Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders				1

Construction Projects		*Description of Status*	*Current % Status*
Head Start Expansion			
Food Bank Expansion			

Major Maintenance Projects		*Description of Status*	*Current % Status*
Angela Martinez		Staff Development TI nearing completion.	80%
Stockdale HS		South Side of building under TI Playard permit obtained. Added a new CO for Door and IT Rm light	60%
EKFRC		East Kern new office space TI began laundry room	30%
Sterling		Temp Kitchen Kitchen Remodel Plans finalized	8%
Harvey Hall		Phase 2 Phase 3 of 2nd Phase plans completed	8%
Alberta Dillard		Survey Complete Working of Property Line Discrepancy's	5%
Food Bank Pole Sign		Obtain Permit	15%

Community Action Partnership of Kern

Monthly Report 2024

Information & Technology				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Help Desk Work Orders	780	3	761	5903

Information & Technology Projects	*Description of Status*	*Current % Status*
18th St Conference Rooms	TV installs	*80%*
Mitel VOIP issue	investigating dropped calls	*85%*
Network equipment set-up for SJC	network switches for SJC location	45%

Risk Management		
Workers Compensation Claims	**Reported**	Reported YTD
For Report Only	20	85
First Aid	0	19
Medical	0	4
Modified Duty	1	4
Lost Time	1	2
Under Investigation / Non-Industrial / Students / Parents / Volunteers / Clients	2	12
Property	2	24
Vehicle Incident / Grand Theft Auto	0	10
Motor Vehicle Accident	0	5
Work Place Violence / Over Doses / Death	0	3
Total	**26**	168

Program Strategic Goals	Progress Towards Goal	
Description	**Description of Status**	**Current % Status**
Develop a facility deferred maintenance program.		
Develop and implement a Data Governance strategy.		
Improve the customer experience by assessing it through factors such as response time and customer sentiment.		

Program Highlights

Community Development

Grant Development
CAPK Foundation
Outreach & Marketing
2-1-1 Kern Call Center
CenterCommunity Schools Partnership Program (CSPP)

Community Action Partnership of Kern

Monthly Report 2024

Month	October-24	**Program**	Community Development
Division/Director	Pritika Ram	**Program Manager**	Catherine Anspach, Vanessa Mendoza, Savannah Maldonado-Oates
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

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

Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions		239,601	250,000	0%	96%
Facebook Impressions (i.e., number of times users see content)		3,298,803	1,250,000	0%	264%
Other Social Media Impressions		207,474	250,000	0%	83%

Highest Performing Post



https://www.facebook.com/capkern/posts/pfbid023zmUwi5Uy82zeRaE9DN3EgnP8h5rDjgbtYs8foV18bmXdJTCtEigRoYrrTJ6nwwxl

2,061 impressions How many times the post came across screens)
1,969 reach (how many individuals saw the post)
291 interactions (how many liked, commented, or shared)

Outreach Special Projects

Developing messaging for CalFoods funding
Met with Cal-AIM new team member to onboard and provide marketing resources
Participated in Hunger and Homeless March
Participated in NOR Fall Festival
Hosted groundbreaking ceremony for Central Kitchen
Hosted organization wide agency blood drive
Continued with the planning of FHCC casino night fundraiser
Attended Children's First Annual Fall Resource Festival
Presented at Wasco collaborative meeting on CAPK programs
Assisted hosting the FHCC casino night
Continued planning for November 7th admin building ribbon cutting
Continued planning with Head Start for 2nd annual fatherhood conference scheduled for Jan, 11 2025
Attended Lamont Fall festival
Provided media support at M street job fair and FHCC Halloween event
Created dual language food bank program one-sheet

Presented Hunger Action Month Campaign results and efforts to Board of Directors
Developed Hunger Action Month Highlight Video
Developed Lunch and Learn video for Foundation/Food Bank fundraising efforts
Assistance to Foundation in M St Navigation Center Thanksgiving Lunch Campaign
Assistance to Grants team in developing CNA collateral and community outreach efforts
Created landing page for CNA website
Meeting with Give Big Kern to plan increasing efforts for volunteer engagement
Assistance in coordinating media for Kern Health Systems marketing team in development of video for Health and Equity Award Show
Developed talking points for Community Impact Award and upcoming media appearances for Executive team
Developing marketing Campaign for VITA program: meeting with media partners to collaborate
Continued media relations to build partnerships with media outlets, coordinating a meeting with Que Buena radio station
Meeting with CSUB Faculty to promote CAPK services and CSUB CECE to start internship efforts for programs
Assisted the City of Bakersfield in hosting a community engagement meeting at Friendship House
Continued planning of 'Health Conversations" events throughout the County to meet KHEP subcommittee objectives
Support in planning KGET Holiday Drive: outreach equipment, collateral, media cut-ins, and package stories
Met with Food Bank Agency Relations team to timeline upcoming partner events to ensure we are capturing media to promote and recognize collaborators. Also providing outreach equipment
Outreach Advocacy
Toured Assemblywoman Dr. Bains at the Food Bank and M street navigation center
Advocacy Watch-list
Calfhoods
Farm Bill
AB 518
Projects
In October, the Kern Coalition focused on finalizing the budget and defining roles and responsibilities for conveners, now that we have entered the Catalyst phase and completed the Planning phase as of 9/30/24. Each convener will receive $181,322 over a 23-month period, starting in November 2024 and ending in September 2026. The coalition also attended the winter convening in Sacramento, where additional details about the Catalyst program were shared, along with resources and networking opportunities with investors to explore ways of securing capital for local projects. The Coalition will soon publish an RFP to contract Sector Investment Coordinators. They will be industry experts working across Kern County's five subregions. These coordinators will assist communities and subregional collaboratives (composed of local stakeholders) in developing and submitting project proposals that will create good quality jobs and aligns with the regional plan and the key industries identified in each subregion.
The CSD CBSG 2024 Organizational Standards report was approved. This is an annual report that (1) demonstrates accountability across a complex system; (2) works together to characterize an effective and healthy organization; and (3) builds trust and provides a roadmap for continuous organizational improvement.

Community Action Partnership of Kern

Monthly Report 2024

Foundation
Participated in twice monthly meetings with Food Bank Team to discuss ongoing fundraising strategies.
Met with M Street Team to discuss Holiday Meal and Sponsorship prospecting.
Coordinated and developed campaign collateral for Thanksgiving Basket Giveaway with EKFRC.
Developed proposal for AES for funding to EKFRC for Thanksgiving and Christmas meals.
Attended Downtown Business Symposium.
Coordinated Temblor Bingo Night for CAPK Employees.
Partnership Meeting with Alpha Media for Sponsorship for Holiday Food Drive.
Participated in Sustain Our Future Foundation Meeting with program and grants team.
Attended Leadership Kick-Off meeting for Strategic Planning.
Coordinated and executed first "Lunch & Learn" Series at Food Bank to engage community partners.
Attended Gleaners fundraiser.
Distributed $25,000 in funding received from Tri-Counties Bank to the following programs: VITA, WIC, MCAP,FHCC, SYC, EKFRC and Oasis.
Attended NOR Lunch & Grow Workshop.
Continue to coordinate and help support the FHCC Casino Night.
Attended external event "Monster Mash Dash" to support Shafter Youth Center.
Hosted 3 virtual food drives for the following groups: KSI Industries, Reyes Coca-Cola and Monarch Home Services.
Attended Central Kitchen Groundbreaking.
Attended groundbreaking for Open Door Network.
Planning Meeting with graphics team at Trillions for development of Annual Appeal.
Participated in Employee Giving Contribution Meeting for development of Internal Campaign.

Program Strategic Goals	Progress Towards Goal
Proactively identify and pursue new funding opportunities to support and enhance our organization's mission and projects.	Revisit needs for FRC's, Food Bank & M Street - setting up a calendar of Virtual Food Drives, Hygiene Drives and Toy Drives for the Holidays to kick-off in the fall.
Develop a long term plan to raise awareness and funds to support the Food Bank.	Participating twice monthly meetings with key Food Bank staff to identify prospective supporters and discuss fundraising strategies. Foundation support for Anti-Hunger Month Campaign.

Strategically plan targeted campaigns to increase funding to CAPK funding.	Schedule monthly check-in meetings with internal partners to access program needs and develop funding strategies for each.

Community Action Partnership of Kern

Monthly Report 2024

Month	October-24	**Program/Division**	2-1-1 Call Center Program
Division/Director	Pritika Ram	**Program Manager**	Sabrina Jones-Roberts
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The 2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. The 2-1-1 Kern has a database of 1,300 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org. The program has over 17 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Kings, Tulare, Stanislaus, Fresno, and Madera through the United Way partnerships.

Most Requested Services	Food Pantries	Homeless Diversion Programs	Utility Service Payment
Top 3 Unmet Needs	Food Stamps	Homeless Shelter	Specialty Food Providers

Information and Referral Services Calls Handled (SRV 7c)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Kern County	5959	63,000	90,000	7%	70%
Kings County	269	2,522	4,000	7%	63%
Tulare County	883	8,513	10,000	9%	85%
Stanislaus County	1009	8,664	10,000	10%	87%
Fresno & Madera	2633	30,752	20,000	13%	154%
Merced & Mariposa	68	789	900	8%	88%
Total I&R Calls Handled	**10,821**	**114,240**	**134,900**	**96%**	**85%**
Average Wait Time	**0:18**				
Average Handle Time	**4:40**				

Staffing vs. Call Volume	**Current Staff**	**Staff Needed Per Call**	**Staff Over/ Short**
2-1-1 staff designated for calls handled across all counties contracts with the expectation of 42 calls per staff for an 8-hour shift.	16	9.8	**6.16**

Grant Funded Services	**Activity**	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
CalFresh Application (SRV 3l)	65	23	225	300	10%	75%
Medi-Cal Application (MNP) (SRV 3h)	16	10	152	100	7%	152%
Medi-Cal Redetermination- KP (SRV 3h)	4	0	2	70	0%	3%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c)	49	14	317	300	4%	106%

2-1-1 Website Visitors	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Duplicated Visitors *(i.e., accessing 2-1-1 e-services and database resources)*	34,143	267,158	225,000	15%	119%

Other Calls	**Month**	**YTD**
LIHEAP (SRV 7b)	3254	38,463
Mental Health (SRV 7c)	401	4,258
Utility Assistance Calls- Discount Internet or Utility (SRV 7c)	540	7,638
Food-related Calls (SRV 7c)	365	13,624
Housing and Homelessness Calls (SRV 7c)	1372	21,428
Health and Human Service Referrals (SRV 7c)	1624	21,557

Total Other Services		106,968	

Explanation (Over/Under Goal Progress)
2-1-1 lends its call handling service to several counties amongst the Central Valley in addition to the local county of Kern. Internally, the program also answers calls associated with homelessness assistance and completes a Quick Reference Tool to transfer callers to Coordinated Entry System. 2-1-1 makes every effort to meet standard goals and deliverables for all contracts and projects. Through its various scopes of work, the program supports providing application assistance, assessments, and outreach to bring awareness of services within the community. Calls, applications, and assessments are monitored and reviewed to determine appropriate methods and material needed for outreach events. The program is nearly staffed to capacity having an sufficient number of employees in roles to perform its associated work. Call volumes have been consistent in recent months and the program continues offering assistance for Medi-Cal renewal applications. Medi-Cal renewals requires a variation of direct contact with individuals, phone conversations, and follow-up measures. In many cases, community members expressing interest in Re-determination may not follow through with expectations to submit an application. The Medi-Cal Health Navigator Program (Medi-Cal) came to an end on 6/30/24 as a result of State budget changes; as of 7/1/2024, there is no longer an active contract to lead those efforts.

Program Strategic Goals	**Progress Towards Goal**
1. Enhance recruitment initiatives to attract and hire well-qualified candidates.	The program seeks to captivate skilled candidates by streamlining the recruitment process of internal Human Resources and external Staffing Agency efforts. The program is in a position currently to offer competitive wages, language fluency and competency incentives, and opportunities for growth.
2. Enhance employee retention and foster opportunities for professional growth.	2-1-1 is staffed with 20 Full Time and 2 temporary Information and Referral (IR) Specialists to handle Low-Income Home Energy Assistance related as wells as standard calls. The program enriches employees through strategic schedule planning, honoring traditions, and celebrating achievements or milestones. The program offers opportunities for professional development and an incentive for IR's who obtain certification as a Community Resource Specialist.
3. Focus on retaining current contracts, such as those with United Ways, and explore growth opportunities to enhance the impact on clients.	2-1-1 aims to achieve strengthened partnerships by effectively communicating, and meeting with partners and contract grantors to share performance data and discuss progress relative to its objectives, deliverables, and goals. The program is consistently working on meeting the reporting expectations of all funding sources and maintaining a trusting relationship to increase the opportunity for existing contracts to be retained. The program has been able to renew contracts with existing Funders.

Program Highlights
The programs' average calls handled is 94% and abandoned is 6% abandoned amongst seven (7) campaigns for the October 1 - 31, 2024. The Program has renewed a contract that supports assisting the community with CalFresh applications, developed a new contract to aide in offering community assistance with the initial Medi-Cal application, renewals, and enrollment into Kaiser's Community Health Care Program for the lower-middle class. 2-1-1 is in the process a renewing a contract for back-office call handling and securing a contract to provide resources and care coordination to community members who are electricity dependent and at risk of a power outage. The program is working to build a campaign in its Telephony System for Coordinated Entry Systems to have homeless and housing related calls funneled directly to their program. This offload of calls is expected to reduce the number of calls answered by 2-1-1 an subsequently support the program's ability to answer other calls more efficiently in aim to reduce the number of abandoned calls overall.

Community Action Partnership of Kern

Monthly Report 2024

Month	October-24	**Program/Work Unit**	Community School Partnership Program
Division/Director	Pritika Ram	**Program Manager**	Que'Mesha Banner
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Community School Partnership Program (CSPP) provides comprehensive case management services to student-families enrolled in Bakersfield City School District's (BCSD) Community Schools. CSPP receives referrals from the community schools' Multi-Tiered System of Support and Family and Community Engagement (FACE) Liaisons. The program connects student-families with community-based services to address food insecurities, housing stability, and other essential needs. It is modeled after the Four Pillars of a successful Community School, aimed at mitigating the academic and social impacts of emergencies on local communities and enhancing school responsiveness to student and family needs.

Additional Requested Services	Victim Services	Employment	Resume Building
BCSD Referral Type	M.T.S.S (1)	F.A.C.E (26)	OTHER (34)

Direct Services	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Families referred to Program (SRV 7c) One-time services	61	629	650	9%	97%
Families Receiving Case Management Services (SRV 7a)	25	157	488	5%	32%
Results-Oriented Management and Accountability (ROMA) Assessment	**Month**	**YTD**			
Families that completed Pre-assessment	25	153			
Families that completed Post-assessment	0	10			
Internal Referral Services (SRV 7c)	**Month**	**YTD**			
Total Families referred internally for Food and Nutrition (2-1-1 or CalFresh)	16	102			
Total Families referred internally for Housing (CES)	3	44			
Total families referred for Employment Resources (2-1-1 or external)	6	42			
Total Families referred internally for Childcare (Head Start)	1	22			
Total Families referred internally for Utility Assistance (Energy)	11	90			
Total Families referred to Friendship House afterschool/ mentorship program	4	33			
Families Receiving Emergency Food Boxes through CAPK Food Bank Pantry Partnership (SRV 5jj)	48	410			
Home Visits (SRV 2cc)	6	74			

Community Action Partnership of Kern

Monthly Report 2024

Explanation (Over/Under Goal Progress)
The Community School Partnership Program is now in its third month of the 2024-2025 academic year. With a Case Manager vacancy effective on 10/24/24, the program supervisor provided daily coverage to ensure continuity and support until the successful onboarding of a new Case Manager. Maintained collaboration with school liaisons and leadership. Supported Case Managers with delivering essential services, distributing food and other resources, and aligning efforts to increase participant engagement. There is a need to improve parent center accessibility and a creating welcoming environment at McKinley Elementary. Addressing operational limitations, like locked gates or limited hours, and providing additional training support for the new FACE Liaison could increase family participation and use of resources.

Program Strategic Goals	Progress Towards Goal
1. Elevate program standards and effectiveness by providing a minimum of 3-months and up to one year of case management services to families referred to program and ensure the case management flow chart is being followed and conducted promptly.	Reviewed and refined internal processes, including the CSPP Referral Process Flow Chart, to streamline case management and referral procedures. Continued 1:1 and team meetings with case managers to address challenges, offer feedback, and support professional growth. Discussed ways to improve communication and interpersonal relationships, with an emphasis on collaboration and proactive problem-solving.
2. Implement Specific, Measurable, Achievable, Relevant, and Time-Bound (SMART) goals with participating families based on their needs outlined in ROMA assessment to reduce barriers and increase successful outcomes.	There is a need to ensure that case managers maintain consistent engagement with families and complete timely follow-ups. Regular check-ins and adherence to the Case Management Process and Timeline will help improve service delivery.
3. Increase access to housing support and financial educational opportunities for families experiencing or at-risk of homelessness.	For the 2024-2025 academic year, CSPP will continue its partnership with Chase Bank to provide financial literacy education to families. Additionally, CSPP will actively seek out and explore other housing resources.

Program Highlights
The Program Supervisor provided consistent support and ensured continuity of services at McKinley Elementary, preventing any lapse in case management for families. Collaborated closely with the Outreach and Communications Supervisor to finalize the CSPP Referral Process Flow Chart, soon to be shared with the school district to improve onboarding and streamline support for new family referrals. Shared participant testimonials and program highlights with the Community Schools Coordinator for her district board meeting. Supported team growth by delivering constructive feedback on performance evaluations, reinforcing strengths and addressing areas for improvement. Prioritized strengthening team communication, especially regarding collaborative events and resource distribution.

Application Status Report
October 2024

Name	Description	Funder	Amount Requested	Amount Awarded	Decision Date	Status
Domestic Worker Outreach Education Program	The goal of the Domestic Worker Outreach education program is to highlighting the importance of promoting awareness of labor protections for domestic workers, which will be administered State 211.	Department of Industrial Relations	$ 486,517.00	$ -		Pending
Kern River Community Fund	Funds will be used to purchase a commercial refrigerator and freezer for the Kern River Valley Bridge distribution site.	Kern Community Foundation	$ 6,000.00	$ -		Pending
HHAP 1	Support for 16 clients with $5,000 payments for rental arrears	Bakersfield Kern Regional Homeless Collaborative	$ 92,000.00	$ -		Pending
Target Corporate Grants	This funding opportunity offers support for nonprofits to enhance their operational capacity and improve service delivery. We are seeking this grant to acquire Warehouse Management Scanners, which will streamline inventory management at the CAPK Food Bank, allowing us to serve more individuals efficiently with the resources we already have in place.	Target	$ 2,500.00	$ -		Pending
2025-2028 Funding- East Kern	EKFRC will provide case management, comprehensive services, early education, and parenting classes.	First 5 Kern	$ 689,866.00	$ 435,000.00	10/22/2024	Awarded
2025-2028 Funding - Oasis	OFRC will provide case management, comprehensive services, early education, and parenting classes.	First 5 Kern	$ 781,458.00	$ 465,000.00	10/22/2024	Awarded
HUD CoC FY 2024 Letter of Intent (LoI) Packet & Renewal Application	Coordinated Entry System (CES) Renewal	Bakersfield Kern Regional Homeless Collaborative	$ 236,388.00	$ 236,388.00	10/11/2024	Awarded
HeadStart Winter Coat Drive Sponsorship	To support new winter coats for HS kids in Kern County Head Start	Chevron Community Investment	$ 7,500.00	$ 7,500.00	10/1/2024	Awarded
Sustain our Future Foundation Regenerative Economy Grant	CAPK Foundation was awarded $100,000 to help the Afghan refugee community in Mojave with facility improvements such as solar and a playground.	Sustain our Future Foundation	$ 100,000.00	$ 100,000.00	10/9/2024	Awarded
Family Resource Center Grants	The East Kern Family Resource Center will address service gaps in Kern County by subsidizing court-mandated parenting classes, covering material costs, and providing bus passes and gas cards to help families with transportation needs. Additionally, we will offer educational and literacy materials, emergency supplies, baby essentials, and seasonal clothing to ease financial strain, reduce stress, and support children's school readiness.	First 5 Kern	$ 7,250.00	$ 8,450.00	10/25/2024	Awarded
Family Resource Center Grants	Oasis Family Resource Center will address service gaps in Kern County by subsidizing court-mandated parenting classes, covering material costs, and providing bus passes and gas cards to help families with transportation needs. Additionally, we will offer educational and literacy materials, emergency supplies, baby essentials, and seasonal clothing to ease financial strain, reduce stress, and support children's school readiness.	First 5 Kern	$ 7,250.00	$ 8,450.00	10/25/2024	Awarded

Application Status Report
October 2024

Believe in Reading	CAPK is requesting funds for books for OFRC. Believe in Reading targets successful literacy programs which serve populations that show out of the ordinary needs, such as geographic areas with low reading scores and high poverty levels.	Believe in Reading	$ 3,000.00	$ -	10/7/2024	Denied
CA Wellness LOI	CAPK will submit an LOI to the CA Wellness Foundation for our Adult Re-Entry Program (ARG) to provide a workforce development component to participants by partnering with Community Services Employment Training and Cazador Staffing, offering job training and job placement support.	California Wellness Foundation	$ -	$ -	10/1/2024	Denied
211 Kern _ I&R Services	The scope is to provide parents/guardians with education and support services by identifying callers with children ages 0-5 years that are concerned with their child's current development. 211 participates in commission-led trainings and workshops.	First 5 Kern	$ 405,718.00	$ -	10/21/2024	Denied
Capitol Improvement for Youth Development Organizations	Friendship House will apply for facility upgrades such as a new gym floor and modular class room. The Capital Improvement Funding for Non-Profit Youth Development Organizations, offered by the City of Bakersfield, provides one-time financial support for capital improvement projects. The goal is to help non-profit organizations serving disadvantaged youth enhance their infrastructure.	City of Bakersfield	$ 500,000.00	$ -		In-Progress

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Non-profit	**CAPK Program**	Adult Re-Entry
Funding Agency	Bakersfield Kern Regional Homeless Collaborative	**Project Name**	HHAP 1
CFDA	N/A	**Target Population**	Housing Insecure
Reapplication (Y/N)	N/A	**Number to be served**	16
Estimated Request	$ $92,000	**Division Director**	Rebecca Moreno
Award Period	4 months	**Program Manager**	Rosario Miranda

Project Goal (One sentence goal statement)

Community Action Partnership of Kern is requesting $92,000 to launch and implement a Risk Mitigation - Rental Arrears Program over the course of 4 months.

Project Description (Brief one paragraph description)

This initiative will directly assist 16 households in Kern County who are at immediate risk of homelessness due to overdue rent.
CAPK's program specifically targets families with an annual gross income at or below 50% of the area median income, offering critical financial relief to those struggling with rent payments, as well as covering one-time security deposits and utility costs. Each household will receive up to $5,000 in rental arrears assistance, paired with a comprehensive range of supportive services to promote long-term housing stability and prevent eviction

Estimated Budget Summary

The HHAP 1 budget includes allocations across several key areas to support project operations effectively. For local travel, $1,072 has been designated, calculated based on approximately 200 miles traveled monthly by two staff members over four months, with a reimbursement rate of $0.67 per mile. Office supplies are budgeted at $2,564 to cover general administrative needs. A total of $80,000 is earmarked to provide assistance for 16 clients, averaging $5,000 per client. Additionally, $8,364 has been allocated to cover indirect expenses, ensuring comprehensive project support and resource management.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals:

Rebecca Moreno
Rebecca Moreno (Oct 28, 2024 13:45 PDT) 10/28/2024

1. Division Director Date

2. Chief Business Development Officer Date

3. Chief Program Officer Date

Stacy Webster 10/28/2024

4. Chief Financial Officer Date

Emilio Wagner (Oct 30, 2024 14:33 PDT) 10/30/2024

5. Chief Facilities and Technology Officer Date

10/28/2024

6. Chief Executive Officer Date

Date Presented / Approved:

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

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Local Government	**CAPK Program**	CES and ARG.
Funding Agency	City of Bakersfield	**Project Name**	Intensive Case Management
CFDA	N/A	**Target Population**	Chronic unhoused individuals
Reapplication (Y/N)	N	**Number to be served**	TBD
Estimated Request	$ TBD	**Division Director**	Rebecca Moreno
Award Period	3 year agreement	**Program Manager**	oseph Aguilar and Rosario Medin

Project Goal (One sentence goal statement)

Provide intensive case management to people experiencing chronic homelessness with substance use or behavioral health disorders.

Project Description (Brief one paragraph description)

Intensive case management will be provided to individuals facing chronic homelessness with substance use or behavioral health disorders by receiving wraparound services. These services include but are not excluded to landlord engagement, financial literacy, mental health referrals, and internal CAPK services. CES and ARG will provide intensive case management by meeting with participants once a week to assist them in reaching their personal goals and safe/stable housing. Intensive case management will be provided for a full year and will continue check-ins year two to ensure client stays on-track towards self sustainability.

Estimated Budget Summary

CAPK will present a budget request that reflects a new case management hire, fringe, client incentives, and operating costs to fulfill grant terms and agreements.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals:

Rebecca Moreno
Rebecca Moreno (Oct 28, 2024 10:19 PDT) 10/28/2024

1. Division Director Date

2. Chief Business Development Officer Date

3. Chief Program Officer Date

Tracy Webster 10/28/2024

4. Chief Financial Officer Date

Emilio Wagner (Oct 28, 2024 12:22 PDT) 10/28/2024

5. Chief Facilities and Technology Officer Date

10/28/2024

6. Chief Executive Officer Date

Date Presented / Approved:

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

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Local Government	**CAPK Program**	Energy
Funding Agency	City of Bakersfield	**Project Name**	2024 Residential Home Repair and Weatherization Program
CFDA	N/A	**Target Population**	Bakersfield residents
Reapplication (Y/N)	N	**Number to be served**	15
Estimated Request	$ 650,000	**Division Director**	Freddy Hernandez
Award Period	1 year	**Program Manager**	Wilfredo Cruz Jr.

Project Goal (One sentence goal statement)

Improve the lives of Bakersfield residents by assisting them with health and safety repairs to their homes.

Project Description (Brief one paragraph description)

CAPK Energy will deliver critical home repairs and energy efficiency upgrades to eligible homes within the City of Bakersfield. The Energy team will execute this program by assessing eligible homes and coordinating improvements that address essential health, safety, and structural needs. Subcontractors will be utilized for repairs outside of our current scope. CAPK estimates 15 homes being served within the one year period with an allocation of $25,000 per home.

Estimated Budget Summary

CAPK will leverage existing funds to weatherize homes and subcontract for repairs outside of our current scope. Subcontracted labor is budgeted at $307,395, weatherization materials at $75,000, and personnel/fringe at $172,314. The remaining of the budget being distributed amongst outreach, misc., travel, rent, and supplies.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals:

Freddy Hernandez — Freddy Hernandez (Oct 25, 2024 13:43 PDT) — 10/25/2024
1. Division Director — Date

2. Chief Business Development Officer — Date

3. Chief Program Officer — Date

Tracy Webster — 10/25/2024
4. Chief Financial Officer — Date

Emilio Wagner (Oct 28, 2024 08:29 PDT) — 10/28/2024
5. Chief Facilities and Technology Officer — Date

10/28/2024
6. Chief Executive Officer — Date

Date Presented / Approved:

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

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Public	**CAPK Program**	FHCC
Funding Agency	The City of Bakersfield	**Project Name**	Capitol Improvement Funding for Non-Profit Youth Development Organizations
CFDA	n/a	**Target Population**	Youth
Reapplication (Y/N)	no	**Number to be served**	120 Annually
Estimated Request	$ 1.3 million	**Division Director**	Freddy Hernandez
Award Period	Nov 2024 - Nov 2026	**Program Manager**	Lois Hannible

Project Goal (One sentence goal statement)

The goal of the Friendship House Community Center Capital Improvement Project is to use $1.3 million in funding from the City of Bakersfield to expand and improve the center's facilities, increasing capacity and enhancing safety to better serve disadvantaged youth in Southeast Bakersfield.

Project Description (Brief one paragraph description)

The Friendship House Community Center Capital Improvement Project is designed to renovate and expand the center's facilities to better serve disadvantaged youth and families in Southeast Bakersfield. The project includes the construction of two new modular buildings to provide additional classroom space, essential site upgrades such as improved lighting and security measures, and enhancements to existing structures like the installation of a synthetic sports floor. These improvements will significantly increase the center's capacity to offer vital educational, recreational, and mentorship programs, fostering a safer and more engaging environment for the at-risk youth it serves.

Estimated Budget Summary

The Friendship House Community Center Capital Improvement Project has a total budget of $1.3 million. The base project, which addresses the most critical needs, is estimated at $543,686 and includes the construction of two modular buildings and essential site upgrades to improve safety and expand program capacity. Additionally, there are two alternate additions totaling $756,514, which cover further enhancements such as the installation of a synthetic sports floor in the gymnasium, repairs to existing structures, and additional site improvements to enhance the overall quality and functionality of the center.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals:

Freddy Hernandez
Freddy Hernandez (Oct 25, 2024 13:44 PDT)

Oct 25, 2024

1. Division Director — Date

2. Chief Business Development Officer — Date

3. Chief Program Officer — Date

Stacy Webster

Oct 25, 2024

4. Chief Financial Officer — Date

Emilio Wagner (Oct 28, 2024 08:29 PDT)

Oct 28, 2024

5. Chief Facilities and Technology Officer — Date

Oct 28, 2024

6. Chief Executive Officer — Date

Date Presented / Approved:

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

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Private	**CAPK Program**	CAPK Operations
Funding Agency	Sustain our Future Foundation	**Project Name**	Mojave Community Solar and Playground Enhancement Project
CFDA	n/a	**Target Population**	Afghan refugee community
Reapplication (Y/N)	No	**Number to be served**	100
Estimated Request	$ 100,000	**Division Director**	Freddy Hernandez
Award Period	TBD	**Program Manager**	n/a

Project Goal (One sentence goal statement)

Funds will go towards retrofitting the Afghan refugee community center in the Mojave Desert with solar energy, upgrading playground infrastructure, along with home weatherization to improve community well-being and resilience.

Project Description (Brief one paragraph description)

CAPK will use grant funds to support the Afghan refugee community in the Mojave Desert by retrofitting their community center with solar energy and upgrading the playground to provide safe recreational space for children. While the primary focus is on solar energy installation and playground improvements, CAPK aims to explore additional options to best support the community's needs. The funds will be allocated toward projects that promote energy efficiency, environmental justice, and sustainability, in alignment with the funder's priorities, ensuring the most impactful use of resources.

Estimated Budget Summary

The estimated total budget is $100,000, with $90,909 allocated for direct costs. This includes $45,000 for solar panel installation at the community center, $27,000 for playground upgrades, and $18,909 for additional energy efficiency and environmental justice projects. The remaining $9,090 (10%) will cover indirect costs, such as administrative support and overhead.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals:

Freddy Hernandez — Oct 25, 2024
Freddy Hernandez (Oct 25, 2024 13:45 PDT)
1. Division Director — Date

2. Chief Business Development Officer — Date

3. Chief Program Officer — Date

Oct 25, 2024
4. Chief Financial Officer — Date

Oct 28, 2024
Emilio Wagner (Oct 28, 2024 08:28 PDT)
5. Chief Facilities and Technology Officer — Date

Oct 28, 2024
6. Chief Executive Officer — Date

Date Presented / Approved:

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

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
October 2024

Funding Type	Private	**CAPK Program**	Food Bank
Funding Agency	Kern River Valley Community Fund through the Kern Community Foundation	**Project Name**	Enhancing Food Security in Kern River Valley through Increased Storage Capacity
CFDA	N/A	**Target Population**	Kern River Valley residents
Request	$6,000	**Division Director**	Susana Magana
Award Period	1 year	**Program Manager**	Kelly Lowery
Description	The Food Bank will utilize funds to purchase a commercial refrigerator and freezer for a choice-based food model pantry for Kern River Valley residents.		

Funding Type	Private	**CAPK Program**	Food Bank
Funding Agency	Target Corporation	**Project Name**	Target Community Engagement Fund
CFDA	N/A	**Target Population**	Food Insecure
Request	$2500	**Division Director**	Susana Magana
Award Period	December 2024-December 2025	**Program Manager**	Kelly Lowery
Description	CAPK applied for a $2500 grant with Target Stores Corporation to procure Warehouse Management Scanners to help with warehouse operations. These devices are essential for tracking inventory, streamlining food processing, and ensuring accurate, timely distribution. With limited staff and high demand, the scanners will help maintain high standards of service while reducing human error and improving operational efficiency. The scanners will enable CAPK to continue meeting the needs of food-insecure residents in a more efficient and reliable manner.		

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
October 2024

Funding Type	Non-profit	**CAPK Program**	East Kern Family Resource Center
Funding Agency	First 5 Kern	**Project Name**	Family Resource Centers Grant
CFDA	N/A	**Target Population**	East Kern Families
Request	$7,250	**Division Director**	Freddy Hernandez
Award Period	10/1/24 – 5/31/25	**Program Manager**	Anna Saavedra
Description	The East Kern Family Resource Center seeks to address service gaps in Kern County by subsidizing court-mandated parenting classes and covering associated material costs. To support families facing transportation challenges, we offer bus passes and gas cards, ensuring parents can attend these free classes, access developmental screenings, and meet their families' needs. Additionally, we provide educational and literacy materials, emergency supplies, baby essentials, and seasonal clothing to ease financial strain and reduce stress, helping children achieve school readiness.		

Funding Type	Non-profit	**CAPK Program**	Oasis Family Resource Center
Funding Agency	First 5 Kern	**Project Name**	Family Resource Centers Grant
CFDA	N/A	**Target Population**	East Kern Families
Request	$7,250	**Division Director**	Freddy Hernandez
Award Period	10/1/24 – 5/31/25	**Program Manager**	Eric Le Barbe
Description	The Oasis Family Resource Center seeks to address service gaps in Kern County by subsidizing court-mandated parenting classes and covering associated material costs. To support families facing transportation challenges, we offer bus passes and gas cards, ensuring parents can attend these free classes, access developmental screenings, and meet their families' needs. Additionally, we provide educational and literacy materials, emergency supplies, baby essentials, and seasonal clothing to ease financial strain and reduce stress, helping children achieve school readiness.		

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

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
October 2024

Date Presented/Approved

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

Community Action Partnership of Kern
Monthly Report 2024

Month	October-24	Program/Work Unit	Head Start & Early Head Start
Division/Director	Head Start/State Child Development Division/ Yolanda Gonzales	Enrollment and Attendance Manager	Carol Hendricks
Reporting Period	October 1, 2024 - October 31, 2024		

Program Description

Head Start provides high-quality, early childhood education to children ages zero to five years old through part-day, full-day, and home-based options. The program has a holistic approach, not only addressing the needs of the child but teaching parents to become advocates and skilled providers for their children through its Parent Policy Council and Family Engagement programs. CAPK offers Head Start and Early Head Start services throughout Kern and San Joaquin counties.

Early Head Start (ages 0-3) (FNPI 2a, 2b, 2c, 2c.1,2d, SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots
Reportable/Funded Enrollment (3 fully closed classroom rooms)	696	753	753	92%	24
Disabilities	173 (YTD)	10%	10%	27%	n/a
Over Income 101%-130% (up to 35%)	19	n/a	n/a	3%	n/a
Over Income 131% and up (up to 10%)	56	n/a	n/a	8%	n/a

Head Start (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots
Reportable/Funded Enrollment (4 fully closed classrooms)	842	953	953	88%	51
Disabilities	73 (YTD)	10%	10%	9%	n/a
Over Income 101%-130% (up to 35%)	22	n/a	n/a	3%	n/a
Over Income 131% and up (up to 10%)	81	n/a	n/a	10%	n/a

Home Visiting Program (SRV 2cc, 7a)	Monthly	Year-To-Date	Annual Goal (Contract Limit 400)	Annual Progress	
Enrollment	216	560	312	179%	

Central Kitchen		Breakfast	Lunch	Snack
Meals and Snacks	50,212	18,642	15,059	16,349

Child and Adult Care Food Program (CACFP) (Note: The data represents information from September 2024)	Total Meals Delivered	Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)	61,442	34,752/23,067	46,284	75%

Household Services	Month	YTD
Eligbility Determination (SRV 7b)	148	992
Total Community Services	**148**	**992**

Explanation (Over/Under Goal Progress)

The current challenges we are facing regarding enrollment is due to staffing shortages and the licensing of centers. We have addressed our staffing shortages by hiring several staff members, such as, teachers, assistant teachers and kitchen staff. Our Stockdale Child Development Center has been licensed and we are working to fill that center. We are still waiting for the yard at the Martha J. Morgan center to be cleared by licensing. At this time, the Martha J. Morgan center is still not able to provide services.

	Progress Towards Goal
School Readiness: Increase families and staff capacity to support children's school readiness and to implement a quality program by enhancing an inclusive environment to strengthan teacher and child intraactions.	Objective: The program will elevate children's social-emotional development and strengthen teacher-child interactions. Progress: The Education and support Services team have received training on CLASS 2.0 in preparation for a transition to a more inclusive quality interation assessment tool.

Program Description

MEMORANDUM

To: PRE Committee

From: Carol Hendricks, Enrollment and Attendance Manager

Date: November 6, 2024

Subject: *Agenda Item 5d:* 2025/2026 Recruitment and Selection Plan – **Action Item**

The Head Start Performance Standards mandate an annual review and, if needed, revision of each program's Recruitment and Selection Plan. In response, CAPK convenes a committee comprising staff, parents, and community partners to lead this effort. The committee conducts a thorough examination of the current plan, offers recommendations, and provides feedback on proposed updates.

This year, the committee included representatives from CAPK's governance, program, enrollment, partnerships, and administration teams, as well as CAPK Board members Michelle Jara-Rangel and Yolanda Ochoa, Bakersfield Police Department Community Liaison Officer Chad Dickson, and various staff from the Kern High School District who work with teen parents.

The committee met twice to review updated performance standards and analyze the current Selection Criteria point system to ensure the Recruitment Plan aligns with the Head Start Program Performance Standards, prioritizing enrollment for our community's most vulnerable families and children.

Based on this review, the committee determined that adjustments to the Selection Criteria point system were necessary to reflect recent changes in Head Start Performance Standards. Under the new standards, household expenses exceeding 30% of income can be considered to reduce an applicant's annual gross income. Consequently, applicants receiving public assistance, who previously received 50 points, will now receive 500 points, preventing them from being outscored by over-income applicants whose expenses increase their point allocation. Additionally, the standards emphasize reducing barriers for staff seeking childcare; as such, staff applicants will now receive 25 points. In collaboration with the Kern High School District, the committee also re-evaluated teen parents, adjusting their points from 30 to 40.

These updates align CAPK's Recruitment and Selection Plan with Head Start's performance standards while addressing identified needs in the recent community assessment.

Recommendation:
Staff recommends the PRE-Committee approve the 2025/2026 Recruitment and Selection Plan.

Attachment:
2025/2026 Recruitment and Selection Plan

2025-2026
Recruitment and Selection Plan
Community Action Partnership of Kern

11/25/2024

Head Start/State Child Development Division

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RECRUITMENT AND SELECTION PLAN COMMITTEE

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Yolanda Ochoa	Board Member
Community Members	
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Elizabeth Williams	Professional Development Manager
Carol Hendricks	Enrollment & Attendance Manager
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Mary Ann Mooney	Program Manager
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Janey Felsoci	Program Manager
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Cynthia Rodriguez	Head Start Education Manager
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Lorena Juarez	Enrollment Supervisor
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Chase Rangel	Data Analyst Supervisor
Mary Lopez	Home Based Supervisor
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Sandra Acevedo	Enrollment Coordinator
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INTRODUCTION

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

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

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

The Head Start Program Kern grant is funded to serve 936 Head Start Preschool (HSP) children, and 753 Early Head Start children (EHS), including women who participate in our EHS-Pregnant Woman Program through Home Base.

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METHODOLOGY

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

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

The Recruitment and Selection Plan Committee met on September 26, 2024, and October 24, 2024. The committee members participated in an open discussion identifying community needs based on Community Assessment. The discussions also included a review of the 2023-2024 Selection Criteria as well as the 2023-2024 Recruitment and Selection Plan. The Plan includes excerpts from the Head Start Program Performance Standards and from the Head Start Act for School Readiness.

At the meeting, information was shared about the purpose of the Recruitment and Selection plan. Additionally, committee members were advised of the importance of their work, as some data points may guide recruitment efforts throughout the counties in the coming year and determine selection priorities for which children are enrolled.

The Committee was asked to review the documents provided to them, including the updated program performance standards, and freely discuss the priorities they would like to see established. They were informed that the Recruitment and Selection Plan must be based on the needs identified in the community assessment.

Committee members engaged in shepherding a new Recruitment and Selection Plan during the planning session. They examined the priorities established by the 2024/2025 Recruitment and Selection Plan. The primary discussion was meeting the Office of Head Start's updated Program Performance Standards. What follows is the result of their examination of the needs and strengths of the communities served.

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Eligibility

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

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

Eligibility Categories

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

McKinney-Vento Eligible Children (Homeless Children)

Homelessness has been a continual issue in Kern and San Joaquin County due to the economy. The Office of Head Start recognized the importance of providing services to homeless families as they are the "neediest-of-the-needy." Homeless families are categorically eligible for Head Start and are considered a priority for services. According to the 2024 Kern County Point-in-Time Count the homeless population in the county increased by 37% compared to 2023 data. Adults and children comprised 3% of the homeless population; children comprised 5% of the homeless population. Meanwhile, San Joaquin County experienced a 104% increase in the homeless population from 2022. CAPK reports for the 2023-2024 School Year show 95 homeless children and their families were provided services.

Children with Disabilities

Head Start Performance Standards require a minimum of 10% of the funded enrollment of both Head Start and Early Head Start being children with disabilities (IEP/IFSP). The California Department of Education reported a total of 4,547 children under 5 years of age enrolled in Kern and San Joaquin County Special Education Programs in 2018. For the 2023-2024 School Year, CAPK reports serving 312 children with a diagnosed disability.

Foster Placement

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

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

Based on the most recent update to the 2023 Community Assessment, it was determined that 66,203 children in Kern County and 51,211 in San Joaquin County are under the age of 5. Additionally, an estimated 22,524 children in Kern County lived in poverty and 89% of children 0-5 lived in communities served by CAPK. When it comes to San Joaquin County, there are approximately 6,178 that were age and income eligible.

Based on that number, 31.1% of those children under the age of 5 are living below the federal poverty level; that means, there is an estimated 22,524 children that are Income/Public Assistance eligible for the Head Start Preschool and Early Head Start currently residing in Kern County and 6,178 in San Joaquin County. During the 2023-2024 School Year, 776 of those served are categorized as Income/Public Assistance eligible in both Kern and San Joaquin County.

Over income who meet the program selection criteria; however, based on the updated Head Start Program Performance Standards (§1302.12(i)(1)(ii) and §1305.2), household expenses exceeding 30% of the applicant's gross annual income can be deducted from the income. Therefore, providing those who may be over income to qualify as income eligible based on the new standard.

Additionally, the Head Start Program Performance Standards state in section 1302.14(6), "A program may consider the enrollment of children of staff members as a part of the selection criteria. Due to this, the committee also reviewed barriers for staff members with children in the program and assessed additional points to alleviate said barriers and to align with the standard as outlined.

Although it has been stated more than 27,000 children are Income/Public Assistance eligible for services in Kern County, the agency can provide services to 10% of the funded enrollment that exceed the income requirements of the program, at any given time. Generally, these slots are saved for those children that have disabilities but may be over income for the program or for centers in locations that struggle with securing Income/Public Assistance eligible families. For the 2023-2024 School Year, CAPK reports serving 128 over income families.

Recruitment

Children with diagnosed disabilities

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

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

- Participating on the Kern County Superintendent of Schools SELPA/LRE (Special Education Local Plan Area/Least Restrictive Environment) Committee.
- Participating in MVCCP-Medically Vulnerable Care Coordinator Project.

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

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

Recruitment Strategies

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

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

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

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

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

- Initial Spring recruitment focuses on enrollment for the upcoming school year.
- Word of mouth recruitment through parents, volunteers, program staff, agency staff and community partners.
- Collaborative efforts with community events and agencies to coordinate ongoing recruitment opportunities, ensuring adaptation of outreach materials for local cultures and languages.

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- Close collaboration with Special Education Local Plan Area/Local Education Agencies (SELPA/LEA), Kern Early Start Services, and other community groups, and medical professionals to keep communication open for services available for children with special needs and/or diagnosed disabilities.
- Application clinics, in-home application appointments, on-site or Head Start's office application appointments; and whenever possible assistance to walk-in parents to complete applications.
- Collaborating with media outlets to advertise the availability of Head Start services.
- Collaboration with Bakersfield Police Department's Community Resource Division.
- Collaboration with Owens Valley Career Development center to target the tribal community.
- Collaboration with the Kern High School District to target teen parents.
- Year-round recruitment efforts.
- Memo of Understanding (MOU) with community agencies to provide on-site assistance to
- McKinney-Vento eligible children/families, domestic violence victims, child protective services and other families in need.
- Private sector child development programs.
- MOU with the Department of Human Services to recruit in the lobby of the main office in Bakersfield, where applications can be completed during the work week on a consistent basis.
- Collaboration with CAPK WIC and San Joaquin WIC.
- Nutrition and Child Support services in San Joaquin County.
- Create events at each individual center to draw attention to what Head Start does for the families in each neighborhood/community.
- Have a CAPK Community Resource event that promotes Head Start as well as other CAPK programs that provide services to low-income families.
- Provide recruitment materials and information to the 50 Head Start Dental providers.
- Provide recruitment materials and information to the CHDP providers.
- Utilize technology and social media.
- Rebranding from Child Education and Development Services to Head Start services.
- Utilize CAPK Outreach department to maximize recruitment efforts county-wide.

Recruitment Strategies are individualized by the local community:

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

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

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

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

- Festivals, fairs, or holiday events sponsored by the program
- Parades
- Center locations or relocations

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

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Selection Priorities

Head Start Program's priority for an enrollment opportunity is:

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

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

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

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

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

2. Foster Placement

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

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

Total priority points are calculated by our ChildPlus database.

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

When the applicant's priority points are entered into the database, the database calculates the total points to determine priority on the waiting list. Selection is based upon priority and ranking on the waiting list database

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at the time the enrollment opportunity becomes available.

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

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APPENDICES

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

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

Definitions from the Compilation of the Act

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

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

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

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

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

Sections of the Act

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

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

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

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PARTICIPATION IN HEAD START PROGRAMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(VI) the number of children served by the agency, disaggregated by whether such children are eligible under

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clause (i), clause (ii), clause (iii)(I), or clause (iii)(II); and the eligibility criteria category of the children on the agency's waiting list.

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

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

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

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

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

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

Sections of the Head Start Program Performance Standards

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

(i) A tribal program may propose a service area that includes areas where members of Indian tribes or those eligible for such membership reside, including but not limited to Indian reservation land, areas designated as near-reservation by the Bureau of Indian Affairs (BIA) provided that the service area is approved by the tribe's governing council, Alaska Native Villages, Alaska Native Regional

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Corporations with land-based authorities, Oklahoma Tribal Statistical Areas, and Tribal Designated Statistical Areas where federally recognized Indian tribes do not have a federally established reservation.

(ii) If the tribe's service area includes any area specified in paragraph (a)(1)(i) of this section, and that area is also served by another program, the tribe may serve children from families who are members of or eligible to be members of such tribe and who reside in such areas as well as children from families who are not members of the tribe, but who reside within the tribe's established service area.

(2) If a program decides to change the service area after ACF has approved its grant application, the program must submit to ACF a new service area proposal for approval.

(b) Community wide strategic planning and needs assessment (community assessment).

(1) A program must conduct a comprehensive community assessment at least once over the five-year grant period and annually review and update if any significant changes are needed as described in paragraph (b)(5) of this section to:

(i) Identify populations most in need of services including prevalent social or economic factors, challenges, and barriers experienced by families and children.

(ii) Inform the program's design and to ensure equitable, inclusive, and accessible service delivery that reflect needs and diversity of the community.

(iii) Inform the enrollment, recruitment, and selection process to prioritize the enrollment of those populations with relevant circumstances identified under paragraph (b)(1)(i) of this section.

(iv) Identify strengths and resources in the community that can be leveraged for service delivery, coordination, and partnership efforts for education, health, nutrition, and referrals to social services to eligible children and families; and,

(v) Identify the communication methods and modalities available to the program that best engage with prospective and enrolled families in accessible ways.

(2) In conducting the community assessment, the program must collect and utilize data that describes community strengths, needs, and resources and include, at a minimum:

(i) Relevant demographic data about eligible children and expectant mothers, including:

(A) Race and ethnicity.

(B) Children living in poverty.

(C) Children experiencing homelessness in collaboration with, to the extent possible, McKinney-Vento Local Education Agency Liaisons (42 U.S.C. 11432 (6)(A)).

(D) Children in foster care;

(E) Children with disabilities, including types of disabilities and relevant services and resources provided to these children by community agencies; and

(F) Geographic location and languages they speak.

(ii) The education, health, nutrition and social service needs of eligible children and their families, including prevalent social or economic factors, challenges, and barriers to program participation such as transportation needs;

(iii) Typical work, school, and training schedules of parents with eligible children;

(iv) Other child development, child care centers, and family child care programs that serve eligible children, including home visiting, publicly funded State and local preschools, and the approximate number of eligible children served and their ages;

(v) Resources that are available in the community to address the needs of eligible children and their families, especially transportation resources, and culturally appropriate and responsive supports;

(vi) Strengths of the community; and,

(vii) Gaps in community resources in areas relevant to addressing the needs of eligible children and their families such as gaps in health and human services, housing assistance, food assistance, employment assistance, early childhood development, and social services.

(3) Programs should have a strategic approach:

(i) To determine what data to acquire to reach goals in paragraph (b)(1) of this section prior to conducting the community assessment; and

(ii) For how to use the data acquired to reach goals in paragraph (b)(1) of this section after conducting the community assessment.

(4) When determining what data to acquire under paragraph (b)(2) of this section programs should consider what information is most relevant to inform services for families most in need. Data gathering should be informed by the program's understanding

of the community and be intentionally designed to help the program identify community strengths, needs, and resources, and plan the program accordingly. Programs are not required to collect all information themselves; rather programs should utilize community partners and utilize existing available data sources relevant to the local community.

(5) A program must annually review and, where needed, update the community assessment to identify any significant shifts in community demographics, needs, and resources that may impact program design and service delivery. As described in paragraph (b)(4) of this section, programs should consider results from their self-assessment as required in subpart J of this part (§§ 1302.101 through 1302.103) and their annual funding application to inform this process. The annual update review must consider at a minimum: changes related to children and families experiencing homelessness; how the program addresses equity, accessibility, and inclusiveness in its provision of services; and changes to the availability of publicly-funded pre-kindergarten and whether it meets the needs of families. Programs must consider how the annual review and update can inform and support management approaches for continuous quality improvement, program goals, and ongoing oversight.

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

1302.12 Determining, verifying, and documenting eligibility.

(a) Process overview.

(1) Program staff must:

(i) Conduct an in-person interview with each family, unless paragraph (a)(2) of this section applies;

(ii) Verify information as required in paragraphs (h) and (i) of this section; and,

(iii) Create an eligibility determination record for enrolled participants according to paragraph (k) of this section.

(2) Program staff may interview the family over the telephone if an in-person interview is not possible or convenient for the family.

(3) If a program has an alternate method to reasonably determine eligibility based on its community assessment, geographic and administrative data, or from other reliable data sources, it may petition the responsible HHS official to waive requirements in paragraphs (a)(1)(i) and (ii) of this section.

(b) Age requirements.

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

(2) For Head Start Preschool, a child must:

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

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

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

(c) Eligibility requirements.

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

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

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

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

(iv) The child is in foster care.

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

(d) Additional allowances for programs.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(i) Verifying eligibility.

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

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

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

(iii) If the program must calculate total gross income by using applicable sources of income. (ii) A program may make an adjustment to a family's gross income calculation for the purposes of determining eligibility to account for excessive housing costs. A program may use available bills, bank statements, and other relevant documentation provided by the family to calculate total annual housing costs with appropriate multipliers.

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

(3) To verify whether a family is homeless, a program may accept a written statement from a homeless services provider, school personnel, or other service agency attesting that the child is homeless or any other documentation that indicates homelessness, including documentation from a public or private agency, a declaration, information gathered on enrollment or application forms, or notes from an interview with staff to establish the child is homeless; or any other document that establishes homelessness.

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

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

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

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

the child is in foster care, or proof of a foster care payment.

(j) Eligibility duration.
(1) If a child is determined eligible under this section and is participating in a Head Start program, he or she will remain eligible through the end of the succeeding program year except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services.

(2) Children who are enrolled in a program receiving funds under the authority of section 645A of the Act remain eligible while they participate in the program.

(3) If a child moves from an Early Head Start program to a Head Start Preschool program, program staff must verify the family's eligibility again.

(4) If a program operates both an Early Head Start and a Head Start Preschool program, and the parents wish to enroll their child who has been enrolled in the program's Early Head Start, the program must ensure, whenever possible, the child receives Head Start services until enrolled in school, provided the child is eligible.

(k) Records.
(1) A program must keep eligibility determination records for each participant and ongoing records of the eligibility training for staff required by paragraph (m) of this section. A program may keep these records electronically.
(2) Each eligibility determination record must include:
(i) Copies of any documents or statements, including declarations, that are deemed necessary to verify eligibility under paragraphs (h) and (i) of this section;
(ii) A statement that program staff has made reasonable efforts to verify information by:
(A) Conducting either an in-person, or a telephone interview with the family as described under paragraph (a)(1)(i) or (a)(2) of this section; and,
(B) Describing efforts made to verify eligibility, as required under paragraphs (h) through (i) of this section; and, collecting documents required for third party verification that includes the family's written consent to contact each third party, the third parties' names, titles, and affiliations, and information from third parties regarding the family's eligibility.
(iii) A statement that identifies whether:
(A) The family's income is below income guidelines for its size, and lists the family's size;
(B) The family is eligible for or, in the absence of child care, potentially eligible for public assistance;
(C) The child is a homeless child or the child is in foster care;
(D) The family was determined to be eligible under the criterion in paragraph (c)(2) of this section; or,
(E) The family was determined to be eligible under the criterion in paragraph (d)(1) of this section.

(3) A program must keep eligibility determination records for those currently enrolled, as long as they are enrolled, and, for one year after they have either stopped receiving services; or are no longer enrolled.

(l) Program policies and procedures on violating eligibility determination regulations. A program must establish written policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Early Head Start or Head Start services.
(m) Training on eligibility.

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(1) A program must train all governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures. Training must, at a minimum:

(i) Include methods on how to collect complete and accurate eligibility information from families and third party sources;

(ii) Incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and,

(iii) Explain program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.

(2) A program must train management and staff members who make eligibility determinations within 90 days of hiring new staff.

(3) A program must train all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.

(4) A program must develop policies on how often training will be provided after the initial training.

1302.13 Recruitment of children.

In order to reach those most in need of services, a program must develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services, and encourage and assist them in applying for admission to the program. A program must include specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care.

1302.14 Selection process.

(a) Selection criteria.

(1) A program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in

(5) A program may consider the enrollment of children of staff members as part of the selection criteria in paragraph (a)(1) of this section.

§1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 et seq.) and other relevant family or child risk factors.

(2) If a program serves migrant or seasonal families, it must select participants according to criteria in paragraph (a)(1) of this section and give priority to children whose families can demonstrate they have relocated frequently within the past two-years to pursue agricultural work.

(3) If a program operates in a service area where Head Start eligible children can enroll in high-quality publicly funded pre-kindergarten for a full school day, the program must prioritize younger children as part of the selection criteria in paragraph (a)(1) of this section. If this priority would disrupt partnerships with local education agencies, then it is not required. An American Indian and Alaska Native or Migrant or Seasonal Head Start program must consider whether such prioritization is appropriate in their community.

(4) A program must not deny enrollment based on a disability or chronic health condition or its severity.

(b) Children eligible for services under IDEA.

(1) A program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.

(2) If the requirement in paragraph (b)(1) of this section has been met, children eligible for services under IDEA should be prioritized for the available slots in accordance with the program's selection criteria described in paragraph (a) of this section.

(c) Waiting lists. A program must develop at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program's selection criteria.

1302.15 Enrollment.
(a) Funded enrollment. A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.

(b) Continuity of enrollment.
(1) A program must make efforts to maintain enrollment of eligible children for the following year.

(2) Under exceptional circumstances, a program may maintain a child's enrollment in Head Start for a third year, provided that family income is verified again. A program may maintain a child's enrollment in Early Head Start as described in §1302.12(j)(2).

(3) If a program serves homeless children or children in foster care, it must make efforts to maintain the child's enrollment regardless of whether the family or child moves to a different service area, or transition the child to a program in a different service area, as required in §1302.72(a), according to the family's needs.

(c) Reserved slots. If a program determines from the community assessment there are families experiencing homelessness in the area, or children in foster care that could benefit from services, the program may reserve one or more enrollment slots for pregnant women and children experiencing homelessness and children in foster care, when a vacancy occurs. No more than three percent of a program's funded enrollment slots may be reserved. If the reserved enrollment slot is not filled within 30 days, the enrollment slot becomes vacant and then must be filled in accordance with paragraph (a) of this section.

(d) Other enrollment. Children from diverse economic backgrounds who are funded with other sources, including private pay, are not considered part of a program's eligible funded enrollment.

(e) State immunization enrollment requirements. A program must comply with state immunization enrollment and attendance requirements, with the exception of homeless children as described in §1302.16(c)(1).

(f) Voluntary parent participation. Parent participation in any program activity is voluntary, including consent for data sharing, and is not required as a condition of the child's enrollment.

1302.16 Attendance. Promoting regular attendance. A program must track attendance for each child.
(1) A program must implement a process to ensure children are safe when they do not arrive at school. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure the child's well-being.

(2) A program must implement strategies to promote attendance. At a minimum, a program must:
(i) Provide information about the benefits of regular attendance;
(ii) Support families to promote the child's regular attendance;
(iii) Conduct a home visit or make other direct contact with a child's parents if a child has multiple unexplained absences (such as two consecutive unexplained absences); and,
(iv) Within the first 60 days of program operation, and on an ongoing basis, thereafter, use individual child attendance data to identify children with patterns of absence that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance

among identified children, such as direct contact with parents or intensive case management, as necessary.

(3) If a child ceases to attend, the program must make appropriate efforts to reengage the family to resume attendance, including as described in paragraph (a)(2) of this section. If the child's attendance does not resume, then the program must consider that slot vacant. This action is not considered expulsion as described in §1302.17.

(b) Managing systematic program attendance issues. If a program's monthly average daily attendance rate falls below 85 percent, the program must analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate. The program must use this data to make necessary changes in a timely manner as part of ongoing oversight and correction as described in §1302.102(b) and inform its continuous improvement efforts as described in §1302.102(c).

(c) Supporting attendance of homeless children.

(1) If a program determines a child is eligible under §1302.12(c)(1)(iii), it must allow the child to attend for up to 90 days or as long as allowed under state licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. A program must work with families to get children immunized as soon as possible in order to comply with state licensing requirements.

(2) If a child experiencing homelessness is unable to attend classes regularly because the family does not have transportation to and from the program facility, the program must utilize community resources, where possible, to provide transportation for the child.

Definitions from the Head Start Program Performance Standards

§1305.2 Definitions Recruitment area means that geographic locality within which a Head Start program seeks to enroll Head Start children and families. The recruitment area can be the same as the service area or it can be a smaller area or areas within the service area.

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Community Action Partnership of Kern
Head Start /State Child Development
Income Breakdown Chart
2024 - 2025

2024 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA	
Persons in family/household	Poverty guideline
1	$15,060
2	$20,440
3	$25,820
4	$31,200
5	$36,580
6	$41,960
7	$47,340
8	$52,720

For families/households with more than 8 persons, add $5,380 for each additional person.

Revised January 17, 2024

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Head Start and State Child Development Services

Application Completed: ☐ In-person ☐ Audio or Video Call

2024-2025 Selection Criteria Verification Form

Applicant Name:_____ **D.O.B:**_____

Program: □**HS** □**EHS** □**EHS-SJ** □**EHS Partnership** □ **FCC** **Family Size**_____
Option: □**HB** □**PD** □ **FD/PY** □**FD/FY** **Center/HB Educator:**_____

Eligibility Type: (select only one)		**Documentation Examined**	
☐ McKinney-Vento Eligible *		☐ Public Assistance (Tribal TANF,TANF, SNAP, SSI)	☐ Pay Stub/W-2
☐ Foster Care		☐ Foster Care Reimbursement	☐ 2024 Taxes Form 1040
☐ Income Eligible		☐ Verification of Support	☐ Employer Statement
☐ Public Assistance (Tribal TANF,TANF, SNAP, SSI)		☐ Zero Income Statement	☐ Adjusted Household Expenses
☐ Over Income		☐ EDD Unemployment	☐ Other

CRITERIA***	POINTS	CRITERIA***	POINTS
ELIGIBILITY		OTHER FACTORS (Circle all that apply)	
McKinney-Vento Eligible*/Foster-Kinship Care**	900	Disability (IFSP/IEP)	200
Public Assistance (Tribal TANF Valid Aid Code, SSI, or SNAP)	500	Caregiver-Kinship Care (in process i.e. GBLA Letter)	15
Income		Transitioning from EHS to HS – 3rd year enrollee	350
75-100% Below Poverty	255	Child on Waitlist prior year-not enrolled	50
50- 74% Below Poverty	250	Parent (s) work FT, attend school FT or CalWORKs	50
25- 49% Below Poverty	245	Court Ordered Family Maintenance	50
0-24% Below Poverty	240	Medical or Social Service Referral	20
Over-Income	5	Sibling enrolled EHS or HS	15
AGE		Primary Language in home other than English	10
HS: 4-year-old (on September 1)	60	First Time Pregnancy	30
3-year-old (on September 1)	15	High Risk Pregnancy	50
		Teen Parent (19 Years or Younger at time of applicant's birth)	40
EHS: Pregnant Woman	25	One Parent	20
Infant	25	Guardian	25
Toddler	20	CAPK Staff Member	25

Residential Verification: ☐ **Department of Human Services** ☐ **Utility Bill** ☐ **Other**

Staff Verifying Eligibility – Print Name	**Signature**	**Date**

Board approved:
Policy Council approved:

DRAFT

Guidance for Selection Criteria Verification Form

Participant Name and DOB: The name and date of birth (DOB) that is on the child's birth certificate or other document used to verify legal name and age.

Program: The program which the family is applying for HS, EHS, or EHS Partnership, FCC (Family Child Care).

Option: Select the program option which the family is applying Home Based (HB); Part Day (PD); Full Day/Part Year (FD/PY); and/or Full Day/Full Year (FD/FY); Family Childcare (FCC).

Center/Educator Name: Name of center or Home-Based Educator for which they are applying.

Eligibility Type: Only one type of eligibility may be selected. Choose the most applicable with the highest need.

Documentation Examined: To determine eligibility, select all that apply. For documentation not listed, staff must identify on the "other" line. All documents used to determine eligibility MUST be attached to the application.

Eligibility: Applicants are considered eligible if homeless (as defined by the McKinney-Vento Homeless Assistance Act), in Foster Care, Kinship Care, or are Income/Public Assistance eligible.

Income: Income points are determined by the Federal Poverty Guideline and family size, even those that are categorically eligible.

Age: Select the classroom age of the child. For Pre-K (HS) children, if the child turns 4-years-old after cutoff of September 1, the child is considered 3-years-old. If the child turns 5-years-old after September 1, they are considered a 4-year-old. (Based on cut- off age for kindergarten.)

Other Factors:

Disability: ONLY if current Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) is provided.

Public Assistance {Tribal TANF, TANF with valid Aid Code or SSI): TANF documentation with valid Aid Code, Tribal TANF documentation, or 551 documentation.

Caregiver in process: Caregiver-Kinship Care (includes Guardian) who does not yet have legal documentation. However, applicant is in process of such and has a letter stating to this effect from Great Bakersfield Legal Assistance, Inc., or similar entity.

Transitioning {EHS to HS or 3rd. year enrollee): Select only if currently enrolled EHS participant or 3rd year HS applicant.

Child on waitlist prior program year: The applicant was on the waitlist the previous program year and was not enrolled.

Parent Works/Attends School/CalWORKs: Documentation must be provided, and case notes must include parent(s) employment and/or attending school.

Court Ordered Family Maintenance: Family is engaged in court-ordered program/classes. (Court documents must be provided.)

Medical Referral: A medical referral from the physician must be provided.

Social Service Referral: A social service agency referral must be provided.

Sibling Enrolled: Must have a sibling currently enrolled in Head Start/Early Head Start. **Primary Language is other than English:** Any language other than English spoken in the home. **At-risk**

Pregnancy and First Pregnancy: Pregnant women applying for EHS Home Base only.

Teen Parent: Parent was/will be 19 years or younger at time of applicant's birth. (Including currently pregnant women.)

One Parent: Family size is one parent.

CAPK Staff Member: A program may consider the enrolment of staff members as part of the selection criteria (1302.14(6))

Residential Verification: Must provide proof of residency in Kern County or San Joaquin County.

Signature: The staff member who verified eligibility must print their name and sign the Selection Criteria Verification form

Board approved:
Policy Council approved:

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MEMORANDUM

To: PRE Committee

From: Carol Hendricks, Enrollment and Attendance Manager

Date: November 6, 2024

Subject: *Agenda Item 5e:* Amendment to the current 2024/2025 Recruitment and Selection Plan – **Action Item**

In January 2024, the PRE-Committee and the Board of Directors approved the 2024/2025 Recruitment and Selection Plan, including the Selection Criteria form, which applies points based on applicant needs. However, in August 2024, the Office of Head Start introduced updates to the performance standards. Under these revised standards, applicants' household expenses exceeding 30% of their income may now reduce their annual gross income. Additionally, the updated standards encourage removing barriers for staff needing childcare.

For the 2025/2026 Recruitment and Selection Plan, applicants receiving public assistance, who previously received 50 points, will now be allocated 500 points to ensure they are not outscored by over-income applicants who may receive additional points due to household expenses. Staff applicants will receive 25 points under the new plan. Although not mandated by the standards, the committee, in collaboration with the Kern High School District, also adjusted the points for teen parents, increasing them from 30 to 40.

These updates and the amendment to the current plan, will ensure CAPK's Recruitment and Selection Plan is aligned with the most current Head Start performance standards while addressing needs identified in the recent community assessment. Accordingly, it is recommended to amend the 2024/2025 Recruitment and Selection Plan's Selection Criteria form to reflect the adjustments for the 2025/2026 program year in accordance with the updated Head Start performance standards.

Recommendation:
Staff recommends the PRE-Committee approve the Amended 2024/2025 Recruitment and Selection Plan and Selection Criteria.

Attachments:
2024/2025 Recruitment and Selection Plan's Selection Criteria Form
2024/2025 Updated Recruitment and Selection Plan's Selection Criteria Form

Head Start and State Child Development Services

Application Completed: ☐ In-person ☐ Audio or Video Call

2024-2025 Selection Criteria Verification Form

Applicant Name:_____ **D.O.B:**_____

Program: □HS □EHS □EHS-SJ □EHS Partnership □ FCC **Family Size**_____
Option: □ HB □PD □ FD/PY □FD/FY **Center/HB Educator:**_____

Eligibility Type: (select only one)		**Documentation Examined**	
☐ McKinney-Vento Eligible *		☐ Public Assistance (Tribal TANF,TANF, SNAP, SSI)	☐ Pay Stub/W-2
☐ Foster Care		☐ Foster Care Reimbursement	☐ 2024 Taxes Form 1040
☐ Income Eligible		☐ Verification of Support	☐ Employer Statement
☐ Public Assistance (Tribal TANF,TANF, SNAP, SSI)		☐ Zero Income Statement	☐ Adjusted Household Expenses
☐ Over Income		☐ EDD Unemployment	☐ Other

CRITERIA***	POINTS	CRITERIA***	POINTS
ELIGIBILITY		OTHER FACTORS (Circle all that apply)	
McKinney-Vento Eligible*/Foster-Kinship Care**	900	Disability (IFSP/IEP)	200
Income		Public Assistance (Tribal TANF Valid Aid Code, SSI, or SNAP)	50
75-100% Below Poverty	255	Caregiver-Kinship Care (Guardian) in process (GBLA letter)	15
50- 74% Below Poverty	250	Transitioning from EHS to HS – 3rd year enrollee	350
25- 49% Below Poverty	245	Child on Waitlist prior year-not enrolled	50
0-24% Below Poverty	240	Parent (s) work FT, attend school FT or CalWorks	50
Over-Income	5	Court Ordered Family Maintenance	50
AGE		Medical or Social Service Referral	20
HS: 4-year-old (on September 1)	60	Sibling enrolled EHS or HS	15
3-year-old (on September 1)	15	Primary Language in home other than English	10
		First Time Pregnancy	30
EHS: Pregnant Woman	25	High Risk Pregnancy	50
Infant	25	Teen Parent (19 Years or Younger at time of applicant's birth)	40
Toddler	20	One Parent	20
		Guardian	25
*Based on the definition outlined by the McKinney-Vento Act **Kinship Care as outlined in ACF-IM-HS-19-03		CAPK Staff Member	25

Residential Verification: □ **Department of Human Services** □ **Utility Bill** □ **Other:**

Staff Verifying Eligibility – Print Name	**Signature**	

Board Approved:
Policy Council Approved:

Guidance for Selection Criteria Verification Form

Participant Name and DOB: The name and date of birth (DOB) that is on the child's birth certificate or other document used to verify legal name and age.
Program: The program which the family is applying for HS, EHS, or EHS Partnership, FCC (Family Child Care).

Option**:** Select the program option which the family is applying Home Based (HB); Part Day (PD); Full Day/Part Year (FD/PY); and/or Full Day/Full Year (FD/FY); Family Childcare (FCC).

Center/Educator Name: Name of center or Home-Based Educator for which they are applying.

Eligibility Type: Only one type of eligibility may be selected. Choose the most applicable with the highest need.

Documentation Examined: To determine eligibility, select all that apply. For documentation not listed, staff must identify on the "other" line. All documents used to determine eligibility MUST be attached to the application.

Eligibility: Applicants are considered eligible if homeless (as defined by the McKinney-Vento Homeless Assistance Act), in Foster Care, Kinship Care, or are Income/Public Assistance eligible.

Income: Income points are determined by the Federal Poverty Guideline and family size, even those that are categorically eligible.

Age**:** Select the classroom age of the child. For Pre-K (HS) children, if the child turns 4-years-old after cutoff of September 1, the child is considered 3-years-old. If the child turns 5-years-old after September 1, they are considered a 4-year-old. (Based on cut- off age for kindergarten.)

Other Factors:

Disability: ONLY if current Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) is provided.
Public Assistance {Tribal TANF, TANF with valid Aid Code or SSI): TANF documentation with valid Aid Code, Tribal TANF documentation, or 551 documentation.
Caregiver in process: Caregiver-Kinship Care (includes Guardian) who does not yet have legal documentation. However, applicant is in process of such and has a letter stating to this effect from Great Bakersfield Legal Assistance, Inc., or similar entity.
Transitioning {EHS to HS or 3rd. year enrollee): Select only if currently enrolled EHS participant or 3rd year HS applicant.
Child on waitlist prior program year: The applicant was on the waitlist the previous program year and was not enrolled.
Parent Works/Attends School/CalWorks: Documentation must be provided, and case notes must include parent(s) employment and/or attending school.
Court Ordered Family Maintenance: Family is engaged in court-ordered program/classes. (Court documents must be provided.)
Medical Referral: A medical referral from the physician must be provided.
Social Service Referral: A social service agency referral must be provided.
Sibling Enrolled: Must have a sibling currently enrolled in Head Start/Early Head Start. **Primary**
Language is other than English: Any language other than English spoken in the home. **At-risk**
Pregnancy and First Pregnancy: Pregnant women applying for EHS Home Base only.
Teen Parent: Parent was/will be 19 years or younger at time of applicant's birth. (Including currently pregnant women.)
One Parent: Family size is one parent.
CAPK Staff Member: A program may consider the enrolment of staff members as part of the selection criteria (1302.14(6))
Residential Verification: Must provide proof of residency in Kern County or San Joaquin County.

Signature: The staff member who verified eligibility must print their name and sign the Selection Criteria Verification form

Board Approved:
Policy Council Approved:

MEMORANDUM

To: Program Review & Evaluation - PRE-Committee



From: Yolanda Gonzales – Director of Head Start/State Child Development

Date: November 6, 2024

Subject: *Agenda Item 5f:* Strategic Plan 2021-2025 – Goal Group 2 Presentation – **Info Item**

Strategic Goal 2 – To ensure that all families in the communities we serve have access to high quality early learning and care choices to meet their diverse needs.

The team continues the process of collaborating with internal and external community partners that can help expand educational support services for the communities throughout Kern County. Listed below are some program updates that will help us reach our goal:

- Oasis Family Resource Center renewed their Plan Parent Hood contract and will eventually expand services to the City of Mojave. The goal is to educate families and help reduce teen pregnancy throughout the county.
- The East Kern Family Resource Center completed the laundry project that was initiated in July 2024. The project also included a clothing closet, educational room, and storage. We are still working on minor details before we have a grand opening.
- Head Start is negotiating expansion services in San Joaquin County as a SJCOE Educational Partner to serve preschool children with a focus on three-year-olds. The new funding that CAPK will receive is CSPP and Head Start Preschool to serve 136 Children in the City of Stockton.

Group 2 was unable to meet this prior month due to some schedule conflicts and some staff being out on personal time off. We are planning to meet in the month of November to review our current process and strategic goals.

Attachment:
Action Plan by Team Member Report -Yolanda Gonzales

Mission Statement

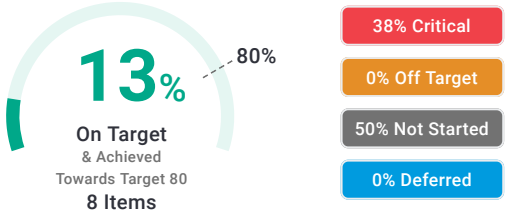
Organizational Slogan

Community Action Partnership of Kern will address underlying causes of poverty, alleviate the effects, and promote dignity and self-sufficiency in the communities we serve.

Vision Statement

We envision communities where all people have equal opportunities to achieve greater self-sufficiency and attain their version of the American Dream.

Vision Description



My Items

Item	YTD Actual
2.1: Expand access to services and resources for health and safety of children and youth by providing a safe environment.	90%
2.1.3: Identify and secure additional funding to support facility and capacity development required to expand geographic coverage.	
2.2: Support the quality and availability of non-traditional hours of service.	40%
2.2.2: Continue to work with partners like the Community Connection for Child Care (CCCC) on referrals and partnerships to increase capacity of...	35%
2.3: Support workforce development and employment opportunities for CAPK clients.	73%

Item	YTD Actual
2.3.2: Establish a diverse workforce committee with partnerships to formalize pathways from entry-level to advanced positions through...	
2.3.2.1: Develop and formalize internal pathway mapping inclusive of education/training to benefit clients and community members.	
2.3.2.2: Identify and implement mechanisms to provide ongoing support to participants.	

Objective
Expand access to services and resources for health and safety of children and youth by providing a safe environment. (2.1) (Last updated: 06/07/24)
Aligned to: #2 Community Access
Last comment: Obtained contract to increase services in Jan Joaquin County by opening a new facility, including 3-5 yr old children. Also in the beginning stages of opening a family home child care option. (06/07/24)

Owner
Yolanda Gonzales

Measure:
Percent Complete

90% YTD Actual | 0% 01/01/24 | 12/31/24
YTD Target: 72.6%

YTD Actual 10/01/21 12/31/25

Activity
Identify and secure additional funding to support facility and capacity development required to expand geographic coverage. (2.1.3) (Last updated: 02/02/24)
Last comment: Received a second grant to provide homeless services in Eastern Kern County (02/02/24)

Owner
Yolanda Gonzales

Measure:
Percent Complete

0% | 100%
YTD Target: 74.8%

Objective
Support the quality and availability of non-traditional hours of service. (2.2) (Last updated: 06/07/24)
Aligned to: #2 Community Access
Last comment: Will be seeking childcare providers that are able to provide non-traditional hours, within the Early Head Start and Head Start Program. (06/07/24)

Owner
Yolanda Gonzales

Measure:
Percent Complete

YTD Actual 10/01/21 12/31/25
40% | 0%
YTD Target: 72.6%

Activity
Continue to work with partners like the Community Connection for Child Care (CCCC) on referrals and partnerships to increase capacity of existing and new provider networks (2.2.2) (Last updated: 02/02/24)
Last comment: East Kern Resource Center and Oasis has partnered with Dept of Human Services to increase support services for parenting classes, and waiving fees. Transportation services are also provided. Families from Head Start are also receiving services. (02/02/24)

Owner
Yolanda Gonzales

Measure:
Percent Complete

YTD Actual 10/01/21 12/31/25
35% | 0%
YTD Target: 72.6%

Objective
Support workforce development and employment opportunities for CAPK clients. (2.3) (Last updated: 06/07/24)
Aligned to: #2 Community Access
Last comment: Energy has partnered up with Bakersfield College and a Solar Company to train individuals to install solar systems. (06/07/24)

Owner
Yolanda Gonzales

Measure:
Percent Complete

YTD Actual 01/01/23 12/31/24
73% | 0%
YTD Target: 72.6%

Activity
Establish a diverse workforce committee with partnerships to formalize pathways from entry-level to advanced positions through comprehensive career fields. (2.3.2) (Last updated: 10/06/21)

Owner
Yolanda Gonzales

Measure:
Percent Complete

0% | 100%
YTD Target: 91.6%

No goals to display.

MEMORANDUM

To: PRE Committee

From: Emilio G. Wagner, Director of Operations

Date: Wednesday, November 06, 2024

Subject: *Agenda Item 5g:* Strategic Plan 2021-2025 – Goal Group 5 Presentation- **Info Item**

CAPK's Strategic Goal 5 Data Driven Decision Making has teamed with Community Development to complete and plan for enhancing agency wide capacity to implement continuous improvement framework. The Executive team have attended in person ROMA trainings and are planning on scaling out and holding trainings with Program Admin. The Operations and Community Development teams are currently in communication to establish an effective implementation plan. The ROMA task force met to review the existing Community Needs Assessment and tailor it to be more ROMA driven.

Part of the ROMA Framework is to ensure that data is captured so that data driven decisions can be made. After hosting program engagement sessions earlier this year all the dashboards identified by programs have been created: Food Bank, SYC, MCAP, CSPP, and FRC's. The team is currently focused on updating our internal systems to integrate the National Performance Indicators (NPI) so that we are able to view the outcomes achieved based on the services rendered.

Through the engagement sessions, discussions on data definitions, naming conventions, and data security protocols were discussed, which allowed the IS Team to start developing the Data governance framework.

Attachment:
Action Plan Summary by Goal Group #5

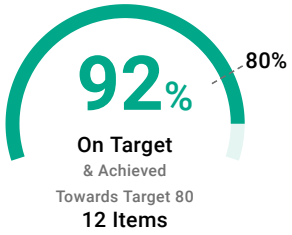


Emilio Wagner Summary

Individual Goals

As of October 30, 2024

Emilio Wagner



8% Critical

0% Off Target

0% Not Started

0% Deferred

5 Data-Driven Decision-Making
Increase utilization of data-driven decision-making processes to improve organizational capacity to achieve results.

Objective	Activity	Sub-Activity
31% of 73% **Enhance agency-wide capacity to implement continuous improvement framework.** (5.1) Owner: Emilio Wagner, (10/01/21 - 12/31/25) Updated as of 10/30/24	80% of 92% **Provide training to all staff, leadership, and Board members on ROMA principles and practices.** (5.1.3) (EOY Target: 100%) Owner: Emilio Wagner, (01/01/23 - 12/31/24) Updated as of 10/30/24	
	45% of 42% **Develop and integrate shared ROMA language, values, and principles into all levels of organizational culture and activities.** (5.1.4) Owner: Emilio Wagner, (01/01/24 - 12/31/25) Updated as of 10/30/24	42% of 42% **Post ROMA values/language throughout the agency.** (5.1.4.1) Owner: Emilio Wagner, (01/01/24 - 12/31/25) Updated as of 10/30/24
		42% of 42% **Integration of ROMA language into recruitment, review processes, and employee recognitions.** (5.1.4.2) Owner: Emilio Wagner, (01/01/24 - 12/31/25) Updated as of 10/30/24
		52% of 42% **Build ROMA language and processes into reporting templates and Board Agendas.** (5.1.4.3) Owner: Emilio Wagner, (01/01/24 - 12/31/25) Updated as of 10/30/24

60% of 73%

Enhance data governance structures and practices to support implementation of ROMA and to increase consistency, accuracy, and breadth of program reporting and data analytics. (5.2)

Owner: Emilio Wagner, (10/01/21 - 12/31/25)
Updated as of 10/30/24

79% of 75%

Standardize agencywide data definitions, standard operating procedures (SOPs), naming conventions, and data security protocols. (5.2.3) (EOY Target: 100%)

Owner: Emilio Wagner, (01/01/24 - 12/31/24)
Updated as of 10/30/24

83% of 75%

Inventory existing reporting data points by program and grant. (5.2.3.1) (EOY Target: 100%)

Owner: Emilio Wagner, (01/01/24 - 12/31/24)
Updated as of 10/30/24

75% of 75%

Align to ROMA National Performance Indicators, select key data points to be collected across all programs to support internal decision-making, advocacy efforts, fundraising, and strategic planning. (5.2.3.2) (EOY Target: 100%)

Owner: Emilio Wagner, (01/01/24 - 12/31/24)
Updated as of 10/30/24

87% of 73%

Establish a comprehensive model to address the health and social well-being of our clients through timely interventions. (5.3)

Owner: Emilio Wagner, (10/01/21 - 12/31/25)
Updated as of 10/30/24

73% of 73%

Adopt an integrated case management model to better address client needs using a client and family-centered approach to improve outcomes. (5.3.2)

Owner: Emilio Wagner, (01/01/24 - 12/31/25)
Updated as of 10/30/24

DATE November 12, 2024

TIME 12:00 pm

LOCATION CAPK Administrative Office
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

Audit & Pension Committee Minutes

1. **Call to Order**
   Committee member Jonathan Mullings called the meeting to order at 12:13 pm from the Community Action Partnership of Kern Administrative Office, located at 1300 18th Street Bakersfield, CA.

2. **Roll Call**

   Roll call was taken with quorum present.

   Present: Curits Floyd, Jonathan Mullings and Guadalupe Perez

   Absent: Jeff Flores and Gina Martinez

   Others present: Tracy Webster, Chief Financial Officer, Gabrielle Alexander, Director of Finance; Yolanda Gonzalez, Director of Head Start & State Child Development, Shannon Webster, Daniells Phillips Vaughan & Bock, Tom Ming, Pensionmark; and other CAPK staff.

3. **Public Forum**

   No one addressed the Committee.

4. **New Business**

   a. Daniells Phillips Vaughan & Bock Presentation of the Independent Audit Reports for the Year Ended February 29, 2024, and the Special Purpose Financial Statements for the Year Ended June 30, 2024 – Tracy Webster Chief Financial Officer & Shannon Webster, DPVB

      Tracy Webster introduced Shannon Webster, a partner at DPVB with 25 years at the firm and prior experience working with CAPK. Shannon, joined by Cassy Ferreira, who manages the onsite audit process, presented the audit reports. Shannon highlighted that management is responsible for preparing financial statements in accordance with GAAP and maintaining internal controls. She also outlined that she would cover four financial statements and a report to the audit committee.

      - Audit Report for Community Action Partnership of Kern for the year ended February 29, 2024
      - Special Purpose audit report for community Action Partnership of Kern for the year ended June 30, 2024
      - Audit report for Community Action Partnership of Kern 401 (a) Plan for the year ended February 29, 2024
      - Audit report for Community Action Partnership of Kern 403 (b) Plan for the year ended December 31, 2023
      - Report to the Audit Committee

      Shannon noted the independent auditor's report for the fiscal years ending February 29, 2024, and February 28, 2023, includes a qualified opinion. This is due to management's decision not to adopt and present the Accounting Standards Update (ASU) 842 related to leases.

Shannon explained that, while the organization has numerous leases, no changes have been made in their treatment since last year. Management has opted not to undergo the calculations required by the new standard. However, they continue to disclose lease commitments within the financial statements. The ASU mandates the presentation of both a right-of-use asset and a corresponding right-of-use liability on the balance sheet, which has been omitted from the financial statements.

Curtis Floyed inquired about an unqualified opinion and asked if the only reason for the qualified opinion is because of the long-term leases. Shannon answered yes, that is the only reason for the qualified opinion on the financial statements. Curtis Floyed asked what risk if any do you see us having by not showing those leases. Shannon answered none. They have clients that have chosen to go one way or the other and have not had any funding agencies questioning it. Curtis Floyd asked if there have been any changes to the leases in comparison to last year. Shannon answered no, there have been no additional changes or risk.

Shannon reported that the results of the audit rendered a clean opinion, which is very good, and stated that after all the testing and sampling that was done, it is the belief of the auditors that the Financial Statements are fairly stated in all material respects in accordance with generally accepted accounting principles. Shannon Webster walked through the first of the four required financial statements, the Statement of Financial Position. Total assets increased by $27.4 million from $58.3 million in 2023 to $85.7 million in 2024. This increase is largely due to a $20 million rise in property and equipment, primarily related to ongoing projects with the Food Bank and the Head Start program. As the Food Bank expansion continues into 2024, some costs will carry over into 2025.

Total liabilities rose to $31.9 million as of February 29, 2024, compared to $21.5 million the previous year, an increase of approximately $10 million. Nearly all of this increase is attributed to deferred revenue, which reflects funds received from granting agencies that have not yet been recognized as revenue. This is particularly tied to the Migrant Alternative Payment and Day One Family Housing Support programs. $13 million of that is new deferred revenue this year.

Net assets, equivalent to net income in a for-profit setting, increased by $9.7 million, from $36.4 million to $46.1 million. This indicates the organization continues to maintain a strong financial position.

CAPK's financial position is very strong. Notably CAPK's program revenue from federal, state, and local grants has increased from $114 million last year to $132 million this year—a gain of $18 million or 16%.

Looking at the organization's growth over the past three years: In 2024, total revenue reached $169.2 million, up $14.7 million or 9.5%. This is largely driven by a $19.6 million increase in state grants (almost 56%). In 2023, revenue was $154.5 million, a $36 million increase or 30% from 2022, fueled by $10.4 million in federal grants and $12.2 million in state grants. In 2022, total revenue was $119 million, up $1.2 million from 2021.

Over the last three years, Shannon reported that CAPK's revenue has grown by 60-70% annually, a testament to the organization's expansion and impact on the community. It's also worth noting that the February 2024 audit showed no findings related to your federal awards. With $76 million in federal funding, this is a significant achievement. Congratulations to your program and finance team, many organizations with less funding have multiple findings in their audits.

Shannon noted one Financial Finding to make note of with regard to the observation of inventory at the Food Bank. This caused a 2nd inventory observation.

Curtis Floyd acknowledged the numbers grants CAPK is receiving but views them as temporary and even more so with this recent presidential election. Curtis asked to review Hard Assets such as valuing this building and property that we have. Example under buildings we have 20 million in 2023 and 38 million in 2024.

Shannon explained over the life of the building, the building's value depreciates over its 39-year lifespan, according to generally accepted accounting principles. This means you won't incur a large expense in the first year; instead, the cost is spread out over the building's lifetime.

The 2nd report is the June 30th Special Purpose Financial Statements follow the fiscal year-end of the California Department of Education and the California Department of Social Services, which is why they differ from your agency-wide year-end financials. These statements have a clean opinion, indicating they are not materially misstated.

For the year ending June 30, 2024, state award expenditures totaled $51.5 million, up $13.9 million (37%) from $37.6 million in 2023. Keep in mind that these numbers won't directly correlate with the figures in the February 29, 2024 audit due to the different fiscal year-ends.

These financials are presented according to the required format by the California Department of Education and the Department of Social Services. For the year ending June 30, 2024, there are 6 findings, down from 9 the prior year. While this may seem like a lot, it's important to note that the state has very strict requirements, and even small discrepancies—like a difference of just a dollar—must be reported. This is in contrast to the federal side, where materiality limits allow for more flexibility.

Any audit adjustments identified, whether by management or our team, are reported according to state requirements and may not be significant. The key takeaway is that the state's rules are more stringent than the federal rules, which is why we see these differences.

Based on my experience and work with the agency, I don't think there's any cause for concern regarding the financial statements, especially for the Finance Committee with its fiduciary responsibility.

Now, turning to your pension plans, there are two reports to review. The first is the 401(a) plan, and these financials received a clean opinion, meaning they are not materially misstated. The plan saw an increase of $3.1 million in net assets, a positive change from the prior year's $1.7 million decrease. The strong performance in 2024, particularly from the plan's investments, contributed to this positive shift.

The main takeaway here is that the $3.5 million increase in investments year-over-year is a favorable result. There's no additional information required, and the related notes are simply standard disclosures to meet GAAP requirements.

Shannon reviewed the second report for the 403(b) plan, which has a December year-end and is on pages 189-201 in your packet. This also received a clean, unmodified opinion. The plan's net assets grew by about $1.8 million, a turnaround from a $727,000 decrease in the prior year. The 403(b) plan's assets increased from $7.2 million in 2022 to $9 million in 2023, with a $1.3 million improvement in investment returns.

The Audit Committee report is a standard communication between the auditors and the governing body (you, Audit & Pension Committee). It's a routine report with required information, and it's typical for this type of audit.

Shannon pointed out something noticed during the audit that we're bringing to management's attention. It's related to job title discrepancies in the Head Start program—where the organization uses one set of titles, but Head Start requires a different set. We recommend aligning the titles with Head Start since it's one of your largest funding sources.

Jonathan Mullings inquired about the audit recommendation as far as the job titles go. Tracy Webster responded there is an agenda item regarding this topic and will provide the necessary details.

Curit Floyd asked if Shannon or anyone from the audit firm has been in contact with Jeff Flores, Chair of the Audit & Pension Committee. Shannon responded yes, she spoke with Jeff Flores on multiple occasions, to see if he had any concerns or questions or if he would like the firm to look at any areas specifically.

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

b. CAPK Audit & Pension Plan Update for Q2 2024 – Tracy Webster, Chief Financial Officer and Tom Ming from Pensionmark - ***Info Item***

Tracy Webster introduced Tom Ming from Pensionmark, who provided an update on the 3rd quarter of 2024.

Tom began by stating the markets have been on a strong upward trend since 2022 and continue to perform well heading into the end of this year. U.S. indexes have rallied, with both the S&P and broad market seeing gains. Large-cap value and small-cap stocks were up sharply in Q2, with gains of 9.43% and 9.27%, respectively. These gains were driven by optimism around potential rate cuts, the second of which occurred last Thursday with a 25-basis point reduction. We expect two to three more rate cuts in 2025.

There's also been a shift towards large-cap value and small-cap equities, which are up 16.68% and 11.17% year-to-date. Large-cap growth, particularly in tech and financials, continues to lead.

In fixed income, bond markets have also been strong, with most indexes up sharply in Q3. This is unusual, as bond and equity markets typically move in opposite directions, but this year both have performed well. The municipal fixed income sector saw modest gains, while U.S. investment-grade and high-yield bonds were up 5.84% and 5.28%, respectively. Treasury Inflation-Protected Securities (TIPS) were up 4.12%.

As for CAPK's plan, we made a change at the record keeper level, switching from Standard to Nationwide. We also updated the investment lineup, replacing BlackRock target date funds with American Funds, which are actively managed. These funds have been top performers and allow for more flexibility in sector allocation.

Participants in the plan are well-diversified, with 22.26% of assets in technology, and the remainder in healthcare and industrials.

Fixed income indexes saw strong gains in Q3, which is unusual given that bond and equity markets typically move in opposite directions. This year, both are performing well due to recent interest rate cuts.

The indexes are now in positive territory, with municipal fixed income up 2.81%, U.S. investment-grade bonds up 5.84%, high-yield bonds up 5.28%, and TIPS (Treasury Inflation-Protected Securities) up 4.12%.

Tom continued with Portfolio Holdings & Sector Allocation. American Funds has been one of the top performers and continues to do well this year. The participants in the CAPK retirement plans are well diversified, with 22.26% in technology.

Curtis Floyd inquired about any of these target date funds hold Crypto, Cyptocurrency's ETF's. Tom answers no, they do not. Fidelity and BlackRock are the largest holders of bitcoin but do not have direct exposure to bitcoin/Cryptocurrency.

Tom continued with his presentation with the portfolio region is 75% U.S.-based, with the rest in Eurozone and other international markets. 72% of the holdings are government AAA-rated, reflecting strong quality.

For performance, year-to-date through September 2024, the portfolio is up 14.54%. From October 1, 2023, to September 30, 2024, it's up 26.21%. Over 3, 5, and 10 years, it's up 6.28%, 10.34%, and 8.88%, respectively.

The good news is CAPK's investments continue to outperform both the benchmark and peer group indexes across all time periods. Additionally, the net expense ratio is 0.39%, compared to the peer group average of 0.74%, so we're achieving these results at half the cost.

Curtis Floyd inquired about the 2015 target day fund, since no one is participating in that one should it be removed?

Tom Ming responded we bring target date funds as a family. It should be called target date retirement fund. They rotate every five years. It doesn't hurt the plan to have it included.

c. Final Completion Letter Desk Review 2024-CSBG C-25-2019 - Tracy Webster, Chief Financial Officer – ***Info Item.***

Tracy Webster presented the above agenda item.

d. 2023 LIHEAP Close-Out Letter – CSD- Wilfredo Cruz, Energy Program Administrator – ***Info Item***

Wilfredo Cruz presented the above agenda item and received an A rating on this contract.

e. 2021 LIHWAP CSD Contract Close out Letter & Worksheet - Willfredo Curz, Energy Program Administrator **–** ***Info Item***

Wilfredo Cruz presented the above agenda item and received an A rating on this contract.

f. 2023 SLIHEAP Contract Close out Letter & Worksheet – Wilfredo Cruz, Energy Program - ***Info Item***

Wilfredo Cruz presented the above agenda item and received an A rating on this contract.

g. Biannual CONSOL Audit Assessments – Wilfredo Cruz, Energy Program Administrator – ***Info Item***

Wilfredo Cruz presented the above agenda item explaining this is when they come out to the field to review our work and paperwork and make sure everything is done correctly. Minor issues were reported but they were all repaired at the time of inspection and there were no findings on the report.

Curtis Floyd inquired if this program is based on income, and Wilfredo confirmed it is income based.

h. Head Start Program Assistant Teacher Qualification – Jerry Meade, Assistant Director for Head Start & Child Development – ***Info Item***

Jerry presented the above agenda item noting the bridge document for the auditors to clarify how we align our positions in our division to the Head Start Program performance standards. They do not mandate the titles we give our staff but they do mandate the qualifications by who is in the classroom. The bridge document is to clarify why we've made the decisions that we have.

i. WIC Auditors Financial Management Review – Marissa Ortiz-Cortz, WIC Program Administrator - ***Info Item***

Tracy Webster presented the above agenda item noting there were no findings in the desk review.

j. CalFresh Healthy Living Program Administrative Desk Review Q3, FFY2024 – Alan Rodriguez, CalFresh Healthy Living Program Administrator - ***Info Item***

Alan Rodriguez presented the above agenda item noting there were 5 findings totaling in the amount of $3,183.76. Overall, the error rate is .64% and we are working on making the error rate 0%.

Curtis Floyd asked about the items that were purchased and why there was an issue. Tracy Webster answered this funding source requires very specific details when making purchases. Going forward all details will be included with these purchases.

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

Jonathon Mulling commended Tracy and her staff on the great work with only minimal findings.

Curtis Floyd also commented on the good work and making it easy to understand why there were any findings, if any.

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

To be determined.

7. <u>Adjournment</u>

The meeting was adjourned at 1:07 PM.

Pensionmark
A WORLD COMPANY

capk
Community Action Partnership of Kern



Audit & Pension Committee Meeting

Q3 2024 Investment Review

November 12, 2024

Pensionmark Financial Group, LLC ("Pensionmark") is an investment adviser registered under the Investment Advisers Act of 1940. Pensionmark is affiliated through common ownership with Pensionmark Securities, LLC (member SIPC).

Presented by: Thomas D Ming, AiF

planadviser 2023 TOP RETIREMENT PLAN ADVISERS

WORLD
INVESTMENT ADVISORS

MARKET & ECONOMIC REVIEW

For Period Ending 09/30/2024

EQUITY MARKETS REVIEW

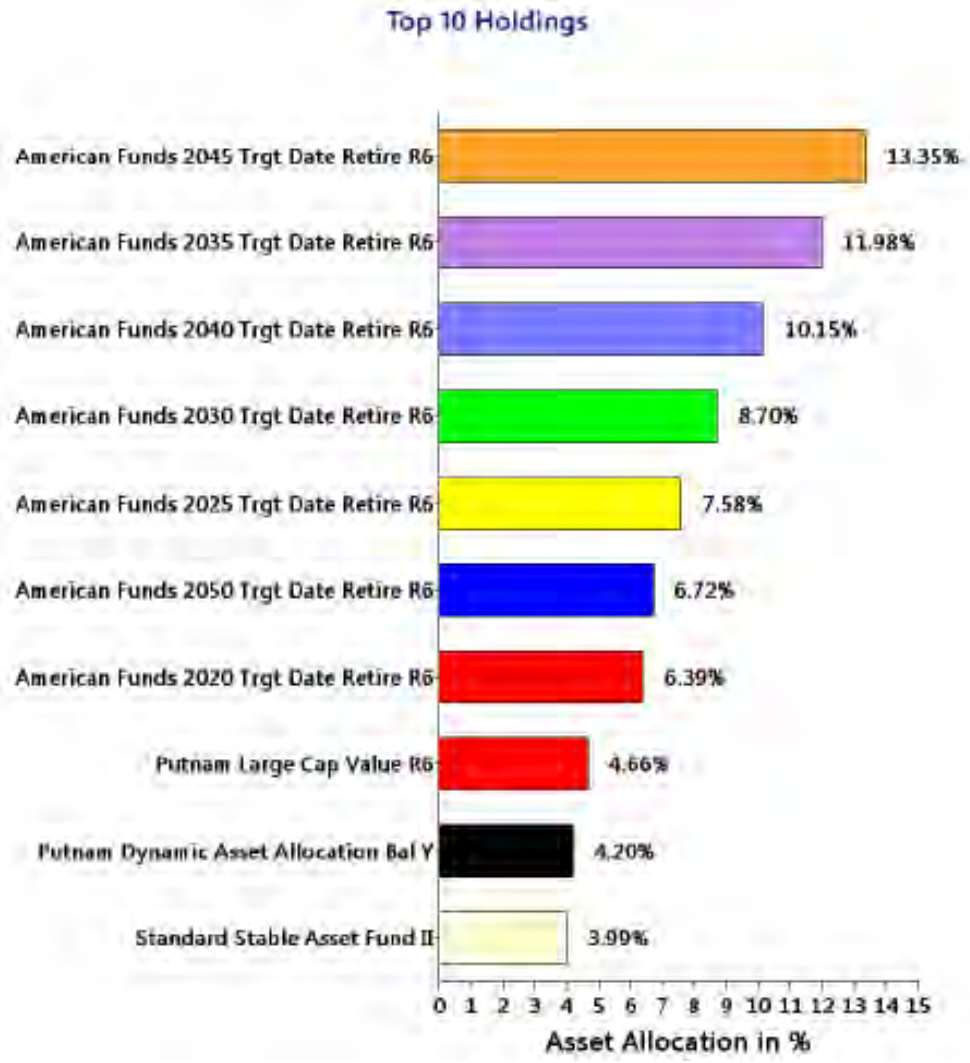
DOMESTIC EQUITY

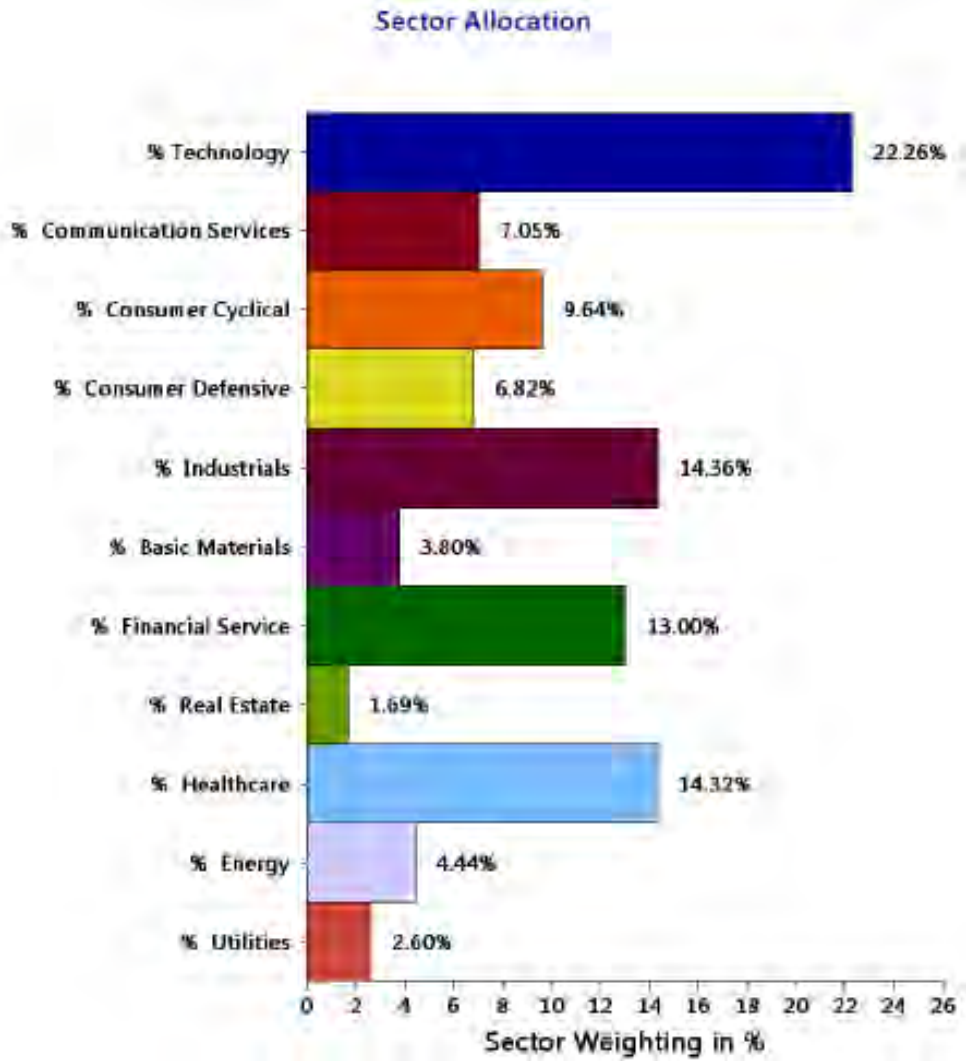
- US Equity indexes continued to rally in Q3 2024, extending the strong performance they exhibited in Q2 2024. The positive momentum resulted in both the S&P 500 and the US Broad Market being higher in Q3 than Q2.
- Large Cap Value and Small Cap equities were up sharply for the quarter coming in at +9.43% and +9.27%, respectively. Both areas benefited from optimism surrounding potential rate cuts which materialized during the Fed's September meeting. Large Cap Value and Small Cap equities are now up +16.68% and +11.17% YTD, respectively.
- Large Cap Growth equities, which had been the big winners for the better part of two years, experienced the smallest gain of the quarter coming in at +3.19%. Investors have begun to rotate out of the high-flying mega cap tech stocks in favor of other areas of the market.

FIXED INCOME

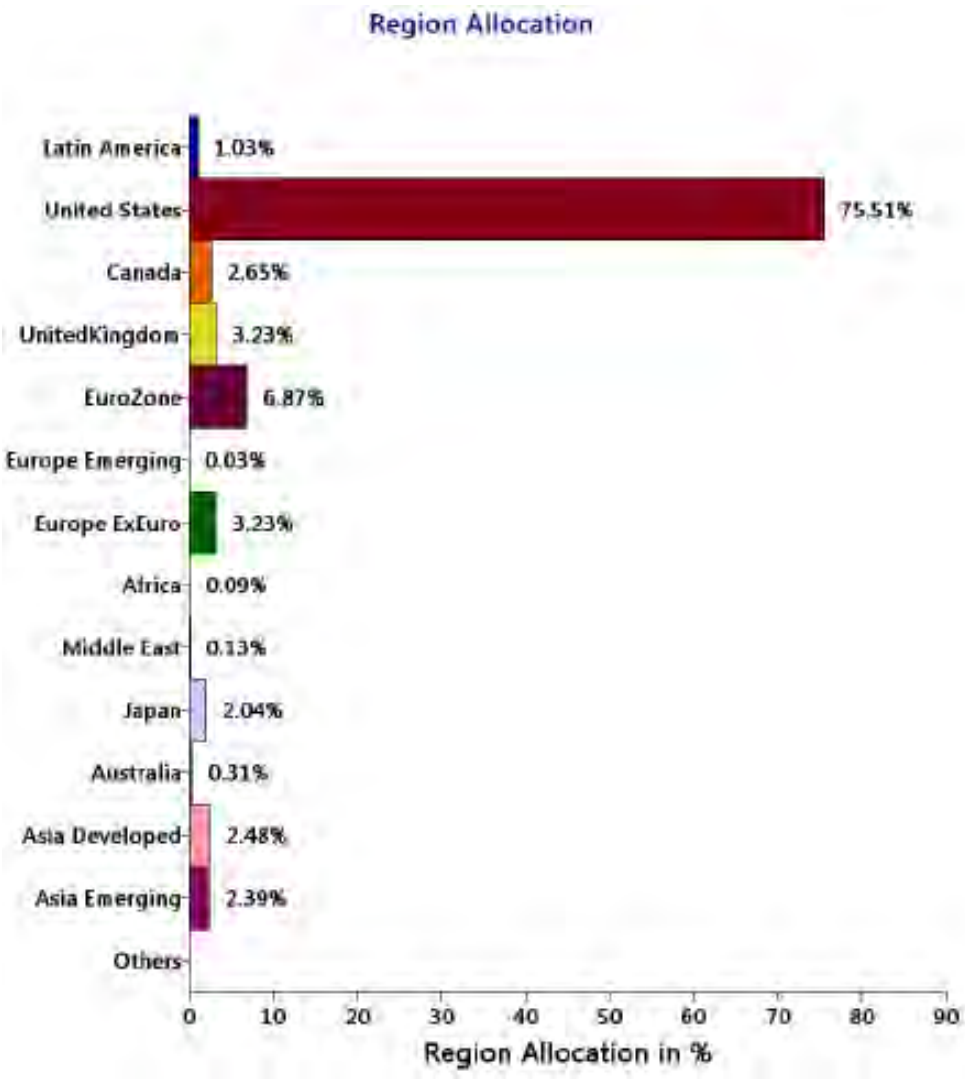
- Fixed Income indexes were all up sharply in Q3 2024.
- International Fixed Income was the big winner in Q3 increasing by +8.52%. The index is now in positive territory YTD at +2.81% after being in negative territory for most of the year.
- Municipal fixed income experienced the smallest gain for the quarter coming in at +2.71% and is now up +2.30% YTD.
- US Investment Grade beat out High Yield for the quarter with gains of +5.84% and 5.28%, respectively.
- US TIPS overall were up +4.12% in Q3. Short-maturity (0-5 Years) TIPS were up +2.48% and are now up +4.80% YTD.

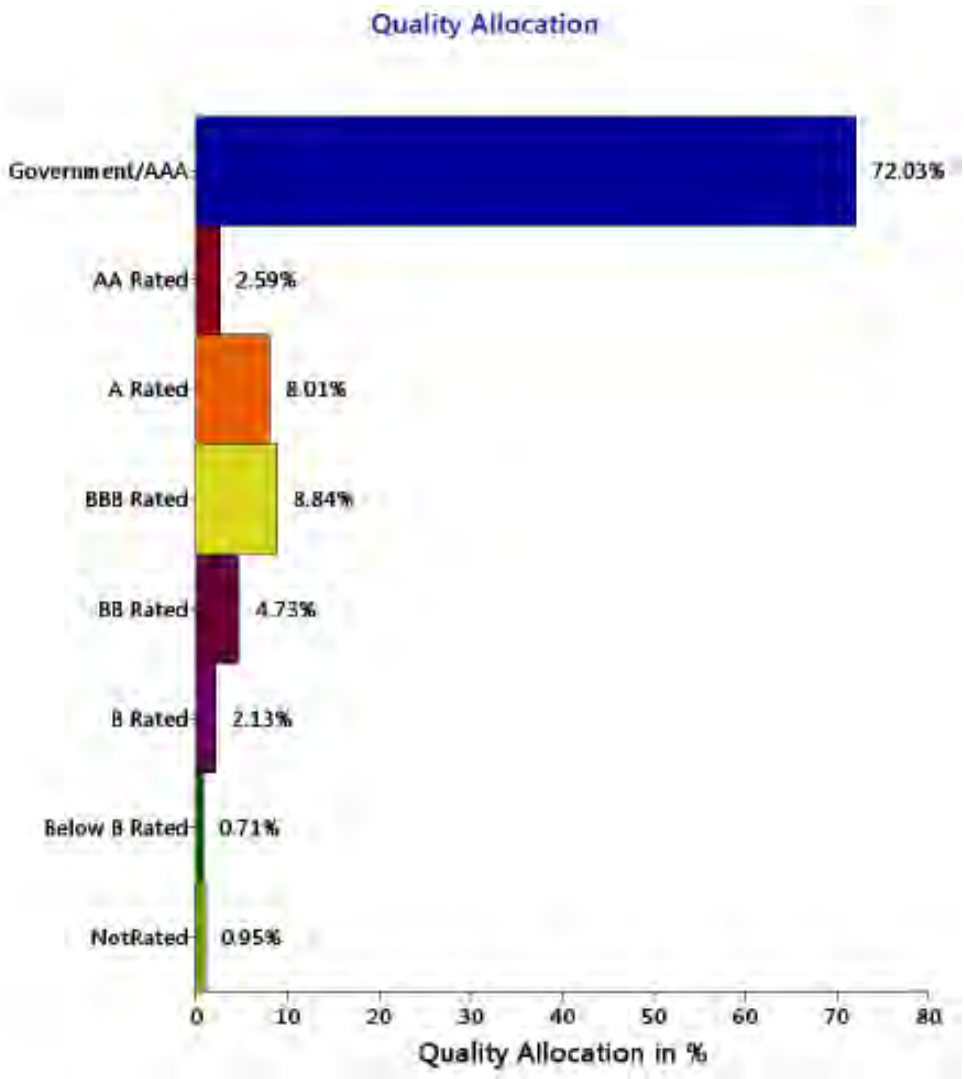
Portfolio Holdings & Sector Allocation





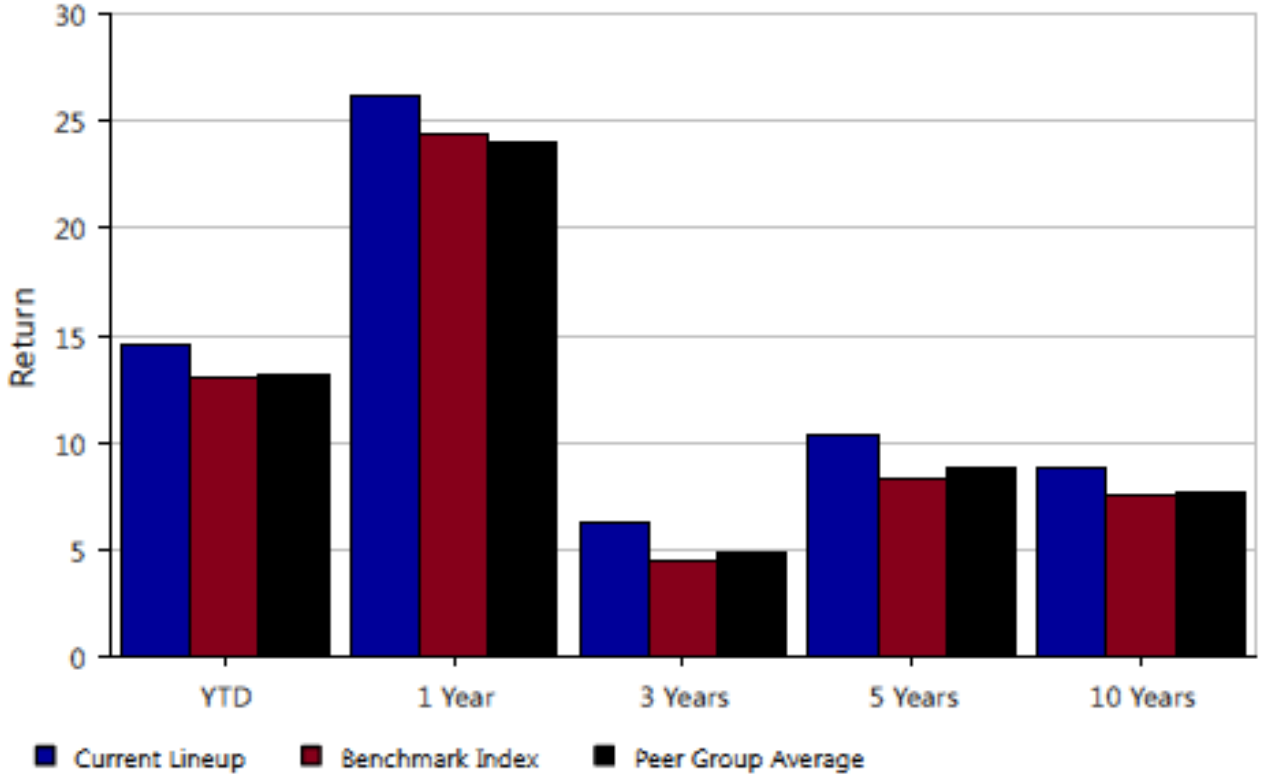
Portfolio Region & Quality Allocation





Portfolio Returns Q3 2024

Annualized Returns



Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	14.54	26.21	6.28	10.34	8.88	0.39
Benchmark Index	13.01	24.40	4.47	8.36	7.53	NA
Peer Group Average	13.17	23.98	4.93	8.85	7.66	0.74

Portfolio Target Date Funds Score Card Q3 2024

Target-Date 2015												
American Funds 2015 Trgt Date Retire R6 - RFJTX	100	0	$0.00	0.00%	100	99	96	98	96	98	100
Target-Date 2020												
American Funds 2020 Trgt Date Retire R6 - RRCTX	100	0	$1,845,051.51	6.39%	100	98	94	96	95	97	100
Target-Date 2025												
American Funds 2025 Trgt Date Retire R6 - RFDTX	100	0	$2,186,763.92	7.58%	99	99	96	96	96	97	100
Target-Date 2030												
American Funds 2030 Trgt Date Retire R6 - RFETX	100	0	$2,510,129.04	8.70%	100	100	98	97	95	95	100
Target-Date 2035												
American Funds 2035 Trgt Date Retire R6 - RFFTX	98	0	$3,458,700.90	11.98%	98	98	97	95	95	96	96
Target-Date 2040												
American Funds 2040 Trgt Date Retire R6 - RFGTX	96	0	$2,930,217.95	10.15%	96	96	94	88	91	90	93
Target-Date 2045												
American Funds 2045 Trgt Date Retire R6 - RFHTX	96	0	$3,854,214.74	13.35%	98	98	89	84	84	87	94
Target-Date 2050												
American Funds 2050 Trgt Date Retire R6 - RFITX	89	0	$1,938,337.33	6.72%	89	89	84	80	79	83	92
Target-Date 2055												
American Funds 2055 Trgt Date Retire R6 - RFKTX	84	0	$981,103.44	3.40%	85	85	80	73	76	74	87
Target-Date 2060												
American Funds 2060 Trgt Date Retire R6 - RFUTX	80	0	$926,433.47	3.21%	85	85	78	73	76	73	85
Target-Date 2065+												
American Funds 2065 Trgt Date Retire R6 - RFVTX	73	0	$1,329.91	0.00%	82	79	73	58	63	61	63

State of California-Health and Human Services Agency
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JASON WIMBLEY
DIRECTOR

GAVIN NEWSOM
GOVERNOR

August 14, 2024

VIA ELECTRONIC MAIL ONLY

Jeffrey Tobias, Executive Director
Community Action Partnership of Kern

SUBJECT: 2024 ONSITE MONITORING REPORT C-24-019

Dear Mr. Tobias.:

The Department of Community Services and Development ("CSD") has conducted a Monitoring Desk Review of CSBG contracts 23F-4015 and 24F-3015.The monitoring process included a review of administrative, board governance, fiscal, and programmatic documents as well as prior monitoring reports for your agency.

2024 Desk Review Monitoring Results:

For the 2023 and 2024 program years, the results of this monitoring review demonstrate that your agency is in compliance with all the contractual requirements covered as well as applicable federal and state laws.

Thank you for your continued dedication and commitment to serve low-income individuals and families in your local area. If you have any questions concerning the monitoring review, please contact me at (916) 594-2847 or shiella.riveraflores@csd.ca.gov.

Sincerely,

Shiella Marie Rivera

Field Representative

C: Wilmer Brown Jr., Manager
Field Operations Unit

Fred Plane, Board Chair
Community Action Partnership of Kern, Board of Directors

Department of Community Services and Development
Community Services Division
2024 CSBG Desk Review (rev. Dec-23)

Agency Information

Agency Name	Community Action Partnership of Kern
Agency Abbreviation	CAP KERN
Agency Type	Private
Report #	C-24-019
CSD/Field Representative	Shiella Rivera-Flores
Initial Contact with Agency	July 26, 2024
Date Report Completed	August 2, 2024

Open Contract and Expenditure Progress Review:

Contract #	Contract Term	Amount	Percent Expended to date:	Contract Type
23F-4015	1/1/23-5/31/24	$1,791,327	100%	Annual CSBG
24F-3015	1/1/24-4/30/25	$1,791,327	14.46%	Annual CSBG
23F-3015	6/30/23-5/31/24	$19,000	0%	CSBG Amendment 1

Prior Monitoring

Type of Monitoring Report	On-site
Date of Report	8/14/2023
Report Number	C-23- 019

Prior Corrective Action Status

Observation 1: Untimely Expenditure Reporting
Agency did not submit monthly expenditures for open contracts on or before the 25th calendar day following the report period in accordance with current reporting requirements. (CPN-C-22-01, 1.0 CSBG Reimbursement Policies and Procedures, 1.1 Financial Reporting - EARS Invoice Due Date).

Response/Resolution Due Date:
Agency's timely submission of all EARS reports in calendar year 2023 demonstrates implementation of appropriate corrective measures to resolve this issue. Due to this improved performance (ten consecutive months), CSD considers this observation resolved.

Observation 2: Failure to Follow Equipment Disposition Notification Requirement.
Of the eleven (11) equipment items reported to CSD on CSD Form 715 CSBG Contract Close-Out Package, only four (4) items remain in possession of the agency. At the time of review, it was discovered that agency's' Program Directors disposed of the equipment and in accordance with 45 CFR 75.307(d), used sale proceeds as additional program funding.
According to 2 CFR 200.313 *Equipment* (e) *Disposition*, and CSBG Contract Section 4.20.3 the agency is required to request disposition instructions from CSD, CSD was not notified prior to the seven (7) items being disposed.

Corrective Action:
To address this observation the agency must:
1) The agency must review its internal policies and procedures and determine the cause of its weakened disposition practices.
2) Inform program directors of its procedure as described in 2 CFR 200.313.
3) Request disposition instructions from CSD for all future equipment the agency looks to dispose of when such equipment is purchased in part or in full by CSBG dollars.

Response/Resolution Due Date:
The agency must evaluate its policies and procedures and submit to CSD its communication method to its program directors. CSD expects this proof of communication no later than December 31, 2023.

Corrective Action Update:
Agency provided Equipment Disposition Notification instructions in accordance with CFR 200.313 Equipment (e) Disposition, and CSBG Contract Section 4.20.3. CSD sent an email to CAP Kern (Tracy Webster and Jeremy Tobias) on March 27, 2024, stating this Corrective Action is now closed.

Board Composition

According to the agency's bylaws dated May 25, 2022, the Tripartite Board must be composed of fifteen (15) Members. Per agency's bylaws the Board membership shall be composed of: one-third (1/3) public sector members, one-third (1/3) low-income members, and one-third (1/3) private sector members.

Regarding the establishment of a quorum the bylaws state "a quorum of the Board shall consist of at least fifty percent (50%) of the non-vacant

seats on the Board". The CSD 188 board roster dated July 29, 2024, indicates the Board is composed of fifteen (15) members, five (5) public sector members, five (5) low-income sector members, and five (5) private sector members with no board vacancies.

Board Meeting Minutes

Timely Submission of Minutes

Agency did submit approved minutes for its board meetings to CSD within thirty days of approval as required in the annual contract agreement (2024 CSBG Contract Agreement Article 4.1.4).

Board Involvement

A review of the board minutes from March 20, 2024, April 23, 2024, and May 29, 2024 indicates that a quorum was met for each meeting. The information contained within the board minutes did provide the Field Representative with sufficient information to confirm the board's involvement in the development, planning, implementation, and evaluation of the program.

Date of Board Meeting	Date Minutes Approved by the Board	Date Minutes Submitted to CSD	Minutes submitted within 30-day requirement (Y/N)	Minutes reflect Board Involvement (Y/N)	Quorum? (Y/N)
3/20/24	4/24/24	4/26/24	Y	Y	Y
4/23/24	5/29/24	5/31/24	Y	Y	Y
5/29/24	6/26/24	6/28/24	Y	Y	Y

Expenditure Reporting

A review of the Expenditure Activity Reporting System (EARS) monthly reports for August 2023 through July 2024 indicated the January 2024 expenditure report had not been submitted in a timely manner.

Contract #	Expenditure Reporting Period	Due Date	Certification Date	No. of Days Overdue
24-3015 CAA	1/1/2024-1/31/2024	2/25/2024	3/19/2024	18

Please note: CPN-C-22-01 published March 7, 2022, requires all expenditure activity reports be submitted on or before the 25th calendar day following the reporting period. (*CPN-C-22-01, 1.0 CSBG Reimbursement Policies and Procedures, 1.1 Financial Reporting – EARS Invoice Due Date).*

Programmatic Reporting

Annual Report	The 2023 CSBG Annual Report was due to CSD on or before February 1, 2024. Agency submitted the 2023 CSBG Annual Report to CSD on February 1, 2024.
Organizational Standards	The agency's 2023 Organizational Standards score is 100%.

Programmatic Performance and Alignment

The agency's current work plan is in alignment with the most recent CAP and the projections reported in the CSD Form 641 A/B documents.

Contract Execution and Deliverables Submission

As a private agency, Community Action Partnership of Kern is required to complete contract execution and deliverable submission within 30 days of receipt (2024 CSBG Contract Agreement Article 2.1.1).

- Agency 2024 CSBG annual contract 24F-3015 and associated programmatic deliverables were due to CSD on or before January 3, 2024.
- A review of the contract and deliverable submission tracking for this contract indicated the contract and programmatic deliverables were. submitted on December 14, 2023.
- Agency 2024 CSBG Contract 24F-3015 Amendment 1 and associated programmatic deliverables were due to CSD on or before July 1, 2024.
- A review of the contract and deliverable submission tracking for this contract indicated the contract and programmatic deliverables were. submitted on May 31, 2024.

Contract Close-out Submission

A review of agency's 2023 CSBG contract close-out report submission indicates agency did submit the applicable close-out documents on or before the applicable due dates and did fully expend the contract allocation.

Corrective Action(s)

Corrective Action(s)

Finding

Finding: Not Applicable

Observation

Observation 1: Untimely Expenditure Reporting
Agency had one untimely submission of a monthly expenditure (18 days) for one open contract. Expenditures are due on or before the 25th calendar day of the month following the report period in accordance with current reporting requirements. (CPN-C-22-01, 1.0 CSBG Reimbursement Policies and Procedures, 1.1 Financial Reporting - EARS Invoice Due Date).

The following Expenditure activity report was submitted after the due date:

Contract #	Expenditure Reporting Period	Due Date	Certification Date	No. of Days Overdue
24-3015 CAA	1/1/2024-1/31/2024	2/25/2024	3/19/2024	18

Response/Resolution Due Date:
The Agency has submitted timely EARS reports on or before the due date for the months of February through July 2024, which demonstrates appropriate corrective measures have been taken to resolve this issue. Due to continued, on-time performance (six consecutive months), CSD considers this observation resolved.

Recommendation

Recommendation: Not Applicable

Technical Training Assistance(s)

Recommendation(s):

CSD strongly encourages agencies to attend all trainings and quarterly CSBG Service Provider (CSP) meetings associated with CSD (2024 CSBG Contract Agreement Article 4.2). The next CSP will be held virtually via Zoom on Wednesday, August 14, 2024, from 10:00a.m. – 12:00p.m.

Additionally, the following CSP meeting will be held virtually and in-person on Tuesday November 19th from 8:30-11:30a.m. during CalCAPA's Annual Conference which takes place November 19-21, 2024.

Please note:

CSD may request additional information related to meeting/resolving Findings addressed in this report. Unresolved Findings may result in additional monitoring or a High-Risk designation.

State of California-Health and Human Services Agency
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JASON WIMBLEY
DIRECTOR

GAVIN NEWSOM
GOVERNOR

September 23, 2024

Mr. Jeremy Tobias, Executive Director
Community Action Partnership of Kern
1300 18th Street, Suite 200
Bakersfield, CA 93301

Dear Mr. Tobias:

The Department of Community Services and Development's (CSD) Energy Field Operations Unit, in conjunction with CSD's Financial Services Unit, has received and processed a Close-Out Report for Community Action Partnership of Kern's (CAPK) 2023 Low-Income Home Energy Assistance Program (LIHEAP) Contract 23B-5012. This letter serves as CAPK's 2023 LIHEAP Final Close-Out Letter.

CSD's Energy Services Field Operations Unit has assessed CAPK's contract performance against CAPK's projections. Thus, according to the final Expenditure Activity Reporting System's (EARS) report, CAPK has met its goals; below is a breakdown of CAPK's overall performance with respect to the 2023 LIHEAP Contract:

Contract Component	Amount Budgeted	Actual Expenditures	Projected Dwellings /Clients Served	Actual Dwellings/ Clients Served
Weatherization	$ 2,599,535.00	$ 2,599,535.00	120	125
EHA 16	$ 1,686,598.00	$ 1,686,598.00		
EHCS		$ 328,491.60	22	51
ECIP/HEAP WPO		$ 74,961.53	100	90
HEAP Gas and Electric	$ 457,334.00	$ 456,988.12	3,400	940
ECIP Fast Track	$ 5,203,869.00	$ 5,203,868,19		2,820
Total Contract Allocation: $ 9,947,336.00				
Total Contract Expended: $ 9,946,989.31				

Per Close-Out Requirements, the Energy Services Field Operations Unit has reviewed and evaluated CAPK's response to the aforementioned Expenditure and Production analysis. Based on CAPK's response, your agency stated the following: 1) Agency

expended 100% of contract, 2) learned to evaluate staff needs, communicate with subcontractors, cross-train staff, develop faster processes to alleviate bottlenecks in workflows, and monitor and update goals and budgets, and 3) will add more supply vendors to limit potential of negative supply chain issues, create relationships with additional community stakeholders to serve more residents, develop a paperless system for UA and WX teams, and reach out to fellow LSPs for best practice guidance. The Field Operations Unit will follow up on your Agency's plan of action during future monitoring.

In addition, CSD has reconciled CAPK's 'Major Vehicle and Equipment Purchases' against the Agency's CSD 558 pre-approval requests, final EARS Reports, and the submitted CSD 733G 'Inventory and Equipment Schedule'; hence, for the 2023 LIHEAP Contract, CSD has identified and tracked the following 'Major Vehicle and Equipment Purchases':

- *Dodge cargo van at the purchase price of $67,485.00*
- *Indoff office furniture at the purchase price of $19,390.33*

With respect to interest, revenue, and outstanding Working Capital Advances for the 2023 Program Year, CAPK reported $ 1,409.00 in unexpended interest income earned that will be carried forward to the subsequent Program Year. As a result, your CSD Energy Field Representative will follow-up on your Agency's expenditure and performance plan with respect to the unspent funds.

Based on the analysis of CAPK's expenditure under this contract, your agency did fully expend all funds under this contract.

The Energy Field Operations Unit considers this contract closed; however, this contract is subject to a final review by CSD's Audit Services Unit. If you have any questions regarding the programmatic or performance references made throughout this report, please contact me at (916) 407-0525 or via e-mail at Darrell.McCormick@csd.ca.gov .

Thank you for your dedication and commitment to serve low-income individuals and families in your community. I look forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to improve the lives of those living in poverty and ultimately reduce poverty in California.

Sincerely,

Darrell McCormick

DARRELLMCCORMICK
Field Representative

Enclosure: 2023 LIHEAP Closeout Worksheet

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
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www.csd.ca.gov

JASON WIMBLEY
DIRECTOR

GAVIN NEWSOM
GOVERNOR

October 4, 2024

Mr. Jeremy Tobias, Executive Director
Community Action Partnership of Kern
1300 18th Street, Suite 200
Bakersfield, CA 93301

Dear Mr. Tobias:

The Department of Community Services and Development's (CSD) Energy Field Operations Unit, in conjunction with CSD's Financial Services Unit, has received and processed a Close-Out Report for Community Action Partnership of Kern's (CAPK) 2021 Low-Income Home Water Assistance Program (LIHWAP) Contract 21Z-9556. This letter serves as CAPK's 2021 LIHWAP Final Close-Out Letter.

CSD's Energy Services Field Operations Unit has assessed CAPK's contract performance against CAPK's projections. Thus, according to the final Expenditure Activity Reporting System's (EARS) report, CAPK has met its goals; below is a breakdown of CAPK's overall performance with respect to the 2021 LIHWAP Contract:

Contract Component	Amount Budgeted	Actual Expenditures	Actual Clients Served
Administrative	$ 230,185.00	$ 217,940.17	
Program Support	$ 306,913.00	$ 319,157.83	
Water Assistance	$ 495,359.00	$ 495,359.00	1,694
Water Crisis	$ 1,983,364.00	$ 1,983,484.54	2,563
Total Contract Allocation: $ 3,015,821.00			
Total Contract Expended: $ 3,015,821.00			

With respect to interest, Program Income, and outstanding Working Capital Advances for the 2021 Program Year, CAPK did not report any excess interest and/or program income earned.

Based on the analysis of CAPK's expenditure under this contract, your agency did fully expend all funds under this contract (NOTE: The total on the allocation spreadsheet may not match the total in the letter and on the worksheet due to manual payments made by the agency or CSD outside of the total allocation).

The Energy Field Operations Unit considers this contract closed; however, this contract is subject to a final review by CSD's Audit Services Unit. If you have any questions regarding the programmatic or performance references made throughout this report, please contact me at (916) 407-0525 or via e-mail at Darrell.McCormick@csd.ca.gov .

Thank you for your dedication and commitment to serve low-income individuals and families in your community. I look forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to improve the lives of those living in poverty and ultimately reduce poverty in California.

Sincerely,

Darrell McCormick

DARRELLMCCORMICK
Field Representative

Enclosure: 2021 LIHWAP Closeout Worksheet

State of California
Department of Community Services and Development
2021 LIHWAP Closeout Worksheet (as of 2/22/2024)

Agency: Community Action Partnership Kern

Contract Number: 21Z-9556

Line Items	Budgeted	Expended	Paid	Owed
Adminstrative Costs	**$230,185.00**	**$217,940.17**	**$217,940.17**	**$0.00**
Program Support Costs				
Outreach		$222,893.04		
Intake		$71,417.54		
Equipment (less than $10,000)		$0.00		
Workers' Compensation		$425.14		
Liability Insurance		$85.63		
General Operating Costs		$24,336.48		
Automation Costs		$0.00		
Program Support Costs Subtotal	**$306,913.00**	**$319,157.83**	**$319,157.83**	**$0.00**
Total Admin/Support Costs	**$537,098.00**	**$537,098.00**	**$537,098.00**	**$0.00**
Utility Assistance Program Costs				
Water Assistance	$495,359.00	$495,359.00		
Water Crisis	$1,983,364.00	$1,983,484.54		
Total Utility Assistance Costs	**$2,478,723.00**	**$2,478,843.54**	**$2,478,843.54**	**$0.00**
TOTAL ADMINISTRATIVE COSTS	$230,185.00	$217,940.17		
TOTAL PROGRAM COSTS	$2,785,636.00	$2,798,001.37		
ALLOCATION/CONTRACT TOTAL	**$3,015,821.00**	**$3,015,941.54**	**$3,015,941.54**	**$0.00**

Darrell McCormick
Completed by

6/4/2024
Date

State of California-Health and Human Services Agency
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JASON WIMBLEY
DIRECTOR

GAVIN NEWSOM
GOVERNOR

August 15, 2024

Mr. Jeremy Tobias, Executive Director
Community Action Partnership of Kern
1300 18th Street, Suite 200
Bakersfield, CA 93301

Dear Mr. Tobias:

The Department of Community Services and Development's (CSD) Energy Field Operations Unit, in conjunction with CSD's Financial Services Unit, has received and processed a Close-Out Report for Community Action Partnership of Kern's (CAPK) 2023 Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) Contract 23Q-5561. This letter serves as CAPK's 2023 SLIHEAP Final Close-Out Letter.

CSD's Energy Services Field Operations Unit has assessed CAPK's contract performance against CAPK's projections. Thus, according to the final Expenditure Activity Reporting System's (EARS) report, CAPK has met its goals; below is a breakdown of CAPK's overall performance with respect to the 2023 SLIHEAP Contract:

Contract Component	Amount Budgeted	Actual Expenditures	Projected Clients Served	Actual Clients Served
HEAP Gas & Electric	$ 19,078.00	$ 19,078.00	150	37
ECIP Fast Track	$ 265,288.00	$ 265,555.25		143
Total Contract Allocation: $ 284,366.00				
Total Contract Expended: $ 284,366.00				

Per Close-Out Requirements, the Energy Services Field Operations Unit has reviewed and evaluated CAPK's response to the aforementioned Expenditure and Production analysis. Based on CAPK's response, your agency stated the following: 1) agency expended 100% of contract, 2) learned the need to monitor multiple contracts, transfer funding between categories, and hire qualified staff, and 3) plan on creating a paperless intake tool, increase effectiveness in reviewing data, and reach out to fellow LSPs for best practices. The Field Operations Unit will follow up on your Agency's plan of action during future monitoring.

With respect to program income, interest, and outstanding Working Capital Advances for the 2023 Program Year, CAPK did not report any excess revenue, interest and/or program income earned.

Based on the analysis of CAPK's expenditure under this contract, your agency did fully expend all funds under this contract.

The Energy Field Operations Unit considers this contract closed; however, this contract is subject to a final review by CSD's Audit Services Unit. If you have any questions regarding the programmatic or performance references made throughout this report, please contact me at (916) 407-0525 or via e-mail at Darrell.McCormick@csd.ca.gov.

Thank you for your dedication and commitment to serve low-income individuals and families in your community. I look forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to improve the lives of those living in poverty and ultimately reduce poverty in California.

Sincerely,

Darrell McCormick

DARRELL MCCORMICK
Field Representative

Enclosure: 2023 SLIHEAP Closeout Worksheet

State of California
Department of Community Services and Development
DRAFT 2022 SLIHEAP Closeout Worksheet (as of 4/7/23)

Agency: Community Action Partnership of Kern

Contract Number: 23Q-5561

Line Items	Max/Budgeted	Expenditures	Allowable	Paid	Owed
Assurance 16 Costs	**$0.00**	**$0.00**	**$0.00**		
Administratrive Costs					
Administrative Costs	$0.00	$0.00			
Administrative Costs Subtotal	**$0.00**	**$0.00**	**$0.00**		
ECIP/HEAP Program Costs					
Intake	$0.00	$0.00	$0.00		
Outreach	$0.00	$0.00	$0.00		
Training & Technical Assistance	$0.00	$0.00	$0.00		
ECIP/HEAP Program Costs Subtotal	**$0.00**	**$0.00**	**$0.00**		
Program Services Costs					
Minor Vehicle & Equipment		$0.00	$0.00		
Liability Insurance		$0.00	$0.00		
General Operating Costs		$0.00	$0.00		
Automation Costs		$0.00	$0.00		
ECIP/HEAP WPO		$0.00	$0.00		
Tank Repairs (ECIP/HEAP WPO)		$0.00	$0.00		
Program Services Costs Subtotal	**$0.00**	**$0.00**	**$0.00**		
Total ECIP/HEAP/A16 Costs	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Utility Assistance Program Costs					
ECIP Fast Track	$265,288.00	$265,555.25			
HEAP Gas & Electric	$19,078.00	$19,078.00			
Total Utility Assistance Costs	**$284,366.00**	**$284,633.25**	**$284,366.00**	**$284,366.00**	**$0.00**

TOTAL ADMIN COSTS	$0.00	$0.00	$0.00
TOTAL PROGRAM COSTS	$284,366.00	$284,633.25	$284,366.00
CONTRACT TOTAL	**$284,366.00**	**$284,633.25**	**$284,366.00**	**$284,366.00**	**$0.00**

Darrell McCormick — Completed by
6/26/24 — Date

Community Action Partnership of Kern

23Q-5561

	WX/ECIP/HEAP/A16 Program Dollars			Administration (WX/ECIP/HEAP/A16)		
	Max/Budgeted	Allowed	% Expended	Max/Budgeted	Expended	Allowed
A16	0.00	0.00		0.00	0.00	0.00
Intake	0.00	0.00				
Outreach	0.00	0.00				
Training	0.00	0.00				
ECIP/HEAP	284,366.00	284,366.00				
	284,366.00	284,366.00	100.00000000%	0.00	0.00	**0.00**

Total Paid	**Total Allowed**
284,366.00	284,366.00
Owed:	**0.00**

CSD COMPREHENSIVE INSPECTION REPORT (CIR) *Ver3.29.23*

Agency's Name
CAP of Kern

Agency Representative	Title of Representative	Representative Phone Number
Wilfredo Cruz Jr	Program Administrator	661-407-2845 Ext 4347

ConSol Inspector / QCI certification #	Primary Reason For Visit
Geoff Cox BPI#5020580	Regular Inspection
CSD Representative's Name	**CSD Representative Present**
N/A	No

Additional Personnel Attending The Exit Interview
Abran Gonzalez, Andres Gonzalez & Gary Steves

Inspection Dates		Exit Interview Date	Last Inspection Date	
From	Thru		From	Thru
07/29/24	08/01/24	08/01/24	01/29/24	02/02/24

Inspection Results Totals				
	Standard	Enhanced	Re-Inspection	Total
Total Units Inspected	9	0	0	9
"Fail" Units	3	0	0	3
"Haz-Fail" Units	0	0	0	0
"Paper Fail" Units	0	0	0	0
"Remedied" Units	3	0	0	3
"File Review" Units	0			
"Fail" Measures	4	0	0	4
"Haz-Fail" Measures	0	0	0	0
"Paper Fail" Measures	0	0	0	0
"Remedied" Measures	4	0	0	4
"File Review" Measures	0			

Single Family Units	8	Multi Family Units	0	Mobile Home Units	1

Total WIPS Completed	0	Assessment Stage WIPS	0
Weatherization Stage WIPS	0	Post Inspection Stage WIPS	0
Total # of Inspection During This Visit (QA + WIPS)	9		

Training Referral	No
Subject of Training	N/A
Names of Individuals Referred for Training	N/A
Quality of Work Since Last Inspection	
About the Same	

Agency's Name	Inspection Dates	
CAP of Kern	07/29/24	08/01/24

CAS
- Knowledge of test protocols
- Accuracy of tests performed
- Feasibility of tests performed

Rating
Success (Meets Standard)

BLOWER DOOR
- Knowledge of test protocols
- Accuracy of tests performed
- Feasibility of tests performed

Rating
Success (Meets Standard)

DUCT BLAST
- Knowledge of test protocols
- Accuracy of tests performed
- Feasibility of tests performed

Rating
Success (Meets Standard)

LOT FILES AND DOCUMENTATION
- Organization of documentation
- Accuracy of documentation
- Completeness of files

Equipment Calibration Logs Present and Complete?	Yes

Rating
Success (Meets Standard)

WORKMANSHIP
- General quality of work
- Appropriate material selection
- Customer Satisfaction

Rating
Success (Meets Standard)

Agency's Name	Inspection Dates	
CAP of Kern	07/29/24	08/01/24

Subcontractors
Oasis HVAC, Community Outreach Services, Jon Dooley Heating & Cooling, HD Maintenance & PLC System Services

Field Notes	
Item	**Description**
	LIHEAP 2024 = 9

Inspector Signature	Date	Agency's Rep. Signature	Date
	8/1/2024	Wilfredo Cruz Jr	8/1/2024

Agency's Name	Inspection Dates	
CAP of Kern	07/29/24	08/01/24

Inspection Correction Transmittal

This following pages list the units that have unresolved Fails. Fails are described on the Weatherization Inspection Reports (WIRs). After Fails are remedied, complete this form by filling in "Date Remedied" & "Authorized Signature" columns for each dwelling listed. **Note: File Review only lot files include observations only and do not require corrections. Refer to Section 4., below.**

1. "Hazardous Fails" (HF):

- Eliminate the immediate hazard within 18 hours of written notification, and completely resolve the Hazardous Fail within 5 working days of written notification. (Deadline for remedy is shown in the "HF" box of the "Remedy By (Date)" section.)
- On each WIR: (a) indicate what corrective/remedial action was taken for each HF, (b) complete the "Installer's Signature & Date" line, and (c) you must obtain the customer signature somewhere on the WIR to verify HFs have been remedied. This constitutes a "completed" WIR.
- Provide a photo and work order / invoice showing that the Hazardous failure has been remedied. This will constitute a completed CIR and can be submitted to CSD.

2. "Non-Hazardous "Fails" (F) and "Paperwork Fails" (PF) for which a physical remedy is **feasible*" :

- Remedy within 20 working days of written notification. (Deadline for remedy is shown in "F/PF" box of the "Remedy By (Date)" section.)
- On each WIR: (a) indicate what corrective/remedial action was taken for each unit, and (b) complete the "Installer's/Contractor's Signature & Date" line. This constitutes a "completed" WIR (a client signature is not required for Fs and PFs.)
- Non Hazardous failures, provide photos and invoice showing that the failure was remedied. Paper failures, please identify on the WIR what measure was corrected or for "missing permit" paper failures provide the permit. Billing paper failures, please provide the corrected EARS report and or credit memos showing that the billing has been adjusted. This will constitute a completed CIR and can be submitted to CSD.

3. When corrections to all Fails have been made:

- Fax Or Email completed CIR, WIRs & questions to:
  - Email: anegd@consol.org
  - Attn: Phone: (925) 580-7275
  - Include only WIRs for jobs listed on this CIR

Last Name & First Initial Street Address and City	# Of Corrections By Type			Date Notified	Remedy By Date		Date Remedied		Authorized Signature
	HF	F	PF		HF	F/PF*	H	F/PF*	

Name of Person Receiving the CIR	Signature	Date
Wilfredo Cruz Jr.	Wilfredo Cruz Jr	8/1/2024

	Continuation Page Present:	No	Page	1 of	1

Agency's Name	Inspection Dates	
CAP of Kern	07/29/24	08/01/24

Ver 03.29.23

State of California Department of CSD

WEATHERIZATION INSPECTION REPORT (WIR)

Agency Name	CAP of Kern	Agency Job #	L24-102

Assessment Type:	Other	**1st Inspection Date:**	7/29/24
Inspection Type:	Standard	**Re-Inspection Date:**	

[redacted]	[redacted]	[redacted]
Client's Last Name	**First Name**	**Phone Number**

RESIDENCE/UNIT INFORMATION

[redacted]		[redacted]	[redacted]	[redacted]
Address (# and Street)	**Unit #**	**City**	**State**	**Zip Code**

Housing Type:	Single Family Home	**Housing Area:**	Urban
Funding Source:	LIHEAP '24	**WX Completion Date:**	4/21/23
Name of Assessor:	Michael Gage	**Date of Assessment:**	3/17/23

Is Assessment Form on File?	Yes	**Was the Assement Form Completed Correctly? (If no, requires field note)**	Yes
Name of Post Inspector / QCI Cert. #	Gary Steves	**Date of Post Inspection:**	3/13/24
Is Post Inspection Form on File?	Yes	**Was the Post Inspection Form Completed Correctly? (If no, requires field note)**	No
Was MV Assessed As Required?:	Yes	**Were MV Assessment Forms Completed Correctly" (If no, requires field note)**	Yes

LEAD SAFE WEATHERIZATION

A. Is the home pre-1978?	Yes	**B. Were EPA RRP Forms Completed Correctly? (If no, requires field note)**	Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testing	Yes	No	1	1									LIHEAP '24
2. Blower Door	Yes	No	1	1									LIHEAP '24
3. Duct Blast	No	No											LIHEAP '24
7. Carbon Monoxide Alarm			1	1									LIHEAP '24
8. Ceiling Fans			4	1									LIHEAP '24
183.Clothes Dryer Replacement - Gas, ≥ 7.3 cu. Ft			1	1									LIHEAP '24
179.Clothes Washer Replacement - Top Loading (≤			1	1									LIHEAP '24
13. Cooking Appliance Replace - Gas			1	1									LIHEAP '24
21. Cooling Replacement Evaporative Cooler Roof			1	1									LIHEAP '24
26. CVA Venting All Other			1	1									LIHEAP '24
29. Door Replace Exterior			2	1									LIHEAP '24
32. Duct Repair and Replacement			1	1									LIHEAP '24
50. Heating Replacement Interior Wall			1	1									LIHEAP '24
80. LEDs (Thread Based)			1	1									LIHEAP '24
77. LED Hard-Wired Lights Interior - Wall/Sconce			1	1									LIHEAP '24
78. LED Nightlights			6	1									LIHEAP '24
86. Mechanical Ventilation - exhaust System			1		1			1					LIHEAP '24
88. Microwave			1	1									LIHEAP '24
90. Refrigerator Replacement 19 cu. Ft. and below			1	1									LIHEAP '24
98. Smoke Alarm			1	1									LIHEAP '24
103. Thermostat Manual			1	1									LIHEAP '24
115. Water Heater Repair/ Gas			1	1									LIHEAP '24
119. Water Heater Replace/ Gas			1	1									LIHEAP '24
TOTALS				21	1	0	0	1	0	0	0		

SUBCONTRACTORS

PLC System Services

NOTES

IR	Caulking & wall patches.
MV	A labeled wall switch not seen at time of QAI (TRM 4.2.21 B1) - remedied.
Addl items	LIHEAP 2024 - Window replace (2), Environmental Hazard Work & IR.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form		QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)	
			7/29/2024
Agency Signature	Date	Inspector Signature	Date

Ver 03.29.23

State of California Department of CSD

WEATHERIZATION INSPECTION REPORT (WIR)

Agency Name	CAP of Kern	Agency Job #	L24-111

Assessment Type:	Other	**1st Inspection Date:**	7/29/24
Inspection Type:	Standard	**Re-Inspection Date:**	

[redacted]	[redacted]	[redacted]
Client's Last Name	**First Name**	**Phone Number**

RESIDENCE/UNIT INFORMATION

[redacted]		[redacted]	[redacted]	[redacted]
Address (# and Street)	**Unit #**	**City**	**State**	**Zip Code**

Housing Type:	Single Family Home	**Housing Area:**	Urban
Funding Source:	LIHEAP '24	**WX Completion Date:**	6/15/23
Name of Assessor:	Michael Gage	**Date of Assessment:**	4/26/23

Is Assessment Form on File?	Yes	**Was the Assement Form Completed Correctly? (If no, requires field note)**	Yes
Name of Post Inspector / QCI Cert. #	Gary Steves	**Date of Post Inspection:**	3/27/24
Is Post Inspection Form on File?	Yes	**Was the Post Inspection Form Completed Correctly? (If no, requires field note)**	Yes
Was MV Assessed As Required?:	N/A	**Were MV Assessment Forms Completed Correctly" (If no, requires field note)**	N/A

LEAD SAFE WEATHERIZATION

A. Is the home pre-1978?	No	**B. Were EPA RRP Forms Completed Correctly? (If no, requires field note)**	Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testing	Yes	No	1	1									LIHEAP '24
2. Blower Door	Yes	No	1	1									LIHEAP '24
3. Duct Blast	Yes	No	1	1									LIHEAP '24
6. Attic Ventilation			1	1									LIHEAP '24
7. Carbon Monoxide Alarm			1	1									LIHEAP '24
60. Insulation Ceiling Batt R-12-19			1	1									LIHEAP '24
183.Clothes Dryer Replacement - Gas, ≥ 7.3 cu. Ft			1	1									LIHEAP '24
179.Clothes Washer Replacement - Top Loading (≤			1	1									LIHEAP '24
32. Duct Repair and Replacement			1	1									LIHEAP '24
5. Air Filters Furnace			1	1									LIHEAP '24
53. Heating Replacement Package (Dual Pack)			1	1									LIHEAP '24
82. Low Flow Handheld Showerhead			1	1									LIHEAP '24
66. Kitchen Exhaust Repair			1	1									LIHEAP '24
73. LED Hard-Wired Lights Exterior - Porch Light			1	1									LIHEAP '24
75. LED Hard-Wired Lights Interior - Ceiling			2	1									LIHEAP '24
78. LED Nightlights			8	1									LIHEAP '24
80. LEDs (Thread Based)			10	1									LIHEAP '24
89. Permits			2	1									LIHEAP '24
98. Smoke Alarm			4	1									LIHEAP '24
104. Thermostat Programmable			1	1									LIHEAP '24
119. Water Heater Replace/ Gas			1	1									LIHEAP '24
TOTALS				21	0	0	0	0	0	0	0		

SUBCONTRACTORS

PLC System Services

NOTES

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form		QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)	
			7/29/2024
Agency Signature	Date	Inspector Signature	Date

Ver 03.29.23

State of California Department of CSD

WEATHERIZATION INSPECTION REPORT (WIR)

Agency Name	CAP of Kern	Agency Job #	L24-145E

Assessment Type:	Other	**1st Inspection Date:**	7/29/24
Inspection Type:	Standard	**Re-Inspection Date:**	

[redacted]	[redacted]	[redacted]
Client's Last Name	**First Name**	**Phone Number**

RESIDENCE/UNIT INFORMATION

[redacted]		[redacted]	[redacted]	[redacted]
Address (# and Street)	**Unit #**	**City**	**State**	**Zip Code**

Housing Type:	Single Family Home	**Housing Area:**	Urban
Funding Source:	LIHEAP '24	**WX Completion Date:**	8/2/23
Name of Assessor:	Michael Gage	**Date of Assessment:**	6/16/23

Is Assessment Form on File?	Yes	**Was the Assement Form Completed Correctly? (If no, requires field note)**	Yes
Name of Post Inspector / QCI Cert. #	Gary Steves	**Date of Post Inspection:**	3/22/24
Is Post Inspection Form on File?	Yes	**Was the Post Inspection Form Completed Correctly? (If no, requires field note)**	Yes
Was MV Assessed As Required?:	N/A	**Were MV Assessment Forms Completed Correctly" (If no, requires field note)**	N/A

LEAD SAFE WEATHERIZATION

A. Is the home pre-1978?	Yes	**B. Were EPA RRP Forms Completed Correctly? (If no, requires field note)**	Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testing	Yes	No	1	1									LIHEAP '24
2. Blower Door	Yes	No	1	1									LIHEAP '24
3. Duct Blast	Yes	No	1	1									LIHEAP '24
7. Carbon Monoxide Alarm			1	1									LIHEAP '24
8. Ceiling Fans			2	1									LIHEAP '24
61. Insulation Ceiling Batt R-20-30			1	1									LIHEAP '24
182.Clothes Dryer Replacement - Gas, < 7.3 cu. Ft			1	1									LIHEAP '24
179.Clothes Washer Replacement - Top Loading (≤			1	1									LIHEAP '24
13. Cooking Appliance Replace - Gas			1	1									LIHEAP '24
21. Cooling Replacement Evaporative Cooler Roof			1	1									LIHEAP '24
29. Door Replace Exterior			1	1									LIHEAP '24
5. Air Filters Furnace			1	1									LIHEAP '24
48. Heating Replacement Forced Air Unit (Split Syst			1	1									ECIP '24
75. LED Hard-Wired Lights Interior - Ceiling			5	1									LIHEAP '24
77. LED Hard-Wired Lights Interior - Wall/Sconce			1	1									LIHEAP '24
78. LED Nightlights			5	1									LIHEAP '24
80. LEDs (Thread Based)			5	1									LIHEAP '24
98. Smoke Alarm			1	1									LIHEAP '24
55. HERS Rater			1	1									ECIP '24
89. Permits			1	1									ECIP '24
33. Environmental Testing			1	1									LIHEAP '24
58. Infiltration Reduction - (Excludes Window and			1	1									LIHEAP '24
105. Thermostat Smart			1	1									LIHEAP '24
TOTALS				23	0	0	0	0	0	0	0		

SUBCONTRACTORS

COS

NOTES

IR	Caulking, glass replacement, WS door & foam tape.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form		QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)	
			7/29/2024
Agency Signature	Date	Inspector Signature	Date

Ver 03.29.23

State of California Department of CSD

WEATHERIZATION INSPECTION REPORT (WIR)

Agency Name	CAP of Kern	Agency Job #	L24-103E

Assessment Type:	Other	**1st Inspection Date:**	7/30/24
Inspection Type:	Standard	**Re-Inspection Date:**	

[redacted]	[redacted]	[redacted]
Client's Last Name	**First Name**	**Phone Number**

RESIDENCE/UNIT INFORMATION

[redacted]		[redacted]	[redacted]	[redacted]
Address (# and Street)	**Unit #**	**City**	**State**	**Zip Code**

Housing Type:	Single Family Home	**Housing Area:**	Urban
Funding Source:	LIHEAP '24	**WX Completion Date:**	6/9/23
Name of Assessor:	Michael Gage	**Date of Assessment:**	4/5/23

Is Assessment Form on File?	Yes	**Was the Assement Form Completed Correctly? (If no, requires field note)**	Yes
Name of Post Inspector / QCI Cert. #	Andres Gonzalez	**Date of Post Inspection:**	2/26/24
Is Post Inspection Form on File?	Yes	**Was the Post Inspection Form Completed Correctly? (If no, requires field note)**	Yes
Was MV Assessed As Required?:	N/A	**Were MV Assessment Forms Completed Correctly" (If no, requires field note)**	N/A

LEAD SAFE WEATHERIZATION

A. Is the home pre-1978?	No	**B. Were EPA RRP Forms Completed Correctly? (If no, requires field note)**	Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testing	Yes	No	1	1									LIHEAP '24
2. Blower Door	Yes	No	1	1									LIHEAP '24
3. Duct Blast	Yes	No	1	1									LIHEAP '24
7. Carbon Monoxide Alarm			1	1									LIHEAP '24
8. Ceiling Fans			2	1									LIHEAP '24
61. Insulation Ceiling Batt R-20-30			1	1									LIHEAP '24
183.Clothes Dryer Replacement - Gas, ≥ 7.3 cu. Ft			1	1									LIHEAP '24
179.Clothes Washer Replacement - Top Loading (≤			1	1									LIHEAP '24
28. Door Repair Exterior			1	1									LIHEAP '24
5. Air Filters Furnace			1	1									LIHEAP '24
35. Faucet Aerator			2	1									LIHEAP '24
82. Low Flow Handheld Showerhead			1	1									LIHEAP '24
75. LED Hard-Wired Lights Interior - Ceiling			3	1									LIHEAP '24
78. LED Nightlights			8	1									LIHEAP '24
80. LEDs (Thread Based)			19	1									LIHEAP '24
95. Sliding Glass Door Replacement - 72" x 80" and			1	1									LIHEAP '24
98. Smoke Alarm			5	1									LIHEAP '24
119. Water Heater Replace/ Gas			1	1									ECIP '24
126. Window Replace			1	1									LIHEAP '24
89. Permits			1	1									ECIP '24
58. Infiltration Reduction - (Excludes Window and I			1	1									LIHEAP '24
TOTALS				21	0	0	0	0	0	0	0		

SUBCONTRACTORS

HD Maintenance

NOTES

IR	Caulking, CP gaskets, glass replacement & foam tape.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form		QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)	
			7/30/2024
Agency Signature	Date	Inspector Signature	Date

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State of California Department of CSD

WEATHERIZATION INSPECTION REPORT (WIR)

Agency Name	CAP of Kern	Agency Job #	L24-184E

Assessment Type:	Other	**1st Inspection Date:**	7/30/24
Inspection Type:	Standard	**Re-Inspection Date:**	

[redacted]	[redacted]	[redacted]
Client's Last Name	**First Name**	**Phone Number**

RESIDENCE/UNIT INFORMATION

[redacted]		[redacted]	[redacted]	[redacted]
Address (# and Street)	**Unit #**	**City**	**State**	**Zip Code**

Housing Type:	Mobile Home	**Housing Area:**	Urban
Funding Source:	LIHEAP '24	**WX Completion Date:**	8/29/23
Name of Assessor:	Michael Gage	**Date of Assessment:**	6/29/23

Is Assessment Form on File?	Yes	**Was the Assement Form Completed Correctly? (If no, requires field note)**	Yes
Name of Post Inspector / QCI Cert. #	Andres Gonzalez	**Date of Post Inspection:**	5/24/24
Is Post Inspection Form on File?	Yes	**Was the Post Inspection Form Completed Correctly? (If no, requires field note)**	No
Was MV Assessed As Required?:	N/A	**Were MV Assessment Forms Completed Correctly" (If no, requires field note)**	N/A

LEAD SAFE WEATHERIZATION

A. Is the home pre-1978?	Yes	**B. Were EPA RRP Forms Completed Correctly? (If no, requires field note)**	Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testing	Yes	No	1	1									LIHEAP '24
2. Blower Door	Yes	No	1	1									LIHEAP '24
3. Duct Blast	No	No											LIHEAP '24
13. Cooking Appliance Replace - Gas			1	1									LIHEAP '24
174.Cooking Appliance Replacement, Built-In Singl			1	1									LIHEAP '24
7. Carbon Monoxide Alarm			1	1									LIHEAP '24
182.Clothes Dryer Replacement - Gas, < 7.3 cu. Ft			1	1									LIHEAP '24
5. Air Filters Furnace			1	1									LIHEAP '24
32. Duct Repair and Replacement			1	1									ECIP '24
184.Dishwasher Replacement - ≤ 24.0 In			1	1									LIHEAP '24
126. Window Replace			1	1									LIHEAP '24
107. Thermostatic Shower Valve (TSV Only)			1	1									LIHEAP '24
82. Low Flow Handheld Showerhead			2	1									LIHEAP '24
98. Smoke Alarm			3	1									LIHEAP '24
96. Sliding Glass Door Replacement - Greater than			1	1									LIHEAP '24
90. Refrigerator Replacement 19 cu. Ft. and below			1	1									LIHEAP '24
88. Microwave			1	1									LIHEAP '24
80. LEDs (Thread Based)			7	1									LIHEAP '24
78. LED Nightlights			5	1									LIHEAP '24
79. LED Torchiere Lamp			1	1									LIHEAP '24
67. Kitchen Exhaust Replace			1	1									LIHEAP '24
119. Water Heater Replace/ Gas			1	1									ECIP '24
89. Permits			1	1									ECIP '24
TOTALS				22	0	0	0	0	0	0	0		

SUBCONTRACTORS

COS

NOTES

Addl items	LIHEAP 2024 - LED Hard Wired - Porch (2) & Environmental Hazard Work.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form		QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)	
			7/30/2024
Agency Signature	Date	Inspector Signature	Date

Ver 03.29.23

State of California Department of CSD

WEATHERIZATION INSPECTION REPORT (WIR)

Agency Name	CAP of Kern	Agency Job #	L24-181E

Assessment Type:	Other	**1st Inspection Date:**	7/30/24
Inspection Type:	Standard	**Re-Inspection Date:**	

[redacted]	[redacted]	[redacted]
Client's Last Name	**First Name**	**Phone Number**

RESIDENCE/UNIT INFORMATION

[redacted]		[redacted]	[redacted]	[redacted]
Address (# and Street)	**Unit #**	**City**	**State**	**Zip Code**

Housing Type:	Single Family Home	**Housing Area:**	Urban
Funding Source:	LIHEAP '24	**WX Completion Date:**	11/27/23
Name of Assessor:	Michael Gage	**Date of Assessment:**	6/22/23
Is Assessment Form on File?	Yes	**Was the Assement Form Completed Correctly? (If no, requires field note)**	Yes
Name of Post Inspector / QCI Cert. #	Andres Gonzalez	**Date of Post Inspection:**	5/15/24
Is Post Inspection Form on File?	Yes	**Was the Post Inspection Form Completed Correctly? (If no, requires field note)**	No
Was MV Assessed As Required?:	N/A	**Were MV Assessment Forms Completed Correctly" (If no, requires field note)**	N/A

LEAD SAFE WEATHERIZATION

A. Is the home pre-1978?	No	**B. Were EPA RRP Forms Completed Correctly? (If no, requires field note)**	Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testing	Yes	No	1	1									LIHEAP '24
2. Blower Door	Yes	No	1	1									LIHEAP '24
3. Duct Blast	Yes	No	1	1									LIHEAP '24
98. Smoke Alarm			5		1			1					LIHEAP '24
95. Sliding Glass Door Replacement - 72" x 80" and			1	1									LIHEAP '24
78. LED Nightlights			6	1									LIHEAP '24
53. Heating Replacement Package (Dual Pack)			1	1									ECIP '24
5. Air Filters Furnace			1	1									LIHEAP '24
7. Carbon Monoxide Alarm			2		1			1					LIHEAP '24
179.Clothes Washer Replacement - Top Loading (≤			1	1									LIHEAP '24
182.Clothes Dryer Replacement - Gas, < 7.3 cu. Ft			1	1									LIHEAP '24
61. Insulation Ceiling Batt R-20-30			1	1									LIHEAP '24
119. Water Heater Replace/ Gas			1	1									ECIP '24
81. Limited Home Repair			1	1									LIHEAP '24
58. Infiltration Reduction - (Excludes Window and			1	1									LIHEAP '24
88. Microwave			1	1									LIHEAP '24
32. Duct Repair and Replacement			1	1									ECIP '24
89. Permits			2	1									ECIP '24
55. HERS Rater			1	1									ECIP '24
TOTALS				17	2	0	0	2	0	0	0		

SUBCONTRACTORS

COS & Oasis Air Conditioning

NOTES

IR	CP gaskets.
LHR	HWH platform.
CO Alarm	1 CO alarm installed in incorrect location (TRM 4.1.1 C4) - remedied 7/30/24.
Smoke	1 smoke alarm installed in incorrect location (TRM 4.1.1 A3) - remedied 7/30/24.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form		QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)	
			7/30/2024
Agency Signature	Date	Inspector Signature	Date

Ver 03.29.23

State of California Department of CSD

WEATHERIZATION INSPECTION REPORT (WIR)

Agency Name	CAP of Kern	Agency Job #	L24-136E

Assessment Type:	Other	**1st Inspection Date:**	7/30/24
Inspection Type:	Standard	**Re-Inspection Date:**	

[redacted]	[redacted]	[redacted]
Client's Last Name	**First Name**	**Phone Number**

RESIDENCE/UNIT INFORMATION

[redacted]		[redacted]	[redacted]	[redacted]
Address (# and Street)	**Unit #**	**City**	**State**	**Zip Code**

Housing Type:	Single Family Home	**Housing Area:**	Urban
Funding Source:	LIHEAP '24	**WX Completion Date:**	7/22/23
Name of Assessor:	Chris Ortega	**Date of Assessment:**	5/24/23

Is Assessment Form on File?	Yes	**Was the Assement Form Completed Correctly? (If no, requires field note)**	Yes
Name of Post Inspector / QCI Cert. #	Gary Steves	**Date of Post Inspection:**	2/21/24
Is Post Inspection Form on File?	Yes	**Was the Post Inspection Form Completed Correctly? (If no, requires field note)**	No
Was MV Assessed As Required?:	Yes	**Were MV Assessment Forms Completed Correctly" (If no, requires field note)**	Yes

LEAD SAFE WEATHERIZATION

A. Is the home pre-1978?	No	**B. Were EPA RRP Forms Completed Correctly? (If no, requires field note)**	Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testing	Yes	No	1	1									LIHEAP '24
2. Blower Door	Yes	No	1	1									LIHEAP '24
3. Duct Blast	Yes	No	1	1									LIHEAP '24
6. Attic Ventilation			1	1									LIHEAP '24
7. Carbon Monoxide Alarm			2	1									LIHEAP '24
8. Ceiling Fans			2	1									LIHEAP '24
184.Dishwasher Replacement - ≤ 24.0 In			1	1									LIHEAP '24
78. LED Nightlights			12	1									LIHEAP '24
80. LEDs (Thread Based)			18	1									LIHEAP '24
86. Mechanical Ventilation - exhaust System			1	1									LIHEAP '24
88. Microwave			1	1									LIHEAP '24
98. Smoke Alarm			6		1			1					LIHEAP '24
119. Water Heater Replace/ Gas			1	1									ECIP '24
TOTALS				12	1	0	0	1	0	0	0		

SUBCONTRACTORS

PLC System Services

NOTES

Smoke	1 smoke alarm installed in incorrect location (TRM 4.1.1 C1) - remedied.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form		QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)	
			7/30/2024
Agency Signature	Date	Inspector Signature	Date

Ver 03.29.23

State of California Department of CSD

WEATHERIZATION INSPECTION REPORT (WIR)

Agency Name	CAP of Kern	Agency Job #	L24-180

Assessment Type:	Other	**1st Inspection Date:**	7/31/24
Inspection Type:	Standard	**Re-Inspection Date:**	

[redacted]	[redacted]	[redacted]
Client's Last Name	**First Name**	**Phone Number**

RESIDENCE/UNIT INFORMATION

[redacted]		[redacted]	[redacted]	[redacted]
Address (# and Street)	**Unit #**	**City**	**State**	**Zip Code**

Housing Type:	Single Family Home	**Housing Area:**	Urban
Funding Source:	LIHEAP '24	**WX Completion Date:**	9/6/23
Name of Assessor:	Chris Ortega	**Date of Assessment:**	6/22/23
Is Assessment Form on File?	Yes	**Was the Assement Form Completed Correctly? (If no, requires field note)**	Yes
Name of Post Inspector / QCI Cert. #	Andres Gonzalez	**Date of Post Inspection:**	2/29/24
Is Post Inspection Form on File?	Yes	**Was the Post Inspection Form Completed Correctly? (If no, requires field note)**	Yes
Was MV Assessed As Required?:	N/A	**Were MV Assessment Forms Completed Correctly" (If no, requires field note)**	N/A

LEAD SAFE WEATHERIZATION

A. Is the home pre-1978?	No	**B. Were EPA RRP Forms Completed Correctly? (If no, requires field note)**	Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testing	Yes	No	1	1									LIHEAP '24
2. Blower Door	Yes	No	1	1									LIHEAP '24
3. Duct Blast	Yes	No	1	1									LIHEAP '24
6. Attic Ventilation			1	1									LIHEAP '24
7. Carbon Monoxide Alarm			2	1									LIHEAP '24
8. Ceiling Fans			2	1									LIHEAP '24
183.Clothes Dryer Replacement - Gas, ≥ 7.3 cu. Ft			1	1									LIHEAP '24
178.Clothes Washer Replacement - Front Loading (			1	1									LIHEAP '24
184.Dishwasher Replacement - ≤ 24.0 In			1	1									LIHEAP '24
28. Door Repair Exterior			1	1									LIHEAP '24
32. Duct Repair and Replacement			1	1									LIHEAP '24
5. Air Filters Furnace			1	1									LIHEAP '24
53. Heating Replacement Package (Dual Pack)			1	1									LIHEAP '24
55. HERS Rater			1	1									LIHEAP '24
82. Low Flow Handheld Showerhead			1	1									LIHEAP '24
73. LED Hard-Wired Lights Exterior - Porch Light			1	1									LIHEAP '24
75. LED Hard-Wired Lights Interior - Ceiling			1	1									LIHEAP '24
78. LED Nightlights			10	1									LIHEAP '24
80. LEDs (Thread Based)			27	1									LIHEAP '24
81. Limited Home Repair			1	1									LIHEAP '24
88. Microwave			1	1									LIHEAP '24
89. Permits			2	1									LIHEAP '24
98. Smoke Alarm			6	1									LIHEAP '24
TOTALS				23	0	0	0	0	0	0	0		

SUBCONTRACTORS

COS

NOTES

IR	CP gaskets & ceiling & wall patches.
LHR	Cover plates.
Addl items	LIHEAP 2024 - SGD replace 72X80 smaller, SGD replace 72X80 greater, HWH replace-gas & IR.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form		QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)	
			7/31/2024
Agency Signature	Date	Inspector Signature	Date

Ver 03.29.23

State of California Department of CSD

WEATHERIZATION INSPECTION REPORT (WIR)

Agency Name	CAP of Kern	Agency Job #	L24-122E

Assessment Type:	Other	**1st Inspection Date:**	7/31/24
Inspection Type:	Standard	**Re-Inspection Date:**	

[redacted]	[redacted]	[redacted]
Client's Last Name	**First Name**	**Phone Number**

RESIDENCE/UNIT INFORMATION

[redacted]		[redacted]	[redacted]	[redacted]
Address (# and Street)	**Unit #**	**City**	**State**	**Zip Code**

Housing Type:	Single Family Home	**Housing Area:**	Urban
Funding Source:	LIHEAP '24	**WX Completion Date:**	8/30/23
Name of Assessor:	Michael Gage	**Date of Assessment:**	5/11/23

Is Assessment Form on File?	Yes	**Was the Assement Form Completed Correctly? (If no, requires field note)**	Yes
Name of Post Inspector / QCI Cert. #	Gary Steves	**Date of Post Inspection:**	3/6/24
Is Post Inspection Form on File?	Yes	**Was the Post Inspection Form Completed Correctly? (If no, requires field note)**	Yes
Was MV Assessed As Required?:	Yes	**Were MV Assessment Forms Completed Correctly" (If no, requires field note)**	Yes

LEAD SAFE WEATHERIZATION

A. Is the home pre-1978?	No	**B. Were EPA RRP Forms Completed Correctly? (If no, requires field note)**	Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	ON	NO	FC	Funding Source
1. CAS Testing	Yes	No	1	1									LIHEAP '24
2. Blower Door	Yes	No	1	1									LIHEAP '24
3. Duct Blast	Yes	No	1	1									LIHEAP '24
6. Attic Ventilation			1	1									LIHEAP '24
8. Ceiling Fans			2	1									LIHEAP '24
62. Insulation Ceiling Blown R-31-38			1	1									LIHEAP '24
13. Cooking Appliance Replace - Gas			1	1									LIHEAP '24
23. Cooling Replacement Forced Air Unit (Split Sys			1	1									ECIP '24
184.Dishwasher Replacement - ≤ 24.0 In			1	1									LIHEAP '24
5. Air Filters Furnace			1	1									LIHEAP '24
48. Heating Replacement Forced Air Unit (Split Sys			1	1									ECIP '24
82. Low Flow Handheld Showerhead			2	1									LIHEAP '24
67. Kitchen Exhaust Replace			1	1									LIHEAP '24
75. LED Hard-Wired Lights Interior - Ceiling			1	1									LIHEAP '24
78. LED Nightlights			9	1									LIHEAP '24
80. LEDs (Thread Based)			1	1									LIHEAP '24
86. Mechanical Ventilation - exhaust System			1	1									LIHEAP '24
88. Microwave			1	1									LIHEAP '24
98. Smoke Alarm			1	1									LIHEAP '24
55. HERS Rater			1	1									ECIP '24
89. Permits			1	1									ECIP '24
58. Infiltration Reduction - (Excludes Window and			1	1									LIHEAP '24
32. Duct Repair and Replacement			1	1									ECIP '24
TOTALS				23	0	0	0	0	0	0	0		

SUBCONTRACTORS

Oasis Air Conditioning

NOTES

IR	Caulking & wall patch.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form		QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)	
			7/31/2024
Agency Signature	Date	Inspector Signature	Date

CSD COMPREHENSIVE INSPECTION REPORT (CIR) *Ver 03.18.2024*

Agency's Name		
CAP of Kern		
Agency Representative	**Title of Representative**	**Representative Phone Number**
Wilfredo Cruz Jr	Program Administrator	661-407-2845 Ext 4347

ConSol Inspector / QCI certification #	Primary Reason For Visit
Geoff Cox BPI#5020580	Regular Inspection
CSD Representative's Name	**CSD Representative Present**
N/A	No

Additional Personnel Attending The Exit Interview
Abran Gonzalez, Andres Gonzalez & Gary Steves

Inspection Dates		Exit Interview Date	Last Inspection Date	
From	Thru		From	Thru
07/29/24	08/01/24	08/01/24	01/29/24	02/02/24

Inspection Results Totals				
	Standard	Enhanced	Re-Inspection	Total
Total Units Inspected	7	2	0	9
"Fail" Units	0	0	0	0
"Haz-Fail" Units	0	0	0	0
"Paper Fail" Units	0	0	0	0
"Remedied" Units	0	0	0	0
"File Review" Units	0			
"Fail" Measures	0	0	0	0
"Haz-Fail" Measures	0	0	0	0
"Paper Fail" Measures	0	0	0	0
"Remedied" Measures	0	0	0	0

Single Family Units	7	Multi Family Units	1	Mobile Home Units	1

Total WIPS Completed	0	Assessment Stage WIPS	0
Weatherization Stage WIPS	0	Post Inspection Stage WIPS	0
Total # of Inspection During This Visit (QA + WIPS)	9		

Training Referral	No
Subject of Training	N/A
Names of Individuals Referred for Training	N/A
Quality of Work Since Last Inspection	
About the Same	

Agency's Name	Inspection Dates	

CAS - Knowledge of test protocols - Accuracy of tests performed - Feasibility of tests performed	
Rating	
Success (Meets Standard)	

BLOWER DOOR - Knowledge of test protocols - Accuracy of tests performed - Feasibility of tests performed	
Rating	
Success (Meets Standard)	

DUCT BLAST - Knowledge of test protocols - Accuracy of tests performed - Feasibility of tests performed	
Rating	
Success (Meets Standard)	

LOT FILES AND DOCUMENTATION - Organization of documentation - Accuracy of documentation - Completeness of files	Equipment Calibration Logs Present and Complete?	Yes
Rating		
Success (Meets Standard)		

WORKMANSHIP - General quality of work - Appropriate material selection - Customer Satisfaction	
Rating	
Success (Meets Standard)	

Agency's Name	Inspection Dates	
CAP of Kern	07/29/24	08/01/24

Subcontractors
Oasis HVAC, Jon Dooley Heating & Cooling, HD Maintenance & PLC System Services

Field Notes	
Item	**Description**
	LIHEAP 2024 = 9

Inspector Signature	Date	Agency's Rep. Signature	Date
	8/1/2024	Wilfredo Cruz Jr	8/1/2024

Agency's Name	Inspection Dates	
CAP of Kern	07/29/24	08/01/24

Inspection Correction Transmittal

This following pages list the units that have unresolved Fails. Fails are described on the Weatherization Inspection Reports (WIRs). After Fails are remedied, complete this form by filling in "Date Remedied" & "Authorized Signature" columns for each dwelling listed. **Note: File Review only lot files include observations only and do not require corrections. Refer to Section 4., below.**

1. "Hazardous Fails" (HF):

- Eliminate the immediate hazard within 18 hours of written notification, and completely resolve the Hazardous Fail within 5 working days of written notification. (Deadline for remedy is shown in the "HF" box of the "Remedy By (Date)" section.)
- On each WIR: (a) indicate what corrective/remedial action was taken for each HF, (b) complete the "Installer's Signature & Date" line, and (c) you must obtain the customer signature somewhere on the WIR to verify HFs have been remedied. This constitutes a "completed" WIR.
- Provide a photo and work order / invoice showing that the Hazardous failure has been remedied. This will constitute a completed CIR and can be submitted to CSD.

2. "Non-Hazardous "Fails" (F) and "Paperwork Fails" (PF) for which a physical remedy is **feasible*" :

- Remedy within 20 working days of written notification. (Deadline for remedy is shown in "F/PF" box of the "Remedy By (Date)" section.)
- On each WIR: (a) indicate what corrective/remedial action was taken for each unit, and (b) complete the "Installer's/Contractor's Signature & Date" line. This constitutes a "completed" WIR (a client signature is not required for Fs and PFs.)
- Non Hazardous failures, provide photos and invoice showing that the failure was remedied. Paper failures, please identify on the WIR what measure was corrected or for "missing permit" paper failures provide the permit. Billing paper failures, please provide the corrected EARS report and or credit memos showing that the billing has been adjusted. This will constitute a completed CIR and can be submitted to CSD.

3. When corrections to all Fails have been made:

- Email completed CIR, WIRs, Correction Documentation and questions to:
  - Email: Weatherization@CSD.CA.GOV
  - Attn: QA ICT Corrections
  - Include only WIRs and Inspection Correction Documentation for jobs listed on this ICT.

Last Name & First Initial Street Address and City	# Of Corrections By Type			Date Notified	Remedy By Date		Date Remedied		Authorized Signature
	HF	F	PF		HF	F/PF*	H	F/PF*	

Name of Person Receiving the CIR	Signature	Date
Wilfredo Cruz Jr.	Wilfredo Cruz Jr	8/1/2024

Continuation Page Present:	No	Page	1 of	1

Agency's Name	Inspection Dates	
CAP of Kern	07/29/24	08/01/24

Ver 03.18.24

State of California Department of CSD

WEATHERIZATION INSPECTION REPORT (WIR)

Agency Name	CAP of Kern	Agency Job #	L24-074

Assessment Type:	Other	***1st Inspection Date:***	7/29/24
Inspection Type:	Standard	***Re-Inspection Date:***	

[redacted]	[redacted]	[redacted]
Client's Last Name	***First Name***	***Phone Number***

RESIDENCE/UNIT INFORMATION

[redacted]		[redacted]	[redacted]	[redacted]
Address (# and Street)	***Unit #***	***City***	***State***	***Zip Code***

Housing Type:	Single Family Home	***Housing Area:***	Urban
Funding Source:	LIHEAP '24	***WX Completion Date:***	1/8/24
Name of Assessor:	Chris Ortega	***Date of Assessment:***	9/19/23
Is Assessment Form on File?	Yes	***Was the Assement Form Completed Correctly? (If no, requires field note)***	Yes
Name of Post Inspector / QCI Cert. #	Andres Gonzalez	***Date of Post Inspection:***	3/14/24
Is Post Inspection Form on File?	Yes	***Was the Post Inspection Form Completed Correctly? (If no, requires field note)***	Yes
Was MV Assessed As Required?:	N/A	***Were MV Assessment Forms Completed Correctly" (If no, requires field note)***	N/A

LEAD SAFE WEATHERIZATION

A. Is the home pre-1978?	Yes	***B. Were EPA RRP Forms Completed Correctly? (If no, requires field***	Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; ON=Observation Noted; NO=No Observation; FC

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	FC	Funding Source
CAS Testing	Yes	No	1	1							LIHEAP '24
Blower Door	Yes	No	1	1							LIHEAP '24
Duct Blast	Yes	No	1	1							LIHEAP '24
Attic Ventilation (LH Only)			1	1							LIHEAP '24
Carbon Monoxide Alarm			1	1							LIHEAP '24
Insulation Ceiling Add R-31 to R-38			1	1							LIHEAP '24
Clothes Dryer Replacement - Electric (< 7.3 cu. Ft. L			1	1							LIHEAP '24
Clothes Washer Replacement - Top Loading (≤ 6.0			1	1							LIHEAP '24
Cooling Replacement AC Forced Air (Split System)			1	1							LIHEAP '24
Door Repair Exterior (LH Only)			1	1							LIHEAP '24
Duct Repair, sealing, and Replacement			1	1							LIHEAP '24
Filters replacement Heater			1	1							LIHEAP '24
Heating Replacement Forced Air Unit (Split System			1	1							LIHEAP '24
HERS Rater			1	1							LIHEAP '24
Faucet Aerator			2	1							LIHEAP '24
Kitchen Exhaust Repair			1	1							LIHEAP '24
LED Hard-Wired Lights Interior - Ceiling (LH Only)			1	1							LIHEAP '24
LED Hard-Wired Lights Interior - Vanity (LH Only)			2	1							LIHEAP '24
LED Hard-Wired Lights Interior - Wall/Sconce (LH C			1	1							LIHEAP '24
LED Nightlights (LH Only)			5	1							LIHEAP '24
LEDs (Thread Based)			2	1							LIHEAP '24
Permits			2	1							LIHEAP '24
Smoke Alarm			3	1							LIHEAP '24
TOTALS				23	0	0	0	0	0		

SUBCONTRACTORS

Oasis Air Conditioning

NOTES

IR	WS door, foam tape, plumbing penetrations & damper.
Addl items	LIHEAP 2024 - HWH Replace - Gas, IR & Environmental Hazard Work.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form		QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)	
			7/29/2024
Agency Signature	Date	Inspector Signature	Date

Ver 03.18.24

State of California Department of CSD

WEATHERIZATION INSPECTION REPORT (WIR)

Agency Name	CAP of Kern	Agency Job #	L24-007

Assessment Type:	Other	***1st Inspection Date:***	7/29/24
Inspection Type:	Standard	***Re-Inspection Date:***	

[redacted]	[redacted]	[redacted]
Client's Last Name	***First Name***	***Phone Number***

RESIDENCE/UNIT INFORMATION

[redacted]		[redacted]	[redacted]	[redacted]
Address (# and Street)	***Unit #***	***City***	***State***	***Zip Code***

Housing Type:	Single Family Home	***Housing Area:***	Urban
Funding Source:	LIHEAP '24	***WX Completion Date:***	1/24/24
Name of Assessor:	Chris Ortega	***Date of Assessment:***	10/25/23
Is Assessment Form on File?	Yes	***Was the Assement Form Completed Correctly? (If no, requires field note)***	Yes
Name of Post Inspector / QCI Cert. #	Andres Gonzalez	***Date of Post Inspection:***	2/28/24
Is Post Inspection Form on File?	Yes	***Was the Post Inspection Form Completed Correctly? (If no, requires field note)***	Yes
Was MV Assessed As Required?:	Yes	***Were MV Assessment Forms Completed Correctly" (If no, requires field note)***	Yes

LEAD SAFE WEATHERIZATION

A. Is the home pre-1978?	No	***B. Were EPA RRP Forms Completed Correctly? (If no, requires field***	Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	FC	Funding Source
CAS Testing	Yes	No	1	1							LIHEAP '24
Blower Door	No	No									LIHEAP '24
Duct Blast	Yes	No	1	1							LIHEAP '24
Carbon Monoxide Alarm			1	1							LIHEAP '24
Ceiling Fans (LH Only)			1	1							LIHEAP '24
Clothes Dryer Replacement - Gas (< 7.3 cu. Ft. LH C			1	1							LIHEAP '24
Clothes Washer Replacement - Top Loading (≤ 6.0			1	1							LIHEAP '24
Door Repair Exterior (LH Only)			1	10							LIHEAP '24
Duct Repair, sealing, and Replacement			1	1							LIHEAP '24
Heating Replacement Package (Dual Pack)			1	1							LIHEAP '24
HERS Rater			1	1							LIHEAP '24
LED Hard-Wired Lights Interior - Wall/Sconce (LH C			2	1							LIHEAP '24
LED Nightlights (LH Only)			8	1							LIHEAP '24
LEDs (Thread Based)			1	1							LIHEAP '24
Limited Home Repair			1	1							LIHEAP '24
Mechanical Ventilation - exhaust System			1	1							LIHEAP '24
Microwave (LH Only)			1	1							LIHEAP '24
Permits			1	1							LIHEAP '24
Refrigerator Replacement 19 cu. Ft.			1	1							LIHEAP '24
Smoke Alarm			4	1							LIHEAP '24
Water Heater Repair - Natural Gas or Propane			1	1							LIHEAP '24
Infiltration Reduction - (Excludes Window and Doo			1	1							LIHEAP '24
TOTALS				30	0	0	0	0	0		

SUBCONTRACTORS

Oasis Air Conditioning

NOTES

IR	WS door, wall patch, foam tape, glass replacement & CP gaskets.
LHR	Cover plates.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form		QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)	
			7/29/2024
Agency Signature	Date	Inspector Signature	Date

Ver 03.18.24

State of California Department of CSD

WEATHERIZATION INSPECTION REPORT (WIR)

Agency Name	CAP of Kern	Agency Job #	L24-187

Assessment Type:	Other	**1st Inspection Date:**	7/29/24
Inspection Type:	Enhanced	**Re-Inspection Date:**	

[redacted]	[redacted]	[redacted]
Client's Last Name	**First Name**	**Phone Number**

RESIDENCE/UNIT INFORMATION

[redacted]		[redacted]	[redacted]	[redacted]
Address (# and Street)	**Unit #**	**City**	**State**	**Zip Code**

Housing Type:	Single Family Home	**Housing Area:**	Urban
Funding Source:	LIHEAP '24	**WX Completion Date:**	9/21/23
Name of Assessor:	Michael Gage	**Date of Assessment:**	7/5/23

Is Assessment Form on File?	Yes	**Was the Assement Form Completed Correctly? (If no, requires field note)**	Yes
Name of Post Inspector / QCI Cert. #	Andres Gonzalez	**Date of Post Inspection:**	3/4/24
Is Post Inspection Form on File?	Yes	**Was the Post Inspection Form Completed Correctly? (If no, requires field note)**	Yes
Was MV Assessed As Required?:	N/A	**Were MV Assessment Forms Completed Correctly" (If no, requires field note)**	N/A

LEAD SAFE WEATHERIZATION

A. Is the home pre-1978?	Yes	**B. Were EPA RRP Forms Completed Correctly? (If no, requires field**	Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	FC	Funding Source
CAS Testing	Yes	Yes	1	1							LIHEAP '24
Blower Door	Yes	Yes	1	1							LIHEAP '24
Duct Blast	Yes	Yes	1	1							LIHEAP '24
Carbon Monoxide Alarm			1	1							LIHEAP '24
Ceiling Fans (LH Only)			3	1							LIHEAP '24
Clothes Dryer Replacement - Gas (< 7.3 cu. Ft. LH C			1	1							LIHEAP '24
Clothes Washer Replacement - Top Loading (≤ 6.0			1	1							LIHEAP '24
Cooking Appliance Replacement (freestanding rang			1	1							LIHEAP '24
Duct Repair, sealing, and Replacement			1	1							LIHEAP '24
Low Flow Handheld Showerhead			2	1							LIHEAP '24
LED Nightlights (LH Only)			10	1							LIHEAP '24
LEDs (Thread Based)			10	1							LIHEAP '24
Microwave (LH Only)			1	1							LIHEAP '24
Refrigerator Replacement 19 cu. Ft.			1	1							LIHEAP '24
Water Heater Repair - Natural Gas or Propane			1	1							LIHEAP '24
Environmental Hazard Work			1	1							LIHEAP '24
Infiltration Reduction - (Excludes Window and Doo			1	1							LIHEAP '24
TOTALS				17	0	0	0	0	0		

SUBCONTRACTORS

Jon Dooley Heating & Cooling

NOTES

IR	Caulking & WS door.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form		QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)	
			7/29/2024
Agency Signature	Date	Inspector Signature	Date

Ver 03.18.24

State of California Department of CSD

WEATHERIZATION INSPECTION REPORT (WIR)

Agency Name	CAP of Kern	Agency Job #	L24-031E

Assessment Type:	Other	**1st Inspection Date:**	7/29/24
Inspection Type:	Standard	**Re-Inspection Date:**	

[redacted]	[redacted]	[redacted]
Client's Last Name	**First Name**	**Phone Number**

RESIDENCE/UNIT INFORMATION

[redacted]		[redacted]	[redacted]	[redacted]
Address (# and Street)	**Unit #**	**City**	**State**	**Zip Code**

Housing Type:	Single Family Home	**Housing Area:**	Urban
Funding Source:	LIHEAP '24	**WX Completion Date:**	4/8/24
Name of Assessor:	Anthony Anderson	**Date of Assessment:**	11/6/23
Is Assessment Form on File?	Yes	**Was the Assement Form Completed Correctly? (If no, requires field note)**	Yes
Name of Post Inspector / QCI Cert. #	Gary Steves	**Date of Post Inspection:**	4/24/24
Is Post Inspection Form on File?	Yes	**Was the Post Inspection Form Completed Correctly? (If no, requires field note)**	Yes
Was MV Assessed As Required?:	N/A	**Were MV Assessment Forms Completed Correctly" (If no, requires field note)**	N/A

LEAD SAFE WEATHERIZATION

A. Is the home pre-1978?	Yes	**B. Were EPA RRP Forms Completed Correctly? (If no, requires field**	Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	FC	Funding Source
CAS Testing	Yes	No	1	1							LIHEAP '24
Blower Door	No	No									LIHEAP '24
Duct Blast	Yes	No	1	1							LIHEAP '24
Carbon Monoxide Alarm			1	1							LIHEAP '24
Ceiling Fans (LH Only)			1	1							LIHEAP '24
Clothes Dryer Replacement - Gas (< 7.3 cu. Ft. LH C			1	1							LIHEAP '24
Clothes Washer Replacement - Top Loading (≤ 6.0			1	1							LIHEAP '24
Door Replace Exterior (Cat Leaks LH Only)			1	1							LIHEAP '24
Filters replacement Heater			1	1							LIHEAP '24
Heating Replacement Package (Dual Pack)			1	1							ECIP '24
Low Flow Handheld Showerhead			2	1							LIHEAP '24
Thermostatic Shower Valve (TSV LH Only)			2	1							LIHEAP '24
LED Hard-Wired Lights Interior - Wall/Sconce (LH C			1	1							LIHEAP '24
LED Nightlights (LH Only)			3	1							LIHEAP '24
LEDs (Thread Based)			15	1							LIHEAP '24
Limited Home Repair			1	1							LIHEAP '24
Microwave (LH Only)			1	1							LIHEAP '24
Smoke Alarm			4	1							LIHEAP '24
Water Heater Replacement - Natural Gas or Propar			1	1							ECIP '24
HERS Rater			1	1							ECIP '24
Permits			2	1							ECIP '24
Environmental Hazard Work			1	1							LIHEAP '24
Duct Repair, sealing, and Replacement			1	1							ECIP '24
TOTALS				22	0	0	0	0	0		

SUBCONTRACTORS

Oasis Air & Solar

NOTES

IR	Damper
LHR	Dryer venting.
Addl items	LIHEAP 2024 - IR.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form		QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)	
			7/30/2024
Agency Signature	Date	Inspector Signature	Date

Ver 03.18.24

State of California Department of CSD

WEATHERIZATION INSPECTION REPORT (WIR)

Agency Name	CAP of Kern	Agency Job #	L24-193

Assessment Type:	Other	**1st Inspection Date:**	7/29/24
Inspection Type:	Enhanced	**Re-Inspection Date:**	

[redacted]	[redacted]	[redacted]
Client's Last Name	**First Name**	**Phone Number**

RESIDENCE/UNIT INFORMATION

[redacted]		[redacted]	[redacted]	[redacted]
Address (# and Street)	**Unit #**	**City**	**State**	**Zip Code**

Housing Type:	Single Family Home	**Housing Area:**	Urban
Funding Source:	LIHEAP '24	**WX Completion Date:**	1/25/24
Name of Assessor:	Michael Gage	**Date of Assessment:**	8/1/23
Is Assessment Form on File?	Yes	**Was the Assement Form Completed Correctly? (If no, requires field note)**	Yes
Name of Post Inspector / QCI Cert. #	Andres Gonzalez	**Date of Post Inspection:**	4/11/24
Is Post Inspection Form on File?	Yes	**Was the Post Inspection Form Completed Correctly? (If no, requires field note)**	Yes
Was MV Assessed As Required?:	N/A	**Were MV Assessment Forms Completed Correctly" (If no, requires field note)**	N/A

LEAD SAFE WEATHERIZATION

A. Is the home pre-1978?	Yes	**B. Were EPA RRP Forms Completed Correctly? (If no, requires field**	Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	FC	Funding Source
CAS Testing	Yes	Yes	1	1							LIHEAP '24
Blower Door	Yes	Yes	1	1							LIHEAP '24
Duct Blast	Yes	Yes	1	1							LIHEAP '24
Carbon Monoxide Alarm			1	1							LIHEAP '24
Ceiling Fans (LH Only)			4	1							LIHEAP '24
Clothes Dryer Replacement - Gas (≥ 7.3 cu. Ft. LH C			1	1							LIHEAP '24
Clothes Washer Replacement - Top Loading (≤ 6.0			1	1							LIHEAP '24
Cooking Appliance Replacement (freestanding rang			1	1							LIHEAP '24
Door Repair Exterior (LH Only)			2	1							LIHEAP '24
Faucet Aerator			1	1							LIHEAP '24
Low Flow Handheld Showerhead			1	1							LIHEAP '24
Thermostatic Shower Valve (TSV LH Only)			1	1							LIHEAP '24
Kitchen Exhaust Replace			1	1							LIHEAP '24
LED Hard-Wired Lights Exterior - Porch Light (LH Or			1	1							LIHEAP '24
LED Hard-Wired Lights Interior - Ceiling (LH Only)			1	1							LIHEAP '24
LED Nightlights (LH Only)			8	1							LIHEAP '24
LEDs (Thread Based)			6	1							LIHEAP '24
Limited Home Repair			1	1							LIHEAP '24
Microwave (LH Only)			1	1							LIHEAP '24
Permits			1	1							LIHEAP '24
Refrigerator Replacement 19 cu. Ft.			1	1							LIHEAP '24
Smoke Alarm			3	1							LIHEAP '24
Water Heater Replacement - Natural Gas or Propar			1	1							LIHEAP '24
TOTALS				23	0	0	0	0	0		

SUBCONTRACTORS

Reliable Energy

NOTES

IR	Caulking, wall patch, CP gaskets & WS door.
LHR	Dryer vent, drain pan & cover plate.
Addl items	LIHEAP 2024 - IR.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form		QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)	
			7/30/2024
Agency Signature	Date	Inspector Signature	Date

Ver 03.18.24

State of California Department of CSD

WEATHERIZATION INSPECTION REPORT (WIR)

Agency Name	CAP of Kern	Agency Job #	L24-190E

Assessment Type:	Other	**1st Inspection Date:**	7/31/24
Inspection Type:	Standard	**Re-Inspection Date:**	

[redacted]	[redacted]	[redacted]
Client's Last Name	**First Name**	**Phone Number**

RESIDENCE/UNIT INFORMATION

[redacted]		[redacted]	[redacted]	[redacted]
Address (# and Street)	**Unit #**	**City**	**State**	**Zip Code**

Housing Type:	Single Family Home	**Housing Area:**	Urban
Funding Source:	LIHEAP '24	**WX Completion Date:**	10/12/23
Name of Assessor:	Michael Gage	**Date of Assessment:**	7/12/23

Is Assessment Form on File?	Yes	**Was the Assement Form Completed Correctly? (If no, requires field note)**	Yes
Name of Post Inspector / QCI Cert. #	Andres Gonzalez	**Date of Post Inspection:**	5/31/24
Is Post Inspection Form on File?	Yes	**Was the Post Inspection Form Completed Correctly? (If no, requires field note)**	Yes
Was MV Assessed As Required?:	N/A	**Were MV Assessment Forms Completed Correctly" (If no, requires field note)**	N/A

LEAD SAFE WEATHERIZATION

A. Is the home pre-1978?	No	**B. Were EPA RRP Forms Completed Correctly? (If no, requires field**	Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	FC	Funding Source
CAS Testing	Yes	No	1	1							LIHEAP '24
Blower Door	Yes	No	1	1							LIHEAP '24
Duct Blast	Yes	No	1	1							LIHEAP '24
Filters replacement Heater			1	1							LIHEAP '24
Door Repair Exterior (LH Only)			1	1							LIHEAP '24
Carbon Monoxide Alarm			2	1							LIHEAP '24
Smoke Alarm			5	1							LIHEAP '24
LEDs (Thread Based)			60	1							LIHEAP '24
LED Nightlights (LH Only)			20	1							LIHEAP '24
LED Hard-Wired Lights Interior - Ceiling (LH Only)			2	1							LIHEAP '24
Heating Replacement Forced Air Unit (Split System			1	1							ECIP '24
Cooling Replacement AC Forced Air (Split System)			1	1							ECIP '24
Thermostat Programmable			1	1							ECIP '24
Thermostatic Shower Valve (TSV LH Only)			2	1							LIHEAP '24
Low Flow Handheld Showerhead			2	1							LIHEAP '24
Duct Repair, sealing, and Replacement			1	1							ECIP '24
Permits			1	1							ECIP '24
HERS Rater			1	1							ECIP '24
LEDs (Thread Based)			20	1							LIHEAP '24
TOTALS				19	0	0	0	0	0		

SUBCONTRACTORS

Jon Dooley Heating & Cooling

NOTES

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form		QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)	
			7/31/2024
Agency Signature	Date	Inspector Signature	Date

Ver 03.18.24

State of California Department of CSD

WEATHERIZATION INSPECTION REPORT (WIR)

Agency Name	CAP of Kern	Agency Job #	L24-169

Assessment Type:	Other	**1st Inspection Date:**	7/31/24
Inspection Type:	Standard	**Re-Inspection Date:**	

[redacted]	[redacted]	[redacted]
Client's Last Name	**First Name**	**Phone Number**

RESIDENCE/UNIT INFORMATION

[redacted]		[redacted]	[redacted]	[redacted]
Address (# and Street)	**Unit #**	**City**	**State**	**Zip Code**

Housing Type:	Single Family Home	**Housing Area:**	Urban
Funding Source:	LIHEAP '24	**WX Completion Date:**	10/23/23
Name of Assessor:	Anthony Anderson	**Date of Assessment:**	8/29/23

Is Assessment Form on File?	Yes	**Was the Assement Form Completed Correctly? (If no, requires field note)**	Yes
Name of Post Inspector / QCI Cert. #	Gary Steves	**Date of Post Inspection:**	4/12/24
Is Post Inspection Form on File?	Yes	**Was the Post Inspection Form Completed Correctly? (If no, requires field note)**	Yes
Was MV Assessed As Required?:	N/A	**Were MV Assessment Forms Completed Correctly" (If no, requires field note)**	N/A

LEAD SAFE WEATHERIZATION

A. Is the home pre-1978?	No	**B. Were EPA RRP Forms Completed Correctly? (If no, requires field**	Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	FC	Funding Source
CAS Testing	Yes	No	1	1							LIHEAP '24
Blower Door	Yes	No	1	1							LIHEAP '24
Duct Blast	Yes	No	1	1							LIHEAP '24
Carbon Monoxide Alarm			2	1							LIHEAP '24
Ceiling Fans (LH Only)			6	1							LIHEAP '24
Insulation Ceiling Add R-31 to R-38			1	1							LIHEAP '24
Clothes Dryer Replacement - Gas (< 7.3 cu. Ft. LH C			1	1							LIHEAP '24
Clothes Washer Replacement - Top Loading (≤ 6.0			1	1							LIHEAP '24
CVA Venting - All Other			1	1							LIHEAP '24
Dishwasher Replacement - (≤ 24.0 In. LH Only)			1	1							LIHEAP '24
Door Repair Exterior (LH Only)			1	1							LIHEAP '24
Duct Repair, sealing, and Replacement			1	1							LIHEAP '24
Filters replacement Heater			1	1							LIHEAP '24
Heating Replacement Package (Dual Pack)			1	1							LIHEAP '24
HERS Rater			1	1							LIHEAP '24
LED Nightlights (LH Only)			10	1							LIHEAP '24
LEDs (Thread Based)			13	1							LIHEAP '24
Limited Home Repair			1	1							LIHEAP '24
Microwave (LH Only)			1	1							LIHEAP '24
Permits			2	1							LIHEAP '24
Smoke Alarm			5	1							LIHEAP '24
Water Heater Replacement - Natural Gas or Propa			1	1							LIHEAP '24
Infiltration Reduction - (Excludes Window and Doo			1	1							LIHEAP '24
TOTALS				23	0	0	0	0	0		

SUBCONTRACTORS

Oasis Air & Solar

NOTES

IR	Wall patch.
LHR	Appliance door & cover plate.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form		QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)	
			7/31/2024
Agency Signature	Date	Inspector Signature	Date

Ver 03.18.24

State of California Department of CSD

WEATHERIZATION INSPECTION REPORT (WIR)

Agency Name	CAP of Kern	Agency Job #	L24-008

Assessment Type:	Other	***1st Inspection Date:***	7/31/24
Inspection Type:	Standard	***Re-Inspection Date:***	

[redacted]	[redacted]	[redacted]
Client's Last Name	***First Name***	***Phone Number***

RESIDENCE/UNIT INFORMATION

[redacted]		[redacted]	[redacted]	[redacted]
Address (# and Street)	***Unit #***	***City***	***State***	***Zip Code***

Housing Type:	Small MF (5-24 units)	***Housing Area:***	Urban
Funding Source:	LIHEAP '24	***WX Completion Date:***	2/6/24
Name of Assessor:	Anthony Anderson	***Date of Assessment:***	10/4/23
Is Assessment Form on File?	Yes	***Was the Assement Form Completed Correctly? (If no, requires field note)***	Yes
Name of Post Inspector / QCI Cert. #	Gary Steves	***Date of Post Inspection:***	3/19/24
Is Post Inspection Form on File?	Yes	***Was the Post Inspection Form Completed Correctly? (If no, requires field note)***	Yes
Was MV Assessed As Required?:	N/A	***Were MV Assessment Forms Completed Correctly" (If no, requires field note)***	N/A

LEAD SAFE WEATHERIZATION

A. Is the home pre-1978?	Yes	***B. Were EPA RRP Forms Completed Correctly? (If no, requires field***	Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	FC	Funding Source
CAS Testing	Yes	No	1	1							LIHEAP '24
Blower Door	No	No									LIHEAP '24
Duct Blast	Yes	No	1	1							LIHEAP '24
Carbon Monoxide Alarm			1	1							LIHEAP '24
Ceiling Fans (LH Only)			3	1							LIHEAP '24
Cooking Appliance Replacement (freestanding rang			1	1							LIHEAP '24
Dishwasher Replacement - (≤ 24.0 In. LH Only)			1	1							LIHEAP '24
Door Repair Exterior (LH Only)			1	1							LIHEAP '24
Duct Repair, sealing, and Replacement			1	1							LIHEAP '24
Filters replacement Heater			1	1							LIHEAP '24
Low Flow Handheld Showerhead			1	1							LIHEAP '24
LED Nightlights (LH Only)			8	1							LIHEAP '24
Microwave (LH Only)			1	1							LIHEAP '24
Smoke Alarm			1	1							LIHEAP '24
Environmental Hazard Work			1	1							LIHEAP '24
Infiltration Reduction - (Excludes Window and Doo			1	1							LIHEAP '24
TOTALS				15	0	0	0	0	0		

SUBCONTRACTORS

None

NOTES

IR	Caulking, damper & foam tape.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form		QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)	
			7/31/2024
Agency Signature	Date	Inspector Signature	Date

Ver 03.18.24

State of California Department of CSD

WEATHERIZATION INSPECTION REPORT (WIR)

Agency Name	CAP of Kern	Agency Job #	L24-189

Assessment Type:	Other	**1st Inspection Date:**	7/31/24
Inspection Type:	Standard	**Re-Inspection Date:**	

[redacted]	[redacted]	[redacted]
Client's Last Name	**First Name**	**Phone Number**

RESIDENCE/UNIT INFORMATION

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
Address (# and Street)	**Unit #**	**City**	**State**	**Zip Code**

Housing Type:	Mobile Home	**Housing Area:**	Urban
Funding Source:	LIHEAP '24	**WX Completion Date:**	9/19/23
Name of Assessor:	Chris Ortega	**Date of Assessment:**	7/12/23
Is Assessment Form on File?	Yes	**Was the Assement Form Completed Correctly? (If no, requires field note)**	Yes
Name of Post Inspector / QCI Cert. #	Gary Steves	**Date of Post Inspection:**	4/1/24
Is Post Inspection Form on File?	Yes	**Was the Post Inspection Form Completed Correctly? (If no, requires field note)**	Yes
Was MV Assessed As Required?:	N/A	**Were MV Assessment Forms Completed Correctly" (If no, requires field note)**	N/A

LEAD SAFE WEATHERIZATION

A. Is the home pre-1978?	Yes	**B. Were EPA RRP Forms Completed Correctly? (If no, requires fiel**	Yes

Status Key: P=Pass; F=Non-Hazardous Fail; HF=Hazardous Fail; PF=Paperwork Fail; R=Remedied; N=Non-Verifiable; FC=Fail Code

MEASURES	Agency	QAI	Qty	P	F	HF	PF	R	N	FC	Funding Source
CAS Testing	Yes	No	1	1							LIHEAP '24
Blower Door	No	No									LIHEAP '24
Duct Blast	No	No									LIHEAP '24
Carbon Monoxide Alarm			2	1							LIHEAP '24
Clothes Dryer Replacement - Gas (≥ 7.3 cu. Ft. LH C			1	1							LIHEAP '24
Cooling Replacement Evaporative Cooler Roof			1	1							LIHEAP '24
Duct Repair, sealing, and Replacement			1	1							LIHEAP '24
Low Flow Handheld Showerhead			1	1							LIHEAP '24
LED Nightlights (LH Only)			8	1							LIHEAP '24
LEDs (Thread Based)			15	1							LIHEAP '24
Sliding Glass Door Replacement - 72" x 80" and sm			2	1							LIHEAP '24
Smoke Alarm			4	1							LIHEAP '24
Window Repair (LH Only)			1	1							LIHEAP '24
Window Replace			1	1							LIHEAP '24
Environmental Hazard Work			1	1							LIHEAP '24
Infiltration Reduction - (Excludes Window and Doo			1	1							LIHEAP '24
TOTALS				14	0	0	0	0	0		

SUBCONTRACTORS

COS

NOTES

IR	Damper, CP gaskets & foam tape.

Agency Signature is Required Only if an Observation or Failure is Recorded on this Form		QA Inspector's Signature Required on All Forms (Regardless of Inspection Results)	
			7/31/2024
Agency Signature	Date	Inspector Signature	Date

MEMORANDUM

To: Audit and Pension Committee

From: Jerry Meade, Assistant Director ~ Program

Date: November 12, 2024

Subject: Agenda Item: 4h Head Start Assistant Teacher Qualification - ***Info Item***

This memorandum was developed to build a bridge of understanding to CAPK's Head Start Assistant Teacher position and the Head Start Program Performance Standards (HSPPS). A discrepancy in terminology was identified during the audit process. CAPK's Assistant Teacher job description was developed to support classroom management with a succession planning mindset. However, the position aligns with the qualifications of an Aide in the HSPPS. When the auditors tested staff qualifications for a CAPK Head Start Assistant Teacher to the HSPPS it was observed that the requirements within the position's Job Description do not align with the HSPPS requirements for the same title. From the collaborative discussion with program staff, HR, Finance and the auditors, the group felt it prudent to document the intentions of the hierarchy of positions and how they align with the HSPPS.

Head Start Program Performance Standard Staff Qualifications

Within the Head Start Preschool center-based programs ratios, each classroom must have one fully qualified Teacher (as defined in 1302.91(e)(2)) and one fully qualified Assistant Teacher (as defined in 1302.91(e)(3)). CAPK meets this requirement by having two fully qualified Teachers in each classroom. CAPK also budgets additional staff to support classroom management and the full day program option. Though the title of the additional staff is Assistant Teacher, CAPK does not follow the staff qualification indicated in 1302.91(e)(3) and the staff ratio requirement is met with the two fully qualified Teachers.

Within the Early Head Start center-based programs ratios, each classroom must have two fully qualified EHS Teacher (as defined in 1302.91(e)(1)). CAPK complies this requirement and has two fully qualified EHS Teachers in each EHS classroom. CAPK also budgets additional staff to support classroom management and the full day program option. Though the title of the additional staff is Assistant Teacher, CAPK does not follow the staff qualification indicated in 1302.91(e)(3). The staff ratio requirement is met with the two fully qualified EHS Teachers.

Staff Qualification History

The Head Start and State Child Development division received approval from CAPK's Board of Directors in May of 2022 to execute an newly negotiated agreement with the Service Employees' International Union effective May 1, 2022 through May 1, 2025. Within this revised agreement changes to the staffing structure of the Head Start Preschool center-based program included two Fully Qualified Teachers in each Head Start Preschool classroom and the elimination of the position of Associate Teacher. CAPK's Associate Teacher was the HSPPS Assistant Teacher equivalent. The staff qualification and subsequent compensation were agreed upon to include three tiers of Teachers (BA, AA, and Permit only) all of which would meet HSPPS minimum staff ratio requirements of two qualified adults per classroom. To ensure compliance Community Care Licensing through the California Department of Social Services, additional staff would be necessary to support the Full Day schedule ensuring ratios are maintained during longer days of operation with staff lunch breaks and absences. This additional staff would require a minimum of 6 Early Childhood Education (ECE) units to be considered qualified for State Licensing. CAPK's Assistant Teacher position has this minimum requirement to support compliance with State Licensing. Program staff elected to not follow the higher qualification requirements within the HSPPS related to Assistant Teacher requirements as it would have been cost prohibitive. The current succession plan for Head Start center-based staffing includes the entry level Classroom Aide position (no ECE Units required); Assistant Teacher (6 ECE Units required); and Teacher (BA, AA, or Permit in ECE levels required).

Staff Qualification Equivalence

The table below links the CAPK Head Start center-based positions to the appropriate HSPPS requirements. The intent of this document is to bring clarity to the staff qualification requirements for the center-based positions in CAPK's Head Start program.

CAPK Head Start Position	Head Start Program Performance Standards	CDSS Community Care Licensing
Head Start Preschool Teacher	1302.91(e)(2) BA, AA, or Permit w/waiver	Associate Teacher Permit (or higher)
Early Head Start Teacher	1302.91(e)(1) BA, AA, or Permit	Associate Teacher Permit (or higher)
Assistant Teacher (both HS and EHS)	N/A	6 ECE Units
Classroom Aide	N/A	No ECE Units Required

State of California—Health and Human Services Agency
California Department of Public Health

TOMÁS J. ARAGÓN, M.D., Dr.P.H.
Director and State Public Health Officer

GAVIN NEWSOM
Governor

August 21, 2024

Jeremy T. Tobias, CEO
Agency Director
Community Action Partnership of Kern – Agency # 206
5005 Business Park N.
Bakersfield, CA 93309

Dear Mr. Tobias:

Enclosed is a copy of the report dated June 14, 2024, from the State Controller's Office regarding your participation in the Women, Infants and Children (WIC) Program.

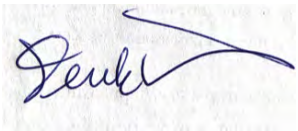
The auditor's Financial Management Review (FMR) did not identify any questionable costs for the review period of October 1, 2020, through September 30, 2021.

This serves as notice that the WIC Division accepts the Independent Accountant's Report as issued by the State Controllers' Office. As a result, this letter will serve as your closure letter for the FMR portion of the Program Evaluation.

As there were no findings in the audit, there is no need for a Corrective Action Plan. Thank you for your cooperation with the auditors. It is always a pleasure to review reports such as this.

If you have any questions regarding this matter, please contact your WIC Local Operations Section Contract Manager, Shannon Wright, at shannon.wright@cdph.ca.gov.

Sincerely,



Derek Robinson
Audit Review Analyst
derek.robinson@cdph.ca.gov

cc: Marissa Ortiz-Cortez MPH
WIC Program Administrator

COMMUNITY ACTION PARTNERSHIP OF KERN

Independent Accountant's Report on
Applying Agreed-upon Procedures

WOMEN, INFANTS, AND CHILDREN SUPPLEMENTAL NUTRITION PROGRAM

Contract Number 19-10139 and Amendments A01 and A02

October 1, 2020, through September 30, 2021

MALIA M. COHEN

California State Controller

June 2024

MALIA M. COHEN
CALIFORNIA STATE CONTROLLER

June 14, 2024

Christine Sullivan, Division Chief
Women, Infants, and Children Division
California Department of Public Health
3901 Lennane Drive, MS 8600
Sacramento, CA 95834

Dear Ms. Sullivan:

The State Controller's Office has applied agreed-upon procedures to the Women, Infants, and Children Supplemental Nutrition Program costs claimed by the Community Action Partnership of Kern, a provider in Bakersfield, California. The agreed-upon procedures were applied to costs claimed under Contract Number 19-10139 and Amendments A01 and A02 for the period of October 1, 2020, through September 30, 2021.

The Community Action Partnership of Kern claimed and was reimbursed $3,752,184 during the period. We did not identify any exceptions as a result of performing the agreed-upon procedures; see the Schedule.

The exit conference was held on March 18, 2024.

If you have any questions regarding this report, please contact Ella Finau, Chief, Special Audits Bureau, by telephone at (916) 322-7699, or by email at efinau@sco.ca.gov.

Sincerely,

Original signed by

Kimberly A. Tarvin, CPA
Chief, Division of Audits

KAT/ac

Copy: William Welch, Assistant Division Chief, Operations
Women, Infants, and Children Division
California Department of Public Health
Ia Lo, Chief
Local Services Branch
Women, Infants, and Children Division
California Department of Public Health
Elizabeth Crum, Chief, Northern Services Section
Local Services Branch
Women, Infants, and Children Division
California Department of Public Health
Jared Garbutt, Chief, Bay and Central Services Section
Local Services Branch
Women, Infants, and Children Division
California Department of Public Health
Cheryl Ungerman, Chief, Monitoring Services Unit
Local Services Branch
Women, Infants, and Children Division
California Department of Public Health
Derek Robinson, Analyst, Monitoring Services Unit
Local Services Branch
Women, Infants, and Children Division
California Department of Public Health

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MALIA M. COHEN
CALIFORNIA STATE CONTROLLER

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

The State Controller's Office (SCO) has performed the procedures described below, which were agreed to by the California Department of Public Health's (CDPH) Women, Infants, and Children (WIC) Division and the SCO to assist you in evaluating the costs claimed by the Community Action Partnership of Kern during the federal fiscal year ending September 30, 2021, for compliance with the U.S. Code of Federal Regulations, the CDPH *WIC Policy and Procedures Manual*, and Contract Number 19-10139 and Amendments A01 and A02 executed between the Community Action Partnership of Kern and the CDPH WIC Division.

The Community Action Partnership of Kern's management is responsible for its compliance with the specified requirements. The sufficiency of these procedures is the responsibility of the CDPH WIC Division, and the accuracy of the accounting records is the responsibility of the Community Action Partnership of Kern. Consequently, the SCO makes no representation regarding the sufficiency of the procedures described below or the accuracy of the accounting records provided, either for the purpose for which this report has been requested or for any other purpose.

The CDPH has acknowledged that the agreed-upon procedures listed below are appropriate to meet the intended purpose of this engagement. The procedures performed may not address all of the items of interest to a user of this report, and may not meet the needs of all users of this report; therefore, users are responsible for determining whether the procedures are appropriate for their purposes.

The Community Action Partnership of Kern claimed and was reimbursed $3,752,184 during the period under review. We did not identify any exceptions as a result of performing the agreed-upon procedures; see the Schedule.

AGREED-UPON PROCEDURES	FINDINGS
1. Reviewed the provider's Independent Auditor's Report applicable to the engagement to determine whether the report revealed findings relative to the CDPH WIC Division and whether substantial doubt exists about the provider's ability to continue as a going concern.	The Independent Auditor's Report contained no findings relative to the CDPH WIC Division; nor did it indicate that substantial doubt exists about the provider's ability to continue as a going concern. We found no exceptions as a result of this procedure.
2. Reconciled total WIC contract expenditures claimed on the monthly or quarterly invoices to the provider's worksheets and expenditure ledgers.	We found no exceptions as a result of this procedure.

AGREED-UPON PROCEDURES	FINDINGS
3. Determined whether the provider reported nutrition-education costs and breastfeeding promotion and support costs in compliance with the CDPH *WIC Policy and Procedures Manual*.	The provider reported nutrition-education costs and breastfeeding promotion and support costs in compliance with the CDPH *WIC Policy and Procedures Manual*. We found no exceptions as a result of this procedure.
4. Determined whether the provider conducted a time study in accordance with the CDPH *WIC Policy and Procedures Manual*. Verified that the reporting categories percentages in Provision C of the Report of Actual Expenditures were accurately reported, and that the costs were correctly charged to the appropriate program categories.	The provider conducted a time study in accordance with the CDPH *WIC Policy and Procedures Manual*. We found no exceptions as a result of this procedure.
5. Reconciled at least a one (1) quarter period (three [3] consecutive months) of the WIC salary and wage costs recorded in the WIC expenditure ledgers to the provider's payroll registers and/or general ledger.	We reconciled the one-quarter (three month) period from July 1, 2021, through September 30, 2021. We found no exceptions as a result of this procedure.
6. Selected at least one employee from each classification listed on the Budget Detail Worksheet from the period sampled (in Agreed-upon Procedure Number 5), including any employee who works for the WIC and other programs, and traced and agreed the salaries and wages to documentation such as personnel files and timecards to determine whether the salaries and wage costs were in compliance with Title 2, Code of Federal Regulations, Part 200 (2 CFR 200). As part of this procedure, we completed the following tasks: a. We interviewed the local agency's (provider's) management regarding the methodology used to charge their time to various programs. b. We determined the appropriateness and sufficiency of the methodology used. c. We determined the reasonableness of the hourly rate for each classification.	We selected one employee from each of the 21 classifications listed on the Budget Detail Worksheet from the period sampled in Agreed-upon Procedure Number 5, July 1, 2021, through September 30, 2021, including one employee who works on WIC and other programs. The salaries and wages were in compliance with 2 CFR 200. The provider used an appropriate and sufficient methodology to charge time to various programs, and the hourly rates for each classification were reasonable. We found no exceptions as a result of this procedure.
7. Selected and reconciled at least a one (1) quarter period (three [3] consecutive months) of the fringe benefits claimed to the amounts recorded in the provider's general ledger. Determined whether the fringe benefits were accurately calculated and were allowable under 2 CFR 200.	We reconciled the one-quarter (three month) period from July 1, 2021, through September 30, 2021. We found no exceptions as a result of this procedure.

AGREED-UPON PROCEDURES	FINDINGS
8. From the operating expenses claimed, selected transactions equal to at least 10% of the total operating expenses claimed from the expenditure ledger and traced them to supporting documents such as purchase orders, invoices, cancelled checks, and/or approvals to determine whether costs claimed were in compliance with 2 CFR 200. Determined whether purchases of $2,500 or over had pre-approval from the CDPH WIC Division.	We selected and traced to supporting documentation 22 operating expense items totaling 10% of the operating expense costs claimed during the engagement period. We found no exceptions as a result of this procedure.
9. For capital expenditures (Major Equipment), determined whether pre-approval from the CDPH WIC Division was obtained before any renovation work started. Determined whether the provider obtained three bids for subcontract services, or provided a justification for a sole-source award when hiring a subcontractor. Determined whether the costs were allowable under 2 CFR 200.	We found no exceptions as a result of this procedure.
10. For other costs (Subcontractors), verified that the provider monitored its subcontractors (if any) by assuring propriety of monthly billings. Determined whether the provider met its responsibilities as specified in the CDPH *WIC Policy and Procedures Manual*. Determined whether the costs were allowable under 2 CFR 200.	This procedure was not performed because the provider did not claim and was not reimbursed for Subcontractors (other costs).
11. Verified that expenditures exceeding the federal minimum levels were properly approved in advance by the CDPH WIC Division and/or the United States Department of Agriculture.	This procedure was not performed because the provider did not claim costs for expenditures exceeding the federal minimum level.
12. Determined whether the provider received program income from sources other than the CDPH WIC Division and verified that the income was reported in accordance with the CDPH *WIC Policy and Procedures Manual*.	The provider did not receive program income from other sources. We found no exceptions as a result of this procedure.
13. Verified that proper cost cut-off occurred at fiscal year-end and/or at contract termination.	We found no exceptions as a result of this procedure.
14. Reviewed and determined whether the indirect cost allocation plan and indirect cost rate included any ineligible components specified by 2 CFR 200.	We found no exceptions as a result of this procedure.

AGREED-UPON PROCEDURES	FINDINGS
15. Verified that the indirect cost rate claimed by the provider did not exceed the least of: • The amount authorized by the WIC contract; • The indirect cost rate that was approved by the CDPH WIC Division or a cognizant federal agency; or • The actual indirect costs allocated to the provider's WIC program.	We found no exceptions as a result of this procedure.

This agreed-upon procedures engagement was conducted in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States, and the attestation standards established by the American Institute of Certified Public Accountants.

The SCO was not engaged to, and did not, conduct an examination or review, the objective of which would be to express an opinion or conclusion on the Community Action Partnership of Kern's compliance with the U.S. Code of Federal Regulations, the CDPH *WIC Policy and Procedures Manual*, and Contract Number 19-10139 and Amendments A01 and A02. Accordingly, the SCO does not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that we would have reported to you.

The SCO is required to be independent of the Community Action Partnership of Kern and to meet other ethical responsibilities, in accordance with *Government Auditing Standards*, relating to agreed-upon procedures engagements.

The purpose of this report is to communicate to the CDPH WIC Division the results of the aforementioned agreed-upon procedures that the SCO performed in accordance with applicable standards. This report is not suitable for any other purpose. This restriction is not intended to limit distribution of this report, which is a matter of public record.

Original signed by

Kimberly A. Tarvin, CPA
Chief, Division of Audits

Sacramento, California

June 14, 2024

Schedule—
Summary of Program Costs
October 1, 2020, through September 30, 2021

Description	Costs Claimed
Personnel expenses	$ 2,783,938
Operating expenses	629,983
Capital expenditures (Major equipment)	22,767
Other costs (Subcontractors)	–
Indirect costs	315,496
Total contract costs[1]	**$ 3,752,184**

[1] The provider was reimbursed 100% of claimed costs.

State Controller's Office
Division of Audits
Post Office Box 942850
Sacramento, CA 94250

www.sco.ca.gov

State of California—Health and Human Services Agency
California Department of Public Health

TOMÁS J. ARAGÓN, M.D., Dr.P.H
Director and State Public Health Officer

GAVIN NEWSOM
Governor

October 22, 2024

Alan Rodriguez, CalFresh Healthy Living Administrator
Community Action Partnership of Kern
1300 18th Street, Suite 200
Bakersfield, CA 93301

RE: Administrative Desk Review: FFY 2024 Q3
Contract Number: 23-10317
Local Implementing Agency: Community Action Partnership of Kern

Dear Alan,

The California Department of Public Health (CDPH) is a State Implementing Agency (SIA) for the United States Department of Agriculture (USDA), Supplemental Nutrition Assistance Program-Education (SNAP-Ed) in California. CDPH is required to ensure that its contractors comply with the SNAP-Ed administrative rules and regulations; therefore, the Administrative Desk Review (ADR) process was implemented as a mechanism to identify and document opportunities for administrative improvement.

CDPH reviewed your FFY 2024 3rd Quarter invoice and found the following observations. Please review these observations and any action required by your Agency.

NON-CAPITAL EQUIPMENT AND SUPPLIES		
	Observation	**Action Required**
1.	Some of the expenses for which your Agency is seeking reimbursement are not listed on your approved budget.	When submitting your Q4 invoice please deduct $591.98 from the Non-capital Equipment/Supplies line of your next invoice. Refrigerators are not an allowable item with CDSS, nor was it listed on the approved budget.
2.	Expenses for which your Agency is seeking reimbursement are not listed on your approved budget.	Please deduct $415.42 from your Q4 invoice for the Non-capital Equipment/Supplies line. The cart purchased through Grainger was not an approved item on current budget.
3.	Expenses for which your Agency is seeking reimbursement are not listed on your approved budget.	Moving supplies is not an allowable item under CDSS guidelines. Please deduct all moving supplies expenses from your Non-capital Equipment/Supplies line for Q4.

4.	Expenses for which your Agency is seeking reimbursement are not listed on your approved budget.	Coffee supplies for staff is not an allowable item, nor is it on current approved budget. Please deduct supplies from your Non-capital Equipment/Supplies line for Q4 billing.
MAINTENANCE		
Observation		**Action Required**
1.	There are expenses listed on the invoice backup documentation that are not on the approved budget.	Storage container pallets are not an allowable item nor listed on the budget. Please deduct pallet expenses from your submitted Q4 invoice - Maintenance line of your next invoice.

In summary, your ADR resulted in five findings. These amounts may be adjusted on your next Q4 invoice. Please deduct $3,183.76 from the next Q4 invoice, under Maintenance and Non-Capital line items.

If you have any questions, concerns, or need additional information, please contact me directly.

Sincerely,

Kimmy Casjens

Kimmy Casjens,
Contract Manager

cc: Daniel Sanderson, Chief, Contract Support Services Unit
Chris Bilbrey, Project Officer

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

Budget & Finance Committee Minutes

1. **Call to Order**

   Committee Chair Michelle Jara-Rangel called the meeting to order at 12:05 PM at the Community Action Partnership of Kern Administrative Office, located at 1300 18th Street, 3rd Floor, Bakersfield, CA

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Michelle Jara-Rangel, Denise Boshers & Gema Perez
   Absent: Fatima Echeverria

   Others present: Tracy Webster, Chief Financial Officer; Emilio Wagner, Louis Gill, Chief Program Officer, Pritika Ram, Chief Business Development Officer, Gabrielle Alexander, Director of Finance; Susana Magana, Director of Health & Nutrition, Freddy Hernandez, Director of Youth & Community Services and other CAPK staff.

3. **Public Comments**

   No one addressed the Committee.

4. **New Business**

   a. Head Start / Early Head Start Budget to Actual Reports for September 30, 2024 – Tracy Webster, Chief Financial Officer – ***Info Item***

      Tracy Webster presented the above info item and provided a summary of the attached reports.

      Michelle Jara-Rangle inquired about the Gianoni Center being listed at 3%.

      Tracy Webster replied it's rounding and it's under a percent and that's why it's rounding to zero. It comes out to under 1% and is rounding to 0%, not 3%.

   b. Request to approve Submission of the Fiscal Year 2025-2026 Continued Funding Application for California Department of Social Services (CDSS) Programs (CMAP & CCTR) – Rosa Guerrero, Administrative Analyst for Head Start & State Child Development – ***Action Item***

      Rosa Guerrero presented the above action item and discussed the details for continued funding.

      Denise Boshers asked what the percentage difference was from last year. Rosa Guerrero responded there is no change at this time, these are the same amounts as last year.

      Susana Magana added for CMAP, if there are any addendums, they will be added to this initial amount.

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

c. First 5 Agreement for East Kern Family Resource Center – Freddy Hernandez, Director of Youth & Community Services – ***Action Item***

Eric Le Barbe, Oasis Family Resource Center Program Manager, presented the above action item on behalf of Freddy Hernandez.

Michelle Jara-Rangel questioned the dates in the memo and asked when the letter of award was received. Louis Gill replied they will review the memo and make corrections for inclusion on the Board Consent Agenda.

Denise Boshers asked if the funding is retroactive to November 1, 2024. Eric Le Barbe replied that the award is for the next funding cycle.

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

d. First 5 Agreement for Oasis Family Resource Center – Freddy Hernandez, Director of Youth & Community Services – ***Action Item***

Eric Le Barbe, Oasis Family Resource Center Program Manager, presented the above action item on behalf of Freddy Hernandez and noted that the award letter is in reference to the contract for the next funding year. Similar issues with the dates noted in the item above will be corrected and included in the Board Consent Agenda.

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

e. California Jobs First Regional Investment Initiative: Catalyst Program – Kern Community College District Agreement with Independent Contractor – Annelisa Perez, Outreach & Communications Supervisor for CA Jobs First – ***Action Item***

Annelisa Perez presented the above action item for approval and provided a summary of the program.

Denise Boshers said she would like a copy of the Regional Report on Kern County's economic landscape and asked if it could be shared with her and the committee. Annelisa said that she would send out the regional reports to the committee.

Michelle Jara-Rangel inquired when the agreement goes into effect because it's dated November 14, 2024.

Annelisa confirmed the start date of November 14, 2024, and said if the agreement is approved on the consent agenda at the board meeting, any expenses incurred from that date will be applied retroactively.

Michelle Jara-Rangel asked if we are required to sign a new agreement annually.

Annelisa confirmed that a new agreement is created for each phase of the project. However, if there are changes to the scope of work or amount, an amended agreement will be prepared and presented to the board for approval.

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

f. 211 Call Center - California 211 Providers Network and Southern California Edison Access (SCE) Functional Needs Support for Public Safety Power Shutoff FY 2024-2027 Service Agreements. – Sabrina Jones-Roberts, Program Administrator for 211 – ***Action Item***

Sabrina Jones-Roberts presented the above action item for approval and noted the term of the contract is from October 1, 2024 to December 31, 2027, and requested retroactive approval to October 1, 2024.

Denise Boshers commented that SCE covers a more rural area which is a different community, which is great but asked who is responsible for any SCE complaints. Sabriana said when complaints are received, staff identify what agency the caller is complaining about. The team then brings that information to 211 California, or the program leads and then collaborates on how to resolve it.

Gemma Perez inquired about programs that provide education to communities about natural disasters. Sabrina responded that the majority of the information would come from SCE and said, typically, when there is an activation/event, they will implement a daily call and make sure the resources are available. There is a specific program that is designed to provide education on a regular basis.

Michelle Jara-Rangel inquired since we received the contract late, will they be flexible on the scope of work. Tracy Webster responded and noted that on the 2nd page following the memo, the language states that the effective date is the day of execution. Michelle asked for confirmation that we haven't completed any work toward this grant. Sabriana responded no, other than making sure we are standardly equipped by handling the calls and making updates and changes along the way. There is a robust list of resources that can be built on as we go.

Michelle Jara-Rangel inquired about onboarding one FTE for this contract and asked how the program will be marketed. Sabrina confirmed we are able to add a CARE coordinator to help facilitate the work and support our database is up to date. In regard to marketing, we will receive marketing material directly from SCE and they will let us know where and how they want us to distribute the information.

Despite the clarification provided by Tracy Webster about the effective date of the contract, Michelle Jara-Rangel would like the memo to be changed to reflect the start date of the contract is retroactive to October 1, 2024, when included on the Board Consent Agenda.

Motion was made and seconded to approve the staff's recommendation, retroactive to October 1, 2024. Carried by unanimous vote (Boshers/Gemma).

g. Early Head Start Child Care Partnership COLA – Esperanza Contreras Program Services Administrator – ***Action Item***

Esperanza Contreras presented the above agenda for approval and noted the agreements for the COLA are retroactive as of March 1, 2024-August 31, 2024.

Michelle Jara-Rangel asked why it took so long to get this processed. Esperanza said she needed to connect with each of the partners to be sure they were meeting their required goals and to review their contracts.

Michelle Jara-Rangel also requested the memo be updated to note retroactive dates and make corrections to the columns before the memo is included on the Board Consent Agenda.

Tracy Webester added that we have had gaps in staffing in our procurement department, which caused a significant delay in getting these contracts out faster.

Michelle Jara-Rangel asked about the Partnership's fiscal year, and if they are aligned with CAPK's fiscal year. Esperanza said they currently run on the school year, which is July 1 - June 30, but we will be changing the fiscal year to be consistent with Head Start, and Tracy Webster confirmed that we are working to align the contracts with our fiscal year.

Motion was made and seconded to approve the staff's recommendation, retroactive to March 1, 2024. Carried by unanimous vote (Gemma/Boshers).

h. Early Head Start Child Care Partnership Contracts, Esperanza Contreras Program Services Administrator - ***Action Item***

Esperanza Contreras presented the above action item for approval and following Michelle Jara-Rangel's request to include "Retroactive" in the agenda item title, Esperanza confirmed that the title will be changed in the memo prior to having the item placed on the Board Consent Agenda.

Michelle Jara-Rangel noted an amount difference in the contract that needs to be corrected before going in the board packet and also asked if the scope of work attachments have been updated to include the changes to the new performance standards that were effective in August. Esperanza responded that they have been updated.

Michelle Jara-Rangel also asked about contractors' responsibility to have the CRC's completed within 90 days of hire and emphasized that the language should be included in the contracts under scope of work, stating that contractors must have CRC's completed within 90 days of hire. Esperanza said she will add that language it into the scope of work and include it in the board packet.

Motion was made and seconded to approve the staff's recommendation, retroactive to March 1, 2024. Carried by unanimous vote (Boshers/Perez).

i. 211 Call Center United Way Fresno & Madera Counties 2025-2027 Service Agreement- Sabrina Jones-Roberts, 211 Program Administrator– ***Action Item***

Sabrina Jones-Roberts presented the above action item for approval and summarized the scope of work included in the service agreement.

Denise Boshers asked to see some type of summary of cost structure. Tracy Webster responded the data is in an excel workbook and doesn't necessarily show the details.

Pritika Ram commented that our pricing structure kept confidential to keep us competitive and we don't want to make it public as other providers could utilize the data. Pritika also said that the data can be sent to the Committee in an email following the meeting.

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

j. Resolution to Approve the Submission of the 2025 Low Income Home Energy Assistance Program (LIHEAP) Contract 25B-3012- Wilfredo Cruz, Energy Program Administrator – ***Action Item***

Wilfredo Cruz presented the above action item for approval and noted the contract was received on October 31, 2024, and the contract term is effective November 1, 2024.

Michelle Jara-Rangel asked if the funds were released on November 1st prior to the execution of the contract. Wilfredo responded that the funds are not released until the contract has been fully executed, which is usually around December as we are given 30 days to execute the contract from the date of receipt, in order to obtain board approval, a board resolution, budget data and other documents listed on the checklist. Michelle emphasized that the title of the agenda item needs to be listed as Retroactive, as does the recommendation.

Motion was made and seconded to approve the staff's recommendation, retroactive to November 1, 2024. Carried by unanimous vote (Boshers/Perez).

k. California Community Action Partnership Association – Diaper Distribution Demonstration and Research Pilot Program Addendum Karen Vazquez, Sr. Community Development Specialist**-** ***Action Item***

Karen Vazquez presented the above agenda item and provided a summary of the program.

Michaelle Jara-Rangel asked if the target area for this program is determined by the contract or does CAPK get to identify the target areas. Karen Vazquez responded that we get to identify the areas in need and have selected Ridgecrest and Mojave.

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

l. City of Bakersfield 2024 Residential Home Repair & Weatherization Program Grant Award Notice, Karen Vazquez, Sr. Community Development Specialist – ***Action Item***

Karen Vazquez presented the above agenda item and noted there was an extremely short window to execute the agreement upon receipt of the grant award notice.

Michelle Jara-Rangel asked for some clarification since this item was also included on the PRE Committee Agenda dated November 6th, with the recommendation to allow the CEO to execute the agreement.

Karen Vazquez explained that the item was presented at the PRE Committee because staff had submitted a grant proposal, which was awarded within days, and the deadline to execute the agreement was 2 days of having received notice of award. Jeremy Tobias obtained approval from Board Chair, Fred Plane, to execute the agreement, with the understanding the item would be brought before the Budget & Finance Committee for retroactive approval.

Motion was made and seconded to approve the execution of the agreement, retroactive to November 8, 2024. Carried by unanimous vote (Perez/Boshers).

m. September Financial Reports – Tracy Webster, Chief Financial Officer - ***Action Item.***

Tracy Webster presented the above action for approval, noting the agency did not draw from the line of credit during the month of September.

Central Kitchen expenditures are currently at 57.8% as of 09/30/24, with USDA revenue at 44.1%. Expenditures are in line with the target of 58.3% (7 out of 12 months).

CMAP is currently earning 26.3% as of 9/30/24, with a target for this period of 33.3%. Center-based state programs (CSPP, CMIG, and CCTR) reflect average attendance/enrollment for the current period: CCTR is at 26.2%, CSPP is at 16.4%, and CMIG is at 1.2%.

Additionally, we have been operating a CCTR program in San Joaquin County sponsored by SJCOE, with current attendance at 24.5%, against a target of 33.3%. We have also acquired CSPP and Head Start Program funding for Pre-K, with the CSPP contract currently at 0.0% as staff is establishing the program.

As of this report, the Finance Division has four vacancies. The team is working with SageI Intacct on the accounting software platform conversion, expected to go live in January 2025.

Agency expenditures are currently at 58% for the year, aligned with the goal of 58.3%. The September month-end Indirect Fund budget-to-actual report showed revenue exceeding expenditures by $699,450, or 80.2% of the budgeted indirect surplus. Overall expenditures are at 58.5% of the budget, aligned with the target of 58.3% (7 out of 12 months).

Denise Boshers inquired if the programs list out their staff vacancies like Finance does in Budget & Finance meetings. Tracy replied that those vacancies are noted in the program reports that are presented to the PRE Committee.

Motion was made and seconded to approve the September 2024 Financial Statements. Carried by unanimous vote (Boshers/Perez).

5. Committee Member Comments

Michelle Jara-Rangel asked for “Retroactive” to be included in the titles of all memos that apply, and that each memo identified at this meeting be revised before including on the Board Consent Agenda.

6. Next Scheduled Meeting

To Be Determined

7. Adjournment

The meeting was adjourned at 1:21 pm

o

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%**

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%**

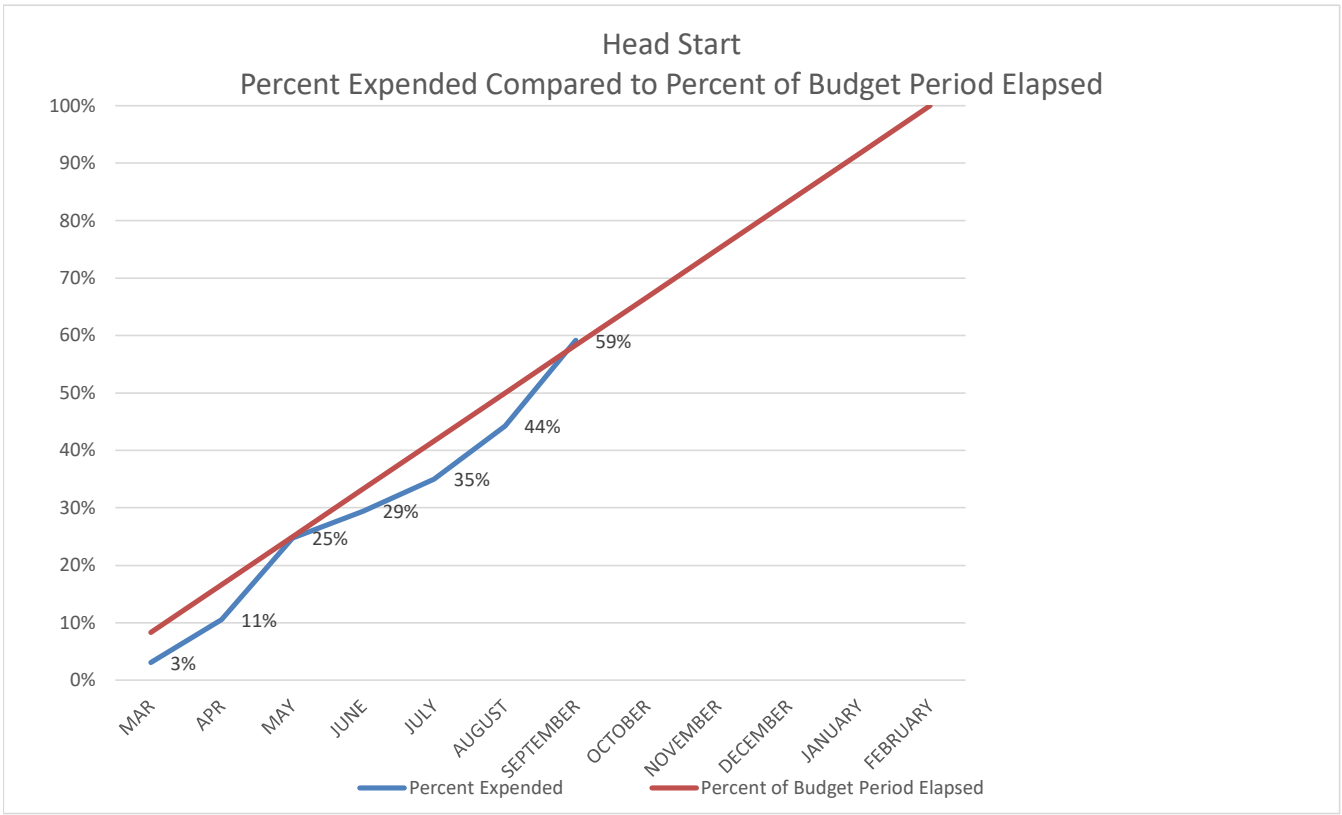
Budget reflects Notice of Award #09CH012489-01-02

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**	


Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
3%
11%
25%
29%
35%
44%
59%
MAR
APR
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee

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

Date: 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%)

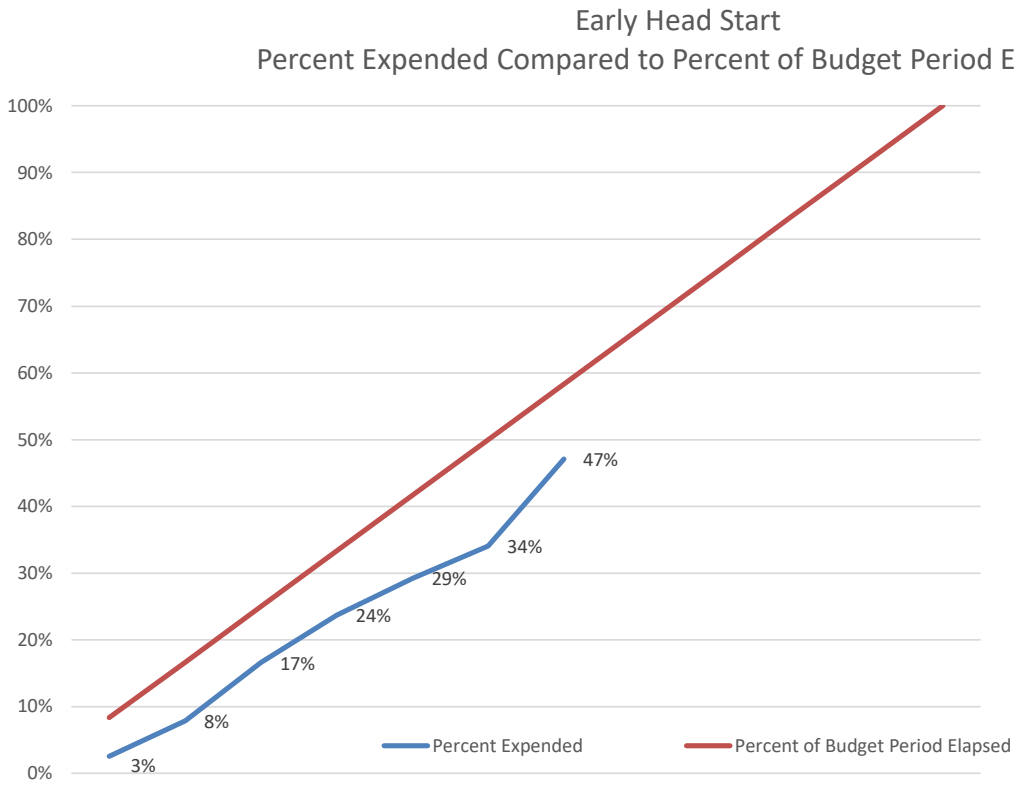
Prepared 11/05/2024

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%**

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
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
3%
8%
17%
24%
29%
34%
47%
Percent Expended
Percent of Budget Period Elapsed

Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
Budget Period: March 1, 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			
									9,382,281			

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%**

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%**

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 PROCEDES (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	**3,329,792**
Plus Interest	23,723
	3,353,515
Less Expenses	484,208
Remaining Balance	2,869,307

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

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:

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

WHEREAS, 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**

Following the Budget & Finance Committee on November 13, 2024, this memo has been edited at the request of the Budget & Finance Committee to reflect the accurate amount of the award notice and community receiving the award, prior to being presented to the Board on November 25, 2024.

CAPK received a three-year award notice dated October 21, 2024, for $435,000 from the Kern County Children and Families Commission, also known as First 5 Kern. This grant 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 Mojave.

The work provided through this grant connects CAPK's mission and Strategic Goal 4, by allowing CAPK to advocate 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 Board 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

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

October 21, 2024

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**

Following the Budget & Finance Committee on November 13, 2024, this memo has been edited at the request of the Budget & Finance Committee to reflect the accurate amount of the award notice and community receiving the award, prior to being presented to the Board on November 25, 2024.

CAPK received a three-year award notice dated October 21, 2024, for $465,000 from the Kern County Children and Families Commission, also known as First 5 Kern. This grant 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 provided through his grant is connected to CAPK's mission and Strategic Goal 4, by allowing CAPK to advocate 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 Board 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

Commissioners

Brynn Carrigan
Chairperson

Debbie Wood
Vice Chairperson

Jennie Sill
Secretary

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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

October 21, 2024

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 Retroactive to November 14, 2024 – **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 KCCD 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, retroactive to November 14, 2024, 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

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

The parties agree that this work will be subject to the terms and conditions of the funding source: CA EDD Agreement #M102619-7100, attached hereto and included as though fully set out herein.

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 of 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:_____
Address:_____
City/State/Zip: _____

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: _____ ***Date:***

Print Name: _____

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**

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

Date:

Revised 6/27/2024

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.

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

Kern Coalition
Community • Industry • Labor • Workforce Development

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

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER	PURCHASING AUTHORITY NUMBER (If Applicable)
M101619-7100	EDD-7100

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

CONTRACTING AGENCY NAME

Employment Development Department

CONTRACTOR NAME

Kern Community College District

2. The term of this Agreement is:

START DATE

May 1, 2024, or upon final approval

THROUGH END DATE

September 30, 2026

3. The maximum amount of this Agreement is:

$13,000,000.00 (Thirteen Million Dollars and Zero Cents)

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

	Exhibits	Title	Pages
	Exhibit A	Scope of Work	7
	Attachment A-1	Project Narrative	8
	Attachment A-2	Fiscal and Reporting Requirements	4
+ -	Attachment A-3	Memorandum of Understanding	2
+ -	Exhibit B	Budget Detail and Payment Provisions	2
+ -	Attachment B-1	Budget Summary	2
+ -	Exhibit C*	General Terms and Conditions GTC 11/2022	
+ -	Exhibit D	Special Terms and Conditions	6
+ -	Exhibit E**	Contractor's Response to Solicitation for Proposal	
+ -	Exhibit F**	California Jobs First Catalyst Program Solicitation for Proposal	
+ -		** Items shown with a double asterisk (**) are hereby incorporated by reference and made part of this Agreement as if attached hereto	

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
These documents can be viewed at https://www.dgs.ca.gov/OLS/Resources

SCO ID: 7100-M1016197100

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
STANDARD AGREEMENT
STD 213 (Rev. 04/2020)

AGREEMENT NUMBER	PURCHASING AUTHORITY NUMBER (If Applicable)
M101619-7100	EDD-7100

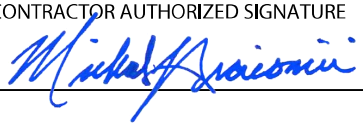
IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)
Kern Community College District

CONTRACTOR BUSINESS ADDRESS	CITY	STATE	ZIP
2100 Chester Avenue	Bakersfield	CA	93301

PRINTED NAME OF PERSON SIGNING	TITLE
Mike Giacomini	Chief Financial Officer

CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED
	4/16/2024

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME
Employment Development Department

CONTRACTING AGENCY ADDRESS	CITY	STATE	ZIP
722 Capitol Mall	Sacramento	CA	95814

PRINTED NAME OF PERSON SIGNING	TITLE
Lauren Prizmich	Chief Office of Procurement, Contracting & Admin

CONTRACTING AGENCY AUTHORIZED SIGNATURE	DATE SIGNED

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL	EXEMPTION (If Applicable)
	SCM Vol. 1 section 4.06; CERF grant per Senate Bill 162 (Statutes of 2021); California Unemployment Insurance Code section 14531.

EXHIBIT A
SCOPE OF WORK
(Standard Agreement)

1. This Agreement is entered into by and between the Employment Development Department, hereinafter referred to as the EDD, and the Kern Community College District, hereinafter referred to as the Grantee, for the purposes of implementing the CA Jobs First, Catalyst Program. The purpose of the Catalyst funding is to support each region's Jobs First Collaboratives to invest in pre-development activities, enabling regions to develop projects and maximize investment opportunities.

2. The Grantee will comply with the terms and conditions set forward in this Agreement, guidance provided by the EDD and the Inter-Agency Leadership Team during the Agreement period, the Solicitation for Proposal (SFP) for the Catalyst Program Year 2023-24, and the Grantee's response to the SFP, which, by this reference are both incorporated and made part of the Agreement.

3. The project representatives during the term of this Agreement will be:

   State Agency
   Employment Development Department
   Attn: Adriana Avalos
   722 Capitol Mall, MIC 50
   Sacramento, CA 95814
   Phone: 916-839-9958
   E-Mail: adrianac.avalos@edd.ca.gov

   Fiscal Agent
   Kern Community College District
   Attn: Mike Giacomini
   2100 Chester Avenue
   Bakersfield, CA 93301
   Phone: (661) 336-4487
   E-mail: Mike.giacomini@bakersfieldcollege.edu

   Changes to the EDD contract representative will not require an amendment to the contract.

4. Responsibilities of the Fiscal Agent

   Responsibilities of the Fiscal Agent: The scope of services provided by the Fiscal Agent include, but are not limited to:
   Control of 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.

   The Recipient of Advance Payment must deposit any funds received as an advance payment into a federally insured, interest-bearing account that provides the ability to track interest earned and withdrawals. Any accumulated interest shall be deemed to be grant moneys, subject to federal laws and regulations, and the recipient shall report interest earned on the advanced payment to the administering state agency.

EXHIBIT A
SCOPE OF WORK
(Standard Agreement)

Program Ledgers and Monthly Reporting: maintain a separate ledger for each program that shows the total amount of funds available for each program, and monthly program deductions (i.e., payments to subcontractors). At a minimum, each ledger entry must include the subcontractor Agreement number, invoice date, payment date, and a description of the payment. Individual divisions may require additional ledger information. The Fiscal Agent will prepare and disseminate financial reports on a monthly basis, or as requested, in formats prescribed by the EDD.

Sub-Contract/Sub-Awarding Administration and Disbursement of Funds: Enter into agreements with vendors and other third parties to support the identified programs on behalf of the Collaborative. Disburse funds in satisfaction of payment obligations under each Agreement. The Fiscal Agent shall disburse funds based upon invoices reviewed and approved by the personnel designated by the lead applicant when in support of the Catalyst grant. The Fiscal Agent must assist EDD with the timely closing out of grants and programs with respect to the Jobs First Collaborative agreements. The Fiscal Agent must also ensure funding is encumbered and expended by timelines set by the EDD.

Audits: Cooperate with the EDD exercising lawful authority, or their respective agents, by providing all documentation promptly upon request.

Public Records: Cooperate with the EDD in responding to any requests under the Public Records Act for records related to the Fiscal Agent.

Memorandum of Understandings (MOUs): Fiscal Agent and Regional Convenor(s) MOU must include a mutual Agreement of each entity's roles and responsibilities and a commitment to work together to achieve the goals, objectives, and deliverables of the Catalyst Program. MOUs must be submitted to the EDD upon request.

Reporting: Prepare and disseminate reports pursuant to State reporting requirements including, but not limited to the reporting requirements contained in California Unemployment Insurance Code, Section 14531(g).

Accounts: Maintain System for Award Management (SAM) account and have Unique Entity ID number.

Other Services: Provide financial or contract management services on an as-needed basis (e.g., conducting competitive bidding) to ensure the smooth administration of the funds as required by funding requirements and direction by the EDD.

5. Catalyst Program Requirements

   A. Collaboration with the Inter-Agency Team:
      Project monitoring and oversight is essential to ensure the Project stays within scope and is completed on schedule and within budget in accordance with this Agreement. The Grantee is required to work with the Inter-Agency Team and participate in regularly scheduled reporting meetings. The Grantee may be required to participate in larger CA Jobs First convenings in person or virtually depending on the scope of the meeting.

EXHIBIT A
SCOPE OF WORK
(Standard Agreement)

B. Collaboration with the Program Evaluator:
The State will pursue a statewide developmental evaluation to explore the success of the Regional Investment Initiative and of the activities awarded through the Catalyst Program alongside other grant activities. The Grantee is required to participate in that evaluation by providing the requested data and information. Therefore, throughout the period of performance, the Grantee and its' subrecipients and subcontractors must document lessons learned and effective practices ascertained through this project. At designated points throughout the fiscal year, the Inter-Agency Leadership Team may set annual priorities, evaluate progress against goals and objectives, discuss new strategies to improve program outcomes and align available funding to maximize results for the State.

C. Communities of Practice:
Collaboration across regions will be required to create collectively a more resilient statewide economy that brings equal opportunities to every region. Awardees will be required to participate in Communities of Practice meetings. These convening's will ensure progress, share best practices and lessons learned across the regions, and provide technical assistance by the State.

D. The established Jobs First Collaboratives, with the support of the Regional Convener, are expected to adhere to the following activities:

   i. Continue to expand regional outreach and engagement activities, ensuring inclusion of disinvested communities;

   ii. Continuously update research to keep plans current for future funding opportunities and planning processes;

   iii. Coordinate Implementation Phase application process;

   iv. Collaborate with the GO-Biz Community & Place-Based Solutions team and the U.S. Economic Development Administration to develop Economic Development Districts where they do not currently exist;

   v. Track the projects identified by the Jobs First Collaboratives, including applications and awards for additional funding from other sources.

   vi. Identify projects in the exploratory, last mile, and ready-to-go categories.

E. Sector Investment Coordinators: 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:

   i. Work within the Jobs First Collaborative on industries prioritized in the Planning Phase;

EXHIBIT A
SCOPE OF WORK
(Standard Agreement)

ii. 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;

iii. Work with GO-Biz staff and regional partners to find and apply for state, federal, and private grants;

iv. Align Jobs First Collaborative -identified projects with federal funding;

v. 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;

vi. Provide or procure Technical Assistance for Implementation grant applications and administration.

F. The Jobs First Collaborative must identify projects labeled as “exploratory” or “last mile,” with the intent of identifying viable projects that could become “ready-to-go" or any projects that may be non-viable. These projects must align with existing Regional Investment Initiative priorities of equity, sustainability, job quality and access, economic competitiveness, and economic resilience. Projects must also adhere to federal, program specific Justice40 guidelines. The State, in partnership with Jobs First Collaborative, may provide additional guidance on project requirements, project selection criteria, and project readiness criteria. Pre-development activities include, but are not limited to:

i. Feasibility studies; market analysis; environmental assessments, surveys, and remediation; site acquisition; site and development plans; project designs; permitting; establishing a regional tax increment financing district (TIF); drafting and negotiating Community Benefits Agreements and Community Workforce Agreements; establishing public-private partnerships, Community Development Corporations and Community Development Financial Institutions; revolving loan funds; joint powers authorities; financial planning (e.g., preliminary budget and construction financing); with the goal of establishing long-term funding opportunities for implementation of Planning Phase regional strategies;

ii. Basic environmental infrastructure pre-development, construction, and development of long-term operations and maintenance plans for infrastructure such as: clean water supply systems; wastewater systems; waste disposal systems; pollution control services;

EXHIBIT A
SCOPE OF WORK
(Standard Agreement)

iii. Support costs for building and sustaining the capacity of project leads and partners, such as: investments in partner and local staff development; funding new and/or critical positions; acquiring or utilizing tools and resources to increase partner capacity for project planning and implementation; organizational capacity activities such as access to financial services or legal review; developing new pilot or demonstration projects and programs; participation and/or partnership with existing workforce programs; providing or securing technical assistance for partners.

After receiving Catalyst funds, ready-to-go projects may be eligible for additional funding from local, state, or federal governments, philanthropy, or private investors, or that align and complement state or federally funded projects. The Catalyst Program funds may also be identified in federal grant applications as matching funds.

6. Required Notices

The Grantee shall promptly notify the EDD, in writing, of the following items:

A. Events or proposed changes that could affect the scope, budget or work performed under this Agreement. The Grantee agrees that no substantial change in the scope of the Project will be undertaken until written notice of the proposed change has been provided to the EDD and the EDD has given written approval for such change. Requested changes to scope of work and/or budget are subject to contracting processes and procedures which may take 2-4 months for approval.

B. Any public or media event publicizing the accomplishments and/or results of this Agreement and provide the opportunity for attendance and participation by the Inter-Agency Team representatives. The Grantee shall make such notification at least 21 calendar days prior to the event.

C. The initiation of any litigation or the threat of litigation against the Grantee regarding the Project or that may affect the Project in any way. The Grantee shall notify the EDD within 10 calendar days.

7. Agreement Amendments

The Grantee will have the opportunity to submit modifications during the period of performance to accurately reflect necessary adjustments for the success of the Catalyst program. All modifications will require written approval from the EDD. Except as otherwise specified, the Grantee must request and obtain prior written approval before any modification (amendment) to this Agreement is valid.

A. Request for amendments must:

i. Be prepared, in writing, on official letterhead and signed by the Authorized Signatory or designee on file with the Department.

EXHIBIT A
SCOPE OF WORK
(Standard Agreement)

ii. Include a detailed explanation of the proposed amendment, reason for the amendment, and the effect of not approving the request.

iii. Include a copy of the document(s) requested for amendment that shows the requested changes.

B. Funding Amendments:

i. The proposed funding is based on the anticipated availability of relevant funds. Should funding availability change, the EDD reserves the right to make any necessary amendments to the Agreement amount. The EDD may add additional funds to this Agreement based on the availability of funds under the Regional Investment Initiative Program.

C. Period of Performance Amendments:

i. Failure to successfully meet Catalyst scope of work requirements may result in full or partial de-obligation of the funding and/or a shorter period of performance of this contract.

ii. Amendment extensions beyond September 30, 2026, are subject to legislative changes, funding expenditure timeline extensions, and/or final approval from the Inter-Agency Leadership team. Catalyst Program may be extended to run parallel to the Implementation Phase under the Regional Investment Initiative Program, given the intent of the Catalyst program.

D. The EDD reserves the right to request project modifications and Agreement amendments as necessary for the success of the project.

E. No oral understanding or change not incorporated in this Agreement is binding on any of the parties.

8. Glossary of Terms

Regional Investment Initiative: The Regional Investment Initiative is designed as a two-phase grant structure (Planning Phase and Implementation Phase) that supports bottom-up regional planning processes and invests in projects to advance regional economic and community development. The initiative focuses on five objectives: equity, sustainability, job quality and access, economic competitiveness, and economic resilience. During the Catalyst Program (2023-2024) each region must adhere to the two core goals: Strengthen Jobs First Collaboratives social infrastructure to allow for continued regional inclusive planning and will enable regions to build a pipeline of viable, ready-to-go aligned projects. In turn, this will maximize funding opportunities by capitalizing on federal, state, and private investments, as well as alleviating timeline constraints by enabling aligned projects to compete for funding beyond the lifetime of the program. Pre-development funds will expand on the work of the Planning Phase and catalyze projects in disinvested communities across the state while giving regions the flexibility to design projects that meet their needs. These funds will enable communities across California to develop projects that

EXHIBIT A
SCOPE OF WORK
(Standard Agreement)

align with the vision of the Jobs First Collaboratives and position them to access additional federal, state, and private funds.

Jobs First Collaboratives: The Jobs First Collaboratives will be composed of an administrative Fiscal Agent, a Regional Convener, and a wide range of diverse partners reflecting the diversity of each region. Catalyst grants will be administered jointly by the Fiscal Agent and Regional Convener.

Inter-Agency Leadership Team: The Inter-Agency Leadership Team, comprised of the Labor and Workforce Development Agency, the Governor's Office of Planning and Research, and the Governor's Office of Business and Economic Development, is responsible for planning, oversight, and decision-making for the Regional Investment Initiative

Inter-Agency Team:

A. The Labor and Workforce Development Agency (LWDA): The LWDA will provide oversight to ensure that Regional Investment Initiative and this project remain in alignment with labor and workforce development objectives.

B. The EDD: The EDD's Workforce Services Branch (WSB) will be responsible for the management and execution of this grant, including the administration of and accountability of this project.

C. The Governor's Office of Planning and Research (OPR): The OPR will manage the design and operations of the program. In addition, the OPR will be responsible for providing technical assistance, intended to support and guide processes and deliverables for this project.

D. The Governor's Office of Business and Economic Development (GO-Biz): The GO-Biz will provide support with outreach, technical assistance, and capacity building.

ATTACHMENT A-1
PROJECT NARRATIVE
(Standard Agreement)

Catalyst Program Applicant Information Instructions: Please complete the table with the information requested.	
Name of Applicant: Kern Community College District	
Applicant Point of Contact	
Name: Norma Rojas Mora	Title: Executive Director, Government Relations and Development
Email: norma.rojas@bakersfieldcollege.du	Tel: 661-395-4382
California Jobs First Region: Kern	

Catalyst Program Narrative Questions
Instructions: Answer each of the following questions regarding the regional High Road Transition Collaborative (HRTC)'s application for Catalyst Program funds. Refer to the Catalyst Framework and closed solicitation for required activities. Please limit responses to 500 words.

1. Explain how the HRTC may expend Catalyst Program funds to support pre-development of projects that prioritize equity, sustainability, job quality and access, economic competitiveness, and economic resilience.

The Kern Coalition features five subregions, five regional conveners, and a governance council. The Kern Coalition is focused on ensuring sustained equitable economic competitiveness and resilience despite environmental, policy, and economic challenges facing the county. Catalyst funding supports a new way of working, strengthening relationships, ensuring alignment of goals, spurring investments in priority projects to benefit disinvested communities, and resulting in a heightened return on investment by building trust and channels of communication between workforce systems, industry, and disinvested communities.

How: Kern Coalition Catalyst funds support project pre-development

The Kern Coalition will 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.

Identify - Subregional Investment Needs

Sector Investment Coordinators (SICs) will:

ATTACHMENT A-1
PROJECT NARRATIVE
(Standard Agreement)

1. Catalog city & county environmental, climate mitigation and adaptation plans and environmental infrastructure needs and projects in each sub-region, including those identified through community planning processes and direct community input.

2. Catalog each subregions' priority industries that minimize or mitigate environmental impacts & resource inputs with or without past presence and offering future growth potential and high-quality jobs for disinvested community members.

3. Catalog each subregions' ability to create high-quality jobs for disinvested community members in new industry sectors that don't negatively impact the environment.

4. Quantify undersupply of high-quality jobs by priority industries including those not yet present in the county.

Provide - Catalyst Project Pre-Development Capacity-Building & Technical Assistance:

Sector Investment Coordinators will:

- 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.

Regional Awards

The Kern Coalition Co-Conveners 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). The SICs, the California Jobs First Kern Coalition Conveners, and the broader Kern Coalition members will 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. **Funding is available for the following purposes**:

- Provide financial support for feasibility studies.

ATTACHMENT A-1
PROJECT NARRATIVE
(Standard Agreement)

- Allocate funds to promote diverse community engagement to address systemic barriers and foster economic opportunities for underrepresented groups.
- Allocate funds for research and technology innovation to enhance regional economic competitiveness.
- Support high-quality job creation, workforce training, and equal access to employment opportunities.
- Invest in environmentally friendly infrastructure and technology projects to align with sustainable development goals.

2. Explain how the proposed activities may advance the objectives of the California Jobs First Planning Phase and the goals of the HRTC.

The Kern Coalition centers and advances the HRTC goals and the California Jobs First Planning Phase objectives through the inclusion of stakeholder perspectives in the procurement and selection of Catalyst pre-development projects that prioritize equity, sustainability, and economic competitiveness, laying the groundwork for sustainable and inclusive economic development, addressing systemic barriers and improving economic opportunities for underrepresented groups, and fostering collaborative and inclusive decision-making processes.

How: Kern Coalition Catalyst Program Application & Awardee Activities Align
The Kern Coalition will establish Catalyst application guidelines and scoring matrix that includes the following analyses that address the HRTP goals and California Jobs First Planning Objectives.

HRTC Goals: The Kern Coalition ensures that the perspectives of stakeholders such as labor, business, community groups, local governments, metropolitan planning organizations, economic development entities, education institutions, and other key groups in the region are prioritized and centered, thereby transforming how decisions are made by and for our communities, particularly those that are lower-income, communities of color, disproportionately impacted by COVID-19 and other economic disruptions due to market, regulatory, and globalization forces.

California Jobs First Planning Phase Objective: Kern HRTC Systemic Supports
The Kern Coalition will invest in the following long-term strategic initiatives to enhance the county's pathways to quality jobs, and thereby creating a new ecosystem of partner organizations that builds on individual strengths and brings together the drivers of workforce and economic development into seamless collaboration:

- **Project Development Infrastructure:** Community-based and non-profit organizations (CBOs/NPOs), who have earned the trust of Kern disinvested communities, and the Employer Innovation Ecosystem will collaborate on the Economic Equity Project (EEP) to bring about an equitable inclusive economy. EEP activities will include:

ATTACHMENT A-1
PROJECT NARRATIVE
(Standard Agreement)

- CBOs/NPOs engage community members in California Jobs First subregional collaborative meetings;
- Provide capacity building support (e.g., grant writing, management, data collection, etc.) to develop organizational capacity to serve disinvested communities;
- Enable community members to participate in regional economic initiatives and disinvested community project development;
- Sector Investment Coordinators, reporting to the Kern Coalition Co-Conveners, will provide support for regional projects; and
- Provide technical support to disinvested community project groups.

- **Employer Innovation Ecosystem:** the development of an integrated, industry-driven Employer Collaboratives (EC) to equitably respond to demand-supply gaps. Activities include:
  - The EC will include workforce and economic development (Kern EDC and B3K) representatives to ensure an integrated approach to industry expansion, recruitment, high-quality job creation, and workforce demand-supply gaps.
  - Engage in mid- and longer-term strategic planning to ensure future high-quality jobs, workforce and skills demand-supply gaps are met.
- **Talent Development Infrastructure**: As new high-quality jobs are becoming available, CBOs/NPOs, workforce, and education partners will collaborate to provide readiness, counseling, support, training, and education of impacted and disinvested community members for high-quality job-related work-based learning experiences, education, training, and upskilling for students, under- and unemployed adults, and incumbent workers.

The Kern HRTC will advance the objectives of the California Jobs First Planning Phase and goals of the HRTC through the implementation of these activities to support the development of projects from and benefiting disinvested communities' environmental health, climate mitigation and adaptation, and economic competitiveness and resilience.

3. As best as can be explained at this time, explain how existing HRTC governance structures and decision-making processes may be adapted to integrate Catalyst Program activities.

ATTACHMENT A-1
PROJECT NARRATIVE
(Standard Agreement)

The Governance Council will evaluate and vote on which projects will be provided with funding for pre-development activities (as defined in the California Jobs First Catalyst RFA p 7 i, ii, iii) based on the equity, sustainability, job quality and access, economic competitiveness, and economic resilience outcome documentation, estimates, and analyses submitted as part of the application.

Sector Investment Coordinators will support the development of exploratory projects for pre-development support by assisting project groups in developing supporting the documents and analyses listed below.

Kern Coalition Catalyst Project Metrics

- **Equity Analyses**: Catalyst applicants must document that their project has / does consider the needs and the interests of diverse communities across the region, with an explicit intention to include populations historically excluded from planning and economic development processes, especially disinvested communities.

- **Sustainability Analyses**: Catalyst applicants must document that their project is focused on self-sustaining, carbon-neutral, climate resilient economic development that addresses the region's need for significant and sustained tax base and permanent, quality jobs and secondary consideration for temporary quality construction and trades jobs.

- **Job Creation, Job Quality, and Access Analyses**: Catalyst applicants must document that their project creates and prioritizes the creation of high-quality jobs that provide a family-sustaining wage, health benefits, a pension, worker advancement opportunities, a safety net, and collective worker input. These jobs are stable, with predictable schedules, and safe working conditions. Catalyst applicants must document how disinvested community members will access upskilling, training, or education to be qualified for the high-quality jobs created by the Catalyst projects.

Economic Competitiveness and Resilience Analyses: Catalyst applicants must document that their project focuses on strategies that avoid, withstand, and recover from economic shocks so that the California Jobs First Region can compete effectively in the global economy and deliver prosperity to communities in the region.

The Kern HRTC Governance Council decision-making processes may, on the vote of the Kern Coalition Co-conveners, be adapted to the Catalyst pre-development activities. The following are examples of adaptation strategies that are under consideration:

- A standing or ad hoc working committee will be dedicated to overseeing the allocation and expenditure of Catalyst pre-development funds.

- Equity training for Governance Council members and community members to ensure region wide understanding of equity, climate mitigation and adaptation, economic sustainability, environmental infrastructure, and climate justice.

ATTACHMENT A-1
PROJECT NARRATIVE
(Standard Agreement)

- Strategies to include diverse community voices in the Catalyst decision-making process may be adopted to ensure that resources are directed to and address the stakeholders' priorities.

- The Kern HRTC Governance Council may determine, for example, Catalyst phase 1 funding for a market / quality jobs assessment outcome may determine Catalyst phase 2 funding for environmental CEQA/NEPA report.

Integrating Catalyst activities into the existing Kern HRTC co-convener regional structure, will ensure that Catalyst funded pre-development projects are aligned with the strategic vision of the collaborative, the HRTC goals, California Jobs First Planning Objectives, and regional priority needs.

4. Explain how the HRTC may use Catalyst funds to expand outreach, engagement, and shared decision-making with the region's disinvested communities.

Community-based and non-profit organizations (CBOs/NPOs), as acknowledged trusted messengers and intermediaries, are central to developing the Project Development Infrastructure by expanding outreach, engagement, and shared decision-making by bridging disinvested communities with economic, business, and workforce systems to ensure successful and authentic outcomes for Kern's most marginalized residents, often left out of the public discourse.

Ecosystem investment is critical to reaching the disinvested, supporting the talent pipeline, and ensuring access to good, quality jobs. The vast geographic dispersion of Kern County presents a challenge for nonprofit organizations to conduct critical outreach to communities in need of quality jobs. Across Kern County's 8,163 square miles, the population is roughly evenly divided between urban Bakersfield, and rural communities such as Arvin, Lamont, Shafter, Delano, McFarland, and Taft, among others. As articulated in the California Jobs First Theory of Change, resource inputs are necessary to drive engagement and shared decision making among disinvested community members.

The Kern HRTC Co-conveners, Employer Collaboratives, workforce, and economic development partners (Kern EDC and B3K), CBOs/NPOs, and Sector Investment Coordinators (SICs), will work to support outreach, engagement and shared decision-making by engaging disinvested community members in:

1) 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.

2) 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

ATTACHMENT A-1
PROJECT NARRATIVE
(Standard Agreement)

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.

The Kern HRTC Co-Conveners will 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.

5. Explain how the HRTC will prioritize Catalyst funds reaching disinvested communities in procurement and project selection.

The Kern HRTC will prioritize disinvested communities for the Catalyst fund awards through the adoption of a multi-tiered procurement and project selection approach. The Kern HRTC Governance Council is currently prioritizing the development of disinvested communities:

The Kern HRTC will ensure effective and inclusive outreach, engagement, and shared decision-making strategies, services, and supports to disinvested communities throughout each of the five Kern County regions.

The Kern HRTC will ensure the development of and will build the capacity of trusted organizations working in disinvested communities and staffed by disinvested community members by providing organizational technical assistance and leadership training.

Kern HRTC's investments in disinvested communities will support the development of critical Catalyst projects that serve, benefit, and improve disinvested communities, and that minimize or mitigate environmental impacts. The scoring matrix will provide bonus points for project implementation for those projects that don't negatively impact the environment.

In addition, the Kern HRTC Governance Council is considering the adoption of more or more of the following potential procurement and selection strategies (including but not limited to):

- Proposed projects will be evaluated and selected at the sub-regional level. Only proposals that have minimized or mitigated environmental impacts will be eligible for consideration.
- Proposal scoring matrix will ensure disinvested communities' critical projects are prioritized.
- Types of projects will be assigned priority levels or points (e.g., water quality treatment or remediation, toxic substances remediation, etc.) above 100% project score in order to ensure high priority projects in disinvested communities are funded.
- Projects that prioritize quality jobs (family-sustaining wage, health benefits, a pension, worker advancement opportunities, a safety net, collective worker input. These jobs are stable, with predictable schedules, and safe working conditions) will receive priority levels or points to ensure Catalyst funds support the creation of quality jobs.

ATTACHMENT A-1
PROJECT NARRATIVE
(Standard Agreement)

- Projects that document significant contribution to the economic competitiveness and economic resilience of the local and regional community will receive priority levels or points to ensure Catalyst funds provide long-term economic opportunities.

- The Kern HRTC Governance Council will create (% or $) set asides for each of the 5 subregions to ensure that smaller disinvested communities' Catalyst projects are funded.

The Kern HRTC Council will formally adopt one or more procurement and selection strategies to ensure that Catalyst funds reach and benefit disinvested communities.

ATTACHMENT A-2
FISCAL AND PROGRAM REQUIREMENTS
(Standard Agreement)

1. Fiscal Reporting Requirements

The Catalyst Program is a reimbursable grant. Grantees are required to submit invoices and supporting documentation to receive reimbursement for expenditures incurred. Grantees must maintain a separate ledger for each program that shows the total amount of funds available for each program, and monthly program deductions (i.e., payments to subcontractors). At a minimum, each ledger entry must include the subcontractor/subrecipient Agreement number, invoice date, payment date, and a description of the payment. Individual divisions may require additional ledger information.

Additionally, the grantee will prepare and submit quarterly expenditure reports, or as requested, in formats prescribed by the EDD. Grantees must 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.

A. All invoices shall be sent monthly, 30 days after the end of the month, with the corresponding supporting documentation and Progress Status Report with activities performed during the invoiced month to the EDD contact below for review and approval:

Employment Development Department
Central Office Workforce Division
Special Initiatives Support Unit 1
722 Capitol Mall, MIC 50
Sacramento, CA 95814
Email: CERFAdmin@edd.ca.gov

Invoice and Progress Status Reporting template will be provided by the EDD upon the signing of this Agreement.

B. Projected Budget Expenditures

- Fiscal Agent will be required to submit a quarterly summary of projected budget expenditures plan.

2. Performance Reporting Requirements

Grantees must have the capability to report projected activities, participant, and outcome data to the state, in a manner that is timely, thorough, and accurate. When applicable, grantees will be required to use the State's system for reporting participant data collected. If applicable, the Grantee will be required to have access to the state's CalJOBS^{SM} reporting system. The State will provide training on how to use the CalJOBS reporting system. Additionally, Grantees will be required to submit monthly progress status reports which include narrative on the status of the projects.

ATTACHMENT A-2
FISCAL AND PROGRAM REQUIREMENTS
(Standard Agreement)

A. A team of program support will be assigned after the signing of this contract, at which time the EDD will provide all contact information.

B. Schedule monthly calls with the EDD, OPR, and GO-Biz to discuss:

- Project updates: status and goals
- Sustainable goals for the organization
- Evaluating and assessing the programs' strengths and weaknesses.

C. Project Readiness Checklist: This checklist requires the awardees to provide detailed information and documentation about the project, which should demonstrate that project is ready to get implemented. The checklist is due to the EDD within one month of the contract execution.

D. The Grantee will be required to submit monthly Progress Status Reports (PSR) along with all invoices.

- Reports are due 30 days after the end of the month.
- PSR: Summarizes the project key activities, what the next steps are, any relevant lessons learned, any challenges, and/or course corrections. A template will be provided upon the signing of this contract.
- PSR should be one to five pages.

E. Submit a narrative report outlining 5-10 projects proposed total across the exploratory and last mile categories to the EDD by December 31, 2024. The narrative must include a description for each proposed project and outline the regional process for the selection of the preliminary projects. A final list of selected projects, which should include an estimated 10-15 projects in each of the exploratory, last mile, and ready-to-go categories, must be submitted by June 30, 2025.

   Additional criteria and guidance may be provided by the EDD upon the execution of the Agreement.

F. Subcontract and Subaward List: The Grantee is required to submit a detailed list of all subcontracts and subawards on an Excel spreadsheet to the EDD via email at CERFADMIN@edd.ca.gov. The subcontract and subaward list should include:

- Name of organization.
- Purpose of the subcontract and/or subaward.
- Amount of the subcontract and/or subaward.

ATTACHMENT A-2
FISCAL AND PROGRAM REQUIREMENTS
(Standard Agreement)

- Time period (beginning and end date).
- If the contract will be offering services or serving participants.
- Type of procurement process used to obtain subcontract and/or subaward.

All subcontracts and subawards must be added to the Excel form. The form must be updated any time a new subcontract and/or subaward is made. The EDD will provide the template upon the signing of this Agreement.

Note – The EDD may request copies of any partner Agreement, subcontract and/or subaward. Changes to established Agreements must be reported to the EDD.

G. The Grantee shall submit Quarterly Progress Reports on a consistent basis using the EDD template provided to meet the EDD's requirement for disbursement of funds. Quarterly Progress Report shall be submitted no later than 30 days after the end of the corresponding quarter. The Quarterly Progress Report should describe the work performed during the reporting period. The 4th quarter report shall contain a summary of the overall progress for the year.

Quarterly Progress Reports shall, in part, provide a brief description of the work performed, the Grantee's activities, milestones achieved, any accomplishments and any problems encountered in the performance of the work under this Agreement during the reporting period.

Project Status

Describe the work performed during the time period covered by the report, including but not limited to:

- Project information, including an estimate of the percentage of completion for the overall project;
- Legal matters;
- Additions or changes to project partners, subcontracts or subrecipients;
- Major accomplishments during the quarter (i.e., tasks completed, milestones met, meetings held or attended, press releases, etc.);
- Identify key issues/concerns that need to be resolved, including those that have, will, or could affect the schedule or budget, with a recommendation on how to correct the matter.

ATTACHMENT A-2
FISCAL AND PROGRAM REQUIREMENTS
(Standard Agreement)

Budget Details

Provide a list showing all project costs incurred during the quarter covered by the report by the Grantee and each contractor working on the project and which of these costs are Eligible Project Costs.

3. Reporting Clause:

- Reporting requirements are subject to change based on program legislative requirements.
- The EDD reserves the right to change, modify or update reporting requirements as necessary for the successful implementation of this program.
- Evaluation report details will be provided upon the selection of an evaluator.
- All reports submitted are subject to review before considered finalized.
- All reporting requirements must be submitted to CERFAdmin@edd.ca.gov
- All reporting requirements must be submitted in the reporting templates as provided by the EDD.

ATTACHMENT A-3
MEMORANDUM OF UNDERSTANDING
(Standard Agreement)

Amendment Number One to the

MEMORANDUM OF UNDERSTANDING

BETWEEN THE

KERN COMMUNITY COLLEGE DISTRICT

AND

KERN INYO MONO CENTRAL LABOR COUNCIL (KIM CLC)

Reference is made to the Memorandum of Understanding (MOU) between the Kern Community College District ("KCCD"), as the fiscal agent for the Community Economic Resilience Fund, CERF, and Kern Inyo Mono, KIM CLC as a Grantee.

The parties have mutually agreed to amend this agreement as follows:

The previously agreed upon purpose, goals, roles and responsibilities in the Memorandum of Understanding (MOU) will not change. Rather, the effective date and duration on the MOU will and the amount to pay for the Regional Convener Coordinator position as specified by the grant will. Therefore, it is mutually understood that the following will replace "III. Term C, page 2." effective March 6th, 2023."

This MOU shall be effective on the date the authorized representatives of all the parties sign it, and it will continue in effect until September 30, 2024, or until duly modified or terminated by the parties. Except as specifically set forth herein, the Memorandum of Understanding (MOU), as hereby amended, shall remain in full force and effect.

The amount to be disbursed is $160,000, according to the grant budget.

ACCEPTED AND AGREED TO:	ACCEPTED AND AGREED TO:
Kern INYO Mono Central Labor Council	KERN COMMUNITY COLLEGE DISTRICT
BY: Tania Salinas (Jan 26, 2024 12:38 PST)	BY: Michael Giacomini
Name: Tania Salinas	Name: Mike Giacomini
Title: President	Title: Chief Financial Officer
Dated: 26 Jan 2024 ~~3/7/2023~~	Dated: ~~3/15/2023~~ 1/26/2024

ATTACHMENT A-3
MEMORANDUM OF UNDERSTANDING
(Standard Agreement)

MOU

Final Audit Report 2024-01-26

Created:	2024-01-26
By:	Stephanie Vega (stephanie.vega@bakersfieldcollege.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvJe0-QK6qm61CI7FT99x1UkzH212DLGL

"MOU" History

Document created by Stephanie Vega (stephanie.vega@bakersfieldcollege.edu)
2024-01-26 - 6:02:09 PM GMT- IP address: 198.189.4.100

Document emailed to t.lu68@yahoo.com for signature
2024-01-26 - 6:07:51 PM GMT

Email viewed by t.lu68@yahoo.com
2024-01-26 - 6:11:14 PM GMT- IP address: 69.147.86.139

Signer t.lu68@yahoo.com entered name at signing as Tania Salinas
2024-01-26 - 8:38:43 PM GMT- IP address: 50.91.109.209

Document e-signed by Tania Salinas (t.lu68@yahoo.com)
Signature Date: 2024-01-26 - 8:38:45 PM GMT - Time Source: server- IP address: 50.91.109.209

Agreement completed.
2024-01-26 - 8:38:45 PM GMT

BAKERSFIELD COLLEGE | Powered by Adobe Acrobat Sign

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS
(Standard Agreement)

1. Invoicing and Payment

   A. The total amount of this Contract shall not exceed **Thirteen million dollars and zero cents ($13,000,000)**. The EDD will closely monitor the Contract expenditures through the end of September 30, 2026.

   B. All invoices must be submitted on a monthly basis, 30 days after the end of the month. If invoices are not received timely, written justification must be provided within 15 days of the due date.

   C. All final invoices must be submitted by November 20, 2026. Any remaining unspent funds will be disencumbered after November 30, 2026, unless preauthorized by the EDD.

   D. No more than $1.5 million for compliance and grant administration (e.g., fiscal oversight) is allowed.

   E. All invoices must be submitted using the invoice template provided after the signing of this contract and include:

      - Progress Status Report
      - Supporting documentation (ie., ledgers, receipts, subcontracting receipts) for each charge.

   Submit all invoiced and reporting requirements to the email listed below:

   Employment Development Department
   Central Office Workforce Division
   Special Initiatives Support Unit 1
   722 Capitol Mall, MIC 50
   Sacramento, CA 95814
   Email: CERFAdmin@edd.ca.gov

   F. Invoices must be submitted even if there are $0 expenditures for the reporting month. If $0 expenditures a detail description must be provided in the progress statusmonthly report.

   G. Quarterly projected expenditures must be submitted to the EDD by the end of each quarter using the template provided after signing this contract.

   H. Contract amendments to the budget summary are not required for shifts between line items that cumulatively remain under 10% of the total award as last approved. All requests for budget shifts must be submitted to and approved by the EDD.

EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS
(Standard Agreement)

2. Withholding of Grant Disbursements

   A. The EDD may withhold all or any portion of the grant funds provided for by this Contract the event that that the Grantee has materially and substantially breached the terms and conditions of this Grant Agreement, including submission of required reports and data.

   B. The EDD will not reimburse the Grantee for costs identified as ineligible for grant funding. If grant funds have been provided for costs subsequently discovered to be ineligible, the EDD may either withhold an equal amount from subsequent payments to the Grantee or require repayment of an equal amount to the state by the Grantee.

   C. In the event that grant funds are withheld from the Grantee, the EDD designee shall notify the Grantee of the reasons for withholding and advise the Grantee of the time within which the Grantee may remedy the situation leading to the withholding.

3. Budget Contingency Clause

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

      This Agreement is valid and enforceable only if (1) sufficient funds are made available by the State Budget Act of the appropriate State Fiscal Year(s) covered by this Agreement for the purposes of this program; and (2) sufficient funds are made available to the State by the United States Government or by the State of California for the Fiscal Year(s) covered by this Agreement for the purposes of this program. In addition, this Agreement is subject to any additional restrictions, limitations or conditions established by the United States Government and/or the State of California, or any statute enacted by the Congress and Legislature, which may affect the provisions, terms or funding of the Agreement in any manner.

      The parties mutually agree that if the Congress and/or Legislature does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.

      The EDD has the option to terminate the Agreement under the 30-day termination clause or to amend the Agreement to reflect any reduction of funds.

ATTACHMENT B-1
BUDGET SUMMARY
(Standard Agreement)

Name of Applicant: Kern Community College District
Project Name: Kern Coalition (Kern HRTC)

Advanced Payment*	Yes X NO
Advanced Payment (percent)	**%**
Advanced Payment (amount)	**$**

Line Item	Expense Item	Administrative Cost	Program Cost	Sub-Contract/Sub-Award Amount (If Applicable)	Total Project Budget	Advanced Payment*
A.	Staff Salaries	$515,950.29	$	$	$ 515,950.29	☐
1.	Number of full-time equivalents **(2.87)**					☐
B.	Staff Benefit Cost	$345,890.18	$	$	$ 345,890.18	☐
1.	Staff Benefit Rate (percent) **( )**					☐
C.	Staff Travel	$10,000	$	$	$ 10,000	☐
D.	Operating Expenses	$25,000	$	$	$ 25,000	☐
E.	Research	$	$	$	$ 0.00	☐
F.	Data, Planning and Communication Tools		$	$	$	☐
G.	Sector Investment Coordinator(s)	$	$1,500,000	$	$ 1,500,000	☐
H.	Participant Compensation	$	$	$	$ 0.00	☐
I.	Community Outreach and Engagement	$	$1,000,000	$1,000,000	$ 1,000,000	☐

ATTACHMENT B-1
BUDGET SUMMARY
(Standard Agreement)

Line Item	Expense Item	Administrative Cost	Program Cost	Sub-Contract/Sub-Award Amount (If Applicable)	Total Project Budget	Advanced Payment*
J.	**Furniture and Equipment**					
1.	Small Purchase (unit cost of under $5,000)	$	$	$	$ 0.00	☐
2.	Large Purchase (unit cost of over $5,000)	$	$	$	$ 0.00	☐
3.	Equipment Lease	$	$	$	$ 0.00	☐
K.	Sub-Contract(s)/Sub-Award(s)	$603,159.53	$ 9,000,000	$9,000,000	$ 9,603,159.53	☐
L.	Other (describe):	$	$	$	$ 0.00	☐
	TOTAL FUNDING**	$ 1,500,000.00	$ 11,500,000	$ 10,000,000	$ 13,000,000	
			Total Award		$ 13,000,000	

Please note:
- A maximum of $1,500,000 will be allowed for the **Fiscal Agent Administrative Costs**.
- A maximum of $2,000,000 will be allowed for the **Regional Convenor(s)**.

*Advanced Payment column is only necessary if requesting up to 25% of the total grant request. Note that all funds under Advance Payment must be spent prior to transitioning into reimbursables.

Contract amendments to the budget summary are not required for shifts between line items that cumulatively remain under 10% of the total award as last approved.

EXHIBIT D
SPECIAL TERMS AND CONDITIONS
(Standard Agreement)

1. Compliance with Laws and Regulations

   By signing this Agreement, the Grantee certifies that it shall comply fully with all applicable federal, state, and local laws, ordinances, and regulations by authorities that have jurisdiction over the projects selected by the Jobs First Collaborative.

2. Subcontractors or Subgrantees

   Nothing contained in this Agreement or otherwise, shall create any contractual relationship between the State and any subcontractors or subgrantees, and no subcontract or subgrant shall relieve the Grantee of their responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the State for the acts and omissions of its subcontractors or subgrantees and of persons either directly or indirectly employed by the Grantee. The Grantee shall manage, monitor, and accept responsibility for the performance of its own staff, partners, and subcontractors, and will conduct project activities and services consistent with professional standards for the industry and type of work being performed under this Agreement. The Grantee's obligation to pay its subcontractors or subgrantees is an independent obligation from the State's obligation to make payments to the Grantee.

   The State shall have no obligation to pay or to enforce the payment of any monies to any subcontractor or subgrantee.

3. Consultant–Staff Expenses

   The Grantee represents that it has or shall secure at its own expense, all staff required to perform the services described in this Agreement. Such personnel shall not be employees of or have contractual relationships with any governmental entity.

4. Independent Capacity

   The Grantee, and the agents and employees of the Grantee, in the performance of the Grant Agreement, shall act in an independent capacity and not as officers, employees, or agents of the State.

5. Public Contract Code (Consultant Services)

   The Grantee is advised that they have certain duties, obligations, and rights under the Public Contract Code §§ 10335 – 10381 and 10410 - 10412, with which the Grantee should be familiar. These Public Contract Code sections can be viewed at:

   https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=PCC&division=2.&title=&part=2.&chapter=2.&article=4 =

   https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=PCC&division=2.&title=&part=2.&chapter=2.&article=8

EXHIBIT D
SPECIAL TERMS AND CONDITIONS
(Standard Agreement)

6. Labor Code Compliance

   The Grantee agrees to be bound by all the provisions of the Labor Code regarding prevailing wages and shall monitor all contracts subject to reimbursement from this Agreement to assure that the prevailing wage provisions of the Labor Code are being met.

   The Grantee affirms that it is aware of the provisions of section 3700 of the Labor Code, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance, and the Grantee affirms that it will comply with such provisions before commencing the performance of the work under this Agreement and will make its contractors and subcontractors aware of this provision.

7. Competitive Bidding and Procurements

   The Grantee's contracts with other entities for the acquisition of goods and services and construction of public works with funds provided by the State under this Agreement must be in writing and shall comply with all applicable laws and regulations regarding the securing of competitive bids and undertaking competitive negotiations. If the Grantee does not have a written policy to award contracts through a competitive bidding or sole source process, the Department of General Services' State Contracting Manual rules must be followed and are available at: https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/State-Contracting.

8. Contractor Evaluation

   Within sixty (60) days after the completion of this Agreement, the Special Initiatives Support Unit 1 shall complete a written evaluation of the Grantee's performance under this Agreement. If the Grantee did not satisfactorily perform the work, a copy of the evaluation will be sent to the State Department of General Services (DGS), Office of Legal Services, within five working days of the completion of the evaluation, and to the Grantee within 15 working days of the filing of the evaluation with DGS.

9. Termination Clause

   This Agreement may be terminated by the EDD by giving written notice 30 days prior to the effective date of such termination. The EDD reserves the right to take any action that it deems necessary to protect its interests.

10. Advance Work

    Should the Grantee begin work before receiving a copy of the approved Agreement, any work performed before approval shall be considered as having been done at the Grantee's own risk and as a volunteer.

EXHIBIT D
SPECIAL TERMS AND CONDITIONS
(Standard Agreement)

11. Force Majeure

Neither party shall be liable to the other for any delay in or failure of performance, nor shall any such delay in or failure of performance constitute default, if such delay or failure is caused by "Force Majeure." As used in this section, "Force Majeure" is defined as follows: Acts of war and acts of God such as earthquakes, floods, and other natural disasters such that performance is impossible.

12. Change in Staffing

All replacements are subject to EDD approval. Switching staff that were identified in the proposal with alternates without prior approval, after execution of this Agreement, are grounds for termination of this contract. The EDD has the right to request removal and/or replacement of staffing resources.

13. Avoidance of Conflicts of Interest by the Grantee

A. Consultants are advised that that Political Reform Act prohibits public officials, which include consultants, from making, participating in making, or in any way attempting to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest. (Government Code § 87100; see Government Code § 81000 and Government Code § 1090 et seq.). For purposes of this contract, consultants are defined as any individual performing work under this contract.

B. The Grantee shall make all reasonable efforts to ensure that no conflict of interest exists between its officers, agents, employees, consultants or members of its governing body.

C. The Grantee shall prevent its officers, agents, employees, consultants or members of its governing body from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others such as those with whom they have family, business, or other ties.

D. During the performance of this contract, should the Grantee become aware of a financial conflict of interest that may foreseeably allow an individual or organization involved in this Contract to materially benefit from the State's adoption of an action(s) recommended because of this contract, the Grantee must inform the State in writing within 10 working days.

E. Failure to disclose a relevant financial interest on the part of the consultant will be deemed grounds for termination of the Contract with all associated costs to be borne by the Grantee.

F. The EDD may request additional information regarding a consultant's economic interests. If the additional information is not provided to the satisfaction of the EDD, then the Grantee must provide a substitute consultant with similar credentials to resolve the potential conflict as provided in paragraph (d).

EXHIBIT D
SPECIAL TERMS AND CONDITIONS
(Standard Agreement)

G. Consultants are advised that the Fair Political Practices Commission has jurisdiction to enforce the Political Reform Act and may seek civil and criminal prosecution for violations of the act, including failure to disclose financial interests. Other penalties for violating the Political Reform Act could include fines, conviction of a misdemeanor, disqualification from serving in public office or as a lobbyist, and being responsible for the costs of the litigation, including attorney's fees.

H. Consultants are advised that they may amend their Form 700 at any time and that amending an incorrect or incomplete report may be considered evidence of good faith by the Fair Political Practices Commission.

I. All consultants providing work under this Agreement shall include a completed Statement of Economic Interests, Form 700 (http://www.fppc.ca.gov/Form700.html) at the time of award. For purposes of this Contract, consultants are defined as any individual performing work under this Contract. In addition, consultants shall file a Form 700 annually by April 1, thereafter during the life of the contract. Each new and/or substitute consultant shall file a Form 700 prior to performing any work on the contract.

14. Travel Clause

The travel and per diem shall be set in accordance with the Grantee's organizational policy. A copy of the policy must be provided to the EDD upon the execution of this Agreement. If the Grantee does not have an existing travel policy, they must follow the CalHR Travel policy.

15. Disputes

If the Grantee is disputing an action of the EDD in the administration of this contract, the Grantee may appeal to the Inter-Agency Leadership Team and Designee. Such appeals shall be filed within 30 calendar days of the notification from the Grantee of such dispute. The appeal shall be in writing and 1) state the basis for the appeal, 2) state the action being requested of the Inter-Agency Leadership Team, and 3) include any documentation relating to the dispute.

The Inter-Agency Leadership Team and Designee will review the correspondence and related documentation and render a decision of the appeal within 30 calendar days, except in those cases where the Grantee withdraws or abandons the appeal. The procedural time requirement may be waived with the mutual consent of the EDD on behalf of the Inter-Agency Leadership Team and the Grantee.

16. Monitoring and Audits

The EDD reserves the right to conduct an audit at any time between the execution of this Agreement and the completion of the Project, with the costs of such audit borne by the State. After completion of the Project, the State may require the Grantee to conduct a final audit to the State's specifications, at the Grantee's expense, such audit to be conducted by and a report prepared by an independent Certified Public Accountant. Failure or refusal by the Grantee to comply with this provision shall be considered a breach of this Agreement, and the State may elect to take any action it deems necessary to protect its interests.

EXHIBIT D
SPECIAL TERMS AND CONDITIONS
(Standard Agreement)

The Grantee agrees it shall return any audit disallowances to the State. Pursuant to Government Code section 8546.7, the Grantee shall be subject to the examination and audit by the State for a period of three (3) years after final payment under this Agreement with respect of all matters connected with this Agreement, including but not limited to, the cost of administering this Agreement. All records of the Grantee or its contractor or subcontractors shall be preserved for this purpose for at least three (3) years after receipt of the final disbursement under this Agreement. If an audit reveals any impropriety, the California State Auditor or the State Controller's Office may conduct a full audit of any or all the Grantee's activities.

The Grantee shall cooperate with the EDD, Labor and Workforce Development Agency (LWDA), Governor's Office of Research and Planning (OPR), and Governor's Office of Business and Economic Development (GO-Biz) regarding the performance of this Agreement within the response time requested by the agencies.

The Grantee shall cooperate with the EDD, LWDA, OPR, and GO-Biz to provide timely responses to any requests for data and/or reports the EDD, LWDA, OPR, and GO-Biz deem necessary for the oversight of the Catalyst program. The Grantee further understands and agrees that this data will be shared with the EDD, LWDA, OPR, and GO-Biz and any other stakeholders.

17. The Grantee is responsible for the activities identified in the original grant proposal submitted to the EDD, which is incorporated by reference and made a part of this Agreement as if attached hereto.

18. The Grantee shall fulfill all assurances, declarations, representations, and statements made by the Grantee in the Grant Proposal, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.

19. Insurance Requirements

The Grantee agrees to obtain and maintain for the term of this Agreement the following insurance policies that cover any acts or omissions of the Grantee, its subcontractors, or its employees engaged in the provision of services specified in this Agreement:

A. Workers' Compensation Insurance in an amount of not less than $1,000,000 in accordance with the statutory requirement of the State of California (California Labor Code § 3700 et seq.).

B. Commercial general liability insurance in an amount of not less than $1,000,000 per occurrence for bodily injury and property damage combined.

C. Motor vehicle liability with limits not less than the amounts below for combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned or hired, and non-owned motor vehicles.

i. 7 or fewer passengers: $1,000,000
ii. 8-15 passengers: $1,500,000
iii. 16+ passengers: $5,000,000

EXHIBIT D
SPECIAL TERMS AND CONDITIONS
(Standard Agreement)

D. The State of California, its officers, agents, and employees are included as additional insured, for activities undertaken pursuant to this Grant Agreement. The additional insured endorsement must accompany the certificate of insurance.

E. The Grantee shall submit proof of insurance documents referencing this Agreement number to the EDD electronically.

F. The Grantee shall notify the EDD in writing within five (5) working days of any cancellation, non-renewal, or material change that affects required insurance coverage.

G. The Grantee shall submit proof of new or updated policy based on insurance requirements within thirty (30) days of policy cancellation or substantial policy change. Failure to provide proof of insurance may result in termination of this Grant Agreement.

20. Indemnification

The Grantee shall indemnify and hold and save the State, its officers, agents, and employees, free and harmless from all liabilities for any claims and damages (including inverse condemnation) that may arise out of the Project and this Agreement. The Grantee shall require its contractors or subcontractors to name the State, its officers, agents, and employees as additional insureds on their liability insurance for activities undertaken pursuant to this Agreement.

21. 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 the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine the Grantee is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this Agreement. The State shall provide the Grantee advance written notice of such termination, allowing the Grantee at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

Agenda Item Details

Meeting	Apr 16, 2024 - Board of Trustees Regular Meeting (Held at Bakersfield College)
Category	7. Business Services -- Approval (Other than Construction): The Business Services items listed below are recommended for approval to authorize the Chancellor or Chief Financial Officer to execute agreements to procure construction services above $200,000.00 or to procure goods and services other than construction services above $114,500.00, in accordance with Board Policy 6340. All amounts designated are not to exceed the specified amount unless otherwise noted.
Subject	D. Authorization for Chief Financial Officer to enter into an agreement between the Kern Community College District and the State of California's Employment Development Department (EDD) for implementing the CA Jobs First Catalyst Program. The term is May 1, 2024, through September 30, 2026. The amount payable to the District is $13,000,000.00, to be deposited into a new Restricted Program fund.
Access	Public
Type	Action
Preferred Date	Apr 16, 2024
Absolute Date	Apr 16, 2024
Fiscal Impact	Yes
Dollar Amount	13,000,000.00
Budgeted	No
Budget Source	New Restricted Program Fund
Recommended Action	Recommended for approval

Public Content

The purpose of the Catalyst funding is to support each region’s Jobs First Collaboratives to invest in pre-development activities, enabling regions to develop projects and maximize investment opportunities as part of the California Jobs First and the Regional Investments Initiative (formerly CERF).

M101619-7100 - Contractor Signature.pdf (1,868 KB)

Motion & Voting

Recommended for approval

Motion by Nan Gomez-Heitzeberg, second by Yovani Jimenez.
Final Resolution: Motion Carries
Ayes: Romeo Agbalog, Kyle W Carter, John S Corkins, Nan Gomez-Heitzeberg, Yovani Jimenez, Kay S Meek

KAY

MEMORANDUM

To: Budget and Finance Committee

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, Retroactive to October 1, 2024 - **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, retroactive to October 1, 2024, and authorize the Chief Executive Officer to 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

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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	

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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.		

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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.

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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

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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

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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

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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**

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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	***Proposed Methodology for Ongoing***	
Client Needs Screening	*Rate per call screening (proceeds after initial 2 screening questions - SCE Customer, not prepared for outage)*	**$5.00**
Operating Expenses	*Annual program operating costs expressed in a rate of Cost per Hour of Work*	
Admin Overhead (%)	*Share of org G&A costs and operational costs*	**10%**

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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

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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 (Retroactive) – **Action Item**

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. This retroactive period is for March 1, 2024, through August 31, 2024.

Child Care Partner	Current Rate	COLA 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 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 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 CAP, 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

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

ACCOUNT CODE:

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 PROVISONS.** The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS-Child Care Partnership (as defined by the Administration for Children and Families), as determined solely by 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:	CAPK 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.	**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

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

ACCOUNT CODE:

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 PROVISONS.** The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS-Child Care Partnership (as defined by the Administration for Children and Families), as determined solely by 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 $797,599.44for 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

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

ACCOUNT CODE:

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 PROVISONS.** The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS-Child Care Partnership (as defined by the Administration for Children and Families), as determined solely by 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

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

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

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

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.35% 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: _____**

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

ACCOUNT CODE:

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 PROVISONS.** The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS-Child Care Partnership (as defined by the Administration for Children and Families), as determined solely by 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:	CAPK 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.	**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

MEMORANDUM

To: Budget and Finance Committee

From: Esperanza Contreras, Program Services Administrator

Date: November 18, 2024

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

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. The modifications to the contracts are for the period of September 1, 2024, through February 28, 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 funding 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 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, retroactive to September 1, 2024.

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
Kern Community College District Sub-Contract Agreement

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

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 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 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 PROVISONS. The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS 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 4 through 5 indicate the Non-Federal share requirement per the funding increase.

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

CONTRACTOR: ESCUELITA HERNANDEZ LITTLE SCHOOL

Signature: _____ **Date: _____**

Printed Name: _____ **Title: _____**

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____ **Date: _____**

Printed Name: _____ **Title: _____**

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

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

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

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.35% 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:_____**

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

AMENDMENT V TO CONTRACT FOR SERVICES AGREEMENT

This is Amendment V to the Contract for Services Agreement ("Agreement") dated September 1, 2019 by and between Kern County Superintendent of Schools ("Contractor") and Community Action Partnership of Kern ("CAPK"). The effective date for Amendment V 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 seventy-five cents ($740.75) 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 fifty-two dollars ($11,852.00) as shown below.

- Budget Period 03/01/2024-08/31/2024 6 months x $11,852.00 $71,112.00

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

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

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

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

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

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.35% COLA from the Office of Head Start. Budget Periods 4 through 5 indicate the Non-Federal share requirement per the 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: _____**

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

AMENDMENT III TO CONTRACT FOR SERVICES AGREEMENT

This is Amendment III to the Contract for Services Agreement ("Agreement") dated July 23, 2019 by and between West Kern Community College District C/O Taft College Child Care Center ("Contractor") and Community Action Partnership of Kern ("CAPK"). The effective date for Amendment 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 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 PROVISONS. The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS Child Care Partnership (as defined by the Administration for Children and Families, as determined solely by accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CRF Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.

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

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.35% COLA from the Office of Head Start. Budget Periods 4 through 5 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: _____**

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

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

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

Consolidated Appropriations Act, 2021

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.35% COLA from the Office of Head Start. Budget Periods 4 through 5 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: _____**

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 case 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 indemnity, 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 Retroactive to November 1, 2024 – **Action Item**

On October 31, 2024, 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 colling 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, retroactive to November 1, 2024.

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

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

JASON WIMBLEY
DIRECTOR

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 Eligiblity & Verification Guide (Guide) to expand eligiblity to Ukranian Humanitarian Parolees and Adult Victims of Trafficking. CSD added eligiblity statuses for Asylee granted aslyum 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 eligiblity 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

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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 reimburement 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

Docusign Envelope ID: 81C480FD-691A-4DC9-B3E3-E2E12D1E6FC2

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: Weatherization: Initial WX Program	Direct Services: Weatherization: Delayed WX Program	Direct Services: Weatherization: WX Program Subtotal	Direct Services: Administration/Assurance 16/ECIP/HEAP: Allowable Admin	Direct Services: Administration/Assurance 16/ECIP/HEAP: Allowable A16	Direct Services: Administration/Assurance 16/ECIP/HEAP: ECIP/HEAP Program	Direct Services: Administration/Assurance 16/ECIP/HEAP: Admin/A16/ ECIP/HEAP Subtotal	Utility Assistance: ECIP FT/HEAP G&E Program Subtotal	Total Contract Allocation
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: Weatherization: Initial WX Program	Direct Services: Weatherization: Delayed WX Program	Direct Services: Weatherization: WX Program Subtotal	Direct Services: Administration/Assurance 16/ECIP/HEAP: Allowable Admin	Direct Services: Administration/Assurance 16/ECIP/HEAP: Allowable A16	Direct Services: Administration/Assurance 16/ECIP/HEAP: ECIP/HEAP Program	Direct Services: Administration/Assurance 16/ECIP/HEAP: Admin/A16/ ECIP/HEAP Subtotal	Utility Assistance: ECIP FT/HEAP G&E Program Subtotal	Total Contract Allocation
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 Intake 8%	Initial WX Outreach 5%	Initial WX Training 5%	Approved Waiver: Total WX Intake 8%	Approved Waiver: Total WX Outreach 5%	Approved Waiver: Total WX Training 5%	ECIP/HEAP Intake 8%	ECIP/HEAP Outreach 5%	ECIP/HEAP 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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22	Merced County - Merced County CAA	31,363	19,602	19,602	52,271	32,670	32,670	125,452	78,407	31,363
23	Modoc - T.E.A.C.H. Inc. (NON WEATHERIZATION/ASSURANCE 16)	0	0	0	0	0	0	22,737	14,211	5,684
24	Orange County - Community Action Partnership of Orange County	80,481	50,301	50,301	134,136	83,835	83,835	321,926	201,204	80,481
25	Placer Service Territory - Project GO, Inc.									
	Nevada County	20,065	12,540	12,540	33,441	20,901	20,901	80,259	50,162	20,065
	Placer County	22,653	14,158	14,158	37,755	23,597	23,597	90,613	56,633	22,653
	Service Territory Total	42,718	26,698	26,698	71,196	44,498	44,498	170,872	106,795	42,718
26	Plumas Service Territory - Plumas Co. Community Development Commission									
	Plumas County	6,163	3,852	3,852	10,272	6,420	6,420	24,654	15,409	6,163
	Sierra County	975	609	609	1,624	1,015	1,015	3,898	2,436	975
	Service Territory Total	7,138	4,461	4,461	11,896	7,435	7,435	28,552	17,845	7,138
27	Riverside County - Community Action Partnership of Riverside County	131,099	81,937	81,937	218,498	136,561	136,561	524,395	327,747	131,099
28	Sacramento Service Territory - Community Resource Project, Inc.									
	Sacramento County	99,960	62,475	62,475	166,600	104,125	104,125	399,840	249,900	99,960
	Sutter County	9,157	5,723	5,723	15,262	9,539	9,539	36,629	22,893	9,157
	Yuba County	9,694	6,059	6,059	16,157	10,098	10,098	38,776	24,235	9,694
	Service Territory Total	118,811	74,257	74,257	198,019	123,762	123,762	475,245	297,028	118,811
29	San Benito Co. - HHSA, Comm. Svcs. & Wkfs. Dev. (NON WEATHERIZATION/A16)	0	0	0	0	0	0	26,526	16,579	6,632
30	San Bernardino County - Community Action Partnership of San Bernardino Co.	142,501	89,063	89,063	237,502	148,438	148,438	570,004	356,252	142,501
31	San Diego County - Area B - Metropolitan Area Advisory Committee	36,742	22,964	22,964	61,237	38,273	38,273	146,968	91,855	36,742
32	San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services	60,858	38,036	38,036	101,431	63,394	63,394	243,433	152,146	60,858
33	San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc.	15,130	9,456	9,456	25,216	15,760	15,760	60,518	37,824	15,130
34	Santa Barbara Co. - Community Action Commission of Santa Barbara County	23,944	14,965	14,965	39,906	24,941	24,941	95,774	59,859	23,943
35	Santa Clara Co. - Sacred Heart Community Service (NON WEATHERIZATION/A16)	0	0	0	0	0	0	231,225	144,516	57,806
36	Santa Cruz Service Territory - Central Coast Energy Services, Inc.									
	Monterey County	29,895	18,685	18,685	49,825	31,141	31,141	119,581	74,738	29,895
	San Francisco County	29,420	18,388	18,388	49,034	30,646	30,646	117,681	73,551	29,420
	San Mateo County	24,806	15,504	15,504	41,343	25,840	25,840	99,224	62,015	24,806
	Santa Cruz County	17,762	11,101	11,101	29,604	18,502	18,502	71,049	44,405	17,762
	Marin County (WEATHERIZATION/ASSURANCE 16)	10,662	6,664	6,664	17,769	11,106	11,106	0	0	0
	San Benito County (WEATHERIZATION/ASSURANCE 16)	6,632	4,145	4,145	11,053	6,908	6,908	0	0	0
	Santa Clara County (WEATHERIZATION/ASSURANCE 16/EHCS)	58,986	36,866	36,866	98,310	61,444	61,444	4,719	2,949	1,180
	Service Territory Total	178,163	111,353	111,353	296,938	185,587	185,587	412,254	257,658	103,063
37	Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.									
	Shasta County	26,391	16,494	16,494	43,985	27,491	27,491	105,564	65,978	26,391
	Tehama County	11,695	7,309	7,309	19,491	12,182	12,182	46,779	29,237	11,695
	Service Territory Total	38,086	23,803	23,803	63,476	39,673	39,673	152,343	95,215	38,086
38	Siskiyou County - Great Northern Services	17,524	10,953	10,953	29,207	18,255	18,255	70,098	43,811	17,524
39	Stanislaus County - Central Valley Opportunity Center, Incorporated	52,519	32,824	32,824	87,532	54,707	54,707	210,076	131,298	52,519
40	Tulare County - Community Services & Employment Training, Inc.	68,852	43,032	43,032	114,753	71,721	71,721	275,407	172,129	68,852
41	Ventura County - Community Action of Ventura County, Inc.	29,567	18,480	18,480	49,279	30,799	30,799	118,270	73,919	29,567
42	Association of California Community and Energy Services (ACCES)									
	TOTALS	2,224,292	1,390,182	1,390,182	3,707,151	2,316,970	2,316,970	8,897,165	5,560,729	2,224,293

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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)

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

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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**

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DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

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

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

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

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

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

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

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

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

16	
Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1353. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty for not less than $10,000 and not more than $100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____

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

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DISCLOSURE OF LOBBYING ACTIVITIES

CONTINUATION SHEET

Approved by OMB
0348-0046

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

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

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

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

2. **Identify the status of the covered Federal action.**

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

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

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

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

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

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

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

10. **(a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.**

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

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

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

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

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

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

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

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.

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

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

Return with the Contract

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

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

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

AGENCY/SUB-AWARDEE INFORMATION

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

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

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

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Description of Information Requested

Place of Performance

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

Agency/Sub-Awardee Executive Compensation Reporting

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

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

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

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

Additional Resources

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

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SUBVENTION CONTRACT

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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.

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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,

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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

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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 Reweatherization 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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SUBVENTION CONTRACT

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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SUBVENTION CONTRACT

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 120days 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-occupant 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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SUBVENTION CONTRACT

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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SUBVENTION CONTRACT

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

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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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SUBVENTION CONTRACT

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.

Definitions

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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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Reweatherization: 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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SUBVENTION CONTRACT

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;

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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 - DDDRP - 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 DDDRP program timeline and supplements subgrantee awards. The general purpose of the DDDRP 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).

R E C I T A L S

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 salaried 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 licensees 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

By: _____
KAREN GOH
Mayor

"SUBRECIPIENT"
COMMUNITY ACTION PARTNERSHIP OF KERN

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
- Canceled checks or check & payment registers from Subrecipient's financial management system
- Travel logs
- Hotel/motel folios
- Journal entries
- Training or other event attendance rosters
- Time and attendance activity reports
- Payroll time sheets completed by employee and signed by supervisor
- Performance reports
- Payroll registers indicating the employee's name, dates, hours and costs charged to the grant
- Credit Card Statements
- Depreciation/amortization schedules
- Cost allocation plans
- Detailed audit reports including auditor's comments and corrective action plans
- 2nd tier subawards
- Contracts with and invoices from vendors or other service providers
- 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

DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

Member of AICPA Division for Firms
Private Companies Practice Section

Community Action Partnership of Kern
Presentation to the Audit & Pension Committee

November 12, 2024

Items to be presented:

- Audit report for Community Action Partnership of Kern for the year ended February 29, 2024
- Special Purpose audit report for Community Action Partnership of Kern for the year ended June 30, 2024
- Audit report for Community Action Partnership of Kern 401(a) Plan for the year ended February 29, 2024
- Audit report for Community Action Partnership of Kern 403(b) Plan for the year ended December 31, 2023
- Report to the Audit Committee

AUDIT REPORT FOR
COMMUNITY ACTION PARTNERSHIP OF KERN
FOR THE YEAR ENDED FEBRUARY 29, 2024

Community Action Partnership of Kern



2024

FINANCIAL REPORT

Helping People ... Changing Lives









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DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

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Private Companies Practice Section

SHANNON M. WEBSTER

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Community Action Partnership of Kern
Bakersfield, California

Report on the Financial Statements

Qualified Opinion

We have audited the financial statements of **Community Action Partnership of Kern** (the Organization), which comprise the statements of financial position as of February 29, 2024 and February 28, 2023, the related statements of activities, cash flows and functional expenses for the years then ended, and the related notes to the financial statements.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of **Community Action Partnership of Kern** as of February 29, 2024 and February 28, 2023, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Qualified Opinion

Accounting principles generally accepted in the United States of America require that lessees recognize right-of-use assets and lease liabilities for long-term leases. Management has informed us that they have not recognized leased assets and related liabilities in the accompanying financial statements, and that the effects of this departure from accounting principles generally accepted in the United States of America on financial position, changes in its net assets and cash flows have not been determined.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

300 New Stine Road – Bakersfield, CA 93309 – Tel. 661.834.7411 – Fax. 661.834.4839 – www. dpvb.com

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern within one year after the date that the financial statements are issued or available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of expenditures of federal and state awards, as required by *Title 2 U.S.* Code of Federal Regulations (CFR) *Part 200*, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and the additional supplementary information on pages 20-74, are presented for purposes of additional analysis, and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required* by *Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 21, 2024 on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

Daniells Phillips Vaughan & Bock

Bakersfield, California
October 21, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN

STATEMENTS OF FINANCIAL POSITION
February 29, 2024 and February 28, 2023

	2024	2023
ASSETS		
Current Assets		
Cash	**$ 13,083,898**	$ 12,966,354
Investments (Notes 3 and 4)	**2,500,000**	-
Grants and contracts receivable (Note 5)	**13,126,684**	11,364,285
Inventories (Note 6)	**3,994,657**	1,090,744
Prepaid expenses	**789,129**	1,132,342
Total current assets	**33,494,368**	26,553,725
Noncurrent Assets		
Cash restricted for program use by funding agencies	**5,949,616**	537,868
Property and equipment (Notes 7 and 9)	**46,215,312**	31,227,230
Total noncurrent assets	**52,164,928**	31,765,098
Total assets	**$ 85,659,296**	$ 58,318,823
LIABILITIES AND NET ASSETS		
Current Liabilities		
Current maturities of long-term debt (Note 9)	**$ 298,029**	$ 328,848
Accounts payable:		
Trade	**5,478,298**	5,358,755
Construction	**563,652**	2,311,734
Accrued expenses	**5,606,878**	5,216,628
Advances payable	**2,923,249**	2,784,924
Deferred revenue (Note 12)	**17,042,996**	5,535,406
Total current liabilities	**31,913,102**	21,536,295
Noncurrent Liabilities		
Long-term debt, less current maturities (Note 9)	**7,629,178**	375,282
Total liabilities	**39,542,280**	21,911,577
Commitments and Contingencies (Note 13)		
Net Assets		
With donor restrictions (Note 14)	**211,309**	238,658
Without donor restrictions		
Board designated for accrued vacation liability	**1,097,908**	997,587
Undesignated	**44,807,799**	35,171,001
Total net assets	**46,117,016**	36,407,246
Total liabilities and net assets	**$ 85,659,296**	$ 58,318,823

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN

STATEMENTS OF ACTIVITIES
Years Ended February 29, 2024 and February 28, 2023

	2024			2023		
	Without Donor Restrictions	**With Donor Restrictions**	**Total**	Without Donor Restrictions	With Donor Restrictions	Total
Program revenues:						
Federal grants	**$ 74,103,896**	**$ -**	**$ 74,103,896**	$ 76,568,011	$ -	$ 76,568,011
State grants	**54,733,620**	**-**	**54,733,620**	35,143,066	-	35,143,066
Local grants	**3,586,161**	**30,000**	**3,616,161**	2,554,710	95,554	2,650,264
Donations:						
Food	**30,351,294**	**-**	**30,351,294**	38,897,034	-	38,897,034
Cash	**282,695**	**119,758**	**402,453**	287,666	162,016	449,682
Contributions in-kind (Notes 1 and 16)	**67,937**	**-**	**67,937**	163,275	-	163,275
Other revenue	**2,841,399**	**-**	**2,841,399**	606,665	-	606,665
Gain on disposition of property and equipment	**3,052,548**	**-**	**3,052,548**	-	-	-
Net assets released from restriction	**177,107**	**(177,107)**	**-**	163,906	(163,906)	-
Total revenue, gains and other support	**169,196,657**	**(27,349)**	**169,169,308**	154,384,333	93,664	154,477,997
Program expenses:						
Child care and education	**83,433,339**	**-**	**83,433,339**	60,208,292	-	60,208,292
Nutrition	**47,164,614**	**-**	**47,164,614**	55,813,445	-	55,813,445
Energy conservation	**7,236,250**	**-**	**7,236,250**	5,897,133	-	5,897,133
Community services	**9,216,607**	**-**	**9,216,607**	8,771,727	-	8,771,727
General and administrative	**12,017,778**	**-**	**12,017,778**	8,990,961	-	8,990,961
Fundraising	**390,950**	**-**	**390,950**	121,983	-	121,983
Total expenses	**159,459,538**	**-**	**159,459,538**	139,803,541	-	139,803,541
Change in net assets	**9,737,119**	**(27,349)**	**9,709,770**	14,580,792	93,664	14,674,456
Net assets, beginning	**36,168,588**	**238,658**	**36,407,246**	21,587,796	144,994	21,732,790
Net assets, ending	**$ 45,905,707**	**$ 211,309**	**$ 46,117,016**	$ 36,168,588	$ 238,658	$ 36,407,246

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN

STATEMENTS OF CASH FLOWS
Years Ended February 29, 2024 and February 28, 2023

	2024	2023
Cash Flows From Operating Activities		
Change in net assets	**$ 9,709,770**	$ 14,674,456
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	**2,153,291**	1,555,406
Debt forgiveness grant revenue	**(65,052)**	(65,052)
(Gain) on disposition of property and equipment	**(3,052,548)**	-
Changes in assets and liabilities:		
(Increase) decrease in:		
Grants and contracts receivable	**(1,762,399)**	1,070,252
Inventories	**(2,903,913)**	(44,299)
Prepaid expenses	**343,213**	(459,348)
Increase (decrease) in:		
Accounts payable:		
Trade	**119,543**	1,229,795
Construction	**(1,748,082)**	(2,076,068)
Accrued expenses	**390,250**	15,529
Advances payable	**138,325**	616,350
Deferred revenue	**11,507,590**	1,375,592
Net cash provided by operating activities	**14,829,988**	17,892,613
Cash Flows From Investing Activities		
Purchase of property and equipment	**(9,827,363)**	(12,450,550)
Proceeds from sale of property and equipment	**3,738,538**	-
Purchase of investments	**(2,500,000)**	-
Net cash (used in) investing activities	**(8,588,825)**	(12,450,550)
Cash Flows From Financing Activities		
Principal payments on long-term borrowings -		
Net cash (used in) financing activities	**(711,871)**	(314,185)
Net increase in cash	**5,529,292**	5,127,878
Cash:		
Beginning	**13,504,222**	8,376,344
Ending	**$ 19,033,514**	$ 13,504,222
Supplemental Disclosures of Cash Flow Information		
Cash payments for interest	**$ 82,870**	$ 34,472
Supplemental Schedule of Noncash Operating Activities		
Program expenses provided by contributions in-kind revenue	**$ 67,937**	$ 163,275
Supplemental Schedule of Operating and Investing Activities		
Accounts payable incurred for construction in progress	**$ 563,652**	$ 2,311,734
Supplemental Schedule of Noncash Investing and Financing Activities		
Property and equipment acquired with long-term debt	**$ 8,000,000**	$ -

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN

STATEMENT OF FUNCTIONAL EXPENSES
Year Ended February 29, 2024

	2024						
	Child Care and Education	Nutrition	Energy Conservation	Community Services	General and Administrative	Fundraising	Total
Salaries	$ 30,433,932	$ 4,396,194	$ 2,404,328	$ 3,820,910	$ 224,671	$ 180,777	$ 41,460,812
Fringe benefits	8,403,455	1,183,832	603,077	927,824	24,488	37,671	11,180,347
Consultant/contract services	1,316,855	748,691	2,121,640	773,717	214,455	87,781	5,263,139
Litigation settlements (Note 13)	-	-	-	-	504,550	-	504,550
Travel	530,463	149,948	54,636	80,554	11,212	7,841	834,654
Space cost	3,435,104	1,230,098	225,201	1,769,134	5,209	336	6,665,082
Consumable supplies	2,380,664	389,325	239,056	455,609	5,931	18,456	3,489,041
Other costs	1,705,819	641,858	1,115,598	669,721	109,119	31,685	4,273,800
Program costs	34,185,467	1,992,503	422,075	482,172	10,057	26,403	37,118,677
Depreciation	1,041,580	542,145	50,639	236,966	281,961	-	2,153,291
Indirect expenses	-	-	-	-	10,626,125	-	10,626,125
Donated commodities	-	35,890,020	-	-	-	-	35,890,020
Total expenses	$ 83,433,339	$ 47,164,614	$ 7,236,250	$ 9,216,607	$ 12,017,778	$ 390,950	$ 159,459,538

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN

STATEMENT OF FUNCTIONAL EXPENSES
Year Ended February 28, 2023

	2023						
	Child Care and Education	Nutrition	Energy Conservation	Community Services	General and Administrative	Fundraising	Total
Salaries	$ 26,764,112	$ 4,080,522	$ 1,908,607	$ 3,269,409	$ 323,595	$ 85,299	$ 36,431,544
Fringe benefits	7,687,336	1,096,533	463,988	791,084	40,382	12,089	10,091,412
Consultant/contract services	1,115,479	505,273	1,768,862	695,935	122,482	6,486	4,214,517
Travel	407,504	164,135	50,477	59,551	13,365	3,604	698,636
Space cost	3,811,948	830,703	233,100	1,445,257	2,456	-	6,323,464
Consumable supplies	2,080,466	304,075	122,657	533,543	2,661	6,106	3,049,508
Other costs	1,535,028	577,851	1,102,829	570,876	53,830	8,399	3,848,813
Program costs	16,488,026	871,603	220,661	1,180,709	122,887	-	18,883,886
Depreciation	318,393	675,034	25,952	225,363	310,664	-	1,555,406
Indirect expenses	-	-	-	-	7,998,639	-	7,998,639
Donated commodities	-	46,707,716	-	-	-	-	46,707,716
Total expenses	$ 60,208,292	$ 55,813,445	$ 5,897,133	$ 8,771,727	$ 8,990,961	$ 121,983	$ 139,803,541

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN

NOTES TO FINANCIAL STATEMENTS

Note 1. Nature of Activities and Significant Accounting Policies

Nature of Activities and Reporting Entity: **Community Action Partnership of Kern** (the Organization) is the designated Community Action Agency of Kern County. The purpose of the Organization is to mobilize and utilize public and private resources of the urban and rural communities in the County of Kern to combat poverty through community action programs. Major classifications of program expenses are childcare, nutrition, energy conservation, and community services.

A summary of the Organization's significant accounting policies follows:

Basis of Presentation: The financial statements of the Organization have been prepared in accordance with accounting principles generally accepted in the United States of America, which require the Organization to report information regarding its financial position and activities according to the following net asset classifications:

> *Net assets without donor restrictions:* Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of the Organization's management and the board of directors.
>
> *Net assets with donor restrictions:* Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.
>
> Donor restricted contributions are reported as increase in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statements of activities.

Measure of Operations: The statements of activities report all changes in net assets, including changes in net assets from operating and nonoperating activities. Operating activities consist of those items attributable to the Organization's ongoing activities. Nonoperating activities are other activities considered to be of a more unusual or nonrecurring in nature.

Revenue and Support: Support that is restricted by the donor is reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restriction.

The Organization reports gifts of goods and equipment as support without donor restrictions unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as support with donor restrictions. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

NOTES TO FINANCIAL STATEMENTS

Donated Services: Donated services are recognized in the financial statements as revenue and expense in equal amounts at their estimated fair values. In-kind grantee contributions totaling $67,937 and $163,275 are included in the statements of activities for the years ended February 29, 2024 and February 28, 2023, respectively. See Note 16 for further discussion. In-kind contributions of volunteer time by parents participating in the Head Start and Early Head Start programs are not included in the statements of activities, because they do not meet the criteria for recognition. The totals are $4,062,171 and $2,737,391 for the years ended February 29, 2024 and February 28, 2023, respectively.

Use of Estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash: The Organization maintains its cash in bank deposit accounts which, at times, may exceed federally insured limits. The Organization has not experienced any losses in such accounts. The Organization believes it is not exposed to any significant credit risk on cash.

The Organization is required to maintain separate bank accounts in accordance with certain grant restrictions. As of February 29, 2024 and February 28, 2023, there was $5,949,616 and $537,868, respectively, in separate bank accounts.

Investments Valuation and Income Recognition: Financial statement presentation follows the guidance in the Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) for Not-for-Profit Entities. Accordingly, investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the statements of financial position. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. See Note 4 for further discussion of fair value measurements.

Grants and Contracts Receivable: Grants and contracts receivable represent the portion of grants earned but not received as of year-end.

Inventories: Inventories are comprised of food commodities and building weatherization supplies. Supplies are stated at cost, purchased food is stated at lower of cost or net realizable value, and food commodities received from the United States Department of Agriculture (USDA) are valued based on the USDA fair value commodity listing.

Property and Equipment: Property and equipment is stated at cost. The federal government retains a reversionary interest in property and equipment acquired with federal funds. Depreciation of property and equipment is computed on the straight-line method over the following estimated useful lives:

	Years
Buildings	10-35
Renovations	10-35
Vehicles	3
Equipment	3-5

The Organization's capitalization policy is to capitalize individual assets of $5,000 or greater that are expected to be utilized by the Organization in excess of one year. Lesser amounts are expensed as repairs and maintenance. Repairs and maintenance are charged to operations when incurred.

Compensated Absences: The Organization accrues compensated vacation pay for all qualifying employees. Sick leave is not payable upon termination, and therefore is not subject to accrual.

Deferred Revenue: Cash received for federal, state and privately funded special projects and programs is recognized as revenue to the extent that qualified expenditures have been incurred. Deferred revenue is recorded to the extent that cash received for specific projects and programs exceeds qualified expenditures.

Income Taxes: The Organization is a not-for-profit corporation and has been recognized as tax exempt pursuant to Section 501(c)(3) of the Internal Revenue Code and related California Franchise Tax Board code sections.

The Organization has adopted the accounting standard on accounting for uncertainty in income taxes, which addresses the determination of whether tax benefits claimed or expected to be claimed on a tax return should be recorded in the financial statements. Under this guidance, the Organization may recognize the tax benefit from an uncertain tax position only if it is more-likely-than-not that the tax position will be sustained on examination by taxing authorities, based on the technical merits of the position. The tax benefits recognized in the financial statements from such a position are measured based on the largest benefit that has a greater than 50% likelihood of being realized upon ultimate settlement. The guidance on accounting for uncertainty in income taxes also addresses de-recognition, classification, interest and penalties on income taxes, and accounting in interim periods.

Functional Allocation of Expenses: The cost of providing the various programs and other activities are summarized on a functional basis in the statements of activities. Management allocates costs between fundraising, general and administrative or the appropriate program based on evaluations of the related benefits. General and administrative expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the Organization. Indirect expenses, such as utilities are allocated based on the amount of square footage each program occupies in the building.

Subsequent Events: The Organization has evaluated subsequent events through October 21, 2024, the date on which the financial statements were available to be issued. There were no subsequent events identified by management which would require disclosure in the financial statements.

Note 2. Financial Assets and Liquidity Resources

The following table represents the Organization's financial assets as of February 29, 2024 and February 28, 2023:

	2024	2023
Financial assets at year-end:		
Cash	$ 19,033,514	$ 13,504,222
Investments	2,500,000	-
Grants and contracts receivable	13,126,684	11,364,285
	34,660,198	24,868,507
Less amounts not available to be used within one year:		
Cash restricted for program use by funding agencies	5,949,616	537,868
Net assets with donor restrictions	211,309	238,658
	6,160,925	776,526
Financial assets available to meet expenditures over the next twelve months	$ 28,499,273	$ 24,091,981

NOTES TO FINANCIAL STATEMENTS

The Organization's operations are funded primarily by grant funds, generally with specific programmatic requirements. The Organization closely monitors program expenditures in accordance with grant budgets and within grant periods of performance. Expenses for grant funded programs are generally incurred only to the extent that there is grant funding under contract for payment. Because program expenses are generally not incurred outside of grant contract terms, there is low risk of incurring expenses for which funds are not received.

The Organization's goal is to maintain a combination of financial assets and lines of credit to meet 30 days of operating expenses (approximately $13.3 million), as this is approximately the Grants and Contracts Receivable Days Outstanding. In addition to the financial assets available to meet general expenditures over the next twelve months as of February 29, 2024 of $28,499,273, the Organization maintains a line of credit with a bank totaling $3 million to assist with cash flow needs.

Note 3. Investments

Investments are stated at fair value at February 29, 2024. Cost, fair value and the unrealized appreciation at February 29, 2024 are as follows:

	Cost	Fair Value	Unrealized Appreciation
Certificates of deposit	$ 2,500,000	$ 2,500,000	$ -

Note 4. Fair Value Measurements

The Fair Value Measurements topic of the FASB Accounting Standards Codification establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy are described below:

Level 1 — Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Organization has the ability to access.

Level 2 — Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 — Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at February 29, 2024.

Certificates of deposit: Valued at amortized cost plus accrued interest.

The Organization invests in a professionally managed portfolio that contains certificates of deposits. Investments are exposed to various risks such as interest rate, market and credit. Due to the level of risk associated with such investments and the level of uncertainty related to changes in the value of such investments, it is at least reasonably possible that changes in risks in the near term would materially affect investment balances and the amounts reported in the financial statements.

At February 29, 2024, all investments are considered to be Level 1 investments.

Note 5. Grants and Contracts Receivable

The grants and contracts receivable at February 29, 2024 and February 28, 2023 are as follows:

	2024	2023
Federal funds	$ 10,188,699	$ 7,996,152
State funds	2,719,696	3,247,807
Other	218,289	120,326
	$ 13,126,684	$ 11,364,285

Note 6. Inventories

Inventories as of February 29, 2024 and February 28, 2023 are comprised of the following:

	2024	2023
Food commodities	$ 3,737,457	$ 912,082
Weatherization supplies	257,200	178,662
	$ 3,994,657	$ 1,090,744

Note 7. Property and Equipment

Property and equipment as of February 29, 2024 and February 28, 2023 is comprised of the following:

	2024	2023
Land	$ 1,086,669	$ 1,776,669
Buildings	38,806,870	20,231,245
Renovations	6,721,776	6,468,893
Vehicles	4,848,251	4,606,348
Equipment	4,073,173	3,479,670
Construction in progress	14,673,810	19,008,280
	70,210,549	55,571,105
Less accumulated depreciation	23,995,237	24,343,875
	$ 46,215,312	$ 31,227,230

During the years ended February 29, 2024 and February 28, 2023 the Organization received a significant amount of federal and state grant revenue for the purpose of renovating various facilities utilized by the Early Head Start, Head Start, Migrant Alternative Payment, and Food Bank programs. At February 29, 2024 and February 28, 2023 these renovations were in various stages of completion and are shown as construction in progress on the statements of financial position. Capitalization of these costs as construction in progress is required in order for the financial statements to be in accordance with generally accepted accounting principles. As such, capitalization of these costs has resulted in an increase in the change in net assets for the years ended February 29, 2024 and February 28, 2023.

The federal government has a reversionary interest in property and equipment at February 29, 2024 and February 28, 2023 in the amount of $55,393,049 and $50,234,809, respectively, with accumulated depreciation of $20,124,184 and $20,108,714, respectively.

Note 8. Note Payable

The Organization has a $3,000,000 revolving line of credit agreement with a bank, which provides for credit through February 2025. As of February 29, 2024, the full amount was available to the Organization for draws under the agreement. The note bears interest at the secured overnight financing rate (SOFR) (5.32% as of February 29, 2024) plus 3.85% and is unsecured.

Note 9. Pledged Assets and Long-term Debt

Long-term debt consists of the following as of February 29, 2024 and February 28, 2023:

	2024	2023
Note payable to a bank:		
Secured by deed of trust, due in monthly installments of $44,368 including interest at 3%, including a final balloon payment due December 2033	$ 7,927,207	$ -
Secured by deed of trust, due in monthly installments of $23,790 including interest at 4.2%, due July 2025	-	639,078
Non-interest bearing State of California, Department of Corrections and Rehabilitation Grant, secured by deed of trust, due in annual installments of $65,052 through 2024 (*)	-	65,052
	$ 7,927,207	$ 704,130

* A Department of Corrections and Rehabilitation (formerly the Department of the Youth Authority) loan from the State of California was secured and executed July 16,1999, in the amount of $1,301,040 for the construction of a facility located in the City of Shafter and County of Kern for use as a youth center. Equal annual installments of $65,052 are due through the year ended February 29, 2024. Each annual payment due is to be deemed forgiven, in whole, or in part, as long as the Organization operates the facility as a youth center for a period of 20 years, beginning with 2003, the year operations began in the completed center. The balances outstanding at February 29, 2024 and February 28, 2023, represent cash drawn on the note, net of debt forgiveness to date.

Aggregate maturities of long-term debt as of February 29, 2024 are due in future years as follows:

Year ending February 28/29,	
2025	$ 298,029
2026	307,734
2027	317,094
2028	326,739
2029	336,143
Later years	6,341,468
	$ 7,927,207

Note 10. Retirement Plans

401 (a) Plan

The Organization has a defined contribution money purchase plan, which covers all employees who have been employed for one year or more with at least 1,000 hours worked during the year, and who are at least 21 years of age. The employer's contribution is as follows:

Group "A" – 10% of the Participant's Compensation for the Plan Year. Group "A" is defined as "Chief Executive Officer".

Group "B" – 7.5% of the Participant's Compensation for that Plan Year. Group "B" is defined as "Chiefs and Division Directors".

Group "C" – 5% of the Participant's Compensation for that Plan Year. Group "C" is defined as "all Participants who are not in Group "A" or "B".

Employees become vested 25% upon two years of service, 50% upon three years of service, 75% upon four years of service, and 100% upon five years of service. Participants also become 100% vested upon normal retirement, disability, or death. The Organization's pension contribution for the years ended February 29, 2024 and February 28, 2023 was $1,673,709 and $1,574,905, respectively.

403(b) Plan

The Organization has a tax deferred annuity plan under Section 403(b) of the Internal Revenue Code (IRC). The employees of the Organization become immediately eligible upon being hired. Participants may contribute from $1 up to the maximum amount allowed by law and certain discrimination tests prescribed by the IRC. All contributions to the Plan are directed by the participants into investments in the funds made available through a contract with the trustee. A participant's vested interest will be 100% at all times, meaning participants are entitled to all of the amounts in their accounts attributable to the following:

- Elective deferrals including Roth elective deferrals and catch-up contributions
- Rollover contributions

The Organization may elect to match contributions each Plan year in an amount to be determined by the board of directors. The Organization made no contributions for the years ended February 29, 2024 or February 28, 2023.

457(b) Plan

The Organization has a tax exempt 457(b) plan (the Plan), which covers all employees that the Organization has determined are in a select group of management or highly compensated employees as would constitute a "top-hat" group within the meaning of Title I of ERISA. The employees in this group become eligible to participant in the Plan as of the Plan effective date January 1, 2020 or as of his/her first day of employment with the Organization, whichever is sooner. All contributions to the Plan are directed by the participant into investments in the funds made available through a contract with the trustee. A participant's vested interest will be 100% at all times, meaning participants are entitled to all of the amounts in their accounts attributable to the following:

- Elective deferrals including Roth elective deferrals and catch-up contributions
- Rollover contributions

The Organization may elect to match contributions each Plan year in an amount to be determined by the employer. The Organization contributed $19,988 and $19,807 for the years ended February 29, 2024 and February 28, 2023, respectively.

Note 11. Accrued Vacation

Accumulated unpaid employee vacation benefits are recognized as liabilities of the Organization. The liability is recognized in the program to which the liability relates. The value of accumulated vacation at February 29, 2024 and February 28, 2023, is as follows:

	2024	2023
Indirect Fund	$ 572,627	$ 477,733
Early Head Start	490,858	472,081
Head Start	362,888	306,408
Early Head Start San Joaquin	244,162	219,098
Low Income Home Energy Assistance Program	117,790	84,971
Migrant Alternative Payment	101,739	68,965
Community Services Block Grant	63,542	53,323
Women, Infants, and Children	47,693	35,353
County of Kern 211	19,017	18,137
Commodity Supplement Food Program	4,333	3,748
Community Action Partnership of Kern Foundation	2,557	3,674
	$ 2,027,206	$ 1,743,491

All accrued vacation is unfunded, with the exception of the following, which have been funded at February 29, 2024 and February 28, 2023:

	2024	2023
Early Head Start	$ 490,858	$ 472,081
Head Start	362,888	306,408
Early Head Start San Joaquin	244,162	219,098
	$ 1,097,908	$ 997,587

Cash is maintained in separate interest-bearing bank accounts, as the cash is reserved for this specific purpose.

Note 12. Deferred Revenue

Deferred revenue as of February 29, 2024 and February 28, 2023, is as follows:

	2024	2023
Migrant Alternative Payment	$ 5,032,483	$ -
Day 1 Families Housing Support	5,009,357	-
Head Start	3,028,270	-
California State Preschool	1,701,946	1,201,139
General Child Care and Development	856,254	698,042
Food Bank Expansion	376,208	774,628
Child Development Reserve Fund No. 1	246,147	7,521
Wonderful Foundation	157,249	95,923
State Drought Food Assistance	127,707	17,863
Child Care Facilities	114,085	-
Wonderful Food Bank Expansion	100,890	1,923,571
Kaiser Foundation	76,360	-
Migrant Child Care	64,515	63,462
Wells Fargo Foundation	46,933	66,982
General Child Care and Development - San Joaquin COE	44,019	23,094
Pacific Gas & Electric (PG&E)	33,080	33,080
Child Development Reserve Fund No. 2	19,465	61,585
First 5 of Kern	8,028	-
Emergency Food and Shelter	-	197,686
Community Services Block Grant	-	154,434
Feed America Service Insights	-	89,541
Sierra Foundation - Asthma Mitigation	-	63,539
ASHTO Vaccine Equity Project	-	62,267
Dignity Health	-	1,049
	$ 17,042,996	$ 5,535,406

Note 13. Commitments and Contingencies

The Organization has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. If the review or audit discloses exceptions, the Organization may incur a liability to grantor agencies.

Operating leases

The Organization leases various facilities under noncancelable operating leases that expire through June 2033. Rental expense for the years ended February 29, 2024 and February 28, 2023, was $1,602,746 and $1,623,068, respectively. At February 29, 2024, total annual rental commitments are as follows:

Year ending February 28/29,	
2025	$ 1,700,196
2026	1,019,370
2027	586,229
2028	212,039
2029	107,533
Later years	151,690
	$ 3,777,057

Litigation

The Organization has two Private Attorney General Action (PAGA) lawsuits against them alleging failure to provide meal periods, rest periods, and overtime pay. The plaintiffs have filed for deficiency judgements against the Organization. During the year ended February 29, 2024, the Organization's management and legal counsel reached a settlement which required the Organization to pay a total of $504,550. At February 29, 2024 $412,500 is included in accrued expenses on the statements of financial position. The Organization anticipates this amount will be paid during the year ending February 28, 2025.

Note 14. Net Assets with Donor Restrictions

Net assets with donor restrictions as of February 29, 2024 and February 28, 2023, are as follows:

	2024	2023
East Kern Family Resource Center	$ 64,712	$ 28,948
Friendship House - Advisory Board	36,175	23,278
Tax Assistance	35,454	28,443
M Street Navigation Center	24,940	40,942
Oasis Family Resource Center	23,310	15,000
Blue Shield Wellness Program	19,947	19,948
Youth Centers - Robotics/STEM	2,548	2,548
Friendship House	2,423	2,423
Shafter Youth Center	911	26,928
Discretionary Fund	689	-
Youth Centers - First Aid	200	200
Food Bank - Anthem Blue Cross	-	50,000
	$ 211,309	$ 238,658

NOTES TO FINANCIAL STATEMENTS

Note 15. Concentration of Revenue

For the years ended February 29, 2024 and February 28, 2023 approximately 51% and 48%, respectively, of the Organization's total revenue was received from two grant sources. Management believes these grants will be renewed on an ongoing basis.

Note 16. Donated Goods and Services

The Organization receives various forms of gift-in-kind (GIK) including food, occupancy, consulting services and supplies. GIK are valued based upon estimates of fair market value that would be received for selling the goods in their principal market considering their condition and utility for use at the time the goods are contributed by the donor.

	2024	2023
Supplies	$ 60,069	$ 162,654
Salaries	7,450	-
Consultant/contract services	418	621
	$ 67,937	$ 163,275

SUPPLEMENTARY INFORMATION

COMMUNITY ACTION PARTNERSHIP OF KERN

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
Year Ended February 29, 2024
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Federal Grantor/Pass-Through Grantor Program Title	Federal Assistance Listing Number	Grantor's Number	Amount	Total
FEDERAL:				
U.S. Department of Health and Human Services				
Direct Program				
Early Head Start (EHS) Head Start - Kern	93.600	09HP011132-05	33,987,439	
				33,987,439
Association of State and Territorial Health Pass Through				
Centers of Disease Control and Prevention				
ASTHO Vaccine Equity Project	93.185	00-FE-3400-03-00	221,672	
				221,672
County of Kern- Pass through Program				
COVID-19 Mitigation	93.323	N/A	18,321	
				18,321
State of California- Pass through Programs				
Department of Community Services and Development				
Community Services Block Grant	93.569	23F-4015	1,506,586	
Community Services Block Grant	93.569	24F-3015	439,403	
				1,945,989
Low Income Home Energy Assistance Program Weatherization (Wx)	93.568	22B-4012	(10,453)	
Low Income Home Energy Assistance Program ECIP/HEAP/Assurance 16 (EHA 16)	93.568	22B-4012	472,160	
Low Income Home Energy Assistance Program Weatherization (Wx)	93.568	23B-5012	2,065,763	
Low Income Home Energy Assistance Program ECIP/HEAP/Assurance 16 (EHA 16)	93.568	23B-5012	1,639,048	
Low Income Home Energy Assistance Program Weatherization (Wx)	93.568	24B-2012	1,243,730	
Low Income Home Energy Assistance Program ECIP/HEAP/Assurance 16 (EHA 16)	93.568	24B-2012	1,033,129	
Emergency Supplemental Low Income Home Energy Assistance Program Weatherization (Wx)	93.568	23J-5716	25,014	
Emergency Supplemental Low Income Home Energy Assistance Program ECIP/HEAP/Assurance 16 (EHA 16)	93.568	23J-5716	431,004	
Low Income Home Energy Assistance Program ARPA ECIP/HEAP/Assurance 16 (EHA 16)	93.568	21V-5561	618,232	
				7,517,627
Low Income Household Water Assistance	93.499	21Z-9556	488,563	
				488,563
Department of Energy				
Weatherization Assistance Program	81.042	22P-7010	4,988	
				4,988
Department of Social Services				
Child Care and Development Fund				
General Child Care and Development	93.596	CCTR-2058	223,120	
General Child Care and Development	93.596	CCTR-3063	6,450	
Child Care and Development Block Grant				
General Child Care and Development	93.575	CCTR-2058	131,235	
General Child Care and Development	93.575	CCTR-3063	507,170	
Migrant Alternative Payment	93.575	CMAP-2000	1,494,820	

COMMUNITY ACTION PARTNERSHIP OF KERN

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
Year Ended February 29, 2024
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Federal Grantor/Pass-Through Grantor Program Title	Federal Assistance Listing Number	Grantor's Number	Amount	Total
FEDERAL, continued:				
Migrant Alternative Payment	93.575	CMAP-3000	8,169,478	
Total Child Care Development Fund Cluster				10,532,273
Pass Through California Community Action Partnership Association				
Diaper Distribution Pilot Project	93.647	90EDA0009-DDDRP	12,874	
				12,874
U.S. Department of Housing and Urban Development				
Pass Through United Way of Kern County				
Housing and Urban Development (CoC Planning Grant)	14.267	CA1799L9D042103	115,503	
Housing and Urban Development (CoC Planning Grant)	14.267	CA1799L9D042204	126,927	
				242,430
CDBG City of Bakersfield Food Bank Expansion	14.218	2023-187	377,509	
CDBG County of Kern Food Bank Expansion	14.218	N/A	(3,692)	
Total Community Development Block Grant Entitlement Grants Cluster				373,817
Housing Urban Development Community Project Funding Grant - Food Bank Expansion	14.251	B-22-CP-CA-0119	1,503,397	
				1,503,397
U.S. Department of the Treasury				
Direct Program				
Internal Revenue Service - Volunteer Income Tax Assistance (VITA)	21.009	23VITA0166	144,660	
Internal Revenue Service - Volunteer Income Tax Assistance (VITA)	21.009	24VITA0111	121,678	
				266,338
County of Kern - Pass Through Programs				
Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) - Safe Parking-Encampment	21.027	752-2020	349,337	
(CSLFRF) - Safe Parking-Encampment	21.027	752-2020	709,764	
				1,059,101
U.S. Department of Agriculture				
State of California - Pass Through Programs				
Department of Public Health				
Women, Infants, and Children (WIC)	10.557	22-10236	2,000,688	
Women, Infants, and Children (WIC)	10.557	22-10236	1,494,030	
				3,494,718
Department of Social Services				
Commodity Supplemental Food Program	10.565	MOU-20-6003	253,986	
Commodity Supplemental Food Program	10.565	MOU-20-6003	169,231	
Emergency Food Assistance Program (EFAP)	10.568	MOU-22-00118	383,387	
Emergency Food Assistance Program (EFAP)	10.568	MOU-22-00118	61,082	
Emergency Food Assistance Program (EFAP) Reach & Resiliency	10.568	MOU-22-00118	85,893	
Emergency Food Assistance Program (EFAP) Commodity Credit Corporation (CCC)	10.568	MOU-22-00118	85,372	
EFAP Commodities	10.569	N/A	8,364,099	
Total Food Distribution Cluster				9,403,050

COMMUNITY ACTION PARTNERSHIP OF KERN

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
Year Ended February 29, 2024
Page 3 of 6

Federal Grantor/Pass-Through Grantor Program Title	Federal Assistance Listing Number	Grantor's Number	Amount	Total
FEDERAL, continued:				
Supplemental Nutrition Assistance				
Cal Fresh Outreach	10.561	21-1004-SUB	39,381	
Cal Fresh Outreach	10.561	21-1004-SUB	28,818	
Cal Fresh Healthy Living	10.561	19-10324	759,027	
Cal Fresh Healthy Living	10.561	23-10317	589,050	
				1,416,276
Child and Adult Care Food - Kern	10.558	15-1248-OJ	668,219	
Child and Adult Care Food - Kern	10.558	15-1248-OJ	553,653	
Child and Adult Care Food - San Joaquin	10.558	15-1248-OJ	80,020	
Child and Adult Care Food - San Joaquin	10.558	15-1248-OJ	58,712	
				1,360,604
U.S. Department of Homeland Security				
Pass Through Program - United Way of KC (Local Board)				
Emergency Food and Shelter - ARPA	97.024	ARPA	165,509	
Emergency Food and Shelter	97.024	Phase 39	32,177	
Emergency Food and Shelter	97.024	Phase 40	56,733	
				254,419
				$ 74,103,896
STATE:				
State of California - Department of Education				
California State Preschool		CSPP-2120	2,046,267	
California State Preschool		CSPP-3124	3,725,148	
California State Preschool - CCPU Stipend		N/A	419,223	
State Preschool Reserve Fund		N/A	2,717	
California Community School Partnership - BCSD		Year 1	132,559	
California Community School Partnership - BCSD		Year 2	266,643	
				6,592,557
State of California - Department of Human Services				
Home Visiting Initiative Program		079-2021	1,176,558	
Home Visiting Initiative Program		338-2022	2,753,484	
Positive Youth Development Services		272-2022	21,052	
Positive Youth Development Services		216-2023	44,603	
Positive Youth Development Services - MEDI-CAL		012-2023	139,436	
Positive Youth Development Services - MEDI-CAL		217-2023	186,087	
				4,321,220
State of California - Department of Health Care Services				
Sierra Foundation - Asthma Mitigation		GA20APS006	63,539	
Bakersfield Kern Regional Homeless Collaborative Housing and Homeless Incentive Program		2023-001	120,000	
				183,539
State of California - Department of Social Services				
General Child Care and Development		CCTR-2058	1,037,866	
General Child Care and Development		CCTR-3063	1,783,428	
General Child Care and Development - CCPU Stipend		N/A	69,080	
Migrant Alternative Payment		CMAP-2000	9,546,213	
Migrant Alternative Payment		CMAP-3000	14,875,594	
Migrant Alternative Payment - AB82 Stipend		N/A	729,810	
Migrant Alternative Payment - CCPU Stipend		N/A	4,446,093	
Child Development Alternative Payment Reserve		N/A	77,164	

COMMUNITY ACTION PARTNERSHIP OF KERN

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
Year Ended February 29, 2024

State Grantor Grantor Program Title	Grantor's Number	Amount	Total
STATE, continued:			
Migrant Child Care	CMIG-2004	24,024	
Migrant Child Care	CMIG-3004	24,676	
Migrant Child Care - CCPU Stipend	N/A	3,520	
Migrant Specialized Services	CMSS-3004	40,079	
Child Care Facilities	FGRT-22-IGPMRR-0828	135,552	
Center Based Reserve	N/A	2,338	
San Joaquin COE General Child Care (CCTR)	CCTR-2246	548,536	
San Joaquin COE General Child Care (CCTR)	CCTR-3279	1,225,669	
San Joaquin COE General Child Care (CCTR) Stipend	N/A	133,330	
State Emergency Food Assistance - Tax Check Off	MOU-22-00118	29,743	
State Emergency Food Assistance - Tax Check Off	MOU-22-00118	1,616	
State Emergency Food Assistance	MOU-22-00118	142,547	
State Emergency Food Assistance - Cal Foods One Time Funds	MOU-22-00118	1,578,593	
State Emergency Food Assistance - Cal Foods One Time Funds	MOU-22-00118	210,408	
State Drought Food Assistance	MOU-22-00118	83,851	
State Disaster Food Boxes	MOU-22-00118	15,646	
Food Bank Capacity Program	SCRT-22-0012	1,500,295	
Differential Response	N/A	76,024	
County of Kern Low Barrier Homeless Shelter	694-2022	691,878	
County of Kern Low Barrier Homeless Shelter	694-2022	1,548,703	
City of Bakersfield Homeless Collaborative Homeless Housing Assistance & Prevention	2022-017	147,120	
City of Bakersfield Homeless Collaborative Homeless Housing Assistance & Prevention	2023-302	35,262	
			40,764,658
Department of Parks and Recreation			
City of Bakersfield Friendship House Community Center Sports Field	2023-073	869,407	
			869,407
Department of Corrections Planning and Grants Programs			
City of Bakersfield CalVIP Outreach	2023-244	15,003	
Board of State and Community Corrections Warm Hand-off	BSCC-1012-22	56,077	
			71,080
Department of Community Services and Development			
CAL EITC Free Tax Preparation Assistance Grant	21T-1015	916,099	
			916,099
Employment Development Department			
Kern Community College District CERF Regional Convener	N/A	100,633	
			100,633
Department of Corrections and Rehabilitation			
California Violence Intervention and Prevention	2023-199	49,431	
California Violence Intervention and Prevention	2023-199	74,182	
Shafter Youth Center	99-011	65,052	
			188,665
California Interagency Council on Homelessness			
Bakersfield Kern Regional Homeless Collaborative Encampment Resolution Funds	2023-307	13,077	
			13,077
California Children and Families Commission			
2-1-1	2020.2.05	28,143	
2-1-1	2020.2.05	88,503	

COMMUNITY ACTION PARTNERSHIP OF KERN

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
Year Ended February 29, 2024

State Grantor Grantor Program Title	Grantor's Number	Amount	Total
STATE, continued:			
E Kern Family Resource Center	2020.2.06	51,525	
E Kern Family Resource Center	2020.2.06	86,843	
Help Me Grow	2020.1.06	69,046	
Help Me Grow	2020.1.06	203,172	
Oasis FRC	2020.2.18	54,697	
Oasis FRC	2020.2.18	127,256	
Oasis FRC Baby Shower	N/A	3,500	
			712,685
			$ 54,733,620

Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal and state awards (the "Schedule") includes the federal and state award activity of **Community Action Partnership of Kern** under programs of the federal and state governments for the year ended February 29, 2024. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of **Community Action Partnership of Kern**, it is not intended to and does not present the financial position, changes in net assets, or cash flows of **Community Action Partnership of Kern.**

Note 2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represents adjustments or credits made, in the normal course of business, to amounts reported as expenditures in prior years.

Note 3. Indirect Cost Rate

The Organization has elected to use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.

Note 4. Noncash Assistance

The Organization received noncash assistance in the form of food commodities, which is included in the amounts reported on the Schedule of Expenditures of Federal and State Awards. Commodities, with a fair value of $8,364,099 at the time received, have been included in the determination of federal awards expended for the year ended February 29, 2024.

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
CHILD AND ADULT CARE FOOD - KERN
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES CONTRACT NO. 15-1248-OJ
FOR THE PERIOD OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023

	Oct. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through Sept. 30, 2023	TOTAL
REVENUE			
Federal Grant Revenue	$ 500,918	$ 668,219	$ 1,169,137
Other Revenue	-	1,825	1,825
Total Revenue	500,918	670,044	1,170,962
EXPENDITURES			
Salaries	353,333	425,876	779,209
Fringe Benefits	101,338	121,811	223,149
Travel	12,466	14,414	26,880
Space Costs	69,603	93,855	163,458
Consumable Supplies	54,538	87,513	142,051
Equipment	21,846	-	21,846
Consultant/Contract Services	2,258	-	2,258
Other Costs	25,666	41,008	66,674
Program Costs	(183,413)	(174,882)	(358,295)
Depreciation	-	-	-
Administration Cost	43,283	60,449	103,732
Total Expenditures	500,918	670,044	1,170,962
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
CHILD AND ADULT CARE FOOD - SAN JOAQUIN
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES CONTRACT NO. 15-1248-OJ
FOR THE PERIOD OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023

	Oct. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through Sept. 30, 2023	TOTAL
REVENUE			
Federal Grant Revenue	$ 42,678	$ 80,020	$ 122,698
Total Revenue	42,678	80,020	122,698
EXPENDITURES			
Salaries	-	-	-
Fringe Benefits	-	-	-
Travel	-	-	-
Space Costs	-	-	-
Consumable Supplies	-	-	-
Equipment	-	-	-
Consultant/Contract Services	-	-	-
Other Costs	-	-	-
Program Costs	38,798	72,746	111,544
Depreciation	-	-	-
Administration Cost	3,880	7,274	11,154
Total Expenditures	42,678	80,020	122,698
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 22B-4012
FOR THE PERIOD NOVEMBER 1, 2021 THROUGH DECEMBER 31, 2023

	Nov. 1, 2021 through Feb. 28, 2022	Mar. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through Dec. 31, 2023	TOTAL
REVENUE				
Federal Grant Revenue	$ 103,848	$ 4,263,087	$ 461,707	$ 4,828,642
Total Revenue	103,848	4,263,087	461,707	4,828,642
EXPENDITURES				
Salaries	73,394	1,052,971	106,031	1,232,396
Fringe Benefits	5,614	269,500	43,011	318,125
Travel	-	36,097	-	36,097
Space Costs	-	208,604	-	208,604
Consumable Supplies	-	82,018	25,396	107,414
Equipment	-	43,569	-	43,569
Consultant/Contract Services	228	1,343,533	124,079	1,467,840
Other Costs	24,612	608,582	92,854	726,048
Program Costs	-	171,816	21,802	193,618
Depreciation	-	-	-	-
Administration Cost	-	446,397	48,534	494,931
Total Expenditures	103,848	4,263,087	461,707	4,828,642
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 23B-5012
FOR THE PERIOD NOVEMBER 1, 2022 THROUGH DECEMBER 31, 2023

	Nov. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through Dec. 31, 2023	TOTAL
REVENUE			
Federal Grant Revenue	$ 581,322	$ 3,704,811	$ 4,286,133
Total Revenue	581,322	3,704,811	4,286,133
EXPENDITURES			
Salaries	55,140	1,050,453	1,105,593
Fringe Benefits	6,202	306,976	313,178
Travel	1,855	38,512	40,367
Space Costs	10,572	136,102	146,674
Consumable Supplies	564	143,472	144,036
Equipment	-	64,572	64,572
Consultant/Contract Services	481,737	992,522	1,474,259
Other Costs	8,213	394,078	402,291
Program Costs	9,569	259,342	268,911
Depreciation	-	-	-
Administration Cost	7,470	318,782	326,252
Total Expenditures	581,322	3,704,811	4,286,133
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 21V-5561
FOR THE PERIOD AUGUST 1, 2021 THROUGH SEPTEMBER 30, 2023

	Aug. 1, 2021 through Feb. 28, 2022	Mar. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through Sept. 30, 2023	TOTAL
REVENUE				
Federal Grant Revenue	$ 136,119	$ 864,688	$ 618,232	$ 1,619,039
Total Revenue	136,119	864,688	618,232	1,619,039
EXPENDITURES				
Salaries	93,810	326,275	270,339	690,424
Fringe Benefits	18,721	70,803	51,843	141,367
Travel	-	1,487	-	1,487
Space Costs	-	4,303	18,732	23,035
Consumable Supplies	397	12,477	18,639	31,513
Equipment	-	23,052	42,734	65,786
Consultant/Contract Services	10,091	350,111	11,315	371,517
Other Costs	44	-	149,790	149,834
Program Costs	-	-	-	-
Depreciation	-	-	-	-
Administration Cost	13,056	76,180	54,840	144,076
Total Expenditures	136,119	864,688	618,232	1,619,039
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 22Q-4561
FOR THE PERIOD SEPTEMBER 1, 2022 THROUGH JUNE 30, 2023

	Sept. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through June 30, 2023	TOTAL
REVENUE			
Federal Grant Revenue	$ 48,912	$ -	$ 48,912
Total Revenue	48,912	-	48,912
EXPENDITURES			
Salaries	37,918	-	37,918
Fringe Benefits	1,077	-	1,077
Travel	-	-	-
Space Costs	-	-	-
Consumable Supplies	-	-	-
Equipment	-	-	-
Consultant/Contract Services	-	-	-
Other Costs	5,323	-	5,323
Program Costs	-	-	-
Depreciation	-	-	-
Administration Cost	4,594	-	4,594
Total Expenditures	48,912	-	48,912
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 21Z-9556
FOR THE PERIOD APRIL 1, 2022 THROUGH FEBRUARY 29, 2024

	Apr. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through Feb. 29, 2024	TOTAL
REVENUE			
Federal Grant Revenue	$ 48,535	$ 488,563	$ 537,098
Total Revenue	48,535	488,563	537,098
EXPENDITURES			
Salaries	33,081	149,952	183,033
Fringe Benefits	7,026	36,457	43,483
Travel	145	40	185
Space Costs	-	7,052	7,052
Consumable Supplies	-	26,046	26,046
Equipment	-	-	-
Consultant/Contract Services	-	29,737	29,737
Other Costs	3,871	195,626	199,497
Program Costs	-	-	-
Administration Cost	4,412	43,653	48,065
Total Expenditures	48,535	488,563	537,098
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
COMMUNITY SERVICES BLOCK GRANT NO. 23F-4015
FOR THE PERIOD JANUARY 1, 2023 THROUGH DECEMBER 31, 2023

	Jan. 1, 2023 through Feb. 28, 2023	Mar. 1, 2023 through Dec. 31, 2023	TOTAL
REVENUE			
Federal Grant Revenue	$ 284,741	$ 1,506,586	$ 1,791,327
Total Revenue	284,741	1,506,586	1,791,327
EXPENDITURES			
Salaries	163,856	872,984	1,036,840
Fringe Benefits	45,513	200,290	245,803
Travel	1,261	29,692	30,953
Space Costs	29,491	164,122	193,613
Consumable Supplies	8,712	26,079	34,791
Equipment	-	-	-
Consultant/Contract Services	83	20,804	20,887
Other Costs	7,393	45,600	52,993
Program Costs	-	903	903
Depreciation	-	38	38
Administration Cost	28,432	146,074	174,506
Total Expenditures	284,741	1,506,586	1,791,327
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
COUNTY OF KERN 211 GRANT NO. 604-2022
FOR THE PERIOD JULY 1, 2022 THROUGH JUNE 30, 2023

	July 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through June 30, 2023	TOTAL
REVENUE			
Local Grant Revenue	$ 45,000	$ -	$ 45,000
Total Revenue	45,000	-	45,000
EXPENDITURES			
Salaries	-	-	-
Fringe Benefits	-	-	-
Travel	-	-	-
Space Costs	14,918	-	14,918
Consumable Supplies	2,292	-	2,292
Equipment	-	-	-
Consultant/Contract Services	120	-	120
Other Costs	24,395	-	24,395
Program Costs	-	-	-
Depreciation	-	-	-
Administration Cost	3,275	-	3,275
Total Expenditures	45,000	-	45,000
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
EMERGENCY FOOD ASSISTANCE PROGRAM GRANT NO. MOU-22-00118
FOR THE PERIOD OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023

	Oct. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through Sept. 30, 2023	TOTAL
REVENUE			
Federal Grant Revenue	$ 161,983	$ 383,387	$ 545,370
Total Revenue	161,983	383,387	545,370
EXPENDITURES			
Salaries	74,978	163,257	238,235
Fringe Benefits	11,249	25,891	37,140
Travel	9,208	17,391	26,599
Space Costs	16,136	20,260	36,396
Consumable Supplies	6,609	38,291	44,900
Equipment	-	-	-
Consultant/Contract Services	91	47	138
Other Costs	30,017	84,544	114,561
Program Costs	-	-	-
Depreciation	13,695	33,706	47,401
Administration Cost	-	-	-
Total Expenditures	161,983	383,387	545,370
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
EMERGENCY FOOD AND SHELTER
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 29, 2024

	Mar. 1, 2023 through Feb. 29, 2024	TOTAL
REVENUE		
Federal Grant Revenue	$ 254,419	$ 254,419
Total Revenue	254,419	254,419
EXPENDITURES		
Salaries	-	-
Fringe Benefits	-	-
Travel	-	-
Space Costs	-	-
Consumable Supplies	-	-
Equipment	-	-
Consultant/Contract Services	-	-
Other Costs	-	-
Program Costs	254,419	254,419
Depreciation	-	-
Administration Cost	-	-
Total Expenditures	254,419	254,419
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
WONDERFUL FOUNDATION - FARMER'S MARKETS
FOR THE PERIOD OCTOBER 1, 2022 THROUGH FEBRUARY 29, 2024

	Oct. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through Sept. 30, 2023	TOTAL	Oct. 1, 2023 through Feb. 29, 2024
REVENUE				
Private Revenue	$ (17,923)	$ 145,923	$ 128,000	$ (7,249)
Total Revenue	(17,923)	145,923	128,000	(7,249)
EXPENDITURES				
Salaries	-	-	-	-
Fringe Benefits	-	-	-	-
Travel	-	-	-	-
Space Costs	-	-	-	-
Consumable Supplies	-	-	-	-
Equipment	-	-	-	-
Consultant/Contract Services	-	-	-	-
Other Costs	-	-	-	-
Program Costs	59,444	40,271	99,715	86,823
Depreciation	-	-	-	-
Administration Cost	5,852	2,897	8,749	8,683
Total Expenditures	65,296	43,168	108,464	95,506
REVENUE OVER/(UNDER) EXPENDITURES	$ (83,219)	$ 102,755	$ 19,536	$ (102,755)

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
CAL FRESH HEALTHY LIVING GRANT NO. 19-10324
FOR THE PERIOD OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023

	Oct. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through Sept. 30, 2023	TOTAL
REVENUE			
Federal Grant Revenue	$ 495,380	$ 759,027	$ 1,254,407
Other Revenue	10,000	(3,236)	6,764
Total Revenue	505,380	755,791	1,261,171
EXPENDITURES			
Salaries	177,827	283,617	461,444
Fringe Benefits	37,394	51,838	89,232
Travel	5,767	3,630	9,397
Space Costs	13,248	19,727	32,975
Consumable Supplies	7,720	8,122	15,842
Equipment	-	-	-
Consultant/Contract Services	208,663	360,198	568,861
Other Costs	9,800	17,938	27,738
Program Costs	-	-	-
Depreciation	-	-	-
Administration Cost	44,961	10,721	55,682
Total Expenditures	505,380	755,791	1,261,171
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
COMMODITY SUPPLEMENTAL FOOD PROGRAM GRANT NO. MOU-20-6003
FOR THE PERIOD OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023

	Oct. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through Sept. 30, 2023	TOTAL
REVENUE			
Federal Grant Revenue	$ 199,168	$ 253,986	$ 453,154
Total Revenue	199,168	253,986	453,154
EXPENDITURES			
Salaries	97,737	114,939	212,676
Fringe Benefits	25,145	33,155	58,300
Travel	10,325	20,118	30,443
Space Costs	21,878	30,160	52,038
Consumable Supplies	18,826	26,989	45,815
Equipment	-	-	-
Consultant/Contract Services	-	-	-
Other Costs	6,871	8,043	14,914
Program Costs	-	-	-
Depreciation	-	-	-
Administration Cost	18,386	20,582	38,968
Total Expenditures	199,168	253,986	453,154
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
DIFFERENTIAL RESPONSE
FOR THE PERIOD JULY 1, 2022 THROUGH FEBRUARY 29, 2024

	STATE DEPARTMENT OF SOCIAL SERVICES				FIRST 5 KERN			
	July 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through June 30, 2023	TOTAL	July 1, 2023 through Feb. 29, 2024	July 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through June 30, 2023	TOTAL	July 1, 2023 through Feb. 29, 2024
REVENUE								
State Grant Revenue	$ 118,924	$ 76,024	$ 194,948	$ -	$ 29,685	$ -	$ 29,685	$ -
Total Revenue	118,924	76,024	194,948	-	29,685	-	29,685	-
EXPENDITURES								
Salaries	66,604	51,242	117,846	-	22,682	-	22,682	-
Fringe Benefits	14,509	8,836	23,345	-	5,861	-	5,861	-
Travel	7,432	792	8,224	-	-	-	-	-
Space Costs	12,133	5,111	17,244	-	-	-	-	-
Consumable Supplies	1,946	1,064	3,010	-	-	-	-	-
Equipment	-	-	-	-	-	-	-	-
Consultant/Contract Services	-	-	-	-	-	-	-	-
Other Costs	7,516	3,413	10,929	-	-	-	-	-
Program Costs	-	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-	-
Administration Cost	8,784	5,566	14,350	-	1,142	-	1,142	-
Total Expenditures	118,924	76,024	194,948	-	29,685	-	29,685	-
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
FIRST 5 KERN - EAST KERN FAMILY RESOURCE CENTER
AGREEMENT NO. 2020.2.06
FOR THE PERIOD JULY 1, 2022 THROUGH FEBRUARY 29, 2024

	July 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through June 30, 2023	TOTAL	July 1, 2023 through Feb. 29, 2024
REVENUE				
State Grant Revenue	$ 71,332	$ 51,525	$ 122,857	$ 86,843
Total Revenue	71,332	51,525	122,857	86,843
EXPENDITURES				
Salaries	43,855	25,876	69,731	49,057
Fringe Benefits	9,229	4,455	13,684	8,101
Travel	218	350	568	129
Space Costs	8,293	3,393	11,686	9,002
Consumable Supplies	1,705	11,914	13,619	8,419
Equipment	-	-	-	-
Consultant/Contract Services	-	-	-	-
Other Costs	5,287	2,557	7,844	8,056
Program Costs	-	1,000	1,000	1,020
Depreciation	-	-	-	-
Administration Cost	2,745	1,980	4,725	3,059
Total Expenditures	71,332	51,525	122,857	86,843
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
FIRST 5 KERN - HELP ME GROW
AGREEMENT NO. 2020.1.06
FOR THE PERIOD JULY 1, 2022 THROUGH FEBRUARY 29, 2024

	July 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through June 30, 2023	TOTAL	July 1, 2023 through Feb. 29, 2024
REVENUE				
State Grant Revenue	$ 180,235	$ 69,046	$ 249,281	$ 203,172
Total Revenue	180,235	69,046	249,281	203,172
EXPENDITURES				
Salaries	124,381	55,102	179,483	140,222
Fringe Benefits	45,066	9,509	54,575	48,219
Travel	31	295	326	94
Space Costs	-	-	-	-
Consumable Supplies	-	-	-	-
Equipment	-	-	-	-
Consultant/Contract Services	-	-	-	-
Other Costs	3,837	1,473	5,310	6,829
Program Costs	-	-	-	-
Depreciation	-	-	-	-
Administration Cost	6,920	2,667	9,587	7,808
Total Expenditures	180,235	69,046	249,281	203,172
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
FIRST 5 KERN - OASIS FAMILY RESOURCE CENTER
AGREEMENT NO. 2020.2.18
FOR THE PERIOD JULY 1, 2022 THROUGH FEBRUARY 29, 2024

	July 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through June 30, 2023	TOTAL	July 1, 2023 through Feb. 29, 2024
REVENUE				
State Grant Revenue	$ 114,459	$ 54,697	$ 169,156	$ 127,256
Total Revenue	114,459	54,697	169,156	127,256
EXPENDITURES				
Salaries	74,348	36,587	110,935	77,485
Fringe Benefits	21,040	11,731	32,771	24,147
Travel	1,752	1,116	2,868	1,049
Space Costs	5,230	935	6,165	3,895
Consumable Supplies	3,967	1,260	5,227	3,008
Equipment	-	-	-	-
Consultant/Contract Services	-	-	-	-
Other Costs	1,109	418	1,527	2,657
Program Costs	2,154	336	2,490	9,180
Depreciation	445	222	667	457
Administration Cost	4,414	2,092	6,506	5,378
Total Expenditures	114,459	54,697	169,156	127,256
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
FIRST 5 KERN - OASIS FAMILY RESOURCE CENTER
FOR THE PERIOD JULY 1, 2022 THROUGH FEBRUARY 29, 2024

	July 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through June 30, 2023	TOTAL	July 1, 2023 through Feb. 29, 2024
REVENUE				
State Grant Revenue	$ 3,000	$ -	$ 3,000	$ 3,500
Total Revenue	3,000	-	3,000	3,500
EXPENDITURES				
Salaries	-	-	-	-
Fringe Benefits	-	-	-	-
Travel	-	-	-	-
Space Costs	-	-	-	-
Consumable Supplies	-	-	-	-
Equipment	-	-	-	-
Consultant/Contract Services	-	-	-	-
Other Costs	-	-	-	-
Program Costs	2,885	-	2,885	3,365
Depreciation	-	-	-	-
Administration Cost	115	-	115	135
Total Expenditures	3,000	-	3,000	3,500
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
FIRST 5 KERN 211 AGREEMENT NO. 2020.2.05
FOR THE PERIOD JULY 1, 2022 THROUGH FEBRUARY 29, 2024

	July 1, 2022 through Feb. 28, 2023	Mar. 1 2023 through June 30, 2023	TOTAL	July 1, 2023 through Feb. 29, 2024
REVENUE				
State Grant Revenue	$ 62,415	$ 28,143	$ 90,558	$ 88,503
Total Revenue	62,415	28,143	90,558	88,503
EXPENDITURES				
Salaries	48,827	22,189	71,016	69,415
Fringe Benefits	11,186	4,872	16,058	14,431
Travel	-	-	-	-
Space Costs	-	-	-	-
Consumable Supplies	-	-	-	-
Equipment	-	-	-	-
Consultant/Contract Services	-	-	-	-
Other Costs	-	-	-	-
Program Costs	-	-	-	-
Depreciation	-	-	-	-
Administration Cost	2,402	1,082	3,484	4,657
Total Expenditures	62,415	28,143	90,558	88,503
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
SIERRA FOUNDATION - ASTHMA MITIGATION PROJECT - GA20APS006
FOR THE PERIOD AUGUST 1, 2020 THROUGH MAY 15, 2023

	Aug. 1, 2020 through Feb. 28, 2021	Mar. 1, 2021 through Feb. 28, 2022	Mar. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through May 15, 2023	TOTAL
REVENUE					
State Grant Revenue	$ 46,425	$ 261,792	$ 128,244	$ 63,539	$ 500,000
Total Revenue	46,425	261,792	128,244	63,539	500,000
EXPENDITURES					
Salaries	4,990	42,339	39,585	(15,134)	71,780
Fringe Benefits	440	10,199	11,545	1,258	23,442
Travel	-	-	-	-	-
Space Costs	-	-	-	-	-
Consumable Supplies	-	-	-	-	-
Equipment	-	-	-	-	-
Consultant/Contract Services	-	-	-	-	-
Other Costs	39,547	198,984	73,347	90,964	402,842
Program Costs	-	-	-	-	-
Depreciation	-	-	-	-	-
Administration Cost	1,448	10,270	(811)	(8,971)	1,936
Total Expenditures	46,425	261,792	123,666	68,117	500,000
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ (4,578)	$ 4,578	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
CALIFORNIA STATEWIDE 211 COVID-19 CALL CENTER RESPONSE
FOR THE PERIOD APRIL 1, 2022 THROUGH FEBRUARY 29, 2024

	Apr. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through Mar. 31, 2023	TOTAL	Mar. 1, 2023 through Feb. 29, 2024
REVENUE				
Private Grant Revenue	$ 87,141	$ 3,540	$ 90,681	$ 3,540
Total Revenue	87,141	3,540	90,681	3,540
EXPENDITURES				
Salaries	66,937	1,871	68,808	3,116
Fringe Benefits	8,586	101	8,687	101
Travel	-	-	-	-
Space Costs	-	-	-	-
Consumable Supplies	3,697	-	3,697	-
Equipment	-	-	-	-
Consultant/Contract Services	-	-	-	-
Other Costs	-	-	-	-
Program Costs	-	-	-	-
Depreciation	-	-	-	-
Administration Cost	7,921	197	8,118	323
Total Expenditures	87,141	2,169	89,310	3,540
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ (1,371)	$ (1,371)	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
HUD GRANT NO. CA1799L9D042204
FOR THE PERIOD AUGUST 1, 2022 THROUGH FEBRUARY 29, 2024

	Aug. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through July 31, 2023	TOTAL	Aug. 1, 2023 through Feb. 29, 2024
REVENUE				
Federal Grant Revenue	$ 121,335	$ 115,503	$ 236,838	$ 126,927
In-Kind	-	227,072	227,072	-
Total Revenue	121,335	342,575	463,910	126,927
EXPENDITURES				
Salaries	84,094	80,346	164,440	88,604
Fringe Benefits	26,210	24,657	50,867	26,784
Travel	-	-	-	-
Space Costs	-	-	-	-
Consumable Supplies	-	-	-	-
Equipment	-	-	-	-
Consultant/Contract Services	-	-	-	-
Other Costs	-	-	-	-
Program Costs	-	-	-	-
Depreciation	-	-	-	-
Administration Cost	11,031	10,500	21,531	11,539
In-Kind	-	227,072	227,072	-
Total Expenditures	121,335	342,575	463,910	126,927
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
HOME VISITING INITIATIVE PROGRAM SERVICES NO. 010-2023
FOR THE PERIOD JULY 1, 2022 THROUGH JUNE 30, 2023

	July 1, 2022 through Feb. 28, 2023	Mar. 1 2023 through June 30, 2023	TOTAL
REVENUE			
State Grant Revenue	$ 1,994,921	$ 1,176,558	$ 3,171,479
Total Revenue	1,994,921	1,176,558	3,171,479
EXPENDITURES			
Salaries	1,220,109	752,057	1,972,166
Fringe Benefits	349,484	170,467	519,951
Travel	58,887	31,136	90,023
Space Costs	27,295	7,250	34,545
Consumable Supplies	82,859	44,875	127,734
Equipment	-	-	-
Consultant/Contract Services	4,886	2,228	7,114
Other Costs	57,986	55,716	113,702
Program Costs	-	-	-
Depreciation	13,548	6,575	20,123
Administration Cost	179,867	106,254	286,121
Total Expenditures	1,994,921	1,176,558	3,171,479
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
POSITIVE YOUTH DEVELOPMENT SERVICES NO. 272-2022
FOR THE PERIOD JULY 1, 2022 THROUGH JUNE 30, 2023

	July 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through June 30, 2023	TOTAL
REVENUE			
State Grant Revenue	$ 43,716	$ 21,052	$ 64,768
Total Revenue	43,716	21,052	64,768
EXPENDITURES			
Salaries	27,766	15,317	43,083
Fringe Benefits	8,302	2,206	10,508
Travel	61	153	214
Space Costs	-	-	-
Consumable Supplies	-	-	-
Equipment	-	-	-
Consultant/Contract Services	-	-	-
Other Costs	1,039	-	1,039
Program Costs	39	160	199
Depreciation	2,788	1,432	4,220
Administration Cost	3,721	1,784	5,505
Total Expenditures	43,716	21,052	64,768
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
POSITIVE YOUTH MEDI - CAL NO. 012-2023
FOR THE PERIOD OCTOBER 1, 2022 THROUGH JUNE 30, 2023

	Oct. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through June 30, 2023	TOTAL
REVENUE			
State Grant Revenue	$ 104,111	$ 139,436	$ 243,547
Total Revenue	104,111	139,436	243,547
EXPENDITURES			
Salaries	71,705	57,824	129,529
Fringe Benefits	11,647	7,399	19,046
Travel	875	1,093	1,968
Space Costs	1,350	1,246	2,596
Consumable Supplies	994	2,951	3,945
Equipment	-	-	-
Consultant/Contract Services	-	-	-
Other Costs	3,200	54,025	57,225
Program Costs	1,622	1,588	3,210
Depreciation	3,630	744	4,374
Administration Cost	9,088	12,566	21,654
Total Expenditures	104,111	139,436	243,547
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
FOOD BANK STATE EMERGENCY GRANT NO. MOU-22-00118
FOR THE PERIOD JULY 1, 2022 THROUGH FEBRUARY 29, 2024

	July 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through June 30, 2023	TOTAL	July 1, 2023 through Feb. 29, 2024
REVENUE				
State Grant Revenue	$ 242,527	$ -	$ 242,527	$ 142,547
Total Revenue	242,527	-	242,527	142,547
EXPENDITURES				
Salaries	10,638	-	10,638	4,738
Fringe Benefits	1,814	-	1,814	664
Travel	1,805	-	1,805	1,421
Space Costs	(47)	-	(47)	2,455
Consumable Supplies	748	-	748	1,144
Equipment	-	-	-	-
Consultant/Contract Services	-	-	-	28
Other Costs	3,390	-	3,390	4,983
Program Costs	202,227	-	202,227	114,193
Depreciation	-	-	-	-
Administration Cost	21,952	-	21,952	12,921
Total Expenditures	242,527	-	242,527	142,547
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
GENERAL CHILD CARE AND DEVELOPMENT PROGRAM
SAN JOAQUIN COUNTY OFFICE OF EDUCATION CONTRACT NO. CCTR-2246
FOR THE PERIOD JULY 1, 2022 THROUGH JUNE 30, 2023

	July 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through June 30, 2023	TOTAL
REVENUE			
State Grant Revenue	$ 401,497	$ 548,536	$ 950,033
Total Revenue	401,497	548,536	950,033
EXPENDITURES			
Salaries	271,659	338,041	609,700
Fringe Benefits	93,153	115,915	209,068
Travel	671	-	671
Space Costs	-	9,300	9,300
Consumable Supplies	96	18	114
Equipment	-	45,130	45,130
Consultant/Contract Services	3,876	695	4,571
Other Costs	588	-	588
Program Costs	-	-	-
Depreciation	-	-	-
Administration Cost	31,454	39,437	70,891
Total Expenditures	401,497	548,536	950,033
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
GENERAL CHILD CARE AND DEVELOPMENT PROGRAM
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES CONTRACT NO. CCTR-2058
FOR THE PERIOD JULY 1, 2022 THROUGH JUNE 30, 2023

	July 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through June 30, 2023	TOTAL
REVENUE			
Federal Grant Revenue	$ 502,523	$ 354,355	$ 856,878
State Grant Revenue	1,604,496	1,037,866	2,642,362
Total Revenue	2,107,019	1,392,221	3,499,240
EXPENDITURES			
Salaries	1,435,676	967,238	2,402,914
Fringe Benefits	466,008	292,443	758,451
Travel	1,690	-	1,690
Space Costs	16	(5)	11
Consumable Supplies	102	552	654
Equipment	-	-	-
Consultant/Contract Services	4,010	1,599	5,609
Other Costs	8,049	3,829	11,878
Program Costs	-	-	-
Depreciation	-	-	-
Administration Cost	191,468	126,565	318,033
Total Expenditures	2,107,019	1,392,221	3,499,240
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
MIGRANT ALTERNATIVE PAYMENT
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES CONTRACT NO. CMAP-2000
FOR THE PERIOD JULY 1, 2022 THROUGH JUNE 30, 2023

	July 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through June 30, 2023	TOTAL
REVENUE			
Federal Grant Revenue	$ 2,504,099	$ 1,494,820	$ 3,998,919
State Grant Revenue	10,565,312	9,546,213	20,111,525
Total Revenue	13,069,411	11,041,033	24,110,444
EXPENDITURES			
Salaries	973,922	578,139	1,552,061
Fringe Benefits	174,147	104,210	278,357
Travel	3,606	10,019	13,625
Space Costs	99,987	49,884	149,871
Consumable Supplies	31,274	22,537	53,811
Equipment	-	268,003	268,003
Consultant/Contract Services	5,874	3,600	9,474
Other Costs	53,713	47,232	100,945
Program Costs	10,547,155	8,980,431	19,527,586
Depreciation	-	2,860	2,860
Administration Cost	1,179,733	974,118	2,153,851
Total Expenditures	13,069,411	11,041,033	24,110,444
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
MIGRANT CHILD CARE
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES CONTRACT NO. CMIG-2004
FOR THE PERIOD JULY 1, 2022 THROUGH JUNE 30, 2023

	July 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through June 30, 2023	TOTAL
REVENUE			
Federal Grant Revenue	$ 2,088	$ -	$ 2,088
State Grant Revenue	53,111	24,024	77,135
Total Revenue	55,199	24,024	79,223
EXPENDITURES			
Salaries	36,375	16,033	52,408
Fringe Benefits	12,473	5,498	17,971
Travel	134	-	134
Space Costs	6	-	6
Consumable Supplies	8	6	14
Equipment	-	-	-
Consultant/Contract Services	267	139	406
Other Costs	918	150	1,068
Program Costs	-	-	-
Depreciation	-	-	-
Administration Cost	5,018	2,198	7,216
Total Expenditures	55,199	24,024	79,223
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
CALIFORNIA STATE PRESCHOOL PROGRAMS
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. CSPP-2120
FOR THE PERIOD JULY 1, 2022 THROUGH JUNE 30, 2023

	July 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through June 30, 2023	TOTAL
REVENUE			
State Grant Revenue	$ 3,439,484	$ 2,046,267	$ 5,485,751
Total Revenue	3,439,484	2,046,267	5,485,751
EXPENDITURES			
Salaries	2,314,965	1,379,383	3,694,348
Fringe Benefits	796,224	472,926	1,269,150
Travel	2,652	-	2,652
Space Costs	82	-	82
Consumable Supplies	145	149	294
Equipment	-	-	-
Consultant/Contract Services	5,213	4,520	9,733
Other Costs	7,523	3,228	10,751
Program Costs	-	-	-
Depreciation	-	-	-
Administration Cost	312,680	186,061	498,741
Total Expenditures	3,439,484	2,046,267	5,485,751
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
MIGRANT CHILD CARE - SPECIALIZED SERVICES
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES CONTRACT NO. CMSS-2004
FOR THE PERIOD JULY 1, 2022 THROUGH JUNE 30, 2023

	July 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through June 30, 2023	TOTAL
REVENUE			
State Grant Revenue	$ 40,079	$ -	$ 40,079
Total Revenue	40,079	-	40,079
EXPENDITURES			
Salaries	24,538	-	24,538
Fringe Benefits	11,897	-	11,897
Travel	-	-	-
Space Costs	-	-	-
Consumable Supplies	-	-	-
Equipment	-	-	-
Consultant/Contract Services	-	-	-
Other Costs	-	-	-
Program Costs	-	-	-
Depreciation	-	-	-
Administration Cost	3,644	-	3,644
Total Expenditures	40,079	-	40,079
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (CAL FRESH)
GRANT NO. 21-1004-SUB
FOR THE PERIOD OCTOBER 1, 2022 THROUGH FEBRUARY 29, 2024

	Oct. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through Sept. 30, 2023	TOTAL	Oct. 1, 2023 through Feb. 29, 2024
REVENUE				
Federal Grant Revenue	$ 19,988	$ 39,381	$ 59,369	$ 28,818
Total Revenue	19,988	39,381	59,369	28,818
EXPENDITURES				
Salaries	16,211	30,021	46,232	23,191
Fringe Benefits	1,960	5,780	7,740	3,007
Travel	-	-	-	-
Space Costs	-	-	-	-
Consumable Supplies	-	-	-	-
Equipment	-	-	-	-
Consultant/Contract Services	-	-	-	-
Other Costs	-	-	-	-
Program Costs	-	-	-	-
Depreciation	-	-	-	-
Administration Cost	1,817	3,580	5,397	2,620
Total Expenditures	19,988	39,381	59,369	28,818
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
VITA GRANT NO. 23VITA0166
FOR THE PERIOD OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023

	Oct. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through Sept. 30, 2023	TOTAL
REVENUE			
Federal Grant Revenue	$ 100,208	$ 144,660	$ 244,868
In-Kind	98,525	157,762	256,287
Total Revenue	198,733	302,422	501,155
EXPENDITURES			
Salaries	41,439	84,681	126,120
Fringe Benefits	5,395	9,329	14,724
Travel	600	992	1,592
Space Costs	-	11,410	11,410
Consumable Supplies	4,745	-	4,745
Equipment	17,301	-	17,301
Consultant/Contract Services	22,460	27,305	49,765
Other Costs	1,376	-	1,376
Program Costs	213	-	213
Depreciation	-	-	-
Administration Cost	6,680	10,943	17,623
In-Kind	98,524	157,762	256,286
Total Expenditures	198,733	302,422	501,155
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
WOMEN, INFANTS & CHILDREN (WIC) GRANT NO. 22-10236
FOR THE PERIOD OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023

	Oct. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through Sept. 30, 2023	TOTAL
REVENUE			
Federal Grant Revenue	$ 1,487,685	$ 2,000,688	$ 3,488,373
Other Revenue	3,478	(3,416)	62
Total Revenue	1,491,163	1,997,272	3,488,435
EXPENDITURES			
Salaries	884,543	1,189,774	2,074,317
Fringe Benefits	240,639	301,627	542,266
Travel	1,946	3,857	5,803
Space Costs	145,860	202,354	348,214
Consumable Supplies	5,645	13,801	19,446
Equipment	-	-	-
Consultant/Contract Services	(46)	46	-
Other Costs	83,139	111,828	194,967
Program Costs	-	-	-
Depreciation	3,936	5,848	9,784
Administration Cost	125,501	168,137	293,638
Total Expenditures	1,491,163	1,997,272	3,488,435
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
COUNTY OF KERN LOW BARRIER NAVIGATION CENTER GRANT NO. 694-2022
FOR THE PERIOD JULY 1, 2022 THROUGH FEBRUARY 29, 2024

	July 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through June 30, 2023	TOTAL	July 1, 2023 through Feb. 29, 2024
REVENUE				
State Grant Revenue	$ 1,579,517	$ 691,878	$ 2,271,395	$ 1,548,703
Interfund Transfer	-	91,921	91,921	-
Total Revenue	1,579,517	783,799	2,363,316	1,548,703
EXPENDITURES				
Salaries	572,386	286,004	858,390	577,672
Fringe Benefits	140,808	68,428	209,236	144,804
Travel	12,863	2,723	15,586	2,070
Space Costs	426,801	222,475	649,276	452,689
Consumable Supplies	61,850	37,225	99,075	83,896
Equipment	-	-	-	-
Consultant/Contract Services	-	-	-	-
Other Costs	28,820	9,578	38,398	24,391
Program Costs	193,096	86,261	279,357	122,714
Depreciation				
Administration Cost	142,893	71,105	213,998	140,467
Total Expenditures	1,579,517	783,799	2,363,316	1,548,703
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
HOMELESS SAFE CAMPING - CSLFRF (ARPA) GRANT NO. 752-2022
FOR THE PERIOD MARCH 1, 2022 THROUGH JUNE 30, 2023

	Mar. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through June 30, 2023	TOTAL
REVENUE			
Federal Grant Revenue	$ 627,485	$ 349,337	$ 976,822
Total Revenue	627,485	349,337	976,822
EXPENDITURES			
Salaries	58,601	66,727	125,328
Fringe Benefits	16,204	19,296	35,500
Travel	-	-	-
Space Costs	411,412	178,254	589,666
Consumable Supplies	47,261	10,473	57,734
Equipment	-	-	-
Consultant/Contract Services	-	-	-
Other Costs	40,634	20,249	60,883
Program Costs	-	24,410	24,410
Depreciation	-	-	-
Administration Cost	53,373	29,928	83,301
Total Expenditures	627,485	349,337	976,822
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
BKRHC - HOMELESS INCENTIVE PROGRAM GRANT NO. 2023-001
FOR THE PERIOD AUGUST 1, 2023 THROUGH FEBRUARY 29, 2024

	Aug. 1, 2023 through Feb. 29, 2024	TOTAL
REVENUE		
State Grant Revenue	$ 120,000	$ 120,000
Total Revenue	120,000	120,000
EXPENDITURES		
Salaries	7,850	7,850
Fringe Benefits	32	32
Travel	-	-
Space Costs	1,876	1,876
Consumable Supplies	73,037	73,037
Equipment	26,601	26,601
Consultant/Contract Services	622	622
Other Costs	831	831
Program Costs	660	660
Depreciation	-	-
Administration Cost	8,491	8,491
Total Expenditures	120,000	120,000
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES FOR COMPLETED CONTRACTS
CALIFORNIA COMMUNITY SCHOOL PARTNERSHIP
FOR THE PERIOD JULY 1, 2022 THROUGH JUNE 30, 2023

	July 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through June 30, 2023	TOTAL
REVENUE			
State Grant Revenue	$ 112,724	$ 132,559	$ 245,283
Total Revenue	112,724	132,559	245,283
EXPENDITURES			
Salaries	67,718	86,606	154,324
Fringe Benefits	15,381	17,424	32,805
Travel	32	82	114
Space Costs	-	-	-
Consumable Supplies	18,155	3,356	21,511
Equipment	-	-	-
Consultant/Contract Services	1,251	-	1,251
Other Costs	-	13,040	13,040
Program Costs	-	-	-
Depreciation	-	-	-
Administration Cost	10,187	12,051	22,238
Total Expenditures	112,724	132,559	245,283
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

COMMUNITY ACTION PARTNERSHIP OF KERN
SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 23F-4015 (CSBG 2023)
FOR THE PERIOD JANUARY 1, 2023 THROUGH DECEMBER 31, 2023

	Jan. 1, 2023 through Feb. 28, 2023	Mar. 1, 2023 through Dec. 31, 2023	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE					
Grant Revenue Awarded	$ 284,741	$ 1,506,586	$ 1,791,327	$	$ 1,791,327
Total Revenue	$ 284,741	$ 1,506,586	$ 1,791,327	$ -	$ 1,791,327
EXPENDITURES					
Administrative Costs					
Salaries and Wages	$ 13,295	$ 115,586	$ 128,881	$ 128,881	$ 128,881
Fringe Benefits	6,057	10,543	16,600	16,594	16,594
Operating Expenses	200	17,568	17,768	17,768	17,768
Contract/Consultant Services	-	-	-	-	-
Other Costs	28,432	146,074	174,506	174,506	174,506
Total Administrative Costs	47,984	289,771	337,755	337,749	337,749
Program Costs					
Salaries and Wages	150,561	757,398	907,959	907,959	907,959
Fringe Benefits	39,459	189,753	229,212	229,212	229,212
Operating Expenses	46,737	269,664	316,401	316,407	316,407
Contract/Consultant Services	-	-	-	-	-
Other Costs	-	-	-	-	-
Total Program Costs	236,757	1,216,815	1,453,572	1,453,578	1,453,578
Total Expenditures	$ 284,741	$ 1,506,586	$ 1,791,327	$ 1,791,327	$ 1,791,327

COMMUNITY ACTION PARTNERSHIP OF KERN
SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 22B-4012 (WX)
FOR THE PERIOD NOVEMBER 1, 2021 THROUGH DECEMBER 31, 2023

	Nov. 1, 2021 through Feb. 28, 2022	Mar. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through Dec. 31, 2023	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE						
Grant Revenue	$ 79,008	$ 2,386,368	$ (10,453)	$ 2,454,923	$	$ 2,454,924
Interest Income	-	-	-	-		-
Other Income	-	-	-	-		-
Total Revenue	$ 79,008	$ 2,386,368	$ (10,453)	$ 2,454,923	$ -	$ 2,454,924
EXPENDITURES						
Weatherization Program Costs						
Intake	$ -	$ 38,554	$ (34)	$ 38,520	$ 38,520	$ 196,394
Outreach	-	66,037	-	66,037	66,037	122,746
Training & Technical Assistance	-	47,770	(1,108)	46,662	46,662	122,746
Out of State Travel	-	-	-	-	-	-
Major Vehicle and Field Equipment (More than $5k)	-	17,010	-	17,010	17,010	-
Major Vehicle and Field Equipment (Less than $5k)	-	-	-	-	-	-
Liability Insurance	-	18,489	-	18,489	18,489	-
General Operating Expenditures	-	482,700	8,131	490,831	490,831	-
Other Program Costs	79,008	677,530	(6,905)	749,633	682,932	-
Total Weatherization Program Costs:	79,008	1,348,090	84	1,427,182	1,360,481	441,886
Weatherization Direct Program Costs						
Total Weatherization Activity Expenditures	-	1,038,278	(10,537)	1,027,741	1,094,443	2,013,038
Total Expenditures	$ 79,008	$ 2,386,368	$ (10,453)	$ 2,454,923	$ 2,454,924	$ 2,454,924

COMMUNITY ACTION PARTNERSHIP OF KERN
SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 22B-4012 (EHA)
FOR THE PERIOD NOVEMBER 1, 2021 THROUGH DECEMBER 31, 2023

	Nov. 1, 2021 through Feb. 28, 2022	Mar. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through Dec. 31, 2023	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE						
Grant Revenue	$ 24,840	$ 1,876,719	$ 472,160	$ 2,373,719	$	$ 2,373,719
Interest Income	-	-	-	-		-
Other Income	-	-	-	-		-
Total Revenue	$ 24,840	$ 1,876,719	$ 472,160	$ 2,373,719	$ -	$ 2,373,719
EXPENDITURES						
Assurance 16 Costs						
Administrative Costs	$ 4,184	$ 310,617	$ 167,511	$ 482,312	$ 482,312	$ 498,412
Administrative Costs						
Administrative Costs	-	446,397	48,535	494,932	494,932	498,412
Administrative Equipment	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-
Total Assurance 16/Administration Costs:	4,184	757,014	216,046	977,244	977,244	996,824
Program Support Costs						
Intake	8,122	315,980	77,510	401,612	401,612	478,920
Outreach	12,306	215,791	71,228	299,325	299,325	299,325
Training & Technical Assistance	-	11,366	4,471	15,837	15,837	119,730
Out of State Travel	-	-	-	-	-	-
Major Vehicle and Field Equipment (More than $5k)	-	17,010	-	17,010	17,010	-
Major Vehicle and Field Equipment (Less than $5k)	-	-	-	-	-	-
Liability Insurance	-	-	-	-	-	-
General Operating Expenditures	228	37,236	18,082	55,546	55,546	-
Automation Supplemental	-	-	-	-	-	-
Other Program Costs	-	128,762	95,053	223,815	223,815	-
Total Program Costs	20,656	726,145	266,344	1,013,145	1,013,145	897,975
Program Service Costs						
ECIP Emergency Heating & Cooling Services (EHCS)	-	311,956	(17,831)	294,125	294,125	478,920
Severe Weather Energy Assist & Trans. Srvcs (SWEATS)	-	-	-	-	-	-
Wood, Propane and Oil (ECIP & HEAP WPO)	-	81,604	7,601	89,205	89,205	-
Total Program Services Costs	-	393,560	(10,230)	383,330	383,330	478,920
Total Expenditures	$ 24,840	$ 1,876,719	$ 472,160	$ 2,373,719	$ 2,373,719	$ 2,373,719

COMMUNITY ACTION PARTNERSHIP OF KERN
SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 23B-5012 (WX)
FOR THE PERIOD NOVEMBER 1, 2022 THROUGH DECEMBER 31, 2023

	Nov. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through Dec. 31, 2023	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE					
Grant Revenue	$ 533,772	$ 2,065,763	$ 2,599,535	$	$ 2,599,535
Interest Income	-	-	-		-
Other Income	-	-	-		-
Total Revenue	$ 533,772	$ 2,065,763	$ 2,599,535	$ -	$ 2,599,535
EXPENDITURES					
Weatherization Program Costs					
Intake	$ 862	$ 43,055	$ 43,917	$ 43,917	$ 207,963
Outreach	-	52,644	52,644	52,644	129,977
Training & Technical Assistance	-	46,652	46,652	46,652	129,977
Out of State Travel	2,223	9,787	12,010	12,010	-
Major Vehicle and Field Equipment (More than $5k)	-	64,572	64,572	64,572	-
Major Vehicle and Field Equipment (Less than $5k)	-	-	-	-	-
Liability Insurance	-	14,420	14,420	14,420	-
General Operating Expenditures	15,700	296,988	312,688	312,688	-
Other Program Costs	287	802,267	802,554	802,554	-
Total Weatherization Program Costs:	19,072	1,330,385	1,349,457	1,349,457	467,917
Weatherization Direct Program Costs					
Total Weatherization Activity Expenditures	514,700	735,378	1,250,078	1,250,078	2,131,618
Total Expenditures	$ 533,772	$ 2,065,763	$ 2,599,535	$ 2,599,535	$ 2,599,535

COMMUNITY ACTION PARTNERSHIP OF KERN
SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 23B-5012 (EHA)
FOR THE PERIOD NOVEMBER 1, 2022 THROUGH DECEMBER 31, 2023

	Nov. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through Dec. 31, 2023	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE					
Grant Revenue	$ 47,550	$ 1,639,048	$ 1,686,598	$	$ 1,686,598
Interest Income	-	-	-		-
Other Income	-	-	-		-
Total Revenue	$ 47,550	$ 1,639,048	$ 1,686,598	$ -	$ 1,686,598
EXPENDITURES					
Assurance 16 Costs					
Administrative Costs	$ 8,335	$ 293,293	$ 301,628	$ 301,628	$ 422,488
Administrative Costs					
Administrative Costs	7,469	318,784	326,253	326,253	522,488
Administrative Equipment	-	-	-	-	-
Out of State Travel	-	-	-	-	-
Total Assurance 16/Administration Costs:	15,804	612,077	627,881	627,881	944,976
Program Support Costs					
Intake	5,351	169,696	175,047	175,047	401,433
Outreach	1,045	192,590	193,635	193,635	313,398
Training & Technical Assistance	-	1,830	1,830	1,830	17,299
Out of State Travel	-	-	-	-	-
Major Vehicle and Field Equipment (More than $5k)	-	-	-	-	-
Major Vehicle and Field Equipment (Less than $5k)	-	-	-	-	-
Liability Insurance	-	968	968	968	-
General Operating Expenditures	12,030	120,599	132,629	132,629	-
Automation Supplemental	-	-	-	-	-
Other Program Costs	9,612	141,542	151,154	151,154	-
Total Program Costs	28,038	627,225	655,263	655,263	732,130
Program Service Costs					
ECIP Emergency Heating & Cooling Services (EHCS)	-	328,492	328,492	328,492	9,492
Severe Weather Energy Assist & Trans. Srvcs (SWEATS)	-	-	-	-	-
Wood, Propane and Oil (ECIP & HEAP WPO)	3,708	71,254	74,962	74,962	-
Total Program Services Costs	3,708	399,746	403,454	403,454	9,492
Total Expenditures	$ 47,550	$ 1,639,048	$ 1,686,598	$ 1,686,598	$ 1,686,598

COMMUNITY ACTION PARTNERSHIP OF KERN
SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 21V-5561 (EHA)
FOR THE PERIOD AUGUST 1, 2021 THROUGH SEPTEMBER 30, 2023

	Aug. 1, 2021 through Feb. 28, 2022	Mar. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through Sept. 30, 2023	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE						
Grant Revenue	$ 136,119	$ 864,688	$ 618,232	$ 1,619,039	$	$ 1,635,096
Interest Income	-	-	-	-		-
Other Income	-	-	-	-		-
Total Revenue	$ 136,119	$ 864,688	$ 618,232	$ 1,619,039	$ -	$ 1,635,096
EXPENDITURES						
Assurance 16 Costs						
Administrative Costs	$ 43,991	$ 157,355	$ 140,607	$ 341,953	$ 341,953	$ 376,187
Administrative Costs						
Administrative Costs	13,057	76,181	54,840	144,078	144,078	457,178
Administrative Equipment	-	-	-	-	-	-
Out of State Travel	-	-	-	-	-	-
Total Assurance 16/Administration Costs:	57,048	233,536	195,447	486,031	486,031	833,365
Program Support Costs						
Intake	31,723	134,156	112,017	277,896	277,896	318,120
Outreach	14,093	344,347	72,299	430,739	430,739	431,151
Training & Technical Assistance	2,765	13,615	8,908	25,288	25,288	42,460
Out of State Travel	-	-	-	-	-	-
Major Vehicle and Field Equipment (More than $5k)	-	-	42,734	42,734	42,734	-
Major Vehicle and Field Equipment (Less than $5k)	-	-	-	-	-	-
Liability Insurance	-	-	1,709	1,709	1,709	-
General Operating Expenditures	101	44,637	63,854	108,592	108,592	-
Automation Supplemental	10,000	-	-	10,000	10,000	10,000
Other Program Costs	20,389	94,397	121,264	236,050	236,050	-
Total Program Costs	79,071	631,152	422,785	1,133,008	1,133,008	801,731
Program Service Costs						
ECIP Emergency Heating & Cooling Services (EHCS)	-	-	-	-	-	-
Severe Weather Energy Assist & Trans. Srvcs (SWEATS)	-	-	-	-	-	-
Wood, Propane and Oil (ECIP & HEAP WPO)	-	-	-	-	-	-
Total Program Services Costs	-	-	-	-	-	-
Total Expenditures	$ 136,119	$ 864,688	$ 618,232	$ 1,619,039	$ 1,619,039	$ 1,635,096

COMMUNITY ACTION PARTNERSHIP OF KERN
SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 21Z-9556 (EHA)
FOR THE PERIOD APRIL 1, 2022 THROUGH FEBRUARY 29, 2024

	Apr. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through Feb. 29, 2024	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE					
Grant Revenue	$ 48,535	$ 488,563	$ 537,098	$	$ 537,098
Interest Income	-	-	-		-
Other Income	-	-	-		-
Total Revenue	$ 48,535	$ 488,563	$ 537,098	$ -	$ 537,098
EXPENDITURES					
Administrative Costs					
Administrative Costs	$ 29,230	$ 188,710	$ 217,940	$ 217,940	$ 230,185
Administrative Equipment	-	-	-	-	-
Out of State Travel	-	-	-	-	-
Total Assurance 16/Administration Costs:	29,230	188,710	217,940	217,940	230,185
Program Support Costs					306,913
Intake	14,203	57,214	71,417	71,417	-
Outreach	2,577	220,316	222,893	222,893	-
Training & Technical Assistance	-	-	-	-	-
Out of State Travel	-	-	-	-	-
Major Vehicle and Field Equipment (More than $5k)	-	-	-	-	-
Major Vehicle and Field Equipment (Less than $5k)	-	-	-	-	-
Liability Insurance	-	86	86	86	-
General Operating Expenditures	2,421	21,915	24,336	24,336	-
Automation Supplemental	-	-	-	-	-
Other Program Costs	104	322	426	426	-
Total Program Costs	19,305	299,853	319,158	319,158	306,913
Program Service Costs					
ECIP Emergency Heating & Cooling Services (EHCS)	-	-	-	-	-
Severe Weather Energy Assist & Trans. Srvcs (SWEATS)	-	-	-	-	-
Wood, Propane and Oil (ECIP & HEAP WPO)	-	-	-	-	-
Total Program Services Costs	-	-	-	-	-
Total Expenditures	$ 48,535	$ 488,563	$ 537,098	$ 537,098	$ 537,098

COMMUNITY ACTION PARTNERSHIP OF KERN
SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 22Q-4561 (EHA)
FOR THE PERIOD SEPTEMBER 1, 2022 THROUGH JUNE 30, 2023

	Sept. 1, 2022 through Feb. 28, 2023	Mar. 1, 2023 through Jun. 30, 2023	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE					
Grant Revenue	$ 48,912	$ -	$ 48,912	$	$ 48,912
Interest Income	-	-	-		-
Other Income	-	-	-		-
Total Revenue	$ 48,912	$ -	$ 48,912	$ -	$ 48,912
EXPENDITURES					
Assurance 16 Costs					
Administrative Costs	$ 10,407	$ -	$ 10,407	$ 10,407	$ 10,407
Administrative Costs					
Administrative Costs	4,594	-	4,594	4,594	10,407
Administrative Equipment	-	-	-	-	-
Out of State Travel	-	-	-	-	-
Total Assurance 16/Administration Costs:	15,001	-	15,001	15,001	20,814
Program Support Costs					
Intake	14,986	-	14,986	14,986	14,986
Outreach	9,366	-	9,366	9,366	9,366
Training & Technical Assistance	3,746	-	3,746	3,746	3,746
Out of State Travel	-	-	-	-	-
Major Vehicle and Field Equipment (More than $5k)	-	-	-	-	-
Major Vehicle and Field Equipment (Less than $5k)	-	-	-	-	-
Liability Insurance	-	-	-	-	-
General Operating Expenditures	-	-	-	-	-
Automation Supplemental	-	-	-	-	-
Other Program Costs	5,813	-	5,813	5,813	-
Total Program Costs	33,911	-	33,911	33,911	28,098
Program Service Costs					
ECIP Emergency Heating & Cooling Services (EHCS)	-	-	-	-	-
Severe Weather Energy Assist & Trans. Srvcs (SWEATS)	-	-	-	-	-
Wood, Propane and Oil (ECIP & HEAP WPO)	-	-	-	-	-
Total Program Services Costs	-	-	-	-	-
Total Expenditures	$ 48,912	$ -	$ 48,912	$ 48,912	$ 48,912

COMMUNITY ACTION PARTNERSHIP OF KERN
SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 23Q-5561 (EHA)
FOR THE PERIOD MAY 1, 2023 THROUGH FEBRURARY 29, 2024

	May 1, 2023 through Feb. 29, 2024	Total Audited Costs	Total Reported Expenses	Total Budget
REVENUE				
Grant Revenue	$ -	$ -	$	$ -
Interest Income	-	-		-
Other Income	-	-		-
Total Revenue	$ -	$ -	$ -	$ -
EXPENDITURES				
Assurance 16 Costs				
Administrative Costs	$ -	$ -	$ -	$ -
Administrative Costs				
Administrative Costs	-	-	-	-
Administrative Equipment	-	-	-	-
Out of State Travel	-	-	-	-
Total Assurance 16/Administration Costs:	-	-	-	-
Program Support Costs				
Intake	-	-	-	-
Outreach	-	-	-	-
Training & Technical Assistance	-	-	-	-
Out of State Travel	-	-	-	-
Major Vehicle and Field Equipment (More than $5k)	-	-	-	-
Major Vehicle and Field Equipment (Less than $5k)	-	-	-	-
Liability Insurance	-	-	-	-
General Operating Expenditures	-	-	-	-
Automation Supplemental	-	-	-	-
Other Program Costs	-	-	-	-
Total Program Costs	-	-	-	-
Program Service Costs				
ECIP Emergency Heating & Cooling Services (EHCS)	-	-	-	-
Severe Weather Energy Assist & Trans. Srvcs (SWEATS)	-	-	-	-
Wood, Propane and Oil (ECIP & HEAP WPO)	-	-	-	-
Total Program Services Costs	-	-	-	-
Total Expenditures	$ -	$ -	$ -	$ -

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
Community Action Partnership of Kern
Bakersfield, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of **Community Action Partnership of Kern**, as of and for the year ended February 29, 2024, and the related notes to the financial statements, which comprise **Community Action Partnership of Kern**'s financial statements, and have issued our report thereon dated October 21, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered **Community Action Partnership of Kern**'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of **Community Action Partnership of Kern**'s internal control. Accordingly, we do not express an opinion on the effectiveness of **Community Action Partnership of Kern**'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified a deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item FS-2024-001 that we consider to be a significant deficiency.

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Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether **Community Action Partnership of Kern**'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Community Action Partnership of Kern's Response to the Finding

Government Auditing Standards requires the auditor to perform limited procedures on **Community Action Partnership of Kern**'s response to the finding identified in our audit and described in the accompanying schedule of findings and questioned costs. **Community Action Partnership of Kern**'s response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Daniells Phillips Vaughan & Bock

Bakersfield, California
October 21, 2024

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors
Community Action Partnership of Kern
Bakersfield, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited **Community Action Partnership of Kern**'s compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of **Community Action Partnership of Kern**'s major federal programs for the year ended February 29, 2024. **Community Action Partnership of Kern**'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, **Community Action Partnership of Kern** complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended February 29, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of **Community Action Partnership of Kern** and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of **Community Action Partnership of Kern**'s compliance with the compliance requirements referred to above.

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Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to **Community Action Partnership of Kern**'s federal programs.

Auditor's Responsibilities for the Audit of Compliance.

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on **Community Action Partnership of Kern**'s compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about **Community Action Partnership of Kern**'s compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we

- exercise professional judgment and maintain professional skepticism throughout the audit.

- identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding **Community Action Partnership of Kern**'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

- obtain an understanding of **Community Action Partnership of Kern**'s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of **Community Action Partnership of Kern**'s internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Daniells Phillips Vaughan & Bock

Bakersfield, California
October 21, 2024

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR FIRST 5 KERN PROGRAMS AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE WHEN USING THE PROGRAM-SPECIFIC AUDIT OPTION TO SATISFY THE UNIFORM GUIDANCE AUDIT REQUIREMENTS

Board of Directors
Community Action Partnership of Kern
Bakersfield, California

Report on Compliance for First 5 Kern

Opinion on Compliance for First 5 Kern

We have audited **Community Action Partnership of Kern**'s compliance with the types of compliance requirements described in the OMB *Compliance Supplement* that could have a direct and material effect on its First 5 Kern programs for the year ended February 29, 2024.

In our opinion, **Community Action Partnership of Kern** complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its First 5 Kern programs for the year ended February 29, 2024.

Basis for Opinion on First 5 Kern

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of **Community Action Partnership of Kern** and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for First 5 Kern programs. Our audit does not provide a legal determination of **Community Action Partnership of Kern**'s compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to First 5 Kern programs.

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Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on **Community Action Partnership of Kern**'s compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about **Community Action Partnership of Kern**'s compliance with the requirements of the federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance whether due to fraud or error and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding **Community Action Partnership of Kern**'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- obtain an understanding of **Community Action Partnership of Kern**'s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of **Community Action Partnership of Kern**'s internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Daniells Phillips Vaughan & Bock

Bakersfield, California
October 21, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED FEBRUARY 29, 2024

SECTION I. SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP:	Qualified	
Internal control over financial reporting:		
Material weakness(es) identified?	_____Yes	___X___No
Significant deficiency(ies) identified?	___X___Yes	_____None reported
Noncompliance material to financial statements noted?	_____Yes	___X___No

Federal Awards

Internal control over major programs:		
Material weakness(es) identified?	_____Yes	___X___No
Significant deficiency(ies) identified?	_____Yes	___X___None reported
Type of auditor's report issued on compliance for major federal programs:	Unmodified	
Any audit findings disclosed that are required to be reported in accordance with section 2 CFR 200.516(a)?	_____Yes	___X__ No

Identification of major programs

Federal Assistance Listing Number	Name of Federal Program or Cluster
93.489/93.575/93.596	Child Care and Development Fund Cluster
93.569	Community Services Block Grant (CSBG)
93.568	Low-Income Home Energy Assistance Program (LIHEAP)
10.551/10.561	Supplemental Nutrition Assistance Program (SNAP)

Dollar threshold used to distinguish between Type A and Type B programs:	$2,223,117	
Auditee qualified as low-risk auditee?	___X___Yes	_____No

COMMUNITY ACTION PARTNERSHIP OF KERN

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED FEBRUARY 29, 2024

SECTION II. FINANCIAL STATEMENT FINDINGS

FS-2024-001 ***Condition:*** During the initial inventory observation, second inventory observation and substantive test work, the external auditor identified the following errors.

- During the initial inventory observation performed on February 29, 2024, the external auditor noted that the inventory counts prepared by the Organization did not agree to the counts completed during the observation for five of twenty items selected.
- The Organization completed a second inventory count on March 6, 2024 which included a second inventory observation performed by the external auditor. The Organization then identified any changes to inventory for the period March 1, 2024 through March 6, 2024, which was used to reconcile ending inventory as of February 29, 2024. Subsequent to this process, it was identified that an additional five of twenty items tested had a total unit overstatement of 2,717 when comparing the inventory observation reconciliation to the final inventory listing as of February 29, 2024. This variance resulted in an overstatement of inventory totaling $4,297.
- Another five of twenty inventory items had variances in the price per unit resulting in a total of $2.44 per unit overstatement and a total overstatement of inventory of $47,059.
- Commodity Supplemental Food Program boxes were excluded from the final inventory as of February 29, 2024 resulting in a $19,350 understatement of inventory.

Criteria: Management is responsible for designing and implementing internal control policies and procedures to maintain accurate inventory. Further, management is responsible for providing training on internal control policies and procedures to ensure the proper recording of inventory at year-end.

Cause: The errors are due to the Organization's failure to adhere to established internal control policies and procedures over inventory as well as a lack of detailed review by someone independent of the initial count of inventory at the Food Bank, and a lack of review of the final inventory listing for accuracy.

Effect: The errors resulted in a net overstatement of inventory of $32,006 at February 29, 2024.

Recommendation: The Organization should review their current processes and procedures to ensure inventory is properly counted, valued and posted at year-end. Additionally, the Organization should adhere to policies and procedures whereby an individual independent of the preparation of inventory unit counts and valuation reviews the inventory balances in conjunction with valuation journal entries.

Management Response/Planned Corrective Action: Due to the change of staff and the rapid expansion of the Food Bank in the fiscal year ended February 29, 2024, the inventory process resulted in errors. In response, the Food Bank and Finance staff have implemented the following corrective actions:

- The Food Bank staff digitalized the inventory tracking process with bar codes and scanners. This has gained improved efficiency, accuracy and fully utilized the Food Bank management information system.
- Internal training of program staff was completed to ensure an appropriate understanding of internal controls in completing the year-end inventory. Staff were provided guidance and standard operating procedures for future year-end inventory counts.
- The Finance staff who support the Food Bank are scheduled to complete a detailed inventory walk through in November 2024. The collaboration will allow for improved reporting and valuation of commodities. Subsequent modifications to standard operating procedures will be completed at that time and training will be provided as needed.

In the upcoming year ended February 28, 2025, the Food Bank staff will modify services during the month. This will allow for the appropriate allocation of staff time to ensure an accurate inventory count at year-end. The implementation of the above corrective action plans will be completed by Finance and Food Bank staff and will be in place prior to the year ended February 28, 2025.

SECTION III. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None

COMMUNITY ACTION PARTNERSHIP OF KERN

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
YEAR ENDED FEBRUARY 29, 2024

FS-2023-001 The Organization failed to obtain the required three bids for nine of fifty-three procurement items tested. *Corrective action taken during the year.*

SPECIAL PURPOSE AUDIT REPORT FOR COMMUNITY ACTION PARTNERSHIP OF KERN FOR THE YEAR ENDED JUNE 30, 2024



SPECIAL PURPOSE FINANCIAL STATEMENTS
June 30, 2024

DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

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DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

Member of AICPA Division for Firms
Private Companies Practice Section

SHANNON M. WEBSTER

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Community Action Partnership of Kern
Bakersfield, California

Report on the Financial Statements

Opinion

We have audited the accompanying special purpose financial statements of **Community Action Partnership of Kern** (the Organization) for the year ended June 30, 2024, and the related note to the special purpose financial statements, which comprise the Organization's special purpose financial statements, as listed in the table of contents.

In our opinion, the special purpose financial statements present fairly, in all material respects, the special purpose financial statements of the California Department of Education and California Department of Social Services funds of the Organization for the year ended June 30, 2024, on the basis of accounting described in Note 1.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Finance Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial statements, which describes the basis of accounting. The financial statements are prepared on the basis of accounting the Organization uses to comply with the requirements of the California Department of Education and the California Department of Social Services, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Special Purpose Financial Statements

Management is responsible for the preparation and fair presentation of the special purpose financial statements in accordance with the accounting practices prescribed by the California Department of Education and California Department of Social Services as described in Note 1. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the special purpose financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern within one year after the date that the special purpose financial statements are issued or available to be issued.

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Auditor's Responsibilities for the Audit of the Special Purpose Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the special purpose financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the special purpose financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the special purpose financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Other Reporting Required* by *Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 31, 2024 on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

Daniells Phillips Vaughan & Bock

Bakersfield, California
October 31, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF EXPENDITURES OF STATE AWARDS
For the Period July 1, 2023 through June 30, 2024

Pass-Through Grantor Program Title	State Number / Grantor Number	Amount
STATE:		
State of California - Department of Education		
California State Preschool Programs	CSPP - 3124	$ 6,040,755
California State Preschool Programs Stipend	CSPP - 3124	1,571,804
Total State of California - Department of Education		7,612,559
State of California - Department of Social Services		
General Child Care and Development Programs	CCTR - 3063	3,752,502
General Child Care and Development Programs Stipend	CCTR - 3063	202,660
Migrant Child Care	CMIG - 3004	41,706
Migrant Child Care Stipend	CMIG - 3004	3,520
Migrant Specialized Services	CMSS - 3004	40,079
Migrant Alternative Payment	CMAP - 3000	33,754,785
Migrant Alternative Payment - Stipend	CMAP - 3000	4,611,474
Child and Adult Care Food	15-1248-OJ	1,341,740
Child Care Facilities	FGRT-22-IGRPMRR-0828-A1	135,552
Total State of California - Department of Social Services		43,884,018
Total State of California		$ 51,496,577

Basis of Presentation

The accompanying schedule of expenditures of state awards (the Schedule) includes the state award activity of **Community Action Partnership of Kern** under programs of the state government for the year ended June 30, 2024. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of **Community Action Partnership of Kern**, it is not intended to and does not present the financial position, changes in net assets, or cash flows of **Community Action Partnership of Kern**. Additionally, **Community Action Partnership of Kern** has elected to use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
CALIFORNIA STATE PRESCHOOL PROGRAMS
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. CSPP-3124
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024

	July 1, 2023 through Feb. 29, 2024	Mar. 1, 2024 through June 30, 2024	TOTAL
REVENUE			
State Grant Revenue	$ 3,725,149	$ 2,190,748	$ 5,915,897
Family Fees	270	216	486
Head Start	105,464	18,908	124,372
Total Revenue	3,830,883	2,209,872	6,040,755
EXPENDITURES			
Salaries	2,595,470	1,494,699	4,090,169
Fringe Benefits	886,604	512,536	1,399,140
Consultant/Contract Services	6,779	2,721	9,500
Travel	-	-	-
Space Costs	-	-	-
Equipment	-	-	-
Consumable Supplies	2,492	129	2,621
Other Costs	864	608	1,472
Program Costs	-	-	-
Depreciation	-	-	-
Indirect Costs	338,674	199,179	537,853
Total Expenditures	3,830,883	2,209,872	6,040,755
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
CALIFORNIA STATE PRESCHOOL PROGRAMS
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. CSPP STIPEND
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024

	July 1, 2023 through Feb. 29, 2024	Mar. 1, 2024 through June 30, 2024	TOTAL
REVENUE			
State Grant Revenue	$ 419,222	$ 1,152,582	$ 1,571,804
Total Revenue	419,222	1,152,582	1,571,804
EXPENDITURES			
Salaries	313,195	780,251	1,093,446
Fringe Benefits	45,738	267,550	313,288
Consultant/Contract Services	-	-	-
Travel	-	-	-
Space Costs	-	-	-
Equipment	-	-	-
Consumable Supplies	22,178	-	22,178
Other Costs	-	-	-
Program Costs	-	-	-
Depreciation	-	-	-
Indirect Costs	38,111	104,781	142,892
Total Expenditures	419,222	1,152,582	1,571,804
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
GENERAL CHILD CARE AND DEVELOPMENT PROGRAMS
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES CONTRACT NO. CCTR-3063
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024

	July 1, 2023 through Feb. 29, 2024	Mar. 1, 2024 through June 30, 2024	TOTAL
REVENUE			
Federal Grant Revenue	$ 513,620	$ 373,460	$ 887,080
State Grant Revenue	1,783,428	977,762	2,761,190
Head Start	79,640	24,592	104,232
Total Revenue	2,376,688	1,375,814	3,752,502
EXPENDITURES			
Salaries	1,643,273	926,402	2,569,675
Fringe Benefits	518,056	324,295	842,351
Consultant/Contract Services	2,799	891	3,690
Travel	-	-	-
Space Costs	(10)	(5)	(15)
Equipment	-	-	-
Consumable Supplies	482	42	524
Other Costs	3,266	1,351	4,617
Program Costs	-	-	-
Depreciation	-	-	-
Indirect Costs	208,822	122,838	331,660
Total Expenditures	2,376,688	1,375,814	3,752,502
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
GENERAL CHILD CARE AND DEVELOPMENT PROGRAMS
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES CONTRACT NO. CCTR STIPEND
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024

	July 1, 2023 through Feb. 29, 2024	Mar. 1, 2024 through June 30, 2024	TOTAL
REVENUE			
State Grant Revenue	$ 69,080	$ 133,580	$ 202,660
Total Revenue	69,080	133,580	202,660
EXPENDITURES			
Salaries	(2,564)	90,428	87,864
Fringe Benefits	-	31,008	31,008
Consultant/Contract Services	-	-	-
Travel	-	-	-
Space Costs	-	-	-
Equipment	-	-	-
Consumable Supplies	20,334	-	20,334
Other Costs	-	-	-
Program Costs	-	-	-
Depreciation	49,800		49,800
Indirect Costs	1,510	12,144	13,654
Total Expenditures	69,080	133,580	202,660
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
MIGRANT CHILD CARE
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES CONTRACT NO. CMIG-3004
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024

	July 1, 2023 through Feb. 29, 2024	Mar. 1, 2024 through June 30, 2024	TOTAL
REVENUE			
State Grant Revenue	$ 24,676	$ 16,718	$ 41,394
Head Start	312	-	312
Total Revenue	24,988	16,718	41,706
EXPENDITURES			
Salaries	16,745	11,285	28,030
Fringe Benefits	5,692	3,869	9,561
Consultant/Contract Services	278	41	319
Travel	-	-	-
Space Costs	-	-	-
Equipment	-	-	-
Consumable Supplies	7	2	9
Other Costs	22	1	23
Program Costs	-	-	-
Depreciatoin	-	-	-
Indirect Costs	2,244	1,520	3,764
Total Expenditures	24,988	16,718	41,706
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
MIGRANT CHILD CARE
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
CONTRACT NO. CMIG-3004 STIPEND
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024

	July 1, 2023 through Feb. 29, 2024	Mar. 1, 2024 through June 30, 2024	TOTAL
REVENUE			
State Grant Revenue	$ 3,520	$ -	$ 3,520
Total Revenue	3,520	-	3,520
EXPENDITURES			
Salaries	-	-	-
Fringe Benefits	-	-	-
Consultant/Contract Services	-	-	-
Travel	-	-	-
Space Costs	-	-	-
Equipment	-	-	-
Consumable Supplies	3,200	-	3,200
Other Costs	-	-	-
Program Costs	-	-	-
Depreciation	-	-	-
Indirect Costs	320	-	320
Total Expenditures	3,520	-	3,520
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
MIGRANT SPECIALIZED SERVICES
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES CONTRACT NO. CMSS-3004
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024

	July 1, 2023 through Feb. 29, 2024	Mar. 1, 2024 through June 30, 2024	TOTAL
REVENUE			
State Grant Revenue	$ 40,079	$ -	$ 40,079
Total Revenue	40,079	-	40,079
EXPENDITURES			
Salaries	27,329	-	27,329
Fringe Benefits	9,107	-	9,107
Consultant/Contract Services	-	-	-
Travel	-	-	-
Space Costs	-	-	-
Equipment	-	-	-
Consumable Supplies	-	-	-
Other Costs	-	-	-
Program Costs	-	-	-
Depreciation	-	-	-
Indirect Costs	3,643	-	3,643
Total Expenditures	40,079	-	40,079
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
MIGRANT ALTERNATIVE PAYMENT
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES CONTRACT NO. CMAP-3000
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024

	July 1, 2023 through Feb. 29, 2024	Mar. 1, 2024 through June 30, 2024	TOTAL
REVENUE			
Federal Grant Revenue	$ 8,169,478	$ 4,743,055	$ 12,912,533
State Grant Revenue	14,875,594	5,960,419	20,836,013
Other Revenue	4,007	1,603	5,610
Family Fees	301	328	629
Total Revenue	23,049,380	10,705,405	33,754,785
EXPENDITURES			
Salaries	1,381,261	617,389	1,998,650
Fringe Benefits	259,404	162,004	421,408
Consultant/Contract Services	7,200	-	7,200
Travel	7,859	8,320	16,179
Space Costs	108,218	51,622	159,840
Equipment	-	-	-
Consumable Supplies	54,600	33,522	88,122
Other Costs	74,855	70,653	145,508
Program Costs	19,065,264	8,791,693	27,856,957
Depreciation	5,966	3,086	9,052
Indirect Costs	2,084,753	967,116	3,051,869
Total Expenditures	23,049,380	10,705,405	33,754,785
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
MIGRANT ALTERNATIVE PAYMENT
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
CONTRACT NO. CMAP-3000 STIPEND
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024

	July 1, 2023 through Feb. 29, 2024	Mar. 1, 2024 through June 30, 2024	TOTAL
REVENUE			
State Grant Revenue	$ 729,872	$ 3,881,602	$ 4,611,474
Total Revenue	729,872	3,881,602	4,611,474
EXPENDITURES			
Salaries	-	-	-
Fringe Benefits	-	-	-
Consultant/Contract Services	-	-	-
Travel	-	-	-
Space Costs	-	-	-
Equipment	-	-	-
Consumable Supplies	-	-	-
Other Costs	-	-	-
Program Costs	663,520	3,528,729	4,192,249
Depreciation	-	-	-
Indirect Costs	66,352	352,873	419,225
Total Expenditures	729,872	3,881,602	4,611,474
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES CONTRACT NO. 15-1248-OJ
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024

	July 1, 2023 through Feb. 29, 2024	Mar. 1, 2024 through June 30, 2024	TOTAL
REVENUE			
Federal Grant Revenue	$ 896,145	$ 445,595	$ 1,341,740
Total Revenue	896,145	445,595	1,341,740
EXPENDITURES			
Salaries	533,516	270,381	803,897
Fringe Benefits	167,532	90,939	258,471
Consultant/Contract Services	84,583	-	84,583
Travel	19,015	9,507	28,522
Space Costs	145,102	83,476	228,578
Equipment	-	-	-
Consumable Supplies	-	74,848	74,848
Other Costs	41,661	20,120	61,781
Program Costs	(174,692) *	(142,242) *	(316,934) *
Depreciation	120	161	281
Indirect Costs	79,308	38,405	117,713
Total Expenditures	896,145	445,595	1,341,740
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

** Program Costs represent food subsidies provided by Head Start.*

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD CARE FACILITIES CALIFORNIA DEPARTMENT OF SOCIAL SERVICES CONTRACT NO. FGRT-221GRPMRR-0828-A1
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024

	July 1, 2023 through Feb. 29, 2024	Mar. 1, 2024 through June 30, 2024	TOTAL
REVENUE			
State Grant Revenue	$ 135,552	$ -	$ 135,552
Total Revenue	135,552	-	135,552
EXPENDITURES			
Salaries	-	-	-
Fringe Benefits	-	-	-
Consultant/Contract Services	-	-	-
Travel	-	-	-
Space Costs	-	-	-
Equipment	-	-	-
Consumable Supplies	-	-	-
Other Costs	135,552	-	135,552
Program Costs	-	-	-
Depreciation	-	-	-
Indirect Costs	-	-	-
Total Expenditures	135,552	-	135,552
REVENUE OVER/(UNDER) EXPENDITURES	$ -	$ -	$ -

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
COMBINING SCHEDULE OF EXPENDITURES BY STATE CATEGORIES
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024

	STATE PRESCHOOL CSPP - 3124	GENERAL CHILD CARE CCTR - 3063	MIGRANT CHILD CARE CMIG - 3004	MIGRANT SPECIALIZED SERVICES CMSS - 3004	MIGRANT ALTERNATIVE PAYMENT CMAP - 3000	TOTAL REIMBURSABLE
1000 CERTIFICATED SALARIES	$ 2,973,541	$ 1,827,498	$ 19,967	$ 17,055	$ -	$ 4,838,061
1100 TEACHERS' SALARIES	2,949,625	1,833,499	19,803	17,055	-	4,819,982
1300 CERTIFICATED SUPERVISORS' & ADMINISTRATORS' SALARIES	23,916	(6,001)	164	-	-	18,079
2000 CLASSIFIED SALARIES	1,116,628	742,177	8,063	10,274	1,998,650	3,875,792
2100 INSTRUCTIONAL AIDES' SALARIES	872,746	798,166	6,400	10,274	-	1,687,586
2200 CLASSIFIED SUPPORT SALARIES	-	-	-	-	-	-
2300 CLASSIFIED SUPERVISORS' & ADMINISTRATORS' SALARIES	71,326	(17,892)	489	-	-	53,923
2400 CLERICAL, TECHNICAL, & OFFICE STAFF SALARIES	172,556	(38,097)	1,174	-	1,998,650	2,134,283
3000 EMPLOYEE BENEFITS	1,399,140	842,351	9,561	9,107	421,408	2,681,566
3301 OASDI/MEDICARE/ALTERNATIVE CERTIFICATED	1,016,166	(52,516)	6,777	2,991	-	973,418
3302 OASDI/MEDICARE/ALTERNATIVE CLASSIFIED	381,591	(21,326)	2,737	1,801	243,805	608,608
3401 HEALTH AND WELFARE BENEFITS CERTIFICATED	851	554,100	28	1,820	-	556,799
3402 HEALTH AND WELFARE BENEFITS CLASSIFIED	319	225,030	12	1,097	152,993	379,451
3501 STATE UNEMPLOYMENT INSURANCE CERTIFICATED	32	27,461	-	120	-	27,613
3502 STATE UNEMPLOYMENT INSURANCE CLASSIFIED	12	11,153	-	72	16,100	27,337
3601 WORKERS' COMPENSATION INSURANCE CERTIFICATED	123	70,015	4	753	-	70,895
3602 WORKERS' COMPENSATION INSURANCE CLASSIFIED	46	28,434	2	453	8,510	37,445
4000 BOOKS AND SUPPLIES	2,621	524	9	-	88,122	91,276
4300 MATERIALS & SUPPLIES	2,621	524	9	-	88,122	91,276
4400 NONCAPITALIZED EQUIPMENT	-	-	-	-	-	-
5000 SERVICES AND OTHER OPERATING EXPENSES	10,972	8,292	342	-	28,194,736	28,214,342
5200 TRAVEL AND CONFERENCES	-	-	-	-	16,179	16,179
5300 DUES AND MEMBERSHIPS	-	-	-	-	15,339	15,339
5400 INSURANCE	-	-	-	-	19,835	19,835
5500 OPERATIONS AND HOUSEKEEPING SERVICES	1,472	(15)	-	-	138,268	139,725
5600 RENTALS, LEASES, REPAIRS & NONCAPITALIZED IMPROVEMENTS	-	-	23	-	140,959	140,982
5800 PROFESSIONAL/CONSULTING SVCS & OPERATING EXPENDITURES	9,500	8,307	319	-	27,864,156	27,882,282
5900 COMMUNICATIONS	-	-	-	-	-	-
Start Up Costs	-	-	-	-	-	-
6200 BUILDINGS AND IMPROVEMENTS OF BUILDINGS	-	-	-	-	-	-
6400 EQUIPMENT	-	-	-	-	-	-
Start Up Costs	-	-	-	-	-	-
INDIRECT COSTS	537,853	331,660	3,764	3,643	3,051,869	3,928,789
TOTAL	$ 6,040,755	$ 3,752,502	$ 41,706	$ 40,079	$ 33,754,785	$ 43,629,826

We have examined the claims filed for reimbursement and the original supporting records covering the transactions under these contracts to an extent considered necessary to assure ourselves that the amounts claimed by the Organization were proper.

The Stipend funds received for CSPP-3124, CCTR-3063, CMIG-3004, CMAP-3000 and FGTR-22-IGRPMRR-0828-A1 are intentionally not included on the Combining Schedule of Expenditures per the guidance from the funding source.

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
COMBINING SCHEDULE OF ADMINISTRATIVE COSTS
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024

	STATE PRESCHOOL CSPP - 3124	GENERAL CHILD CARE CCTR - 3063	MIGRANT CHILD CARE CMIG - 3004	MIGRANT SPECIALIZED SERVICES CMSS - 3004	MIGRANT ALTERNATIVE PAYMENT CMAP - 3000	Total Costs
CLERICAL, TECHNICAL, AND OFFICE STAFF SALARIES	$ 126,827	$ -	$ 815	$ 2	$ 66,105	$ 193,749
EMPLOYEE BENEFITS	45,282	-	307	-	10,478	56,067
MATERIALS AND SUPPLIES	2,621	-	9	-	60	2,690
TRAVEL AND CONFERENCES		-	-	-	-	-
DUES AND MEMBERSHIPS	-	-	-	-	-	-
INSURANCE	-	-	-	-	-	-
OPERATIONS AND HOUSEKEEPING SERVICES	-	-	-	-	-	-
RENTALS, LEASES, REPAIRS AND NONCAPITALIZED IMPROVEMENTS		-	23	-	-	23
PROFESSIONAL/CONSULTING SERVICES AND OPERATING EXPENDITURES	10,971	-	319	-	12,140	23,430
COMMUNICATIONS	-	-	-	-	-	-
INDIRECT COSTS	537,853	331,660	3,764	3,643	3,051,869	3,928,789
TOTAL ADMINISTRATIVE COSTS	$ 723,554	$ 331,660	$ 5,237	$ 3,645	$ 3,140,652	$ 4,204,748

The Stipend funds received for CSPP-3124, CCTR-3063, CMIG-3004, CMAP-3000 and FGTR-22-IGRPMRR-0828-A1 are intentionally not included on the Combining Schedule of Administrative Costs per the guidance from the funding source.

See Note to Special Purpose Financial Statements

COMMUNITY ACTION PARTNERSHIP OF KERN
COMBINING SCHEDULE OF RENOVATION AND REPAIR EXPENDITURES
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024

	STATE PRESCHOOL CSPP - 3124	GENERAL CHILD CARE CCTR - 3063	MIGRANT CHILD CARE CMIG - 3004	MIGRANT SPECIALIZED SERVICES CMSS - 3004	MIGRANT ALTERNATIVE PAYMENT CMAP - 3000	Total Costs
Unit Costs Under $10,000 Items:	$ -	$ -	$ -	$ -	$ -	$ -
Unit Costs Over $10,000 Items With CDD Approval:	-	-	-	-	-	-
Unit Costs Over $10,000 Items Without CDD Approval:	-	-	-	-	-	-
Total Renovation and Repair Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

The Stipend funds received for CSPP-3124, CCTR-3063, CMIG-3004, CMAP-3000 and FGTR-22-IGRPMRR-0828-A1 are intentionally not included on the Combining Schedule of Renovation and Repair Expenditures per the guidance from the funding source.

See Note to Special Purpose Financial Statements

COMMUNITY ACTION PARTNERSHIP OF KERN
COMBINING SCHEDULE OF EQUIPMENT EXPENDITURES
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024

	STATE PRESCHOOL CSPP - 3124	GENERAL CHILD CARE CCTR - 3063	MIGRANT CHILD CARE CMIG - 3004	MIGRANT SPECIALIZED SERVICES CMSS - 3004	MIGRANT ALTERNATIVE PAYMENT CMAP - 3000	Total Costs
Unit Costs Under $5,000 Items:	$ -	$ -	$ -	$ -	$ -	$ -
Unit Costs Over $5,000 Items With CDD Approval: Reserve Account	-	-	-	-	-	-
Unit Costs Over $5,000 Items Without CDD Approval:	-	-	-	-	-	-
Total Equipment Expenditures	$ -	$ -	$ -	$ -	$ -	$ -

The Stipend funds received for CSPP-3124, CCTR-3063, CMIG-3004, CMAP-3000 and FGTR-22-IGRPMRR-0828-A1 are intentionally not included on the Combining Schedule of Equipment Expenditures per the guidance from the funding source.

See Note to Special Purpose Financial Statements

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD PROGRAM
SCHEDULE OF REPORTED, ADJUSTED AND ALLOWED MEALS AND EARNED REIMBURSEMENT
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024

FIXED PERCENTAGE METHOD

Federal Meal Compensation	Meals Reported	Meals Adjusted	Meals Allowed	Food Service Rates July 2023 to June 2024	Revenue Recognized	Audit Adjustments	Earned Reimbursements
Breakfast							
Free	153,945	1,629	155,574	$2.28	$ 350,995	$ 3,714	$ 354,709
Reduced	-	-	-	$1.98	-	-	-
Base	-	-	-	$0.38	-	-	-
Total	153,945	1,629	155,574		$ 350,995	$ 3,714	$ 354,709
Lunch							
Free	168,557	2,268	170,825	$4.25	$ 716,367	$ 9,639	$ 726,006
Reduced	-	-	-	$3.85	-	-	-
Base	-	-	-	$0.40	-	-	-
Total	168,557	2,268	170,825		$ 716,367	$ 9,639	$ 726,006
HS Snack							
Free	9,944	-	9,944	$1.17	$ 11,634	$ -	$ 11,634
Reduced	-	-	-	$0.58	-	-	-
Base	-	-	-	$0.10	-	-	-
Total	9,944	-	9,944		$ 11,634	$ -	$ 11,634
State Snack							
Free	118,536	(8,069)	110,467	$1.17	$ 138,687	$ (9,441)	$ 129,246
Reduced	-	-	-	$0.58	-	-	-
Base	-	-	-	$0.10	-	-	-
Total	118,536	(8,069)	110,467		$ 138,687	$ (9,441)	$ 129,246
Total Rate X Meals	450,982	(4,172)	446,810		$ 1,217,683	$ 3,912	$ 1,221,595
State Reimbursements	322,502	3,897	326,399	$0.2137	$ 68,919	$ 833	$ 69,752
Cash-in-Lieu	168,557	2,268	170,825	$0.2950	$ 49,724	$ 669	$ 50,393
Total Federal Reimbursement					$ 1,336,326	$ 5,414	$ 1,341,740

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD PROGRAM
SCHEDULE OF REPORTED, ADJUSTED AND ALLOWED MEALS
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024

FIXED PERCENTAGE METHOD

	Reported	Adjusted	Allowed	Reported	Adjusted	Allowed	Reported	Adjusted	Allowed
	July 1, 2023 to July 31, 2023			**August 1, 2023 to August 31, 2023**			**September 1, 2023 to September 30, 2023**		
Breakfast									
Free	5,658	-	5,658	10,038	1,629	11,667	14,062	-	14,062
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	5,658	-	5,658	10,038	1,629	11,667	14,062	-	14,062
Lunch									
Free	6,095	-	6,095	10,064	2,268	12,332	17,883	-	17,883
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	6,095	-	6,095	10,064	2,268	12,332	17,883	-	17,883
HS Snack									
Free	-	-	-	7,623	-	7,623	230	-	230
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	-	-	-	7,623	-	7,623	230	-	230
State Snack									
Free	5,294	-	5,294	9,139	(8,069)	1,070	10,201	-	10,201
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	5,294	-	5,294	9,139	(8,069)	1,070	10,201	-	10,201

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD PROGRAM
SCHEDULE OF REPORTED, ADJUSTED AND ALLOWED MEALS
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024

FIXED PERCENTAGE METHOD

	Reported	Adjusted	Allowed	Reported	Adjusted	Allowed	Reported	Adjusted	Allowed
	October 1, 2023 to October 31, 2023			**November 1, 2023 to November 30, 2023**			**December 1, 2023 to December 31, 2023**		
Breakfast									
Free	17,038	-	17,038	14,001	-	14,001	10,570	-	10,570
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	17,038	-	17,038	14,001	-	14,001	10,570	-	10,570
Lunch									
Free	18,367	-	18,367	14,995	-	14,995	11,707	-	11,707
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	18,367	-	18,367	14,995	-	14,995	11,707	-	11,707
HS Snack									
Free	326	-	326	232	-	232	195	-	195
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	326	-	326	232	-	232	195	-	195
State Snack									
Free	12,391	-	12,391	10,306	-	10,306	8,283	-	8,283
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	12,391	-	12,391	10,306	-	10,306	8,283	-	8,283

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD PROGRAM
SCHEDULE OF REPORTED, ADJUSTED AND ALLOWED MEALS
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024

FIXED PERCENTAGE METHOD

	Reported	Adjusted	Allowed	Reported	Adjusted	Allowed	Reported	Adjusted	Allowed
	January 1, 2024 to January 31, 2024			**February 1, 2024 to February 29, 2024**			**March 1, 2024 to March 31, 2024**		
Breakfast									
Free	15,217	-	15,217	14,881	-	14,881	14,499	-	14,499
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	15,217	-	15,217	14,881	-	14,881	14,499	-	14,499
Lunch									
Free	16,580	-	16,580	16,088	-	16,088	15,912	-	15,912
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	16,580	-	16,580	16,088	-	16,088	15,912	-	15,912
HS Snack									
Free	263	-	263	290	-	290	268	-	268
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	263	-	263	290	-	290	268	-	268
State Snack									
Free	11,333	-	11,333	10,759	-	10,759	10,987	-	10,987
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	11,333	-	11,333	10,759	-	10,759	10,987	-	10,987

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD PROGRAM
SCHEDULE OF REPORTED, ADJUSTED AND ALLOWED MEALS
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024

FIXED PERCENTAGE METHOD

	Reported	Adjusted	Allowed	Reported	Adjusted	Allowed	Reported	Adjusted	Allowed
	April 1, 2024 to April 30, 2024			**May 1, 2024 to May 31, 2024**			**June 1, 2024 to June 30, 2024**		
Breakfast									
Free	16,491	-	16,491	14,411	-	14,411	7,079	-	7,079
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	16,491	-	16,491	14,411	-	14,411	7,079	-	7,079
Lunch									
Free	17,954	-	17,954	15,371	-	15,371	7,541	-	7,541
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	17,954	-	17,954	15,371	-	15,371	7,541	-	7,541
HS Snack									
Free	326	-	326	191	-	191	-	-	-
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	326	-	326	191	-	191	-	-	-
State Snack									
Free	12,160	-	12,160	11,161	-	11,161	6,522	-	6,522
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	12,160	-	12,160	11,161	-	11,161	6,522	-	6,522

See Note to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD PROGRAM
SCHEDULE OF REPORTED, ADJUSTED AND ALLOWED ENROLLMENT - CHILD CARE CENTERS
FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024

FIXED PERCENTAGE METHOD

Enrollment	July	August	September	October	November	December	January	February	March	April	May	June
Total												
Reported	507	977	1,069	1,120	1,175	1,179	1,184	1,241	1,238	890	1,191	593
Adjusted	953	483	391	340	285	281	276	219	222	570	269	867
Allowed	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460
Free												
Reported	507	977	1,069	1,120	1,175	1,179	1,184	1,241	1,238	890	1,191	593
Adjusted	953	483	391	340	285	281	276	219	222	570	269	867
Allowed	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460	1,460
Reduced												
Reported	-	-	-	-	-	-	-	-	-	-	-	-
Adjusted	-	-	-	-	-	-	-	-	-	-	-	-
Allowed	-	-	-	-	-	-	-	-	-	-	-	-
Base												
Reported	-	-	-	-	-	-	-	-	-	-	-	-
Adjusted	-	-	-	-	-	-	-	-	-	-	-	-
Allowed	-	-	-	-	-	-	-	-	-	-	-	-

See Note to Special Purpose Financial Statements.

Community Action Partnership of Kern
Reconciliation of Single Audit to Program Audit
Period Ended February 29, 2024 and June 30, 2024

	Single Audit Feb. 29, 2024	Less: Mar. 1, 2023 thru June 30, 2023 and Eliminations *	Mar. 1, 2024 Thru June 30, 2024	Program Audit June 30, 2024
ASSETS				
Current Assets				
Cash - Unrestricted	$ 13,083,898	$ (3,526,046)	$ 578,223	$ 10,136,078
Cash - Restricted	-	105,107	379	105,486
Investments	2,500,000	(2,500,000)	-	-
Grants and contracts receivable	13,126,684	(8,664,678)	(3,974,561)	487,445
Inventory	3,994,657	(3,994,657)	-	-
Prepaid expenses	789,129	(788,364)	47,930	48,695
Total current assets	33,494,368	(19,368,638)	(3,348,029)	10,777,704
Noncurrent Assets				
Cash restricted for program use by funding agencies	5,949,616	(5,949,616)	-	-
Property and equipment	46,215,312	(46,215,312)	-	-
Total noncurrent assets	52,164,928	(52,164,928)	-	-
Total assets	$ 85,659,296	$ (71,533,566)	$ (3,348,029)	$ 10,777,704
LIABILITIES AND NET ASSETS				
Current liabilities				
Current maturities of long-term debt	$ 298,029	$ (298,029)	$ -	$ -
Accounts payable:				
Trade	5,478,298	(2,727,656)	(275,799)	2,474,843
Construction	563,652	(563,652)	-	-
Accrued expenses	5,606,878	(5,260,016)	(181,957)	164,905
Advances payable	2,923,249	-	3,146,871	6,070,120
Deferred revenue	17,042,996	(8,973,078)	(6,428,827)	1,641,091
Total current liabilities	31,913,102	(17,822,431)	(3,739,712)	10,350,959
Noncurrent Liabilities				
Long-term debt, less current maturities	7,629,178	(7,629,178)	-	-
Total liabilities	39,542,280	(25,451,609)	(3,739,712)	10,350,959
Net Assets:				
With donor restrictions	211,309	(211,309)	-	-
Without donor restrictions				
Board designated for accrued vacation liability	1,097,908	(1,097,908)	-	-
Undesignated	44,807,799	(44,772,737)	391,683	426,745
Total net assets	46,117,016	(46,081,954)	391,683	426,745
Total liabilities and net assets	$ 85,659,296	$ (71,533,563)	$ (3,348,029)	$ 10,777,704
SUPPORT AND REVENUE				
Program Revenues:				
Federal grants	$ 74,103,896	$ (64,339,237)	$ 5,605,601	$ 15,370,260
State grants	54,733,620	(30,833,466)	12,598,722	36,498,876
Local grants	3,616,161	(3,616,161)	-	-
Public Support:				
Contributions in-kind	67,937	(67,937)	-	-
Donations:				
Food	30,351,294	(30,351,294)	-	-
Cash	402,453	(402,453)	-	-
Gain on sale of property and equipment	3,052,548	(3,052,548)	-	-
Other	2,841,399	(2,836,041)	2,530	7,888
Total support and revenue	169,169,308	(135,499,137)	18,206,853	51,877,024
EXPENDITURES	159,459,538	(125,777,737)	17,814,776	51,496,577
EXCESS SUPPORT AND REVENUE OVER (UNDER) EXPENDITURES	$ 9,709,770	$ (9,721,400)	$ 392,077	$ 380,447

* Eliminations are non-California Department of Education and non-California Department of Social Services programs.

See Notes to Special Purpose Financial Statements

COMMUNITY ACTION PARTNERSHIP OF KERN

NOTE TO SPECIAL PURPOSE FINANCIAL STATEMENTS

Note 1. Nature of Activities and Significant Accounting Policies

Nature of Activities: **Community Action Partnership of Kern** (the Organization) is a not-for-profit organization which has been designated as the Community Action Agency of Kern County (the County). The purpose of this organization is to mobilize and utilize public and private resources of the urban and rural communities in the County of Kern to combat poverty through community action programs.

These special purpose financial statements represent only specific information for the year ended June 30, 2024, and they are not intended to be a presentation in conformity with accounting principles generally accepted in the United States of America. The general-purpose financial statements for the Organization for the year ended February 29, 2024 were prepared in conformity with accounting principles generally accepted in the United States of America. A copy can be obtained by contacting the Organization.

The schedules of revenue and expenditures presented on pages 4-14 represent the program activity for each state grant for the year ended June 30, 2024. They are intended to assist the State Department of Education and State Department of Social Services in reconciling to the Organization's fiscal year ended February 29, 2024.

The special purpose financial statements presented herein on pages 15-27 and 30-67 were prepared specifically to comply with California Department of Education and California Department of Social Services reporting requirements at each program level, using the fiscal year of the state.

A summary of the Organization's significant accounting policies follows:

Basis of Accounting: The special purpose financial statements were prepared in conformity with the accounting practices prescribed by the California Department of Education and California Department of Social Services, under the accrual method of accounting, in conformity with the California Department of Education Audit Guide dated July 2023 and California Department of Social Services Audit Guide dated August 2024 which differs from generally accepted accounting principles.

Basis of Presentation: The accompanying schedule of expenditures of state awards includes the state grant activity of the Organization and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."

Property: Property purchased with California Department of Education or California Department of Social Services contract funds during fiscal year 2023-2024 has been separately accounted for in the property management system.

Claim Preparation: Due to the provisions in the Improving Head Start for School Readiness Act of 2007 (Public Law 110-134) (Head Start), any child enrolled in Head Start is now automatically eligible for free meals provided by the United States Department of Agriculture (USDA) National School Breakfast Program, National School Lunch Program, and the Child and Adult Care Food Program.

COMMUNITY ACTION PARTNERSHIP OF KERN

NOTE REGARDING CALIFORNIA DEPARTMENT OF EDUCATION AND CALIFORNIA DEPARTMENT OF SOCIAL SERVICES SUPPLEMENTARY INFORMATION

In accordance with the applicable requirements from the Funding Terms & Conditions:

1. Interest expense is only allowable as a reimbursable cost in certain circumstances when it has been preapproved by the administering state department or relates to the lease, purchase, acquisition, or repair or renovation of early learning and cash facilities owned or leased by the contractor. No interest expense was claimed to a child development contract for the year ended June 30, 2024.

2. All expenses claimed for reimbursement under a related rent transaction must be supported by a fair market rental estimate from an independent appraiser, licensed by the California Office of Real Estate Appraisers. There were no related party rent expenses claimed for the year ended June 30, 2024.

3. Bad debt expense is unallowable unless it relates to uncollectible family fees where documentation of adequate collection attempts exists. No bad debt expense was claimed to a child development contract for the year ended June 30, 2024.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
Community Action Partnership of Kern
Bakersfield, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the special purpose financial statements of **Community Action Partnership of Kern**, as of and for the year ended June 30, 2024, and the related notes to the special purpose financial statements, which comprise **Community Action Partnership of Kern**'s special purpose financial statements, and have issued our report thereon dated October 31, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the special purpose financial statements, we considered **Community Action Partnership of Kern**'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of **Community Action Partnership of Kern**'s internal control. Accordingly, we do not express an opinion on the effectiveness of **Community Action Partnership of Kern**'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether **Community Action Partnership of Kern**'s special purpose financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the special purpose financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as items SA-2024-001 through SA-2024-006.

Community Action Partnership of Kern's Responses to Findings

Government Auditing Standards requires the auditor to perform limited procedures on **Community Action Partnership of Kern**'s responses to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. **Community Action Partnership of Kern**'s responses were not subjected to the other auditing procedures applied in the audit of the special purpose financial statements and, accordingly, we express no opinion on the responses.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Daniells Phillips Vaughan & Bock

Bakersfield, California
October 31, 2024

Contractor Name: Community Action Partnership of Kern

Contract Number: CSPP-3124

Fiscal Year Ended: June 30, 2024

Vendor Code: Y320

California Department of Education Audited Enrollment, Attendance and Fiscal Report for California State Preschool Program

Section 1 – Number of Counties Where Services are Provided

Number of counties where the agency provided services to certified children (Form 1): **1**

Number of counties where the agency provided mental health consultation services to certified children (Form 2): **0**

Number of counties where the agency provided services to non-certified children (Form 3): **1**

Number of counties where the agency provided mental health consultation services to non-certified children (Form 4): **0**

Total enrollment and attendance forms to attach: **2**

Section 2 – Days of Enrollment, Attendance and Operation

Enrollment and Attendance Form Summary	Column A Cumulative FY per CPARIS	Column B Audit Adjustments	Column C Cumulative FY per Audit	Column D Adjusted Days per Audit
Total Certified Days of Enrollment	108,339	0	108,339	107,090.7780
Total Certified Days of Enrollment with Mental Health Consultation Services	0	0	0	0.0000
Days of Attendance (including MHCS)	106,905	0	106,905	N/A
Total Non-Certified Days of Enrollment	2,928	0	2,928	2,250.2532
Total Non-Certified Days of Enrollment with Mental Health Consultation Services	0	0	0	0.0000

Days of Operation	Column A Cumulative FY per CPARIS	Column B Audit Adjustments	Column C Cumulative FY per Audit	Column D Adjusted Days per Audit
Days of Operation	244		244	N/A

Section 3 – Revenue

Restricted Income	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Child Nutrition Programs			0
County Maintenance of Effort (EC Section 8260)			0
American Rescue Plan Act (ARPA)			0
Other:			0
TOTAL RESTRICTED INCOME	**0**	**0**	**0**

Transfer from Reserve	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Transfer from Preschool Reserve Account			0

Other Income	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Waived Family Fees for Certified Children (July – September)	12,230		12,230
Family Fees for Certified Children (October – June)	486		486
Interest Earned on Apportionment Payments			0
Unrestricted Income: Fees for Non-Certified Children			0
Unrestricted Income: Head Start	124,372		124,372
Other:			0
Other:			0

Section 4 - Reimbursable Expenses

Cost Category	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Direct Payments to Providers (FCCH only)			0
Direct Payments to Subcontractors: Cost of Care Plus & One-Time Allocations Only			0
1000 Certificated Salaries	2,973,541		2,973,541
2000 Classified Salaries	1,116,628		1,116,628
3000 Employee Benefits	1,399,140		1,399,140
4000 Books and Supplies	2,621		2,621
5000 Services and Other Operating Expenses	10,972		10,972
6100/6200 Other Approved Capital Outlay			0
6400 New Equipment (program-related)			0
6500 Equipment Replacement (program-related)			0
Depreciation or Use Allowance			0
Start-up Expenses (service level exemption)			0
Indirect Costs (include in Total Administrative Cost)	537,853		537,853
TOTAL REIMBURSABLE EXPENSES	**6,040,755**	**0**	**6,040,755**

Does the agency have an indirect cost rate approved by its cognizant agency (Select YES or NO)? ☐ Yes ☑ No

Approved Indirect Cost Rate: 10%

Specific Items of Reimbursable Expenses	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Total Administrative Cost (included in Reimbursable Expenses)	723,554		723,554
Total Staff Training Cost (included in Reimbursable Expenses)			0

800

Section 5 - Supplemental Funding

Supplemental Revenue	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Enhancement Funding			0
Other: Cost of Care Plus	519,120		519,120
Other: AB185 and AB110	1,052,684		1,052,684
TOTAL SUPPLEMENTAL REVENUE	**1,571,804**	**0**	**1,571,804**

Supplemental Expenses	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
1000 Certificated Salaries	569,887		569,887
2000 Classified Salaries	523,559		523,559
3000 Employee Benefits	335,466	(22,178)	313,288
4000 Books and Supplies		22,178	22,178
5000 Services and Other Operating Expenses			0
6000 Equipment / Capital Outlay			0
Depreciation or Use Allowance			0
Indirect Costs	142,892		142,892
Non-Reimbursable Supplemental Expenses			0
TOTAL SUPPLEMENTAL EXPENSES	**1,571,804**	**0**	**1,571,804**

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Section 6 - Summary

Description	Column A – Cumulative FY per CPARIS	Column B – Audit Adjustments	Column C – Cumulative FY per Audit
Total Certified Days of Enrollment (including MHCS)	108,339	0	108,339
Days of Operation	244	0	244
Days of Attendance (including MHCS)	106,905	0	106,905
Total Certified Adjusted Days of Enrollment	N/A	N/A	107,090.7780
Total Non-Certified Adjusted Days of Enrollment	N/A	N/A	2,250.2532
Restricted Program Income	0	0	0
Transfer from Preschool Reserve Account	0	0	0
Family Fees for Certified Children (October - June)	486	0	486
Interest Earned on Apportionment Payments	0	0	0
Direct Payments to Providers	0	0	0
Start-up Expenses (service level exemption)	0	0	0
Total Reimbursable Expenses	6,040,755	0	6,040,755
Total Administrative Cost	723,554	0	723,554
Total Staff Training Cost	0	0	0
Non-Reimbursable Cost (State Use Only)	N/A	N/A	

Section 7 – Auditor's Assurances

Independent auditor's assurances on agency's compliance with the contract funding terms and conditions and program requirements of the California Department of Education, Early Education Division:

Eligibility, enrollment and attendance records are being maintained as required (Select YES or NO): ☑ Yes ☐ No

Reimbursable expenses claimed in Section 4 are eligible for reimbursement, reasonable, necessary, and adequately supported (Select YES or NO): ☑ Yes ☐ No

Section 8 – Comments

Include any comments in the comment box. If necessary, attach additional sheets to explain adjustments.

Contractor Name: Community Action Partnership of Kern **Contract Number: CSPP-3124**

California State Preschool Program – Form 1
Certified Children Days of Enrollment and Attendance

Service County: Kern

Enrollment Description	Column A Cumulative FY per CPARIS June Report	Column B Audit Adjustments	Column C Cumulative FY per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
Three Years Old Full-time-plus	194		194	2.1240	412.0560
Three Years Old Full-time	11,833		11,833	1.8000	21,299.4000
Three Years Old Part-time	14,694		14,694	1.1147	16,379.4018
Four Years and Older Full-time-plus	157		157	1.1800	185.2600
Four Years and Older Full-time	25,486		25,486	1.0000	25,486.0000
Four Years and Older Part-time	32,392		32,392	0.6193	20,060.3656
Exceptional Needs Full-time-plus			0	2.8320	0.0000
Exceptional Needs Full-time	1,243		1,243	2.4000	2,983.2000
Exceptional Needs Part-time	1,377		1,377	1.4863	2,046.6351
Dual Language Learner Full-time-plus			0	1.4160	0.0000
Dual Language Learner Full-time	4,260		4,260	1.2000	5,112.0000
Dual Language Learner Part-time	10,135		10,135	0.6193	6,276.6055

Contractor Name: Community Action Partnership of Kern **Contract Number: CSPP-3124**

Enrollment Description	Column A Cumulative FY per CPARIS June Report	Column B Audit Adjustments	Column C Cumulative FY per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
At Risk of Abuse or Neglect Full-time-plus			0	1.2980	0.0000
At Risk of Abuse or Neglect Full-time	5,788		5,788	1.1000	6,366.8000
At Risk of Abuse or Neglect Part-time	780		780	0.6193	483.0540
Severely Disabled Full-time-plus			0	2.8320	0.0000
Severely Disabled Full-time			0	2.4000	0.0000
Severely Disabled Part-time			0	1.4863	0.0000
TOTAL CERTIFIED DAYS OF ENROLLMENT	**108,339**	**0**	**108,339**	N/A	**107,090.7780**

Attendance	Column A Cumulative FY per CPARIS June Report	Column B Audit Adjustments	Column C Cumulative FY per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
DAYS OF ATTENDANCE	**106,905**		**106,905**	N/A	N/A

Enter the sum of Total Certified Days of Enrollment from all Form 1s in the Total Certified Days of Enrollment line of AUD 8501, Section 2.

Enter the sum of Days of Attendance from all Form 1s and Form 2s in the Days of Attendance line of AUD 8501, Section 2.

Contractor Name: Community Action Partnership of Kern **Contract Number: CSPP-3124**

California State Preschool Program – Form 3
Non-Certified Children Days of Enrollment

Service County: Kern

Enrollment Description	Column A Cumulative FY per CPARIS June Report	Column B Audit Adjustments	Column C Cumulative FY per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
Toddlers (18 up to 36 months) Full-time-plus			0	2.1240	0.0000
Toddlers (18 up to 36 months) Full-time			0	1.8000	0.0000
Toddlers (18 up to 36 months) Part-time			0	0.9900	0.0000
Three Years Old Full-time-plus			0	2.1240	0.0000
Three Years Old Full-time			0	1.8000	0.0000
Three Years Old Part-time	882		882	1.1147	983.1654
Four Years and Older Full-time-plus			0	1.1800	0.0000
Four Years and Older Full-time			0	1.0000	0.0000
Four Years and Older Part-time	2,046		2,046	0.6193	1,267.0878
Exceptional Needs Full-time-plus			0	2.8320	0.0000
Exceptional Needs Full-time			0	2.4000	0.0000
Exceptional Needs Part-time			0	1.4863	0.0000
Dual Language Learner Full-time-plus			0	1.4160	0.0000
Dual Language Learner Full-time			0	1.2000	0.0000
Dual Language Learner Part-time			0	0.6193	0.0000

Contractor Name: Community Action Partnership of Kern **Contract Number: CSPP-3124**

Enrollment Description	Column A Cumulative FY per CPARIS June Report	Column B Audit Adjustments	Column C Cumulative FY per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
At Risk of Abuse or Neglect Full-time-plus			0	1.2980	0.0000
At Risk of Abuse or Neglect Full-time			0	1.1000	0.0000
At Risk of Abuse or Neglect Part-time			0	0.6193	0.0000
Severely Disabled Full-time-plus			0	2.8320	0.0000
Severely Disabled Full-time			0	2.4000	0.0000
Severely Disabled Part-time			0	1.4863	0.0000
TOTAL NON-CERTIFIED DAYS OF ENROLLMENT	**2,928**	**0**	**2,928**	N/A	**2,250.2532**

Enter the sum of Total Non-Certified Days of Enrollment from all Form 3s in the Total Non-Certified Days of Enrollment line of AUD 8501, Section 2.

AUDITED ENROLLMENT, ATTENDANCE AND FISCAL REPORT FOR CHILD CARE AND DEVELOPMENT PROGRAMS

Fiscal Year Ending	**June 30, 2024**
Contract Number*	**CCTR-3063**
Vendor Code*	**Y320**

Full Name of Contractor* **Community Action Partnership Action of Kern**

Section 1 - Number of Counties Where Services are Provided

- Number of counties where the agency provided services to certified children (Form AUD 9500.1):* 1
- Number of counties where the agency provided mental health consultation services to certified children (Form AUD 9500.2):* 0
- Number of counties where the agency provided services to non-certified children (Form AUD 9500.3):* 1
- Number of counties where the agency provided mental health consultation services to non-certified children (Form AUD 9500.4):* 0
- Total enrollment and attendance forms to attach: 2

Note: For each of the above categories, submit one form for each service county for the fiscal year.

Section 2 - Days of Enrollment, Attendance and Operation

	Column A Cumulative FY CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit	Column D Adjusted Days per Audit
Total Certified Days of Enrollment	40,492		40,492	70,718.0060
Total Certified Days of Enrollment with Mental Health Consultation Services				
Days of Attendance (including MHCS)	40,171		40,171	**N/A**
Total Non-Certified Days of Enrollment	1,855		1,855	2,021.9540
Total Non-Certified Days of Enrollment with Mental Health Consultation Services				
Days of Operation	244		244	**N/A**

*Indicates field is required.

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Full Name of Contractor Community Action Partnership Action of Kern **Contract Number** CCTR-3063

Section 3 - Revenue

	Column A Cumulative FY CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Child Nutrition Programs			
Restricted Income - County Maintenance of Effort (WIC Section 10308.5)			
Restricted Income - American Rescue Plan Act (ARPA)			
Restricted Income - Other:			
Restricted Income - Subtotal			
Transfer From Reserve			
Waived Family Fees for Certified Children*	11,093		11,093
Family Fees Collected for Certified Children			
Interest Earned on Child Development Apportionment Payments			
Unrestricted Income - Fees for Non-Certified Children			
Unrestricted Income - Head Start	93,929	10,303	104,232
Unrestricted Income - Other:			
Total Revenue (*Waived Family Fees Not Included)	**93,929**	**10,303**	**104,232**

Comments:

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Full Name of Contractor Community Action Partnership Action of Kern **Contract Number** CCTR-3063

Section 4 - Reimbursable Expenses

	Column A Cumulative FY CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers (FCCH only)			
1000 Certificated Salaries	1,827,498		1,827,498
2000 Classified Salaries	742,177		742,177
3000 Employee Benefits	842,351		842,351
4000 Books and Supplies	524		524
5000 Services and Other Operating Expenses	8,292		8,292
6100/6200 Other Approved Capital Outlay			
6400 New Equipment (program-related)			
6500 Equipment Replacement (program-related)			
Depreciation or Use Allowance			
Start-up Expenses (service level exemption)			
Budget Impasse Credit			
Indirect Costs (include in Total Administrative Cost)	331,660		331,660
Total Reimbursable Expenses	**3,752,502**		**3,752,502**
Total Administrative Cost (included in Section 4 above)	331,660		331,660
Total Staff Training Cost (included in Section 4 above)			

Approved Indirect Cost Rate: 10 %

☐ NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 4.

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Full Name of Contractor Community Action Partnership Action of Kern **Contract Number** CCTR-3063

Section 5 - Supplemental Revenue

	Column A Cumulative FY CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit
Enhancement Funding			
Other: State Stipends - SB140	133,580		133,580
Other: Childcare Provider Stipends	69,080		69,080
Total Supplemental Revenue	**202,660**		**202,660**

Section 6 - Supplemental Expenses

	Column A Cumulative FY CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit
1000 Certificated Salaries	66,048		66,048
2000 Classified Salaries	21,816		21,816
3000 Employee Benefits	31,008		31,008
4000 Books and Supplies	20,334		20,334
5000 Services and Other Operating Expenses			
6000 Equipment / Capital Outlay	49,800		49,800
Depreciation or Use Allowance			
Indirect Costs	13,654		13,654
Non-Reimbursable Supplemental Expenses			
Total Supplemental Expenses	**202,660**		**202,660**

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Full Name of Contractor Community Action Partnership Action of Kern **Contract Number** CCTR-3063

Section 7 - Summary

	Column A Cumulative FY CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit
Total Certified Days of Enrollment (including MHCS)	40,492		40,492
Days of Operation	244		244
Days of Attendance (including MHCS)	40,171		40,171
Restricted Program Income			
Transfer from Reserve			
Family Fees Collected for Certified Children			
Interest Earned on Child Development Apportionment Payments			
Direct Payments to Providers			
Start-up Expenses (service level exemption)			
Total Reimbursable Expenses	3,752,502		3,752,502
Total Administrative Cost	331,660		331,660
Total Staff Training Cost			
Non-Reimbursable (State use only)	**N/A**	**N/A**	

Total Certified Adjusted Days of Enrollment (including MHCS) 70,718.0060

Total Non-Certified Adjusted Days of Enrollment (including MHCS) 2,021.9540

Independent auditor's assurances on agency's compliance with contract funding terms and conditions and program requirements for programs that transferred to the California Department of Social Services on July 1, 2021 pursuant to WIC Section 10203(b):

Eligibility, enrollment and attendance records are being maintained as required (select YES or NO from the drop-down box): Yes

Reimbursable expenses claimed on page 3 are eligible for reimbursement, reasonable, necessary, and adequately supported (select YES or NO from the drop-down box): Yes

Include any comments in the comments box on page 2. If necessary, attach additional sheets to explain adjustments.

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CHILD CARE AND DEVELOPMENT PROGRAMS CERTIFIED CHILDREN DAYS OF ENROLLMENT AND ATTENDANCE

Fiscal Year Ending June 30, 2024
Contract Number CCTR-3063
Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Service County: Kern

	Column A Cumulative FY CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
Infants (up to 18 months) Full-time-plus				2.8792	
Infants (up to 18 months) Full-time	6,178		6,178	2.4400	15,074.3200
Infants (up to 18 months) One-half-time	1,330		1,330	1.3420	1,784.8600
Toddlers (18 up to 36 months) Full-time-plus	219		219	2.1240	465.1560
Toddlers (18 up to 36 months) Full-time	25,872		25,872	1.8000	46,569.6000
Toddlers (18 up to 36 months) One-half-time	6,893		6,893	0.9900	6,824.0700
Three Years and Older Full-time-plus				1.1800	
Three Years and Older Full-time				1.0000	
Three Years and Older One-half-time				0.5500	
Exceptional Needs Full-time-plus				1.8172	
Exceptional Needs Full-time				1.5400	
Exceptional Needs One-half-time				0.8470	

Full Name of Contractor Community Action Partnership of Kern **Contract Number** CCTR-3063

	Column A Cumulative FY CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
Dual Language Learner Full-time-plus				1.2980	
Dual Language Learner Full-time				1.1000	
Dual Language Learner One-half-time				0.5500	
At Risk of Abuse or Neglect Full-time-plus				1.2980	
At Risk of Abuse or Neglect Full-time				1.1000	
At Risk of Abuse or Neglect One-half-time				0.5500	
Severely Disabled Full-time-plus				2.2774	
Severely Disabled Full-time				1.9300	
Severely Disabled One-half-time				1.0615	
Total Certified Days of Enrollment	**40,492**		**40,492**	**N/A**	**70,718.0060**
Days of Attendance	**40,171**		**40,171**	**N/A**	**N/A**

Enter the sum of Total Certified Days of Enrollment from Form AUD9500.1(s) in the Total Certified Days of Enrollment line of AUD 9500, Section 2.

Enter the sum of Days of Attendance from all Form AUD9500.2(s) in the Days of Attendance line of AUD 9500, Section 2.

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CHILD CARE AND DEVELOPMENT PROGRAMS
NON-CERTIFIED CHILDREN DAYS OF ENROLLMENT

Fiscal Year Ending June 30, 2024
Contract Number CCTR-3063
Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Service County: Kern

	Column A Cumulative FY CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
Infants (up to 18 months) Full-time-plus				2.8792	
Infants (up to 18 months) Full-time				2.4400	
Infants (up to 18 months) One-half-time	527		527	1.3420	707.2340
Toddlers (18 up to 36 months) Full-time-plus				2.1240	
Toddlers (18 up to 36 months) Full-time				1.8000	
Toddlers (18 up to 36 months) One-half-time	1,328		1,328	0.9900	1,314.7200
Three Years and Older Full-time-plus				1.1800	
Three Years and Older Full-time				1.0000	
Three Years and Older One-half-time				0.5500	
Exceptional Needs Full-time-plus				1.8172	
Exceptional Needs Full-time				1.5400	
Exceptional Needs One-half-time				0.8470	

Full Name of Contractor Community Action Partnership of Kern **Contract Number** CCTR-3063

	Column A Cumulative FY CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
Dual Language Learner Full-time-plus				1.2980	
Dual Language Learner Full-time				1.1000	
Dual Language Learner One-half-time				0.5500	
At Risk of Abuse or Neglect Full-time-plus				1.2980	
At Risk of Abuse or Neglect Full-time				1.1000	
At Risk of Abuse or Neglect One-half-time				0.5500	
Severely Disabled Full-time-plus				2.2774	
Severely Disabled Full-time				1.9300	
Severely Disabled One-half-time				1.0615	
Total Non-Certified Days of Enrollment	**1,855**		**1,855**	**N/A**	**2,021.9540**

Enter the sum of Total Non-Certified Days of Enrollment from all Form AUD 9500.3(s) in the Total Non-Certified Days of Enrollment line of AUD 9500, Section 2.

AUDITED ENROLLMENT, ATTENDANCE AND FISCAL REPORT FOR CHILD CARE AND DEVELOPMENT PROGRAMS

Fiscal Year Ending	**June 30, 2024**
Contract Number*	**CMIG-3004**
Vendor Code*	**Y320**

Full Name of Contractor* **Community Action Partnership of Kern**

Section 1 - Number of Counties Where Services are Provided

- Number of counties where the agency provided services to certified children (Form AUD 9500.1):* 1
- Number of counties where the agency provided mental health consultation services to certified children (Form AUD 9500.2):* 0
- Number of counties where the agency provided services to non-certified children (Form AUD 9500.3):* 1
- Number of counties where the agency provided mental health consultation services to non-certified children (Form AUD 9500.4):* 0
- Total enrollment and attendance forms to attach: 2

Note: For each of the above categories, submit one form for each service county for the fiscal year.

Section 2 - Days of Enrollment, Attendance and Operation

	Column A Cumulative FY CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit	Column D Adjusted Days per Audit
Total Certified Days of Enrollment	803		803	803.0000
Total Certified Days of Enrollment with Mental Health Consultation Services				
Days of Attendance (including MHCS)	797		797	**N/A**
Total Non-Certified Days of Enrollment	11		11	6.0500
Total Non-Certified Days of Enrollment with Mental Health Consultation Services				
Days of Operation	244		244	**N/A**

*Indicates field is required.

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Full Name of Contractor Community Action Partnership of Kern **Contract Number** CMIG-3004

Section 3 - Revenue

	Column A Cumulative FY CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Child Nutrition Programs			
Restricted Income - County Maintenance of Effort (WIC Section 10308.5)			
Restricted Income - American Rescue Plan Act (ARPA)			
Restricted Income - Other:			
Restricted Income - Subtotal			
Transfer From Reserve			
Waived Family Fees for Certified Children*			
Family Fees Collected for Certified Children			
Interest Earned on Child Development Apportionment Payments			
Unrestricted Income - Fees for Non-Certified Children			
Unrestricted Income - Head Start	312		312
Unrestricted Income - Other: Direct Service 165 Children			
Total Revenue (*Waived Family Fees Not Included)	**312**		**312**

Comments:

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Full Name of Contractor Community Action Partnership of Kern **Contract Number** CMIG-3004

Section 4 - Reimbursable Expenses

	Column A Cumulative FY CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers (FCCH only)			
1000 Certificated Salaries	19,967		19,967
2000 Classified Salaries	8,063		8,063
3000 Employee Benefits	9,561		9,561
4000 Books and Supplies	9		9
5000 Services and Other Operating Expenses	342		342
6100/6200 Other Approved Capital Outlay			
6400 New Equipment (program-related)			
6500 Equipment Replacement (program-related)			
Depreciation or Use Allowance			
Start-up Expenses (service level exemption)			
Budget Impasse Credit			
Indirect Costs (include in Total Administrative Cost)	3,764		3,764
Total Reimbursable Expenses	**41,706**		**41,706**
Total Administrative Cost (included in Section 4 above)	4,458	869	5,327
Total Staff Training Cost (included in Section 4 above)			

Approved Indirect Cost Rate: 10 %

☐ NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 4.

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Full Name of Contractor Community Action Partnership of Kern **Contract Number** CMIG-3004

Section 5 - Supplemental Revenue

	Column A Cumulative FY CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit
Enhancement Funding			
Other: Direct Service 165 Children	3,520		3,520
Other:			
Total Supplemental Revenue	**3,520**		**3,520**

Section 6 - Supplemental Expenses

	Column A Cumulative FY CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit
1000 Certificated Salaries			
2000 Classified Salaries			
3000 Employee Benefits			
4000 Books and Supplies	3,200		3,200
5000 Services and Other Operating Expenses			
6000 Equipment / Capital Outlay			
Depreciation or Use Allowance			
Indirect Costs	320		320
Non-Reimbursable Supplemental Expenses			
Total Supplemental Expenses	**3,520**		**3,520**

Full Name of Contractor Community Action Partnership of Kern **Contract Number** CMIG-3004

Section 7 - Summary

	Column A Cumulative FY CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit
Total Certified Days of Enrollment (including MHCS)	803		803
Days of Operation	244		244
Days of Attendance (including MHCS)	797		797
Restricted Program Income			
Transfer from Reserve			
Family Fees Collected for Certified Children			
Interest Earned on Child Development Apportionment Payments			
Direct Payments to Providers			
Start-up Expenses (service level exemption)			
Total Reimbursable Expenses	41,706		41,706
Total Administrative Cost	4,458	869	5,327
Total Staff Training Cost			
Non-Reimbursable (State use only)	**N/A**	**N/A**	

Total Certified Adjusted Days of Enrollment (including MHCS) 803.0000

Total Non-Certified Adjusted Days of Enrollment (including MHCS) 6.0500

Independent auditor's assurances on agency's compliance with contract funding terms and conditions and program requirements for programs that transferred to the California Department of Social Services on July 1, 2021 pursuant to WIC Section 10203(b):

Eligibility, enrollment and attendance records are being maintained as required (select YES or NO from the drop-down box): Yes

Reimbursable expenses claimed on page 3 are eligible for reimbursement, reasonable, necessary, and adequately supported (select YES or NO from the drop-down box): Yes

Include any comments in the comments box on page 2. If necessary, attach additional sheets to explain adjustments.

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CHILD CARE AND DEVELOPMENT PROGRAMS CERTIFIED CHILDREN DAYS OF ENROLLMENT AND ATTENDANCE

Fiscal Year Ending June 30, 2024
Contract Number CMIG-3004
Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Service County: Kern

	Column A Cumulative FY CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
Infants (up to 18 months) Full-time-plus				2.8792	
Infants (up to 18 months) Full-time				2.4400	
Infants (up to 18 months) One-half-time				1.3420	
Toddlers (18 up to 36 months) Full-time-plus				2.1240	
Toddlers (18 up to 36 months) Full-time				1.8000	
Toddlers (18 up to 36 months) One-half-time				0.9900	
Three Years and Older Full-time-plus				1.1800	
Three Years and Older Full-time	143		143	1.0000	143.0000
Three Years and Older One-half-time				0.5500	
Exceptional Needs Full-time-plus				1.8172	
Exceptional Needs Full-time				1.5400	
Exceptional Needs One-half-time				0.8470	

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Full Name of Contractor Community Action Partnership of Kern **Contract Number** CMIG-3004

	Column A Cumulative FY CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
Dual Language Learner Full-time-plus				1.2980	
Dual Language Learner Full-time	540		540	1.1000	594.0000
Dual Language Learner One-half-time	120		120	0.5500	66.0000
At Risk of Abuse or Neglect Full-time-plus				1.2980	
At Risk of Abuse or Neglect Full-time				1.1000	
At Risk of Abuse or Neglect One-half-time				0.5500	
Severely Disabled Full-time-plus				2.2774	
Severely Disabled Full-time				1.9300	
Severely Disabled One-half-time				1.0615	
Total Certified Days of Enrollment	**803**		**803**	**N/A**	**803.0000**
Days of Attendance	**797**		**797**	**N/A**	**N/A**

Enter the sum of Total Certified Days of Enrollment from Form AUD9500.1(s) in the Total Certified Days of Enrollment line of AUD 9500, Section 2.

Enter the sum of Days of Attendance from all Form AUD9500.2(s) in the Days of Attendance line of AUD 9500, Section 2.

CHILD CARE AND DEVELOPMENT PROGRAMS
NON-CERTIFIED CHILDREN DAYS OF ENROLLMENT

Fiscal Year Ending June 30, 2024
Contract Number CMIG-3004
Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Service County: Kern

	Column A Cumulative FY CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
Infants (up to 18 months) Full-time-plus				2.8792	
Infants (up to 18 months) Full-time				2.4400	
Infants (up to 18 months) One-half-time				1.3420	
Toddlers (18 up to 36 months) Full-time-plus				2.1240	
Toddlers (18 up to 36 months) Full-time				1.8000	
Toddlers (18 up to 36 months) One-half-time				0.9900	
Three Years and Older Full-time-plus				1.1800	
Three Years and Older Full-time				1.0000	
Three Years and Older One-half-time	11		11	0.5500	6.0500
Exceptional Needs Full-time-plus				1.8172	
Exceptional Needs Full-time				1.5400	
Exceptional Needs One-half-time				0.8470	

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Full Name of Contractor Community Action Partnership of Kern **Contract Number** CMIG-3004

	Column A Cumulative FY CDNFS 9500	Column B Audit Adjustments	Column C Cumulative per Audit	Column D Adjustment Factor	Column E Adjusted Days per Audit
Dual Language Learner Full-time-plus				1.2980	
Dual Language Learner Full-time				1.1000	
Dual Language Learner One-half-time				0.5500	
At Risk of Abuse or Neglect Full-time-plus				1.2980	
At Risk of Abuse or Neglect Full-time				1.1000	
At Risk of Abuse or Neglect One-half-time				0.5500	
Severely Disabled Full-time-plus				2.2774	
Severely Disabled Full-time				1.9300	
Severely Disabled One-half-time				1.0615	
Total Non-Certified Days of Enrollment	**11**		**11**	**N/A**	**6.0500**

Enter the sum of Total Non-Certified Days of Enrollment from all Form AUD 9500.3(s) in the Total Non-Certified Days of Enrollment line of AUD 9500, Section 2.

AUDITED FISCAL REPORT FOR MIGRANT SPECIAL CONTRACTS

Fiscal Year Ending	**June 30, 2024**
Contract Number	**CMSS-3004**
Vendor Code	**Y320**

Full Name of Contractor **Community Action Partnership of Kern**

Section 1 - Revenue

	Column A Cumulative FY CDNFS 9500A	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Other:			
Restricted Income - Other:			
Restricted Income - Subtotal			
Interest Earned on Child Development Apportionment Payments			
Unrestricted Income - Other:			
Total Revenue			

Contract Number CMSS-3004

Full Name of Contractor Community Action Partnership of Kern

Section 2 - Reimbursable Expenses

	Column A Cumulative FY CDNFS 9500A	Column B Audit Adjustments	Column C Cumulative per Audit
1000 Certificated Salaries	17,055		17,055
2000 Classified Salaries	10,274		10,274
3000 Employee Benefits	9,107		9,107
4000 Books and Supplies			
5000 Services and Other Operating Expenses			
Indirect Costs (include in Total Administrative Cost)	3,643		3,643
Total Reimbursable Expenses	**40,079**		**40,079**
Total Administrative Cost (included in Section 2 above)	3,645		3,645
Days of Operation	244		244

Approved Indirect Cost Rate: 10.0%

☒ NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

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Contract Number CMSS-3004

Full Name of Contractor Community Action Partnership of Kern

Section 5 - Summary

	Column A Cumulative FY CDNFS 9500A	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income			
Interest Earned on Child Development Apportionment Payments			
Total Reimbursable Expenses	40,079		40,079
Total Administrative Cost	3,645		3,645
Days of Operation	244		244
Non-Reimbursable (State use only)	N/A	N/A	

Comments:

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Audit Report Page 60

AUDITED FISCAL REPORT FOR CALWORKS, ALTERNATIVE PAYMENT OR FAMILY CHILD CARE HOME PROGRAMS

Fiscal Year Ending June 30, 2024

Contract Number CMAP-3000

Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Section 1 - Revenue

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Income - Child Nutrition Programs				
Restricted Income - County Maintenance of Effort (WIC Section 10308.5)				
Restricted Income - Uncashed Checks to Providers				
Restricted Income - Other:				
Restricted Income - Subtotal				
Transfer from Reserve (alternative payment only)				
Waived Family Fees for Certified Children*		69,403		69,403
Family Fees Collected for Certified Children		629		629
Interest Earned on Child Development Apportionment Payments				
Unrestricted Income - Other: Other Revenue			5,610	5,610
Total Revenue (*Waived Family Fees Not Included)		**629**	**5,610**	**6,239**

Contract Number CMAP-3000

Full Name of Contractor Community Action Partnership of Kern

Section 2 - Reimbursable Expenses

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers		27,850,130		27,850,130
1000 Certificated Salaries				
2000 Classified Salaries		1,998,650		1,998,650
3000 Employee Benefits		421,408		421,408
4000 Books and Supplies		94,039	-5,917	88,122
5000 Services and Other Operating Expenses		326,246	18,360	344,606
6100/6200 Other Approved Capital Outlay				
6400 New Equipment (program-related)				
6500 Equipment Replacement (program-related)				
Depreciation or Use Allowance				
Indirect Costs (include in Total Administrative Cost)		3,064,439	-12,570	3,051,869
Total Reimbursable Expenses		**33,754,912**	**-127**	**33,754,785**
Total Administrative Cost (included in Section 2 above)		5,201,984	-2,061,332	3,140,652
Days of Operation		244		244

Approved Indirect Cost Rate: 10.0%

☐ NO SUPPLEMENTAL REVENUE / EXPENSES Check this box and omit page 3.

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Contract Number CMAP-3000

Full Name of Contractor Community Action Partnership of Kern

Section 3 - Supplemental Revenue

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Enhancement Funding				
Other: State Stipends/CCPU SB140		4,611,474		4,611,474
Total Supplemental Revenue		**4,611,474**		**4,611,474**

Section 4 - Supplemental Expenses

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Direct Payments to Providers		4,192,249		4,192,249
1000 Certificated Salaries				
2000 Classified Salaries				
3000 Employee Benefits				
4000 Books and Supplies				
5000 Services and Other Operating Expenses				
6000 Equipment / Capital Outlay				
Depreciation or Use Allowance				
Indirect Costs		419,225		419,225
Non-Reimbursable Supplemental Expenses				
Total Supplemental Expenses		**4,611,474**		**4,611,474**

Contract Number CMAP-3000

Full Name of Contractor Community Action Partnership of Kern

Section 5 - Summary

	Column A1 Cumulative Prior Year AUD 9500AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500AP	Column B Audit Adjustments	Column C Cumulative per Audit
Restricted Program Income				
Transfer from Reserve (alternative payment only)				
Family Fees Collected for Certified Children		629		629
Interest Earned on Child Development Apportionment Payments				
Direct Payments to Providers		27,850,130		27,850,130
Total Administrative Cost		5,201,984	-2,061,332	3,140,652
Days of Operation		244		244
Total Reimbursable Expenses		33,754,912	-127	33,754,785
Non-Reimbursable (State use only)	N/A	N/A		

Comments:

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AUDITED RESERVE ACCOUNT ACTIVITY REPORT

Fiscal Year End	June 30, 2024
Reserve Account Type	Center-Based
Vendor Code	Y320

Full Name of Contractor **Community Action Partnership of Kern**

Section 1 - Prior Year Reserve Account Activity

1. Beginning Balance (2022–23 AUD 9530A Ending Balance)	2,779
2. Plus Transfers to Reserve Account:	Per 2022–23 Post-Audit CDNFS 9530
Contract No.CCTR-2058	234,202
Contract No.CMIG-2004	142
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Total Transferred from 2022–23 Contracts to Reserve	**234,344**
3. Less Excess Reserve to be Billed	
4. Ending Balance per 2022-23 Post-Audit CDNFS 9530	**237,123**

Section 2 - Current Year (2023–24) Reserve Account Activity

	Column A CDNFS 9530A	Column B Audit Adjustments	Column C per Audit
5. Plus Interest Earned This Year on Reserve:	29	15	44
6. Less Transfers to Contracts from Reserve:			
Contract No.			0
Contract No.			0
Contract No.			0
Contract No.			0
Contract No.			0
Contract No.			0
Total Transferred to Contracts from Reserve Account	**0**	**0**	**0**
7. Ending Balance on June 30, 2024	**237,152**	**15**	**237,167**

COMMENTS - If necessary, attach additional sheets to explain adjustments.

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AUDITED RESERVE ACCOUNT ACTIVITY REPORT

Fiscal Year End	June 30, 2024
Reserve Account Type	Alternative Payment
Vendor Code	Y320

Full Name of Contractor **Community Action Partnership of Kern**

Section 1 - Prior Year Reserve Account Activity

1. Beginning Balance (2022–23 AUD 9530A Ending Balance)	53,779
2. Plus Transfers to Reserve Account:	Per 2022–23 Post-Audit CDNFS 9530
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Contract No.	
Total Transferred from 2022–23 Contracts to Reserve	**0**
3. Less Excess Reserve to be Billed	
4. Ending Balance per 2022-23 Post-Audit CDNFS 9530	**53,779**

Section 2 - Current Year (2023–24) Reserve Account Activity

	Column A CDNFS 9530A	Column B Audit Adjustments	Column C per Audit
5. Plus Interest Earned This Year on Reserve:	1,014	33	1,047
6. Less Transfers to Contracts from Reserve:			
Contract No.			0
Contract No.			0
Contract No.			0
Contract No.			0
Contract No.			0
Contract No.			0
Total Transferred to Contracts from Reserve Account	**0**	**0**	**0**
7. Ending Balance on June 30, 2024	**54,793**	**33**	**54,826**

COMMENTS - If necessary, attach additional sheets to explain adjustments.

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California Department of Education **Fiscal Year Ending: June 30, 2024**
Audited Preschool Reserve Account Activity Report **Vendor Code: Y320**

Contractor Name: Community Action Partnership of Kern

Section 1 – Prior Year Reserve Account Activity

1. Beginning Balance (2022–23 AUD 9530A Ending Balance): 191,217

2. Plus Transfers to Reserve Account:

2022–23 Contract No.	Per 2022–23 Post-Audit EENFS 9530
CSPP-2120	11,515
Total Transferred from 2022–23 Contracts	**11,515**

3. Less Excess Reserve to be Billed:

4. 2022–23 EENFS 9530 Reserve Balance After Billing: 202,732

Section 2 – Current Year Reserve Account Activity

5. Plus Interest Earned This Year on Reserve:

Description	Column A per CPARIS	Column B Audit Adjustments	Column C Total per Audit
Interest Earned	35	6	41

6. Less Transfers to Contracts from Reserve:

2023–24 Contract No.	Column A per CPARIS	Column B Audit Adjustments	Column C Total per Audit
			0
			0
			0
Total Transferred to Contracts	**0**	**0**	**0**

7. Ending Balance:

Description	Column A per CPARIS	Column B Audit Adjustments	Column C Total per Audit
Ending Balance on June 30, 2024	202,767	6	202,773

COMMENTS – If necessary, attach additional sheets to explain adjustments.

COMMUNITY ACTION PARTNERSHIP OF KERN

SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE PERIOD ENDED JUNE 30, 2024

SECTION I. SUMMARY OF AUDITOR'S RESULTS

State Awards

Internal control over major programs:	
Material weakness(es) identified?	____Yes _X_No
Significant deficiency(ies) identified?	____Yes _X_None reported
Type of auditor's report issued on compliance for major federal programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with section 2 CFR 200.516(a)?:	___X___Yes ___No

SECTION II. STATE AWARD FINDINGS AND QUESTIONED COSTS

SA-2024-001 Financial Reporting - Child and Adult Care Food Program 15-1248-OJ

Criteria: Chapter 400, Section 422 CACFP Reimbursement Claims Reporting, Part A.1.b. Actual Count Claiming Method, of the California Department of Education and California Department of Social Services Audit Guide – August 2024 states "the "actual count" claiming method requires the sponsor to accurately report on a monthly basis the "actual" eligibility category of enrolled, participating children and the actual number of meals served to the participant in each eligible category. Percentages are not used."

Condition: For the month of August 2023, the Contractor did not maintain a system to properly document meals reported resulting in the following errors.

- The Contractor reported 10,038 at risk breakfast meals served as compared to 11,667 at risk breakfast meals actually served per the underlying documentation for a total of 1,629 at risk breakfast meals underreported.
- The Contractor reported 16,762 at risk snack meals served as compared to 8,693 at risk snack meals actually served per the underlying documentation for a total of 8,069 at risk snack meal overreported.
- The Contractor reported 10,064 at risk lunch meals served as compared to 12,332 at risk lunch meals actually served per the underlying documentation for a total of 2,268 at risk snack meal underreported.

Effect: The errors resulted in an underpayment of $3,714 related to at risk breakfast meals served; an overpayment of $9,441 related to at risk snack meals served; and an underpayment of $9,639 related to at risk lunch meals for a total of $3,912 under claimed by the Contractor. Failure to report accurate "actual count" meals served may result in a reduction, loss or repayment of funding.

Cause: The error is a result of a lack of detailed review by someone independent of the report preparer.

Recommendation: The Organization should develop and implement a policy whereby an individual independent of the completion of the monthly Child and Adult Care Food Program Claim for Reimbursement, reviews the report for accuracy. This will help to ensure the supporting meal counts are properly calculated and agree to the monthly Child and Adult Care Food Program Claim for Reimbursement. This will also help to ensure the Organization is adhering to the requirements of the funding agency.

Management's Response/Planned Corrective Action: In 2023-24, additional measures were added and will continue to be in place to have a multi-tiered auditing and monitoring process. Additionally, the agency transitioned from a manual paper process to a digital electronic process in November 2023. This advancement in addition to the multi-tiered approach has included the Attendance Specialist, Attendance Supervisor, Enrollment and Attendance Manager, Program Design and Management Administrator, as well as the designated Quality Assurance staff. The additional oversight has minimized the potential for future errors as it has addressed both under and over reporting. Additionally, since the Quality Assurance department is an independent team outside of the enrollment and attendance department, the additional auditing and monitoring has ensured the policies and procedures in place are being followed through a quality control lens. Ongoing training will be provided to all CACFP staff, which includes, but is not limited to the following: Webinars, Conferences, and internal meeting to address any changes to the reporting process from CACFP, California Department of Education, or the California Department of Social Services.

Implementer: Robert Espinoza, Program Design and Management Administrator

SA-2024-002 Financial Reporting – California State Preschool CSPP-3124

Criteria: Chapter 700, Section 730 Early Education Programs, Part J Reporting, of the California Department of Education Audit Guide – July 2023 states the Contractor shall appropriately report supplemental reimbursable expenses, including verifying that fiscal reports agree with accounting records.

Condition: For quarter 4 of fiscal year ended June 30, 2024, the Contractor did not accurately report supplemental reimbursable expenses per the underlying accounting records on the fiscal reports.

Effect: The error resulted in an overstatement of supplemental employee benefits of $22,178 an understatement of books and supplies of $22,178. Failure to report financial information properly may result in a reduction, loss or repayment of funding.

Cause: The error stems from a lack of internal review at the program level.

Recommendation: Management should provide additional training related to proper financial tabulation and reporting at the program level. Additionally, management should review and strengthen their current controls related to internal review over the program to verify that the policies and procedures are adhered to.

Management's Response/Planned Corrective Action: The misstatement of expenses between categories was due to a clerical error when completing CPARIS data entry. Greater review will be conducted by the Finance Administrator and Chief Financial Officer at the point of submission and certification of reports.

This has been implemented during the September 2024 reporting period.

Implementers: Louis Rodriguez, Finance Administrator
Tracy Webster, Chief Financial Officer

SA-2024-003 Financial Reporting – General Child Care and Development Program CCTR-3063

Criteria: Chapter 500, Section 530 Child Care and Development Programs, Part J Reporting, of the California Department of Social Services Audit Guide – August 2024 states the Contractor shall appropriately report reimbursable expenses, including verifying that fiscal reports agree with accounting records.

Condition: For the fiscal year ended June 30, 2024, the Contractor did not accurately report total unrestricted income – Head Start per the underlying accounting records on the fiscal reports.

Effect: The error resulted in an understatement of total unrestricted income – Head Start of $10,303. Failure to report financial information properly may result in a reduction, loss or repayment of funding.

Cause: The error stems from a lack of internal review at the program level.

Recommendation: Management should provide additional training related to proper financial tabulation and reporting at the program level. Additionally, management should review and strengthen their current controls related to internal review over the program to verify that the policies and procedures are adhered to.

Management's Response/Planned Corrective Action: The misstatement of expenses between categories was due to a clerical error. Greater review will be conducted by the Finance Administrator and Chief Financial Officer at the point of submission and certification of reports.

This process was implemented during the September 2024 reporting period.

Implementers: Louis Rodriguez, Finance Administrator
Tracy Webster, Chief Financial Officer

COMMUNITY ACTION PARTNERSHIP OF KERN

SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE PERIOD ENDED JUNE 30, 2024

SA-2024-004 Financial Reporting – Migrant Child Care CMIG-3004

Criteria: Chapter 500, Section 530 Child Care and Development Programs, Part J Reporting, of the California Department of Social Services Audit Guide – August 2024 states the Contractor shall appropriately report administrative costs, including verifying that fiscal reports agree with accounting records.

Condition: For the fiscal year ended June 30, 2024, the Contractor did not accurately report total administrative costs per the underlying accounting records on the fiscal reports.

Effect: The error resulted in an understatement of total administrative costs of $869. Failure to report financial information properly may result in a reduction, loss or repayment of funding.

Cause: The error stems from a lack of internal review at the program level.

Recommendation: Management should provide additional training related to proper financial tabulation and reporting at the program level. Additionally, management should review and strengthen their current controls related to internal review over the program to verify that the policies and procedures are adhered to.

Management's Response/Planned Corrective Action: The Agency struggled using the new CDPR system implemented mid-year by CDSS. The system was difficult to reconcile each quarterly submission for CMIG. Accordingly, there was a clerical error when completing the CDPR data entry. Staff now understands how to reconcile entered data in the CDPR system. Greater review will be conducted by the Finance Administrator and Chief Financial Officer at the point of submission and certification of reports.

This has been implemented during the September 2024 reporting period.

Implementers: Louis Rodriguez, Finance Administrator
Tracy Webster, Chief Financial Officer

SA-2024-005 Financial Reporting – Migrant Alternative Payment CMAP-3000

Criteria: Chapter 500, Section 530 Child Care and Development Programs, Part J Reporting, of the California Department of Social Services Audit Guide – August 2024 states the Contractor shall appropriately report administrative costs, including verifying that fiscal reports agree with accounting records.

Condition: For the fiscal year ended June 30, 2024, the Contractor did not accurately report other unrestricted income, reimbursable expenses and total administrative costs per the underlying accounting records on the fiscal reports.

Effect: The error resulted in an understatement of total other unrestricted income of $5,610, an overstatement of total reimbursable expenses of $127 and overstatement of total administrative costs of $2,061,332. Failure to report financial information properly may result in a reduction, loss or repayment of funding.

Cause: The error stems from a lack of internal review at the program level.

Recommendation: Management should provide additional training related to proper financial tabulation and reporting at the program level. Additionally, management should review and strengthen their current controls related to internal review over the program to verify that the policies and procedures are adhered to.

Management's Response/Planned Corrective Action: Program expenses were inadvertently included in the reporting of administrative costs. The error was identified after the final submission of CMAP data in August 2024. Greater review will be conducted by the Finance Administrator and Chief Financial Officer at the point of submission and certification of reports.

This has been implemented during the September 2024 reporting period.

Implementers: Louis Rodriguez, Finance Administrator
Tracy Webster, Chief Financial Officer

SA-2024-006 Reserve Reporting – Migrant Alternative Payment CMAP-3000, California State Preschool CSPP-3124, and General Child Care and Development Program CCTR-3063

Criteria: Chapter 500, Section 530 Child Care and Development Programs, Part J Reporting, of the California Department of Social Services Audit Guide – August 2024 and Chapter 700, Section 730 Early Education Programs, Part J Reporting, of the California Department of Education Audit Guide – July 2023 states the Contractor shall appropriately report cash reserve interest activity, including verifying that fiscal reports agree with accounting records.

Condition: For the fiscal year ended June 30, 2024, the Contractor did not accurately report interest earned on reserves for center based reserves, alternative payment reserves, and preschool reserves per the underlying accounting records on the fiscal reports.

Effect: The error resulted in an understatement of $15 for center based reserves, an understatement of $33 for alternative payment reserves, and an understatement of $6 for preschool reserves. Failure to report financial information properly may result in a reduction, loss or repayment of funding.

Cause: The error stems from a lack of internal review at the program level.

Recommendation: Management should provide additional training related to proper financial tabulation and reporting at the program level. Additionally, management should review and strengthen their current controls related to internal review over the program to verify that the policies and procedures are adhered to.

COMMUNITY ACTION PARTNERSHIP OF KERN

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE PERIOD ENDED JUNE 30, 2024

Management's Response/Planned Corrective Action: When completing the reconciliation of interest reported, it was identified that there were errors in the allocation of interest for the reserve accounts. Greater review will be conducted by the Finance Administrator and Chief Financial Officer at the point of submission and certification of reports.

This has been implemented during the September 2024 reporting period.

Implementers: Louis Rodriguez, Finance Administrator
Tracy Webster, Chief Financial Officer

COMMUNITY ACTION PARTNERSHIP OF KERN

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE PERIOD ENDED JUNE 30, 2024

SA-2023-001 For the two months selected for testing, September 2022 and February 2023, for Child and Adult Care Food Program 15-1248-OJ the Contractor did not maintain a system to properly document meals reported as substantiated by the underlying documentation. The errors resulted in an underpayment of $2.21 related to at risk breakfast meals served; an underpayment of $1.18 related to at risk snack meals served; and an overpayment of $36.27 related to at risk lunch meals for a total of $32.88 over claimed by the Contractor. *Similar item noted in the current year. See SA-2024-001.*

SA-2023-002 For the California State Preschool CSPP-2120 contract, the Contractor did not accurately report the Certified Enrollment for the category "At Risk of Abuse or Neglect Full-time Plus" resulting in under reporting of 9 certified days of enrollment and 11.6820 adjusted days of enrollment. *Corrective action taken during the year.*

SA-2023-003 For the California State Preschool CSPP-2120 contract for quarter 4 of fiscal year ended June 30, 2023, the Contractor did not accurately report unrestricted revenue, reimbursable expenses, or total administrative costs per the underlying accounting records on the fiscal reports. The error resulted in an understatement of unrestricted revenue of $11,843; an understatement of reimbursable expenses of $12,671, and an understatement of total administrative costs of $489. *Similar item noted in the current year. See SA-2024-002.*

SA-2023-004 For the General Child Care and Development Program CCTR-2058 contract, **f**or quarter 4 of fiscal year ended June 30, 2023, the Contractor did not accurately report total reimbursable expenses per the underlying accounting records on the fiscal reports resulting in an understatement of total reimbursable expenses of $131. *Similar item noted in the current year. See SA-2024-003.*

SA-2023-005 For the California State Preschool (CSPP), General Child Care and Development (CCTR), Migrant Child Care (CMIG), Migrant Specialized Services (CMSS), and Migrant Alternative Payment (CMAP) contracts the Contractor did not submit their quarter 4 Attendance and Fiscal Reports by the 20th day of the following month the respective report was due. *Corrective action taken during the year.*

SA-2023-006 **F**or the Migrant Child Care CMIG-2004 contract for quarter 4 of fiscal year ended June 30, 2023, the Contractor did not accurately report unrestricted revenue or total administrative costs per the underlying accounting records on the fiscal reports. The error resulted in an understatement of unrestricted revenue reported of $141 and an overstatement of total administrative costs of $34. *Similar item noted in the current year. See SA-2024-004.*

SA-2023-007 For the Migrant Specialized Services CMSS-2004 contract for quarter 4 of fiscal year ended June 30, 2023, the Contractor did not accurately report reimbursable expenses per the underlying accounting records on the fiscal reports. The error resulted in an overstatement of reimbursable expenditures reported of $9,000 for CMSS-2004. *Corrective action taken during the year.*

COMMUNITY ACTION PARTNERSHIP OF KERN

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE PERIOD ENDED JUNE 30, 2024

SA-2023-008 For the Migrant Alternative Payment CMAP-2000 contract for quarter 4 of fiscal year ended June 30, 2023, the Contractor did not accurately report supplemental revenue, reimbursable expenses or total administrative costs per the underlying accounting records on the fiscal reports. The error resulted in an understatement of supplemental revenue of $213,361, an overstatement of reimbursable expenses of $1,068 and an understatement of total administrative costs of $301.*Similar item noted in the current year. See SA-2024-005.*

SA-2023-009 The Organization inaccurately reported waived family fee revenue for the General Child Care CCTR-2058 and Migrant Child Care CMIG-2004 contracts whereby the underlying information did not agree with the amounts reported on the respective fiscal reports. The error resulted in an overstatement of waived family fee revenue of $47 and $272 for the CCTR-2058 and CMIG-2004 contracts, respectively. *Corrective action taken during the year.*

401(a) PLAN AUDIT REPORT FOR COMMUNITY ACTION PARTNERSHIP OF KERN FOR THE YEAR ENDED FEBRUARY 29, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN 401(A) PLAN

FINANCIAL REPORT
February 29, 2024

DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

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DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

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Private Companies Practice Section

SHANNON M. WEBSTER

INDEPENDENT AUDITOR'S REPORT

To the Trustees
Community Action Partnership of Kern 401(a) Plan
Bakersfield, California

Scope and Nature of the ERISA Section 103(a)(3)(C) Audit
We have performed audits of the financial statements of **Community Action Partnership of Kern 401(a) Plan** (the Plan), an employee benefit plan subject to the Employee Retirement Income Security Act of 1974 (ERISA), as permitted by ERISA Section 103(a)(3)(C) (ERISA Section 103(a)(3)(C) audit). The financial statements comprise the statements of net assets available for benefits as of February 29, 2024 and February 28, 2023, the related statement of changes in net assets available for benefits for the year ended February 29, 2024, and the related notes to the financial statements.

Management, having determined it is permissible in the circumstances, has elected to have the audits of the Plan's financial statements performed in accordance with ERISA Section 103(a)(3)(C) pursuant to 29 CFR 2520.103-8 of the Department of Labor's (DOL) Rules and Regulations for Reporting and Disclosure under ERISA. As permitted by ERISA Section 103(a)(3)(C), our audits need not extend to any statements or information related to assets held for investment of the Plan (investment information) by a bank or similar institution or insurance carrier that is regulated, supervised, and subject to periodic examination by a state or federal agency, provided that the statements or information regarding assets so held are prepared and certified to by the bank or similar institution or insurance carrier in accordance with 29 CFR 2520.103-5 of the DOL's Rules and Regulations for Reporting and Disclosure under ERISA (qualified institution).

Management has obtained certifications from qualified institutions as of February 29, 2024 and February 28, 2023, and for the year ended February 29, 2024, stating that the certified investment information, as described in Note 3 to the financial statements, is complete and accurate.

Opinion
In our opinion, based on our audits and on the procedures performed as described in the Auditor's Responsibilities for the Audit of the Financial Statements section:

- The amounts and disclosures in the accompanying financial statements, other than those agreed to or derived from the certified investment information, are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).
- The information in the accompanying financial statements related to assets held by and certified to by qualified institutions agrees to, or is derived from, in all material respects, the information prepared and certified by institutions that management determined meets the requirements of ERISA Section 103(a)(3)(C).

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Basis for Opinion
We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Plan and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our ERISA Section 103(a)(3)(C) audit opinion.

Responsibilities of Management for the Financial Statements
Management is responsible for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. Management's election of the ERISA Section 103(a)(3)(C) audit does not affect management's responsibility for the financial statements.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern within one year after the date the financial statements are issued or available to be issued.

Management is also responsible for maintaining a current plan instrument, including all Plan amendments, administering the Plan, and determining that the Plan's transactions that are presented and disclosed in the financial statements are in conformity with the Plan's provisions, including maintaining sufficient records with respect to each of the participants, to determine the benefits due or which may become due to such participants.

Auditor's Responsibilities for the Audit of the Financial Statements
Except as described in the Scope and Nature of the ERISA Section 103(a)(3)(C) Audit section of our report, our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern for a reasonable period of time.

Our audits did not extend to the certified investment information, except for obtaining and reading the certification, comparing the certified investment information with the related information presented and disclosed in the financial statements, and reading the disclosures relating to the certified investment information to assess whether they are in accordance with the presentation and disclosure requirements of U.S. GAAP.

Accordingly, the objective of an ERISA Section 103(a)(3)(C) audit is not to express an opinion about whether the financial statements as a whole are presented fairly, in all material respects, in accordance with U.S. GAAP.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Matter - Supplemental Schedule Required by ERISA

The supplemental schedule H, line 4i – schedule of assets (held at end of year) as of February 29, 2024 is presented for purposes of additional analysis and is not a required part of the financial statements but is supplementary information required by the DOL's Rules and Regulations for Reporting and Disclosure under ERISA. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information included in the supplemental schedule, other than that agreed to or derived from the certified investment information, has been subjected to auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS. For information included in the supplemental schedule that is agreed to or is derived from the certified investment information, we compared such information to the related certified investment information.

In forming our opinion on the supplemental schedule, we evaluated whether the supplemental schedule, other than the information agreed to or derived from the certified investment information, including its form and content, is presented in conformity with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA.

In our opinion:

- The form and content of the supplemental schedule, other than the information in the supplemental schedule that is agreed to or is derived from the certified investment information, is presented, in all material respects, in conformity with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA.
- The information in the supplemental schedule related to assets held by and certified to by qualified institutions agrees to, or is derived from, in all material respects, the information prepared and certified by institutions that management determined meets the requirements of ERISA Section 103(a)(3)(C).

Daniells Phillips Vaughan & Bock

Bakersfield, California
October 3, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN 401(A) PLAN

STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS
February 29, 2024 and February 28, 2023

	2024	2023
ASSETS		
Cash	**$ 142**	$ -
Investments at fair value (Notes 3 and 4)	**26,003,409**	22,947,693
Dividends receivable	**1,109**	774
Total assets	**26,004,660**	22,948,467
LIABILITIES		
Benefit claims payable	**-**	18,674
Net assets available for benefits	**$ 26,004,660**	$ 22,929,793

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN 401(A) PLAN

STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS
Year Ended February 29, 2024

Additions:	
Investment income (Note 3):	
Net appreciation in fair value of investments	$ 3,518,641
Interest and dividends	32,610
	3,551,251
Contributions:	
Employer	1,892,609
Total	5,443,860
Deductions:	
Benefits paid to participants	2,221,227
Administrative expenses	147,766
Total	2,368,993
Net increase	3,074,867
Net assets available for benefits:	
Beginning of year	22,929,793
End of year	$ 26,004,660

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN 401(A) PLAN

NOTES TO FINANCIAL STATEMENTS

Note 1. Plan Description

The following description of the **Community Action Partnership of Kern 401(a) Plan** (the "Plan") provides only general information. Participants should refer to the Plan agreement for a more complete description of the Plan's provisions.

General: The Plan is a defined contribution retirement plan covering all employees of Community Action Partnership of Kern (the "Organization") who have completed one year of service and a minimum of 1,000 hours of service, and are at least 21 years of age. The Plan is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA). The Trustee is responsible for oversight of the Plan. The Plan's Pension Committee determines the appropriateness of the Plan's investment offerings, monitors investment performance and reports to the Plan's Trustee.

Contributions: The Plan's provisions stipulate that the Organization will contribute as follows:

- Group "A" – 10% of the Participant's Compensation for that Plan Year. Group "A" is defined as "Chief Executive Officer."
- Group "B" – 7.5% of the Participant's Compensation for that Plan Year. Group "B" is defined as "Chief Officers and Division Directors".
- Group "C" – 5% of the Participant's Compensation for that Plan Year. Group "C" is defined as "all other Employees who are not in Group A or Group B".

Participants direct the investment of the Organization's contribution into various investment options offered by the Plan.

Participants' Accounts: Each participant's account is credited with an allocation of (a) the Organization's contribution and (b) Plan earnings. Allocations are based on participants' earnings, as defined. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account. Any contributions made on behalf of a participant, for whom no investment direction is in effect, shall be allocated to a retirement fund appropriate to his or her age at the time of allocation.

Vesting: Participants' accounts become 25% vested after two years of credited service as defined and continues to vest at the rate of 25% for each successive year of service until 100% vested after five years of credited service.

Payment of Benefits: Upon termination of service, retirement, or death, a participant may elect to receive a lump-sum payment or to have that amount rolled over into another individual retirement account (IRA) of the participant's choosing. For distributions of $5,000 or less, the Plan Administrator may distribute the amount within one year without the participant's consent. If the vested benefit exceeds $5,000, the participant will be entitled to a distribution in a reasonable time after termination.

Forfeited Accounts: During the years ended February 29, 2024 and February 28, 2023 forfeitures were not used to reduce employer contributions nor were forfeitures allocated among the participants who were employees on the last day of the Plan year. For the year ended February 29, 2024, forfeitures were $114,235. At February 29, 2024 and February 28, 2023, forfeited nonvested accounts totaled $114,235 and $180,654, respectively, which will be used to reduce future employer contributions.

Note 2. Significant Accounting Policies

Basis of Accounting. The financial statements of the Plan are prepared on the accrual basis of accounting.

NOTES TO FINANCIAL STATEMENTS

Use of Estimates. The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and changes therein. Actual results could differ from those estimates.

Investment Valuation and Income Recognition: Investments are reported at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The Plan's Pension Committee determines the Plan's valuation policies utilizing information provided by the investment advisors, trustee, and insurance company. See Note 4 for discussion of fair value measurements.

Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend rate. Net appreciation includes the Plan's gains and losses on investments bought and sold as well as held during the year.

Payment of Benefits. Benefits are recorded when paid.

Administrative Expenses: Certain expenses of maintaining the Plan are paid by the Plan, unless otherwise paid by the Organization. Expenses that are paid by the Organization are excluded from these financial statements. Investment related expenses are included in the net (depreciation) of fair value of investments.

Subsequent Events. The Plan Administrator has evaluated subsequent events through October 3, 2024, the date on which the financial statements were available to be issued. A subsequent event is discussed at Note 10.

Note 3. Certified Investments

Certain information related to investments disclosed in the accompanying financial statements and supplemental schedule, including investments held at February 29, 2024 and February 28, 2023, and net appreciation in fair value of investments, interest and dividends for the year ended February 29, 2024, was obtained or derived from information supplied to the Plan Administrator and certified as complete and accurate by Standard Insurance Company (Standard) and Charles Schwab Trust Bank (the trustees of the Plan).

Note 4. Fair Value Measurements

The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3). The three levels of the fair value hierarchy under ASC 820 are described below:

Level 1 Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan has the ability to access.

Level 2 Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

NOTES TO FINANCIAL STATEMENTS

If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 — Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at February 29, 2024 or February 28, 2023.

Mutual funds: Valued at the daily closing price as reported by the fund. Mutual funds held by the Plan are open-end mutual funds that are registered with the Securities and Exchange Commission (SEC). These funds are required to publish their daily net asset value (NAV) and to transact at that price. The mutual funds held by the Plan are deemed to be actively traded. See Note 9 regarding potential volatility of mutual fund valuation.

Group annuity contract: Valued at contributions made, less withdrawals and administrative expenses, plus interest credited. Net deposits invested become part of the Standards general account with no particular segregated or identifiable assets.

The following table sets forth by level, within the fair value hierarchy, the Plan's assets at fair value as of February 29, 2024 and February 28, 2023:

	Assets at Fair Value as of February 29, 2024			
	Level 1	Level 2	Level 3	Total
Mutual funds -				
Total assets in fair value hierarchy	$ 24,728,860	$ -	$ -	$ 24,728,860
Investments measured at NAV (a)				
Group Annuity Contract				1,274,549
Investments at fair value				$ 26,003,409

	Assets at Fair Value as of February 28, 2023			
	Level 1	Level 2	Level 3	Total
Investments measured at fair value				
Mutual funds	$ 21,521,113	$ -	$ -	$ 21,521,113
Investments measured at NAV (a)				
Group Annuity Contract				1,426,580
Investments at fair value				$ 22,947,693

(a) In accordance with Accounting Standards Update (ASU) Subtopic 820-10, certain investments that were measured at NAV per share (or its equivalent) have not been classified in the fair value hierarchy. The fair value amounts presented in this table are intended to permit reconciliation of the fair value hierarchy to the line items presented in the Statements of Net Assets Available for Benefits.

NOTES TO FINANCIAL STATEMENTS

Note 5. Related-Party Transactions and Party in Interest Transactions

Certain Plan investments are managed by Standard Insurance Company (Standard). Standard is the custodian and recordkeeper for the Plan; therefore, these transactions qualify as party in interest transactions. Administrative expenses of $147,766 for the year ended February 29, 2024 were paid for by the Plan.

Note 6. Plan Termination

Although it has not expressed any intent to do so, the Organization has the right under the Plan to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA. In the event of Plan termination, participants would become 100 percent vested in the Organization's contributions.

Note 7. Tax Status

The Plan has adopted a volume submitter plan sponsored by Standard Retirement Services, Inc. The volume submitter plan provider has received an advisory letter from the Internal Revenue Service as to the volume submitter plan's qualified status. The volume submitter plan advisory letter has been relied upon by the Plan. The Plan Administrator believes the Plan is designed and is being operated in compliance with the applicable provisions of the Internal Revenue Code.

Accounting principles generally accepted in the United States of America require Plan management to evaluate tax positions taken by the Plan and recognize a tax liability if the Plan has taken an uncertain position that more likely than not would not be sustained upon examination by the IRS. The Plan is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress.

Note 8. Risks and Uncertainties

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect participants' account balances and the amounts reported in the statements of net assets available for benefits.

Note 9. Reconciliation of Financial Statements to Form 5500

The following is a reconciliation of net assets available for benefits per the financial statements at February 29, 2024 and February 28, 2023 to Form 5500:

	2024	2023
Net assets available for benefits per the financial statements	$ 26,004,660	$ 22,929,793
Other	(1,109)	(774)
Distribution payable	-	18,674
Net assets available for benefits per Form 5500	$ 26,003,551	$ 22,947,693

NOTES TO FINANCIAL STATEMENTS

The following is a reconciliation of the change in net assets available for benefits per the financial statements to Form 5500:

Change in net assets available for benefits per the financial statements	$ 3,074,867
Other	(335)
Distribution payable	(18,674)
Change in net assets available for benefits per Form 5500	$ 3,055,858

Note 10. Subsequent Event

Effective August 15, 2024 the Plan's pension plan provider changed from The Standard to Nationwide.

SUPPLEMENTAL SCHEDULE

COMMUNITY ACTION PARTNERSHIP OF KERN 401(A) PLAN

SCHEDULE H, LINE 4i - SCHEDULE OF ASSETS (HELD AT END OF YEAR)
February 29, 2024

Identity of Issuer, Borrower, Lessor, or Similar Party	Description of Investment, Including Maturity Date, Rate of Interest, Collateral, Par or Maturity Value	Current Value
Charles Schwab Trust Bank	Cash	$ 142
	Registered Investment Companies:	
Allspring	Special Mid Cap Value Fund - Class Inst	33,047
American Funds	New World R6	297,211
BlackRock	LifePath Index 2025 Fund Class K	2,063,728
BlackRock	LifePath Index 2030 Fund Class K	2,310,346
BlackRock	LifePath Index 2035 Fund Class K	3,158,775
BlackRock	LifePath Index 2040 Fund Class K	2,574,339
BlackRock	LifePath Index 2045 Fund Class K	3,344,002
BlackRock	LifePath Index 2050 Fund Class K	1,612,627
BlackRock	LifePath Index 2055 Fund Class K	843,811
BlackRock	LifePath Index 2060 Fund Class K	699,441
BlackRock	LifePath Index Retirement Fund Class K	1,773,429
DFA	US Targeted Value Portfolio Institutional Class	209,181
Hartford	International Opportunities Fund Class R6	2,069
iShares	S&P 500 Index Fund Class K	671,568
MassMutual	Mid Cap Growth Fund Class I	714,815
MFS	Value Fund Class R6	1,229,593
Principal	Real Estate Securities Fund Institutional Class	7,491
Putnam	Dynamic Asset Allocation Balanced Fund Class Y	1,072,634
Putnam	Dynamic Asset Allocation Growth Fund Class Y	569,804
Putnam	Dynamic Asset Allocation Conservative Fund Class Y	440,215
TIAA-CREF	Large Cap Growth Fund Institutional Class	369,007
Vanguard	Mid-Cap Index Fund Admiral Shares	92,728
Vanguard	Total Bond Market Index Fund Admiral Shares	485,026
Vanguard	Explorer Fund Admiral Shares	153,973
	Insurance Company General Account	
* Standard	Stable Asset Fund Class A	1,274,549
Total assets held for investment purposes		$ 26,003,551

* Represents a party in interest

The above information has been certified by the Standard Insurance Company and Charles Schwab Trust Bank, custodians of the Plan, as complete and accurate.

403(b) PLAN AUDIT REPORT FOR COMMUNITY ACTION PARTNERSHIP OF KERN FOR THE YEAR ENDED DECEMBER 31, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN 403(B) PLAN

FINANCIAL REPORT
December 31, 2023

DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

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DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

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Private Companies Practice Section

SHANNON M. WEBSTER

INDEPENDENT AUDITOR'S REPORT

To the Trustees
Community Action Partnership of Kern 403(b) Plan
Bakersfield, California

Scope and Nature of the ERISA Section 103(a)(3)(C) Audit
We have performed an audit of the financial statements of **Community Action Partnership of Kern 403(b) Plan** (the Plan), an employee benefit plan subject to the Employee Retirement Income Security Act of 1974 (ERISA), as permitted by ERISA Section 103(a)(3)(C) (ERISA Section 103(a)(3)(C) audit). The financial statements comprise the statements of net assets available for benefits as of December 31, 2023 and 2022, and the related statement of changes in net assets available for benefits for the year ended December 31, 2023, and the related notes to the financial statements.

Management, having determined it is permissible in the circumstances, has elected to have the audits of the Plan's financial statements performed in accordance with ERISA Section 103(a)(3)(C) pursuant to 29 CFR 2520.103-8 of the Department of Labor's (DOL) Rules and Regulations for Reporting and Disclosure under ERISA. As permitted by ERISA Section 103(a)(3)(C), our audits need not extend to any statements or information related to assets held for investment of the Plan (investment information) by a bank or similar institution or insurance carrier that is regulated, supervised, and subject to periodic examination by a state or federal agency, provided that the statements or information regarding assets so held are prepared and certified to by the bank or similar institution or insurance carrier in accordance with 29 CFR 2520.103-5 of the DOL's Rules and Regulations for Reporting and Disclosure under ERISA (qualified institution).

Management has obtained certifications from qualified institutions as of December 31, 2023 and 2022, and for the year ended December 31, 2023, stating that the certified investment information, as described in Note 3 to the financial statements, is complete and accurate.

Opinion
In our opinion, based on our audits and on the procedures performed as described in the Auditor's Responsibilities for the Audit of the Financial Statements section:

- The amounts and disclosures in the accompanying financial statements, other than those agreed to or derived from the certified investment information, are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).
- The information in the accompanying financial statements related to assets held by and certified to by qualified institutions agrees to, or is derived from, in all material respects, the information prepared and certified by institutions that management determined meets the requirements of ERISA Section 103(a)(3)(C).

Basis for Opinion
We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Plan and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our ERISA Section 103(a)(3)(C) audit opinion.

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Responsibilities of Management for the Financial Statements
Management is responsible for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. Management's election of the ERISA Section 103(a)(3)(C) audit does not affect management's responsibility for the financial statements.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern within one year after the date the financial statements are issued or available to be issued.

Management is also responsible for maintaining a current plan instrument, including all Plan amendments, administering the Plan, and determining that the Plan's transactions that are presented and disclosed in the financial statements are in conformity with the Plan's provisions, including maintaining sufficient records with respect to each of the participants, to determine the benefits due or which may become due to such participants.

Auditor's Responsibilities for the Audit of the Financial Statements
Except as described in the Scope and Nature of the ERISA Section 103(a)(3)(C) Audit section of our report, our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Plan's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Plan's ability to continue as a going concern for a reasonable period of time.

Our audits did not extend to the certified investment information, except for obtaining and reading the certification, comparing the certified investment information with the related information presented and disclosed in the financial statements, and reading the disclosures relating to the certified investment information to assess whether they are in accordance with the presentation and disclosure requirements of U.S. GAAP.

Accordingly, the objective of an ERISA Section 103(a)(3)(C) audit is not to express an opinion about whether the financial statements as a whole are presented fairly, in all material respects, in accordance with U.S. GAAP.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Matter - Supplemental Schedule Required by ERISA

The supplemental schedule H, line 4i – schedule of assets (held at end of year) as of December 31, 2023 is presented for purposes of additional analysis and is not a required part of the financial statements but is supplementary information required by the DOL's Rules and Regulations for Reporting and Disclosure under ERISA. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information included in the supplemental schedule, other than that agreed to or derived from the certified investment information, has been subjected to auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS. For information included in the supplemental schedule that is agreed to or is derived from the certified investment information, we compared such information to the related certified investment information.

In forming our opinion on the supplemental schedule, we evaluated whether the supplemental schedule, other than the information agreed to or derived from the certified investment information, including their form and content, is presented in conformity with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA.

In our opinion

- The form and content of the supplemental schedule, other than the information in the supplemental schedule that is agreed to or is derived from the certified investment information, is presented, in all material respects, in conformity with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA.
- The information in the supplemental schedule related to assets held by and certified to by qualified institutions agrees to, or is derived from, in all material respects, the information prepared and certified by institutions that management determined meets the requirements of ERISA Section 103(a)(3)(C).

Daniells Phillips Vaughan & Bock

Bakersfield, California
September 17, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN 403(B) PLAN

STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS
December 31, 2023 and 2022

	2023	2022
ASSETS		
Cash	**$ 45,581**	$ 42,886
Investments at fair value (Notes 3 and 4)	**8,976,766**	7,184,724
Employee contribution receivable	**49,763**	365
Total assets	**9,072,110**	7,227,975
LIABILITIES		
Benefit claims payable	**45,573**	-
Net assets available for benefits	**$ 9,026,537**	$ 7,227,975

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN 403(B) PLAN

STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS
Year Ended December 31, 2023

Additions:		
Investment income (Note 3):		
Net appreciation in fair value of investments	$	1,057,021
Interest and dividends		212,293
		1,269,314
Contributions:		
Participants		1,231,287
Rollovers		83,368
		1,314,655
Total additions		2,583,969
Deductions:		
Benefits paid to participants		726,013
Administrative expenses		59,394
Total deductions		785,407
Net increase		1,798,562
Net assets available for benefits:		
Beginning of year		7,227,975
End of year	$	9,026,537

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN 403(B) PLAN

NOTES TO FINANCIAL STATEMENTS

Note 1. Plan Description

The following description of the **Community Action Partnership of Kern 403(b) Plan** (the "Plan") provides only general information. Participants should refer to the Plan agreement for a more complete description of the Plan's provisions.

General: The Plan is a tax deferred annuity plan under Section 403(b) of the Internal Revenue Code (IRC), effective January 27, 2010. The Plan's restated effective date is February 1, 2018. The Plan is subject to the provisions of the Employee Retirement Income Security Act (ERISA). The Trustee is responsible for oversight of the Plan. The Plan's Pension Committee determine the appropriateness of the Plan's investment offerings, monitor investment performance and report to the Plan's Trustee.

Eligibility: Eligible employees of Community Action Partnership of Kern (the "Organization") are automatically enrolled in the Plan and participate for the purposes of making elective deferrals upon his or her employment commencement date. The employment commencement date is the entry date.

Contributions: Each year, participants may contribute a specific percentage amount of pretax annual compensation, as defined in the Plan. Participants who have attained age 50 before the end of the Plan year are eligible to make catch-up contributions. Participants may also contribute amounts representing distributions from other qualified defined benefit or defined contribution plans (rollover). Participants direct the investment of their contributions into various investment options offered by the Plan.

The Plan is an automatic deferral plan, whereby the amount to be automatically withheld from eligible employee pay each pay period will be equal to 3% of the employees' compensation, and that amount will continue to be automatically withheld from the employees' pay in succeeding Plan Years unless the employer amends the Plan or the employee enters a Salary Reduction Agreement to select an alternative deferral amount or to elect not to defer under the Plan.

Employer contributions are required under certain circumstances.

Participant Accounts: Each participant's account is credited with the participant's contribution, as well as allocations of the Plan earnings or losses. Participant accounts are charged with an allocation of administrative expenses that are paid by the Plan. Allocations are based on participant earnings, account balances, or specific participant transactions, as defined. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account.

Vesting: Participants are immediately vested in their salary elective deferral contributions plus actual earnings thereon.

Payment of Benefits: Upon termination of service, retirement, or death, a participant may elect to receive lump-sum payment or to have that amount rolled over into another individual retirement account (IRA) of the participant's choosing. For distributions of $5,000 or less, the Plan Administrator may distribute the amount within one year without the participant's consent. If vested benefit exceeds $5,000, then the participant will be entitled to a distribution in a reasonable time after termination.

Note 2. Significant Accounting Policies

Basis of Accounting: The financial statements of the Plan are prepared using the accrual basis of accounting.

Use of Estimates: The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of net assets available for benefits and changes therein. Actual results could differ from those estimates.

NOTES TO FINANCIAL STATEMENTS

Investment Valuation and Income Recognition: Investments are reported at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The Plan's Pension Committee determines the Plan's valuation policies utilizing information provided by the investment advisers, trustee, and insurance company. See Note 4 for discussion of fair value measurements.

Purchases and sales of securities are recorded on a settlement-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Net appreciation includes the Plan's gains and losses on investments bought and sold as well as held during the year.

Payment of Benefits: Benefits are recorded when paid.

Administrative Expenses: Certain expenses of maintaining the Plan are paid by the Plan, unless otherwise paid by the Organization. Expenses that are paid by the Organization are excluded from these financial statements. Investment related expenses are included in net appreciation in fair value of investments.

Subsequent Events: The Plan Administrator has evaluated subsequent events through September 17, 2024, the date the financial statements were available to be issued. A subsequent event has been identified and is discussed at Note 9.

Note 3. Certified Investments

Certain information related to investments disclosed in the accompanying financial statements and supplemental schedule, including investments from participants held at December 31, 2023 and 2022, and net appreciation in fair value of investments, interest and dividends for the year ended December 31, 2023, was obtained or derived from information supplied to the Plan Administrator and certified as complete and accurate by Standard Insurance Company and Charles Schwab Trust Bank (the custodians of the Plan).

Note 4. Fair Value Measurements

The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3). The three levels of the fair value hierarchy under ASC 820 are described below:

Level 1 Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan has the ability to access.

Level 2 Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability;
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

NOTES TO FINANCIAL STATEMENTS

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques maximize the use of relevant observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at December 31, 2023 or 2022.

Mutual funds: Valued at the daily closing price as reported by the fund. Mutual funds held by the Plan are open-end mutual funds that are registered with the Securities and Exchange Commission (SEC). These funds are required to publish their daily net asset value (NAV) and to transact at that price. The mutual funds held by the Plan are deemed to be actively traded. See Note 8 regarding potential volatility of mutual fund valuation.

The following tables sets forth by level, within the fair value hierarchy, the Plan's assets at fair value as of December 31, 2023 and 2022:

	Assets at Fair Value as of December 31, 2023			
	Level 1	Level 2	Level 3	Total
Mutual funds -				
Total assets in fair value hierarchy	$ 8,601,419	$ -	$ -	$ 8,601,419
Investments measured at NAV (a)				
Group Annuity Contract				375,347
Investments at fair value				$ 8,976,766

	Assets at Fair Value as of December 31, 2022			
	Level 1	Level 2	Level 3	Total
Mutual funds -				
Total assets in fair value hierarchy	$ 6,809,555	$ -	$ -	$ 6,809,555
Investments measured at NAV (a)				
Group Annuity Contract				375,169
Investments at fair value				$ 7,184,724

(a) In accordance with Accounting Standard Update (ASU) Subtopic 820-10, certain investments that were measured at NAV per share (or its equivalent) have not been classified in the fair value hierarchy. The fair value amounts presented in this table are intended to permit reconciliation of the fair value hierarchy to the line items presented in the Statements of Net Assets Available for Benefits.

NOTES TO FINANCIAL STATEMENTS

Note 5. Related-Party Transactions and Party in Interest Transactions

Certain Plan investments are managed by Standard Insurance Company (Standard). Standard is the trustee and recordkeeper for the Plan; therefore, these transactions qualify as party in interest transactions.

Note 6. Plan Termination

Although it has not expressed any intent to do so, the Plan Administrator has the right under the Plan to terminate the Plan subject to the provisions of ERISA. However, no such action may deprive any participant or beneficiary under the Plan of any vested right.

Note 7. Tax Status

The Plan has been designed to qualify under Section 403(b) of the Internal Revenue Code (Code). The plan administrator and the plan's tax counsel believe that terms of the Plan have been prepared to conform with the written plan requirements of Regulation 1.403(b)-3 of the Code. The Plan is required to operate in conformity with the Code to maintain the tax-exempt status for plan participants under Section 403(b).

Accounting principles generally accepted in the United States of America require plan management to evaluate tax positions taken by the Plan and recognize a tax liability if the Plan has taken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service. The Plan is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress.

Note 8. Risks and Uncertainties

The Plan invests in various investment securities. Investment securities are exposed to various risks, such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect participants' account balances and the amounts reported in the statements of net assets available for benefits.

Note 9. Subsequent Event

Effective August 15, 2024 the Plan's pension plan provider changed from The Standard to Nationwide.

SUPPLEMENTAL SCHEDULE

COMMUNITY ACTION PARTNERSHIP OF KERN 403(B) PLAN

SCHEDULE H, LINE 4i - SCHEDULE OF ASSETS (HELD AT END OF YEAR)
December 31, 2023

Identity of Issuer, Borrower, Lessor, or Similar Party	Maturity Date, Rate of Interest, Collateral, Par or Maturity Value	Current Value
* Charles Schwab Trust Bank	Cash	$ 45,581
	Registered Investment Companies:	
Allspring	Special Mid Cap Value Fund - Class Inst	18,142
American Funds	New World R6	56,453
BlackRock	LifePath Index 2025 Fund Class K	896,974
BlackRock	LifePath Index 2030 Fund Class K	1,000,261
BlackRock	LifePath Index 2035 Fund Class K	1,008,986
BlackRock	LifePath Index 2040 Fund Class K	759,140
BlackRock	LifePath Index 2045 Fund Class K	1,172,099
BlackRock	LifePath Index 2050 Fund Class K	790,794
BlackRock	LifePath Index 2055 Fund Class K	338,283
BlackRock	LifePath Index 2060 Fund Class K	448,715
BlackRock	LifePath Index Retirement Fund Class K	844,164
DFA	US Targeted Value Portfolio Institutional Class	32,625
Hartford	International Opportunities Fund Class R6	13,614
iShares	S&P 500 Index Fund Class K	218,574
MassMutual	Mid Cap Growth Fund Class I	104,030
MFS	Value Fund Class R6	93,455
Principal	Real Estate Securities Fund Institutional Class	4,527
Putnam	Dynamic Asset Allocation Balanced Fund Class Y	96,574
Putnam	Dynamic Asset Allocation Growth Fund Class Y	130,919
Putnam	Dynamic Asset Allocation Conservative Fund Class Y	125,192
TIAA-CREF	Large-Cap Growth Fund Institutional Class	243,072
Vanguard	Mid-Cap Index Fund Admiral Shares	33,659
Vanguard	Total Bond Market Index Fund Admiral Shares	99,166
Vanguard	Explorer Fund Admiral Shares	72,001
Vanguard	Insurance Company General Account	
* Standard	Stable Asset Fund Class A	375,347
Total assets held for investment purposes		$ 9,022,347

* Represents a party in interest

The above information has been certified by the Standard Insurance Company and Charles Schwab Trust Bank, custodians of the Plan, as complete and accurate.

REPORT TO THE AUDIT COMMITTEE

COMMUNITY ACTION PARTNERSHIP OF KERN

Report to the Audit Committee
October 23, 2024

DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

DANIELLS PHILLIPS VAUGHAN & BOCK
CPAs and Advisors

Member of AICPA Division for Firms
Private Companies Practice Section

Audit Committee
Community Action Partnership of Kern
Bakersfield, California

Attention: Jeff Flores, Audit Committee Chair

We are pleased to present this report related to our audit of the financial statements of **Community Action Partnership of Kern** for the year ended February 29, 2024. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for **Community Action Partnership of Kern**'s financial reporting process.

This report is intended solely for the information and use of the Audit Committee, Board of Directors and management and is not intended to be and should not be used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have about this report. We appreciate the opportunity to continue to be of service to **Community Action Partnership of Kern**.

Daniells Phillips Vaughan & Bock

October 23, 2024

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Required Communications

Generally accepted auditing standards (AU-C 260, *The Auditor's Communication with Those Charged with Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process.

Area	Comments
Our Responsibilities with regard to the Financial Statement Audit	Our responsibilities under auditing standards generally accepted in the United States of America have been described to you in our arrangement letter dated February 13, 2024. Our audit of the financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.
Overview of the Planned Scope and Timing of the Financial Statement Audit	We have issued a separate communication regarding the planned scope and timing of our audit and have discussed with you our identification of and planned audit response to significant risks of material misstatement.
Accounting Policies and Practices	**Preferability of Accounting Policies and Practices** Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. In our view, in such circumstances, management has selected the preferable accounting practice. **Adoption of, or Change in, Accounting Policies** Management has the ultimate responsibility for the appropriateness of the accounting policies used by the Organization. The Organization did not adopt any significant new accounting policies nor have there been any changes in existing significant accounting policies during the current period. **Significant or Unusual Transactions** We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus. **Management's Judgments and Accounting Estimates** Summary information about the process used by management in formulating particularly sensitive accounting estimates and about our conclusions regarding the reasonableness of those estimates is in the attached "Summary of Significant Accounting Estimates".

Area	Comments
Audit Adjustments	Audit adjustments proposed during the course of the audit and recorded by **Community Action Partnership of Kern** are shown on the attached "Summary of Recorded Audit Adjustments".
Uncorrected Misstatements	We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial.
Disagreements with Management	We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the financial statements.
Consultations with Other Accountants	We are not aware of any consultations management had with other accountants about accounting or auditing matters.
Significant Issues Discussed with Management	No significant issues arising from the audit were discussed with or were the subject of correspondence with management.
Significant Difficulties Encountered in Performing the Audit	We did not encounter any significant difficulties in dealing with management during the audit.
Communication of a Deficiencies in Internal Control and Management Advice over Financial Reporting	We have separately communicated a significant deficiency in internal control over financial reporting identified during our audit of the financial statements, and this communication is included in the schedule of findings and questioned costs included in the February 29, 2024 financial statements. In addition, we have separately communicated management advice over financial reporting identified during our audit of the financial statements, and this communication is attached as Exhibit A.
Certain Written Communications Between Management and Our Firm	Copies of significant written communications between our firm and the management of the Organization, including the representation letter provided to us by management, are attached as Exhibit B.

COMMUNITY ACTION PARTNERSHIP OF KERN

Summary of Significant Accounting Estimates
Year Ended February 29, 2024

Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events and certain assumptions about future events. There were no significant accounting estimates reflected in the Organization's February 29, 2024 financial statements.

Community Action Partnership of Kern
Year End: February 29, 2024
Summary of Recorded Audit Adjustments
Date: 3/1/2023 To 2/29/2024

Number	Date	Name	Account No	Reference	Debit	Credit	Net Income (Loss)	Amount Chg
		Net Income (Loss) Before Adjustments					9,730,511.00	
AJE 01	2/29/2024	Operating Bank Account	1110-502-000-000-000-00-0-0	8010. 01	5,285.00			
AJE 01	2/29/2024	Operating Bank Account	1110-502-000-000-000-00-0-0	8010. 01	5,285.00			
AJE 01	2/29/2024	Misc Expense	6790-502-000-120-000-00-4-1	8010. 01		5,285.00		
AJE 01	2/29/2024	Misc Expense	6790-502-000-120-000-00-4-1	8010. 01		5,285.00		
		Per Client - To correct JV-034005.						
					10,570.00	10,570.00	9,741,081.00	10,570.00
AJE 02	2/29/2024	Operating Bank Account	1110-502-000-000-000-00-0-0	8010. 02		221.00		
AJE 02	2/29/2024	Misc Expense	6790-502-000-120-000-00-1-1	8010. 02	221.00			
		Per Client - To correct JV-033867.						
					221.00	221.00	9,740,860.00	(221.00)
AJE 03	2/29/2024	Work in Progress	1505-800-000-000-000-00-0-0	8010. 10	449,836.00			
AJE 03	2/29/2024	Net Assets	3100-800-000-000-000-00-0-1	8010. 10		449,836.00		
AJE 03	2/29/2024	Net Assets	3100-800-000-000-000-00-0-1	8010. 10		4.00		
AJE 03	2/29/2024	Indirect Subsidy	9900-800-999-000-000-00-5-1	8010. 10	4.00			
		To adjust beginning net assets to agree with the 2/28/2023 issued financial statements.						
					449,840.00	449,840.00	9,740,856.00	(4.00)
AJE 04	2/29/2024	Operating Bank Account	1110-109-000-000-000-00-0-0	8010. 03	401,719.00			
AJE 04	2/29/2024	Operating Bank Account	1110-531-000-000-000-00-0-0	8010. 03		50,000.00		
AJE 04	2/29/2024	Operating Bank Account	1110-800-000-000-000-00-0-0	8010. 03		401,719.00		
AJE 04	2/29/2024	Operating Bank Account	1110-800-000-000-000-00-0-0	8010. 03	50,000.00			
AJE 04	2/29/2024	Land	1510-531-000-000-000-00-0-0	8010. 03	50,000.00			
AJE 04	2/29/2024	Land	1510-800-000-000-000-00-0-0	8010. 03		50,000.00		
AJE 04	2/29/2024	Building	1515-109-000-000-000-00-0-0	8010. 03	4,043,920.00			
AJE 04	2/29/2024	Building	1515-800-000-000-000-00-0-0	8010. 03		4,043,920.00		
AJE 04	2/29/2024	Improvements	1520-531-000-000-000-00-0-0	8010. 03	28,937.00			
AJE 04	2/29/2024	Improvements	1520-800-000-000-000-00-0-0	8010. 03		28,937.00		
AJE 04	2/29/2024	Accumulated Depreciation - Building	1540-109-000-000-000-00-0-0	8010. 03		4,445,639.00		
AJE 04	2/29/2024	Accumulated Depreciation - Building	1540-800-000-000-000-00-0-0	8010. 03	4,445,639.00			
AJE 04	2/29/2024	Accumulated Depreciation - Improvei	1545-531-000-000-000-00-0-0	8010. 03		28,937.00		
AJE 04	2/29/2024	Accumulated Depreciation - Improvei	1545-800-000-000-000-00-0-0	8010. 03	28,937.00			
		Per Client - To reverse JV-033161 and JV-033186.						
					9,049,152.00	9,049,152.00	9,740,856.00	0.00
AJE 05	2/29/2024	Accumulated Depreciation - Building	1540-800-000-000-000-00-0-0	5510 & 8010.	381,130.00			
AJE 05	2/29/2024	Depreciation Expense	7905-800-000-000-000-00-1-1	5510 & 8010.		381,130.00		
		To correct depreciation expense and accumulated depreciation as of 2/29/2024.						
					381,130.00	381,130.00	10,121,986.00	381,130.00
AJE 06	2/29/2024	Due From State	1220-216-000-000-000-00-0-0	8010.05/5205	31,500.00			
AJE 06	2/29/2024	State Grant Revenue	4120-216-093-000-000-00-2-1	8010.05/5205		31,500.00		
		Per Client - To correct coding from CR-002599.						
					31,500.00	31,500.00	10,153,486.00	31,500.00
AJE 07	2/29/2024	Due From State	1220-216-000-000-000-00-0-0	8010.06/5205		11,160.00		
AJE 07	2/29/2024	Unapplied Grant/Deferred Revenue	2350-216-000-000-000-00-0-0	8010.06/5205		20,340.00		
AJE 07	2/29/2024	State Grant Revenue	4120-216-093-000-000-00-2-1	8010.06/5205	11,160.00			
AJE 07	2/29/2024	State Grant Revenue	4120-216-093-000-000-00-2-1	8010.06/5205	20,340.00			

Community Action Partnership of Kern
Year End: February 29, 2024
Summary of Recorded Audit Adjustments
Date: 3/1/2023 To 2/29/2024

Number	Date	Name	Account No	Reference	Debit	Credit	Net Income (Loss)	Amount Chg
		Per Client - To correct State Disaster Box A/R and Deferred Revenue.						
					31,500.00	31,500.00	10,121,986.00	(31,500.00)
AJE 08	2/29/2024	Operating Bank Account	1110-261-000-000-000-00-0-0	8010.07/5205		284.00		
AJE 08	2/29/2024	Operating Bank Account	1110-502-000-000-000-00-0-0	8010.07/5205	284.00			
AJE 08	2/29/2024	Due From Federal	1210-261-000-000-000-00-0-0	8010.07/5205	602,379.00			
AJE 08	2/29/2024	Due From State	1220-261-000-000-000-00-0-0	8010.07/5205		602,095.00		
AJE 08	2/29/2024	Misc Expense	6790-502-000-000-000-00-1-1	8010.07/5205		284.00		
		Per Client - To correct CMAP-3000 A/R at 2/29/2024.						
					602,663.00	602,663.00	10,122,270.00	284.00
AJE 09	2/29/2024	Due From State	1220-216-000-000-000-00-0-0	8010.08/5205		255,875.00		
AJE 09	2/29/2024	Unapplied Grant/Deferred Revenue	2350-216-000-000-000-00-0-0	8010.08/5205	255,875.00			
		Per Client - To correct deferred revenue for 216-088.						
					255,875.00	255,875.00	10,122,270.00	0.00
AJE 10	2/29/2024	Due From State	1220-216-000-000-000-00-0-0	8010.09/5205		83,851.00		
AJE 10	2/29/2024	Unapplied Grant/Deferred Revenue	2350-216-000-000-000-00-0-0	8010.09/5205	83,851.00			
AJE 10	2/29/2024	State Grant Revenue	4120-216-088-000-000-00-2-1	8010.09/5205	83,851.00			
AJE 10	2/29/2024	State Grant Revenue	4120-216-093-000-000-00-2-1	8010.09/5205		83,851.00		
AJE 10	2/29/2024	Repair/Maintenance/Incidental Altera	6210-216-088-120-000-00-2-1	8010.09/5205		31,680.00		
AJE 10	2/29/2024	Repair/Maintenance/Incidental Altera	6210-216-093-120-000-00-2-1	8010.09/5205	31,680.00			
AJE 10	2/29/2024	Supplies	6305-216-088-120-000-00-2-1	8010.09/5205		4,841.00		
AJE 10	2/29/2024	Supplies	6305-216-093-120-000-00-2-1	8010.09/5205	4,841.00			
AJE 10	2/29/2024	Equipment Purchase	6405-216-088-120-000-00-2-1	8010.09/5205		43,642.00		
AJE 10	2/29/2024	Equipment Purchase	6405-216-093-120-000-00-2-1	8010.09/5205	43,642.00			
AJE 10	2/29/2024	Hiring Costs	6625-216-088-101-000-00-2-1	8010.09/5205		36.00		
AJE 10	2/29/2024	Hiring Costs	6625-216-093-101-000-00-2-1	8010.09/5205	36.00			
AJE 10	2/29/2024	Indirect Subsidy	9900-216-088-101-000-00-5-1	8010.09/5205		3,653.00		
AJE 10	2/29/2024	Indirect Subsidy	9900-216-093-101-000-00-5-1	8010.09/5205	3,653.00			
		Per Client - To reclassify activity from activity code 088 to 093.						
					251,554.00	251,554.00	10,122,270.00	0.00
AJE 11	2/29/2024	Accrued Operating Expenses	2275-502-000-000-000-00-0-0	4220. 01		412,500.00		
AJE 11	2/29/2024	Legal Fees	6505-502-000-000-000-00-5-1	4220. 01	412,500.00			
		Per Client - To accrue for legal settlement.						
					412,500.00	412,500.00	9,709,770.00	(412,500.00)
					11,476,505.00	**11,476,505.00**	**9,709,770.00**	**(20,741.00)**

Exhibit A
Letter Communicating Management Advice over Financial Reporting

SHANNON M. WEBSTER

Management and Audit Committee
Community Action Partnership of Kern
Bakersfield, California

This letter includes a comment and suggestion with respect to a matter that came to our attention in connection with our audit of the financial statements of **Community Action Partnership of Kern** (the Organization) as of and for the year ended February 29, 2024. This item is offered as a constructive suggestion to be considered part of the ongoing process of modifying and improving the Organization's practices and procedures

Head Start Employee Job Titles

The Organization's job titles and descriptions documented for individuals employed within the Head Start program do not consistently agree with or match the job titles and descriptions set forth and required by the Head Start program guidance for assistant teachers. We recommend the Organization develop documentation to bridge the gap between what the Organization defines in their job description verses what the Head Start program requires in their documented job descriptions. This will help to ensure that the Organization is in compliance with the job qualifications and requirements as set forth by the Head Start program.

This communication is intended solely for the information and use of management, the Audit Committee, and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Daniells Phillips Vaughan & Bock

Bakersfield, California
October 23, 2024

Exhibit B
Representation Letter

October 21, 2024

Daniells Phillips Vaughan & Bock
300 New Stine Road
Bakersfield, California 93309

This representation letter is provided in connection with your audits of the financial statements of **Community Action Partnership of Kern** (the Organization), which comprise the statements of financial position as of February 29, 2024 and February 28, 2023, the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

We confirm, to the best of our knowledge and belief, that as of October 21, 2024:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated February 13, 2024, for the preparation and fair presentation of the financial statements referred to above in accordance with U.S. GAAP, except for the election not to adopt the guidance in Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2016-02, *Leases*.

2. We acknowledge our responsibility for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

3. We acknowledge our responsibility for the design, implementation and maintenance of controls to prevent and detect fraud.

4. All transactions have been recorded in the accounting records and are reflected in the financial statements, except for:
    - The Organization has elected not to adopt the guidance in ASU 2016-02, *Leases*. The Organization has not done the evaluation of the effect of not adopting this ASU and is therefore unable to disclose the effect that not adopting the guidance in ASU 2016-02 has on its financial position and the results of operations.

5. The methods, data, and significant assumptions used by us in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in the context of U.S. GAAP, and reflect our judgment based on our knowledge and experience about past and current events, and our assumptions about conditions we expect to exist and courses of action we expect to take.

6. Related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.

7. All events subsequent to the date of the financial statements, and for which U.S. GAAP requires adjustment or disclosure, have been adjusted or disclosed.

8. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.

9. We are in compliance with the provisions of Internal Revenue Code (IRC) Section 501(c)3 and is exempt from federal income tax under IRC Section 501(c)3, as evidenced by a determination letter.

10. The allocation of functional expenses reported in the financial statements is reasonable. Contributions are appropriately classified as net assets without donor restrictions or with donor restrictions.

11. In the audit engagement letter dated February 13, 2024, we requested that you perform the following accounting services in connection with your audit:

    a. Draft the financial statements;

    b. Assist with the adoption of accounting pronouncements applicable to the year ended February 29, 2024;

    c. Proposing adjusting journal entries; and

    d. Drafting and filing of the Data Collection Form

    With respect to the services:

    a. We have made all management decisions and performed all management functions;

    b. We assigned an appropriate individual to oversee the services;

    c. We evaluated the adequacy and results of the services performed, and made an informed judgment on the results of the services performed;

    d. We have accepted responsibility for the results of the services; and

    e. We have accepted responsibility for all significant judgments and decisions that were made.

12. We have no knowledge of any uncorrected misstatements in the financial statements.

Information Provided

13. We have provided you with:

    a. Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters.

    b. Additional information that you have requested from us for the purpose of the audit.

    c. Unrestricted access to persons within the Organization from whom you determined it necessary to obtain audit evidence.

    d. Minutes of the meetings of the governing board and committees or summaries of actions of recent meetings for which minutes have not yet been prepared.

14. All transactions have been recorded in the accounting records and are reflected in the financial statements.

15. We have disclosed to you the results of our assessment of risk that the financial statements may be materially misstated as a result of fraud.

16. We have no knowledge of allegations of fraud or suspected fraud affecting the Organization's financial statements involving:

    a. Management.

    b. Employees who have significant roles in internal control.

    c. Others where the fraud could have a material effect on the financial statements.

17. We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization's financial statements received in communications from employees, former employees, analysts, regulators, or others.

18. We have no knowledge of noncompliance or suspected noncompliance with laws and regulations.

19. We have complied with all aspects of laws, regulations and provisions of contracts and agreements that would have a material effect on the financial statements in the event of noncompliance.

20. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

21. We have disclosed to you the identity of all of the Organization's related parties and all the related-party relationships and transactions of which we are aware.

22. We are aware of no deficiencies in internal control over financial reporting, including significant deficiencies or material weaknesses, in the design or operation of internal controls that could adversely affect the Organization's ability to record, process, summarize and report financial data.

23.

23. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

24. During the course of your audit, you may have accumulated records containing data that should be reflected in our books and records. All such data have been so reflected. Accordingly, copies of such records in your possession are no longer needed by us.

Supplementary Information

25. With respect to supplementary information presented in relation to the financial statements as a whole:

    a. We acknowledge our responsibility for the presentation of such information.

    b. We believe such information, including its form and content, is fairly presented in accordance with U.S. GAAP.

    c. The methods of measurement or presentation have not changed from those used in the prior period.

Compliance Considerations

In connection with your audit conducted in accordance with *Government Auditing Standards*, we confirm that management:

26. Is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework.

27. Is responsible for compliance with the laws, regulations and provisions of contracts and grant agreements applicable to the auditee.

28. Is not aware of any instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements.

29. Is responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

30. Acknowledges its responsibility for the design, implementation and maintenance of controls to prevent and detect fraud.

31. Has taken timely and appropriate steps to remedy identified or suspected fraud or noncompliance with provisions of laws, regulations, contracts, and grant agreements that the auditor reports.

32. Has a process to track the status of audit findings and recommendations.

33. Has identified for the auditor previous audits, attestation engagements and other studies related to the objectives of the audit and whether related recommendations have been implemented.

34. Is not aware of any investigations or legal proceedings that have been initiated with respect to the period under audit.

35. Has provided views on the auditor's reported findings, conclusions and recommendations, as well as management's planned corrective actions, for the report.

36. Acknowledges its responsibilities as it relates to non-audit services performed by the auditor, including that it assumes all management responsibilities; that it oversees the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge or experience; that it evaluates the adequacy and results of the services performed; and that it accepts responsibility for the results of the services.

In connection with your audit of federal awards conducted in accordance with Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), we confirm:

37. Management is responsible for complying, and has complied, with the requirements of Uniform Guidance.

38. Management is responsible for understanding and complying with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of its federal and state programs.

39. Management is responsible for the design, implementation, and maintenance, and has designed, implemented and maintained, effective internal control over compliance for federal and state programs that provides reasonable assurance that the auditee is managing federal awards in compliance with federal and state statutes, regulations, and the terms and conditions of the federal and state award that could have a material effect on its federal and state programs.

40. Management is responsible for the preparation of the schedule of expenditures of federal and state awards, acknowledges and understands its responsibility for the presentation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance; believes the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; asserts that methods of measurement or presentation have not changed from those used in the prior period, or if the methods of measurement or presentation have changed, the reasons for such changes have been communicated; and is responsible for any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and state awards.

41. Management will make the audited financial statements readily available to the intended users of the schedule no later than the issuance date by the Organization of the schedule of expenditures of federal and state awards and the auditor's report thereon.

42. Management has identified and disclosed all of its government programs and related activities subject to the Uniform Guidance compliance audit.

43. Management has identified and disclosed to the auditor the requirements of federal and state statutes, regulations, and the terms and conditions of federal and state awards that are considered to have a direct and material effect on each major program.

44. Management has made available all federal and state awards (including amendments, if any) and any other correspondence relevant to federal and state programs and related activities that have taken place with federal and state agencies or pass-through entities.

45. Management has identified and disclosed to the auditor all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal and state awards or stated that there was no such noncompliance.

46. Management believes that the auditee has complied with the direct and material compliance requirements.

47. Management has made available all documentation related to compliance with the direct and material compliance requirements, including information related to federal and state program financial reports and claims for advances and reimbursements.

48. Management has provided to the auditor its interpretations of any compliance requirements that are subject to varying interpretations.

49. Management is aware of no communications from federal and state awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.

50. There are no findings and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.

51. Management is responsible for taking corrective action on audit findings of the compliance audit and has developed a corrective action plan that meets the requirements of the Uniform Guidance.

52. Management has provided the auditor with all information on the status of the follow-up on prior audit findings by federal and state awarding agencies and pass-through entities, including all management decisions.

53. Management has disclosed the nature of any subsequent events that provide additional evidence with respect to conditions that existed at the end of the reporting period that affect noncompliance during the reporting period.

54. Management has disclosed all known noncompliance with direct and material compliance requirements occurring subsequent to the period covered by the auditor's report or stated that there were no such known instances.

55. Management has disclosed whether any changes in internal control over compliance or other factors that might significantly affect the Organization's system of internal control, including any corrective action taken by management with regard to significant deficiencies and material weaknesses in internal control over compliance, have occurred subsequent to the period covered by the auditor's report.

56. Federal and state program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared.

57. The copies of federal and state program financial reports provided to the auditor are true copies of the reports submitted, or electronically transmitted, to the federal agency or pass-through Organization, as applicable.

58. Management has monitored subrecipients, as necessary, to determine that they have expended pass-through assistance in accordance with applicable laws and regulations and the terms and conditions of the subaward and have met the other pass-through Organization requirements of the Uniform Guidance.

59. Management has considered the results of subrecipient monitoring and audits, and has made any necessary adjustments to the auditee's own books and records.

60. Management has charged costs to federal and state awards in accordance with applicable cost principles.

61. Management is responsible for, and has accurately prepared, the summary schedule of prior audit findings to include all findings required to be included by Uniform Guidance.

62. The reporting package does not contain protected personally identifiable information.

63. Management has accurately completed the appropriate sections of the data collection form.

64. Management has disclosed all contracts or other agreements with service organizations.

65. Management has disclosed to the auditor all communications from service organizations relating to noncompliance at those organizations.

Community Action Partnership of Kern

Jeremy T. Tobias,
Chief Executive Officer

Tracy Webster, Chief Financial Officer

MEMORANDUM

To: Board of Directors

From: Rebecca Moreno, Director of Housing and Supportive Services

Date: November 25, 2024

Subject: *Agenda Item IV(b)*: New Service Agreement Retroactive to November 1, 2024: Homeless Housing Assistance and Prevention Program Round 4 (HHAP-4) Bakersfield Kern Regional Homeless Collaborative (BKRHC) - **Action Item**

INTRODUCTION

The State of California is providing a fourth round of one-time funding under the Homeless Housing Assistance and Prevention Program (HHAP-4) to the BKRHC, City of Bakersfield, and County of Kern to address homelessness in Kern County.

CAPK's PROGRAM GOALS

Staff plans to utilize HHAP-4 funding to further CAPK's mission of combating homelessness and enhancing housing stability for individuals and families in Kern County. With these funds, CAPK plans to expand services and provide crucial financial assistance to those at risk of or currently experiencing homelessness. Specifically, CAPK aims to use this funding to offer rental assistance and move-in kits through the Family Resource Centers (FRCs), to address immediate housing needs and support long-term stability.

In addition, CAPK intends to enhance the resources available at the FRCs by using $150,000 for rental subsidies, move-in kits, and support our indirect cost rate. Approximately 61 clients will be served with HHAP-4 funds. Staff hired through the previous round of HHAP-4 funding, as well as California Advancing and Innovating Medi-Cal (CalAIM) funding will deliver the services outlined in this proposal. Additionally, 0.15 full-time employee (FTE) and 0.5 FTE of a Program Manager and Housing Navigator, respectively, are also allocated towards these efforts. The term agreement will be retroactive to November 1, 2024, and end June 30, 2027.

The contract, initially delayed by the funder, required additional corrections to ensure all terms and conditions were accurate and compliant. These revisions have now been addressed, and we are bringing this retroactive contract to the board for approval. Once the contract is fully executed, we will promptly begin providing services as outlined, ensuring there is no further delay in delivering the intended support to our clients.

This agreement aligns with CAPK's enduring mission to address critical needs in the community and Strategic Goal #3, Objective 3.1 to increase housing stability for people experiencing or at risk of homelessness.

RECOMMENDATION

Staff recommends the Board of Directors authorize the Chief Executive Officer to execute the contract for services agreement with BKRHC, retroactive to November 1, 2024, and allow for the execution of additional documents as required throughout the term of the agreement.

Attachment:
Agreement #2023-320

AGREEMENT NO. 2023-320

COMMUNITY ACTION PARTNERSHIP OF KERN SUBRECIPIENT AGREEMENT FOR HOMELESS HOUSING ASSISTANCE AND PREVENTION PROGRAM ROUND 4 GRANT

THIS AGREEMENT is made and entered into on November 01, 2024, by and between the BAKERSFIELD-KERN REGIONAL HOMELESS COLLABRATIVE, a California non-profit, public-benefit corporation ("BKRHC" herein) and Community Action Partnership of Kern, a California non-profit, public-benefit corporation ("CORPORATION" herein).

R E C I T A L S

WHEREAS, California Governor Gavin Newsom and the members of the California Legislature have recognized the urgent and immediate need for funding at the local level to combat homelessness; and

WHEREAS, the Governor and Legislature have provided funding to local governments under the Homeless Housing Assistance and Prevention program as part of AB 101(Chapter 159); and

WHEREAS, the BKRHC has developed a homelessness plan and undertaken multiple efforts at the local level to combat homelessness; and

WHEREAS, BKRHC finds that the health and safety of unsheltered persons in Kern County is threatened by a lack of shelter; and

WHEREAS, the State of California has granted Homeless Housing Assistance and Prevention Round 4 (HHAP- 4) funds to BKRHC and BKRHC desires to grant HHAP- 4 funds to CORPORATION to be expended on emergency shelter case management for permanent housing solutions; and

WHEREAS, BKRHC shall not be obligated to disburse, or pay to, CORPORATION or any third party, any funds until and after BKRHC receives Grant funds from the state government; and

WHEREAS, CORPORATION has requested assistance in providing emergency shelter case management for permanent housing solutions; and

WHEREAS, BKRHC desires to assist CORPORATION by making grant funding available for a portion of the costs associated with certain activities as are permitted for homeless citizens in the Bakersfield area; and

WHEREAS, CORPORATION represents that CORPORATION is experienced and well qualified in the field of homeless services.

NOW, THEREFORE, incorporating the foregoing recitals herein, BKRHC and CORPORATION mutually agree as follows:

1. HHAP- 4 FUNDING TERMS. CORPORATION and its subcontractors must abide by all terms of the HHAP-4 State of California Standard Agreement, which is attached hereto and incorporated by reference herein as **Exhibit "A"**.

2. SCOPE OF WORK. The scope of the grant is set forth in **Exhibit "B"** which is attached hereto and incorporated herein by reference as if set forth in full.

3. COMPENSATION. It is expressly agreed and understood that the total amount to be paid by BKRHC under this Agreement shall not exceed ONE HUNDRED FIFTY DOLLARS AND ZERO CENTS ($150,000.00). The Compensation shall be the total compensation under this Agreement including, but not limited to, all out-of-pocket costs and taxes. Such grant shall only be used to pay for operating costs provided as set forth in Exhibit **"B"** and in accordance with this Agreement.

3.1. Disbursement of Funds. BKRHC shall not be obligated to disburse, or pay to, CORPORATION or any third party, any funds until and after BKRHC receives HHAP- 4 funds from the state government. If BKRHC does not receive such funds, BKRHC, at its option, may terminate or suspend this Agreement without any liability to CORPORATION or its subrecipients until BKRHC receives such funds. CORPORATION shall not be entitled to any damages from BKRHC if BKRHC refuses to disburse funds until BKRHC receives funds, even if CORPORATION or any third party has detrimentally relied upon this Agreement.

3.1.1. CORPORATION shall conform to the "time frame" as set forth in Exhibit **"B,"** attached hereto and incorporated herein by reference. CORPORATION shall pay for any and all costs greater than ONE HUNDRED FIFTY DOLLARS AND ZERO CENTS ($150,000.00).

3.2. Eligible Claims for Payment. BKRHC agrees to pay eligible claims for payment to CORPORATION within thirty (30) days after BKRHC receives an eligible claim for payment as set forth herein, and a properly designated CORPORATION official certifies the claim. All invoices must be submitted monthly and reported quarterly.

3.3. Method of Payment. BKRHC agrees to pay "claims for payment" directly to CORPORATION within 30 days after BKRHC receives a satisfactory "claim for payment." CORPORATION shall properly itemize and document claims

for payment to show clearly the items, tasks, or services for which CORPORATION claims reimbursement, as well as describing to which of the Activities the payment is related. CORPORATION shall also describe the basis for computation: cost per hour, cost per weight, cost per task, or other measurement as BKRHC may specify. BKRHC may review the claim for completeness and accuracy and may refuse to pay any claim until explained to BKRHC's satisfaction.

3.4. Term. The term of this Agreement shall begin November 1, 2024, and end June 30, 2027. 50% of the funds must be expended by November 30,2025. All funds must be expended by June 30,2027. No extensions are available.

4. CORPORATION'S OBLIGATIONS. In addition to the terms stated herein, CORPORATION shall comply with the following Federal and State laws and regulations:

4.1. Laws and Regulations

4.1.1. Federal. CORPORATION shall comply with all provisions of Federal law applicable to this Agreement.

4.1.2. California. CORPORATION shall comply with all provisions of California law applicable to this Agreement.

4.1.3. Independent Contractor. CORPORATION understands and agrees that it is an "independent contractor" with respect to the services to be performed under this Agreement. CORPORATION is not an agent or employee of BKRHC for any purpose and is not entitled to any of the benefits provided by BKRHC to its employees. BKRHC shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance. This agreement shall not be construed as forming a partnership or any other association with CORPORATION other than that of an independent contractor.

4.1.4. Indemnification. CORPORATION shall indemnify, defend, and hold harmless BKRHC, its officers, agents, and employees 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 CORPORATION, CORPORATION's employees, agents, independent contractors, 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 BKRHC sole active negligence or willful misconduct.

4.1.5. Insurance. In addition to any other insurance or bond required under this Agreement, CORPORATION shall procure and maintain for the duration of this Agreement the following types and limits of insurance ("basic insurance requirements" herein):

4.1.5.1. Automobile liability insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:

4.1.5.1.1. Provide coverage for owned, non-owned and hired autos.

4.1.5.2. Broad form commercial general liability insurance, unless otherwise approved by the BKRHC Executive Director, 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:

4.1.5.2.1. Provide contractual liability coverage for the terms of this Agreement.

4.1.5.2.2. Provide products and completed operations coverage.

4.1.5.2.3. Contain an additional insured endorsement in favor of BKRHC, its mayor, council, officers, agents, employees and volunteers.

4.1.5.2.4. All policies shall be written on a first-dollar coverage basis or contain a deductible provision. Subject to advance approval by the BKRHC, CONTRACTOR may utilize a Self-Insured Retention provided that the policy shall 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.

4.1.5.3. **Workers' compensation insurance** with statutory limits and employer's liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall contain a waiver of subrogation in favor of BKRHC, its mayor, council, officers, agents, employees, and designated volunteers.

4.1.5.4. Except for professional liability, all policies required of CORPORATION shall be primary insurance as to BKRHC, its mayor, council, officers, agents, employees or designated volunteers, and any insurance or self-insurance maintained by BKRHC shall be excess of CORPORATION's insurance and shall not contribute with it.

4.1.5.5. Except for workers' compensation, insurance is to be placed with insurers with a Bests' rating as approved by BKRHC's Executive Director, but in no event less than A-: VII. Any deductibles, self-insurance retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by this Agreement, or insurance rated below Bests' A-: VII, must be declared prior to execution of this Agreement and approved by BKRHC in writing.

4.1.5.6. Unless otherwise approved by BKRHC's Executive Director, all policies shall contain an endorsement providing BKRHC 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. Copies of policies shall be delivered to BKRHC on demand.

4.1.5.7. The insurance required hereunder shall be maintained at all times during the term of this Agreement or any extension thereof.

4.1.5.8. CORPORATION shall furnish BKRHC's Executive Director with a certificate of insurance and required endorsements evidencing the insurance required. BKRHC may withdraw its offer of contract or cancel this contract if certificates of insurance and endorsements required have not been provided prior to the execution of this Agreement.

4.1.5.9. Full compensation for all premiums which the CORPORATION is required to pay on all the insurance described herein shall be considered as included in the prices paid for the various items of work to be performed under the Agreement, and no additional allowance will be made therefore or for additional premiums which may be required by extensions of the policies of insurance.

4.1.5.10. It is further understood and agreed by CORPORATION that its liability to BKRHC shall not in any way be limited to or affected by the amount of insurance obtained and carried by CORPORATION in connection with this Agreement.

4.1.5.11. Unless otherwise approved by BKRHC, if any part of the work under this Agreement is subcontracted, the "basic insurance requirements" set

forth above shall be provided by, or on behalf of, all subcontractors even if BKRHC has approved lesser insurance requirements for CORPORATION.

5. ADMINISTRATIVE REQUIREMENTS.

5.1. Financial Management.

5.1.1. Accounting Standards. CORPORATION agrees to utilize adequate internal controls and maintain necessary source documentation for all costs incurred.

5.1.2. Documentation and Record Keeping.

5.1.2.1. Records to be Maintained. CORPORATION shall maintain all records required by the State regulations specified in "Exhibit A" and "**Exhibit B"** that are pertinent to the activities to be funded under this Agreement. Such records include, but are not limited to:

5.1.2.2. Retention. CORPORATION shall retain all records pertinent to expenditures incurred under this Agreement for a period of five (5) years after the expiration of this Agreement. 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.

5.1.2.3. Client Data. CORPORATION 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. Such information shall be submitted to BKRHC or its designees for review on a quarterly basis using the attached Homeless Housing Assistance and Prevention-3 Report or alternative form approved by BKRHC (Exhibit C).

5.1.2.4. HMIS Reporting Requirements. CORPORATION will collect and evaluate data to be entered into the Homeless Management Information System (HMIS). The data will be entered into a local HMIS using HUD's and California Interagency Council on Homelessness (Cal ICH) standards for participation.

5.1.2.5. Proposed Outcomes Reporting. CORPORATION will report proposed outcomes as stated in Exhibit B **"Description."** Outcome reports will be submitted monthly as part of CORPORATION's claim for payment and will be required for satisfactory claim for payment as described in section 3.3.

5.1.2.6. Property Records. CORPORATION shall accept title to and be responsible for the maintenance and operation of the improvements made under this Agreement. CORPORATION shall maintain real property inventory records which clearly identify properties purchased, improved or sold.

5.1.2.7. Close-Outs. CORPORATION's obligation to BKRHC 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 BKRHC), and determining the custodianship of records.

5.1.2.8. Audits and Inspections. All CORPORATION records with respect to any matters covered by this Agreement shall be made available to BKRHC, its designee or the State Government, at any time during normal business hours, as often as BKRHC 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 CORPORATION within 30 days after receipt by it. Failure of CORPORATION to comply with the above audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments. CORPORATION hereby agrees to have an annual audit conducted in accordance with current BKRHC policies concerning subrecipient audits.

5.2. Personnel and Participant Conditions

5.2.1. Nondiscrimination Requirements. During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex (gender), sexual orientation, gender identity, gender expression, race, color, ancestry, religion, creed, national origin (including language use restriction), pregnancy, physical disability (including HIV and AIDS), mental disability, medical condition (cancer/genetic characteristics), age (over 40), genetic information, marital status, military and veteran status, and denial of medical and family care leave or pregnancy disability leave. Contractors and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor or subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code section12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a-f), set forth in Chapter 5 of Division 4 of

Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

5.2.2 Conflict of Interest. All participants are subject to State and Federal conflict of interest laws. Failure to comply with these laws, including business and financial disclosure provisions, will result in any subsequent contract being declared void. Other legal action may also be taken. Applicable statutes include, but are not limited to, Government Code section 1090 and Public Contract Code, sections 10410 and 10411, for State conflict of interest requirements.

5.2.3 Drug Free Workplace Certification. Certification of Compliance: By signing this Agreement, Contractor, and its subcontractors, hereby certify, under penalty of perjury under the laws of State of California, compliance with the requirements of the Drug-Free Workplace Act of 1990 (Government Code 8350 et seq.) See **Exhibit "D"**.

5.2.4 Child Support Compliance Act. For any Contract Agreement in excess of $100,000, the Contractor acknowledges in accordance with Public Contract Code 7110, that:

The Contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and

The Contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

5.3. Environmental Conditions.

5.3.1. Environmental Considerations. BKRHC and CORPORATION want to assure that the policies of the California Environmental Quality Act of 1970 (CEQA), as amended, are most effectively implemented, BKRHC shall comply with the CEQA review procedures (Title 14, Section 15000 et. seq. of the California Administrative Code) in connection with this Project as rapidly as possible. Project

delay occasioned by delay in the CEQA review procedures shall extend the estimated work completion period.

6. COMPLIANCE WITH STATE AND FEDERAL LAWS, RULES, GUIDELINES AND REGULATIONS. The CONTRACOR agrees to comply with all State and Federal laws, rules and regulations that pertain to construction, health and safety, labor, fair employment practices, environmental protection, equal opportunity, fair housing, and all other matters applicable and/or related to the HHAP-4 program, the CONTRACTOR, its Subcontractors, and all eligible activities.

CONTRACTOR shall also be responsible for obtaining any and all permits, licenses, and approvals required for performing any activities under this Agreement, including those necessary to perform design, construction, or operation and maintenance of the activities. CONTRACTOR shall be responsible for observing and complying with any applicable federal, state, and local laws, rules or regulations affecting any such work, specifically those including, but not limited to, environmental protection, procurement, and safety laws, rules, regulations, and ordinances. CONTRACTOR shall provide copies of permits and approvals to BKRHC upon request.

7. BKRHC'S OBLIGATIONS.

7.1. Copy of Regulations and Statutes. BKRHC will make available to CORPORATION a copy of any regulation BKRHC enacts to facilitate administration of said Program.

8. BKRHC'S REMEDIES. If CORPORATION fails to materially comply with the terms of this Agreement, BKRHC, at its option, may suspend or terminate this Agreement and may demand CORPORATION return all funds granted to CORPORATION 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 BKRHC. The election of one or more remedies shall not bar the use of other remedies unless the circumstances made the remedies incompatible.

8.1. Concurrent Remedy. No right or remedy herein conferred on or reserved to BKRHC 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,

8.2. and may be enforced concurrently therewith or from time to time.

9. MISCELLANEOUS.

9.1. 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 and shall not serve to vary the terms of this Agreement.

9.2. 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.

9.3. 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 BKRHC and signed by all the parties.

9.4. 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.

9.5. 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.

9.6. Termination of Agreement. BKRHC reserves the right to terminate this AGREEMENT upon giving CORPORATION notice of intention to terminate at least 30 days prior to the effective date of the termination. BKRHC shall only convey to CORPORATION funds for work done prior to the effective date of termination. This Agreement may be terminated by any party upon 30 days written notice, served by mail or personal service, to all other parties.

9.7. 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 BKRHC, addressed to:

Program Administrator
Bakersfield Kern Regional Homeless Collaborative
2101 Oak Street
Bakersfield, CA 93301

If directed to CORPORATION, addressed to:

Chief Executive Director
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93301

9.8. 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.

9.9. 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.

9.10. Negation of Partnership. BKRHC shall not become or be deemed a partner or joint venture with CORPORATION or associate in any such relationship with CORPORATION by reason of the provisions of this Agreement. CORPORATION shall not for any purpose be considered an agent, officer or employee of BKRHC.

9.11. Conflicts of Interest. CORPORATION 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).

9.12. Tax Numbers.

"CORPORATION's" Federal Tax Identification No. 95-2402760.
"CORPORATION" is a corporation? Yes __X__ No _____.
(Please check one.)

9.13 HMIS Reporting Requirements. CORPORATION will collect and evaluate data to be entered into the Homeless Management Information System (HMIS). The data will be entered into a local HMIS using HUD's and California Homeless Coordinating and Financing Council standards for participation.

9.13.1 Reporting Timeframe CORPORATION will submit invoices monthly and quarterly reports to BKRHC, with the first report due January 30, 2025, then quarterly thereafter until October 1, 2027, or until funds are exhausted.

(The remainder of this page intentionally left blank)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first-above written.

"BKRHC"
BAKERSFIELD-KERN REGIONAL
HOMELESS COLLABORTATIVE

By: _____
CARLOS BALDOVINOS
EXECUTIVE BOARD CHAIRPERSON

"CORPORATION"
COMMUNITY ACTION PARTNERSHIP OF KERN

By: _____

JEREMY T. TOBIAS
CHIEF EXECUTIVE OFFICER

EXHIBIT "A"
HHAP- 4 STANDARD AGREEMENT

Homeless Housing, Assistance and Prevention Program Round 4 (HHAP-4) Standard Agreement with Bakersfield Kern Regional Homeless Collaborative.

EXHIBIT "B"

HOMELESS HOUSING ASSISTANCE AND PREVENTION ROUND 4 GRANT PROGRAM
COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

Purpose of Project

Our intent for Community Action Partnership of Kern (CAPK) to acquire the HHAP-4 funding is to further our mission of combating homelessness and enhancing housing stability for individuals and families in Kern County. With these funds, we plan to expand our services and provide crucial financial assistance to those at risk of or currently experiencing homelessness. Specifically, we aim to use this funding to offer supplemental rental assistance and move-in kits through our Family Resource Centers (FRCs), helping to address immediate housing needs and support long-term stability.

Description

CAPK's Family Resource Centers (FRCs) play a pivotal role in serving the communities of Kern County. These centers offer a comprehensive range of services designed to support individuals and families in need. Our FRCs, including the Oasis Family Resource Center in Ridgecrest and the East Kern Family Resource Center (EKFRC) in Mojave, provide resources such as case management, utility assistance, transportation vouchers, and emergency food assistance. By offering a variety of services, we aim to address the multifaceted challenges faced by our clients and help them achieve greater stability and self-sufficiency. Noteworthy, through previous rounds of HHAP-4 funding, the East Kern Family Resource Center (EKFRC) serves as a crucial rural drop-in center, offering homeless services and support to individuals at risk of homelessness. Annually, the EKFRC serves about 60 homeless individuals and the OFRC serves 55 homeless individuals. The center provides a safe space for clients to receive essential items, enroll in social services, and access direct links to CAPK's programs. With the HHAP-4 funding, CAPK intends to enhance the resources available at our FRCs by using $150,000 for rental subsidies, move-in kits, and support our indirect cost rate. Approximately 61 clients will be served with HHAP-4 funds. Staff hired through the previous round of HHAP-4 funding, as well as California Advancing and Innovating Medi-Cal (CalAIM) funding will deliver the services outlined in this proposal. Additionally, 0.15 FTE and 0.5 FTE of a Program Manager and Housing Navigator, respectively, are also allocated towards these efforts. Our services will help homeless individuals overcome financial barriers to entering or maintaining housing. Case managers will work with individuals to identify financial barriers and exhaust all available resources. Requests for assistance, such as security deposits, utility payments, and essential household items, will be processed on a firstcome, first-serve basis, ensuring timely support for those in need. Supplemental rental assistance provided through the HHAP-4 funding will enable us to offer financial relief to

those struggling to pay rent. Funds will be used to cover costs such as security deposits, a portion of the client's rent, application fees, and needed household items. By making payments directly to vendors or agencies, CAPK can ensure that funds are used appropriately and effectively. 3 In addition to rental subsidies, move-in kits will be provided to help individuals and families establish their homes. These kits will include essential household items such as beds, furnishings, microwaves, and other necessary appliances. By offering these resources, we aim to create a supportive environment that facilitates successful transitions into stable housing. Through these initiatives, CAPK is committed to leveraging HHAP-4 funding to provide vital support to the most vulnerable members of our community. By expanding our services at the Oasis and East Kern Family Resource Centers, we aim to reduce homelessness, enhance housing stability, and promote long-term self-sufficiency for individuals and families in Kern County.

Eligible Expenses

The total amount of HHAP-4 funds expended to meet these costs shall not exceed ONE HUNDRED FIFTY DOLLARS AND ZERO CENTS ($150,000.00).

Limitations

CORPORATION shall not use HHAP-4 program funding to supplant existing funds for homeless housing, assistance, or prevention.

Time frame

All funds granted to Community Action Partnership of Kern shall be completely expended within the term of the Agreement, May 1, 2023 – April 30, 2026.

Data Submission Requirements and Timeline:

CORPORATION shall submit a quarterly report to BKRHC on forms provided by BKRHC, by August 30, 2023, and annually ever year thereafter with a final report due October 1, 2026, or until funds are exhausted. If the Contractor fails to provide such documentation, BKRHC may disencumber any portion of the amount authorized by this Agreement with a 14-day written notification.

Corporation will report on the following, as well as any additional information BKRHC deems appropriate or necessary:

(1) Data collection shall include, but not be limited to, information regarding individuals and families served, including demographic information, information regarding partnerships among entities or lack thereof, and participant and regional outcomes.

(2) An ongoing tracking of the specific uses and expenditures of any program funds broken out by eligible use stated in agreement, including the current status of those funds

(3) The type of housing assistance provided, broken out by the number of individuals

(4) Outcome data for individuals served through program funds, including the type of housing that an individual exited to, the percent of successful housing exits, and exit types for unsuccessful housing exits.

(5) The performance monitoring and accountability framework shall include clear metrics, which may include, but are not limited to, the following:

(a) The number of people served, and individual exits to permanent housing, as defined by the United States Department of Housing and Urban Development, from unsheltered environments and interim housing resulting from this funding.

(b) Racial equity, as defined by the council in consultation with representatives of state and local agencies, service providers, the Legislature, and other stakeholders.

(c) Any other metrics deemed appropriate by BKRHC.

The Contractor further agrees to retain all records for a minimum period of five (5) years after the termination of this Agreement.

Other Requirements

HMIS
CORPORATION will collect and evaluate data to be entered into the Homeless Management Information System (HMIS). The data will be entered into a local HMIS using HUD's standards for participation.

Housing First
Any housing-related activities funded with HHAP-4 funds must be in compliance or otherwise aligned with the Core Components of Housing First, pursuant to Welfare and Institution Code Section 8255(b).

Exhibit "C"

Homeless Housing Assistance and Prevention Round 4 Annual Report

This Agreement shall terminate on June 30, 2027, or upon delivery of the HHAP-4 final report required by HSC § 50223(b), whichever is sooner

HHAP-4 Annual reporting due dates:
December 31, 2024
December 31, 2025
December 31, 2026

The report will need to include Financial (Obligations and Expenditures) Data Reporting, Performance Metrics, Project Narrative, Racial Equity, Partnerships, and budget modifications if there were any reallocations.

EXHIBIT "D"

DRUG FREE WORKPLACE CERTIFICATION

The undersigned certifies, to the best of his or her knowledge and belief, that: Corporation, representing the facility known as Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield CA 93301_will continue to provide a drug-free workplace by meeting all standards and requirements of the Code of Federal Regulations, Part 24, Subpart F as follows:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees about:
   (a)The dangers of drug abuse in the workplace:
   (b)The grantee's policy of maintaining a drug-free workplace;
   (c)Any available drug counseling, rehabilitation, and employee assistance programs: and
   (d)The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1.
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
   (a) Abide by the terms of the statement: and
   (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4 (b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
   (a)Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended: or
   (b)Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2,3,4,5, and 6.
8. This certification meets the objectives and requirements of the United States Department of Housing and Urban Development (HUD).

_____

JEREMY TOBIAS
Chief Executive Officer
Community Action Partnership of Kern

Dated: _____

MEMORANDUM

To: Board of Directors

From: Gloria Barbero, Assistant Director SJC

Date: November 25, 2024

Subject: *Agenda Item IV(c):* San Juaquin County Office of Education (SJCOE) Head Start Initial Cooperative Agreement Amendment – **Action Item**

The Head Start and State Child Development Division has finalized discussion to amend our cooperative agreement with SJCOE for Head Start Child Care Partnership (CCP) funds. This expansion opportunity mirrors the existing contracts with SJCOE and CAPK. These efforts enhance early childhood activities through CCP funding from Head Start and State with both California State Preschool Program (CSPP) and General Child Care funding (CCTR).

As shared with the Board in October, the Program Team in partnership with Finance and Operations reviewed the availability of funding and facilities in San Joaquin County. Our proposed amendment for expansion was accepted by SJCOE to increase Head Start Pre-K services by 136 slots for a total of 153 Pre-K slots in SJC. The additional funding will include an increase of $4,308,299 bringing the total contract to $4,844,594. Within this contract amendment the funding will come from two sources. The Head Start funding is $2,279,486 and the CSPP funding will be $2,565,108. The contract terms follow the SJCOE Head Start Funding cycle of February through January. The amendment will include a prorated amount for 2 months and will include an annual term through January 2026.

This funding supports CAPK's efforts to improve communities by promoting educational opportunities that enrich the lives of children and their families. The program will utilize both the Head Start and State funding to provide center-based services for children in San Joaquin County.

Recommendation:
Staff recommend the Board of Directors approve the contract amendment for San Joaquin County Office of Education for CSPP/HeadStart services and authorize the Chief Executive Officer to execute the contract and future amendments.

MEMORANDUM

To: Board of Directors



From: Tracy Webster, Chief Financial Officer

Date: November 25, 2024

Re: Agenda Item IV(d): Banking Institution Signing Authority with Resolution – **Action Item**

During the October 2024 Board Meeting, the Board approved the selection of Citizen's Business Bank as the bank of choice for Community Action Partnership of Kern. To move forward with establishing the account, the following individuals will be listed as signers on the bank account:

- Jeremy T. Tobias, Chief Executive Officer
- Louis Gill, Chief Program Officer
- Pritika Ram, Chief Business Development Officer
- Emilio Wagner, Chief Facilities and Technology Officer
- Fred Plane, Board Member

Tracy Webster, Chief Financial Officer, will not be an authorized signer to ensure proper financial controls, and will provide financial oversight of the bank account.

Recommendation:

Staff recommends the Board of Directors authorize with Resolution the following signers on each of the Citizens Business Bank accounts: Jeremy T. Tobias, Chief Executive Officer, Louis Gill, Chief Program Officer, Pritika Ram, Chief Business Development Officer, Emilio Wagner, Chief Facilities and Technology Officer, and Fred Plane, Board Member.

Attachments:
Resolution No. 2024-20

RESOLUTION # 2024-20

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Banking Institution Signing Authority

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, 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 CAPK Board of Directors approved the change of banking institutions from Wells Fargo to Citizens Business Bank in October 2024; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the following individuals to be signers on each of the bank accounts held by Citizens Business Bank: Jeremy T. Tobias, Chief Executive Officer, Louis Gill, Chief Program Officer, Pritika Ram, Chief Business Development Officer, Emilio Wagner, Chief Facilities and Technology Officer, and Fred Plane, Board Member.

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

The undersigned hereby certifies that he/she is an Authorized Representative of CAPK and that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors, and that said meeting was held in accordance with state law and the Bylaws of the organization

WITNESS WHEREOF, I have executed my name below as an Authorized Representative of CAPK.

Fred Plane, Chair
CAPK Board of Directors

Date

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
UNRESTRICTED						
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
RESTRICTED						
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	04/1523 - 05/31/25	122-43	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

A1

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 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	CMAP - 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

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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
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 PRO	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 COMMUNTY PROJECT FUNDING - FOOD BANK EXPANSION	3,000,000	14.251	B-22-CP-CA-0119	11/01/22 - 08/31/30	168	DEPARTMENT OF URBANK HOUSING AND DEVELOPMENT
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/23 - 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

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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
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	2,458,117		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	N/A	FGRT-22-IGPMRR-0828-A1	08/16/22 - 06/30/24	260	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	23,809,862		CMAP - 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

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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
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 HOMELES 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

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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
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

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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				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
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
	Energy						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
124	Low Income Home Water Assistance			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
482	PG&E Arrears Outreach			X			
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	VITA (Volunteer Income Tax Assistance)						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	East Kern Family Resource Center						
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 EKFRC				X		
	Youth Services						
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		
	Homeless Services						
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
	2-1-1						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
429	Southern CA Gas CRM Development Program				X		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		
	Other						
151	ASTHO Vaccine Equity				X		
205	BCSD Community School Partnership Program				X		
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: Stacy 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: Stacy Webster 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.*
*** January 2018 name changed from DOE ARRA to CSD Advances.*

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 10/03/24

APPROVED BY: Stacy Webster 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 6302(
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.*
*** 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*

Difference: **0.00**

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 10/08/24

APPROVED BY: Stacy Webster 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: Stacy Webster 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: NAOMI IBARRA TITLE: Accountant DATE: 10/03/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 10/03/2024

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

WELLS FARGO

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

Transaction Count: 0

Total: 0.00

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

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**

WELLS FARGO

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**

WELLS FARGO

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**

WELLS FARGO

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**

WELLS FARGO

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**

WELLS FARGO

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**

WELLS FARGO

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**

WELLS FARGO

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**

WELLS FARGO

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.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	9/26/2024	9/30/2024	Gg *kern County Law En 503-5970395, CA				500.00
	Sponsorship of KC Law Enforcement Awards Dinner Event - Purchased 2 tickets. Attendees are C. Anspach & E. Esposito.						

Transaction Count: 12

Total: 2,660.83

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

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	Wl *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**

WELLS FARGO

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
	Loding 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**

WELLS FARGO

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	1,117,585	914,008	81.8%	203,577
Total Revenue	2,540,628	1,542,278	60.7%	998,350
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	897,135	486,135	54.2%	411,000
Sub Total	2,309,662	1,408,392	61.0%	901,270
Adult Meals Prepared	128,794	65,442	50.8%	63,352
Indirect	230,966	68,445	29.6%	162,521
Total Expenditures	2,669,422	1,542,278	57.8%	1,127,144

	Prior Period	SEPTEMBER 2024	Cumulative
Total Meals Prepared and Vended (Note C)	290,104	53,712	343,816
Total Meals Claimed	182,019	35,901	217,920
Difference	108,085	17,811	125,896

Percentage Claimed to Prepared/Vended		66.8%	63.4%

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 Reimburseable 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	1,628,437

Note 2: The maximum reimburseable 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	3.15%
Maximum Reimbursable Amount (MRA)	29,509,685	100.00%

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
GENERAL CHILD CARE (CCTR-4065)														
Adjusted Days of Enrollment - Certified	6,056	6,805	7,411										20,272	
Reimbursement Rate per Child per Day	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	
Revenue Earned	$ 312,197	$ 350,807	$ 382,035	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,045,039	**26.15%**
Maximum Reimburseable Amount (MRA)													**$3,996,470**	
Flex Factor														
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%
CALIFORNIA STATE PRESCHOOL (CSPP-4122)														
Adjusted Days of Enrollment - Certified	5,254	7,326	9,348										21,929	
Reimbursement Rate per Child per Day	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X $55.27	
Revenue Earned	$ 290,402	$ 404,932	$ 516,682	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,212,016	**16.42%**
Maximum Reimburseable Amount (MRA)													**$7,381,970**	
Flex Factor														
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%
MIGRANT CHILD CARE (CMIG-4004)														
Adjusted Days of Enrollment - Certified	23	23	21										67	
Reimbursement Rate per Child per Day	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	
Revenue Earned	$ 1,191	$ 1,191	$ 1,077	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,459	**1.18%**
Maximum Reimburseable Amount (MRA)													**$293,327**	
Flex Factor														
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 reimburseable 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
GENERAL CHILD CARE (CCTR-4305)														
Adjusted Days of Enrollment - Certified	4,489	4,908	4,571										13,968	
Reimbursement Rate per Child per Day	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	
Revenue Earned	$ 219,258	$ 239,726	$ 223,225	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 682,209	**24.46%**
Maximum Reimburseable Amount (MRA)													**$2,788,764**	
Flex Factor														
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%
CALIFORNIA STATE PRESCHOOL (CSPP-4500)														
Adjusted Days of Enrollment - Certified	-	-	-										0	
Reimbursement Rate per Child per Day	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	
Revenue Earned	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**0.00%**
Maximum Reimburseable Amount (MRA)													**$255,528**	
Flex Factor														
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 reimburseable amount is per the 2024/25 Cooperative Agreement with the San Joaquin County Office of Education

Division/CFO: Tracy Webster, CFO
Month/Year: September-2024
Program/Work Unit: Not Applicable
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				
CMAP 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	Accounting Technician (5)	Procurement Manager
Director of Finance	Accounting Specialist (2)	Business Contracts Specalist
Finance Administrator	Accounting Clerk (1)	Business Technician (2)
Payroll/HRIS Manager	AP Supervisor (1)	
Accounting Administrator	Fiscal Technician (2)	
Accounting Administrator - Energy	Payroll Specialists (3)	
Accountant (2)	Payroll Supervisor (1)	
Accountant II (2)	Administrative Coordinator	

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	36,242,195
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	9,118,155
Total Liabilites	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	67,937
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	67,937
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	35,429,095
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	8,602,289
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	8,386,929
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	8,386,929
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	1,498,103	799,554	53.4%	698,549
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	920,480	568,107	61.7%	352,373
Total Operating Costs	3,235,319	2,199,043	68.0%	1,036,276
Total Expenditures	**$ 10,045,801**	**$ 5,872,761**	**58.5%**	**$ 4,173,040**
Excess (Deficit) Indirect Revenue	**$ 784,684**	**$ 699,450**		

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	1,161,725	553,420	47.6%	608,305
	$ 10,045,801	$ 5,872,761	58.5%	$ 4,173,040

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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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 EKFRC
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 - ISAIAH 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 SPRNK SY
9/5/2024	30662	CMA FIRE PROTECTION	151.00	SAN DIEGO JOB# 35065126 (08/09/2024) QTRLY WET FIRE SPRNKLR
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 - EKFRC
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 ADMINSTRATION
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 DEPOSITY 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	SYSCO FOOD SERVICES OF VENTURA INC	2,154.14	2900 M ST PO-2024-2141 ORD# 1637461
9/11/2024	30781	SYSCO FOOD SERVICES OF VENTURA INC	1,001.31	2900 M ST PO-2024-2141 ORD# 1641144
9/11/2024	30782	SYSCO FOOD SERVICES OF VENTURA INC	1,684.07	2900 M ST PO-2024-2141 ORD# 1642084
9/11/2024	30783	SYSCO FOOD SERVICES OF VENTURA INC	34.99	3101 MALL VIEW RD PO-2024-1255 ORD# 1642506
9/11/2024	30784	SYSCO FOOD SERVICES OF VENTURA INC	463.66	3101 MALL VIEW RD PO-2024-1266 ORD# 1642536
9/11/2024	30785	SYSCO FOOD SERVICES OF VENTURA INC	240.64	3101 MALL VIEW RD PO-2024-1268 ORD# 1642585
9/11/2024	30786	SYSCO FOOD SERVICES OF VENTURA INC	17.27	3101 MALL VIEW RD PO-2024-1266 ORD# 1642664
9/11/2024	30787	SYSCO FOOD SERVICES OF VENTURA INC	35.66	3101 MALL VIEW RD PO-2024-1255 ORD# 1642894
9/11/2024	30788	SYSCO 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 CURIEL	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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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

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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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	SARAELIA POMPA	4,201.62	Child Care Reimbursement
9/18/2024	31200	SARAELIA 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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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 BLLING 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 Bermundez - 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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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

Check Date	Check Number	Payee	Check Amount	Transaction Description
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	

BOARD OF DIRECTORS

2025 BOARD & STANDING COMMITTEE MEETING CALENDAR

MONTH	PERSONNEL COMMITTEE	PRE COMMITTEE	B & F COMMITTEE	AUDIT & PENSION COMMITTEE	EXECUTIVE COMMITTEE	BOARD MEETINGS
January	1/8	1/15	1/22	1/16		1/27
February	2/5	2/11	2/19			2/26
March	3/5	3/12	3/19			3/26
April	4/2	4/9	4/23	4/10		4/30
May	5/7	5/14	5/21			5/28
June	6/4	6/11	6/18			6/25
July					7/16	
August	8/6	8/12	8/13	8/7		8/20
September	9/3	9/10	9/17			9/24
October	10/8	10/15	10/22			10/29
November	11/10	11/12	11/17	11/19		11/24
December					12/11	

- Board of Director Meetings and Committee Meetings are generally held at the Community Action Partnership or Kern Administrative Building, located at 1300 18th Street, Bakersfield, CA, or in some cases, remotely during a declared emergency or other circumstances. Advance notice will be provided in the event of a change in meeting location.

- Community Action Partnership of Kern follows the meeting guidelines of the Ralph M. Brown Act. All meetings are open to the public.

Notes:

- For the August Committee meetings, there will be 2 committee meetings the week of August 4, and two meetings the week of August 11 with the Board meeting on Wednesday, August 20, 2025, due to the NCAP Annual Convention the last week of August.

- For the November Committee meetings, due to the CalCAPA Conference taking place the 1st week of the month and 3 holidays, there will be 2 committee meetings in one week for the 2nd and 3rd week of the month and the Board Meeting will be on the Monday before Thanksgiving.

- No Standing Committee or Board meetings are scheduled in July & December. All items will be heard by the Executive Committee.

Approved: _____

MEMORANDUM

To: CAPK Board of Directors

From: Rashi Strother / Cynthia Rodriguez Early Head Start Education Managers

Date: November 25, 2024

Subject: *Agenda Item IV(g)*: Early Head Start/Head Start – Review of School Readiness Goals Timetable – **Info Item** 2025-2026

The Head Start/State Child Development Division develops School Readiness Goals annually by utilizing our end-of-the-year child assessment data to implement high-quality teaching and learning outcomes for children.

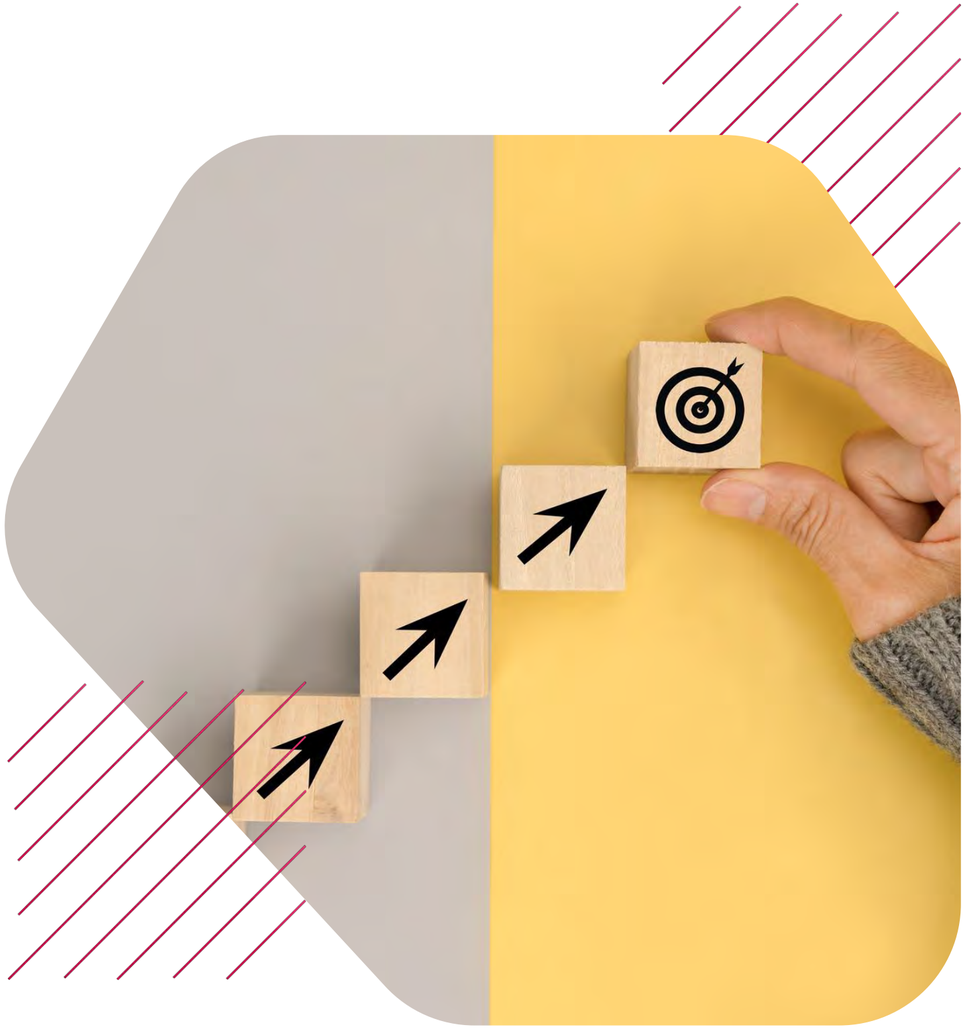
We are presenting a timeline to ensure that key stakeholders are informed and follow the process for developing School Readiness Goals. The timeline identifies key phases that describe specific action steps and responsible parties to ensure the plan is executed on time.

After Board approval, School Readiness Goals are distributed to staff to ensure effective implementation. The 2025-2026 School Readiness Goals Timetable is attached for review.

Attachment:
2025-2026 Early Head Start/Head Start School Readiness Goals Timetable.

School Readiness Goals Timeline

The project timeline outlines the key phases and milestones for successful completion of the School Readiness Goals 2025-2026 school year.



Project Start

Desired Results Developmental Profile (DRDP) Child Assessment Data Aggregation

The third and final child assessments are scheduled to be finalized on April 11, 2025. Our agency data will be aggregated by the Data Analyst Supervisor and shared with the education team for review by April 19th.



Planning Phases

The education team will review the agency data to identify the lowest measure for each domain and develop a presentation for the team collaborative meeting to share the findings.



Goal Setting Team Collaborative

Learn about the current findings and develop activities and strategies that support the identified measures.



Administrative Review

Review the activities and strategies to ensure age appropriateness and alignment to the domains.



School Readiness Sub-Committee Collaboration

The School Readiness Goals will be presented to the committee members for feedback and review.



Policy Council Approval

The School Readiness Goals will be presented to the policy council for review and approval.



Board of Directors Approval

The School Readiness Goals will be presented to the Board of Directors for approval.

Development Phases

The data review and the development of the finding’s presentation will be on April 22, 2025.



Team Collaborative Meeting	Administrative Review	School Readiness Sub-Committee Collaboration	Policy Council Approval	Board of Directors Approval
April 30, 2025	May 6, 2025	May 8, 2025	June 2025	June 2025

Representatives

The following list of representatives outlines the key members that will attend the team collaborative meeting and those completing the administrative review.



Team Collaborative Meeting

Parents, directors, administrators, managers, other team members, including staff.

Administrative Review

Director, Region IX Specialist, Education Board Member, and Assistant Director.

Things to Remember

In the event, there is a delay in any phase the division will notify the board of directors of the current barrier and a back-up plan.

- The draft document is to be updated with approval dates, once approved.
- The document is to be sent to print once all dates and approvals are complete.
- The document will be shared electronically with approval dates.
- Full implementation of the School Readiness goals begins July 1, 2025





Thank You

MEMORANDUM

To: Board of Directors

From: Lisa Gonzales, Program Governance Coordinator

Date: November 25, 2024

Subject: *Agenda Item V(a)*: November Policy Council Report – **Action Item**

The Policy Council met on October 29, 2024, at the CAPK Administrative Office for its member recognition event and the final meeting of the 2023-2024 term with a quorum established.

Louis Gill, CAPK Chief Program Officer and Yolanda Gonzales, Head Start/State Child Development Director recognized the 2023-2024 Policy Council members and commended them for their time, commitment, and dedication they have shown in serving on the Council. Appreciation was expressed for all that members have done in support of the program, which in turn benefits the children and families served as well as the community at large.

The 2025-2026 Head Start/Early Head Start Refunding Application was presented to the Council for approval which also included combined budget detail. Upon complete review of the information provided, the Policy Council unanimously approved the submission of the Head Start/Early Head Start Refunding Application (grant 09CH012489) to the Office of Head Start for the 2025-2026 funding year.

The next Policy Council meeting will take place on November 26, 2024, at which time the October 29, 2024 meeting minutes will be presented to the Policy Council for approval. Upon receipt of such, they will then be brought to the Board for approval as well. This will be the first Policy Council meeting of the 2024-2025 term.

Recommendation:
The Policy Council requests Board approval of the November Report and the Policy Council meeting minutes from September 25, 2024.

Attachment:
September 25, 2024 Policy Council Meeting Minutes

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
September 25, 2024
Meeting ID: 297 438 569 962

1. **Call to Order**

   Policy Council Chairperson, Ruby Cruz called the meeting to order at 5:33 p.m.

   a. Roll call was taken, and a quorum was established.

   Policy Council Members Present: Alejandra Verduzco, Ashley Trent, Candy Diaz, Cristina Herrera, Fatima Echeverria, Gabriela Rangel, Jennifer Wilson, Michelle Jara-Rangel, Ruby Cruz, Wendy Ayala

2. **Public Comments**

   The public may address the Policy Council on items not included on the agenda at this time. However, the Policy Council will take no action other than that of referring the item(s) to staff for study and analysis. Speakers are limited to three minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

   None

3. **Standing Committee Reports**

   a. School Readiness Committee

   The School Readiness Committee had its final meeting in June with the committee discussing and providing input on the school readiness goals. The school readiness goals will be presented to the Council for approval later in the meeting. School readiness is always taking place within the program and shows up in a variety of ways from the nutritional snacks and meals provided, to vision and hearing screenings to parent wellness trainings with Dr. Kirk. Parent committee meetings also share educational topics with families that correlate to the current school readiness goal. Parents are their child's first teachers and are also constantly providing and supporting school readiness through play, established routines, reading and more.

   b. Planning Committee

   The Planning Committee met on September 3, 2024. The Division Program Activity Report was shared with members for the months of July and August. Enrollment information was provided for both Head Start and Early Head Start for July and for August. The Child Adult Care Food Program Report for July indicated 31,973 meals were prepared by the Central Kitchen, and a total of 35,316 meals delivered. There were 40,133 meals delivered in August, 31,973 of which were prepared by the Central Kitchen. It was shared that there were a number of recruitment events throughout the county at our Delano, Broadway and Sunrise Villa centers. Intake clinics took place at both the Taft and Delano Child Development Centers.

   c. Budget & Finance Committee

   The Budget & Finance Committee met on September 17, 2024. The financial reports through July 31, 2024 were presented to the committee for review and discussion. Budget detail was provided for Head Start and the Early Head Start grants. The Parent Activities report, and Parent Local Travel and Childcare Reimbursement were presented to the committee along with the non-federal share reports. Additional reports provided to the committee included the No-Cost Extension grants for Head Start and Early Head Start as well as the Head Start Building Proceeds report; all of which included budget detail. The next Budget & Finance Committee meeting will be held on October 15, 2024.

   d. Bylaws Committee

   The Bylaws Committee has held all of their scheduled meetings for the 2023-2024 term. The committee thoroughly reviewed the entire CAPK Head Start Policy Council Bylaws document. After review of all articles and the document in its entirety the consensus of the committee was that there were not any changes that needed to be made at this time. In support of the recently published revised Head Start Program Performance Standards and in conjunction with the annual review of the Bylaws, this document will be reviewed again during the next Policy Council term.

4. Presentations

a. None

5. Consent Agenda ***ACTION**

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

a. Policy Council Meeting Minutes – August 27, 2024
b. Policy Council Planning Committee Meeting Minutes – September 3, 2024
c. Policy Council Budget & Finance Committee Meeting Minutes – August 17, 2024
d. Head Start Budget to Actual Report – March 1, 2024, through July 31, 2024
e. Early Head Start Budget to Actual Report – March 1, 2024, through July 31, 2024
f. Head Start (*No Cost Extension*) Budget to Actual Report – March 1, 2023, through July 31, 2024
g. Early Head Start (*No Cost Extension*) Budget to Actual Report– March 1, 2023, through July 31, 2024
h. Head Start Building Proceeds for Central Kitchen – July 31, 2024
i. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report – March 1, 2024, through July 31, 2024
j. Early Head Start Childcare Partnership Non-Federal Share and In-Kind Report – March 1, 2024, through July 31, 2024
k. Parent Travel & Child Care through July 31, 2024
l. Parent Activity Funds through July 31, 2024
m. Program Review & Evaluation Report – July 2024
n. Program Review & Evaluation Report – August 2024
o. Tell Us Your Head Start Story – Head Start California (English/Spanish)
p. Head Start/Early Head Start Kern Flyer (English/Spanish)
q. Early Head Start San Joaquin Flyer (English/Spanish)
r. Home Visiting Program Flyer (English/Spanish)
s. Policy Council Meeting Dates

Ashley Trent made a motion to approve the consent agenda, items (a) through (s); seconded by Candy Diaz. Motion carried unanimously.

6. New Business ***ACTION**

a. 2025-2026 Program Goals and Objectives – Rosa Guerrero, Administrative Analyst

Rosa shared that the goals and objectives she will be presenting to the Council for approval are a part of the program's grant application. It was added that this update is a routine part of the planning process in which the program goals and objectives are assessed and monitored during the 5-year grant cycle. Rosa shared that the program has achieved notable milestones in each of the categories and has also completed objectives in other categories. Clarification was also incorporated into the document for items that members of the Planning Committee felt were not clearly stated when they reviewed the goals and objectives during their standing committee meeting. This included but was not limited to the status of objectives e.g., in progress versus completed, more concrete examples of goals, reasons for reintegrating practices into the plan that the program is already focused on, etc. Rosa elaborated and shared there is always room to strengthen processes and to ensure greater accountability throughout the program. In addressing an action step noted for one of the Health and Safety objectives, it was clarified that the action step which indicated only a portion of staff would complete training was stated as such because this training would be conducted as a pilot to evaluate the tools to see if they truly would enhance the program. If the training proved to be beneficial then additional staff would be trained accordingly. Robust discussion ensued as the document was reviewed in its entirety including discussion centering on policies, the revised date on the document, what a potential MOU (Memorandum of Understanding) might look

like, and more. Alejandra Verduzco made a motion to approve the Head Start 2025-2026 Goals and Objectives; seconded by Ashley Trent. Motion carried unanimously.

b. 2025-2026 Training and Technical Assistance Plan – Rosa Guerrero, Administrative Analyst

It was shared that the Training and Technical Assistance (T&TA) Plan for 2025-2026 will also be included when submitting the program's refunding application. This plan outlines what the program's plans are for the professional development of staff. This includes mandatory training as well as other priorities that support the program's goals and objectives. Clarification was provided as to what incorporating cross training as a strategy for building capacity looks like. Rosa stated during preservice this year various departments presented on their area of expertise, with all staff attending preservice this provided more shared knowledge and increased transparency about the roles of each department. She also provided an example of potential cross training, such as bringing in the family engagement team, or health specialists to help support Enrollment and Attendance in following up on Head Start enrollment applications. It was further clarified when speaking to the need for partnership teachers to meet the qualifications of the Head Start federal guidelines, as indicated on the T&TA plan that this was referring to partnership staff who are being onboarded. Additional clarification/information was provided accordingly during review of the plan in its entirety which was coupled with robust conversation. Jennifer Wilson motioned to approve the 2025-2026 Head Start Training and Technical Assistance Plan; seconded by Alejandra Verduzco. Motion carried unanimously.

c. 2024-2025 Head Start/Early Head Start School Readiness Goals – Rashi Strother, Education Manager

The proposed 2024-2025 School Readiness Goals for Head Start and Early Head Start were shared with the Council. Rashi stated that Head Start takes a comprehensive approach to school readiness. This approach includes education, inclusion, wellness, family engagement, health, nutrition and all content areas working together looking at the whole child and the entire family. Rashi shared that the 2024-2205 School Readiness Goals were presented to the Policy Council School Readiness Committee to obtain committee members' input and were presented to CAPK Board Member Lily Pimental Stratton for her input as well. Education Manager, Cynthia Rodriguez, shared that these goals are developed annually to strengthen school readiness for children and families. Utilizing the Desired Results Developmental Profile assessment data is aggregated to ensure the ongoing implementation of high-quality learning, teaching and to ensure children are meeting their outcomes. The school readiness goals are divided into 5 central domains. The domains are approaches to learning, social emotional development, language and literacy, cognition and physical development. An inquiry was made as to whether the Council is receiving the school readiness goals late since they are for this current year which is already underway; further inquiring shouldn't they have been presented to Policy Council and the Board of Directors for approval before the beginning of the school year? Rashi stated that the goals are typically presented in June, adding that because of recommendations received revisions had to be made. It was also mentioned that the first assessment period for data collection has just been finalized. It was asked if teaching staff would have to take these goals into consideration when conducting assessments. It was stated that staff did receive a draft copy of the goals being presented for approval by Policy Council. In seeking clarification, it was asked if staff are already working to achieve these goals, even though they have not yet been approved by Policy Council or the Board of Directors. It was indicated that the inquiry was accurate, adding approval is being requested at this time. Jennifer Wilson made a motion to approve the 2024-2025 Head Start/Early Head Start School Readiness Goals; seconded by Ashely Trent. Motion carried with a majority vote and one abstention.

d. 2023-2024 Head Start/State Child Development Self-Assessment – Sylvia Ortega, Quality Assurance Administrator

Sylvia stated to comply with Head Start regulations the program conducts an annual self-assessment to involve the agency in the review of its program operations, goals and objectives. The staff assessment process is used to measure effectiveness of the program and also provides an opportunity to identify and make any necessary course corrections before they potentially become findings as a part of a federal review. Sylvia shared that the program will be having a Focus Area 1 monitoring review this coming year, it is unknown exactly when that will take place. The program utilized a consultant to conduct the self-assessment. Upon completion of such, the consultant found four opportunities for improvement. The

opportunities for improvement are data for continuous improvement, follow up on well child and oral health care, full enrollment and waiting lists and Policy Council. Sylvia shared the corrective action for each of the four areas. She stated that the consultant found that the program did not have a complete system for tracking program performance beyond individualized case management and family planning. As a corrective action to address this area, the program has incorporated a business intelligence (BI) system which the program will continue to use for a stronger reporting system. In addressing follow up on well child and oral health care, it was indicated the program did not ensure that all children had ongoing source of care within 30-days of enrollment, nor were they up to date on the early periodicity schedule within 90-days of enrollment. It was also found that not all children had a hearing and vision screening within 45-days of enrollment. This area was immediately reviewed, and it revealed that in some instances, though screening had occurred, the entries were not made in ChildPlus. There will be training for specified staff to ensure that the importance of documenting this information is clearly understood. In addressing enrollment and the waitlist, Sylvia noted that the program is currently on a plan of action with the Office of Head Start because of under enrollment. As required, programs are to maintain their funded enrollment and they must fill vacancies as soon as possible. The wait list, or lack thereof was of concern to the consultant along with the programs under enrollment status. It was noted that enrollment and attendance have been working for months on enrolling families in the program. Strides are being made but the program is not there just yet. Corrective actions for this area included completion of construction projects and a wage comparability study to bring more competitive wages for staff. It was noted the majority of construction projects have now been completed and are awaiting licensing. The wage comparability for all positions within the Head Start program has also been completed with staff salaries adjusted accordingly. With regard to Policy Council it was noted that the program has a funded enrollment of 1689 with 118 classrooms, yet the Policy Council is comprised of only ten members. This composition is considerably smaller than expected for a program of this size. Governance training was noted as a corrective action, it was further stated that this training did take place during pre-service and will be an area of ongoing training. Governance training will also be incorporated at other professional development opportunities; the goal is to educate staff and motivate them to encourage and "sell" Policy Council to parents. An additional recommendation was to enlist current or past Policy Council members to recruit other parents by sharing their testimony, and what they learned during their time on the Council. Robust discussion ensued with regard to the self-assessment, the corrective actions as noted on the document and other inquiries. Additional discussion centered on but was not limited to Microsoft BI and analytics, current enrollment status, recruitment techniques for enrollment, timelines as noted on the self-assessment and more. It was stated that data for the self-assessment was extracted from 2023-2024 for a compare and contrast with the programs current data. It was noted that some of the timelines and items listed on the respective corrective actions identify areas that the program was already aware of and are working on. It was clarified that these areas and course actions that the program may have already completed were placed on the document to provide support. A Council member suggested that other items should be noted as corrective actions, because as shared in some areas the actions noted have already been completed. Continued discussion on this topic included enhancing recruitment efforts, engaging more with staff, actions to strengthen processes, or to add to processes, and more. Sylvia shared that the self-assessment will also be presented to the Board of Directors for approval. It was noted that additional information as discussed should be added to the document prior to being presented to the Board of Directors. Michelle Jara-Rangel made a motion to approve the 2023-2024 Head Start Self -Assessment Corrective Action Plan with amendments; seconded by Gabriela Rangel. Motion carried unanimously.

Upon completion of voting, it was mentioned by a member of the Council that a greater administrative presence or something along those lines in Eastern Kern might bolster representation on the Council. It was further stated that while there are several centers in Eastern Kern, there is a limited presence with only 2 parents from the area serving on the Policy Council. Lisa shared that she recently attended a parent meeting in Ridgecrest and there were 4 Regional Parent Committee members elected during the meeting, and they had filled all of their parent committee officer positions. She continued to share that in receiving

and reviewing parent meeting documents there has been a great deal of representation coming in from all of our areas. In speaking to a concern, another member shared that she was made aware that there have been instances where parents raised their hand to express interest in a leadership role at their center and they have been overlooked and not acknowledged. This in turn does not provide the parent an opportunity to participate. Lisa stated that when the member shared this information with her, she documented the concern, and she reached out to the Program Manager as well. Another additional inquiry was made with regard to ramping up security at sites to ensure children are safe while at school. Lisa stated this is a topic that can be discussed outside of the meeting, and that it is can also be better addressed when the Directors Report is shared.

7. <u>Standing Reports</u>

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Lisa thanked members for their attendance, as there was a full list of new business to address. She also thanked members for asking great questions, which in turn helps members to make an informed decision. Lisa also shared that parent meetings are well underway, adding that all centers have turned in their September parent meeting documentation. She went on to speak about Regional Parent Committee (RPC) representation noting that this is a standing item on each monthly parent meeting agenda. The reason for such is to allow parent who may be thinking about serving the opportunity to process the information and then decide accordingly. Lisa shared she was excited to see familiar names elected to the position of RPC representative for the 2024-2025 term who may potentially return to serve another year on the Council. She added that she recently attended the September parent meeting in Ridgecrest which was exciting as they had a great turn out and filled all their parent committee officer positions. Lisa shared that she has shared with staff she is available to attend parent meetings to speak about RPC, Policy Council and/or to support hosting the meeting. In closing, Lisa reminded members about the end of term event taking place on October 29, 2024 at the CAPK Administrative Office and shared that she has received the first RSVP from CAPK Chief Executive Officer, Jeremy Tobias. Members were reminded to look for their email invitation and to RSVP for the end of term/meeting event.

b. Board of Directors – Michelle Jara-Rangel, CAPK Board of Directors Representative

Michelle shared that the Board of Directors met on August 21 2024. Jeremy Tobias introduced new board member Gema Perez who was appointed as the 35th State Assembly District Representative. The consent agenda was approved as were the five new business action items. These items were: San Joaquine County Office of Education Head Start Initial Cooperative Agreement, 2024-2025 Food Bank Supplemental Blanket Purchase Orders, New Position – East Kern Family Resource Center and the June 2024 Financial Reports. The Policy Council report as well as the Friendship House Community Center Advisory Board report were shared. It was noted that there is an upcoming Casino Night fundraising event benefiting the Friendship House. Additionally, updates were provided by CEO Jeremy Tobias who stated management is working with legal counsel to draft a 15-year contract with the Housing Authority to build an 85 -unit apartment building for low-income housing. The agency converted its retirement plan to Nationwide. Board members as well as staff will attend the NCAP Annual Convention which will have an emphasis on the 60th anniversary of Community Action Partnerships. Jeremy also shared that he along with other staff will be visiting Mojave later in the week to meet with a liaison for Afghan refugees who have settled in Mojave. This visit intends to help identify other services that may be needed aside from those being provided by the Family Resource Center. Jeremy introduced Savannah Oates who outlined a series of events that will take place next month in support of Hunger Action Month. Events taking place include a press release on September 3, 2024, Feed the Need at the Kern County Fair on September 24, 2024 as well as proclamations from local communities within Kern County.

c. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director

Jerry Meade, Assistant Director of Program, provided the report on behalf of Yolanda and thanked members for their time and for their attendance. He added that Yolanda sends her appreciation and gratitude for their commitment as well and is looking forward to seeing members at the final meeting of the term next month. Jerry stated there will be important documents to be approved at the final meeting.

He also stated that as was shared earlier it is exciting news that the program is at 85% enrollment. Jerry noted that a lot of work has gone into that process including daily discussion and meetings twice a week. The focus now is how to obtain that final 15% to ensure the program meets full enrollment by November. Jerry shared that the program is fully staffed as far as Early Head Start teaching staff. In the Home Visiting Program and in Head Start there is still recruitment of teachers taking place. Jerry clarified when stating we are fully staffed that it means staff have been identified and job offered and are either going through the onboarding process, with new hire orientation, etc. or that they are going through the background check component. Once these staff are all fully onboarded, and additional classrooms can open up, it will help lead us to full enrollment. Jerry provided additional information regarding current number of employment vacancies and where the program was at this time last year. It was noted that the Oasis Child Development in Ridgecrest received its license for Early Head Start. Jerry stated this is the first time we have ever been able to provide those services in that area. He continued to provide information and status updates on several other centers as well as the Family Child Care option. Jerry also mentioned the release of the new performance standards and how the program is looking at ways to implement all the new requirements. He added that mental health is on the forefront and really working to make it less of a taboo topic to talk about and how we have to be able to talk about it in all areas of our program. Jerry addressed the inquiry made earlier about safety for children while at school. He stated that health and safety of children and staff are always going to be a priority in our program and the Office of Head Start is supporting and encouraging us in looking at new ways to look at safety. While there are currently systems and processes in place we always want to do better if we can, whether that is new ideas or new ways to address concerns we will continue to look for ways to do that. Jerry added that for those centers on school sites, we partner with the school and follow their protocols, which provide an opportunity to build/strengthen those relationships. He also shared there are practice drills in those environments, so children and staff alike are aware and in the unfortunate event that something horrific occurs they have had those practices and understand what to do effectively and efficiently. Jerry shared as we enter into the new Policy Council year in November some current members may be returning to the Council while others may choose another direction, nonetheless it will be another great learning opportunity for all those who come on board. In closing Jerry again thanked members for their year of service and for their commitment to the program and the children it serves.

8. <u>Policy Council Chairperson Report</u>

Ruby thanked everyone for their attendance and stated that she hopes to be a member of the Policy Council during the next term. She added that she hopes to see everyone at the final meeting next month.

9. <u>Policy Council Member Comments</u>

Members were given an opportunity to make a statement or comment. Ashley Trent expressed appreciation for hearing and addressing her concerns, adding she really appreciates being on the Policy Council. Fatima Echeverria made a request to receive an email address for the appropriate party with whom she can make a maintenance request. Gabriela Rangel spoke about special (cultural) lunches as prepared by the Central Kitchen and inquired how her child's center can participate so they too can receive these lunches. Jerry shared that because of the location of the center (California City) meals are supplied by a vendor which is Mojave Unified School District. He added that he will meet with the Central Kitchen administrator to see if there is a way the program can bring those kinds of experiences to the areas that we are not providing hot meals for every day and are using vendors for due to their location. Jerry also stated later in the fall, the program will host its Nutrition Advisory Committee meeting and that it is a forum where we can talk about menu options and ways of our outlying areas to have the same food experiences as those centers in metro Bakersfield. Discussion ensued with regards to USDA funding and meals. Wendy Ayala asked when the implementation of toothbrushing will begin again at her child's center (Blanton). She further stated the children were brushing their teeth but then suddenly stopped, and she does not know why. Wendy shared that other parents were also interested in reinstating this component. Jerry stated that he would bring this to the attention of the Child Care Partnership Manager and talk about the health requirements of the Head Start/Early Head Start program.

10. Next Scheduled Meeting

The next meeting will be held in person on Tuesday, October 29, 2024, at The CAPK Administrative Office located at 1300 18th Street.

11. Adjournment

The meeting was adjourned at 7:19 p.m.