

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA

April 24, 2019

12:00 pm

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

Janea Benton
Jimmie Childress
Lorena Fernandez
Curtis Floyd
Jose Gurrola

Craig Henderson
Nila Hogan
Mike Maggard
Jonathan Mullings
Yolanda Ochoa

Marian Panos
Guadalupe Perez
Warren Peterson
Fred Plane
Ana Vigil

II. Approval of Agenda

III. Approval of Meeting Minutes

- a. Minutes of March 27, 2019 Board of Directors meeting – **Action Item (p. 4-8)**

IV. Introduction of Guests/Public Forum: (*The public may address the Board of Directors on items not on the agenda. 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.*)

V. Special Presentation

No presentation scheduled.

VI. New Business

- a. Public Hearing: 2020 – 2021 Community Action Plan – Ralph Martinez, Director of Community Development – **Action Item (p. 9-144)**
- b. Housing Program Update – Ralph Martinez, Director of Community Development – **Info Item (p. 145)**
- c. Coordinated Entry System (CES) Program Update – Rebecca Moreno, CES Program Coordinator – **Info Item (p. 146-156)**
- d. Application for Continued Funding of Early Head Start Child Care Partnerships with Resolution – Jerry Meade, Program Design and Management Administrator - **Action Item (p. 157-161)**

- e. Head Start Facility / Program Update – Yolanda Gonzales, Director of Head Start / State Child Development and Jerry Meade, Program Design and Management Administrator– **Info Item (p. 162)**
- f. Additional Position Under Head Start / State Child Development – Yolanda Gonzales, Director of Head Start / State Child Development – **Action Item (p. 163-167)**
- g. Additional Position Under Executive Division – Tracy Webster, Chief Financial Officer – **Action Item (p. 168-172)**

VII. Committee Reports

- a. PRE Committee Report – Ralph Martinez, Director of Community Development – Action Item
 - i. Minutes from the April 10, 2019 Committee Meeting **(p. 173-175)**
 - ii. Energy Program Presentation (Verbal)
 - iii. March 2019 Program & Division Reports **(p. 176-190)**
 - iv. Application Status Reports and Funding Requests for February 2019 **(p. 191-196)**
 - v. Organizational Standards Update (Verbal Report)
 - vi. March 2019 Head Start / State Child Development Enrollment Update and Meals Report **(p. 197-198)**
- b. Audit & Pension Committee Report – Tracy Webster, Chief Financial Officer – **Action Item**
Quorum was not met on April 11, 2019; therefore, the following items are for review and action by the Board of Directors:
 - i. Audit Committee Cover Sheet / No Quorum **(p. 199)**
 - ii. Brown Armstrong Scope of Audit for Year Ended February 28, 2019 **(p. 200-209)**
 - iii. 1st Quarter 2019 Pension Plan Update **(p. 210-238)**
 - iv. CSD Monitoring Report E-18-003 **(p. 239-246)**
 - v. California Department of Public Health Program Monitoring Visit of the WIC Program from December 3-6, 2018 **(p. 247-254)**
 - vi. WIC Single Audit Report Review for Fiscal Year 2017 **(p. 255-256)**
- c. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – **Action Item**
 - i. Minutes from the April 17, 2019 Committee Meeting **(p. 257-261)**
 - ii. Application Status Report for March 2019, and Funding Requests **(p. 262-267)**
 - iii. Head Start and Early Head Start Budget to Actual Reports **(p. 268-287)**
 - iv. DOE Contract Amendment with Resolution **(p. 288-307)**
 - v. Energy Department Budget Revision **(p. 308)**
 - vi. Discretionary Fund Update **(p. 309)**
 - vii. Financial Statements for February 2019 **(p. 310-354)**
- d. Executive Committee Report – Jeremy Tobias, Chief Executive Officer – **Action Item**
 - i. Minutes from the April 12, 2019 Executive Committee Meeting **(p. 357)**
 - ii. Review and Adoption of Goals & Priorities for Current Year 2019
 - iii. Planning and Scheduling of a Board Retreat
 - iv. Closed Session Report

VIII. Advisory Board Reports

- a. Head Start Policy Council Report – Nila Hogan, Policy Council Representative – **Action Item**
 - i. April 2019 Policy Council Report (**p. 358**)
 - ii. March 26, 2019 Policy Council Minutes (**p. 359-361**)
- b. Friendship House Advisory Report – Nick Hill, Advisory Board Representative – **Action Item**
 - i. Verbal Report

IX. Chief Executive Officer Report – Jeremy Tobias, Chief Executive Officer – **Action Item**

- a. Staff and Board debriefing on CAP Immigration Summit held in El Paso, TX from April 3-5, 2019.

X. Board Member Comments

XI. Closed Session

XII. Closed Session Report

XIII. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, May 29, 2019
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

This is to certify that this Agenda notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, April 19, 2019. Paula Daoutis, Administrative Coordinator

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA
March 27, 2019
12:00pm

MEETING MINUTES

I. Call to Order

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

- a. Moment of Silence/Pledge of Allegiance
- b. Reading of the "Promise of Community Action"
- c. Roll Call

Roll Call was taken with a quorum present:

Present: Janea Benton, Jimmie Childress, Curtis Floyd, Jose Gurrola, Craig Henderson, Nila Hogan, Jonathan Mullings, Yolanda Ochoa, Guadalupe Perez, Warren Peterson, Fred Plane, Ana Vigil

Absent: Lorena Fernandez, Mike Maggard, Marian Panos

Others Present: Jeremy Tobias, Chief Executive Officer; Raymond Quan, Director of Human Resources; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; other CAPK staff.

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for March 27, 2019 as amended to include item VI(d) Request from County of Kern asking CAPK to Assume Contract to Operate SNAP-ED Program – **Info Item**. Carried by unanimous vote. (Henderson/Childress).

III. Approval of meeting minutes

- a. Minutes of March 27, 2019 Board of Directors meeting.

Motion was made and seconded to approve the minutes of the March 27, 2019 meeting. Carried by unanimous vote. (Henderson/Ochoa).

IV. Introduction of Guests/Public Forum:

No one addressed the Board.

V. Special Presentations

There was no special presentation scheduled.

VI. New Business

- a. Housing Update – Ralph Martinez, Director of Community Development – **Info Item**

Ralph Martinez was not present for the meeting. Motion was made and seconded to table the Housing Update Item to the April 24th meeting. Carried by unanimous vote. (Henderson/Hogan).

b. Strategic Plan Update – Sheila Shegos, Director of Community Development – **Info Item**

Sheila Shegos reported that Community Development staff is actively recruiting new members to fill the open slots on the Strategic Plan Committee. Staff met with Division Directors in March to discuss, and will schedule future meetings to update activities under each of the six goals. Ralph Martinez will provide a progress report at the June 26th Board Meeting.

c. Non-Renewal of Head Start Center Leases with Bakersfield City School District (BCSD) – Emily Gonzalez Demont – **Info Item**

Emily Gonzalez Demont reported that the PRE Committee was briefed on a letter received from the Bakersfield City School District (BCSD), whereby they have opted not to renew leases at seven Head Start Centers located on BCSD properties. Closure of these centers will impact a total of 262 children. Staff has informed the Office of Head Start (OHS) and are discussing options for the disposition of the modular buildings, which range from 25-28 years old. Emergency funding may be provided to renovate a facility or to find other locations to accommodate the displaced children.

Craig Henderson asked if CAPK plans to remove the buildings from BCSD properties. Jeremy Tobias responded that the preferred solution would be to sell the buildings to BCSD, and indications are that they may be interested in this option. If BCSD cannot purchase the buildings due to lack of available space, CAPK may recommend demolition due to the age and cost to relocate. The buildings are old enough, so it is not a requirement to go through formal disposition.

Curtis Floyd stated that we should anticipate that other school districts may also discontinue leases in the future and asked if leases with the other school districts could be amended at the time of renewal to request a one-year or two-year notice if the districts plan to discontinue leasing space for the centers.

Ana Vigil asked if the school districts will begin taking children at 4-years old. Emily responded that schools received funding available for T-K. Jeremy responded that the Head Start population is getting younger and nationally, there is some discussion that if the trends continue, eventually Head Start and Early Head Start will merge into a program that will focus more on the younger children 0-3. Emily added that the DRS application was focused on transitioning more and more to Early Head Start.

Warren Peterson suggested notifying the public through the news media, which may lead to possible new resources. Jeremy agreed as long as the message was fact driven. Emily stated that the Community Needs Assessment demonstrates that there is more demand than availability and effective communication may be beneficial. Janea Benton cautioned staff about going public at this point and recommended a joint statement with BCSD would be a better way to approach the situation.

Curtis Floyd said that this is an important issue, and he requested staff provide updates to the Board prior to the next meeting by way of email communication and/or action items at the Committee level.

Janea Benton said she has full confidence in Emilio Wagner to find new site locations and has offered her assistance.

Emily Gonzalez Demont announced her resignation, effective Friday, March 29th due to personal reasons. Emily praised the amazing staff and leadership.

d. Update on Request from County of Kern asking CAPK to Assume the Contract to Operate SNAP-ED – Sheila Shegos, Outreach & Grant Administrator – **Info Item**

Sheila Shegos reported that CAPK was contacted by the Kern County Public Health Department last week wanting to discuss the Supplemental Nutrition Assistance Program, which most people know by Cal-Fresh or SNAP-ED, and the possibility of applying for the program for a 3-year contract for \$1.4 million annually. The contract term would run from October 1, 2019 through September 30, 2022. The overall purpose of the program is

to provide nutrition education and obesity prevention activities and interventions for low-income individuals and families across Kern County. The alignment between CAPK programs and the SNAP-ED program, currently housed with the Kern County Public Health Department, is a very good fit with our mission and work, and the partners with the contract. More details will be presented to the Board at a later date.

VII. Committee Reports

- a. PRE Committee Report – Sheila Shegos, Outreach & Grant Administrator – **Action Item**
 - i. Minutes of the March 13, 2019 Committee Meeting
 - ii. Migrant Childcare Alternative Payment Program Presentation
 - iii. February 2019 Program & Division Reports
 - iv. Application Status Reports and Funding Requests
 - v. February 2019 Head Start / State Child Development Enrollment Update and Meals Report
 - vi. Bakersfield City School District Lease Agreements
 - vii. Early Head Start CCP Self-Assessment
 - viii. Migrant Childcare Alternative Payment Program (MCAP) Handbook Update

Sheila Shegos reported the Committee met on March 13, 2019. All agenda items presented were approved.

Motion was made and seconded to approve the PRE Committee Report. Carried by unanimous vote. (Henderson/Perez).

- b. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – **Action Item**
 - i. Minutes from the March 20, 2019 Committee Meeting
 - ii. Application Status Report for February 2019, and Funding Requests
 - iii. Head Start and Early Head Start Budget to Actual Reports
 - iv. New Home Visiting Initiative Program Job Descriptions
 - v. Discretionary Fund Update
 - vi. Financial Statements for February 2019

Tracy Webster reported that the Budget & Finance Committee met on March 20, 2019 and all action items were approved.

For the Discretionary Fund, Tracy reported that staff is still recording activities for the month of February, but the fund balance has increased by 10.1% for the year.

Tracy reported that it was not necessary to utilize the line of credit during the month of February. Tracy announced that the recently hired Controller resigned effective March 22nd, but she has already been actively recruiting for a replacement. The Finance Division has met all claim deadlines despite being understaffed. For the Indirect Fund budget to actual for 12 months, revenue exceeded expenditures by \$543,230, which is 354% above the original budget.

Tracy responded to a prior question from the Board regarding the CSBG grant application for the Food Bank expansion, the grant was not awarded so there was no match.

Tracy also provided some insight regarding the recent loss of lease space at BCSD. Given her previous experience working with the Panama Buena Vista School District, Tracy stated that school districts are mandated to comply with the required green space so adding modular buildings is not always an option for the districts to increase their capacity, which is most likely the reason BCSD did not renew leases with CAPK.

Janea Benton asked if the HVI contract was approved by Board of Supervisors. Jeremy Tobias replied that as of this date, the contract has not been executed.

Motion was made and seconded to approve the Budget & Finance Committee Report. Carried by unanimous vote (Henderson/Vigil)

VIII. Advisory Board Reports

- a. Head Start Policy Council Report – Nila Hogan, Policy Council Representative - **Action Item**
 - i. March 2019 Policy Council Report
 - ii. February 26, 2019 Meeting Minutes

Nila Hogan provided the Policy Council report for March 2019 and provided highlights from the February 26, 2019 meeting minutes.

Motion was made and seconded to approve the Head Start Policy Council Report. Carried by unanimous vote. (Ochoa/Henderson).

- b. Friendship House Advisory Board Report – Sheila Shegos, Outreach & Grant Administrator – **Action Item**

Sheila Shegos reported that Advisory Board Member Margo Perry will provide future updates to the Board. Friendship House staff participated in the Kern County Superintendent of Schools Annual Leaders in Life Conference for High School and Jr. High School students. The conference is planned by a committee of students and is attended by approximately 1,800 students from across the central valley and southern California.

Motion was made and seconded to approve the Friendship House Advisory Board Report. Carried by unanimous vote. (Henderson/Perez).

IX. Chief Executive Officer's Report – Jeremy Tobias, Chief Executive Officer – Verbal Report - **Action Item**

- a. Board Retreat, Training and Strategic Planning Discussion.

Jeremy Tobias followed up on discussion from late last year to determine preference on date and time for strategic planning meeting. A poll was taken, and the majority agreed that a Saturday session at an offsite location is preferred. Pastor Mullings offered his church as a possible location and Lupe Perez said that her employer has conference rooms available at locations outside of Bakersfield. Jeremy said that he will need to check the Brown Act to determine if out-of-town locations are an option.

Jeremy updated the Board on items from the National Community Action Foundation (NCAF) for HR 1695 that would reauthorize CSBG funding for 10 years. The proposed funding is increased to \$850 million per year, and it will be a big push in the coming months. Jeremy also reported that he met with representatives in Washington DC last week while he was there attending the NCAF conference.

Jeremy said that the National Community Action Partnership offers a program called "Pathways to Excellence" as a certified program for best practices. It is a multi-year, intense project that requires a big commitment from Board and staff. This is a topic we have discussed in the past at the Board and staff levels. Staff is researching the program and looking to see if CAPK is ready to take on this endeavor. In addition, CAPK will be hosting a national training session on Pathways in June, and we expect multiple agencies from California and possibly the west coast to attend.

Jeremy also announced that the National Community Action Partnership is hosting an Immigration Summit in El Paso, TX and two Board Members and two staff are attending next week.

The upcoming Public Charge meeting will be held at Truth Tabernacle and Jeremy thanked Pastor Mullings for hosting the event.

Jeremy announced that approval letters have been received from Region IX regarding a Head Start Cost of Living Adjustment (COLA) of 1.77% and we anticipate that will be coming to the Board for approval in May.

Jeremy announced that staff is looking into options to host a summer internship program. This was prompted by a question by Board Chair, Curtis Floyd. Historically, each program has been allowed to run their own

internship program. Staff is currently looking at establishing a more formalized, agency-wide program and plan to work with CSUB and other colleges. Once a program and budget is established, staff will present to the Board for approval at a future meeting.

Jeremy notified the Board that ten copies of CAPK's Annual Report have been placed at their seat and encouraged them to distribute to others. Additional copies are available at their request.

Motion was made and seconded to approve the Chief Executive Officer's Report. Carried by unanimous vote. (Henderson/Vigil).

X. Board Member Comments

Ana Vigil is part of the Kern County Homeless Collaborative and she thanked staff who participated in recent outreach events, and also thanked the Food Bank for providing meals for the homeless project.

Curtis Floyd said that he would like updates regarding the Housing Program at each meeting going forward.

Yolanda Ochoa attended the Lamont Health Fair and noted the MCAP program was exhibiting and there was great collaboration with others.

Jose Gurrola stated that he is looking forward to the strategic planning session.

XI. Closed Session

XII. Closed Session Report

XIII. Next Scheduled Meeting

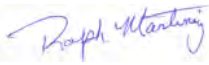
Board of Directors Meeting
Wednesday, April 24, 2019
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

The meeting adjourned at 12:55 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Ralph Martinez, Director of Community Development
Date: April 24, 2019
Subject: *Agenda Item VI(a)*: Public Hearing 2020-21 Community Action Plan - **Action Item**

Community Action Partnership of Kern will conduct a public hearing to receive comments on the 2020-21 Community Action Plan (CAP). The hearing is scheduled for April 24, 2019 at a regularly scheduled CAPK Board of Directors meeting.

The attached draft of the CAP includes input from more than 1,783 community needs assessments sent to clients, CAPK staff, board members, volunteers and community partners and with input received from five focus groups at the following dates/locations:

Location	Date
Lamont – Lamont Family Resource Center	3/20/2019
Southeast Bakersfield – Friendship House	3/21/2019
Central Bakersfield – CAPK Office	3/28/2019
East Kern – East Kern Family Resource Center	4/3/2019
Shafter – Shafter Youth Center	4/4/2019

For review, the following timeline of actions will be taken by CAPK to meet California Department of Community Services & Development (CSD) requirements:

- 1.) Posting the 2020-21 CAP for public comment--
 - a. The public comment period is April 9 to April 24, 2019. Public review is posted on social media, Constant Contact (email list) and on the CAPK web site at www.capk.org.
- 2.) Holding a public hearing--
 - a. A public hearing will be held April 24, 2019 during the public comment portion of the regularly scheduled CAPK Board of Directors meeting.
- 3.) Submitting the 2020-21 CAP to the CAPK Board of Directors for approval--
 - a. Final approval by the Board of Directors is scheduled for the May 29, 2019 CAPK Board of Directors meeting.

Recommendation:

Staff recommends opening the public hearing and allow for public testimony. After all testimony is heard, if any, staff recommends closing the public hearing and requests Board approval to direct staff to proceed with finalizing the document and schedule the item for action before the Board of Directors on May 29, 2019.

Attachment:
Draft Community Action Partnership of Kern 2020-21 Community Action Plan

2020-2021 Community Action Plan

Community Action Partnership of Kern

for

Community Services Block Grant



DRAFT

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Purpose

The Community Action Plan (CAP) serves as a two (2) year roadmap demonstrating how Community Services Block Grant (CSBG) agencies plan to deliver CSBG services. The CAP identifies and assesses poverty related needs and resources in the community and establishes a detailed plan, goals and priorities for delivering those services to individuals and families most affected by poverty. CSBG funds may be used to support activities that assist low-income families and individuals, homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families by removing obstacles and solving problems that block the achievement of self-sufficiency. Community Action Plans must comply with Organizational Standards and state and federal laws, as outlined below.

Compliance with CSBG Organizational Standards

As described in the Office of Community Services (OCS) [Information Memorandum \(IM\) #138 dated January 26, 2015](#), CSBG agencies will comply with implementation of the Organizational Standards. CSD has identified the Organizational Standards that provide guidance for the development of a comprehensive Community Needs Assessment. The following is a list of Organizational Standards that will be met upon completion of the CAP and CNA. This section is informational only, and narrative responses are not required in this section. Agencies are encouraged to utilize this list as a resource when completing Organizational Standards annually (Appendix A).

State Assurances

As required by the CSBG Act, Public Law 105-285, states are required to submit a state plan as a condition to receive funding. Information provided in the CAP by agencies is included in California's State Plan. Alongside Organizational Standards, the state will be reporting on [State Accountability Measures](#) in order to ensure accountability and improve program performance. The following is a list of state assurances that will be met upon completion of the CAP. This section is informational only, and narrative responses are not required in this section (Appendix B).

Federal Assurances and Certification

Public Law 105-285, s. 676(b) establishes federal assurances agencies are to comply with. CSD, in its state plan submission, provides a narrative describing how the agencies in California will comply with the assurances. By completing and submitting this Community Action Plan, your agency certifies that it will comply with all Federal Assurances and any other laws, rules, and statutes in the performance of the activities funded through this grant. [\(Federal Assurances can be found in the CSBG Act Section 676\)](#)

The following is a list of federal assurances that will be met upon completion of the CAP. This section is informational only, and narrative responses are not required in this section (Appendix C).

2020/2021 Community Action Plan Checklist

The following is a check list of the components to be included in the CAP. The CAP is to be received by CSD no later than June 30, 2019:

- ☐ Cover Page and Certification (*To be completed after Public Comment Period*)
- ☒ Vision Statement
- ☒ Mission Statement
- ☒ Tripartite Board of Directors
- ☒ Documentation of Public Hearing(s)
- ☒ Community Needs Assessment
- ☒ Community Needs Assessment Process
- ☒ Community Needs Assessment Results
- ☒ Service Delivery System
- ☒ Linkages and Funding Coordination
- ☒ Monitoring
- ☒ Data Analysis and Evaluation
- ☒ Appendices (Optional)

**COMMUNITY SERVICES BLOCK GRANT (CSBG)
2020/2021 Program Year Community Action Plan
Cover Page and Certification**

To be completed after Public Comment Period

Submission Date:

Agency Contact Person Regarding the Community Action Plan:

Name:	
Title:	
Phone:	
Email:	

Certification of Community Action Plan and Assurances

The undersigned hereby certify that this agency complies with the Assurances and Requirements of this FFY 2020/2021 Community Action Plan (CAP) and the information in this CAP is correct and has been authorized by the governing body of this organization.

Board Chair (printed name)

Board Chair (signature)

Date

Executive Director (printed name)

Executive Director (signature)

Date

Certification of ROMA Trainer

(If applicable)

The undersigned hereby certifies that this organization's Community Action plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation).

NCRT/NCRI (printed name)

NCRT/NCRI (signature)

Date

CSD Use Only:

Date CAP Received:	Date Accepted:	Accepted By:

Vision Statement

Provide your agency's Vision Statement below:

At Community Action Partnership of Kern, we envision a future where communities are economically stable centers of potential with abundant resources for all people

Mission Statement

Provide your agency's Mission Statement below:

*Community Action Partnership of Kern shall **provide** and **advocate** for resources that will **empower** members of the communities we serve **to be self-sufficient***

Tripartite Board of Directors

(Organizational Standards 5.1, 5.2, CSBG Act Section 676(b)(10))

Section 676B of the Community Services Block Grant Reauthorization Act of 1998 requires that, as a condition of designation, private nonprofit entities and public organizations administer their CSBG program through tripartite boards that *“fully participate in the development, planning, implementation, and evaluation of the program to serve low-income communities.”*

1. Describe your agency’s procedures for establishing adequate board representation under which a low-income individual(s), community organization, religious organizations, or representative of low-income individuals that considers its organization or low-income individuals to be inadequately represented on the board (or other mechanism) of the agency to petition for adequate representation. Please place emphasis on the *low-income individuals* on your board.
(Organizational Standards 5.2, CSBG Act Section 676(b)(10))

CAPK is governed by an all-volunteer, 15-member tripartite Board of Directors. One-third of Board membership is required to include low-income residents, one-third representing the public sector, and one-third representing the private sector. The Chair of the Head Start Policy Council is one of the five low-income representatives. The remaining low-income representatives are recruited and selected through a democratic process of elections in four areas of the county, as defined by municipal district boundaries of the City of Bakersfield, East, North and South Kern. Potential Low-Income Board Member representatives must certify by signature that he/she meets board member eligibility requirements. Board applicants are provided election rules and official petition forms. If there are open seats with no nominations submitted by the deadline, the Board of Directors has the option of appointing a representative for the District consistent with eligibility criteria. (Appendix 1, *CAPK BOD Roster*).

2. Please describe how the individuals on your Advisory or Governing Board are involved in the decision-making process and participate in the development, planning, implementation and evaluation of programs funded under CSBG to meet the requirements listed above.
(Organizational Standard 5.1)

CAPK’s Board of Directors is actively engaged in short-and long-term goals, strategic planning, and sustainability for programs and the overall agency. Activities include administrative, programmatic and organizational ethics, and overall progress and success in achieving the Agency’s mission and goals—designed to make an impact in ending poverty. CAPK Board has formally adopted the: (1) Agency Vision/Mission, (2) Community Action Code of Ethics, and (3) Promise of Community Action. These are prominently displayed throughout the organization and are integral to the agency’s message to community members and partners driving day-to-day business operations.

The CAPK BOD was involved in the development of the current CAPK Strategic Plan 2016-2021 and many members are involved in strategic planning work groups. All members of the Board attend monthly meetings, and review and approve spending plans/budgets—including CSBG funding. Several board members sit on the monthly Audit & Pension and Budget & Finance committees.

Board members are knowledgeable about and actively involved in reviewing program and agency progress, performance, and results. Each month members receive, review, and approve monthly program/division progress reports. Reports include new/existing funding opportunities, challenges and successes. The Board is responsible to ensure the agency meets all legal and regulatory requirements and utilizes an effective committee structure to fully engage in all aspects of the organization's operations and strategic directions towards ending poverty and increasing client well-being and self-sufficiency. The agency systematically offers training for Board members on topics directly related to their duties to assure members are knowledgeable in carrying out their governance responsibilities.

Documentation of Public Hearing(s)

[California Government Code 12747\(b\)-\(d\)](#) requires all agencies to conduct a public hearing in conjunction with their CAP. In pursuant with this Article, **agencies must prepare and present the completed CAP for public review and comment.** The public hearing process must be documented to include how the hearing was advertised and all testimony presented by the low-income and identify whether the concerns expressed by that testimony are addressed in the CAP.

The agency shall conduct at least one public hearing and provide for a public comment period.

Note: Public hearing(s) shall not be held outside of the service area(s)

1. The agency has made (or will make) the plan available for review using the following process:

☒ **Public Hearing**

Date: April 24, 2019

Location: CAPK Administration, 5005 Business Park North,
Bakersfield, CA. 93309

☒ **Public Comment Period**

Inclusive Dates for Comment April 9, 2019 – April 24, 2019

2. When and where was/will be the Public Hearing Notice(s) published or posted? List the dates and where below:

Date	Where (name of newspaper, website, or public place posted)
4/09/19	CAPK Website
4/09/19	Social Media
4/09/19	CAPK Administration Lobby
4/09/19	CAPK Programs
4/09/19	Email announcement and link to website through Constant Contact (#)
4/09/19	CAPK Website

***Submit a copy of published notice(s) with the CAP Application for documentation purposes.**

Community Needs Assessment

Public law 105-285 requires the state to secure from each agency, as a condition to receive funding, a CAP which includes a Community Needs Assessment (CNA) for the community served. Additionally, state law requires each CSBG agency to develop a CAP that assess poverty-related needs, available resources, feasible goals and strategies, and that yields program priorities consistent with standards of effectiveness established for the program (*California Government Code 12747(a)*).

As part of the CNA process, each organization will analyze both qualitative and quantitative data to provide a comprehensive “picture” of their service area. To assist the collection of quantitative data, CSD has provided a link to a dashboard with the latest Census data with easily available indicators at the county level.

https://public.tableau.com/profile/benjamin.yeager#!/vizhome/Cap_Assessment/CAPData

The link gives agencies access to the five-year American Community Survey (ACS) data for every county in the state. By clicking on a county, the user will have access to quantitative data such as the poverty rate, median income information, and unemployment rate.

Helpful Resources		
United States Census Bureau Poverty Data click here	State of California Department of Justice Statistics by City and County click here	U.S. Department of Housing and Urban Development Homelessness Assistance click here
Employment Development Department Unemployment Insurance Information by County click here	California Department of Education Facts about California Schools Using DataQuest click here	California Department of Public Health Statistical Data click here
Bureau of Labor Statistics Labor Data click here	California Department of Finance Various Projections/ Estimates click here	Community Action Partnership Community Action guide to develop a CNA click here
A Comprehensive Community Needs Assessment (CCNA) Tool Statistical Data to assist CNA development click here		

Community Needs Assessment Process

(Organizational Standards 1.1, 1.2, 1.3, 2.2, 3.2, 3.3, 3.4, 3.5)

The CNA captures the problems and conditions of poverty in the agency's service area based on objective, verifiable data and information gathered through various sources. Identified problems and conditions must be substantiated by corroboration through public forums, customer questionnaires, surveys, statistical data, evaluation studies, key informants, and/or other reliable sources. The CNA should be comprehensive and serve as the basis for the agency's goals, and program delivery strategies as reported on the CSBG Annual Report. The CNA should describe local poverty-related needs and be used to prioritize eligible activities offered to low-income community members over the next two (2) years.

Please indicate which combination of activities were used in completing the CNA, including when and how these activities occurred in the spaces below. If the activity was not used, please type N/A or Not Used.

Focus Groups	Five focus groups: 3/20/19 Lamont; 3/21/19 Southeast Bakersfield; 3/28 Central Bakersfield; 4/3/19 East Kern; 4/4/19 Shafter.
Asset Mapping	CAPK Sites and Poverty
Surveys	2019 Community Needs Surveys: 2/4/19-2/28/19 CAPK Clients; Community Agencies/Partners; and CAPK Staff, Board Members, and Volunteers.
Community Dialogue	N/A
Interviews	N/A
Public Records	Extensive research of Census and other secondary data, community assessments, and reports.

Date of most recent completed CNA: 4/24/19

Date CNA approved by Tripartite Board (most recent): TBD

(Organizational Standard 3.5.)

Your responses to the questions below should describe how the agency ensures that the CNA reflects the current priorities of the low-income population in the service area, beyond the legal requirements for a local public hearing of the CAP.

1. For each key sector of the community listed below, summarize the information gathered from each sector and how it was used to assess needs and resources during the needs assessment process (or other planning process throughout the year). These sectors should include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions. (Organizational Standard 2.2)

Community-Based Organizations: Community Based Organizations (CBO's) are essential to the mission of Community Action Partnership. CAPK works together with more than 1,500 CBO partners in Kern County to track referrals via 2-1-1, the Coordinated Homeless Entry Program, case management referral reports, and quality surveys at the program level. Many of these programs work together to share community-level data through software such as Efforts-to-Outcomes and Cerner. This data is used to drive CAPKs strategic planning process and community partnerships as well as to inform continuous quality improvement efforts.

Faith-based organizations: CAPK has many collaborations with faith-based organizations that provide valuable information to assist in identifying needs for low-income residents and families. For example, the CAPK Food Bank partners with approximately 110 food distribution sites throughout Kern County, many of which are faith-based organizations. Data collected from these partner sites, such as age, income, household size, disabled etc. assists CAPK in identifying high need areas for additional services/support.

Private sector: CAPK collects data in partnership with private companies through local grant programs and collects data to measure the impact of joint community projects. Recent efforts include working with companies such as Starbucks and Wells Fargo to measure the specific needs of at-risk youth through STEM (Science, Technology, Engineering, and Mathematics) Education, vocational training, and economic opportunities.

Public sector: Through data accountability and transparency, CAPK collects data through local partnerships of public stakeholders to address what the needs are of Kern County rural and urban communities as well as serve as a support to finding long term solutions to those needs. Recent efforts include OCAP funding to address the risk of child abuse, by financially empowering low income residents of East Kern through financial education and support, thereby empowering those families. Future collaborations will include addressing the acute housing crisis through CDBG funding including homelessness.

Educational institutions: CAPK has many partnerships with most of Kern County school districts including the Kern County Superintendent of Schools (KCSOS), CSUB and Bakersfield College. Through these collaborations, CAPK is able to identify high risk youths and their families who are in need of services and support. For example, referrals to our PREP Works program at both of CAPK's youth centers come from

local school districts working in concert to keep kids out of the streets, in school and work on skills training while addressing their emotional and physical needs.

2. Describe the causes and conditions that contribute to poverty affecting the community in your service area.(Organizational Standard 3.4)

The major causes and conditions of poverty in Kern County can be clustered into four distinct areas:

- 1.) Behaviors of Individuals (such as crime and spending habits)
- 2.) Social Conditions (such as lack of living wage jobs, low educational attainment and affordable housing)
- 3.) Exploitation (racism/discrimination, “predatory lending,” etc.) and
- 4.) Political and Economic Structures (such as economic disparities, taxation patterns and job loss).

Specific data and research findings are found in Appendix 3 *Kern County Key Poverty Statistics*

3. Describe your agency’s approach or system for collecting, analyzing, and reporting customer satisfaction data to the governing board. (Organizational Standard 1.3)

As part of CAPK’s efforts of quality service delivery and continuous quality service improvement, the agency conducts annual surveys to measure the level of satisfaction of clients/customers, staff members, and partners and supporters. Satisfaction and other surveys are distributed at least annually in hardcopy and electronically, in both English and Spanish. Survey Monkey reports as well as Excel and other program-related software are used to analyze data. Final analysis of surveys is reported to CAPK’s staff, leadership, Board of Directors and the overall community in various ways and means. Detailed action plans are created for needed areas of improvement, (Appendix 4, *2016 Customer Satisfaction Analysis Summary*).

4. Describe how your agency collected and included current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for your service area.
(Organizational Standard 3.2)

CAPK uses the US Census American Community Survey as the primary source for data specific to poverty and its prevalence related to gender, age, and race/ethnicity in Kern County. The data is compared to the demographics of clients served by the agency to assure that CAPK is reaching those in need of services. (Appendix 5, *Kern County Poverty Data Tables*).

Other data sources used include: Healthy Kern Community Needs Assessment; Columbia University National Center for Children in Poverty; Economic Poverty Institute; Kidsdata.org; Kern County Network for Children; and The Pew Charitable Trust. The agency also uses program data collection to report (and address) poverty and its prevalence.

5. Briefly summarize the type of both qualitative and quantitative data collected and analyzed as part of the need assessment process. (Organizational Standard 3.3)

The CAPK 2019 Community Needs Assessment provides a review/analysis of the conditions of poverty as well as the specific needs of low-income residents and families in Kern County. CAPK uses a variety of activities to gather information, including:

- Collection of prevalence of Kern County poverty and demographic data through the US Census and other national, state and local sources;
 - Review of several county-level assessments, including First 5 of Kern County, United Way of Kern County, and Kern Food Policy Council's Food Systems Assessment;
 - Data collection and reporting of CAPK programs;
 - Surveys of agency Clients, Partners/Community Agencies, and CAPK Staff, Volunteers, and BOD; and
 - Conducting Community Needs Focus Groups.
6. Describe how the agency analyzes information collected from low-income individuals as part of the community needs assessment process. (Organizational Standard 1.1, 1.2)

CAPK developed the 2019 Community Needs Survey to help identify needed program/services for low-income individuals and families in Kern County. CAPK conducted three separate surveys—CAPK clients, community partners/agencies, and CAPK staff, volunteers and Board Members.

The 2019 Community Needs Survey was distributed/collected from February 4, 2019 – February 28, 2019. CAPK Client surveys were distributed in English and Spanish through CAPK's 10 direct service programs and face to face collection was conducted during CAPK Food Bank Distributions. The Partner/Community Agency and CAPK Staff, Volunteer and Board Member surveys were distributed electronically through constant contact email and links to CAPK's webpage, seven of CAPK's various program Facebook pages, and CAPK's Twitter, Instagram, and LinkedIn accounts (Appendix 6, *2019 Community Needs Survey, Distribution Plan*).

For 2019, there were 1,783 surveys collected, 90% (1,603) of which were from CAPK clients. Information collected through the surveys was used to help identify service/program needs for low-income people in Kern County. The Table below shows the survey results with the top five scores for each survey, highlighted in light blue.

Needed Services	All Combined	Clients	Partners & Community Agencies	CAPK Staff, Volunteers and Board Members
Adult Education	2.17	1.87	2.37	2.44
Affordable Childcare	2.42	2.19	2.76	2.73
Affordable Housing	2.06	2.25	1.32	2.75
After School/Summer Recreation	2.34	2.07	2.64	2.65
Anti-Gang/Violence	2.01	1.93	1.80	2.39
Building Credit	2.08	1.98	2.25	2.52
Business Start-up	1.78	1.70	1.90	2.01
Domestic Violence	2.01	1.89	1.83	2.57
Financial Education	2.19	1.89	2.53	2.57
Health Insurance	2.27	2.04	2.47	2.48
Health/Nutrition Education	2.22	1.89	2.54	2.51
Homeless Services	2.04	2.03	1.44	2.64
Immigration/Citizenship	1.98	1.76	1.85	2.32
Job Skills Training	2.40	2.09	2.78	2.74
Mental Health Treatment	2.31	1.93	2.88	2.63
Nutritious Food	2.31	2.00	2.58	2.53
Pre-School (Kindergarten readiness)	2.16	1.97	2.31	2.51
Senior Programs	2.08	1.71	2.31	2.41
Services/Program in Rural Areas	2.03	1.63	2.42	2.35
Substance Abuse Treatment	2.29	1.93	2.80	2.64
Teen Pregnancy Prevention	2.18	1.94	2.44	2.37
Transportation	2.17	1.93	2.36	2.52
Tutoring/Reading Assistance	2.06	1.85	2.32	2.36
Utility Assistance	2.02	2.05	1.68	2.61
Youth Employment	2.17	1.83	2.44	2.45
Youth leadership	2.10	1.81	2.47	2.44

The Agency conducted five focus groups in high need areas of the county. The groups were attended by a total of 38 clients, community agencies and partners, agency staff, board members and volunteers, and the general community. The information gathered through these events is used to help identify any special needs, specific to smaller communities. The next table shows the priority needs selected by each focus group. (Also see Appendix 7, *2019 Community Needs Survey and Focus Groups Summary Analysis*).

Rank	Central Bakersfield	East Kern	Lamont	Shafter	South East Bakersfield
1	Mental Health	Access	Affordable Housing	Adult Education	Affordable Housing
2	Affordable Housing	Affordable Housing	Homeless	Affordable Housing	Mental Health
3	Youth	Youth Programs	Substance Abuse	Affordable Childcare	Anti-Gang
4	Homeless	Homeless	Access	Seniors	Transportation
5	Seniors	Substance Abuse	Affordable Child Care	Business Start-up	Youth Employment

CAPK also uses data collected from programs to assess needs. For example, in 2018 CAPK served over 94,000 individuals of which 90% are families and 55% of which report having income from work alone or work and another source. This data indicates a high need for programs that are focused on working families such as affordable childcare and skills/education to increase earning potential.

Community Needs Assessment Results

(Organizational Standard 3.4, 4.2, 4.3, CSBG Act Section 5.76(b)(12))

Utilize the table below to list the needs identified in your Community Needs Assessment. If additional space is needed, insert a new row.

Needs Table

Needs Identified	Integral to Agency Mission (Yes/No)	Currently Addressing (Yes/No)	Agency Priority (Yes/No)
Affordable Childcare	Yes	Yes	Yes
Affordable/Quality Housing	Yes	Yes	Yes
After School/Summer Recreation	Yes	Yes	Yes
Homelessness	Yes	Yes	Yes
Job Skills Training	Yes	Yes	Yes
Seniors	Yes	Yes	Yes
Youth	Yes	Yes	Yes

Needs Identified: list the needs identified in your most recent Needs Assessment.

Integral to Agency Mission: indicate yes/no if the identified need aligns with your agency mission.

Currently Addressing: indicate yes/no if your agency is already addressing the identified need.

Agency Priority: indicate yes/no if the identified need will be addressed either directly or indirectly.

For needs marked “no” in “Agency Priority”, please describe how the gap was identified, (CNA, surveys, focus groups, etc.) and why the gap exists (Federal rules, state rules, lack of funding/resources, etc.) Explain how your agency plans to coordinate services and funding with other organizations to address these service gaps. Include how you ensure that funds are not used to duplicate services. If you will not be coordinating services to address the service gaps, please explain why.
(CSBG Act Section 676b(3)(B),(5), State Assurance 12760)

Refer to Needs Table. For needs marked “yes” in “Agency Priority”, please stack rank according to priority, and complete the table below. If additional space is needed, insert a new row.

Priority Ranking Table

	Agency Priorities	Description of programs/services/activities	Community/Family & Individual	Indicator/Service Category (CNPI, FNPI, SRV)
1	Affordable Childcare	Head Start & Migrant Childcare Alternative Payment (MCAP)	Family	FNPI
2	Job Skills Training	PREP Works, Food Bank, CAPK Small Business initiative, & Head Start	Individual	SRV
3	After School/Summer Recreation	Friendship House Community Center & Shafter Youth Center	Family & Individual	FNPI, SRV
4	Affordable/Quality Housing	Kern County Affordable Housing Coalition	Community, Family & Individual	CNPI, FNPI, SRV
5	Homelessness	2-1-1 Kern Coordinated Entry	Community & Individual	CNPI, SRV
6	Youth Programs	Friendship House Community Center & Shafter Youth Center	Community, Family & Individual	CNPI, FNPI, SRV
7	Seniors	CAPK Food Bank Senior Food Program	Community, Family & Individual	CNPI, FNPI, SRV

Agency Priorities: Stack rank your agency priorities with the top priority ranking #1.

Description of programs/services/activities: Briefly describe the program, service or activity that your agency will directly provide to address the need. Identify the number of clients to be served or the number of units offered, including timeframes for each.

Community/Family & Individual: Identify if the need is community, or family/individual level.

Indicator/Service Category (CNPI, FNPI, SRV): Indicate which indicator or service will be reported in annual report.

Reporting Strategies Table

Utilize the table below to identify the reporting strategies for each Indicator/Service Category as identified in the Priority Ranking Table. If additional space is needed, insert a new row.

Indicator/Service Category (CNPI, FNPI, SRV)	Measurement Tool	Data Source, Collection Procedure, Personnel	Frequency of Data Collection and Reporting
Affordable Childcare	Enrollment, Software	Application, enrollment forms	Annual
Job Skills Training	Enrollments, Number completed	Enrollment Forms, Attendance Sheets	Annual
After School/Summer Recreation	Enrollments, Number completed	Enrollment Forms, Attendance Sheets	Annual
Affordable/Quality Housing	Number of houses available	Member Reports	Annual
Homelessness	211 Calls-Counts	211 Data Base	Annual
Youth Programs	Enrollments	Enrollment Forms, Attendance Sheets	Annual
Seniors	Number of Seniors Served	Applications, Sign-in Sheets	Annual

Indicator/Service Category: Refer to Indicator/Service Category in last column of the Priority Ranking Table.

Measurement Tool: Identify the type of tool used to collect or measure the outcome.

Data Source, Collection Procedure, Personnel: Describe the source of data, how it is collected, and staff assigned to the task(s). Be specific and provide detail for activity both internal and external to the agency.

Frequency of Data Collection and Reporting: Describe how often data is collected and reported internally and externally. Include documentation available.

Service Delivery System

(CSBG Act Section 676(b)(3)(A))

Describe the overall Service Delivery System for services provided with CSBG funds and describe your agency's services enhance and/or differ from those offered by other providers, i.e. bundled services—please include specific examples.

1. Please describe the agency's service delivery system. Include a description of your client intake process or system. Also specify whether services are delivered via direct services or subcontractors, or a combination of both.

CAPK touches every community throughout Kern County's 8,163 square miles of valleys, mountains and deserts. The agency operates under a centralized administration system, located in Kern's major metropolitan city of Bakersfield. CAPK's 10 direct service programs provide an array of services, tailored to the needs of each community. For example, Kern is one of the world's top producers of agriculture and CAPK's Migrant Childcare Alternative Payment (MCAP) program provides childcare vouchers for farm working families in mostly rural communities with high Hispanic populations. CAPK's Food Bank has over 110 partner pantry/commodity sites throughout Kern County, with emphasis in areas that are food deserts and lack access to healthy and fresh foods.

CAPK's programs each have their own intake processes and systems. The agency is working towards a universal intake and data collection process and is currently researching software solutions that can be integrated with existing (often mandated by program contracts) intake and data collection programs.

The agency provides direct services, with added subcontracts, subrecipients, and partners through Memorandum of Understanding, as applicable and needed.

1. Please list your agency's programs/services/activities funded by CSBG, including a brief description, why these were chosen, how they relate to the CNA, and indicate the specific type of costs that CSBG dollars will support (examples: staff salary, program support, case mgmt., T/TA, etc.)

CSBG funds assist the agency in serving over 94,000 Kern County low income individuals and families each year through administrative and direct program support including personnel; staff travel; office/space; general operating; program supplies and direct program services as follows:

Administration: CAPK operates under a centralized administration structure. The agency's administrative branch includes Executive/Leadership, Administration, Finance, Human Resources, Operations, and Community Development, as well as leadership in the Health & Nutrition and Head Start Divisions. (*CAPK Management Organizational Chart* included as Appendix 8).

2-1-1 Kern-Information and Referral Help Line provides 24/7 community, social, and health referrals and information support to over 48,000 callers each year through its data base of approximately 3,050 agencies. In 2019, 2-1-1 Kern became the coordinated entry point for Kern County Homeless services,

providing assessment and referral for homeless providers and persons seeking homeless services in the County of Kern.

CAPK Food Bank distributes over 12 million pounds of food each year through 110 partner and commodity sites throughout Kern County. The program provides healthy foods to poverty level households; weekly food boxes to over 3,500 seniors on fixed incomes; and no-cost fresh produce farmers markets in Bakersfield and rural communities of Kern. In 2019, the rural communities of Wasco and Delano will benefit by the no cost Fresh Produce Farmers Markets and added food demonstrations.

East Kern Family Resource Center (EKFRC) serves the desert region of east Kern that includes the communities of Mojave, Rosamond, California City, and Boron, all of which have high poverty and limited access to services. Located in Mojave, the EKFRC provides case management, wrap around services as well as general assistance to over 600 residents and families each year at high risk of child abuse and neglect. As well as parenting, kindergarten preparedness, financial empowerment and emergency resources such as clothing, household supplies, formula, and diapers. EKFRC is a lead partner of area service providers in the region and convenes the monthly East Kern Collaborative meetings, at their site.

Migrant Childcare Alternative Payment (MCAP) assists approximately 700 agricultural working families and their children each year with vouchers/payments for childcare. Families can enter the program through 6 entry counties—Kern, Tulare, Kings, Fresno, Madera, and Merced. Once enrolled, services can move with the family as they migrate for work, eliminating the need to re-enroll and start over again which is timely and frustrating where work opportunities and support services for families cannot wait. In addition to sustaining migrant working families, vouchers result in economic growth of over \$4MM for local childcare providers in mostly rural communities.

Volunteer Income Tax Assistance (VITA) and the Kern VITA Partnership, that includes United Way Kern County and other local providers, has over 120 volunteers that assist at least 6,000 tax payers file their returns, during the tax season. In 2018, the VITA program returned over \$8.7MM in tax refunds and credits to low-to-moderate income families in Kern County.

Youth/Community Centers: Friendship House Community Center (FHCC) and Shafter Youth Center (SYC), located in Bakersfield and Shafter, the centers offer afterschool and summer programming to at least 700 children and youth, including tutoring, gang prevention, health & nutrition, youth employment, and various education and supports. The centers play an integral role in their communities, providing a safe haven for youth and their families and a trusted link to additional services/supports.

Linkages and Funding Coordination

(Organizational Standards 2.1-2.4)

(CSBG Act Section 676b(1)(B), (1)(C), (3)(C), (3)(D), (4), (5), (6), (9))

(State Assurance 12747, 12760, 12768)

1. Describe how your agency coordinates funding with other providers in your service area. If there is a formalized coalition of social service providers in your service area, please list the coalitions by name, who participates, and methods used by the coalition to coordinate services/funding. (Organizational Standard 2.1, CSBG Act Section 676(b)(1)(C),(3)(C))

In addition to CAPK 2-1-1 Kern's data base of over 3,000 service providers, CAPK has both formal and informal relationships with over 200 community service agencies, partners, collaboratives, and other organizations from all sectors of the community including *"community-based organizations, faith-based organizations, private sector, public sector, and educational institutions."* (Appendix 9, *CAPK Collaboratives and Community Groups*)

CAPK is an active member of the Kern County Homeless Collaborative, Coordination of Care (CoC) group for Kern County homeless services. Recently, the CoC asked CAPK's 2-1-1 Kern Information and Referral Helpline to serve as the coordinated entry services provider for all CoC homeless services. CAPK received funding through the CoC for the CAPK 2-1-1 Kern to provide the following: Create a single-entry point for all homeless related calls; Use the Quick Referral Tool (QRT) to triage and link the individual to an Assessment Point; assessment with the VI-SPDAT 2.0; Data entry into the Homeless Management Information System; and Quick prioritization for services into Permanent Supportive Housing, Rapid Rehousing, and other interventions.

2. Provide information on any memorandums of understanding and/or service agreements your agency has with other entities regarding coordination of services/funding. (Organizational Standard 2.1).

CAPK is a lead agency in all communities served. Collaboration and opportunities to partner and/or contract with others strengthens services delivery and positive outcomes for low-income Kern families. Some key partnerships/MOU's that involve shared funding and/or resources are as follows:

Kern VITA Partnership: Through a partnership between CAPK and sub-recipient United Way of Kern County VITA programs as well as Kern County Child Support Services, Mexican American Opportunity Foundation, Greenfield Family Resource Center, and the Vida Scott Center. the Kern VITA Partnership builds on the strengths and experiences of all partners to form a collaborative effort and unified strategies that builds and extends access to free tax preparation and EITC application assistance to thousands of low-income taxpayers in Kern County.

CalEITC Outreach: CAPK VITA partners with subrecipient Community Services Employment Training (CSET) VITA to conduct outreach and education about the availability of the California Earned Income Tax Credits to low-income tax payers through CAPK's and CSET's well established programs, clients, vast networks of partners, and past experience in CalEITC outreach and VITA—supported through consistent and targeted outreach and messaging through local CalEITC web pages, social media, canvassing, media, collateral messaging, community-wide presentations and events.

Coordinated Entry System (CES): Contracted partnership between CAPK's 2-1-1 Kern Information and Referral Help Line, the United Way of Kern County and the Kern County Homeless Collaborative, as well as the local Housing Authority helped to develop Kern County's CES system using CAPK 2-1-1 as the entry

point for assessment and referral i.e. entry into Kern County's Homeless Continuum of Care (CoC).

In 2019, CAPK will enter agreement with Kern County to assist with the **2020 Census Count**, in partnership with Region 6 Census efforts. An accurate Census count can assist in assuring Kern County receives its' share of over 1 billion in California Federal Awards, to help the poor and disenfranchised improve their lives.

3. Describe how your agency utilizes information gathered from key sectors of the community (local school districts, social services departments, state agencies, colleges, faith-based organizations, community-based organizations, local utility companies, charitable organizations, homeless programs, local food banks, or other) and describe how your agency will coordinate and partner with other organizations in your service area.

CAPK uses information gathered from key sectors of the community to improve current programs and develop services to better serve the community. For example, due to findings in the Kern County Food Policy Council's comprehensive *Kern County Food System Assessment*, CAPK Food Bank began Free Farmers Markets to provide no-cost locally sourced produce to people and families in targeted underserved, rural, and/or high poverty areas. The Food Bank also works with Kern County Department of Human Services to provide volunteer work and training opportunities for welfare-to-work participants to meet requirements to continue receiving cash aid. After 6 months, volunteers are eligible to receive pay through the Mexican American Opportunities Foundation's work experience program. CAPK Food Bank also partners with SerJobs to assist people ages 55+ that are looking for work gain technological knowledge for today's job market, such as computer data entry and warehouse operations.

Recently, in response to the loss of Project 180 Kern program dollars for Gang prevention efforts, CAPK led the effort to form the Youth Mentoring Partnership with Kern County Department of Human Services and other area providers of youth services. This new partnership will assist in leveraging more dollars into Kern County, while increasing efficiencies in providing quality services to strengthen Kern County youth.

Information gathered from all sectors of the community is used to strengthen grant proposals and reporting, monthly program reporting, funding appeals and community presentations for garnering added support for agency/program/client needs.

CAPK has numerous private sector contracts for services/programs including Wonderful, Starbucks, Wells Fargo Bank, Bank of the West, and Allstate, and the Agency is working with Aera Energy to provide STEM related internship opportunities to low-income youths, in 2019.

4. Describe how services are targeted to low income individuals and families and indicate how staff is involved, i.e. attend community meetings, I&R, etc. Include how you ensure that funds are not used to duplicate services. (CSBG Act Section 676(b)(3)(C), 676(b)(9), State Assurance 12760)

The agency strives to be a support partner in all aspects of service delivery to include filling gaps in services and avoiding duplication of services, to include maximizing leveraging dollars and in-kind support, such as volunteers, free fresh produce, etc. As an active community partner, CAPK staff participate in over 90 collaboratives, steering committees and community groups throughout the county with varying scope from neighborhood committees focusing on a specific issue to County-wide collaboratives, (Appendix 9, *CAPK Collaboratives and Community Group Participation*). CAPK reaches out to collaborate with others on

grants and projects where there are opportunities or creates opportunities—even when project and partnering concepts are new or have never been explored in the past. Innovation drives solutions to existing problems.

5. If your agency is a Migrant and Seasonal Farmworker (MSFW) agency, describe how you will coordinate plans and activities with other agencies funded by the department to avoid duplication of services and to maximize services for all eligible beneficiaries. If your agency is not a MSFW, please mark N/A.
(State Assurance 12768)

N/A

6. Describe how your agency will leverage other funding sources and increase programmatic and/or organizational capacity. Describe your agency's contingency plan for potential funding reductions.
(State Assurance 12747)

Continuous leveraging of funding—both monetary and in-kind—along with other support partners and volunteers help CAPK to maintain and grow capacity to serve through its existing 10 diverse programs to assist and empower individuals and families across communities served.

CAPK leadership and staff are fully engaged as cooperative and collaborative partners, seeking existing and new opportunities to apply for funding support and partnerships through grants, projects and activities aligned with the agency mission and philosophy and purpose to end and improve lives across Kern County.

The agency has a clear sense of its current strategy and operations and key drivers of success, which include various community needs assessments for identification of priority community needs and programs. Measures taken to be operationally and fiscally viable and aware of threats at all times is part of CAPK's contingency plan. This allows leadership to adjust when and where needed, before a crisis presents and to mobilize resources quickly during a crisis. CAPK monitors all expenditures, and prioritizes costs and investments, and seizes promising opportunities, often with established partners, which helps the organization to weather worst-case scenarios and support communities served during catastrophic events, significant funding cuts, and the sudden loss of leadership. The agency also seeks funding from private and non-federal sources as well as private donors.

7. Describe how your agency communicates its activities and its results to the community, including how the number of volunteers and hours are documented. (Organizational Standard 2.3, 2.4)

Programs track and review program and services delivery data and provide monthly program reports to the CAPK Program Evaluation Committee, Budget and Finance Committee, and the full Board of Directors. Communication vehicles used for internal and external communications include an every-other-month newsletter, weekly e-mail/Constant Contact, a comprehensive website and various social media platforms. TV, radio and newsprint, as well as community presentations, outreach events and special activities and fundraisers are all included in CAPK's communication, and advocacy plans and strategies. The Annual Report (Appendix 10) is shared with CAPK board and staff, volunteers, community partners, supporters, funders and contractors on a yearly basis.

The number of volunteers and hours of service are tracked and reported by individual programs/staff by various means that are tailored to the programs and clients served, which may include contract and funder requirements, using various software systems and Microsoft Office applications i.e. Microsoft Excel and Word. For example, CAPK's Food Bank recently purchased a cloud-based software to increase operational efficiencies and track community volunteers. CAPK is also transitioning many of its day-to-day operational processes to Sharepoint, which offers added supports to programs/teams in data collection and reporting, as well as working with clients and various partners. *CAPK's Community Action Plan is provided to community partners through constant contact and posted on the CAP Web page, with links through social media.*

8. Describe how your agency will address the needs of youth in low-income communities through youth development programs and promote increased community coordination and collaboration in meeting the needs of youth. Describe how your agency will contribute to the expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as: programs for the establishment of violence-free zones that would involve youth development and intervention models like youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs. (CSBG Act Section 676(b)(1)(B))

The agency operates a large and highly successful Early Head Start/Head Start program and youth-focused programs at two community centers in high-need low-income neighborhoods in southeast Bakersfield and Shafter, California. With 53 Centers of education excellence for childhood education (Head Start); 2 community centers (Friendship House Community Center and Shafter Youth Center) and the remaining 8 diverse programs of CAPK focus on reducing risk factors and increasing protective factors leading to self-sufficiency and overall well-being in youth, families and communities.

CAPK's outreach teams and programs, in conjunction with youth program partners work together in communities to ensure student and family success. The agency is engaged in innovative programs and services with area partners to engage and reduce youth violence and gang involvement with the goal to increase interest and opportunities for workforce development and/or higher education. CAPK's two youth centers are safe havens of hope in their neighborhoods, working in partnership with schools, providing low-income youth the education and skills needed to lead healthy lives including gang prevention, aggression replacement training (ART), teen pregnancy prevention programs, gardening, nutrition and healthy lifestyles, and after school and summer recreation.

Youth mentorship programs, job skills training and paid work experience with area businesses and corporations, like Starbucks, have helped youth with no direction and purpose (disconnected youth) to complete education and training programs and get paid work experience. Some youth have been offered jobs after program completion at local businesses, including Starbucks, as Baristas! Students who graduate CAPK programs often return during summer months to assist with youth program activities as a way to give back and help children at the Youth Center's summer programs.

9. Describe how your agency will provide employment and training activities. If your agency uses CSBG funding to provide employment and training services, describe the coordination of employment and training activities as defined in Section 3 of the Workforce and Innovation and Opportunity Act [29 U.S.C. 3102]. (CSBG Act Section 676(b)(5))

CAPK is one of the largest nonprofit agencies in Kern County, with over 900 employees and provides volunteer (for job skills training), internships, and entry level positions to hundreds of low-income people. For example, CAPK's Head Start program, provides entry-level employment with full benefits to Head Start parents/caregivers and other low-income residents. Parents/caregivers hired to work in the Head Start program gain valuable work experience, are provided financial assistance to advance their education, and are encouraged to move up to higher-level positions. For Head Start parents/caregivers who want job training and/or job search assistance, Head Start Family Service Workers refer them to agencies that specialize in providing workforce development services and supports, such as America's Job Center.

CAPK's PREP Works program connects youth to their community through education, service and employment. High-risk youths ages 16-18 are empowered with the skills, knowledge and the confidence needed to conduct self-directed job searches, career planning, and to provide them with the knowledge to practice financial planning and responsibility. Many youths have been hired upon completion of their paid work experiences in local businesses and partners including Starbucks, Super Cuts, CAPK Friendship House Community Center, and La Fiesta Market

In 2018, CAPK began the Small Business initiative with partner Bank of the West, to provide workshops resources and referrals to low-income small business owners and entrepreneurs to start, build, or expand a small business.

In addition to the agency's hiring, training, and job referral practices, childcare services provided through the CAPK Migrant Childcare Alternative Payment program help migrant and seasonal farm worker families retain employment by providing access to licensed child care throughout the state. Families may enter the MCAP program in six Central Valley counties and remain eligible regardless of where they move within the state. Program flexibility enables families to use qualified providers to meet their individual needs and choices, e.g., evening and weekend care, center-based care, or family home care.

10. Describe how your agency will provide emergency supplies and services, nutritious foods, and related services to counteract conditions of starvation and malnutrition among low-income individuals. (CSBG Act Section 676(b)(4))

The CAPK Food Bank provides direct emergency food assistance to the economically disadvantaged, senior citizens, homeless individuals and families, victims of crime or disaster, the unemployed, migrant and seasonal agricultural workers, and any others in need of emergency food and other basic needs and commodities in Kern County. Each year the Food Bank distributes over 12 MM pounds of food throughout Kern County in partnership with over 110 distribution pantry and commodity sites (Appendix 11, *CAPK Food Bank Partner List*). The Food Bank operates Free Farmers Markets offering no-cost highly nutritious locally sourced/donated fresh produce (to include recipes and food demonstrations) in rural and low-income areas to combat hunger and improve health and nutrition of those served.

CAPK Food Bank also offers the Backpack Buddies program to school children who are identified as Chronically hungry and rely on school meals as their primary, and sometimes only, source of food. Weekly non-descript "bags" are provided that contain nutritious and easily prepared foods for students to take home on the weekends to ensure nutritional needs are met.

Food drives assist in stocking the Food Bank warehouse shelves over the course of the year, in partnership with foundations, corporations, churches, staff and board members, as well as community members and other volunteers.

CAPK's Women, Infants, and Children (WIC) Supplemental Nutrition Program provides eligible families (including pregnant or breast-feeding women) with supplemental food assistance, health and nutrition education, and breast-feeding education and support. CAPK's 2-1-1 Kern Information and Resources Call Center offer 24/7 live operator assistance in connecting callers to needed supports. Additionally, CAPK is part of the Kern County Homeless Collaborative, the Kern Food Policy Council, and other cooperative projects and activities that address emergent needs and gaps in services for low-income, vulnerable and marginalized populations.

Head Start programs provide children a nutritious daily breakfast, lunch and snacks and Youth Centers provide afterschool meals and snacks.

11. Describe how your agency will ensure coordination between antipoverty programs in each community in the State, and ensure where appropriate, that the emergency energy crisis intervention programs under title XVI (relating to low-income home energy assistance) are conducted in the community. (CSBG Act Section 676(b)(6))

CAPK is the primary Community Service Block Grant (CSBG) funded agency serving Kern County. The agency administers and coordinates activities for CSBG, the Home Energy Assistance Program (HEAP), Low-Income Home Energy Assistance Program (LIHEAP), and Department of Energy(DOE)energy contracts. To increase participation in the emergency energy programs by eligible Kern County residents, CAPK solicits assistance from collaborative partners that work with low-income residents to disseminate information and recruit clients for energy services. Marketing is robust across the County, with assistance from the CAPK Community Development Division.

Services related to emergency energy crisis intervention programs under title XXVI [[42 U.S.C. 8621et seq.](#)] (relating to low-income home energy assistance) include: Utility payment assistance; weatherization repairs; weather-stripping, insulation; replacement of non-energy efficient doors, windows, lightbulbs, and appliances; and installation of low-flow shower heads and carbon monoxide alarms.

CAPK actively participates in collaboratives and community coalitions to assist in coordinating services in communities served. CAPK staff are engaged in numerous community groups, collaboratives, collaborations, and both formal and informal agency partnerships to work towards providing quality services to low-income people and families.

12. Describe how your agency will use funds to support innovative community and neighborhood-based initiatives, which may include fatherhood and other initiatives, with the goal of strengthening families and encouraging effective parenting. (CSBG Act Section 676(b)(3)(D))

CAPK has spearheaded several innovative initiatives and projects based on community needs including: CAPK Small Business Initiative and Small Business Council to assist low income residents start or grow a business; Financial Empowerment workshops and home-based case management services using the Your Money, Your Goals curriculum; Child Immunizations and Family Health Fairs in the underserved and rural isolated communities of East Kern County through CAPK's East Kern Family Resource Center's Health Link program; Homeless Coordinated Entry Services, in partnership with the Kern County Homeless Collaborative, CAPK is serving as the provider of Coordinated Entry Services through its 2-1-1 Kern Call Center to assist and support area homeless services providers in their efforts to provide basic needs and end homelessness across Kern County; CAPK Food Bank Free Farmers Markets to help combat the epidemic of hunger and related obesity and health issues among people/families that live in poverty by providing fresh locally sourced produce and nutrition education in high poverty and rural areas; Public Charge to support and educate immigrant families of the truth and myths of obtaining public services and the effects on immigration status through town hall meetings and workshops provided through engagement with local and state entities throughout the County; Census 2020, supporting efforts to ensure complete and fair 2020 Census counts; STEM Programming in the planning stages with corporate partners to increase STEM skills for youth at CAPK's two community-based youth centers through STEM education and internships; and Affordable Housing formed a housing advisory committee to seek out grant and partnership opportunities to address housing needs for low-income residents and families in Kern County, through projects and shared funding opportunities.

CAPK's Friendship House Community Center assists parents and parenting teens through Nurturing Parenting (meets court requirements) and Parents on a Mission. Additionally, CAPK leadership is engaged in the community and encourages and assigns programs' staff to participate in local initiatives and projects designed to support and strengthen individuals, families, and the overall community.

Monitoring

(CSBG Act Section 678D(a)(1)(B))

1. Describe your agency's specific monitoring activities and how they are related to establishing and maintaining the integrity of the CSBG program, including your process for maintaining high standards of program and fiscal performance.

Program evaluation is conducted by completing the National Performance Indicators. Program services are compared to performance measurement standards, scope of work, and budget. Some programs may also conduct pre- and post-program assessments and/or customer satisfaction surveys.

Monitoring and evaluation are focused in two areas, programmatic and financial. Program monitoring and evaluation are components in each of the agency's grants which allow staff to track and measure program performance, document achievements, and compare with stated program goals and objectives. Each program has its own method of collecting data, as required by the grant, to document outcomes, identify strengths and challenges, and to address issues that arise during the program's duration. Program

budgets are also reviewed regularly by the CAPK division directors to ensure that the budgets are not exceeded and that expenses are necessary and reasonable.

Division directors and program managers monitor at the program level to ensure contract compliance and fidelity to established performance standards. Outcome indicators are collected from each program as of 2013 for compliance with State NPI reporting and Results Oriented Management and Accountability (ROMA) standards.

1. If your agency utilizes subcontractors, please describe your process for monitoring the subcontractors. Include the frequency and type (i.e., onsite, desk review, or both)

CAPK monitors subrecipients in order to provide reasonable assurance that they are in compliance with laws, regulations, and award provisions applicable to the program. Please see Appendix 12 “*Monitoring of Subrecipients*” from the *CAPK Accounting & Financial Policies and Procedures Manual*.

2. Describe how your agency ensures that cost and accounting standards of the Office of Management and Budget (OMB) are maintained. (CSBG Act Section 678D(a)(1)(B))

The Board Chair and CAPK’s Executive Director assure that CAPK will use CSBG funds in compliance with the Coates Human Services Reauthorization Act of 1998 and Public Law 105-285, and that the eligible beneficiaries will be as defined by California Government Code Section 12730(f). CAPK maintains financial records that comply with the cost and accounting standards of the U.S. Office of Management and Budget. CAPK conducts a comprehensive agency-wide single audit. CSD representatives are provided copies of each audit and offered access to inspect financial files, processes and systems. The Chairman of the Board of Directors and the Executive Director assures that the agency will use CSBG funds in compliance with the Coates Human Services Reauthorization Act of 1998 and Public Law 105-285, and that the eligible beneficiaries will be as defined by California Government Code Section 12730(f).

The U.S. Office of Management and Budget (OMB) published new requirements for federal award programs entitled *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (also known as the *Super Circular*) codified at 2 CFR 200. The guidance supersedes and consolidates the requirements from OMB circulars A-21, A-87, A-110, A-122, A-89, A-102, A-133 and A-50. CAPK is in compliance with this change and will meet new standards as required in the *Super Circular*.

Data Analysis and Evaluation

(Organizational Standards 4.3, 4.4) (CSBG Act Section 676(b)(12))

1. Describe your methods for evaluating the effectiveness of programs and services, including the frequency of evaluations. (Organizational Standard 4.3)

CAPK manages a diverse array of programs, consequently, data collection tools are just as diverse. Many programs report on several different indicators and some indicators have as many as five programs reporting on one projection. To ensure consistency of such a wide variety of reporting tools and to

monitor progress towards CAPK's NPI projections, the agency has developed a program matrix tool for data collection. The matrix tool is used by each program to document projections and progress for each NPI.

The matrix tool is disseminated to division directors and program managers prior to the end of the reporting period. After the end of the reporting period, each program creates an NPI indicator report documenting their outcomes on the matrix tool and submits it to the Community Development Division. All programs reporting on projections are required to submit the reports used to obtain the NPI projections, as backup documentation.

To ensure that the supporting documentation is accurate, CAPK has implemented quality assurance and retention plans. The Community Development Division is responsible for collecting, maintaining, and verifying documentation used to substantiate the program and aggregate totals reported for each CSBG NPI. The supporting documents are stored at CAPK's main office and are easily accessible for review. Reporting and monitoring procedures are reviewed on an ongoing basis to ensure appropriate controls are in place at the program and aggregate reporting level.

2. Describe how your agency ensures that updates on the progress of strategies included in your CAP are communicated to your board annually.
(Organizational Standard 4.4)

CAPK BOD receives monthly updates on program/division progress. Additional updates for specific strategies are reported to the BOD at least once per year, with special updates for specific initiatives occurring more frequently. Annual updates are given at the last BOD meeting of the year. CAPK program presentations are conducted each month, with each of CAPK's programs having an opportunity to educate and provide program initiatives, successes, outcomes, and opportunities to the board.

3. Provide 2-3 examples of changes made by your agency to improve service delivery to enhance the impact for individuals, families, and communities with low-incomes based on an in-depth analysis of performance data. (CSBG Act Section 676(b)(12))

The CAPK Food Bank has recently purchased a comprehensive software system for inventory and management of daily operations that will support increased efficiencies and lower operational costs. The decision to move towards the new software for inventory management was made based on analysis of the high volume of food distributed from the Food Bank and lack of ability to monitor inventory at partner sites.

CAPK leadership and program staff are participating in the 2019 Consumers Financial Protection Bureau Your Money Your Goals Cohort for technical assistance to integrate this curriculum throughout the Agency's programs. CAPK identified financial education as a primary need in the community through the 2017 Community Needs Survey.

CAPK is in the process of developing a universal intake and data collection process. The whole-person care model drives the necessity for a data integrated platform to deliver the tools to make value-based decisions that are supported by verifiable data and connecting people and families to the right services for the desired outcome(s). To reach this goal, CAPK has formed a work group that has identified the various entry points, data systems, and processes within each CAPK program and has issued an RFA for the assessment and selection of a Customer Relations Management (CRM) cloud-based platform.

Leadership and program staff have been trained in Trauma Informed Care and are working to further educate and implement best-practice strategies that will improve service delivery impact for clients, and systems-wide county partners working with the Trauma Informed Care Steering Committee and two Cohorts of Champions. CAPK related data will be available in 2020.

Appendix A

Organizational Standards

MAXIMUM FEASIBLE PARTICIPATION

CATEGORY ONE: CONSUMER INPUT AND INVOLVEMENT

Standard 1.1 The organization/department demonstrates low-income individuals' participation in its activities.

Standard 1.2 The organization/department analyzes information collected directly from low-income individuals as part of the community assessment.

Standard 1.3 The organization/department has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.

CATEGORY TWO: COMMUNITY ENGAGEMENT

Standard 2.1 The organization/department has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area.

Standard 2.2 The organization/department utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.

Standard 2.3 The organization/department communicates its activities and its results to the community.

Standard 2.4 The organization/department documents the number of volunteers and hours mobilized in support of its activities.

CATEGORY THREE: COMMUNITY ASSESSMENT

Private Agency - Standard 3.1: Organization conducted a community assessment and issued a report within the past 3-year period.

Public Agency - Standard 3.1: The organization/department conducted a community assessment and issued a report within the past 3-year period, if no other report exists.

Standard 3.2: As part of the community assessment the organization/department collects and analyzes both current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).

Standard 3.3: The organization/department collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.

Standard 3.4: The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.

Standard 3.5: The governing board or tripartite board/advisory body formally accepts the completed community assessment.

VISION AND DIRECTION

CATEGORY FOUR: ORGANIZATIONAL LEADERSHIP

Standard 4.2: The organization's/department's Community Action Plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.

Standard 4.3: The organization's/department's Community Action Plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle. In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.

Standard 4.4: The tripartite board/advisory body receives an annual update on the success of specific strategies included in the Community Action Plan.

CATEGORY FIVE: BOARD GOVERNANCE

Standard 5.1: The organization's/department's tripartite board/advisory body is structured in compliance with the CSBG Act

Standard 5.2: The organization's/department's tripartite board/advisory body either has:

1. Written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community, or
2. Another mechanism specified by the State to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs.

Appendix B

State Assurances

[California Government Code 12747](#) (a): Community action plans shall provide for the contingency of reduced federal funding.

[California Government Code § 12760](#): CSBG agencies funded under this article shall coordinate their plans and activities with other agencies funded under Articles 7 (commencing with Section 12765) and 8 (commencing with Section 12770) that serve any part of their communities, so that funds are not used to duplicate particular services to the same beneficiaries and plans and policies affecting all grantees under this chapter are shaped, to the extent possible, so as to be equitable and beneficial to all community agencies and the populations they serve.

[California Government Code §12768](#): Migrant and Seasonal Farmworker (MSFW) entities funded by the department shall coordinate their plans and activities with other agencies funded by the department to avoid duplication of services and to maximize services for all eligible beneficiaries.

Appendix C

Federal Assurances and Certification

CSBG Services

676(b)(1)(A) *The State will assure “that funds made available through grant or allotment will be used –*

(A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals—

- (i) to remove obstacles and solve problems that block the achievement of self-sufficiency, (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);*
- (ii) secure and retain meaningful employment;*
- (iii) attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;*
- (iv) make better use of available income;*
- (v) obtain and maintain adequate housing and a suitable environment;*
- (vi) obtain emergency assistance through loans, grants or other means to meet immediate and urgent family individual needs; and*
- (vii) achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to;*

- (I) document best practices based on successful grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to;*
- (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;*

Needs of Youth

676(b)(1)(B) *The State will assure “that funds made available through grant or allotment will be used-*

(B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--

- (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and*
- (ii) after-school child care programs;*

Coordination of Other Programs

676(b)(1)(C) *The State will assure “that funds made available through grant or allotment will be used to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts*

Eligible Entity Service Delivery System

676(b)(3)(A) *a description of the service delivery system, for services provided or coordinated with funds made available through grants made under section 675C9(a), targeted to low-income individuals and families in communities within the State*

Eligible Entity Linkages – Approach to Filling Service Gaps

676(b)(3)(B) *a description of “how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow up consultations.”*

Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources

676(b)(3)(C) *a description of “how funds made available through grants made under 675C(a) will be coordinated with other public and private resources.”*

Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility

676(b)(3)(D) *a description of “how the local entity will use the funds [made available under 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting.”*

Eligible Entity Emergency Food and Nutrition Services

676(b)(4) *“An assurance that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.”*

State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities

676(b)(5) *“An assurance that the State and eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the State and in communities with entities providing activities through statewide and local workforce development systems under such Act.”*

State Coordination/Linkages and Low-income Home Energy Assistance

676(b)(6) *“An assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community.”*

Coordination with Faith-based Organizations, Charitable Groups, Community Organizations

676(b)(9) *“An assurance that the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.”*

Eligible Entity Tripartite Board Representation

676(b)(10) *“An assurance that “the State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.”*

Eligible Entity Community Action Plans and Community Needs Assessments

676(b)(11) *“An assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs.”*

State and Eligible Entity Performance Measurement: ROMA or Alternate system

676(b)(12) *“An assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.”*

Appendices (Optional)

All appendices should be labeled as an appendix (i.e., Appendix A: Community Survey Results) and submitted with the CAP.

Appendix 1

CAPK

Board of Directors

Roster

COMMUNITY ACTION PARTNERSHIP OF KERN

BOARD OF DIRECTORS ROSTER

Effective January 30, 2019

PUBLIC OFFICIALS (CATEGORY I – FIVE SEATS)	
FRED PLANE	23 rd U.S. Congressional District Representative – Congressman Kevin McCarthy
MARIAN PANOS	City of Bakersfield Mayor’s Office Representative – Mayor Karen Goh
JOSE GURROLA	14 th State Senate District Representative – Senator Melissa Hurtado
MIKE MAGGARD	Kern County Board of Supervisors Representative
JANEA BENTON	32 nd State Assembly District Representative – Assemblymember Rudy Salas
LOW-INCOME SECTOR (CATEGORY II – FIVE SEATS)	
YOLANDA OCHOA	East Kern County Representative (4 th Term Ends June 2020)
ANA VIGIL	North Kern County Representative (2 nd Term Ends May 2021)
GUADALUPE PEREZ	Metro Bakersfield Representative (1 st Term Ends June 2022)
LORENA FERNANDEZ	South Kern County Representative (1 st Term Ends July 2022)
NILA HOGAN	Head Start Policy Council Representative (1 Year Term)
PRIVATE SECTOR (CATEGORY III – FIVE SEATS)	
CRAIG HENDERSON	The Henderson Group
WARREN PETERSON	Warren Peterson Construction
PASTOR JONATHAN MULLINGS	Truth Tabernacle
JIMMIE D. CHILDRESS	Retired Teacher / Contractor
CURTIS FLOYD	Law Offices of Curtis Floyd

2019 BOARD OFFICERS

Chairman:	Curtis Floyd
Vice-Chairman:	Warren Peterson
Secretary:	Yolanda Ochoa
Treasurer:	Janea Benton

Appendix 2

CAPK

Partners,
Collaboratives, and
Community Initiatives

CAPK Partners, Collaboratives, and Community Initiatives
34 th Street Neighborhood Partnership
Adult Viral Hepatitis Statewide Planning Group
Aegis
Anchor of Hope in Christ Church
Anchor of Hope Outreach
Arvin Collaborative
Arvin VFW
Bakersfield Burrito Project
Bakersfield Central SDA
Bakersfield Christian Church
Bakersfield Collaborative
Bakersfield College Renegade Pantry
Bakersfield Family Church
Bakersfield Homeless Center
Bakersfield Homeless Shelter
Bakersfield New Life Center
Bakersfield Rescue Mission
Bakersfield Safe Streets
Bakersfield Senior Center
Boron Senior Center
Building Healthy Communities Kern County
Buttonwillow Community Collaborative
Buttonwillow Senior Center
Buttonwillow-Parks and Rec District
Cal-City Assembly of God
Caliente USD
California Association of Food Banks
California Avenue Apartments
California Community Economic Development Association
California Department of Public Health
California Endowment
California State University Bakersfield
California WIC Ambassadors
Call to Action
Capistrano Mothers Home
Casa de Eva

CAPK Partners, Collaboratives, and Community Initiatives
Casa de Hernandez
Casa Serena
Catholic Charites
Catholic Charities
CCICS Change Agent Group
Celebration Church
Central Church of Christ
Centro Cristiano Agape
Chester Ave. Community Church
Christ First Ministries
City Serve/ Canyon Hills
Clinica Sierra Vista
College Community Services
Community Family Fellowship
Community Health Initiative
Connection Ministries, Inc
CORNUCOPIA AFTER SCHOOL PROGRAM
Cornucopia Services
Corucopia After School Program
CSO Bakersfield and CSO Lamont
Delano Adult Day Care
Delano Armory
Delano Community Connections
Delano Neighborhoods
Delano Olsen Rotary Village
Delano Senior Center
Dignity Health Outreach Center
Early Childhood Council of Kern
East Bakersfield Community Collaborative
East Kern Collaborative
East Kern Salvation Army
Ebony Counseling Center
Family Resource Center of Bks(Catholic Charities)
Feeding America
First 5 Commissioners Meetings
First 5 Technical Advisory Committee
First Congregational Church

CAPK Partners, Collaboratives, and Community Initiatives
First Presbyterian Church
First5 Kern
Friendship House
Friendship House Community Center
Genesis NAPD
Get Moving Kern
God's Enduring Touch of Grace
God's Storehouse
Golden Empire Gleaners
Golden Empire Transit District
Goodness & Mercy Ministries
Goodness and Mercy Ministries
Grace Assembly of God
Grace Assembly of God North Campus
Grace Chapel
Greater Bakersfield Chamber of Commerce
Gridstone
Griffith Ave Baptist Church
Griffith Avenue Baptist Church
Harmony Apartments
HealthyKern.org
Help Me Grow
Heritage Park Apartments
HMIS Data Committee
Hope Center
Indian Wells Valley Collaborative
Indian Wells Valley Family Resource Center
Inyokern
Inyokern Senior Center
Isaiah's Sober Living
Isaiah's Sober living Phase 1 & 2
Jason's Retreat
Kern Canyon Estate
Kern Community Foundation
Kern Comprehensive Cancer Awareness Partnership KCCAP
Kern County AIDS Advisory Board
Kern County Black

CAPK Partners, Collaboratives, and Community Initiatives
Kern County Breastfeeding Coalition
Kern County Comprehensive Economic Dev. Strategy Committee
Kern County Department of Public Health Services
Kern County Employers' Training Resource/America's Job Center
Kern County Fair
Kern County Health Care Coalition
Kern County Hispanic Chamber
Kern County Hispanic Chamber of Commerce
Kern County Homeless Collaborative
Kern County Homeless Collaborative Continuum of Care
Kern County Mental Health Department
Kern County Mental Health Department/Substance Abuse System of Care
Kern County Network for Children
Kern County Nutrition Action Plan (CNAP)
Kern County Veterans Stand Down
Kern Food Policy Council
Kern Health Services
Kern River Valley Collaborative
Kernville Family Resource Center
LA Loma Council Veterans Hall
La Mission de Jesus
Laborers of the Harvest
Lake Isabella Rotary Club of Kern River Valley
Lamont Iglesia Monte Sion
Lamont Senior Center
Lamont/Weedpatch Collaborative
Lions for Christ Ministries
Loma Council Senior Center
Lost Hills Collaborative
Lost Hills Park & Recreation Building
Lowell Place
Maricopa- Gusher Hall
McFarland Collaborative
McFarland Mission De Jesus

CAPK Partners, Collaboratives, and Community Initiatives
Mercy & Memorial Learning Center
Mill Creek Village
Miracle Music 4 Kids
Mojave Veterans Hall
Mount Mesa- Grace Chapel
Mountain Communities Collaborative (Frazier Park)
Mountain Communities Healthy Start Family Resource Center
Mt. Communities Family Resource Center
National and California Community Action Partnership Associations
National and California Head Start Associations
National and California WIC Associations
NEEDS Center
New Covenant PCG
New Hope Temple
New Life Center
Nuevo Amanecer
Nutrition Education Consortium WIC Central California Region
Oildale Community Collaborative
Oildale S.D.A. Church
Our Lady of Lourdes Catholic Church
Park Place
Pentecostal Church of God
Plaza Tower
Project 180 Kern County
Rasmussen Senior Center
RCCG - Rehoboth Parish
Reaching by Recycling
Rexland Christ Cathedral
Richardson Special Needs Collaborative
Right Now Community Outreach
Rosamond Hummel Community Hall
Rosamond Senior Center
Saint Malachy Conference
Saint Vincent de Paul
Saints Memorial Church of God in Christ

CAPK Partners, Collaboratives, and Community Initiatives
Salvation Army Frazier Park
Salvation Army Ridgecrest
Salvation Army Tehachapi West Park Center
Salvation Army-Buttonwillow (Shafter Unit)
Salvation Army-Frazier Park
Salvation Army-Lake Isabella
Salvation Army-Ridgecrest
Salvation Army-Shafter
Salvation Army-Tehachapi
Salvation Army-Wilson Road
San Joaquin Valley Community Reinvestment Act Collaborative
Senior Citizens Ridgecrest
Shafter CAPK Shafter Youth Center
Shafter Christian Fellowship
Shafter Collaborative
Shafter Healthy Start
Shafter Youth Center
South Chester Collaborative
South Gate Redemption Center
Southeast Neighborhood Partnership
Southside Seventh-Day Adventist Church
Sovereign Grace Outreach
St. John Manor
St. Michael's Episcopal Church
STAY FOCUS
Stay Focused
Sunnylane Apartments
Sunshine Church PC of God
Taft Collaborative
Taft N.E.E.D.S. Center
Taft NEEDS Center
The Food Pantry Isabella
The Salvation Army Bakersfield(ARC)
The Salvation Army-Lake Isabella
The Salvation Army-Ridgecrest
The Salvation Army-Tehachapi
Trauma Informed Care Steering Committee

CAPK Partners, Collaboratives, and Community Initiatives
Turning Point
Turning Point Community Advisory Board
Turning Point Re-Entry
Twin Oaks Community Church
United Way of Kern County
Valley Faith Fellowship
Veterans Assistance Foundation
Veterans Stand Down Committee
Village Congregational Community
Village Park Place
Vineyard Christian Fellowship (The River)
Wasco Collaborative
Wasco Recreation & Parks Dist.
West Side Community Resource Center
Westcare Outpatient
Wofford Heights
Word Alive Ministry (The Rock Church)

Appendix 3

Kern County Key Poverty Statistics, 2019

Kern County Key Poverty Statistics 2019

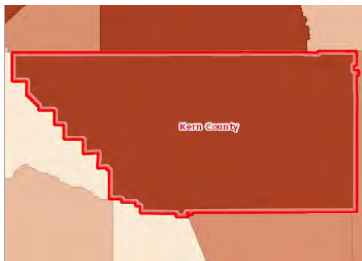
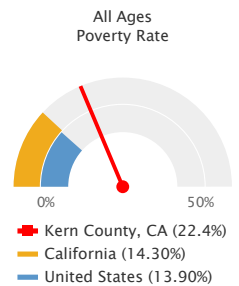
Poverty

Poverty estimates show a total of 190,993 persons living below the poverty level in the report area. Poverty information is at 100% of the federal poverty income guidelines

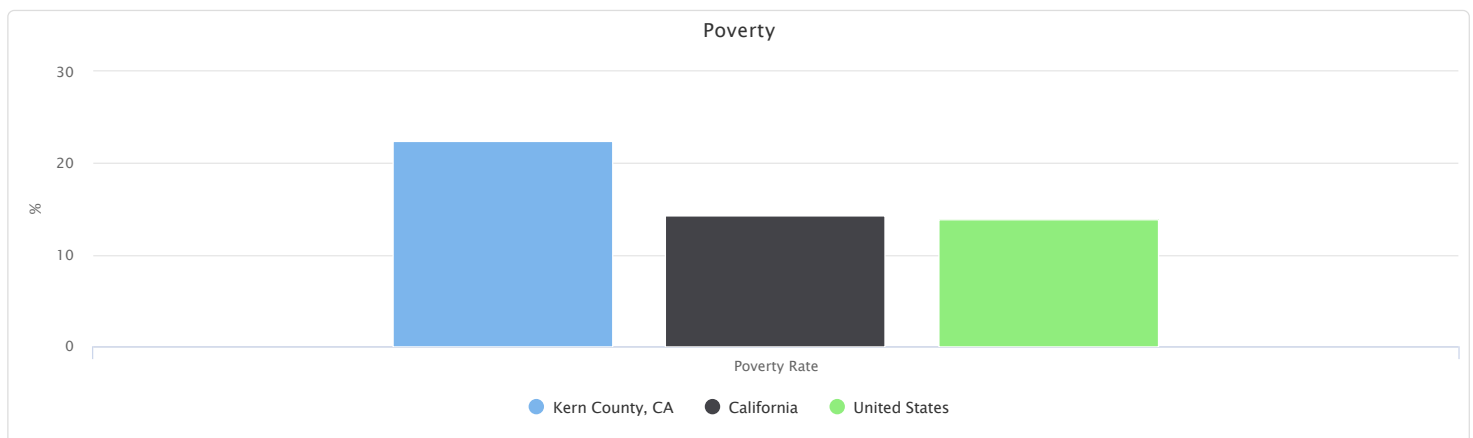
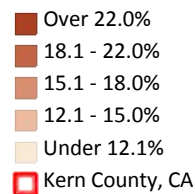
Report Area	All Ages No of Persons	All Ages Poverty Rate	Age 0-17 No of Persons	Age 0-17 Poverty Rate	Age 5-17 No of Persons	Age 5-17 Poverty Rate
Kern County, CA	190,993	22.4%	79,255	31.1%	53,922	29.3%
California	11,055,243	14.30%	3,565,525	19.50%	2,485,560	18.71%
United States	44,268,996	13.90%	14,115,713	19.18%	9,648,486	17.95%

Note: This indicator is compared to the state average.

Data Source: US Census Bureau, [Small Area Income & Poverty Estimates](#). 2016. Source geography: County



Population Below the Poverty Level, Percent by County, SAIPE 2016



Poverty Rate Change

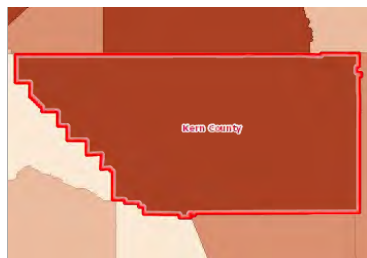
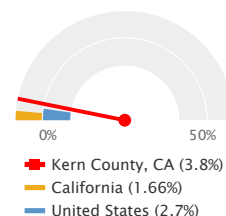
Poverty rate change in the report area from 2000 to 2016 is shown below. According to the U.S. Census, the poverty rate for the area increased by [3.8%], compared to a national increase of 2.7%.

Report Area	Persons in Poverty 2000	Poverty Rate 2000	Persons in Poverty 2016	Poverty Rate 2016	Change in Poverty Rate 2000-2016
Kern County, CA	119,920	18.6%	190,993	22.4%	3.8%
California	8,609,821	12.71%	11,055,243	14.37%	1.66%
United States	31,581,086	11.3%	44,268,996	14%	2.7%

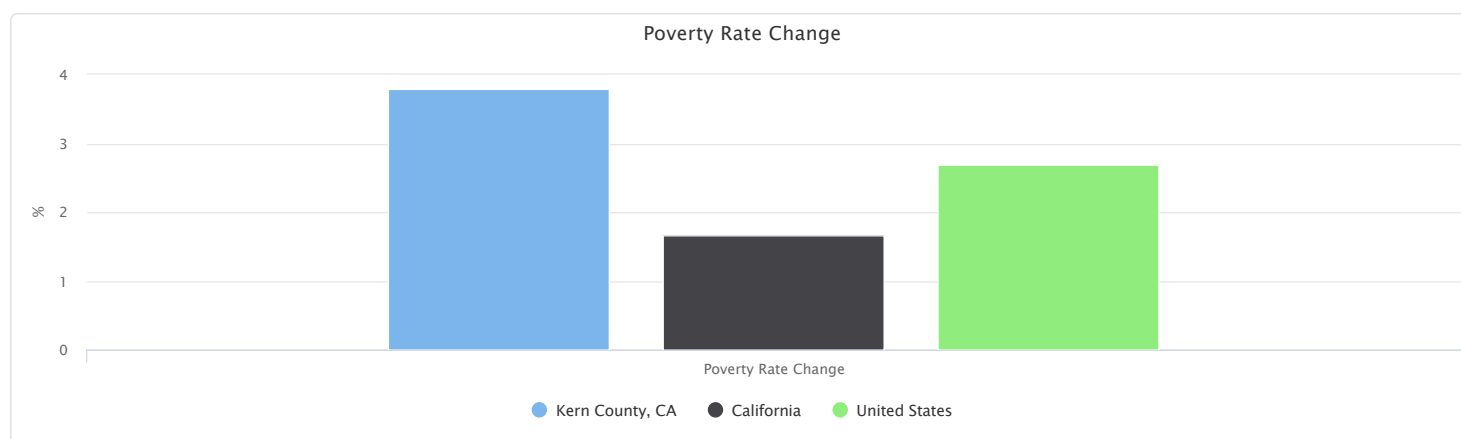
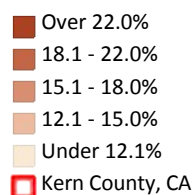
Note: This indicator is compared to the state average.

Data Source: US Census Bureau, *Small Area Income & Poverty Estimates*. 2016. Source geography: county

Change in Poverty Rate
2000-2016



Population Below the Poverty Level, Percent by County, SAIPe 2016



Households in Poverty

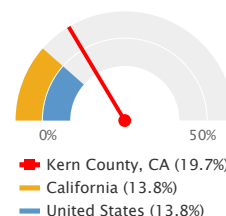
The number and percentage of households in poverty are shown in the report area. In 2017, it is estimated that there were [52,085] households, or $\lceil \text{Math.Round}(100.0 * 52,085 / 264,993; 2) \rceil \%$, living in poverty within the report area.

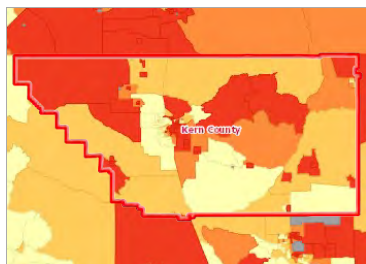
Report Area	Total Households	Households in Poverty	Percent Households in Poverty
Kern County, CA	264,993	52,085	19.7%
California	12,888,128	1,772,429	13.8%
United States	118,825,921	16,390,109	13.8%

Note: This indicator is compared to the state average.

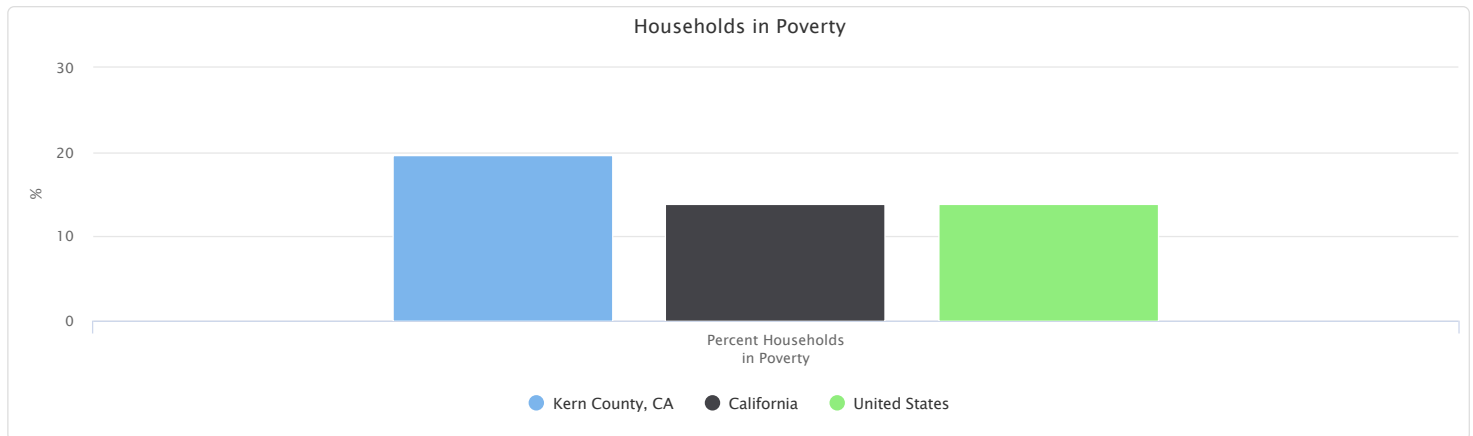
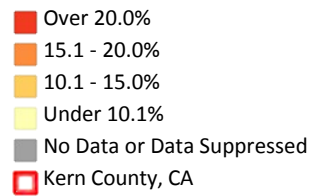
Data Source: US Census Bureau, *American Community Survey*. 2013-17. Source geography: County

Percent Households
in Poverty





Households Living Below the Poverty Level, Percent by Tract, ACS 2013-17



Poverty Rate (ACS)

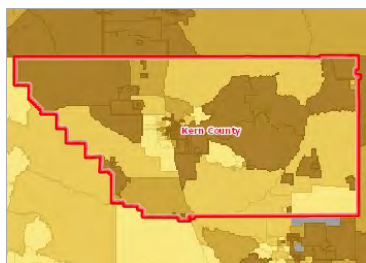
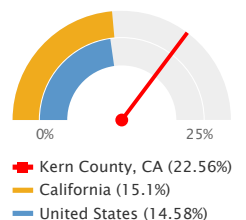
The following report section shows population estimates for all persons in poverty for report area. According to the American Community Survey 5 year estimates, an average of $[100.0 * 191,123 / 847,040]$ percent of all persons lived in a state of poverty during the 2013 - 2017 period. The poverty rate for all persons living in the report area is greater than the national average of 14.58%.

Report Area	Total Population	Population in Poverty	Percent Population in Poverty
Kern County, CA	847,040	191,123	22.56%
California	38,242,946	5,773,408	15.1%
United States	313,048,563	45,650,345	14.58%

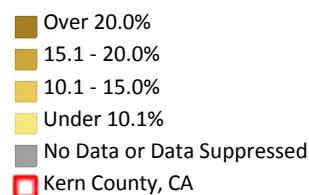
Note: This indicator is compared to the state average.

Data Source: US Census Bureau, [American Community Survey](#), 2013-17. Source geography: Tract

Percent Population in Poverty

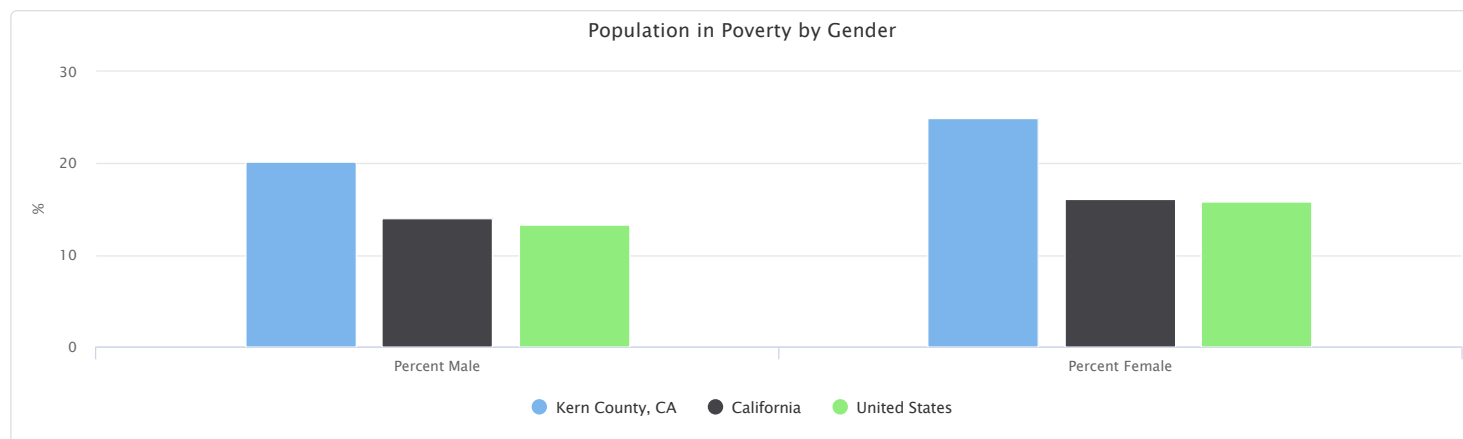


Population Below the Poverty Level, Percent by Tract, ACS 2013-17



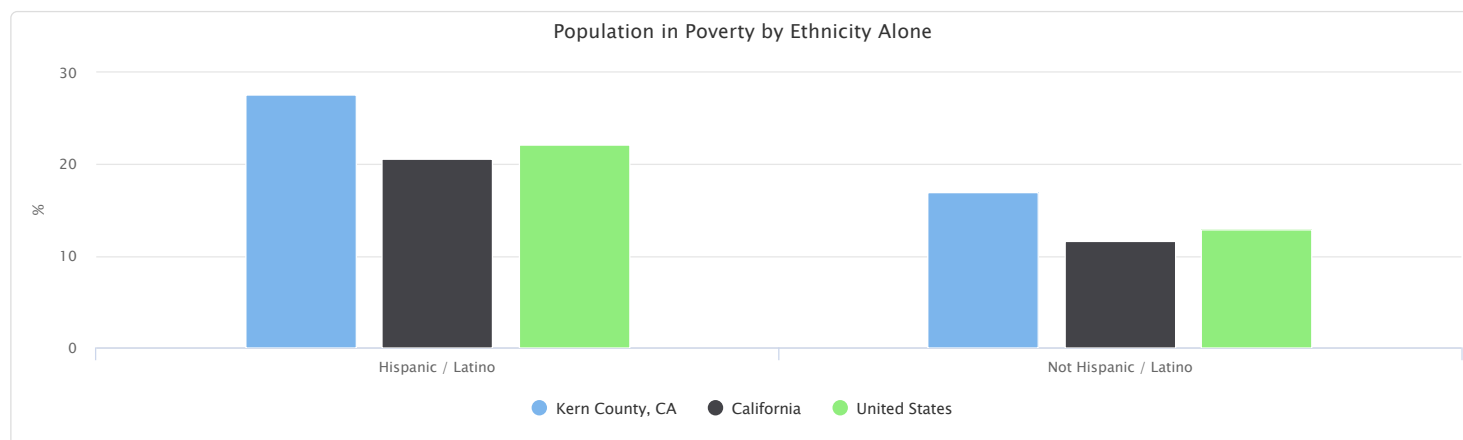
Population in Poverty by Gender

Report Area	Total Male	Total Female	Percent Male	Percent Female
Kern County, CA	85,135	105,988	20.17%	24.94%
California	2,644,246	3,129,162	13.99%	16.17%
United States	20,408,626	25,241,719	13.31%	15.8%



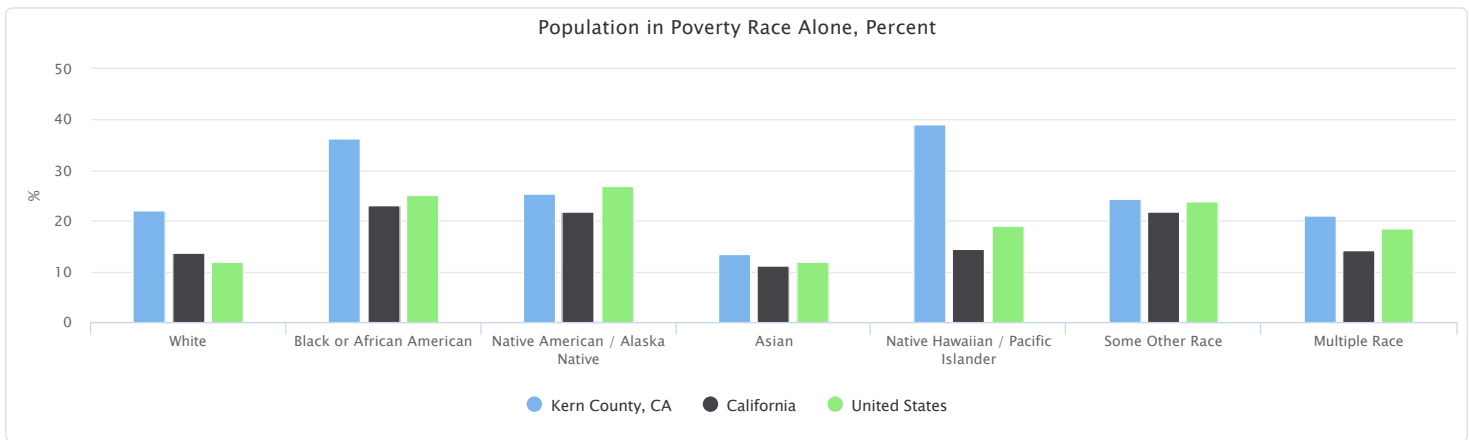
Population in Poverty by Ethnicity Alone

Report Area	Total Hispanic / Latino	Total Not Hispanic / Latino	Percent Hispanic / Latino	Percent Not Hispanic / Latino
Kern County, CA	122,567	68,556	27.67%	16.96%
California	3,052,999	2,720,409	20.56%	11.63%
United States	12,269,452	33,380,893	22.15%	12.96%



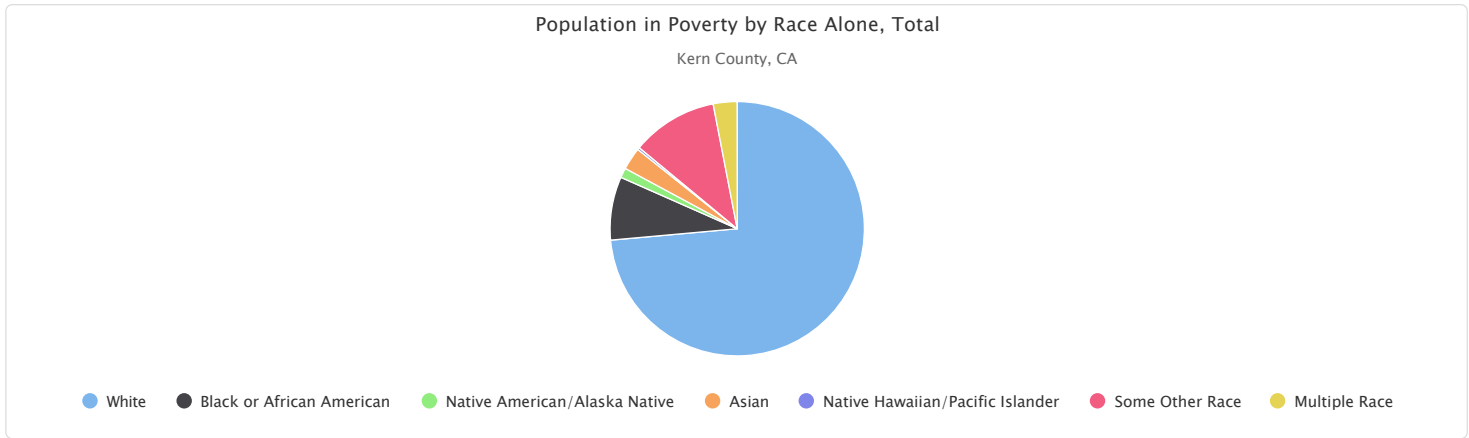
Population in Poverty Race Alone, Percent

Report Area	White	Black or African American	Native American / Alaska Native	Asian	Native Hawaiian / Pacific Islander	Some Other Race	Multiple Race
Kern County, CA	21.98%	36.3%	25.37%	13.44%	39.04%	24.29%	21.13%
California	13.72%	23.21%	21.89%	11.21%	14.49%	21.8%	14.26%
United States	12.05%	25.19%	26.78%	11.93%	19.01%	23.85%	18.43%



Population in Poverty by Race Alone, Total

Report Area	White	Black or African American	Native American / Alaska Native	Asian	Native Hawaiian / Pacific Islander	Some Other Race	Multiple Race
Kern County, CA	140,608	15,410	2,377	5,418	559	20,973	5,778
California	3,183,011	502,610	62,078	607,792	21,470	1,141,471	254,976
United States	27,607,156	9,807,009	681,207	2,011,217	104,944	3,638,390	1,800,422

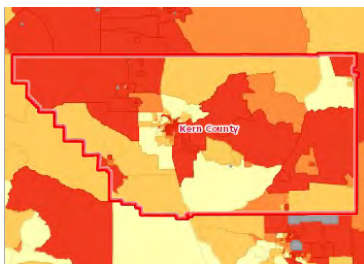


Families in Poverty by Family Type

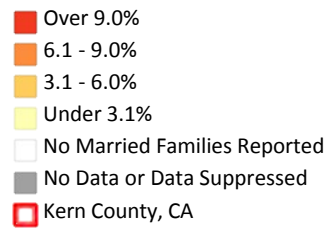
The number of families in poverty by type are shown in the report area. According to ACS 2013-2017 5 year estimates for the report area, there were [36,944] families living in poverty.

Report Area	Total Families	Families in Poverty Total	Families in Poverty Married Couples	Families in Poverty Male Householder	Families in Poverty Female Householder
Kern County, CA	198,056	36,944	14,227	4,387	18,330
California	8,862,523	986,374	424,040	116,220	446,114
United States	78,298,703	8,253,388	3,023,580	880,989	4,348,819

Data Source: US Census Bureau, [American Community Survey](#). 2013-17. Source geography: County

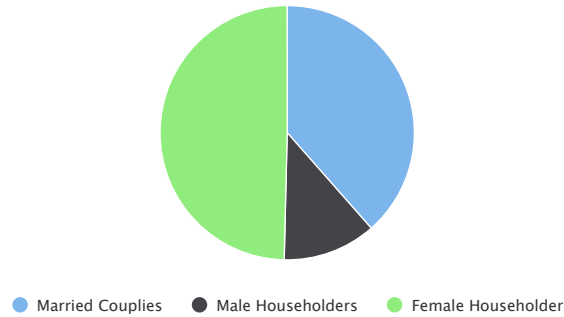


Married Family Households Living Below the Poverty Level, Percent by Tract, ACS 2013-17



Families in Poverty by Family Type

Kern County, CA



Family Poverty Rate by Family Type

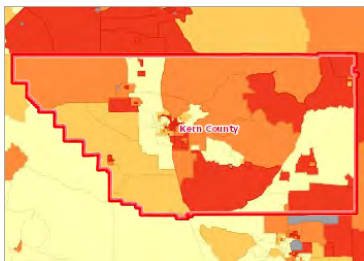
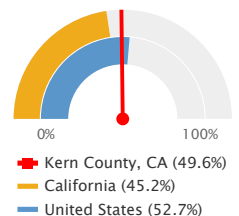
The percentage of households in poverty by household type are shown for the report area. It is estimated that [18.7%] of all households were living in poverty within the report area, compared to the national average of 10.5%. Of the households in poverty, female headed households represented [49.6%] of all households in poverty, compared to [38.5%] and [11.9%] of households headed by males and married couples, respectively.

Report Area	Poverty Rate All Types	Percent of Poverty Married Couples	Percent of Poverty Male Householder	Percent of Poverty Female Householder
Kern County, CA	18.7%	38.5%	11.9%	49.6%
California	11.1%	43%	11.8%	45.2%
United States	10.5%	36.6%	10.7%	52.7%

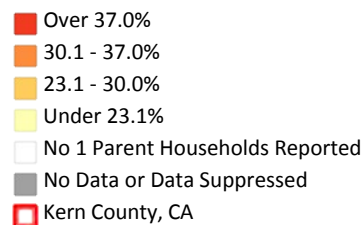
Note: This indicator is compared to the state average.

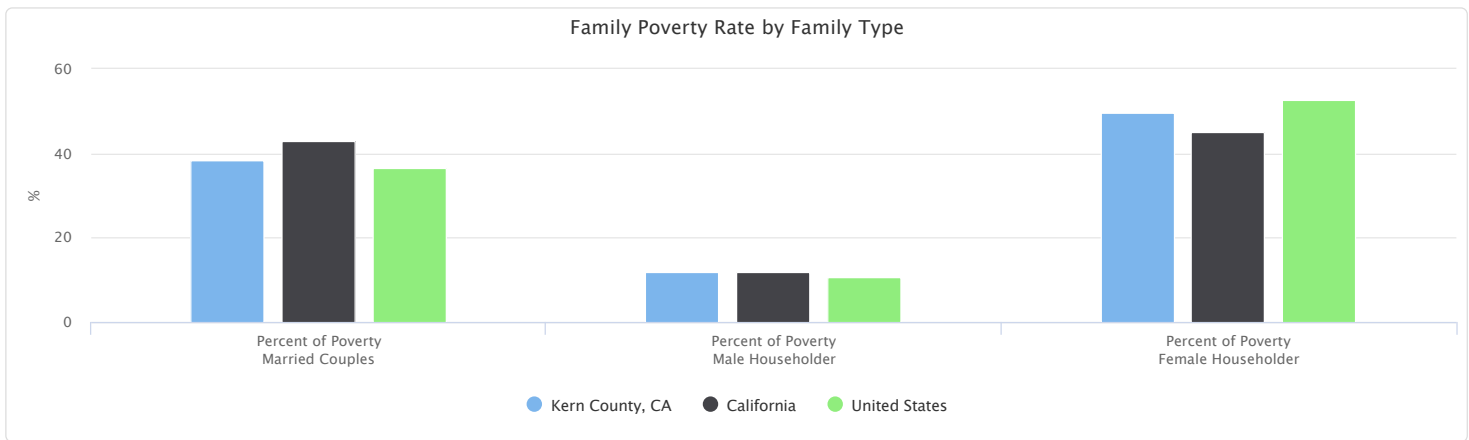
Data Source: US Census Bureau, American Community Survey. 2013-17. Source geography: County

Percent of Poverty Female Householder



Single Parent Family Households Living Below the Poverty Level, Percent by Tract, ACS 2013-17





Poverty Rate Change (Age 0-17)

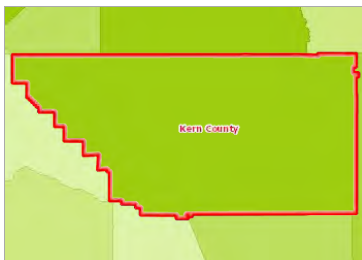
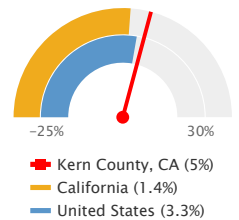
The poverty rate change for all children in the report area from 2000 to 2016 is shown below. According to the U.S. Census, the poverty rate for the area increased by [5%], compared to a national increase of 3.3%.

Report Area	Poverty Age 0-17 2000	Poverty Rate Age 0-17 2000	Poverty Age 0-17 2016	Poverty Rate Age 0-17 2016	Difference in Rate Age 0-17 2000 - 2016
Kern County, CA	54,836	26.1%	79,255	31.1%	5%
California	3,422,814	18.5%	3,565,525	19.9%	1.4%
United States	34,757,074	16.2%	42,341,696	19.5%	3.3%

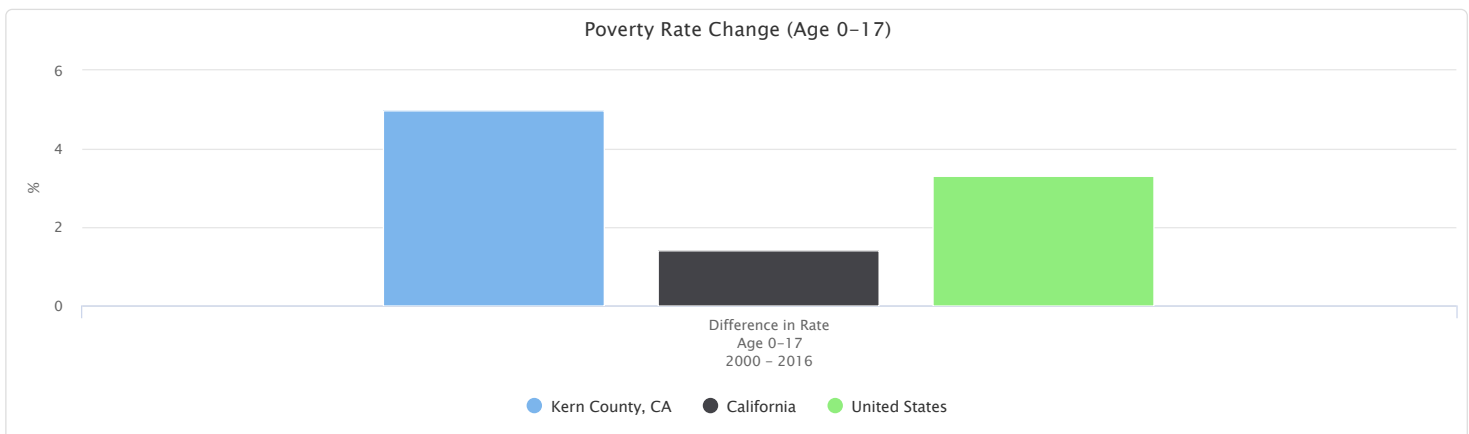
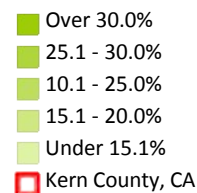
Note: This indicator is compared to the state average.

Data Source: US Census Bureau, [Small Area Income & Poverty Estimates](#). 2016. Source geography: County

Poverty Rate Change Age 0-17



Population Below the Poverty Level, Children (Age 0-18), Percent by County, SAIPE 2016



Poverty Rate Change (Age 0-4)

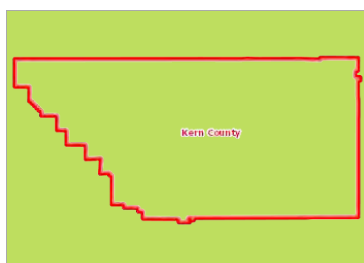
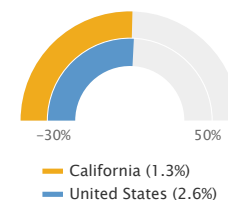
The poverty rate change for all children (age 0 - 4) in the report area from 2000 to 2016 is shown below. The U.S. Census Bureau's Small Area Income and Poverty Estimates only calculates poverty for this age on the state and national levels. The national poverty rate change for this age group increased by 2.6% over the described time period.

Report Area	Poverty Age 0-4 2000	Poverty Rate Age 0-4 2000	Poverty Age 0-4 2016	Poverty Rate Age 0-4 2016	Difference in Rate Age 0-4 2000 - 2016
Kern County, CA	No data	No data	No data	No data	No data
California	482,766	19.4%	502,432	20.7%	1.3%
United States	7,166,195	18.7%	8,313,896	21.3%	2.6%

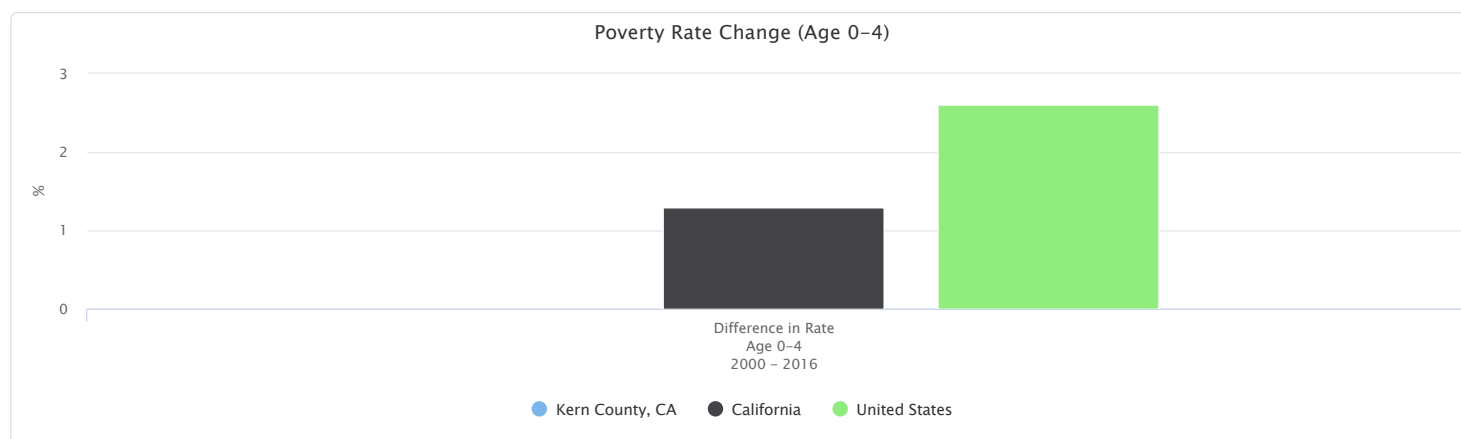
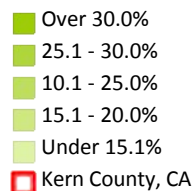
Note: This indicator is compared to the state average.

Data Source: US Census Bureau, [Small Area Income & Poverty Estimates](#). 2016. Source geography: State

Poverty Rate Change Age 0-4



Population Below the Poverty Level, Children (Age 0-4), Percent by State, SAIPE 2016



Poverty Rate Change (Age 5-17)

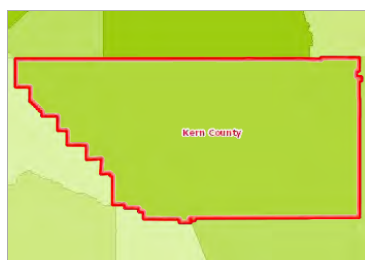
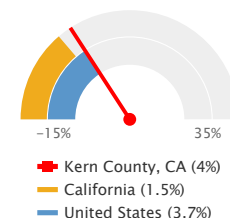
The poverty rate change for all children in the report area from 2000 to 2016 is shown below. According to the U.S. Census, the poverty rate for the area increased by [4%], compared to a national increase of 3.7%.

Report Area	Poverty Age 5-17 2000	Poverty Rate Age 5-17 2000	Poverty Age 5-17 2016	Poverty Rate Age 5-17 2016	Difference in Rate Age 5-17 2000 - 2016
Kern County, CA	38,526	25.3%	53,922	29.3%	4%
California	2,346,436	17.7%	2,485,560	19.2%	1.5%
United States	22,606,876	14.6%	28,941,885	18.3%	3.7%

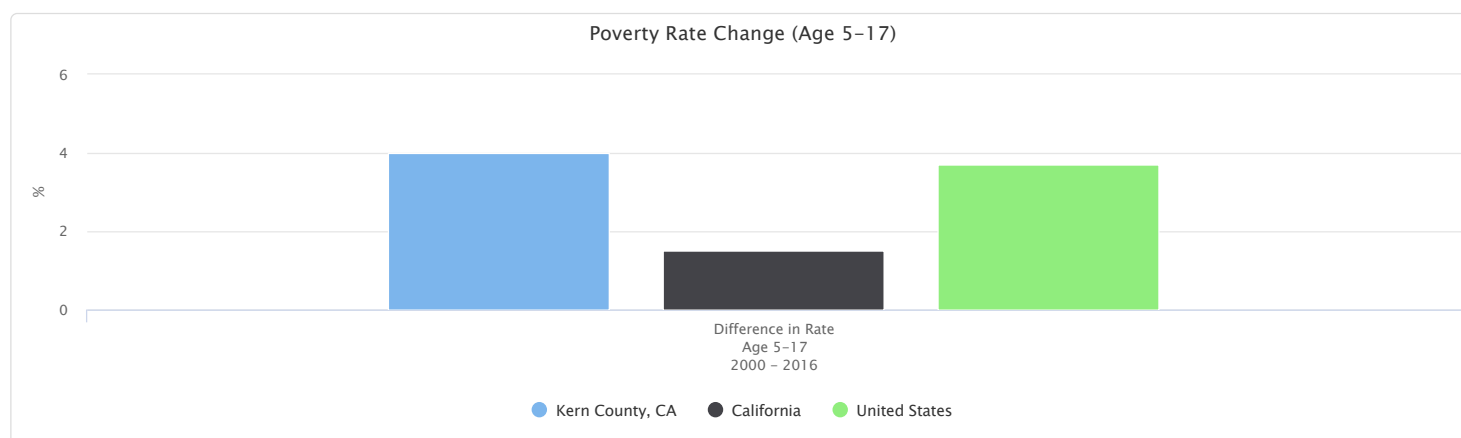
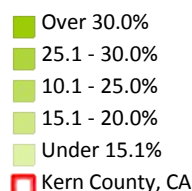
Note: This indicator is compared to the state average.

Data Source: US Census Bureau, [Small Area Income & Poverty Estimates](#). 2016. Source geography: County

Poverty Rate Change Age5-17



Population Below the Poverty Level, Children (Age 5-17), Percent by County, SAIPE 2016



Child Poverty Rate (ACS) Ages 0-17

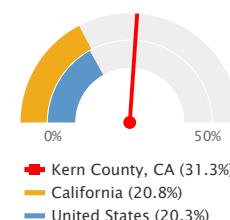
Population and poverty estimates for children age 0-17 are shown for the report area. According to the American Community Survey 5 year data, an average of [31.3%] percent of children lived in a state of poverty during the survey calendar year. The poverty rate for children living in the report area is greater than the national average of 20.3%.

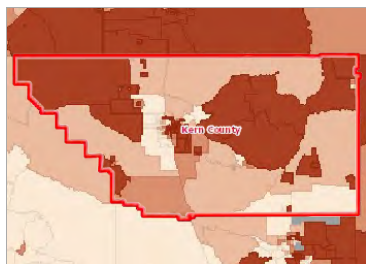
Report Area	Ages 0-17 Total Population	Ages 0-17 In Poverty	Ages 0-17 Poverty Rate
Kern County, CA	253,373	79,380	31.3%
California	8,978,705	1,865,225	20.8%
United States	72,430,017	14,710,485	20.3%

Note: This indicator is compared to the state average.

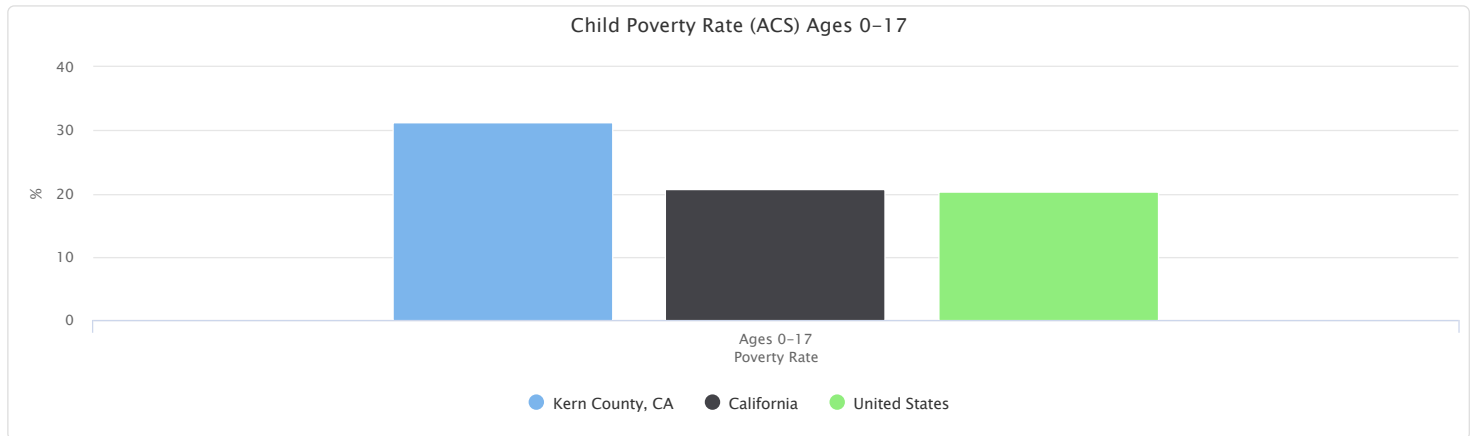
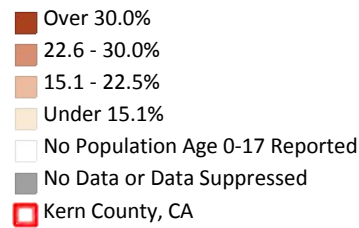
Data Source: US Census Bureau, [American Community Survey](#). 2013-17. Source geography: County

Ages 0-17 Poverty Rate



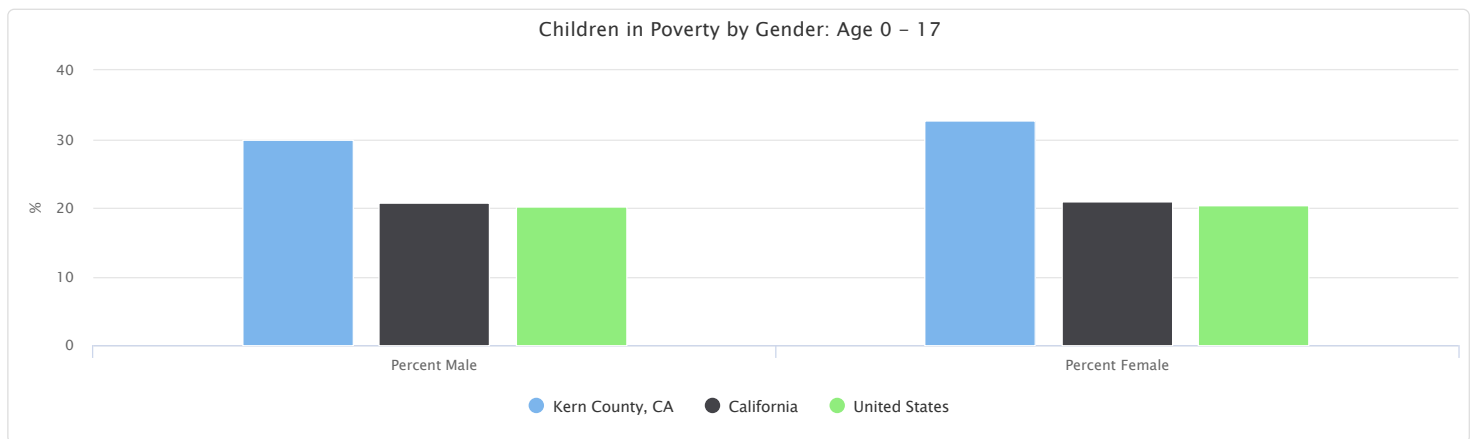


Population Below the Poverty Level, Children (Age 0-17), Percent by Tract, ACS 2013-17



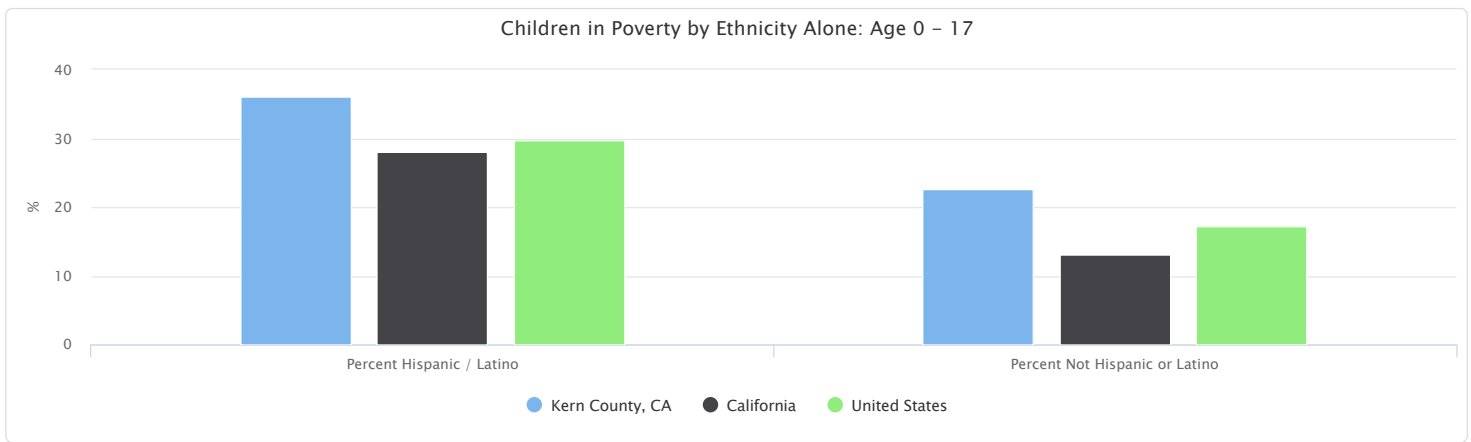
Children in Poverty by Gender: Age 0 - 17

Report Area	Total Male	Total Female	Percent Male	Percent Female
Kern County, CA	38,522	40,858	30%	32.69%
California	948,424	916,801	20.69%	20.86%
United States	7,474,519	7,235,966	20.21%	20.42%



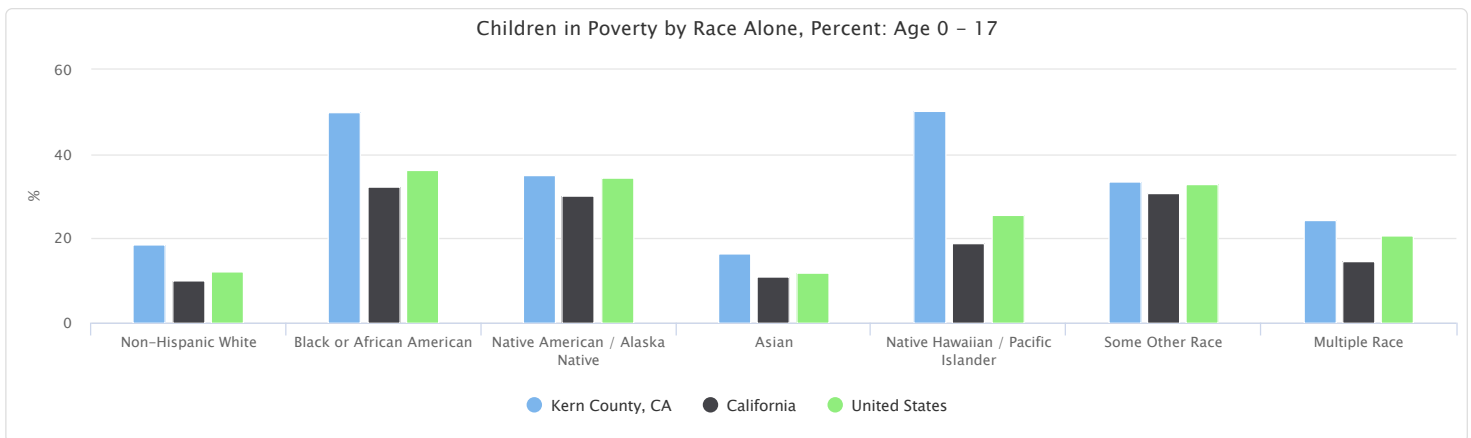
Children in Poverty by Ethnicity Alone: Age 0 - 17

Report Area	Total Hispanic / Latino	Total Not Hispanic / Latino	Percent Hispanic / Latino	Percent Not Hispanic or Latino
Kern County, CA	58,821	20,559	36.15%	22.68%
California	1,301,649	563,576	27.95%	13.04%
United States	5,322,391	9,388,094	29.74%	17.21%



Children in Poverty by Race Alone, Percent: Age 0 - 17

Report Area	Non-Hispanic White	Black or African American	Native American / Alaska Native	Asian	Native Hawaiian / Pacific Islander	Some Other Race	Multiple Race
Kern County, CA	18.51%	49.96%	35.07%	16.46%	50.17%	33.38%	24.42%
California	9.94%	32.37%	30.18%	11.08%	18.9%	30.68%	14.62%
United States	12.18%	36.13%	34.31%	11.86%	25.5%	32.77%	20.63%

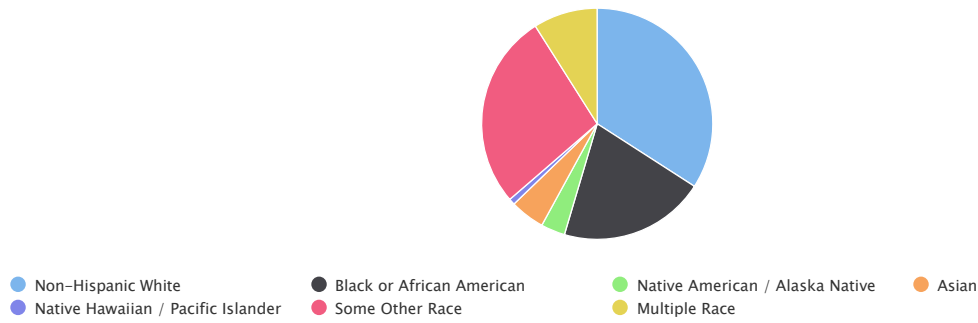


Children in Poverty by Race Alone, Total: Age 0 - 17

Report Area	Non-Hispanic White	Black or African American	Native American / Alaska Native	Asian	Native Hawaiian / Pacific Islander	Some Other Race	Multiple Race
Kern County, CA	11,342	6,807	1,123	1,609	288	9,093	2,989
California	232,714	158,003	20,576	112,080	6,312	470,305	115,209
United States	4,527,073	3,671,872	239,958	408,605	36,435	1,509,518	944,479

Children in Poverty by Race Alone, Total: Age 0 – 17

Kern County, CA



Child Poverty Rate (ACS) Ages 0-4

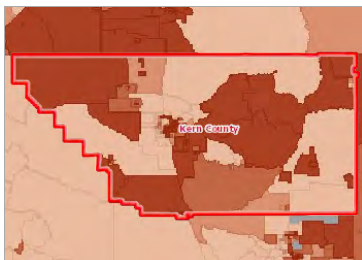
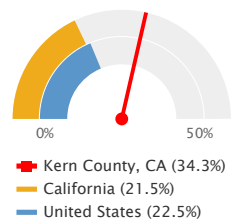
Population and poverty estimates for children age 0-4 are shown for the report area. According to the American Community Survey 5 year data, an average of [34.3%] percent of children lived in a state of poverty during the survey calendar year. The poverty rate for children living in the report area is greater than the national average of 22.5%.

Report Area	Ages 0-4 Total Population	Ages 0-4 In Poverty	Ages 0-4 Poverty Rate
Kern County, CA	70,698	24,224	34.3%
California	2,454,620	527,995	21.5%
United States	19,532,877	4,390,252	22.5%

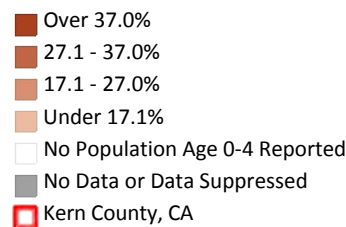
Note: This indicator is compared to the state average.

Data Source: US Census Bureau, [American Community Survey](#), 2013-17. Source geography: County

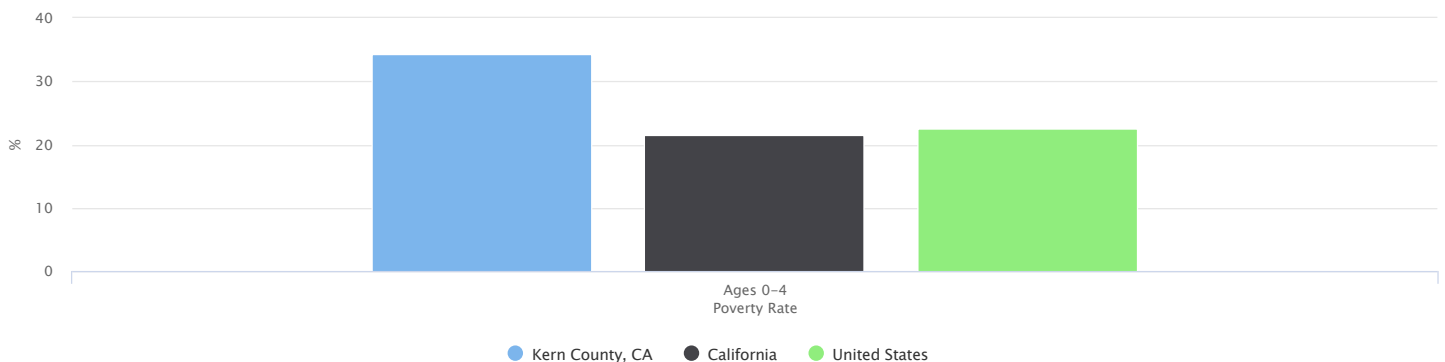
Ages 0-4 Poverty Rate



Population Below the Poverty Level, Children (Age 0-4), Percent by Tract, ACS 2013-17

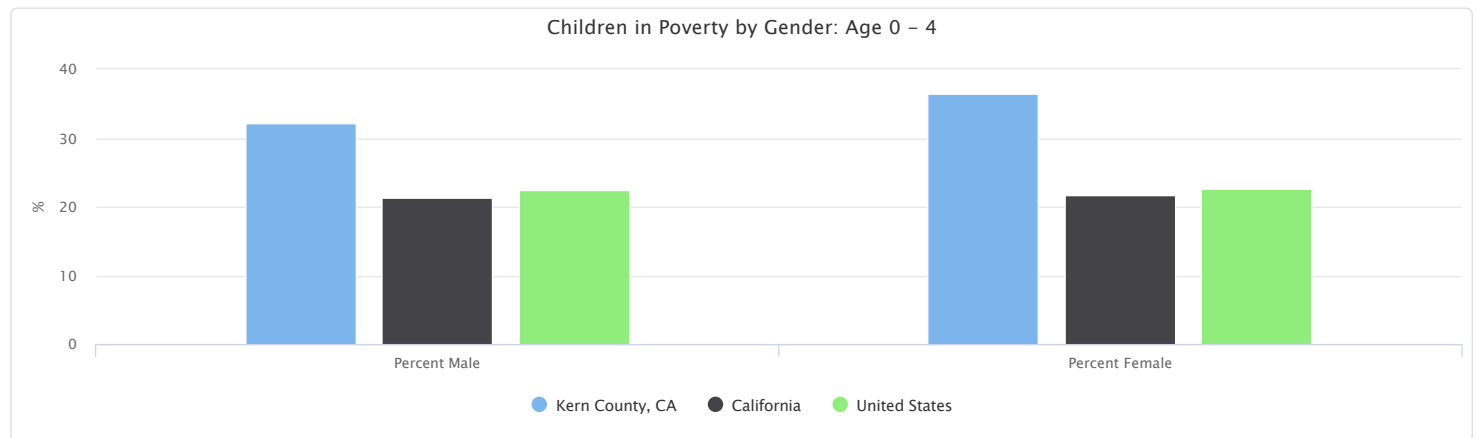


Child Poverty Rate (ACS) Ages 0-4



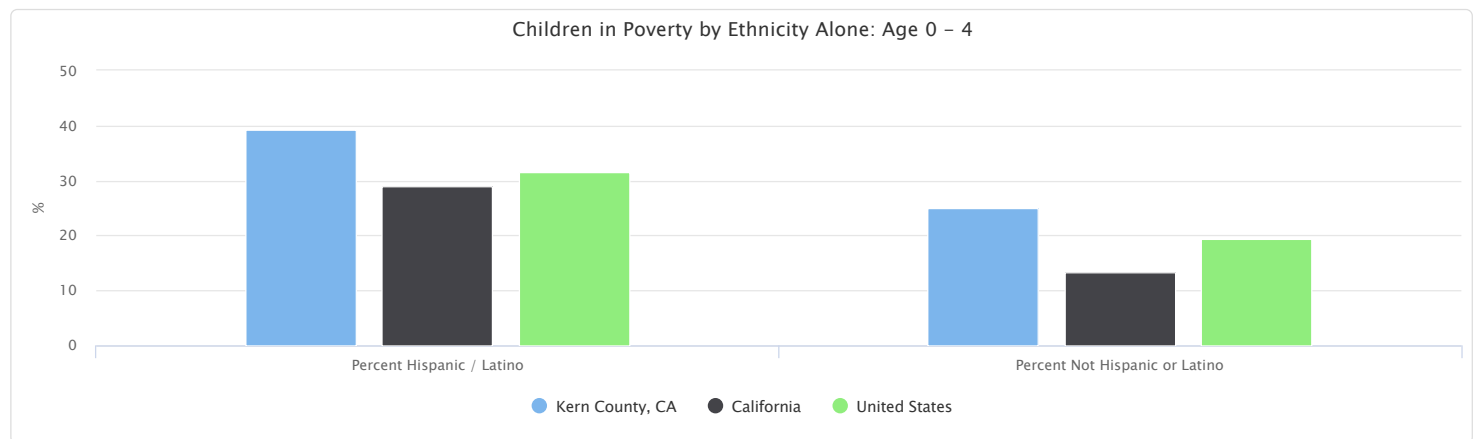
Children in Poverty by Gender: Age 0 - 4

Report Area	Total Male	Total Female	Percent Male	Percent Female
Kern County, CA	11,545	12,679	32.17%	36.42%
California	268,132	259,863	21.36%	21.67%
United States	2,234,987	2,155,265	22.38%	22.58%



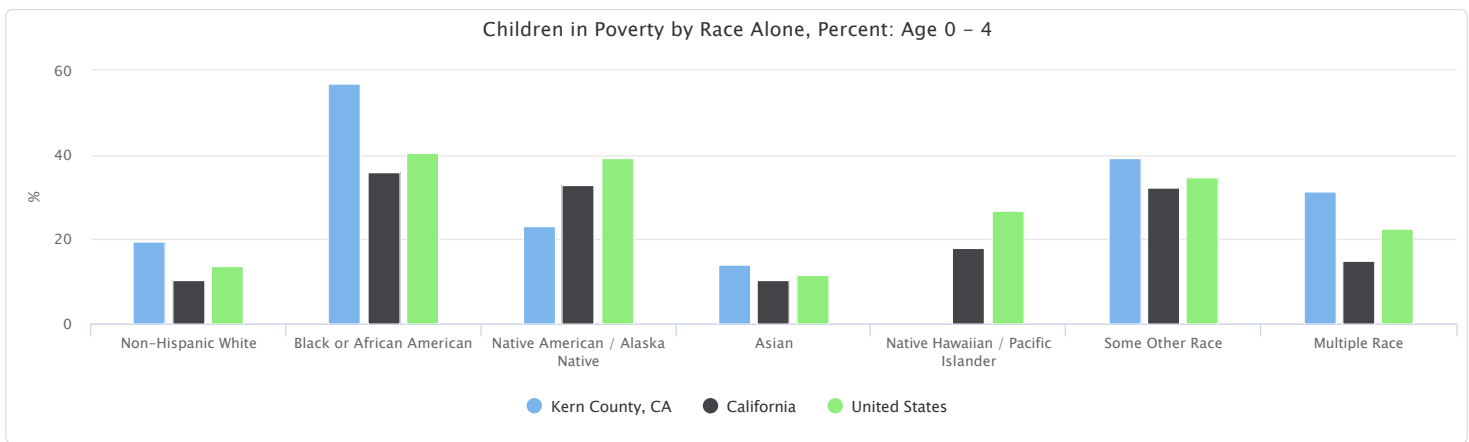
Children in Poverty by Ethnicity Alone: Age 0 - 4

Report Area	Total Hispanic / Latino	Total Not Hispanic / Latino	Percent Hispanic / Latino	Percent Not Hispanic or Latino
Kern County, CA	17,950	6,274	39.3%	25.07%
California	370,995	157,000	29.06%	13.33%
United States	1,595,668	2,794,584	31.59%	19.3%



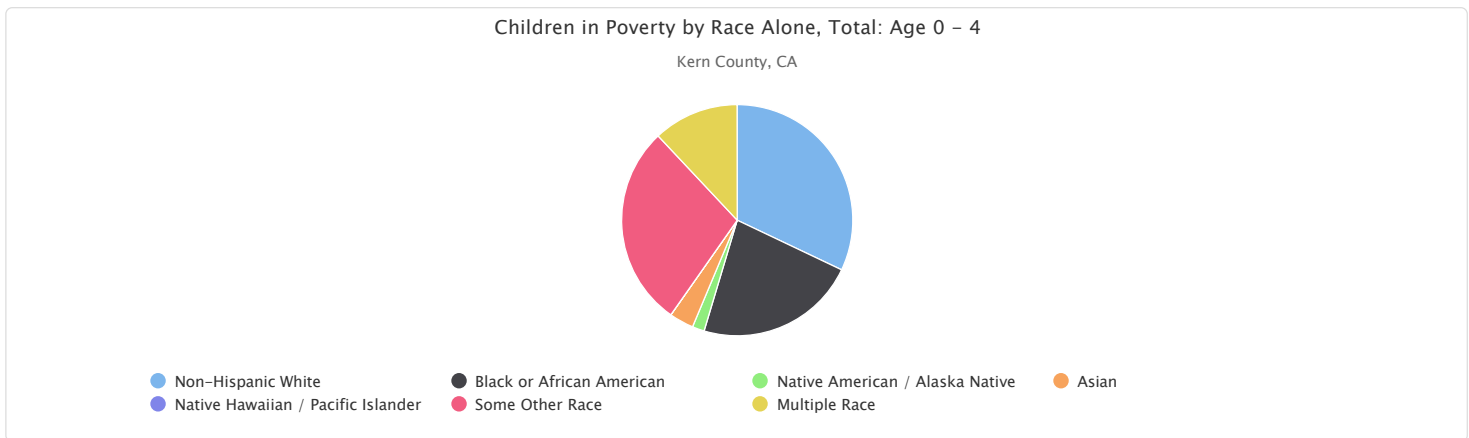
Children in Poverty by Race Alone, Percent: Age 0 - 4

Report Area	Non-Hispanic White	Black or African American	Native American / Alaska Native	Asian	Native Hawaiian / Pacific Islander	Some Other Race	Multiple Race
Kern County, CA	19.58%	57.01%	23.08%	14.09%	0%	39.2%	31.4%
California	10.24%	35.89%	32.88%	10.33%	18.05%	32.32%	15.07%
United States	13.66%	40.64%	39.26%	11.6%	26.88%	34.58%	22.55%



Children in Poverty by Race Alone, Total: Age 0 - 4

Report Area	Non-Hispanic White	Black or African American	Native American / Alaska Native	Asian	Native Hawaiian / Pacific Islander	Some Other Race	Multiple Race
Kern County, CA	3,309	2,329	174	353	0	2,918	1,237
California	64,687	46,458	5,718	27,856	1,671	132,941	37,988
United States	1,325,784	1,105,184	71,107	106,215	10,426	435,036	331,852



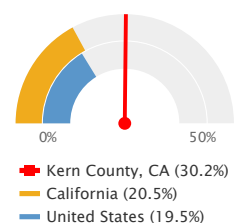
Child Poverty Rate (ACS) Ages 5-17

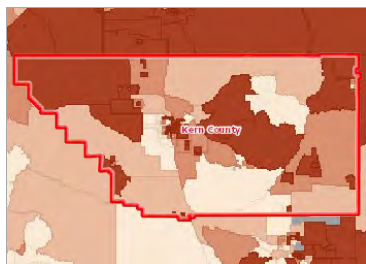
Population and poverty estimates for children age 5-17 are shown for the report area. According to the American Community Survey 5 year data, an average of [30.2%] percent of children lived in a state of poverty during the survey calendar year. The poverty rate for children living in the report area is less than the national average of 19.5%.

Report Area	Ages 5-17 Total Population	Ages 5-17 In Poverty	Ages 5-17 Poverty Rate
Kern County, CA	182,675	55,156	30.2%
California	6,524,085	1,337,230	20.5%
United States	52,897,140	10,320,233	19.5%

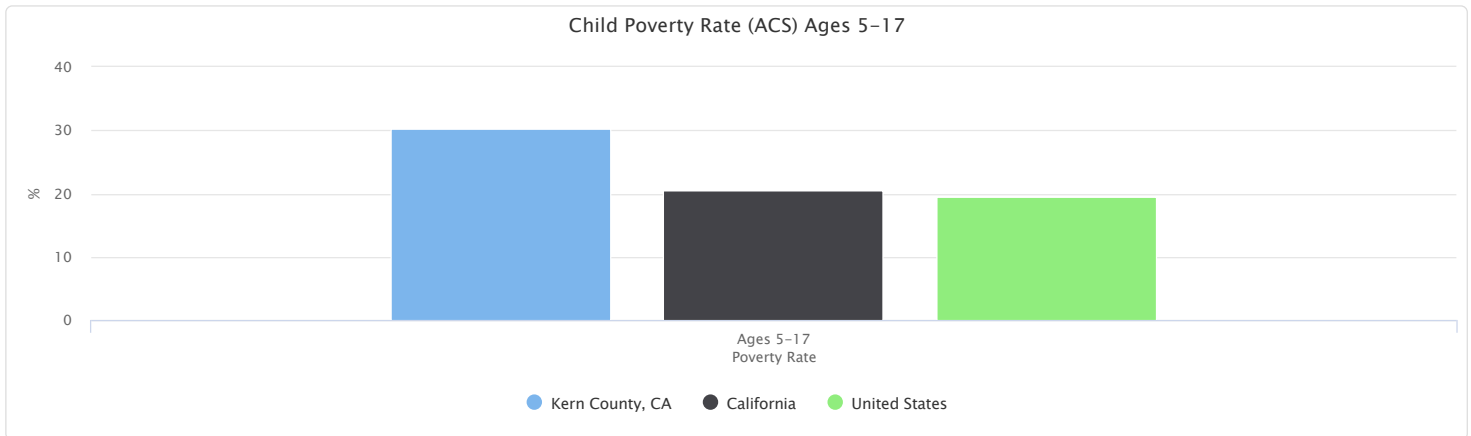
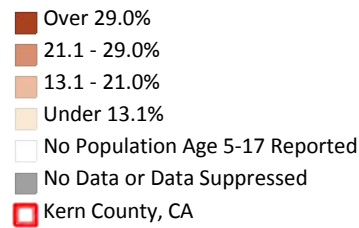
Note: This indicator is compared to the state average.
Data Source: US Census Bureau, [American Community Survey](#), 2013-17. Source geography: County

Ages 5-17 Poverty Rate



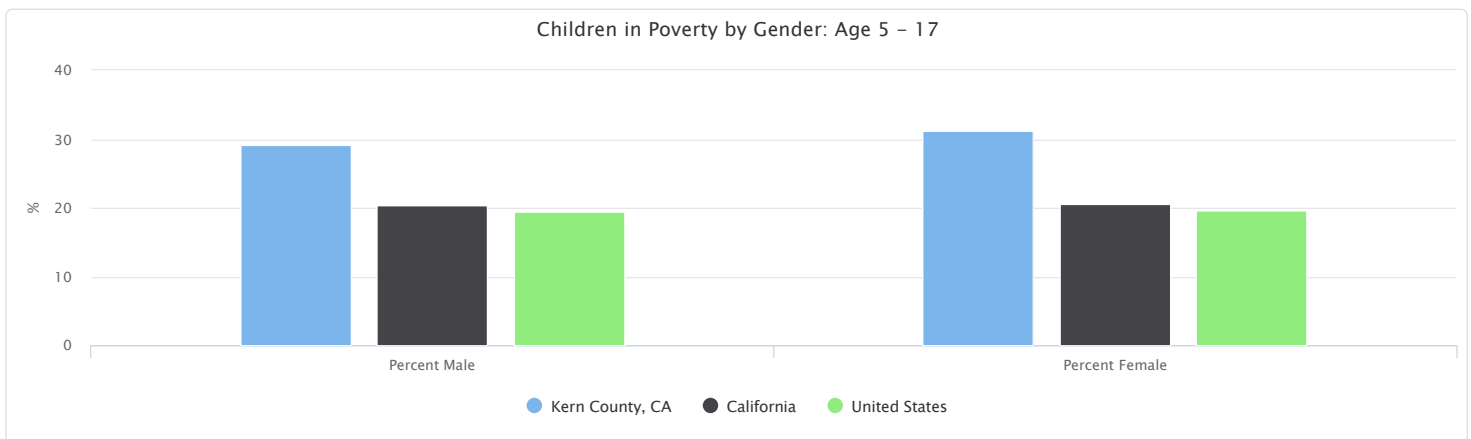


Population Below the Poverty Level, Children (Age 5-17), Percent by Tract, ACS 2013-17



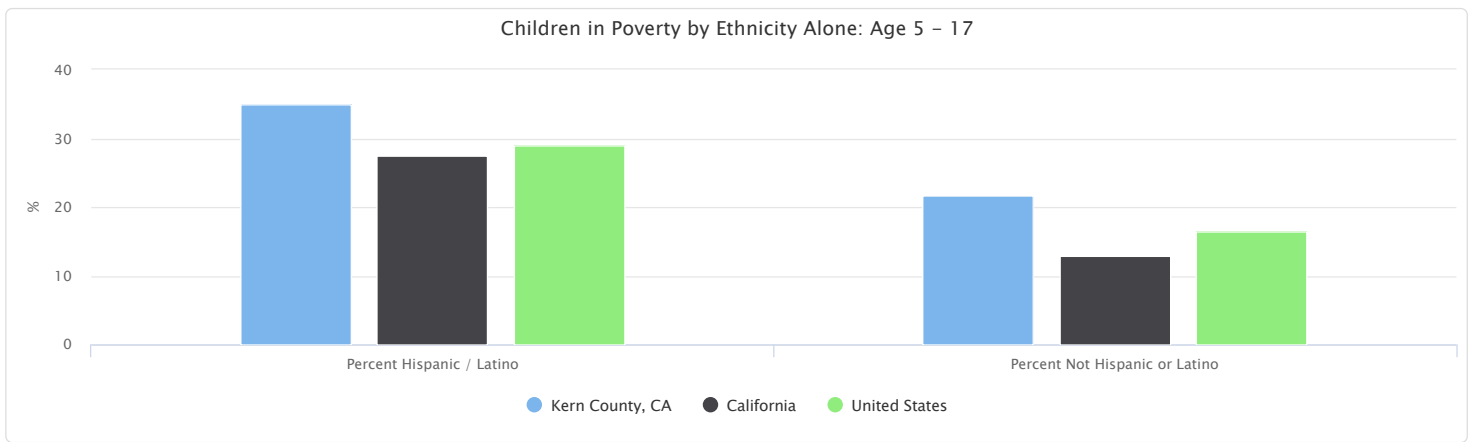
Children in Poverty by Gender: Age 5 - 17

Report Area	Total Male	Total Female	Percent Male	Percent Female
Kern County, CA	26,977	28,179	29.16%	31.25%
California	680,292	656,938	20.44%	20.55%
United States	5,239,532	5,080,701	19.41%	19.62%



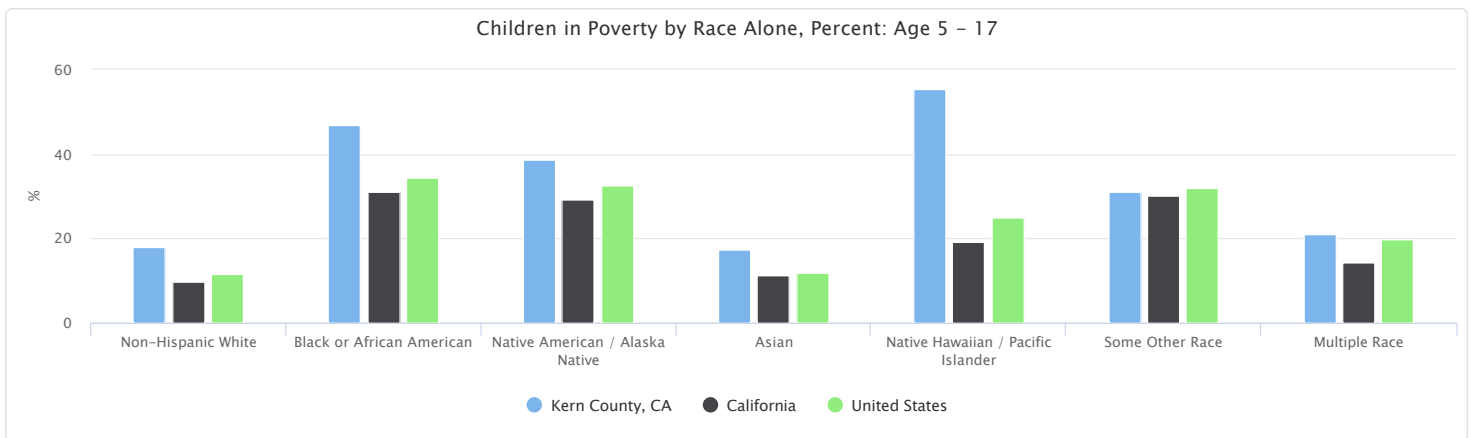
Children in Poverty by Ethnicity Alone: Age 5 - 17

Report Area	Total Hispanic / Latino	Total Not Hispanic / Latino	Percent Hispanic / Latino	Percent Not Hispanic or Latino
Kern County, CA	40,871	14,285	34.92%	21.76%
California	930,654	406,576	27.54%	12.93%
United States	3,726,723	6,593,510	29.02%	16.46%



Children in Poverty by Race Alone, Percent: Age 5 - 17

Report Area	Non-Hispanic White	Black or African American	Native American / Alaska Native	Asian	Native Hawaiian / Pacific Islander	Some Other Race	Multiple Race
Kern County, CA	18.11%	46.94%	38.77%	17.28%	55.49%	31.2%	21.11%
California	9.83%	31.1%	29.26%	11.36%	19.23%	30.08%	14.41%
United States	11.66%	34.48%	32.58%	11.95%	24.98%	32.09%	19.72%

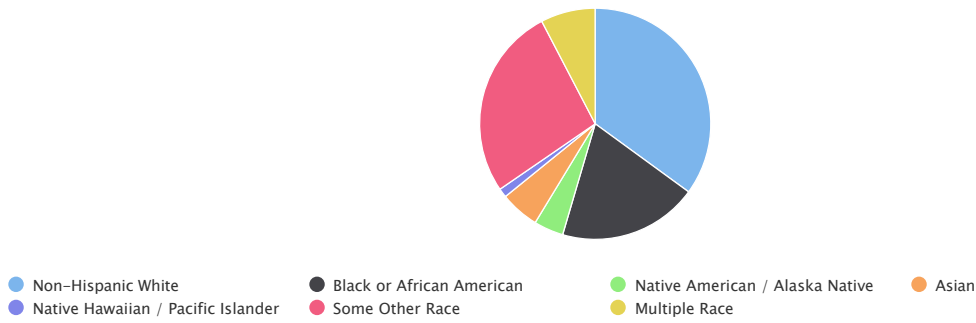


Children in Poverty by Race Alone, Total: Age 5 - 17

Report Area	Non-Hispanic White	Black or African American	Native American / Alaska Native	Asian	Native Hawaiian / Pacific Islander	Some Other Race	Multiple Race
Kern County, CA	8,033	4,478	949	1,256	288	6,175	1,752
California	168,027	111,545	14,858	84,224	4,641	337,364	77,221
United States	3,201,289	2,566,688	168,851	302,390	26,009	1,074,482	612,627

Children in Poverty by Race Alone, Total: Age 5 – 17

Kern County, CA



Seniors in Poverty

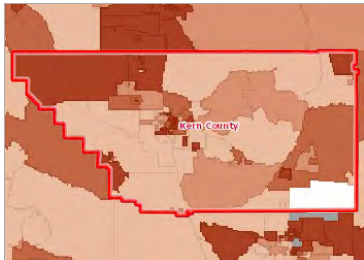
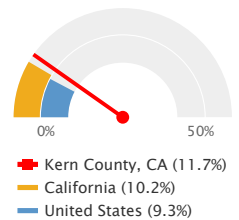
Poverty rates for seniors (persons age 65 and over) are shown below. According to American Community Survey estimates, there were [10,278] seniors, or [11.7%], living in poverty within the report area.

Report Area	Ages 65 and Up Total Population	Ages 65 and Up In Poverty	Ages 65 and Up Poverty Rate
Kern County, CA	87,520	10,278	11.7%
California	5,052,887	517,358	10.2%
United States	46,424,881	4,317,192	9.3%

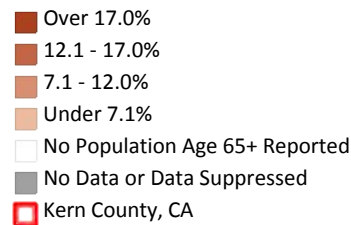
Note: This indicator is compared to the state average.

Data Source: US Census Bureau, American Community Survey, 2013-17. Source geography: county

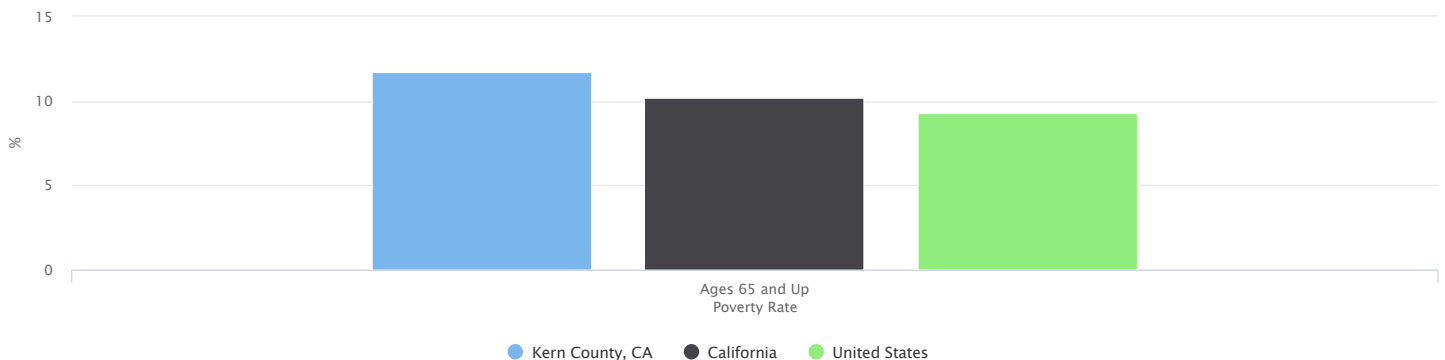
Ages 65 and Up Poverty Rate



Population Below the Poverty Level, Senior (Age 65+), Percent by Tract, ACS 2013-17

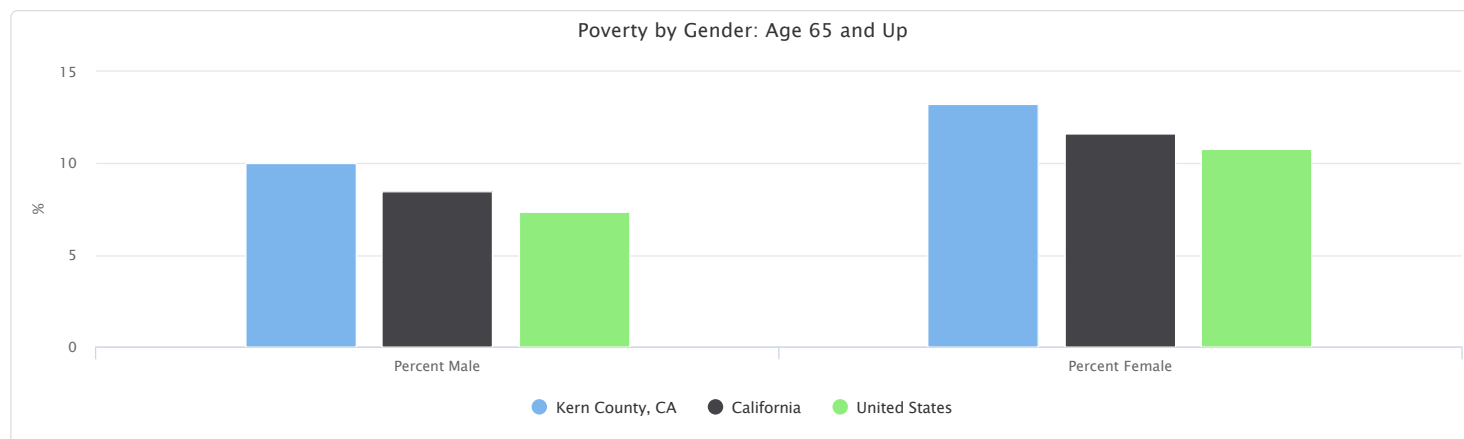


Seniors in Poverty



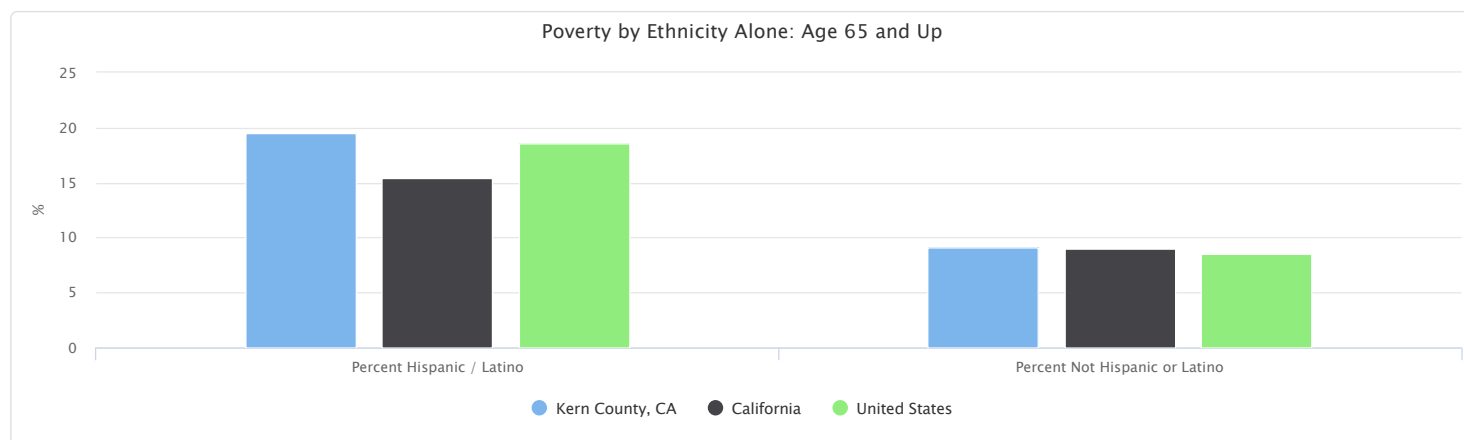
Poverty by Gender: Age 65 and Up

Report Area	Total Male	Total Female	Percent Male	Percent Female
Kern County, CA	4,016	6,262	10%	13.22%
California	190,349	327,009	8.49%	11.63%
United States	1,524,034	2,793,158	7.39%	10.82%



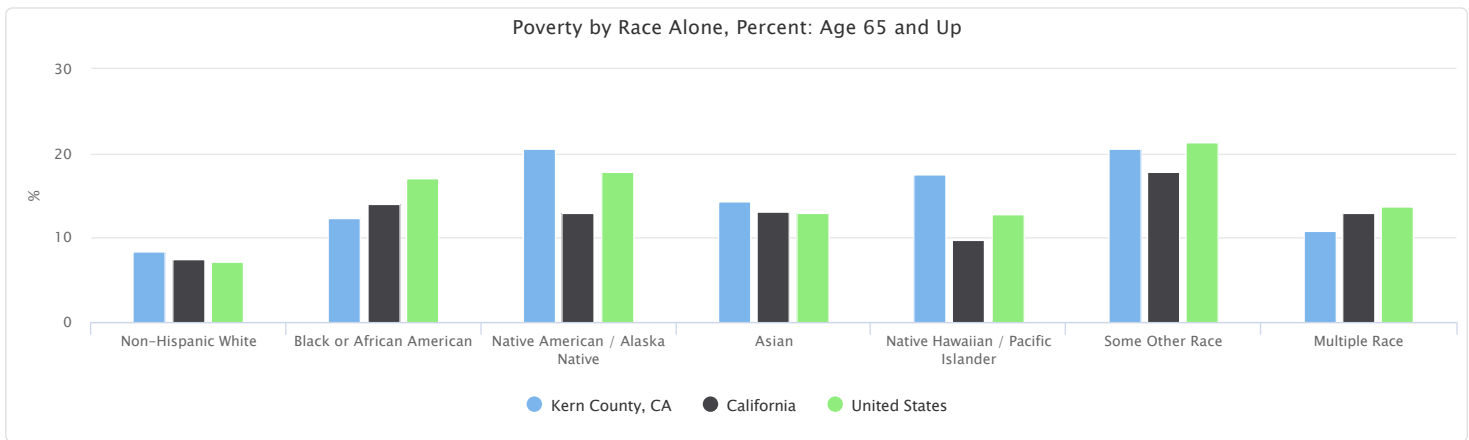
Poverty by Ethnicity Alone: Age 65 and Up

Report Area	Total Hispanic / Latino	Total Not Hispanic / Latino	Percent Hispanic / Latino	Percent Not Hispanic or Latino
Kern County, CA	4,343	5,935	19.52%	9.09%
California	150,216	367,142	15.39%	9.01%
United States	685,071	3,632,121	18.59%	8.5%



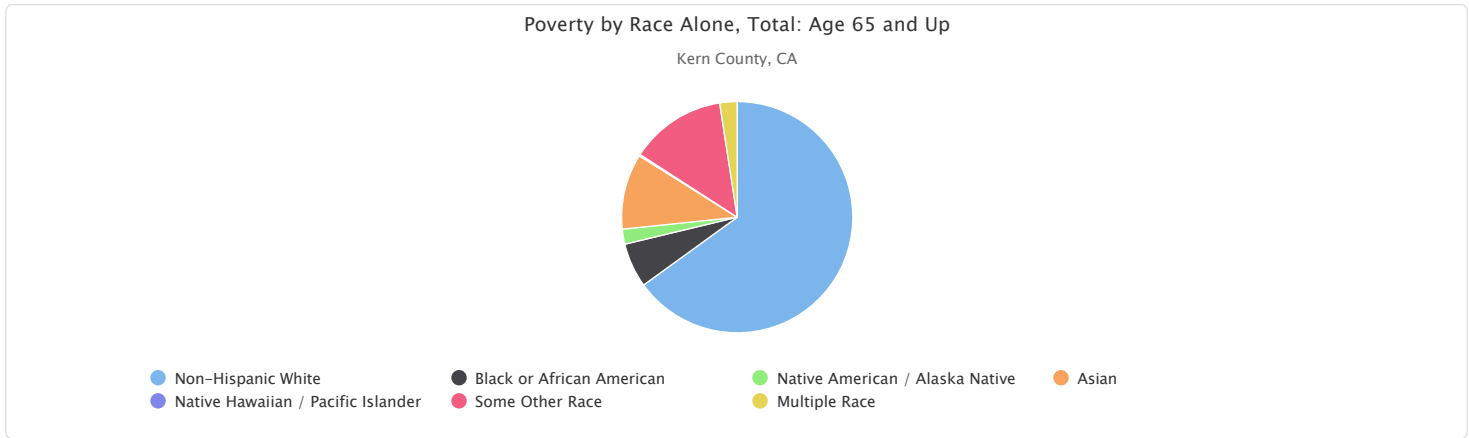
Poverty by Race Alone, Percent: Age 65 and Up

Report Area	Non-Hispanic White	Black or African American	Native American / Alaska Native	Asian	Native Hawaiian / Pacific Islander	Some Other Race	Multiple Race
Kern County, CA	8.33%	12.34%	20.61%	14.29%	17.44%	20.63%	10.88%
California	7.43%	14.02%	12.88%	13.05%	9.77%	17.81%	12.98%
United States	7.21%	17.1%	17.89%	12.9%	12.77%	21.37%	13.72%



Poverty by Race Alone, Total: Age 65 and Up

Report Area	Non-Hispanic White	Black or African American	Native American / Alaska Native	Asian	Native Hawaiian / Pacific Islander	Some Other Race	Multiple Race
Kern County, CA	4,571	438	148	742	15	946	170
California	220,018	36,089	3,748	99,749	1,299	51,514	12,024
United States	2,599,536	701,062	43,755	254,676	5,619	170,766	66,818



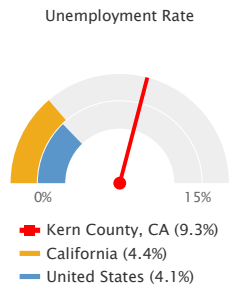
Employment

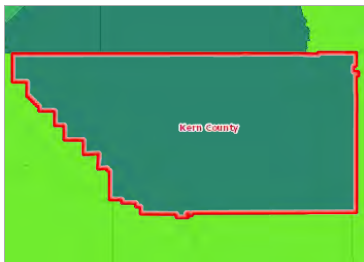
Current Unemployment

Labor force, employment, and unemployment data for each county in the report area is provided in the table below. Overall, the report area experienced an average 9.3% percent unemployment rate in February 2019.

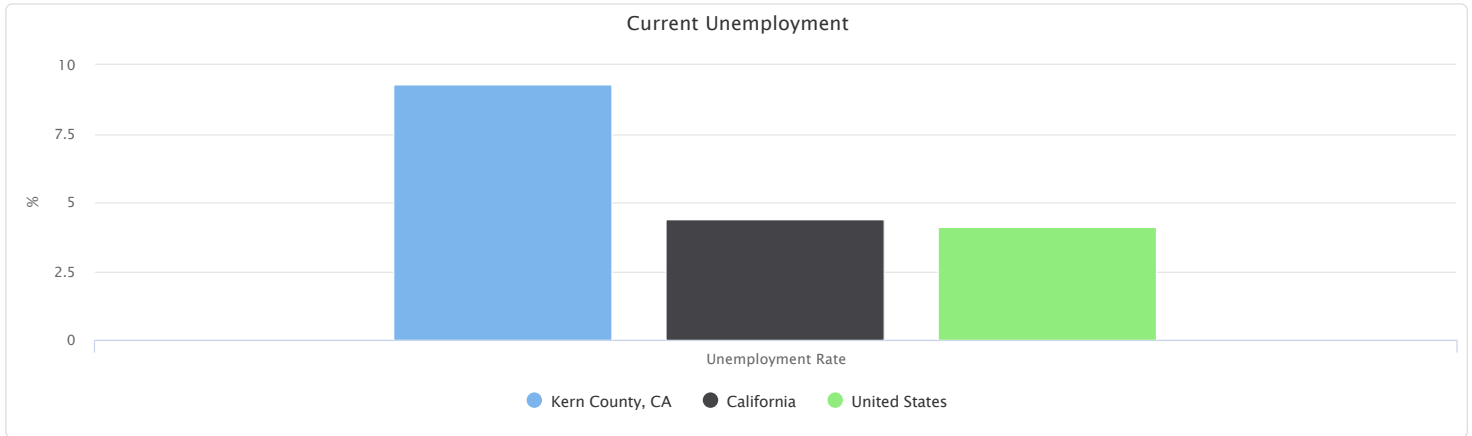
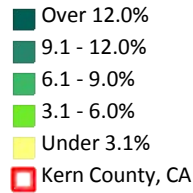
Report Area	Labor Force	Number Employed	Number Unemployed	Unemployment Rate
Kern County, CA	395,762	358,948	36,814	9.3%
California	19,592,703	18,725,148	867,555	4.4%
United States	163,863,785	157,143,138	6,720,647	4.1%

Note: This indicator is compared to the state average.
Data Source: US Department of Labor, Bureau of Labor Statistics. 2019 - February. Source geography: County





Unemployment, Rate by County, BLS 2019 - February



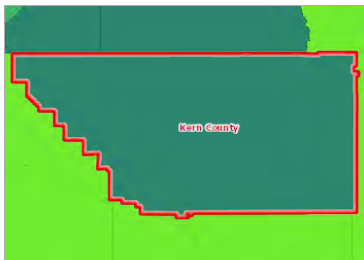
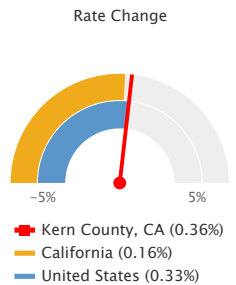
Unemployment Change

Unemployment change within the report area from February 2018 to February 2019 is shown in the chart below. According to the U.S. Department of Labor, unemployment for this thirteen month period fell from 9.66% to 9.3%.

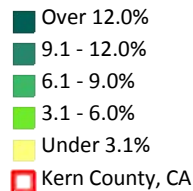
Report Area	Unemployment February 2018	Unemployment February 2019	Unemployment Rate February 2018	Unemployment Rate February 2019	Rate Change
Kern County, CA	37,116	36,814	9.66%	9.3%	0.36%
California	887,199	867,555	4.59%	4.43%	0.16%
United States	7,180,812	6,720,647	4.43%	4.1%	0.33%

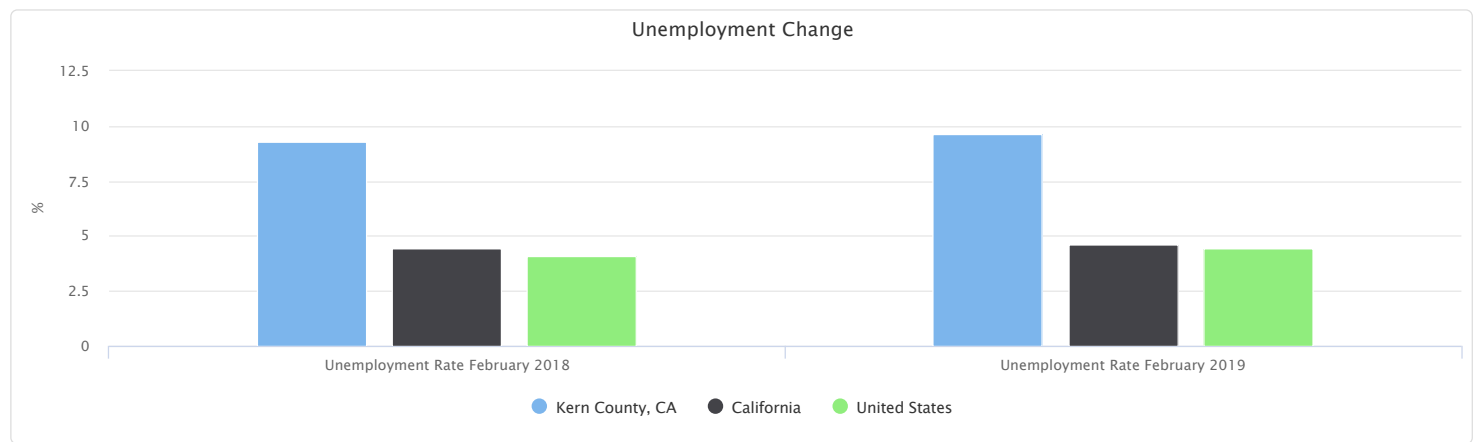
Note: This indicator is compared to the state average.

Data Source: US Department of Labor, Bureau of Labor Statistics. 2019 - February. Source geography: County



Unemployment, Rate by County, BLS 2019 - February



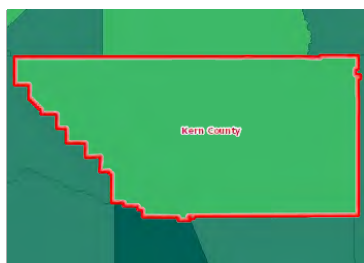


Household Income

Median annual household incomes in the report area for 2016 are shown in the table below. Since this reports a median amount, a "Report Area" value is not able to be calculated.

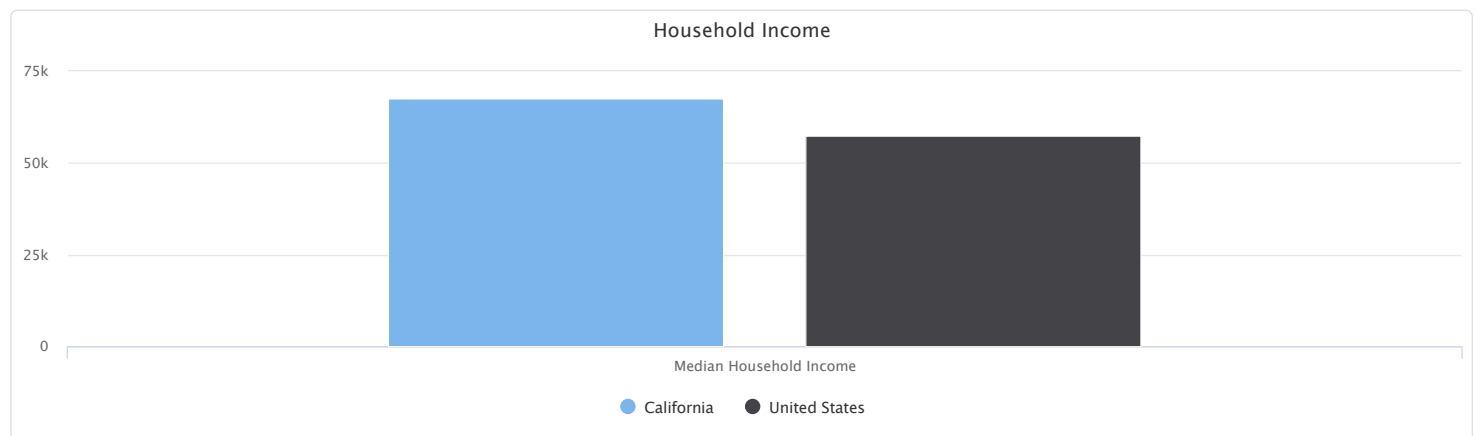
Report Area	Estimated Population	Median Household Income
Kern County, CA	871,337	\$49,812.00
California	38,654,206	\$67,715.00
United States	318,558,162	\$57,617.00

Data Source: US Census Bureau, *Small Area Income & Poverty Estimates*. 2016. Source geography: County



Median Household Income by County, SAIPE 2016

- Over \$70,000
- \$50,001 - \$70,000
- \$40,001 - \$50,000
- Under \$40,001
- Kern County, CA

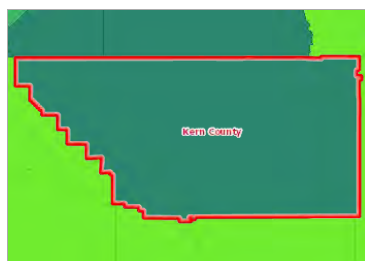


Thirteen Month Unemployment Rates

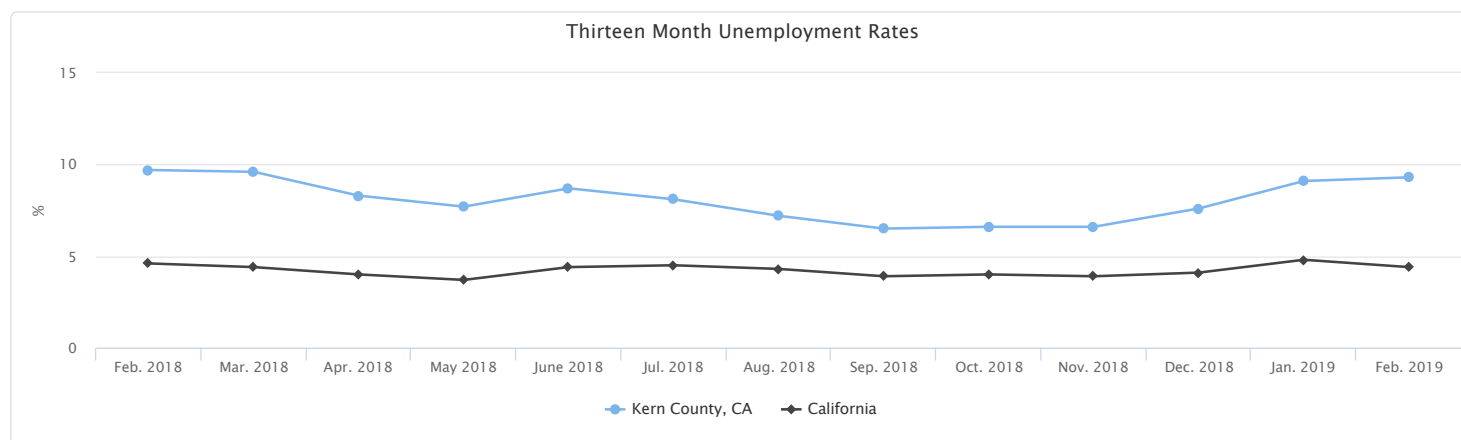
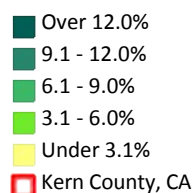
Unemployment change within the report area from February 2018 to February 2019 is shown in the chart below. According to the U.S. Department of Labor, unemployment for this thirteen month period fell from 9.7% to 9.3%.

Report Area	Feb. 2018	Mar. 2018	Apr. 2018	May 2018	June 2018	Jul. 2018	Aug. 2018	Sep. 2018	Oct. 2018	Nov. 2018	Dec. 2018	Jan. 2019	Feb. 2019
Kern County, CA	9.7%	9.6%	8.3%	7.7%	8.7%	8.1%	7.2%	6.5%	6.6%	6.6%	7.6%	9.1%	9.3%
California	4.6%	4.4%	4%	3.7%	4.4%	4.5%	4.3%	3.9%	4%	3.9%	4.1%	4.8%	4.4%

Data Source: US Department of Labor, Bureau of Labor Statistics. 2019 - February. Source geography: County



Unemployment, Rate by County, BLS 2019 - February



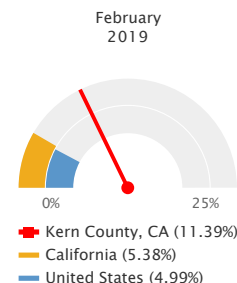
Five Year Unemployment Rate

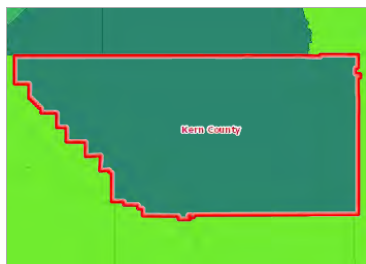
Unemployment change within the report area from February 2015 to February 2019 is shown in the chart below. According to the U.S. Department of Labor, unemployment for this five year period fell from 13.46% to 11.39%.

Report Area	February 2015	February 2016	February 2017	February 2018	February 2019
Kern County, CA	13.46%	12.2%	11.28%	11.45%	11.39%
California	9.69%	8.36%	6.84%	5.75%	5.38%
United States	8.12%	7.08%	5.86%	5.24%	4.99%

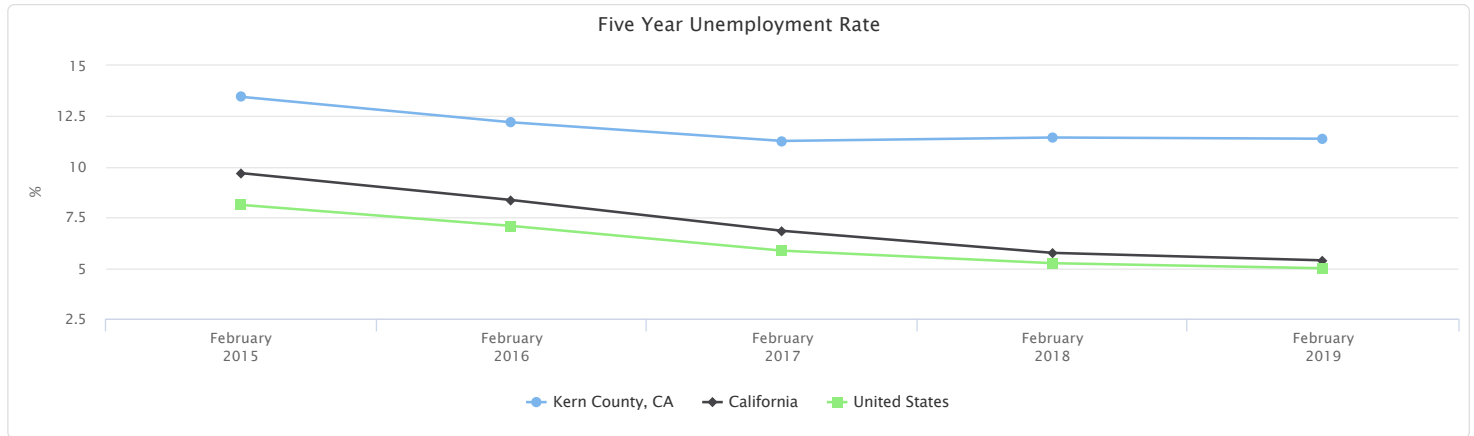
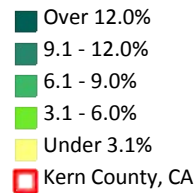
Note: This indicator is compared to the state average.

Data Source: US Department of Labor, Bureau of Labor Statistics. 2019 - February. Source geography: County





Unemployment, Rate by County, BLS 2019 - February



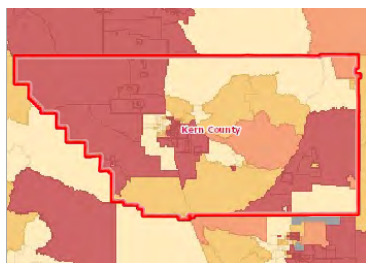
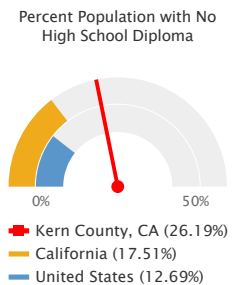
Education

Educational Attainment

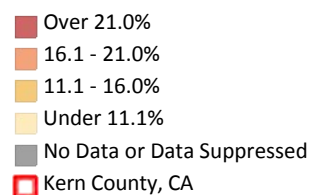
Educational Attainment shows the distribution of educational attainment levels in the report area. Educational attainment is calculated for persons over 25, and is an estimated average for the period from 2013 to 2017.

Report Area	Percent No High School Diploma	Percent High School Only	Percent Some College	Percent Associates Degree	Percent Bachelors Degree	Percent Graduate or Professional Degree
Kern County, CA	26.19%	27.7%	23.1%	7.2%	10.6%	5.2%
California	17.51%	20.6%	21.5%	7.8%	20.4%	12.2%
United States	12.69%	27.3%	20.8%	8.3%	19.1%	11.8%

Note: This indicator is compared to the state average.
Data Source: US Census Bureau, [American Community Survey](#), 2013-17. Source geography: County

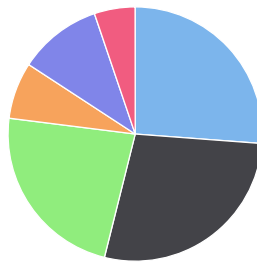


Population with No High School Diploma (Age 18+), Percent by Tract, ACS 2013-17



Educational Attainment

Kern County, CA



● No High School Diploma ● High School Only ● Some College ● Associates Degree ● Bachelors Degree ● Graduate or Professional Degree

Adult Literacy

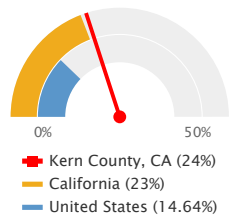
The National Center for Education Statistics (NCES) produces estimates for adult literacy based on educational attainment, poverty, and other factors in each county.

Report Area	Estimated Population over 16	Percent Lacking Literacy Skills
Kern County, CA	489,448	24%
California	26,029,840	23%
United States	219,016,209	14.64%

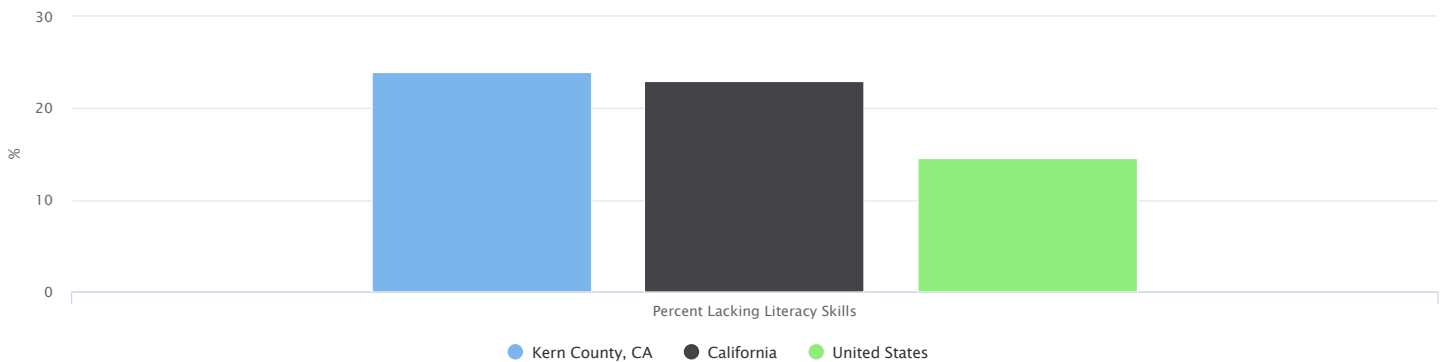
Note: This indicator is compared to the state average.

Data Source: National Center for Education Statistics, [NCES - Estimates of Low Literacy](#). Source geography: County

Percentage of Adults Lacking Literacy Skills



Adult Literacy



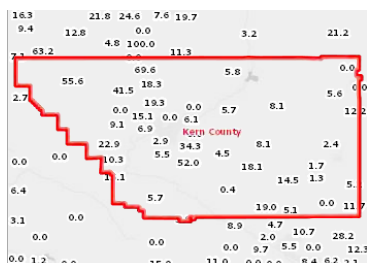
Veterans - Educational Attainment

Veterans Educational Attainment contrasts the distribution of educational attainment levels between military veterans and non-veterans in the region. Educational attainment is calculated for persons over 25, and is an estimated average for the period from 2013 to 2017.

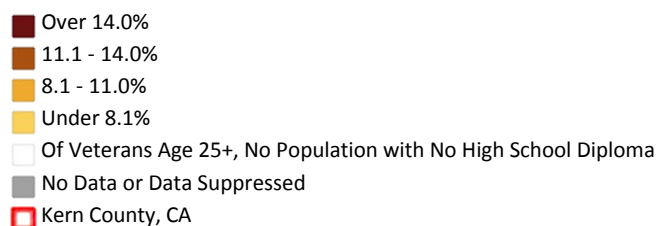
Report Area	Veterans % No Diploma	Veterans % High School Diploma	Veterans % Some College Diploma	Veterans % Bachelors or Higher Diploma	Non-Veterans % No Diploma	Non-Veterans % High School Diploma	Non-Veterans % Some College Diploma	Non-Veterans % Bachelors or Higher Diploma
Kern County, CA	6.83%	25.33%	46.94%	20.89%	27.73%	27.9%	29.03%	15.34%
California	5.53%	19.64%	42.39%	32.44%	18.37%	20.67%	28.39%	32.58%
United States	6.57%	28.48%	37.11%	27.85%	13.31%	27.26%	28.24%	31.2%

Note: This indicator is compared to the state average.

Data Source: US Census Bureau, [American Community Survey](#). 2013-17. Source geography: County

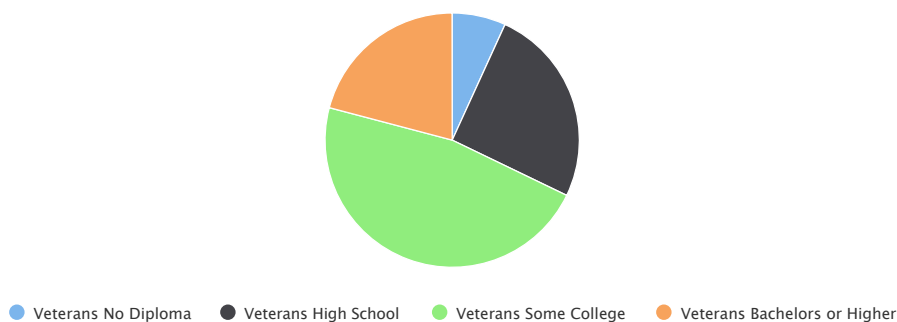


No High School Diploma, Veterans, Percent by Tract, ACS 2013-17



Veterans – Educational Attainment

Kern County, CA



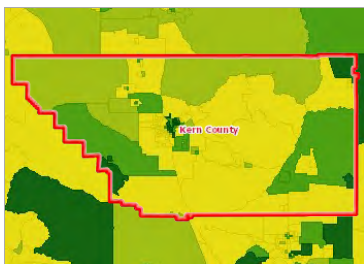
Housing

Housing Age

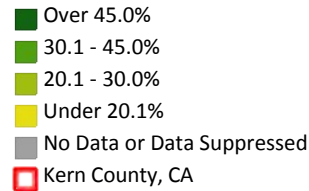
Total housing units, median year built and median age in 2017 for the report area are shown below. Housing units used in housing age include only those where the year built is known.

Report Area	Total Housing Units	Median Year Built	Median Age (from 2017)
Kern County, CA	293,548	1982	35
California	13,996,299	1974	43
United States	135,393,564	1977	40

Data Source: US Census Bureau, [American Community Survey](#). 2013-17. Source geography: County



Housing Constructed Before 1960, Percent by Tract, ACS 2013-17



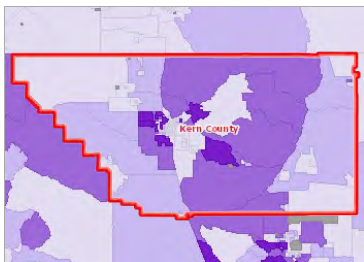
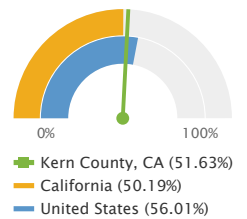
Homeowners

The U.S. Census Bureau estimated there were 129,609 homeowners in the report area in 2000, and 62.12% owner occupied homes in the report area for the 5 year estimated period from 2013 - 2017.

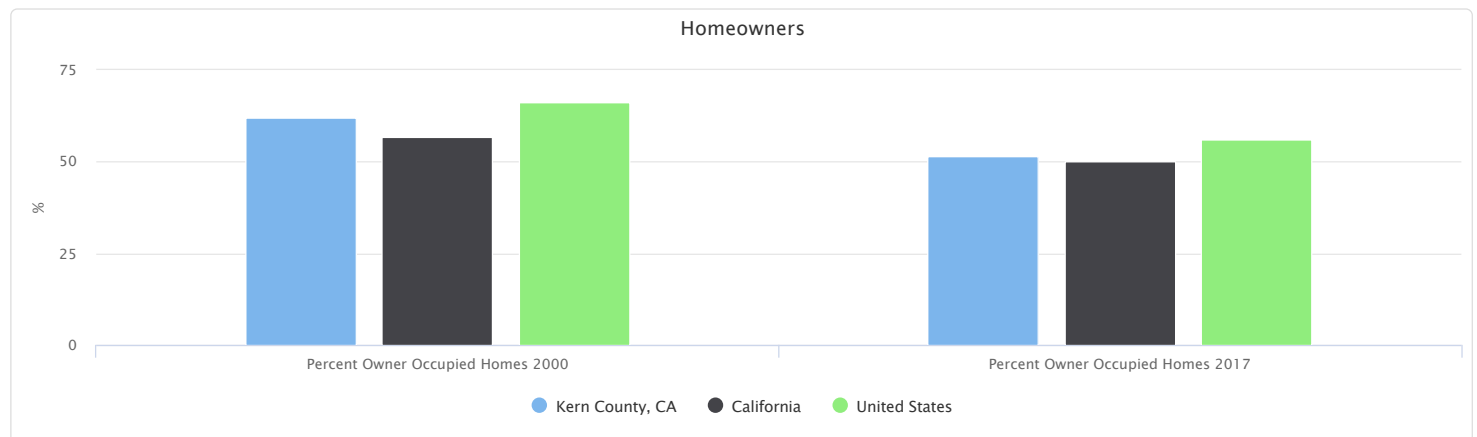
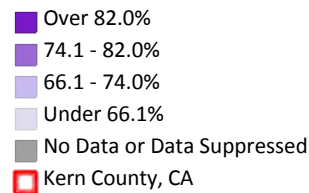
Report Area	Owner Occupied Homes 2000	Owner Occupied Homes 2000	Owner Occupied Homes 2017	Owner Occupied Homes 2017
Kern County, CA	129,609	62.12%	151,564	51.63%
California	6,546,334	56.91%	7,024,315	50.19%
United States	69,815,753	66.19%	75,833,135	56.01%

Note: This indicator is compared to the state average.
Data Source: US Census Bureau, [American Community Survey](#), 2013-17. Source geography: County

Owner Occupied Homes
2017



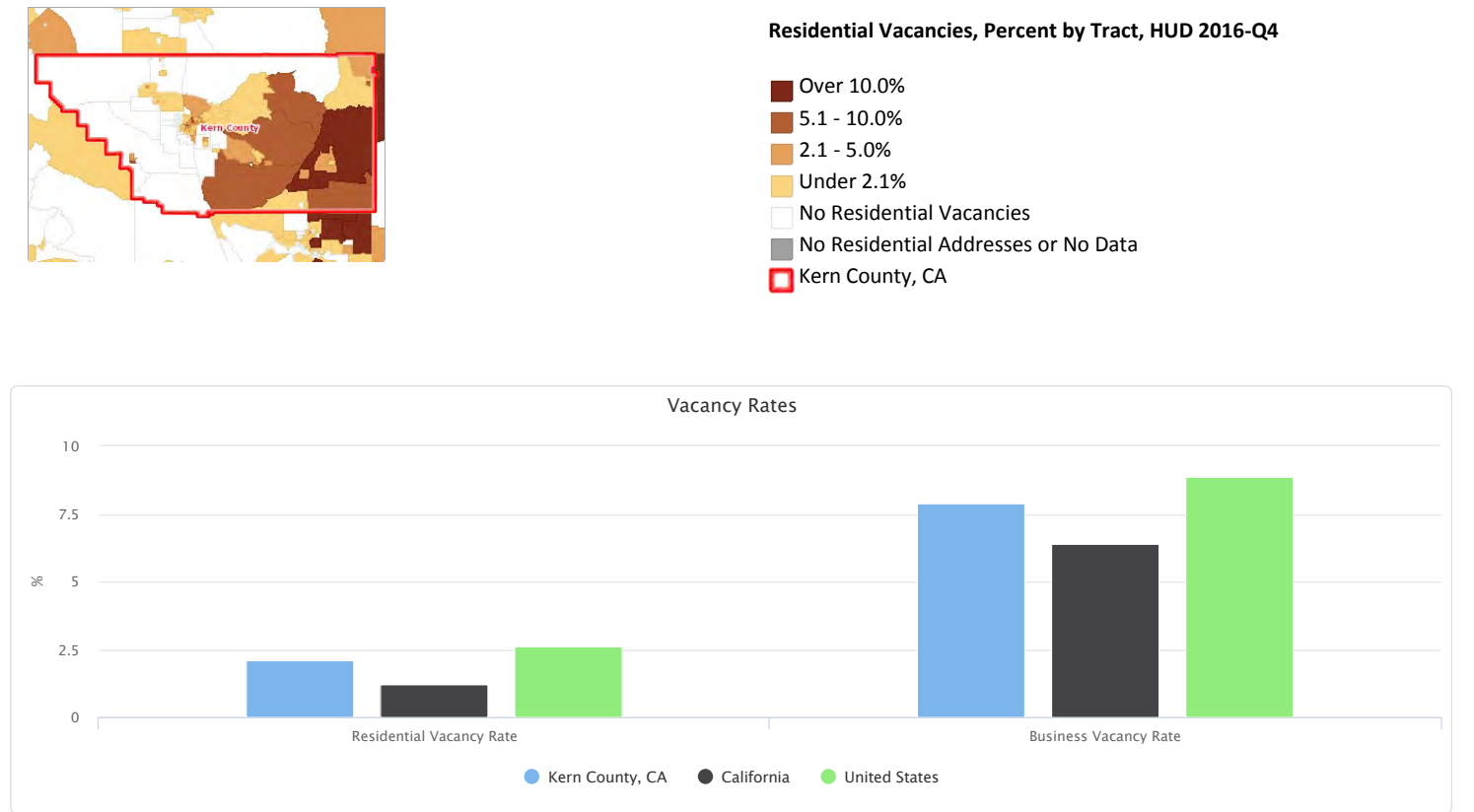
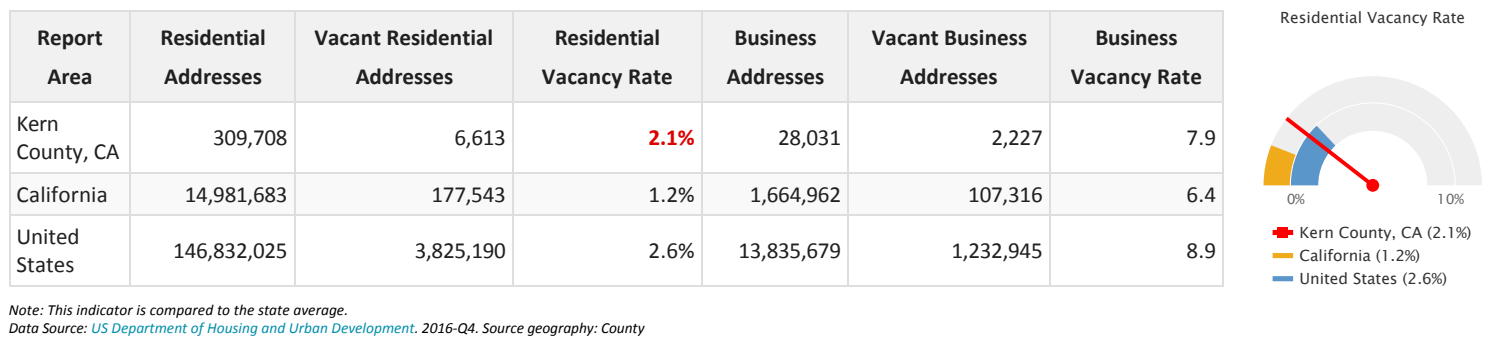
Owner-Occupied Housing Units, Percent by Tract, ACS 2013-17



Vacancy Rates

The U.S. Postal Service provided information quarterly to the U.S. Department of Housing and Urban Development on addresses identified as vacant in the previous quarter. Residential and business vacancy rates for the report area in the first quarter of 2015 are reported.

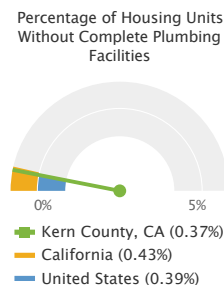
For this reporting period, a total of 6,613 residential addresses were identified as vacant in the report area, a vacancy rate of 2.1%, and 2,227 business addresses were also reported as vacant, a rate of 7.9.



Number of Unsafe, Unsanitary Homes

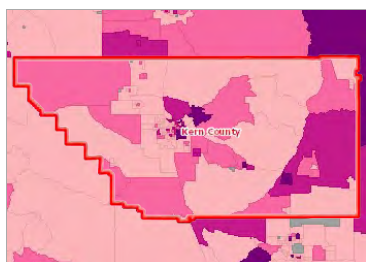
The number and percentage of occupied housing units without plumbing are shown for the report area. U.S. Census data shows 1,507 housing units in the report area were without plumbing in 2000 and ACS five year estimates show 993 housing units in the report area were without plumbing in 2017.

Report Area	Occupied Housing Units 2000	Housing Units without Plumbing 2000	Percent without Plumbing 2000	Occupied Housing Units 2017	Housing Units without Plumbing 2017	Percent without Plumbing 2017
Kern County, CA	208,652	1,507	0.65%	264,993	993	0.37%
California	11,502,870	85,460	0.7%	12,888,128	55,908	0.43%
United States	106,741,426	736,626	0.69%	118,815,922	460,775	0.39%

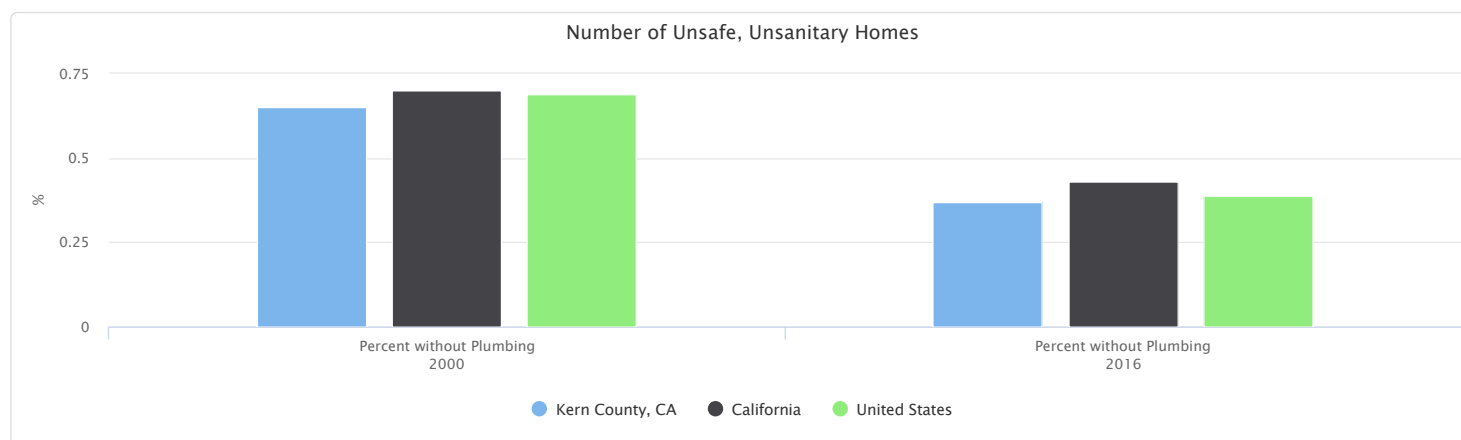
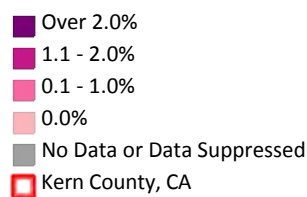


Note: This indicator is compared to the state average.

Data Source: US Census Bureau, [American Community Survey](#). US Census Bureau, [Decennial Census](#). 2013-17. Source geography: County



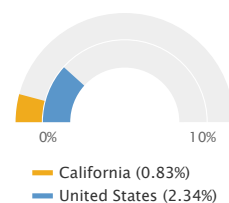
Housing Units Lacking Complete Plumbing Facilities, Percent by Tract, ACS 2013-17



Evictions

Report Area	Renter Occupied Households	Eviction Filings	Evictions	Eviction Filing Rate	Eviction Rate
Kern County, CA	111,768	No data	No data	No data	No data
California	4,947,085	47,079	41,178	0.95%	0.83%
United States	38,372,860	2,350,042	898,479	6.12%	2.34%

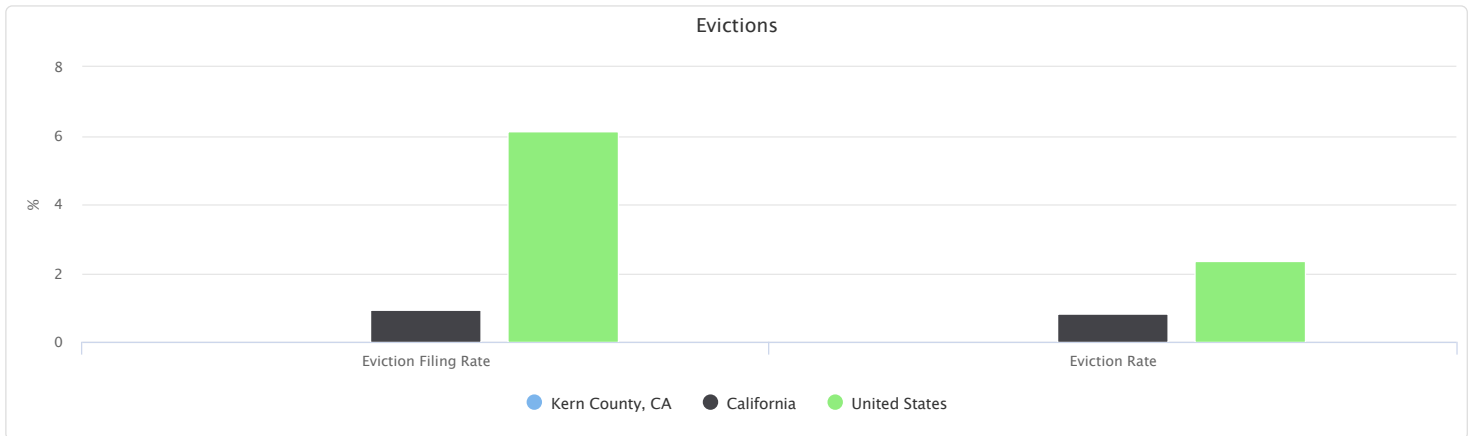
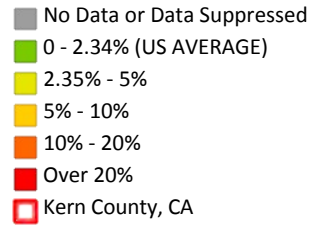
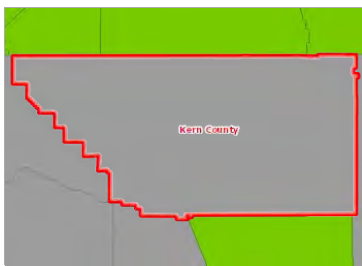
Eviction Rate



Note: This indicator is compared to the state average.

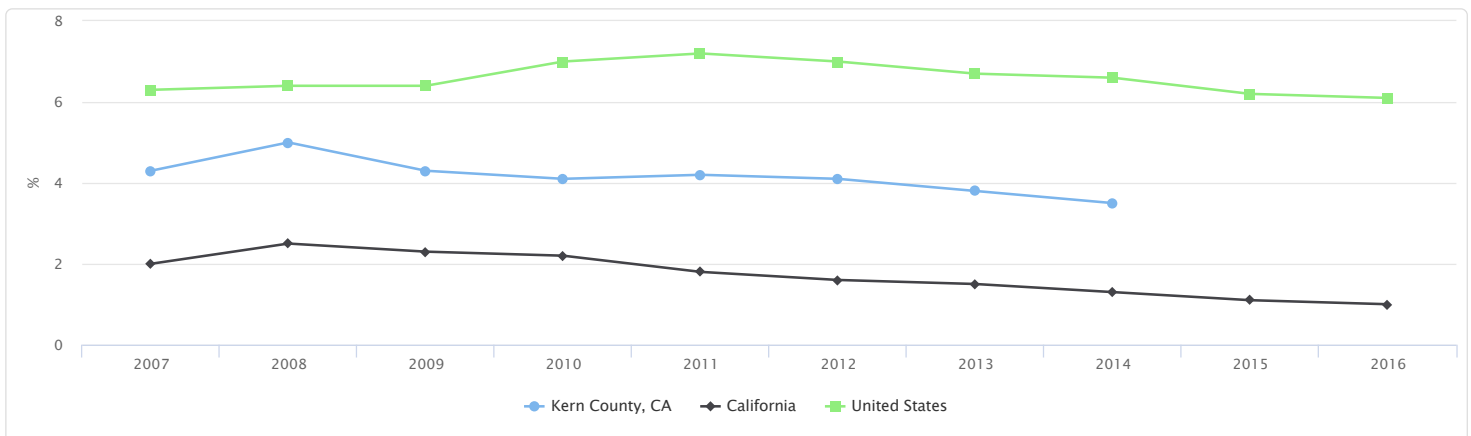
Data Source: [Eviction Lab](#). 2016. Source geography: County

Evictions, Rate per 100 Rental Homes by County, Eviction Lab 2016



Eviction Filing Rate for 2007 - 2016

Report Area	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Kern County, CA	4.3%	5%	4.3%	4.1%	4.2%	4.1%	3.8%	3.5%	No data	No data
California	2%	2.5%	2.3%	2.2%	1.8%	1.6%	1.5%	1.3%	1.1%	1
United States	6.3%	6.4%	6.4%	7%	7.2%	7%	6.7%	6.6%	6.2%	6.1



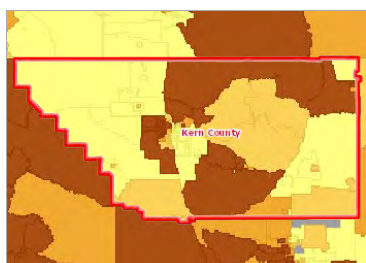
Income

Income Levels

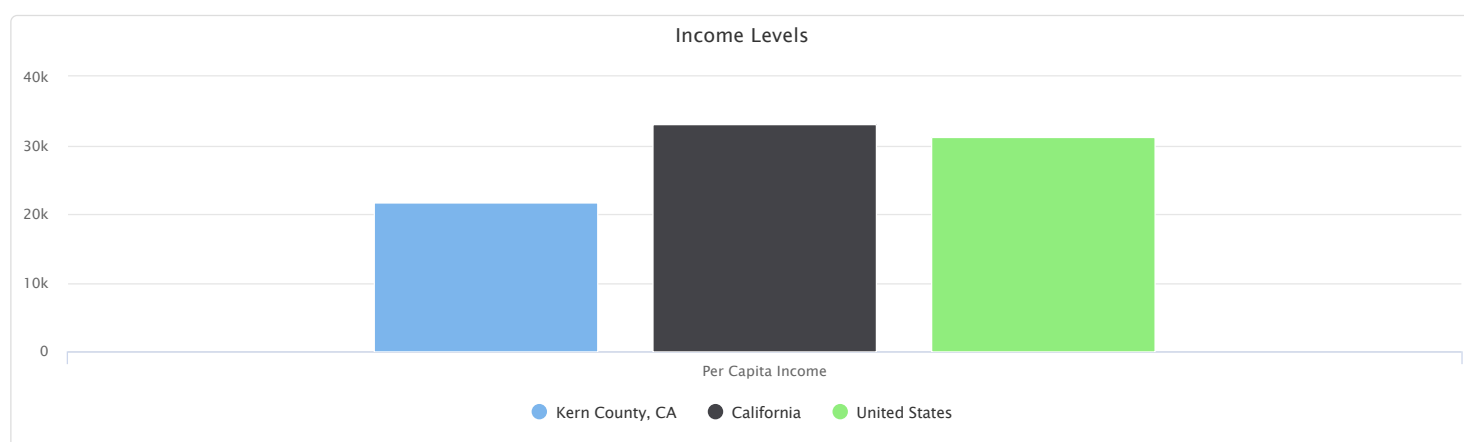
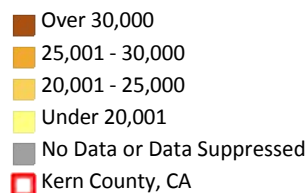
Two common measures of income are Median Household Income and Per Capita Income, based on U.S. Census Bureau estimates. Both measures are shown for the report area below. The average Per Capita income for the report area is [\$21,716.00], compared to a national average of [\$31,177.00].

Report Area	Median Household Income	Per Capita Income
Kern County, CA	\$50,826.00	\$21,716.00
California	\$67,169.00	\$33,128.00
United States	\$57,652.00	\$31,177.00

Data Source: US Census Bureau, [American Community Survey](#). 2013-17. Source geography: County



Per Capita Income by Tract, ACS 2013-17

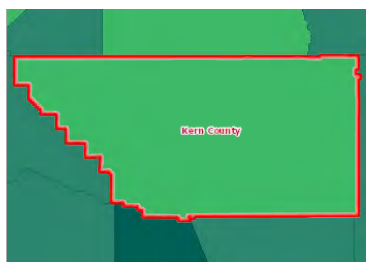


Household Income

Median annual household incomes in the report area for 2016 are shown in the table below. Since this reports a median amount, a "Report Area" value is not able to be calculated.

Report Area	Estimated Population	Median Household Income
Kern County, CA	871,337	\$49,812.00
California	38,654,206	\$67,715.00
United States	318,558,162	\$57,617.00

Data Source: US Census Bureau, [Small Area Income & Poverty Estimates](#). 2016. Source geography: County



Median Household Income by County, SAIPE 2016



Free and Reduced Lunch Program

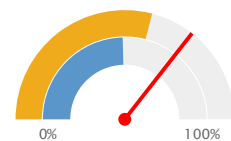
The following report shows that 130,533 students (or $[100.0 * 130,533 / 183,535]$ percent) were eligible for free or reduced price lunches during the 2013 - 2014 school year, which is more than the national average of 49.21%.

Report Area	Total Students	Number Free/Reduced Price Lunch Eligible	Percent Free/Reduced Price Lunch Eligible
Kern County, CA	183,535	130,533	71.12%
California	6,215,361	3,611,597	58.11%
United States	50,737,716	24,970,187	49.21%

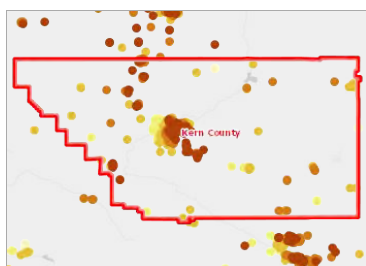
Note: This indicator is compared to the state average.

Data Source: National Center for Education Statistics, [NCES - Common Core of Data](#), 2016-17. Source geography: Address

Percent Students Eligible for Free or Reduced Price Lunch



■ Kern County, CA (71.12%)
■ California (58.11%)
■ United States (49.21%)



Students Eligible for Free or Reduced-Price Lunch, NCES CCD 2016-17

- Over 90.0%
- 75.1% - 90.0%
- 50.1% - 75.0%
- 20.1% - 50.0%
- Under 20.1%
- Not Reported
- Kern County, CA

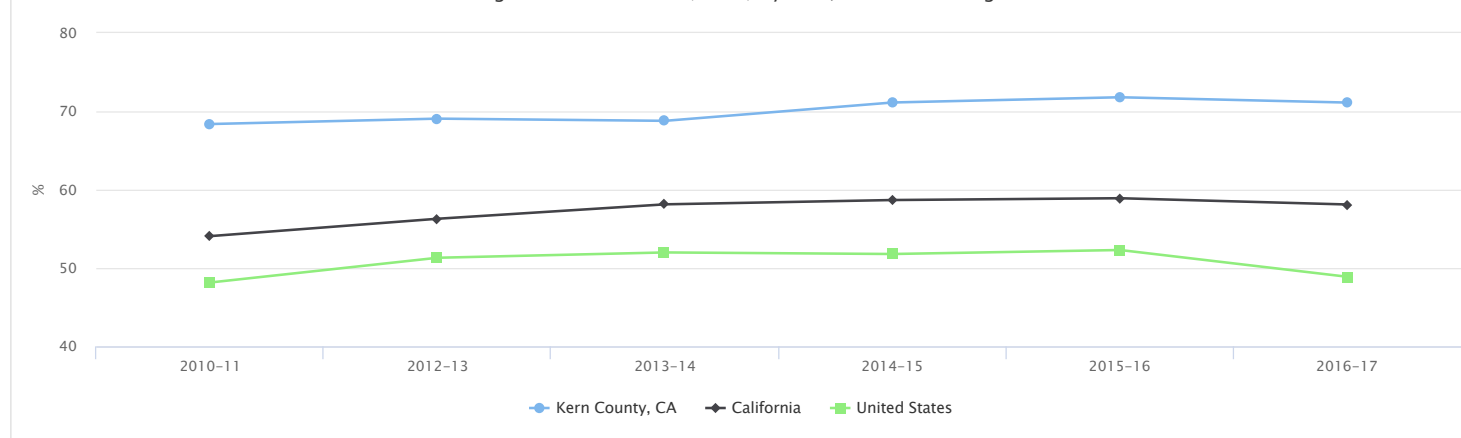
Children Eligible for Free Lunch (Alone) by Year, 2010-11 through 2016-17

The table below shows local, state, and National trends in student free and reduced lunch eligibility.

Note: Data for the 2011-12 school year are omitted due to lack of data for some states.

Report Area	2010-11	2012-13	2013-14	2014-15	2015-16	2016-17
Kern County, CA	68.38%	69.07%	68.79%	71.13%	71.8%	71.12%
California	54.07%	56.29%	58.13%	58.68%	58.91%	58.11%
United States	48.15%	51.31%	51.99%	51.79%	52.3%	48.88%

Children Eligible for Free Lunch (Alone) by Year, 2010-11 through 2016-17

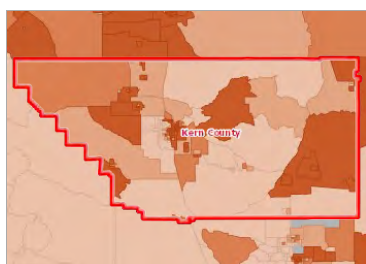


Households Receiving SNAP by Poverty Status (ACS)

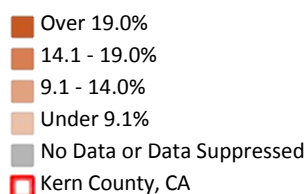
The below table shows that according to the American Community Survey (ACS), 45,105 households (or [17.02%]) received SNAP payments during 2017. During this same period there were 28,132 households with income levels below the poverty level that were not receiving SNAP payments.

Report Area	Households Receiving SNAP Total	Households Receiving SNAP Percent	Households Receiving SNAP Income Below Poverty	Households Receiving SNAP Income Above Poverty	Households Not Receiving SNAP Total	Households Not Receiving SNAP Percent	Households Not Receiving SNAP Income Below Poverty	Households Not Receiving SNAP Income Above Poverty
Kern County, CA	45,105	17.02%	23,953	21,152	219,888	82.98%	28,132	191,756
California	1,203,818	9.34%	563,377	640,441	11,684,310	90.66%	1,209,052	10,475,258
United States	15,029,498	12.65%	7,420,946	7,608,552	103,796,423	87.35%	8,969,163	94,827,260

Data Source: US Census Bureau, [American Community Survey](#). 2013-17. Source geography: County

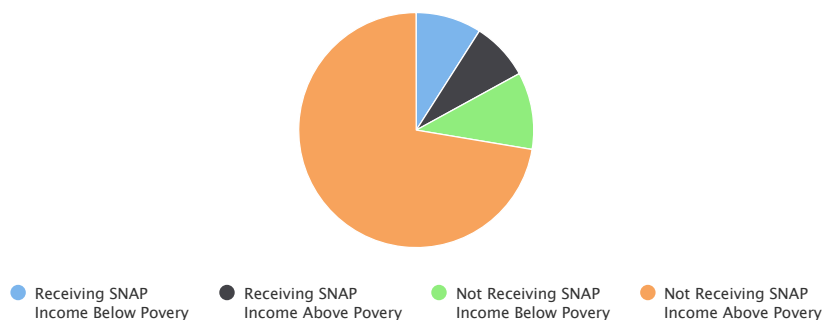


Households Receiving SNAP Benefits, Percent by Tract, ACS 2013-17



Households Receiving SNAP by Poverty Status (ACS)

Kern County, CA



Health Care

Federally Qualified Health Centers

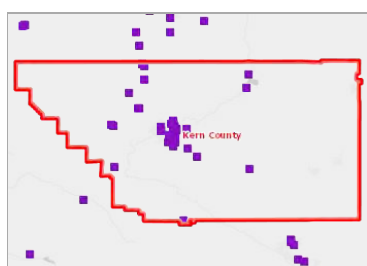
Federally Qualified Health Centers in this selected area.

County	Provider Number	FQHC Name	Address	City	Phone
Kern County	PN: 051838	KERN RIVER HEALTH CENTER	67 EVANS ROAD, PO BOX 1062	WOFFORD HEIGHTS	(219) 376-2276
Kern County	PN: 051839	FRAZIER MOUNTAIN COMMUNITY HEALTH CTR	3545 MT PINOS, PO BOX 207	FRAZIER PARK	(805) 245-3773

County	Provider Number	FQHC Name	Address	City	Phone
Kern County	PN: 051840	EAST BAKERSFIELD COMMUNITY HLTH CENTER	815 LAKEVIEW AVENUE	BAKERSFIELD	(805) 322-3905
Kern County	PN: 051841	MCFARLAND COMMUNITY HEALTH CENTER	217 KERN AVENUE	MC FARLAND	(805) 792-3038
Kern County	PN: 051842	LAMONT COMMUNITY HEALTH CENTER	8787 HALL ROAD, BOX 457	LAMONT	(661) 845-3731
Kern County	PN: 051843	COMMUNITY HEALTH CENTER	3550 Q STREET, SUITE 304	BAKERSFIELD	(805) 764-6318
Kern County	PN: 051846	BUTTONWILLOW HEALTH CENTER	277 E FRONT ST, PO BOX 917	BUTTONWILLOW	(805) 764-6318
Kern County	PN: 051863	WASCO MEDICAL/DENTAL CENTER	2101 7TH STREET BLDGS A-F	WASCO	(805) 764-6318
Kern County	PN: 051871	TAFT COMMUNITY MEDICAL AND DENTAL CENTER	1100 4TH STREET	TAFT	(805) 764-6318
Kern County	PN: 051908	AMERICAN INDIAN COUNCIL OF CENTRAL CA	2210 CHESTER AVE, SUITE A	BAKERSFIELD	(805) 327-2207
Kern County	PN: 051973	34TH STREET COMMUNITY HEALTH CENTER	2000 PHYSICIANS BOULEVARD	BAKERSFIELD	(805) 324-1455
Kern County	PN: 051974	DELANO COMMUNITY HEALTH CENTER	1508 GARCES HIGHWAY	DELANO	(805) 725-4780
Kern County	PN: 051975	CALIFORNIA AVENUE COMMUNITY HEALTH	601 CALIFORNIA AVENUE	BAKERSFIELD	(805) 323-6086
Kern County	PN: 051986	OMNI FAMILY HEALTH	1001 MAIN STREET	DELANO	(661) 721-7080
Kern County	PN: 751002	OLD TOWN KERN COMMUNITY HEALTH CENTER	234 BAKER STREET, SUITE 1&2	BAKERSFIELD	(661) 322-7580
Kern County	PN: 751026	GREENFIELD COMMUNITY HEALTH CENTER	9001 SOUTH H STREET	BAKERSFIELD	(661) 635-3050
Kern County	PN: 751106	OMNI FAMILY HEALTH	4600 PANAMA LANE, SUITE 102B	BAKERSFIELD	(661) 630-7750
Kern County	PN: 751107	OMNI FAMILY HEALTH	4131 MING AVENUE	BAKERSFIELD	(661) 241-5006
Kern County	PN: 751142	EAST NILES COMMUNITY HEALTH CENTER	7800 NILES STREET	BAKERSFIELD	(661) 328-4284
Kern County	PN: 751157	OMNI FAMILY HEALTH	210 NORTH CHESTER AVENUE	BAKERSFIELD	(661) 459-1900
Kern County	PN: 751860	OMNI FAMILY HEALTH	1022 CALLOWAY DRIVE	BAKERSFIELD	(661) 459-1900
Kern County	PN: 551849	SHAFTER COMMUNITY HEALTH	PO BOX 917	BUTTONWILLOW	(805) 764-6318
Kern County	PN: 551962	ARVIN COMMUNITY HEALTH CENTER	1305 BEAR MOUNTAIN BOULEVARD	ARVIN	(661) 854-3131
Kern County	PN: 051079	OMNI FAMILY HEALTH	161 NORTH MILL STREET	TEHACHAPI	(661) 822-9054
Kern County	PN: 051080	OILDALE COMMUNITY HEALTH CENTER	525 ROBERTS LANE	BAKERSFIELD	(661) 392-7850
Kern County	PN: 051081	OMNI FAMILY HEALTH	1133 NORTH CHELSEA STREET	RIDGECREST	(760) 446-3808
Kern County	PN: 051082	OMNI FAMILY HEALTH	320 JAMES STREET	SHAFTER	(661) 459-1800
Kern County	PN: 051130	OMNI FAMILY HEALTH	3409 CALLOWAY, SUITE 300	BAKERSFIELD	(661) 387-6930

County	Provider Number	FQHC Name	Address	City	Phone
Kern County	PN: 551963	KERN VALLEY MEDICAL CENTER	6310 LAKE ISABELLA BLVD	LAKE ISABELLA	(760) 379-2415
Kern County	PN: 551964	SOUTH BAKERSFIELD COMMUNITY HEALTH CENTER	2400 WIBLE ROAD, SUITE 14	BAKERSFIELD	(661) 835-1240
Kern County	PN: 551986	NORTH OF THE RIVER COMMUNITY HEALTH CENTER	2525 NORTH CHESTER AVENUE	BAKERSFIELD	(661) 328-4295
Kern County	PN: 551108	OMNI FAMILY HEALTH	1014 CALLOWAY DRIVE, BUILDING F	BAKERSFIELD	(661) 377-0439
Kern County	PN: 551147	FAMILY HEALTH CENTER	1611 1ST STREET	BAKERSFIELD	(661) 336-5300
Kern County	PN: 751896	OMNI FAMILY HEALTH	659 CENTRAL VALLEY HIGHWAY	SHAFTER	(661) 746-9194
Kern County	PN: 751914	CLINICA SIERRA VISTA MOBILE HEALTH SERVICES	705 SOUTH UNION AVENUE	BAKERSFIELD	(661) 635-3050
Kern County	PN: 751921	OMNI FAMILY HEALTH	1215 JEFFERSON STREET	DELANO	(661) 454-1700
Kern County	PN: 751957	BAKER STREET VILLAGE COMMUNITY HEALTH CENTER	1015 BAKER STREET, SUITE 4	BAKERSFIELD	(661) 328-4283

Data Source: US Department of Health & Human Services, Center for Medicare & Medicaid Services, [Provider of Services File](#). March 2018. Source geography: County



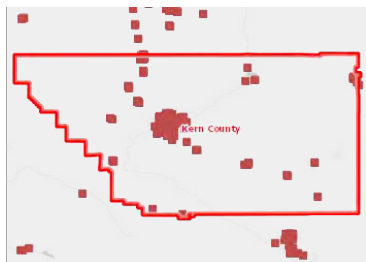
- Federally Qualified Health Centers, POS March 2018
- Kern County, CA

Medicare and Medicaid Providers

Total institutional Medicare and Medicaid providers, including hospitals, nursing facilities, Federally qualified health centers, rural health clinics and community mental health centers for the report area are shown. According to the U.S. Department of Health and Human Services, there were 182 active Medicare and Medicaid institutional service providers in the report area in the first quarter of 2018.

Report Area	Total Institutional Providers	Hospitals	Nursing Facilities	Federally Qualified Health Centers	Rural Health Clinics	Community Mental Health Centers
Kern County, CA	182	14	17	37	21	0
California	8,005	489	1,200	1,021	275	6
United States	73,554	7,153	15,635	8,350	4,246	142

Data Source: US Department of Health & Human Services, Center for Medicare & Medicaid Services, [Provider of Services File](#). March 2018. Source geography: County



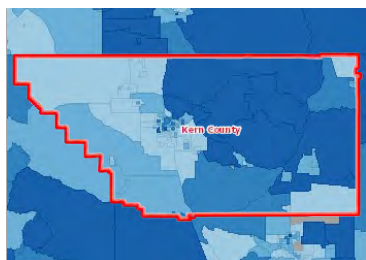
■ All Providers of Service, POS March 2018
 ■ Kern County, CA

Persons Receiving Medicare

The total number of persons receiving Medicare is shown, broken down by number over 65 and number of disabled persons receiving Medicare for the report area. The U.S. Department of Health and Human Services reported that a total of 112,033 persons were receiving Medicare benefits in the report area in 2017. A large number of individuals in our society are aware that persons over 65 years of age receive Medicare; however, many of them are unaware that disabled persons also receive Medicare benefits. A total of 20,166 disabled persons in the report area received Medicare benefits in 2017.

Report Area	Persons Over 65 Receiving Medicare	Disabled Persons Receiving Medicare	Total Persons Receiving Medicare
Kern County, CA	91,867	20,166	112,033
California	10,546,944	1,390,683	11,937,624
United States	49,775,028	8,768,041	58,543,069

Data Source: [Centers for Medicare and Medicaid Services](#). 2012-16. Source geography: County

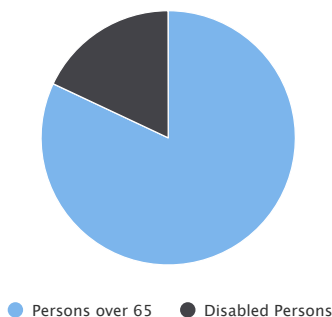


Insured, Medicare, Percent by Tract, ACS 2012-16

■ Over 25.0%
 ■ 20.1 - 25.0%
 ■ 15.1 - 20.0%
 ■ Under 15.1%
 ■ No Data or Data Suppressed
 ■ Kern County, CA

Persons Receiving Medicare

Kern County, CA

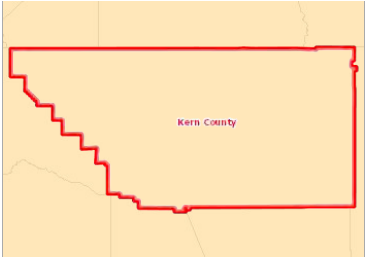
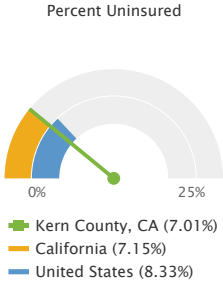


Uninsured Population

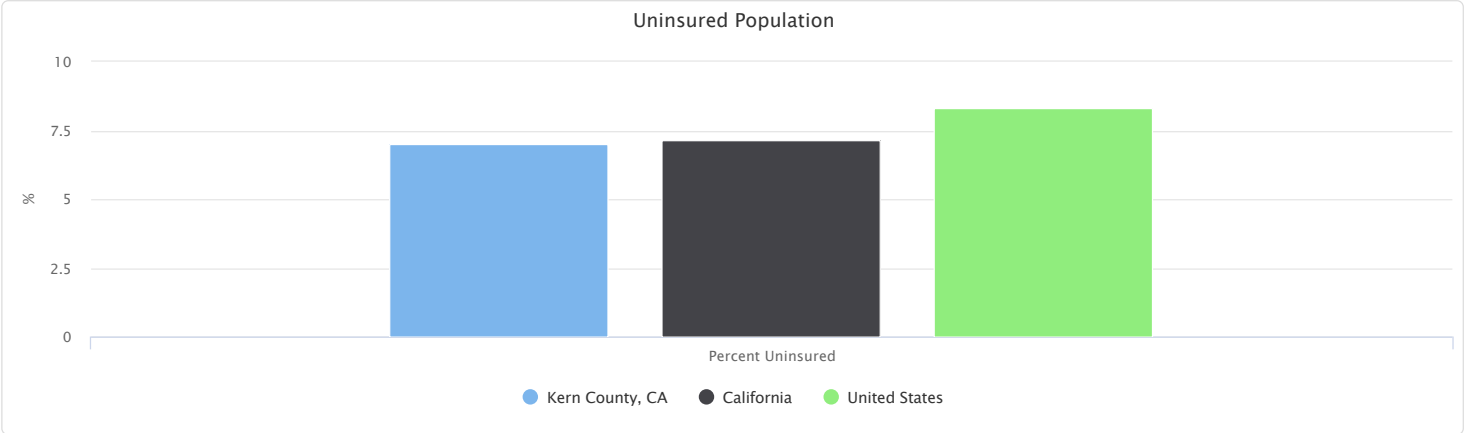
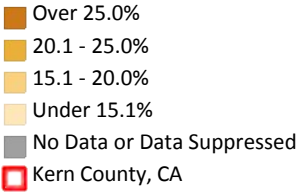
The uninsured population is calculated by estimating the number of persons eligible for insurance (generally those under 65) minus the estimated number of insured persons.

Report Area	Insurance Population (2017 Estimate)	Number Insured	Number Uninsured	Percent Uninsured
Kern County, CA	878,744	694,906	61,640	7.01%
California	38,982,847	30,474,373	2,787,305	7.15%
United States	321,004,407	240,510,253	26,749,668	8.33%

Note: This indicator is compared to the state average.
Data Source: US Census Bureau, [American Community Survey](#). US Census Bureau, [Small Area Health Insurance Estimates](#). 2016. Source geography: County



Uninsured Population, Percent by County, SAHIE 2016



Appendix 4

CAPK

2016 Customer Satisfaction Survey Summary



Community Action Partnership of Kern 2016 Customer Satisfaction Survey Analysis Summary

A survey was conducted in late fall of 2016 to help determine CAPK's client satisfaction with services received from CAPK programs. Results of the survey assist in efforts to improve services and comply with contract requirements. This was the second year of the survey, allowing for year-to-year comparisons. A five-point scale was used to measure the level of satisfaction ranging from 1=lowest satisfaction and 5 for the highest satisfaction.

Results:

2015:	CAPK Customers: 75,000	Surveys Received: 994	Average Satisfaction Level: 4.44
2016:	CAPK Customers: 75,000	Surveys Received: 762	Average Satisfaction Level: 4.41

- With a score of 4.41, clients are ***highly satisfied*** with the services provided by CAPK's programs and staff.
- In 2016, 93.6% of clients surveyed indicated that the quality of services they receive from CAPK is good or excellent. This is a slight decrease of 1.9% from 2015.
- Most of the written comments, about 75%, were positive statements about the staff and services they received and most of the remaining written comments were recommendations for program improvements such as extending hours or improving food choices at food distributions.
- There was very little difference in satisfaction scores when separating English and Spanish language responses.
- CAPK's typical client who responded to the survey is a 24 to 44-year-old Hispanic/Latino female with less than a high school education and an annual income under \$20,000.

Recommendations:

Committee to develop a strategy to increase client participation in the survey.

Appendix 5

Kern County Poverty Tables

Kern County Poverty
U.S. Census, 2017

Population by Gender, Age, Race, and Ethnicity				
Subject	Kern	California	United States	
Total population	878,744	38,982,847	321,004,407	
Male	51.3%	49.7%	49.2%	
Female	48.7%	50.3%	50.8%	
Sex ratio (males per 100 females)	97.0	98.7	97.0	
Under 5 years	8%	6%	6%	
5 to 9 years	8%	7%	6%	
10 to 14 years	8%	7%	7%	
15 to 19 years	8%	7%	7%	
20 to 24 years	8%	7%	7%	
25 to 34 years	15%	15%	14%	
35 to 44 years	13%	13%	13%	
45 to 54 years	12%	13%	13%	
55 to 59 years	6%	6%	7%	
60 to 64 years	5%	6%	6%	
65 to 74 years	6%	8%	9%	
75 to 84 years	3%	4%	4%	
85 years and over	1%	2%	2%	
Median age (years)	31.3	36.1	37.8	
One race	97%	95%	97%	
White	75%	61%	73%	
Black or African American	6%	6%	13%	
American Indian and Alaska Native	1%	1%	1%	
Asian	5%	14%	5%	
Native Hawaiian and Other Pacific Islander	0%	0%	0%	
Some other race	10%	14%	5%	
Two or more races	3%	5%	3%	
Hispanic or Latino (of any race)	52%	39%	18%	

Kern County Poverty
U.S. Census, 2017

Poverty by Age, Gender, Race, and Educational Attainment				
Subject	Kern	California	U.S.	
AGE	22.60%	15.10%	14.60%	
Under 18 years	31%	21%	20%	
Under 5 years	34%	22%	23%	
5 to 17 years	30%	21%	20%	
Related children of householder under 18 years	31%	20%	20%	
18 to 64 years	20%	14%	14%	
18 to 34 years	23%	17%	18%	
35 to 64 years	18%	12%	11%	
60 years and over	13%	11%	10%	
65 years and over	12%	10%	9%	
SEX				
Male	20%	14%	13%	
Female	25%	16%	16%	
RACE AND HISPANIC OR LATINO ORIGIN		0%	0%	
White alone	22%	14%	12%	
Black or African American alone	36%	23%	25%	
American Indian and Alaska Native alone	25%	22%	27%	
Asian alone	13%	11%	12%	
Native Hawaiian and Other Pacific Islander alone	39%	15%	19%	
Some other race alone	24%	22%	24%	
Two or more races	21%	14%	18%	
Hispanic or Latino origin (of any race)	28%	21%	22%	
White alone, not Hispanic or Latino	15%	10%	10%	
EDUCATIONAL ATTAINMENT		0%	0%	
Population 25 years and over	18%	12%	12%	
Less than high school graduate	29%	24%	26%	
High school graduate (includes equivalency)	19%	15%	14%	
Some college, associate's degree	14%	11%	10%	
Bachelor's degree or higher	5%	5%	5%	

Educational Attainment by Gender, Race, & Ethnicity										
	Kern			California			United States			
	All	Male	Female	All	Male	Female	All	Male	Female	
White alone										
High school graduate or higher	74%	73%	76%	87%	86%	89%	90%	88%	91%	
Bachelor's degree or higher	15%	15%	16%	35%	31%	38%	34%	30%	39%	
White alone, not Hispanic or Latino										
High school graduate or higher	90%	89%	91%	82%	81%	83%	88%	87%	89%	
Bachelor's degree or higher	23%	23%	22%	35%	33%	37%	35%	32%	38%	
Black alone										
High school graduate or higher	81%	77%	86%	82%	81%	82%	88%	87%	89%	
Bachelor's degree or higher	15%	12%	18%	31%	32%	31%	30%	30%	31%	
American Indian or Alaska Native alone										
High school graduate or higher	77%	72%	81%	79%	82%	78%	83%	84%	82%	
Bachelor's degree or higher	6%	7%	5%	30%	36%	25%	26%	32%	22%	
Asian alone										
High school graduate or higher	79%	82%	76%	85%	85%	86%	89%	89%	90%	
Bachelor's degree or higher	36%	34%	37%	34%	34%	33%	32%	32%	32%	
Native Hawaiian and Other Pacific Islander alone										
High school graduate or higher	83%	79%	88%	95%	94%	95%	92%	92%	93%	
Bachelor's degree or higher	17%	13%	22%	43%	44%	41%	35%	35%	34%	
Some other race alone										
High school graduate or higher	59%	59%	60%	89%	88%	90%	85%	84%	86%	
Bachelor's degree or higher	8%	7%	9%	24%	23%	25%	21%	18%	23%	
Two or more races										
High school graduate or higher	82%	81%	83%	75%	75%	76%	80%	78%	81%	
Bachelor's degree or higher	21%	16%	26%	14%	14%	14%	14%	13%	16%	
Hispanic or Latino Origin										
High school graduate or higher	57%	55%	58%	87%	89%	86%	87%	89%	85%	
Bachelor's degree or higher	7%	6%	8%	51%	53%	50%	53%	55%	51%	

Kern County Educational Attainment and Median Income, by Gender				
	Male	Female	Difference	
Median Income	\$37,288	\$24,956	\$12,332	33%
Less than high school graduate	\$23,490	\$14,099	\$9,391	40%
High school graduate (includes equivalency)	\$36,012	\$21,526	\$14,486	40%
Some college or associate degree	\$46,433	\$27,564	\$18,869	41%
Bachelor's degree	\$73,173	\$50,307	\$22,866	31%
Graduate or professional degree	\$85,929	\$67,863	\$18,066	21%

Appendix 6





CAPK

2019 Community Needs Survey Distribution Plan

CAPK 2019 Community Needs Survey Distribution Plan

End Date	Item	Staff	Comments
11/28/19	Update BOD with CAP/Needs Plan	Ralph	Completed
1/4/19	Update agency/partner contact list	Kathline	Completed combined agencies from Constant Contact, Donor Perfect and CD List
1/17/19	Design Survey and created in Survey Monkey	Sheila/Kathline	TU to complete Spanish by 1/18/19.
1/17/19	Test Surveys		Completed: Tested by staff and sent comments to SS.
1/22/19	Instructions to Directors/Managers	Sheila/Ralph	Draft complete
1/29/19	Get estimates from HS, WIC, MCAP, 211, VITA	Kathline	Can 211 do surveys with callers? Pass out at any meetings? VITA CalEITC can collect surveys at their events.
1/30/19	Print Client Surveys	Kathline	Could print in-house, spread out over a few days. Make sure we have enough paper.
2/1/19	Schedule delivery/pick-up with programs	Kathline	
2/4/19	Open survey	Kathline	
2/4/19	Agency/Partners/Staff	Kathline	Email link and attached paper copy
2/4/19	Social Media & CAPK Webpage	Raul/James	Announcement and link-discuss with James by 1/25/19 design and schedule.
	<i>Food Bank Distributions-at least 4</i>	Kathline/Tomas/FB Volunteers	See Distribution Calendar for Food Bank
2/12/19	Email Reminders to all	Kathline	
2/28/19	Close Survey	Kathline	Extended for Food Banks and Head Start
3/8/19	Complete Data Entry	Kathline/Front Desk	
3/22/19	Analysis and Report	Kathline	Data prepared for CAP report, share with leadership.

CAPK 2019 Community Needs Survey Distribution Plan

Social Media, Web Page and Email				
Survey	How Distributed	Outreach	Link	QR
CAPK 2019 Community Needs Survey-Client	Paper distribution (Below) & instructions to programs. Add program code before print.	Post links on all social media and CAPK Website-Need graphics	https://www.surveymonkey.com/r/TZ7N8Z9	
CAPK Encuesta de Necesidades de la Comunidad 2019-Para Clientes	Paper distribution (Below) & instructions to programs. Add program code before print.	Post links on all social media and CAPK Website-Need graphics	https://www.surveymonkey.com/r/X8R89L7	
CAPK 2019 Community Needs Survey- Community Partner/Agency	Email attached survey and links through constant contact.	Post links on all social media and CAPK Website- and send Links out to full Constant Contact list -Need graphics	https://www.surveymonkey.com/r/M8XMHRN	
CAPK 2019 Community Needs Survey-CAPK Staff, Board Members and Volunteers	Email link to all Staff, BOD from Paula	Email links to all staff- Constant Contact -Need graphics	https://www.surveymonkey.com/r/MVKMVDOR	
Key Funders	Send links for partner survey via email	Sheila to put together list		

CAPK 2019 Community Needs Survey Distribution Plan

Client Survey Distribution		
Program	English	Spanish
2-1-1	100	100
EKFC	30	30
Energy	300	50
Food Bank	200	200
FHCC	100	100
HS/EHS	1,725	700
MCAP	10	40
SYC	40	20
VITA	50	50
WIC (Sent out to 7 sites)	510	155

Food Bank Distributions for Face to Face Survey Collection		
Site	City	Date
Lamont Iglesia Monte Sion	Lamont	2/15/2019
Arvin VFW	Arvin	2/21/2019
Lake Isabella Rotary Club of Kern River Valley	Lake Isabella	2/25/2019
Friendship House	Bakersfield	2/27/2019
Shafter CAPK Shafter Youth Center	Shafter	2/28/2019

Appendix 7

CAPK

2019 Community

Needs Survey

and

Focus Groups

Summary Analysis

Overview

Every two years, Community Action Partnership of Kern completes the Community Action Plan (CAP) as a two-year roadmap demonstrating how Community Services Block Grant (CSBG) eligible entities plan to deliver CSBG services. The CAP identifies and assesses poverty related needs and resources in the community and establishes a detailed plan, goals and priorities for delivering those services to individuals and families most affected by poverty. The 2019 Community Needs Survey and Focus Groups are integral components of the CAP, by assisting to identify needed programs and services for low-income residents and families in Kern County.

2019 Community Needs Survey

Method

Three community needs surveys were distributed/collected from February 2, 2019 – February 28, 2019—CAPK Clients; Partner/Community Agencies; and CAPK Staff, Volunteer and Board Member and distributed as follows:

- Paper English/Spanish surveys through CAPK’s 10 direct service programs.
- Face to face survey collection during CAPK Food Bank’s commodity food distributions in rural and/or underserved communities of Lamont, Arvin, Lake Isabella, South East Bakersfield, and Shafter.
- Electronically through constant contact email, seven of CAPK’s various program Facebook pages; CAPK’s Twitter, Instagram, and LinkedIn accounts; and links at CAPK’s webpage.

Results

A total of 1,783 surveys were collected —a 65% increase from the previous 2017 survey, with 90% of the surveys completed by CAPK clients.

Survey	Response
CAPK Clients	1,603
Partners/Community Agencies	59
Staff, Volunteers and Board Members	121
Total Responses	1,783

The brief survey had a list of 26 program/services. Respondents were asked to rank each service on a scale form 0-3 with higher scores indicating the most need. The following table shows the results, with the top five scores for each survey, highlighted in green.

Needed Services	All Combined	Clients	Partners & Community Agencies	CAPK Staff, Volunteers and Board Members
Adult Education	2.17	1.87	2.37	2.44
Affordable Childcare	2.42	2.19	2.76	2.73
Affordable Housing	2.06	2.25	1.32	2.75
After School/Summer Recreation	2.34	2.07	2.64	2.65
Anti-Gang/Violence	2.01	1.93	1.80	2.39
Building Credit	2.08	1.98	2.25	2.52
Business Start-up	1.78	1.70	1.90	2.01
Domestic Violence	2.01	1.89	1.83	2.57
Financial Education	2.19	1.89	2.53	2.57
Health Insurance	2.27	2.04	2.47	2.48
Health/Nutrition Education	2.22	1.89	2.54	2.51
Homeless Services	2.04	2.03	1.44	2.64
Immigration/Citizenship	1.98	1.76	1.85	2.32
Job Skills Training	2.40	2.09	2.78	2.74
Mental Health Treatment	2.31	1.93	2.88	2.63
Nutritious Food	2.31	2.00	2.58	2.53
Pre-School (Kindergarten readiness)	2.16	1.97	2.31	2.51
Senior Programs	2.08	1.71	2.31	2.41
Services/Program in Rural Areas	2.03	1.63	2.42	2.35
Substance Abuse Treatment	2.29	1.93	2.80	2.64
Teen Pregnancy Prevention	2.18	1.94	2.44	2.37
Transportation	2.17	1.93	2.36	2.52
Tutoring/Reading Assistance	2.06	1.85	2.32	2.36
Utility Assistance	2.02	2.05	1.68	2.61
Youth Employment	2.17	1.83	2.44	2.45
Youth leadership	2.10	1.81	2.47	2.44

In all three surveys, **affordable childcare**, **after school/summer recreation**, and **job skills training** were identified as top needs. **Affordable housing** was identified by CAPK clients and staff as a top need. Clients also identified **utility assistance** as a top need, while partners and community agencies chose **mental health** and **substance abuse** as some of the most needed services.

Focus Groups

Overview

Due to the vast geographic and demographic diversity across Kern County CAPK conducted focus groups to further explore and define top needs Kern's rural and/or high need communities of Central Bakersfield, East Kern, Lamont, Shafter, and South East Bakersfield.

Method

Each focus group participant received the list of possible services/programs from the 2019 Community Needs Survey. They were asked to choose and prioritize the top five needs for their community. After completing the individual lists, the group discussed their choices, and together, identified the top five needs for their communities.

Results:

The following table shows the top five needs identified by each focus group:

	Central Bakersfield	East Kern	Lamont	Shafter	South East Bakersfield
1	Mental Health	Access	Affordable Housing	Adult Education	Affordable Housing
2	Affordable Housing	Affordable Housing	Homeless	Affordable Housing	Mental Health
3	Youth	Youth Programs	Substance Abuse	Affordable Childcare	Anti-Gang
4	Homeless	Homeless	Access	Seniors	Transportation
5	Seniors	Substance Abuse	Affordable Child Care	Business Start-up	Youth Employment

Focus Group Discussion Points:

Affordable Housing

- Available low-income rental housing is sub-standard and in short supply;
- Rising rents;
- Absentee landlords contribute to the poor condition of some low-income housing;
- Drastic increase in multiple *working* families living in one home; and
- Need for low-income home owners to receive assistance with repairs and upkeep.

Homelessness

- Increase of homeless on the streets;
- Concerns that homeless people are being sent to their communities by other cities;
- Link to the rising/high housing costs and increased homelessness;
- Homelessness as a substance abuse and/or mental health issue;
- Need for community education including the definition of homelessness and risks; and
- Housing programs for undocumented migrant families.

Youth

- Connect youth to higher education;
- Exposure and guidance to choices for their future;
- Feelings of hopelessness in rural areas and youth not being aware of options outside the community;
- High drug use, early pregnancy, and continuing the cycle of poverty;
- Need for youth leadership and activities to connect youth to the community;
- Youth job and life skills; and
- Anti-gang programs.

Affordable Child Care

- Lack of available free/low cost child care for working families;
- Need for flexible/extended hours that match those of working families; and
- Availability of early mornings for agriculture workers.

Mental Health

- Mental health services for homeless persons;
- Prevention and interventions needed for children, youth, and adults;
- Addressing mental health as a family issue.

Substance Abuse

- Substance abuse/addiction linked to increases in child abuse/neglect;
- Methamphetamine is the most common drug used; and
- Increase in grandparents caring for grandchildren due to parental drug use/addiction.

Seniors

- Free or low-cost day/respite care for seniors with disabilities such as Alzheimer's;
- Need more healthy food; and
- Caregiver support.

Access (Rural Areas)

- Need more local services in rural areas i.e. such as mental health, dental, substance abuse, and emergency housing/shelters;
- Local health clinics shutting down;
- Limited public transportation;
- Food and clothing are mostly only available in Bakersfield; and
- Bakersfield organizations only giving to Bakersfield residents.

Transportation

- Rural areas have limited access to public transportation;
- Public transportation has raised their rates; and
- Most residents can't afford private vehicles, gas, repairs, etc.

Adult Education

- Adult literacy to improve employability;
- Many parents lack the literacy skills to read to their children;
- Education and skills to advance in employment; and
- Community college and technical programs unavailable in rural communities.

Business start-up

- Small business ownership is a way to get out of poverty;
- Helps improve the community; and
- Helps keep people from leaving the area once they get education/skills.

Next Steps:

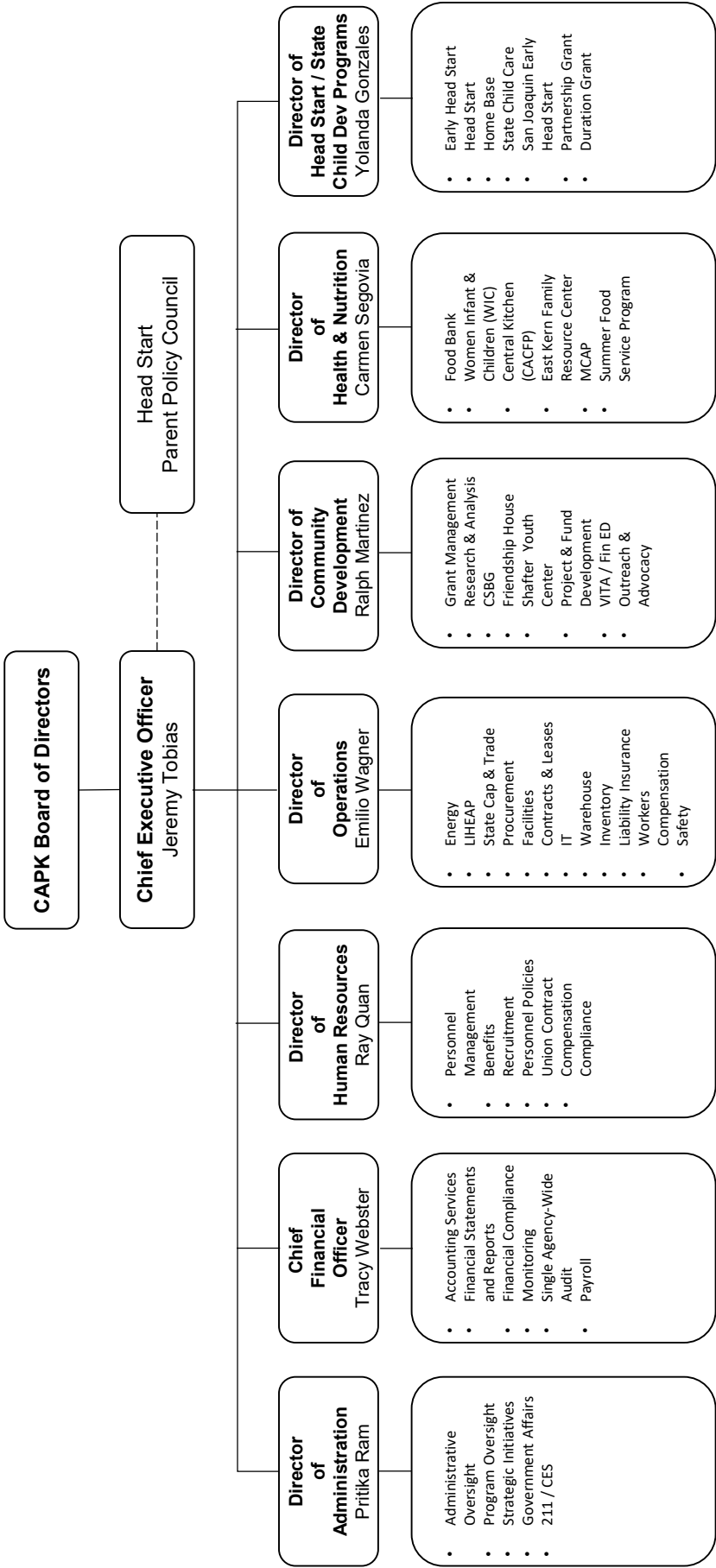
As part of the overall community assessment, the 2019 Community Needs Survey and Focus groups will be used to prioritize areas of focus in the 2020-2021 Community Action Plan. Upon review and approval by CAPK's Board of Directors, the 2020-2021 Community Action Plan will be made available to the public at www.capk.org, by June 2, 2019.

Appendix 8

CAPK

Management Organizational Chart

Management Organizational Chart



Appendix 9

CAPK Collaboratives and Community Groups Participation

CAPK Collaborative and Community Groups

1. 34th Street Neighborhood Partnership
2. Arvin Collaborative
3. Bakersfield Collaborative
4. Bakersfield Safe Streets
5. Buttonwillow Community Collaborative
6. Delano Neighborhoods
7. East Bakersfield Community Collaborative
8. East Kern Collaborative
9. First 5 Commissioners Meetings
10. First 5 Technical Advisory Committee
11. Help Me Grow
12. Indian Wells Valley Collaborative
13. Kern County Black
14. Kern County Health Care Coalition
15. Kern County Hispanic Chamber
16. Kern County Homeless Collaborative Continuum of Care
17. Kern County Network for Children
18. Kern County Nutrition Action Plan (CNAP)
19. Kern River Valley Collaborative
20. Lamont/Weedpatch
21. Lost Hills Collaborative
22. McFarland Collaborative
23. Mountain Communities Collaborative (Frazier Park)
24. Oildale Community Collaborative
25. Richardson Special Needs Collaborative
26. Shafter Collaborative
27. Shafter Healthy Start
28. South Chester Collaborative
29. Southeast Neighborhood Partnership
30. Taft Collaborative
31. Veterans Stand Down Committee
32. Wasco Collaborative

Appendix 10

CAPK

Annual Report



2018 Annual Report

Helping People...Changing Lives.





The Promise of Community Action

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.

2018 Board of Directors

Officers

Garth Corrigan, *Chair*
Curtis Floyd, *Vice Chair*
Warren Peterson, *Treasurer*
Fred Plane, *Secretary*

Low-Income Sector Representatives

Lorena Fernandez, *South Kern*
Yolanda Ochoa, *East Kern*
Guadalupe Perez, *Greater Bakersfield*
Ulyses Rodriguez, *Head Start Policy Council*
Ana Vigil, *North Kern*

Private Sector Representatives

Jimmie D. Childress, *Retired Teacher/Contractor*
Curtis Floyd, *Law Offices of Curtis Floyd*
Craig Henderson, *The Henderson Group*
Pastor Jonathan Mullings, *Truth Tabernacle*
Warren Peterson, *Warren Peterson Construction*

Public Sector Representatives

Janea Benton, *32nd State Assembly District*
Garth Corrigan, *16th State Senate District*
Mike Maggard, *Kern County Board of Supervisors*
Marian Panos, *City of Bakersfield Mayor's Office*
Fred A. Plane, *23rd U.S. Congressional District*

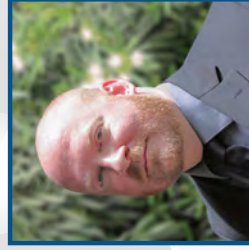


The Spirit of CAPK

Thank you to the thousands of staff, volunteers, community partners and other supporters who have helped us this year, and in years past, to bring compassionate services to our fellow neighbors and communities.

We are driven by the *Spirit of Community Action* to extend our hands and help people to stand during life's most difficult challenges. To lift up children, families, seniors and vulnerable populations who struggle to find their way forward, no matter who they are or their circumstance, is an honor and privilege that we take to heart every day.

We look forward to the year ahead, with you by our side, to continue our work with compassion and hope for a brighter future for all.



Garth Corrigan
Board Chairman



Jeremy T. Tobias
Chief Executive Officer

Head Start & State Child Development

CAPK's Head Start programs provide high quality, early childhood education to children from prenatal to five years-old, through full or half-day care at our centers and home-based options. Spanning Kern and San Joaquin Counties, the program seeks to serve the whole family in meeting educational and social needs. Head Start teaches parents to become advocates and self-reliant providers through its Parent Policy Council and Family Engagement programs.

CAPK's Central Kitchen provides nutritious breakfasts, lunches and snacks prepared and delivered each day. This includes 800,000 meals annually. Menus are prepared for pre-k, toddler, infant, and special dietary needs for the thousands of children in Head Start centers.

53
Head Start
Centers

1,935
Infants & Toddlers
Served

276,254
Parent Volunteer
Hours

4,435
Preschool Children
Served

830,721
Meals by
Central Kitchen

Since it was established in 1965, Head Start has served more than 35 million children and their families nationwide!



Youth Centers

Shafter Youth Center and Friendship House Community Center offer welcoming environments for youth and families to access educational and support services. With assistance from community volunteers, partners and mentors, the community centers provide after-school, summer and pre-employment programs to strengthen lives. Parenting and nutrition education classes, sports activities, gang prevention programs, access to social services, and more, foster positive social interactions and build on important life skills.

Both centers serve as food distribution sites for CAPK's Food Bank and referral points for CAPK's Head Start, Energy, and partner programs.

110
After School
Participants

216
Summer Program
Participants

130
Teen Pregnancy
Prevention
Participants

157
Gang Prevention
Participants

187
PREP Works
Participants

4,541
Served by the
Mexican Consulate at
Friendship House



Volunteer Income Tax Assistance (VITA)

CAPK VITA staff and volunteers provide year-round tax preparation and e-filing for low-to medium-income individuals and families. All VITA services are provided through trained IRS-certified staff and community volunteers to maximize refunds and take advantage of the Earned Income Tax Credit (EITC).

CAPK and United Way have partnered as the **Kern VITA Partnership** to serve the residents of Kern County, and as result, millions of tax dollars and EITC credits that might go unclaimed each year, come back to Kern families and stimulate the local economy.

5,321

Tax Returns Completed

\$3,694,856

Federal & State
Earned Income Tax Credit

\$1,134,140

State Tax Refunds

\$8,786,072

Total Refunds & Credits

The EITC tax credit is a benefit for working people who have low to moderate income. A tax credit means more money in your pocket. It reduces the amount of tax you owe and may also give you a refund.



2-1-1 Kern County

CAPK's 2-1-1 Kern County is a 24/7 information and referral service that provides Kern County residents with resource information and links to community health and human services at no cost. Kern's program also assists other Central Valley counties with their 2-1-1 services.

A comprehensive database of active social service agencies is available to the public by simply calling 2-1-1 or online at www.211kerncounty.org.

The Kern County Homeless Collaborative has also designated CAPK's 2-1-1 program as the county's Coordinated Entry System in an effort to end homelessness. It serves as a single point of entry where homeless individuals can quickly access critical services through a single assessment and referral process.

3,032
Resources

1,500
Social Service
Providers

101,580
Calls Received
In Kern County

23,031
Calls Received
In Other Counties

90,446
Referrals to Services



Migrant Childcare Alternative Payment (MCAP)

The Migrant Childcare Alternative Payment Program provides vouchers that allow parents to choose the best childcare option for their family as they move to new communities to find gainful employment opportunities. To promote the continuity of childcare, a family who migrates throughout the State of California continues to be eligible for services with the MCAP program.

The program serves migrant, agriculturally working families through six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno.

434

Families
Served

1,153

Children Served

16

Counties Served
Throughout California

\$6,700,000

Economic Growth
in Rural Counties

\$1,500,000

Reimbursed to Childcare
Providers in Kern County

6

Entry Counties



East Kern Family Resource Center

East Kern Family Resource Center is a regional service hub in Mojave, California that assists individuals and families in eastern Kern County communities - from the desert to Tehachapi.

The program provides case management, differential response, emergency resources and financial empowerment activities to strengthen families and prepare children and families to successfully enter kindergarten. Through the center's referral program, clients are able to connect to services including dental care, mental health counseling, substance abuse treatment, utility bill assistance and community programs.

1,139

East Kern
Residents Served

258

Served With
Emergency Clothing

232

Individuals Served With
Emergency Supplies

309

Family Referrals to
Differential Case
Management

38

Children Enrolled in
Kindergarten Prep

35

Children Immunized



Food Bank

Established in 1983, the Food Bank acquires food and other resources that are distributed through partner sites to help alleviate hunger and meet the nutritional needs of economically disadvantaged individuals, families, seniors and the homeless of Kern County, which are spread throughout Kern County's 8,200 square miles.

Millions of pounds of food is obtained through Federal assistance and funds and the assistance of local growers/donors and distributed annually to non-profits, churches, community centers, homeless shelters, and poverty fighting agencies throughout Kern County.

Over half of those served by the Food Bank are children.

104

Partner Distribution
Sites

13,571,152

Pounds of Food
Distributed

507,085

Pounds of Produce
Distributed

3,500

Participants in Senior
Food Program



Women, Infants and Children (WIC)

For over 40 years, The WIC program as been addressing the health and nutrition needs of pregnant, breastfeeding and postpartum women, infants and children up to 5 years old in low income families.

WIC provides free supplemental foods, nutrition education, breastfeeding support and education, and other support services all designed to help all eligible families living in our service area, regardless of immigration status — eat well, be active, and stay healthy.

To learn more about services and public charge, please visit www.capk.org.

16,288
Families Served

20
Sites In Kern
County

5
Sites In
San Bernardino
County

7,302

Received Breastfeeding
& Women's Nutritional
Health Education

There are WIC offices
on or near most military
bases, because many
military families fall
within the income
eligibility guidelines.



Energy Program

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

Services, available to both homeowners and renters who qualify, include weather stripping, repair or replacement of windows and doors, heating/cooling appliances, stoves and refrigerators, and more. Increasing home energy efficiency can save families hundreds of dollars each year.

8,683

Homes Provided
Gas & Electric Bill
Payment Assistance

339

Home Weatherization
Assistance

211

Households Received
Propane Assistance

Dial



68

Household Installations
of Energy-Efficient
Appliances

To connect with services!



STATEMENT OF FINANCIAL POSITION

February 28, 2018

ASSETS

Current Assets:	
Cash	\$3,850,166
Grants and contracts receivable	3,672,278
Inventory	1,265,045
Prepaid expenses	<u>398,620</u>
Total current assets	9,186,109
Non-current Assets:	
Property and equipment	<u>11,826,611</u>
Total assets	<u>\$21,012,720</u>

LIABILITIES AND NET ASSETS

Current Liabilities:	
Current maturities of long-term debt	\$ 352,246
Accounts payable	1,883,875
Accrued expenses	2,599,489
Advances payable	22,808
Deferred revenue	<u>1,728,320</u>
Total current liabilities	6,586,738
Non-current Liabilities:	
Long-term debt, less current maturities	<u>2,429,474</u>
Total liabilities	9,016,212
Net Assets:	
Temporarily restricted	70,439
Unrestricted	<u>11,926,069</u>
Total net assets	11,996,508
Total liabilities and net assets	<u>\$21,012,720</u>

STATEMENT OF OPERATIONS

For the year ended February 28, 2018

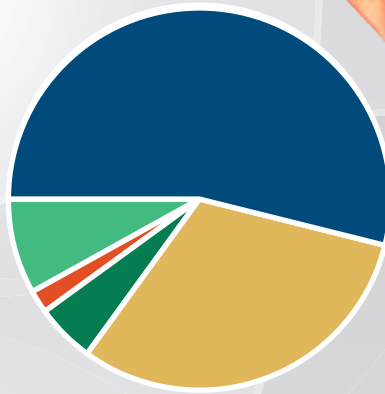
Program Revenues:	
Federal grants	\$50,884,959
State grants	7,255,896
Local grants	462,567
Public Support:	
Contributions in-kind	78,737
Donations:	
Food	14,402,415
Cash	112,386
Gain on sale of assets	15,441
Other	<u>1,570,786</u>
Total revenue, gains, and other support	<u>74,783,187</u>
Expenses:	
Program:	
Child Care	39,203,876
Nutrition	22,795,661
Energy conservation	4,225,560
Community services	1,792,987
General and administrative	5,752,850
Fundraising	<u>23,645</u>
Total expenses	<u>73,794,579</u>
Change in net assets	988,608
Net assets, beginning	<u>11,007,900</u>
Net assets, ending	<u>\$11,996,508</u>

REVENUE



■ Federal Grants	\$50,884,959	68%
■ State/Local Grants	7,718,463	10%
■ Donations/Contributions	14,593,538	20%
■ Other	1,586,227	2%

EXPENSES



■ Child Care	\$39,203,876	54%
■ Nutrition	22,795,661	31%
■ Energy Conservation	4,225,560	5%
■ Community Services	1,792,987	2%
■ General and Administrative/Fundraising	5,776,495	8%

Helping People...
Changing Lives.



Thank you for your support!

Our Vision

At CAPK we envision a future where communities are economically stable centers of potential with abundant resources for all people.

Our Mission

Community Action Partnership of Kern shall provide and advocate for resources that will empower members of the communities we serve to be self-sufficient.

Guiding Principles

Leadership • Respect & Honor • Quality Service Delivery • Commitment • Communication



CAPK Administration Office

5005 Business Park North

Bakersfield, CA 93309

(661) 336-5236

Visit us online

www.capk.org



Dial



Appendix 11

CAPK

Food Bank

Partner Site List

NAME	LOCATIION ADDRESS	CITY	SITE ZIP
Wasco Recreation & Parks Dist.	1280 Poplar Ave	Wasco	93080
Arvin VFW	1025 S. Derby St	Arvin	93203
Village Congregational Community	1112 Richard St	Arvin	93203
Buttonwillow Senior Center	131 East First St	Buttonwillow	93206
Buttonwillow-Parks and Rec District	131 1st Street	Buttonwillow	93206
Salvation Army-Buttonwillow(Shafter Unit)	42600 Hwy 58 93206	Buttonwillow	93206
Casa de Hernandez	200 Albany St	Delano	93215
Delano Adult Day Care	1457 Glenwood St	Delano	93215
Delano Armory	925 Ellington St	Delano	93215
Delano Community Connections	1842 Norwalk	Delano	93215
Delano Olsen Rotary Village	1635 Randolph St.	Delano	93215
Delano Senior Center	925 Ellington St	Delano	93215
Mt. Communities Family Resource Center	3015 Mt. Pinos way	Frazier Park	93225
Salvation Army Frazier Park	3801 Park Dr	Frazier Park	93225
Salvation Army-Frazier Park	3801 Park Dr.	Frazier Park	93225
Grace Chapel	12312 Mt Mesa Rd	Lake Isabella	93240
Lake Isabella Rotary Club of Kern River Valley	6405 Lake Isabella Blvd	Lake Isabella	93240
Mount Mesa- Grace Chapel	12312 Mtn. Mesa Rd	Lake Isabella	93240
Salvation Army-Lake Isabella	6105 Lake Isabella Blvd.	Lake Isabella	93240
Pentecostal Church of God	9901 Velma Ave Lamont	lamont	93241
Lamont Iglesia Monte Sion	7617 Kearney Ave	Lamont	93241
Lamont Senior Center	10300 San Diego	Lamont	93241
Lost Hills Park & Recreation Building	Hwy 46 at Lost Hills Blvd	Lost Hills	93249
La Mission de Jesus	188 San Juan St	McFarland	93250
McFarland Mission De Jesus	188 San Juan St	McFarland	93250
Maricopa- Gusher Hall	267 CA-33	Maricopa	93252
Salvation Army-Shafter	285 E. Lerdo Hwy	Shafter	93263
Shafter CAPK Shafter Youth Center	455 E. Euclid Ave	Shafter	93263
Shafter Christian Fellowship	632 James street	Shafter	93263
Shafter Youth Center	455 East Euclid	Shafter	93263
Heritage Park Apartments	201 8th st	Taft	93268
Laborers of the Harvest	201 1/2 Harrison St	Taft	93268
NEEDS Center	518 Main St	Taft	93268
New Hope Temple	308 Harrison St.	Taft	93268
Taft N.E.E.D.S. Center	518 Main St	Taft	93268
Taft NEEDS Center	518 Main St	Taft	93268
Griffith Avenue Baptist Church	408 Griffith Ave	Wasco	93280

NAME	LOCATIION ADDRESS	CITY	SITE ZIP
Griffith Ave Baptist Church	408 Griffith Ave		93280
God's Storehouse	16475 HWY 178		93283
Wofford Heights	25 Arden Ave	Wofford Heights	93285
Catholic Charities	825 Chester Ave.	Bakersfield	93301
Lowell Place	500 R St	Bakersfield	93301
Park Place	2250 R St	Bakersfield	93301
Village Park Place	2300 R St	Bakersfield	93301
Bakersfield Burrito Project	930 Truxtun Ave, Suite 110	Bakersfield	93301
Catholic Charites	809 Chester Ave	Bakersfield	93301
City Serve/ Canyon Hills	3201 F Street	Bakersfield	93301
Family Resource Center of Bks(Catholic Charities)	809 Chester Ave.	Bakersfield	93301
First Presbyterian Church	1705 17th St	Bakersfield	93301
Golden Empire Transit District	1830 Golden State Ave	Bakersfield	93301
Vineyard Christian Fellowship (The River)	928 17th St	Bakersfield	93301
California Avenue Apartments	1015 O st	Bakersfield	93304
Mill Creek Village	508 18th st.	Bakersfield	93304
Plaza Tower	3015 Wilson Rd	Bakersfield	93304
Anchor of Hope Outreach	926 8th St	Bakersfield	93304
Bakersfield Senior Center	530 4th Street	Bakersfield	93304
Central Church of Christ	425 S. H St	Bakersfield	93304
Chester Ave. Community Church	1509 S. Chester Ave	Bakersfield	93304
Goodness & Mercy Ministries	1111 California Ave	Bakersfield	93304
Goodness and Mercy Ministries	1111 California Ave	Bakersfield	93304
Grace Assembly of God	2800 Larson Ln.	Bakersfield	93304
Rexland Christ Cathedral	2301 White Lane	Bakersfield	93304
Southside Seventh-Day Adventist Church	1330 3rd St	Bakersfield	93304
St. John Manor	900 4th St.	Bakersfield	93304
Stay Focused	1225 CALIFORNIA AVE.	Bakersfield	93304
Loma Council Senior Center	2101 Ridge Rd	Bakersfield	93305
Sunnylane Apartments	2601 Sunny Ln	Bakersfield	93305
Anchor of Hope in Christ Church	2300 N Kern St	Bakersfield	93305
Bakersfield College Renegade Pantry	1801 Panorama Dr	Bakersfield	93305
Bakersfield Homeless Center	1600 E. Truxtun Ave	Bakersfield	93305
Bakersfield Rescue Mission	724 E 21 St	Bakersfield	93305
Centro Cristiano Agape	409 Baker street	Bakersfield	93305
LA Loma Council Veterans Hall	2101 Ridge Rd	Bakersfield	93305
Miracle Music 4 Kids	405 E 19th St	Bakersfield	93305

NAME	LOCATIION ADDRESS	CITY	SITE ZIP
Nuevo Amanecer	500 E. Truxtun Ave	Bakersfield	93305
Right Now Community Outreach	818 Baker Street	Bakersfield	93305
Bakersfield Christian Church	3200 Bernard Street	Bakersfield	93306
Cornucopia Services	600 Fairfax Rd	Bakersfield	93306
Corucopia After School Program	600 FAIRFAX RD.	Bakersfield	93306
Casa de Eva	1655 E. California Ave	Bakersfield	93307
Dignity Health Outreach Center	1627 Virginia Ave	Bakersfield	93307
Friendship House Community Center	2424 Cottonwood Rd	Bakersfield	93307
Friendship House	2424 Cottonwood Rd	Bakersfield	93307
Gridstone	3025 Lotus Ln	Bakersfield	93307
Isaiah's Sober living Phase 1 & 2	1904 Clarendon St	Bakersfield	93307
Mercy & Memorial Learning Center	631 E. California Ave.	Bakersfield	93307
Reaching by Recycling	520 Union Ave	Bakersfield	93307
Saints Memorial Church of God in Christ	200 Pacheco Road	Bakersfield	93307
South Gate Redemption Center	1017 South Gate Dr	Bakersfield	93307
Turning Point Re-Entry	1101 Union Ave	Bakersfield	93307
Harmony Apartments	5948 Victor St	Bakersfield	93308
Kern Canyon Estate	8500 Kern Canyon Rd	Bakersfield	93308
Rasmussen Senior Center	1115 Roberts Lane	Bakersfield	93308
Bakersfield Family Church	106 Wilson Ave	Bakersfield	93308
Connection Ministries, Inc	7220 Rosedale Hwy	Bakersfield	93308
Grace Assembly of God North Campus	1510 McCray Ave.	Bakersfield	93308
Hope Center	3311 Manor St	Bakersfield	93308
Lions for Christ Ministries	6230 Norris Rd	Bakersfield	93308
New Covenant PCG	800 Airport Dr	Bakersfield	93308
Oildale S.D.A. Church	612 Sharon Place	Bakersfield	93308
Sunshine Church PC of God	515 Roberts Lane	Bakersfield	93308
Veterans Assistance Foundation	729 Decatur Street	Bakersfield	93308
Word Alive Ministry (The Rock Church)	315 May St	Bakersfield	93308
Bakersfield Central SDA	4201 Wilson Rd	Bakersfield	93309
Christ First Ministries, Incorp	625 Robinson St.	Bakersfield	93309
Community Family Fellowship	1400 Easton Dr. Ste#115	Bakersfield	93309
First Congregational Church	5 Real Road	Bakersfield	93309
Salvation Army-Wilson Road	4417 Wilson Road	Bakersfield	93309
STAY FOCUS	1225 CALIFORNIA AVE.	Bakersfield	93309
CSUB	9001 Stockdale Hwy	Bakersfield	93311
CSUB	9001 Stockdale Hwy	Bakersfield	93311
New Life Center	4201 Stine Rd	Bakersfield	93311

NAME	LOCATIION ADDRESS	CITY	SITE ZIP
Celebration Church	10011 Rosedale Hwy	Bakersfield	93312
Bakersfield New Life Center	4201 Stine Rd	Bakersfield	93313
Sovereign Grace Outreach	14621 Rosedale Hwy	Bakersfield	93314
East Kern Salvation Army	15662 K Street	Mojave	93501
God's Enduring Touch of Grace	10031 58th Street West	Mojave	93501
Mojave Veterans Hall	15580 O street	Mojave	93501
Cal-City Assembly of God	21924 Calhoun Dr	Cal City	93505
Our Lady of Lourdes Catholic Church	9970 California City Blvd.	Cal City	93505
Boron Senior Center	27177 Twenty Mule Team Rd	Boron	93516
Twin Oaks Community Church	16123 Caliente Creek Rd	Caliente	93518
Inyokern	1247 Broadway	Inyokern	93527
Salvation Army Ridgecrest	151 N. Downs	Ridgecrest	93555
Salvation Army-Ridgecrest	151 N Downs	Ridgecrest	93555
St. Michael's Episcopal Church	200 W. Drummond Ave	Ridgecrest	93555
RCCG - Rehoboth Parish	2727 Diamond St. Rosamond	Rosamond	93560
Rosamond Hummel Community Hall	2500 20th St	Rosamond	93560
Saint Malachy Conference	407 W. E St.	Tehachapi	93561
Salvation Army Tehachapi West Park Center	538 East Tehachapi Blvd	Tehachapi	93561
Salvation Army-Tehachapi	538 East Tehachapi Blvd	Tehachapi	93561
CORNUCOPIA AFTER SCHOOL PROGRAM	600 FAIRFAX RD.	Bakersfield	93306

Appendix 12

CAPK

Finance Policy,
Subrecipients

SUBRECIPIENTS

Making of Subawards

From time to time, CAPK may find it practical to make subawards of federal funds to other organizations. All subawards in excess of the simplified acquisition threshold shall be subject to the conflict of interest policies described in the preceding section. In addition, all subrecipients must be approved in writing by the federal awarding agency and agree to the subrecipient monitoring provisions described in the next section.

CAPK is required to evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward to determine the appropriate monitoring. Evaluations may include such factors as: *(2 CFR Part 200.331(b))*

- The subrecipient's prior experience with the same or similar subawards;
- The results of previous audits including whether or not the subrecipient receives a Single Audit, and the extent to which the same or similar subaward has been audited as a major program;
- Whether the subrecipient has new personnel or new or substantially changed systems; and
- The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).

In addition, CAPK shall obtain the following documents from all new subrecipients:

1. Articles of Incorporation
2. Bylaws or other governing documents
3. Determination letter from the IRS (recognizing the subrecipient as exempt from income taxes under IRC section 501(c)(3))
4. Last three years' Forms 990 or 990-EZ, including all supporting schedules and attachments (also Form 990-T, if applicable)
5. Copies of the last three years' audit reports and management letters received from subrecipient's independent auditor (including all reports associated with audits performed in accordance with 2 CFR Part 200.500 – 521, if applicable)
6. Copy of the most recent internally-prepared financial statements and current budget
7. Copies of reports of government agencies (Inspector General, state or local government auditors, etc.) resulting from audits, examinations, or monitoring procedures performed in the last three years

Monitoring of Subrecipients

When CAPK utilizes federal funds to make subawards to subrecipients, CAPK is subject to a requirement to monitor each subrecipient in order to provide reasonable assurance that subrecipients are complying, in all material respects, with laws, regulations, and award provisions applicable to the program.

In fulfillment of its obligation to monitor subrecipients, the following policies apply to all subawards of federal funds made by CAPK to subrecipients:

The following required information will be provided to all subrecipients:

1. Federal Award Identification.
 - a. Subrecipient name (which must match registered name in DUNS);
 - b. Subrecipient's DUNS number ;
 - c. Federal Award Identification Number (FAIN);
 - d. Federal Award Date;
 - e. Subaward Period of Performance Start and End Date;
 - f. Amount of Federal Funds Obligated by this action;
 - g. Total Amount of Federal Funds Obligated to the subrecipient;
 - h. Total Amount of the Federal Award;
 - i. Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);
 - j. Name of Federal awarding agency, pass-through entity, and contact information for awarding official,
 - k. Catalogue of Federal Domestic Assistance (CFDA) Number and Name. CAPK must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;
 - l. Indirect cost rate for the Federal award (including if the de minimis rate is charged per § 200.414 Indirect (F&A) costs).
2. All requirements imposed by CAPK on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award.
3. Any additional requirements that CAPK imposes on the subrecipient in order for CAPK to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports;
4. An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal government or, if no such rate exists, either a rate negotiated between CAPK and the subrecipient, or a de minimis indirect cost rate as defined in § 200.414 Indirect costs.
5. A requirement that the subrecipient permit CAPK and auditors to have access to the subrecipient's records and financial statements as necessary for CAPK to meet the monitoring requirements of 2 CFR Part 200; and
6. Appropriate terms and conditions concerning closeout of the subaward.
7. Subawards shall require that subrecipient employees responsible for program compliance obtain appropriate training in current grant administrative and program compliance requirements.
8. Subawards shall require that subrecipients submit financial and program reports to CAPK on a basis no less frequently than monthly.

9. CAPK will follow up with all subrecipients to determine whether all required audits have been completed. CAPK will cease all funding of subrecipients failing to meet the requirement to undergo an audit in accordance with 2 CFR Part 220.501. For subrecipients that properly obtain an audit in accordance with 2 CFR Part 200.501, CAPK shall obtain and review the resulting audit reports for possible effects on CAPK's accounting records or audit.
10. CAPK shall assign one of its employees the responsibility of monitoring each subrecipient on an ongoing basis during the period of performance by the subrecipient. This employee will establish and document, based on her or his understanding of the requirements that have been delegated to the subrecipient, a system for the ongoing monitoring of the subrecipient.
11. Ongoing monitoring of subrecipients will vary from subrecipient to subrecipient based on the nature of work assigned to each. However, ongoing monitoring activities may involve any or all of the following:
 - a. Regular contacts with subrecipients and appropriate inquiries regarding the program.
 - b. Reviewing programmatic and financial reports prepared and submitted by the subrecipient and following up on areas of concern.
 - c. Monitoring subrecipient budgets.
 - d. Performing site visits to the subrecipient to review financial and programmatic records and assess compliance with applicable laws, regulations, and provisions of the subaward.
 - e. Offering subrecipients technical assistance where needed.
 - f. Maintaining a system to track and follow up on deficiencies noted at the subrecipient in order to ensure that appropriate corrective action is taken.
 - g. Establishing and maintaining a tracking system to ensure timely submission of all reports required of the subrecipient.
12. Documentation shall be maintained in support of all efforts associated with monitoring of subrecipients.
13. In connection with any subrecipient that has been found to be out of compliance with provisions of its subaward with CAPK, responsive actions by the Organization shall be determined by Director of Finance. Such actions may consist of any of the following actions:
 - a. Increasing the level of supporting documentation that the subrecipient is required to submit to CAPK on a monthly or periodic basis.
 - b. Requiring that subrecipient prepare a formal corrective action plan for submission to CAPK.
 - c. Requiring that certain employees of the subrecipient undergo training in areas identified as needing improvement.
 - d. Requiring documentation of changes made to policies or forms used in administering the subaward.

- e. Arranging for on-site (at the subrecipient's office) oversight on a periodic basis by a member of the CAPK accounting or grant administration staff.
- f. Providing copies of pertinent laws, regulations, federal agency guidelines, or other documents that may help the subrecipient.
- g. Arranging with an outside party (such as CAPK's own independent auditors) for periodic on-site monitoring visits.
- h. Reimbursing after-the-fact, and not provide advances.
- i. Requiring review and approval for each disbursement and all out-of-area travel.
- j. As a last resort, terminating the subaward relationship and seeking an alternative.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



From: Ralph Martinez, Director of Community Development

Date: April 24, 2019

Subject: *Agenda Item VI(b):* Housing Program Update – **Info Item**

Community Development:

- Reviewing funding and finance options
- Expanding housing committee
- Reviewed previous CHDO applications and identified areas to revise and/or update
- Research on current housing trends
- Identifying technical assistance in establishing housing component

Participating the the Kern County Affordable Housing Coalition supporting three identified initiatives:

Funding/Finance:

- Data collection – gathering info on available affordable housing financing and funding
- Creating website to disseminate affordable housing info, funding sources, Coalition actions and initiatives
- Seek new funding to support the coalition

Influence Thoughts, Discussions, and Actions:

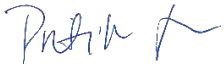
- Research housing inventory - city, county and unincorporated areas
- Research Housing elements within County and Cities

Community Development:

- Discover community voices in what they want for their communities
- Housing preservation
- Brownfield redevelopment
- SB35- Multi-family housing – streamline processes, including recent city initiatives

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors


From: Pritika Ram, Director of Administration, Presented by Rebecca Morena, CES Program Coordinator

Date: April 24, 2019

Subject: *Agenda Item VI(c): Coordinated Entry System & Homeless Presentation – Info Item*

Since the launch of the Coordinated Entry System (CES) in October 2018, we have made positive improvements in reaching our goal to streamline the process of finding housing for those who are homeless or at risk of homelessness, with the intent of housing the most vulnerable individuals first throughout the County of Kern.

Through our partnership with the Kern County Homeless Collaborative, Continuum of Care (CoC) members, and the designated Assessment Point service providers, the program is working to provide an easily accessible link to services and access to homeless services for individuals in Kern County using the Homeless Information Management System (HMIS). We've begun working with the service providers to create a single-entry point for all homeless related calls and are conducting assessments to identify the level of need of the individuals and link them to the appropriate homeless service provider.

The CES program staff participate in weekly calls with the CES committee and Assessment Point service providers to share, monitor, and report data. Further to track project effectiveness, CAPK 2-1-1 CES program in partnership with the administrator of HMIS, are working to: generate detailed reporting to track established performance measures as per the CoC and HUD standards; identify standardization and reporting among the service providers, and information sharing to eliminate the duplication of services and multiple entry of an individual client among the service providers in real time; and increase the service provider participation to 95% of entries to project are from Coordinated Entry referrals.

Staff will provide an update on the CES program, describe activities around the Kern County Homeless Collaborative and its 10-year plan to combat homelessness.



A large collage of 15 photographs showing various community activities. The top left corner features the CAPK logo with the text "Community Action Partnership of Kern". The photos include: a group of people at a food distribution event; a woman holding a baby; a group of people standing in front of a CAPK sign; a woman holding a blue bag with the CAPK logo; a group of people at a community meeting; a woman holding a baby; a group of people at a food distribution event; a woman holding a blue bag with the CAPK logo; a group of people at a community meeting; a woman holding a baby; a group of people at a food distribution event; a woman holding a blue bag with the CAPK logo; a group of people at a community meeting; a woman holding a baby; and a group of people at a food distribution event.



2-1-1 Kern

Coordinated Entry System



KCHC Mission: To put an end to homelessness in Kern County through collaborative planning and action.

- The KCHC is the agency designated to oversee HUD CoC funds for the Bakersfield / Kern County geographical area which is known as the "Continuum of Care" (CoC).
- Currently 36 agencies make up the collaborative.

www.kernhomeless.org

Kern County's Plan to End Homelessness by 2028

Objective 1: Establish a Coordinated Entry, Assessment and Referral System to streamline and prioritize access to housing and services for people who are homeless or at risk of homelessness.

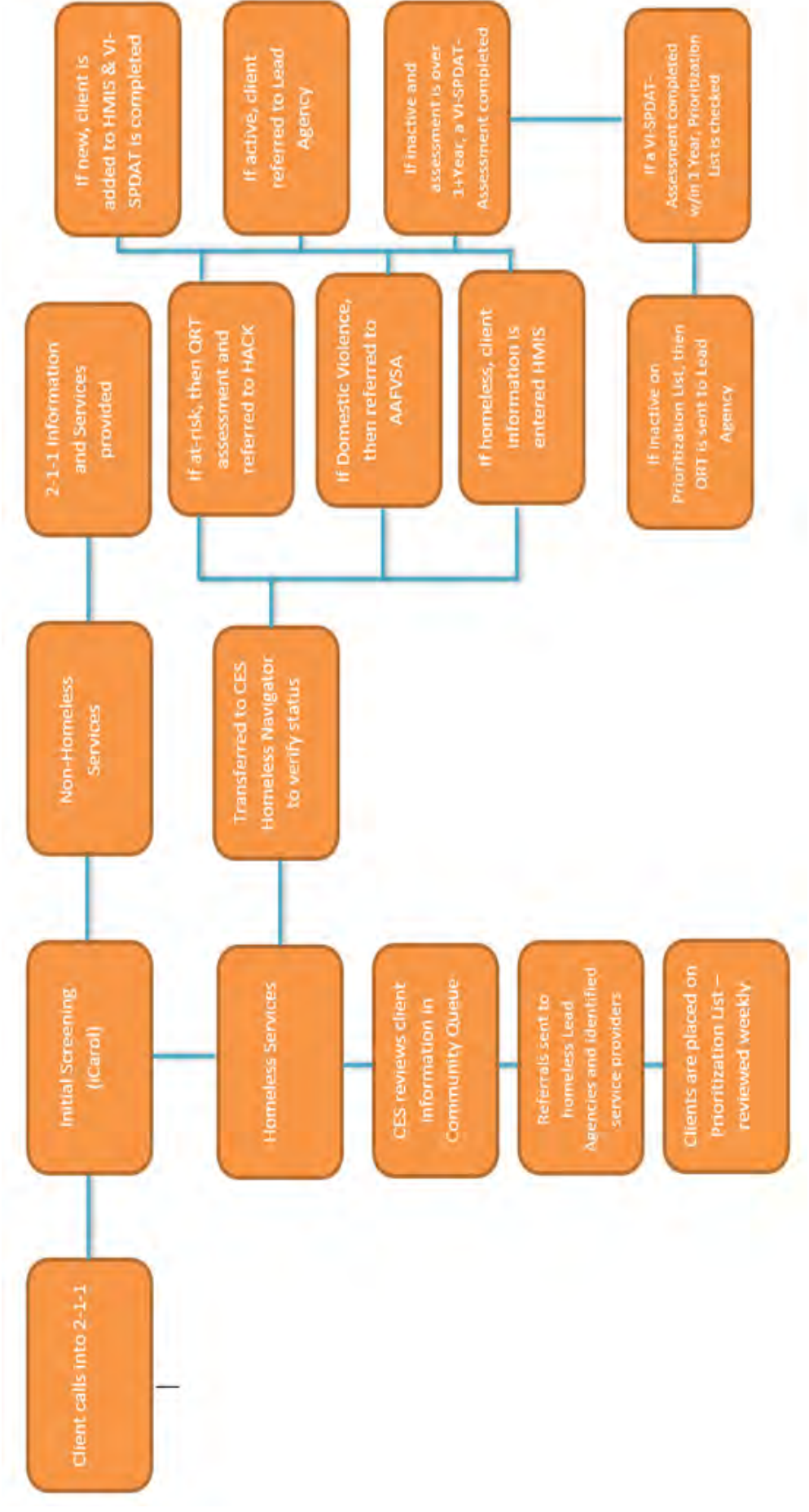
Goal 1: Implement all service components of the CES, as described in the CES Policies and Procedures.

Goal 2: Conduct countywide marketing campaign.

Goal 3: Implement evaluation and data management components of CES

Goal 4: Support continued financial operation and expansion of CES

2-1-1 Kern CES Work Flow



KCHC Direct Service Providers

1. Alliance Against Family Violence and Sexual Assault
2. Bakersfield Homeless Center
3. California Veterans Assistance Foundation
4. Clinica Sierra Vista
5. Flood Bakersfield Ministries
6. Housing Authority of Kern County
7. Independent Living Center of Kern County
8. Kern County Aging and Adult Services
9. Kern County Behavioral Health and Recovery Services
10. Kern County Network for Children-The Dream Center
11. The Mission at Kern County
12. Women's Center High Desert, INC.

Prioritization

At Risk

Once an VI-SPDAT is completed, the client is placed on the Prioritization Match List and prioritized on vulnerability score, chronicity, and disability.

Homeless

- 1st Priority:** Chronically homeless: A person that has been homeless for 12 consecutive months, or homeless 3 times in the last 4 years equal to 12 months and has a chronic disability.
- 2nd Priority:** Not Chronic, with a Disability and score of 9 or greater.
- 3rd Priority:** Not Chronic, with a Disability and score of 8 or less.
- 4th Priority:** Person with a Disability enrolled in a Transitional Housing Program.
- 5th Priority:** Not Chronic, No Disability.

At Risk of Homelessness

- 1st Priority:** Court ordered eviction, 60/30 Day Notice, Notice to Vacate, or 3 Day Pay or Quit.
- 2nd Priority:** Lacks a permanent night time residence (couch surfing, staying with family or friends)

CES Quarterly Statistics

January to March 2019

Homeless Calls through 2-1-1: 492

Quick Referral Tool's (QRT) Submitted: 338

Assessment's Completed: 113

CES Community Events

1. Point In Time Count
2. You Count Homeless Resource Fairs
Bakersfield, Arvin, Taft, Mojave, Wasco,
Delano, Lake Isabella
3. Stuff the Bus Food Distribution

[You Count Events](#)

Questions

Contacts

Rebecca Moreno, CES Program Coordinator
(661)336-5203 ext.: 4255
rmoreno@capk.org

Martha Gonzalez, Program Specialist
(661)395-2495
mgonzalez@capk.org

Pritika Ram, Division Director
pram@capk.org

Esperanza Contreras, Program Manager
econtreras@capk.org

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



From: Jerry Meade, Program Design and Management Administrator

Subject: *Agenda Item VI(d):* Application for Continued Funding of Early Head Start Child Care Partnerships – **Action Item**

Date: April 24, 2019

Head Start is requesting approval to submit an application for 2019-2020 funding of the Early Head Start Child Care Partnerships grant #09HP0036.

On March 22, 2019, CAPK received two letters from the Office of Head Start indicating that our EHS Child Care Partnership and the EHS San Joaquin programs are eligible for a non-competitive five-year grant award. The letters are attached for your review. The application for the Partnership being presented today is due June 1, 2019. The San Joaquin application is not due until November 1, 2019 and will be brought to the Board in September 2019.

The Partnership application to be submitted will describe the program design, goals and approach to delivery for the funding period 09/01/2019 – 08/31/2024. Program has no planned changes from the current program's service delivery. CAPK will continue to provide Early Head Start services for a total of 56 children in partnerships with Bakersfield College (32 children), Kern County Superintendent of Schools (16 children), and Garden Pathways (8 children).

The funding levels for the first 12-month period 09/01/2019 through 08/31/2020 are:

- \$708,901 for program operations;
- \$16,800 for training and technical assistance;
- \$12,548 for a Cost-of-Living Adjustment (COLA) of 1.77%

The attached budget detail provides allocated expenses by major category. Revisions (if any) are detailed in the right-hand column.

Recommendation:

Staff recommends the CAPK Board approve with resolution the submission of an application for continued funding of Early Head Start Child Care Partnerships 09HP0036 for the 2019-2020 budget period.

Attachments:

Office of Head Start Letters dated 3/22/19
EHS CCP Budget Detail by Major Category
Resolution #2019-03



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

March 22, 2019

Community Action Partnership Of Kern

Re: Grant No. 09HP0036

Dear Head Start Grantee:

The Office of Head Start (OHS) has determined that your program is currently eligible for a non-competitive five year grant award to operate the Head Start program.

Should your program meet one of the conditions specified under [45 CFR Part 1304.12](#) prior to your new award, your agency must report to your Regional Office using HSES Correspondence within 10 working days of occurrence. If OHS determines that your agency has met one of the conditions under [45 CFR Part 1304.11](#) prior to award, your designation will change and you will receive notice that your organization will instead be required to compete for funding.

You must file a complete Form SF-429 with Attachment A ([Real Property Status Report](#)) to establish the existence of property subject to a federal interest for which your organization (or a delegate agency) holds title prior to award. If you anticipate not being able to meet the above timeframe or requirements, notify your Regional Grants Management Officer via HSES Correspondence.

Congratulations on your non-competitive designation and thank you for your continued work on behalf of children and families. Please direct questions to your Regional Office.

Sincerely,

/Deborah Bergeron/

Deborah Bergeron
Director
Office of Head Start



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

March 22, 2019

Community Action Partnership Of Kern

Re: Grant No. 09CH010071

Dear Head Start Grantee:

The Office of Head Start (OHS) has determined that your program is currently eligible for a non-competitive five year grant award to operate the Head Start program.

Should your program meet one of the conditions specified under [45 CFR Part 1304.12](#) prior to your new award, your agency must report to your Regional Office using HSES Correspondence within 10 working days of occurrence. If OHS determines that your agency has met one of the conditions under [45 CFR Part 1304.11](#) prior to award, your designation will change and you will receive notice that your organization will instead be required to compete for funding.

You must file a complete Form SF-429 with Attachment A ([Real Property Status Report](#)) to establish the existence of property subject to a federal interest for which your organization (or a delegate agency) holds title prior to award. If you anticipate not being able to meet the above timeframe or requirements, notify your Regional Grants Management Officer via HSES Correspondence.

Congratulations on your non-competitive designation and thank you for your continued work on behalf of children and families. Please direct questions to your Regional Office.

Sincerely,

/Deborah Bergeron/

Deborah Bergeron
Director
Office of Head Start

COMMUNITY ACTION PARTNERSHIP OF KERN
EARLY HEAD START CHILD CARE PARTNERSHIPS
09HP0036
2019-2020 BUDGET DETAIL BY MAJOR CATEGORY

BUDGET - BASE	2018-2019	2019-2020	VARIANCE increase (decrease)	
PERSONNEL	130,082	133,676	3,594	COLA Adjustment
FRINGE BENEFITS	33,248	48,965	15,717	COLA Adjustment and Increased Fringe
SUPPLIES	1,750	1,750	0	
CONTRACTUAL	462,028	456,968	(5,060)	Revised as per Negotiated Contract Rates
OTHER:	17,395	15,530	(1,865)	Reduction in software support/maintenance
Occupancy				
Direct child & family services				
Staff local travel				
Office equipment lease/repair/maintenance				
INDIRECT COSTS	<u>64,398</u>	<u>64,560</u>	<u>162</u>	
TOTAL BASE	<u>708,901</u>	<u>721,449</u>	<u>12,548</u>	
FUNDING	708,901	721,449	12,548	1.77% COLA
VARIANCE	0	0		
BUDGET - TRAINING & TECHNICAL ASSISTANCE				
TRAVEL	5,294	5,294	0	
SUPPLIES	3,506	3,506	0	
OTHER:	6,473	6,473	0	
Staff development costs; consultant fees				
INDIRECT COSTS (10%)	<u>1,527</u>	<u>1,527</u>	<u>0</u>	
TOTAL T&TA	<u>16,800</u>	<u>16,800</u>	<u>0</u>	
NON-FEDERAL SHARE¹	<u>181,425</u>	<u>184,562</u>	<u>3,137</u>	
ESTIMATED ADMINISTRATIVE COST RATE	8.3%			

¹The Head Start Act requires non-federal matching funds equal to 20% of total funding. The non-federal portion of subsidies supporting children enrolled in the Partnership program will be used toward non-federal share. The remainder will be provided by volunteers and other contributors.

RESOLUTION # 2019-03

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Refunding Application for the Early Head Start Child Care Partnership Program

The Board of Directors of Community Action Partnership of Kern (CAPK) located at 5005 Business Park North, Bakersfield, CA 93309, met on April 24, 2019, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

WHEREAS, 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 Early Head Start, Child Care Partnership (CCP), Grant #09HP0036, has requested to submit an application for continued funding for the 2019-2020 budget year; and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the Early Head Start CCP contract; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a continued funding application for Early Head Start CCP; and

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 CAPK’s representative signatory with regard to the submission of the continued funding application for Early Head Start CCP, #09HP0036.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 24th day of April 2019.

Curtis Floyd, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



From: Yolanda Gonzales, Director of Head Start and State Child Development, and
Jerry Meade, Program Design and Management Administrator

Subject: *Agenda Item VI(e):* Head Start Facility/Program Update – **Info Item**

Date: April 24, 2019

Last month, the Head Start and State Child Development division shared with the Board a letter received from the Bakersfield City School District (BCSD) regarding the non-renewal of land leases. Stemming from the ongoing conversations with school districts, staff maintained the possibilities of losing land leases at the top of their risk management discussions. Within these discussions, staff have identified contingencies to ensure the program can continue to meet full enrollment in serving the children and families in our community.

In this instance, program staff have revised the program options submitted with the Designated Renewal System (DRS) application to accommodate the lost facilities. Through the DRS negotiation process with the Office of Head Start (OHS), staff will prioritize program options with current facilities to meet full enrollment. Staff have identified locations once considered for closing and not included in our DRS application to be reconsidered to operate temporarily until new classrooms sites can be acquired. Additionally, staff revisited the request for 100% duration, and may consider retaining some double session classrooms to ensure full enrollment. These two actions alone will create capacity to accommodate the 262 slots displaced by the loss of these facilities.

To support the DRS negotiation process when that begins with OHS, staff have alerted OHS to the loss of these facilities. Staff have received guidance to submit for emergency one-time funding to support adding additional classrooms. OHS has been encouraging and provided valuable input for developing our request for funding. Thus far, staff have developed classroom expansion opportunities at four of our facilities, all of which are facilities owned by CAPK. Projects were prioritized based on completion timelines, waitlist data, and funding requirements. Additionally, CAPK's broker continues to research possibilities for facilities and is currently supporting the negotiation for a facility in Bakersfield that will support 60 of these displaced slots.

As progress is made, the program staff are committed to bringing the Board updated information through scheduled meetings and CEO reports.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



From: Yolanda Gonzales, Director of Head Start/State Child Development

Date: April 24, 2019

Subject: *Agenda Item VI(f):* Additional Position Under Head Start/State Child Development – **Action Item**

Over the past five years, the number and scope of grant awards administered by the Head Start and State Child Development Division has increased significantly, each with separate monitoring, data collection, and reporting requirements:

- The number of separate Head Start/Early Head Start grants increased from 2 to 5. The funded enrollment of children served increased by 465 infants and toddlers; 331 in San Joaquin County and 128 in Child Care Partnerships.
- The new Home Visiting Initiative contract with the County of Kern will require comprehensive data collection and reporting over and above that required by Head Start/Early Head Start. This program will serve 200 families in its first year of operation.

Program staff have evaluated the increased workload created from this growth and have proposed an additional position of Quality Assurance Specialist for the Quality Assurance Team.

The proposed new position is designed to assist the existing structure of Quality Assurance by sharing in ongoing monitoring responsibilities to ensure that quality and full compliance are maintained at all times. The job description was reviewed and pointed by the Human Resources Division. The requirements and responsibilities of the position place it at Grade 8.

Funds are available in each of the programs that will be supported by the position.

Recommendation:

Staff recommends that the Board approve the proposed new position of Quality Assurance Specialist with a Grade 8 for the Head Start/State Child Development Division.

Attachments:

Quality Assurance Specialist Job Description

Organizational Chart

COMMUNITY ACTION PARTNERSHIP of KERN
Head Start/ State Child Development Division
Quality Assurance 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 8

FLSA Status: Non-Exempt

Date Approved:

SUMMARY:

Under the direction of the Quality Assurance Manager, the Quality Assurance Specialist is responsible to maintain assigned caseload for ongoing monitoring of program delivery of services for full compliance of and adherence to all Head Start Performance Standards, Office of Head Start monitoring protocols, and State Contract Monitoring Review for the Head Start/ State Child Development, EHS Child Care Partnerships and EHS San Joaquin programs. The Quality Assurance Specialist will monitor all health and safety requirements as they relate to the regulations set forth from the Department of Social Services Community Care Licensing regulations for Title 5 and Title 22.

SUPERVISION RECEIVED:

Receives supervision from Quality Assurance 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.

A. Essential Job Specific Duties:

1. Responsible to support the implementation of the Head Start and State Child Development division monitoring system for administration, management systems, and specialized interdisciplinary service areas in accordance with federal, state, and local regulations and mandates.
2. Provides guidance on program methodologies, processes, policies, and procedures for program review, monitoring, and training by utilizing program data collected through ongoing monitoring.
3. Supports comprehensive review approach process as per Quality Assurance policies and procedures.
4. Contributes to the comprehensive system for on-going monitoring, audit, data analysis and evaluation for all program service areas in consultation with key staff.
5. Participates in the ongoing and Self-Assessment monitoring for the Head Start/ State Child Development, EHS Child Care Partnership and EHS San Joaquin programs and uses information to address continuous agency-wide improvement.
6. Supports facilities monitoring system to ensure classroom facilities meet health and safety standards.
7. Reviews program data to draw meaning and conclusions from quantitative and/or qualitative data.
8. Establishes and maintains positive, constructive working relationships with staff and Program Partners to ensure their compliance with program requirements.

B. Other Job Specific Duties:

1. Conducts and attends meetings, trainings and professional growth activities, as required.
2. Maintains a safe and functional work environment.
3. Works alternative hours as required, including nights and weekends.
4. Is proactive in the program effort to recruit and enroll families that qualify for Head Start/State Child Development programs.
5. 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:

Strategies related to Early Childhood Education
Head Start regulations
Applicable federal, state, and local laws, codes, and regulations
Organization and program policies and procedures
Current problems of socially and economically challenged families
Modern office procedures and equipment including computers
Computer applications including Microsoft Office

Ability to:

Plan, organize, and allocate and control confidential data and organizational resources
Work under frequent time pressures or deadlines
Mentor and motivate a diverse group of individuals
Work independently
Exercise sound, independent judgment within general policy guidelines
Provide guidance and interpret and explain policies and procedures
Analyze administrative, operational, and organizational problems; evaluate alternatives and reach sound solutions
Communicate effectively verbally and in writing
Work with accuracy and attention to detail
Gather and analyze data
Establish and maintain effective working relationships, both internally and externally
Strong problem-solving skills

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 public administration, business administration, early childhood education, child development, social services or related field from an accredited college or university
- One (1) year of progressive administrative/management experience with emphasis in social services, public administration, child development, or other related field
- Comprehensive knowledge of regulations governing the administration of Head Start and/or related Federal and State programs desirable

OTHER REQUIREMENTS:

- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and annually thereafter.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

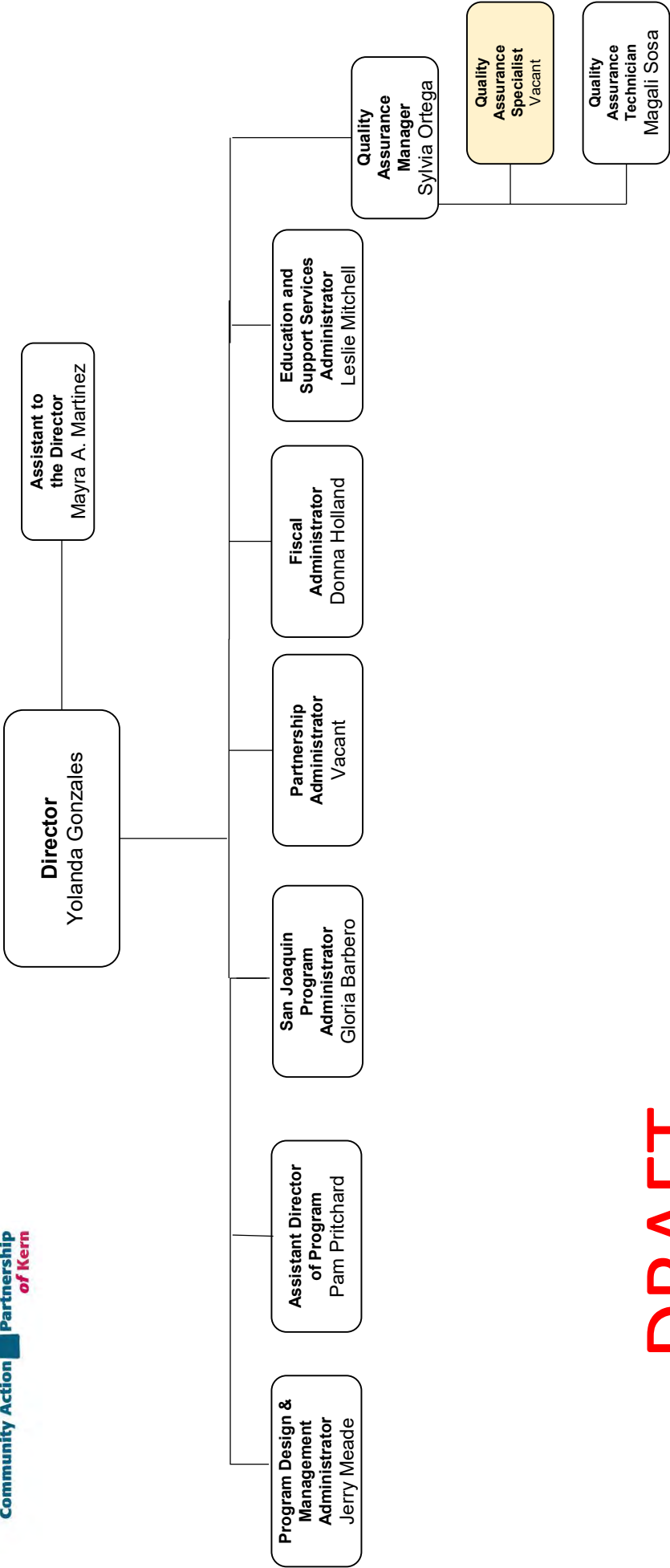
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Quality Assurance 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 & 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	
51-75lbs	X			X		
76-100lb	X			X		
100lbs+	X					




Head Start/State Child Development Programs



DRAFT

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors


From: Pritika Ram, Director of Administration, presented by Tracy Webster, Chief Financial Officer

Date: April 24, 2019

Subject: *Agenda Item VI(g)*: Additional Position Under Executive Division – **Action Item**

In an effort to improve the workflow and customer experience at 300 19th Street, we have decided to add in a 1.0 FTE Receptionist to be shared among all programs at this facility, which includes Energy Weatherization, Volunteer Tax Income Assistance, and the 211 Call Center/Coordinated Entry System. The remodel is expected to take an estimated one (1) month to complete and will include improvements to the lobby area, furniture, and signage. It is the shared goal among staff and leadership to streamline the check-in/out processes, provide a secure facility for staff and clients, and have a welcoming and professional environment for all.

This position will be added under the Executive Division and will be responsible for the day-to-day tasks of answering calls, greeting clients and the general public, performing clerical tasks and related duties. A cost allocation methodology will be used based on utilization of square footage by existing programs, which consists of an estimated 75% Energy, 14% VITA, and 11% 211, and will be added to the common area cost for the facility. This will require a revision to the CSBG budget.

Recommendation

The Receptionist position was slightly amended and is being presented as part of this request. Staff recommend the Board to approve the addition of a Receptionist to be stationed at 300 19th Street, Bakersfield, CA 93301, and to allow staff to amend the program budgets and organizational chart to reflect the described changes, contingent upon approval from CSBG.

Attachments

CAPK – Receptionist Job Description

CAPK – Organizational Chart/Executive Division

COMMUNITY ACTION PARTNERSHIP of KERN RECEPTIONIST

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 3 **FLSA Status:** Non-Exempt **Date Approved:** 04/24/2019

SUMMARY:

Performs duties of reception and routine clerical work as needed

SUPERVISION RECEIVED:

Receives direct supervision from Director of Administration

SUPERVISION EXERCISED:

None.

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Answer multi-line telephone, route calls, take messages.
2. Furnish general information to the public.
3. Responsible for keeping front desk area in an organized and professional manner.
4. Responsible for incoming delivery notification
5. Responsible for visitor sign-in log and security.
6. Responsible for posting, accepting and data entry for programs.
7. Faxing, photocopying and form completion as needed.
8. Responsible for maintaining and ordering supplies for copier, facsimile, mail services, and postage machine.
9. Compiling accurate and complete monthly reports for copier, facsimile, and postage machine to be submitted to the Accounting Department.
10. Assist with bulk mailings, sorting, and special projects on as needed basis.
11. Responsible for updating kiosk in the front office.

B. Other Job Specific Duties:

1. Conducts and attends meetings, trainings and professional growth activities, as required.
2. Works alternative hours as required, including nights and weekends.
3. 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:

Departmental policies and procedures
Current problems of socially and economically challenged families
Modern office procedures and equipment including computers
Word processing and other related software applications.

Ability to:

Work independently.
Prepare clear, concise reports.
Exercise sound, independent judgment within general policy guidelines.
Communicate effectively verbally and in writing.
Work with accuracy and attention to detail.
Operate and use modern office equipment.
Effectively organize and prioritize assigned work.
Establish and maintain effective working relationships with other people.
Solve work problems effectively and efficiently.

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-year clerical experience
- Completion of clerical training from a recognized occupational training program may be substituted for one year of clerical experience
- Ability to type 25 wpm and perform data entry
- Bilingual (English/Spanish) capabilities desirable.

OTHER REQUIREMENTS:

- Completion of background check.
- Completion of a physical and substance abuse screening upon offer of employment.
- Successful completion TB screening upon employment and annually thereafter.

WORK ENVIRONMENT:

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

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

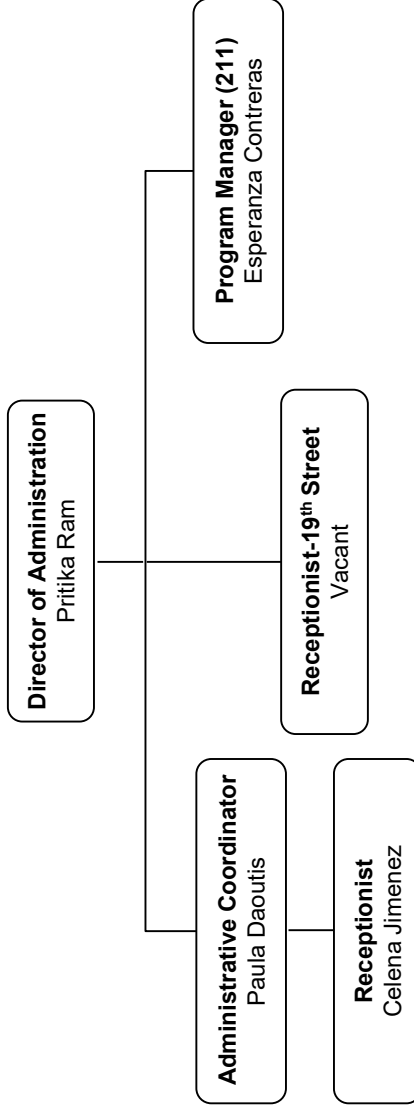
ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Receptionist			
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	
51-75lbs	X			X		
76-100lb	X			X		
100lbs+	X			X		

Executive Division



COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
April 10, 2019
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Chairperson Yolanda Ochoa called the meeting to order at 12:03 pm at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Jose Gurrola, Nila Hogan, Jonathan Mullings, Yolanda Ochoa, Marian Panos

Absent: None

Others present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development Programs; Ralph Martinez, Director of Community Development; Raymond Quan, Director of Human Resources; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Program Review and Evaluation Committee meeting agenda for April 10, 2019. Carried by unanimous vote. (Panos/Mullings).

4. **Public Forum:**

No one addressed the Committee.

5. **Program Presentation:**

Energy Program by Margaret Palmer, Program Administrator.

Margaret Palmer provided an overview of the Energy Program and stated that primary funding comes from the Low-Income Home Energy Assistance Program (LIHEAP) which assists eligible low-income households with weatherization and energy related home repairs, utility bill payment assistance, energy crisis assistance, and repairing or replacing of heating and cooling systems. CAPK also provides weatherization assistance through the Department of Energy (DOE) grants, reducing energy costs for low-income households by increasing the energy efficiency of their homes. In 2018, the Energy Department served over 8,600 households in Kern County.

Margaret advised the Committee that the DOE has offered an increase of \$1,100,000 for the existing contract which includes additional funding for 2018/2019 and extends the contract term to June 20, 2020. A resolution to approve the contract amendment will be presented to the Budget & Finance Committee on April 17, and to the Board of Directors at the April 24th meeting.

Margaret shared information on outreach efforts and provided the Committee with sample collateral materials that are distributed to low-income families and stated that posters are on all 88 GET Busses.

Margaret called attention to extracurricular committees that the leadership staff is involved with: Todd Payne, Weatherization Manager is participating in the Weatherization Improvement Committee to perform a comprehensive review of the Weatherization Installation Standards and Field Guide to simplify the standards and forms, and resolve inconsistencies; Loretta Andrews, Utility Assistance & Outreach Manager, is participating in the Priority Plan Working Group to address the consistent application of priority points to address a CSD finding

from HHS. Loretta is also participating in the Wood, Propane, and Oil Benefit Matrix Workgroup to develop a consistent WPO matrix that factors in household income, energy cost and family size; Margaret Palmer, Program Administrator is participating in the Local Service Provider LIWP Strategy Committee to develop a plan to secure additional LIWP funding for the LSP network.

6. **New Business**

a. March 2019 Program and Division Reports – Ralph Martinez, Director of Community Development– **Action Item**

- 2-1-1 Kern
- Central Kitchen
- Community Development – Grants & Research
- East Kern Family Resource Center
- Energy
- Food Bank
- Friendship House
- Human Resources
- Migrant Childcare Alternative Payment
- Operations
- Shafter Youth Center
- Volunteer Income Tax Assistance
- Women, Infants and Children

Ralph Martinez provided an overview of each program and presented the highlights from the Division Program reports for March 2019.

Marian Panos asked a question about the MCAP waiver. Susana Magana explained that certification is for 14 months, and for those that cannot migrate for circumstances beyond their control, they are granted a waiver. Susana further stated that this is a new update, which was included in the handbook that was presented and approved last month.

Yolanda Ochoa asked about the status of the Mobil WIC Unit. Carmen Segovia said that repairs are being made and it should be back in service soon.

Motion was made and seconded to approve the March 2019 Program & Division Reports Carried by unanimous vote. (Hogan/Mullings).

b. Application Status Report and Funding Requests for March 2019 – Ralph Martinez, Director of Community Development – **Action Item**

Ralph Martinez presented the Application Status reports and three Funding Requests for: California Board of State & Community Corrections (BSCC) for Youth Investment Grant to benefit Friendship House Community Center and Shafter Youth Center; Kern County DHS for a Mentoring Project to benefit Friendship House Community Center and Shafter Youth Center; and the Virginia and Alfred Harrel Foundation for a Truck to benefit the Food Bank.

Jose Gurrola asked about the CDBG request for the City of Bakersfield to fund the Food Bank expansion. Ralph explained that applications were submitted to both the City and County for the last two years. There are a lot of applications and CAPK was encouraged to continue applying. Jeremy Tobias added that the CDBG money is heavily sought after and funding for the solar panels for the Food Bank was a similar type of application process, it took a few years, but funding was eventually awarded. CAPK will continue to submit funding applications for both City and County to fund the expansion project for the Food Bank.

Motion was made and seconded to approve the Application Status Report and Funding Requests for March 2019. Carried by unanimous vote. (Gurrola/Hogan).

c. Organizational Standards Update – Sheila Shegos, Outreach & Grant Administrator – ***Info Item***

Sheila Shegos stated that Organization Standards are performance indicators as outlined by the California Department of Community Services and Development and it is for agencies like CAPK that receive CSBG funding. The Standards are criteria for agencies to follow and help us to monitor quality of service, build capacity, engage with communities through needs assessment and feedback, and serve as foundational support to support CAPK's Mission and Strategic Plan. Last month, CAPK's report was uploaded to a new online system and we are currently awaiting feedback from CSD. For the next steps, Community Development staff is scheduling one-on-one meetings with programs to discuss data collection and processes that are tied with organizational standards and reporting.

d. March 2019 Head Start / State Child Development Enrollment Update and Meals Report – Ginger Mendez, HS State Enrollment / Attendance Manager – ***Action Item***

Ginger Mendez provided the Enrollment & Meals report and stated that three of the four programs achieved 100% enrollment. EHS Partnership achieved 96% enrollment, which was an increase from the previous month. Enrollment for children with disabilities increased to 8.6% for HS Kern and all other exceeded their goal of 10%. All programs met the over-income enrollment goal. Overall attendance for all programs was 98% for the month of March 2019 and Ginger reported that staff participated in 4 recruitment events in March and 28 applications were received from these efforts.

Total meals served for the month of February was 97,707 which is 5% higher than the same reporting time from 2018.

Motion was made and seconded to approve the Head Start / State Child Development March 2019 Enrollment Update and Meals Report. Carried by unanimous vote. (Panos/Hogan).

7. **Committee Member Comments**

Yolanda said she went to the Stuff the Buss and the Lamont Health Fair and commended staff for doing a great job.

8. **Next Scheduled Meeting**

Program Review & Evaluation
Wednesday, May 15, 2019
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The meeting adjourned at 12:54 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Administration/Pritika Ram		Month/Year: March 2019
Program/Work Unit: 2-1-1 Kern County	Staffing: 19 (1 vacancies)	Program Manager/Supervisor: Esperanza Contreras
Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, Merced, Mariposa and Stanislaus Counties and schedules appointments for the CAPK Energy Program utility assistance services and provides applications. As of October 2018, the Kern County Coordinated Entry System initiated as a program within 2-1-1 Kern.		

Activities	Description			
Information & Referral Services	Incoming	Answered	Unanswered	Referrals
Kern County	3,709	3,093	616 (17%)	6,307
Kings County	259	232	27 (10%)	*
Tulare County	740	665	75 (10%)	*
Mountain Valley (Mariposa and Merced Counties)	125	109	16 (13%)	*
Stanislaus County	1,114	975	139(12%)	*
Total	5,947	5,074	873 (15%)	

*2-1-1 Kern does not have access to the iCarol database for these counties. Per the agreements, 2-1-1 Kern provides referrals but does not track them. The information goes directly to the iCarol databases for the individual counties.

Most Requested Services	Food Pantries	VITA	Utility Assistance
Top 3 Unmet Needs	Homeless Shelter	Food/Meals	Developmental Screenings

Other Services		Month	YTD
LIHEAP	Calls Answered	2,902	8,856
Weatherization	Calls Routed through 2-1-1	376	1,525
Mental Health	Calls Answered	144	601
Website Visitors	Visitors to CAPK's 2-1-1 Kern web page	3,882	11,838
VITA	Calls Routed through 2-1-1	1,901	6,411

CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		8	3	4

Coordinated Entry System (CES)	Entry point for the homeless population in Kern County.	211 Homeless Calls	QRT Submitted	Assessments Completed
		314	118	66

Outreach Activities	Outcomes
- Sterling Head Start Parent Meeting	211 Kern informational cards: 25
- KCHC You Count Resource Fair	
- Lake Isabella	211 Kern informational cards: 50
- Arvin	211 Kern informational cards: 100
GET Stuff The Bus	211 Kern informational cards: 100

Highlights: CES Staff attended 7 "You Count" Resource Fairs focused on homeless population. The Kern County Homeless Collaborative and several local and state officials recognized the Kern County Homeless Collaborative, Homeless Outreach team, with certificates for their great outreach efforts in seven communities throughout Kern.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: March 2019
Program/Work Unit: Central Kitchen	Staffing: 22 Staff Members	Program Manager: Lorenzo Maldonado
Services: Preparation and delivery of meals and snacks for children enrolled in CAPK's Head Start/Early Head Start and Home Base option. The program provides the meals for the H.S. /E.H.S and Home Base. The program also delivers food service and janitorial supplies to the Head Start/Early Head Start centers and Home Base locations. <ul style="list-style-type: none"> • Total meals prepared are supported by the daily meal production sheets and food transport sheets. • Home base meal totals are supported by meal request forms submitted by center and Home Base staff. 		


Activities	Status			
	Total # Prepared	Breakfast	Lunch	Snack
Meals & Snacks				
Central Kitchen prepared for the HS/EHS centers	90,916	30,604	31,759	28,553
Home Base Meals	219	76	117	26
Total	91,135	30,680	31,876	28,579

Other:

1. We received the new dishwasher at the Central Kitchen on Friday March 15, 2019. We are currently waiting to take delivery of a new steam kettle to add to our equipment. The Central Kitchen staff has pulled together to get all food items done on time. The work is being done in the tilt skillet and roasting pans. The production staff have been working without two of our main pieces of equipment, the two steam kettles. One of the kettles was not repairable and it is being replaced. The second broke down during the month, Madden Commercial will be repairing it. The replacement steam kettle will arrive on April 2, 2019.
2. The Central Kitchen is looking for two substitute cooks. We have a candidate completing the background check. If all goes well, we should fill one of the two substitute positions for the Central Kitchen Sub-Cook by the end of the month.
3. The new vans have been decaled and have been put in to the rotation. The Central Kitchen has plans to use both new vans to lead in to the Summer Session for deliveries. We are going to use the larger van due to its capacity and available headroom. The Plan is to maximize all the space inside the vans by installing racks. Since we are delivering food to seven centers this Summer this will allow the Central Kitchen to do a trial run to work out any issues that may come up, before the regular school year.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: March 2019
Program/Work Unit: Outreach & Advocacy	Total Staffing: 8	Program Manager/Supervisor: Sheila Shegos
Services: Grant research on funding resources and opportunities, proposal preparation, and special projects. Media and public relations, agency and program promotional materials, advocacy, social media and website management, special events and fundraising, English-Spanish translations.		
January Community Development Team Activities		
<p>Community Development's Outreach team helped promote and celebrate Read Across America Day on March 8. CD also worked to promote CalEITC and VITA awareness in the community. This included preparing a media ad campaign for April that will spread the message across television, radio and billboards under our CalEITC grant.</p> <p>In late March Outreach helped launch the 2020 Census Complete Count effort on April 1 by creating marketing materials, flyers, signs and an "I Count" video celebrating the diversity of Kern County and the importance of the Census.</p>		
Advocacy	<ul style="list-style-type: none"> Hosted two workshops on March 14 and 28 as part of the ongoing Public Charge partnership with Greater Bakersfield Legal Assistance and the UFW Foundation. The continuing workshops will help educate about changes to immigration law. Connected media outlets with information about our VITA program as tax season kicked off. 	
Outreach	<ul style="list-style-type: none"> Supported marketing of March 29 Stuff the Bus Food Drive with GET Bus and promoted the event throughout the day – encouraging participation. Created television, radio and billboard ads supporting EITC. Got EITC and VITA on Telemundo and KGET morning shows. 	
Special Events	<ul style="list-style-type: none"> Supported Head Start on the annual Read Across America event. Participated in CSUB Small Business Development Center event in Shafter to build on IgniteBiz Kern partnership. Named 2019 Humanitarian Awards Banquet annual honorees. Continued work on Awards Banquet planning a preparation, as well as sponsorship efforts. 	
Grants	<ul style="list-style-type: none"> Virginia and Alfred Harrel Foundation, Truck for the Food Bank. Kern County Public Health, SNAP ED. Wells Fargo, STEM education and Internships for Youth Centers. CA Coastal Conservancy, Ocean Stem for Youth Centers. California Coastal Commission, Beach Trip and Clean-up for Youth Centers. 	
Research	<ul style="list-style-type: none"> Conducting Community Needs Focus Groups in Lamont, East Bakersfield, Central Bakersfield, Mojave and Shafter Capacity and program funding for youth centers Affordable home ownership for low-to-moderate income Funding for the Food Bank Expansion Project 	
Projects	<ul style="list-style-type: none"> 2019 Community Needs Survey and CAP Report – due June 2019 2019 Your Money Your Goals Cohort Enhancing and developing new processes and procedures for increased efficiencies (grant review, profiles, awards, implementation) 	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: March, 2019	
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 5	Program Manager/Supervisor: Whitney Hughes	
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.			
Activities	Description	Status	
		Month	YTD
Referrals for services Case Managed Families	Differential Response	23	65
	F5K School Readiness	3	5
	Economic Empowerment		29
Children enrolled in center-base program		0	0
Adults in Court Mandated Parenting Classes		3	3
Services to Walk-ins	Services e.g., faxing and photocopying legal documents (such as birth certificates, Social Security cards, immigration status information needed to receive public assistance), food, clothing, referrals to other support services, and ongoing case management	68	185
Emergency Supplies Closet and Other Services	Food (individuals)	23	54
	Clothing (individuals)	22	68
	Photocopies (individuals)	485	1840
	HEAP Application Supporting Docs	51	136

Other:

Staffing: Our First 5 Case Manager is now the Differential Response Case Manager. We are in the hiring process now for a new First 5 Case Manager

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: March 2019
Program/Work Unit: Energy	Total Program Staffing: 41	Program Manager/Supervisor: Margaret Palmer
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also, installation of interim water tanks for low-income households affected by the drought.		

Activities	Description	Status	
		Households Served	
		Month	YTD
1. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance -2019)	Assistance with utility bill payments	629	1,885
2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2019)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	25	67
	• Energy-efficient appliance installation	8	95
3. Department of Energy Weatherization Assistant Program (DOE-WAP) (2018)	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	-0-	13
	• Energy-efficient appliance installation	-0-	-0-
5. Total Value of Services (utility payments only)		\$383,957	\$1,121,018
		Results	
6. Energy calls received (from 2-1-1)		3,278	
		HEAP	Wx
7. Number of LIHEAP applications Received		769	96
8. Number of LIHEAP applications Completed		629	50
9. Number of LIHEAP applications in Progress		140	43
10. Outreach Events attended	3/15 – Foster Grandparent In-Service @ KRC 3/15 – Home Base Parent Meeting on Oswell 3/20 – Frazier Park FRC Staff Meeting 3/28 – Shafter Youth Center Food distribution	Give presentations, distribute brochures, applications, tote bags, ink pens and energy savings wheels.	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: March 2019
Program/Work Unit: Food Bank	Total Staffing: 17	Program Manager: Jaime Orona
Services: Partners with 119 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.		

		Status	
Activities	Description	Month	YTD
USDA Commodities	Individuals Served (February)	33,188	75,165
	Poundage Received all Programs	1,595,355	4,486,946
	TOTAL POUNDAGE DIST. ALL SITES	1,251,921	3,999,455
Food Sourcing	Produce Received: 155, 637 pounds of produce (donated or purchased) & 6 different produce items: <ul style="list-style-type: none"> • Cal-Organics: cauliflower, radishes, mixed greens • Johnston Farms: citrus • Kirschmann: potatoes • Target: Mixed produce • Walmart: Mixed produce • CAFB: raisins, sweet potatoes, and peaches 		
Food Drives: GET Stuff the Bus: 9,361 lbs.	Farmers Markets: St John's in Arvin, 8,438 lbs, 85 families		

Other:

- We continued to provide 65 bags to Buttonwillow and 85 bags to Greenfield schools every two weeks for the Back-Pack Buddies program.
- On March 7th, we provided a large donation of Candy to Bakersfield College for their St. Patrick's Day event.
- On March 9th, we participated in the Delano City Walk community resource day. Providing bags of oranges, miscellaneous dry goods, sweet potatoes and raisins.
- On March 15th, we participated in the Community Resource Day in Arvin. Providing bags of miscellaneous canned and dry goods, water, sweet potatoes, oranges and raisins.
- On March 29th we partnered again with GET for their annual Stuff the Bus event receiving 9,361 lbs. of canned/dry goods. Over 2,000 lbs. more than we received in 2017.
- On March 29th we had our **FIRST** Farmer's Market of 2019 in Arvin at St John's. Providing: peaches, sweet potatoes, oranges, potatoes, carrots, mixed produce, raisins and bread.
- Our CSFP (Senior Distribution Program) held 32 distributions during the month of March and distributed 30-pound boxes of healthy and non-perishable food to 3,901 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: March 2019	
Program/Work Unit: Friendship House	Total Program Staffing: 5	Program Manager/Supervisor: Lois Hannible	
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.			
Activities		Participants	
Description		Month	YTD
After-School Program Tutoring, homework assistance, recreation.		6	16
Summer Program Recreational activities, educational games, and activities.			
Gang Prevention Program Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs.			26
STEM (Science, Technology, Engineering, Math) Program Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.			
Mobile Mexican Consulate Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.		460	1283
PREP Works Program Pre-employment program for at-risk youth that provides them with financial literacy; skills and knowledge to conduct job searches and plan for college/career; and an incentivized savings program. Participants also have an opportunity to gain paid work experience.			109

Other:

- FHCC Program Manager provided a program presentation at the CAPK Head Start Policy Council meeting on March 26, 2019.
- FHCC staff participated in the Kern County Superintendent of Schools (KCSOS) annual Leaders In Life Conference for high school and Jr. High students. The event is planned by a committee of students and is attended each year by approximately 1,800 students from the Central Valley and Southern California. The conference included opening and keynote speakers and interactive break-out sessions targeted to address issues faced by teens.
- The PREP Works students will be participating in a community service project at the Bakersfield Homeless Center on April 1, 2019. The PREP students will assist with serving meals and will provide activities for the children residing at the Homeless Center.
- The Bakersfield Police Department Junior Police Academy will be expanding their program to the FHCC this summer. They currently offer the Academy during the summer at the Police Activities League and at The Bridge Church. This year the FHCC will serve as a third host site location, to benefit community youth, ages 11-13. The four-week program will be held two days a week at the FHCC and will be provided at no cost to the participants.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Raymond Quan		Month/Year: March 2019
Program/Work Unit: HR/Payroll/Staffing	Total Division Staffing: 12	Program Manager/Supervisor: Mike Lackman/Eric Kelley/Dawn Bledsoe
Services: All functions and activities related to payroll, staffing, employee benefits (including the pension plan) administration, labor law compliance, human resources management, and SEIU Contract.		

		Status	
Activities	Description	Month	YTD
Employee Count	Regular	898	
	Subs/Temps	27	
	Total Staff	925	
New Hires	All divisions and programs		
	Regular	20	52
	Subs/Temps	2	8
	Total New Hires	22	60
Leaves of Absence	Full-time Leave	24	
Terminations	All divisions and programs		
	Voluntary	15	39
	Involuntary	2	8
	Total Terminations	17	47
Staffing	Vacancy	16	63
	Total Applications Received	92	427
Payroll	Total Hours Paid	207,798	
	Total Gross Payroll	\$3,807,656	

Projects HR/Payroll-Electronic Job Requisitioning HR-Pension Plan Correction HR-Recruitment Issues HR-Licensing Issues Online Recruitment	Completed: <ol style="list-style-type: none"> Efforts continued on the pension plan corrections Estimated completion of the payroll/pension committee/review April 2019 SEIU Arbitration 03/01/2019 USI Stewardship Meeting on Benefits and Ad hoc Health Committee with Board Members Discuss BCSD Notice to close Head Start Centers with Jeremy and Yolanda 03/07/2019 Meeting w/multiple employees concerns about Head Start Center 03/12/2019 Job Fest (recruitment fair) Convention Center 03/12/2019 PRE-Committee 03/13/2019 Wage Salary Presentation 03/13/2019 Pension look-back meeting 03/13/2019 Division Directors Meeting 03/14/2019 Planning meeting on SEIU negotiations w/KDG attorney 03/15/2019 Companywide Management Meeting 03/20/2019 Budget/Finance Committee Meeting 03/20/19 Board of Directors Meeting 03/27/2019
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COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: March 2019	
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 19, <i>Vacancies-0</i>	Program Manager/Supervisor: Susana Magana	
Services: The Migrant Childcare Alternative Payment Program is a voucher-based child care program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue child care services as they migrate throughout the state following agricultural work. The program’s current Fiscal Year is July 1, 2018, to June 30, 2019. <i>*This report is for the service month of February 2019, which was processed in the month of March 2019.</i>			
		Status	
Activities	Description	Total	% by County
Active Enrollments	Kern**	357	43%
	Madera	82	10%
	Merced	5	1%
	Tulare	198	24%
	Kings	54	6%
	Fresno	141	17%
	Total	837	100%

*Kern totals include services provided outside of the six entry counties. The case management for those families working and residing outside the six entry counties are handled by the regional office in Bakersfield.

Other:

Current Activities:

Staff continues to actively recruit and is accepting applications in all entry counties for the program. We currently have no waiting list. All eligible families are authorized immediately. Staff is also processing recertifications in all entry counties to ensure that eligible families are authorized for another year of care before families start migrating to non-entry counties throughout California. Staff is visiting fields, packing facilities, laundromats, markets, etc. posting recruitment flyers to inform the community of the service that program provide. The program manager is meeting with different community agencies to promote and educate them about the program.

On 3/18 Program Manager was part of a provider payment panel webinar hosted by the California Alternative Payment Program Association (CAPPA). The webinar is now available to all CAPPA members.

On 3/19 the family services department had their monthly meeting at the Visalia satellite office. The meeting was to discuss the implementation of the Migrant Waiver. The Migrant waiver will allow a family to continue services for another certificate year when the family is unable to meet the migrant requirement due to something that is out of the parent's control.

On 3/21 the program manager attended the Kern County Collaborate meeting and provided program information to attendees.

On 3/26 the family services coordinator presented program information at the Sunset Migrant Center in Arvin. The meeting was at 6pm. Collaboration is in the works with CAPSLO to provide clients with wrap around care for those children that cannot be served at the center due to age limitations and for days and hours outside the center's hours of operation. The center will open the latter part of April or early May.

Upcoming Activities:

On 4/2-4/3 program staff will be participating at the Fresno County Parlier Migrant Camp opening.

On 4/3 program manager will be attending CAPPA/CDE training in Pomona CA

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: March 2019
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	Total Division Staffing: 19	Program Manager/Supervisor: Dan Ripoli, Douglas Dill, Kerri Davis, Laurie Sproule
Services: Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.		

		STATUS	
Activities	Description	Received	Completed March 1, 2019 to Date
Business Services			
Purchase Orders Processed		228	228
Contracts/Leases Processed		24	24
Request for Proposals (RFP)	CRM Digital Platform		
Leases	WIC -G Street Plaza MCAP -5351 Olive Drive WIC – Addendum to Lease agreement -Omni Health Tehachapi Unified SD Friendship House -Mexican Consulate MCAP -Visalia – Tulare Office of Education -Doe Ave MCAP- Merced County Office of Education -Wardrobe Ave.	In Progress In Progress In Progress In Progress In Progress In Progress Completed	
Contracts	Wipfli CPAs and Consultants ACI Change Order #1 ACI Change Order #2 Turk’s Kern Copy -CES Turk’s Kern Copy -Central Kitchen West Ed AA1 Pest Control Lamar Community Development Lakeshore -HS HD Maintenance Amendment II WIC MOU HS MOU ACI -MCAP Fairy Godmother Events RM Industries -Amendment Diablo Fence -EHS SJ Gametime Change Order	Completed Completed Completed Completed In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress In Progress	

Maintenance & Operations		Work in Progress	03/01/2019 to Date Closed
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	94	319
Projects	<ul style="list-style-type: none"> The Delano Head Start facility is in the process of replacing the delimited plywood siding on all of the modular's with cement siding and trim. The center is also having pour and play padding installed on the two play yards to replace the current use of rubber nuggets. The center will also be painted gray and blue to match the previously renovated Oasis Head Start center. The Harvey L Hall Center has started major renovation by moving classrooms and enlarging the parking lot to be paved on 2/8/2019, removed the center building at 305 Stine Rd. Securing all facilities behind fencing and directing all children through the office to the classrooms. Installing electric gates to staff parking. Install new play yard for EHS to include a new shade structure, pour down play surface and new sod. At Sterling EHS we are installing 1 new shade structure and 4 pour down play surfaces and some new sod in the existing play yards. Removing walls and opening the areas between Operations and Finance. Install carpeting. Rework the store front glass doors to have just one entrance. Installing cubicles in new open areas. 	<p>Completed</p> <p>Completed</p> <p>In Progress</p> <p>Completed</p>	
Information Technology		Received	03/01/2019 to Date Closed
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	363	355
Projects	<ul style="list-style-type: none"> AT&T E-rate Installation E-Rate Category 1 and 2 FY 2019 471 Email Migration – Office 365 EHS Wi-Fi installation Food Bank Software Evaluation MCAP Computer Lease Shafter Youth Center Computer Installation 	<p>In Progress</p> <p>Completed</p> <p>Completed</p> <p>In Progress</p> <p>In Progress</p> <p>In Progress</p> <p>In Progress</p>	
Risk Management		Reported	03/01/2019 to Date

Workers Compensation Incidents	<ul style="list-style-type: none"> • For Report Only • First Aid • Medical Treatment • Modified Duty • Lost Time • Non-Industrial (not work related) • Under Investigation 	6	21
		2	8
		1	2
		2	3
		0	1
		1	1
		1	1
General Liability		0	0
Property Incidents		5	6
Vehicle Incidents		1	5
Projects	Risk Assessments for Disaster Preparedness SJ/EHS Head Start Ctrs Threat Assessment & Violence Prevention Staff Training Safety & Security Policies for Front Desk Workplace Violence Prevention Program Safety Meetings Monthly Maintenance & Energy	Completed Completed In progress In progress Ongoing	

Other:

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year: March 2019	
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 3.5	Program Manager/Supervisor: Angelica Nelson	
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.			
Activities		Participants	
Description		Month	YTD
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.			18
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#’s as of 7/1/2017) Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections.		20	48
Evening Program – Open Basketball, Zumba		20 – 45 per night	
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.			

Other:

- Read Across America – All across the country, Read Across America celebrated with Dr. Seuss. Shafter Youth Center was none the different. Everyone was a lucky reader that week. 4th-7th grade kids went to Shafter EHS to read to the toddlers all week. SYC staff was invited to read at Redwood Elementary and Grimmway Academy, Shafter. Meanwhile, SYS kids had a treat when Shafter Woman's Club and Bikers Against Child Abuse (BACA) stopped in to read to them.
- Wasco Independence High School WASC Panel – Shafter Youth Center has been working with Wasco Independence High School for the past few years, in the area of I&E. Every few years, Wasco Independence HS goes through their accreditation review. Western Association of Schools and Colleges (WASC) is the accreditation agency. SYC Staff was asked to be part of the panel in support of the school. We were interviewed as to the relationship with the school and the partnerships and results that take place.
- Public Charge – SYC hosted a Public Charge meeting in Shafter on March 14th. Not many in attendance, but the few that came were well informed.
- College Making it Happen – SYC staff attended the annual event at CSU Bakersfield. The event is focused on middle and high school kids to see the possibilities beyond high school.



COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Community Development/Ralph Martinez		Month/Year MARCH 2019
Program/Work Unit: VITA	Total Program Staffing: 9	Program Manager/Supervisor: Sandi Truman
Services: Trained volunteers provide free tax preparation and e-filing for low- medium income individuals and families and assist clients with application for Earned Income Tax Credit (EITC).		

		Results			
Activities	Description	Month		YTD	
Tax Returns Completed	State & Federal		1406		3759
Refunds	Federal	1,756,685		6,744,048	
	Federal EITC	588,471	382	2,733,990	1271
	Federal Total				6,744,048
	State	272,948		845,165	
	California EITC	68,564	343	560,454	1030
	State Total				845,165
Total Credits & Refunds	State & Federal	2,029,633			6,744,048

The call center answered 1901 calls for the month of March. Scheduled appointments were 1384. The remainders of the calls were to ask questions about tax law changes, documents, etc.

We have reached 73% of our goal for the IRS grant. This includes United Way of Kern County but we still remain about 4% down in returns from last year according to IRS production reports.

Wasco's walk in location is down by 50 returns this year compared to last year. This location is now closed for the season.

Our main location is down by 121 returns this year compared to last year.

The CalEITC outreach staff continues to canvass and continue to be present at the Valley Plaza 1 day per week. They have also been present at the swap meet on Saturdays to distribute CalEITC brochures and flyers.

CalEITC returns are up by 182 returns from this time last year with the dollars returned up by \$1,604 from this time last year.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: March 2019
Program/Work Unit: WIC	Total Program Staffing: 71 staff	Program Manager: Kathlyn Lujan
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County.		

			Participation 10/1/17 – 9/30/18			
Description			Case Load	Month	Central Valley Avg.	State Avg.
Total	All services	March 2019	20,370	73.8%		
Participation by WIC site	Location	Participants	Location		Participants	
Note: The * indicates that the participants served at this site are included in the count for other sites. IT Equipment from other WIC site was used to issue food vouchers.	Arvin	37	Mojave		92	
	Bakersfield		Oildale		391	
			Ridgecrest		616	
	E. California	1479	Rosamond		735	
	Niles Street	2101	Shafter		1287	
	Montclair	378	Tehachapi		403	
	Friendship House	88	Wasco		1765	
	Panama	1408				
	Boron	*	<u>San Bernardino County</u>			
	Buttonwillow	76	Adelanto		1823	
	California City	675	Big Bear		258	
	Delano	942	Crestline		250	
	Edwards Air Force	*	Needles		143	
	Lost Hills	68	Phelan		*	
			<u>Mobile WIC</u>		27	

Projects88

CAPK WIC continues to exceed the State average in participation.

Nutrition Education and Staff Development: March mandatory all staff training. 3/20/19 CAPK WIC held its all staff mandatory training meeting. The WIC staff was all together to receive training on voter registration, conflict of interest, substance abuse, and confidentiality. We also trained on the new shopping guide getting ready for the changeover to eWIC and the WIC Card.

Adventist Health Bakersfield is coming to our WIC offices on E. California Ave and Niles to perform hemoglobin screening. This helps both of our organizations as hemoglobin screening is a requirement of WIC participation and Adventist Health offers community services.

The MOU between CAPK WIC and Head Start was completed. This agreement clarifies the role of CAPK WIC and Head Start and how our programs can exchange information to increase awareness and participation in the respective programs.

The RBL participated in the annual Ag Safety Summit where she presented on breastfeeding accommodation for agricultural workers. The RBL is also working with the California Breastfeeding Coalition and CDPH WIC is developing a "toolkit" for physicians and health care clinics to accomplish the 9-step program for breastfeeding awareness and education.

CAPK WIC had 52 requests for information off the CAPK.org website. Of these 19 families were enrolled and 31 participants served.

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - March 2019

Approved Date	Submission Date	Funding Source	Program/Proposal	Amount Requested
11/29/2017	12/4/2017	US Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	\$ 350,000
10/31/2018	11/30/2018	Kern County CDBG	Food Bank Expansion Project	\$ 458,293
1/23/2019	12/28/2018	California Office Child Abuse Prevention	Case management for pregnant/mothers with Substance Abuse History-3 Yr. Funding for EKERC, SYC, FHCC	\$ 1,800,000
1/23/2019	12/28/2018	Bank of the Sierra	STEM FHCC and SYC	\$ 5,000
1/23/2019	1/11/2019	California Department of Public Health	SYC I&E Program (2 years)	\$ 249,420
2/27/2019	2/14/2019	California Complete Count Census 2020 Office	Census Outreach	\$ 657,770
TBD	2/22/2019	Bank of America	Food Bank Expansion Project	\$ 50,000
2/27/2019	2/27/2019	Union Bank	FHCC/SYC STEM	\$ 25,000
3/27/2019	3/15/2019	Kern Family Health Care	EKERC Emergency Closeout	\$ 2,000
3/27/2019	3/16/2019	Kern Family Health Care	SYC Museum on the Move	\$ 2,000
3/27/2019	3/17/2019	Kern Family Health Care	FHCC Museum on the Move	\$ 2,000
	3/29/2019	CA Board of State Community Corrections	SYV/FHCC/211 Youth Reinvestment Project (3 Years)	\$ 225,000
3/27/2019	3/29/2019	Borax Visitors Center Foundation	EKERC Health Link	\$ 3,000

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - March 2019

Approved Date	Notification Date	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/15/2019	1/1/2019	Bank of the West	Small Business Initiative - 2nd Year Funding	\$25,000	\$ 25,000	1/1/2019-12/31/2019
1/30/2019	1/7/2019	InterConnection	10 computers with monitors for VITA	N/A	N/A	One time shipment
11/28/2018	1/29/2019	California Department of Social Services	Food Bank Capacity Building	\$110,000	\$ 101,490	1/1/2019-9/30/2020
8/15/2018	2/6/2019	HUD 2018 Continuum of Care Program Application	211 Kern Coordinated Entry	\$268,371	\$ 236,838	7/1/2019-6/31/2020
Total Awards				\$	363,328	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED -March 2019

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
10/31/2018	1/29/2019	California Coastal Commission - Whale Tail Grants Program	SYC and FHCC EcoColumns curriculum/aquarium trip	\$15,000
1/23/2019	2/15/2019	Womens and Girls Fund	FHCC PREP Works for Girls	\$25,000
10/31/2018	3/8/2019	City of Bakersfield-CDBG	Food Bank Expansion Project	\$458,293
2/27/2019	3/15/2019	Kern County Dept. of Human Services	Kinship-EKFRFC, FHCC, &SYC	\$158,400

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public

Project Name: Youth Reinvestment Grant 2019

Funder Name: CA Board of State and
Community Corrections (BSCC)

Grant Program Name: FHCC, SYC

Funding Period: 07/01/2019-2/28/24

CFDA # N/A

Division Director: Ralph Martinez

Program Manager: Lois Hannible
Angelica Nelson

☒ **New Funding.**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying to California Board of State and Community Corrections in partnership with the County of Kern Department of Human Services, Reach for Greatness Ministries, and Garden Pathways for \$750,000, of which CAPK will be eligible to receive \$250,000 (over 4 yrs and 8mo.)

The Kern County Youth Reinvestment Project will serve youth (including Native American Youth) age 8 to 18, (or 18+ plus years with continued juvenile justice system involvement) with community-based diversion programs at the CAPK Friendship House Community Center and Shafter Youth Center. Programs will be evidenced-based and include mentoring, cognitive behavioral therapy, case management, and care coordination using a coordinated youth diversion model with a centralized referral system utilizing existing Realignment and Community Corrections Partnerships in the County of Kern.

B. Use of Funds:

The requested funds of up to \$250,000 will be used to cover personnel costs; staff mileage; and general program supplies.

C. Approvals:

1. _____
Division Director Date

2. E. J. Noy For Ralph Martinez 4/2/19
Director of Community Development Date

3. [Signature] 4/2/19
Chief Financial Officer Date

4. [Signature] 4/3/19
Chief Executive Officer Date

D. Board:

☐ Policy Council

☐ PRE Presentation

☐ B&F Approval

☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public
Project Name: Kern County Mentoring Project
Funder Name: Kern County DHS
Grant Program Name: FHCC, SYC
Funding Period: 07/01/2019-6/30/2020
CFDA # N/A

Division Director: Ralph Martinez
Program Manager: Lois Hannible
 Angelica Nelson

☒ **New Funding.**
☐ **Re-Application**

A. Narrative description of funding request, including goals:

The CAPK Friendship House and Shafter Youth Center will request \$158,400 from Kern County Department of Human Services to provide mentoring, outreach and afterschool programs for youth at the Centers.

The program will increase healthy self-image, increase academic attainment, and prevent community violence/bullying for 100 at-risk youth, per year. The mentoring services will improve life skills, goal setting, job preparation, and college and career planning for older youth. These services will offer participants the opportunity to have a productive, stable role model in their lives and will keep them moving on the path toward self-sufficiency.

B. Use of Funds:

The requested funds will be used to cover personnel costs; staff mileage; general program supplies; client transportation; and outreach materials.

C. Approvals:

1. _____
 Division Director Date

2. E. A. Unger For Ralph Martinez 4/2/19
 Director of Community Development Date

3. [Signature] 4/2/19
 Chief Financial Officer Date

4. [Signature] 4/3/19
 Chief Executive Officer Date

D. Board:

<input type="checkbox"/> Policy Council	<input type="checkbox"/> PRE Presentation	<input type="checkbox"/> B&F Approval	<input type="checkbox"/> Board Approval
Date: _____	Date: _____	Date: _____	Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

Project Name: Food Bank Truck

Funder Name: Virginia and Alfred Harrel
Foundation

Grant Program Name: Food Bank

Funding Period: 6/1/2019 – 12/31/2019

CFDA N/A

Division Director: Carmen Segovia

Program Manager: Jaime Orona

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying to the Virginia and Alfred Harrel Foundation for up to \$35,000 for a full-size pick-up truck for the CAPK Food Bank.

The truck will be used to assist with food and commodity deliveries to partner pantry/commodity sites and picking up donations from corporate, agriculture and farm-based donors. Food Bank vehicles are necessary to daily operations and many of the current vehicles are older and are experiencing frequent and costly repairs, with high mileage—posing added costs and safety concerns for staff transporting food and other commodities to benefit the community.

B. Use of Funds:

The requested funds will be used to purchase one truck including tax, license, and registration fees.

C. Approvals:

1. Carmen Segovia 4-2-19
Division Director Date

2. Ed Uy for Ralph Martinez 4/2/19
Director of Community Development Date

3. Jaime Orona 4/2/19
Chief Financial Officer Date

4. J.T.R. 4/3/19
Chief Executive Officer Date

D. Board:

☐ Policy Council

Date: _____

☐ PRE Presentation

Date: _____

☐ B&F Approval

Date: _____

☐ Board Approval

Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales		Month/Year: March 2019			
Program/Work Unit: Head Start/Early Head Start		Program Manager: Ginger Mendez Supervisor: Yolanda Gonzales			
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.					
PROGRAM	ENROLLMENT		FUNDED	ENROLLED	
Head Start Kern	March 2019		2,041	100%	
Early Head Start Kern	March 2019		328	100%	
Early Head Start Partnership	March 2019		56	96%	
Early Head Start San Joaquin	March 2019		313	100%	
TOTAL Funded Enrollment			2,738		
CHILDREN WITH DISABILITIES			CONCERNS	GOAL	ACTUAL
Head Start Kern	Identified as having an IEP		55—3%	10%	8.6%
Early Head Start Kern	Identified as having an IFSP		2—1%	10%	18.6%
Early Head Start Partnership	Identified as having an IFSP		1—2%	10%	10.7%
Early Head Start San Joaquin	Identified as having an IFSP		6—2%	10%	25.8%
OVER INCOME			GOAL	ACTUAL	
Head Start Kern			<10%	8%	
Early Head Start Kern			<10%	2%	
Early Head Start Partnership			<10%	10%	
Early Head Start San Joaquin			<10%	10%	
AVERAGE DAILY ATTENDANCE (Program Wide Goal > 85%)			98%		

HIGHLIGHTS:

Enrollment: We are in what is referred to as the “official” recruitment season. Site staff and BPN enrollment staff have participated in 4 Recruitment events: KCHC Homeless Resource Day, Lamont Resource/Health Fair/Stuff the Bus and the 2019 Outreach Clinic Health Fair. (28 apps) *Partnership needed 2 toddlers to be fully enrolled.

Attendance: All grants meet and exceed the 85% threshold*3 sites had 100% ADA.

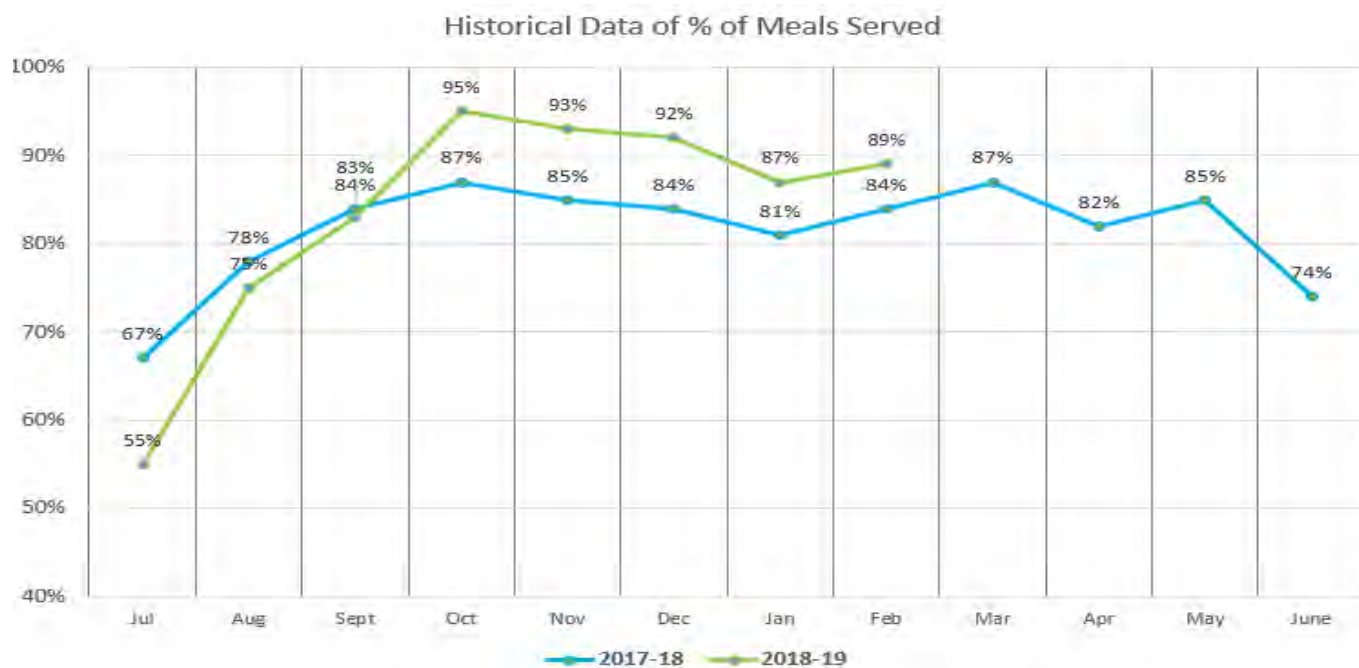
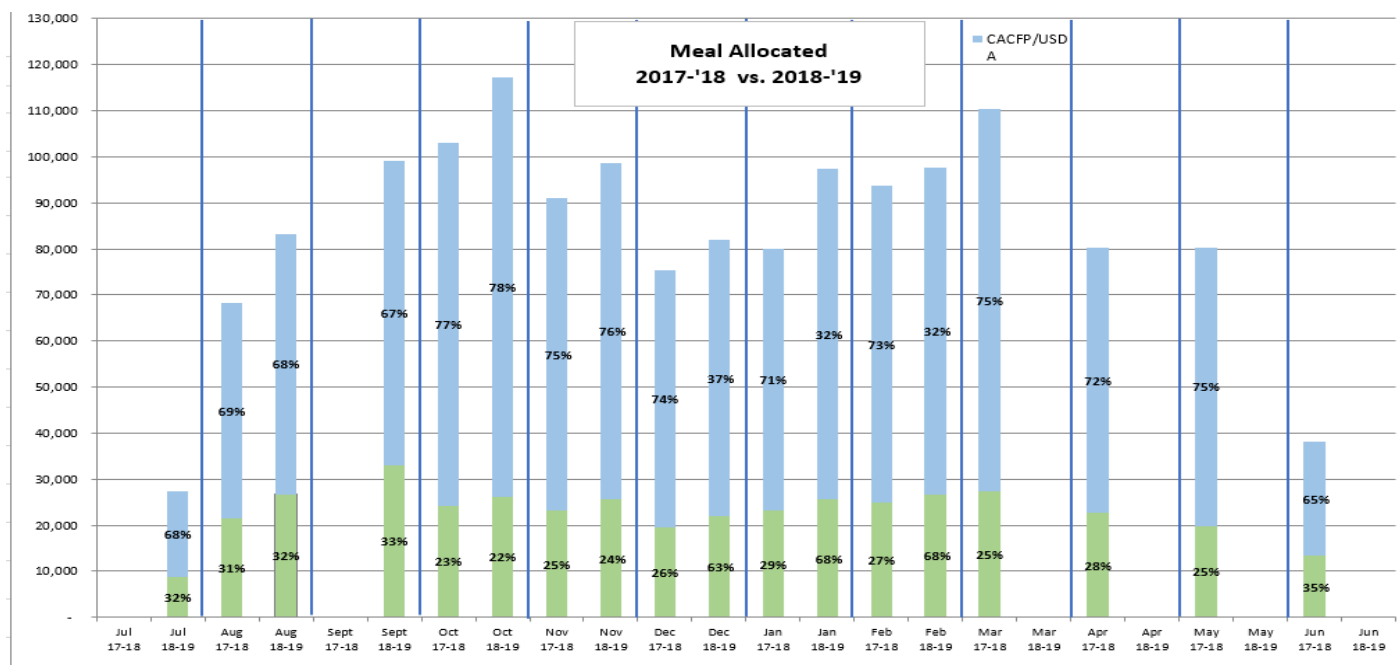
TOTAL DIVISION STAFFING:

Currently Employed	Vacant Positions	On Family/Medical Leave	
		Continuous	Intermittent
612	26	21	103

COMPLIANCE:

Preparations were made for the annual Head Start/State Child Development self-assessment that is scheduled to be completed the week of April 8, 2019.

Meals Served – February 2019 (*one month behind)						
Total Meals Requested			Meals Allocated		% of Meals Served	
Central Kitchen	Vendor Kitchen	Total Meals	CACFP/USDA	HS/EHS	February 2018	February 2019
81,310	14,397	97,707	71,070	26,637	84%	89%



COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
AUDIT & PENSION COMMITTEE MEETING
5005 Business Park North
April 11, 2019
12:00 p.m.

Meeting was cancelled due to lack of quorum
Attached are the Committee Reports



Brown Armstrong
Accountancy Corporation

4200 Truxtun Avenue, Suite 300 | Bakersfield, CA 93309 | 661.324.4971 | Fax 661.324.4997

Contacts: Andrew Paulden, CPA
 Brooke Baird, CPA

BROWN ARMSTRONG
Certified Public Accountants

April 11, 2019

We are pleased to have the opportunity to present to you our plan for the audit of the Community Action Partnership of Kern (CAPK) for the year ending February 28, 2019.

This presentation has been prepared to discuss the scope of the audit.

We look forward to presenting this information, addressing your questions and discussing any other matters of interest to the Audit Committee and Management of CAPK.

Best Regards,

Andrew Paulden, Partner
Brooke Baird, Manager
Brown Armstrong Accountancy Corporation

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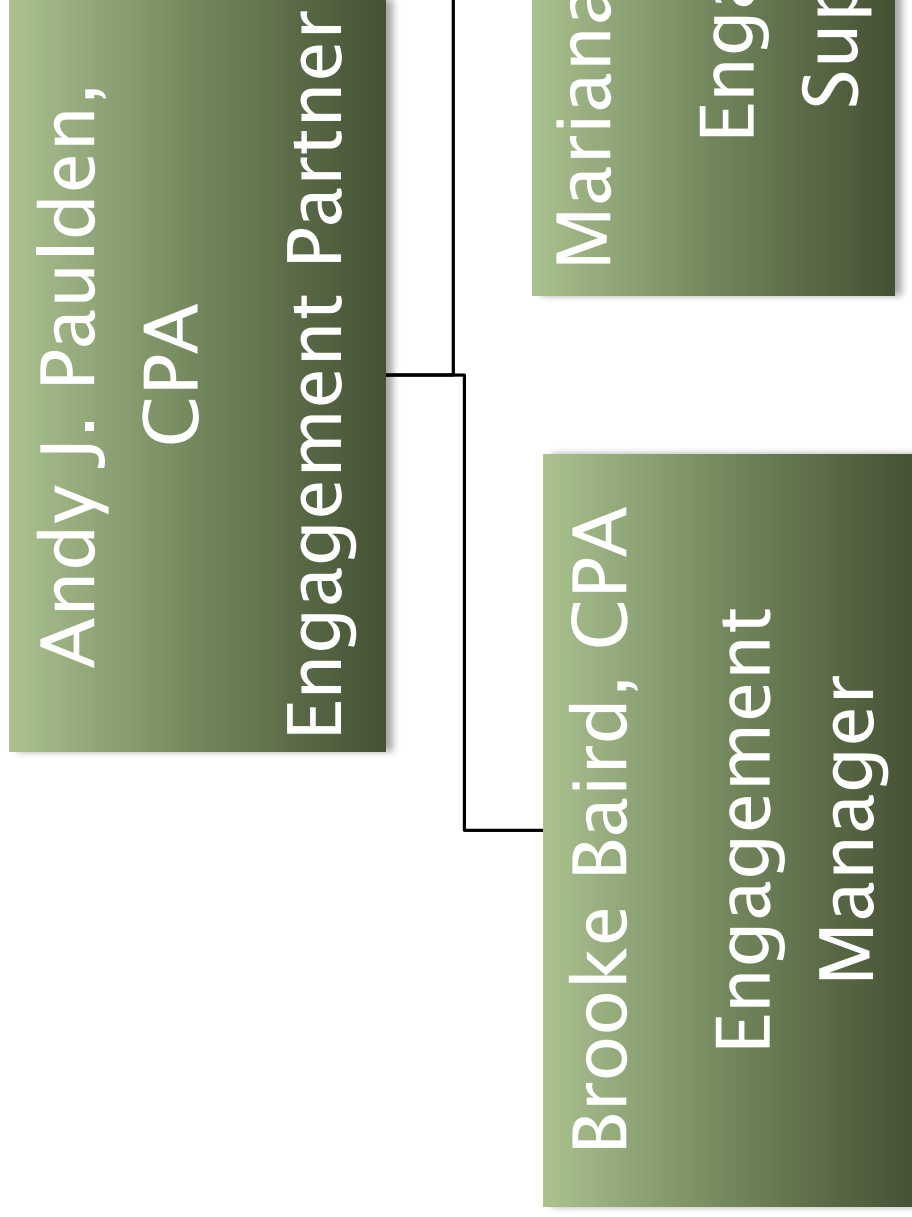
▶ Reports Expected to be Issued

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▶ Questions

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The Engagement Team



BROWN ARMSTRONG
Certified Public Accountants

Scheduled Dates of Fieldwork

- Interim
 - Weeks of May 13th and May 20th
- CAPK 403b and 401a– Week of July 15th
- Final
 - Weeks of September 23rd and September 30th

Our Audit Objectives

We are responsible for auditing the statements of financial position of CAPK as of February 28, 2019, and related statements of operations and cash flows for the period then ended. Additionally, following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements:

- Schedule of expenditures of federal and state awards;
- California Department of Community Services and Development– Supplemental schedules of revenue and expenditures;
- Grant/Contract closeout schedules; and
- Statements of functional expenses

We will perform the additional services as specified by our audit agreement for fiscal year ended February 28, 2019:

- Single Audit in accordance with Uniform Guidance for federal grants;
- Financial and compliance audit of special purpose financial statement to comply with the reporting requirement specified in the agreement with the CDE for the year ended June 30, 2019.
- Compliance and financial audit for the First 5 programs;
- Limited scope audit of CAPK's 401a and 403b Plans; and
- Preparation of the organization's federal and state information returns.

In accordance with the engagement letter our primary objective is the expression of an opinion on CAPK's financial statements in accordance with 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, which includes:

- Obtaining reasonable assurance as to whether the financial statements are prepared in accordance with U.S. generally accepted accounting principles and are free of material misstatements, whether caused by error or fraud; and
- Obtaining reasonable assurance about whether effective internal control over financial reporting was maintained in all material respects.

Audit Strategy

Phase I	Phase II	Phase III	Phase IV
Audit Planning	Interim Field Work	Final Field Work	Completion
Familiarize ourselves with any changes in CAPK's operating environment	Assess Internal control environment through Client interview and test of controls	Plan and perform substantive audit procedures on financial statement balances	Perform completion procedures
Perform risk assessment procedures	Perform SAS 99 (Fraud evaluation) procedures	Complete any outstanding procedures from interim	Draft internal control management letter comments
Determine planning materiality for financial statements audits and individual federal grants	Identify internal control strengths and weaknesses	Audit of pension	Draft Reports
Perform preliminary analytical review	Evaluate design and implementation of selected controls	Conduct final analytical review	Draft management representation letter and have signed
Develop audit plan	Test controls over financial reporting and administration	Consider Audit Evidence Sufficiency	Issue auditor's reports and management letter
Identify significant audit areas	Understand accounting and reporting activities	Conclude on critical accounting matters	
Determine nature and extent of audit procedures for each of the significant audit areas	Perform federal and CDE compliance audits and the First 5 program audit.		
Reevaluate the progress of the audit and make any changes on audit approach and procedures, if necessary			
Confirmation of account balances, using client prepared confirmations			
BROWN ARMSTRONG Certified Public Accountants			

Significant Audit Areas

Based on the results of prior year's audit, we have identified the following as our most significant audit areas:

- ▶ Expenses for Program and Supporting Services, Accounts Payable and Accrued Liabilities
- ▶ Program Revenue, Receivables and Deferred Revenue
- ▶ Property and Equipment
- ▶ Inventory
- ▶ Long Term Debt

Reports to be Issued

- ▶ Consolidated financial statements and the related consolidated statements of operations and cash flows for the year than ended February 28, 2019
 - Independent Auditor's Report;
 - Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statement Performance in Accordance with Government Auditing Standards;
 - Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control Over Compliance in Accordance with the Uniform Guidance;
 - Report on Compliance with Requirements Applicable to First 5 programs in Accordance with the Program Specific Audit Option Under the Uniform Guidance; and
 - Consolidated schedule of findings and questioned costs
- ▶ 401a and 403b Plans
 - Independent Auditor's Report
 - Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statement Performance in Accordance with Government Auditing Standards;
- ▶ Special Purpose Financial Statements
 - Independent Auditor's Report
 - Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statement Performance in Accordance with Government Auditing Standards; and
 - Consolidated schedule of findings and questioned costs

Questions

We are looking forward to working with the CAPK team to complete the audit.

Thank you!

COMMUNITY ACTION PARTNERSHIP OF KERN MEMORANDUM

To: Audit and Pension Committee
Raymond T. Quan

From: Ray Quan, Director of Human Resources

Date: April 11, 2019

Subject: 1st Quarter 2019 Pension Plan Update: Presented by Scott Harrison, Jr. from The Standard – **Info Item**

Scott Harrison Jr., from The Standard will provide the 1st quarter review of CAPK's 403(b) and 401(a) plans.

Attachments
403(b) and 401(a) Executive Summary
403(b) Plan Review
401(a) Plan Review



Community Action Partnership of Kern County 403(b) and 401(a) Plans

Executive Summary

Plan information — April 11, 2019 (Data as of 3/31/2019)

403(b) Plan Data

1. Market Value: \$5,016,396
2. Participation: 51%
3. Average Account Balance: \$7,487
 - a. Median Account Balance: \$1,922
4. 703 participants hold a Target Date fund
5. 97 total terminated participants with a balance less than \$5,000
 - a. 36 total terminated participants with a balance greater than \$5,000

401(a) Plan Data

1. Market Value: \$17,654,711
2. Average Account Balance: \$17,915
 - a. Median Account Balance: \$6,481
3. 811 participants hold a Target Date fund
4. 152 total terminated participants with a balance less than \$5,000
 - a. 102 total terminated participants with a balance greater than \$5,000
5. Forfeiture account balance: \$26,376.39



Community Action Partnership of Kern County 403(b) Plan

Plan Review



As of Apr. 1, 2019

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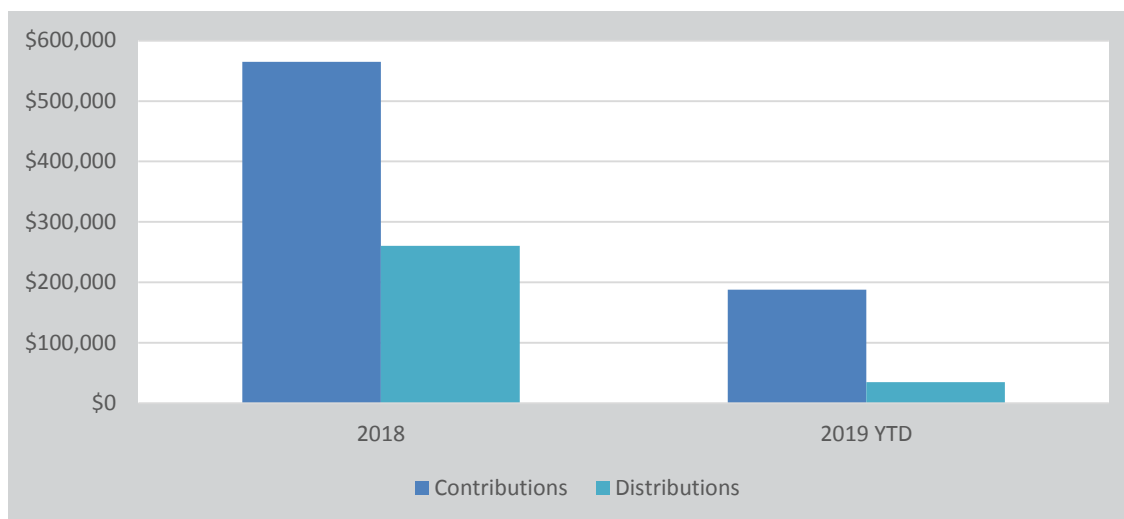


Plan Flow

Plan flow information shows the key factors that can influence your plan's assets, such as contributions, distributions and the market performance.

What has the greatest effect on your plan's assets?

	Contributions	Distributions	Market Impact	Ending Balance
2018	\$564,909	\$260,266	-\$228,222	\$4,434,453
2019 YTD	\$187,899	\$35,057	\$436,247	\$5,016,396



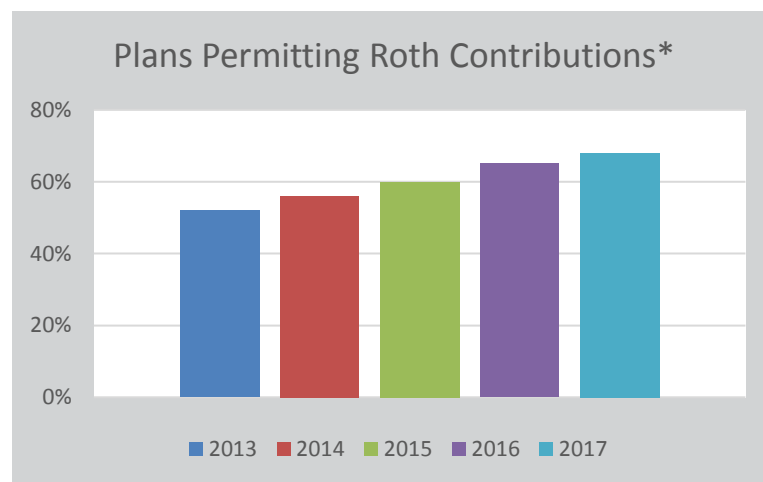
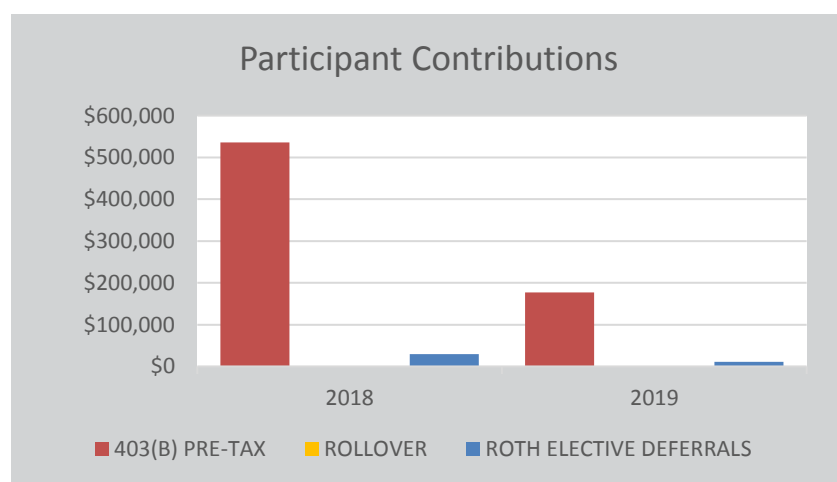
Contributions and Distributions

This section can help you understand the flow of assets within your plan, both incoming and outgoing.

Have there been significant changes year over year? Are there steps that can be taken to improve plan flow?

Plan Contribution Detail

	2018	2019
403(B) PRE-TAX	\$535,743	\$176,615
ROLLOVER	\$145	\$0
ROTH ELECTIVE DEFERRALS	\$29,020	\$11,284



Plan Distribution Detail

	2018		2019	
LUMP SUM	\$101,686	42	\$15,401	4
ROLLOVER	\$42,343	6	\$16,290	2
IN-SERVICE	\$14,005	3	\$2,070	1
FORCE OUT	\$22,216	10	\$0	0
OTHER	\$80,016	19	\$1,296	1

* From Vanguard's "How America Saves 2018" survey

Participation

Participation is a key indicator of your plan's overall health. By evaluating your plan against the national average, you can quickly see how your plan compares and if any plan design changes may further increase engagement.

What steps can be taken to increase participation and encourage replacement of 70 to 80 percent of pre-retirement income?

Plan Contribution Detail

	2018	2019
Participation rate	46%	51%
National average*	78%	N/A
National average by number of employees*	80%	N/A

Participation by Age Range**

Range	≤ 30	31 to 40	41 to 50	51 to 60	61+
# Contributing	77	120	108	120	61
# Eligible	246	270	240	192	100
% Contributing	31%	44%	45%	63%	61%

Participation by Salary Range**

Range	< \$30k	\$30 - \$50k	\$50 - \$75k	\$75 - \$100k	\$100 - \$125k	\$125k +
# Contributing	239	189	42	9	5	2
# Eligible	656	310	60	15	5	2
% Contributing	36%	61%	70%	60%	100%	100%

* From Vanguard's "How America Saves 2018" survey

** as of last day of prior plan year

Average Account Balance

How confident are you that your workforce is ready to retire? Participants may need to replace more than 80 percent of their income in retirement. This information allows you to analyze the year-over-year growth in your plan as compared to national averages.

What steps can be taken to increase the health of the plan, such as targeted educational campaigns, online tools or other resources?

	2018	2019
Average account balance	\$7,061	\$7,487
Median account balance	\$2,005	\$1,922
National average*	\$96,288	N/A

Average Account Balance by Age**

Range	≤ 30	31 - 40	41 - 50	51 - 60	61+
Average account balance	\$668	\$3,638	\$5,678	\$11,580	\$14,948
% Contributing	31%	44%	45%	63%	61%

Average Account Balance by Salary**

Range	< \$30k	\$30 - \$50k	\$50 - \$75k	\$75 - \$100k	\$100 - \$125k	\$125k +
Average account balance	\$1,803	\$7,500	\$17,286	\$22,371	\$102,567	\$71,668
% Contributing	36%	61%	70%	60%	100%	100%

* From Vanguard's "How America Saves 2018" survey

** as of last day of prior plan year

Participant Contributions

The amount your participants save has a greater effect on retirement readiness than the investments they select.

This section can help you better understand how your employees are contributing to this important benefit by salary and age.

Does this information show a need for targeted education?

	2018	Benchmark*	2019
Average savings rate (%)	2.99	6.80	25.59
Average amount contributed	\$539	\$1,846	\$204
# of Eligible	1048	N/A	921
# Contributing	486	N/A	469

Average Deferral Percentage by Age**	≤ 30	31 - 40	41 - 50	51 - 60	61+
Plan	2.04%	2.59%	2.68%	3.28%	4.91%

Average Deferral Percentage by Salary**	< \$30k	\$30 - \$50k	\$50 - \$75k	\$75 - \$100k	\$100 - \$125k	\$125k+
Plan	2.42%	3.04%	4.55%	5.48%	8.34%	6.84%

* From Vanguard's "How America Saves 2018" survey

** as of last day of prior plan year

Guided Portfolios

Pre-mixed portfolios make it easier for employees to diversify their investments. A portfolio is recommended after an employee takes a quiz considering risk tolerance and time horizon.

The Automatic Rebalancer option can help ensure employees maintain their current investment allocation and risk tolerance.

This information outlines how many have chosen the Guided Portfolios over their own investment mix as well as those leveraging the Automatic Rebalancer.

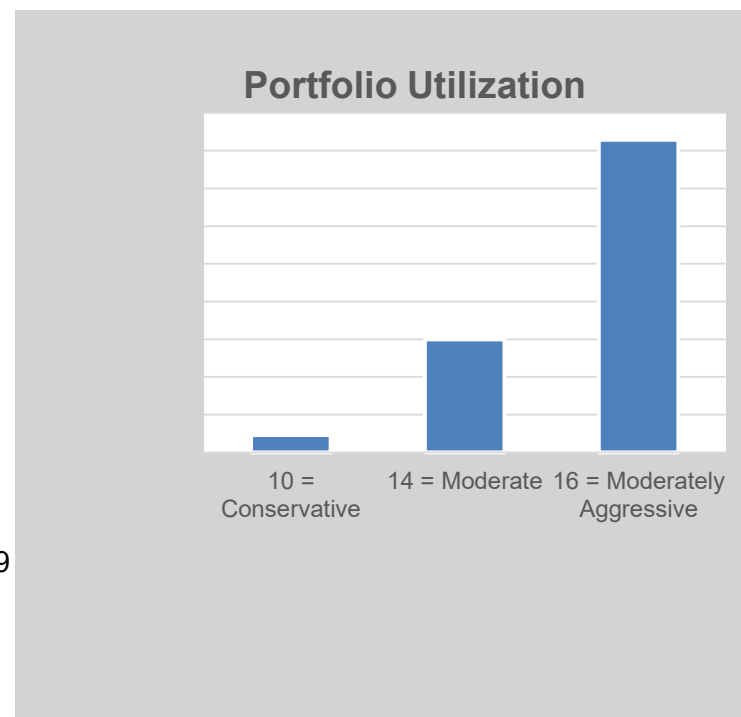
Do your employees find these tools a valuable resource for helping them manage their accounts?

	Beginning Balance	Ending Balance
Portfolio investors	\$464	\$783
Independent investors	\$6,746	\$7,629

670 Participants with a Balance

	Number of Participants	% of Participants	# Using Rebalancer	% Using Rebalancer	# Not Using Rebalancer	% Not Using Rebalancer
Portfolio investors	3	0%	0	0%	3	0%
Independent investors	667	100%	9	1%	658	98%

Portfolio	Market Value	% of Plan Assets	# of Participants
10 = Conservative	\$92	0%	1
14 = Moderate	\$600	0%	1
16 = Moderately Aggressive	\$1,658	0%	1



*Beginning balances as of 01/01/2019, ending 04/01/2019

Participation by Fund

Below is a breakout of the funds within your plan and the number of participants invested in them.

Are there ways to make your fund lineup more effective? For example, what does the fund use look like compared to the number of funds offered?

	In Portfolio	# of Participants in Fund	Balance	Percentage of Assets
Standard Stable Asset A	X	80	\$722,848	14%
Vanguard Tot Bd Mkt Idx Adm	X	46	\$111,427	2%
Putnam Dynamic AA Growth Y		14	\$146,254	3%
BlackRock LifePth Idx Ret K		15	\$98,793	2%
BlackRock LifePth Idx 2020 K		54	\$405,200	8%
BlackRock LifePth Idx 2025 K		89	\$710,414	14%
BlackRock LifePth Idx 2030 K		93	\$427,229	9%
BlackRock LifePth Idx 2035 K		77	\$422,122	8%
BlackRock LifePth Idx 2040 K		84	\$393,415	8%
BlackRock LifePth Idx 2045 K		102	\$397,777	8%
BlackRock LifePth Idx 2050 K		88	\$235,090	5%
BlackRock LifePth Idx 2055 K		55	\$31,898	1%
BlackRock LifePth Idx 2060 K		46	\$15,816	0%
Putnam Dynamic AA Balanced Y		37	\$95,300	2%
MFS Value R6	X	26	\$124,760	2%
iShares S&P 500 Index K	X	29	\$56,356	1%
Putnam Dynamic AA Conserv Y		14	\$63,792	1%
TIAA-CREF Inst Lg Cp Gr Inst	X	55	\$226,465	5%
Wells Fargo Spec MdCpVal Ins	X	5	\$1,107	0%
Vanguard Mid Cap Index Adm		9	\$11,467	0%
MassMutual Select MidCapGr I	X	51	\$162,939	3%
DFA US Small Cap Value I	X	40	\$29,410	1%
Janus Henderson Triton T		30	\$48,140	1%
Hartford Intl Opportun R6	X	5	\$351	0%
American Funds New World R6		48	\$67,397	1%
Principal Real Estate Sec I		5	\$10,627	0%

Terminated Participants

When employment ends for a retirement plan participant, you continue to be a fiduciary to the participant's retirement plan assets and held to compliance as long as these assets remain in the plan. Ongoing administrative tasks, such as tracking former employees to deliver required notices, can prove difficult and you may be paying ongoing plan expenses.

What can The Standard do to ease the administrative burden?

	< \$1000	\$1000 - \$5000	> \$5000
YTD	8	0	3
2018	14	7	9
2017	3	1	6
2016	6	10	7
< 2016	27	21	11
Total	58	39	36

Our Sweep Process Reduces Your Burden

Our sweep process helps move terminated participants out of the retirement plan when their balance is below a designated amount, either \$1,000 or \$5,000. This process is run three times each year and is designed to help reduce your burden by minimizing the number of potential lost participants and notices to be mailed. In addition, this process may help reduce any asset or per-participant expenses.

Forfeiture Balance

Forfeiture Handling

Your forfeiture balance is:
\$0

0

Web Usage

When participants access their accounts online, not only do they save time, but they also have the chance to engage in their account by making changes or evaluating current investment selections.

Are your participants aware of the suite of online tools and resources available to them?

Participants Receiving Online Statements	Number of Eligible Participants Registered Online	Total Number of Eligible Plan Participants	% of Eligible Participants that have Registered Online
914	242	921	26%

Online Transfer and Rebalance Activity

	2018	2019
Transfers requested online	17	1
Rebalance requests initiated online	7	0

	Number Requested Online	Total Number Requested	% Requested Online
Distribution activity	4	7	57%
Loan activity	0	0	0%

Leveraging Plan Services

A plan's services can affect your fiduciary protection as well as help participants save for their retirement income. Below are your currently selected services along with other options to consider.

Are there other available services that can help reduce your fiduciary risk, administrative burden and support participant retirement readiness?

Service	Used in Plan	Description
ERISA 3(21) Investment Advisory Fiduciary	No	Plan level investment fiduciary services.
ERISA 3(38) Investment Management Fiduciary	No	Investment management fiduciary services with discretionary transactional authority over investments.
Auto Enrollment	Yes	Form of enrollment that makes opting out an affirmative election.
Qualified Default Investment Alternative	Yes	Default investment election for any participants that do not actively select investments. Reduces plan sponsor liability.
Mainspring Managed	No	Participant managed service that provides an investment and savings recommendation based on a gap analysis.
MAP	Yes	The Standard can approve loans and distributions on behalf of the plan sponsor.
GOLD	Yes	Online loans and distribution processing.
Portfolio	Yes	Participants can choose from predetermined portfolio options based on a simple quiz.
Online Enrollment	Yes	Provides participants the opportunity to enroll from anywhere they are able to connect online.
Paperless Statements	Yes	When a plan sponsor chooses paperless quarterly account statements for the plan, participants will receive their statements online by default. Participants then receive quarterly emails letting them know their statement is available on Personal Savings Center. If preferred, they can alternately choose paper delivery at any time.

ERISA 3(16) Services

Service	Used in Plan	Description
Compliance Testing	Yes	When providing full service administration the Standard can act as a fiduciary for certain key plan administration responsibilities when performing compliance testing.
Manager of the Approval Process	Yes	The Standard takes on a fiduciary role with the approval of loans, distributions and withdrawals.
Notices	Yes	The Standard takes on a fiduciary role by distributing certain required notices to participants.
Enrollment Alerts	No	The Standard takes on a fiduciary role in determining initial participant plan eligibility and notifying them accordingly.

Executive Summary

This page provides a high-level summary. More information is available inside the full Plan Review.

Plan Flow	2018	2019 YTD
Ending balance	\$4,434,453	\$5,016,396
Contributions	\$564,909	\$187,899
Deferrals	\$564,763	\$187,899
Employer	\$0	\$0
Rollover	\$145	\$0
Market impact	-\$228,222	\$436,247
Distribution \$	\$260,266	\$35,057
Distribution #	80	8

Participant Information	2018	2019 YTD
Eligible participants	1,048	921
Contributing participants	486	469
Employees w/ balance	628	670

Executive Summary

This page provides a high-level summary. More information is available inside the full Plan Review.

Participant Utilization	2018	2019 YTD
Participation rate	46%	51%
Savings rate	3%	26%
Average account balance	\$7,061.23	\$7,487.16
Average deferral	\$538.90	\$204.02

Web Utilization	2018	2019 YTD
% Registered	23%	26%
Directives updated online	17	1
Rebalance requests initiated online	7	0
Distributions initiated online	19	4
Loans initiated online	0	0



Community Action Partnership of Kern County 401(a) Plan

Plan Review



As of Apr. 1, 2019

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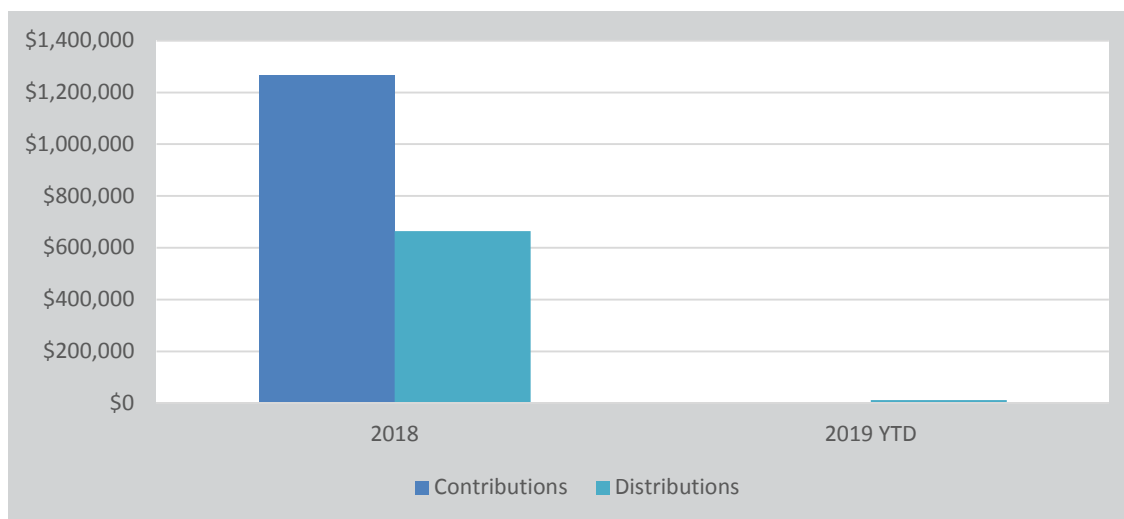


Plan Flow

Plan flow information shows the key factors that can influence your plan's assets, such as contributions, distributions and the market performance.

What has the greatest effect on your plan's assets?

	Contributions	Distributions	Market Impact	Ending Balance
2018	\$1,265,749	\$664,087	\$566,406	\$17,431,806
2019 YTD	\$0	\$12,093	\$235,177	\$17,654,711



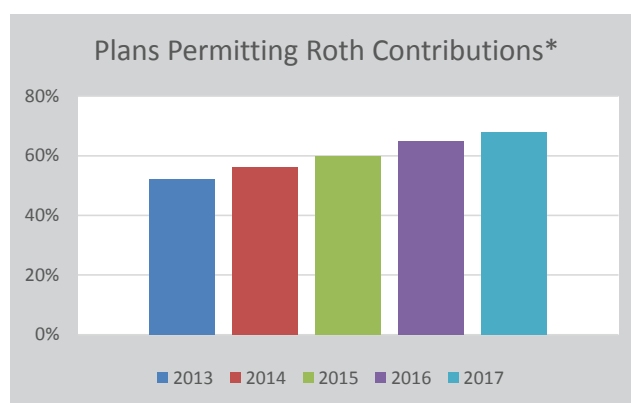
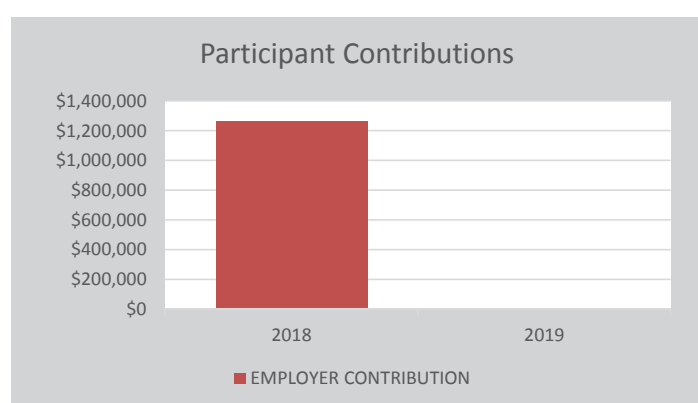
Contributions and Distributions

This section can help you understand the flow of assets within your plan, both incoming and outgoing.

Have there been significant changes year over year? Are there steps that can be taken to improve plan flow?

Plan Contribution Detail

	2018	2019
EMPLOYER CONTRIBUTION	\$1,265,749	\$0



Plan Distribution Detail

	2018		2019	
LUMP SUM	\$444,354	38	\$12,093	2
ROLLOVER	\$144,355	7	\$0	0
IN-SERVICE	\$0	0	\$0	0
FORCE OUT	\$2,543	1	\$0	0
OTHER	\$72,836	7	\$0	0

* From Vanguard's "How America Saves 2018" survey

Participation

Participation is a key indicator of your plan's overall health. By evaluating your plan against the national average, you can quickly see how your plan compares and if any plan design changes may further increase engagement.

What steps can be taken to increase participation and encourage replacement of 70 to 80 percent of pre-retirement income?

Plan Contribution Detail

	2018	2019
Participation rate	0%	0%
National average*	78%	N/A
National average by number of employees*	83%	N/A

Participation by Age Range**

Range	≤ 30	31 to 40	41 to 50	51 to 60	61+
# Contributing	0	0	0	0	0
# Eligible	153	216	211	173	74
% Contributing	0%	0%	0%	0%	0%

Participation by Salary Range**

Range	< \$30k	\$30 - \$50k	\$50 - \$75k	\$75 - \$100k	\$100 - \$125k	\$125k +
# Contributing	0	0	0	0	0	0
# Eligible	558	226	34	5	3	1
% Contributing	0%	0%	0%	0%	0%	0%

* From Vanguard's "How America Saves 2018" survey

** as of last day of prior plan year

Average Account Balance

How confident are you that your workforce is ready to retire? Participants may need to replace more than 80 percent of their income in retirement. This information allows you to analyze the year-over-year growth in your plan as compared to national averages.

What steps can be taken to increase the health of the plan, such as targeted educational campaigns, online tools or other resources?

	2018	2019
Average account balance	\$17,653	\$17,915
Median account balance	\$6,373	\$6,481
National average*	\$96,288	N/A

Average Account Balance by Age**

Range	≤ 30	31 - 40	41 - 50	51 - 60	61+
Average account balance	\$2,849	\$9,534	\$17,799	\$30,309	\$37,369
% Contributing	0%	0%	0%	0%	0%

Average Account Balance by Salary**

Range	< \$30k	\$30 - \$50k	\$50 - \$75k	\$75 - \$100k	\$100 - \$125k	\$125k +
Average account balance	\$10,019	\$25,198	\$48,749	\$167,221	\$131,572	\$155,492
% Contributing	0%	0%	0%	0%	0%	0%

* From Vanguard's "How America Saves 2018" survey

** as of last day of prior plan year

Participant Contributions

The amount your participants save has a greater effect on retirement readiness than the investments they select.

This section can help you better understand how your employees are contributing to this important benefit by salary and age.

Does this information show a need for targeted education?

	2018	Benchmark*	2019
Average savings rate (%)	0.00	6.80	0.00
Average amount contributed	\$0	\$1,827	\$0
# of Eligible	827	N/A	750
# Contributing	0	N/A	0

Average Deferral Percentage by Age**	≤ 30	31 - 40	41 - 50	51 - 60	61+
Plan	0.00%	0.00%	0.00%	0.00%	0.00%

Average Deferral Percentage by Salary**	< \$30k	\$30 - \$50k	\$50 - \$75k	\$75 - \$100k	\$100 - \$125k	\$125k+
Plan	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

* From Vanguard's "How America Saves 2018" survey

** as of last day of prior plan year

Participation by Fund

Below is a breakout of the funds within your plan and the number of participants invested in them.

Are there ways to make your fund lineup more effective? For example, what does the fund use look like compared to the number of funds offered?

	In Portfolio	# of Participants in Fund	Balance	Percentage of Assets
Standard Stable Asset A	X	105	\$1,554,476	9%
Vanguard Tot Bd Mkt Idx Adm	X	73	\$441,486	3%
Putnam Dynamic AA Growth Y		14	\$426,834	2%
BlackRock LifePth Idx Ret K		16	\$471,910	3%
BlackRock LifePth Idx 2020 K		49	\$1,646,382	9%
BlackRock LifePth Idx 2025 K		81	\$2,034,471	12%
BlackRock LifePth Idx 2030 K		79	\$1,438,990	8%
BlackRock LifePth Idx 2035 K		94	\$1,755,187	10%
BlackRock LifePth Idx 2040 K		98	\$1,289,007	7%
BlackRock LifePth Idx 2045 K		157	\$1,740,072	10%
BlackRock LifePth Idx 2050 K		127	\$507,209	3%
BlackRock LifePth Idx 2055 K		87	\$156,236	1%
BlackRock LifePth Idx 2060 K		23	\$15,165	0%
Putnam Dynamic AA Balanced Y		41	\$824,946	5%
MFS Value R6	X	87	\$987,853	6%
iShares S&P 500 Index K	X	53	\$491,085	3%
Putnam Dynamic AA Conserv Y		20	\$380,854	2%
TIAA-CREF Inst Lg Cp Gr Inst	X	79	\$185,523	1%
Wells Fargo Spec MdCpVal Ins	X	2	\$3,959	0%
Vanguard Mid Cap Index Adm		11	\$77,629	0%
MassMutual Select MidCapGr I	X	79	\$618,449	4%
DFA US Small Cap Value I	X	72	\$174,726	1%
Janus Henderson Triton T		46	\$135,128	1%
Hartford Intl Opportun R6	X	0	\$0	0%
American Funds New World R6		81	\$291,259	2%
Principal Real Estate Sec I		4	\$5,876	0%

Terminated Participants

When employment ends for a retirement plan participant, you continue to be a fiduciary to the participant's retirement plan assets and held to compliance as long as these assets remain in the plan. Ongoing administrative tasks, such as tracking former employees to deliver required notices, can prove difficult and you may be paying ongoing plan expenses.

What can The Standard do to ease the administrative burden?

	< \$1000	\$1000 - \$5000	> \$5000
YTD	1	4	4
2018	23	32	26
2017	9	8	9
2016	21	2	11
< 2016	44	8	52
Total	98	54	102

Our Sweep Process Reduces Your Burden

Our sweep process helps move terminated participants out of the retirement plan when their balance is below a designated amount, either \$1,000 or \$5,000. This process is run three times each year and is designed to help reduce your burden by minimizing the number of potential lost participants and notices to be mailed. In addition, this process may help reduce any asset or per-participant expenses.

Forfeiture Balance

Your forfeiture balance is:
\$26376.39

Forfeiture Handling

Reallocate to participant accounts

Web Usage

When participants access their accounts online, not only do they save time, but they also have the chance to engage in their account by making changes or evaluating current investment selections.

Are your participants aware of the suite of online tools and resources available to them?

Participants Receiving Online Statements	Number of Eligible Participants Registered Online	Total Number of Eligible Plan Participants	% of Eligible Participants that have Registered Online
740	223	750	30%

Online Transfer and Rebalance Activity

	2018	2019
Transfers requested online	10	0
Rebalance requests initiated online	4	0

	Number Requested Online	Total Number Requested	% Requested Online
Distribution activity	0	2	0%
Loan activity	0	0	0%

Leveraging Plan Services

A plan's services can affect your fiduciary protection as well as help participants save for their retirement income. Below are your currently selected services along with other options to consider.

Are there other available services that can help reduce your fiduciary risk, administrative burden and support participant retirement readiness?

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ERISA 3(16) Services

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Enrollment Alerts	Yes	The Standard takes on a fiduciary role in determining initial participant plan eligibility and notifying them accordingly.

Executive Summary

This page provides a high-level summary. More information is available inside the full Plan Review.

Plan Flow	2018	2019 YTD
Ending balance	\$17,431,806	\$17,654,711
Contributions	\$1,265,749	\$0
Deferrals	\$0	\$0
Employer	\$1,265,749	\$0
Rollover	\$0	\$0
Market impact	\$566,406	\$235,177
Distribution \$	\$664,087	\$12,093
Distribution #	53	2

Participant Information	2018	2019 YTD
Eligible participants	827	750
Contributing participants	0	0
Employees w/ balance	986	984

Executive Summary

This page provides a high-level summary. More information is available inside the full Plan Review.

Participant Utilization	2018	2019 YTD
Participation rate	0%	0%
Savings rate	0%	0%
Average account balance	\$17,652.62	\$17,914.97
Average deferral	\$0.00	\$0.00

Web Utilization	2018	2019 YTD
% Registered	30%	30%
Directives updated online	10	0
Rebalance requests initiated online	4	0
Distributions initiated online	4	0
Loans initiated online	0	0



LINNÉ K. STOUT
DIRECTOR

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GAVIN NEWSOM
GOVERNOR

March 14, 2019

*Emilio
Tracy
Audit Committee.*

Mr. Jeremy Tobias, Executive Director
Community Action Partnership of Kern
5505 Business Park North
Bakersfield, CA 93309

Dear Mr. Tobias:

CSD conducted an in-house monitoring of Community Action Partnership of Kern (CAPK). The review focused on the Administrative, Financial, and Programmatic requirements for the following contracts: 2018 Low-Income Home Energy Assistance Program (LIHEAP) and/or 2017 DOE Weatherization Assistance Program (DOE WAP).

Attached is Monitoring Report E-18-003, which provides a synopsis of the review. If you have any questions, please feel free to contact me at 916-576-4356 or 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 not only improve the lives of those living in poverty, but to reduce poverty in California.

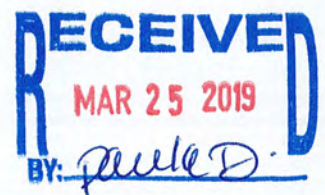
Sincerely,

Darrell McCormick

DARRELL MCCORMICK
Field Representative

Enclosure: 2018 Monitoring Report

c: Mr. Garth Corrigan, Board Chair, Community Action Partnership of Kern



STATE OF CALIFORNIA
*Department
of
Community Services and Development*



March 14, 2019

Monitoring Report E-18-003

The Department of Community Services and Development (CSD) is responsible for the oversight of the Low-Income Home Energy Assistance Program (LIHEAP) and/or the Department of Energy Weatherization Assistance Program (DOE WAP). Hence, CSD is required to monitor the activities of Community Action Partnership of Kern County (CAPK) to ensure compliance with all contractual and statutory requirements.

INTRODUCTION

CSD conducted an in-house review of Community Action Partnership of Kern County's (CAPK) DOE WAP 17C-4010 and LIHEAP 18B-4012 contracts. Darrell McCormick, Field Representative, conducted the review in accordance with CSD's Energy and Environmental Services Division's Monitoring Scope.

The purpose of the review is to ensure the Contractor meets the Administrative Requirements, Financial Requirements, Programmatic Requirements, Compliance Requirements, and other applicable requirements as prescribed in the contract and referenced therein (2 CFR §200.328; DOE WAP and LIHEAP Part II Subpart Article 10.3 A-E Part II Subpart D Article 10.3 A-E).

This monitoring report contains the following sections:

- I. Administrative Requirements
- II. Financial Requirements
- III. Programmatic Requirements
- IV. Compliance Requirements
- V. Monitoring Summary
- VI. Recommendations, Observations, and Findings

I. ADMINISTRATIVE REQUIREMENTS

The purpose of the Administrative Requirements review is to ensure that the Contractor is properly administering the Federal and/or State programs in accordance with CSD's contract requirements. The areas covered under the Administrative Requirements are Internal Controls Requirements; Travel and per diem; Conflict of Interest; Procurement Standards; Subcontracts; and Fair Hearing Process for Applications for Denial of Benefits by Contractor.

Based on the CSD Field Representative's review, no issues were identified regarding Administrative Requirements.

II. FINANCIAL REQUIREMENTS

The purpose of the Financial Requirements review is to ensure that Contractor's financial management systems, including records documenting compliance with Federal and/or State statutes, regulations, and the terms and conditions of the Federal and/or State award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal and/or State statutes, regulations, and the terms and conditions of the Federal and/or State award. The areas covered under the Financial Requirements are Allowable Costs; Reimbursement Guidelines; and Reporting Requirements.

Based on the CSD Field Representative's review, no issues were identified regarding Financial Requirements.

III. PROGRAMMATIC REQUIREMENTS

The purpose of the Programmatic Requirements review is to ensure that the Contractor is adhering to the programmatic requirements of the contract. The areas covered under the Programmatic Requirements are Service Priority Guidelines; Record-Keeping Responsibilities; Weatherization Activity Guidelines; Quality Assurance; Training Requirements; Quality Control Inspectors Certification; and Contractor Licensing.

On September 20, 2018, CSD requested client files from the following LIHEAP components: Fast Track, Home Energy Assistance Program (HEAP), and Emergency Crisis Intervention Program (ECIP) Wood, Propane, and Oil (WPO). Also, a listing of Utility Assistance and/or WPO applications from employees or officers and those with whom they have family, business, or ties (referred to as Conflict of Interest Files).

Additionally, on October 5, 2018, DOE Weatherization files were requested for review. Below is a summary of the number of files requested, received and reviewed:

Contract	Program	Number of Files Requested	Number of Files Received	Number of Files Reviewed
2018 LIHEAP	Fast Track	13	13	13
2018 LIHEAP	HEAP	14	14	14
2018 LIHEAP	ECIP WPO	13	13	13
2018 LIHEAP	Conflict of Interest	5	5	5
2017 DOE	WX	2	3	3
TOTALS		47	47	47

Record-Keeping Responsibilities: All Client File General Requirements

The purpose of this review is to confirm the agency is adhering to the Program Standards and Regulatory Requirements, is conducting a Prioritization of Services, is adhering to the Outreach and Intake Activity Guidelines and Assurance 16 Guidelines and is maintaining records in accordance to the Record Keeping Responsibilities stated within the contracts. (DOE Weatherization Program Notice 16-4; 2017 DOE WAP 7.1-7.6; LIHEAP 7.2-7.8)

Based on the CSD Field Representative's review, the following issues were identified regarding Programmatic Requirements:

LIHEAP Utility Assistance Files

1. Discrepancies between the CSD 43 Intake Form and Client File documentation and CORE database (including, but not limited to, "disconnection prevented" checked on CSD 43 but not in CORE, income and energy costs different, "Past Due" checked on CSD 43 but not in CORE) (17 files at 43%)
2. Fast Track or ECIP WPO funds used for clients with no Past Due or Shut-Off notice (6 files at 15%)

CAPK should continue to address Quality Assurance in relation to client file maintenance and CORE data entry. The agency should also include notes in CORE to explain the reason(s) for full and partial returned utility assistance payments, so follow-up can be verified. Client applications that are in deficient status need to be attended to before they automatically transfer to a completed status and no further action can be taken.

DOE Weatherization Files

1. Discrepancies between CSD 540 Assessment Form and CSD 611 Post-Inspection Form between what was assessed for and what was inspected (3 files at 100%)
2. Use of 2 CSD 611 Post-Inspection Forms for one file (1 file at 33%) An explanation needs to be provided so the Field Representative can determine which post-inspection was used to complete the job.

For DOE client files to be in compliance, the agency needs to correct any discrepancies between forms (and include billing data and agency installation paperwork, so the Field Representative can verify measures assessed, installed, post-inspected, and billed).

IV. COMPLIANCE REQUIREMENTS

The purpose of this review is to verify whether the agency is meeting their expenditure and unit production goals for DOE in accordance to the contractual requirements and the agency's submitted Performance and Expenditure Benchmarks (CSD 622).

Contractor Performance Benchmark and Reporting Requirements

Per the 2017 DOE WAP contract, agency expenditures are to reflect 15% by August 31, 2018, 50% by November 31, 2018, 75% by February 28, 2019, and a minimum of 99% by May 31, 2019. In reviewing the agency's expenditures submitted in the EARS system, CAPK has sufficiently met the 50% expenditure requirement. As of the November 2018 reporting period CAPK has expended 49% of the DOE contract. Additionally, if the agency continues at the current level of average expenditure per month, CAPK will also sufficiently meet the 99% expenditure requirement by the end of the current contract term, May 31, 2019.

Total Contract Allocation	Expenditures Reported by 11/30/18	Expenditure Percentage by 11/30/18	Average Monthly Expenditures	Projected Expenditure Percentage by 5/31/19
\$264,399	\$130,030.43	49%	\$21,671.74	98%

V. MONITORING SUMMARY

CSD appreciates the effort and collaboration with sending and receiving client files for review. 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.

VI. RECOMMENDATIONS, OBSERVATIONS, AND FINDINGS

Recommendation is offered by CSD as a suggestion for (1) potential improvement of current processes, systems, or general business practices OR (2) may result in an Observation and/or Finding if not improved. Please note that 'Recommendation' does not require a Corrective Action Plan response.

Observation is an identified contractual noncompliance issue that is an identified 'Significant Deficiency' which is caused by a deficiency, or combination of deficiencies, in internal control that is less severe than a 'Material Weakness,' yet important enough to merit attention (i.e. Missing or incomplete documents with no financial impact and is a federal and/or state requirement). An Observation does not require a Corrective Action Plan response; however, the agency must immediately remedy the issue of noncompliance within 90 calendar days from the issuance of the final monitoring report. Thus, if the agency fails to document the remediation of and/or forsakes to remedy an 'Observation' by the specified timeframe, upon follow up the 'Observation' may then be elevated to a 'Finding' as it now carries material error.

Finding is an identified contractual noncompliance issue that: (1) causes a financial impact (i.e. Missing the required Post-Wx Inspection documentation to substantiate inspection was performed); OR (2) was a previously identified Observation and/or Finding that was not found to be remedied; OR (3) is a Material Weakness caused by a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility of a material misstatement that will not be prevented, or detected and corrected on a timely basis. Finding is considered material noncompliance of the contract, and any materials referenced therein. A material noncompliance is defined as any issue which carries substantial financial, personnel, public, and/or agency/CSD ramifications; a material noncompliance may or may not preclude the agency from further performance. Please note that 'Findings' require a Corrective Action Plan from the agency within 30 calendar days from the issuance of the final report outlining how the issue of noncompliance will be remedied and other course of action as outlined in each topic.

OBSERVATIONS:

Observation 1: Program Policies and Procedures: Record-Keeping Responsibilities: All Client File General Requirements

Summary: CAPK should strive for Quality Assurance to reduce discrepancies between Client Files and other forms and databases (e.g., CORE, EARS, etc.).

Reference: 2017 DOE WAP 7.6 C. and 2018 LIHEAP 7.5 C. and 7.8 D.6.

Action Required: The agency must correct this issue no later than 90 calendar days from the issuance of this report. No Corrective Action Plan is required.



KAREN L. SMITH, MD, MPH
Director and State Public Health Officer

State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

January 15, 2018

Ms. Kathlyn Lujan
Community Action Partnership of Kern
WIC Program Manager
500 East California Avenue
Bakersfield CA 93307

Dear Ms. Lujan:

The California Department of Public Health Women, Infants, and Children Division (CDPH/WIC) conducted a biennial Program Monitoring Visit (PMV) at your agency on December 3-6, 2018. This letter provides you the results. I want to express my appreciation to you and your staff for the courtesy and cooperation shown to the CDPH/WIC team.

Areas for Required Action

The PMV team found the following three areas that require corrective action:

1. CDPH/WIC review of the *Breastfeeding Mismatch Report* found no indication that the required quarterly review and correction of woman and infant food package mismatches was occurring. Mismatched food prescriptions most often result in over-issuance of food benefits which is not allowed. As outlined in WIC WIN 2018-19, every local agency is required to review the *WIX Breastfeeding Mismatch Report* at least quarterly and address mismatched food packages as instructed.
2. The PMV Team observed that checkstock was not kept in a secure manner at the Shafter site. In addition, at the Shafter, Wasco, and Bakersfield Main Office sites, we observed that voided food instruments (FI) were not kept in a locked drawer (or locked cabinet) during business hours. As outlined in WPPM 350-10, local agencies must ensure that voided FIs are placed in locked storage except when needed for immediate use.
3. The PMV Team observed multiple instances where staff did not provide nutrition education consistent with the guidelines outlined in the WIC Policy and Procedures Manual (WPPM 400 Nutrition Education). An accurate nutrition assessment forms the basis of WIC nutrition education. With the information collected during the assessment, staff identifies specific areas of concern or interest to the participant and provides relevant, meaningful education. In contrast to these guidelines, we



CDPH Women, Infants, and Children (WIC) Division
3901 Lennane Drive MS 8600 Sacramento, CA 95834
P.O. Box 997375 MS 8600 Sacramento, CA 95899-7375
(916) 928-8500 [Division Website](http://www.wicworks.ca.gov) (www.wicworks.ca.gov)



observed staff providing generic nutrition messages unrelated to the participant's expressed interests or needs.

Corrective Action Plan

Your corrective action plan (CAP) addressing the areas for required action is **due within 60 days** of the date on this letter. In order to comply with federal regulations, we are unable to grant extensions to the CAP deadline

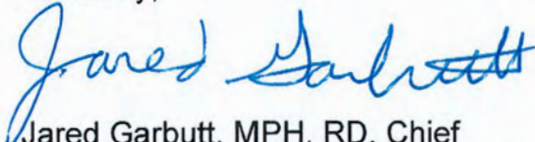
Please organize your CAP as follows:

- Title this correspondence, "Program Monitoring Corrective Action Plan."
- Address the CAP to your Contract Manager and Nutrition Consultant.
- List the finding and then provide your response.
- Include a plan of action that identifies the actions and time frames necessary to resolve the Areas for Required Action.
- Include the quality improvement efforts you have planned for monitoring your staff and/or procedures to ensure that the findings are resolved.

For additional details on completing your CAP, you may access the document *Guidance for Writing Your Corrective Action Plan* at the CDPH/WIC SharePoint site on the Program Monitoring page.

If you need technical assistance or have any questions about the PMV process, please contact your Nutrition Consultant or Contract Manager.

Sincerely,



Jared Garbutt, MPH, RD, Chief
Bay and Central Section, Local Services Branch
Women, Infants, and Children (WIC) Division
California Department of Public Health

Attached: PMV Summary Table

cc: Jeremy T. Tobias
Executive Director
jtobias@capk.org

PMV Summary Table	
LA Name and Number	Community Action Partnership of Kern County, WIC Agency #206
Number of Required Actions	3 [see Letter of Findings]
Repeat Required Actions	0
PMV Dates	December 03-06, 2018
Sites Visited	04 Bakersfield, 09 Shafter, 10 Wasco, 24 East Niles, 46 Panama
PMV Team	Lavi Fakih (Agency CM and lead), Trish Kearney (Agency NC), Sharon Streifling, Paul Smith
LA Staff at Exit Meeting	Kathlyn Lujan, WIC Director; Jeremy Tobias, Executive Director; Carmen Segovia, Director of Health and Nutrition; Ruth Bliss, Nutrition Ed and Training Coordinator; Priya Kullar, Breastfeeding Coordinator; Lorna Speight
CAP Due Date	March 18, 2019
PMV Areas of Review	<p>Our PMV review included health and nutrition services; breastfeeding and customer services; civil rights; staff training and support; referrals, health linkages, integration and outreach; program integrity practices; food instrument security; participant certification; program administration; and the Farmers' Market Nutrition Program.</p> <p>In addition to onsite operation observations, the PMV team reviewed program reports, the Nutrition Services Plan (NSP), and requested clarification on the responses to the LA Agency Snapshot. At the conclusion of the PMV, the team conducted an exit conference to discuss the results.</p> <p>Fiscal management review items such as travel and per diem reimbursement rates and employee time studies, will be completed by the Office of the State Controller and addressed under a separate letter.</p>

BOARD OF DIRECTORS

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Ana Vigil
North Kern County
Representative

Chief Executive Officer
Jeremy T. Tobias

APPROVED
L. Fakh

February 8, 2019

CDPH Women, Infants, and Children (WIC) Division
Lavinia Fakh
Contract Manager
3901 Lennane Drive MS 8600
Sacramento, CA 95834

Dear Ms Fakh,

Subject: Program Monitoring Corrective Action Plan

Enclosed is the Program Monitoring Corrective Action Plan for Community Action Partnership of Kern (CAPK) WIC Program addressing the areas for required action cited on the Program Monitoring Visit on December 3 – 6, 2018.

Please contact me at (661) 327-3074 or klujan@capk.org if more information or clarification is needed.

Sincerely,

Kathlyn Lujan
Kathlyn Lujan, R.D.
Program Manager
CAPK WIC

Attached: Program Monitoring Corrective Action Plan

Program Monitoring Corrective Action Plan
Community Action Partnership of Kern
February 12, 2019

Finding	Corrective action	Completion date	Monitoring
CDPH/WIC review of the Breastfeeding Mismatch Report found no indication that the required quarterly review and correction of woman and infant food package mismatches was occurring.	<ol style="list-style-type: none"> 1. Breastfeeding Coordinator will print out the WIX Breastfeeding Mismatch Report monthly and email to the Program Manager and the Hub Leaders 2. Hub Leaders will assess and correct any mismatches by addressing the mismatch with the staff involved. Correction will be made in WIC MIS. 3. Hub Leaders will email corrected reports to the Breastfeeding Coordinator within 2 weeks. 4. The Breastfeeding Coordinator will keep the State Nutrition Consultant aware of any error system errors in the WIX report. 5. The Breastfeeding Coordinator will maintain all records for review 6. Train staff to respond to the reminder message "check mom's food package" that appears in the MIS whenever the infant's food package is changed or prescribed as Combo or Fully Formula Fed. Train staff to check the prescribed food packages using the updated "Matching the Infant and Mom's Food Packages" Job Aid. 	<p>2/28/19</p> <p>2/28/19</p> <p>2/28/19</p> <p>2/28/19</p> <p>2/28/19</p> <p>1/31/19 And ongoing</p>	<p>Monitoring will be achieved through monthly meetings with the Program Manager and the Breastfeeding Coordinator.</p> <p>Program Manager will review Breastfeeding Mismatch records binder quarterly.</p> <p>CQI tool will be revised to include Mother/Baby food package review</p> <p>Review of Staff Meeting agendas</p>

Program Monitoring Corrective Action Plan
Community Action Partnership of Kern
February 12, 2019

Finding	Corrective Action	Completion Date	Monitoring
<p>PMV Team observed that check stock was not kept in a secure manner at the Shafter site</p> <p>Voided FIs are to be placed in locked storage except when needed for immediate use.</p>	<ol style="list-style-type: none"> 1. All check stock will be kept in locked storage unit when not in use. 2. Voided FIs will be kept in a locked container 3. Staff will receive training on WPPM 350-10 	<p>2/28/19</p> <p>2/28/19</p>	<p>Monitoring will be done once a month in conjunction with the Facility/Site Self-Inspection Report</p> <p>Hub Leaders and Program Manager will randomly check throughout the month that check stock is locked and voided FIs are in a locked container when not in use.</p>
<p>WPPM 400 Nutrition Education – PMV team observed staff providing generic nutrition messages unrelated to the participant's expressed interests or needs</p>	<ol style="list-style-type: none"> 1. Monthly Training per "Training schedule for Nutrition Assessment and PCE Education Training" (attached) 2. Provide staff with counseling tools to facilitate nutrition assessment and goal setting. 3. Train staff on how to handle non nutrition/wellness questions and concerns from the WIC participant. 	<p>7/30/19</p>	<p>Monthly observations with emphasis on the topic trained in that month. Each month will build on previous topics taught. Immediate feedback will be given at the time of observation.</p> <p>Quarterly CQI</p> <p>100% compliance on Nutrition Assessment and providing relevant, meaningful education. Those not achieving 100% will be retrained.</p>

Training schedule for "Nutrition Assessment and PCE Education Training"

Attachment to:

Program Monitoring Corrective Action Plan
Community Action Partnership of Kern
February 12, 2019

Proposed Training	Planned Date	Outcome
- Nutrition Assessment	- January 2019	- Counselor will be able to identify the ppt's nutrition risks, needs, and concerns by gathering relevant information from WIC MIS and the nutrition questionnaire.
- Nutrition Assessment - review - Choosing a Topic Together	- February 2019	- Counselor will be able to identify topics to discuss during individual session. - Counselor will be able to discuss with the ppt the topics identified and guide the ppt to select the topic of most interest to the ppt.
- Choosing a Topic Together/Explore (EOE) - Asking Permission/Offer/Teaching	- April 2019	- Counselor will be able to effectively use EOE techniques
- Summarizing	- May 2019	- Counselor will be able to briefly summarize key points discussed with the ppt during the session.
- Setting Goal - Review of previous topics	- June 2019	- Counselor to be able to help ppt set an achievable goal. - Counselor will be able to conduct a counseling session using Nutrition Assessment and PCE techniques to gather information, choose nutrition topics and facilitate ppt involvement in the session.

Revised 2/12/19

Kathlyn Lujan

From: Garbutt, Jared@CDPH <Jared.Garbutt@cdph.ca.gov>
Sent: Friday, January 4, 2019 4:07 PM
To: Kathlyn Lujan
Subject: Areas of Noteworthy Activities

Dear Ms. Lujan,

Please find below a list of Noteworthy Activities identified by the program monitoring team during your December 2018 PMV. While our revised Letter of Finding format will include only Areas for Required Action, we still want to take the opportunity to acknowledge these Noteworthy Activities:

1. Recruitment efforts: The agency engages in outreach efforts that are significantly greater in quantity and frequency than required by WPPM 700-08. Both the number and the variety of these contacts show a notable effort to promote WIC services to families potentially eligible for benefits. Of special interest, is the agency's use of social media such as Facebook and Instagram to reach a younger demographic. The agency also collaborates with community programs and organizations to encourage WIC referrals with:
 - 105 events done during the period of October 2017-September 2018 (FFY2018) : Health fairs, presentations, meetings, media interviews and other special events to promote WIC in their community and service area such as a World Breastfeeding week event held at the Valley Plaza mall in Bakersfield
 - Over 400+ followers on Instagram
 - Over 500+ followers on Facebook
 - A series of effective radio ads on KRAJ 100.9 FM advertising CAPK WIC and the WIC program during the period of July 2018-September 2018. The ads resulted in a small increase in participation in the Eastern Kern County.
 - Collaboration with other programs such as: Black Infant Health and Head Start, local businesses and schools.
2. Retention efforts: The agency holds special on-site events at the WIC sites to recognize certain occasions and engage with participants. Examples include Mother's and Father's Day events, breastfeeding celebrations, etc. These events serve the dual purpose of engaging participants while creating a fun, morale-boosting environment for staff.
 - Breastfeeding month celebrations
 - Mother's Day events held in May
 - Father's Day events held in June

Thank you,

Jared Garbutt, MPH, RD



BETTY T. YEE
California State Controller

March 29, 2019

Tracy Webster, Chief Financial Officer
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Re: Single Audit Report Review for Fiscal Year 2017

Dear Ms. Webster:

We completed a desk review of your Single Audit Report relative to the WIC program for the fiscal year ended 2017. We determined that the report meets the requirements for Single Audits as required by Title 2, *Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Uniform Guidance prescribes the audit and reporting standards for private non-profit organizations that expend federal awards.

Your audit satisfies the financial and compliance audit requirements under the WIC program. This does not preclude state and federal agencies from conducting additional audits that are necessary to carry out their responsibilities under federal laws and regulations. State and federal agencies may contact you to arrange for additional audits.

If you have any questions regarding this letter, please contact Joel James, Chief, by telephone at (916) 323-1573 or by email at jjames@sco.ca.gov.

Sincerely,

A handwritten signature in dark ink, appearing to read "Joel James", is positioned above the typed name.

JOEL JAMES, Chief
Financial Audits Bureau
Division of Audits

'19 APR 1 PM4:50
REC'D ACCOUNTING

Tracy Webster, Chief Financial Officer
March 29, 2019
Page 2

cc: Jared Garbutt, East Bay–Central Valley–South Bay-
Section Chief (via email)
California Department of Public Health-WIC Division
Joel James, Chief (via email)
Division of Audits, State Controller's Office

COMMUNITY ACTION PARTNERSHIP *of* KERN
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
April 17, 2019
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Chairperson Janea Benton called the meeting to order at 12:03 pm at the Community Action Partnership of Kern administrative building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll Call was taken with a quorum present.

Present: Janea Benton, Jimmie Childress, Guadalupe Perez, Ana Vigil

Absent: None

Others Present: Ralph Martinez, Director of Community Development; Ray Quan, Director of Human Resources; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; other CAPK staff

3. **Approval of Agenda**

Motion was made and seconded to approve the Budget & Finance Committee Meeting Agenda. Carried by unanimous vote (Perez/Vigil).

4. **Public Forum:**

No one addressed the committee.

5. **New Business**

a. Application Status Report and Funding Requests – Ralph Martinez, Director of Community Development – ***Action Item***

1. California Board of State & Community Corrections (BSCC) for Youth Investment Grant to benefit Friendship House Community Center and Shafter Youth Center.
2. Kern County DHS for a Mentoring Project to Benefit Friendship House Community Center and Shafter Youth Center.
3. Virginia & Alfred Harrel Foundation for a Truck to benefit the Food Bank.

Ralph Martinez reported that for the month of March, no applications were approved, and there were two declines. Above are the three funding requests approved for submittal by the PRE Committee on April 10, 2019.

Ana Vigil asked if CAPK contacts the schools to enhance enrollment for the youth centers. Ralph replied that schools are contacted about all programs and services.

In reference to the truck application for the Food Bank, Jimmie Childress stated that it might be a better option to purchase enclosed trailers to haul food, rather than invest in a truck, and further said that trailers are less maintenance and can be hooked up to other vehicles that have trailer mounts. Ralph said he will look into that option.

Motion was made and seconded to approve the Application Status Report and Funding Requests. Carried by unanimous vote. (Vigil/Perez).

Janea Benton asked Tracy Webster if we are allowed to utilize funds from the Discretionary Fund or Indirect Fund to compensate salaries for program staff rather than rely on grant funding. Tracy said it is an option for CAPK and the Board to consider, but Tracy would not recommend using those funds to pay salaries and benefits. Tracy said budget availability in any given budget year has to be considered and noted that the fund income and balance can fluctuate from year to year. Those funds should only be used for one-time expenditures or hold aside for contingent liabilities. Ana Vigil asked if a grant provides partial funding, but additional funds are needed, can the Discretionary Fund or Indirect Fund be used to fully fund the program? Tracy said the CSBG funds are discretionary and are designated for program costs, salaries, etc. for the Youth Centers and Food Bank, and those funds are used for that purpose. Janea stated that it appears we are only able to offer new programs or extend programs when funds are approved.

Lupe Perez agreed with Janea and thinks it would be beneficial to fund programs to enhance services. Ralph replied that we have established programs that are funded, the additional funding requests are to add supplemental programs.

Sheila Shegos added that CAPK has to demonstrate capacity through data collection and outcomes to be able to obtain support from the funders. It is a challenge as there is a lot of competition for funding, and the funding levels are on a decline.

Tracy cautioned the Committee and said it would be problematic to use the Discretionary Fund for personnel, there is only a certain amount to cover employee salaries and benefits. Tracy said that for 2018, only \$50K was raised for fundraising efforts. There is a greater surplus in the Indirect Fund, but it is a favorable budget variance, it was not budgeted. The goal is to budget conservatively, and if there is a surplus, hold on to the reserve for unexpected expenses that are sure to arise.

Janea requested an update from the PRE Committee regarding program needs. She said it seems like we are not going after tangible funding opportunities.

Lupe Perez said that we need to find a way to get to the next level for sustainability for the Youth Centers and for the Food Bank expansion.

b. Head Start and Early Head Start Budget to Actual Reports – Tracy Webster, Chief Financial Officer – ***Info Item***

- Kern Head Start Budget to Actual for the Period Ended February 28, 2019 (Interim)
- Kern Early Head Start Budget to Actual for the Period Ended February 28, 2019 (Interim)
- Kern Head Start Budget to Actual for the Period Ended March 31, 2019
- Kern Early Head Start Budget to Actual for the Period Ended March 31, 2019
- San Joaquin Early Head Start Budget to Actual for the Period Ended March 31, 2019
- Early Head Start Child Care Partnerships Budget to Actual for the Period Ended March 31, 2019

Tracy Webster provided the Kern Head Start Budget to Actual Report for the period ended February 28, 2019 (interim). Twelve months (100%) of the budget period have elapsed. Overall Base Fund expenditures are at 99% of budget, Training & Technical Assistance (T&TA) funds are at 100% of budget, and the Non-Federal Share is at 131% of budget. Reporting will continue until the grant has been closed.

Tracy Webster provided the Kern Early Head Start Budget to Actual Report for the period ended February 28, 2019. Twelve months (100%) of the budget period have elapsed. Overall Base Fund expenditures are at 99% of budget and the Training & Technical Assistance funds are at 98% of budget. Carryover funds have been fully expended.

Tracy Webster reported that pending the award of a new five-year grant resulting from the Designated Renewal System, the Office of Head Start has awarded Kern Head Start a four-month extension of its current award. The Budget to Actual Report reflects the prorated award. For the Kern Head Start Budget to Actual Report for the period ended March 31, 2019. One month (25%) of the four-month budget period have elapsed. Overall Base Fund expenditures are at 19% of budget, Training & Technical Assistance (T&TA) funds are at 22% of budget, and the Non-Federal Share is at 42% of budget.

Tracy Webster reported that pending the award of a new five-year grant resulting from the Designated Renewal System, the Office of Head Start has awarded Kern Early Head Start a four-month extension of its current award. The Budget to Actual Report reflects the prorated award. For the Kern Early Head Start Budget to Actual Report for the period ended March 31, 2019. One month (25%) of the four-month budget period have elapsed. Overall Base Fund expenditures are at 13% of budget, Training & Technical Assistance (T&TA) funds are at 46% of budget.

Tracy Webster provided the San Joaquin Early Head Start Budget to Actual Report for the Period Ended March 31, 2019. Two months (17%) of the budget period have elapsed and overall Base Fund expenditures are at 15% of budget. Training & Technical Assistance Funds are at 15% of budget and the Non-Federal Share is at 9% of budget.

Tracy Webster provided the Early Head Start Child Care Partnerships Budget to Actual Report for the period ended February 28, 2019. Seven months (58%) of the budget period have elapsed. Overall Base Fund expenditures are at 53% of budget. Training & Technical Assistance funds are incurred as needed and are currently at 53% of budget and it is expected that all funds will be fully expended by year-end. The Non-Federal Share is at 108% of budget.

A motion was made and seconded to receive and file the Head Start and Early Head Start Budget to Actual Reports. (Vigil/Perez)

- c. Resolution to Approve the Submission of the 2017 Department of Energy Weatherization Assistance Program (DOE WAP) Contract #17C-4010 Amendment 1 – Emilio Wagner, Director of Operations – **Action Item**

Emilio Wagner reported that CAPK received notice from the Department of Energy Weatherization Assistance Program (DOE WAP) that contract #17C-4010 is being increased by \$1,100,000 due to CAPK's capacity to expend under the 2017 DOE Grant, and confirmation that CAPK can successfully expend the additional funds by June 30, 2020. Staff has reviewed the contract amendment and found it to be acceptable and recommends the Committee approve Resolution #2019-04 for the 2017 Department of Energy Weatherization Assistance Program (DOE WAP) Contract #17C-4010 Amendment 1, which authorizes Jeremy T. Tobias, Chief Executive Officer, to execute the contract.

Janea Benton asked what the scope of work will be. Emilio responded it is for direct program weatherization, based on the DOE contract. Janea asked if staff will be added. Emilio said they currently have adequate staff but are streamlining processes and plan to use subcontractors to supplement staff.

A motion was made and seconded to approve Resolution #2019-04 and recommend the full Board

approve at the April 24, 2019 meeting. Carried by unanimous vote. (Childress/Vigil)

d. Energy Department Budget Revision – Emilio Wagner, Director of Operations – **Action Item**

Emilio Wagner reported that an amendment to Contract #17C-4010 was issued, which reflects a \$1,100,000 increase to the contract through June 20, 2020. A revision to the 2019/2020 fiscal year budget is requested to increase the expenditure by \$495,420 for this fiscal year, which supplements the current budget of \$264,000. Staff recommends the Budget & Finance Committee approve the proposed Energy budget modifications.

A motion was made and seconded to approve the proposed Energy budget modifications and to recommend approval to the full Board at the April 24, 2019 meeting. Carried by unanimous vote. (Vigil/Childress).

d. **Finance Director Report**

a. Discretionary Fund Update – Tracy Webster, Chief Financial Officer – **Info Item**

Tracy Webster provided a copy of the Discretionary Fund Report and stated that balance is \$530,951 as of March 31. For the year ended February 28, 2019, there was a net increase of \$50,297 which represents a growth of 10.5% for the fiscal year. For the month of March, there was a net gain of \$8,000 from sponsorships for the annual Awards Banquet. Expenses include miscellaneous charges or fees that cannot be picked up by grants.

A motion was made and seconded to receive and file the Discretionary Fund Update Report. (Perez/Vigil)

b. Financial Statements, March 2019 – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented a copy of the Financial Statements for March 2019 and called attention to the updated schedule of programs that are funded for the fiscal year from March 1, 2019 – February 28, 2020. It was necessary to take a draw from the line of credit for the amount of \$235,000 in the month of March and it was repaid on April 1. Expenditures for Central Kitchen is 7.5%, and the USDA revenue is at 11.5% for month of March. The MCAP is funded through the California Department of Education (CDE), and just completed the quarter 3 report, and at the end of February, we were at 60.2% when we should be at 66.67% which is amazing and reflects the great work the staff is doing to increase enrollment. For the CDE Child Care Programs (General Child Care, California State Preschool, and Migrant Child Care), all but CSPP are exceeding expectations. It is important to note that all three programs received significant funding increases from the prior year.

Tracy reported that the Finance Division report reflects one vacant position, which is the Controller position. An offer has been made and position will be filled on April 29th. Tracy also reported that Payroll is now housed in Finance.

Tracy referenced pages 85 & 86 and said that the unaudited financial statements will land here. It takes a lot of time to complete, and we will continue to show 2018/2019. The Budget to Actual for the agency is currently at 6%, and should be 8.33%, which is normal performance at this point. The excess Indirect Fund revenue was \$736,963 at the end of February, which is 480% over what was budgeted. All items have not yet been recorded so we will have to see where it ends up after all postings are made. Growing this fund will allow CAPK to not be dependent upon drawing from the line of credit or for use when unplanned expenses arise.

Janea Benton asked Carmen Segovia what happens to meals that are not claimed with Central Kitchen. Carmen replied that Head Start handles overage of meals. Tracy referred the Committee to page 81 and stated that we cannot claim adult meals for volunteers of the Head Start program. Head Start will subsidize Central Kitchen when it exceeds the cost.

Motion was made and seconded to approve the Financial Statements for March 2019. Carried by unanimous vote. (Vigil/Childress)

7. **Committee Member Comments**

Ana complimented staff for a good job

Lupe Perez restated that she wants to be sure programs are sustainable and also made a second request for the Committee to receive the Division Directors current job descriptions and salaries at the next meeting.

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
Wednesday, May 22, 2019
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

9. **Adjournment**

The Meeting was adjourned at 12:54 pm

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
PENDING - March 2019

Approved Date	Submission Date	Funding Source	Program/Proposal	Amount Requested
11/29/2017	12/4/2017	US Department of Agriculture	CAPK Food Bank Network Capacity Building & Emergency Preparedness Project	\$ 350,000
10/31/2018	11/30/2018	Kern County CDBG	Food Bank Expansion Project	\$ 458,293
1/23/2019	12/28/2018	California Office Child Abuse Prevention	Case management for pregnant/mothers with Substance Abuse History-3 Yr. Funding for EKERC, SYC, FHCC	\$ 1,800,000
1/23/2019	12/28/2018	Bank of the Sierra	STEM FHCC and SYC	\$ 5,000
1/23/2019	1/11/2019	California Department of Public Health	SYC I&E Program (2 years)	\$ 249,420
2/27/2019	2/14/2019	California Complete Count Census 2020 Office	Census Outreach	\$ 657,770
TBD	2/22/2019	Bank of America	Food Bank Expansion Project	\$ 50,000
2/27/2019	2/27/2019	Union Bank	FHCC/SYC STEM	\$ 25,000
3/27/2019	3/15/2019	Kern Family Health Care	EKERC Emergency Closeout	\$ 2,000
3/27/2019	3/16/2019	Kern Family Health Care	SYC Museum on the Move	\$ 2,000
3/27/2019	3/17/2019	Kern Family Health Care	FHCC Museum on the Move	\$ 2,000
	3/29/2019	CA Board of State Community Corrections	SYV/FHCC/211 Youth Reinvestment Project (3 Years)	\$ 225,000
3/27/2019	3/29/2019	Borax Visitors Center Foundation	EKERC Health Link	\$ 3,000

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
AWARDED - March 2019

Approved Date	Notification Date	Funding Source	Program/Proposal	Amount Requested	Amount Awarded	Funding Period
1/15/2019	1/1/2019	Bank of the West	Small Business Initiative - 2nd Year Funding	\$25,000	\$ 25,000	1/1/2019-12/31/2019
1/30/2019	1/7/2019	InterConnection	10 computers with monitors for VITA	N/A	N/A	One time shipment
11/28/2018	1/29/2019	California Department of Social Services	Food Bank Capacity Building	\$110,000	\$ 101,490	1/1/2019-9/30/2020
8/15/2018	2/6/2019	HUD 2018 Continuum of Care Program Application	211 Kern Coordinated Entry	\$268,371	\$ 236,838	7/1/2019-6/31/2020
Total Awards				\$	363,328	

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNDING REQUESTS AND APPLICATION STATUS REPORT
DECLINED -March 2019

Date Approved	Date of Notification	Funding Source	Program/Proposal	Amount Requested
10/31/2018	1/29/2019	California Coastal Commission - Whale Tail Grants Program	SYC and FHCC EcoColumns curriculum/aquarium trip	\$15,000
1/23/2019	2/15/2019	Womens and Girls Fund	FHCC PREP Works for Girls	\$25,000
10/31/2018	3/8/2019	City of Bakersfield-CDBG	Food Bank Expansion Project	\$458,293
2/27/2019	3/15/2019	Kern County Dept. of Human Services	Kinship-EKFRFC, FHCC, &SYC	\$158,400

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public
Project Name: Youth Reinvestment Grant 2019
Funder Name: CA Board of State and
 Community Corrections (BSCC)
Grant Program Name: FHCC, SYC
Funding Period: 07/01/2019-2/28/24

CFDA # N/A
Division Director: Ralph Martinez
Program Manager: Lois Hannible
 Angelica Nelson
☒ **New Funding.**
☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying to California Board of State and Community Corrections in partnership with the County of Kern Department of Human Services, Reach for Greatness Ministries, and Garden Pathways for \$750,000, of which CAPK will be eligible to receive \$250,000 (over 4 yrs and 8mo.)

The Kern County Youth Reinvestment Project will serve youth (including Native American Youth) age 8 to 18, (or 18+ plus years with continued juvenile justice system involvement) with community-based diversion programs at the CAPK Friendship House Community Center and Shafter Youth Center. Programs will be evidenced-based and include mentoring, cognitive behavioral therapy, case management, and care coordination using a coordinated youth diversion model with a centralized referral system utilizing existing Realignment and Community Corrections Partnerships in the County of Kern.

B. Use of Funds:

The requested funds of up to \$250,000 will be used to cover personnel costs; staff mileage; and general program supplies.

C. Approvals:

1. _____
 Division Director Date
 2. E. J. Noy For Ralph Martinez 4/2/19
 Director of Community Development Date

3. [Signature] 4/2/19
 Chief Financial Officer Date
 4. [Signature] 4/3/19
 Chief Executive Officer Date

D. Board:

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

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Public
Project Name: Kern County Mentoring Project
Funder Name: Kern County DHS
Grant Program Name: FHCC, SYC
Funding Period: 07/01/2019-6/30/2020
CFDA # N/A

Division Director: Ralph Martinez
Program Manager: Lois Hannible
 Angelica Nelson

☒ **New Funding.**
☐ **Re-Application**

A. Narrative description of funding request, including goals:

The CAPK Friendship House and Shafter Youth Center will request \$158,400 from Kern County Department of Human Services to provide mentoring, outreach and afterschool programs for youth at the Centers.

The program will increase healthy self-image, increase academic attainment, and prevent community violence/bullying for 100 at-risk youth, per year. The mentoring services will improve life skills, goal setting, job preparation, and college and career planning for older youth. These services will offer participants the opportunity to have a productive, stable role model in their lives and will keep them moving on the path toward self-sufficiency.

B. Use of Funds:

The requested funds will be used to cover personnel costs; staff mileage; general program supplies; client transportation; and outreach materials.

C. Approvals:

1. _____
 Division Director Date

2. E. A. Unger For Ralph Martinez 4/2/19
 Director of Community Development Date

3. [Signature] 4/2/19
 Chief Financial Officer Date

4. [Signature] 4/3/19
 Chief Executive Officer Date

D. Board:

<input type="checkbox"/> Policy Council	<input type="checkbox"/> PRE Presentation	<input type="checkbox"/> B&F Approval	<input type="checkbox"/> Board Approval
Date: _____	Date: _____	Date: _____	Date: _____

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private

Project Name: Food Bank Truck

Funder Name: Virginia and Alfred Harrel
Foundation

Grant Program Name: Food Bank

Funding Period: 6/1/2019 – 12/31/2019

CFDA N/A

Division Director: Carmen Segovia

Program Manager: Jaime Orona

☒ **New Funding**

☐ **Re-Application**

A. Narrative description of funding request, including goals:

CAPK is applying to the Virginia and Alfred Harrel Foundation for up to \$35,000 for a full-size pick-up truck for the CAPK Food Bank.

The truck will be used to assist with food and commodity deliveries to partner pantry/commodity sites and picking up donations from corporate, agriculture and farm-based donors. Food Bank vehicles are necessary to daily operations and many of the current vehicles are older and are experiencing frequent and costly repairs, with high mileage—posing added costs and safety concerns for staff transporting food and other commodities to benefit the community.

B. Use of Funds:

The requested funds will be used to purchase one truck including tax, license, and registration fees.

C. Approvals:

1. Carmen Segovia 4-2-19
Division Director Date

2. Ed Uy for Ralph Martinez 4/2/19
Director of Community Development Date

3. Jaime Orona 4/2/19
Chief Financial Officer Date

4. J.T.R. 4/3/19
Chief Executive Officer Date

D. Board:

☐ Policy Council

Date: _____

☐ PRE Presentation

Date: _____

☐ B&F Approval

Date: _____

☐ Board Approval

Date: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Head Start - Kern
Budget to Actual Report for the Period Ended February 28, 2019 (Interim) – **Info Item**

Date: April 17, 2019

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2018 through February 28, 2019. Twelve months (100%) of the 12-month budget period have elapsed. Staff will continue to provide this report until all costs have been recorded.

Base Funds

Overall expenditures are at 99% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 100% of the budget.

Carryover

Overall expenditures are at 100% of the budget.

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

Non-Federal share is at 131% of the budget.

Community Action Partnership of Kern

Head Start - Kern

Budget to Actual Report

Budget Period: March 1, 2018 - February 28, 2019

Report Period: March 1, 2018 - February 28, 2019

Month 12 of 12 (100%)

Prepared 04/09/2019

HEAD START

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,597,810	10,669,435	(71,625)	101%	-1%
FRINGE BENEFITS	3,337,685	3,249,493	88,192	97%	3%
TRAVEL	5,000	11,481	(6,481)	230%	-130%
EQUIPMENT	222,520	152,379	70,141	68%	32%
SUPPLIES	886,988	960,193	(73,205)	108%	-8%
CONTRACTUAL	126,502	109,624	16,878	87%	13%
OTHER	3,760,375	3,738,663	21,712	99%	1%
INDIRECT	1,826,701	1,730,144	96,557	95%	5%
TOTAL BASE FUNDING	20,763,581	20,621,413	142,168	99%	1%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	45,946	57,845	(11,899)	126%	-26%
SUPPLIES	20,839	20,880	(41)	100%	0%
CONTRACTUAL	8,944	6,106	2,838	68%	32%
OTHER	150,787	141,736	9,051	94%	6%
INDIRECT	22,652	22,551	101	100%	0%
TOTAL TRAINING & TECHNICAL ASSISTANCE	249,168	249,118	50	100%	0%

CARRYOVER

EQUIPMENT	134,000	133,999	1	100%	0%
OTHER	343,802	343,545	257	100%	0%
INDIRECT	34,380	34,359	21	100%	0%
TOTAL CARRYOVER	512,182	511,902	280	100%	0%

GRAND TOTAL HS FEDERAL FUNDS	21,524,931	21,382,433	142,498	99%	1%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

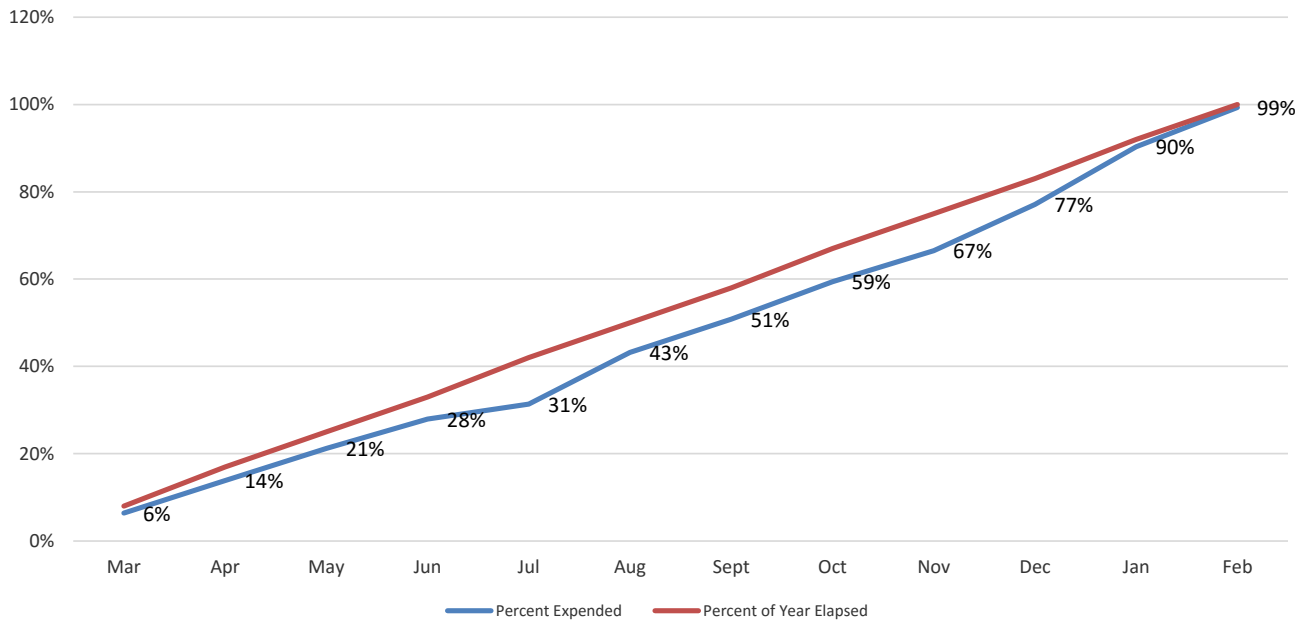
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,638,565	4,174,861	(1,536,296)	158%	-58%
CALIF DEPT OF ED	3,804,474	4,252,833	(448,359)	112%	-12%
TOTAL NON-FEDERAL	6,443,039	8,427,694	(1,984,655)	131%	-31%

Budget reflects Notice of Award #09CH9142-05-05 (adjusted for Child Care Food Subsidy).

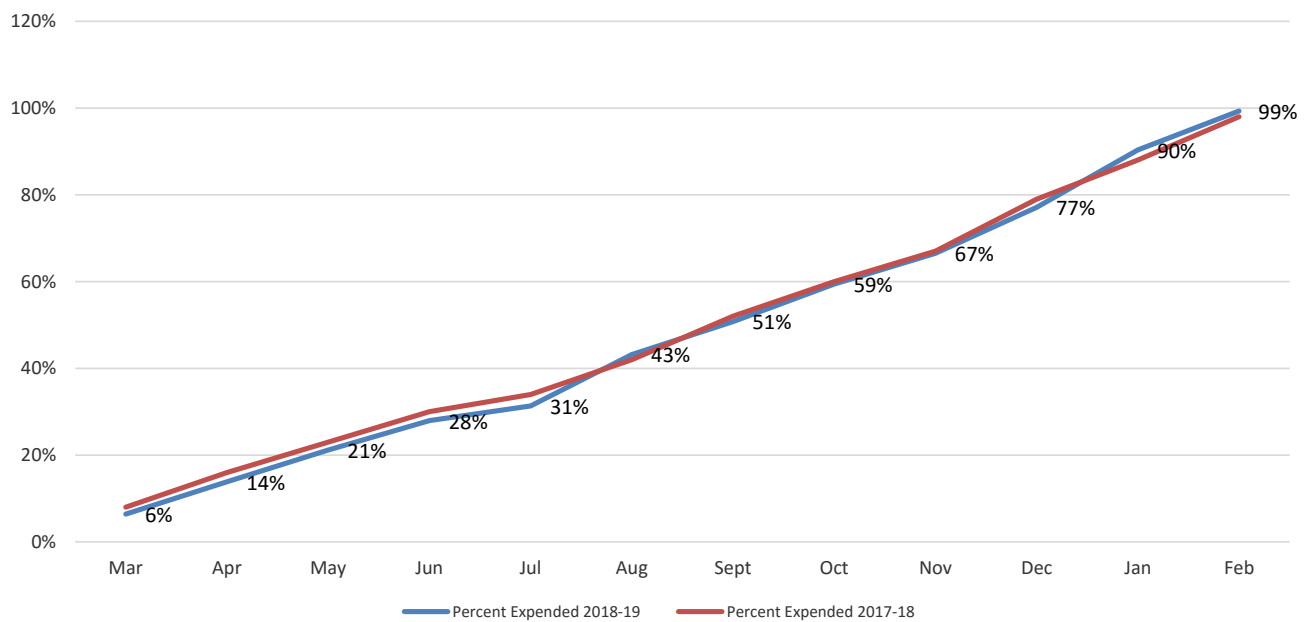
Actual expenditures include posted expenditures and estimated adjustments through 02/28/2019.

Administrative Cost for HS and EHS Kern **8.5%**

Head Start Kern
Percent Expended Compared to Percent of Year Elapsed



Head Start Kern
Percent Expended Compared to Prior Year



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start – Kern
Budget to Actual Report for the Period Ended February 28, 2019 (Interim) – **Info Item**

Date: April 17, 2019

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period March 1, 2018 through February 28, 2019. Twelve months (100%) of the 12-month budget period have elapsed. Staff will continue to provide this report until all costs have been recorded.

Base Funds

Overall expenditures are at 99% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 98% of the budget.

Carryover

Expenditures are at 100% of the budget.

Community Action Partnership of Kern

Early Head Start - Kern

Budget to Actual Report

Budget Period: March 1, 2018 - February 28, 2019

Report Period: March 1, 2018 - February 28, 2019

Month 12 of 12 (100%)

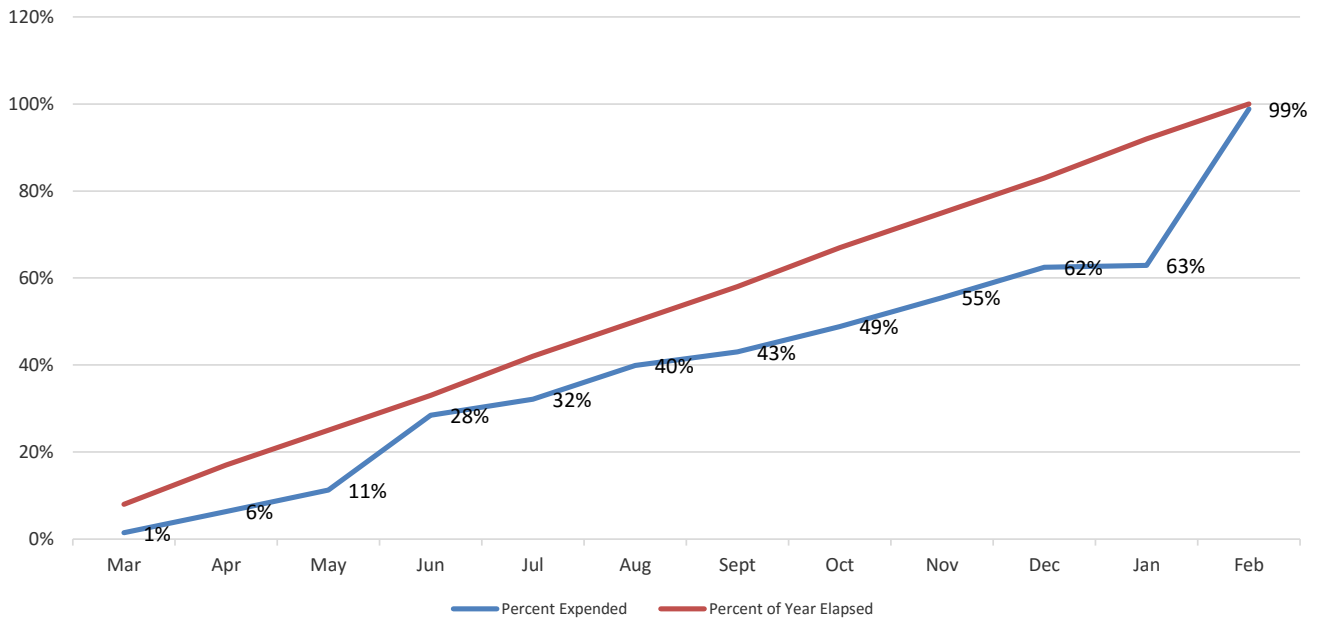
Prepared 04/09/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	2,004,602	1,852,302	152,300	92%	8%
FRINGE BENEFITS	655,042	571,020	84,022	87%	13%
EQUIPMENT	247,240	251,928	(4,688)	102%	-2%
SUPPLIES	263,896	495,639	(231,743)	188%	-88%
CONTRACTUAL	22,328	17,137	5,191	77%	23%
OTHER	535,893	525,875	10,018	98%	2%
INDIRECT	364,220	331,646	32,574	91%	9%
TOTAL BASE FUNDING	4,093,221	4,045,546	47,675	99%	1%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	35,330	10,768	24,562	30%	70%
SUPPLIES	4,020	10,933	(6,913)	272%	-172%
CONTRACTUAL	3,656	3,347	309	92%	8%
OTHER	45,179	62,634	(17,455)	139%	-39%
INDIRECT	8,819	7,269	1,550	82%	18%
TOTAL TRAINING & TECHNICAL ASSISTANCE	97,004	94,951	2,053	98%	2%
CARRYOVER					
EQUIPMENT	57,000	57,000	0	100%	0%
INDIRECT	0	0	0		
TOTAL CARRYOVER	57,000	57,000	0	100%	0%
GRAND TOTAL EHS FEDERAL FUNDS	4,247,225	4,197,497	49,728	99%	1%

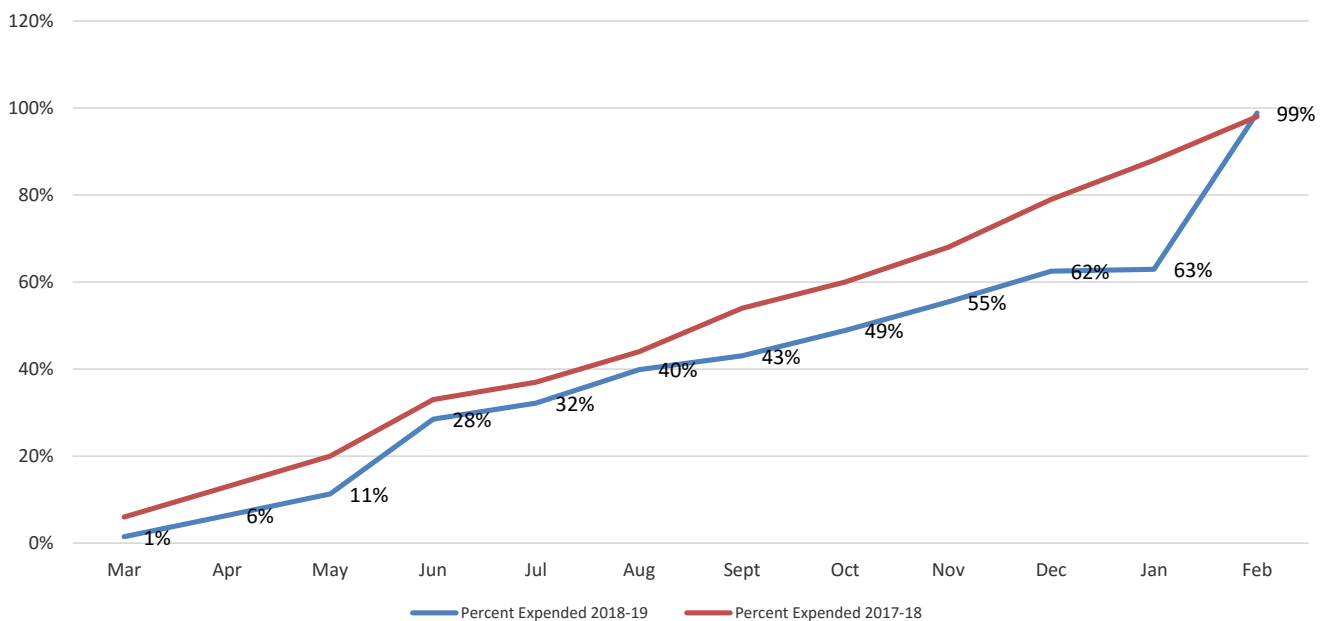
Budget reflects Notice of Award #09CH9142-05-05 (adjusted for Child Care Food Subsidy)

Actual expenditures include posted expenditures and estimated adjustments through 02/28/2019.

Early Head Start Kern
Percent Expended Compared to Percent of Year Elapsed



Early Head Start Kern
Percent Expended Compared to Prior Year



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Head Start - Kern
Budget to Actual Report for the Period Ended March 31, 2019 – **Info Item**

Date: April 17, 2019

Pending the award of a new five-year grant resulting from the Designated Renewal System, the Office of Head Start has awarded Kern Head Start a four-month extension of its current award. The Budget to Actual Report for this grant reflects the prorated award.

The following are highlights of the Kern Head Start Budget to Actual Report for the period March 1, 2019 through March 31, 2019. One month (25%) of the four-month budget period has elapsed.

Base Funds

Overall expenditures are at 19% of the budget, which is on trend with expenditures for the first quarter of last year.

Training & Technical Assistance Funds

Overall expenditures are at 22% of the budget. Staff have identified all training costs for the four-month budget period, which will fully exhaust these funds

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

Non-Federal share is at 42% of the budget.

Community Action Partnership of Kern

Head Start - Kern

Budget to Actual Report

Budget Period: March 1, 2019 - June 30, 2019

Report Period: March 1, 2019 - March 31, 2019

Month 1 of 4 (25%)

Prepared 04/10/2019

HEAD START

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,699,990	762,614	2,937,376	21%	79%
FRINGE BENEFITS	1,224,686	282,252	942,434	23%	77%
TRAVEL	1,667	0	1,667	0%	100%
SUPPLIES	336,101	32,373	303,728	10%	90%
CONTRACTUAL	32,134	2,716	29,418	8%	92%
OTHER	1,128,654	166,513	962,141	15%	85%
INDIRECT	620,467	118,553	501,914	19%	81%
TOTAL BASE FUNDING	7,043,699	1,365,022	5,678,677	19%	81%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	15,315	3,726	11,589	24%	76%
SUPPLIES	6,947	3,682	3,265	53%	47%
CONTRACTUAL	2,981	0	2,981	0%	100%
OTHER	50,262	9,471	40,791	19%	81%
INDIRECT	7,551	1,688	5,863	22%	78%
TOTAL TRAINING & TECHNICAL ASSISTANCE	83,056	18,566	64,490	22%	78%

GRAND TOTAL HS FEDERAL FUNDS	7,126,755	1,383,588	5,743,167	19%	81%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	660,015	373,364	286,651	57%	43%
CALIF DEPT OF ED	1,476,898	527,433	949,465	36%	64%
TOTAL NON-FEDERAL	2,136,913	900,797	1,236,116	42%	58%

Budget reflects Notice of Award #09CH9142-06-01 (adjusted for Child Care Food Subsidy).

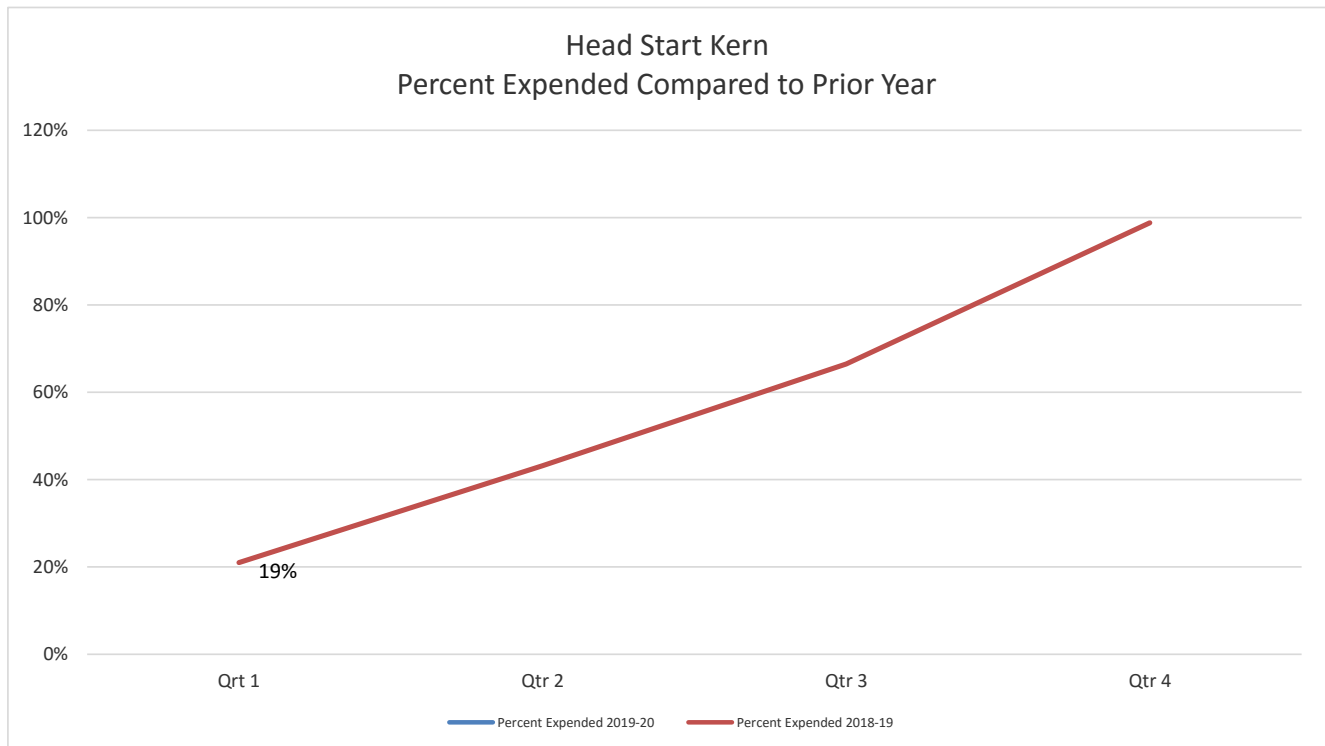
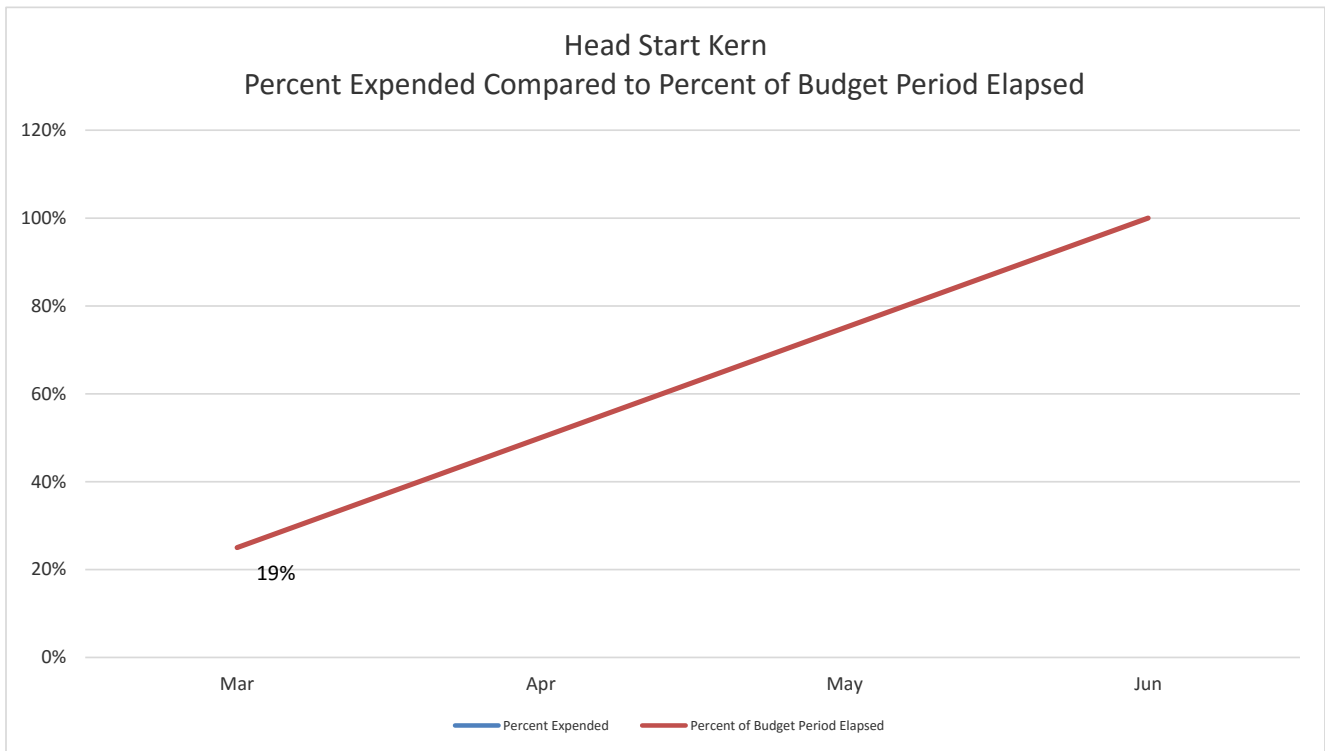
Award is prorated for **four months (03/01/2019 - 06/30/2019)** pending outcome of the Designated Renewal System.

Actual expenditures include posted expenditures and estimated adjustments through 03/31/2019.

Administrative Cost for HS and EHS Kern **7.0%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Bank of America	32,249				32,249	3/21/2019
Lowe's	10,311				10,311	3/25/2019
Smart & Final	239				239	3/31/2019
Save Mart	3,170	202			3,372	3/31/2019
Chevron & Texaco Business Card	2,036				2,036	4/6/2019
Home Depot	7,123	22			7,145	4/5/2019
	55,128	224	0	0	55,352	



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start – Kern
Budget to Actual Report for the Period Ended March 31, 2019 – **Info Item**

Date: April 17, 2019

Pending the award of a new five-year grant resulting from the Designated Renewal System, the Office of Head Start has awarded Kern Early Head Start a four-month extension of its current award. The Budget to Actual Report for this grant reflects the prorated award.

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period March 1, 2019 through March 31, 2019. One month (25%) of the four-month budget period has elapsed.

Base Funds

Overall expenditures are at 13% of the budget, which is on trend with expenditures for the first quarter of last year.

Training & Technical Assistance Funds

Overall expenditures are at 46% of the budget. Staff have identified all training costs for the four-month budget period, which will fully exhaust these funds.

Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2019 - June 30, 2019
Report Period: March 1, 2019 - March 31, 2019
 Month 1 of 4 (25%)

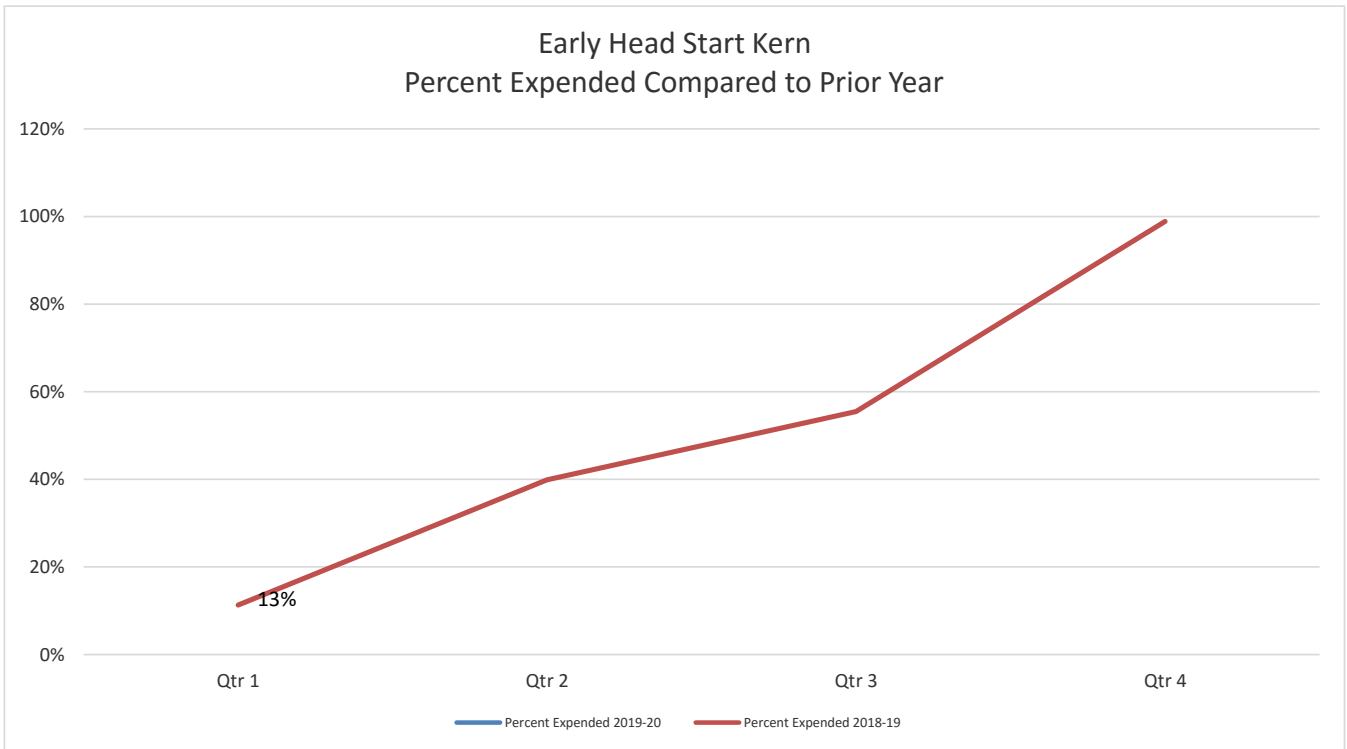
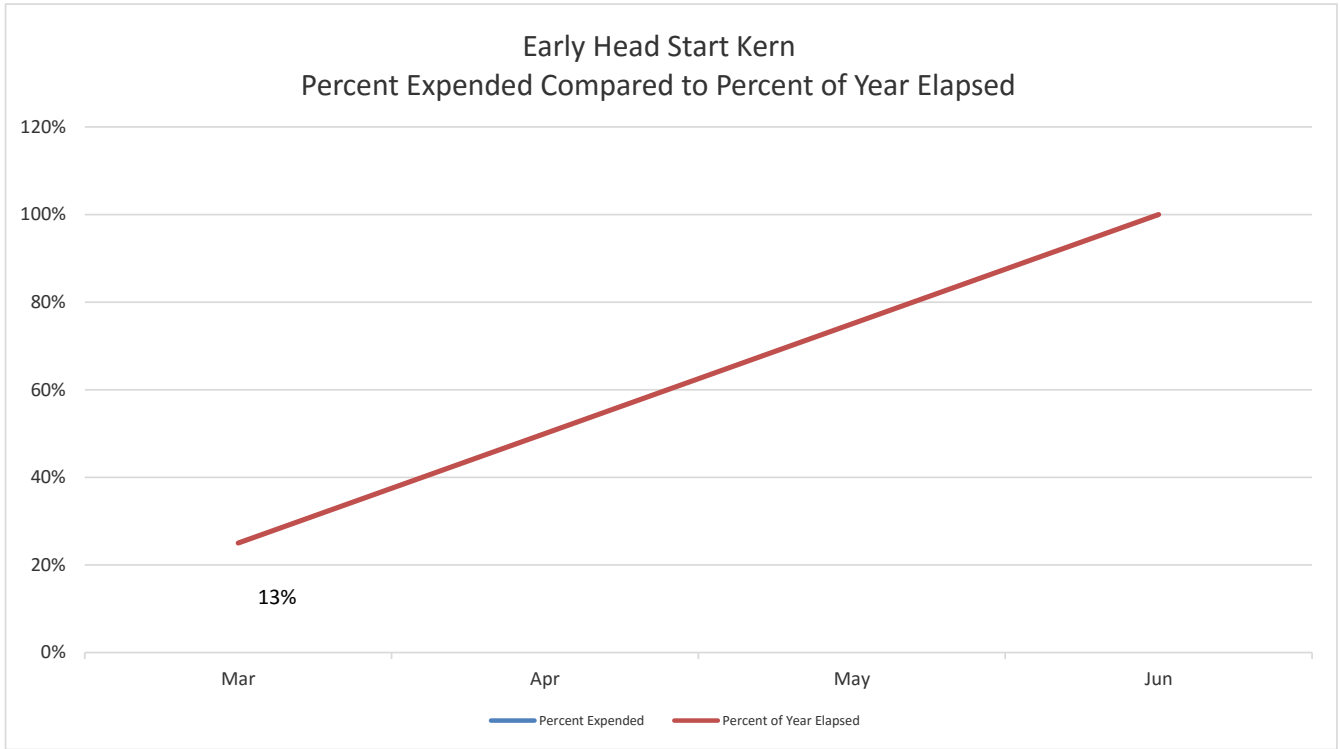
Prepared 04/10/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	772,672	99,686	672,986	13%	87%
FRINGE BENEFITS	251,829	39,739	212,090	16%	84%
SUPPLIES	92,157	6,396	85,761	7%	93%
CONTRACTUAL	5,809	442	5,367	8%	92%
OTHER	141,572	16,382	125,190	12%	88%
INDIRECT	124,518	15,804	108,714	13%	87%
TOTAL BASE FUNDING	1,388,557	178,450	1,210,107	13%	87%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	11,777	607	11,171	5%	95%
SUPPLIES	1,340	599	741	45%	55%
CONTRACTUAL	1,219	0	1,219	0%	100%
OTHER	15,059	12,301	2,758	82%	18%
INDIRECT	2,940	1,351	1,589	46%	54%
TOTAL TRAINING & TECHNICAL ASSISTANCE	32,335	14,857	17,478	46%	54%
GRAND TOTAL EHS FEDERAL FUNDS	1,420,892	193,307	1,227,585	14%	86%

Budget reflects Notice of Award **#09CH9142-06-01** (adjusted for Child Care Food Subsidy).

Award is prorated for **four months (03/01/2019 - 06/30/2019)** pending outcome of the Designated Renewal System.

Actual expenditures include posted expenditures and estimated adjustments through 03/31/2019.



Community Action Partnership of Kern
Head Start and Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2019 through June 30, 2019
Report for period ending March 31, 2019 (Month 1 of 4)

Percent of year elapsed: 25%

LOCATION	FUNDED ENROLL- MENT	March	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Taft	78	47,460	47,460	22,063	215%
Alberta Dillard	68	29,528	29,528	19,234	154%
Sunrise Villa	34	13,559	13,559	9,617	141%
Planz	34	12,254	12,254	9,617	127%
Vineland	20	6,869	6,869	5,657	121%
Delano	76	23,876	23,876	21,497	111%
Heritage	34	9,410	9,410	9,617	98%
Shafter	34	9,110	9,110	9,617	95%
Fairfax	40	9,957	9,957	11,314	88%
Martha J. Morgan	83	20,372	20,372	23,477	87%
Franklin	24	5,809	5,809	6,789	86%
Pacific	62	13,136	13,136	17,537	75%
Primeros Pasos	76	15,767	15,767	21,497	73%
Wesley	60	12,177	12,177	16,971	72%
Oildale	34	6,710	6,710	9,617	70%
Lost Hills	20	3,798	3,798	5,657	67%
Rosamond	100	18,817	18,817	28,286	67%
California City	34	6,396	6,396	9,617	67%
Tehachapi	34	6,286	6,286	9,617	65%
Willow	72	13,115	13,115	20,366	64%
McFarland	20	3,637	3,637	5,657	64%
Faith	34	6,020	6,020	9,617	63%
Virginia	34	5,704	5,704	9,617	59%
East California	70	10,827	10,827	19,800	55%
Casa Loma	34	5,163	5,163	9,617	54%
Williams	34	4,721	4,721	9,617	49%
Fairview	34	4,638	4,638	9,617	48%
Harvey L. Hall	138	16,423	16,423	39,034	42%
San Diego Street	48	5,597	5,597	13,577	41%
Sterling	122	12,226	12,226	34,509	35%
Noble	34	3,219	3,219	9,617	33%
Alicante	34	2,980	2,980	9,617	31%
Seibert	34	2,692	2,692	9,617	28%
Rafer Johnson	34	2,151	2,151	9,617	22%
Shafter HS/EHS	36	2,171	2,171	10,183	21%
Cleo Foran	34	103	103	9,617	1%
Broadway	44	125	125	12,446	1%
Roosevelt	34	83	83	9,617	1%
Home Base	229	261	261	32,387	1%
Pioneer	34	75	75	9,617	1%
Oasis	57	97	97	16,123	1%
Lamont	34	44	44	9,617	0%
Mojave	34	0	0	9,617	0%
Pete H. Parra	112	0	0	31,680	0%
Administrative Services		0	0	0	NA
Program Services		0	0	8,767	0%
Policy Council and RPC		0	0	13,547	0%
SUBTOTAL IN-KIND	2,369	373,364	373,364	660,015	57%

State General Child Care*	150,439	150,439	590,759	25%
State Preschool*	356,723	356,723	827,063	43%
State Migrant Child Care*	20,270	20,270	59,076	34%
SUBTOTAL CA DEPT of ED	527,433	527,433	1,476,898	36%

GRAND TOTAL 900,797 900,797 2,136,913 42%

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended March 31, 2019 – **Info Item**

Date: April 17, 2019

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2019 through March 31, 2019. Two months (17%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 15% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 15% of the budget.

Non-Federal Share

Non-Federal share is at 9% of the budget. Documentation for most of March could not be tabulated in time to be included in this report. However, if Non-Federal Share realized for March is in the same amount as for February, the total amount will be at 16% of budget.

**Community Action Partnership of Kern
Early Head Start - San Joaquin County
Budget to Actual Report**

Budget Period: February 1, 2019 - January 31, 2020

Report Period: February 1, 2019 - March 31, 2019

Month 2 of 12 (17%)

Prepared 04/10/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,114,932	477,880	2,637,052	15%	85%
FRINGE BENEFITS	923,567	156,667	766,900	17%	83%
TRAVEL	20,232	0	20,232	0%	100%
SUPPLIES	140,925	14,415	126,510	10%	90%
CONTRACTUAL	12,078	705	11,373	6%	94%
OTHER	600,638	68,783	531,855	11%	89%
INDIRECT	456,781	67,864	388,917	15%	85%
TOTAL	5,269,153	786,314	4,482,839	15%	85%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	39,312	6,801	32,511	17%	83%
FRINGE BENEFITS	11,534	3,579	7,955	31%	69%
TRAVEL	15,673	995	14,678	6%	94%
SUPPLIES	7,900	0	7,900	0%	100%
CONTRACTUAL	3,500	0	3,500	0%	100%
OTHER	30,423	4,742	25,681	16%	84%
INDIRECT	10,833	1,612	9,221	15%	85%
TOTAL	119,175	17,729	101,446	15%	85%

GRAND TOTAL EHS FEDERAL FUNDS	5,388,328	804,043	4,584,285	15%	85%
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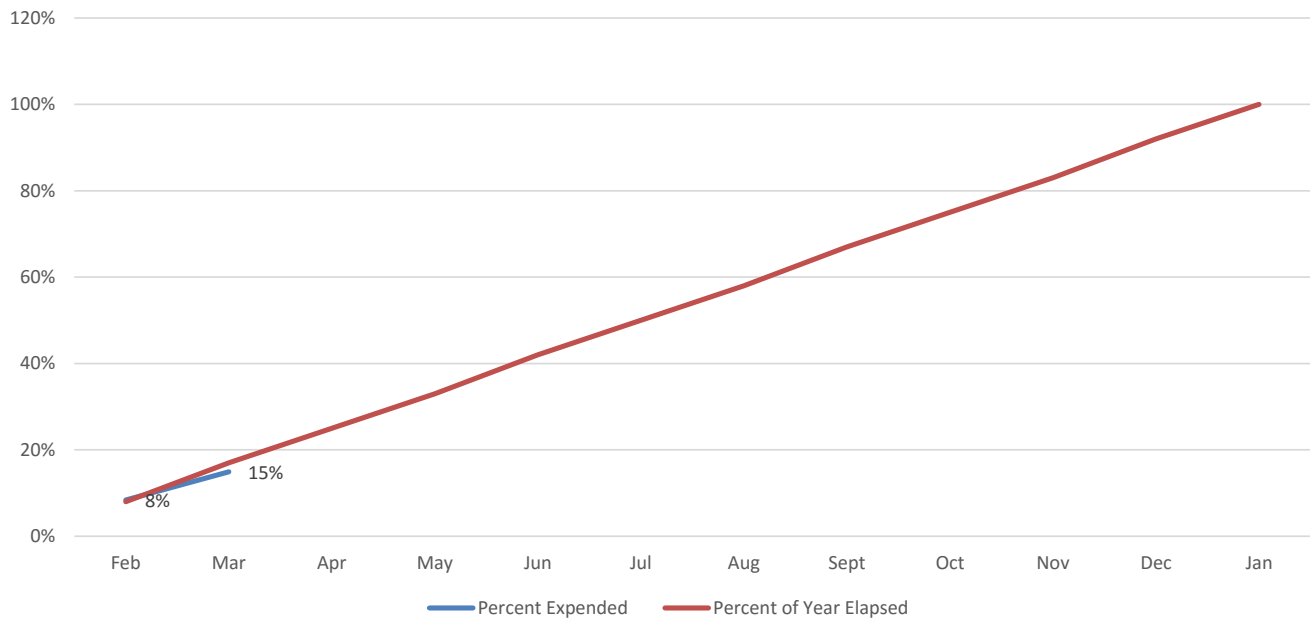
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,324,172	116,725	1,207,447	9%	91%
TOTAL NON-FEDERAL FUNDS	1,324,172	116,725	1,207,447	9%	91%

Centralized Administrative Cost	7.5%
Program Administrative Cost	2.6%
Total Administrative Cost	10.2%

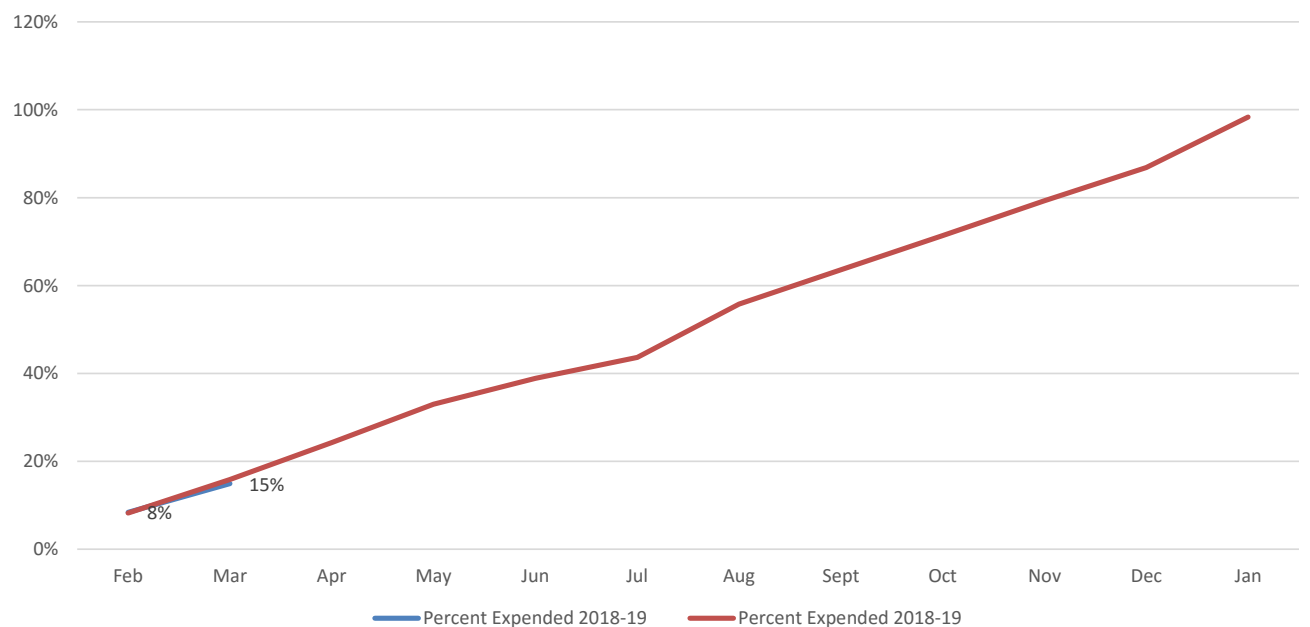
Budget reflects Notice of Award #09CH010071-05-01

Actual expenditures include posted expenditures and estimated adjustments through 03/31/2019

Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed



Early Head Start San Joaquin
Percent Expended Compared to Prior Year



Community Action Partnership of Kern
San Joaquin Early Head Start
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: February 1, 2019 through January 31, 2020
Report for period ending March 31, 2019 (Month 2 of 12)

Percent of year elapsed: 17%

LOCATION	FUNDED ENROLL- MENT	Feb	March	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Lodi	35	12,150	0	12,150	97,040	13%
Home Base - Manteca	12	3,172	0	3,172	33,271	10%
Walnut	24	11,221	0	11,221	133,083	8%
Kennedy	16	7,180	150	7,330	88,722	8%
Chrisman	30	12,312	0	12,312	166,354	7%
Home Base - Stockton	90	18,088	0	18,088	249,531	7%
California Street	24	9,349	100	9,449	133,083	7%
Lodi UCC	30	11,372	166	11,538	166,354	7%
St. Mary's	16	5,144	166	5,310	88,722	6%
Marci Massei	24	5,173	67	5,240	133,083	4%
Home Base - Tracy	12	233	0	233	33,271	1%
Administrative Services		251	0	251	0	
Program Services		11,721	8,655	20,376	21,858	93%
Policy Council		57	0	57	2,713	2%
SUBTOTAL IN-KIND	313	107,421	9,304	116,725	1,347,083	9%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5b:* Early Head Start Child Care Partnerships
Budget to Actual Report for the Period Ended March 31, 2019 – **Info Item**

Date: April 17, 2019

The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2018 through March 31, 2019. Seven months (58%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 53% of the budget. Expenses in the Personnel, Fringe and Other categories appear lower or higher than expected but are not concerning at this point in the budget period. Expenses in all other categories are as expected.

Training & Technical Assistance (T&TA)

Overall expenditures are at 53% of the budget.

Non-Federal Share

Non-Federal share is at 108% of the budget.

**Community Action Partnership of Kern
Early Head Start - Child Care Partnerships
Budget to Actual Report**

Budget Period: September 1, 2018 - August 31, 2019

Report Period: September 1, 2018 - March 31, 2019

Month 7 of 12 (58%)

Prepared 04/09/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	130,082	56,717	73,365	44%	56%
FRINGE BENEFITS	33,248	23,756	9,492	71%	29%
SUPPLIES	1,750	1,332	418	76%	24%
CONTRACTUAL	462,028	249,906	212,122	54%	46%
OTHER	17,395	6,999	10,396	40%	60%
INDIRECT	64,398	33,716	30,682	52%	48%
TOTAL BASE	708,901	372,427	336,474	53%	47%

TRAINING & TECHNICAL ASSISTANCE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
TRAVEL	5,294	1,787	3,507	34%	66%
SUPPLIES	3,506	0	3,506	0%	100%
OTHER	6,473	6,291	182	97%	3%
INDIRECT	1,527	808	719	53%	47%
TOTAL TRAINING & TECHNICAL ASSISTANCE	16,800	8,885	7,915	53%	47%

GRAND TOTAL FEDERAL FUNDS	725,701	381,312	344,389	53%	47%
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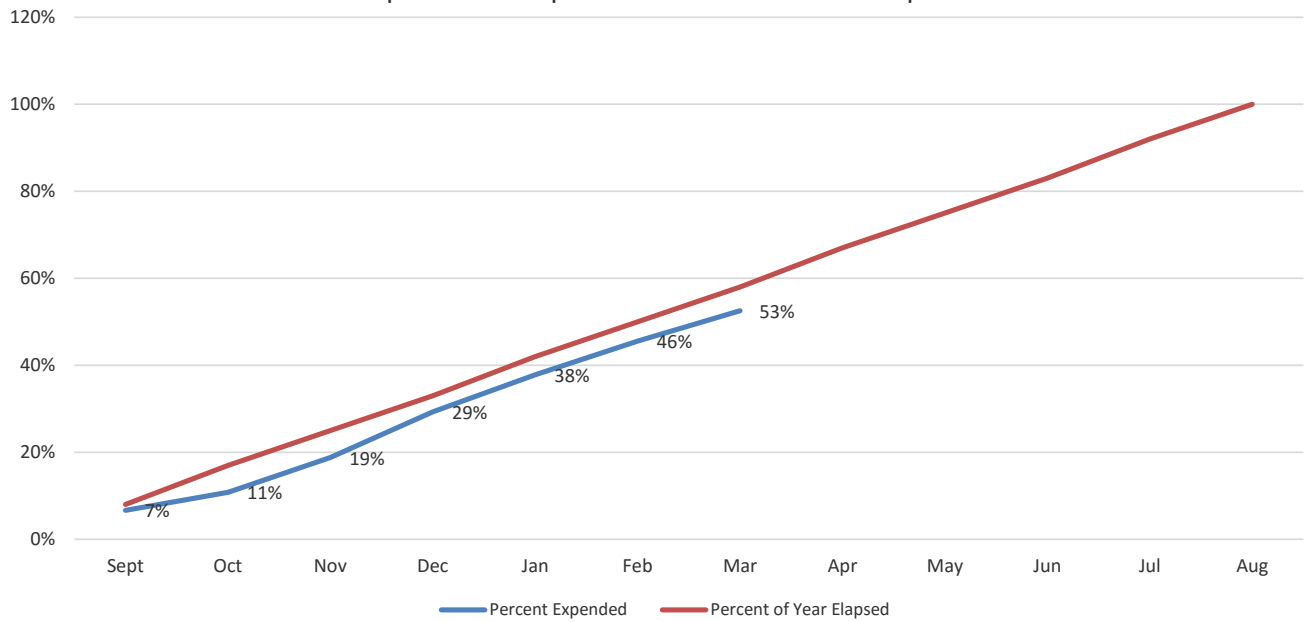
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	181,425	196,082	(14,657)	108%	-8%
TOTAL NON-FEDERAL FUNDS	181,425	196,082	(14,657)	108%	-8%

Centralized Administrative Cost	6.0%
Program Administrative Cost	1.2%
Total Administrative Cost	7.2%

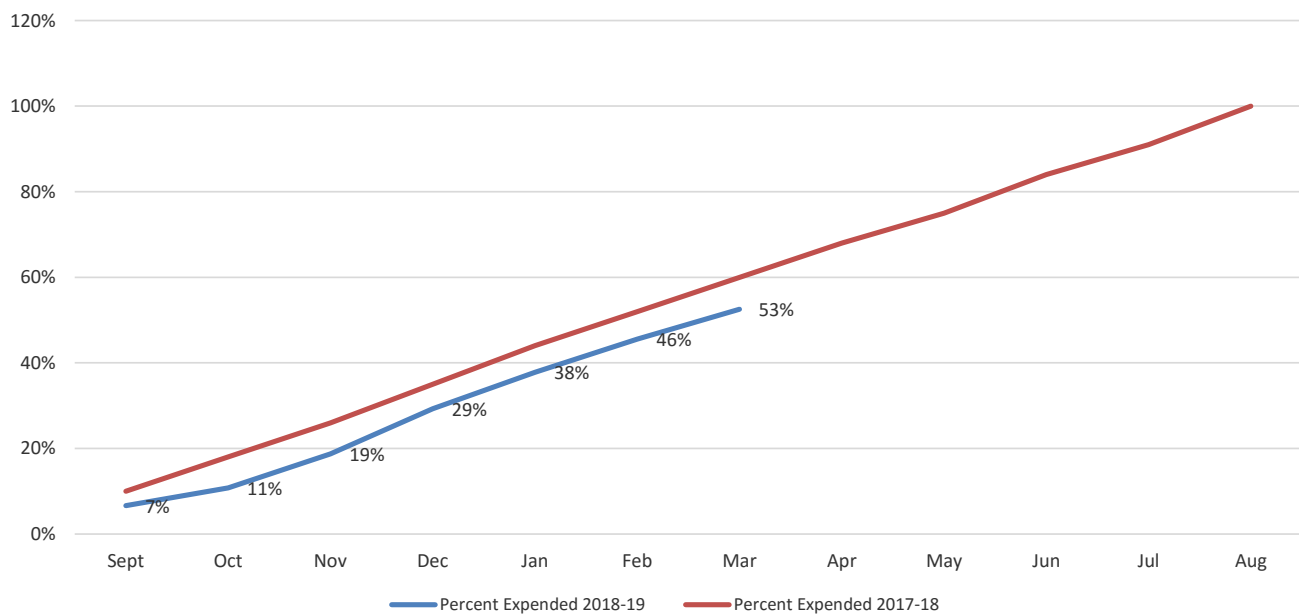
Budget reflects Notice of Award #09HP0036-04-00.

Actual expenditures include posted expenditures and estimated adjustments through 03/31/2019.

Early Head Start Child Care Partnerships
Percent Expended Compared to Percent of Year Elapsed



Early Head Start Child Care Partnerships
Percent Expended Compared to Prior Year



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Emilio Wagner, Director of Operations

Date: April 17, 2018

Subject: *Agenda Item 5c:* Resolution to Approve the Submission of the 2017 Department of Energy Weatherization Assistance Program (DOE WAP) Contract #17C-4010 Amendment 1 – **Action Item**

Community Action Partnership of Kern (CAPK) has received the 2017 Department of Energy Weatherization Assistance Program (DOE WAP) Contract #17C-4010 Amendment 1 from the Department of Community Services and Development (CSD).

CAPK received a letter from CSD, dated February 13, 2019, with notice that funding for this contract was being increased based on CAPK's capacity to expend under the 2017 DOE Grant, and confirmation that CAPK can successfully expend the additional funds by June 30, 2020.

The Contract term is from June 1, 2018 through June 30, 2020 for the funding amount of \$1,364,399 which represents an increase of \$1,100,000 from the contract executed on May 8, 2018. Staff has reviewed the contract amendment and found it to be acceptable.

Recommendation:

Staff recommends the Budget & Finance Committee approve Resolution #2019-04 for the 2017 Department of Energy Weatherization Assistance Program (DOE WAP) Contract #17C-4010 Amendment 1, which authorizes Jeremy T. Tobias, Chief Executive Officer, to execute the contract.

Attachments:

Resolution #2019-04
DOE WAP Contract #17C-4010-01

RESOLUTION # 2019-04

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the Department of Energy Weatherization Assistance Program Contract, Amendment 1

The Board of Directors of Community Action Partnership of Kern (CAPK) located at 5005 Business Park North, Bakersfield, CA 93309, met on April 4, 2019 in Bakersfield, California at a scheduled meeting and resolved as follows:

WHEREAS, (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 DOE WAP funds for 2017; and

WHEREAS, the State of California Department of Community Services and Development has offered a 2017 Contract Amendment to increase funding by \$1,100,000; and

WHEREAS, the State of California Department of Community Services and Development requires that an authorized signatory be named for the 2017 DOE WAP Contract Amendment; and

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 with regard to the 2017 Department of Energy Weatherization Assistance Program Contract Amendment 1 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 24th day of April 2019.

Curtis Floyd, Chair
CAPK Board of Directors

Date



LINNÉ K. STOUT
DIRECTOR

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



GAVIN NEWSOM
GOVERNOR

April 5, 2019

Dear Executive Director:

The Department of Community Services and Development (CSD) is releasing the 2017 Department of Energy (DOE) Contract Amendment No. 1, which includes your 2018 and 2019 DOE allocation and extends the contract term through June 30, 2020. This amendment provides \$12,945,536 of the combined 2018 and 2019 DOE grant.

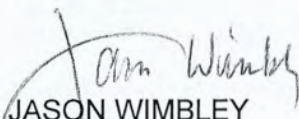
As stated in the February 13, 2019, letter CSD based your 2018 and 2019 DOE allocation on your agency's capacity to expend under the 2017 DOE grant, and your agency's confirmation of the amount of funds that could successfully be expended by June 30, 2020. It is imperative that your agency fully expend your DOE allocation by the end of the contract term to prevent any funding from being returned to DOE.

CSD has modified the expenditure benchmarks to align with the new contract term. CSD will evaluate your ability to expend funds within the established timeframes to ensure that DOE funds remain in California for the benefit of the low-income households we serve.

Enclosed is a contract checklist and other information needed for execution of the contract. The contract packets will need to be completed and returned to CSD within 30 calendar days for private nonprofit agencies and 45 calendar days for public agencies from the date of this letter.

Thank you for your dedication and commitment to serve low-income individuals and families throughout the state. I look forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to, not only improve the lives of those living in poverty, but to reduce poverty in California.

Sincerely,


JASON WIMBLEY
Chief Deputy Director
Department of Community Services and Development

Enclosure



2017 DOE Amendment Effective March 1, 2019

Contract Checklist

General Comments and Requirements:

1. Please do not use correction fluid or tape. Do not make any changes or notations to the contract document. If any corrections are necessary, please contact your Field Representative. If you need to reproduce contract pages, please do so single-sided only.
2. When you return the Contract packet to CSD, please arrange all pages, including the face sheets and articles, in the order received. All forms printed from the CSD Providers' Website will need to be added to the back of the contract packet. Please do not use staples on any of the documents.

Check the box as the following completed documents are attached to the contract.

- ☐ 1. Did you provide CSD with 2 copies of the contract?
- ☐ 2. Did you complete the contractor's name and title of the person authorized to sign the contract? Are both contracts face sheets signed (wet signature) and dated by authorized person?
- ☐ 3. Do you have current insurance or Self-Insurance Authority Certification on file with CSD? *New Insurance is required if it expires during the first month of the amendment or the amount of the insurance needs to be increased.*
- ☐ 4. Did you attach (or already submit) a Board Resolution? N/A If a general Board Resolution was submitted previously and is not specific to the program, program year, and does not contain any changes.

Programmatic Contract Requirements (as applicable):

- ☐ 5. Did you provide a completed DOE Weatherization Budget form (CSD 570)?
- ☐ 6. Did you provide a completed DOE WAP Performance and Expenditure Benchmark form (CSD 622D)?
- ☐ 7. If applicable, submit a Working Capital Advance. Did you complete, sign and submit the form to EARS.Reports@CSD.CA.GOV?

State of California
Department of Community Services and Development
2017-2019 DOE Allocation
Administration and Training & Technical Assistance

County/Service Territory	Contract Number	Total Allocation (Contract)	Allowable Admin	Allowable T&TA
1 Amador/Tuolumne Service Territory - Amador-Tuolumne CAA				
Amador County				
Calaveras County				
Tuolumne County				
Service Territory Total	17C-4001	170,986	9,823	15,954
2 Butte County - CAA of Butte County, Inc.	17C-4002	494,826	28,319	47,998
3 Colusa Service Territory - Glenn County Health and Human Services Agency				
Colusa County				
Glenn County				
Trinity County				
Service Territory Total	17C-4003	137,725	7,916	12,798
4 Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB	17C-4004	476,486	27,376	44,459
5 Del Norte County - Del Norte Senior Center, Inc.	17C-4005	0	0	0
6 Fresno County - Fresno County Economic Opportunities Commission	17C-4006	1,074,179	61,638	101,503
7 Humboldt Service Territory - Redwood CAA				
Humboldt County				
Modoc County				
Service Territory Total	17C-4007	256,322	14,726	23,917
8 Imperial Service Territory - Campesinos Unidos, Inc.				
Imperial County				
San Diego County - Area A				
Service Territory Total	17C-4008	708,230	40,690	66,082
9 Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.				
Inyo County				
Mono County				
Service Territory Total	17C-4009	131,588	7,567	12,165
10 Kern County - Community Action Partnership of Kern	17C-4010	1,364,399	78,030	133,277
11 Kings County - Kings Community Action Organization, Inc.	17C-4011	160,000	9,183	15,095
12 Lake Service Territory - North Coast Energy Services, Inc.				
Lake County				
Mendocino County				
Napa County				
Solano County				
Sonoma County				
Yolo County				
Service Territory Total	17C-4031	150,000	8,529	15,469
Los Angeles County				
13 Area A - Maravilla Foundation	17C-4012	1,635,043	93,768	155,359
14 Area B - Pacific Asian Consortium in Employment	17C-4013	1,191,692	68,509	110,481
15 Area C - Long Beach Community Action Partnership	17C-4014	1,008,349	57,829	95,812
16 Merced Service Territory - Merced County CAA				
Madera County				
Merced County				
Service Territory Total	17C-4015	611,523	34,961	59,931
17 Placer Service Territory - Project GO, Inc.				
Nevada County				
Placer County				
Service Territory Total	17C-4016	386,144	22,186	36,030

State of California
Department of Community Services and Development
2017-2019 DOE Allocation
Administration and Training & Technical Assistance

County/Service Territory	Contract Number	Total Allocation (Contract)	Allowable Admin	Allowable T&TA
18 Orange County - Community Action Partnership of Orange County	17C-4017	670,662	38,463	63,726
19 Plumas Service Territory - Plumas Co. Community Development Commission				
Plumas County				
Sierra County				
Service Territory Total	17C-4018	0	0	0
20 Riverside County - Community Action Partnership of Riverside County	17C-4019	896,168	51,471	83,892
21 Sacramento Service Territory - Community Resource Project, Inc.				
Sacramento County				
Sutter County				
Yuba County				
Service Territory Total	17C-4020	2,336,147	133,451	230,772
22 San Bernardino County - Community Action Partnership of San Bernardino Co.	17C-4021	605,285	34,929	53,924
23 San Diego County - Area B - Metropolitan Area Advisory Committee	17C-4022	469,691	26,875	45,669
24 San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services	17C-4023	644,414	36,877	62,559
25 San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc.	17C-4024	143,087	8,221	13,351
26 Santa Barbara Co. - Community Action Commission of Santa Barbara County	17C-4025	222,895	12,795	20,980
27 Santa Cruz Service Territory - Central Coast Energy Services, Inc.				
Monterey County				
San Benito County				
San Francisco County				
San Mateo County				
Santa Cruz County				
Service Territory Total	17C-4026	995,979	57,210	93,137
28 Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.				
Shasta County				
Tehama County				
Service Territory Total	17C-4027	204,463	11,803	18,149
29 Siskiyou County - Great Northern Services	17C-4028	90,000	5,202	7,876
30 Stanislaus County - Central Valley Opportunity Center, Inc.	17C-4029	749,498	42,888	72,804
31 Tulare County - Community Services & Employment Training, Inc.	17C-4030	10,235	600	7,992
TOTALS		17,996,016	1,031,835	1,721,161

Note:

Services not provided in Alameda, Del Norte, Alpine, El Dorado, Lassen, Marin, Mariposa, Plumas, Sierra, Santa Clara and Ventura counties

STATE OF CALIFORNIA

STANDARD AGREEMENT

AGREEMENT NUMBER 17C-4010	AMENDMENT NUMBER 1
REGISTRATION NUMBER 0000000000000000000017491.1	

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

STATE AGENCY'S NAME

Department of Community Services and Development

CONTRACTOR'S NAME

Community Action Partnership of Kern

2. The term of this Agreement is : June 1, 2018 through June 30, 2020

3. The maximum amount of this Agreement is: Total \$1,364,399.00

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

- A. The maximum amount of this Agreement payable to Contractor by the State has changed from \$264,399.00 to \$1,364,399.00, reflecting an increase of \$1,100,000.00.

- B. The term of this Agreement is changed from June 1, 2018 through May 31, 2019 to June 1, 2018 through June 30, 2020.

- C. Part I and Part II* are deleted in their entirety and replaced with the attached Part I and Part II*

All other terms and conditions shall remain unchanged.

Items shown with an Asterisk (*) are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be accessed at <https://providers.csd.ca.gov/>.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CALIFORNIA
Department of General Services
Use Only

CONTRACTOR'S NAME *(If other than an individual, state whether a corporation, partnership, etc.)*

Community Action Partnership of Kern

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Jeremy T. Tobias, Chief Executive Officer

ADDRESS

5005 Business Park North, Bakersfield, CA 93309

STATE OF CALIFORNIA

AGENCY NAME

Department of Community Services and Development

BY (Authorized Signature)

DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Brian Dougherty, Deputy Director, Administrative Services

ADDRESS

2389 Gateway Oaks Drive, Suite 100, Sacramento, California 95833

"I hereby certify that all conditions for exemption have been complied with, and this document is exempt from the Department of General Services approval."

☐ Exempt per

**STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT**

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**STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT**

PART I

PREAMBLE

This subvention agreement, for the implementation of the Department of Energy Weatherization Assistance Program (DOE WAP) in program year 2017 ("Agreement"), 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, the CSD and Contractor hereby agree as follows:

ARTICLE 1 – SCOPE OF WORK

1.1 General

- A. Contractor agrees to provide Weatherization (WX) assistance to eligible participants residing in the service area described in Section 1.2, pursuant to Title 42 of the United States Code (U.S.C.) Section 6861 et seq., as amended and 10 Code of Federal Regulations (CFR), Part 440, as amended, the Department of Energy Weatherization Assistance Program (DOE WAP) for low-income persons. Contractor shall ensure that the highest level of assistance will be furnished to those households which have the lowest income and highest energy costs or needs in relation to income.
- B. The DOE WAP Catalog of Federal Domestic Assistance number is **81.042**. Award is made available through the United States Department of Energy.

1.2 Service Area

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

See Part II, Subpart H. The 2017 DOE WAP Numbers, Contractors, and Service Territories listing may be accessed at <http://providers.csd.ca.gov>.
- B. Contractors that provide services in Los Angeles and San Diego counties shall refer to the ZIP Codes listing located at <http://providers.csd.ca.gov> to determine the zip codes for their respective area.

**STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT**

1.3 Term and Amount of Agreement

- A. The term of this Agreement shall be for the period represented on the face sheet (Form STD 213).
- B. The Maximum Amount of this Agreement shall be as specified on the face sheet.
- C. The amount allocated under this Agreement as specified in Paragraph B is expressly contingent upon Contractor's compliance with DOE WAP Performance requirements specified in Article 10, Section 10.5, "Service Delivery, Expenditure Requirements, and Consequences for Failure to Perform," of this Agreement.

1.4 Program Authorities – Requirements, Standards and Guidance

- A. All services and activities are to be provided in accordance with applicable federal, state, and local laws and regulations, and as those laws and regulations may be amended from time to time, including but not limited to, the following:
 - 1. The Energy Conservation in Existing Buildings Act of 1976, 42 U.S.C. §§ 6851 et seq., and 10 Code of Federal Regulation (CFR) Part 440;
 - 2. The Federal Procurement requirements for Energy Contracts, **2 CFR 200.317 est seq.**;
 - 3. The Single Audit Act, 31 U.S.C. §§ 7301 et seq., and Office of Management and Budget (OMB) Subpart F-Audit Requirements Circular 2 CFR 200 its appendices and supplements.
 - 4. Applicable Intellectual Property Provisions for federal financial assistance awards specified in **2 CFR 200.448**.
- B. Conflict of Laws. Contractor shall comply with all of the requirements, standards, and guidelines contained in the authorities listed below, as they may be amended from time to time, with respect to procurement, administrative, and other costs claimed under this Agreement, including those costs incurred pursuant to subcontracts executed by Contractor, notwithstanding any language contained in the following authorities that might otherwise exempt Contractor from their applicability. To the extent that the requirements, standards, or guidelines directly conflict with any State law or regulation at Government Code §6851 et seq. or 22 CCR §100800 et seq., or any provision of this Agreement, then that law or regulation or provision shall apply, unless, under specified circumstances, a provision of federal law applicable to grants, such as 10 CFR 440, allows for the application of state law.

**STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT**

1. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200);
 2. Contractor further agrees to abide by all requirements in California Contractor Certification Clauses 04/2017 (CCC-04/2017)
- C. CSD shall provide Contractor with short-term program guidance to inform or direct immediate action to correct a problem or provide relief from an obligation in the form of a "CSD Program Advisory (CPA) No. XX-XXX" posted at <https://providers.csd.ca.gov>.
- D. CSD shall provide Contractor with specific program guidance which shall be binding on the Contractor as a condition of the Contractor's participation in the DOE WAP program, and as a condition of receipt of funds under the program, PROVIDED:
1. That such guidance shall be issued by CSD in writing in the form of "CSD Program Notice (CPN) No. XX-XX" posted at <https://providers.csd.ca.gov>.
 2. That such guidance shall be issue by CSD in writing in the form of "CSD Program Advisory (CPA) No. XXX posted at <https://providers.csd.ca.gov>;
 3. That such guidance shall be issued by CSD in the most timely and expeditious manner practicable;
 4. That such guidance shall be reasonably necessary to realize the purposes of DOE WAP;
 5. That major and material changes in the program and/or requirements which substantially affect the Contractor's and/or 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 Agreement;
 6. Contractor shall notify CSD within 10 working days of issuance of a CPN, if contractor is unable to fulfill its obligations under the new guidance;
 7. That the parties' failure to execute a mutually acceptable amendment or CPN, as contemplated in subparagraph C 5 and C 6, in a reasonable period of time, shall result in this Agreement being without force and effect subject only to such provisions contained herein as are intended to survive

**STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT**

the Agreement in accordance with the express and implied provisions of applicable federal and state law; and

8. That upon CSD's good faith determination, delivered to the Contractor by written notice that Agreement between the parties to any necessary amendment or CPN as contemplated in subparagraph C 5 and C 6 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.
- E. CSD provided Contractor with specific participation conditions that are incorporated into this Contract as referenced in Addendum B - Participation Conditions. The Participation Conditions are conditions of Contractor's participation in the DOE WAP program.
- F. The federal and state laws, regulations and other authorities referenced in this Section are hereby incorporated by reference into this Agreement. Copies may be accessed for reference at www.csd.ca.gov.
- G. Contract Elements Integral to Agreement
 1. Contractor's Priority Plan Narrative and forms listed below are integral to this Agreement:
 - a. DOE Weatherization Priority Plan Narrative (CSD 793) (referenced in Part II, Article 5.1),
 - b. DOE Weatherization Budget (CSD 570) (referenced in Part II, Article 5.1),
 - c. DOE Performance and Expenditure Benchmark (CSD 622D),
 - d. Certification Regarding Lobbying/Disclosure of Lobbying Activities,
 - e. Contractor Certification Clause (CCC-04/2017),
 - f. Current Insurance or Self-Insurance Authority Certification,
 - g. Agency Staff and Board Roster (CSD 188),
 - h. Federal Funding Accountability and Transparency Act Report (CSD 279),

**STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT**

- i. Proof of Contractor's website modification pursuant to Addendum A – DOE Directives, Section 5.0.
 - j. Addendum B - Participation Conditions
2. The forms must be completed by Contractor before CSD will execute the Agreement and Contractor is authorized to commence work. CSD will not forbear from executing this Agreement pending its own review and final approval of Contractor's submission, provided Contractor acts in good faith to rectify any outstanding issues associated with the forms. The approved forms shall become part of this Agreement.
- H. Contractor's signature affixed hereon shall constitute a certification that to the best of Contractor's ability and knowledge it will, unless exempted, comply with the provisions set forth in Part II, Article 11, Section 11.1, "Certifications" of this Agreement.

1.5 Special Contract Contingency – Quality Control Inspector Certification

In addition to the Quality Control Inspectors (QCI) Certification requirement specified in Section 9.2 and the reimbursement restrictions and inspection requirements provided in Section 5.5 D.1.a., this Agreement is subject to, and expressly contingent upon, the following provisions:

- A. This Agreement shall have no force and effect until fully executed by CSD and notice of CSD's execution of the Agreement has been communicated to Contractor. CSD will not execute this Agreement until Contractor has provided CSD with documentation reasonably acceptable to CSD that shows Contractor has employed or contracted with a certified quality control inspector who has met the certification requirements of Section 9.2.
- B. If at any time during the term of this Agreement Contractor is unable to meet the requirements of Section 5.5 D.1.a. because Contractor loses access to a Certified QCI, Contractor shall immediately notify CSD of the loss and may not report any weatherized dwelling or request reimbursement for weatherization work and associated expenditures until such time as Contractor has employed or contracted with a certified quality control inspector who has met the certification requirements of Section 9.2.
- C. If CSD reasonably determines that Contractor is unable to fully expend Contractor's allocation and to provided services as required herein because of a lack of access to a Certified QCI, CSD may, at its sole option, terminate this

Article 1 – Scope of Work

**STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT**

Agreement and/or transfer Contractor's allocation, in whole or in part, to another contractor for expenditure, after giving Contractor written notice of its intended action.

1.6 Duplication of Services and Dwelling Interest Booking Services

A. 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 Agreement, except for the following:

1. Assessment and installation of Health and Safety measures not installed through LIWP.
2. Re-weatherization in accordance with DOE program requirements.
3. Call-backs in accordance with DOE program requirements.

B. Dwelling Interest Booking Service. The Dwelling Interest Booking Service (DIBS) allows Contractor to reserve projects and prevent duplication of efforts by other CSD Service Providers operating within the Contractor's service areas. The reservation feature will ensure reimbursement of weatherization services in accordance with contract requirements.

1. CSD shall prepare and make available to Contractor a Program Advisory that will include, but not limited to, guidance on weatherization service restriction requirements to prevent the duplication of services, and dwelling reservation restrictions related to the maximum number of reservations, reservation length, reservation removal, and conditions for reimbursement.
2. Contractor hereby agrees to comply with the Program Advisory and understands that the advisory shall govern the service restriction requirements and dwelling reservations.
3. Upon implementation of DIBS, Contractor's in specific service areas shall reserve projects and confirm dwelling eligibility in accordance with the Program Advisory to ensure reimbursement of services.

**STANDARD AGREEMENT
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4. Failure to comply with the Program Advisory service restrictions and reservation requirements may result in the loss of the right to reimbursement for dwellings reserved by another CSD Service providers or dwellings that received services under LIWP, except for dwellings that received services under subparagraph A.

**STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT**

**ARTICLE 2 – CONTRACT CONSTRUCTION, ADMINISTRATION,
PROCEDURE**

2.1 Base Contract and Whole Agreement

- A. This Agreement consists of two parts, which together constitute the whole agreement between CSD and Contractor.
- B. Part I is the “Base Contract” which consists of the following:
 - 1. The face sheet (Form STD 213) which specifies:
 - a. the parties to the Agreement;
 - b. the term of the Agreement;
 - c. the maximum dollar amount of the Agreement; and
 - d. the authorized signatures and dates of execution.
 - 2. The Preamble, Article 1 and Article 2
 - 3. Zip Code Cross-Reference, if Contractor’s Service Area is defined in whole or in part by ZIP Codes.
- C. Part II consists of the “Administrative and Programmatic Provisions” which are comprised of Subparts A through H, including specified requirements, obligations, provisions, procedures, guidance, forms and technical materials, necessary for program implementation.
- D. Agreed upon Contract Execution Provisions and Procedures
 - 1. Only Part I, the Base Contract, will be exchanged by the parties for execution with original signatures, fully executed copies being retained by each party.
 - 2. Part II, Administrative and Programmatic Provisions is hereby incorporated by reference into this Agreement, is an essential part of the whole Agreement, and is fully binding on the parties.
 - 3. CSD shall maintain a certified date-stamped “hard copy” of Part II for inspection by Contractor during normal business hours, as well as a date-stamped, edit restricted, version of Part II on CSD’s “Provider Website,” which may be accessed by Contractor, “down-loaded” and printed at Contractor’s option.

**STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT**

4. Neither Part I nor Part II of this Agreement may be changed or altered by any party, except by a formal written, fully executed amendment, or as provided in paragraph D 5 of Section 1.4 with respect to program guidance, or as provided Section 3.2 of Part II, Subpart A, Article 3, with respect to minor modifications. Upon such amendment of any provision of Part II, the amended version shall be date-stamped and locked-down until such time as a subsequent Agreement or amendment is executed by the parties.

2.2 State Contracting Requirements – “General Terms and Conditions, GTC 04/2017”

In accordance with State contracting requirements, specified contracting terms and conditions are made a part of this agreement. The provisions in their entirety are found in Subpart F of this Agreement and are fully binding on the parties in accordance with state law.

2.3 Contractor’s Option of Termination

- A. Notwithstanding the provisions of paragraph D of Section 1.4, Contractor may, at Contractor’s sole option, elect to terminate this contract in lieu of adherence to the procedures set out in paragraph D of section 1.4, should Contractor determine that any subsequent program guidance or proposed amendment to the contract is unjustifiably onerous or otherwise inimical to Contractor’s legitimate business interests and ability to implement the contract in an effective and reasonable manner, PROVIDED:
 1. Such notice of termination is in writing and will be effective thirty (30) days after receipt by CSD, delivered by U.S. Certified Mail, Return Receipt Requested.
 2. Notice contains a statement of the reasons for termination with reference to the specific provision(s) in the program guidance or proposed amendment in question.
- B. Contractor shall be entitled to reimbursement for all allowable costs incurred prior to termination of the contract. Such reimbursement shall be in accordance with the program guidance and contract provisions in effect at the time the cost was incurred.
- C. Contractor shall, within sixty (60) days of termination, closeout the contract in accordance with contractual closeout procedures.

**STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT**

- D. 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.

2.4 Budget Contingencies

A. State Budget Contingency

1. It is mutually agreed that if funds are not appropriated for implementation of DOE WAP through the State budget process or otherwise, whether in the current year and/or any subsequent year covered by this Agreement, this Agreement shall be of no further force and effect. Upon written notice to Contractor by CSD that no funds are available for contract implementation, the Agreement shall be terminated and the State shall have no obligation to pay Contractor or to furnish other consideration under this Agreement and Contractor shall not be obligated for performance.
2. If program funding for any fiscal year is reduced to such degree that CSD reasonably determines that the program cannot be implemented effectively, the State shall at its sole discretion have the option either to terminate this Agreement upon written notice to Contractor or, in the alternative, to offer and negotiate an amendment addressing the reduced funding. If the parties fail to reach agreement on such amendment, CSD may at its option give written notice of termination without further obligation by either party except for contract closeout obligations and final settlement.

B. Federal Budget Contingency

1. The parties agree that because of uncertainty in the federal budget process, this Agreement may be executed before the availability and amounts of federal funding can be ascertained, in order to minimize delays in the provision of services and the distribution of funds. The parties further agree that the obligations of the parties under this Agreement are expressly contingent on adequate funding being made available to the State by the United States Government.
2. If federal funding for any fiscal year is reduced to such degree that CSD reasonably determines that the program cannot be implemented effectively, the State shall at its sole discretion have the option either to terminate this Agreement upon written notice to Contractor or, in the alternative, to offer and negotiate an amendment addressing the reduced

**STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT**

funding. If the parties fail to reach agreement on such amendment, CSD may at its option give written notice of termination without further obligation by either party except for contract closeout obligations and final settlement.

3. If federal funding authorities condition funding on any obligations, restrictions, limitations, or conditions not existent when this Agreement was executed, this Agreement shall be amended by mutual agreement for compliance with such obligations, restrictions, limitations or conditions. Failure of the parties to reach agreement on such amendment shall render this Agreement without force and effect.
4. Subject to the provisions of subparagraph B 2, CSD shall authorize expenditures of funds under this Agreement based on any Continuing Resolution appropriations that are adequate for the purpose. CSD shall notify the Contractor in writing of authorized interval funding levels.

2.5 Miscellaneous Provisions

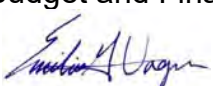
- A. Assignment. Neither this Agreement nor any of the rights, interests, or obligations under this Agreement shall be assigned by any party without the prior written consent of the other parties, except in the case where responsibility for program implementation and oversight may be transferred by the State to another State agency. In the event of such transfer, this Agreement is binding on the agency to which the program is assigned.
- B. Merger/Entire Agreement. This Agreement (including the attachments, documents and instruments referred to in this Agreement) constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior understandings and agreements, whether written or oral, among the parties with respect to such subject matter.
- C. Severability. If any provision of this Agreement be invalid or unenforceable in any respect for any reason, the validity and enforceability of any such provision in any other respect and of the remaining provisions of this Agreement will not be in any way impaired and shall remain in full force and effect.
- D. 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:

**STANDARD AGREEMENT
PARTS I & II - ENTIRE CONTRACT**

1. To Contractor's address of record; and
2. To CSD at:
Department of Community Services and Development
Field Operations
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833

MEMORANDUM

To: Budget and Finance Committee



From: Emilio G. Wagner, Director of Operations

Date: April 17, 2019

Subject: Agenda Item 5d: Energy Budget Revision – Action Item

Due to the \$1,100,000 increase through June 2020 of the 2017 DOE Contract, a revision to the 2019/2020 fiscal year budget is requested to increase the expenditure lines as follows:

	ENERGY CONSERVATION			
	ANNUAL BUDGET	CHANGE	ADJUSTED ANNUAL BUDGET	PERCENTAGE CHANGED
EXPENDITURES				
SALARIES	\$1,464,580	\$127,606	\$1,592,186	8.71%
BENEFITS	382,832	34,096	416,928	8.91%
TRAVEL	92,304	14,257	106,561	15.45%
SPACE COST	235,279	16,790	252,069	7.14%
SUPPLIES	82,222	-	82,222	0.00%
EQUIPMENT	-	-	-	No Budget
CONSULTANT/CONTRACT SVCS	1,261,272	185,467	1,446,739	14.70%
OTHER COSTS	708,781	21,436	730,217	3.02%
PROGRAM COSTS	632,133	51,669	683,802	8.17%
INDIRECT	473,707	44,099	517,803	9.31%
TOTAL	\$5,333,110	\$495,420	\$5,746,308	9.29%

Recommendation:

Staff recommends the Budget and Finance Committee approves the Energy budget modification.

**COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED MARCH 31, 2019**

	02/28/19	03/01/19 - 03/31/19	TOTAL	
BEGINNING BALANCE (NOTE 1)	\$ 527,593.53	\$ -	\$ 527,593.53	
CASH RECEIPTS				
2019 Awards Banquet Donations	-	2,500.00	2,500.00	a
Donations	-	-	-	
Misc. Revenue	-	-	-	
Interest Income/Union Administrative Fee	-	870.26	870.26	
TOTAL CASH RECEIPTS	-	3,370.26	3,370.26	
CASH DISBURSEMENTS				
Line of Credit Interest Expense	-	-	-	
Line of Credit Unused Commitment Fee	-	-	-	b
2019 Awards Banquet Expenses	-	-	-	a
Volunteer Appreciation	-	-	-	c
Fundraising Expenses	-	-	-	
Property Taxes - Campus Vacant Parcels	-	-	-	
Miscellaneous Expenses	-	12.45	12.45	
Indirect	-	-	-	
TOTAL CASH DISBURSEMENTS	-	12.45	12.45	
CASH PROVIDED (USED)	-	3,357.81	3,357.81	
ENDING BALANCE	\$ 527,593.53		\$ 530,951.34	
		Discretionary Cash	\$ 217,546.96	
		Fund Raising Cash	313,453.08	
			531,000.04	
		Add: Prepaid	-	
		Less: AP	(48.70)	
			\$ 530,951.34	

NOTES

1. For the year ended 2/28/18, the net increase to the Discretionary/Fund Raising Funds was \$50,297.23.
- a. As of 03/31/19, net 2019 awards banquet gain is \$8,000.00 (FYE 2/28/19 = \$5,500.00 + \$2,500.00 for 2019/20).
- b. Commitment fee for the period 12/31/18 to 9/30/19 that the \$2 million line of credit is equal to one-quarter percent (0.25%) per annum based on a 360 day year.
- c. Annual appreciation expense for the VITA volunteers.

Date Prepared: 04/11/19

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET AND FINANCE COMMITTEE

APRIL 17, 2019

FINANCIAL REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/19 - 02/29/20	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/19 - 02/29/20	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/19 - 02/29/20	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/19 - 02/29/20	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/19 - 02/29/20	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/19 - 02/29/20	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/19 - 02/29/20	536	FEE FOR SERVICE
FUND RAISING			NOT APPLICABLE	03/01/19 - 02/29/20	595	DONATIONS
RESTRICTED						
EARLY HEAD START EXPANSION	2,114,774	93.600	09HP000163-01	03/01/19 - 2/29/20	107	US DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	8,400,992	93.600	09CH9142 - 06	03/01/19 - 06/30/19	108/109	US DEPT OF HEALTH & HUMAN SERVICES PENDING DRS APPLICATION APPROVAL
EARLY HEAD START CHILD CARE PARTNERSHIP	725,701	93.600	09HP0036 - 04	09/01/18 - 08/31/19	110	US DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	5,388,328	93.600	09CH010071 - 05	02/01/19 - 01/31/20	117	US DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041800	04/02/19 - 04/01/20	160	US DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	94,012	21.009	19VITAA0228	08/01/18 - 07/31/20	149	US DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,489,531	93.569	19F - 4015	01/01/19 - 12/31/19	103	US DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	3,721,750 4,010,033	93.568	18B - 4012 19B - 5012	10/01/17 - 7/31/19 10/01/18 - 06/30/20	122-38 122-39	US DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085	93.575	CCTR - 8049	07/01/18 - 06/30/19	253	US DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 8049	07/01/18 - 06/30/19	253	US DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000	93.575	CMAF - 8000	07/01/18 - 06/30/19	261	US DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	164,081	93.575	CSPP - 8120	07/01/18 - 06/30/19	258	US DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CALIFORNIA STATE PRESCHOOL PROGRAM	357,247	93.596	CSPP - 8120	07/01/18 - 06/30/19	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
ECONOMIC EMPOWERMENT	85,655	93.590	EE - KERN - 17 - 20	07/01/18 - 06/30/19	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE	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)	121,906	10.568/569	15 - MOU - 00118	10/01/18 - 09/30/19	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TRADE MITIGATION BONUS OFFERING	\$2,000 PER TRUCK LOAD			10/1/18 - 09/30/19	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	306,543	10.565	16 - 6017	10/01/18 - 09/30/19	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	10/01/18 - 09/30/19	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,154,816	10.557	15 - 10064	10/01/18 - 09/30/19	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PR	46,817	10.561	16 - SUB - 00876	10/01/18 - 09/30/19	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
COORDINATED ENTRY SERVICES	105,000	14.267	N/A	10/1/2018-7/31/19	428-240	U S DEPT OF HOUSING & URBAN DEVELOPMENT - KERN BEHAVIORAL HEALTH UNITED WAY OF KERN COUNTY
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/18 - 06/30/19	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
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/18 - 06/30/19	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	3,046,805		CWAP - 8000	07/01/18 - 06/30/19	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,067,068		CCTR - 8049	07/01/18 - 06/30/19	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	3,731,472		CSPP - 8120	07/01/18 - 06/30/19	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	254,377		CMIG - 8004	07/01/18 - 06/30/19	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	38,156		CMSS - 8004	07/01/18 - 06/30/19	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	175,000		N/A	10/15/18 - 06/30/19	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
HOME VISIT INITIATIVE (COUNTY OF KERN)	435,980 1,877,011		N/A N/A	04/01/19 - 06/30/19 07/01/19 - 06/30/20	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
INFORMATION & EDUCATION	80,000		16 - 10206	07/01/18 - 06/30/19	120	STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
FOOD BANK CAPACITY PROGRAM	101,490		SGRT-19-0012	7/01/17 - 06/30/20	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	15,442		15 MOU - 00118	07/01/18 - 06/30/19	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	264,704		N/A	07/01/18 - 06/30/19	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	219,006		N/A	07/01/18 - 06/30/19	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	100,350		2015.2.5	07/01/18 - 06/30/19	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	137,493		2015.2.6	07/01/18 - 06/30/19	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	50,921		2017.2.01	07/01/18 - 06/30/19	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
COUNTY OF KERN HELPLINE 211	44,738		105 - 2018	07/01/18 - 06/30/19	389	COUNTY OF KERN
GANG PREVENTION EDUCATION SERVICES	71,406		230 - 2017	07/01/18 - 06/30/19	335	COUNTY OF KERN, DEPT OF HUMAN SERVICES
READY KERN	1,126		N/A	7/1/18 - 6/30/19	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVICES
211 KINGS COUNTY	42,000		N/A	07/01/15 - 06/30/18	536-231	KINGS UNITED WAY
211 TULARE COUNTY	162,000		N/A	07/01/15 - 06/30/18	536-232	UNITED WAY OF TULARE COUNTY
211 MERCED COUNTY	27,400		N/A	10/22/15 - PENDING	536-233	UNITED WAY OF MERCED COUNTY
211 STANISLAUS COUNTY	66,000		N/A	07/01/18 - 06/30/21	536-234	UNITED WAY OF STANISLAUS COUNTY
PREP WORKS - YOUTH CENTERS	PENDING		N/A	PENDING	444	STARBUCKS
PREP WORKS PROGRAM	PENDING		N/A	PENDING	448	WELLS FARGO FOUNDATION
EAST KERN EMERGENCY CLOSET	PENDING		N/A	PENDING	501-005	FRIENDS OF MERCY FOUNDATION, SISTER PHYLLIS HUGHES ENDOWMENT FOR SPECIAL NEEDS
EAST KERN HEALTH LINK	PENDING		N/A	PENDING	454	DIGNITY HEALTH

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FOOD BANK FREE FARMERS MARKET - WASCO	PENDING		N/A	PENDING	467	THE WONDERFUL COMPANY FOUNDATION
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT INITIATIVE	25,000		N/A	01/01/18 - 12/31/18	456	BANK OF THE WEST

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2019/20

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	
107	EHS Expansion	X					
108	Early Head Start	X					
109	Head Start	X					
110	Early Head Start Child Care Partnership	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
250.0	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				
139	CACFP - San Joaquin		X				
	<u>Food Bank</u>		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		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				
413	Resnick Foundation		X				
485	Southern California Gas Company (Solar)		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2019/20

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
524	Energy			X			
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
	<u>Small Business Development</u>						
456	Bank of the West				X		
	<u>East Kern Family Resource Center</u>						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
	<u>Youth Services</u>						
120	Information & Education				X		
242	Youth Authority				X		
246	Realignment for Success				X		
335	Gang Prevention				X		
444	Starbucks Foundation				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
	<u>2-1-1</u>						
160	HUD Coordinated Entry System				X		
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		
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		

COMMUNITY ACTION PARTNERSHIP OF KERN
LINE OF CREDIT ADVANCES AND REPAYMENTS
FISCAL YEAR 2019/20

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/19	n/a				
03/29/19	235,000	235,000	3		

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 11, 2019 for \$2 million and will terminate on January 15, 2020.

Note 2: Interest expense is calculated at 3.75% above daily one month LIBOR.

Note 3: Line of credit was not required for the month of December 2018.

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF MARCH 31, 2019	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(290,620.00)
HEAD START/EARLY HEAD START	(89,652.35)
SUBTOTAL	(380,272.35)
CHILD DEVELOPMENT RESERVE No. 2	(147.68)
GENERAL CHILD CARE	642,735.75
MIGRANT A/P	(34,835.97)
MIGRANT CHILD CARE	(4,656.59)
MIGRANT SPECIALIZED SERVICES	25,082.21
STATE PRESCHOOL	264,740.57
SUBTOTAL	892,918.29
BAKERSFIELD CALIFORNIAN FOUNDATION	53.32
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(75,513.34)
EF&S	(9,323.00)
EFAP	(26,281.77)
FOOD BANK	238,679.33
FOOD BANK - STATE	118,584.18
SOCAL GAS	9,175.00
WONDERFUL FOUNDATION	39,047.76
SUBTOTAL	294,421.48
ENERGY	(113,086.77)
DOE WAP	(85,754.64)
LIHEAP	(1,595,845.55)
LIWP SOLAR PV	(16.30)
LIWP SINGLE FAMILY	(3,562.40)
WATER TANK	0.00
TRANSFER NEGATIVE BALANCE	1,798,265.66
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	12,326.77
211 HOSPITAL PREPAREDNESS	0.00
BANK OF THE WEST	31,590.88
CAL FRESH	(11,982.02)
CALEITC	(39,738.20)
COST POOLS	60,915.28
COUNTY OF KERN - 2-1-1	(10.17)
CSBG	55,388.73
DIFFERENTIAL RESPONSE	(47,007.04)
DIGNITY HEALTH	8,957.73
DISCRETIONARY FUND	213,876.18
ECONOMIC EMPOWERMENT	(17,071.55)
FIRST 5 KERN 211	(30,594.99)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(7,294.68)
FIRST 5 HELP ME GROW	(23,597.11)
FRIENDSHIP HOUSE	(65,718.39)
FUNDRAISING	313,453.08
GANG PREVENTION	(5,128.37)
GENERAL FUND	147,990.39
INDIRECT FUND	1,635,606.68
IRS - VITA	(31,675.76)
INFORMATION & EDUCATION	(60,117.06)
REALIGNMENT FOR SUCCESS	(3,025.21)
SHAFTER YOUTH CENTER	(6,466.62)
STARBUCKS FOUNDATION	20,402.12
UNITED WAY 211	16,378.05
WELLS FARGO FOUNDATION	1,831.15
WIC	(968,673.61)
LESS: ENERGY NEGATIVE BALANCE	(1,798,265.66)
ADD: LINE OF CREDIT	235,000.00
SUBTOTAL	(362,649.40)
TOTAL OPERATING CASH	446,418.02

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

1. Operating Account: Used to make all CAPK disbursements and for deposits of all cash receipts unless there are requirements to deposit cash to a restricted bank account.
2. Head Start Accrued Vacation: This is an interest bearing restricted bank account that holds cash reserved for the payment of accrued vacation for Head Start and Early Head Start employees.
3. CSD Advances Account: This is an interest bearing restricted bank account for CSBG and Energy grants. Advances on the Community Services Block Grant (CSBG), Department of Energy – Weatherization Assistance Program (DOE WAP) and Low Income Home Energy Assistance Program (LIHEAP) grants are required to be deposited to a restricted bank account until there is an immediate need for the cash. Once the immediate need is determined, the cash is transferred to the Operating Account to make disbursements.
4. On-Line Donations Account: This is an interest bearing restricted bank account that is designated for internet donations to CAPK. The deposits are subsequently transferred to the Operating Account.
5. Child Development Reserve #1: This is an interest bearing restricted bank account that is required by the California Department of Education for center-based contracts, such as General Child Care (CCTR), State Preschool (CSPP) and State Migrant (CMIG) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.
6. Child Development Reserve #2: This is an interest bearing restricted bank account that is required by the California Department of Education for alternative payment contracts, such as Migrant Childcare Alternative Payment (CMAP) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

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

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

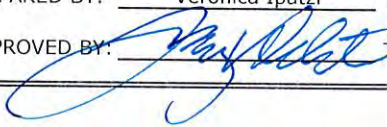
BANK RECONCILIATION FOR THE MONTH ENDED
March 31, 2019

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	03/31/19		1,393,661.39
LESS: OUTSTANDING CHECKS		947,243.36	
LESS: Unreconciled Difference		(0.30)	
ADJUSTED BANK BALANCE AT	03/31/19		446,418.33
GENERAL LEDGER BALANCE AT	02/28/19		1,214,208.19
ADD: DEPOSITS		1,459,871.01	
ACH DEPOSITS		299,163.56	
ADP EFT DEPOSIT		-	
US TREAS DRAWDOWNS		2,706,219.52	
WIRE TRANSFERS		235,000.00	
TRSFER LINE OF CREDIT		-	
Online Deposit (From February booked in March)		160.00	
FUNDS FROM OTHER GRANTS		63,730.56	
LESS: CHECKS ISSUED (CURRENT MONTH)		2,659,556.74	
ADP PAYROLL 3/15/19		1,266,474.15	
ADP PAYROLL 3/29/19		1,362,240.83	
EFTS FOR HRA/HSA/ STD/403B		66,723.49	
TO REIMBURSE INTERFUNDS FOR S/C CHGS		54.22	
REC LOAN PRINCIPAL/INT EXPENSES		31,655.67	
Transfer to Restricted EHS/HS		144,654.82	
REPAY LINE OF CREDIT		-	
CLIENT ANALYSIS SERVICE CHARGE		574.59	
Beginning balance difference		-	
Unreconciled Difference			
GENERAL LEDGER BALANCE AT	03/31/19		446,418.33
DIFFERENCE:			0.00

PREPARED BY: Veronica Ipatzi TITLE: Accountant DATE: 04/10/2019

APPROVED BY:  TITLE: Chief Financial Officer DATE: 04/10/2019

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

BANK RECONCILIATION FOR MONTH ENDING
March 31, 2019

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING: 03/31/19 620,572.34

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 03/31/19 620,572.34

BALANCE PER G/L 02/28/19 476,062.43

ADD: DEPOSITS 144,654.82

INTEREST 128.09

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 273.00

BALANCE PER G/L 03/31/19 620,572.34

DIFFERENCE: 0.00

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

PREPARED BY: Veronica Ipatzi

TITLE: Accountant

DATE: 04/10/19

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 04/10/19

**COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT****

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
March 31, 2019**

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 03/31/19 515,013.58

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 03/31/19 515,013.58

BALANCE PER G/L 02/28/19 514,934.86

ADD: DEPOSITS 0.00

INTEREST 78.72

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

WIRE TRANSFER 0.00


BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 03/31/19 515,013.58

* December 2009 name changed from Food Bank to DOE ARRA. DIFFERENCE: 0.00

** January 2018 name changed from DOE ARRA to CSD Advances.

PREPARED BY: Veronica Ipatzi TITLE: Accountant DATE: 04/10/19

APPROVED BY:  TITLE: Chief Financial Officer DATE: 04/10/19

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

BANK RECONCILIATION FOR MONTH ENDING
March 31, 2019

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	03/31/19	3,670.48
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE	03/31/19	3,670.48

BALANCE PER GENERAL LEDGER	02/28/19	3,682.37
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	0.00	
PAYPAL DEPOSIT	0.00	
INTEREST	0.56	
LESS:		
APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	0.00	
BANKCARD FEES	12.45	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
	0.00	
BALANCE PER GENERAL LEDGER:	03/31/19	3,670.48

* October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.

Difference: 0.00


** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.

*** January 2018 name changed from HOPE Program Account to On-line Donations Account.

PREPARED BY: Veronica Ipatzi

TITLE: Accountant

DATE: 04/11/19

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 04/11/19

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

BANK RECONCILIATION FOR MONTH ENDING
March 31, 2019

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	03/31/19	324.35
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE:	03/31/19	324.35

BALANCE PER G/L	02/28/19	270.09
ADD:		
DEPOSITS	54.22	
INTEREST	0.04	
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	03/31/19	324.35

DIFFERENCE: 0.00

PREPARED BY: Veronica Ipatzi Accountant DATE: 04/11/19

APPROVED BY:  TITLE: Chief Financial Officer DATE: 04/11/19

**COMMUNITY ACTION PARTNERSHIP OF KERN
BANK OF AMERICA MASTERCARD SUMMARY
STATEMENTS DATED FEBRUARY 22, 2019 - MARCH 21, 2019**

Cardholder	Position	Amount Charged
Gloria Barbero	Administrator - EHS San Joaquin	\$ -
Yolanda Gonzales	Director of Head Start/State Child Development Programs	1,377.26
Emily Gonzalez Demont	Assistant Director - Grants Management	746.02
Ralph Martinez	Director of Community Development	4,359.20
Raymond Quan	Director of Human Resources	481.45
Pritika Ram	Director of Administration	4,963.89
Carmen Segovia	Director of Health & Nutrition Services	13,311.25
Jeremy Tobias	Chief Executive Officer	2,034.39
Emilio Wagner	Director of Operations	4,975.87
	Total	\$ 32,249.33



YOLANDA GONZALES

Platinum Plus® for Business

February 22, 2019 - March 21, 2019

Cardholder Statement

Account Information:

www.bankofamerica.com

Mail Billing Inquiries to:

BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:

1.800.673.1044, 24 Hours

TTY Hearing Impaired:

1.888.500.6267, 24 Hours

Outside the U.S.:

1.509.353.6656, 24 Hours

For Lost or Stolen Card:

1.800.673.1044, 24 Hours

Business Offers:

www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$1,377.26

Minimum Payment Due \$13.77

Payment Due Date 04/17/19

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$3,743.76

Payments and Other Credits -\$4,094.84

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$1,728.34

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$1,377.26

Credit Limit \$10,000

Credit Available \$8,622.74

Statement Closing Date 03/21/19

Days in Billing Cycle 28

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
03/08	03/07	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 03/06/19 Dep: 03/07/19 Inv: 050629	55432869066200468526147	- 175.54
03/08	03/07	MARRIOTT RIVERSIDE RIVERSIDE CA Arr: 03/06/19 Dep: 03/07/19 Inv: 050630	55432869066200468526154	- 175.54
03/14	03/14	CA Banking Center payment	07306005760041580325214	- 3,743.76
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				- \$4,094.84
Purchases and Other Charges				

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

YOLANDA GONZALES
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Account Number:
February 22, 2019 - March 21, 2019

New Balance Total \$1,377.26

Minimum Payment Due \$13.77

Payment Due Date 04/17/19

Enter payment amount

\$

For change of address/phone number, see reverse side.

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

Transactions

<i>Posting Date</i>	<i>Transaction Date</i>	<i>Description</i>	<i>Reference Number</i>	<i>Amount</i>
02/26	02/25	HARMONY HOUSE LLC PISMO BEACH CA	85454919056014632301823	350.00
03/01	02/27	OFFICE DEPOT #952 BAKERSFIELD CA	05436849059100065419567	228.34
03/21	03/20	CACFP.ORG 5128508278 TX	55429509079637878355165	575.00
03/21	03/20	CACFP.ORG 5128508278 TX	55429509079637878380650	575.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$1,728.34

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	26.49% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.



EMILY GONZALEZ DEMONT

February 22, 2019 - March 21, 2019

Cardholder Statement

Platinum Plus® for Business

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$746.02
Minimum Payment Due **\$10.00**
Payment Due Date **04/17/19**

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$13,713.42
Payments and Other Credits -\$13,713.42
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$746.02
Fees Charged **\$0.00**
Finance Charge **\$0.00**
New Balance Total \$746.02

Credit Limit \$10,000
Credit Available \$9,253.98
Statement Closing Date 03/21/19
Days in Billing Cycle 28

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
03/14	03/14	CA Banking Center payment	07306005750017580401629	- 13,713.42
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$13,713.42
Purchases and Other Charges				
02/27	02/26	INTUIT *IN *THE GO GAM 415-7349330 CA	55432869057200306016427	600.00
03/18	03/15	SPRINGHILL SUITES RIDG RIDGECREST CA Arr: 03/15/19 Dep: 03/15/19 Inv: 074003	55432869074200203368086	146.02
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$746.02

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

EMILY GONZALEZ DEMONT
COMM ACTION PRTRNRSH KERN
COMM ACTION PRTRNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Account Number:
February 22, 2019 - March 21, 2019

New Balance Total \$746.02
Minimum Payment Due **\$10.00**
Payment Due Date **04/17/19**

Enter payment amount

\$

For change of address/phone number, see reverse side.

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
03/14	03/12	AMERICAN 00123423453952 8004337300 TX SHEGOS/SHEILA 00123423453952 Departure Date: 04/02/19 Airport Code: BFL AA B PHX Departure Date: 04/02/19 Airport Code: PHX AA B ELP Departure Date: 04/05/19 Airport Code: ELP AA B PHX Departure Date: 04/05/19 Airport Code: PHX AA B BFL	55310209072978000396313	329.60
03/14	03/12	AMERICAN 00123424529362 8004337300 TX MARTINEZ/RALPH 00123424529362 Departure Date: 04/01/19 Airport Code: BFL AA B PHX Departure Date: 04/01/19 Airport Code: PHX AA B ELP Departure Date: 04/05/19 Airport Code: ELP AA B PHX Departure Date: 04/05/19 Airport Code: PHX AA B BFL	55310209072978000589867	429.60
03/15	03/14	BITTITAN, INC. BITTITAN.COM/WA	55432869073200945989570	750.00
03/18	03/16	BITTITAN, INC. BITTITAN.COM/WA	55432869075200422343711	450.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$4,359.20

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	26.49% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.



RAYMOND T QUAN

Platinum Plus® for Business

February 22, 2019 - March 21, 2019

Cardholder Statement

Account Information:
www.bankofamerica.com

Mail Billing Inquiries to:
BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:
1.800.673.1044, 24 Hours

TTY Hearing Impaired:
1.888.500.6267, 24 Hours

Outside the U.S.:
1.509.353.6656, 24 Hours

For Lost or Stolen Card:
1.800.673.1044, 24 Hours

Business Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$481.45
Minimum Payment Due \$10.00
Payment Due Date 04/17/19

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$1,508.68
Payments and Other Credits -\$1,508.68
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$481.45
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$481.45

Credit Limit \$10,000
Credit Available \$9,518.55
Statement Closing Date 03/21/19
Days in Billing Cycle 28

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
03/14	03/14	CA Banking Center payment	07306005750017580505643	- 1,508.68
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$1,508.68
Purchases and Other Charges				
03/11	03/08	EXPEDIA 7417893727651 EXPEDIA.COM WA	55432869067200676111707	481.45
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$481.45

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

RAYMOND T QUAN
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Account Number:
February 22, 2019 - March 21, 2019

New Balance Total \$481.45
Minimum Payment Due \$10.00
Payment Due Date 04/17/19

Enter payment amount

\$

For change of address/phone number, see reverse side.

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com



PRITIKA RAM

Platinum Plus® for Business

February 22, 2019 - March 21, 2019

Cardholder Statement

Account Information:

www.bankofamerica.com

Mail Billing Inquiries to:BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238**Mail Payments to:**BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796**Customer Service:**

1.800.673.1044, 24 Hours

TTY Hearing Impaired:

1.888.500.6267, 24 Hours

Outside the U.S.:

1.509.353.6656, 24 Hours

For Lost or Stolen Card:

1.800.673.1044, 24 Hours

Business Offers:

www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$4,963.89

Minimum Payment Due \$49.64**Payment Due Date 04/17/19****Late Payment Warning:** If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01**Minimum Payment Warning:** If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.**Account Summary**

Previous Balance \$1,048.35

Payments and Other Credits -\$1,048.35

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$4,963.89

Fees Charged \$0.00**Finance Charge \$0.00**

New Balance Total \$4,963.89

Credit Limit \$10,000

Credit Available \$5,036.11

Statement Closing Date 03/21/19

Days in Billing Cycle 28

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
03/14	03/14	CA Banking Center payment	07306005760041580549318	- 1,048.35
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$1,048.35
Purchases and Other Charges				
02/22	02/21	UNITED WAY WORLDWIDE 7038367100 VA	55310209052286024300038	475.00
02/22	02/21	UNITED WAY WORLDWIDE 7038367100 VA	55310209052286024300046	475.00
03/06	03/04	AMERICAN 00123407219272 8004337300 TX	55310209064978000415915	465.60

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796PRITIKA RAM
COMM ACTION PRTRNRSH KERN
COMM ACTION PRTRNRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Account Number:

February 22, 2019 - March 21, 2019

New Balance Total \$4,963.89

Minimum Payment Due \$49.64**Payment Due Date 04/17/19****Enter payment amount**

\$																			
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For change of address/phone number, see reverse side.

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		CONTRERAS/ESPERANZA 00123407219272 Departure Date: 05/29/19 Airport Code: BFL AA B DFW Departure Date: 05/29/19 Airport Code: DFW AA B ATL Departure Date: 06/05/19 Airport Code: ATL AA B PHX Departure Date: 06/05/19 Airport Code: PHX AA B BFL		
03/06	03/04	AMERICAN 00123407238323 8004337300 TX FONESCA/IRENE 00123407238323 Departure Date: 05/29/19 Airport Code: BFL AA B DFW Departure Date: 05/29/19 Airport Code: DFW AA B ATL Departure Date: 06/05/19 Airport Code: ATL AA B PHX Departure Date: 06/05/19 Airport Code: PHX AA B BFL	55310209064978000419016	465.60
03/15	03/15	CALIFORNIA COMMUNITY A 9164431721 CA	75187429074000000548841	1,023.95
03/15	03/15	CALIFORNIA COMMUNITY A 9164431721 CA	75187429074000000548858	1,228.74
03/18	03/16	ALLIANCE OF INFORMATIO FAIRFAX VA	55207399076000075160010	830.00
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$4,963.89

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	26.49% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.



CARMEN SEGOVIA

Platinum Plus® for Business

February 22, 2019 - March 21, 2019

Cardholder Statement

Account Information:

www.bankofamerica.com

Mail Billing Inquiries to:

BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:

1.800.673.1044, 24 Hours

TTY Hearing Impaired:

1.888.500.6267, 24 Hours

Outside the U.S.:

1.509.353.6656, 24 Hours

For Lost or Stolen Card:

1.800.673.1044, 24 Hours

Business Offers:

www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$13,311.25

Minimum Payment Due \$133.11

Payment Due Date 04/17/19

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$3,893.57

Payments and Other Credits -\$4,160.92

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$13,578.60

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$13,311.25

Credit Limit \$20,000

Credit Available \$6,688.75

Statement Closing Date 03/21/19

Days in Billing Cycle 28

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
03/08	03/04	WAL-MART #1624 BAKERSFIELD CA	55483829066310873101519	- 70.67
03/11	03/08	PROMOTIONS NOW MOORESTOWN NJ	25247809068000781152676	- 50.00
03/14	03/14	CA Banking Center payment	07306005750006580594962	- 3,893.57
03/15	03/14	LAKESHORE LEARNING MAT 3105374778 CA	55480779073026499911120	- 146.68
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$4,160.92
Purchases and Other Charges				
02/22	02/21	WALMART.COM 8009666546 AR	55500369052083324266254	70.67

Account Number:

February 22, 2019 - March 21, 2019

New Balance Total \$13,311.25

Minimum Payment Due \$133.11

Payment Due Date 04/17/19

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

CARMEN SEGOVIA
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Enter payment amount

\$

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BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
02/22	02/21	FIDELITYSAFETY.COM 8662214045 CA	55429509052637639664708	260.00
02/25	02/22	WALMART.COM 8009666546 AR	55500369053083711820548	144.47
02/25	02/21	FOOD SAFETY TRAINING 888-826-5222 CA	85438399053980013135239	9.95
02/25	02/21	FOOD SAFETY TRAINING 888-826-5222 CA	85438399053980013135262	59.70
03/01	02/26	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 02/25/19 Dep: 02/26/19 Inv: 0000359957	85486149059703432823332	524.07
03/01	02/26	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 02/25/19 Dep: 02/26/19 Inv: 0000359958	85486149059703432823332	524.07
03/01	02/26	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 02/25/19 Dep: 02/26/19 Inv: 0000359959	85486149059703432823332	524.07
03/01	02/26	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 02/25/19 Dep: 02/26/19 Inv: 0000359960	85486149059703432823332	524.07
03/01	02/26	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 02/25/19 Dep: 02/26/19 Inv: 0000359961	85486149059703432823332	524.07
03/01	02/26	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 02/25/19 Dep: 02/26/19 Inv: 0000359962	85486149059703432823332	524.07
03/01	02/26	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 02/25/19 Dep: 02/26/19 Inv: 0000359963	85486149059703432823332	524.07
03/01	02/26	HANDLERY HOTEL SAN DIE SAN DIEGO CA Arr: 02/25/19 Dep: 02/26/19 Inv: 0000359954	85486149059703432823332	698.76
03/01	02/28	CALIFORNIA WIC ASSOCIA 9165720700 CA	55506299059608992561929	5,250.00
03/04	03/01	CATALDOS PIZZERIA -NEW 8887072469 CA	55429509060637025203236	128.07
03/04	03/01	SVM PREPAID CARD 8007206428 IL	55460299061286082400660	224.60
03/04	03/01	SVM PREPAID CARD 8007206428 IL	55460299061286082400686	580.63
03/04	03/01	THE HOME DEPOT #1050 BAKERSFIELD CA	55541869061010179250256	53.66
03/05	03/04	PAYPAL *CALIFORNIAH 4029357733 CA	55429509064894607415136	50.00
03/06	03/05	SUBWAY 009999700999979 MIAMI FL	05410199064255313490381	400.00
03/07	03/06	HOTELS.COM156570884505 HOTELS.COM WA	55432869065200284792205	167.94
03/12	03/11	HOTELS.COM156724727226 HOTELS.COM WA	55432869070200338068191	155.76
03/13	03/12	LAKESHORE LEARNING MAT 3105374778 CA	55480779071026491657756	755.65
03/13	03/12	FIDELITYSAFETY.COM 8662214045 CA	55429509071637524195971	125.00
03/19	03/18	TOO FAT SANDWICHES & C BAKERSFIELD CA	85369439077167902380881	671.50
03/21	03/20	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500369080837000165643	103.75
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$13,578.60

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	26.49% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.



JEREMY T TOBIAS

Platinum Plus® for Business

February 22, 2019 - March 21, 2019

Cardholder Statement

Account Information:

www.bankofamerica.com

Mail Billing Inquiries to:

BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:

1.800.673.1044, 24 Hours

TTY Hearing Impaired:

1.888.500.6267, 24 Hours

Outside the U.S.:

1.509.353.6656, 24 Hours

For Lost or Stolen Card:

1.800.673.1044, 24 Hours

Business Offers:

www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$2,034.39

Minimum Payment Due \$20.34

Payment Due Date 04/17/19

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$5,824.38

Payments and Other Credits **-\$5,824.38**

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$2,034.39

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$2,034.39

Credit Limit \$10,000

Credit Available \$7,965.61

Statement Closing Date 03/21/19

Days in Billing Cycle 28

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
03/14	03/14	CA Banking Center payment	07306005750006580641763	- 5,824.38
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$5,824.38
Purchases and Other Charges				
02/22	02/21	RESIDENCE INN SACRAMEN 916-649-1300 CA Arr: 02/21/19 Dep: 02/21/19 Inv: 052001	55432869052200144799502	318.60
02/28	02/27	FOOD-EX BAKERSFIELD CA	25247809058002588032780	347.13
03/11	03/08	PAYPAL *PARTNERSHIP 4029357733 DC	55429509067894751956338	350.00

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

JEREMY T TOBIAS
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Account Number:
February 22, 2019 - March 21, 2019

New Balance Total \$2,034.39

Minimum Payment Due \$20.34

Payment Due Date 04/17/19

Enter payment amount

\$

For change of address/phone number, see reverse side.

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
03/11	03/08	PAYPAL *PARTNERSHIP 4029357733 DC	55429509067894752382088	350.00
03/14	03/12	AMERICAN 00123423320882 8004337300 TX PEREZ GARCIA/GUADALU 00123423320882 Departure Date: 04/02/19 Airport Code: BFL AA B PHX Departure Date: 04/02/19 Airport Code: PHX AA B ELP Departure Date: 04/05/19 Airport Code: ELP AA B PHX Departure Date: 04/05/19 Airport Code: PHX AA B BFL	55310209072978000370516	329.60
03/14	03/12	AMERICAN 00123423535082 8004337300 TX VIGIL/ANA 00123423535082 Departure Date: 04/02/19 Airport Code: BFL AA B PHX Departure Date: 04/02/19 Airport Code: PHX AA B ELP Departure Date: 04/06/19 Airport Code: ELP AA B PHX Departure Date: 04/06/19 Airport Code: PHX AA B BFL	55310209072978000411161	289.60
03/19	03/18	SQUARE *SQ *DC VIP CAB Washington DC	55432869077200936811748	19.46
03/20	03/18	AMERICAN 0010284695501 BAKERSFIELD CA TOBIAS/JEREMY 0010284695501 Departure Date: 03/18/19 Airport Code: EBC AA Y FEE	55417349078870782888718	30.00
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$2,034.39

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	21.49% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.



EMILIO WAGNER

Platinum Plus® for Business

February 22, 2019 - March 21, 2019

Cardholder Statement

Account Information:

www.bankofamerica.com

Mail Billing Inquiries to:

BANK OF AMERICA
PO BOX 982238
EL PASO, TX 79998-2238

Mail Payments to:

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:

1.800.673.1044, 24 Hours

TTY Hearing Impaired:

1.888.500.6267, 24 Hours

Outside the U.S.:

1.509.353.6656, 24 Hours

For Lost or Stolen Card:

1.800.673.1044, 24 Hours

Business Offers:

www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$4,975.87

Minimum Payment Due \$49.76

Payment Due Date 04/17/19

Late Payment Warning: If we do not receive your minimum payment by the date listed above. You may have to pay a fee based on the outstanding balance on the fee assessment date:
\$19.00 for balance less than \$100.01
\$29.00 for balance less than \$1,000.01
\$39.00 for balance less than \$5,000.01
\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$7,838.24

Payments and Other Credits -\$7,838.24

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$4,975.87

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$4,975.87

Credit Limit \$10,000

Credit Available \$5,024.13

Statement Closing Date 03/21/19

Days in Billing Cycle 28

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
03/14	03/14	CA Banking Center payment	07306005750006580687436	- 7,838.24
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		- \$7,838.24
Purchases and Other Charges				
03/04	03/01	BITTITAN, INC. BITTITAN.COM/WA	55432869060200980302981	900.00
03/06	03/05	BITTITAN, INC. BITTITAN.COM/WA	55432869064200946545091	1,500.00
03/11	03/08	BITTITAN, INC. BITTITAN.COM/WA	55432869067200637836921	750.00
03/13	03/08	LA QUINTA INNSUITES FRESNO CA	55432869071200514928738	817.22

Account Number:

February 22, 2019 - March 21, 2019

New Balance Total \$4,975.87

Minimum Payment Due \$49.76

Payment Due Date 04/17/19

Enter payment amount

\$

For change of address/phone number, see reverse side.

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BUSINESS CARD,
or make your payment online at
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BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

EMILIO WAGNER
COMM ACTION PRTRSH KERN
COMM ACTION PRTRSH KERN
5005 BUSINESS PARK N
BAKERSFIELD, CA 93309-1651

Transactions

<i>Posting Date</i>	<i>Transaction Date</i>	<i>Description</i>	<i>Reference Number</i>	<i>Amount</i>
		Arr: 03/03/19 Dep: 03/08/19 Inv: 208538		
03/13	03/13	ONESTEPGPSCOM 18186592031 CA	55429509072717707566591	209.25
03/15	03/14	SPRINGHILL SUITES SACR SACRAMENTO CA	55432869073200976233856	354.00
		Arr: 03/14/19 Dep: 03/14/19 Inv: 073007		
03/21	03/20	MINDBODY, INC 805-4762700 CA	85454919079900014593818	445.40
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$4,975.87

Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	13.99%	\$0.00	\$0.00
CASH	26.49% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2019 TO FEBRUARY 29, 2020 (1 OF 12 MONTHS OR 8.33%)

Line Item	2019/20 Budget	3/1/19 - 3/31/19 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,472,134	169,928	11.5%	1,302,206
Head Start Subsidy	<u>709,204</u>	<u>21,172</u>	3.0%	<u>688,032</u>
Total Revenue	<u>2,181,338</u>	<u>191,099.53</u>	8.8%	<u>1,990,238</u>
Expenditures (Note B)				
Salaries	650,054	48,966	7.5%	601,088
Benefits	214,518	20,803	9.7%	193,715
Vehicle Gasoline, Repair/Maintenance	70,000	1,729	2.5%	68,271
Space Costs	101,200	5,270	5.2%	95,930
Supplies - Office & Food Service	114,900	14,205	12.4%	100,695
Equipment Repair/Maintenance	6,000	299	5.0%	5,701
Communication	13,000	922	7.1%	12,078
Risk Insurance	12,700	-	0.0%	12,700
Printing	1,700	-	0.0%	1,700
Hiring & Employee Costs	1,800	-	0.0%	1,800
First Aid	2,600	-	0.0%	2,600
Raw Food/Vended Meals	<u>1,047,490</u>	<u>66,391</u>	6.3%	<u>981,099</u>
Sub Total	2,235,962	158,584	7.1%	2,077,378
Adult Meals Prepared	188,000	17,126	9.1%	170,874
Indirect	<u>133,376</u>	<u>15,389</u>	11.5%	<u>117,987</u>
Total Expenditures	<u>2,557,338</u>	<u>191,099.53</u>	7.5%	<u>2,366,238</u>

	Prior Period	March 2019	Cum
Total Meals Prepared and Vended (Note C)	-	107,116	107,116
Total Meals Claimed	<u>-</u>	<u>81,188</u>	<u>81,188</u>
Difference	-	25,928	12,596

Percentage Claimed to Prepared/Vended		75.8%	75.8%
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Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/18 - 6/30/19 (7 OF 12 MONTHS = 66.67%)

Contract CMAP-7000	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	Total	%	% Earned to MRA
Provider Payments	\$ 383,575	\$ 503,590	\$ 555,543	\$ 555,506	\$ 543,335	\$ 548,867	\$ 515,820	\$ 530,165	\$ -	\$ -	\$ -	\$ -	\$ 4,136,401		
Add: Family Fees	<u>7,417</u>	<u>10,702</u>	<u>11,206</u>	<u>8,219</u>	<u>9,327</u>	<u>8,664</u>	<u>8,769</u>	-	-	-	-	-	<u>64,304</u>		
Net Provider Payments	\$ 390,992	\$ 514,292	\$ 566,749	\$ 563,725	\$ 552,662	\$ 557,531	\$ 524,589	\$ 530,165	\$ -	\$ -	\$ -	\$ -	\$ 4,200,705	83.54%	
Maximum Reimbursable Amount (MRA) for Provider Payments													6,977,689		60.20%
Administration & Support Services Revenue															
Provider Payments	\$ 390,992	\$ 514,292	\$ 566,749	\$ 563,725	\$ 552,662	\$ 557,531	\$ 524,589	\$ 530,165	\$ -	\$ -	\$ -	\$ -	\$ 4,200,705		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	<u>\$ 82,938</u>	<u>\$ 109,092</u>	<u>\$ 120,219</u>	<u>\$ 119,578</u>	<u>\$ 117,231</u>	<u>\$ 118,264</u>	<u>\$ 111,276</u>	<u>\$ 112,459</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 891,058</u>		
Program Administration/Support Services Costs															
Indirect (10% x MTDC) Costs	46,567	88,735	61,862	69,199	61,365	63,573	99,051	113,650	-	-	-	-	604,002	12.01%	
Transfer Indirect to CSBG	42,359	58,583	58,717	61,821	59,846	60,595	60,838	63,731	-	-	-	-	466,490	4.44%	
Total Operating Costs	<u>-</u>	<u>-</u>	<u>(56,318)</u>	<u>-</u>	<u>-</u>	<u>(186,689)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(243,007)</u>		
	\$ 88,927	\$ 147,318	\$ 64,260	\$ 131,020	\$ 121,210	\$ 67,521	\$ 159,889	\$ 177,381	\$ -	\$ -	\$ -	\$ -	\$ 827,485	16.46%	
Revenue Earned Over/(Under) Costs	<u>\$ (5,989)</u>	<u>\$ (38,226)</u>	<u>\$ 55,959</u>	<u>\$ (11,442)</u>	<u>\$ (3,979)</u>	<u>\$ 180,785</u>	<u>\$ (48,613)</u>	<u>\$ (64,922)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 63,573</u>		
TOTAL COSTS - NET OF FAMILY FEES	<u>\$ 479,918</u>	<u>\$ 661,610</u>	<u>\$ 631,009</u>	<u>\$ 694,745</u>	<u>\$ 673,873</u>	<u>\$ 495,010</u>	<u>\$ 684,478</u>	<u>\$ 707,546</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,028,190</u>	100.00%	

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

Provider payments	4,200,705
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	<u>891,058</u>

Note 2: The maximum reimbursable amount per the 2017/18 State contract is as follows:

Provider Payments	6,977,689	82.50%
Administration	1,268,671	15.00%
Support Services	211,445	2.50%
Maximum Reimbursable Amount (MRA)	<u>8,457,805</u>	<u>100.00%</u>

Note 3: The MRA for 2018/19 is \$1,387,939 greater than 2017/18

**COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2017/18 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/18 - 6/30/19 (9 OF 12 MONTHS = 75.0%)**

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-8049)														
Adjusted Days of Enrollment - Certified	5,122	6,161	4,840	5,773	4,656	4,388	4,442	4,070	5,026	-	-	-	44,478	
Reimbursement Rate per Child per Day	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	
Revenue Earned	\$ 245,773	\$ 295,598	\$ 232,230	\$ 276,991	\$ 223,399	\$ 210,551	\$ 213,115	\$ 195,284	\$ 241,126	\$ -	\$ -	\$ -	\$ 2,134,067	72.51%
Maximum Reimbursable Amount (MRA)													\$2,943,028	
CALIFORNIA STATE PRESCHOOL (CSPP-8120)														
Adjusted Days of Enrollment - Certified	2,323	3,543	4,545	7,498	7,369	6,446	7,383	7,186	8,426	-	-	-	54,720	
Reimbursement Rate per Child per Day	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	<u>X \$48.28</u>	
Revenue Earned	\$ 112,176	\$ 171,069	\$ 219,408	\$ 361,998	\$ 355,791	\$ 311,217	\$ 356,458	\$ 346,963	\$ 406,797	\$ -	\$ -	\$ -	\$ 2,641,878	62.12%
Maximum Reimbursable Amount (MRA)													\$4,252,800	
MIGRANT CHILD CARE (CMIG-8004)														
Adjusted Days of Enrollment - Certified	292	458	403	572	497	465	519	422	444	-	-	-	4,072	
Reimbursement Rate per Child per Day	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	<u>X \$47.98</u>	
Revenue Earned	\$ 14,020	\$ 21,959	\$ 19,352	\$ 27,448	\$ 23,858	\$ 22,291	\$ 24,882	\$ 20,271	\$ 21,308	\$ -	\$ -	\$ -	\$ 195,388	76.81%
Maximum Reimbursable Amount (MRA)													\$254,377	

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

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2017/18 State contracts.

Note 3: CCTR's MRA for 2018/19 is \$613,955 greater than 2017/18.
CSPP's MRA for 2018/19 is \$1,121,530 greater than 2017/18.
CMIG's MRA for 2018/19 is \$17,878 greater than 2017/18.

Division/CFO: Tracy Webster, CFO		Month/Year: March 2019		
Program/Work Unit: Not Applicable		Controller: VACANT		
Services: Overall financial and accounting functions of the organization				
Activities	March 2019		Year to Date (3/1/19 -3/31/19)	
Description	Number	Amount	Number	Amount
Bank Deposits	7	1,758,982	7	1,758,982
Wire Deposits	5	299,164	5	299,164
Head Start/IRS Drawdowns	4	2,706,120	4	2,706,120
Vendor Checks Issued	860	2,659,557	860	2,659,557
Payroll Disbursed		2,628,715		2,628,715
Grant Reports Prepared in March 2019	15		15	
Cal EITC				
Cal Fresh Outreach				
CSBG				
CSBG Discretionary				
CSBG 2018 Close-out				
Differential Response				
DOE				
Economic Empowerment				
Gang Prevention				
LIHEAP 2017 Close-out				
LIHEAP 2018				
LIHEAP 2019				
Realignment for Success				
United Way CES				
WIC				

Other: Total Division Staffing: 14 + 1 vacancies – 1 Controller

CFO	Controller
Accounting Manager	Finance Manager
Payroll Manager	Payroll Technicians (2)
Accountant (2)	Accounting Specialist
Accounting Technician (4)	Accounting Clerk

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 28, 2019

ASSETS

Cash in Bank	1,733,097
Cash - Vacation Reserve	476,062
Petty Cash	500
Accounts Receivable	3,189,395
Travel Advance	1,767
Prepaid Expense	322,057
Inventory	1,236,975
Net Fixed Assets - Unrestricted	2,167,561
Net Fixed Assets - Restricted	<u>9,157,072</u>

Total Assets 18,284,486

LIABILITIES AND NET ASSETS

Accounts Payable	1,898,677
Accrued Expenses	429,490
Accrued Vacation	1,002,447
Line of Credit	-
Note Payable	2,446,675
Advance Payable	1,689
Deferred Revenue	<u>363,294</u>

Total Liabilities 6,142,272

Total Net Assets 12,142,214

Total Liabilities and Net Assets 18,284,486

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2018 TO FEBRUARY 28, 2019

REVENUE

Grant Revenue	58,385,783
Donations	147,605
Other Revenue	5,612,945
In-Kind	<u>10,148,849</u>

Total Revenue 74,295,182

EXPENDITURES

Salaries	29,353,521
Benefits	8,432,984
Travel	621,621
Space Costs	5,379,174
Supplies	2,156,548
Consultant/Contract Services	2,385,542
Other Costs	2,409,464
Program Costs	8,010,988
Capital Expenditures	-
Indirect	5,250,786
In-Kind	<u>10,148,849</u>

Total Expenditures 74,149,476

Net Change in Assets 145,706

Net Assets, beginning 11,996,508

Net Assets, ending 12,142,214

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF MARCH 31, 2019

ASSETS

Cash in Bank	965,483
Cash - Vacation Reserve	620,572
Petty Cash	500
Accounts Receivable	23,319,190
Travel Advance	6,648
Prepaid Expense	344,720
Inventory	1,232,889
Net Fixed Assets - Unrestricted	2,142,726
Net Fixed Assets - Restricted	<u>9,157,072</u>

Total Assets 37,789,799

LIABILITIES AND NET ASSETS

Accounts Payable	674,476
Accrued Expenses	111,420
Accrued Vacation	608,244
Line of Credit	217,068
Note Payable	2,421,840
Advance Payable	3,134
Deferred Revenue	<u>21,629,143</u>

Total Liabilities 25,665,325

Total Net Assets 12,124,474

Total Liabilities and Net Assets 37,789,799

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2019 TO MARCH 31, 2019

REVENUE

Grant Revenue	3,377,889
Donations	3,145
Other Revenue	321,055
In-Kind	<u>919,507</u>

Total Revenue 4,621,596

EXPENDITURES

Salaries	1,805,680
Benefits	755,420
Travel	27,543
Space Costs	230,785
Supplies	90,243
Consultant/Contract Services	144,218
Other Costs	150,546
Program Costs	203,149
Capital Expenditures	14,856
Indirect	297,389
In-Kind	<u>919,507</u>

Total Expenditures 4,639,336

Net Change in Assets (17,740)

Net Assets, beginning 12,142,214

Net Assets, ending 12,124,474

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 03-31-19 (8.33%)**

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	28,835,210	1,792,228	27,042,982	6%
BENEFITS	9,237,350	713,520	8,523,830	8%
TRAVEL	609,186	22,435	586,751	4%
SPACE COST	3,881,405	216,359	3,665,046	6%
SUPPLIES	1,771,879	81,746	1,690,133	5%
EQUIPMENT	1,000	-	1,000	0%
CONSULTANT/CONTRACT SERVICES	2,032,545	73,816	1,958,729	4%
OTHER COSTS	2,474,485	139,176	2,335,309	6%
PROGRAM COSTS	9,437,766	200,844	9,236,922	2%
INDIRECT	5,032,142	311,995	4,720,147	6%
TOTAL	63,312,968	3,552,120	59,760,848	6%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 03-31-19 (8.33%)**

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	22,355,036	1,549,594	20,805,442	7%
BENEFITS	7,420,581	583,860	6,836,721	8%
TRAVEL	350,762	12,860	337,902	4%
SPACE COST	2,858,982	158,187	2,700,795	6%
SUPPLIES	1,410,827	51,990	1,358,837	4%
EQUIPMENT	-	-	-	No Budget
CONSULTANT/CONTRACT SERVICES	671,488	13,642	657,846	2%
OTHER COSTS	1,318,918	84,357	1,234,561	6%
PROGRAM COSTS	7,096,232	3,875	7,092,357	0%
INDIRECT	3,489,828	236,320	3,253,508	7%
TOTAL	46,972,654	2,694,684	44,277,970	6%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 03-31-19 (8.33%)**

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,523,579	153,367	3,370,212	4%
BENEFITS	1,030,935	71,632	959,303	7%
TRAVEL	109,950	5,765	104,185	5%
SPACE COST	565,434	38,800	526,634	7%
SUPPLIES	204,574	17,381	187,193	8%
EQUIPMENT	-	-	-	No Budget
CONSULTANT/CONTRACT SERVICES	8,985	295	8,690	3%
OTHER COSTS	266,558	15,677	250,882	6%
PROGRAM COSTS	1,685,551	167,810	1,517,741	10%
INDIRECT	604,331	45,712	558,619	8%
TOTAL	7,999,897	516,439	7,483,458	6%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 03-31-19 (8.33%)**

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,464,580	53,636	1,410,944	4%
BENEFITS	382,832	26,725	356,107	7%
TRAVEL	92,304	2,439	89,865	3%
SPACE COST	235,279	9,975	225,304	4%
SUPPLIES	82,222	9,370	72,852	11%
EQUIPMENT	-	-	-	No Budget
CONSULTANT/CONTRACT SERVICES	1,261,272	59,847	1,201,425	5%
OTHER COSTS	708,781	31,018	677,763	4%
PROGRAM COSTS	632,133	28,028	604,105	4%
INDIRECT	380,000	21,274	358,726	6%
TOTAL	5,239,403	242,312	4,997,091	5%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 03-31-19 (8.33%)**

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	807,941	18,792	789,149	2%
BENEFITS	221,237	12,425	208,812	6%
TRAVEL	39,380	1,231	38,149	3%
SPACE COST	94,385	8,850	85,535	9%
SUPPLIES	55,481	2,707	52,774	5%
EQUIPMENT	1,000	-	1,000	0%
CONSULTANT/CONTRACT SERVICES	88,550	1	88,549	0%
OTHER COSTS	95,417	6,562	88,855	7%
PROGRAM COSTS	17,350	1,131	16,219	7%
INDIRECT	101,673	4,913	96,760	5%
TOTAL	1,522,414	56,613	1,465,801	4%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 03-31-19 (8.33%)**

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	680,074	16,840	663,234	2%
BENEFITS	180,940	18,880	162,060	10%
TRAVEL	16,790	139	16,651	1%
SPACE COST	123,125	547	122,578	0%
SUPPLIES	16,575	297	16,278	2%
EQUIPMENT	-	-	-	No Budget
CONSULTANT/CONTRACT SERVICES	2,250	31	2,219	1%
OTHER COSTS	58,551	1,562	56,989	3%
PROGRAM COSTS	6,500	-	6,500	0%
INDIRECT	452,760	3,775	448,985	1%
TOTAL	1,537,565	42,071	1,495,494	3%

**COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 03-31-19 (8.33%)**

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,000	-	4,000	0%
BENEFITS	825	-	825	0%
TRAVEL	0	-	0	0%
SPACE COST	4,200	-	4,200	0%
SUPPLIES	2,200	-	2,200	0%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	0	-	0	0%
OTHER COSTS	26,260	-	26,260	0%
PROGRAM COSTS	0	-	0	0%
INDIRECT	3,550	-	3,550	0%
TOTAL	41,035	-	41,035	0%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2018/19
BUDGET TO ACTUAL - 3/1/18 TO 2/28/19 (12 OF 12 MONTHS = 100.0%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 5,059,589	\$ 5,502,967	108.8%	\$ (443,378)
Expenditures				
Salaries	2,820,260	2,674,642	94.8%	145,618
Benefits @ 24.11% actual	<u>674,091</u>	<u>584,944</u>	<u>86.8%</u>	<u>89,147</u>
Total Personnel Costs	3,494,351	3,259,586	93.3%	234,765
Operating Costs				
Travel	90,750	68,720	75.7%	22,030
Space Costs	187,900	209,022	111.2%	(21,122)
Supplies	138,400	114,752	82.9%	23,648
Consultant/Contract	630,725	841,152	133.4%	(210,427)
Other Operating Costs	<u>363,950</u>	<u>272,773</u>	<u>74.9%</u>	<u>91,177</u>
Total Operating Costs	1,411,725	1,506,419	106.7%	(94,694)
Total Expenditures	<u>\$ 4,906,076</u>	<u>\$ 4,766,004</u>	<u>97.1%</u>	<u>\$ 140,072</u>
Excess Indirect Revenue	<u>\$ 153,513</u>	<u>\$ 736,963</u>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	\$ 1,223,465	\$ 1,197,063	97.8%	\$ 26,402
Operations	1,394,366	1,370,576	98.3%	23,790
Executive	536,935	579,701	108.0%	(42,766)
Community Development	704,410	616,795	87.6%	87,615
Finance	<u>1,046,900</u>	<u>1,001,870</u>	<u>95.7%</u>	<u>45,030</u>
	<u>\$ 4,906,076</u>	<u>\$ 4,766,004</u>	<u>97.1%</u>	<u>\$ 140,072</u>

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2018/19
BUDGET TO ACTUAL - 3/1/19 TO 3/31/19 (1 OF 12 MONTHS = 8.33%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 5,413,827	\$ 311,995	5.8%	\$ 5,101,832
Expenditures				
Salaries	3,066,150	180,934	5.9%	2,885,216
Benefits @ 24.11% actual	<u>755,091</u>	<u>54,028</u>	<u>7.2%</u>	<u>701,063</u>
Total Personnel Costs	3,821,241	234,961	6.1%	3,586,280
Operating Costs				
Travel	93,650	3,110	3.3%	90,540
Space Costs	186,800	12,657	6.8%	174,143
Supplies	166,500	5,951	3.6%	160,549
Consultant/Contract	659,100	45,025	6.8%	614,075
Other Operating Costs	<u>345,050</u>	<u>9,749</u>	<u>2.8%</u>	<u>335,301</u>
Total Operating Costs	1,451,100	76,493	5.3%	1,374,607
Total Expenditures	<u>\$ 5,272,341</u>	<u>\$ 311,454</u>	<u>5.9%</u>	<u>\$ 4,960,887</u>
Excess Indirect Revenue	<u>\$ 141,486</u>	<u>\$ 541</u>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	\$ 1,034,632	\$ 63,160	6.1%	\$ 971,472
Operations	1,355,800	73,259	5.4%	1,282,541
Executive	612,204	40,864	6.7%	571,340
Community Development	705,930	48,270	6.8%	657,660
Finance	<u>1,563,775</u>	<u>85,901</u>	<u>5.5%</u>	<u>1,477,874</u>
	<u>\$ 5,272,341</u>	<u>\$ 311,454</u>	<u>5.9%</u>	<u>\$ 4,960,887</u>

Prepared Date: 04/11/2019

COMMUNITY ACTION PARTNERSHIP OF KERN
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING
5005 Business Park North
April 12, 2019
12:00 p.m.

MINUTES

1. **Call to Order**

Chairperson Curtis Floyd called the meeting to order at 12:04 pm at the Community Action Partnership of Kern Administrative Building, 5005 Business Park North, Bakersfield, CA.

2. **Roll Call**

Roll call was taken with a quorum present:

Present: Curtis Floyd, Warren Peterson, Yolanda Ochoa, Janea Benton, Guadalupe Perez, Fred Plane

Absent: None

Others Present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development Programs; Ralph Martinez, Director of Community Development; Ray Quan, Director of Human Resources; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Tracy Webster, Chief Financial Officer; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Executive Committee Meeting Agenda for April 12, 2019 as amended to move the Closed Session item in front of the New Business items. Carried by unanimous vote. (Plane/Benton).

4. **Public Forum:**

No one addressed the Committee.

5. **Special Presentations:**

No presentations were made.

6. **Closed Session:**

- a. Conference with Legal Counsel – Anticipated Litigation (Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9) (2 cases)

Motion was made and seconded to enter into Closed Session at 12:06 pm. Carried by unanimous vote. (Peterson/Plane).

7. **Closed Session Report:**

The Committee engaged in conversation with CAPK's attorney regarding two cases of anticipated litigation. There was no reportable action taken.

8. New Business

- a. Review and Adoption of Goals & Priorities for Current Year 2019 – Jeremy Tobias, Chief Executive Officer – **Action Item**.

Jeremy Tobias provided the Committee with a list of eleven goals that were approved by the Board on October 31, 2018. Curtis Floyd asked each Committee Member to offer their opinions on what they believe to be the top two to three goals:

- Fred Plane: Goal numbers 5, 9, and 2
- Lupe Perez: Goal numbers 6, 11, and 10
- Yolanda Ochoa: Goal numbers 2 and 9
- Warren Peterson: Goal numbers 2 and 10

Curtis asked Jeremy to provide an update on the Central Kitchen. Jeremy provided a brief history of the purchase, and the use over the past 15 years and advised the Committee that it no longer meets the needs due to substantial growth over the years. The Committee engaged in discussion of several options and at some point in the future, the Board will need to make a decision to stay in the current location or sell and obtain a larger more productive facility. There was also some discussion about the property owned by CAPK near the Food Bank, which may present options for relocating some of the operations in the future.

After further discussion, Warren Peterson suggested that one or two goals should be presented to the Board at each meeting to ensure that the staff is staying focused on the goals and the Board can be advised of the progress. Jeremy stated that the goals can be addressed at the proposed one-day Board Retreat and Strategic Planning Meeting which leads to the following agenda item.

- b. Planning and Scheduling of a Board Retreat – Jeremy Tobias, Chief Executive Officer - **Action Item**

Jeremy Tobias reported that the Board provided some direction at the last meeting to pursue a one-day retreat on a Saturday and for it to be held at an offsite location. While there was some discussion at the last meeting to hold the meeting out of the area, the Brown Act prohibits public meetings to be held outside the jurisdiction of the agency, which in the case of CAPK is Kern County (a copy of the brown Act produced by the League of California Cities was provided to the Committee). Jeremy proposed the meeting start at 8:30 am and run to approximately 4:30 pm. It was recommended that staff secure a location with smaller breakout rooms and some suggestions were: The Petroleum Club; Board of Realtors; and Chamber of Commerce. The Committee recommended the meeting be held on Saturday, June 8, 2019. Staff will poll the remaining Board Members to obtain a quorum and begin working to secure a location.

There was discussion about hiring an outside consultant to facilitate the meeting or perhaps ask one of the Division Directors or other staff to oversee the facilitation. Curtis asked the Division Directors that were present for a volunteer. Ray Quan, Director of Human Resources, volunteered and was subsequently appointed by the Board Chair.

Motion was made and seconded to approve the plan to move forward with a Board Retreat & Strategic Planning Meeting on June 8, 2019 if quorum is met. Carried by unanimous vote. (Perez/Ochoa).

9. Committee Member Comments

No comments were made.

10. **Next Scheduled Meeting**


Executive Committee Meeting
Wednesday, July 17, 2019
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

11. **Adjournment**

The meeting adjourned at 1:25 pm.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors
From: Lisa Price, Program Governance Coordinator 
Date: April 24, 2019
Subject: *Agenda Item VIII(a)*: January Policy Council Report – **Action Item**

The Policy Council convened on March 26, 2019 at which time quorum was established

Sylvia Ortega, Quality Assurance Manager, reviewed the Early Head Start Child Care Partnership Self-Assessment with Policy Council members. During her presentation Ms. Ortega stated that in the process of conducting the self-assessment, two program findings were unveiled. The areas of finding were specific to data as well as to program goals. Ms. Ortega further shared that Plans of Action have been developed to address these target areas. Upon conclusion of the presentation a motion was made, and subsequent unanimous approval obtained to approve the 2018-2019 Early Head Start Child Care Partnership Self-Assessment.

The additional “new business” action item presented, voted on and approved by the Council was the nomination and election of new members to various Policy Council subcommittees.

The next Policy Council meeting will be held on Tuesday May 21, 2019.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
March 26, 2019
5005 Business Park North ~ CAPK Administrative Office

1. **Call to Order** – Chairperson, Amber Dunlap, called the meeting to order at 5:30 p.m.
 - a. Moment of Silence, Pledge of Allegiance
 - b. Reading of Promise of Community Action
“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.”
2. **Roll Call/Set Quorum** – Secretary, Mayra Zambrano Quorum was established.
PC Members Present: Jacqueline Boykin, Amber Dunlap, Enrique Salazar Jr., Diana Reyes, Ana Lester, Lindsay Harrison, Nila Hogan, Andrea Martinez, Esther Maldonado, Estella Corrales, Mayra Zambrano, Kandy Ramos, Ashley Sabo, Yolanda Mefford, Yesenia Aranda and Yolanda Ochoa.
3. **Approval of Agenda** – Chairperson (**ACTION)
 - a. A motion to approve the March 26, 2019, revised meeting agenda was made by Enrique Salazar Jr., Nila Hogan seconded; motion carried unanimously.
4. **Approval of Minutes** – Chairperson (**ACTION)

A motion to approve the February 26, 2019, Policy Council minutes was made by Mayra Zambrano; Enrique Salazar Jr; seconded. Motion carried unanimously.
5. **Presentation of Guests/Public Forum**

The following guests were in attendance: Pam Pritchard, Assistant Director HS/EHS; Lisa Price, Program Governance Coordinator; Bryan Lopez IT Specialist; Debbie Connolly, EHS Partnership Coordinator; Donna Holland, Fiscal Administrator; Emily Gonzalez Demont, Assistant Director of Grants, Leslie Mitchell, Administrator of Education Support Services; Lois Hannible, Friendship House Program Manager; Iris Gonzalez, FSW II; Luz Adams, Program Manager and Leticia Villegas, Program Assistant/Translator.

 - a. *(The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the PC will take no action other than referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.)*
6. **Standing Committee Reports** (five minutes each)

School Readiness Committee – Mayra Zambrano, reported that the committee met on March 7, 2019 however they not met quorum. Ms. Zambrano shared Paulino Cruz presented the kindergarten readiness health topics and how Head Start prepares families for that transition. Alan Rodriguez shared newly released information about immunizations. Jane Felsoci discussed how Head Start Centers will begin introducing the cafeteria style dining as this is what most schools implement. The next meeting will be held on May 16, 2019.

Planning Committee – PC Planning did not meet during the month of March. Next meeting is scheduled for April 2, 2019.

Budget & Finance Committee – Budget & Finance did not meet. Next meeting is scheduled for April 16, 2019

By-Laws Committee – Esther Maldonado reported that the committee met on March 14, 2019. They reviewed the current bylaws with proposed tracked changes. The committee discussed and clarified the edits. The next meeting is scheduled for May 14, 2019.
7. **Presentations**
 - a. **The Friendship House ~ Lois Hannible, Friendship House Program Manager**

Lois shared a PowerPoint with the group and informed them about the programs and activities taking place at the Friendship House. She stated the Friendship house has been in existence since 1957. Some of the many program include, after school and summer programs; a community garden, a computer lab as well as food distribution every 4th Wednesday of each month. They also host a successful Pre-Employment Resource Program for youth ages 14-18, Gang Prevention Program, Parents on a Mission (POM) parenting classes and services provided by the Mexican Consulate. Lois emphasized that all the programs are free of charge. Ms. Hannibal encouraged everyone to become a volunteer, visit the facility and to share information with community members.
8. **New Business** – Chairperson (**ACTION)
 - a. **2018-2019 Early Head Start Child Care Partnership Self- Assessment ~ Sylvia Ortega, Quality Assurance Manager**

Sylvia Ortega reviewed the EHS Partnership Self-Assessment with the group. She shared the two findings as well as the Plans of Action and strategies we will utilize to address these issues. Upon conclusion of the presentation there was a recommendation for approval. Motion to approve the 2018-2019 Early Head Start Child Care Partnership Self-Assessment Report was made by Lindsay Harrison; Ana Lester seconded. Motion carried unanimously.

- b. **Election of Policy Council Members to subcommittees** ~ Yesenia Aranda, Yolanda Mefford
Motion to approve Yesenia Aranda to the Planning Committee and Yolanda Mefford to the Budget & Finance committee; was made by Diana Reyes; seconded by Ashley Sabo. Motion carried unanimously.

9. **Communications**

- a. Kern Head Start Budget vs. Actual Expenditures, March 1, 2018 through February 28, 2019
- b. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2018 through February 28, 2019
- c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2018 through January 31, 2019 (interim year-end)
- d. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2018 through February 28, 2019
- e. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2018 through February 28, 2019
- f. Parent Local Travel & Child Care through February 28, 2019
- g. Parent Activity Funds through February 28, 2019
- h. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2018 through February 28, 2019
- i. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2018 through January 31, 2019 – Final
- j. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2019 through February 28, 2019
- k. ACF-IM-HS-19-01 – General Disaster Recovery Flexibilities; Issuance Date: March 6, 2019
- l. Policy Council School Readiness Meeting Minutes ~ (English/Spanish)
- m. Policy Council Bylaws Meeting Minutes ~ (English/Spanish)
- n. Resignation Memo for Policy Council Member Mariely Torres Othon ~ (English/Spanish)
- o. 2019 Community Needs Survey Focus Group (English/Spanish)
- p. Celebrate National CACFP Week – Sample Menu
- q. Kern County Public Health Department Mobile Health Clinic ~ April 2019
- r. Children’s Mobile Immunization Program ~ March 2019 (English/Spanish)
- s. CAPK Agency School Readiness Meeting Dates ~ 2018-2019
- t. Policy Council Meeting Dates ~ 2018-2019

The Chairperson called for a motion to receive and file Communication items (a)-(t). Motion made by Yolanda Ochoa to receive and file communication (a)-(t).

10. **School Readiness Report** – Leslie Mitchell

Leslie Mitchell welcomed the group to the meeting and provided a brief overview about her team. A PowerPoint was shown which provided updates on the Education and Wellness component of School Readiness. DRDP 2015 spring assessments, Parent/Teacher conferences, CLASS, Getting Ready for Kindergarten as well as Wellness Training information was shared. Upon conclusion of the presentation Leslie provided additional information to questions posed by the group.

11. **Program Governance Report/Training** – Lisa Price, Program Governance Coordinator

Ms. Price thanked everyone for their participation. She welcomed new Policy Council members Yolanda Mefford and Yesenia Aranda. Ms. Price also provided information on a Free Citizenship workshop taking place on April 6, 2019 and shared information about the upcoming CAPK Disabilities Committee Parent Resource Fair scheduled for April 25, 2019.

12. **Community Representative Report** – Ana Lester/Lindsay Harrison

Ms. Lester shared information about ways to support children’s personal growth and ways to increase their self-confidence through positive mindset. She also shared tips and activities for children and parents during Spring Break. Ms. Harrison distributed a flyer on upcoming classes to be held in partnership between Standard School District and Kern Health Care. Classes will cover a variety of topics including asthma, exercise, nutrition and more.

13. **Early Head Start San Joaquin Report** – Rashi Strother

On behalf of Rashi, Policy Council member Estela Corrales provided the San Joaquin report. Ms. Corrales shared information about donations provided by Pepsi Cola for their parent meeting, she also shared their excitement about the parent participation.

14. **Early Head Start Partnership Report** – Debbie Connolly, EHS Partnership Coordinator

Ms. Connolly shared information about the Blanton’s center CCTR application for which they qualified and are waiting to find out how much they were awarded. She added that they have a new director for the Partnership at the Bakersfield College and a new teacher in training at Garden Pathways.

15. **Board of Directors Representatives Report** – Yolanda Ochoa, Board of Director’s Representative

Ms. Ochoa reported that the Board of Director’s will meet tomorrow (March 27, 2019) and because of this there was not much to report with the exception that some of the items shared at Policy Council were also shared at PRE (BOD subcommittee).

16. **Director’s Report (HS/State Child Development)** – Yolanda Gonzales, Head Start/State Child Development Director

Pam Pritchard, Assistant Director of Program, Head Start/State Child Development reported on behalf of Ms. Gonzales who was unable to attend but extended her best wishes. Ms. Pritchard discussed the Spring break schedule for this program year stating it will begin on April 15, 2019. She also requested assistance from the members to spread the word about Early

Head Start as there are a few vacancies needing to be filled in order to meet full enrollment in the Home Base option as well as in the Bakersfield College Partnership.

17. Policy Council Chairperson/Announcements – Amber Dunlap, Chairperson

Ms. Dunlap thanked everyone for attending and noted that when driving to watch for children because sometimes they don't pay attention when they are busy playing. She also gave a reminder announcement that the next Policy Council meeting will be on April 23, 2019.

18. Adjournment –Chairperson

The meeting was adjourned at 6:36 p.m. by the Chairperson.