

COMMUNITY ACTION PARTNERSHIP OF KERN  
BOARD OF DIRECTORS MEETING

5005 Business Park Drive, Bakersfield, CA  
August 21, 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 June 26, 2019 Board of Directors meeting – **Action Item (p. 4-9)**

**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**

- a. No special presentation is scheduled.

**VI. New Business**

- a. Health Insurance Broker Update: 2020 Carrier Plan Options – Ray Quan, Director of Human Resources – **Info Item (p. 10)**
- b. Early Head Start Child Care Partnership Contracts – Esperanza Contreras, Partnership Administrator – **Action Item (p. 11-20)**
- c. Energy Receptionist and Fiscal Coordinator Revised Job Descriptions – Margaret Palmer, Energy Program Administrator - **Action Item (p. 21-27)**
- d. Energy Appliance Sub-Contractor Contracts - Kerri Davis, Business Manager – **Action Item (p. 28-94)**

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- e. Governance, Leadership, and Oversight Capacity Screener and Resolution – Jerry Meade, Program Design & Management Administrator – **Action Item (p. 95-112)**
- f. Appointment of Ad-hoc Committee to Review Homeless Program Initiatives – Pritika Ram, Director of Administration – **Info Item (verbal)**
- g. Coordinated Entry System & Homeless Presentation – Pritika Ram, Director of Administration & Rebecca Moreno, CES Program Coordinator – **Info Item (p. 113-120)**

**VII. Committee Reports**

- a. Executive Committee Report – Jeremy Tobias, Chief Executive Officer – **Action Item**
  - i. Minutes from the July 24, 2019 Committee Meeting (**p. 121-125**)
  - ii. Travel Policy (**p. 126-131**)
  - iii. Cash Disbursement Policy (**p. 132-136**)
  - iv. Addition of Assistant to the Director of Operations (**p. 137-142**)
  - v. Agency-Wide Budget Revision (**p. 143-152**)
  - vi. Update on Ridgecrest Earthquake Response (verbal)
  - vii. CalFresh Healthy Living Program (**p. 153-154**)
  - viii. Head Start / Early Head Start Budget to Actual Reports (**p. 155-170**)
  - ix. Resolution to approve the request to Region IX to combine Early Head Start Child Care Partnership grant numbers 09HP0036 and 09HP00163 (**p. 171**)
  - x. WIC Contract – October 1, 2019 to September 30, 2022 (**verbal**)
  - xi. CFO Report (**p. 172-216**)
  - xii. CEO Report (**Verbal**)
- b. PRE Committee Report – Sheila Shegos, Outreach & Grant Administrator – **Action Item**
  - i. Minutes from the August 7, 2019 Committee Meeting (**p. 217-219**)
  - ii. Food Bank Presentation
  - iii. June & July 2019 Program & Division Reports (**p. 220-235**)
  - iv. Application Status Reports and Funding Requests for June & July 2019 (**p. 236-246**)
  - v. June & July 2019 Head Start / State Child Development Enrollment Update and Meals Report (**p. 247-248**)
- c. Audit & Pension Committee Report – Tracy Webster – Chief Financial Officer – **Action Item**
  - i. Minutes from the August 8, 2019 Committee Meeting (**p. 249-250**)
  - ii. 2<sup>nd</sup> Quarter 2019 Pension Plan Update (**p. 251-278**)
  - iii. First 5 Kern Annual Administrative Review of East Kern Family Resource Center (**p. 279-280**)
  - iv. City of Bakersfield Facility Monitoring for the CDBG Program Agreement Number ED 16-202 (**p. 281-282**)
  - v. California Department of Community Services & Development Desk Review Report C-19-019 for CSBG Contract Number 19F-4015 (**p. 283-285**)
- d. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – **Action Item**
  - i. Minutes from the August 14, 2019 Committee Meeting (**p. 286-289**)
  - ii. Application Status Report for June & July 2019, and Funding Requests (**p. 290-299**)
  - iii. Head Start and Early Head Start Budget to Actual Reports (**p. 300-321**)
  - iv. Finance Staffing Changes (**p. 322-338**)
  - v. Discretionary Fund Update (**p. 339**)
  - vi. Financial Statements for July 2019 (**p. 340-403**)

**VIII. Advisory Board Reports**

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- a. Head Start Policy Council Report – Nila Hogan, Policy Council Representative – **Action Item**
  - i. August 2019 Policy Council Report (**p. 404**)
  - ii. June 25, 2019 Policy Council Minutes (**p. 405-407**)
- b. Friendship House Advisory Report – Sheila Shegos, Outreach & Grant Administrator – **Action Item (verbal report)**

**IX. Chief Executive Officer Report** – No Report

**X. Board Member Comments**

**XI. Closed Session**

**XII. Closed Session Report**

**XIII. Next Scheduled Meeting**

Board of Directors Meeting  
Wednesday, September 25, 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](http://www.capk.org) by 12:00 pm, August 16, 2019. Paula Daoutis, Administrative Coordinator*

COMMUNITY ACTION PARTNERSHIP OF KERN  
BOARD OF DIRECTORS MEETING

5005 Business Park North, Bakersfield, CA

June 26, 2019  
12:00pm

**MEETING MINUTES**

**I. Call to Order**

Secretary Yolanda Ochoa called the meeting to order at 12:02 pm at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

- 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, Jose Gurolla, Craig Henderson, Nila Hogan, Mike Maggard, Jonathan Mullings, Yolanda Ochoa, Marian Panos, Guadalupe Perez, Fred Plane, Ana Vigil

Absent: Curtis Floyd, Lorena Fernandez, Jose Gurrola, Warren Peterson

Others Present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development; Ralph Martinez, Director of Community Development; 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 June 26, 2019. Carried by unanimous vote. (Henderson/Plane).

**III. Approval of meeting minutes**

- a. Minutes of May 29, 2019 Board of Directors meeting.

Motion was made and seconded to approve the minutes of the May 29, 2019 meeting. Carried by unanimous vote. (Henderson/Hogan).

**IV. Introduction of Guests/Public Forum:**

No one addressed the Board.

**V. Special Presentations**

- a. No special presentations were made.

**VI. New Business**



- a. Resolution to approve the Submission of the 2019-2020 California Department of Education Contracts (CSPP, CMIG, CMSS, CCTR, CMAP) – Donna Holland, Fiscal Administrator and Carmen Segovia, Director of Health & Nutrition – **Action Item**

Donna Holland reported that the Board of Directors previously approved the submittal of five applications for California Department of Education programs described in the memo provided in the agenda packet. The contracts were received and require a Board Resolution to approve CEO Jeremy T. Tobias, to execute the contracts and all subsequent amendments throughout the contract period. The total sum of all contracts is \$15,946,166. Staff recommends Board approval.

Motion was made and seconded to approve the submission of the 2019-2020 California Department of Education Contracts (CSPP, CMIG, CMSS, CCTR, CMAP), with Resolution authorizing CEO Jeremy T. Tobias to execute the contracts and subsequent amendments to the contracts during the contract period. Carried by unanimous vote. (Plane/Henderson)

- b. 2019-2020 Early Head Start and Head Start School Readiness Goals – Leslie Mitchell, Administrator of Education and Support Services – **Action Item**

Leslie Mitchell presented the 2019-2020 Early Head Start and Head Start Readiness Goals, which includes five domains that are aligned with the Desired Results System and the Head Start Early Learning Outcomes. School Readiness Goals must be presented to the Office of Head Start (OHS) annually and it is an essential tool for teachers and parents that includes strategies to create developmental learning outcomes.

Marian Panos asked if every family receives a copy of the School Readiness Goals. Leslie confirmed that after Board approval, the School Readiness Goals are printed, and copies are placed in every classroom. Leslie also stated that throughout the year, monthly meetings are held for Policy Council members and parents. At the end of the school year, all stakeholders are invited to participate in the goal setting process.

Motion was made and seconded to approve the 2019-2020 Early Head Start and Head Start School Readiness Goals. Carried by unanimous vote. (Henderson/Vigil).

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

Emilio Wagner introduced John LaSalle from USI who presented the results of the Workers Compensation Insurance proposals. Three carriers submitted proposals, and after a complete evaluation of each, staff recommends Berkshire Hathaway, CAPK's existing Workers Comp carrier, based on quality of service and a 13% reduction in premium fees from the prior policy year.

Motion was made and seconded to approve the Workers Compensation Insurance Renewal with Berkshire Hathaway and authorize Chief Executive Officer, Jeremy T. Tobias, to bind coverage for the 2019-2020 policy year. Carried by unanimous vote. (Plane/Mullings).

- d. Coordinated Entry System (CDS) Update – Rebecca Moreno, CES Program Coordinator – **Info Item**

Rebecca Moreno presented a status update of the Coordinated Entry System (CES). As of May 2019, staff began conducting assessments for the at-risk population, persons at imminent risk of being homeless, which increased the call volume by more than 140 calls per month. This increase is a result of direct referrals from other agencies who have begun directing clients to 211 CES. The percentage breakdown of calls is noted in the PowerPoint presentation within the agenda packet.

Staff is currently working with the HMIS System Administrator to develop and implement the electronic process for the prioritization match list. Rebecca stated that the CES assessments are placed on the at-risk prioritization match list and are matched with resources as they become available. Clients coming through CES are put on top of the list.

Jimmie Childress asked if callers receive services from CAPK. Rebecca replied that callers are referred out to local service providers. When asked if the at-risk individuals are provided with beds, Rebecca replied that there are not enough beds in the community, there is a shortage of shelter and temporary housing. Mike Maggard said that the City working to secure 200 beds, and hoping the County will provide an additional 200 beds.

Janea Benton asked Jeremy Tobias if funds from Measure N are being allocated to the homeless issues. Jeremy said the City does not have beds at this time. The committee voted to have the city allocate low barrier and long-term beds, and will hire a service provider. It was recently announced that a location has been identified (Golden State Hwy. and Q Street). Jeremy said timing is at least a year or more out before the site is up and running, but also noted that the current providers are trying to add beds.

Janea Benton asked about the intake process, and what questions are asked during the initial screening to determine how individuals became homeless. Rebecca responded that the homeless individuals are asked about their mental health and addictions to determine if there is a barrier for placement, or the reason they became homeless. They are also asked if they are fleeing from domestic violence. The assessment is the same as for the Homeless Shelter and all data is captured at the time of enrollment.

Janea Benton also asked how the information being collected is being communicated. Ana Vigil stated that all homeless collaborative members can access the HMIS system. The information is protected with the same as regulations as HIPPA. Names are not displayed, only ID numbers.

Mike Maggard complimented Jeremy Tobias & Staff and said there is a reason why CAPK was chosen to operate the Coordinated Entry System. More people are becoming aware of CAPK and additional requests for CAPK services is to be expected.

Mike Maggard asked if other CAP agencies operate homeless or drop-in shelters. Jeremy replied that CAP SLO does, and several staff have toured the facility. Mike asked Jeremy to collect information about how the program operates and present it to the Board, and further asked if it is foreseeable that CAPK can get into this arena and find revenue to hire staff to manage it. Jeremy said he and staff will collect information from other CAP agencies but focus on CAP SLO to determine how they operate and how they are funded (i.e., Contributions from County & City or grant funding). CAP SLO has beds and are a full facility. Jeremy reminded the Board that CAPK had applied for funding for a day drop-in center, however, the County decided to go a different direction and CAPK was not successful in obtaining funding. Other funding options can be researched.

Janea Benton congratulated the team and said the new staff from CES are doing a fantastic job. Rebecca said staff is growing with three staff members and one more is expected to be hired soon.

Janea Benton said that she believes it will be very helpful to know more about the Measure N spending allocations and requested that Jeremy Tobias provide regular updates to the Board.

e. Strategic Plan Update – Ralph Martinez, Director of Community Development – ***Info Item***

Sheila Shegos provided a handout and briefly discussed the 6 short-term Strategic Plan Goals identified in 2016, which are centered around community needs (as was captured in recent CAP report). Sheila stated that Ralph Martinez previously reported that Goal 6 was too broad and would be brought back to the Board at a later date. The handout lists the goals and accomplishments from the standpoint of the Community Development Division, but not necessarily the view from CAPK as a whole so the document will be

distributed to all teams and leadership for feedback & input. Goal groups will convene after July 1, 2019 to discuss next steps and future planning.

Janea Benton asked about the format for the goals and accomplishments and how they are being recorded and measured. Sheila replied that the current document is approximately 200 pages and staff will look at the reporting process to look for options to streamline. Janea asked if the Strategic Plan will be discussed at the Board Retreat in August and Jeremy replied that it is one of the items on the agenda and other agenda items will be proposed at the Executive Committee meeting in July.

f. Housing Strategy – Ralph Martinez, Director of Community Development – **Info Item**

Ralph Martinez introduced Yvonne Delgado, a consultant from CCEDA, who is providing assistance to CAPK. Ralph explained that CAPK has used their consulting services numerous times in the past.

Yvonne said she has been working with CCEDA for the last few months, and has extensive experience in nonprofit management, business development, and grant writing. In addition, Yvonne has previous experience in working with an Affordable Housing Developer. As part of her work with CCEDA, Yvonne provides technical assistance to CAP agencies through a state grant and she has been exploring opportunities for CAPK to engage in housing to meet the needs of current clients, and to see what opportunities may lie ahead to expand services. Yvonne will research opportunities for CAPK by utilizing current assets and land and she will report back to the Board in the coming months.

**VII. Committee Reports**

- a. Executive Committee Report – Jeremy Tobias, Chief Executive Officer – Action Item
- i. Minutes from the June 5, 2019 Committee Meeting
  - ii. Head Start / Early Head Start Kern Carry Over Fund Request for Budget Year 2018-2019 with Resolution.

Jeremy Tobias reported the Committee met on June 5 for a special meeting to hear one item, a special Head Start carryover request. Jeremy explained that a small savings was discovered in the amount of \$210,142 and rather than let the money go unused, staff consulted with the Office of Head Start (OHS) and they recommended staff seek Board approval to expend the unused funds to pay down the mortgage at the Pete Parra Child Development Center. The Executive Committee approved the request with Resolution, and the unused funds will be spent as recommend by staff and the OHS.

Motion was made and seconded to approve the Executive Committee Report and all items presented. Carried by unanimous vote. (Henderson/Plane).

- b. PRE Committee Report – Ralph Martinez, Director of Community Development – **Action Item**
- i. Minutes of the June 12, 2019 Committee Meeting
  - ii. East Kern Family Resource Center Presentation
  - iii. May 2019 Program & Division Reports
  - iv. Application Status Reports and Funding Requests for May 2019
  - v. Organizational Standards Update
  - vi. May 2019 Head Start / State Child Development Enrollment Update and Meals Report
  - vii. Funding Request to Richard Heath & Associates, Inc. for Energy Savings Assistance Program (ESA)
  - viii. Early Head Start San Joaquin 2018-2019 Self-Assessment
  - ix. Head Start / State Child Development 2018-2019 Self-Assessment

Ralph Martinez reported the Committee met on June 12, 2019. All action items on the agenda were approved by the Committee.

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

- c. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – **Action Item**
- i. Minutes from the June 19, 2019 Committee Meeting
  - ii. Application Status Report for May 2019, and Funding Requests
  - iii. Head Start and Early Head Start Budget to Actual Reports
  - iv. Approval of the Employee 1.77% COLA for the CEO Position with Resolution
  - v. Federal Financial Report
  - vi. Review and Approval of Job Descriptions and Salary Ranges for Director of Community Development, Director of Health & Nutrition, and Director of Head Start / State Child Development
  - vii. Discretionary Fund Update
  - viii. Financial Statements for May 2019

Tracy Webster reported that the Budget & Finance Committee met on June 19, 2019, and all action items were approved, including Resolution 2019-08, approving the 1.77% COLA for the CEO position.

For the Discretionary Fund, Tracy reported that the balance is \$543,642 as of May 31, 2019. There was a net decrease of \$16,515 for the month of May, which is attributed to the Humanitarian Awards Banquet. The net gain to date for the banquet is \$22,391 and additional income is expected through the month of July. The final income and expenses for the event will be reported once all have been input.

The Financial Statements from May 2019 were provided to the Board and Tracy Webster stated that it was not necessary to borrow from the line of credit for the month of May. Central Kitchen budget to actual is on target, and all five of the California Department of Education (CDE) contracts are performing well after having received significant increases. However, the MCAP and CSPP contracts will most likely not earn their full contract due to the large increase in funding and inability to meet enrollment expectations in a short amount of time. Tracy also reported that the Finance Division is fully staffed and performing well. The interim audit commenced in May and staff is working on the close-out process. The agency expenditures are at 22% for the year, which is slightly less than the 25% budgeted. The Indirect Fund shows revenue exceeds expenditures by \$21.8% which is less than 25% budgeted.

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

## VIII. Advisory Board Reports

- a. Head Start Policy Council Report – Nila Hogan, Policy Council Representative - **Action Item**
- i. June 2019 Policy Council Report
  - ii. May 21, 2019 Meeting Minutes
  - iii. June 6, 2019 Special Call Minutes

Nila Hogan provided the Policy Council report for June 2019 and provided highlights from the May 21 and June 6, 2019 meeting minutes.

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

- b. Friendship House Advisory Board Report – Ralph Martinez, Director of Community Development – **Action Item**

Ralph Martinez introduced Margo Perry, Friendship House Advisory Board Member. Margo reported that the Advisory Board is currently in the process of planning the annual gala, and changed the name of the

event from Mixer & More to Friendship House Gala. The event will be held at the Bakersfield Museum of Art on October 24, 2019.

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

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

- a. Jeremy Tobias presented Ralph Martinez, Director of Community Development, with a retirement gift and thanked him for his 21 years of dedicated service to CAPK. Ralph thanked the Board and said that he has enjoyed working with a variety of members over the years.

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

**X. Board Member Comments**

All members congratulated Ralph Martinez on his retirement and thanked him for his many years of service to CAPK.

**XI. Closed Session**

**XII. Closed Session Report**

**XIII. Next Scheduled Meeting**

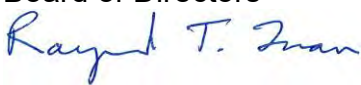
Board of Directors Meeting  
Wednesday, August 21, 2019  
12:00 p.m.  
5005 Business Park North  
Bakersfield, CA 93309

**XIV. Adjournment**

The meeting adjourned at 1:49 pm.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors  
  
**From:** Raymond Quan, Director of Human Resources  
**Date:** August 21, 2019  
**Subject:** *Agenda Item VI(a):* Health Insurance Broker Update 2020 Carrier Plan Options –  
Info Item

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For the 2020 plan year, USI will be presenting health insurance renewal carrier options, and will provide information on quotes from solicited carriers. Our open enrollment period will begin in October - November 2019 with an effective date of January 01, 2020 to December 31, 2020.

USI will discuss our overall plan design and review carrier options, as well as seek the Board's and staff guidance on the next steps, which may involve further review of the carrier proposals and employee-employer share of costs.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors



**From:** Esperanza Contreras, Partnership Administrator

**Date:** August 21, 2019

**Subject:** *Agenda Item VI(b)*: Early Head Start Child Care Partnership Contracts – **Action Item**

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As the Board of Directors are aware, Early Head Start has childcare partnership contracts with Garden Pathways, Kern County Superintendent of Schools and Kern Community College District. These contracts were awarded following a formal Request for Proposals (RFP) process that began in 2016. All three (3) contracts are due for renewal. Funding for these contracts was awarded to CAPK for the next five (5) year period.

CAPK was also awarded the EHS Partnership expansion grant for an additional seventy-two (72) partnership slots. Through the recent RFP process, West Kern Community College District was awarded the opportunity to partner with CAPK. This new partnership will provide service to forty-two (42) children. Staff will continue to seek additional partners to fill the remaining slots.

Three (3) agreements are eligible for renewal:

1. Garden Pathways five (5) year renewal that shall not exceed the amount of \$403,260 equal to 60 months at \$6,721 per month.
2. Kern County Superintendent of Schools five (5) year renewal agreement that shall not exceed the amount of \$635,520 equal to 60 months at \$10,592 per month.
3. Kern Community College District five (5) year renewal agreement that shall not exceed the amount of \$1,271,040 equal to 60 months at \$21,184 per month.

The new agreement is as follows:

1. West Kern Community College District agreement that shall not exceed the amount of \$1,512,000 equal to 60 months at \$25,200 per month.

**Recommendation:**

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

Attachments:

Resolution #2019-11

Garden Pathways Amendment I

Kern County Superintendent of Schools Amendment II

Kern Community College District Amendment II

West Kern Community College District Contract for Services Agreement

## RESOLUTION # 2019-11

### **A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Early Head Start Partnership Contracts**

The Board of Directors of Community Action Partnership of Kern (CAPK) located at 5005 Business Park North, Bakersfield, CA 93309, met on August 21, 2019 in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

**WHEREAS**, the Head Start State Child Development program is requesting approval of the Early Head Start Child Care Partnership contract for period September 1, 2019 through February 29, 2024; and

**WHEREAS**, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the aforementioned contracts; and

**WHEREAS**, the Office of Head Start requires that an authorized signatory be named for the Early Head Start Child Care Partnership program contracts; 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 regards to the Early Head Start Child Care Partnership contract and any subsequent amendments during the contract period.

**APPROVED** by a majority vote of the Directors of the Community Action Partnership of Kern, this 21<sup>st</sup> day of August 2019.

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Curtis E. Floyd, Chair  
CAPK Board of Directors

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Date





**AMENDMENT I TO CONTRACT FOR SERVICES AGREEMENT**

This is Amendment I to the Contract for Services Agreement (“Agreement”) dated September 1, 2016 by and between Garden Pathways and Community Action Partnership of Kern (“CAPK”). The effective date for this Amendment I will be August 31, 2019.

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

This period of performance for this Agreement shall be from September 1, 2019 through August 31, 2024. This agreement may be terminated by either party with or without cause for any reason upon thirty (30) days written notice.

**Section 1 of Attachment B to the original Agreement is revised to read as follows:**

1. Payment Limits – Payment by CAPK for services performed by Contractor shall be six hundred eleven dollars (\$611.00) per enrolled Early Head Start (“EHS”) child per month. The Contractor agrees to have the number of enrolled slots be eleven (11) through attrition. The total maximum monthly reimbursement is six thousand seven hundred twenty-one dollars (\$6,721.00).
2. Total payments to Contractor under this portion of the Agreement shall not exceed \$403,260.00 equal to 60 months at \$6,721.00 per month.
  - Budget Period 1 09/01/2019 – 08/31/2020 12 months x \$6,721 \$80,652.00
  - Budget Period 2 09/01/2020 – 08/31/2021 12 months x \$6,721 \$80,652.00
  - Budget Period 3 09/01/2021 – 08/31/2022 12 months x \$6,721 \$80,652.00
  - Budget Period 4 09/01/2022 – 08/31/2023 12 months x \$6,721 \$80,652.00
  - Budget Period 5 09/01/2023 – 09/31/2024 12 months x \$6,721 \$80,652.00

In addition, training and technical funds to cover trainings, conferences, classes and workshops for Contractor staff will be covered by CAPK when they are pre-approved and deemed necessary to meet Head Start requirements.

Contractor shall submit invoices for services rendered to CAPK within thirty (30) days of the end of the calendar month. Contractor shall furnish invoices in a form acceptable to CAPK. All amounts paid by CAPK to the Contractor shall be subject to audit by CAPK. Upon receipt of an acceptable invoice, payment shall be made in a reasonable time upon approval by CAPK that payment shall be made to the address specified in section 10 of the Agreement.

**Section 6.b. of Attachment B to the original Agreement is revised to read as follows:**

**6. Fiscal Provisions –**

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

- Budget Period 1 09/01/2019 – 08/31/2020 12-months x \$1,682.25 @ 25% \$20,163.00
- Budget Period 2 09/01/2020 – 08/31/2021 12 months x \$1,680.25 @ 25% \$20,163.00
- Budget Period 3 09/01/2021 – 08/31/2022 12 months x \$1,680.25 @ 25% \$20,163.00
- Budget Period 4 09/01/2022 – 08/31/2023 12 months x \$1,680.25 @ 25% \$20,163.00
- Budget Period 5 09/01/2023 – 08/31/2024 12 months x \$1,680.25 @ 25% \$20,163.00

Both parties wish to extend and continue said agreement; it is agreed that said agreement is extended for (5) additional years now expiring on August 31, 2024.

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

**VENDOR: GARDEN PATHWAYS**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN**

**Signed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Jeremy T. Tobias, Chief Executive Officer**



## **AMENDMENT II TO CONTRACT FOR SERVICES AGREEMENT**

This is Amendment II to the Contract for Services Agreement (“Agreement”) dated September 1, 2016 by and between Kern County Superintendent of Schools and Community Action Partnership of Kern (“CAPK”). The effective date for this Amendment I will be August 31, 2019.

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

This period of performance for this Agreement shall be from September 1, 2019 through August 31, 2024. This agreement may be terminated by either party with or without cause for any reason upon thirty (30) days written notice.

### **Section 1 of Attachment B to the original Agreement is revised to read as follows:**

1. **Payment Limits** – Payment by CAPK for services performed by Contractor shall be six hundred sixty-two dollars (\$662.00) per enrolled Early Head Start (“EHS”) child per month for a maximum of sixteen (16) enrolled EHS children from 09/01/2016 to 08/31/2024. The total maximum monthly reimbursement is ten thousand five hundred ninety-two dollars (\$10,592.00).

Total payments to Contractor under this portion of the Agreement shall not exceed \$635,520.00 equal to 60 months at \$10,592.00 per month.

- Budget Period 1 09/01/2019 – 08/31/2020 12 months x \$10,592 \$127,104.00
- Budget Period 2 09/01/2020 – 08/31/2021 12 months x \$10,592 \$127,104.00
- Budget Period 3 09/01/2021 – 08/31/2022 12 months x \$10,592 \$127,104.00
- Budget Period 4 09/01/2022 – 08/31/2023 12 months x \$10,592 \$127,104.00
- Budget Period 5 09/01/2023 – 08/31/2024 12 months x \$10,592 \$127,104.00

In addition, training and technical funds to cover trainings, conferences, classes and workshops for Contractor staff will be covered by CAPK when they are pre-approved and deemed necessary to meet Head Start requirements.

Contractor shall submit invoices for services rendered to CAPK within thirty (30) days of the end of the calendar month. Contractor shall furnish invoices in a form acceptable to CAPK. All amounts paid by CAPK to the Contractor shall be subject to audit by CAPK. Upon receipt of an acceptable invoice, payment shall be made in a reasonable time upon approval by CAPK that payment shall be made to the address specified in section 10 of the Agreement.

### **Section 5.d. of Attachment B to the original Agreement is revised to read as follows:**

5. **Fiscal Provisions** –
  - d. The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS-Child Care Partnership (as defined by the Administration for Children and Families), as determined solely by CAPK. All Non-Federal

Share contributions pursuant to this Agreement must be approved as such by CAPK in accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CFR Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.

- Budget Period 1 09/01/2019 – 08/31/2020 12 months x \$2,648 @ 25% \$31,776.00
- Budget Period 2 09/01/2020 – 08/31/2021 12 months x \$2,648 @ 25% \$31,776.00
- Budget Period 4 09/01/2021 – 08/31/2022 12 months x \$2,648 @ 25% \$31,776.00
- Budget Period 5 09/01/2022 – 08/31/2023 12 months x \$2,648 @ 25% \$31,776.00
- Budget Period 6 09/01/2023 – 08/31/2024 12 months x \$2,648 @ 25% \$31,776.00

Both parties wish to extend and continue said agreement; it is agreed that said agreement is extended for (5) additional years now expiring on August 31, 2024.

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

**VENDOR: KERN COUNTY SUPERINTENDENT OF SCHOOLS**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN**

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Jeremy T. Tobias, Chief Executive Officer



**AMENDMENT II TO CONTRACT FOR SERVICES AGREEMENT**

This is Amendment II to the Contract for Services Agreement (“Agreement”) dated September 1, 2016 by and between Kern Community College District on behalf of Bakersfield Community College and Community Action Partnership of Kern (“CAPK”). The effective date for this Amendment II will be Aug 31, 2019.

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

This period of performance for this Agreement shall be from September 1, 2019 through August 31, 2024. This agreement may be terminated by either party with or without cause for any reason upon thirty (30) days written notice.

**Sections 1 & 2 of Attachment B to the original Agreement is revised to read as follows:**

1. **Payment Limits** – Payment by CAPK for services performed by Contractor shall be six hundred sixty-two dollars (\$662.00) per enrolled Early Head Start (“EHS”) child per month. The Contractor agrees to have the number of enrolled slots be thirty-two (32) through attrition. The total maximum monthly reimbursement is twenty-one thousand one hundred eighty-four dollars (\$21,184.00)
2. Total payments to Contractor under this portion of the Agreement shall not exceed \$1,271,040.00 equal to 60 months at \$21,184.00 per month.
  - Budget Period 1 09/01/2019 – 08/31/2020 12 months x \$21,184 \$254,208.00
  - Budget Period 2 09/01/2020 – 08/31/2021 12 months x \$21,184 \$254,208.00
  - Budget Period 3 09/01/2021 – 08/31/2022 12 months x \$21,184 \$254,208.00
  - Budget Period 4 09/01/2022 – 08/31/2023 12 months x \$21,184 \$254,208.00
  - Budget Period 5 09/01/2023 – 08/31/2024 12 months x \$21,184 \$254,208.00

In addition, training and technical funds to cover trainings, conferences, classes and workshops for Contractor staff will be covered by CAPK when they are pre-approved and deemed necessary to meet Head Start requirements.

Contractor shall submit invoices for services rendered to CAPK within thirty (30) days of the end of the calendar month. Contractor shall furnish invoices in a form acceptable to CAPK. All amounts paid by CAPK to the Contractor shall be subject to audit by CAPK. Upon receipt of an acceptable invoice, payment shall be made in a reasonable time upon approval by CAPK that payment shall be made to the address specified in section 10 of the Agreement.

**Section 6.d. of Attachment B to the original Agreement is revised to read as follows:**

**6. Fiscal Provisions –**

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

- Budget Period 1 09/01/2019 – 08/31/2020 12 months x \$5,296 @ 25% \$63,552.00
- Budget Period 2 09/01/2020 – 08/31/2021 12 months x \$5,296 @ 25% \$63,552.00
- Budget Period 3 09/01/2021 – 08/31/2022 12 months x \$5,296 @ 25% \$63,552.00
- Budget Period 4 09/01/2022 – 08/31/2023 12 months x \$5,296 @ 25% \$63,552.00
- Budget Period 5 09/01/2023 – 08/31/2024 12 months x \$5,296 @ 25% \$63,552.00

Both parties wish to extend and continue said agreement; it is agreed that said agreement is extended for (5) additional years now expiring on August 31, 2024.

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

**VENDOR: K.C.C.D. on behalf of Bakersfield Community College**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN**

**Signed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Jeremy T. Tobias, Chief Executive Officer



**CONTRACT FOR SERVICES AGREEMENT**

This Contract for Services Agreement (“Agreement”) is made and entered into as of this 23<sup>rd</sup> day of July 2019 by and between: West Kern Community College District C/O Taft College Child Care Center at 729 Ash Street Taft, CA 93268 (“Contractor”) and Community Action Partnership of Kern (“CAPK”). In consideration of mutual promises and agreements of the parties as herein set forth, Contractor agrees as follows:

1. **DESCRIPTION OF SERVICES.** Contractor shall provide center-based services for up to 42 infants and toddlers (combined) with a minimum of 1380 hours of care per program per year as more fully detailed in **Attachment A** (Scope of Work).
2. **LOCATION FOR SERVICES.** 729 Ash Street Taft, California 93268
3. **PAYMENT FOR SERVICES.** Payment for services shall be six hundred dollars (\$600.00) per child per calendar month, up to a maximum of forty-two Early Head Start children. The total maximum monthly charges are Twenty-Five Thousand Two Hundred dollars (\$25,200.00). Prior approval for trainings, conferences, classes are to be obtained from CAPK prior to registration. Prior approval for start-up costs are to be obtained from CAPK before the work starts. Any additional services not approved by CAPK in advance will be at Contractor’s own expense. A copy of CAPK’s signed approval is to be submitted with Contractor’s invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10<sup>th</sup> day of the following month. Terms are Net 30 from the date the invoice is received in CAPK’s Accounting Department. Additionally, Contractor invoices shall be in accordance with **Attachment B** contained in and attached hereto for reference.
4. **TERM.** This period of performance for this Agreement shall be from September 01, 2019 through August 31, 2024. This Agreement may be terminated by either party with or without cause for any reason upon thirty (30) days written notice.
5. **OPTION TO RENEW.** This agreement may be renewed upon approval from CAPK and the Administration for Children and Families.
6. **RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, Contractor is an independent Contractor and is not an officer or employee of CAPK.
7. **EVALUATION.** Contractor may be evaluated throughout the contract term. If Contractor fails to provide satisfactory service, CAPK may terminate this contract with 30 days written notice.
8. **LOSS OF SUBSIDY.** Eligible children identified as EHS participants may not be dis-enrolled as a result of a loss of subsidy. In the case of where an EHS slot is not subsidized, CAPK will pay a non-subsidized rate of no more than the contractor’s other subsidy daily rate for any unsubsidized EHS-Child Care Partnership child. CAPK will continue to make payments for the unsubsidized child until the child ages out of the program, the parent declines services or secures childcare elsewhere. CAPK will work with the Contractor to ensure continuity of services due to a loss of subsidy either in the Center Based option or offering EHS Home Based services through CAPK’s EHS Home Based program. The non-subsidized rate can either be short term until subsidy resumes or long term to support continued EHS services to the child and family. In the case of loss of subsidy, Contractor will submit request for payment in writing. Payments made for loss of subsidy pursuant to this paragraph will be in addition to any payments made to Contractor pursuant to paragraph one (3) above.
9. **RESPONSIBILITIES.** Vendor shall perform the services provided for under this Agreement and shall keep CAPK informed of progress and developments and will respond within a reasonable time to CAPK’s inquiries and communications. CAPK shall provide on a timely basis all information and documents necessary for Vendor’s effective representation of CAPK’s interests.
10. **CONFIDENTIALITY.** Vendor shall not at any time or in any manner, either directly or indirectly, use for its benefit, or divulge, disclose or communicate in any manner any information that is proprietary to CAPK. Vendor will protect

such information and treat it as strictly confidential. This provision shall continue to be effective even after the termination of this Agreement for a period of three (3) years.

11. **RECORD KEEPING.** Payrolls, attendance and basic accounting records pertaining to the above described services shall be kept on a generally recognized accounting basis and shall be available to CAPK at mutually convenient times. Contractor shall keep accounting records for a period of three years after completion and acceptance of the agreement by the Owner.
12. **INSURANCE.** Contractor shall maintain General Liability Insurance and is responsible for maintaining any public liability, property damage, Workers' Compensation Coverage and fire insurance, as specified in **Attachment C** titled "CAPK Additional Terms and Conditions."
13. **INDEMNIFICATION.** The Contractor shall hold harmless CAPK from every claim or demand which may be made by reason of any injury to person or property sustained by the Contractor or by any person, firm or corporation, employed directly or indirectly by him/her upon or in connection with his or her performance under this Agreement, however caused, and any liability that may arise from the furnishing or use of any copyrighted or un-copyrighted composition, secret process or patented or un-patented invention. Contractor agrees to indemnify CAPK from all claims, losses, expenses, fees, including attorney fees, costs, and judgments that may be asserted against Contractor while executing this Agreement.
14. **NOTICES.** Any notice or notices required or permitted to be given pursuant to this agreement may be personally served on the other party by the party giving such notice, or may be served via certified mail, return receipt requested, to the address set forth in this Agreement.

Contractor:  
Taft College Child Care Center  
ATTN: Meghan Hall-Silveira  
29 Cougar Court  
Taft, CA 93268  
Phone: (661) 763-7700

CAPK:  
Community Action Partnership of Kern  
ATTN: Esperanza Contreras  
5005 Business Park North  
Bakersfield, CA 93309  
Phone: (661) 336-5236 ext. 2225

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

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

**CONTRACTOR:** WEST KERN COMMUNITY COLLEGE DISTRICT

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**OWNER:** COMMUNITY ACTION PARTNERSHIP OF KERN

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_


Printed Name: Jeremy T. Tobias

Title: Chief Executive Officer



# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors  


**From:** Margaret L. Palmer, Energy Program Administrator

**Date:** August 21, 2019

**Subject:** *Agenda Item VI(c):* Energy Receptionist and Fiscal Coordinator Revised Job Descriptions –  
**Action Item**

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### Background

The Energy Department has gone through several transitions over the last 8 months, which have allowed the department to develop and test processes. With the Business Manager position moving to the Finance Division, the program is beginning to receive budget to actual reports to assist in decision-making. With the resignation of the Billing Supervisor, we have been able to restructure the billing and fiscal operations to gain efficiencies and react to billing needs more effectively.

As the department's processes have been evaluated and updated, it became apparent that the Energy Receptionist job description was not an accurate reflection of the duties being performed by staff. It was a generic job description which had not been reviewed or revised since 2008. The Weatherization Manager and I reviewed the duties being performed and determined that the position would be better described as that of a Scheduler rather than a Receptionist and revised the duties to those actually being performed.

Existing staff have executed these changes and are comfortable with the outcome and are now ready to formalize with the appropriate title and job description changes.

### Proposed Changes

**Weatherization Scheduler** - The Human Resources Division has evaluated and pointed the job description at a Grade 3, which is the same as the previous Receptionist position, with a range in salary between \$26,978 and \$33,946.

**Fiscal Coordinator** - The position description has been revised to incorporate duties previously performed by the Billing Supervisor position, which is being eliminated. Those duties include items A.4-8 under the Duties and Responsibilities. The Human Resources Division has evaluated and pointed the job description at a Grade 9, with a range in salary between \$44,824 and \$67,288, which is one grade higher than the previous Fiscal Coordinator position, with a range in salary between \$39,021 and \$58,510.

Due to the change in grade and increased salary range, an adjustment in salary of the current employee will be required. The budget will support the increase due to the elimination of the Billing Supervisor position.

### Recommendation

Staff recommends approval of the job descriptions for the Weatherization Scheduler and Fiscal Coordinator.

Attachments:  
Weatherization Scheduler Job Description  
Fiscal Coordinator Job Description

**COMMUNITY ACTION PARTNERSHIP of KERN**  
**Energy**  
**Weatherization Scheduler**

*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.*

**Grade:**   3  

**FLSA Status:** Non-Exempt

**Date Approved:** \_\_\_\_\_

**SUMMARY:**

Responsible for handling scheduling among Weatherization clients and all parties involved in completing the weatherization of a home including subcontractors, in-house crew(s) and various inspectors. Manages work-in-process client files and tracks job progress to completion.

**SUPERVISION RECEIVED:**

Receives direct supervision from the Weatherization 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. Answer telephone for transferred and direct incoming calls
  - a. Route calls, and take messages in a tactful, courteous manner.
  - b. Provide clients with status updates;
  - c. Review Hancock entries and client files to determine current status;
  - d. Handle client complaints, referring to the Weatherization Manager when appropriate; handle irate clients in a courteous and polite manner.
  - e. Assist potential clients with applying for services, mailing applications when needed.
  - f. Make referrals, as necessary.
2. Make appointments for intake for applicants, scheduling appointments for in-home intake and for clients who live in remote areas at one of the Family Resource Center locations (Mojave, Frazier Park, Delano, Shafter and Lake Isabella).
3. Make appointments with clients for Weatherization assessments and deferral follow-up appointments, groundwork appointments, go-backs, corrections, inspections and funding source field reviews.
4. Manage work-in-process client files
  - a. Following home assessment, assemble client job folder, assign grant-specific tracking number and determine what groundwork is needed to schedule the next appointment.
  - b. Review files after each step of the job is completed and update the tracking list.
  - c. Track all work-in-process production files.
  - d. Request and track city/county/state permits as needed, and schedule permit inspections.
5. Submit tickets to the Weatherization Manager for job updates and complaints.
6. Return telephone calls to clients with updates, as needed.

5. Update notes, when needed, in MindBody, Hancock, tracking spreadsheet, etc.
6. Perform other duties as assigned.

**B. Other Job Specific Duties:**

1. Works on special projects, as assigned
2. Maintains safe and functional work environment.

**MINIMUM QUALIFICATIONS:**

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

**Knowledge of:**

Agency policies and procedures  
Departmental policies and procedures  
Modern office procedures and equipment, including computers  
Word processing and other related software applications  
Proper telephone and customer service protocol  
Effective English written and oral communication skills, including proper grammar, punctuation and spelling

**Ability to:**

Communicate effectively with staff and clients  
Utilize computer effectively  
Operate standard office machines  
Follow instructions as issued by supervisor  
Maintain a professional, pleasant and helpful attitude  
Work independently  
Work with accuracy and attention to detail  
Work with people of different socioeconomic backgrounds  
Effectively organize and prioritize assigned work  
Establish and maintain effective working relationships with other staff

**EDUCATION AND EXPERIENCE:**

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

- A. Education: High school diploma or equivalent.
- B. One year of general clerical experience or completion of clerical training may be substituted for one year of clerical experience.
- C. Bilingual (English/Spanish) highly preferred.

**OTHER REQUIREMENTS:**

- Background check, physical and substance abuse screening required upon offer of employment

**WORK ENVIRONMENT:**

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

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

**ESSENTIAL PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable 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		

**COMMUNITY ACTION PARTNERSHIP of KERN**  
**Energy**  
**Fiscal Coordinator**

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

**Grade:**   9        **FLSA Status:** Non-Exempt      **Date Approved:** \_\_\_\_\_

**SUMMARY:**

Responsible for assisting the Energy Program Administrator with fiscal requirements of the Energy program including monitoring and analyzing general ledger accounts, particularly regarding inventory and contracts. Coordinates the work of the Billing Department to ensure that reports are accurate and submitted in a timely manner to the Finance Department. Assists management with the day-to-day operations of the program, including participation in and review of all regulations and reporting, funding source requirements and procedures. Will be required to work closely with CAPK Finance Division.

**SUPERVISION RECEIVED:**

Receives direct supervision from the Energy Program Administrator.

**SUPERVISION EXERCISED:**

Billing Technicians.

**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 for the managing the program's inventory including working with various inventory vendors and ensuring that the inventory policies and procedures are being implemented.
2. Responsible for ensuring all inventory purchases are entered in Hancock software and the Perpetual Inventory.
3. Responsible for review of monthly activity to ensure that Perpetual Inventory and Real Time Inventory are accurately tracked.
4. Supervises the Billing Technicians, including planning, coordinating, and monitoring their work to ensure there are no discrepancies in billing reports.
5. Reviews monthly Material Usage Reports prior to submission to the Program Administrator for submission to the Finance department.
6. Ensures all subcontractor invoices and materials used are entered and coded to the appropriate funding source for each dwelling.
7. Evaluate the Billing Technicians' performance, provide mentoring, coaching and necessary disciplinary action when warranted.
8. Provide training and technical assistance to Billing Technicians.
9. Reviews, maintains, and enforces internal control procedures for Inventory, Fiscal and Billing departments.
10. Responsible for reviewing and/or maintaining a review system for all documents, such as check requests, purchase orders, timesheets (for payroll allocation), mileage reports and other fiscal documentation for accuracy, completeness, and reasonableness of purchases.

11. Respond to and implement changes in procedures consistent with the Weatherization Installations Standards, State, Federal, and local regulations.
12. Assists with reconciliation of various program accounts (including but not limited to inventory and sub-contractors) on a monthly basis
13. Assists with the procurement of good and services, as needed.
14. Assists with audits and state reviews.
15. Prepares responses to inquiries from Finance Department.
16. Perform any other like duties as assigned.

**B. Other Job Specific Duties:**

1. Works on special projects as assigned
2. Maintains safe and functional work environments.
3. Conducts and attends meetings, trainings and professional growth activities, as required.
4. Works alternative hours as required, including nights and weekends.
5. Performs any other like duties as assigned

**MINIMUM QUALIFICATIONS:**

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

**Knowledge of:**

Agency policies and procedures  
 Procurement policies and procedures  
 Applicable federal, state, and local laws, codes, and regulations  
 Departmental policies and procedures  
 Modern office procedures and equipment including computers  
 Word processing and other related software applications.

**Ability to:**

Plan, organize, and allocate and control substantial resources.  
 Research and resolve accounting issues.  
 Work independently.  
 Prepare clear, concise reports.  
 Exercise sound, independent judgment within general policy guidelines.  
 Provide guidance and interpret and explain policies and procedures.  
 Gather and analyze data and prepare clear and concise reports.  
 Meet and interview individuals and groups to provide accurate reports.  
 Demonstrate exceptional oral and written skills.  
 Work with accuracy and attention to detail.  
 Analyze administrative issues and recommend solutions to those issues.  
 Effectively organize and prioritize assigned work.  
 Establish and maintain effective working relationships with other people.

**EDUCATION AND EXPERIENCE:**

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

- A. Education: Associates Degree in Accounting, Finance or related field from any accredited college or university.
- B. Four years of Accounting/Finance experience which includes inventory experience.  
 Any equivalent combination of education and/or experience may be accepted.

**OTHER REQUIRMENTS:**

- Background check, physical and substance abuse screening required upon offer of

employment

### **WORK ENVIRONMENT:**

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

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

### **ESSENTIAL PHYSICAL DEMANDS:**

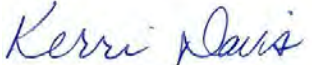
*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.*

POSITION TITLE    Fiscal Coordinatorr			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting			<b>X</b>
Walking			<b>X</b>
Standing			<b>X</b>
Bending (neck)			<b>X</b>
Bending (waist)			<b>X</b>
Squatting		<b>X</b>	
Climbing	<b>X</b>		
Kneeling		<b>X</b>	
Crawling	<b>X</b>		
Twisting (neck)			<b>X</b>
Twisting Waist			<b>X</b>
Is repetitive use of hand required?			<b>X</b>
Simple Grasping (right hand)			<b>X</b>
Simple Grasping (left hand)			<b>X</b>
Power Grasping (right hand)		<b>X</b>	
Power Grasping (left hand)		<b>X</b>	
Fine Manipulation (right hand)			<b>X</b>
Fine Manipulation (left hand)			<b>X</b>
Pushing & Pulling (right hand)		<b>X</b>	
Pushing & Pulling (left hand)		<b>X</b>	
Reaching (above shoulder level)		<b>X</b>	
Reaching (below shoulder level)		<b>X</b>	

	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			<b>X</b>			<b>X</b>
11-25 lbs		<b>X</b>			<b>X</b>	
26-50 lbs		<b>X</b>			<b>X</b>	
51-75lbs	<b>X</b>			<b>X</b>		
76-100lb	<b>X</b>			<b>X</b>		
100lbs+	<b>X</b>			<b>X</b>		

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors  
  
**From:** Kerri Davis, Business Manager  
**Date:** August 21, 2019  
**Subject:** *Agenda Item VI(d):* Energy Appliance Subcontractor Contracts – **Action Item**

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On May 23, 2019, a Request for Proposals (RFP) was issued seeking multiple qualified contractors with EPA Certifications and Class C-20 Contractor licenses to provide replacement of gas and electric appliances including wall furnaces, heaters, dual-pac rooftop units, forced air units, rooftop heat pumps, split systems, mobile home split systems, ductwork, thermostats, evaporative coolers, window air conditions, water heaters and stoves for the Energy Department. Six (6) proposals were received on a timely basis, each of which complied with the requirements contained in the RFP.

A comprehensive bid analysis was compiled for each of the proposing vendors and it was determined that it is in the best interest of CAPK and our clients to enter into Contract for Services Agreements with each of the six (6) vendors for a term of three (3) years (September 1, 2019 through August 31, 2022). This will enable the Energy Department to spread the engagements over multiple vendors depending on pricing on the individual services and the availability of the vendors. Each of the Agreements contains a “not to exceed” amount of \$500,000 over the three (3) year term, which requires approval of the Board of Directors.

### Recommendation

Staff recommends that the Board approve the six (6) Contract for Services Agreements and authorize Chief Executive Officer, Jeremy T. Tobias, to execute the Agreements.

Attachments:  
Contracts for Service Agreements for Six (6) Vendors





### **CONTRACT FOR SERVICES AGREEMENT**

This Contract for Services Agreement (the "Agreement") is made and entered into as of the 1st day of July 2019 by and between ABCO Air Systems ("Vendor") and Community Action Partnership of Kern ("CAPK"). In consideration of mutual promises and agreements of the parties as herein set forth, the parties agree as follows:

- 1. DESCRIPTION OF SERVICES.** Vendor is to perform all services and install all equipment and materials as per the Scope of Work contained in the proposal submitted by Vendor in response to RFP ENERGY 2019-001. Vendor's Bid Form for RFP Energy 2019-001 is found in **Attachment A** attached hereto and incorporated herein by reference.
- 2. LOCATION FOR SERVICES.** Kern County.
- 3. PAYMENT FOR SERVICES.** Payment for services shall be as described in the Bid Form for RFP ENERGY 2019-001. Payment shall be made when CAPK has determined that the work effort has been satisfactorily completed, including any punch list items. Vendor shall submit original invoice detailing all work performed with evidence of final inspection and a copy of the job card attached. The total aggregate amount of this Agreement is not to exceed \$500,000.00. Terms are Net 45 from the date the original invoice is received at CAPK's Finance Department.

Note: Vendor shall mail all invoices, with required detail, to: Community Action Partnership of Kern,  
Attn: Accounts Payable, 5005 Business Park North, Bakersfield, CA 93309.

- 4. TERM.** The period of performance for this Agreement is July 1, 2019 through June 30, 2022. CAPK may discharge Vendor at any time by written notice effective when such notice is received by Vendor. Unless specifically agreed to between Vendor and CAPK, Vendor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice.
- 5. OPTION TO RENEW.** This Agreement may be renewed for one (1) 12-month period, up to two (2) times, upon agreement between CAPK and Vendor. Said renewal shall be based on the quality of work and reasonableness of fees for service.
- 6. RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, Vendor is an independent contractor and is not an officer or employee of CAPK.
- 7. INSURANCE.** Vendor shall procure, furnish and maintain at all times for the duration of this Agreement the types and limits of insurance specified in **Attachment B**, Additional Terms and Conditions, and will name CAPK as an additional insured.
- 8. DAMAGE TO PROPERTY.** Vendor shall be entirely responsible for any damages to property during delivery, assembly, installation/placement of the materials and/or the furnishing of the services described herein and shall repair or cause to be repaired at its expense any such damages in a manner satisfactory to CAPK.
- 9. REMOVAL OF DEBRIS.** Vendor shall be entirely responsible for the daily removal of debris (empty cartons, crates, packing material, etc.) resulting from delivery, assembly and/or installation/placement of material or the furnishing of services described herein. Rubbish must not remain overnight. FAILURE TO COMPLY WITH THIS PROVISION WILL RESULT IN VENDOR PAYING AS LIQUIDATED DAMAGES, AND NOT AS A PENALTY FOR SUCH FAILURE, THE SUM OF ONE HUNDRED DOLLARS (\$100.00) PER DAY, FOR EACH DAY THAT DEBRIS REMAINS ON PROPERTY. A CORRESPONDING AMOUNT WILL BE AUTOMATICALLY DEDUCTED FROM VENDOR'S INVOICE.
- 10. SCHEDULING/CLOSE-OUT:** Vendor is to contact **Todd Payne, Weatherization Manager – Energy, at 661-336-5203** to schedule the above-mentioned scope of work and to conduct final walk-thrus/close-outs. Close-out documentation required shall require proof of final inspection. Failure to contact said personnel may delay or negate payment.
- 11. NOTICES.** Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by Certified Mail, to the address set forth below.

Vendor:  
ABCO Air Systems  
ATTN: Shaji Kalayil  
9000 Carnegie Hall Lane  
Bakersfield, CA 93311  
Phone: (661) 549-1647

CAPK:  
Community Action Partnership of Kern  
ATTN: Margaret L. Palmer  
300 19<sup>th</sup> Street  
Bakersfield, CA 93301  
Phone: (661) 336-5203

- 12. RECORDKEEPING.** Payroll and basic records pertaining to the services described in **Attachment A** shall be kept on a generally recognized accounting basis and shall be available to CAPK at mutually convenient times. Vendor shall maintain all records pertaining to this Agreement for a period of five (5) years after submission of the final reports for each individual CSD contract. Vendor shall further maintain all such records until resolution of all related audit and monitoring findings are completed.
- 13. INDEMNIFICATION.** Vendor agrees to indemnify and hold harmless CAPK from all claims, losses, expenses, fees, including attorney fees, costs and judgments that may be asserted against Vendor while executing this Agreement.
- 14. HOLDING OVER.** Any holdover after the expiration date of this Agreement shall be construed as a month-to-month agreement in accordance with the terms hereof as applicable until the Agreement has been renewed in accordance with Section 5 above, not to exceed 12 months.
- 15. EVALUATION.** Vendor may be evaluated throughout the term of this Agreement. If Vendor fails to provide satisfactory service, CAPK may terminate this Agreement with a written notice.
- 16. ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties. No other agreement, statement or promise made on or before the effective date of this Agreement will be binding on the parties.
- 17. SEVERABILITY.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision will remain in full force and effect.
- 18. APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.
- 19. ADDITIONAL TERMS AND CONDITIONS.** **Attachment B**, attached hereto and incorporated herein, contains CAPK's Additional Terms and Conditions which are made a part of this Agreement.

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

**VENDOR:** ABCO AIR SYSTEMS

**LICENSE NO.:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**CAPK:** COMMUNITY ACTION PARTNERSHIP OF KERN

**Signed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** Jeremy T. Tobias

**Title:** Chief Executive Officer

CAPK Staff Initials			

## Attachment A

RFP CAPK Energy 2019-001  
SUBCONTRACTOR - APPLIANCES  
BID FORM

### Unit Price Quote:

Please provide a unit price quote for each of the items listed below. **The price quote must be a total cost including material, labor and permit.** The complete job includes the new appliance, installation and removal and disposal of the removed appliance, and cleanup of debris created during the installation. Price quotes should be for a normal installation. Additional charges for unusual situations are handled on a case-by-case basis.

All pricing should include crane rental, permit, Hers duct test and certificate where applicable, as well as the removal and disposal of all the old equipment and trash.

1. **SMOKE AND CARBON MONOXIDE DETECTORS**

- Smoke detector \$ 45
- Carbon monoxide detector \$ 45
- Combination smoke detector and carbon monoxide detector \$ 90

2. **WALL FURNACE**

Remove existing wall furnace and vent system (metal). Install new wall furnace with 78% efficiency, vent system and gas flex and valve at furnace location.

- Single sided – 35,000 BTU \$ 1150.00
- Double sided – 50,000 BTU \$ 1300.00

3. **HEATER - EXTERIOR WALL DIRECT VENT**

Remove existing direct vent heater and install a new direct vent heater with 78% efficiency, a new gas flex and valve.

- Heater – 35,000 BTU \$ 1750.00
- Heater – 50,000 BTU \$ 1850.00

4. **HEATER – FLOOR FURNACE**

Remove existing floor furnace and install new floor furnace, no floor cutting required. Replace horizontal metal vent (4') to existing vertical vent, and gas flex and valve.

- Floor furnace – 60,000 BTU \$ —

5. **DUAL PAC ROOFTOPS (14 SEER, R410A, SINGLE PHASE)**

Remove the existing rooftop system and stand. Install a new transition, angle iron stand and rooftop system. Install a new electrical disconnect, gas flex and valve and condensate drain in copper.

- 2 ton \$ 6200.00
- 2.5 ton \$ 6400.00
- 3 ton \$ 6400.00
- 3.5 ton \$ 7000.00
- 4 ton \$ 7200.00

- 5 ton

\$7200.00

**6. FORCED AIR UNIT (FAU) UP FLOW**

Remove the existing FAU and install a new up flow high efficiency (80% or higher AFUE rating) FAU, closet installation, adapt to existing supply plenum. No duct work required. (Closet alteration for free air requirements to be bid separately on an individual basis.)

- 40,000 BTU
- 60,000 BTU
- 75,000 BTU
- 80,000 BTU

\$2300.00

\$2500.00

\$2600.00

\$2700.00

**7. FORCED AIR UNIT (FAU) HORIZONTAL FLOW**

Remove the existing FAU and install a new horizontal high efficiency (80% or higher AFUE rating) FAU in the attic with existing legal platform. Attic access 30" x 30". Adapt to existing supply and return plenums, vent into the existing roof stack.

- 40,000 BTU
- 60,000 BTU
- 75,000 BTU
- 80,000 BTU

\$2300.00

\$2500.00

\$2600.00

\$2700.00

**8. ROOFTOP HEAT PUMPS (14 SEER, R410A, SINGLE PHASE)**

Remove the existing rooftop system and stand. Install a new transition, angle iron stand and rooftop system. Install a new electrical disconnect and condensate drain in copper.

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton
- 5 ton

\$6400.00

\$6600.00

\$6900.00

\$7200.00

\$7400.00

\$7600.00

**9. SPLIT SYSTEM GAS/ELECTRIC**

Remove the existing up flow split system and install a new up flow high efficiency (80% or higher AFUE rating) split system, closet installation, adapt to existing supply plenum. Flush the line set and reconnect with a liquid line drier, install all new venting, no duct work is required. (Closet alteration for free air requirements to be bid separately on an individual basis.)

**CONDENSERS (14 SEER, R410A, SINGLE PHASE)**

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton
- 5 ton

\$2300.00

\$2600.00

\$2800.00

\$2900.00

\$2900.00

\$2900.00

**FURNACES UP FLOW (80% or higher AFUE Rating: 15 Volts)**

- 2 ton; 40,000 BTU
- 3 ton; 70,000 BTU
- 4 ton; 90,000 BTU
- 5 ton; 110,000 BTU

\$2900.00  
\$3200.00  
\$3200.00  
\$3500.00

**EVAPORATOR COIL (14 SEER, R410A, UP FLOW)**

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton
- 5 ton

\$1850.00  
\$1950.00  
\$2150.00  
\$2350.00  
\$2550.00  
\$2650.00

**10. SPLIT SYSTEM HEAT PUMPS**

Remove the existing up flow heat pump split system and install a new up flow heat pump split system, closet installation, adapt to existing supply plenum. Flush the line set and reconnect with a liquid line drier, no duct work is required.

**CONDENSER (14 SEER, R410A, SINGLE PHASE)**

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton
- 5 ton

\$2900.00  
\$3400.00  
\$3600.00  
\$3600.00  
\$3700.00  
\$3900.00

**AIR HANDLERS (14 SEER, R410A, SINGLE PHASE W/HEAT STRIP)**

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton
- 5 ton

\$2200.00  
\$2650.00  
\$2750.00  
\$2750.00  
\$2850.00  
\$2950.00

**11. MOBILE HOME SPLIT SYSTEM DOWN FLOW**

Remove the existing down flow split system and install a new down flow high efficiency (80% or higher AFUE rating) split system, adapt to existing supply plenum. Flush the line set and reconnect with a liquid line drier, install all new venting, no duct work required.

**CONDENSER (14 SEER, R410A, SINGLE PHASE)**

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton
- 5 ton

\$2300.00  
\$2600.00  
\$2800.00  
\$2900.00  
\$2900.00  
\$2900.00

**FURNACE (80% EFFICIENCY – DOWN FLOW FURNACE MOBILE HOME APPROVED)**

- 56,000 BTU
- 70,000 BTU
- 77,000 BTU
- 90,000 BTU

\$2900.00  
\$3200.00  
\$3200.00  
\$3500.00

#### EVAPORATOR COIL (14 SEER, R410A, DOWN FLOW)

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton
- 5 ton

\$1850.00  
\$1950.00  
\$2150.00  
\$2350.00  
\$2550.00  
\$2650.00

#### 12. MOBILE HOME SPLIT SYSTEM UP FLOW

Remove the existing up flow split system and install a new up flow high efficiency (80% or higher AFUE rating) split system, closet installation, adapt to existing supply plenum. Flush the line set and reconnect with a liquid line drier, install all new venting, no duct work is required. (Closet alteration for free air requirements to be bid separately on an individual basis.)

#### CONDENSER (14 SEER, R410A, SINGLE PHASE)

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton
- 5 ton

N/A

\$  
\$  
\$  
\$  
\$  
\$

#### FURNACE (80% EFFICIENCY – UP FLOW FURNACE MOBILE HOME APPROVED)

- 56,000 BTU
- 70,000 BTU
- 77,000 BTU
- 90,000 BTU

N/A

\$  
\$  
\$  
\$

#### EVAPORATOR COIL (14 SEER, R410A, UP FLOW)

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton
- 5 ton

N/A

\$  
\$  
\$  
\$  
\$  
\$

#### 13. DUCTWORK

Duct work is to be priced by the linear foot, including the labor cost per foot.

- 4" - 5" flexible ductwork – R6
- 6" - 7" flexible ductwork – R6
- 8" - 9" flexible ductwork – R6
- 10" - 12" flexible ductwork – R6

\$40.00  
\$40.00  
\$60.00  
\$60.00

- 14" - 16" flexible ductwork - R6
- 18" - 20" flexible ductwork - R6

\$ 70.00

\$ 20.00

14. **THERMOSTAT**

Remove the old thermostat and install a new programmable thermostat:

- 5-2 Day Programmable:

\$ 120.00

15. **EVAPORATIVE COOLER - ROOF**

Remove the old down flow cooler and install a new 4500 CFM down flow cooler with a new 1/2 horsepower single speed motor, install a new 3/4" copper water line and shut off valve, install a new metal leg kit.

\$ 2500.00

16. **EVAPORATIVE COOLER - WINDOW**

Remove the old window cooler and install a new 4500 CFM window cooler, install a new 3/4" copper water line and shut off valve, install a new chain hanging kit, seal around the window opening, if needed

\$ 1400.00

17. **AIR CONDITIONER - WINDOW**

Remove the old window air conditioner and install a new 12K BTU window air conditioner 115 volts straight cooling, install a new chain hanging kit, seal around the window opening, if needed.

\$ 1400.00

18. **HOT WATER HEATER - ELECTRIC, NATURAL GAS OR PROPANE**

Include in your price quote new water heater gas line valve, gas connector, flex water connectors, 3/4" water gate valve and vent materials to existing ceiling jack. All water heaters must be secured to structure top and bottom for earthquake strapping. Price quotes are to include permit costs, if applicable.

• 30-gallon water heater installed in garage on existing 18" platform	\$
• 40-gallon water heater installed in garage on existing 18" platform	\$
• Construction and installation of new 18" platform	\$
• 30-gallon water heater installed outside on existing concrete pad in existing metal cabinet enclosure	\$
• 40-gallon water heater installed outside on existing concrete pad in existing metal cabinet enclosure	\$
• Construction and installation of new outside cabinet enclosure, with concrete pad and new vent system extending above roof eaves	\$
• 30-gallon water heater installed in indoor cabinet enclosure	\$
• 40-gallon water heater installed in indoor cabinet enclosure	\$
• 30-gallon water heater installed in indoor open area (i.e., laundry room)	\$
• 40-gallon water heater installed in indoor open area (i.e., laundry room)	\$
• Cost per foot for additional piping, installed	
• Copper 3/4"	\$
• Galvanized 3/4"	\$

19. **FREE STANDING RANGE – ELECTRIC (220 Volt), COOK TOP (GAS, ELECTRIC, PROPANE)**

All counter tops and 30" free-standing ranges will be provided by the Contractor. Incidental charges for other than "kind for kind" installations are handled on an individual job basis and are to be quoted and billed separately.

All installations will include removal and disposal of old range, installation of line valve and connector. Price quotes are to include permit costs, if applicable.

- 30" free-standing range \$ \_\_\_\_\_
- 4-burner countertop unit with electric ignition, requiring no incidental work (straight drop in) \$ \_\_\_\_\_

20. **ADDITIONAL SERVICES**

Hourly rate for Service Technician \$90.00

Hourly rate for Two-man Service Crew \$160.00

Mark-up for additional material not listed in per unit bids above (percentage) \_\_\_\_\_ %

Mileage charges (when applicable), not to exceed the IRS standard mileage rate \$0.55

**VENDOR:**

Abco AIR SYSTEMS  
Company Name

[Signature]  
Signature

SHADI MATHEW KALAYIL  
Printed Name

6.5-2019  
Date



## **ATTACHMENT B**

### **Community Action Partnership of Kern Additional Terms and Conditions**

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

14. **PROTEST BY VENDOR:** If the Vendor wishes to file a protest against CAPK for any action, the Vendor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in this agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Vendor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Vendor may file a protest with CAPK as specified in the section titled "Protest by Vendor."
16. **DEBARMENT AND SUSPENSION CERTIFICATION:** Vendor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
  - Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
  - Does not have a proposed debarment pending; and
  - Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

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

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

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

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

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

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

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

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

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

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

- a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- b. Provide coverage for owned, non-owned and hired autos.
- c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- e. Provide Contractual Liability coverage for the terms of this Agreement.
- f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

All policies required of the Vendor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Vendor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

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

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

The insurance required hereunder shall be maintained until all work required to be performed by this Agreement is satisfactorily completed.

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

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**Signature**

---

**Date**

---

**Print Name**

---

**Company Name**



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3. **PAYMENT FOR SERVICES.** Payment for services shall be as described in the Bid Form for RFP Energy 2019-001. Payment shall be made when CAPK has determined that the work effort has been satisfactorily completed, including any punch list items. Vendor shall submit and original invoice detailing all work performed in with evidence of final inspection and a copy of the job card attached. The total aggregate amount of this Agreement is not to exceed \$500,000.00. Terms are Net 45 from the date the original invoice is received at CAPK's Finance Department.

Note: Vendor shall mail all invoices, with required detail, to: Community Action Partnership of Kern,  
Attn: Accounts Payable, 5005 Business Park North, Bakersfield, CA 93309.

4. **TERM.** The period of performance for this Agreement is July 1, 2019 through June 30, 2022. CAPK may discharge Vendor at any time by written notice effective when such notice is received by Vendor. Unless specifically agreed to between Vendor and CAPK, Vendor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice.
5. **OPTION TO RENEW.** This Agreement may be renewed for one (1) 12-month period, up to two (2) times, upon agreement between CAPK and Vendor. Said renewal shall be based on the quality of work and reasonableness of fees for service.
6. **RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, Vendor is an independent contractor and is not an officer or employee of CAPK.
7. **INSURANCE.** Vendor shall procure, furnish and maintain at all times for the duration of this Agreement the types and limits of insurance specified in **Attachment B**, Additional Terms and Conditions, and will name CAPK as an additional insured.
8. **DAMAGE TO PROPERTY.** Vendor shall be entirely responsible for any damages to property during delivery, assembly, installation/placement of the materials and/or the furnishing of the services described herein and shall repair or cause to be repairs at its expense any such damages in a manner satisfactory to CAPK.
9. **REMOVAL OF DEBRIS.** Vendor shall be entirely responsible for the daily removal of debris (empty cartons, crates, packing material, etc.) resulting from delivery, assembly and/or installation/placement of material or the furnishing of services described herein. Rubbish must not remain overnight. FAILURE TO COMPLY WITH THIS PROVISION WILL RESULT IN VENDOR PAYING AS LIQUIDATED DAMAGES, AND NOT AS A PENALTY FOR SUCH FAILURE, THE SUM OF ONE HUNDRED DOLLARS (\$100.00) PER DAY, FOR EACH DAY THAT DEBRIS REMAINS ON PROPERTY. A CORRESPONDING AMOUNT WILL BE AUTOMATICALLY DEDUCTED FROM VENDOR'S INVOICE.
10. **SCHEDULING/CLOSE-OUT:** Vendor is to contact **Todd Payne, Weatherization Manager – Energy, at 661-336-5203** to schedule the above-mentioned scope of work and to conduct final walk-thrus/close-outs. Close-out documentation required shall require proof of final inspection. Failure to contact said personnel may delay or negate payment.
11. **NOTICES.** Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by Certified Mail, to the address set forth below.

Vendor:  
Econo West, Inc.  
ATTN: Dave Kerr  
42332 10<sup>th</sup> Street  
Bakersfield, CA 93534  
Phone: (661) 733-4603

CAPK:  
Community Action Partnership of Kern  
ATTN: Margaret L. Palmer  
300 19<sup>th</sup> Street  
Bakersfield, CA 93301  
Phone: (661) 336-5203

- 12. RECORDKEEPING.** Payroll and basic records pertaining to the services described in **Attachment A** shall be kept on a generally recognized accounting basis and shall be available to CAPK at mutually convenient times. Vendor shall maintain all records pertaining to this Agreement for a period of five (5) years after submission of the final reports for each individual CSD contract. Vendor shall further maintain all such records until resolution of all related audit and monitoring findings are completed.
- 13. INDEMNIFICATION.** Vendor agrees to indemnify and hold harmless CAPK from all claims, losses, expenses, fees, including attorney fees, costs and judgments that may be asserted against Vendor while executing this Agreement.
- 14. HOLDING OVER:** Any holdover after the expiration date of this Agreement shall be construed as a month-to-month agreement in accordance with the terms hereof as applicable until the Agreement has been renewed in accordance with Section 5 above, not to exceed 12 months.
- 15. EVALUATION.** Vendor may be evaluated throughout the term of this Agreement. If Vendor fails to provide satisfactory service, CAPK may terminate this Agreement with a written notice.
- 16. ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties. No other agreement, statement or promise made on or before the effective date of this Agreement will be binding on the parties.
- 17. SEVERABILITY.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision will remain in full force and effect.
- 18. APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.
- 19. ADDITIONAL TERMS AND CONDITIONS.** **Attachment B**, attached hereto and incorporated herein, contains CAPK's Additional Terms and Conditions which are made a part of this Agreement.

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

**VENDOR:** ECONO WEST, INC.

**LICENSE NO.:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**CAPK:** COMMUNITY ACTION PARTNERSHIP OF KERN

**Signed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** Jeremy T. Tobias

**Title:** Chief Executive Officer

CAPK Staff Initials			

## Attachment A

RFP CAPK Energy 2019-001  
SUBCONTRACTOR - APPLIANCES  
BID FORM

Unit Price Quote:

Please provide a unit price quote for each of the items listed below. **The price quote must be a total cost including material, labor and permit.** The complete job includes the new appliance, installation and removal and disposal of the removed appliance, and cleanup of debris created during the installation. Price quotes should be for a normal installation. Additional charges for unusual situations are handled on a case-by-case basis.

All pricing should include crane rental, permit, Hers duct test and certificate where applicable, as well as the removal and disposal of all the old equipment and trash.

1. **SMOKE AND CARBON MONOXIDE DETECTORS**

- Smoke detector
- Carbon monoxide detector
- Combination smoke detector and carbon monoxide detector

\$45  
\$50  
\$75

2. **WALL FURNACE**

Remove existing wall furnace and vent system (metal). Install new wall furnace with 78% efficiency, vent system and gas flex and valve at furnace location.

- Single sided – 35,000 BTU
- Double sided – 50,000 BTU

\$2500  
\$2500

3. **HEATER - EXTERIOR WALL DIRECT VENT**

Remove existing direct vent heater and install a new direct vent heater with 78% efficiency, a new gas flex and valve.

- Heater – 35,000 BTU
- Heater – 50,000 BTU

\$2500  
\$2700

4. **HEATER – FLOOR FURNACE**

Remove existing floor furnace and install new floor furnace, no floor cutting required. Replace horizontal metal vent (4') to existing vertical vent, and gas flex and valve.

- Floor furnace – 60,000 BTU

\$3000

5. **DUAL PAC ROOFTOPS (14 SEER, R410A, SINGLE PHASE)**

Remove the existing rooftop system and stand. Install a new transition, angle iron stand and rooftop system. Install a new electrical disconnect, gas flex and valve and condensate drain in copper.

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton

\$6500  
\$6800  
\$7000  
\$7500  
\$8000

- 5 ton

\$ 8000

6. **FORCED AIR UNIT (FAU) UP FLOW**

Remove the existing FAU and install a new up flow high efficiency (80% or higher AFUE rating) FAU, closet installation, adapt to existing supply plenum. No duct work required. (Closet alteration for free air requirements to be bid separately on an individual basis.)

- 40,000 BTU
- 60,000 BTU
- 75,000 BTU
- 80,000 BTU

\$ 3000  
\$ 3000  
\$ 3000  
\$ 3250

7. **FORCED AIR UNIT (FAU) HORIZONTAL FLOW**

Remove the existing FAU and install a new horizontal high efficiency (80% or higher AFUE rating) FAU in the attic with existing legal platform: Attic access 30" x 30". Adapt to existing supply and return plenums, vent into the existing roof stack.

- 40,000 BTU
- 60,000 BTU
- 75,000 BTU
- 80,000 BTU

\$ 3500  
\$ 3500  
\$ 3500  
\$ 3800

8. **ROOFTOP HEAT PUMPS (14 SEER, R410A, SINGLE PHASE)**

Remove the existing rooftop system and stand. Install a new transition, angle iron stand and rooftop system. Install a new electrical disconnect and condensate drain in copper.

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton
- 5 ton

\$ 6500  
\$ 6800  
\$ 7000  
\$ 7500  
\$ 7800  
\$ 8000

9. **SPLIT SYSTEM GAS/ELECTRIC**

Remove the existing up flow split system and install a new up flow high efficiency (80% or higher AFUE rating) split system, closet installation, adapt to existing supply plenum. Flush the line set and reconnect with a liquid line drier, install all new venting, no duct work is required. (Closet alteration for free air requirements to be bid separately on an individual basis.)

**CONDENSERS (14 SEER, R410A, SINGLE PHASE)**

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton
- 5 ton

\$ 2500  
\$ 2500  
\$ 2500  
\$ 2800  
\$ 3000  
\$ 3000

**FURNACES UP FLOW (80% or higher AFUE Rating; 15 Volts)**

• 2 ton; 40,000 BTU	\$3000
• 3 ton; 70,000 BTU	\$3000
• 4 ton; 90,000 BTU	\$3000
• 5 ton; 110,000 BTU	\$3250

**EVAPORATOR COIL (14 SEER, R410A, UP FLOW)**

• 2 ton	\$1200
• 2.5 ton	\$1200
• 3 ton	\$1300
• 3.5 ton	\$1350
• 4 ton	\$1400
• 5 ton	\$1450

**10. SPLIT SYSTEM HEAT PUMPS**

Remove the existing up flow heat pump split system and install a new up flow heat pump split system, closet installation, adapt to existing supply plenum. Flush the line set and reconnect with a bi flow drier, no duct work is required.

**CONDENSER (14 SEER, R410A, SINGLE PHASE)**

• 2 ton	\$2500
• 2.5 ton	\$2500
• 3 ton	\$2500
• 3.5 ton	\$2800
• 4 ton	\$3000
• 5 ton	\$3000

**AIR HANDLERS (14 SEER, R410A, SINGLE PHASE W/HEAT STRIP)**

• 2 ton	\$2500
• 2.5 ton	\$2500
• 3 ton	\$2700
• 3.5 ton	\$2800
• 4 ton	\$3000
• 5 ton	\$3250

**11. MOBILE HOME SPLIT SYSTEM DOWN FLOW**

Remove the existing down flow split system and install a new down flow high efficiency (80% or higher AFUE rating) split system, adapt to existing supply plenum. Flush the line set and reconnect with a liquid line drier, install all new venting, no duct work required.

**CONDENSER (14 SEER, R410A, SINGLE PHASE)**

• 2 ton	\$2500
• 2.5 ton	\$2500
• 3 ton	\$2700
• 3.5 ton	\$2800
• 4 ton	\$3000
• 5 ton	\$3200

**FURNACE (80% EFFICIENCY -- DOWN FLOW FURNACE MOBILE HOME APPROVED)**



- 56,000 BTU
- 70,000 BTU
- 77,000 BTU
- 90,000 BTU

\$ 3000  
\$ 3200  
\$ 3500  
\$ 3800

**EVAPORATOR COIL (14 SEER, R410A, DOWN FLOW)**

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton
- 5 ton

\$ 1200  
\$ 1300  
\$ 1400  
\$ 1500  
\$ 1600  
\$ 1700

**12. MOBILE HOME SPLIT SYSTEM UP FLOW**

Remove the existing up flow split system and install a new up flow high efficiency (80% or higher AFUE rating) split system, closet installation, adapt to existing supply plenum. Flush the line set and reconnect with a liquid line drier, install all new venting, no duct work is required. (Closet alteration for free air requirements to be bid separately on an individual basis.)

**CONDENSER (14 SEER, R410A, SINGLE PHASE)**

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton
- 5 ton

\$ 2500  
\$ 2500  
\$ 2700  
\$ 2800  
\$ 3000  
\$ 3200

**FURNACE (80% EFFICIENCY -- UP FLOW FURNACE MOBILE HOME APPROVED)**

- 56,000 BTU
- 70,000 BTU
- 77,000 BTU
- 90,000 BTU

\$ 3000  
\$ 3000  
\$ 3000  
\$ 3200

**EVAPORATOR COIL (14 SEER, R410A, UP FLOW)**

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton
- 5 ton

\$ 1200  
\$ 1300  
\$ 1400  
\$ 1500  
\$ 1600  
\$ 1700

**13. DUCTWORK**

Duct work is to be priced by the linear foot, including the labor cost per foot.

- 4" - 5" flexible ductwork - R6
- 6" - 7" flexible ductwork - R6
- 8" - 9" flexible ductwork - R6
- 10" - 12" flexible ductwork - R6

\$ 25  
\$ 28  
\$ 30  
\$ 35

- 14" - 16" flexible ductwork – R6
- 18" - 20" flexible ductwork – R6

\$35  
\$35

14. **THERMOSTAT**

Remove the old thermostat and install a new programmable thermostat.

- 5-2 Day Programmable

\$85

15. **EVAPORATIVE COOLER – ROOF**

Remove the old down flow cooler and install a new 4500 CFM down flow cooler with a new ½ horsepower single speed motor, install a new ¾" copper water line and shut off valve, install a new metal leg kit.

\$3000

16. **EVAPORATIVE COOLER – WINDOW**

Remove the old window cooler and install a new 4500 CFM window cooler, install a new ¾" copper water line and shut off valve, install a new chain hanging kit, seal around the window opening, if needed

\$2800

17. **AIR CONDITIONER – WINDOW**

Remove the old window air conditioner and install a new 12K BTU window air conditioner 115 volts straight cooling, install a new chain hanging kit, seal around the window opening, if needed.

\$1500

18. **HOT WATER HEATER – ELECTRIC, NATURAL GAS OR PROPANE**

Include in your price quote new water heater gas line valve, gas connector, flex water connectors, ¾" water gate valve and vent materials to existing ceiling jack. All water heaters must be secured to structure top and bottom for earthquake strapping. Price quotes are to include permit costs, if applicable.

- 30-gallon water heater installed in garage on existing 18" platform
- 40-gallon water heater installed in garage on existing 18" platform
- Construction and installation of new 18" platform
- 30-gallon water heater installed outside on existing concrete pad in existing metal cabinet enclosure

\$2800  
\$2800  
\$500

existing metal cabinet enclosure

\$3500

- 40-gallon water heater installed outside on existing concrete pad in existing metal cabinet enclosure
- Construction and installation of new outside cabinet enclosure, with concrete pad and new vent system extending above roof eaves

\$3500  
\$750

concrete pad and new vent system extending above roof eaves

- 30-gallon water heater installed in indoor cabinet enclosure
- 40-gallon water heater installed in indoor cabinet enclosure
- 30-gallon water heater installed in indoor open area (i.e., laundry room)
- 40-gallon water heater installed in indoor open area (i.e., laundry room)

\$2800  
\$2800  
\$2800  
\$2800

- Cost per foot for additional piping, installed
  - Copper ¾"
  - Galvanized ¾"

\$10  
\$8

19. FREE STANDING RANGE – ELECTRIC (220 Volt), COOK TOP (GAS, ELECTRIC, PROPANE)

All counter tops and 30" free-standing ranges will be provided by the Contractor. Incidental charges for other than "kind for kind" installations are handled on an individual job basis and are to be quoted and billed separately.

All installations will include removal and disposal of old range, installation of line valve and connector. Price quotes are to include permit costs, if applicable.

- 30" free-standing range
- 4-burner countertop unit with electric ignition, requiring no incidental

work (straight drop in)

\$1295

\$1295

20. ADDITIONAL SERVICES

Hourly rate for Service Technician

\$ 89

Hourly rate for Two-man Service Crew

\$ 125

Mark-up for additional material not listed in per unit bids above (percentage)

30 %

Mileage charges (when applicable), not to exceed the IRS standard mileage rate

\$ .50

VENDOR:

EconoWest Inc.

Company Name

[Signature]

Signature

DAVE KERR

Printed Name

5-29-19

Date

## ATTACHMENT B

### Community Action Partnership of Kern Additional Terms and Conditions

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

14. **PROTEST BY VENDOR:** If the Vendor wishes to file a protest against CAPK for any action, the Vendor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in this agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Vendor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Vendor may file a protest with CAPK as specified in the section titled "Protest by Vendor."
16. **DEBARMENT AND SUSPENSION CERTIFICATION:** Vendor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
  - Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
  - Does not have a proposed debarment pending; and
  - Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

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

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

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

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

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

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

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

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

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

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

- a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- b. Provide coverage for owned, non-owned and hired autos.
- c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- e. Provide Contractual Liability coverage for the terms of this Agreement.
- f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

All policies required of the Vendor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Vendor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

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

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

The insurance required hereunder shall be maintained until all work required to be performed by this Agreement is satisfactorily completed.

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

---

**Signature**

---

**Date**

---

**Print Name**

---

**Company Name**



**CONTRACT FOR SERVICES AGREEMENT**

This Contract for Services Agreement (the "Agreement") is made and entered into as of the 1st day of July 2019 by and between Greer's Banner Air ("Vendor") and Community Action Partnership of Kern ("CAPK"). In consideration of mutual promises and agreements of the parties as herein set forth, the parties agree as follows:

- 1. DESCRIPTION OF SERVICES.** Vendor is to perform all services and install all equipment and materials as per the Scope of Work contained in the proposal submitted by Vendor in response to RFP Energy 2019-001. Vendor's Bid Form for RFP Energy 2019-001 is found in **Attachment A** attached hereto and incorporated herein by reference.
- 2. LOCATION FOR SERVICES.** Kern County.
- 3. PAYMENT FOR SERVICES.** Payment for services shall be as described in the Bid Form for RFP CAPK Energy 2016-001. Payment shall be made when CAPK has determined that the work effort has been satisfactorily completed, including any punch list items. Vendor shall submit original invoice detailing all work performed with evidence of final inspection and a copy of the job card attached. The total aggregate amount of this Agreement is not to exceed \$500,000.00. Terms are Net 45 from the date the original invoice is received at CAPK's Finance Department.

Note: Vendor shall mail all invoices, with required detail, to: Community Action Partnership of Kern,  
Attn: Accounts Payable, 5005 Business Park North, Bakersfield, CA 93309.

- 4. TERM.** The period of performance for this Agreement is July 1, 2019 through June 30, 2022. CAPK may discharge Vendor at any time by written notice effective when such notice is received by Vendor. Unless specifically agreed to between Vendor and CAPK, Vendor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice.
- 5. OPTION TO RENEW.** This Agreement may be renewed for one (1) 12-month period, up to two (2) times, upon agreement between CAPK and Vendor. Said renewal shall be based on the quality of work and reasonableness of fees for service.
- 6. RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, Vendor is an independent contractor and is not an officer or employee of CAPK.
- 7. INSURANCE.** Vendor shall procure, furnish and maintain at all times for the duration of this Agreement the types and limits of insurance specified in **Attachment B**, Additional Terms and Conditions, and will name CAPK as an additional insured.
- 8. DAMAGE TO PROPERTY.** Vendor shall be entirely responsible for any damages to property during delivery, assembly, installation/placement of the materials and/or the furnishing of the services described herein and shall repair or cause to be repaired at its expense any such damages in a manner satisfactory to CAPK.
- 9. REMOVAL OF DEBRIS.** Vendor shall be entirely responsible for the daily removal of debris (empty cartons, crates, packing material, etc.) resulting from delivery, assembly and/or installation/placement of material or the furnishing of services described herein. Rubbish must not remain overnight. FAILURE TO COMPLY WITH THIS PROVISION WILL RESULT IN VENDOR PAYING AS LIQUIDATED DAMAGES, AND NOT AS A PENALTY FOR SUCH FAILURE, THE SUM OF ONE HUNDRED DOLLARS (\$100.00) PER DAY, FOR EACH DAY THAT DEBRIS REMAINS ON PROPERTY. A CORRESPONDING AMOUNT WILL BE AUTOMATICALLY DEDUCTED FROM VENDOR'S INVOICE.
- 10. SCHEDULING/CLOSE-OUT:** Vendor is to contact **Todd Payne, Weatherization Manager – Energy, at 661-336-5203** to schedule the above-mentioned scope of work and to conduct final walk-thrus/close-outs. Close-out documentation required shall require proof of final inspection. Failure to contact said personnel may delay or negate payment.
- 11. NOTICES.** Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by Certified Mail, to the address set forth below.

Vendor:  
Greer's Banner Air  
ATTN: Eric Hurley  
4115 Buck Owens Boulevard #B  
Bakersfield, CA 93308  
Phone: (661) 322-5858

CAPK:  
Community Action Partnership of Kern  
ATTN: Margaret L. Palmer  
300 19<sup>th</sup> Street  
Bakersfield, CA 93301  
Phone: (661) 336-5203

- 12. RECORDKEEPING.** Payroll and basic records pertaining to the services described in **Attachment A** shall be kept on a generally recognized accounting basis and shall be available to CAPK at mutually convenient times. Vendor shall maintain all records pertaining to this Agreement for a period of five (5) years after submission of the final reports for each individual CSD contract. Vendor shall further maintain all such records until resolution of all related audit and monitoring findings are completed.
- 13. INDEMNIFICATION.** Vendor agrees to indemnify and hold harmless CAPK from all claims, losses, expenses, fees, including attorney fees, costs and judgments that may be asserted against Vendor while executing this Agreement.
- 14. HOLDING OVER:** Any holdover after the expiration date of this Agreement shall be construed as a month-to-month agreement in accordance with the terms hereof as applicable until the Agreement has been renewed in accordance with Section 5 above, not to exceed 12 months.
- 15. EVALUATION.** Vendor may be evaluated throughout the term of this Agreement. If Vendor fails to provide satisfactory service, CAPK may terminate this Agreement with a written notice.
- 16. ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties. No other agreement, statement or promise made on or before the effective date of this Agreement will be binding on the parties.
- 17. SEVERABILITY.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision will remain in full force and effect.
- 18. APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.
- 19. ADDITIONAL TERMS AND CONDITIONS.** **Attachment B**, attached hereto and incorporated herein, contains CAPK's Additional Terms and Conditions which are made a part of this Agreement.

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

**VENDOR:** GREER'S BANNER AIR

**LICENSE NO.:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**CAPK:** COMMUNITY ACTION PARTNERSHIP OF KERN

**Signed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** Jeremy T. Tobias

**Title:** Chief Executive Officer

CAPK Staff Initials			

## **Attachment A**



RFP CAPK Energy 2019-001  
SUBCONTRACTOR - APPLIANCES  
BID FORM

Unit Price Quote:

Please provide a unit price quote for each of the items listed below. **The price quote must be a total cost including material, labor and permit.** The complete job includes the new appliance, installation and removal and disposal of the removed appliance, and cleanup of debris created during the installation. Price quotes should be for a normal installation. Additional charges for unusual situations are handled on a case-by-case basis.

All pricing should include crane rental, permit, Hers duct test and certificate where applicable, as well as the removal and disposal of all the old equipment and trash.

1. **SMOKE AND CARBON MONOXIDE DETECTORS**

- Smoke detector \$ 170.00
- Carbon monoxide detector \$ 170.00
- Combination smoke detector and carbon monoxide detector \$ 295.00

2. **WALL FURNACE**

Remove existing wall furnace and vent system (metal). Install new wall furnace with 78% efficiency, vent system and gas flex and valve at furnace location.

- Single sided – 35,000 BTU \$ 2000.00
- Double sided – 50,000 BTU \$ 3000.00

3. **HEATER - EXTERIOR WALL DIRECT VENT**

Remove existing direct vent heater and install a new direct vent heater with 78% efficiency, a new gas flex and valve.

- Heater – 35,000 BTU \$ N/A
- Heater – 50,000 BTU \$ N/A

4. **HEATER – FLOOR FURNACE**

Remove existing floor furnace and install new floor furnace, no floor cutting required. Replace horizontal metal vent (4') to existing vertical vent, and gas flex and valve.

- Floor furnace – 60,000 BTU \$ N/A

5. **DUAL PAC ROOFTOPS (14 SEER, R410A, SINGLE PHASE)**

Remove the existing rooftop system and stand. Install a new transition, angle iron stand and rooftop system. Install a new electrical disconnect, gas flex and valve and condensate drain in copper.

- 2 ton \$ 8750.00
- 2.5 ton \$ 8850.00
- 3 ton \$ 9000.00
- 3.5 ton \$ 9250.00
- 4 ton \$ 9700.00

- 5 ton

\$ 10,168.00

6. **FORCED AIR UNIT (FAU) UP FLOW**

Remove the existing FAU and install a new up flow high efficiency (80% or higher AFUE rating) FAU, closet installation, adapt to existing supply plenum. No duct work required. (Closet alteration for free air requirements to be bid separately on an individual basis.)

- 40,000 BTU
- 60,000 BTU
- 75,000 BTU
- 80,000 BTU

\$ 2500.00  
\$ 2750.00  
\$ 3000.00  
\$ 3250.00

7. **FORCED AIR UNIT (FAU) HORIZONTAL FLOW**

Remove the existing FAU and install a new horizontal high efficiency (80% or higher AFUE rating) FAU in the attic with existing legal platform: Attic access 30" x 30". Adapt to existing supply and return plenums, vent into the existing roof stack.

- 40,000 BTU
- 60,000 BTU
- 75,000 BTU
- 80,000 BTU

\$ 2500.00  
\$ 2750.00  
\$ 3000.00  
\$ 3250.00

8. **ROOFTOP HEAT PUMPS (14 SEER, R410A, SINGLE PHASE)**

Remove the existing rooftop system and stand. Install a new transition, angle iron stand and rooftop system. Install a new electrical disconnect and condensate drain in copper.

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton
- 5 ton

\$ 9250.00  
\$ 9350.00  
\$ 9500.00  
\$ 9750.00  
\$ 10200.00  
\$ 10600.00

9. **SPLIT SYSTEM GAS/ELECTRIC**

Remove the existing up flow split system and install a new up flow high efficiency (80% or higher AFUE rating) split system, closet installation, adapt to existing supply plenum. Flush the line set and reconnect with a liquid line drier, install all new venting, no duct work is required. (Closet alteration for free air requirements to be bid separately on an individual basis.)

**CONDENSERS (14 SEER, R410A, SINGLE PHASE)**

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton
- 5 ton

\$ 3000.00  
\$ 3250.00  
\$ 3500.00  
\$ 3750.00  
\$ 4000.00  
\$ 4250.00

**FURNACES UP FLOW (80% or higher AFUE Rating; 15 Volts)**

• 56,000 BTU	\$ 2500.00
• 70,000 BTU	\$ 2750.00
• 77,000 BTU	\$ 3000.00
• 90,000 BTU	\$ 3250.00

**EVAPORATOR COIL (14 SEER, R410A, DOWN FLOW)**

• 2 ton	\$ 2000.00
• 2.5 ton	\$ 2250.00
• 3 ton	\$ 2500.00
• 3.5 ton	\$ 2750.00
• 4 ton	\$ 3000.00
• 5 ton	\$ 3250.00

**12. MOBILE HOME SPLIT SYSTEM UP FLOW**

Remove the existing up flow split system and install a new up flow high efficiency (80% or higher AFUE rating) split system, closet installation, adapt to existing supply planum. Flush the line set and reconnect with a liquid line drier, install all new venting, no duct work is required. (Closet alteration for free air requirements to be bid separately on an individual basis.)

**CONDENSER (14 SEER, R410A, SINGLE PHASE)**

• 2 ton	\$ 3000.00
• 2.5 ton	\$ 3250.00
• 3 ton	\$ 3500.00
• 3.5 ton	\$ 3750.00
• 4 ton	\$ 4000.00
• 5 ton	\$ 4250.00

**FURNACE (80% EFFICIENCY -- UP FLOW FURNACE MOBILE HOME APPROVED)**

• 56,000 BTU	\$ 2500.00
• 70,000 BTU	\$ 2750.00
• 77,000 BTU	\$ 3000.00
• 90,000 BTU	\$ 3250.00

**EVAPORATOR COIL (14 SEER, R410A, UP FLOW)**

• 2 ton	\$ 2000.00
• 2.5 ton	\$ 2250.00
• 3 ton	\$ 2500.00
• 3.5 ton	\$ 2750.00
• 4 ton	\$ 3000.00
• 5 ton	\$ 3250.00

**13. DUCTWORK**

Duct work is to be priced by the linear foot, including the labor cost per foot.

• 4" - 5" flexible ductwork - R6	\$ TBD
• 6" - 7" flexible ductwork - R6	\$ TBD
• 8" - 9" flexible ductwork - R6	\$ TBD
• 10" - 12" flexible ductwork - R6	\$ TBD

- \$TBD  
\$TBD

\$280.00

\$1850.00

S N I A

\$ N/A

[illegible]

19. **FREE STANDING RANGE – ELECTRIC (220 Volt), COOK TOP (GAS, ELECTRIC, PROPANE)**

All counter tops and 30" free-standing ranges will be provided by the Contractor. Incidental charges for other than "kind for kind" installations are handled on an individual job basis and are to be quoted and billed separately.

All installations will include removal and disposal of old range, installation of line valve and connector. Price quotes are to include permit costs, if applicable.

- 30" free-standing range
- 4-burner countertop unit with electric ignition, requiring no incidental work (straight drop in)

\$ N/A

\$ N/A

20. **ADDITIONAL SERVICES**

Hourly rate for Service Technician

\$ 140.00

Hourly rate for Two-man Service Crew

\$ 225.00

Mark-up for additional material not listed in per unit bids above (percentage)

20 %

Mileage charges (when applicable), not to exceed the IRS standard mileage rate

\$ TBD

**VENDOR:**

Greer's Banner Air

Company Name



Signature

Jessica Conrique

Printed Name

06/06/19

Date

## **ATTACHMENT B**

### **Community Action Partnership of Kern Additional Terms and Conditions**

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

14. **PROTEST BY VENDOR:** If the Vendor wishes to file a protest against CAPK for any action, the Vendor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in this agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Vendor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Vendor may file a protest with CAPK as specified in the section titled "Protest by Vendor."
16. **DEBARMENT AND SUSPENSION CERTIFICATION:** Vendor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
  - Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
  - Does not have a proposed debarment pending; and
  - Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

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

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

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

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

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

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

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

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

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

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

- a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- b. Provide coverage for owned, non-owned and hired autos.
- c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- e. Provide Contractual Liability coverage for the terms of this Agreement.
- f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

All policies required of the Vendor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Vendor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

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

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

The insurance required hereunder shall be maintained until all work required to be performed by this Agreement is satisfactorily completed.

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

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**Signature**

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**Date**

---

**Print Name**

---

**Company Name**





**CONTRACT FOR SERVICES AGREEMENT**

This Contract for Services Agreement (the "Agreement") is made and entered into as of the 1st day of July 2019 by and between Jon Dooley Heating & Cooling, Inc. ("Vendor") and Community Action Partnership of Kern ("CAPK"). In consideration of mutual promises and agreements of the parties as herein set forth, the parties agree as follows:

- 1. DESCRIPTION OF SERVICES.** Vendor is to perform all services and install all equipment and materials as per the Scope of Work contained in the proposal submitted by Vendor in response to RFP Energy 2019-001. Vendor's Bid Form for RFP Energy 2019-001 is found in **Attachment A** attached hereto and incorporated herein by reference.
- 2. LOCATION FOR SERVICES.** Kern County.
- 3. PAYMENT FOR SERVICES.** Payment for services shall be as described in the Bid Form for RFP Energy 2019-001. Payment shall be made when CAPK has determined that the work effort has been satisfactorily completed, including any punch list items. Vendor shall submit and original invoice detailing all work performed with evidence of final inspection and a copy of the job card attached. The total aggregate amount of this Agreement is not to exceed \$500,000.00. Terms are Net 45 from the date the original invoice is received at CAPK's Finance Department.

Note: Vendor shall mail all invoices, with required detail, to: Community Action Partnership of Kern,  
Attn: Accounts Payable, 5005 Business Park North, Bakersfield, CA 93309.

- 4. TERM.** The period of performance for this Agreement is July 1, 2019 through June 30, 2022. CAPK may discharge Vendor at any time by written notice effective when such notice is received by Vendor. Unless specifically agreed to between Vendor and CAPK, Vendor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice.
- 5. OPTION TO RENEW.** This Agreement may be renewed for one (1) 12-month period, up to two (2) times, upon agreement between CAPK and Vendor. Said renewal shall be based on the quality of work and reasonableness of fees for service.
- 6. RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, Vendor is an independent contractor and is not an officer or employee of CAPK.
- 7. INSURANCE.** Vendor shall procure, furnish and maintain at all times for the duration of this Agreement the types and limits of insurance specified in **Attachment B**, Additional Terms and Conditions, and will name CAPK as an additional insured.
- 8. DAMAGE TO PROPERTY.** Vendor shall be entirely responsible for any damages to property during delivery, assembly, installation/placement of the materials and/or the furnishing of the services described herein and shall repair or cause to be repairs at its expense any such damages in a manner satisfactory to CAPK.
- 9. REMOVAL OF DEBRIS.** Vendor shall be entirely responsible for the daily removal of debris (empty cartons, crates, packing material, etc.) resulting from delivery, assembly and/or installation/placement of material or the furnishing of services described herein. Rubbish must not remain overnight. FAILURE TO COMPLY WITH THIS PROVISION WILL RESULT IN VENDOR PAYING AS LIQUIDATED DAMAGES, AND NOT AS A PENALTY FOR SUCH FAILURE, THE SUM OF ONE HUNDRED DOLLARS (\$100.00) PER DAY, FOR EACH DAY THAT DEBRIS REMAINS ON PROPERTY. A CORRESPONDING AMOUNT WILL BE AUTOMATICALLY DEDUCTED FROM VENDOR'S INVOICE.
- 10. SCHEDULING/CLOSE-OUT:** Vendor is to contact **Todd Payne, Weatherization Manager – Energy, at 661-336-5203** to schedule the above-mentioned scope of work and to conduct final walk-thrus/close-outs. Close-out documentation required shall require proof of final inspection. Failure to contact said personnel may delay or negate payment.
- 11. NOTICES.** Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by Certified Mail, to the address set forth below.

Vendor:  
Hon Dooley Heating & Cooling, Inc.  
ATTN: Audra Dooley  
1306 Rosedale Highway Suite G #401  
Bakersfield, CA 93308  
Phone: (661) 393-589-3628

CAPK:  
Community Action Partnership of Kern  
ATTN: Margaret L. Palmer  
300 19<sup>th</sup> Street  
Bakersfield, CA 93301  
Phone: (661) 336-5203

- 12. RECORDKEEPING.** Payroll and basic records pertaining to the services described in **Attachment A** shall be kept on a generally recognized accounting basis and shall be available to CAPK at mutually convenient times. Vendor shall maintain all records pertaining to this Agreement for a period of five (5) years after submission of the final reports for each individual CSD contract. Vendor shall further maintain all such records until resolution of all related audit and monitoring findings are completed.
- 13. INDEMNIFICATION.** Vendor agrees to indemnify and hold harmless CAPK from all claims, losses, expenses, fees, including attorney fees, costs and judgments that may be asserted against Vendor while executing this Agreement.
- 14. HOLDING OVER:** Any holdover after the expiration date of this Agreement shall be construed as a month-to-month agreement in accordance with the terms hereof as applicable until the Agreement has been renewed in accordance with Section 5 above, not to exceed 12 months.
- 15. EVALUATION.** Vendor may be evaluated throughout the term of this Agreement. If Vendor fails to provide satisfactory service, CAPK may terminate this Agreement with a written notice.
- 16. ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties. No other agreement, statement or promise made on or before the effective date of this Agreement will be binding on the parties.
- 17. SEVERABILITY.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision will remain in full force and effect.
- 18. APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.
- 19. ADDITIONAL TERMS AND CONDITIONS.** **Attachment B**, attached hereto and incorporated herein, contains CAPK's Additional Terms and Conditions which are made a part of this Agreement.

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

**VENDOR:** JON DOOLEY HEATING & COOLING, INC.

**LICENSE NO.:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**CAPK:** COMMUNITY ACTION PARTNERSHIP OF KERN

**Signed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** Jeremy T. Tobias

**Title:** Chief Executive Officer

CAPK Staff Initials			

## Attachment A

RFP CAPK Energy 2019-001  
SUBCONTRACTOR - APPLIANCES  
BID FORM

Unit Price Quote:

Please provide a unit price quote for each of the items listed below. The price quote must be a total cost including material, labor and permit. The complete job includes the new appliance, installation and removal and disposal of the removed appliance, and cleanup of debris created during the installation. Price quotes should be for a normal installation. Additional charges for unusual situations are handled on a case-by-case basis.

All pricing should include crane rental, permit, Hers duct test and certificate where applicable, as well as the removal and disposal of all the old equipment and trash.

1. SMOKE AND CARBON MONOXIDE DETECTORS

• Smoke detector	<u>\$ 83.54</u>
• Carbon monoxide detector	<u>\$ 137.47</u>
• Combination smoke detector and carbon monoxide detector	<u>\$ 137.47</u>

2. WALL FURNACE

Remove existing wall furnace and vent system (metal). Install new wall furnace with 78% efficiency, vent system and gas flex and valve at furnace location.

• Single sided – 35,000 BTU	<u>\$2,169.99</u>
• Double sided – 50,000 BTU	<u>\$2,769.70</u>

3. HEATER - EXTERIOR WALL DIRECT VENT

Remove existing direct vent heater and install a new direct vent heater with 78% efficiency, a new gas flex and valve.

• Heater – 35,000 BTU	<u>\$2,169.99</u>
• Heater – 50,000 BTU	<u>\$2,769.70</u>

4. HEATER – FLOOR FURNACE

Remove existing floor furnace and install new floor furnace, no floor cutting required. Replace horizontal metal vent (4') to existing vertical vent, and gas flex and valve.

• Floor furnace – 60,000 BTU	<u>\$ NA</u>
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5. DUAL PAC ROOFTOPS (14 SEER, R410A, SINGLE PHASE)

Remove the existing rooftop system and stand. Install a new transition, angle iron stand and rooftop system. Install a new electrical disconnect, gas flex and valve and condensate drain in copper.

• 2 ton	<u>\$5,440.00</u>
• 2.5 ton	<u>\$5,740.00</u>
• 3 ton	<u>\$6,040.00</u>
• 3.5 ton	<u>\$6,500.00</u>
• 4 ton	<u>\$6,800.00</u>

• 5 ton	<u>\$ 7,200.00</u>
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6. **FORCED AIR UNIT (FAU) UP FLOW**

Remove the existing FAU and install a new up flow high efficiency (80% or higher AFUE rating) FAU, closet installation, adapt to existing supply plenum. No duct work required. (Closet alteration for free air requirements to be bid separately on an individual basis.)

• 40,000 BTU	<u>\$ 2,318.00</u>
• 60,000 BTU	<u>\$ 2,618.00</u>
• 75,000 BTU	<u>\$ 2,917.00</u>
• 80,000 BTU	<u>\$ 2,917.00</u>

7. **FORCED AIR UNIT (FAU) HORIZONTAL FLOW**

Remove the existing FAU and install a new horizontal high efficiency (80% or higher AFUE rating) FAU in the attic with existing legal platform: Attic access 30" x 30". Adapt to existing supply and return plenums, vent into the existing roof stack.

• 40,000 BTU	<u>\$ 2,318.00</u>
• 60,000 BTU	<u>\$ 2,618.00</u>
• 75,000 BTU	<u>\$ 2,917.00</u>
• 80,000 BTU	<u>\$ 2,917.00</u>

8. **ROOFTOP HEAT PUMPS (14 SEER, R410A, SINGLE PHASE)**

Remove the existing rooftop system and stand. Install a new transition, angle iron stand and rooftop system. Install a new electrical disconnect and condensate drain in copper.

• 2 ton	<u>\$ 6,717.00</u>
• 2.5 ton	<u>\$ 7,006.00</u>
• 3 ton	<u>\$ 7,406.00</u>
• 3.5 ton	<u>\$ 7,706.00</u>
• 4 ton	<u>\$ 8,100.00</u>
• 5 ton	<u>\$ 8,500.00</u>

9. **SPLIT SYSTEM GAS/ELECTRIC**

Remove the existing up flow split system and install a new up flow high efficiency (80% or higher AFUE rating) split system, closet installation, adapt to existing supply plenum. Flush the line set and reconnect with a liquid line drier, install all new venting, no duct work is required. (Closet alteration for free air requirements to be bid separately on an individual basis.)

**CONDENSERS (14 SEER, R410A, SINGLE PHASE)**

• 2 ton	<u>\$ 2,249.00</u>
• 2.5 ton	<u>\$ 2,465.00</u>
• 3 ton	<u>\$ 2,717.00</u>
• 3.5 ton	<u>\$ 3,154.00</u>
• 4 ton	<u>\$ 3,383.00</u>
• 5 ton	<u>\$ 3,609.00</u>

**FURNACES UP FLOW (80% or higher AFUE Rating; 15 Volts)**

• 2 ton; 40,000 BTU	\$ 2,018.00
• 3 ton; 70,000 BTU	\$ 2,318.00
• 4 ton; 90,000 BTU	\$ 2,918.00
• 5 ton; 110,000 BTU	\$ 2,918.00

**EVAPORATOR COIL (14 SEER, R410A, UP FLOW)**

• 2 ton	\$ 1,125.00
• 2.5 ton	\$ 1,232.00
• 3 ton	\$ 1,358.00
• 3.5 ton	\$ 1,577.00
• 4 ton	\$ 1,604.00
• 5 ton	\$ 1,804.00

**10. SPLIT SYSTEM HEAT PUMPS**

Remove the existing up flow heat pump split system and install a new up flow heat pump split system, closet installation, adapt to existing supply plenum. Flush the line set and reconnect with a bi flow drier, no duct work is required.

**CONDENSER (14 SEER, R410A, SINGLE PHASE)**

• 2 ton	\$ 3,644.00
• 2.5 ton	\$ 3,981.29
• 3 ton	\$ 4,268.00
• 3.5 ton	\$ 4,990.78
• 4 ton	\$ 5,288.00
• 5 ton	\$ 5,679.21

**AIR HANDLERS (14 SEER, R410A, SINGLE PHASE W/HEAT STRIP)**

• 2 ton	\$ 1,821.00
• 2.5 ton	\$ 1,991.00
• 3 ton	\$ 2,134.00
• 3.5 ton	\$ 2,496.00
• 4 ton	\$ 2,644.00
• 5 ton	\$ 2,839.00

**11. MOBILE HOME SPLIT SYSTEM DOWN FLOW**

Remove the existing down flow split system and install a new down flow high efficiency (80% or higher AFUE rating) split system, adapt to existing supply plenum. Flush the line set and reconnect with a liquid line drier, install all new venting, no duct work required.

**CONDENSER (14 SEER, R410A, SINGLE PHASE)**

• 2 ton	\$ NA
• 2.5 ton	\$ NA
• 3 ton	\$ NA
• 3.5 ton	\$ NA
• 4 ton	\$ NA
• 5 ton	\$ NA

**FURNACE (80% EFFICIENCY -- DOWN FLOW FURNACE MOBILE HOME APPROVED)**

• 56,000 BTU	\$ NA
• 70,000 BTU	\$ NA
• 77,000 BTU	\$ NA
• 90,000 BTU	\$ NA

**EVAPORATOR COIL (14 SEER, R410A, DOWN FLOW)**

• 2 ton	\$ NA
• 2.5 ton	\$ NA
• 3 ton	\$ NA
• 3.5 ton	\$ NA
• 4 ton	\$ NA
• 5 ton	\$ NA

**12. MOBILE HOME SPLIT SYSTEM UP FLOW**

Remove the existing up flow split system and install a new up flow high efficiency (80% or higher AFUE rating) split system, closet installation, adapt to existing supply plenum. Flush the line set and reconnect with a liquid line drier, install all new venting, no duct work is required. (Closet alteration for free air requirements to be bid separately on an individual basis.)

**CONDENSER (14 SEER, R410A, SINGLE PHASE)**

• 2 ton	\$ NA
• 2.5 ton	\$ NA
• 3 ton	\$ NA
• 3.5 ton	\$ NA
• 4 ton	\$ NA
• 5 ton	\$ NA

**FURNACE (80% EFFICIENCY -- UP FLOW FURNACE MOBILE HOME APPROVED)**

• 56,000 BTU	\$ NA
• 70,000 BTU	\$ NA
• 77,000 BTU	\$ NA
• 90,000 BTU	\$ NA

**EVAPORATOR COIL (14 SEER, R410A, UP FLOW)**

• 2 ton	\$ NA
• 2.5 ton	\$ NA
• 3 ton	\$ NA
• 3.5 ton	\$ NA
• 4 ton	\$ NA
• 5 ton	\$ NA

**13. DUCTWORK**

Duct work is to be priced by the linear foot, including the labor cost per foot.

• 4" - 5" flexible ductwork - R6	\$ 10.00
• 6" - 7" flexible ductwork - R6	\$ 10.00
• 8" - 9" flexible ductwork - R6	\$ 10.00
• 10" - 12" flexible ductwork - R6	\$ 10.00

	<ul style="list-style-type: none"> <li>14" - 16" flexible ductwork – R6</li> </ul>	<u>\$ 10.00</u>
	<ul style="list-style-type: none"> <li>18" - 20" flexible ductwork – R6</li> </ul>	<u>\$ 10.00</u>
14.	<b><u>THERMOSTAT</u></b>	
	Remove the old thermostat and install a new programmable thermostat.	
	<ul style="list-style-type: none"> <li>5-2 Day Programmable</li> </ul>	<u>\$126.51</u>
15.	<b><u>EVAPORATIVE COOLER – ROOF</u></b>	
	Remove the old down flow cooler and install a new 4500 CFM down flow cooler with a new ½ horsepower single speed motor, install a new ¾" copper water line and shut off valve, install a new metal leg kit.	<u>SNA</u>
16.	<b><u>EVAPORATIVE COOLER – WINDOW</u></b>	
	Remove the old window cooler and install a new 4500 CFM window cooler, install a new ¾" copper water line and shut off valve, install a new chain hanging kit, seal around the window opening, if needed	<u>SNA</u>
17.	<b><u>AIR CONDITIONER – WINDOW</u></b>	
	Remove the old window air conditioner and install a new 12K BTU window air conditioner 115 volts straight cooling, install a new chain hanging kit, seal around the window opening, if needed.	<u>\$1,458.43</u>
18.	<b><u>HOT WATER HEATER – ELECTRIC, NATURAL GAS OR PROPANE</u></b>	
	Include in your price quote new water heater gas line valve, gas connector, flex water connectors, ¾" water gate valve and vent materials to existing ceiling jack. All water heaters must be secured to structure top and bottom for earthquake strapping. Price quotes are to include permit costs, if applicable.	
	<ul style="list-style-type: none"> <li>30-gallon water heater installed in garage on existing 18" platform</li> </ul>	<u>\$ NA</u>
	<ul style="list-style-type: none"> <li>40-gallon water heater installed in garage on existing 18" platform</li> </ul>	<u>\$ NA</u>
	<ul style="list-style-type: none"> <li>Construction and installation of new 18" platform</li> </ul>	<u>\$ NA</u>
	<ul style="list-style-type: none"> <li>30-gallon water heater installed outside on existing concrete pad in existing metal cabinet enclosure</li> </ul>	<u>\$ NA</u>
	<ul style="list-style-type: none"> <li>40-gallon water heater installed outside on existing concrete pad in existing metal cabinet enclosure</li> </ul>	<u>\$ NA</u>
	<ul style="list-style-type: none"> <li>Construction and installation of new outside cabinet enclosure, with concrete pad and new vent system extending above roof eaves</li> </ul>	<u>\$ NA</u>
	<ul style="list-style-type: none"> <li>30-gallon water heater installed in indoor cabinet enclosure</li> </ul>	<u>\$ NA</u>
	<ul style="list-style-type: none"> <li>40-gallon water heater installed in indoor cabinet enclosure</li> </ul>	<u>\$ NA</u>
	<ul style="list-style-type: none"> <li>30-gallon water heater installed in indoor open area (i.e., laundry room)</li> </ul>	<u>\$ NA</u>
	<ul style="list-style-type: none"> <li>40-gallon water heater installed in indoor open area (i.e., laundry room)</li> </ul>	<u>\$ NA</u>
	<ul style="list-style-type: none"> <li>Cost per foot for additional piping, installed           <ul style="list-style-type: none"> <li>Copper ¾"</li> <li>Galvanized ¾"</li> </ul> </li> </ul>	<u>\$ NA</u>
		<u>\$ NA</u>



19. **FREE STANDING RANGE – ELECTRIC (220 Volt), COOK TOP (GAS, ELECTRIC, PROPANE)**

All counter tops and 30" free-standing ranges will be provided by the Contractor. Incidental charges for other than "kind for kind" installations are handled on an individual job basis and are to be quoted and billed separately.

All installations will include removal and disposal of old range, installation of line valve and connector. Price quotes are to include permit costs, if applicable.

• 30" free-standing range	<u>\$ NA</u>
• 4-burner countertop unit with electric ignition, requiring no incidental work (straight drop in)	<u>\$ NA</u>

20. **ADDITIONAL SERVICES**

Hourly rate for Service Technician	<u>\$ 95.00</u>
Hourly rate for Two-man Service Crew	<u>\$ 130.00</u>
Mark-up for additional material not listed in per unit bids above (percentage)	<u>15 %</u>
Mileage charges (when applicable), not to exceed the IRS standard mileage rate	<u>\$ .50</u>

**VENDOR:**

Jon Dooley Heating & Cooling, Inc  
Company Name

Audra Dooley  
Signature

Audra Dooley  
Printed Name

05/28/2019  
Date



## **ATTACHMENT B**

### **Community Action Partnership of Kern Additional Terms and Conditions**

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

14. **PROTEST BY VENDOR:** If the Vendor wishes to file a protest against CAPK for any action, the Vendor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in this agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Vendor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Vendor may file a protest with CAPK as specified in the section titled "Protest by Vendor."
16. **DEBARMENT AND SUSPENSION CERTIFICATION:** Vendor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
  - Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
  - Does not have a proposed debarment pending; and
  - Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

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

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

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

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

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

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

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

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

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

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

- a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- b. Provide coverage for owned, non-owned and hired autos.
- c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- e. Provide Contractual Liability coverage for the terms of this Agreement.
- f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

All policies required of the Vendor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Vendor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

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

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

The insurance required hereunder shall be maintained until all work required to be performed by this Agreement is satisfactorily completed.

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

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**Signature**

---

**Date**

---

**Print Name**

---

**Company Name**



**CONTRACT FOR SERVICES AGREEMENT**

This Contract for Services Agreement (the "Agreement") is made and entered into as of the 1st day of July 2019 by and between Oasis Air Conditioning ("Vendor") and Community Action Partnership of Kern ("CAPK"). In consideration of mutual promises and agreements of the parties as herein set forth, the parties agree as follows:

- 1. DESCRIPTION OF SERVICES.** Vendor is to perform all services and install all equipment and materials as per the Scope of Work contained in the proposal submitted by Vendor in response to RFP Energy 2019-001. Vendor's Bid Form for RFP Energy 2019-001 is found in **Attachment A** attached hereto and incorporated herein by reference.
- 2. LOCATION FOR SERVICES.** Kern County.
- 3. PAYMENT FOR SERVICES.** Payment for services shall be as described in the Bid Form for RFP Energy 2019-001. Payment shall be made when CAPK has determined that the work effort has been satisfactorily completed, including any punch list items. Vendor shall submit an original invoice detailing all work performed with evidence of final inspection and a copy of the job card attached. The total aggregate amount of this Agreement is not to exceed \$500,000.00. Terms are Net 45 from the date the original invoice is received at CAPK's Finance Department.

Note: Vendor shall mail all invoices, with required detail, to: Community Action Partnership of Kern,  
Attn: Accounts Payable, 5005 Business Park North, Bakersfield, CA 93309.

- 4. TERM.** The period of performance for this Agreement is July 1, 2019 through June 30, 2022. CAPK may discharge Vendor at any time by written notice effective when such notice is received by Vendor. Unless specifically agreed to between Vendor and CAPK, Vendor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice.
- 5. OPTION TO RENEW.** This Agreement may be renewed for one (1) 12-month period, up to two (2) times, upon agreement between CAPK and Vendor. Said renewal shall be based on the quality of work and reasonableness of fees for service.
- 6. RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, Vendor is an independent contractor and is not an officer or employee of CAPK.
- 7. INSURANCE.** Vendor shall procure, furnish and maintain at all times for the duration of this Agreement the types and limits of insurance specified in **Attachment B**, Additional Terms and Conditions, and will name CAPK as an additional insured.
- 8. DAMAGE TO PROPERTY.** Vendor shall be entirely responsible for any damages to property during delivery, assembly, installation/placement of the materials and/or the furnishing of the services described herein and shall repair or cause to be repairs at its expense any such damages in a manner satisfactory to CAPK.
- 9. REMOVAL OF DEBRIS.** Vendor shall be entirely responsible for the daily removal of debris (empty cartons, crates, packing material, etc.) resulting from delivery, assembly and/or installation/placement of material or the furnishing of services described herein. Rubbish must not remain overnight. FAILURE TO COMPLY WITH THIS PROVISION WILL RESULT IN VENDOR PAYING AS LIQUIDATED DAMAGES, AND NOT AS A PENALTY FOR SUCH FAILURE, THE SUM OF ONE HUNDRED DOLLARS (\$100.00) PER DAY, FOR EACH DAY THAT DEBRIS REMAINS ON PROPERTY. A CORRESPONDING AMOUNT WILL BE AUTOMATICALLY DEDUCTED FROM VENDOR'S INVOICE.
- 10. SCHEDULING/CLOSE-OUT:** Vendor is to contact **Todd Payne, Weatherization Manager – Energy, at 661-336-5203** to schedule the above-mentioned scope of work and to conduct final walk-thrus/close-outs. Close-out documentation required shall require proof of final inspection. Failure to contact said personnel may delay or negate payment.
- 11. NOTICES.** Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by Certified Mail, to the address set forth below.

Vendor:  
Oasis Air Conditioning  
ATTN: Ben Dominguez  
1000 East Truxtun Ave.  
Bakersfield, CA 93305  
Phone: (661) 322-2665

CAPK:  
Community Action Partnership of Kern  
ATTN: Margaret L. Palmer  
300 19<sup>th</sup> Street  
Bakersfield, CA 93301  
Phone: (661) 336-5203

- 12. RECORDKEEPING.** Payroll and basic records pertaining to the services described in **Attachment A** shall be kept on a generally recognized accounting basis and shall be available to CAPK at mutually convenient times. Vendor shall maintain all records pertaining to this Agreement for a period of five (5) years after submission of the final reports for each individual CSD contract. Vendor shall further maintain all such records until resolution of all related audit and monitoring findings are completed.
- 13. INDEMNIFICATION.** Vendor agrees to indemnify and hold harmless CAPK from all claims, losses, expenses, fees, including attorney fees, costs and judgments that may be asserted against Vendor while executing this Agreement.
- 14. HOLDING OVER:** Any holdover after the expiration date of this Agreement shall be construed as a month-to-month agreement in accordance with the terms hereof as applicable until the Agreement has been renewed in accordance with Section 5 above, not to exceed 12 months.
- 15. EVALUATION.** Vendor may be evaluated throughout the term of this Agreement. If Vendor fails to provide satisfactory service, CAPK may terminate this Agreement with a written notice.
- 16. ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties. No other agreement, statement or promise made on or before the effective date of this Agreement will be binding on the parties.
- 17. SEVERABILITY.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision will remain in full force and effect.
- 18. APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.
- 19. ADDITIONAL TERMS AND CONDITIONS.** **Attachment B**, attached hereto and incorporated herein, contains CAPK's Additional Terms and Conditions which are made a part of this Agreement.

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

**VENDOR:** OASIS AIR CONDITIONING

**LICENSE NO.:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**CAPK:** COMMUNITY ACTION PARTNERSHIP OF KERN

**Signed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** Jeremy T. Tobias

**Title:** Chief Executive Officer

CAPK Staff Initials			

## Attachment A

RFP CAPK Energy 2019-001  
SUBCONTRACTOR - APPLIANCES  
BID FORM

### Unit Price Quote:

Please provide a unit price quote for each of the items listed below. **The price quote must be a total cost including material, labor and permit.** The complete job includes the new appliance, installation and removal and disposal of the removed appliance, and cleanup of debris created during the installation. Price quotes should be for a normal installation. Additional charges for unusual situations are handled on a case-by-case basis.

All pricing should include crane rental, permit, Hers duct test and certificate where applicable, as well as the removal and disposal of all the old equipment and trash.

1. **SMOKE AND CARBON MONOXIDE DETECTORS**

- Smoke detector \$ 60.00
- Carbon monoxide detector \$ 60.00
- Combination smoke detector and carbon monoxide detector \$ N/A

2. **WALL FURNACE**

Remove existing wall furnace and vent system (metal). Install new wall furnace with 78% efficiency, vent system and gas flex and valve at furnace location.

- Single sided – 35,000 BTU \$ 3140.00
- Double sided – 50,000 BTU \$ 3340.00

3. **HEATER - EXTERIOR WALL DIRECT VENT**

Remove existing direct vent heater and install a new direct vent heater with 78% efficiency, a new gas flex and valve.

- Heater – 35,000 BTU \$ 2890.00
- Heater – 50,000 BTU \$ 3190.00

4. **HEATER – FLOOR FURNACE**

Remove existing floor furnace and install new floor furnace, no floor cutting required. Replace horizontal metal vent (4') to existing vertical vent, and gas flex and valve.

- Floor furnace – 60,000 BTU \$ 2890.00

5. **DUAL PAC ROOFTOPS (14 SEER, R410A, SINGLE PHASE)**

Remove the existing rooftop system and stand. Install a new transition, angle iron stand and rooftop system. Install a new electrical disconnect, gas flex and valve and condensate drain in copper.

- 2 ton \$ 5680.00
- 2.5 ton \$ 5780.00
- 3 ton \$ 5980.00
- 3.5 ton \$ 6180.00
- 4 ton \$ 6380.00

- 5 ton

\$6980.<sup>00</sup>

6. **FORCED AIR UNIT (FAU) UP FLOW**

Remove the existing FAU and install a new up flow high efficiency (80% or higher AFUE rating) FAU, closet installation, adapt to existing supply plenum. No duct work required. (Closet alteration for free air requirements to be bid separately on an individual basis.)

- 40,000 BTU
- 60,000 BTU
- 75,000 BTU
- 80,000 BTU

\$3080.<sup>00</sup>  
\$3080.<sup>00</sup>  
\$3180.<sup>00</sup>  
\$3280.<sup>00</sup>

7. **FORCED AIR UNIT (FAU) HORIZONTAL FLOW**

Remove the existing FAU and install a new horizontal high efficiency (80% or higher AFUE rating) FAU in the attic with existing legal platform: Attic access 30" x 30". Adapt to existing supply and return plenums, vent into the existing roof stack.

- 40,000 BTU
- 60,000 BTU
- 75,000 BTU
- 80,000 BTU

\$3180.<sup>00</sup>  
\$3180.<sup>00</sup>  
\$3280.<sup>00</sup>  
\$3380.<sup>00</sup>

8. **ROOFTOP HEAT PUMPS (14 SEER, R410A, SINGLE PHASE)**

Remove the existing rooftop system and stand. Install a new transition, angle iron stand and rooftop system. Install a new electrical disconnect and condensate drain in copper.

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton
- 5 ton

\$6280.<sup>00</sup>  
\$6480.<sup>00</sup>  
\$6680.<sup>00</sup>  
\$7480.<sup>00</sup>  
\$7680.<sup>00</sup>  
\$8080.<sup>00</sup>

c 9. **SPLIT SYSTEM GAS/ELECTRIC** PLEASE SEE ADDENDUM PAGE (16)

Remove the existing up flow split system and install a new up flow high efficiency (80% or higher AFUE rating) split system, closet installation, adapt to existing supply plenum. Flush the line set and reconnect with a liquid line drier, install all new venting, no duct work is required. (Closet alteration for free air requirements to be bid separately on an individual basis.)

**CONDENSERS (14 SEER, R410A, SINGLE PHASE)**

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton
- 5 ton

\$3180.<sup>00</sup>  
\$3280.<sup>00</sup>  
\$3380.<sup>00</sup>  
\$3480.<sup>00</sup>  
\$3580.<sup>00</sup>  
\$3880.<sup>00</sup>

**FURNACES UP FLOW (80% or higher AFUE Rating; 15 Volts)**

- 2 ton; 40,000 BTU
- 3 ton; 70,000 BTU
- 4 ton; 90,000 BTU
- 5 ton; 110,000 BTU

\$3080.<sup>00</sup>  
\$3180.<sup>00</sup>  
\$3280.<sup>00</sup>  
\$3380.<sup>00</sup>

**EVAPORATOR COIL (14 SEER, R410A, UP FLOW)**

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton
- 5 ton

\$2080.<sup>00</sup>  
\$2080.<sup>00</sup>  
\$2080.<sup>00</sup>  
\$2180.<sup>00</sup>  
\$2280.<sup>00</sup>  
\$2380.<sup>00</sup>

**10. SPLIT SYSTEM HEAT PUMPS**

Remove the existing up flow heat pump split system and install a new up flow heat pump split system, closet installation, adapt to existing supply plenum. Flush the line set and reconnect with a bi flow drier, no duct work is required.

**CONDENSER (14 SEER, R410A, SINGLE PHASE)**

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton
- 5 ton

\$3380.<sup>00</sup>  
\$3480.<sup>00</sup>  
\$3580.<sup>00</sup>  
\$3580.<sup>00</sup>  
\$3680.<sup>00</sup>  
\$3780.<sup>00</sup>

**AIR HANDLERS (14 SEER, R410A, SINGLE PHASE W/HEAT STRIP)**

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton
- 5 ton

\$4575.<sup>00</sup>  
\$4575.<sup>00</sup>  
\$4575.<sup>00</sup>  
\$4675.<sup>00</sup>  
\$4675.<sup>00</sup>  
\$4775.<sup>00</sup>

**11. MOBILE HOME SPLIT SYSTEM DOWN FLOW PLEASE SEE ADDENDUM PAGE (16)**

Remove the existing down flow split system and install a new down flow high efficiency (80% or higher AFUE rating) split system, adapt to existing supply plenum. Flush the line set and reconnect with a liquid line drier, install all new venting, no duct work required.

**CONDENSER (14 SEER, R410A, SINGLE PHASE)**

- 2 ton
- 2.5 ton
- 3 ton
- 3.5 ton
- 4 ton
- 5 ton

\$3180.<sup>00</sup>  
\$3280.<sup>00</sup>  
\$3380.<sup>00</sup>  
\$3480.<sup>00</sup>  
\$3580.<sup>00</sup>  
\$3880.<sup>00</sup>

**FURNACE (80% EFFICIENCY -- DOWN FLOW FURNACE MOBILE HOME APPROVED)**



• 56,000 BTU	\$3780. <sup>00</sup>
• 70,000 BTU	\$3780. <sup>00</sup>
• 77,000 BTU	\$4180. <sup>00</sup>
• 90,000 BTU	\$4280. <sup>00</sup>

**EVAPORATOR COIL (14 SEER, R410A, DOWN FLOW)**

• 2 ton	\$2080. <sup>00</sup>
• 2.5 ton	\$2080. <sup>00</sup>
• 3 ton	\$2080. <sup>00</sup>
• 3.5 ton	\$2180. <sup>00</sup>
• 4 ton	\$2280. <sup>00</sup>
• 5 ton	\$2380. <sup>00</sup>

\* 12. **MOBILE HOME SPLIT SYSTEM UP FLOW** PLEASE SEE ADDENDUM PAGE (16)

Remove the existing up flow split system and install a new up flow high efficiency (80% or higher AFUE rating) split system, closet installation, adapt to existing supply plenum. Flush the line set and reconnect with a liquid line drier, install all new venting, no duct work is required. (Closet alteration for free air requirements to be bid separately on an individual basis.)

**CONDENSER (14 SEER, R410A, SINGLE PHASE)**

• 2 ton	\$3380. <sup>00</sup>
• 2.5 ton	\$3480. <sup>00</sup>
• 3 ton	\$3580. <sup>00</sup>
• 3.5 ton	\$3580. <sup>00</sup>
• 4 ton	\$3680. <sup>00</sup>
• 5 ton	\$3780. <sup>00</sup>

**FURNACE (80% EFFICIENCY -- UP FLOW FURNACE MOBILE HOME APPROVED)**

• 56,000 BTU	\$3780. <sup>00</sup>
• 70,000 BTU	\$3780. <sup>00</sup>
• 77,000 BTU	\$3880. <sup>00</sup>
• 90,000 BTU	\$3980. <sup>00</sup>

**EVAPORATOR COIL (14 SEER, R410A, UP FLOW)**

• 2 ton	\$2080. <sup>00</sup>
• 2.5 ton	\$2080. <sup>00</sup>
• 3 ton	\$2080. <sup>00</sup>
• 3.5 ton	\$2180. <sup>00</sup>
• 4 ton	\$2280. <sup>00</sup>
• 5 ton	\$2380. <sup>00</sup>

\* 13. **DUCTWORK**

Duct work is to be priced by the linear foot, including the labor cost per foot.

• 4" - 5" flexible ductwork - R6	\$15. <sup>00</sup>
• 6" - 7" flexible ductwork - R6	\$15. <sup>00</sup>
• 8" - 9" flexible ductwork - R6	\$15. <sup>00</sup>
• 10" - 12" flexible ductwork - R6	\$18. <sup>00</sup>

	<ul style="list-style-type: none"> <li>14" - 16" flexible ductwork – R6</li> <li>18" - 20" flexible ductwork – R6</li> </ul>	<u>\$20.<sup>00</sup></u> <u>\$20.<sup>00</sup></u>
	<b>* MINIMUM 25 FEET</b>	
<b>14. THERMOSTAT</b>	Remove the old thermostat and install a new programmable thermostat. <ul style="list-style-type: none"> <li>5-2 Day Programmable</li> </ul>	<u>\$190.<sup>00</sup></u>
<b>15. EVAPORATIVE COOLER – ROOF</b>	Remove the old down flow cooler and install a new 4500 CFM down flow cooler with a new ½ horsepower single speed motor, install a new ¾" copper water line and shut off valve, install a new metal leg kit.	<u>\$2850.<sup>00</sup></u>
<b>16. EVAPORATIVE COOLER – WINDOW</b>	Remove the old window cooler and install a new 4500 CFM window cooler, install a new ¾" copper water line and shut off valve, install a new chain hanging kit, seal around the window opening, if needed	<u>\$1950.<sup>00</sup></u>
<b>17. AIR CONDITIONER – WINDOW</b>	Remove the old window air conditioner and install a new 12K BTU window air conditioner 115 volts straight cooling, install a new chain hanging kit, seal around the window opening, if needed.	<u>\$1750.<sup>00</sup></u>
<b>18. HOT WATER HEATER – ELECTRIC, NATURAL GAS OR PROPANE</b>	Include in your price quote new water heater gas line valve, gas connector, flex water connectors, ¾" water gate valve and vent materials to existing ceiling jack. All water heaters must be secured to structure top and bottom for earthquake strapping. Price quotes are to include permit costs, if applicable.	
	<ul style="list-style-type: none"> <li>30-gallon water heater installed in garage on existing 18" platform</li> </ul>	<u>\$2250.<sup>00</sup></u>
	<ul style="list-style-type: none"> <li>40-gallon water heater installed in garage on existing 18" platform</li> </ul>	<u>\$2150.<sup>00</sup></u>
	<ul style="list-style-type: none"> <li>Construction and installation of new 18" platform</li> </ul>	<u>\$450.<sup>00</sup></u>
	<ul style="list-style-type: none"> <li>30-gallon water heater installed outside on existing concrete pad in existing metal cabinet enclosure</li> </ul>	<u>\$2250.<sup>00</sup></u>
	<ul style="list-style-type: none"> <li>40-gallon water heater installed outside on existing concrete pad in existing metal cabinet enclosure</li> </ul>	<u>\$2150.<sup>00</sup></u>
	<ul style="list-style-type: none"> <li>Construction and installation of new outside cabinet enclosure, with concrete pad and new vent system extending above roof eaves</li> </ul>	<u>\$850.<sup>00</sup></u>
	<ul style="list-style-type: none"> <li>30-gallon water heater installed in indoor cabinet enclosure</li> </ul>	<u>\$2250.<sup>00</sup></u>
	<ul style="list-style-type: none"> <li>40-gallon water heater installed in indoor cabinet enclosure</li> </ul>	<u>\$2150.<sup>00</sup></u>
	<ul style="list-style-type: none"> <li>30-gallon water heater installed in indoor open area (i.e., laundry room)</li> </ul>	<u>\$2250.<sup>00</sup></u>
	<ul style="list-style-type: none"> <li>40-gallon water heater installed in indoor open area (i.e., laundry room)</li> </ul>	<u>\$2150.<sup>00</sup></u>
	<ul style="list-style-type: none"> <li>Cost per foot for additional piping, installed               <ul style="list-style-type: none"> <li>Copper 3/4"</li> <li>Galvanized 3/4"</li> </ul> </li> </ul>	<u>\$6.<sup>00</sup></u> <u>\$ N/A</u>

19. FREE STANDING RANGE – ELECTRIC (220 Volt), COOK TOP (GAS, ELECTRIC, PROPANE)

All counter tops and 30" free-standing ranges will be provided by the Contractor. Incidental charges for other than "kind for kind" installations are handled on an individual job basis and are to be quoted and billed separately.

All installations will include removal and disposal of old range, installation of line valve and connector. Price quotes are to include permit costs, if applicable.

- 30" free-standing range
- 4-burner countertop unit with electric ignition, requiring no incidental

work (straight drop in)

\$1050.<sup>00</sup>

\$ 950.<sup>00</sup>

20. ADDITIONAL SERVICES

Hourly rate for Service Technician

\$120.<sup>00</sup>

Hourly rate for Two-man Service Crew

\$ 180.<sup>00</sup>

Mark-up for additional material not listed in per unit bids above (percentage)

\* %

\* SLIDING SCALE BASED ON ACQUISITION COST: STARTING @ 60% \*

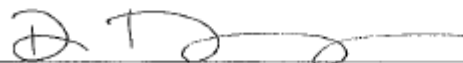
Mileage charges (when applicable), not to exceed the IRS standard mileage rate

\$ AS ALLOWED  
BY LAW

**VENDOR:**

OASIS AIR CONDITIONING INC.

Company Name



Signature

BEN DOMINGUEZ

Printed Name

6/10/19

Date

## \* 9. SPLIT SYSTEM GAS/ELECTRIC COMPLETE SYSTEM PRICE

Remove the existing up flow split system and install a new up flow high efficiency (80% or higher AFUE rating) split system, closet installation, adapt to existing supply plenum. Flush the line set and reconnect with a liquid line drier, install all new venting, no duct work is required. (Closet alteration for free air requirements to be bid separately on an individual basis.)

### (14 SEER, R410A, SINGLE PHASE)

o 2 ton	<u>\$5980.00</u>
o 2.5 ton	<u>\$6280.00</u>
o 3 ton	<u>\$6380.00</u>
o 3.5 ton	<u>\$6780.00</u>
o 4 ton	<u>\$6880.00</u>
o 5 ton	<u>\$7280.00</u>

## \* 11. MOBILE HOME SPLIT SYSTEM DOWN FLOW COMPLETE SYSTEM PRICE

Remove the existing down flow split system and install a new down flow high efficiency (80% or higher AFUE rating) split system, adapt to existing supply plenum. Flush the line set and reconnect with a liquid line drier, install all new venting, no duct work required.

### (14 SEER, R410A, SINGLE PHASE)

o 2 ton	<u>\$7680.00</u>
o 2.5 ton	<u>\$7880.00</u>
o 3 ton	<u>\$8080.00</u>
o 3.5 ton	<u>\$8480.00</u>
o 4 ton	<u>\$8680.00</u>
o 5 ton	<u>\$8980.00</u>

## \* 12. MOBILE HOME SPLIT SYSTEM UP FLOW COMPLETE SYSTEM PRICE

Remove the existing up flow split system and install a new up flow high efficiency (80% or higher AFUE rating) split system, closet installation, adapt to existing supply plenum. Flush the line set and reconnect with a liquid line drier, install all new venting, no duct work is required. (Closet alteration for free air requirements to be bid separately on an individual basis.)

### (14 SEER, R410A, SINGLE PHASE)

o 2 ton	<u>\$8180.00</u>
o 2.5 ton	<u>\$8280.00</u>
o 3 ton	<u>\$8480.00</u>
o 3.5 ton	<u>\$8980.00</u>
o 4 ton	<u>\$9280.00</u>
o 5 ton	<u>\$9680.00</u>

## **ATTACHMENT B**

### **Community Action Partnership of Kern Additional Terms and Conditions**

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

behalf of the corporation are jointly responsible for performance of this Agreement.

14. **PROTEST BY VENDOR:** If the Vendor wishes to file a protest against CAPK for any action, the Vendor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in this agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Vendor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Vendor may file a protest with CAPK as specified in the section titled "Protest by Vendor."
16. **DEBARMENT AND SUSPENSION CERTIFICATION:** Vendor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
  - a. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
  - b. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
  - c. Does not have a proposed debarment pending; and
  - d. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

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

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

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

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

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

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

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

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

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

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

- a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- b. Provide coverage for owned, non-owned and hired autos.
- c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- e. Provide Contractual Liability coverage for the terms of this Agreement.
- f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

All policies required of the Vendor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Vendor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

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

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

The insurance required hereunder shall be maintained until all work required to be performed by this Agreement is satisfactorily completed.

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

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**Signature**

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**Date**

---

**Print Name**

---

**Company Name**



**CONTRACT FOR SERVICES AGREEMENT**

This Contract for Services Agreement (the "Agreement") is made and entered into as of the 1st day of July 2019 by and between PLC System Services ("Vendor") and Community Action Partnership of Kern ("CAPK"). In consideration of mutual promises and agreements of the parties as herein set forth, the parties agree as follows:

- 1. DESCRIPTION OF SERVICES.** Vendor is to perform all services and install all equipment and materials as per the Scope of Work contained in the proposal submitted by Vendor in response to RFP Energy 2019-001. Vendor's Bid Form for RFP Energy 2019-001 is found in **Attachment A** attached hereto and incorporated herein by reference.
- 2. LOCATION FOR SERVICES.** Kern County.
- 3. PAYMENT FOR SERVICES.** Payment for services shall be as described in the Bid Form for RFP Energy 2019-001. Payment shall be made when CAPK has determined that the work effort has been satisfactorily completed, including any punch list items. Vendor shall submit an original invoice detailing all work performed with evidence of final inspection and a copy of the job card attached. The total aggregate amount of this Agreement is not to exceed \$500,000.00. Terms are Net 45 from the date the original invoice is received at CAPK's Finance Department.

Note: Vendor shall mail all invoices, with required detail, to: Community Action Partnership of Kern,  
Attn: Accounts Payable, 5005 Business Park North, Bakersfield, CA 93309.

- 4. TERM.** The period of performance for this Agreement is July 1, 2019 through June 30, 2022. CAPK may discharge Vendor at any time by written notice effective when such notice is received by Vendor. Unless specifically agreed to between Vendor and CAPK, Vendor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice.
- 5. OPTION TO RENEW.** This Agreement may be renewed for one (1) 12-month period, up to two (2) times, upon agreement between CAPK and Vendor. Said renewal shall be based on the quality of work and reasonableness of fees for service.
- 6. RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, Vendor is an independent contractor and is not an officer or employee of CAPK.
- 7. INSURANCE.** Vendor shall procure, furnish and maintain at all times for the duration of this Agreement the types and limits of insurance specified in **Attachment B**, Additional Terms and Conditions, and will name CAPK as an additional insured.
- 8. DAMAGE TO PROPERTY.** Vendor shall be entirely responsible for any damages to property during delivery, assembly, installation/placement of the materials and/or the furnishing of the services described herein and shall repair or cause to be repairs at its expense any such damages in a manner satisfactory to CAPK.
- 9. REMOVAL OF DEBRIS.** Vendor shall be entirely responsible for the daily removal of debris (empty cartons, crates, packing material, etc.) resulting from delivery, assembly and/or installation/placement of material or the furnishing of services described herein. Rubbish must not remain overnight. FAILURE TO COMPLY WITH THIS PROVISION WILL RESULT IN VENDOR PAYING AS LIQUIDATED DAMAGES, AND NOT AS A PENALTY FOR SUCH FAILURE, THE SUM OF ONE HUNDRED DOLLARS (\$100.00) PER DAY, FOR EACH DAY THAT DEBRIS REMAINS ON PROPERTY. A CORRESPONDING AMOUNT WILL BE AUTOMATICALLY DEDUCTED FROM VENDOR'S INVOICE.
- 10. SCHEDULING/CLOSE-OUT:** Vendor is to contact **Todd Payne, Weatherization Manager – Energy, at 661-336-5203** to schedule the above-mentioned scope of work and to conduct final walk-thrus/close-outs. Close-out documentation required shall require proof of final inspection. Failure to contact said personnel may delay or negate payment.
- 11. NOTICES.** Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by Certified Mail, to the address set forth below.



Vendor:  
PLC System Services  
ATTN: Erick Puente  
11509 Orchard Park Drive  
Bakersfield, CA 93311  
Phone: 661) 706-8717

CAPK:  
Community Action Partnership of Kern  
ATTN: Margaret L. Palmer  
300 19<sup>th</sup> Street  
Bakersfield, CA 93301  
Phone: (661) 336-5203

- 12. RECORDKEEPING.** Payroll and basic records pertaining to the services described in **Attachment A** shall be kept on a generally recognized accounting basis and shall be available to CAPK at mutually convenient times. Vendor shall maintain all records pertaining to this Agreement for a period of five (5) years after submission of the final reports for each individual CSD contract. Contractor shall further maintain all such records until resolution of all related audit and monitoring findings are completed.
- 13. INDEMNIFICATION.** Vendor agrees to indemnify and hold harmless CAPK from all claims, losses, expenses, fees, including attorney fees, costs and judgments that may be asserted against Vendor while executing this Agreement.
- 14. HOLDING OVER:** Any holdover after the expiration date of this Agreement shall be construed as a month-to-month agreement in accordance with the terms hereof as applicable until the Agreement has been renewed in accordance with Section 5 above, not to exceed 12 months.
- 15. EVALUATION.** Vendor may be evaluated throughout the term of this Agreement. If Vendor fails to provide satisfactory service, CAPK may terminate this Agreement with a written notice.
- 16. ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties. No other agreement, statement or promise made on or before the effective date of this Agreement will be binding on the parties.
- 17. SEVERABILITY.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision will remain in full force and effect.
- 18. APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.
- 19. ADDITIONAL TERMS AND CONDITIONS.** **Attachment B**, attached hereto and incorporated herein, contains CAPK's Additional Terms and Conditions which are made a part of this Agreement.

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

**VENDOR:** PLC SYSTEM SERVICES

**LICENSE NO.:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**CAPK:** COMMUNITY ACTION PARTNERSHIP OF KERN

**Signed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** Jeremy T. Tobias

**Title:** Chief Executive Officer

CAPK Staff Initials			

## Attachment A

### **RFP CAPK Energy 2019-001 SUBCONTRACTOR - APPLIANCES BID FORM**

#### Unit Price Quote:

Please provide a unit price quote for each of the items listed below. **The price quote must be a total cost including material, labor and permit.** The complete job includes the new appliance, installation and removal and disposal of the removed appliance, and cleanup of debris created during the installation. Price quotes should be for a normal installation. Additional charges for unusual situations are handled on a case-by-case basis.

All pricing should include crane rental, permit, Hers duct test and certificate where applicable, as well as the removal and disposal of all the old equipment and trash.

#### 1. **SMOKE AND CARBON MONOXIDE DETECTORS**

• Smoke detector	\$ 130
• Carbon monoxide detector	\$ 130
• Combination smoke detector and carbon monoxide detector	\$ 165

#### 2. **WALL FURNACE**

Remove existing wall furnace and vent system (metal). Install new wall furnace with 78% efficiency, vent system and gas flex and valve at furnace location.

• Single sided – 35,000 BTU	\$ 2078
• Double sided – 50,000 BTU	\$ 2078

#### 3. **HEATER - EXTERIOR WALL DIRECT VENT**

Remove existing direct vent heater and install a new direct vent heater with 78% efficiency, a new gas flex and valve.

• Heater – 35,000 BTU	\$ 3116
• Heater – 50,000 BTU	\$ 3392

#### 4. **HEATER – FLOOR FURNACE**

Remove existing floor furnace and install new floor furnace, no floor cutting required. Replace horizontal metal vent (4') to existing vertical vent, and gas flex and valve.

• Floor furnace – 60,000 BTU	\$ 3192
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#### 5. **DUAL PAC ROOFTOPS (14 SEER, R410A, SINGLE PHASE)**

Remove the existing rooftop system and stand. Install a new transition, angle iron stand and rooftop system. Install a new electrical disconnect, gas flex and valve and condensate drain in copper.

• 2 ton	\$ 5981
• 2.5 ton	\$ 6193
• 3 ton	\$ 6290
• 3.5 ton	\$ 6727
• 4 ton	\$ 6869

• 5 ton	\$ 7190
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6. **FORCED AIR UNIT (FAU) UP FLOW**

Remove the existing FAU and install a new up flow high efficiency (80% or higher AFUE rating) FAU, closet installation, adapt to existing supply plenum. No duct work required. (Closet alteration for free air requirements to be bid separately on an individual basis.)

• 40,000 BTU	\$ 3264
• 60,000 BTU	\$ 3320
• 75,000 BTU	\$ 3320
• 80,000 BTU	\$ 3398

7. **FORCED AIR UNIT (FAU) HORIZONTAL FLOW**

Remove the existing FAU and install a new horizontal high efficiency (80% or higher AFUE rating) FAU in the attic with existing legal platform: Attic access 30" x 30". Adapt to existing supply and return plenums, vent into the existing roof stack.

• 40,000 BTU	\$ 3627
• 60,000 BTU	\$ 3789
• 75,000 BTU	\$ 3976
• 80,000 BTU	\$ 4100

8. **ROOFTOP HEAT PUMPS (14 SEER, R410A, SINGLE PHASE)**

Remove the existing rooftop system and stand. Install a new transition, angle iron stand and rooftop system. Install a new electrical disconnect and condensate drain in copper.

• 2 ton	\$ 6185
• 2.5 ton	\$ 6404
• 3 ton	\$ 6443
• 3.5 ton	\$ 6956
• 4 ton	\$ 7103
• 5 ton	\$ 7435

9. **SPLIT SYSTEM GAS/ELECTRIC**

Remove the existing up flow split system and install a new up flow high efficiency (80% or higher AFUE rating) split system, closet installation, adapt to existing supply plenum. Flush the line set and reconnect with a liquid line drier, install all new venting, no duct work is required. (Closet alteration for free air requirements to be bid separately on an individual basis.)

**CONDENSERS (14 SEER, R410A, SINGLE PHASE)**

• 2 ton	\$ 2022
• 2.5 ton	\$ 2469
• 3 ton	\$ 2328
• 3.5 ton	\$ 2497
• 4 ton	\$ 2553
• 5 ton	\$ 2632

**FURNACES UP FLOW (80% or higher AFUE Rating; 15 Volts)**

• 2 ton; 40,000 BTU	\$ 3024
• 3 ton; 70,000 BTU	\$ 3038
• 4 ton; 90,000 BTU	\$ 3228
• 5 ton; 110,000 BTU	\$ 3346

**EVAPORATOR COIL (14 SEER, R410A, UP FLOW)**

• 2 ton	\$ 1383
• 2.5 ton	\$ 1383
• 3 ton	\$ 1393
• 3.5 ton	\$ 1320
• 4 ton	\$ 1560
• 5 ton	\$ 1680

**10. SPLIT SYSTEM HEAT PUMPS**

Remove the existing up flow heat pump split system and install a new up flow heat pump split system, closet installation, adapt to existing supply plenum. Flush the line set and reconnect with a bi flow drier, no duct work is required.

**CONDENSER (14 SEER, R410A, SINGLE PHASE)**

• 2 ton	\$ 2803
• 2.5 ton	\$ 3042
• 3 ton	\$ 3300
• 3.5 ton	\$ 3667
• 4 ton	\$ 3772
• 5 ton	\$ 3781

**AIR HANDLERS (14 SEER, R410A, SINGLE PHASE W/HEAT STRIP)**

• 2 ton	\$ 2257
• 2.5 ton	\$ 2411
• 3 ton	\$ 2411
• 3.5 ton	\$ 2519
• 4 ton	\$ 2534
• 5 ton	\$ 2649

**11. MOBILE HOME SPLIT SYSTEM DOWN FLOW**

Remove the existing down flow split system and install a new down flow high efficiency (80% or higher AFUE rating) split system, adapt to existing supply plenum. Flush the line set and reconnect with a liquid line drier, install all new venting, no duct work required.

**CONDENSER (14 SEER, R410A, SINGLE PHASE)**

• 2 ton	\$ 1864
• 2.5 ton	\$ 2023
• 3 ton	\$ 2194
• 3.5 ton	\$ 2438
• 4 ton	\$ 2508
• 5 ton	\$ 2514

**FURNACE (80% EFFICIENCY -- DOWN FLOW FURNACE MOBILE HOME APPROVED)**

• 56,000 BTU	\$ 3413
• 70,000 BTU	\$ 3538
• 77,000 BTU	\$ 3904
• 90,000 BTU	\$ 4270

**EVAPORATOR COIL (14 SEER, R410A, DOWN FLOW)**

• 2 ton	\$ 1153
• 2.5 ton	\$ 1168
• 3 ton	\$ 1168
• 3.5 ton	\$ 1170
• 4 ton	\$ 1300
• 5 ton	\$ 1400

**12. MOBILE HOME SPLIT SYSTEM UP FLOW**

Remove the existing up flow split system and install a new up flow high efficiency (80% or higher AFUE rating) split system, closet installation, adapt to existing supply plenum. Flush the line set and reconnect with a liquid line drier, install all new venting, no duct work is required. (Closet alteration for free air requirements to be bid separately on an individual basis.)

**CONDENSER (14 SEER, R410A, SINGLE PHASE)**

• 2 ton	\$ 2022
• 2.5 ton	\$ 2461
• 3 ton	\$ 2328
• 3.5 ton	\$ 2497
• 4 ton	\$ 2553
• 5 ton	\$ 2632

**FURNACE (80% EFFICIENCY -- UP FLOW FURNACE MOBILE HOME APPROVED)**

• 56,000 BTU	\$ 2794
• 70,000 BTU	\$ 2900
• 77,000 BTU	\$ 3200
• 90,000 BTU	\$ 3500

**EVAPORATOR COIL (14 SEER, R410A, UP FLOW)**

• 2 ton	\$ 1153
• 2.5 ton	\$ 1153
• 3 ton	\$ 1050
• 3.5 ton	\$ 1100
• 4 ton	\$ 1300
• 5 ton	\$ 1400

**13. DUCTWORK**

Duct work is to be priced by the linear foot, including the labor cost per foot.

• 4" - 5" flexible ductwork – R6	\$ 5.83
• 6" - 7" flexible ductwork – R6	\$ 6.28
• 8" - 9" flexible ductwork – R6	\$ 7.60
• 10" - 12" flexible ductwork – R6	\$ 9.75

• 14" - 16" flexible ductwork – R6	\$ 12.94
• 18" - 20" flexible ductwork – R6	\$ 15.23

14. **THERMOSTAT**

Remove the old thermostat and Install a new programmable thermostat.

• 5-2 Day Programmable	\$ 157
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15. **EVAPORATIVE COOLER – ROOF**

Remove the old down flow cooler and install a new 4500 CFM down flow cooler with a new ½ horsepower single speed motor, install a new ¼" copper water line and shut off valve, install a new metal leg kit.

\$ 1882

16. **EVAPORATIVE COOLER – WINDOW**

Remove the old window cooler and install a new 4500 CFM window cooler, install a new ¼" copper water line and shut off valve, install a new chain hanging kit, seal around the window opening, if needed

\$ 1882

17. **AIR CONDITIONER – WINDOW**

Remove the old window air conditioner and install a new 12K BTU window air conditioner 115 volts straight cooling, install a new chain hanging kit, seal around the window opening, if needed.

\$ 1400

18. **HOT WATER HEATER – ELECTRIC, NATURAL GAS OR PROPANE**

Include in your price quote new water heater gas line valve, gas connector, flex water connectors, ¾" water gate valve and vent materials to existing ceiling jack. All water heaters must be secured to structure top and bottom for earthquake strapping. Price quotes are to include permit costs, if applicable.

• 30-gallon water heater installed in garage on existing 18" platform	\$ 1800
• 40-gallon water heater installed in garage on existing 18" platform	\$ 1800
• Construction and installation of new 18" platform	\$ 300
• 30-gallon water heater installed outside on existing concrete pad in existing metal cabinet enclosure	\$ 1800
• 40-gallon water heater installed outside on existing concrete pad in existing metal cabinet enclosure	\$ 1100
• Construction and installation of new outside cabinet enclosure, with concrete pad and new vent system extending above roof caves	\$ 1800
• 30-gallon water heater installed in indoor cabinet enclosure	\$ 1800
• 40-gallon water heater installed in indoor cabinet enclosure	\$ 1800
• 30-gallon water heater installed in indoor open area (i.e., laundry room)	\$ 1800
• 40-gallon water heater installed in indoor open area (i.e., laundry room)	\$ 1800
• Cost per foot for additional piping, installed	
• Copper 3/4"	\$ 12.50
• Galvanized 3/4"	\$ 11.20

19. **FREE STANDING RANGE – ELECTRIC (220 Volt), COOK TOP (GAS, ELECTRIC, PROPANE)**

All counter tops and 30" free-standing ranges will be provided by the Contractor. Incidental charges for other than "kind for kind" installations are handled on an individual job basis and are to be quoted and billed separately.

All installations will include removal and disposal of old range, installation of line valve and connector. Price quotes are to include permit costs, if applicable.

• 30" free-standing range	<u>\$ N/A</u>
• 4-burner countertop unit with electric ignition, requiring no incidental work (straight drop in)	<u>\$ N/A</u>

20. **ADDITIONAL SERVICES**

Hourly rate for Service Technician	<u>\$ 90</u>
Hourly rate for Two-man Service Crew	<u>\$ 180</u>
Mark-up for additional material not listed in per unit bids above (percentage)	<u>15 %</u>
Mileage charges (when applicable), not to exceed the IRS standard mileage rate	<u>\$ 0.58</u>

**VENDOR:**

PLC System Services

Company Name



Signature

Erick Puente

Printed Name

06/10/2019

Date

## **ATTACHMENT B**

### **Community Action Partnership of Kern Additional Terms and Conditions**

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



14. **PROTEST BY VENDOR:** If the Vendor wishes to file a protest against CAPK for any action, the Vendor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in this agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Vendor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Vendor may file a protest with CAPK as specified in the section titled "Protest by Vendor."
16. **DEBARMENT AND SUSPENSION CERTIFICATION:** Vendor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
  - Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
  - Does not have a proposed debarment pending; and
  - Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

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

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

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

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

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

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

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

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

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

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

- a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- b. Provide coverage for owned, non-owned and hired autos.
- c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- e. Provide Contractual Liability coverage for the terms of this Agreement.
- f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

All policies required of the Vendor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Vendor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

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

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

The insurance required hereunder shall be maintained until all work required to be performed by this Agreement is satisfactorily completed.

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

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**Signature**

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**Date**

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**Print Name**

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**Company Name**

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors  


**From:** Jerry Meade, Program Design and Management Administrator

**Subject:** *Agenda Item VI(e): Governance, Leadership, and Oversight Capacity Screener*  
- **Action Item**

**Date:** August 21, 2019

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Under section 638 of the Head Start Act, the Head Start Grantee must conduct a screening of the organization's governance and leadership capacity within 60 days of the start of the project period. The Head Start and State Child Development staff completed the screening tool on August 6, 2019 at the regularly scheduled Policy Council Planning Committee meeting. The attendees of this meeting included two members of the CAPK Board, Yolanda Ochoa, Board Secretary and Nila Hogan, Policy Council Representative of the Board. Additionally, Policy Council Vice Chair, Diana Reyes was present and facilitated the meeting.

Upon review of the screening tool, the committee found that CAPK has well established governance and leadership system that includes written procedures. The committee identify three areas where the procedure could be strengthened to ensure clarity in expectations. All three of these areas are currently meeting the requirement, however the written procedures do not clearly describe the expectation. Staff have since revised these procedures, and the corrections have been complete.

The screener is attached for review and approval to submit to the Office of Head Start's regional office.

### **Recommendation**

Staff recommends the Board of Directors approve with Resolution the Head Start Governance, Leadership and Capacity Screener.

Attached:  
Resolution #2019-12  
Governance, Leadership and Oversight Capacity Screener

## RESOLUTION # 2019-12

### **A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the submission of the Governance, Leadership, and Oversight Capacity Screener**

The Community Action Partnership of Kern' Board of Directors located at 5005 Business Park North, Bakersfield, CA 93309, met on August 21, 2019, in Bakersfield, California at a regularly scheduled meeting and resolved as follows:

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

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

**WHEREAS**, the Head Start Grantee must conduct a screening of the organization's governance and leadership capacity within 60 days of the start of the project period

**WHEREAS**, the Office of Head Start requires the Board Chair to sign the screening tool; and

**NOW, THEREFORE**, be it resolved that the CAPK Board of Directors hereby authorizes the Chairman of the Board to sign the Governance, Leadership, and Oversight Capacity Screener for Head Start/Early Head Start Kern grants.

**APPROVED** by a majority vote of the Community Action Partnership of Kern' Board of Directors, this 21<sup>st</sup> day of August 2019.

---

Curtis Floyd, Chair  
CAPK Board of Directors

---

Date

## RESOLUTION # 2019-12

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

**WHEREAS**, the Head Start Grantee must conduct a screening of the organization's governance and leadership capacity within 60 days of the start of the project period

**WHEREAS**, the Office of Head Start requires the Board Chair to sign the screening tool; and

**NOW, THEREFORE**, be it resolved that the CAPK Board of Directors hereby authorizes the Chairman of the Board to sign the Governance, Leadership, and Oversight Capacity Screener for Head Start/Early Head Start Kern grants.

**APPROVED** by a majority vote of the Community Action Partnership of Kern' Board of Directors, this 21<sup>st</sup> day of August 2019.

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Curtis Floyd, Chair  
CAPK Board of Directors

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Date

## Governance, Leadership, and Oversight Capacity Screener

### Introduction

Organizations that accept federal funds to operate Head Start and/or Early Head Start programs must have strong governance systems in place to safeguard federal dollars and provide oversight and direction to the Head Start program.

This screener organizes the Head Start requirements to help organizations identify where they need to make changes and build capacity to fulfill their Head Start governance responsibilities.

### Suggestions for Use

1. Print a copy of this screener.
2. Have your organization's governing body or Tribal Council chair, Policy Council chair, executive director, and Head Start program director work together to review the table beginning on page 3 and to identify (with a check mark or "X") the following items:
  - i. Required Head Start governance practices that your organization currently has in place
  - ii. Required Head Start governance practices that your organization will implement within the first three months of funding
  - iii. Required Head Start governance practices that your organization needs help understanding and implementing
3. On the final page of this document list the governance practices and regulations that your organization needs assistance in understanding and implementing.
4. Enter any questions or concerns you have in the comments section on the final page of this document.
5. Share this screener and your findings with your full governing body or Tribal Council, Policy Council, and Head Start program leadership. Assign people to begin implementation of the governance practices you have identified as not currently in place.
6. You can explore the [Organizational Leadership](#) page on the Early Childhood Learning and Knowledge Center (ECLKC) to access other resources that can assist you as you move your governance system and practices forward.
7. At your next meeting with Regional Office staff, discuss those governance practices and regulations where your organization may benefit from technical assistance.

## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
1. The governing body (or Tribal Council) has the required composition. <sup>1</sup>			
<ul style="list-style-type: none"> <li>At least one member has fiscal/accounting background and expertise</li> </ul>			
<ul style="list-style-type: none"> <li>At least one member has early childhood education and development background and expertise</li> </ul>			
<ul style="list-style-type: none"> <li>At least one member is a licensed attorney</li> </ul>			
<ul style="list-style-type: none"> <li>Members reflect the community served and include parents of children who are currently, or were formerly, enrolled in Head Start programs</li> </ul>			
2. The Policy Council has the required composition.			
<ul style="list-style-type: none"> <li>A majority are parents of children who are currently enrolled in the Head Start program (including delegate agencies)</li> </ul>			
<ul style="list-style-type: none"> <li>Other members are representatives at-large of the community served by the program or any delegate agency (may include parents of children formerly enrolled)</li> </ul>			
<ul style="list-style-type: none"> <li>Members are elected by parents of children currently enrolled in the program</li> </ul>			

<sup>1</sup> If the composition of the governing body does not include individuals with the required qualifications, the governing body must use consultants or other individuals with relevant expertise and qualifications to meet the composition requirements [Head Start Act Sec. 642(c)(1)(B)(vi)].

## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
3. The Head Start program must ensure that members of the:			
<ul style="list-style-type: none"> <li>Governing body do not have a conflict of interest</li> <li>Policy council, and of the policy committee at the delegate level, do not have a conflict of interest</li> </ul>		Head Start Act Sec.642(c)(1)(C), 642(c)(2)(C), and 642(c)(3)(B) Head Start Program Performance Standards 1301.2(a) and 1301.3(b)(2)	
4. Head Start program has established a parent committee comprised exclusively of parents of currently enrolled children as early in the program year as possible.			
<ul style="list-style-type: none"> <li>The committee is established at the center level for center-based program and at the local program level for other program options</li> </ul>			
5. Governing body may establish advisory committees as it deems necessary for effective governance and improvement of the program.			
<ul style="list-style-type: none"> <li>Establish the structure, communication, and oversight in such a way that the governing body continues to maintain its legal and fiscal responsibility</li> <li>Notify responsible HHS official of intent to establish an advisory committee</li> </ul>			



## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<p>6. Members of the governing body (or Tribal Council) receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and are able to provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.</p> <ul style="list-style-type: none"> <li>The agency has a system for identifying the T/TA needs of the governing body (or Tribal Council) and using this information to develop a T/TA plan</li> </ul>			
<p>7. Members of the Policy Council receive effective and ongoing training and technical assistance (T/TA) to ensure that they understand the information they receive and can provide effective oversight of, make appropriate decisions for, and participate in programs of the Head Start agency.</p> <ul style="list-style-type: none"> <li>The agency has a system for identifying the T/TA needs of the Policy Council and using this information to develop a T/TA plan</li> <li>T/TA or orientations include training on program performance standards and training indicated in 1302.12(m)</li> </ul>			

## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
8. The governing body (or Tribal Council) exercises the following responsibilities:			
<ul style="list-style-type: none"> <li>Establishes procedures and criteria for recruiting, selecting, and enrolling children</li> </ul>			
<ul style="list-style-type: none"> <li>Selects delegate agencies, as appropriate</li> </ul>			
<ul style="list-style-type: none"> <li>Develops procedures for selecting Policy Council members</li> </ul>			
<ul style="list-style-type: none"> <li>Reviews applications and amendments to applications for funding</li> </ul>			
9. The governing body (or Tribal Council) exercises responsibility for the following:			
<ul style="list-style-type: none"> <li>Approval of all major financial expenditures of the agency</li> </ul>			
<ul style="list-style-type: none"> <li>Annual approval of the operating budget of the agency</li> </ul>			
<ul style="list-style-type: none"> <li>The selection (except when a financial auditor is assigned by the state under state law or is assigned under local law) of independent financial auditors to report all critical accounting policies and practices to the governing body (or Tribal Council)</li> </ul>			

## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> <li>The financial audit</li> <li>Monitoring of the agency's actions to correct any audit findings and other actions necessary to comply with applicable laws (including regulations) governing financial statement and accounting practices</li> </ul>			
10. The governing body (or Tribal Council) is engaged in reviewing and approving each of the following:			
<ul style="list-style-type: none"> <li>The annual self-assessment</li> <li>The agency's progress in carrying out the programmatic and fiscal provisions in the agency's grant application, including implementation of corrective actions</li> <li>Personnel policies of the agency regarding the hiring, evaluation, termination, and compensation of agency employees</li> <li>Results from monitoring conducted under section 641A(c), including appropriate follow-up activities</li> </ul>			Head Start Act Sec. 642(c)(1)(E)(iv)(V)(aa-cc) Sec. 642(c)(1)(E)(iv)(VIII)-(IX)

## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
Head Start Program Performance Standards 1301.4 (b)			
11. The program staff ensures the parent committee assumes responsibility for the following:			
<ul style="list-style-type: none"> <li>Work with program staff to determine the best methods to engage families using strategies that are most effective in their community</li> </ul>			
<ul style="list-style-type: none"> <li>Advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families</li> </ul>			
<ul style="list-style-type: none"> <li>Have a process for communication with the Policy Council and policy committee</li> </ul>			
<ul style="list-style-type: none"> <li>Participate in the recruitment and screening of Early Head Start and Head Start employees</li> </ul>			
12. The Head Start program works with the governing body (or Tribal Council) and Policy Council to make available to the public a report published at least once each year that discloses the following information from the most recently concluded fiscal year:			
<ul style="list-style-type: none"> <li>The total amount of public and private funds received and the amount from each source</li> </ul>			
<ul style="list-style-type: none"> <li>An explanation of budgetary expenditures and proposed budget for the fiscal year</li> </ul>			
Head Start Act Sec. 644 (a)(2)(A-H)			

## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> <li>The total number of children and families served, the average monthly enrollment (as a percentage of funded enrollment), and the percentage of eligible children served</li> </ul>			
<ul style="list-style-type: none"> <li>The results of the most recent review by the Secretary and the financial audit</li> </ul>			
<ul style="list-style-type: none"> <li>The percentage of enrolled children that received medical and dental exams</li> </ul>			
<ul style="list-style-type: none"> <li>Information about family engagement activities</li> </ul>			
<ul style="list-style-type: none"> <li>The agency's efforts to prepare children for kindergarten</li> </ul>			
<ul style="list-style-type: none"> <li>A summary of a program's most recent community assessment 1302.102(d)(2)</li> </ul>			
<ul style="list-style-type: none"> <li>Any other information required by the Secretary</li> </ul>			
<b>13. The following reports are received by the governing body and the Policy Council and members find them useful:</b>			
Annual reports:			
<ul style="list-style-type: none"> <li>The financial audit</li> </ul>			
<ul style="list-style-type: none"> <li>The self-assessment, including any findings related to such assessment</li> </ul>			

## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> <li>Program Information Reports (PIRs)</li> </ul>			
Monthly reports:			
<ul style="list-style-type: none"> <li>Financial statements, including credit card expenditures (if the program uses credit cards)</li> </ul>			
<ul style="list-style-type: none"> <li>Program information summaries</li> </ul>			
<ul style="list-style-type: none"> <li>Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency</li> </ul>			
<ul style="list-style-type: none"> <li>Reports of meals and snacks provided through programs of the U.S. Department of Agriculture (USDA)</li> </ul>			
Additional reports:			
<ul style="list-style-type: none"> <li>Community assessment, completed every five years with annual updates</li> </ul>			

## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> <li>Long-term goals for ensuring programs are and remain responsive to community needs, goals for the provision of educational, health, nutritional, and family and community engagement, program services to promote the school readiness of enrolled children, school readiness goals, and short-term measurable programmatic and financial objectives</li> </ul>			
<ul style="list-style-type: none"> <li>Applicable and current updates from the Secretary (e.g., Program Instructions, Information Memorandums, etc.)</li> </ul>			
<ul style="list-style-type: none"> <li>Ongoing monitoring data, data on school readiness goals and other information described in 1302.102</li> </ul>			
14. Head Start agency's governing body and Policy Council have jointly established written procedures for resolving internal disputes between the governing board and Policy Council in a timely manner that includes impasse procedure. These procedures must:			
<ul style="list-style-type: none"> <li>Demonstrate that the governing body considers proposed decisions from the Policy Council and that the Policy Council considers proposed decisions from the governing body</li> </ul>			Head Start Program Performance Standards 1301.6 (a)(1-3) and 1301.6(b)

## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<ul style="list-style-type: none"> <li>If there is a disagreement, require the governing body and the Policy Council to notify the other in writing why it does not accept a decision</li> </ul>			
<ul style="list-style-type: none"> <li>Describe a decision-making process and a timeline to resolve disputes and reach decisions that are not arbitrary, capricious, or illegal</li> </ul>			
<ul style="list-style-type: none"> <li>Governing body and Policy Council must select a mutually agreeable third-party mediator (as outlined in impasse procedures)</li> </ul>			
<ul style="list-style-type: none"> <li>Governing body and Policy Council are prepared to participate in a formal process of mediation that leads to a resolution of the dispute (as outlined in Impasse procedures)</li> </ul>			
15. If no resolution is reached with a mediator (NOTE: American Indian and Alaska Native Programs skip and move to next section)			
<ul style="list-style-type: none"> <li>Governing body and Policy Council must select a mutually agreeable arbitrator whose decision is final</li> </ul>			



## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
16. The Policy Council approve and submit to the governing body decisions about each of the following activities of program operations:		Head Start Act Sec. 642(c)(2)(D)(i-viii) Sec. 642(c)(2)(A) Head Start Program Performance Standards 1302.101(b)(4)	
<ul style="list-style-type: none"> <li>Activities to support the active engagement of families in the program</li> </ul>			
<ul style="list-style-type: none"> <li>Program recruitment, selection, and enrollment priorities</li> </ul>			
<ul style="list-style-type: none"> <li>Applications for funding and amendments to applications for funding</li> </ul>			
<ul style="list-style-type: none"> <li>Budget planning for program expenditures, including policies for reimbursement related to participation in Policy Council activities</li> </ul>			
<ul style="list-style-type: none"> <li>Bylaws for the operation of the Policy Council</li> </ul>			
<ul style="list-style-type: none"> <li>Program personnel policies and decisions regarding the employment of program staff, consistent with 642(c)(1)(E)(iv)(IX), including standards of conduct for program staff, contractors, and volunteers and criteria for the employment and dismissal of program staff</li> </ul>			

## Head Start Governance, Leadership, and Oversight Capacity Screener

Head Start Governance Practices and Related Regulations	Practice/Procedure is currently in place	Practice/Procedure will be fully implemented within first three months of funding	Our organization needs assistance in understanding and implementing this regulation
<p>17. A program must submit reports, as appropriate, to the HHS official immediately or as soon as practicable:</p> <ul style="list-style-type: none"> <li>Any significant incidents affecting the health and safety of program participants</li> <li>Circumstances affecting the financial viability of the program</li> <li>Breaches of personally identifiable information</li> <li>Program involvement in legal proceedings</li> <li>Any matter for which notification or a report to state, tribal or local authorities is required by law:               <ul style="list-style-type: none"> <li>Reports addressing child abuse and neglect or laws governing sex offenders</li> <li>Incidents that require classrooms or centers to be closed for any reason</li> <li>Legal proceedings directly related to program operations</li> <li>All conditions required to be reported under 1304.12 including child and Adult Care Food Program (CACFP)</li> </ul> </li> </ul>		Head Start Program Performance Standards 1302.102 (d) and 1304.12	

## Head Start Governance, Leadership, and Oversight Capacity Screener

### Comments section:

Our organization needs assistance in understanding and implementing the following governance regulations:

Additional comments, questions, or concerns:



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**



NATIONAL CENTER ON  
Program Management and Fiscal Operations

[pmfo@ecetta.info](mailto:pmfo@ecetta.info) • <https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations> • Tel: 888 874-5469

## Certification of Governance and Leadership Capacity Screening

**Grant Number:** \_\_\_\_\_

**Grantee Name:** \_\_\_\_\_

The signatures below attest that, consistent with the terms and conditions of the Notice of Award (NOA), our agency completed a screening of the governance and leadership capacity and developed a plan to address identified training needs.

\_\_\_\_\_  
Board Chair/Tribal Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Policy Council Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head Start Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Early Head Start Director

\_\_\_\_\_  
Date



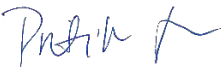
ADMINISTRATION FOR  
**CHILDREN & FAMILIES**



NATIONAL CENTER ON  
Program Management and Fiscal Operations

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors  
  
**From:** Pritika Ram, Director of Administration  
**Date:** August 21, 2019  
**Subject:** *Agenda Item VI(g): Coordinated Entry System & Homeless Presentation – Info Item*

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Since the last update on June 26, 2019 for the Coordinated Entry System to the Board of Directors the program has been receiving calls and conducting assessments for the at-risk homeless population and have implemented a “warm hand-off” workflow to ensure callers are being transferred to a live CES program staff member. This allows for better coordination of the 2-1-1 Information and Referral staff and CES.

Rebecca Moreno, CES Program Coordinator, will provide an update on current activities, as well as an update on the proposed restructuring of the Continuum of Care (CoC) as announced by the Governing Board at the July meeting, including its implications to the CES program.

Attachment:  
Presentation – Coordinated Entry System Update August 2019





# Community Action Partnership of Kern





## 2-1-1 Kern

Coordinated Entry System

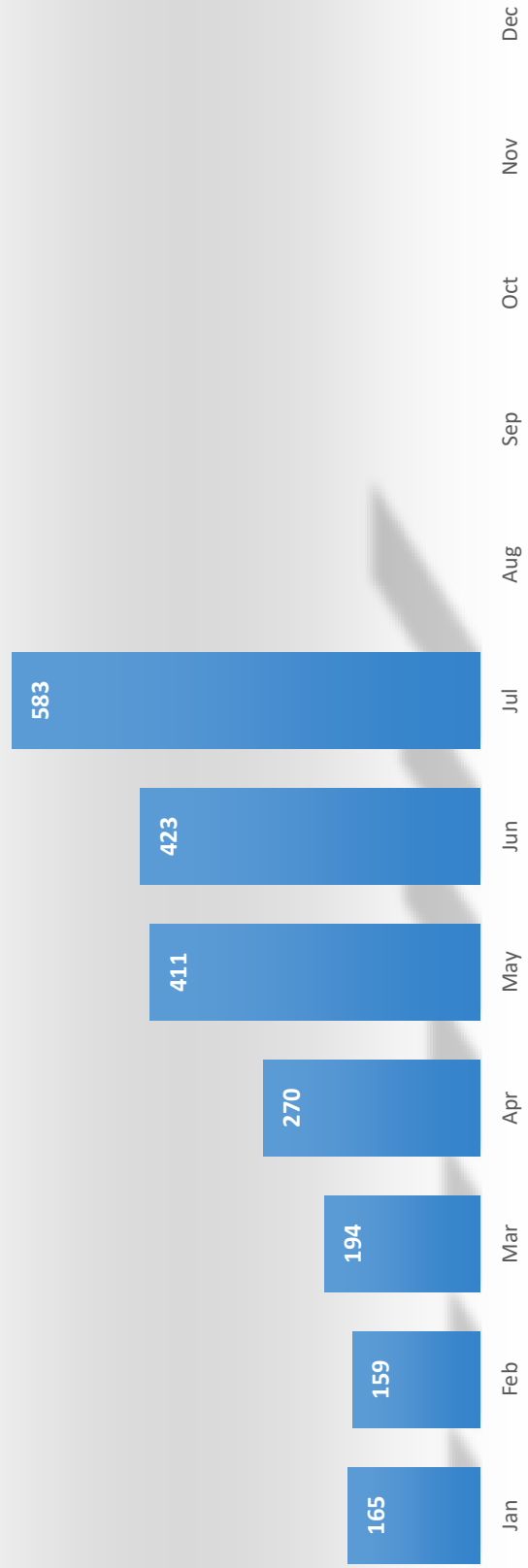


- **CES is now fully staffed with a Program Specialist and 2 Homeless Navigators.**
- **2-1-1 has begun “warm transfers” to Homeless Navigators. This should help to reduce the call volume.**





QRT Totals for 2019

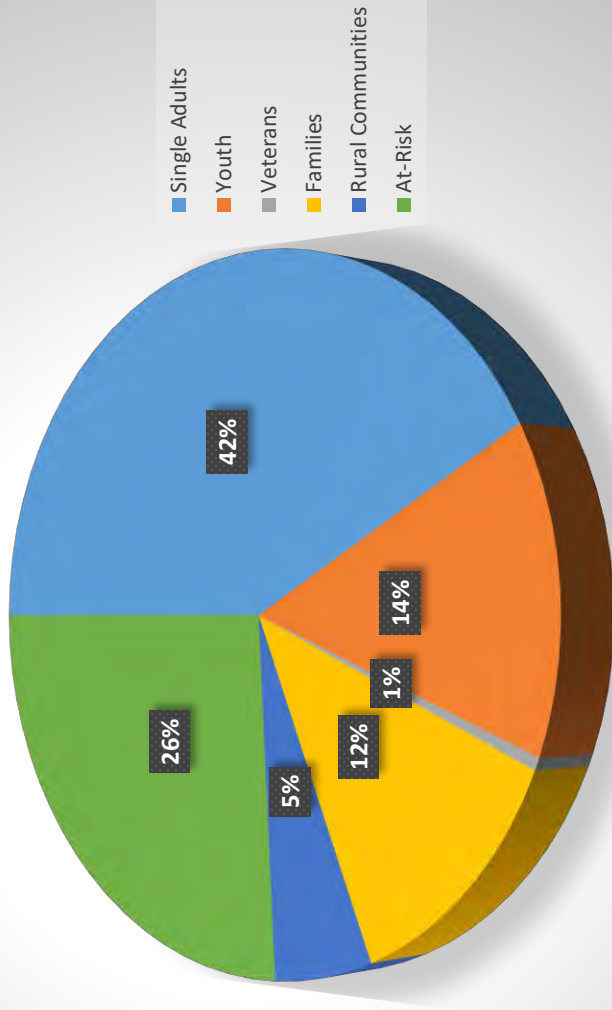




## Population Served:

- Single Adults-42%
- At-Risk-26%
- Families-12%
- Youth-14%
- Rural Communities-5%
- Veterans-1%

Population Served for July 2019





## **KCHC Updates:**

- During the last Governing Board meeting, the KCHC brought a proposal to restructure the Collaborative and Bakersfield/Kern County CoC. The plan is to create a new non-profit agency to be the CoC applicant and will serve as the fiscal agent.
- The board for this new agency will be made up of city, county, service providers, and community members.
- It will have 4 full time employees and will be funded by the City and County.

# Questions

# Contacts

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

**Martha Gonzalez, Program Specialist**  
(661)395-2495  
[mgonzalez@capk.org](mailto:mgonzalez@capk.org)

**Pritika Ram, Division Director**  
[pram@capk.org](mailto:pram@capk.org)

**Irene Fonseca, Program Manager**  
[ifonseca@capk.org](mailto:ifonseca@capk.org)

COMMUNITY ACTION PARTNERSHIP OF KERN  
BOARD OF DIRECTORS  
EXECUTIVE COMMITTEE MEETING  
5005 Business Park North  
July 24, 2019  
12:00 p.m.

MINUTES

1. **Call to Order**

Chairman Curtis Floyd called the meeting to order at 12:01 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, Janea Benton, Yolando Ochoa (arrived at 12:04 pm), Guadalupe Perez, Fred Plane

Absent: Warren Peterson

Others Present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development Programs; 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; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Executive Committee Meeting Agenda for July 24, 2019, as amended to include the addition of items 6h and 6i. Carried by unanimous vote. (Plane/Perez).

4. **Public Forum:**

No one addressed the Committee.

5. **Special Presentations**

No presentations were made.

6. **New Business**

a. Travel Policy – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster provided a copy of the revised Travel Policy, which was amended to reflect current practices and procedures, CEO approval for out-of-state travel, and clarification about travel advances and liquidations.

Motion was made and seconded to approve the CAPK Travel Policy. Carried by unanimous vote. (Benton/Plane).

b. Cash Disbursement Policy – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster provided a copy of the revised Cash Disbursement Policy and explained changes to the policy reflect the institution of ACH payments for Migrant AP childcare providers. Changes represent a

significant change to the cash disbursement policy. Tracy stated that at the same time, Finance will begin the implementation of Positive Pay with Wells Fargo, which will decrease the risk of check fraud.

Motion was made and seconded to approve the CAPK Cash Disbursement Policy. Carried by unanimous vote. (Perez/Plane).

c. Addition of Assistant to the Director of Operations – Emilio Wagner, Director of Operations – **Action Item**

Emilio Wagner reported the need to add a new position, Assistant to the Director of Operations. The salary will be distributed between several funds, same as Emilio's. There are funds in the budget to sustain the position. The attached job description is a general description for all Administrative Assistant's and staff requests approval.

Motion was made and seconded to approve the addition of the Assistant to the Director of Operations. Carried by unanimous vote. (Ochoa/Plane).

d. Agency-Wide Budget Revision – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster provided a copy of the proposed agency-wide budget revision, which is a result of an increase in funding for Head Start, the addition of Cal-Fresh Healthy Living contract starting October 1, 2019, and additional funding for the purchase of vehicles for the Food Bank. The total increase in program revenue and expenditures is \$8,293,105 with an increase to projected indirect revenue of \$336,372.

Motion was made and seconded to approve the Agency-Wide Budget Revision. Carried by unanimous vote. (Benton/Plane).

e. Update on Ridgecrest Earthquake Response – Jeremy Tobias, Chief Executive Officer – **Info Item**

Jeremy Tobias provided an update of CAPK's rapid response to the recent major earthquake in Ridgecrest and surrounding communities. Emilio Wagner further reported that the Severe Weather Energy Assistance & Transportation Services (SWEATS) program, was activated due to the state of Emergency declared by the Governor. The SWEATS program allows for individuals affected by the earthquake to receive: up to \$1,000 in utility bill assistance; temporary housing to stay up to five days in a hotel, apartment or other shelter; transportation services to a cooling center, shelter or medical facility; and temporary heating and cooling appliances (lending of portable air conditioners, evaporative coolers, fans and generators). Staff has been onsite at the main shelter, which is a one-stop place for people to connect to resources. To date, CAPK has received over 500 SWEAT applications. CAPK has also developed a good relationship with Clinica Sierra Vista, who has been assisting with applications.

In addition, copies of the flyers distributed to the Committee, are also being distributed community-wide by the Police Department and other service providers.

f. CalFresh Healthy Living Program – Carmen Segovia, Director of Health & Nutrition – **Action Item**

Carmen Segovia provided an update to the previously reported transfer of the CalFresh Healthy Living Program (formerly known as SNAP-Ed.) The Kern County Public Health Department requested that CAPK assume responsibility for the 3-year grant / program, with a start date of October 1, 2019 and ending on September 30, 2022. The annual amount of \$1,491,998 is awarded through the California Department of Public Health to provide nutrition education and obesity prevention activities and interventions to low-income SNAP eligible individuals and families in Kern County. Since the overall objectives of the grant align with CAPK's nutrition programs, it was a good fit. Staff is currently working to complete the contract and sub-contracts and recommends approval of the CalFresh Healthy Living Program budget and authorize CEO

Jeremy T. Tobias to execute contracts, sub-contracts, and all documents necessary to implement the CalFresh Healthy Living Program.

Motion was made and seconded to approve the CalFresh Healthy Living Program budget and authorize CEO Jeremy T. Tobias to execute contracts, sub-contracts, and all documents necessary to implement the CalFresh Healthy Living Program. Carried by unanimous vote. (Ochoa/Perez).

g. 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 June 30, 2019  
Tracy Webster reported that four months (100%) of the budget extension period has elapsed. Overall Base Fund expenditures are at 95% of budget; Training & Technical Assistance (T&TA) funds are at 98% of budget. Non-Federal Share is at 152% of budget.
- Kern Early Head Start Budget to Actual for the Period Ended June 30, 2019  
Tracy Webster reported that 4 months (100%) of the budget extension period has elapsed. Overall Base Fund expenditures are at 92%; Overall T&TA funds are at 99% of budget.
- San Joaquin Early Head Start Budget to Actual for the Period Ended June 30, 2019  
Tracy Webster reported that five months (42%) of the budget period has elapsed. Overall Base Funds are at 37% of budget; Overall T&TA funds are at 47% of budget; and the Non-Federal Share is at 37% of budget.
- Early Head Start Child Care Partnerships Budget to Actual for the Period Ended June 30, 2019 Tracy Webster reported that ten months (83%) of the budget period have elapsed. Overall Base Funds are at 83% of budget; Overall T&TA expenditures are at 67% of budget; and the Non-Federal Share is at 132% of budget.
- Early Head Start Expansion Budget to Actual for the Period Ended June 30, 2019.  
Tracy Webster reported four months (33%) of the budget period has elapsed. Start-up activities are underway and as of this report, 0% was expended in all categories.

h. Resolution to approve the request to Region IX to combine Early Head Start Child Care Partnership grant numbers 09HP0036 and 09HP00163 – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster reported that an opportunity to streamline financial operations exists by combining the two Partnership Grants, numbers 09HP036 and 09HP00163. The grants currently have different funding years and it is recommended by staff, and Region IX, that the grants be combined.

Motion was made and seconded to approve Resolution #2019-10 to authorize Yolanda Gonzales to request that Region IX combine Early Head Start Child Care Partnership grant numbers 09HP0036 and 09HP00163. Carried by unanimous vote. (Perez/Ochoa).

i. WIC Contract – October 1, 2019 to September 30, 2022 – Carmen Segovia, Director of Health & Nutrition – **Action Item**

Carmen Segovia stated that the WIC contract has been received and reported that a few changes have been made from the previously awarded contract: The term is now 3-years vs. 4 years; Caseloads have dropped statewide which caused a reduction of 4,210 cases for CAPK, which amounts to a reduction of \$153,755 in funding per year. It appears that immigration issues are impacting participation in the WIC program throughout the state causing the caseloads to be reduced. Carmen stated that CAPK is not

expected to eliminate positions as there are vacancies that will not be filled, and additional staff vacancies are expected through attrition. It is also expected that there will be opportunities to absorb staff with the new CalFresh program.

Carmen also reported that effective February 2020, WIC will no longer issue paper checks, and they will be replaced with Electronic Benefits Transfer (EBT) cards. Jeremy Tobias reminded the Committee that this contract is for operations only, WIC benefits are charged directly to the State.

Janea Benton asked what will happen if the CAPK caseload increases and there is a waitlist – will the State be flexible with funding? Carmen responded there have been instances in the past where the State allowed adjustments for funding, but until that can come to fruition (if possible), staff prioritizes services based on 6 priorities, with the highest priority given to infants and pregnant women.

Motion was made and seconded to authorize CEO Jeremy T. Tobias, to execute the WIC Contract for the term of October 1, 2019 to September 30, 2022. Carried by unanimous vote. (Benton/Ochoa).

## **7. Chief Financial Officer Report – Tracy Webster, Chief Financial Officer**

### **a. Discretionary Fund Update – *Info Item***

Tracy Webster provided the Discretionary Fund report and stated that at the end of June, the fund balance was \$544,983. There was a net increase of \$625 from awards banquet. At this time, the total net proceeds for the banquet is \$23,731. However, donations are still coming in and updates will be provided in the coming months. Tracy also reported that it was not necessary to utilize the Wells Fargo line of credit in June.

### **b. Financial Report, June 30, 2019 – *Action Item***

Tracy Webster provided a summary of the June 2019 Financial Statements and noted. Central Kitchen expenditures are at 31.1% and USDA revenue is at 33.9% and expenditures are on target at 33.33%.

As previously reported, the CDE Contracts (CMAP, CSPP, CCTR, CMSS, and CMIG) received significant increases to the MRA. CMAP has struggled with full enrollment. CMIG exceeded the enrollment earning for the year. CCTR and CSPP were both under the enrollment target.

Tracy reported that the Finance Division is fully staffed with 2 employees currently on leave. The interim audit commenced in the month of May and staff is working on the closeout processes. In addition, staff is on target to have a draft of the financial statements ready before the final audit fieldwork begins in October/November.

The agency expenditures are currently at 31% for the year, slightly less than the 33.3% budgeted. The Indirect Fund budget to actual report for the month of June showed that revenue exceeded expenditures by \$80,617, which is 78.0% of the budget. Overall expenditures are at 31.2% of budget and less than the 33.34% budgeted.

Motion was made and seconded to approve the Financial Report for June 2019. Carried by unanimous vote. (Plane/Benton).

## **8. Chief Executive Officer's Report**

### **a. Topics for Board Retreat – Jeremy Tobias, Chief Executive Officer – *Action Item***



Jeremy Tobias provided a handout of possible topics for the upcoming Board Retreat on Saturday, August 17<sup>th</sup> which included the staff priorities.

Curtis Floyd commented that less is more and would like to reduce the agenda down to 3 or 4 topics and dig in deep to those topics. Curtis appointed a sub-committee chaired by Janea Benton, with Fred Plane and Lupe Perez, along with key staff, and directed them to meet the week of July 29 to decide on the agenda items. Once the committee has prepared the agenda, it will be forward to Curtis Floyd for approval.

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

9. **Committee Member Comments**

Yolanda Ochoa thanked staff who called to check on her following the 7.1 earthquake on July 5.

10. **Closed Session**

Motion was made and seconded to enter into closed session per Government Code Section 549576 at 12:49 pm. Carried by unanimous vote. (Plane/Benton).

- a. Conference with Legal Counsel – Anticipated Litigation (Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 (1 case)
- b. Reconvened into Open Session at 1:14 pm

11. **Closed Session Report**

Jeremy Tobias reported that the Committee provided direction to staff on how to proceed with the legal matter presented.

12. **Next Scheduled Meeting**

Executive Committee Meeting  
Wednesday, December 18, 2019  
12:00 p.m.  
5005 Business Park North  
Bakersfield, California 93309


13. **Adjournment**

The meeting adjourned at 1:16 pm.



## MEMORANDUM

TO: Executive Committee

FROM: Tracy Webster, Chief Financial Officer 

DATE: July 24, 2019

RE: *Agenda Item 6a:* Travel Policy – **Action Item**

The organization's revised travel policy is being presented for review and approval. The policy described in the accounting policies and procedures did not fully match with actual practices. Therefore, we are recommended the review and approval of the attached Travel Policy.

The revised policy provides greater controls over travel advances and improved guidance about allowable expenses.

Attachment: Revised Travel Policy

# TRAVEL

## **Travel Advances**

Funds will be advanced for upcoming travel only upon receipt of a completed and properly approved request for travel advance. Travel advances are generally limited to per diems unless there is an extraordinary need for additional funds. Travel advances are to be used only for the purpose intended. Travel expenses are to be made in accordance with the Organization's travel policies as explained in this section.

Employees receiving travel advances are required to sign for the advance signifying their acknowledgement of, and agreement with, these policies. Employees receiving travel advances must submit an expense report within 5 business days of returning from travel. Additional travel advances will not be processed if there is an outstanding advance from a previous trip. Exceptions will be made when there is a demonstrated business need. Any advances that remain outstanding more than 15 calendar days following the business trip will be deducted from the employee's next paycheck.

## **Employee and Director Business Travel**

At the conclusion of a CAPK business trip, the employee or member of the Board of Directors who has incurred business-related expenses should complete an expense report in accordance with the following policies:

1. Documentation must justify that travel costs incurred by the business traveler is necessary for the organization, program objectives, and the federal award, and costs are reasonable and consistent with CAPK's travel policy. Travel costs for individuals accompanying the business traveler are not allowable or reimbursable (see SPOUSE/PARTNER AND DEPENDENT TRAVEL section of this manual). *(2 CFR Part 200.474(b)(1) and (2)) (45 CFR Part 75.474(b)(1) and (2))*
2. Identify each separately incurred business expense (i.e., do not group all expenses associated with one trip together).
3. With the exception of tips, tolls, reimbursed mileage, and per diems, all business expenses must be supported with invoices/receipts.
4. CAPK will reimburse employees for meals and incidentals at per diem rates established by the General Services Administration (GSA) for the location to which they travel. Therefore, meal receipts are not required, except for business meals not reimbursed as a per diem which is addressed in this section below.
  - a. It is the Organization's policy that payment for the first and last day of travel will be at 75% of the full per diem.

- b. If the conference or meeting which the traveler attends provides a meal, the value of that meal, as determined by GSA tables, will be deducted from that day's per diem.
- 5. Contractor receipts/invoices must be submitted for all lodging and any expenditure other than meals and incidentals reimbursed with per diems.
- 6. For airfare, airline-issued receipts must be obtained. If a traveler fails to obtain a receipt, other evidence must be submitted indicating that a trip was taken and the amount paid (for example, a combination of an itinerary, certificate of attendance, a credit/debit card receipt, and return trip boarding pass(es)).
- 7. Mileage will be reimbursed at the standard federal rates in effect at time of travel, as published each year by the IRS.
- 8. General ledger account coding must be identified for all expenditures.
- 9. For all meals not reimbursed as a per diem and other business expenditures, the following must be clearly identified:
  - a. Names, titles, organizations, and business relationships of all persons
  - b. The business purpose of the meal or other business event (topics discussed, etc.)
  - c. Meal receipts should be the actual, detailed receipt, not the credit/debit card receipt. (The credit/debit card receipt may not provide enough detail.)
- 10. All expense reports must be signed and dated by the employee.
- 11. All expense reports must be reviewed and approved by the employee's Division Director.
- 12. Only one expense report form should be prepared for each business trip.

An employee will not be reimbursed for expense reports not meeting the preceding criteria. If the expense report results in a balance due to CAPK (as a result of receiving a travel advance greater than actual business expenditures), the employee must attach a check or submit cash. If the expense report results in a balance due to the employee, the employee will be reimbursed through the next accounts payable payment cycle.

No further travel advances will be issued to any employee who has an outstanding balance due to CAPK from previous business trips.

### **Reasonableness of Travel Costs**

CAPK will reimburse travelers only for those business-related costs that are necessary and reasonably incurred. Accordingly, the following guidelines will apply:

1. Requests for out-of-county travel must be submitted in writing to the Division Director, and written approval received from same in advance of said travel. For out-of-state travel, the Division Director must submit to the Executive Director for approval. The request for approval must contain any flyers or agendas pertaining to the training and a short justification for the travel. This request must be submitted to the Executive Director at least twenty (20) business days prior to travel. If approved, all requests for travel must be received by the Finance Division no later than ten (10) business days with all necessary approvals prior to the beginning day of travel.
2. Payment for suites and other upgraded rooms at hotels will not be allowed, unless required by a medical condition which must be documented by Human Resources and approved by a supervisor. Travelers should stay in standard rooms.
3. CAPK will ask hotels for any available discounts – nonprofit, government, or corporate rates.
4. An analysis must be performed to determine whether renting a vehicle or using your personal vehicle is most beneficial. If renting is the best option, only midsize cars can be rented. Any exceptions must be approved by the Executive Director in advance. Do not purchase insurance as CAPK has a policy to cover hired/non-owned autos. Share rental cars whenever possible. If the analysis determines that renting a vehicle is most cost effective but the employee decides to use their personal vehicle, the additional cost will be incurred by the employee and not reimburse by the agency. A cost analysis form produced by the Finance Department must be submitted with all out of area travel forms.
5. When travelling out of area and departing from the employee's residence, time and mileage is reimbursed only to the extent that the amount which is incurred exceeds the employee's daily commuting time and distance.
6. When an employee is travelling out of the area overnight, all work-related mileage is reimbursable.
7. When out of area, hours spent in work related duties (including conference meal meetings), plus work-related travel time, is considered work time.
8. Meals will be reimbursed on a per diem basis according to GSA guidelines. If the employee leaves home on travel before 7:00 a.m. or returns home from travel after 1:00 a.m., breakfast will be reimbursed. Lunch will only be reimbursed if the employee is out of the office on travel or in the field out of the area between the hours of 11:30 am and 1:30 pm. If the employee leaves home on travel before 6:00 pm or returns home after 6:00 pm, dinner will be reimbursed. If a meal is provided during a conference, the employee will not be reimbursed for that meal.
9. Employees will not reimburse for alcoholic beverages.

10. If required by the funding source, foreign travel charged to federal grants must be approved in writing by the funding source prior to travel.

### **Lodging Accommodations**

Employees may arrive a day or earlier or stay a day or earlier or stay a day or more later as reasonably necessary for business travel, or a business decision that is best for the safety of the employee and the Agency. (Example: a conference ends on Friday at 5:00 pm, they may stay overnight and depart Saturday.) In some cases, a Saturday night stay is required to receive discounted airfare. In this instance, the difference in the discounted airfare must be equal to or greater than the additional per diem hotel expenses for the additional overnight stay(s), and any other related travel cost (i.e. wages, etc.)

### **Special Rules Pertaining to Air Travel**

The following additional rules apply to air travel:

1. Air travel should be at coach class or the lowest commercial discount fare at the time the ticket is purchased except when this fare would:
  - a. Require circuitous routing,
  - b. Require travel during unreasonable hours,
  - c. Excessively prolong travel,
  - d. Result in additional costs (e.g. baggage fees) that would offset the transportation savings, or
  - e. Offer accommodations not reasonably adequate for the traveler's medical needs.
2. First class or business class air travel will not be reimbursed unless there is a medical reason which must be documented by Human Resources and approved by a supervisor.
3. Memberships in airline flight clubs are not reimbursable.
4. Cost of flight insurance is not reimbursable.
5. Cost of upgrade certificates is not reimbursable.
6. The cost of baggage fees required by airlines to either check or carry-on luggage is allowable and reimbursable.
7. Cost of canceling and rebooking flights is not reimbursable, unless it can be documented that it was necessary or required for legitimate business reasons (such as changed meeting dates, etc.).

8. Travelers must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes (i.e., CAPK will not reimburse for the personal legs of a trip).
9. Frequent flyer miles will accrue to the traveler, not the Organization.

### **Temporary Dependent Care Costs**

*(2 CFR Part 200.474(c)) 45 CFR Part 75.474(c)*

Temporary dependent care costs above and beyond regular dependent care that directly result from travel required by the Organization are allowable and reimbursable providing that:

1. The costs are a direct result of the individual's travel for the federal award;
2. The costs are consistent with the organization's documented travel policy for business travel; and
3. Are only temporary during the travel period.
4. Reimbursed costs will be for actual costs incurred; up to a maximum of \$50 per day.
5. A receipt must be submitted within one week of the incurred expense and documentation must comply with CAPK's reimbursement policy.
6. Approval of temporary dependent care costs must be approved by a Division Director.


### **Spouse/Partner and Dependent Travel**

CAPK does not reimburse any employee or Board member for separate travel costs (air fare, etc.) associated with his or her spouse, partner, dependents, or travel companion. The cost of a shared hotel room need not be allocated between employee/director and spouse, partner, dependent, or other for purposes of this policy.



## MEMORANDUM

TO: Executive Committee

FROM: Tracy Webster, Chief Financial Officer 

DATE: July 24, 2019

RE: *Agenda Item 6b*: Cash Disbursement Policy – **Action Item**

The offering of ACH payment as an option is a new requirement of Migrant Alternative Payment starting July 1, 2019. CAPK is on target to fully comply with this requirement. However, the offering of ACH prompts a modification to the agency's cash disbursement policies. The offering of ACH payments must be satisfied without compromising appropriate internal controls and check signer authorization.

The attached policy requires that a distribution listing be reviewed, signed, and dated prior to ACH processing. The same scrutiny shall be used for ACH payments as manual checks. It is the intention of the Finance Department to immediately make ACH available to migrant providers. Thereafter, ACH will be made available to employees for reimbursements.

Additionally, CAPK will be using Positive Pay with our banking institution. Positive Pay is a tool to prevent check fraud. In essence, CAPK will provide a list of authorized checks to be processed by the bank prior to the mailing of checks. This allows for greater security against fraud.

The revised policy describes the process and controls in place to process positive pay.

Attachment: Revised Cash Disbursement Policy



## **CASH DISBURSEMENTS POLICIES**

Each requisition, purchase order, and invoice will be coded with the appropriate account number reflecting which program received direct benefit from the expenditure. Requisitions and purchase orders are reviewed and approved in accordance with the Organization's PROCUREMENT THRESHOLDS AND AUTHORIZATION LIMITS chart found elsewhere in this manual. Invoices are approved in accordance with the INVOICE APPROVAL section of this manual, prior to payment.

### **Check Preparation**

CAPK processes contractor checks and ACH payments and expense reimbursement checks and ACH payments on a weekly basis. Disbursements will be prepared by persons independent of those who initiate or approve expenditures, as well as those who are authorized to disburse funds (check signers).

All contractor and expense reimbursement payments will be processed in accordance with the following guidelines:

1. Expenditures must be supported in conformity with purchasing, accounts payable, and travel policies and procedures described elsewhere in this manual.
2. Timing of disbursements should generally be made to take advantage of all early-payment discounts.
3. Generally, all contractors will be paid within 30 days of submitting a proper invoice upon delivery of the requested goods or services and approval of the invoice for payment.
4. Total cash requirements associated with each disbursement cycle is monitored in conjunction with the available cash balance in bank prior to the release of any funds.
5. All supporting documentation is attached to the corresponding check or ACH payment prior to forwarding the entire package to an authorized bank account signer.
6. Checks will be utilized in numerical order and unused checks are stored in a locked safe in the finance department.
7. Checks will never be made payable to "bearer" or "cash."
8. Checks will never be signed prior to being prepared.
9. Upon the preparation of a disbursement, contractor invoices and other supporting documentation will immediately be canceled in order to prevent subsequent reuse.

## **Manual Check Signing**

Checks of less than \$2,500 require a single signature. Checks of \$2,500 - \$4,999.99 or more require two signatures which can be internal signers. Checks \$5,000 or more require two signatures, one internal and one external. No check will be signed prior to the check being completed in its entirety (no signing of blank checks).

Checks will be signed by an individual other than the one who approved the transaction for payment.

Internal check signers are the Chief Executive Officer (CEO) and Division Directors, except for the Chief Financial Officer and the Director of Head Start/State Child Development. External check signers are officers of the Board of Directors and one or two members of the Board.

Check signers should examine all original supporting documentation to ensure that each item has been properly reviewed and approved prior to signing a check. Checks should not be signed if supporting documentation appears to be missing or there are any questions about a disbursement.

## **Non-Manual or Electronic Check Signing**

ACH payments are processed with CAPK's banking institution. Authorized files are submitted electronically by the Accounting Manager. An authorized bank account signer will review each disbursement run and supporting documentation, and initial and date the disbursement listing indicating approval.

Authorized signers should examine a listing of ACH disbursements schedule to be paid electronically prior to submission. Original supporting documentation should be reviewed to ensure that each item has been properly reviewed and approved prior to the approval of electronic payment. Electronic submission should not be approved if supporting documentation appears to be missing or there are any questions about a disbursement. The listing of scheduled disbursements should be signed and dated.

## **Use of Positive Pay System**

CAPK utilizes a "Positive Pay" system with its financial institution for all checks drawn on the operating account. With this system, the Accounting Manager electronically communicates to the financial institution a list of check numbers, amounts, and payees in connection with each check run. The financial institution will then notify the Chief Financial Officer if any check is presented for payment that does not match the three characteristics for valid checks.

The Chief Financial Officer or his or her designee will be the only person authorized to communicate approval or denial of checks to the bank that have been flagged by the bank's positive pay system.

### **Mailing of Checks**

After checks are signed, they are returned to Accounts Payable. The Accounts Payable staff attaches the appropriate documentation and immediately mails the checks. Checks will not be mailed by, or returned to, the individuals or departments that authorized the expenditures.

### **Voided Checks and Stop Payments**

Checks may be voided due to processing errors by making proper notations in the check register and defacing the check by clearly marking it as "VOID." All voided checks will be retained to aid in preparation of bank reconciliations.

Stop payment orders may be made for checks lost in the mail or other valid reasons. Stop payments are processed by electronic instruction to the bank by the Finance Department. A journal entry is made to record the stop payment and any related bank fees.

### **Recordkeeping Associated with Independent Contractors**

CAPK will obtain a completed Form W-9 or equivalent substitute documentation from all contractors to whom payments are made (see ACCOUNTS PAYABLE MANAGEMENT policies). A record will be maintained of all contractors to whom a Form 1099 is required to be issued at year-end.

No payment will be issued to a contractor until a properly completed Form W-9 is received and on file in the Finance Department.

### **Control Grid – Purchasing and Disbursements**

CAPK strives to maintain adequate segregation of duties in its purchasing and disbursement functions.

- A. Business Services Department
- B. Programs Staff
- C. Program Manager/Division Director
- D. Chief Financial Officer
- E. Finance Manager/Accountant
- F. Accounting Manager

G. Accounts Payable Technician

H. Chief Executive Officer/Division Director/Board of Directors

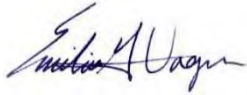
I. Accounting Clerk

Duty	A	B	C	D	E	F	G	H	I
Inputs data into vendor master file						X			
Obtains Form W-9 from new contractors	X								
Initiates purchases/requisitions		X							
Authorizes purchases			X						
Prepares purchase order	X								
Prepares request for proposal	X		X						
Administers collection of proposals	X		X						
Evaluates proposals	X		X						
Selects contractor			X						
Receives contractor invoice							X		
Approves contractor invoice			X						
Assigns general ledger coding		X	X						
Inputs invoice into A/P system							X		
Selects A/P to be paid						X			
Runs A/P checks						X			
Processes ACH payments						X			
Processes positive payment communication to bank						X			
Reviews checks and ACH distribution listing						X			
Signs checks and ACH distribution listing								X	
Mails checks									X
Maintains custody of unused checks						X			
Reconciles A/P to general ledger							X		
Performs bank reconciliation					X				
Reviews cancelled checks					X				
Monitors any fraud activity with positive pay					X				
Monitors ACH pre-note issues					X				
Reviews bank reconciliations				X					

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Executive Committee



**From:** Emilio G. Wagner – Director of Operations

**Date:** July 24, 2019

**Subject:** *Agenda Item 6c:* Addition of Assistant to the Director to Operations – **Action Item**

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With the growth of the Operations Division and overall growth of CAPK there are far more concurrent projects at any point in time than in the past. With growth comes added projects, meetings, planning and committees to ensure operations continue to be productive and efficient. In the last three years, committees have been developed around Information Technology and the CAPK Strategic Plan where preparation for conducting the meetings is vital for a meaningful and productive outcome. The Assistant to the Director will support the Director of Operations in preparing correspondence, completing check/purchase order requests, preparing for meetings, monitoring budgets, taking and preparing meeting minutes and various other detailed and confidential tasks as outlined in the attached job description. By removing these tasks normally performed by the Director it will allow for greater attention to the services and support provided by the Operations Division. It will also allow for greater focus on CAPK strategies and implementation of projects.

The position will be allocated using the same method as the Director of Operations which is based upon the number of employees within the division. As of May 2019, the allocation was distributed as follows: Energy 48%, Head Start 11% and Indirect 9%. Each of the funds have seen growth in budget due to added funding and additional contracts and will be able to sustain the added position. Please refer to the agenda item in your packet related to the budget revision.

The job description has been designed in a way so that it may be used by any Division Director needing an assistant. The Human Resources Division has evaluated and pointed the job description at a grade 8 which has a range in salary between \$39,021 and \$58,510. The Operations organizational chart has been revised to indicate the Assistant to the Director.

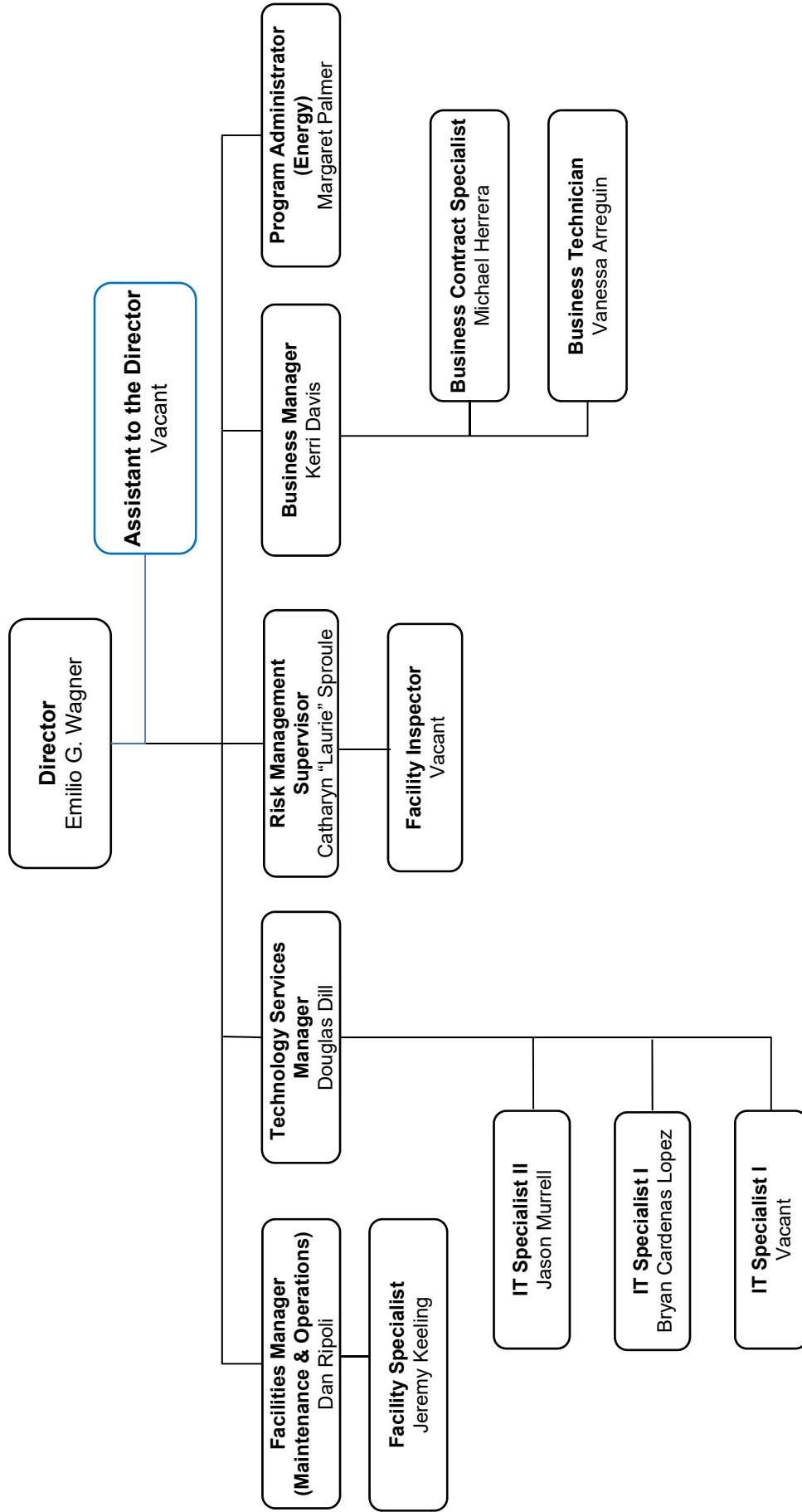
### **Recommendation:**

Staff recommends approval of the Job description and the addition of the position to the Operations Division.

### **Attachments:**

Operations Division Proposed Organizational Chart  
Assistant to the Director Job Description

## Operations Division – Proposed Structure



**COMMUNITY ACTION PARTNERSHIP of KERN**  
**Assistant to the Director**

*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:** TBD

**SUMMARY:** Performs sensitive and confidential administrative assistant/secretarial functions for the Division Director with special assistance to the Divisions administrative team. Maintains official records and provides administrative support to the Division.

**SUPERVISION RECEIVED:**

Receives supervision from Division Director.

**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. Performs a wide variety of duties for the Director that are complex, highly confidential and detailed.
2. Maintains official records system for the Division.
3. Coordinates, plans and serves as the primary point of contact for all Director's management team meetings.
4. Manages and coordinates the Director's calendar, meetings, phone calls and other administrative tasks to help manage the priorities of the Director.
5. Acts as the primary liaison for communication within the Director's departments, and responds to queries for general information
6. Furnish general information to the public as required.
7. Monitors budget for all departments managed by the Director.

**B. Other Job Specific Duties:**

1. Attends all meetings, trainings, and conferences as assigned.
2. Is proactive in the program effort to recruit and enroll families that qualify for CAPK programs.
3. Organizational and procedure principles; research techniques.
4. Excellent oral and written communication skills; modern office practice, procedures and equipment; record-keeping and report writing techniques.

5. Various computer software applications.
6. Proper preparation of official agendas, public and other legal notices, and meeting minutes.
7. Knowledge of basic budgetary principles
8. Take accurate minutes and transcribe.
9. Organize and maintain office files, records and logs.
10. Work with minimal supervision.
11. Compose professional letters, memos, reports and a variety of internal and external correspondence.
12. Communicate orally in public.
13. Maintain confidentiality of sensitive documents and information.
14. Performs any other like duties as assigned or as needed.

### **MINIMUM QUALIFICATIONS:**

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

#### **Knowledge of:**

Agency policies and procedures  
 Applicable federal, state, and local laws, codes, and regulations  
 Departmental policies and procedures  
 Correspondence and report writing practices and procedures  
 Current problems of socially and economically challenged families  
 The contributions of parents and volunteers who may be non-professional  
 Modern office practices, methods, procedures and equipment including computers  
 Word processing, spreadsheet, database, and other related software applications  
 Language translation and interpretation strategies and techniques

#### **Ability to:**

Ability to deal with conceptual matters. Excellent problem-solving skills.  
 Ability to plan, organize, allocate, and control substantial resources.  
 Exercise independent discretionary judgment as needed in a professional manner.  
 Ability to communicate effectively  
 Good interpersonal skills.  
 Willingness to attend evening and weekend meetings  
 Effectively present program information to the general public.  
 Establish professional working relationships with staff, agencies and parents  
 Bilingual (English/Spanish) capabilities desirable

### **EDUCATION AND EXPERIENCE:**

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



- AA degree in Business Administration or a related field is desirable.
- Minimum of four (4) years of responsible administrative management work, including document and records management.
- Any combination of education and or experience may be acceptable at the discretion of the Director.

### **OTHER REQUIREMENTS**

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout
- 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.
- Completion of a physical and substance abuse screening upon offer of employment.
- Completion of TB screening upon offer of employment and every three years 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 Assistant to the Director			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASION ALLY UP TO 4 HOURS	FREQUEN TLY 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		
	NEVE R 0 HOU RS	OCCASI ONALLY UP TO 4 HOURS	FREQU ENTLY 4-8 HOURS	NEVE R 0 HOU RS	OCCASI ONALLY UP TO 4 HOURS	FREQU ENTLY 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					



## MEMORANDUM

**To:** Executive Committee  
*Tracy Webster*  
**From:** Tracy Webster, Chief Financial Officer  
**Date:** July 24, 2019  
**Subject:** *Agenda Item 6d:* Agency-Wide Budget Revision – **Action Item**

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The proposed revised annual budget for the 2019/20 fiscal year is presented using the following functional categories:

1. Program Services
  - Education
  - Nutrition
  - Energy Conservation
  - Community Services
  - CSBG
2. Support Services
  - Discretionary & Fund Raising
3. Indirect

The annual operating budget (program services and support services) has been revised from \$63,694,652 to \$72,455,927. The increase is principally attributed the new Early Head Start Expansion funding, revised Kern Head Start/Early Head Start operating budget, the addition of the Snap-Ed funding starting October 1, 2019, and funding for the vehicles for the Food Bank. Attached is the 2019/20 annual budget with category support schedules.

The Indirect budget has been revised from \$5,272,341 to \$5,277,891 for the five support divisions: Executive, Human Resources, Finance, Operations and Community Development.

### Recommendation

Staff recommends that the Executive Committee approve the revised annual budget for FY 2019/20.

Attachments: (1) Revised Annual Budget for FY 2019/20 (8 pages)  
(2) Detail of Budget Revision Changes for FY 2019/20 (1 page)

COMMUNITY ACTION PARTNERSHIP OF KERN  
PROPOSED BUDGET REVISION 2019/20

	Program Services					Support Services	Sub Total	Indirect	Total
	Education	Nutrition	Energy Conservation	Community Services	Discretionary & Fund Raising				
<b>Revenue</b>									
CSBG	\$ 301,580	\$ 364,929	\$ -	\$ 823,022	-		1,489,531	\$ -	1,489,531
Government Revenue	55,485,283	7,449,370	5,746,308	1,159,312	-		69,840,273	-	69,840,273
Head Start Subsidy for CACFP	(616,917)	616,917	-	-	-		-	-	-
Private Revenue	-	135,000	-	390,000	-		525,000	-	525,000
Other Revenue	-	241,667	-	-	1,205		242,872	5,799,844	6,042,716
Donations	18,251	245,000	-	-	95,000		358,251	-	358,251
<b>Total Revenue</b>	<b>\$ 55,188,197</b>	<b>\$ 9,052,883</b>	<b>\$ 5,746,308</b>	<b>\$ 2,372,334</b>	<b>\$ 96,205</b>		<b>\$ 72,455,927</b>	<b>\$ 5,799,844</b>	<b>\$ 78,255,771</b>
<b>Expenditures</b>									
Salaries	24,084,209	3,903,774	1,592,186	1,232,820	4,000		30,816,989	3,070,550	33,887,539
Benefits	7,856,788	1,192,494	416,928	325,618	825		9,792,653	756,241	10,548,894
Travel	323,485	118,450	106,561	56,170	-		604,666	93,650	698,316
Space Cost	6,451,640	571,134	252,069	217,510	4,200		7,496,553	163,500	7,660,053
Supplies	1,974,004	213,074	82,222	72,056	2,200		2,343,556	166,500	2,510,056
Equipment	-	98,000	-	1,000	-		99,000	-	99,000
Consultant/Contract	1,219,180	8,985	1,446,739	90,800	-		2,765,704	659,100	3,424,804
Other Operating Costs	1,377,998	599,558	647,998	153,968	26,260		2,805,782	345,050	3,150,832
Program Costs	7,120,305	1,685,551	683,802	23,850	-		9,513,508	-	9,513,508
Depreciation	359,900	2,800	-	-	-		362,700	23,300	386,000
Indirect	4,420,688	659,063	517,803	198,542	3,748		5,799,844	-	5,799,844
<b>Total Expenditures</b>	<b>\$ 55,188,197</b>	<b>\$ 9,052,883</b>	<b>\$ 5,746,308</b>	<b>\$ 2,372,334</b>	<b>\$ 41,233</b>		<b>\$ 72,400,955</b>	<b>\$ 5,277,891</b>	<b>\$ 77,678,846</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 54,972</b>		<b>\$ 54,972</b>	<b>\$ 521,953</b>	<b>\$ 576,925</b>

**COMMUNITY ACTION PARTNERSHIP OF KERN  
PROPOSED BUDGET REVISION 2019/20  
EDUCATION**

	Head Start	State Dept. of Education	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
<b>Revenue</b>					
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ 301,580	\$ 301,580
Other Government Revenue	38,540,033	7,488,361	908,201	8,548,688	55,485,283
Head Start Subsidy for CACFP	(616,917)	-	-	-	(616,917)
Private Revenue	-	-	-	-	-
Other Revenue	18,251	-	-	-	18,251
Donations	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 37,941,367</b>	<b>\$ 7,488,361</b>	<b>\$ 908,201</b>	<b>\$ 8,850,268</b>	<b>\$ 55,188,197</b>
<b>Expenditures</b>					
Salaries	17,630,542	5,199,926	545,241	708,500	24,084,209
Benefits	5,943,540	1,554,988	181,162	177,098	7,856,788
Travel	301,802	-	7,583	14,100	323,485
Space Cost	6,353,734	-	22,006	75,900	6,451,640
Supplies	1,907,762	17,344	34,898	14,000	1,974,004
Equipment	-	-	-	-	-
Consultant/Contract	1,184,344	18,000	3,736	13,100	1,219,180
Other Operating Costs	1,262,684	17,343	26,296	71,675	1,377,998
Program Costs	134,917	-	7,699	6,977,689	7,120,305
Depreciation	359,900	-	-	-	359,900
Indirect	2,862,142	680,760	79,580	798,206	4,420,688
<b>Total Expenditures</b>	<b>\$ 37,941,367</b>	<b>\$ 7,488,361</b>	<b>\$ 908,201</b>	<b>\$ 8,850,268</b>	<b>\$ 55,188,197</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Benefit Rate	33.7%	29.9%	33.2%	25.0%	32.6%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
PROPOSED BUDGET REVISION 2019/20  
NUTRITION**

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
Revenue							
Community Services Block Grant (CSBG)	\$ -	-	\$ -	-	\$ -	\$ 364,929	\$ 364,929
Other Government Revenue	4,033,400	591,790	1,804,074	163,246	1,967,320	856,860	7,449,370
Head Start Subsidy for CACFP	-	-	565,264	51,653	616,917	-	616,917
Private Revenue	-	-	-	-	-	135,000	135,000
Other Revenue	-	-	-	-	-	241,667	241,667
Donations	-	-	-	-	-	245,000	245,000
Total Revenue	\$ 4,033,400	\$ 591,790	\$ 2,369,338	\$ 214,899	\$ 2,584,237	\$ 1,843,456	\$ 9,052,883
Expenditures							
Salaries	2,480,995	125,000	650,054	-	650,054	647,725	3,903,774
Benefits	669,772	85,000	214,518	-	214,518	223,204	1,192,494
Travel	30,896	8,500	27,000	-	27,000	52,054	118,450
Space Cost	366,564	8,500	101,200	-	101,200	94,870	571,134
Supplies	49,766	8,500	114,900	-	114,900	39,908	213,074
Equipment	-	-	-	-	-	98,000	98,000
Consultant/Contract	-	-	-	-	-	8,985	8,985
Other Operating Costs	92,280	333,000	80,800	-	80,800	93,478	599,558
Program Costs	1,000	-	872,490	-	872,490	437,003	1,310,493
- Vended Meals	-	-	175,000	200,058	375,058	-	375,058
Depreciation	-	-	-	-	-	2,800	2,800
Indirect	342,127	23,290	133,376	14,841	148,217	145,429	659,063
Total Expenditures	\$ 4,033,400	\$ 591,790	\$ 2,369,338	\$ 214,899	\$ 2,584,237	\$ 1,843,456	\$ 9,052,883
Gain/(Loss)	\$ -		\$ -	-	-	\$ -	-
Benefit Rate	27.0%		33.0%		33.0%	34.5%	30.5%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
PROPOSED BUDGET REVISION 2019/20  
ENERGY CONSERVATION**

	Energy Conservation
<b>Revenue</b>	
Community Services Block Grant (CSBG)	\$ -
Other Government Revenue	5,746,308
Private Revenue	-
Other Revenue	-
Donations	-
<b>Total Revenue</b>	<b>\$ 5,746,308</b>
<b>Expenditures</b>	
Salaries	1,592,186
Benefits	416,928
Travel	106,561
Space Cost	252,069
Supplies	82,222
Equipment	-
Consultant/Contract	1,446,739
Other Operating Costs	647,998
Program Costs	683,802
Depreciation	-
Indirect	517,803
<b>Total Expenditures</b>	<b>\$ 5,746,308</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>
<b>Benefit Rate</b>	<b>26.2%</b>

**COMMUNITY ACTION PARTNERSHIP OF KERN  
PROPOSED BUDGET REVISION 2019/20  
COMMUNITY SERVICES**

	211	E Kern Family Resource Center	VITA	Youth Centers	TOTAL
<b>Revenue</b>					
Community Services Block Grant (CSBG)	\$ 190,322	\$ 13,257	\$ 198,195	\$ 421,248	\$ 823,022
Other Government Revenue	295,743	455,409	219,160	189,000	1,159,312
Private Revenue	390,000	-	-	-	390,000
Other Revenue	-	-	-	-	-
Donations	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 876,065</b>	<b>\$ 468,666</b>	<b>\$ 417,355</b>	<b>\$ 610,248</b>	<b>\$ 2,372,334</b>
<b>Expenditures</b>					
Salaries	508,861	282,094	186,603	255,262	1,232,820
Benefits	141,857	81,059	37,750	64,952	325,618
Travel	14,025	15,578	15,052	11,515	56,170
Space Cost	37,100	22,500	23,360	134,550	217,510
Supplies	31,548	8,102	18,937	13,469	72,056
Equipment	-	1,000	-	-	1,000
Consultant/Contract	14,380	-	74,295	2,125	90,800
Other Operating Costs	53,555	16,250	25,360	58,803	153,968
Program Costs	-	5,700	3,000	15,150	23,850
Depreciation	-	-	-	-	-
Indirect	74,739	36,383	32,998	54,422	198,542
<b>Total Expenditures</b>	<b>\$ 876,065</b>	<b>\$ 468,666</b>	<b>\$ 417,355</b>	<b>\$ 610,248</b>	<b>\$ 2,372,334</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Benefit Rate	27.9%	28.7%	20.2%	25.4%	26.4%



**COMMUNITY ACTION PARTNERSHIP OF KERN  
PROPOSED BUDGET REVISION 2019/20  
COMMUNITY SERVICES BLOCK GRANT (CSBG)**

	MCAP	Food Bank	211	E Kern	VITA	Youth Ctrs	TOTAL
<b>Revenue</b>							
Community Services Block Grant (CSBG)	\$ 301,580	\$ 364,929	\$ 190,322	\$ 13,257	\$ 198,195	\$ 421,248	\$ 1,489,531
Other Government Revenue	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 301,580</b>	<b>\$ 364,929</b>	<b>\$ 190,322</b>	<b>\$ 13,257</b>	<b>\$ 198,195</b>	<b>\$ 421,248</b>	<b>\$ 1,489,531</b>
<b>Expenditures</b>							
Salaries	-	255,195	119,364	9,271	115,155	181,089	680,074
Benefits	-	76,559	29,841	2,781	26,486	45,273	180,940
Travel	-	-	2,800	-	5,500	8,490	16,790
Space Cost	-	-	6,800	-	12,200	104,125	123,125
Supplies	-	-	1,500	-	4,500	10,575	16,575
Equipment	-	-	-	-	-	-	-
Consultant/Contract	-	-	-	-	1,000	1,250	2,250
Other Operating Costs	-	-	16,046	-	12,800	29,705	58,551
Program Costs	-	-	-	-	3,000	3,500	6,500
Depreciation	-	-	-	-	-	-	-
Indirect	301,580	33,175	13,971	1,205	17,554	37,241	404,726
<b>Total Expenditures</b>	<b>\$ 301,580</b>	<b>\$ 364,929</b>	<b>\$ 190,322</b>	<b>\$ 13,257</b>	<b>\$ 198,195</b>	<b>\$ 421,248</b>	<b>\$ 1,489,531</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Benefit Rate</b>		<b>30.0%</b>	<b>25.0%</b>	<b>30.0%</b>	<b>23.0%</b>	<b>25.0%</b>	<b>26.6%</b>

**COMMUNITY ACTION PARTNERSHIP OF KERN  
PROPOSED BUDGET REVISION 2019/20  
DISCRETIONARY FUND & FUND RAISING FUND**

	Discretionary	Fund Raising	Total
<b>Revenue</b>			
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -
Other Government Revenue	-	-	-
Private Revenue	-	-	-
Other Revenue	1,205	-	1,205
Donations	10,000	85,000	95,000
<b>Total Revenue</b>	<b>\$ 11,205</b>	<b>\$ 85,000</b>	<b>\$ 96,205</b>
<b>Expenditures</b>			
Salaries	500	3,500	4,000
Benefits	300	525	825
Travel	-	-	-
Space Cost	2,200	2,000	4,200
Supplies	200	2,000	2,200
Equipment	-	-	-
Consultant/Contract	-	-	-
Other Operating Costs	5,260	21,000	26,260
Program Costs	-	-	-
Depreciation	-	-	-
Indirect	845	2,903	3,748
<b>Total Expenditures</b>	<b>\$ 9,305</b>	<b>\$ 31,928</b>	<b>\$ 41,233</b>
<b>Gain/(Loss)</b>	<b>\$ 1,900</b>	<b>\$ 53,072</b>	<b>\$ 54,972</b>
<b>Benefit Rate</b>	<b>60.0%</b>	<b>15.0%</b>	<b>20.6%</b>

**COMMUNITY ACTION PARTNERSHIP OF KERN  
PROPOSED BUDGET REVISION 2019/20  
INDIRECT FUND**

	Human Resources	Operations	Executive	Community Development	Finance	TOTAL
<b>Revenue</b>						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Government Revenue	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	5,413,827
Donations	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,413,827</b>
<b>Expenditures</b>						
Salaries	663,775	574,100	369,405	520,570	942,700	3,070,550
Benefits	153,332	134,750	122,049	138,710	207,400	756,241
Travel	16,300	29,200	29,000	12,650	6,500	93,650
Space Cost	-	161,700	-	-	1,800	163,500
Supplies	20,700	50,000	8,700	8,700	78,400	166,500
Equipment	-	-	-	-	-	-
Consultant/Contract	119,400	227,500	7,500	7,700	297,000	659,100
Other Operating Costs	61,125	160,800	75,550	17,600	29,975	345,050
Program Costs	-	-	-	-	-	-
Depreciation	-	23,300	-	-	-	23,300
Indirect	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,034,632</b>	<b>\$ 1,361,350</b>	<b>\$ 612,204</b>	<b>\$ 705,930</b>	<b>\$ 1,563,775</b>	<b>\$ 5,277,891</b>
<b>Gain/(Loss)</b>						<b>\$ 135,936</b>
Benefit Rate	23.1%	23.5%	33.0%	26.6%	22.0%	<b>24.6%</b>

**COMMUNITY ACTION PARTNERSHIP OF KERN  
PROPOSED BUDGET CHANGES 2019/20**

	Program Services					Support Services			
	Education	Nutrition	Energy Conservation	Community Services	Discretionary & Fund Raising		Sub Total	Indirect	Total
<b>Revenue</b>									
CSBG	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-
Government Revenue	7,271,375	986,730	-	-	-	-	8,258,105	-	8,258,105
Head Start Subsidy for CACFP	331,940	(331,940)	-	-	-	-	-	-	-
Private Revenue	-	35,000	-	-	-	-	35,000	-	35,000
Other Revenue	-	-	-	-	-	-	-	341,922	341,922
Donations	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 7,603,315</b>	<b>\$ 689,790</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,293,105</b>	<b>\$ 341,922</b>	<b>\$ 8,635,027</b>
<b>Expenditures</b>									
Salaries	1,729,173	125,000	-	-	-	-	1,854,173	4,400	1,858,573
Benefits	436,207	85,000	-	-	-	-	521,207	1,150	522,357
Travel	(27,277)	8,500	-	-	-	-	(18,777)	-	(18,777)
Space Cost	3,889,415	8,500	-	-	-	-	3,897,915	-	3,897,915
Supplies	563,177	8,500	-	-	-	-	571,677	-	571,677
Equipment	-	98,000	-	-	-	-	98,000	-	98,000
Consultant/Contract	547,692	-	-	-	-	-	547,692	-	547,692
Other Operating Costs	59,080	333,000	-	-	-	-	392,080	-	392,080
Program Costs	24,073	-	-	-	-	-	24,073	-	24,073
Depreciation	63,143	-	-	-	-	-	63,143	-	63,143
Indirect	318,632	23,290	-	-	-	-	341,922	-	341,922
<b>Total Expenditures</b>	<b>\$ 7,603,315</b>	<b>\$ 689,790</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,293,105</b>	<b>\$ 5,550</b>	<b>\$ 8,298,655</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 336,372</b>	<b>\$ 336,372</b>

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** CAPK Executive Committee



**From:** Carmen Segovia, Director of Health & Nutrition Services

**Date:** July 24, 2019

**Subject:** *Agenda Item 6f:* CalFresh Healthy Living Program – **Action Item**

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In March 2019, the Kern County Public Health Department contacted CAPK regarding the possibility of transferring an existing program known as CalFresh Healthy Living Program to CAPK. Later that month, staff presented the proposal to the CAPK Board of Directors and received approval to proceed with the transfer. The grant will be a three-year period starting October 1, 2019 through September 30, 2022 in the amount of \$1,491,998 annually and is awarded through the California Department of Public Health. The CalFresh Healthy Living Program was formerly known as the Supplemental Nutrition Assistance Program Education (SNAP-Ed) program.

The overall purpose of the grant is to provide nutrition education and obesity prevention activities and interventions to low-income, SNAP eligible individuals and families in Kern County. The overall objectives of the grant align very well with CAPK's nutrition programs, and after the initial approval by the Board, Kern County Public Health was notified that CAPK was interested in accepting the transfer of the grant.

Since then, several meetings have been held between CAPK, Public Health, and other CalFresh Healthy Living partners to discuss the scope of work, budget and contract requirements. A budget for fiscal year starting October 1, 2019 to September 30, 2020 has been prepared and is attached for your review and approval. All partners are aligned to meet the following CalFresh Healthy Living funding priorities:

1. Increase access to and consumption of healthy foods and beverages;
2. Decrease access to less healthy foods and beverages; and,
3. Increase physical activity.

One of the requirements of the grant is that Local Health Departments or their designated non-profit receiving over \$400,000 annually must subcontract at least 30% of their total budget to adequately and appropriately reach each county's diverse population. Because some of the existing subcontractors are school-based organizations, the sub-contracts will need to be issued by July 30, 2019 so that they won't be forced to lay-off staff. Therefore, to have seamless services during the transition of the grant from the Kern County Public Health Department to CAPK, we have proceeded with negotiating and accepting the transfer of the grant and are in the process of having a fully executed contract and sub-contracts by the end of July 2019, for a seamless transfer of services and assumption of the full responsibility of the grant effective October 1, 2019. CAPK is reviewing/evaluating all existing subcontract services and will roll-over those able to complete the scope of work objectives.

### **Recommendation**

Staff recommends the Executive Committee approve the CalFresh Healthy Living Program budget and authorize the CEO to execute the contracts, sub-contracts and all documents necessary to implement the CalFresh Healthy Living Program.

Attachment:  
FFY2020 Budget


**Community Action Partnership of Kern**  
**CalFresh Healthy Living**  
**FFY 2020 Budget**  
**October 1, 2019 to September 30, 2020**

<b>Organization Name:</b>	<b>California Department of Public Health</b>
<b>County/Jurisdiction:</b>	<b>Community Action Partnership of Kern</b>
<b>FFY 2020 Total Budget:</b>	<b>\$1,491,998</b>
<b>Expenses</b>	<b>FFY 2020 Budget</b>
Salaries/Benefits	\$ 629,439
Travel	\$ 26,552
Non-Capital Equipment/Supplies	\$ 30,012
Materials	\$ 18,453
Building/Space	\$ 22,080
Maintenance	\$ 38,220
Equipment and Other Capital Expenditures	\$ -
Contracts/Sub-Grants/ Agreements	\$ 648,562
<b>Total Direct Costs:</b>	<b>\$ 1,413,318</b>
Indirect Cost Rate %	\$ 78,680
<b>Total Federal Funds</b>	<b>\$ 1,491,998</b>

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Executive Committee



**From:** Donna Holland, Fiscal Administrator

**Subject:** *Agenda Item 6g:* Head Start - Kern  
Budget to Actual Report for the Period Ended June 30, 2019 – **Info Item**

**Date:** July 24, 2019

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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 June 30, 2019. Four months (100%) of the four-month budget period have elapsed.

### **Base Funds**

Overall expenditures are currently at 95% of the budget; however, year-end transactions will continue to be processed until the grant is closed.

### **Training & Technical Assistance Funds**

Overall expenditures are at 98% of the budget.

### **Non-Federal Share (Head Start and Early Head Start Combined)**

Non-Federal share is at 152% 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 - June 30, 2019

Month 4 of 4 (100%)

Prepared 07/12/2019

#### HEAD START

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,616,944	3,556,754	60,190	98%	2%
FRINGE BENEFITS	1,197,281	1,086,325	110,956	91%	9%
TRAVEL	1,667	10,000	(8,333)	600%	-500%
SUPPLIES	303,163	340,669	(37,506)	112%	-12%
CONTRACTUAL	32,134	43,349	(11,215)	135%	-35%
OTHER	1,272,043	1,058,399	213,644	83%	17%
INDIRECT	620,467	597,331	23,136	96%	4%
<b>TOTAL BASE FUNDING</b>	<b>7,043,699</b>	<b>6,692,828</b>	<b>350,871</b>	<b>95%</b>	<b>5%</b>

#### TRAINING & TECHNICAL ASSISTANCE

TRAVEL	15,315	24,905	(9,590)	163%	-63%
SUPPLIES	6,947	8,361	(1,414)	120%	-20%
CONTRACTUAL	2,981	0	2,981	0%	100%
OTHER	50,262	40,965	9,297	82%	18%
INDIRECT	7,551	7,423	128	98%	2%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>83,056</b>	<b>81,654</b>	<b>1,402</b>	<b>98%</b>	<b>2%</b>

<b>GRAND TOTAL HS FEDERAL FUNDS</b>	<b>7,126,755</b>	<b>6,774,482</b>	<b>352,273</b>	<b>95%</b>	<b>5%</b>
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#### HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	660,015	1,413,592	(753,577)	214%	-114%
CALIF DEPT OF ED	1,476,898	1,844,893	(367,995)	125%	-25%
<b>TOTAL NON-FEDERAL</b>	<b>2,136,913</b>	<b>3,258,485</b>	<b>(1,121,572)</b>	<b>152%</b>	<b>-52%</b>

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).

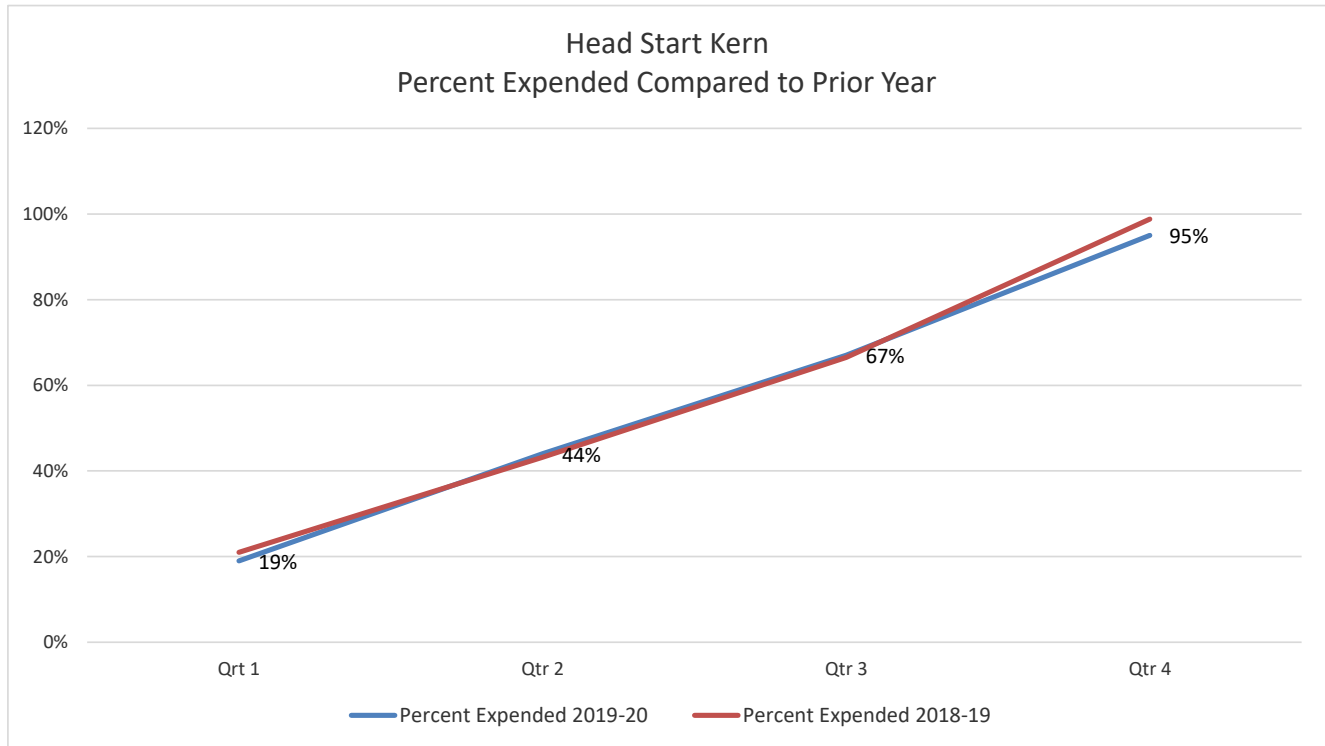
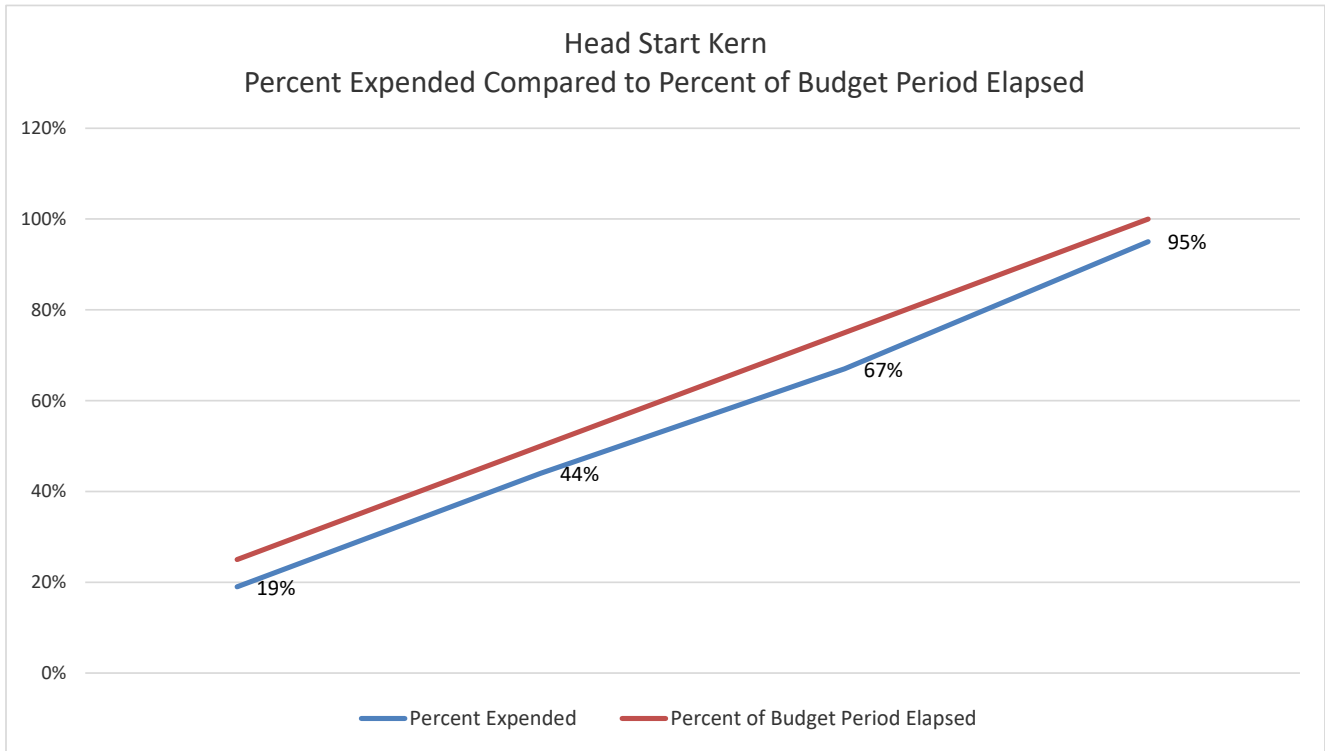
Actual expenditures include posted expenditures and estimated adjustments through 06/30/2019.

Administrative Cost for HS and EHS Kern 8.1%

### Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Bank of America	39,517				39,517	6/21/2019
Lowe's	1,772	21			1,793	6/25/2019
Smart & Final	249				249	6/30/2019
Save Mart	1,566				1,566	6/30/2019
Chevron & Texaco Business Card	5,249				5,249	7/6/2019
Home Depot	3,573				3,573	7/5/2019
	51,926	21	0	0	51,947	





# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Executive Committee



**From:** Donna Holland, Fiscal Administrator

**Subject:** *Agenda Item 6g:* Early Head Start – Kern  
Budget to Actual Report for the Period Ended June 30, 2019 – **Info Item**

**Date:** July 24, 2019

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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 June 30, 2019. Four months (100%) of the four-month budget period have elapsed.

### **Base Funds**

Overall expenditures are currently at 92% of the budget; however, year-end transactions will continue to be processed until the grant is closed.

### **Training & Technical Assistance Funds**

Overall expenditures are at 99% of the budget.

**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 - June 30, 2019*  
 Month 4 of 4 (100%)

Prepared 07/12/2019

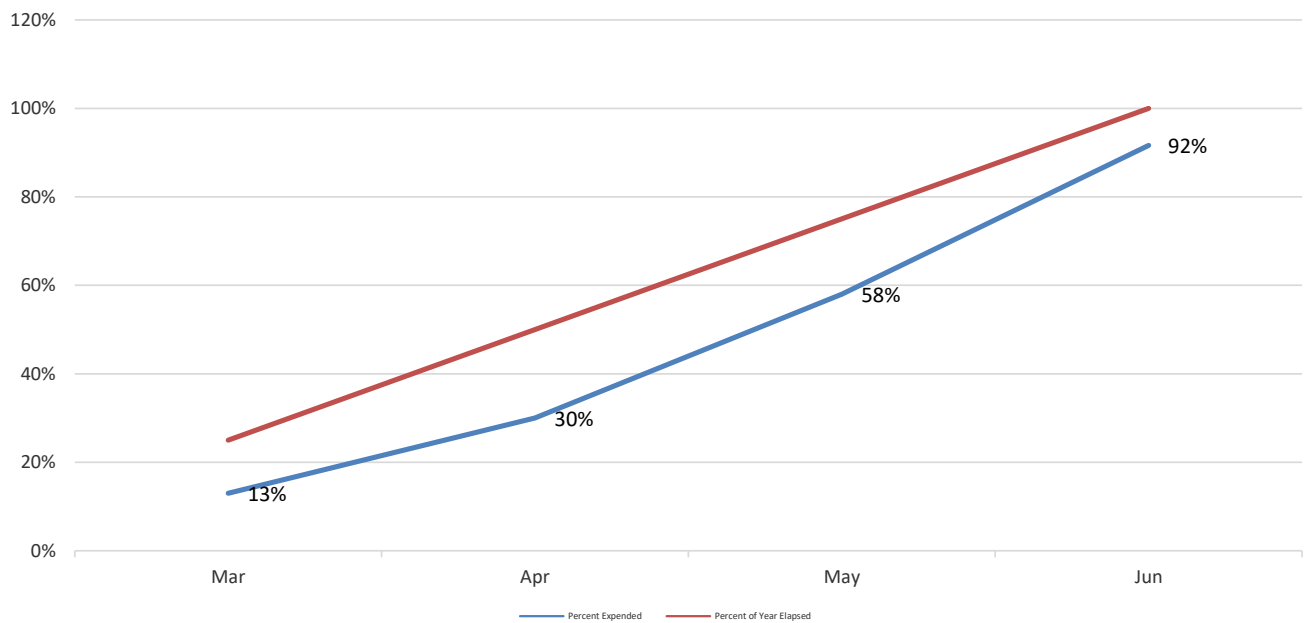
<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	759,152	579,494	179,658	76%	24%
FRINGE BENEFITS	247,368	186,297	61,071	75%	25%
TRAVEL	0	1,628	(1,628)		
SUPPLIES	86,795	61,203	25,592	71%	29%
CONTRACTUAL	5,809	13,536	(7,727)	233%	-133%
OTHER	164,915	316,250	(151,335)	192%	-92%
INDIRECT	124,518	114,029	10,489	92%	8%
<b>TOTAL BASE FUNDING</b>	<b>1,388,557</b>	<b>1,272,437</b>	<b>116,120</b>	<b>92%</b>	<b>8%</b>
<b>TRAINING &amp; TECHNICAL ASSISTANCE</b>					
TRAVEL	11,777	4,054	7,723	34%	66%
SUPPLIES	1,340	3,721	(2,381)	278%	-178%
CONTRACTUAL	1,219	0	1,219	0%	100%
OTHER	15,059	21,439	(6,380)	142%	-42%
INDIRECT	2,940	2,921	19	99%	1%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>32,335</b>	<b>32,136</b>	<b>199</b>	<b>99%</b>	<b>1%</b>
<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>1,420,892</b>	<b>1,304,574</b>	<b>116,318</b>	<b>92%</b>	<b>8%</b>

Budget reflects Notice of Award **#09CH9142-06-01** (adjusted for Child Care Food Subsidy).

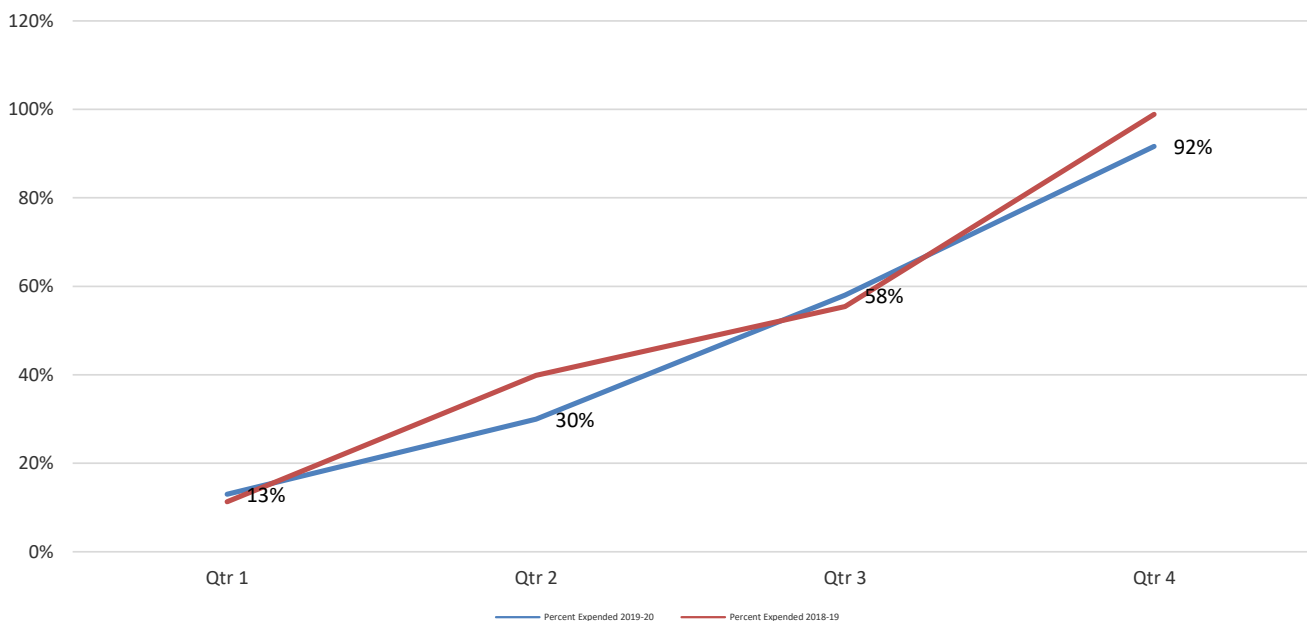
Award is prorated for **four months (03/01/2019 - 06/30/2019)** pending outcome of the Designated Renewal System.

Actual expenditures include posted expenditures and estimated adjustments through 06/30/2019.

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**  
**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 June 30, 2019 (Month 4 of 4)**

Percent of year elapsed: 100%

LOCATION	FUNDED ENROLL- MENT	March	April	May	June	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Taft	78	50,645	34,398	16,834	0	101,876	22,063	462%
Shafter	34	15,082	13,888	11,096	0	40,066	9,617	417%
Broadway	44	16,914	19,917	14,263	0	51,094	12,446	411%
Alberta Dillard	68	29,798	25,280	17,729	0	72,808	19,234	379%
Faith	34	12,674	14,192	8,599	0	35,466	9,617	369%
Sunrise Villa	34	13,559	11,885	8,392	0	33,836	9,617	352%
Martha J. Morgan	83	28,795	30,154	22,301	0	81,250	23,477	346%
Pacific	62	15,258	16,335	15,834	12,928	60,354	17,537	344%
Delano	76	24,657	25,162	18,227	0	68,046	21,497	317%
Lamont	34	10,002	11,371	8,662	0	30,035	9,617	312%
East California	70	17,734	20,005	19,346	0	57,085	19,800	288%
Planz	34	15,843	11,876	0	0	27,719	9,617	288%
Heritage	34	9,706	8,359	7,861	0	25,926	9,617	270%
Vineland	20	6,869	5,080	2,134	0	14,083	5,657	249%
Fairfax	40	10,748	10,542	6,544	0	27,834	11,314	246%
Fairview	34	8,150	9,068	5,798	0	23,016	9,617	239%
California City	34	6,396	10,249	6,075	0	22,721	9,617	236%
Williams	34	4,721	9,307	7,820	0	21,849	9,617	227%
Oasis	57	11,959	13,155	10,429	0	35,543	16,123	220%
Pete H. Parra	112	15,975	23,500	21,439	8,379	69,292	31,680	219%
Lost Hills	20	3,798	3,950	4,163	0	11,911	5,657	211%
Franklin	24	5,809	5,269	2,603	0	13,681	6,789	202%
Harvey L. Hall	138	25,993	25,850	18,654	7,279	77,776	39,034	199%
Rosamond	100	18,817	20,578	15,756	0	55,151	28,286	195%
Pioneer	34	7,239	5,887	5,209	0	18,335	9,617	191%
Oildale	34	7,090	6,190	4,441	0	17,720	9,617	184%
Primeros Pasos	76	15,767	8,683	10,208	4,726	39,384	21,497	183%
Willow	72	15,063	12,629	8,755	0	36,447	20,366	179%
Virginia	34	5,704	5,313	4,652	0	15,670	9,617	163%
Cleo Foran	34	4,992	4,579	5,463	0	15,034	9,617	156%
Casa Loma	34	7,485	4,301	2,708	0	14,494	9,617	151%
San Diego Street	48	5,597	5,912	4,360	4,398	20,267	13,577	149%
Wesley	60	12,177	9,604	3,253	0	25,034	16,971	148%
Tehachapi	34	6,286	5,200	2,653	0	14,140	9,617	147%
Shafter HS/EHS	36	3,664	4,607	4,664	1,571	14,506	10,183	142%
McFarland	20	3,863	3,412	753	0	8,028	5,657	142%
Sterling	122	12,226	19,520	9,030	6,276	47,052	34,509	136%
Noble	34	3,650	6,684	1,833	0	12,168	9,617	127%
Seibert	34	3,118	4,745	4,128	0	11,990	9,617	125%
Rafer Johnson	34	2,151	2,887	4,425	0	9,463	9,617	98%
Alicante	34	2,980	2,709	3,041	0	8,730	9,617	91%
Roosevelt	34	1,818	2,518	1,662	0	5,997	9,617	62%
Home Base	229	7,257	7,474	5,390	51	20,172	32,387	62%
Mojave	34	0	0	0	0	0	9,617	0%
Administrative Services		0	0	0	0	0	0	NA
Program Services		253	245	0	0	498	8,767	6%
Policy Council and RPC		0	45	0	0	45	13,547	0%
<b>SUBTOTAL IN-KIND</b>	<b>2,369</b>	<b>508,283</b>	<b>502,515</b>	<b>357,186</b>	<b>45,608</b>	<b>1,413,592</b>	<b>660,015</b>	<b>214%</b>
State General Child Care*		150,439	159,395	164,370	154,498	628,701	590,759	106%
State Preschool*		356,923	330,408	349,736	106,882	1,143,949	827,063	138%
State Migrant Child Care*		20,270	25,816	26,157	0	72,243	59,076	122%
<b>SUBTOTAL CA DEPT of ED</b>		<b>527,633</b>	<b>515,619</b>	<b>540,263</b>	<b>261,379</b>	<b>1,844,893</b>	<b>1,476,898</b>	<b>125%</b>
<b>GRAND TOTAL</b>		<b>1,035,916</b>	<b>1,018,134</b>	<b>897,449</b>	<b>306,987</b>	<b>3,258,485</b>	<b>2,136,913</b>	<b>152%</b>

\*May include estimates

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Executive Committee



**From:** Donna Holland, Fiscal Administrator

**Subject:** *Agenda Item 6g:* Early Head Start – San Joaquin  
Budget to Actual Report for the Period Ended June 30, 2019 – **Info Item**

**Date:** July 24, 2019

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The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2019 through June 30, 2019. Five months (42%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are at 37% of the budget. Because services did not take place during the month of June, expenses in salaries and fringe benefits were lower.

### **Training & Technical Assistance Funds**

Overall expenditures are at 47% of the budget. Combined personnel and fringe benefits expenses are at 44% of the budget.

### **Non-Federal Share**

Non-Federal share is at 37% of the 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 - June 30, 2019

Month 5 of 12 (42%)

Prepared 07/10/2019

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	3,114,932	1,176,547	1,938,385	38%	62%
FRINGE BENEFITS	923,567	338,852	584,715	37%	63%
TRAVEL	20,232	9,915	10,317	49%	51%
SUPPLIES	140,925	57,601	83,324	41%	59%
CONTRACTUAL	12,078	2,843	9,235	24%	76%
OTHER	600,638	210,419	390,219	35%	65%
INDIRECT	456,781	170,036	286,745	37%	63%
<b>TOTAL</b>	<b>5,269,153</b>	<b>1,966,213</b>	<b>3,302,940</b>	<b>37%</b>	<b>63%</b>

**TRAINING & TECHNICAL ASSISTANCE FUNDS**

PERSONNEL	39,312	11,612	27,700	30%	70%
FRINGE BENEFITS	11,534	6,837	4,697	59%	41%
TRAVEL	15,673	9,798	5,875	63%	37%
SUPPLIES	7,900	0	7,900	0%	100%
CONTRACTUAL	3,500	3,930	(430)	112%	-12%
OTHER	30,423	19,020	11,403	63%	37%
INDIRECT	10,833	5,120	5,713	47%	53%
<b>TOTAL</b>	<b>119,175</b>	<b>56,317</b>	<b>62,858</b>	<b>47%</b>	<b>53%</b>

<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>5,388,328</b>	<b>2,022,530</b>	<b>3,365,798</b>	<b>38%</b>	<b>62%</b>
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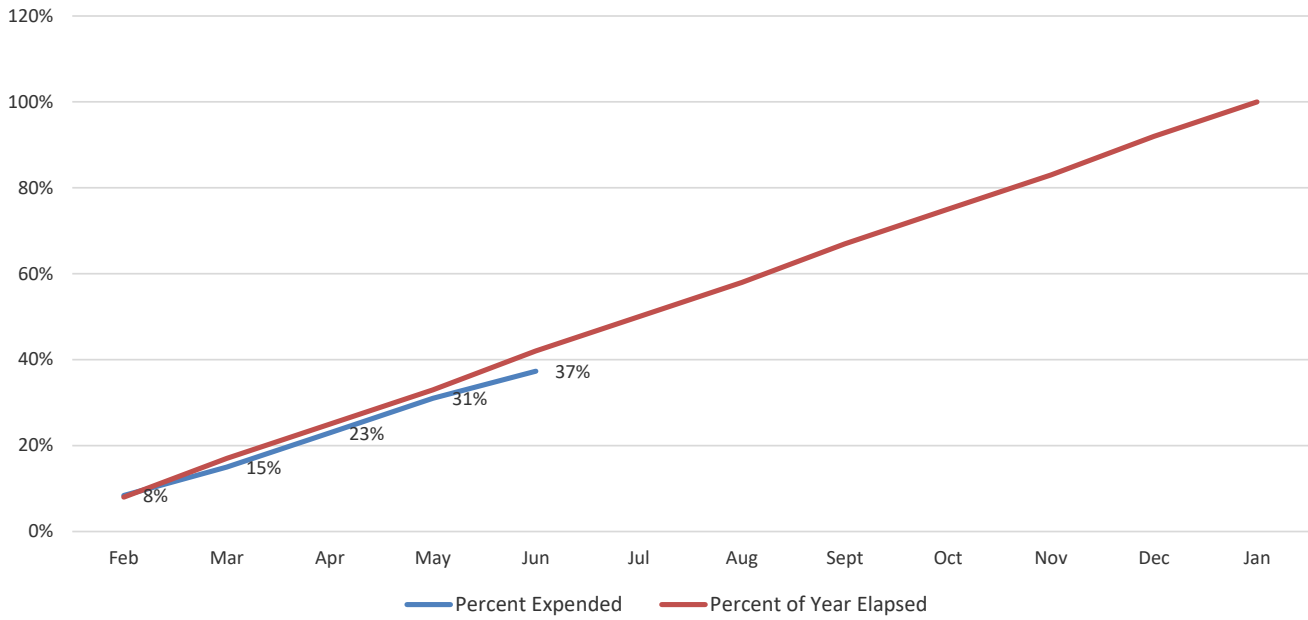
<b>NON-FEDERAL SHARE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	1,347,083	495,430	851,653	37%	63%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>1,347,083</b>	<b>495,430</b>	<b>851,653</b>	<b>37%</b>	<b>63%</b>

Centralized Administrative Cost	7.0%
Program Administrative Cost	2.5%
<b>Total Administrative Cost</b>	<b>9.5%</b>

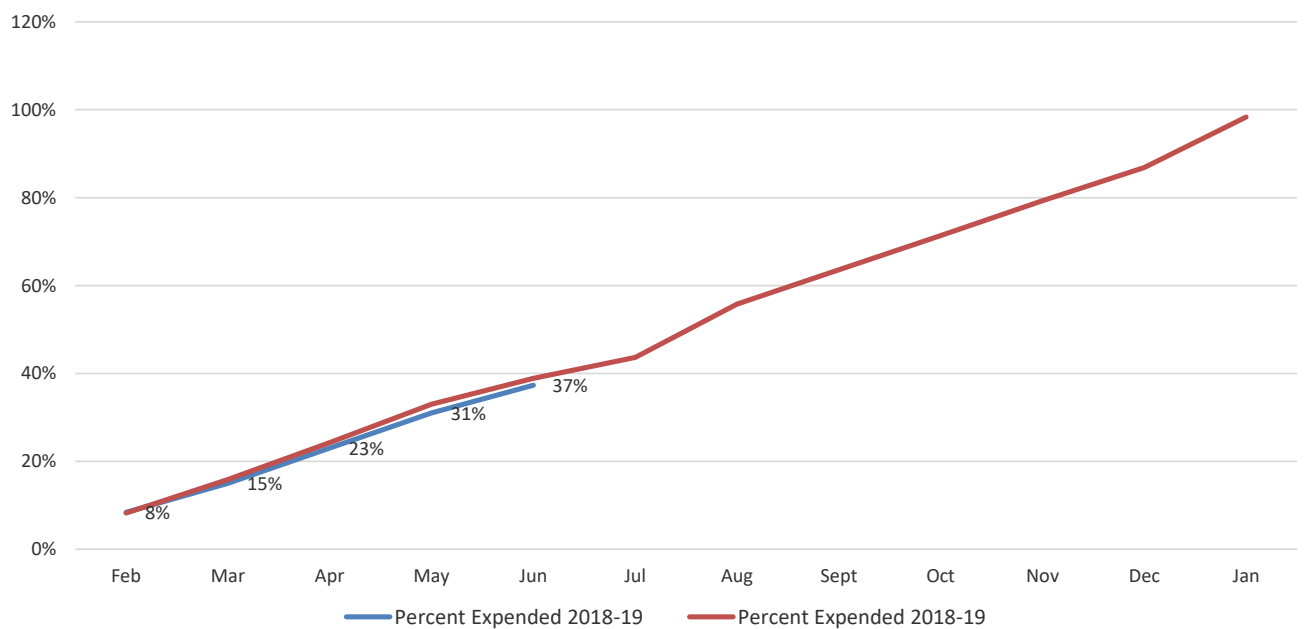
Budget reflects Notice of Award #09CH010071-05-01

Actual expenditures include posted expenditures and estimated adjustments through 06/30/2019

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 June 30, 2019 (Month 5 of 12)

Percent of year elapsed: 42%

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Lodi	35	12,150	16,320	16,251	14,825	0	59,545	97,040	61%
Home Base - Manteca	12	3,172	5,472	4,045	5,249	0	17,939	33,271	54%
Walnut	24	11,221	13,005	12,635	10,174	0	47,035	133,083	35%
Home Base - Stockton	90	18,088	24,844	20,408	18,358	0	81,698	249,531	33%
Chrisman	30	12,312	16,785	11,548	6,606	0	47,251	166,354	28%
Lodi UCC	30	11,372	11,887	12,830	10,884	0	46,973	166,354	28%
Kennedy	16	7,180	5,402	7,181	4,740	0	24,503	88,722	28%
California Street	24	9,349	9,973	9,716	7,545	0	36,583	133,083	27%
St. Mary's	16	5,144	6,702	5,927	4,858	0	22,630	88,722	26%
Marci Massei	24	5,173	6,050	6,373	4,460	0	22,056	133,083	17%
Home Base - Tracy	12	0	0	1,689	2,025	0	3,714	33,271	11%
Administrative Services		251	1,678	0	0	0	1,928	0	
Program Services		11,721	11,575	18,421	30,923	8,655	81,294	21,858	372%
Policy Council		57	187	0	114	0	358	2,713	13%
<b>SUBTOTAL IN-KIND</b>	<b>313</b>	<b>107,189</b>	<b>129,878</b>	<b>127,024</b>	<b>120,761</b>	<b>8,655</b>	<b>493,507</b>	<b>1,347,083</b>	<b>37%</b>

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Executive Committee



**From:** Donna Holland, Fiscal Administrator

**Subject:** *Agenda Item 6g:* Early Head Start Child Care Partnerships  
Budget to Actual Report for the Period Ended June 30, 2019 – **Info Item**

**Date:** July 24, 2019

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The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2018 through June 30, 2019. Ten months (83%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are at 83% of the budget. Expenses in the Personnel, Fringe and Supplies categories are higher than expected, but will be balanced by expending less in the remaining categories.

### **Training & Technical Assistance (T&TA)**

Overall expenditures are at 67% of the budget.

### **Non-Federal Share**

Non-Federal share is at 132% 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 - June 30, 2019

Month 10 of 12 (83%)

Prepared 07/10/2019

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	130,082	121,650	8,432	94%	6%
FRINGE BENEFITS	33,248	41,165	(7,917)	124%	-24%
SUPPLIES	1,750	5,253	(3,503)	300%	-200%
CONTRACTUAL	462,028	354,934	107,094	77%	23%
OTHER	17,395	12,860	4,535	74%	26%
INDIRECT	64,398	53,245	11,153	83%	17%
<b>TOTAL BASE</b>	<b>708,901</b>	<b>589,106</b>	<b>119,795</b>	<b>83%</b>	<b>17%</b>

<b>TRAINING &amp; TECHNICAL ASSISTANCE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
TRAVEL	5,294	2,308	2,986	44%	56%
SUPPLIES	3,506	0	3,506	0%	100%
OTHER	6,473	7,866	(1,393)	122%	-22%
INDIRECT	1,527	1,017	510	67%	33%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>16,800</b>	<b>11,191</b>	<b>5,609</b>	<b>67%</b>	<b>33%</b>

<b>GRAND TOTAL FEDERAL FUNDS</b>	<b>725,701</b>	<b>600,296</b>	<b>125,405</b>	<b>83%</b>	<b>17%</b>
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<b>NON-FEDERAL SHARE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	181,425	239,211	(57,786)	132%	-32%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>181,425</b>	<b>239,211</b>	<b>(57,786)</b>	<b>132%</b>	<b>-32%</b>

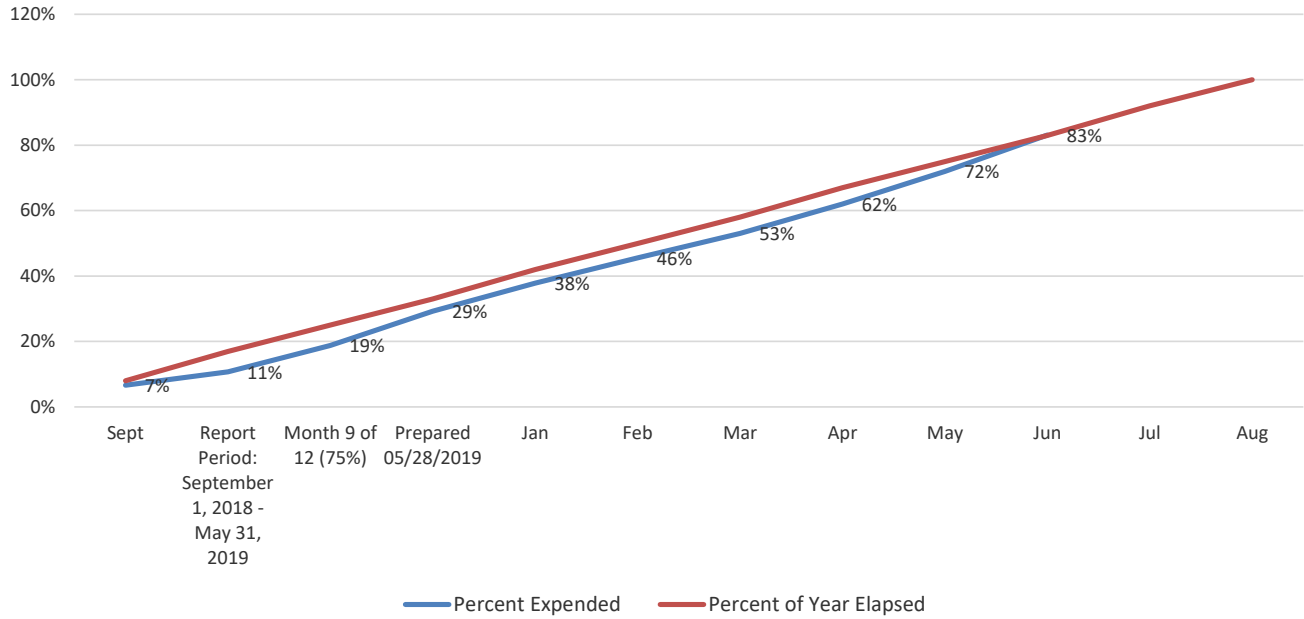
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Centralized Administrative Cost	6.5%
Program Administrative Cost	1.3%
<b>Total Administrative Cost</b>	<b>7.7%</b>

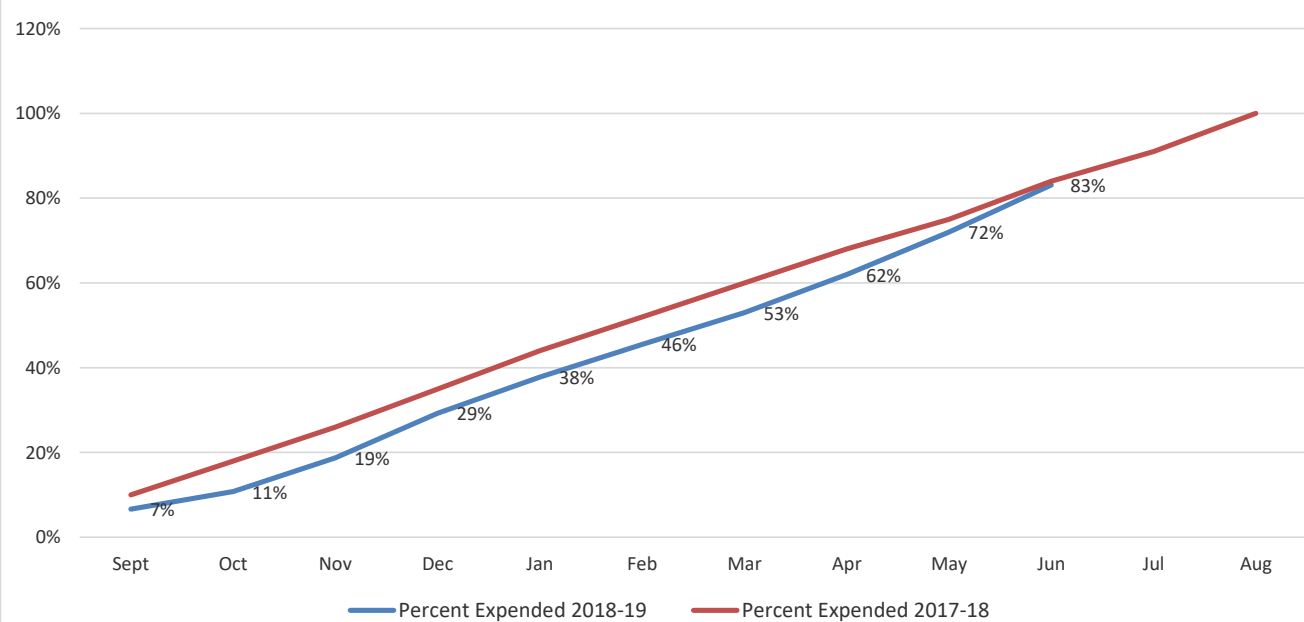
Budget reflects Notice of Award #09HP0036-04-00.

Actual expenditures include posted expenditures and estimated adjustments through 06/30/2019.

### 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:** Executive Committee



**From:** Donna Holland, Fiscal Administrator

**Subject:** *Agenda Item 6g:* Early Head Start Expansion  
Budget to Actual Report for the Period Ended June 30, 2019 – **Info Item**

**Date:** July 24, 2019

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At the end of November 2018, CAPK submitted an application to compete for Early Head Start center based and childcare partnerships expansion funds. On March 27, 2019, CAPK was awarded the full amount requested in its application. The award will expand center-based services by 24 slots (3 classrooms), and childcare partnerships slots by 72.

This grant was awarded under a separate award number; and will thus be reported independently from other Head Start grants operated by CAPK. The annual budget period is March 1 through February 28/29.

Start-up activities for center-based services: The lease of the center for these services ("Jewett Center") has been executed. Renovations and licensing of three classrooms will begin shortly.

Start-up activities for childcare partnerships: CAPK issued a Request for Proposal to solicit potential partners, for which one proposal was received. Contract negotiations are in progress to serve 42 children. CAPK will reissue the Request for Proposal to solicit additional partners for the remaining 30 slots.

The following are highlights of the Early Head Start Expansion Budget to Actual Report for the period March 1, 2019 through June 30, 2019. Four months (33%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are at 0% of the budget.

### **Training & Technical Assistance (T&TA)**

Overall expenditures are at 0% of the budget.

### **Start Up**

Overall expenditures are at 0% of the budget.

### **Non-Federal Share**

Non-Federal share is at 0% of the budget.

# Community Action Partnership of Kern

## Early Head Start Expansion

### Budget to Actual Report

Budget Period: March 1, 2019 - February 29, 2020

Report Period: March 1, 2019 - June 30, 2019

Month 4 of 12 (33%)

Prepared 07/10/2019

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	541,287	2,928	538,359	1%	99%
FRINGE BENEFITS	170,225	126	170,099	0%	100%
SUPPLIES	45,780	0	45,780	0%	100%
CONTRACTUAL	540,975	0	540,975	0%	100%
OTHER	141,458	0	141,458	0%	100%
INDIRECT	135,664	305	135,359	0%	100%
<b>TOTAL BASE FUNDING</b>	<b>1,575,389</b>	<b>3,359</b>	<b>1,572,030</b>	<b>0%</b>	<b>100%</b>

#### TRAINING & TECHNICAL ASSISTANCE

SUPPLIES	12,885	0	12,885	0%	100%
OTHER	22,920	0	22,920	0%	100%
INDIRECT	3,580	0	3,580	0%	100%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>39,385</b>	<b>0</b>	<b>39,385</b>	<b>0%</b>	<b>100%</b>

#### START UP

SUPPLIES	258,000	0	258,000	0%	100%
OTHER	196,545	0	196,545	0%	100%
INDIRECT	45,455	0	45,455	0%	100%
<b>TOTAL START UP</b>	<b>500,000</b>	<b>0</b>	<b>500,000</b>	<b>0%</b>	<b>100%</b>

<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>2,114,774</b>	<b>3,359</b>	<b>2,111,415</b>	<b>0%</b>	<b>100%</b>
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#### EARLY HEAD START EXPANSION NON-FEDERAL SHARE

<b>SOURCE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	528,694	0	528,694	0%	100%
<b>TOTAL NON-FEDERAL</b>	<b>528,694</b>	<b>0</b>	<b>528,694</b>	<b>0%</b>	<b>100%</b>

Budget reflects Notice of Award #09HP000163-01-00

Actual expenditures include posted expenditures and estimated adjustments through 06/30/2019.

## RESOLUTION # 2019-10

### **A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Request to Combine Head Start Partnership Grants**

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

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

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

**WHEREAS**, CAPK’s Head Start State Child Development Program is requesting approval to merge the two existing Early Head Start Child Care Partnership (EHS-CCP) grants into one award; and

**WHEREAS**, the EHS-CCP grants currently have different funding years; and

**WHEREAS**, to streamline financial operations for the two Partnership Grants, merging both grants, numbers 09HP0036 and 09HP00163, into a March 1 to February 28 grant cycle aligns with all Kern grants; and

**NOW, THEREFORE**, be it resolved that the Executive Committee of the CAPK Board of Directors authorizes Yolanda Gonzales, Director of Head Start, State Child Development, to submit a letter to Region IX, US Department of Health & Human Services Administration for Children & Families, requesting to combine Partnership Grants 09HP0036 & 096HP00163

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

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Curtis E. Floyd, Chair  
CAPK Board of Directors

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Date

**COMMUNITY ACTION PARTNERSHIP OF KERN  
DISCRETIONARY AND FUND RAISING FUNDS  
FOR THE MONTH ENDED JUNE 30, 2019**

	03/01/19- 05/31/19	06/01/19 - 06/30/19	TOTAL
<b>BEGINNING BALANCE (NOTE 1)</b>	\$ 525,891.33	\$ -	<b>\$ 525,891.33</b>
<b>CASH RECEIPTS</b>			
2019 Awards Banquet Donations	44,295.35	583.35	44,878.70 a
Donations	445.45	60.00	505.45
Misc. Revenue	2,188.12	408.39	2,596.51
Interest Income/Union Administrative Fee	978.51	217.41	1,195.92
<b>TOTAL CASH RECEIPTS</b>	<b>47,907.43</b>	<b>1,269.15</b>	<b>49,176.58</b>
<b>CASH DISBURSEMENTS</b>			
Line of Credit Interest Expense	-	-	-
Line of Credit Unused Commitment Fee	1,243.75	-	1,243.75 b
2019 Awards Banquet Expenses	26,612.73	35.88	26,648.61 a
Supplies	1,100.03	463.78	1,563.81
Volunteer Appreciation	-	-	- c
Fundraising Expenses	-	-	-
Property Taxes - Campus Vacant Parcels	-	-	-
Miscellaneous Expenses	241.53	96.81	338.34
Indirect	242.94	47.63	290.57
<b>TOTAL CASH DISBURSEMENTS</b>	<b>29,440.98</b>	<b>644.10</b>	<b>30,085.08</b>
<b>CASH PROVIDED (USED)</b>	<b>18,466.45</b>	<b>625.05</b>	<b>19,091.50</b>
<b>ENDING BALANCE</b>	<b>\$ 544,357.78</b>		<b>\$ 544,982.83</b>
		Discretionary Cash	\$ 216,705.00
		Fund Raising Cash	328,741.61
			545,446.61
		Add: Prepaid	-
		Less: AP	(463.78)
			<b>\$ 544,982.83</b>

**NOTES**

1. For the year ended 2/28/19, the net increase to the Discretionary/Fund Raising Funds was \$48,593.85.
- a. As of 06/30/19, net 2019 awards banquet gain is \$23,730.09 (FYE 2/28/19 = \$5,500.00 + \$44,878.70 - \$26,648.61 expenses 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: 07/10/2019



# COMMUNITY ACTION PARTNERSHIP OF KERN

## EXECUTIVE COMMITTEE

JULY 24, 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
<b><u>UNRESTRICTED</u></b>						
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
<b><u>RESTRICTED</u></b>						
EARLY HEAD START EXPANSION	2,114,774	93.600	09HP000163-01	03/01/19 - 2/29/20	107	U S 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	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	17,095,292	93.600	09CH011132-01	07/01/19 - 02/29/20	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START CHILD CARE PARTNERSHIP	725,701	93.600	09HP0036 - 04	09/01/18 - 08/31/19	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	5,388,328	93.600	09CH010071 - 05	02/01/19 - 01/31/20	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041800	04/02/19 - 04/01/20	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	94,012	21.009	19VITA00228	08/01/18 - 07/31/20	149	U S 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	U S 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	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	1,364,399	81.042	17C-4010	6/1/18 - 6/30/20	123-65	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085 600,085	93.575 93.575	CCTR - 8049 CCTR - 9050	07/01/18 - 06/30/19 07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855 275,855	93.596 93.596	CCTR - 8049 CCTR - 9050	07/01/18 - 06/30/19 07/01/19 - 06/30/20	253	U S 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
MIGRANT ALTERNATIVE PAYMENT	5,411,000 5,411,000	93.575 93.575	CMAP - 8000 CMAP - 9000	07/01/18 - 06/30/19 07/01/19 - 06/30/20	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	164,081 164,081	93.575 93.575	CSPP - 8120 CSPP - 9121	07/01/18 - 06/30/19 07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	357,247 357,247	93.596 93.596	CSPP - 8120 CSPP - 9121	07/01/18 - 06/30/19 07/01/19 - 06/30/20	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 3,046,805		CMAP - 8000 CMAP - 9000	07/01/18 - 06/30/19 07/01/19 - 06/30/20	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,067,088 2,067,088		CCTR - 8049 CCTR - 9050	07/01/18 - 06/30/19 07/01/19 - 06/30/20	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	3,731,472 3,731,472		CSPP - 8120 CSPP - 9121	07/01/18 - 06/30/19 07/01/19 - 06/30/20	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	254,377 254,377		CMIG - 8004 CMIG - 9004	07/01/18 - 06/30/19 07/01/19 - 06/30/20	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	38,156 38,156		CMSS - 8004 CMSS - 9004	07/01/18 - 06/30/19 07/01/19 - 06/30/20	252	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
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	175,000		18T-8012	10/15/18 - 06/30/19	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
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
EAST KERN HEALTH LINK - RESOURCE FAIRS	3,000		N/A	6/01/19 - 5/31/20	501-005	BORAX VISITOR CENTER FOUNDATION
EAST KERN FAMILY RESOURCE CENTER EMERGENCY SUPPLIES CLOSET	2,000		N/A	5/20/19 - 12/31/19	501-005	KERN HEALTH SYSTEMS
SHAFTER YOUTH CENTER - MAKE BAKERSFIELD	2,000		N/A	5/20/19 - 12/31/19	527-260	KERN HEALTH SYSTEMS
A.R.T CURRICULUM	10,125		N/A	9/10/18 - 6/30/19	531-070	KERN COUNTY SUPERINTENDENT OF SCHOOLS
FRIENDSHIP HOUSE - MUSEUM ON THE MOVE	2,000		N/A	5/20/19 - 12/31/19	531-260	KERN HEALTH SYSTEMS
HOMELESS COLLABORATIVE - HEARING TO HELP INCENTIVE BAGS	2,000		N/A	5/20/19 - 12/31/19	536-260	KERN HEALTH SYSTEMS
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	5/28/19 - 8/31/19	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT

**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
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	5/28/19 - 8/31/19	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
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			N/A		444	STARBUCKS
PREP WORKS PROGRAM			N/A		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
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				
	<u>Energy</u>						
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			

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		
04/30/19	n/a				
05/31/19	n/a				
06/30/19	n/a				

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 June 2019.

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

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/18 - 3/30/19	90 days	\$ 1,243.75	0.25%
3/31/19 - 6/29/19	90 days	0	0.25%

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

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**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
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
234	CalEITC				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		
501-005	EKFRC: KHS Emergency Closet				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		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	<u>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		
536-260	2-1-1: KHS Homeless Collaborative				X		



COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF JUNE 30, 2019	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(195,841.41)
HEAD START/EARLY HEAD START	237,855.74
<b>SUBTOTAL</b>	<b>42,014.33</b>
CHILD DEVELOPMENT RESERVE No. 2	(142.26)
GENERAL CHILD CARE	(60,391.09)
MIGRANT A/P	223,477.68
MIGRANT CHILD CARE	6,296.86
MIGRANT SPECIALIZED SERVICES	8,161.53
STATE PRESCHOOL	133,819.69
<b>SUBTOTAL</b>	<b>311,222.41</b>
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(91,011.04)
EF&S	0.00
EFAP	(10,882.67)
FOOD BANK	262,868.72
FOOD BANK CAPACITY PROGRAM	50,707.93
FOOD BANK - STATE	(59,832.14)
SOCAL GAS	3,130.66
WONDERFUL FOUNDATION	18,353.34
<b>SUBTOTAL</b>	<b>173,334.80</b>
ENERGY	(133,428.99)
DOE WAP	(173,483.77)
LIHEAP	(491,548.89)
LIWP SOLAR PV	(50.16)
LIWP SINGLE FAMILY	(3,637.67)
WATER TANK	0.00
TRANSFER NEGATIVE BALANCE	802,149.48
<b>SUBTOTAL</b>	<b>0.00</b>
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
<b>SUBTOTAL</b>	<b>2,000.00</b>
211	(17,421.89)
211 HOSPITAL PREPAREDNESS	0.00
BANK OF THE WEST	18,419.44
CAL FRESH	(13,897.97)
CALEITC	(44,027.59)
COST POOLS	276,798.91
COUNTY OF KERN - 2-1-1	0.00
CSBG	23,967.24
CSBG DISCRETIONARY	(35,000.00)
DIFFERENTIAL RESPONSE	(35,430.46)
DIGNITY HEALTH	6,718.78
DISCRETIONARY FUND	213,204.05
ECONOMIC EMPOWERMENT	(13,613.79)
FIRST 5 KERN 211	(23,406.99)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(23,356.70)
FIRST 5 HELP ME GROW	(24,821.13)
FRIENDSHIP HOUSE	(17,117.59)
FUNDRAISING	328,776.49
GANG PREVENTION	(3,970.68)
GENERAL FUND	83,951.47
HOME VISIT INITIATIVE (CO OF KERN)	97,704.30
INDIRECT FUND	1,707,669.64
IRS - VITA	(2,269.53)
INFORMATION & EDUCATION	(43,189.36)
REALIGNMENT FOR SUCCESS	(2,640.92)
SHAFTER YOUTH CENTER	(11,344.03)
STARBUCKS FOUNDATION	(16,761.33)
UNITED WAY 211	(21,012.16)
WELLS FARGO FOUNDATION	1,831.15
WIC	(655,510.95)
LESS: ENERGY NEGATIVE BALANCE	(802,149.48)
ADD: LINE OF CREDIT	0.00
<b>SUBTOTAL</b>	<b>952,098.92</b>
<b>TOTAL OPERATING CASH</b>	<b>1,480,670.46</b>

## **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  
June 30, 2019

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

OPERATING ACCOUNT  
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	06/30/19		2,434,871.46
LESS: OUTSTANDING CHECKS		954,201.00	
ADJUSTED BANK BALANCE AT	06/30/19		1,480,670.46
GENERAL LEDGER BALANCE AT	05/31/19		2,550,434.63
ADD: DEPOSITS		826,176.77	
ACH DEPOSITS		-	
TRANSFER FROM HEAD START		-	
US TREAS DRAWDOWNS		2,557,823.95	
ADP REFUND		114.54	
FUNDS FROM OTHER GRANTS		77,513.75	
TRANSFER FROM LIHEAP		200,000.00	
REFUND FROM HEALTH EQUITY FOR CLAIMS		1,730.86	
LESS: CHECKS ISSUED (CURRENT MONTH)		2,326,991.52	
ADP PAYROLL 6/7/19		1,462,827.20	
ADP PAYROLL 6/21/19		756,198.35	
EFTS FOR HRA/HSA/ STD/403B		154,866.72	
REC LOAN PRINCIPAL/INT EXPENSES		31,687.73	
GENERAL LEDGER BALANCE AT	06/30/19		1,480,670.46

DIFFERENCE: -

PREPARED BY: Veronica Ipatzi TITLE: Accountant DATE: 07/05/2019

APPROVED BY:  TITLE: Chief Financial Officer DATE: 07/05/2019



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

BANK RECONCILIATION FOR MONTH ENDING  
**June 30, 2019**

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

ACCOUNT NO.: XXXXX-X6256

**BANK BALANCE ENDING: 06/30/19 601,423.84**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE: 06/30/19 601,423.84**

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**BALANCE PER G/L 05/31/19 601,303.73**

ADD: DEPOSITS 0.00

INTEREST 120.11

ROUNDING ERROR 0.00

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

**BALANCE PER G/L 06/30/19 601,423.84**

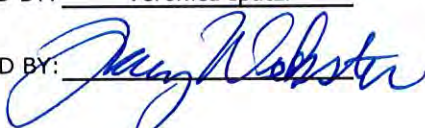

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DIFFERENCE: 0.00

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

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PREPARED BY: Veronica Ipatzi TITLE: Accountant DATE: 07/05/19

APPROVED BY:  TITLE: Chief Financial Officer DATE: 07/05/19 

**COMMUNITY ACTION PARTNERSHIP OF KERN  
CSD ADVANCES ACCOUNT\*\***

5005 BUSINESS PARK NORTH  
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING  
June 30, 2019**

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

ACCOUNT NO.: XXXXX-X1095

**BANK BALANCE ENDING: 06/30/19 16,870.81**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE: 06/30/19 16,870.81**

---

**BALANCE PER G/L 05/31/19 216,858.45**

ADD: DEPOSITS 0.00

INTEREST 12.36

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

WIRE TRANSFER 200,000.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

**BALANCE PER G/L 06/30/19 16,870.81**

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\* 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: 07/05/19

APPROVED BY:  TITLE: Chief Financial Officer DATE: 07/05/19





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

BANK RECONCILIATION FOR MONTH ENDING  
**June 30, 2019**

WELLS FARGO BANK, N.A.  
P. O. BOX 63021  
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

<b>BANK BALANCE ENDING:</b>	<b>06/30/19</b>	<b>5,491.24</b>
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
<b>ADJUSTED BANK BALANCE</b>	<b>06/30/19</b>	<b>5,491.24</b>

<b>BALANCE PER GENERAL LEDGER</b>	<b>05/31/19</b>	<b>5,534.59</b>
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	0.00	
PAYPAL DEPOSIT	0.00	
INTEREST	0.81	
LESS:		
APPLIED MERCHANT DEBITS	31.71	
CLIENT ANALYSIS SERVICE CHARGE	0.00	
BANKCARD FEES	12.45	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
	0.00	
<b>BALANCE PER GENERAL LEDGER:</b>	<b>06/30/19</b>	<b>5,491.24</b>

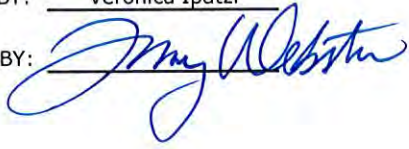
\* October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.  
\*\* August 2010 name changed from CSBG ARRA Account to HOPE Program Account.  
\*\*\* January 2018 name changed from HOPE Program Account to On-line Donations Account.

Difference: 0.00

PREPARED BY: Veronica Ipatzi

TITLE: Accountant

DATE: 07/05/19

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 07/05/19



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

BANK RECONCILIATION FOR MONTH ENDING  
**June 30, 2019**

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

ACCOUNT NO.: XXXXX-X2049

<b>BANK BALANCE ENDING:</b>	<b>06/30/19</b>	<b>378.73</b>
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
<b>ADJUSTED BANK BALANCE:</b>	<b>06/30/19</b>	<b>378.73</b>
<hr/>		
<b>BALANCE PER G/L</b>	<b>05/31/19</b>	<b>378.67</b>
ADD:		
DEPOSITS	0.00	
INTEREST	0.06	
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	
<b>BALANCE PER G/L</b>	<b>06/30/19</b>	<b>378.73</b>
<hr/>		
DIFFERENCE:		0.00

PREPARED BY: Veronica Ipatzi Accountant

DATE: 07/05/19

APPROVED BY:  TITLE: Chief Financial Officer

DATE: 07/05/19



**COMMUNITY ACTION PARTNERSHIP OF KERN  
BANK OF AMERICA MASTERCARD SUMMARY  
STATEMENTS DATED MAY 22, 2019 - JUNE 21, 2019**

Cardholder	Position	Amount Charged
Gloria Barbero	Administrator - EHS San Joaquin	\$ 2,629.20
Yolanda Gonzales	Director of Head Start/State Child Development Programs	9,852.76
Ralph Martinez	Director of Community Development	2,761.80
Raymond Quan	Director of Human Resources	-
Pritika Ram	Director of Administration	4,752.49
Carmen Segovia	Director of Health & Nutrition Services	9,603.93
Jeremy Tobias	Chief Executive Officer	3,849.47
Emilio Wagner	Director of Operations	6,066.85
	Total	\$ 39,516.50





GLORIA BARBERO

Platinum Plus® for Business

May 22, 2019 - June 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 ..... \$2,629.20

**Minimum Payment Due ..... \$26.29**

**Payment Due Date ..... 07/18/19**

**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 ..... \$1,925.30

Payments and Other Credits ..... **-\$1,925.30**

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$2,629.20

**Fees Charged ..... \$0.00**

**Finance Charge ..... \$0.00**

New Balance Total ..... \$2,629.20

Credit Limit ..... \$5,000

Credit Available ..... \$2,370.80

Statement Closing Date ..... 06/21/19

Days in Billing Cycle ..... 31

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Payments and Other Credits</b>				
06/13	06/13	CA Banking Center payment	16406005760041442691027	- 1,925.30
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>-\$1,925.30</b>
<b>Purchases and Other Charges</b>				
05/22	05/21	PIHRA 3104161210 CA	55310209141206121300023	2,614.95
06/06	06/05	USPS PO 0575290215 STOCKTON CA	05436849157000360897387	6.25
06/20	06/19	GOLDEN GATE TOLL INVOI 8772998655 CA	55310209170672039221185	8.00
		<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>		<b>\$2,629.20</b>

BUSINESS CARD  
PO BOX 15796  
WILMINGTON, DE 19886-5796

GLORIA BARBERO  
COMM ACTION PRTRSH KERN  
COMM ACTION PRTRSH KERN  
5005 BUSINESS PARK N  
BAKERSFIELD, CA 93309-1651

Account Number:

May 22, 2019 - June 21, 2019

New Balance Total ..... \$2,629.20

**Minimum Payment Due ..... \$26.29**

**Payment Due Date ..... 07/18/19**

**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



YOLANDA GONZALES

Platinum Plus® for Business

May 22, 2019 - June 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 ..... \$9,852.76

**Minimum Payment Due ..... \$98.53**

**Payment Due Date ..... 07/18/19**

**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 ..... \$5,608.56

Payments and Other Credits ..... -\$5,608.56

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$9,852.76

**Fees Charged ..... \$0.00**

**Finance Charge ..... \$0.00**

New Balance Total ..... \$9,852.76

Credit Limit ..... \$10,000

Credit Available ..... \$147.24

Statement Closing Date ..... 06/21/19

Days in Billing Cycle ..... 31

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Payments and Other Credits</b>				
06/13	06/13	CA Banking Center payment	16406005760041442545884	- 5,608.56
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>- \$5,608.56</b>
<b>Purchases and Other Charges</b>				
05/23	05/21	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 05/21/19 Dep: 05/21/19 Inv: 0006903813	55310209143006069038132	100.91
05/23	05/21	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 05/21/19 Dep: 05/21/19 Inv: 0006903825	55310209143006069038256	100.91

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:

May 22, 2019 - June 21, 2019

New Balance Total ..... \$9,852.76

**Minimum Payment Due ..... \$98.53**

**Payment Due Date ..... 07/18/19**

**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

May 22, 2019 - June 21, 2019

Page 3 of 6

## Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
05/23	05/21	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 05/21/19 Dep: 05/21/19 Inv: 0006903840	55310209143006069038405	100.91
05/23	05/21	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 05/21/19 Dep: 05/21/19 Inv: 0006903846	55310209143006069038462	100.91
05/23	05/21	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 05/21/19 Dep: 05/21/19 Inv: 0006903864	55310209143006069038645	100.91
05/23	05/21	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 05/21/19 Dep: 05/21/19 Inv: 0006903873	55310209143006069038736	100.91
05/23	05/21	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 05/21/19 Dep: 05/21/19 Inv: 0006904003	55310209143006069040039	100.91
05/23	05/21	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 05/21/19 Dep: 05/21/19 Inv: 0006904008	55310209143006069040088	100.91
05/23	05/21	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 05/21/19 Dep: 05/21/19 Inv: 0006904013	55310209143006069040138	100.91
05/23	05/21	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 05/21/19 Dep: 05/21/19 Inv: 0006904028	55310209143006069040286	100.91
05/23	05/21	RIO SUITES ADVANCE DEP 8662094732 NV Arr: 05/21/19 Dep: 05/21/19 Inv: 0006904036	55310209143006069040369	100.91
05/27	05/23	GRAND HYATT SAN FRANCISCO SAN FRANCISCO Arr: 05/20/19 Dep: 05/23/19 Inv: 29655672	55310209144722622421479	2,004.81
05/27	05/23	GRAND HYATT SAN FRANCISCO SAN FRANCISCO Arr: 05/20/19 Dep: 05/23/19 Inv: 29768999	55310209144722622436394	2,039.70
05/27	05/23	GRAND HYATT SAN FRANCISCO SAN FRANCISCO Arr: 05/20/19 Dep: 05/23/19 Inv: 29655704	55310209144722622427674	2,156.70
05/29	05/28	PANERA BREAD #601790 P BAKERSFIELD CA	55432869149200830831796	221.47
05/29	05/28	PANERA BREAD #601790 P BAKERSFIELD CA	55432869149200830831986	5.61
05/31	05/29	HOLIDAY INN FISHERMANS SAN FRANCISCO Arr: 06/03/19 Dep: 06/06/19 Inv: 13840932	55310209150708800587190	912.95
06/14	06/13	HOTELBOOKINGSERVFEE 8007279059 UT Arr: 06/13/19 Dep: 06/13/19 Inv: 0073192308	55429509164719731923086	7.99
06/14	06/13	CCI*HOTEL RESERVATION 855-707-6654 TX	55432869164200432093464	400.56
06/21	06/20	BALBOA BAY RESORT CLUB NEWPORT BEACHCA Arr: 07/23/19 Dep: 06/20/19 Inv: 33905583	45180139171051600107725	248.24
06/21	06/20	BALBOA BAY RESORT CLUB NEWPORT BEACHCA Arr: 07/23/19 Dep: 06/20/19 Inv: 33905578	45180139171051600107717	248.24
06/21	06/20	BALBOA BAY RESORT CLUB NEWPORT BEACHCA Arr: 07/23/19 Dep: 06/20/19 Inv: 33905587	45180139171051600107709	248.24
06/21	06/20	BALBOA BAY RESORT CLUB NEWPORT BEACHCA Arr: 07/23/19 Dep: 06/20/19 Inv: 33905584	45180139171051600107691	248.24
<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>				<b>\$9,852.76</b>

## 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.



RALPH MARTINEZ

Platinum Plus® for Business

May 22, 2019 - June 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 ..... \$2,761.80

**Minimum Payment Due ..... \$27.62**

**Payment Due Date ..... 07/18/19**

**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 ..... \$5,619.99

Payments and Other Credits ..... -\$5,619.99

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$2,759.43

**Fees Charged ..... \$2.37**

**Finance Charge ..... \$0.00**

New Balance Total ..... \$2,761.80

Credit Limit ..... \$10,000

Credit Available ..... \$7,238.20

Statement Closing Date ..... 06/21/19

Days in Billing Cycle ..... 31

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Payments and Other Credits</b>				
06/13	06/13	CA Banking Center payment	16406005750002442498666	- 5,619.99
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>- \$5,619.99</b>
<b>Purchases and Other Charges</b>				
05/30	05/28	RUSTY'S PIZZA #17 BAKERSFIELD CA	55432869149200937701314	263.65
06/05	06/04	ONTHEGOSYSTEMS WANCHAI KOW	8513070915500000160484	79.00
06/05	06/04	THE MARCOM GROUP 6614894444 CA	55547509155206976400010	1,350.00
06/13	06/12	HOLIDAY INN EXPRESS WEST SACRAMENCA	55310209163708502768440	365.56

BUSINESS CARD  
PO BOX 15796  
WILMINGTON, DE 19886-5796

RALPH MARTINEZ  
COMM ACTION PRTRSH KERN  
COMM ACTION PRTRSH KERN  
5005 BUSINESS PARK N  
BAKERSFIELD, CA 93309-1651

Account Number:

May 22, 2019 - June 21, 2019

New Balance Total ..... \$2,761.80

**Minimum Payment Due ..... \$27.62**

**Payment Due Date ..... 07/18/19**

**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>
06/13	06/12	Arr: 06/10/19 Dep: 06/12/19 Inv: 11065140 HOLIDAY INN EXPRESS WEST SACRAMENCA	55310209163708502768747	365.56
06/20	06/19	Arr: 06/10/19 Dep: 06/12/19 Inv: 11065139 TARGET 00027151 BAKERSFIELD CA	05410199170091017124765	335.66
<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>				<b>\$2,759.43</b>
<b>Fees Charged</b>				
06/05	06/05	INTERNATIONAL TRANSACTION FEE	85130709155000000160484	2.37
<b>TOTAL FEES FOR THIS PERIOD</b>				<b>\$2.37</b>

## Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	<b>Annual Percentage Rate</b>	<b>Balance Subject to Interest Rate</b>	<b>Finance Charges by Transaction Type</b>
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

May 22, 2019 - June 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 ..... \$0.00

**Minimum Payment Due ..... \$0.00**

**Payment Due Date ..... 07/18/19**

**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 ..... \$336.75

Payments and Other Credits ..... -\$336.75

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$0.00

**Fees Charged ..... \$0.00**

**Finance Charge ..... \$0.00**

New Balance Total ..... \$0.00

Credit Limit ..... \$10,000

Credit Available ..... \$10,000.00

Statement Closing Date ..... 06/21/19

Days in Billing Cycle ..... 31

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
		<b>Payments and Other Credits</b>		
06/13	06/13	CA Banking Center payment	16406005750014442643241	- 336.75
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>-\$336.75</b>

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:

May 22, 2019 - June 21, 2019

New Balance Total ..... \$0.00

**Minimum Payment Due ..... \$0.00**

**Payment Due Date ..... 07/18/19**

**Enter payment amount**

\$

For change of address/phone number, see reverse side.

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**BUSINESS CARD,**  
or make your payment online at  
www.bankofamerica.com



PRITIKA RAM

Platinum Plus® for Business

May 22, 2019 - June 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 ..... \$4,752.49

**Minimum Payment Due ..... \$47.52****Payment Due Date ..... 07/18/19****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 ..... \$6,541.78

Payments and Other Credits ..... -\$6,960.07

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$5,170.78

**Fees Charged ..... \$0.00****Finance Charge ..... \$0.00**

New Balance Total ..... \$4,752.49

Credit Limit ..... \$10,000

Credit Available ..... \$5,247.51

Statement Closing Date ..... 06/21/19

Days in Billing Cycle ..... 31

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Payments and Other Credits</b>				
05/22	05/21	BEST BUY 00008565 BAKERSFIELD CA	05410199141295044056363	- 43.29
06/07	06/06	UNITED WAY WORLDWIDE 7038367100 VA	55310209157286024100036	- 375.00
06/13	06/13	CA Banking Center payment	16406005750002442399161	- 6,541.78
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>- \$6,960.07</b>
<b>Purchases and Other Charges</b>				
05/31	05/30	MARRIOTT ATLANTA MARQU 866-435-7627 GA Arr: 05/29/19 Dep: 05/30/19 Inv: 046036	55432869150200194076869	1,252.95

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:

May 22, 2019 - June 21, 2019

New Balance Total ..... \$4,752.49

**Minimum Payment Due ..... \$47.52****Payment Due Date ..... 07/18/19****Enter payment amount**\$ 

For change of address/phone number, see reverse side.

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**BUSINESS CARD,**  
or make your payment online at  
www.bankofamerica.com

## Transactions

<i>Posting Date</i>	<i>Transaction Date</i>	<i>Description</i>	<i>Reference Number</i>	<i>Amount</i>
06/07	06/06	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500369158837000191141	29.15
06/18	06/17	WIPFLILLP 7158437449 WI	55429509168894647361568	1,650.00
06/18	06/17	COMMUNITY ACTION PARTN 2022657546 DC	55457029168083381756324	2,025.00
06/19	06/17	CAESARS PLACE ADV RSVN 8662094732 NV	55310209170006169083026	183.68
		Arr: 06/16/19 Dep: 06/17/19 Inv: 0009249876		
06/20	06/18	AMERICAN 0010263866847 BAKERSFIELD CA	55417349170871702712001	30.00
		RAM/PRITIKA		
		0010263866847		
		Departure Date: 06/18/19 Airport Code: EBC		
		AA Y FEE		
		<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>		<b>\$5,170.78</b>

## Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	<b>Annual Percentage Rate</b>	<b>Balance Subject to Interest Rate</b>	<b>Finance Charges by Transaction Type</b>
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

May 22, 2019 - June 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 ..... \$9,603.93

**Minimum Payment Due ..... \$96.04**

**Payment Due Date ..... 07/18/19**

**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 ..... \$4,156.61

Payments and Other Credits ..... -\$5,566.94

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$11,014.26

**Fees Charged ..... \$0.00**

**Finance Charge ..... \$0.00**

New Balance Total ..... \$9,603.93

Credit Limit ..... \$20,000

Credit Available ..... \$10,396.07

Statement Closing Date ..... 06/21/19

Days in Billing Cycle ..... 31

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
		<b>Payments and Other Credits</b>		
05/24	05/23	AMAZON.COM AMZN.COM/BI AMZN.COM/BILLWA	55310209144083004867114	- 21.54
06/12	06/10	UNITED 01624573440696 800-932-2732 TX ORONA/JAIME 01624573440696 Departure Date: 06/10/19 Airport Code: BFL UA QA SFO	55432869162200891578478	- 414.00

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

Account Number:

May 22, 2019 - June 21, 2019

New Balance Total ..... \$9,603.93

**Minimum Payment Due ..... \$96.04**

**Payment Due Date ..... 07/18/19**

**Enter payment amount**

\$

For change of address/phone number, see reverse side.

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**BUSINESS CARD,**  
or make your payment online at  
www.bankofamerica.com

## Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		Departure Date: 06/10/19 Airport Code: SFO UA QA DCA		
06/12	06/10	AMERICAN 00123592757918 8004337300 TX ORONA/JAIME 00123592757918	55310209162978000006202	- 907.80
06/12	06/10	AMERICAN 00106468802967 8004337300 TX JACOBS/MATTHEW 00106468802967	55310209162978001402145	- 38.52
		Departure Date: 04/25/19 Airport Code: RVU AA Y FEE		
06/13	06/13	CA Banking Center payment	16406005750002442594522	- 4,156.61
06/17	06/14	AMERICAN 00106468802967 8004337300 TX JACOBS/MATTHEW 00106468802967	55310209166978001173379	- 28.47
		Departure Date: 04/25/19 Airport Code: RVU AA Y FEE		
<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>				<b>- \$5,566.94</b>
<b>Purchases and Other Charges</b>				
05/22	05/21	KGPOWERSYSTEMSCOM 800-2234898 NY	75328559141572101250652	748.28
05/29	05/28	AMAZON.COM*MNOCX0YQ1 A AMZN.COM/BILLWA	55310209148083308650071	11.46
05/30	05/29	WALMART GROCERY 8009666546 AR	55500369149083302664699	66.91
06/03	05/31	USPS PO 0504680519 BAKERSFIELD CA	05436849152000383494944	151.25
06/03	06/01	HOLIDAY INN FISHERMANS SAN FRANCISCO CA Arr: 06/03/19 Dep: 06/06/19 Inv: 13840934	55310209153708807934897	1,000.29
06/04	06/03	WALMART.COM 8009666546 AR	55500369154083723144000	200.00
06/07	06/06	ABBOTT LABORATORIES 800-258-7677 OH	55432869157200771858898	269.99
06/07	06/05	EMBASSY SUITES LAX LOS ANGELES CA Arr: 06/05/19 Dep: 06/05/19 Inv: 1188457	55436879157261572556698	299.66
06/07	06/05	EMBASSY SUITES LAX LOS ANGELES CA Arr: 06/05/19 Dep: 06/05/19 Inv: 1188454	55436879157261572556706	299.66
06/07	06/05	EMBASSY SUITES LAX LOS ANGELES CA Arr: 06/05/19 Dep: 06/05/19 Inv: 1188456	55436879157261572557696	299.66
06/07	06/05	EMBASSY SUITES LAX LOS ANGELES CA Arr: 06/05/19 Dep: 06/05/19 Inv: 1188458	55436879157261572557704	343.66
06/07	06/05	EMBASSY SUITES LA QUINTA CA Arr: 06/05/19 Dep: 06/05/19 Inv: 371971	55436879157261570646616	986.91
06/10	06/08	WESTIN ALEXANDRIA ALEXANDRIA VA Arr: 06/09/19 Dep: 06/08/19 Inv: 671821	55500369159036003359743	725.10
06/10	06/08	WESTIN ALEXANDRIA ALEXANDRIA VA Arr: 06/09/19 Dep: 06/08/19 Inv: 671822	55500369159036003359768	725.10
06/10	06/09	AMZN MKTP US*M639B0012 AMZN.COM/BILLWA	55310209160083733142887	463.78
06/11	06/09	UNITED 01624573440696 800-932-2732 TX ORONA/JAIME 01624573440696	55432869161200650374342	414.00
		Departure Date: 06/10/19 Airport Code: BFL UA QA SFO		
		Departure Date: 06/10/19 Airport Code: SFO UA QA DCA		
06/11	06/11	TARGET.COM * 800-591-3869 MN	55310209162083063156547	105.97
06/11	06/11	TARGET.COM * 800-591-3869 MN	55310209162083063413948	5.00
06/12	06/11	HOTELS.COM159749588964 HOTELS.COM WA	55432869162200932620396	105.24
06/13	06/11	SVM PREPAID CARD 8007206428 IL	55460299163286082500698	224.60
06/13	06/12	WALMART.COM 800-966-6546 AR	55432869163200198106659	180.00
06/14	06/13	AMZN Mktp US*M60HH18V1 Amzn.com/billWA	55432869164200344643661	11.35
06/14	06/13	WESTIN ALEXANDRIA ALEXANDRIA VA Arr: 06/09/19 Dep: 06/13/19 Inv: 671822	55500369164036003374141	108.00
06/14	06/13	AMAZON.COM*M66SF0190 A AMZN.COM/BILLWA	55310209164083310910207	2,138.96
06/14	06/14	AMZN Mktp US*M686906F1 Amzn.com/billWA	55432869165200517555519	601.48
06/17	06/14	AMZN MKTP US*M61SU9M12 AMZN.COM/BILLWA	55310209165083784565908	116.33
06/17	06/14	AMZN Mktp US*M691K0GS0 Amzn.com/billWA	55432869165200655430475	199.99
06/17	06/16	AMZN MKTP US*M60AB8B42 AMZN.COM/BILLWA	55310209168083324085505	52.30
06/19	06/18	LASSENS NATURAL FOODS- BAKERSFIELD CA	55500369170837000109311	24.18
06/20	06/19	WAL-MART #1574 BAKERSFIELD CA	55483829171400006028945	135.15
<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>				<b>\$11,014.26</b>



JEREMY T TOBIAS

Platinum Plus® for Business

May 22, 2019 - June 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 ..... \$3,849.47

**Minimum Payment Due ..... \$38.49**

**Payment Due Date ..... 07/18/19**

**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 ..... \$2,382.56

Payments and Other Credits ..... -\$2,427.40

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$3,894.31

**Fees Charged ..... \$0.00**

**Finance Charge ..... \$0.00**

New Balance Total ..... \$3,849.47

Credit Limit ..... \$10,000

Credit Available ..... \$6,150.53

Statement Closing Date ..... 06/21/19

Days in Billing Cycle ..... 31

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Payments and Other Credits</b>				
05/30	05/24	SHERATON SACRAMENTO CA Arr: 05/23/19 Dep: 05/24/19 Inv: 2177397	55436879149261443491530	- 44.84
06/13	06/13	CA Banking Center payment	16406005760041442739644	- 2,382.56
<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>				<b>- \$2,427.40</b>
<b>Purchases and Other Charges</b>				
05/23	05/23	CALIFORNIA COMMUNITY A 9164431721 CA	45187429143000000651512	357.64
05/30	05/29	FOOD-EX BAKERSFIELD CA	25247809149002644063101	433.18

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:

May 22, 2019 - June 21, 2019

New Balance Total ..... \$3,849.47

**Minimum Payment Due ..... \$38.49**

**Payment Due Date ..... 07/18/19**

**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>
06/06	05/22	TB S SANDWICH BAKERSFIELD CA	75369439156663701753653	90.00
06/17	06/14	COMMUNITY ACTION PARTN 2022657546 DC	55457029165083744875780	2,700.00
06/18	06/17	HUNGRY HUNTER STEAKHOU BAKERSFIELD CA	55432869169200438010566	197.49
06/21	06/20	PAYPAL *IRISTRIFOI 4029357733 CA	55429509171894775946375	29.00
06/21	06/20	PAYPAL *IRISTRIFOI 4029357733 CA	55429509171894775419100	29.00
06/21	06/20	PAYPAL *IRISTRIFOI 4029357733 CA	55429509171894776098317	29.00
06/21	06/20	PAYPAL *IRISTRIFOI 4029357733 CA	55429509171894776021772	29.00
<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>				<b>\$3,894.31</b>

## Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	<b>Annual Percentage Rate</b>	<b>Balance Subject to Interest Rate</b>	<b>Finance Charges by Transaction Type</b>
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

May 22, 2019 - June 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 ..... \$6,066.85

**Minimum Payment Due ..... \$60.67**

**Payment Due Date ..... 07/18/19**

**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 ..... \$2,590.44

Payments and Other Credits ..... -\$2,873.71

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$6,350.12

**Fees Charged ..... \$0.00**

**Finance Charge ..... \$0.00**

New Balance Total ..... \$6,066.85

Credit Limit ..... \$10,000

Credit Available ..... \$3,933.15

Statement Closing Date ..... 06/21/19

Days in Billing Cycle ..... 31

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Payments and Other Credits</b>				
06/13	06/13	CA Banking Center payment	16406005750002442447432	- 2,590.44
06/17	06/16	RBT HOLIDAY INN WEST C EasySavings NY	05587459167000000262458	- 19.22
06/17	06/16	RBT HOLIDAY INN WEST C EasySavings NY	05587459167000000262466	- 19.22
06/17	06/16	RBT HOLIDAY INN WEST C EasySavings NY	05587459167000000262474	- 19.22
06/17	06/16	RBT HOLIDAY INN WEST C EasySavings NY	05587459167000000262482	- 19.22
06/18	06/11	SHERATON SACRAMENTO CA	55436879168171629076169	- 206.39

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

Account Number:

May 22, 2019 - June 21, 2019

New Balance Total ..... \$6,066.85

**Minimum Payment Due ..... \$60.67**

**Payment Due Date ..... 07/18/19**

**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
		Arr: 06/10/19 Dep: 06/11/19 Inv: 2214837		
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>-\$2,873.71</b>
		<b>Purchases and Other Charges</b>		
05/22	05/20	AMERICAN 0010260842373 BAKERSFIELD CA WAGNER/EMILIO 0010260842373 Departure Date: 05/20/19 Airport Code: EBC AA Y FEE	55417349141871412550184	30.00
05/22	05/20	AMERICAN TAXI DISPATCH MT. PROSPECT IL	55432869142200284917148	38.40
05/22	05/21	AMERICAN TAXI DISPATCH MT. PROSPECT IL	55432869142200284918161	8.40
05/22	05/21	SQU*SQ *ZINGINOV 303TA Lincolnshire IL	55432869141200266263140	9.00
05/23	05/22	MARRIOTT RESORT LINCOL LINCOLNSHIRE IL Arr: 05/20/19 Dep: 05/22/19 Inv: 014609	55432869142200415473649	25.80
05/23	05/22	AMERICAN TAXI DISPATCH MT. PROSPECT IL	55432869143200509916379	38.40
05/23	05/22	RPS BAKERSFIELD BAKERSFIELD CA	55436879143171431897984	30.00
05/24	05/22	AMERICAN 0010261041259 CHICAGO IL WAGNER/EMILIO 0010261041259 Departure Date: 05/22/19 Airport Code: EBC AA Y FEE	55417349143871432685802	30.00
05/24	05/23	MARRIOTT RESORT LINCOL LINCOLNSHIRE IL Arr: 05/21/19 Dep: 05/23/19 Inv: 014785	55432869143200652765441	354.09
06/03	05/31	GRAYBAR ELECTRIC CLAYTON MO	55457379151069813725928	37.34
06/03	06/02	SQ *SQ *ARUBI DALLAS TX	55432869153200861495662	81.96
06/04	06/02	OMNI FORT WORTH HOTEL FORT WORTH TX Arr: 06/02/19 Dep: 06/02/19 Inv: 3431668	55436879154161542789689	466.86
06/06	06/05	LYFT *RIDE WED 6PM 855-865-9553 CA	55500369157400962985223	44.16
06/06	06/05	OMNI FORT WORTH HOTEL FORT WORTH TX Arr: 06/02/19 Dep: 06/05/19 Inv: 3431669	55436879157151578441500	466.86
06/06	06/06	RPS BAKERSFIELD BAKERSFIELD CA	55436879157171573780686	40.00
06/13	06/13	ONESTEPGPS.COM 18186592031 CA	55429509164717689843777	209.25
06/14	06/13	SPRINGHILL SUITES SACR SACRAMENTO CA Arr: 06/13/19 Dep: 06/13/19 Inv: 164003	55432869164200363801166	354.00
06/14	06/13	SPRINGHILL SUITES SACR SACRAMENTO CA Arr: 06/13/19 Dep: 06/13/19 Inv: 164004	55432869164200363801174	354.00
06/17	06/13	HOLIDAY INN WEST COVIN WEST COVINA CA Arr: 06/09/19 Dep: 06/13/19 Inv: 2904467	55310209165708505360342	480.48
06/17	06/13	HOLIDAY INN WEST COVIN WEST COVINA CA Arr: 06/09/19 Dep: 06/13/19 Inv: 2904469	55310209165708505355672	480.48
06/17	06/13	HOLIDAY INN WEST COVIN WEST COVINA CA Arr: 06/09/19 Dep: 06/13/19 Inv: 2904470	55310209165708505361100	480.48
06/17	06/13	HOLIDAY INN WEST COVIN WEST COVINA CA Arr: 06/09/19 Dep: 06/13/19 Inv: 2904471	55310209165708504929311	480.48
06/17	06/14	WIPFLILLP 7158437449 WI	55429509165894546639992	620.00
06/18	06/17	COMMUNITY ACTION PARTN 2022657546 DC	55457029168083747260169	675.00
06/21	06/19	FLAME AND SKEWERS 2 BAKERSFIELD CA	02306639171100086008672	69.28
06/21	06/20	MINDBODY, INC 805-4762700 CA	85454919171900013765307	445.40
		<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>		<b>\$6,350.12</b>

## 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 (4 OF 12 MONTHS OR 33.33%)**

Line Item	2019/20 Budget	3/1/19 - 6/30/19 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,472,134	499,040	33.9%	973,094
Head Start Subsidy	<u>709,204</u>	<u>295,276</u>	41.6%	<u>413,928</u>
Total Revenue	<u><u>2,181,338</u></u>	<u><u>794,316</u></u>	36.4%	<u><u>1,387,022</u></u>
Expenditures (Note B)				
Salaries	650,054	228,501	35.2%	421,553
Benefits	214,518	74,103	34.5%	140,415
Vehicle Gasoline, Repair/Maintenance	70,000	16,753	23.9%	53,247
Space Costs	101,200	32,808	32.4%	68,392
Supplies - Office & Food Service	114,900	45,473	39.6%	69,427
Equipment Repair/Maintenance & Lease	6,000	2,679	44.6%	3,321
Communication	13,000	3,692	28.4%	9,308
Risk Insurance	12,700	5,110	40.2%	7,591
Printing	1,700	64	3.7%	1,636
Hiring & Employee Costs	1,800	25	1.4%	1,775
First Aid	2,600	-	0.0%	2,600
Raw Food/Vended Meals	<u>1,047,490</u>	<u>280,029</u>	26.7%	<u>767,461</u>
Sub Total	2,235,962	689,236	30.8%	1,546,726
Adult Meals Prepared	188,000	58,074	30.9%	129,926
Indirect	<u>133,376</u>	<u>47,006</u>	35.2%	<u>86,370</u>
Total Expenditures	<u><u>2,557,338</u></u>	<u><u>794,316</u></u>	31.1%	<u><u>1,763,022</u></u>

	Prior Period	June 2019	Cum
Total Meals Prepared and Vended (Note C)	270,158	21,541	291,699
Total Meals Claimed	<u>64,193</u>	<u>12,744</u>	<u>76,937</u>
Difference	205,965	8,797	214,762
Percentage Claimed to Prepared/Vended		59.2%	26.4%

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 (12 OF 12 MONTHS = 100.00%)**

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	Projected June 2019	Total	%	% Earned to MRA
Provider Payments	\$ 383,575	\$ 503,590	\$ 555,543	\$ 555,777	\$ 543,335	\$ 549,052	\$ 516,005	\$ 539,890	\$ 547,895	\$ 586,273	\$ 625,844	\$ 611,000	\$ 6,517,779		
Add: Family Fees	7,417	10,702	11,206	8,490	9,327	8,849	8,954	9,725	10,410	10,961	11,560	11,000	118,602		
Net Provider Payments	\$ 376,158	\$ 492,888	\$ 544,337	\$ 547,287	\$ 534,008	\$ 540,203	\$ 507,051	\$ 530,165	\$ 537,485	\$ 575,312	\$ 614,284	\$ 600,000	\$ 6,399,177	82.50%	
Maximum Reimbursable Amount (MRA) for Provider Payments													<b>6,977,689</b>		<b>91.71%</b>
Administration & Support Services Revenue															
Provider Payments	\$ 376,158	\$ 492,888	\$ 544,337	\$ 547,287	\$ 534,008	\$ 540,203	\$ 507,051	\$ 530,165	\$ 537,485	\$ 575,312	\$ 614,284	\$ 600,000	\$ 6,399,177		
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	\$ 79,791	\$ 104,552	\$ 115,465	\$ 116,091	\$ 113,274	\$ 114,588	\$ 107,556	\$ 112,459	\$ 114,012	\$ 122,036	\$ 130,302	\$ 127,273	\$ 1,357,400		
Program Administration/Support Services Costs															
Indirect (10% x MTDC) Costs	46,579	88,735	61,862	69,345	61,365	63,573	99,051	113,760	64,333	70,925	71,822	113,886	925,235	11.93%	
Transfer from Child Development Reserve	42,359	58,583	58,717	61,821	59,846	60,595	60,838	64,672	57,947	65,050	69,097	72,489	732,014	5.57%	
Transfer Indirect to CSBG	-	-	(56,318)	-	-	(186,689)	-	-	-	-	-	(56,518)	(299,525)		
Total Operating Costs	\$ 88,939	\$ 147,318	\$ 64,260	\$ 131,166	\$ 121,210	\$ 62,521	\$ 159,889	\$ 178,432	\$ 122,280	\$ 135,975	\$ 140,919	\$ 129,531	\$ 1,357,400	17.50%	
Revenue Earned Over/(Under) Costs	\$ (9,148)	\$ (42,766)	\$ 51,205	\$ (15,075)	\$ (7,936)	\$ 177,110	\$ (52,333)	\$ (65,973)	\$ (8,268)	\$ (13,940)	\$ (10,617)	\$ (2,259)	(0)		
TOTAL COSTS - NET OF FAMILY FEES	\$ 465,096	\$ 640,206	\$ 608,597	\$ 678,453	\$ 655,218	\$ 477,682	\$ 666,940	\$ 708,597	\$ 659,766	\$ 711,287	\$ 755,203	\$ 729,531	\$ 7,756,577	100.00%	

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

Provider payments 6,399,177  
Reimbursement Rate (17.5% / 82.5%) x 21.2121%  
Revenue Earned 1,357,400

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) 8,457,805 100.00%

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 (12 OF 12 MONTHS = 100.00%)**

	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
<u>GENERAL CHILD CARE (CCTR-8049)</u>														
Adjusted Days of Enrollment - Certified	5,122	6,161	4,840	5,773	4,656	4,388	4,442	4,070	5,026	5,325	5,491	5,150	60,444	
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	\$ 255,481	\$ 263,456	\$ 247,104	\$ 2,900,108	<b>98.54%</b>
Maximum Reimbursable Amount (MRA)													<b>\$2,943,028</b>	
<u>CALIFORNIA STATE PRESCHOOL (CSPP-8120)</u>														
Adjusted Days of Enrollment - Certified	2,323	3,543	4,545	7,498	7,369	6,446	7,383	7,186	8,426	7,800	8,256	2,471	73,247	
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	\$ 376,576	\$ 398,605	\$ 119,296	\$ 3,536,355	<b>83.15%</b>
Maximum Reimbursable Amount (MRA)													<b>\$4,252,800</b>	
<u>MIGRANT CHILD CARE (CMIG-8004)</u>														
Adjusted Days of Enrollment - Certified	292	458	403	572	497	465	519	422	444	538	545	490	5,646	
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	\$ 25,816	\$ 26,157	\$ 23,515	\$ 270,876	<b>106.49%</b>
Maximum Reimbursable Amount (MRA)													<b>\$254,377</b>	

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.

<b>Division/CFO:</b> Tracy Webster, CFO		<b>Month/Year:</b> JUNE 2019		
<b>Program/Work Unit:</b> Not Applicable		<b>Controller:</b> Lorraine Casillas		
<b>Services:</b> Overall financial and accounting functions of the organization				
Activities	JUNE 2019		Year to Date (6/1/19 -6/30/19)	
Description	Number	Amount	Number	Amount
Bank Deposits	9	826,177	36	9,671,888
Wire Deposits	6	316,664	14	748,131
Head Start/IRS Drawdowns	4	2,518,674	20	11,068,683
Vendor Checks Issued	973	2,326,991	3,932	10,048,044
Payroll Disbursed		2,219,026		7,357,207
Grant Reports Prepared in June 2019	10		55	
Cal EITC				
Cal Fresh Outreach				
Differential Response				
DOE				
Economic Empowerment				
First 5 East Kern Family Resource Center				
Gang Prevention				
Home Visit Initiative				
WIC				
211 Hospital Preparedness Program				

**Other: Total Division Staffing:** 16 positions

CFO	Controller
Accounting Manager	Finance Manager
Payroll Manager	Payroll Technicians (2)
Accountant (3)	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	1,733,096
Cash - Vacation Reserve	476,062
Petty Cash	500
Accounts Receivable	4,460,128
Travel Advance	2,095
Prepaid Expense	272,240
Inventory	1,147,317
Net Fixed Assets - Unrestricted	2,167,561
Net Fixed Assets - Restricted	<u>9,157,072</u>

**Total Assets** 19,416,072

### LIABILITIES AND NET ASSETS

Accounts Payable	2,026,795
Accrued Expenses	425,097
Accrued Vacation	1,002,447
Line of Credit	-
Note Payable	2,428,743
Advance Payable	1,832
Deferred Revenue	<u>1,323,987</u>

**Total Liabilities** 7,208,900

**Total Net Assets** 12,207,172

**Total Liabilities and Net Assets** 19,416,072

## STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2018 TO FEBRUARY 28, 2019

### REVENUE

Grant Revenue	57,694,944
Donations	929,359
Other Revenue	824,104
In-Kind	<u>136,040</u>

**Total Revenue** 59,584,446

### EXPENDITURES

Salaries	26,678,276
Benefits	7,845,246
Travel	553,107
Space Costs	5,248,280
Supplies	2,109,732
Consultant/Contract Services	1,548,442
Other Costs	2,136,549
Program Costs	8,018,404
Capital Expenditures	40,125
Indirect	5,059,584
In-Kind	<u>136,040</u>

**Total Expenditures** 59,373,783

**Net Change in Assets** 210,664

**Net Assets, beginning** 11,996,508

**Net Assets, ending** 12,207,172

# Community Action of Partnership of Kern Agency Total

## STATEMENT OF POSITION (UNAUDITED) AS OF JUNE 30, 2019

### ASSETS

Cash in Bank	1,504,097
Cash - Vacation Reserve	601,424
Petty Cash	500
Accounts Receivable	1,674,003
Travel Advance	8,342
Prepaid Expense	447,538
Inventory	1,126,000
Net Fixed Assets - Unrestricted	2,068,986
Net Fixed Assets - Restricted	<u>9,157,072</u>

**Total Assets** 16,587,961

### LIABILITIES AND NET ASSETS

Accounts Payable	664,963
Accrued Expenses	653,827
Accrued Vacation	588,724
Line of Credit	-
Note Payable	2,330,168
Advance Payable	3,185
Deferred Revenue	<u>155,313</u>

**Total Liabilities** 4,396,179

**Total Net Assets** 12,191,781

**Total Liabilities and Net Assets** 16,587,961

## STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2019 TO JUNE 30, 2019

### REVENUE

Grant Revenue	19,161,206
Donations	89,763
Other Revenue	1,891,624
In-Kind	<u>3,193,434</u>

**Total Revenue** 24,336,027

### EXPENDITURES

Salaries	9,797,371
Benefits	2,868,018
Travel	240,744
Space Costs	1,370,435
Supplies	816,017
Consultant/Contract Services	940,146
Other Costs	798,840
Program Costs	2,501,362
Capital Expenditures	97,889
Indirect	1,727,161
In-Kind	<u>3,193,434</u>

**Total Expenditures** 24,351,418

**Net Change in Assets** (15,390)

**Net Assets, beginning** 12,207,172

**Net Assets, ending** 12,191,781

**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-18 TO 6-30-19 (33.3%)**

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	28,962,816	9,001,903	19,960,913	31%
BENEFITS	9,271,446	2,663,900	6,607,546	29%
TRAVEL	623,443	213,622	409,821	34%
SPACE COST	3,898,195	1,304,854	2,593,341	33%
SUPPLIES	1,771,879	722,246	1,049,633	41%
EQUIPMENT	1,000	97,889	(96,889)	9789%
CONSULTANT/CONTRACT SERVICES	2,218,012	680,668	1,537,344	31%
OTHER COSTS	2,495,921	682,324	1,813,597	27%
PROGRAM COSTS	9,489,435	2,499,434	6,990,001	26%
INDIRECT	5,375,703	1,727,895	3,647,808	32%
TOTAL	64,107,850	19,594,735	44,513,115	31%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-18 TO 6-30-19 (33.3%)**

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	22,355,036	6,974,658	15,380,378	31%
BENEFITS	7,420,581	2,130,502	5,290,079	29%
TRAVEL	350,762	133,269	217,493	38%
SPACE COST	2,858,982	971,100	1,887,882	34%
SUPPLIES	1,410,827	582,075	828,752	41%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	671,488	208,494	462,994	31%
OTHER COSTS	1,318,918	383,073	935,845	29%
PROGRAM COSTS	7,096,232	1,844,296	5,251,936	26%
INDIRECT	3,800,476	1,305,289	2,495,187	34%
TOTAL	47,283,302	14,532,755	32,750,547	31%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-18 TO 6-30-19 (33.3%)**

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,523,579	1,024,455	2,499,124	29%
BENEFITS	1,030,935	281,319	749,616	27%
TRAVEL	109,950	53,487	56,463	49%
SPACE COST	565,434	196,061	369,373	35%
SUPPLIES	204,574	76,995	127,579	38%
EQUIPMENT	-	97,889	(97,889)	Not budgeted
CONSULTANT/CONTRACT SERVICES	8,985	9,623	(638)	107%
OTHER COSTS	266,558	127,953	138,605	48%
PROGRAM COSTS	1,685,551	508,836	1,176,715	30%
INDIRECT	602,598	200,961	401,637	33%
TOTAL	7,998,164	2,577,579	5,420,585	32%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-18 TO 6-30-19 (33.3%)**

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,592,186	536,043	1,056,143	34%
BENEFITS	416,928	119,350	297,578	29%
TRAVEL	106,561	17,662	88,899	17%
SPACE COST	252,069	53,472	198,597	21%
SUPPLIES	82,222	33,206	49,016	40%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,446,739	440,191	1,006,548	30%
OTHER COSTS	730,217	133,909	596,308	18%
PROGRAM COSTS	683,802	139,995	543,807	20%
INDIRECT	435,584	144,079	291,505	33%
TOTAL	5,746,308	1,617,908	4,128,400	28%



**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-18 TO 6-30-19 (33.3%)**

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	807,941	256,355	551,586	32%
BENEFITS	221,237	59,878	161,359	27%
TRAVEL	39,380	8,336	31,044	21%
SPACE COST	94,385	34,572	59,813	37%
SUPPLIES	55,481	21,168	34,313	38%
EQUIPMENT	1,000	-	1,000	0%
CONSULTANT/CONTRACT SERVICES	88,550	2,445	86,105	3%
OTHER COSTS	95,417	24,686	70,731	26%
PROGRAM COSTS	17,350	3,902	13,448	22%
INDIRECT	128,571	40,017	88,554	31%
TOTAL	1,549,312	451,358	1,097,954	29%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-18 TO 6-30-19 (33.3%)**

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	680,074	209,185	470,889	31%
BENEFITS	180,940	72,708	108,232	40%
TRAVEL	16,790	846	15,944	5%
SPACE COST	123,125	49,322	73,803	40%
SUPPLIES	16,575	6,062	10,513	37%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	2,250	125	2,125	6%
OTHER COSTS	58,551	9,563	48,988	16%
PROGRAM COSTS	6,500	2,404	4,096	37%
INDIRECT	404,726	34,836	369,890	9%
TOTAL	1,489,531	385,050	1,104,481	26%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-18 TO 6-30-19 (33.3%)**

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,000	1,206	2,794	30%
BENEFITS	825	144	681	17%
TRAVEL	0	23	(23)	Not budgeted
SPACE COST	4,200	327	3,873	8%
SUPPLIES	2,200	2,739	(539)	124%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	0	19,791	(19,791)	Not budgeted
OTHER COSTS	26,260	3,141	23,119	12%
PROGRAM COSTS	0	-	0	0%
INDIRECT	3,748	2,713	1,035	72%
TOTAL	41,233	30,084	11,149	73%

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**INDIRECT FUND - FY 2018/19**  
**BUDGET TO ACTUAL - 3/1/19 TO 6/30/19 (4 OF 12 MONTHS = 33.3%)**

	Budget	Actual	% Earned/ Expended	Available Balance
<b>Revenue</b>	<b>\$ 5,375,703</b>	<b>\$ 1,727,895</b>	<b>32.1%</b>	<b>\$ 3,647,808</b>
Expenditures				
Salaries	3,066,150	945,899	30.8%	2,120,251
Benefits @ 24.11% actual	<u>755,091</u>	<u>213,728</u>	<u>28.3%</u>	<u>541,363</u>
Total Personnel Costs	3,821,241	1,159,627	30.3%	2,661,614
Operating Costs				
Travel	93,650	26,261	28.0%	67,390
Space Costs	186,800	58,477	31.3%	128,323
Supplies	166,500	93,356	56.1%	73,144
Consultant/Contract	659,100	193,671	29.4%	465,429
Other Operating Costs	<u>345,050</u>	<u>115,886</u>	<u>33.6%</u>	<u>229,164</u>
Total Operating Costs	1,451,100	487,651	33.6%	963,449
<b>Total Expenditures</b>	<b><u>\$ 5,272,341</u></b>	<b><u>\$ 1,647,278</u></b>	<b><u>31.2%</u></b>	<b><u>\$ 3,625,063</u></b>
<b>Excess Indirect Revenue</b>	<b><u>\$ 103,362</u></b>	<b><u>\$ 80,617</u></b>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	\$ 1,034,632	\$ 269,022	26.0%	\$ 765,610
Operations	1,355,800	417,078	30.8%	938,722
Executive	612,204	213,534	34.9%	398,670
Community Development	705,930	226,578	32.1%	479,352
Finance	<u>1,563,775</u>	<u>521,065</u>	<u>33.3%</u>	<u>1,042,710</u>
	<b><u>\$ 5,272,341</u></b>	<b><u>\$ 1,647,278</u></b>	<b><u>31.2%</u></b>	<b><u>\$ 3,625,063</u></b>

Prepared Date: 07/10/2019

COMMUNITY ACTION PARTNERSHIP *of* KERN  
BOARD OF DIRECTORS  
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING  
August 7, 2019  
12:00 p.m.

**MEETING MINUTES**

1. **Call to Order**

Committee Chair Yolanda Ochoa called the meeting to order at 12:02 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: Nila Hogan, Jonathan Mullings, Yolanda Ochoa, Marian Panos

Absent: Jose Gurrola

Others present: Yolanda Gonzales, Director of Head Start / State Child Development; Raymond Quan, Director of Human Resources; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; and other CAPK staff.

3. **Approval of Agenda**

Motion was made and seconded to approve the Program Review and Evaluation Committee meeting agenda for August 7, 2019. Carried by unanimous vote. (Hogan/Mullings)

4. **Public Forum:**

No one addressed the Committee.

5. **Program Presentation:**

Jaime Orona, Food Bank Manager, provided a status update on the Food Bank operations from 2018 to 2019 and reported the following: the number of pantry sites have increased by 12; commodity sites increased by 4; senior food distributions increased by 4; and farmers markets increased by 10. In addition, Jaime reported that in 2018, 3.9 million pounds of food were distributed. To date in 2019, 11.6 million pounds of food have been distributed and five months are remaining in the year.

Jaime stated that volunteers are a big part of the success of the Food Bank, which compliments the staff of 17. However, warehouse space continues to be an issue at 50,000 square feet and the hope is to someday expand to the desired size of 100,000 square feet. The Food Bank fleet consists of 5 box trucks and 6 pick-up trucks.

Jaime presented a short video entitled, "A Day in the Life at the Food Bank." The video provided a good overview of the daily operations, and showcased the work of staff, volunteers, and highlighted some of the Farmers Markets and food distributions that take place throughout the year, and the impact it has on the community.

6. **New Business**

a. June & July 2019 Program and Division Reports – Sheila Shegos, Outreach & Grant Administrator  
– **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 (no report)
- Women, Infants and Children

Sheila Shegos provided an overview of CAPK's programs from the Division Program Reports for June & July 2019. Sheila stated that many of CAPK's programs provided assistance to the community of Ridgecrest and the surrounding areas following the July 4 & July 5 earthquakes, and were onsite as a resource and to assist with applications. The Food Bank also provided food to families displaced by the earthquakes. CAPK is seeking emergency funds from CSBG to provide additional services.

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

b. Application Status Report and Funding Requests for June & July 2019 – Sheila Shegos, Outreach & Grant Administrator – **Action Item**

Sheila Shegos presented the Application Status reports and stated that 8 grants were submitted in June & July. To date, 4 grants were awarded totaling \$156,598, and 3 grants were declined.

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

c. June 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 for June which closes out the program year, and stated that changes will take place effective July 1. Three of the four programs achieved 100% enrollment, and Early Head Start San Joaquin was not in session in June. Enrollment for children with disabilities is 8% for Head Start Kern and all other programs exceeded their goal of 10% and all programs met the over-income enrollment goal. The average daily attendance was 98% for the month of June 2019. Ginger reported that staff participated in 2 recruitment events in June and staff began the summer audit cycle of completing center safety inspections at all part-year schools and health and safety screenings for all full-year schools.

Total meals served for the month of May was 93,626 which is 1% lower than the meals served during the same reporting period from 2018. Ginger stated that due to recent reconfigurations, June represents the last meal comparison for the next year. Comparisons will resume in July 2020.

Yolanda Gonzales provided an update on the Kern Head Start / Early Head Start sites. Full-day services for infants started July 1, 2019 and other full-day Home Base services are being provided. The San Diego Center was licensed today. On Monday, August 12, part-year staff is returning, and school starts the following week. Yolanda also reported that she recently toured the new Jewett site and renovations are underway. It is expected that staff will begin moving in around October 2019 and classes should be ready by the end of the year following the delivery of furniture, supplies and licensing.

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

7. **Committee Member Comments**

Marian Panos expressed that she is proud of staff for working so hard to implement the recent changes by Head Start.

8. **Next Scheduled Meeting**

Program Review & Evaluation  
Wednesday, September 11, 2019  
12:00 p.m.  
5005 Business Park North  
Bakersfield, California 93309

9. **Adjournment**

The meeting adjourned at 12:45 pm.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Administration/Pritika Ram		<b>Month/Year:</b> June 1- July 29, 2019
<b>Program/Work Unit:</b> 2-1-1 Kern County	<b>Staffing:</b> 20 (2 Vacancies)	<b>Program Manager/Supervisor:</b> Irene Fonseca, Interim
<b>Services:</b> 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, provides status updates on pending application, and mails applications to clients for the CAPK Energy Program utility assistance services. 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	9,722	7,942	1,780(18%)	14,834
Kings County	416	366	50(12%)	*
Tulare County	1,650	1,506	144 (9%)	*
Mountain Valley (Mariposa and Merced Counties)	231	202	29(13%)	*
Stanislaus County	2,024	1,772	302(15%)	*
<b>Total</b>	<b>14,043</b>	<b>11,788</b>	<b>2,255(16%)</b>	

\*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.

<b>Most Requested Services</b>	Food Pantries	Homeless Shelter	Utility Assistance
<b>Top 3 Unmet Needs</b>	Rental Assistance	Transportation	Developmental Screenings

Other Services		Month	YTD
<b>LIHEAP</b>	Calls Answered	6,668	23,317
<b>Weatherization</b>	Calls Routed through 2-1-1	900	3,699
<b>Mental Health</b>	Calls Answered	563	1,729
<b>Website Visitors</b>	Visitors to CAPK's 2-1-1 Kern web page	9,490	30,065
<b>VITA</b>	Calls Routed through 2-1-1	N/A	6,944

<b>CalFresh Enrollments</b>	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	<b>Submitted</b>	<b>Approved</b>	<b>Pending</b>
		<b>47</b>	<b>8</b>	<b>39</b>

<b>Coordinated Entry System (CES)</b>	Entry point for the homeless population in Kern County.	<b>211 Homeless Calls</b>	<b>QRT Submitted</b>	<b>Assessments Completed</b>
		<b>781</b>	<b>927</b>	<b>122</b>

Outreach Activities	Outcomes
- Pop Up Homeless Connect Outreach - McGee Resource Center Disaster Relief Outreach	211 Kern Coordinated Entry- informational cards: 100 211 Kern Coordinated Entry- informational cards: 50

**Highlights:** Acting Program Manager and CES Program Specialist attended the Trauma Informed Care Kern County training session. Coordinated Entry Program Specialist attended the McGee Outreach along with the CAPK Energy Program and completed homeless assessments to those displaced due to the earthquake.



# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Nutrition Services/Carmen Segovia		<b>Month/Year:</b> June-July 2019
<b>Program/Work Unit:</b> Central Kitchen	<b>Staffing:</b> 10 Staff Members	<b>Program Manager:</b> Lorenzo Maldonado
<b>Services:</b> 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"> <li>Total meals prepared are supported by the daily meal production sheets and food transport sheets.</li> <li>Home base meal totals are supported by meal request forms submitted by center and Home Base staff.</li> </ul>		

Activities	Status			
June Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Central Kitchen prepared for the HS/EHS centers	21,366	7,240	7,248	6,878
Home Base Meals	175	57	33	85
<b>Total</b>	<b>21,541</b>	<b>7,297</b>	<b>7,281</b>	<b>6,963</b>


Activities	Status			
July Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Central Kitchen prepared for the HS/EHS centers	21,996	7,340	7,328	7,328
Home Base Meals	208	102		106
<b>Total</b>	<b>22,204</b>	<b>7,442</b>	<b>7,328</b>	<b>7,434</b>

**Other:**

- June 4, 2019 the Central Kitchen got a new dishwasher installed by HOBART Services. We also had the agency maintenance department install the new 60-gallon steam kettle. The Central Kitchen is now fully equipped, in all there can be a total of 2,560 serving can produce in the two steam kettles. The central kitchen staff will have the ability to produce two different items for one meal service at the same time.
- The Food production Drivers finished picking up all food service items from the centers that will not be opened next year. We have restocked the Central Kitchen with the unused food service supplies that were returned from the centers. Maintenance has provided the Central Kitchen with support in returning equipment, food service supplies and janitorial supplies from the centers that have closed.
- July the Central Kitchen started to inventory, and store equipment returned from the center that closed and will not open next year. This presents a challenge due to the amount of storage space at the Central Kitchen. The Central Kitchen's Food Service Supervisor worked with the Food Production Drivers to situate and store all the equipment that was returned by maintenance.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Community Development/Pritika Ram, Interim		<b>Month/Year:</b> June and July 2019
<b>Program/Work Unit:</b> Community Development Division	<b>Total Staffing:</b> 6	<b>Program Manager/Supervisor:</b> Sheila Shegos
<b>Services:</b> 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.		
<b>Community Development Team Activities</b>		
		<p>The <u>Outreach Team</u>, in July, coordinated outreach for CAPK as programs responded to the Ridgecrest Earthquake – helping with outreach materials, messaging on social media and news media interaction. We also focused on promotions and volunteer recruitment for Food Bank Farmers’ Market events in June and July, hosted a farewell Potluck for Community Development Director Ralph Martinez and had a great IgniteBiz Kern Workshop in June. Trainer Patty Avery from the Consumer Finance Protection Bureau held a train-the-trainer workshop for 30 CAPK program staff and community partners on the “Your Money, Your Goals” toolkit.</p> <p>The <u>Grants Team</u> is now using GrantHub, a system for grant development and reporting. Four short trainings on the new system for CD staff and division directors will be held in August.</p>
<b>Advocacy</b>	<ul style="list-style-type: none"> <li>Met with Assemblyman Vince Fong’s legislative director on priorities to pursue in the next legislative session.</li> </ul>	
<b>Outreach</b>	<ul style="list-style-type: none"> <li>Provided flyers, press releases and media collaboration for CAPK earthquake response.</li> <li>Promoted Food Bank Farmers Markets in Delano, Wasco, Lamont, Arvin and Bakersfield.</li> <li>Promoted Chevron volunteer event at Food Bank on July 19.</li> <li>Designed VITA post-Tax Day materials.</li> <li>Developed new homebased marketing materials.</li> <li>Spanish translation of programs one-sheet.</li> </ul>	
<b>Special Events</b>	<ul style="list-style-type: none"> <li>Hosted IgniteBiz Kern small biz workshop on June 27.</li> <li>Hosted Ralph Martinez retirement potluck on June 27.</li> <li>Facilitated the Your Money, Your Goals train-the-trainer workshop on July 25</li> <li>Supported backpack giveaway, tennis event, beach trip/clean-up and other events at youth centers.</li> </ul>	
<b>Grants</b>	<ul style="list-style-type: none"> <li>First 5 Kern for EKFRS and 211.</li> <li>CSD VITA CalEITC Outreach and Education.</li> <li>CSD VITA Free Tax Preparation Assistance.</li> </ul>	
<b>Research</b>	<ul style="list-style-type: none"> <li>Capacity and program funding for East Kern Family Resource Center, VITA and youth centers.</li> <li>Affordable housing for low-to-moderate income.</li> <li>Funding for the Food Bank Expansion Project.</li> </ul>	
<b>Projects</b>	<ul style="list-style-type: none"> <li>Enhancing and developing new processes and procedures for increased efficiencies (grant review, profiles, awards, implementation).</li> <li>Strategic Plan Reporting &amp; next steps.</li> <li>GrantHub Migration and Implementation</li> <li>Organizational Standards Documentation &amp; CSD Distribution Calendar for Administration</li> <li>NPI mid-year data collection</li> <li>Veteran Stand Down Committee</li> <li>2020 Census, Kern County Census Committee</li> </ul>	

## COMMUNITY ACTION PARTNERSHIP OF KERN

### DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Nutrition Services/Carmen Segovia		<b>Month/Year:</b> June/July, 2019
<b>Program/Work Unit:</b> East Kern Family Resource Center	<b>Total Program Staffing:</b> 6	<b>Program Manager/Supervisor:</b> Whitney Hughes
<b>Program/Work Unit Description:</b> 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	30	163
	F5K School Readiness	17	25
	Economic Empowerment	6	44
Children enrolled in center-base program		0	0
Adults in Court Mandated Parenting Classes		0	11
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	119	449
Emergency Supplies Closet and Other Services	Food (individuals)	10	86
	Clothing (individuals)	36	150
	Photocopies (individuals)	788	3495
	HEAP Application Supporting Docs	192	468

**Other:** The EKFRCC is in the process of applying for a federal grant that would fund a collaborative community center for East Kern.

**Staffing:** We are fully staffed

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**DIVISION/PROGRAM MONTHLY ACTIVITY REPORT**

<b>Division/Director:</b> Operations/Emilio Wagner		<b>Month/Year:</b> June-July 2019
<b>Program/Work Unit:</b> Energy	<b>Total Program Staffing:</b> 37	<b>Program Manager/Supervisor:</b> Margaret L. Palmer
<b>Services:</b> 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
<b>1. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance -2019)</b>	Assistance with utility bill payments	<b>707</b>	<b>3618</b>
<b>2. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2019)</b>	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	<b>45</b>	<b>153</b>
	• Energy-efficient appliance installation	<b>69</b>	<b>219</b>
<b>3. Department of Energy Weatherization Assistant Program (DOE-WAP) (2018)</b>	• Assistance with residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	<b>14</b>	<b>32</b>
	• Energy-efficient appliance installation	<b>9</b>	<b>12</b>
<b>5. Total Value of Services (utility payments only)</b>		<b>\$408,389</b>	<b>\$2,140,787</b>
		<b>Results</b>	
<b>6. Energy calls received (from 2-1-1)</b>		<b>7,568</b>	
		<b>HEAP</b>	<b>Wx</b>
<b>7. Number of LIHEAP applications Received</b>		<b>1261</b>	<b>93</b>
<b>8. Number of LIHEAP applications Completed</b>		<b>707</b>	<b>40</b>
<b>9. Number of LIHEAP applications in Progress</b>		<b>554</b>	<b>53</b>
<b>10. Outreach Events attended</b>	6/10 – Casa de Hernandez, Delano 6/20 – Casa De Eva, Bakersfield 6/20 – Farmer’s Market, Delano 7/9 – 7/19 Earthquake Disaster Relief Response in Ridgecrest	Give presentations, distribute brochures, applications, tote bags, ink pens and energy savings wheels.	

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Nutrition Services/Carmen Segovia		<b>Month/Year:</b> June 2019	
<b>Program/Work Unit:</b> Food Bank	<b>Total Staffing:</b> 17	<b>Program Manager:</b> Jaime Orona	
<b>Services:</b> Partners with 147 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.			
		<b>Status</b>	
<b>Activities</b>	<b>Description</b>	<b>Month</b>	<b>YTD</b>
<b>USDA Commodities</b>	Individuals Served (May)	39,349	196,441
	Poundage Received all Programs	1,817,292	10,045,211
	Total Poundage Distributed, All Sites	1,862,374	9,654,741
	Total Distributed pounds June 2018	1,250,285	6,352,948
<b>Food Sourcing</b>	<b>Produce Received: 667,306 pounds of produce (donated or purchased) &amp; 18 different produce items:</b> <b>Baloian Farms: Red onions</b> <b>Cal-Organics: mixed greens, cabbage, potatoes, broccoli &amp; cauliflower</b> <b>Country Sweet: Sweet potatoes</b> <b>Road Warrior Transportation: Watermelon</b> <b>Target: Mixed produce</b> <b>Varsity Produce: Onions</b> <b>Walmart: Mixed produce</b> <b>Wonderful: Citrus</b> <b>Zuckerman Farms: Potatoes</b>		
<b>Food Drives:</b>	<b>Farmers Markets: New Life, Wasco, Delano, KCFG, Catholic Charities</b>		

**Other:**

- On June 3<sup>rd</sup> we held a Farmer's Market at New Life Church.
- On June 4<sup>th</sup> we met with the representatives of the Padre Hotel to discuss partnering with the Food Bank for our "Fill the Bowl" event.
- June 8<sup>th</sup>, we held a Farmer's Market in Wasco distributed 31,924 lbs. of produce to 365 families.
- June 13<sup>th</sup>, we held a Farmer's Market in Arvin distributed 23,593 lbs. of produce to 381 families.
- June 15<sup>th</sup>, we held a Farmer's Market at the Kern County Fair Grounds distributed 36,070 lbs. of produce to 502 families.
- On June 20<sup>th</sup>, we held a Farmer's Market at the Delano Regional Medical Center distributed 28,039 lbs. of produce to 463 families.
- On June 20<sup>th</sup> we donated 3 bins of miscellaneous dry goods for the Pocket Park community event.
- On June 25<sup>th</sup> and June 27<sup>th</sup>, we provided several bins of miscellaneous dry goods to Caterpillars annual employee appreciation event.
- On June 26<sup>th</sup>, we held a Farmer's Market at Catholic Charities distributed 28,495 lbs. of produce to 450 families.
- On June 29<sup>th</sup> we provided miscellaneous dry goods and oranges to the Frazier Mountain Park Health event.
- Our CSFP (Senior Distribution Program) held 34 distributions during the month of June and distributed 30-pound boxes of healthy and non-perishable food to 4,004 seniors throughout Kern County.

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Nutrition Services/Carmen Segovia		<b>Month/Year:</b> July 2019	
<b>Program/Work Unit:</b> Food Bank	<b>Total Staffing:</b> 17	<b>Program Manager:</b> Jaime Orona	
<b>Services:</b> Partners with 147 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.			
			<b>Status</b>
<b>Activities</b>	<b>Description</b>	<b>Month</b>	<b>YTD</b>
<b>USDA Commodities</b>	Individuals Served (June)	36,875	233,316
	Poundage Received all Programs	1,892,112	11,937,323
	Total Poundage Distributed, All Sites	1,552,049	11,206,790
	Total Distributed pounds July 2018	1,324,884	7,677,832
<b>Food Sourcing</b>	<b>Produce Received: 547,763</b> pounds of produce (donated or purchased) & 6 different produce items: <ul style="list-style-type: none"><li>• Cal-Organics:</li><li>• Target: Mixed produce</li><li>• Walmart: Mixed produce</li></ul>		
<b>Food Drives:</b>	<b>Farmers Markets: New Life, Lamont, Wasco, Delano, KCFG, Catholic Charities</b>		

**Other:**

- On July 2<sup>nd</sup> we had a Farmer's Market at New Life Church on White Lane.
- On July 3<sup>rd</sup> we provided 2 bins of dry and canned miscellaneous goods for a community event hosted by The Church Without Walls.
- On July 4<sup>th</sup> we donated ice-cream, oranges, chips and pastries for 400 to the Rising Star Baptist Church for their annual week of vacation bible school.
- On July 11<sup>th</sup> we had a Farmer's Market at the Lamont Library distributed 18,000 lbs. of produce to 190 families.
- On July 13<sup>th</sup> we had a Farmer's Market in Wasco distributed 29,787 lbs. of produce to 338 families.
- On July 16<sup>th</sup> we donated 2 bins of dry and canned miscellaneous goods for a Pop-up event for the homeless in East Bakersfield.
- On July 17<sup>th</sup> we donated oranges, bread and water to the Arvin Job fair.
- On July 18<sup>th</sup> we had a Farmer's Market at the Delano Regional Medical Center distributed 31,517 lbs. of produce to 443 families.
- On July 19<sup>th</sup> 20 employees and interns from the Chevron corporation came in to help us bag fruit and vegetables for our Farmer's Market at the Kern County Fair.
- On July 20<sup>th</sup> we had a Farmer's Market at the Kern County Fair Grounds
- On July 24<sup>th</sup> we had a Farmer's Market at Catholic Charities.
- On July 26<sup>th</sup> we donated: ice cream, oranges, bread and miscellaneous canned and dry goods to Brenda Jeans community event.
- Our CSFP (Senior Distribution Program) held 34 distributions during the month of June and distributed 30-pound boxes of healthy and non-perishable food to 4,063 seniors throughout Kern County.



# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Pritika Ram		<b>Month/Year:</b> June & July 2019	
<b>Program/Work Unit:</b> Friendship House	<b>Total Program Staffing:</b> 5	<b>Program Manager/Supervisor:</b> Lois Hannible	
<b>Services:</b> After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.			
<b>Activities</b>		<b>Participants</b>	
<b>Description</b>		<b>Month</b>	<b>YTD</b>
<b>After-School Program</b> Tutoring, homework assistance, recreation.			22
<b>Summer Program</b> Recreational activities, educational games, and activities.		130	130
<b>Gang Prevention Program</b> 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
<b>STEM (Science, Technology, Engineering, Math) Program</b> Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.			
<b>Mobile Mexican Consulate</b> Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.		618	2789
<b>PREP Works Program</b> 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:**

- Kern County Child Support Services distributed 200 backpacks to FHCC Summer Program participants, and other community youth, on July 24<sup>th</sup>. The backpacks were a welcomed surprise for community youth who are preparing to return back to school soon.
- A tennis clinic was provided for FHCC Summer Program participants on July 30<sup>th</sup>. Alexsia Drulias organized the "Get Swinging" tennis clinic as a project to earn her Gold Scout Gold Award. In addition to facilitating the event, Alexsia also raised funds to purchase new tennis equipment, to be donated to the FHCC and purchased hats & visors for the program participants.
- FHCC & SYC youth participants went on a fieldtrip to San Simeon on July 25<sup>th</sup>, courtesy of the CA. Coastal Commission. Youth took part in a beach clean-up, participated in hands-on activities at the beach, and visited the Elephant Seals.
- The Bakersfield Police Department hosted a Junior Police Academy at the FHCC from June 12 to July 13. There were 19 recruits that participated in the academy, 18 of which successfully completed the program. The focus of the program was leadership, accountability, and problem solving. Due to the success of the program, there are plans to facilitate another Junior Police Academy at the FHCC again next year.
- The Mexican Consulate will be providing Consulate services at the Friendship House from August 19-August 22. Those interested should call (877) 639-4835 for an appointment.



**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**DIVISION/PROGRAM MONTHLY ACTIVITY REPORT**

<b>Division/Director: Raymond Quan</b>		<b>Month/Year: June &amp; July 2019</b>
<b>Program/Work Unit:</b> HR/Staffing	<b>Total Division Staffing: 8</b>	<b>Program Manager/Supervisor:</b> Mike Lackman/Dawn Bledsoe
<b>Services:</b> All functions and activities related to staffing, employee benefits (including the pension plan) administration, labor law compliance, human resources management, and SEIU Contract.		

		<b>Status</b>	
<b>Activities</b>	<b>Description</b>	<b>Month</b>	<b>YTD</b>
<b>Employee Count</b>	Regular	1,766	
	Subs/Temps	44	
	<b>Total Staff</b>	<b>1,810</b>	
<b>New Hires</b>	<b>All divisions and programs</b>		
	Regular	13	<b>91</b>
	Subs/Temps	3	<b>45</b>
	<b>Total New Hires</b>	<b>16</b>	<b>136</b>
<b>Leaves of Absence</b>	Full-time Leave	41	
<b>Terminations</b>	<b>All divisions and programs</b>		
	Voluntary	23	107
	Involuntary	10	60
	<b>Total Terminations</b>	<b>33</b>	<b>167</b>
<b>Staffing</b>	<b>Vacancy</b>	39	169
	<b>Total Applications Received</b>	<b>406</b>	<b>1,432</b>
<b>Payroll</b>	<b>Total Hours Paid</b>	187,356.29	
	<b>Total Gross Payroll</b>	<b>\$3,760.047.94</b>	

<b>Projects</b> HR/Payroll-Electronic Job Requisitioning HR-Pension Plan Correction HR-Recruitment Issues HR-Licensing Issues Online Recruitment	<b>Completed:</b> <ol style="list-style-type: none"> <li>1. Head Start Site Supervisor Meeting 06/03/2019</li> <li>2. Meeting/Conference w/SEIU-bumping 06/04/2019</li> <li>3. Executive Committee Meeting 06/05/2019</li> <li>4. HR Legal Phone Conference w/Counsel 06/10/2019</li> <li>5. Appeal of Employee Discipline w/SEIU 06/12/2019</li> <li>6. PRE-Committee 06/12/2019</li> <li>7. SEIU Arbitration-Settlement 06/14/2019</li> <li>8. Company –wide Management Meeting 06/19/2019</li> <li>9. Budget &amp; Finance Committee Meeting 06/19/2019</li> <li>10. National SHRM Conference 06/23-26/2019</li> </ol>
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	<p><b>Completed:</b></p> <ol style="list-style-type: none"> <li>1. Discuss agenda for Board Retreat -Strategic Plan 07/02/2019</li> <li>2. Benefits Self Billing Meeting 07/08/2019</li> <li>3. Phone discussion with legal counsel on The SEIU arbitrations, re shift leaders 07/16/2019</li> <li>4. HR Benefits Technician Interviews 07/17/2019</li> <li>5. State of the City of Bakersfield lunch on 07/18/2019</li> <li>6. Pension Look back Conference Call 07/19/2019</li> <li>7. DFEH Complaint-Investigation 07/22-23/2019</li> <li>8. Blue Shield Utilization Meeting w/USI 07/24/2019</li> <li>9. Executive Committee Meeting 07/24/2019</li> <li>10. Wage/Hour Claim Hearing -State of CA 07/30/2019</li> </ol>
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# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Health & Nutrition Services/Carmen Segovia		<b>Month/Year:</b> June-July 2019	
<b>Program/Work Unit:</b> Migrant Childcare AP Program (MCAP)	<b>Total Staffing:</b> 19, <i>Vacancies-2 SRS Specialist &amp; FSS Specialist</i>	<b>Program Manager/Supervisor:</b> Susana Magana	
<b>Services:</b> The Migrant Childcare Alternative Payment Program is a voucher-based childcare program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue childcare services as they migrate throughout the state following agricultural work. The program’s current Fiscal Year is July 1, 2019, to June 30, 2020. <i>*This report is for the service month of June 2019, which was processed in the month of July 2019.</i>			
Activities	County	Total	% by County
Active Enrollments	Kern*	420	43%
	Madera	98	10%
	Merced	0	0
	Tulare	203	21%
	Kings	81	8%
	Fresno	171	18%
	<b>Total</b>	973	<b>100%</b>

\*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:

Our Fiscal Year 2018-2019 just ended. We are in process of closing out the program fiscal year. Staff continues to actively recruit and accept applications in all entry counties for the program. We currently have no waiting list. All eligible families are authorized immediately.

Staff conducted provider visits 6/3, 6/5 & 6/7 throughout the central valley. They provided technical assistance to providers and reviewed attendance records to ensure compliance. Staff also attended the Delano collaborative meeting on 6/4 and the Arvin collaborative meeting on 6/6 to promote the program to other agencies in those communities.

On 6/26 program manager participated in an interview conducted by Radio Bilingue in conjunction with an article featuring the Migrant Childcare Program in the monthly newsletter publication "Voice of the Fields" distributed by La Cooperativa. The link to the article is <http://www.lacooperativa.org/media/la-voz-del-campo-voice-of-the-field-newsletter/>

All Kern staff traveled to provide support services to our Riverside County program participants on June 24-26 in La Quinta, CA. MCAP staff conducted onsite family appointments, provider home visits, the annual Parent and Provider informational meetings.

On 6/27 an all staff meeting was held at the Kern MCAP office. Carmen Segovia and Jeremy Tobias stopped by to congratulate staff for an excellent Program Self-Evaluation and to provide words of praise for their hard work and dedication on the previous fiscal year and encouragement to continue strong for the 2019-2020 fiscal year.

On 7/25 program manager along with 2 specialists attended the Your Money Your Goals, train the trainer session. This training was very informative and provided staff with resources that can be shared with both our families and providers.

#### Upcoming Activities

Staff will be attending the CAPPA conference and Every Child CA conference in October 2019.

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**DIVISION/PROGRAM MONTHLY ACTIVITY REPORT**

<b>Division/Director:</b> Operations/Emilio Wagner		<b>Month/Year:</b> June/July 2019	
<b>Program/Work Unit:</b> Business Services/ Maintenance & Operations/Information Technology/Risk Management	<b>Total Division Staffing:</b> 19	<b>Program Manager/Supervisor:</b> Dan Ripoli, Douglas Dill, Kerri Davis, Laurie Sproule	
<b>Services:</b> Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.			
		<b>STATUS</b>	
<b>Activities</b>	<b>Description</b>	<b>Received</b>	<b>Completed March 1, 2019 to Date</b>
<b>Business Services</b>			
Purchase Orders Processed		254	901
Contracts/Leases Processed		30	104
Request for Proposals (RFP)	Gardening and Maintenance Energy -Subcontractor-Appliances Design Build Jewett Tenant Improvements Site Renovations -Cleo Foran/E. Cal Auto Mechanic	Completed Completed Completed Completed In Progress	
Leases	Tehachapi Unified School District -HS Mojave Unified School District -HS Jewett Ave. -HS	Completed Completed Completed	
Contracts	PLC Systems Services Change Order #1 Food Service Contract -Delano San Joaquin Interiors (2) PLC System Services -Shafter Youth The Dirt Guys (2) Great Western Installations Econo West Greer’s Banner Air Jon Dooley Heating and Cooling Oasis Air Conditioning PLC System Services Kern Regional Center (MOU) Three Way Chevrolet (3) Liebert Cassidy Whitmore -Amendment Soils Engineering, Inc. CDW -MCAP PLC System Services -Head Start Robert Moss Garden Pathways Partnership agreement KCSOS Partnership agreement	Completed Completed 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 In Progress	

	West Kern Community College District Latino Coalition -HS	In Progress	
<b>Maintenance &amp; Operations</b>		<b>Work in Progress</b>	<b>03/01/2019 to Date Closed</b>
Facility Work Orders Processed	Repair and maintenance of CAPK facilities and vehicles.	58	1051
Projects	<ul style="list-style-type: none"> <li>Waiting for State approval to start the demolition of the Oildale Modular.</li> <li>Gearing up for the removal of contents of 11 Head Start sites that will be closing this year.</li> <li>Preparing for expending Head Start funding that must be expended by June 2019</li> <li>Preparing for major renovations of 4 Head Start sites, Martha J Morgan, San Diego, East Cal and Cleo Foran.</li> </ul>	In Progress  In Progress  In Progress  In Progress	
<b>Information Technology</b>		<b>Received</b>	<b>03/01/2019 to Date Closed</b>
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	896	863
Projects	<ul style="list-style-type: none"> <li>AT&amp;T E-rate Installation</li> <li>Food Bank Software Evaluation</li> <li>MCAP Computer Lease</li> <li>Shafter Youth Center Computer Installation</li> <li>Intercom upgrades</li> </ul>	In Progress Completed In Progress Completed In Progress	
<b>Risk Management</b>		<b>Reported</b>	<b>01/01/2019 to Date</b>
Workers Compensation Incidents	<ul style="list-style-type: none"> <li>For Report Only</li> <li>First Aid</li> <li>Medical Treatment</li> <li>Modified Duty</li> <li>Lost Time</li> <li>Non-Industrial (not work related)</li> <li>Under Investigation</li> </ul>	11 1 0 0 1 0 1	54 13 5 5 2 2 2
General Liability		0	0
Property Incidents		2	11
Vehicle Incidents		2	10
Projects	Safety & Security Policies for Front Desk Workplace Violence Prevention Program Operational Risk committee Update Vehicle Safety Program Safety Meetings Monthly Maintenance & Energy	In progress In progress In progress Completed	

Other:

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Community Development/Ralph Martinez		<b>Month/Year:</b> June/July 2019
<b>Program/Work Unit:</b> Shafter Youth Center	<b>Total Program Staffing:</b> 5	<b>Program Manager/Supervisor:</b> Angelica Nelson
<b>Services:</b> 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
<b>After-School Program</b> Tutoring, homework assistance, recreation, health & nutrition education.		27
<b>Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#'s as of 7/1/2017)</b> Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections.		14 109
<b>Evening Program</b> –Open Basketball, Zumba		20 - 45 per night
<b>Summer Program</b> Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		92

### Other:



Shafter Youth Center kids have been busy all summer with different presenters, learning new stuff. From City of Shafter Mayor Alvarado to Senator Cox's office, Shafter's Animal Control to Ca Dept of Fish and Wildlife, kids have learned at all levels. We even had a cooking week where kids made their own snacks like banana sushi, apple nachos, French bread pizza and even homemade ice cream!



Shafter Youth Center kids along with FHCC kids, took a trip to the beach to beat the summer heat and do some good steward projects. Beach Clean up was the topic. Kids got to enjoy various stations of educational topics. California Coastal Commission was the funder and the main partner. Along the way, we partnered with California State Parks and Friends of the Elephant Seals to get some time learning all about what happens at William Randolph Memorial State Beach.





# COMMUNITY ACTION PARTNERSHIP OF KERN DIVISION/PROGRAM MONTHLY ACTIVITY REPORT



# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Nutrition Services/Carmen Segovia		<b>Month/Year:</b> June/July 2019
<b>Program/Work Unit:</b> WIC	<b>Total Program Staffing:</b> 74 staff	<b>Program Manager:</b> Kathlyn Lujan
<b>Services:</b> 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.
<b>Total</b>	All services June/July 2019		<b>20,370</b>	<b>15048/15356</b> <b>73.8%/75.4%</b>	<b>77.8%/77.6%</b>	<b>64.7%/65.1%</b>
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.  *included in Ridgecrest number ***July 2019 numbers unavailable	Arvin	50/53	Mojave		97/112	
	Bakersfield		Oildale		375/419	
			Ridgecrest		614/606	
	E. California	1462/1470	Rosamond		711/708	
	Niles Street	2131/2162	Shafter		1243/1309	
	Montclair	353/404	Tehachapi		414/402	
	Friendship House	84/84	Wasco		1757/1749	
	Panama	1454/1483				
	Boron	**	<u>San Bernardino County</u>			
	Buttonwillow	84/83	Adelanto		1779/1855	
	California City	717/712	Big Bear		242/225	
	Delano	917/937	Crestline		268/280	
	Edwards Air Force	*	Needles		165/157	
	Lost Hills	116/121	Phelan		**	
			<u>Mobile WIC</u>		25	

### Projects

CAPK WIC continues to exceed the State average in participation.

CAPK WIC received 69 eligibility requests through the CAPK website. Of those 53 new participants and 36 families were enrolled.

CAPK WIC continues to have a Facebook and Instagram presence. Facebook has 653 followers and Instagram has 547 followers

CAPK WIC participated along with Food Bank at the Delano Regional Medical Center Farmers Market, the Kern County Fair Grounds and the food distribution at David Nelson Pocket Park. WIC was there to give information and take referrals for enrollment. Outreach also was present at the East Bakersfield Fest on June 8.

The Outreach Coordinator, Jaqueline Byrd, presented information about WIC at the Bakersfield Pregnancy Center on June 20, CAPK Home Visiting Initiative Team Training on July 17, and the GEO Reentry Services on July 24.

Kathlyn Lujan, WIC Program Manager, attended the International Conference on Nutrition in Medicine from 7/25 – 7/27/19. It was sponsored by the Physician's Committee for Responsible Medicine. The conference reported on new scientific evidence on reversing chronic lifestyle diseases through diet.



COMMUNITY ACTION PARTNERSHIP OF KERN  
FUNDING REQUESTS AND APPLICATION STATUS REPORT  
**PENDING - June & July 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
2/27/2019	2/14/2019	California Complete Count Census 2020 Office	Census Outreach	\$ 657,770
	3/29/2019	CA Board of State Community Corrections	SYV/FHCC/211 Youth Reinvestment Project (3 Years)	\$ 225,000
5/29/2019	5/13/2019	US Bank	Small Business Initiative	\$ 20,000
5/29/2019	6/11/2019	US DHHS - ACF - Family Strengthening	EKFR Center for Hope (3 years)	\$ 2,500,000
5/29/2019	6/24/2019	Wells Fargo	VITA Your Money Your Goals Financial Empowerment	\$ 50,000
TBD	7/26/2019	Walmart	Food Bank C-Train	\$ 5,000
TBD	7/26/2019	Walmart	FHCC STEM Labs	\$ 5,000
TBD	7/26/2019	Walmart	CDD Small Business Initiative	\$ 5,000
TBD	7/30/2019	First 5 Kern	EKFR School Readiness & Case Management	\$ 808,863
TBD	7/30/2019	First 5 Kern	2-1-1 Kern Help Me Grow	\$ 892,242
TBD	7/30/2019	First 5 Kern	2-1-1 Kern Information & Referral Families with Children 0-5	\$ 726,970



COMMUNITY ACTION PARTNERSHIP OF KERN  
FUNDING REQUESTS AND APPLICATION STATUS REPORT  
**AWARDED -June & July 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
4/24/2019	5/14/2019	Virginia and Alfred Harrel Foundation	Food Bank Truck	\$35,000	\$ 35,000	
3/27/2019	5/22/2019	Kern Family Health Care	EKFC Emergency Closet	\$2,000	\$ 2,000	6/1/2019-5/31/2019
3/27/2019	5/22/2019	Kern Family Health Care	SYC Museum on the Move	\$2,000	\$ 2,000	6/1/2019-5/31/2019
3/27/2019	5/22/2019	Kern Family Health Care	FHCC Museum on the Move	\$2,000	\$ 2,000	6/1/2019-5/31/2019
3/27/2019	5/22/2019	Kern Family Health Care	211/KCHC Hearing Bags for Homeless	\$2,000	\$ 2,000	6/1/2019-5/31/2019
11/5/2018	5/23/2019	California Coastal Commission-Whale Tail	Youth Centers Ocean Education and Trip	\$8,000	\$ 8,000	6/1/2019-5/31/2019
3/27/2019	5/26/2019	Borax Visitors Center Foundation	EKFC Health Link	\$4,000	\$ 3,000	6/1/2019-5/31/2019
4/24/2019	6/6/2019	Kern County Dept. of Human Services	FHCC/SYC Youth Mentoring	\$ 158,400	\$ 70,000	7/1/2019-6/30/2019
TBD	6/28/2019	Target	SYC Museum on the Move	\$ 2,000	\$ 2,000	7/1/19-12/31/19
TBD	7/17/2019	United Way Kern County Phase 36	Food Bank General Operating Support	\$ 175,000	\$ 79,598	10/1/2019-9/30/2020
TBD	7/17/2019	Stater Bros-Harvesting Hope	Food Bank General Operating Support	\$ 15,000	\$ 5,000	8/1/2019-12/31/2019
Total Awards				\$	\$ 573,926	

COMMUNITY ACTION PARTNERSHIP OF KERN  
FUNDING REQUESTS AND APPLICATION STATUS REPORT  
**DECLINED - June & July 2019**

<b>Date Approved</b>	<b>Date of Notification</b>	<b>Funding Source</b>	<b>Program/Proposal</b>	<b>Amount Requested</b>
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
1/23/2019	2/26/2019	California Office Child Abuse Prevention	Case management for pregnant/mothers with Substance Abuse History-3 Yr. Funding for EKERC, SYC, FHCC	\$1,800,000
2/27/2019	3/15/2019	Kern County Dept. of Human Services	Kinship-EKERC, FHCC, &SYC	\$158,400
1/23/2019	4/4/2019	CA Department of Public Health	SYC I&E Program (Reapplication 2Yrs)	\$249,420
1/30/2019	4/22/2019	Bank of the Sierra	STEM for the Youth Centers	\$5,000
<b>2/27/2019</b>	<b>No Response</b>	<b>Union Bank</b>	<b>FHCC/SYC STEM</b>	<b>\$ 25,000</b>
<b>3/27/2019</b>	<b>6/6/2019</b>	<b>Bank of America</b>	<b>Food Bank Expansion Project</b>	<b>\$ 50,000</b>
<b>10/31/2018</b>	<b>6/21/2019</b>	<b>Kern County CDBG</b>	<b>Food Bank Expansion Project</b>	<b>\$ 458,293</b>
<b>2/27/2019</b>	<b>7/10/2019</b>	<b>California Coastal Conservancy</b>	<b>FHCC/SYC Explore the Coast</b>	<b>\$ 13,558</b>

# Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Public  
**Project Name:** 211 Kern Help-Me-Grow  
**Funder Name:** First 5 Kern  
**Grant Program Name:** 211 Kern  
**Funding Period:** 07/01/2020-6/30/2025  
**CFDA #** N/A

**Division Director:** Pritika Ram  
**Program Manager:** Irene Fonseca (Interim)

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

## **A. Narrative description of funding request, including goals:**

CAPK's 211 Kern is requesting \$892,242 (5 years of funding) from First 5 Kern to continue providing the Help-Me-Grow Developmental Delay Screening and Referral program. The program will use the 2-1-1 Kern information and referral system to provide timely and effective access to early identification and intervention of developmental delays, behavioral issues, and autism spectrum disorder in Kern County children ages 0 – 5 years.

Care coordinators will use the Ages and Stages Questionnaire (ASQ) to determine if a child may have developmental issues. The care coordinator will make referrals for children who are indicated as needing further evaluation and/or services and will provide case management and support families in accessing services. The Community Liaison will provide community outreach and education to increase awareness of the importance of early screenings; build relationships with other agencies/organizations and health care providers/pediatricians; and build a coalition of stakeholders to further support early intervention efforts.

## **B. Use of Funds:**

The requested funds will be used to cover personnel costs; program supplies; staff mileage; and cost allocations for 2-1-1 office space, data systems, and 2-1-1 Call Center software.

## **C. Approvals:**

1. \_\_\_\_\_  
Division Director Date  
2. Pritika 7/17/19  
Director of Community Development Date

3. [Signature] 7/22/19  
Chief Financial Officer Date  
4. [Signature] 7/23/19  
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:** 2-1-1 Kern County Information & Referral

**Funder Name:** First 5 Kern

**Grant Program Name:** 2-1-1 Kern County

**Funding Period:** 07/01/2020 – 06/30/2025

**CFDA #** N/A

**Division Director:** Pritika Ram

**Program Manager:** Irene Fonseca  
(Interim)

☐ **New Funding**

☒ **Re-Application**

**A. Narrative description of funding request, including goals:**

CAPK's 2-1-1 Kern Information and Referral Helpline is requesting \$726,970 (5 years of funding) from First 5 Kern. Funding will help support 2-1-1 Kern County's information and referral services to (1) assist families with uninsured children ages 0-5 to identify/enroll in health insurance programs; (2) assist families with children 0-5 find a dental home for pediatric dental services; and (3) connect pregnant women to prenatal service providers and Family Resource Centers.

**B. Use of Funds:**

The requested funds will be used for staff salaries and benefits, mileage, program expenses and cost allocations for the 2-1-1 office space, data systems, and 2-1-1 call center software.

**C. Approvals:**

1. \_\_\_\_\_  
Division Director Date

2. Pritika 7/17/19  
Director of Planning, Research & Dev. Date

3. Jay Webster 7/22/19  
Chief Financial Officer Date

4. G.T.P. 7/23/19  
Chief Executive Officer Date

**D. Board:**

☐ Policy Council  
Date: \_\_\_\_\_

☐ PRE Presentation  
Date: \_\_\_\_\_

☐ B&F Approval  
Date: \_\_\_\_\_

☐ Board Approval  
Date: \_\_\_\_\_

# Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Public  
**Project Name:** EKFRS School Readiness Initiative & Case Management  
**Funder Name:** First 5 Kern  
**Grant Program Name:** EKFRS  
**Funding Period:** 07/01/2020-6/30/2025

**CFDA #** N/A  
**Division Director:** Carmen Segovia  
**Program Manager:** Whitney Hughes

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

**A. Narrative description of funding request, including goals:**

CAPK's East Kern Family Resource Center (EKFRS) is requesting \$808,863, (5 years of funding) from First 5 Kern to continue providing the EKFRS School Readiness Initiative & Case Management program to families residing in Boron, California City, North Edwards, Mojave, Rosamond, and Tehachapi. Due to the geographic isolation and many socio-economically disadvantaged families who reside in this area, there is a high need for the early childhood education and family support opportunities provided by the EKFRS.

The School Readiness Initiative & Case Management program prepares children to enter kindergarten and strengthens families through the School Readiness Initiative (center- and home-based services), Summer Bridge Program, Family Case Management, Parenting Education that meets court-mandated requirements, East Kern Collaborative, and team articulation meetings.

**B. Use of Funds:**

The requested funds will be used to cover personnel costs; cost allocations for space costs including utilities; program supplies; and staff mileage.

**C. Approvals:**

<p>1. <u>Carmen Segovia</u> <u>7/17/19</u>  Division Director Date</p>	<p>3. <u>Jacqui Webster</u> <u>7/22/19</u>  Chief Financial Officer Date</p>
<p>2. <u>Pruthi</u> <u>7/17/19</u>  Director of Community Development Date</p>	<p>4. <u>Jim T. P.</u> <u>7/23/19</u>  Chief Executive Officer Date</p>

**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:** 21<sup>st</sup> STEM Initiative  
**Funder Name:** National Science Foundation  
**Grant Program Name:** SYC & FHCC STEM  
**Funding Period:** 1/1/2020 – 12/31/2021  
**CFDA #:** N/A

**Division Director:** Carmen Segovia

**Program Manager:** Lois Hannibal,  
Angelica Nelson

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

## **A. Narrative description of funding request, including goals:**

CAPK's Shafter Youth Center and Friendship House is applying to the National Science Foundation for funding for 2 years of up to \$25,000. The funding will provide for a robust Science, Technology, Engineering and Math (STEM) Program emphasizing STEM teacher support and enhancing critical and strategic problem solving abilities to STEM related problems in small class settings. The goal of the grant is to provide a comprehensive STEM program support for teachers and students through educational, internship and workforce professional development to school districts and low-income youths.

The grant will provide youths from 5 -15 years of age with STEM exposure and another cohort of youths ages 16 -18 for internship training and possible opportunities for entry level STEM placement with local STEM companies. STEM area partners have been contacted for possible collaborations to facilitate the mentoring and internship networking process for low-income youths as well as provide job placement opportunities.

## **B. Use of Funds:**

\$25,000 is being requested to fund a Program Educator, purchase STEM supplies and provide for two field trips to two STEM industries (robotic and engineering) located in Bakersfield.

## **C. Approvals:**

1. Carm Segovia 7/23/19  
Division Director Date

3. Jay Webster 7/23/19  
Chief Financial Officer Date

2. Phyllis 7/23/19  
Director of Community Development Date

4. J.T. # 7/24/19  
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:** Private

**Project Name:** 21<sup>st</sup> STEM Initiative

**Funder Name:** Northrop Grumman Foundation

**Grant Program Name:** SYC & FHCC STEM

**Funding Period:** 1/1/2020 – 12/31/2021

**CFDA #:** N/A

**Division Director:** Carmen Segovia

**Program Manager:** Lois Hannibal,  
Angelica Nelson

☒ **New Funding.**

☐ **Re-Application**

## **A. Narrative description of funding request, including goals:**

CAPK's Shafter Youth Center and Friendship House is applying to the Northrop Grumman Foundation for funding for 2 years of up to \$25,000. The funding will provide for a robust Science, Technology, Engineering and Math (STEM) Program emphasizing engineering, space technology and chemical science. The goal of the grant is to provide a comprehensive STEM program support for students through educational, internship and workforce professional development to school districts and low-income youths.

The grant will provide youths from 5 -15 years of age with STEM exposure and another cohort of youths ages 16 -18 for internship training and possible opportunities for entry level STEM placement with local STEM companies. STEM area partners have been contacted for possible collaborations to facilitate the mentoring and internship networking process for low-income youths as well as provide job placement opportunities.

## **B. Use of Funds:**

\$25,000 is being requested to fund a Program Educator, purchase STEM supplies and provide for two field trips to two STEM industries (aerospace and engineering) located in Bakersfield.

## **C. Approvals:**

1. <u>Carmen Segovia</u> <u>7/23/19</u> Division Director Date	3. <u>James West</u> <u>7/23/19</u> Chief Financial Officer Date
2. <u>Paul H</u> <u>7/23/19</u> Director of Community Development Date	4. <u>John T. P</u> <u>7/24/19</u> 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:** Private  
**Project Name:** Museum on the Move  
**Funder Name:** Target Distribution Center  
**Grant Program Name:** Shafter Youth Center  
**Funding Period:** 10/1/2019-9/30/2020  
**CFDA-N/A**

**Division Director:** Ralph Martinez

**Program Manager:** Angelica Nelson

☐ New Funding  
☒ Re-Application

### **A. Narrative description of funding request, including goals:**

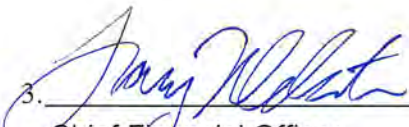
CAPK is applying for \$2,000 from the Target Distribution Center to provide 30 low-income disadvantaged children ages 6-18 at the Shafter Youth Center (SYC) with art education. The Bakersfield Museum of Art (BMOA) "Museum on the Move" program is a hands-on enrichment program that brings fine arts to culturally isolated areas throughout Kern County. SYC participants will learn the fundamentals of drawing, painting, and sculpting, as well as facts about influential artists and art history. The program will provide students with positive avenues for self-exploration and expression and encourage them to look at themselves, their heritage, and their environment in new ways. Up to 17 classes will be provided to SYC participants in a time span of 8 weeks.


### **B. Use of Funds:**

The requested funds will be used for BMOA to provide the teachers and all art supplies for the classes. Also included are mileage costs for the teachers to travel from Bakersfield to SYC.

### **C. Approvals:**

1. \_\_\_\_\_  
Division Director Date

3.  6/28/19  
Chief Financial Officer Date

2.  6-26-19  
Director of Community Development Date

4.  6/28/19  
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:** Federal

**Project Name:** Food Procurement and Distribution

**Funder Name:** United Way of Kern County/  
FEMA: Emergency Food & Shelter- Phase 36

**Grant Program Name:** CAPK Food Bank

**Funding Period:** 8/1/2019 – 3/31/2020

**CFDA #:** TBD

**Division Director:** Carmen Segovia

**Program Manager:** Jaime Orona

☐ **New Funding**

☒ **Re-Application**

**A. Narrative description of funding request, including goals:**

CAPK'S Food Bank is requesting up to \$175,000 from United Way of Kern County Emergency Food and Shelter Program (EFSP-Phase 36) funding. The purpose of the EFSP is to supplement and expand the work of local social service agencies to assist people experiencing severe economic crisis and resulting food insecurity. The EFSP is funded by the Federal Emergency Management Agency (FEMA), and a 12-member Local Board distributes the appropriate funds to qualified nonprofit organizations working to reduce hunger and homelessness. United Way of Kern County is the administrators for EFSP funds for the Local Board. CAPK is requesting up to \$175,000 to be applied towards the procurement of food and fresh produce.

**B. Use of Funds:**

The \$175,000 requested will be applied towards the procurement of food and fresh produce and general operating support for distribution by the CAPK Food Bank to low-income, food insecure residents of Kern County.

**C. Approvals:**

<p>1. <u>Carmen Segovia</u> 7/23/19 Division Director Date</p> <p>2. <u>Proth</u> 7/23/19 Director of Planning, Research &amp; Dev. Date</p>	<p>3. <u>Jaime Orona</u> 7/23/19 Director of Finance Date</p> <p>4. <u>JT</u> 7/24/19 Executive Director Date</p>
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**D. Board:**

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Date: _____	Date: _____	Date: _____	Date: _____

## Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Federal

**Project Name:** Food Procurement and Distribution

**Funder Name:** United Way of Kern County/  
FEMA: Emergency Food & Shelter- Phase 36

**Grant Program Name:** CAPK Food Bank

**Funding Period:** 8/1/2019 – 3/31/2020

**CFDA #:** TBD

**Division Director:** Carmen Segovia

**Program Manager:** Jaime Orona

☐ **New Funding**

☒ **Re-Application**

**A. Narrative description of funding request, including goals:**

CAPK'S Food Bank is requesting up to \$175,000 from United Way of Kern County Emergency Food and Shelter Program (EFSP-Phase 36) funding. The purpose of the EFSP is to supplement and expand the work of local social service agencies to assist people experiencing severe economic crisis and resulting food insecurity. The EFSP is funded by the Federal Emergency Management Agency (FEMA), and a 12-member Local Board distributes the appropriate funds to qualified nonprofit organizations working to reduce hunger and homelessness. United Way of Kern County is the administrators for EFSP funds for the Local Board. CAPK is requesting up to \$175,000 to be applied towards the procurement of food and fresh produce.

**B. Use of Funds:**

The \$175,000 requested will be applied towards the procurement of food and fresh produce and general operating support for distribution by the CAPK Food Bank to low-income, food insecure residents of Kern County.

**C. Approvals:**

<p>1. <u>Carmen Segovia</u> 7/23/19 Division Director Date</p> <p>2. <u>Proth</u> 7/23/19 Director of Planning, Research &amp; Dev. Date</p>	<p>3. <u>Jaime Orona</u> 7/23/19 Director of Finance Date</p> <p>4. <u>JT</u> 7/24/19 Executive Director Date</p>
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**D. Board:**

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Date: _____	Date: _____	Date: _____	Date: _____

# COMMUNITY ACTION PARTNERSHIP OF KERN

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Head Start/State Child Development/Yolanda Gonzales			<b>Month/Year:</b> June 2019			
<b>Program/Work Unit:</b> Head Start/Early Head Start			<b>Program Manager:</b> Ginger Mendez <b>Supervisor:</b> Donna Holland			
	<b>Services:</b> 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.					
<b>PROGRAM</b>		<b>ENROLLMENT</b>		<b>JUNE*</b>	<b>FUNDED</b>	<b>ENROLLED</b>
Head Start Kern		June 2019		182	2041	100%
Early Head Start Kern		June 2019		328	328	100%
Early Head Start Partnership		June 2019		56	56	100%
Early Head Start San Joaquin		June 2019		0	313	<0>
<b>TOTAL Funded Enrollment</b>				<b>&lt; 566 &gt;</b>	<b>2738</b>	
<b>CHILDREN WITH DISABILITIES</b>				<b>CONCERNS</b>	<b>GOAL</b>	<b>ACTUAL</b>
Head Start Kern		Identified as having an IEP			10%	8%
Early Head Start Kern		Identified as having an IFSP			10%	21%
Early Head Start Partnership		Identified as having an IFSP			10%	14%
Early Head Start San Joaquin		Identified as having an IFSP			10%	<0>
<b>OVER INCOME</b>					<b>GOAL</b>	<b>ACTUAL</b>
Head Start Kern					<10%	6%
Early Head Start Kern					<10%	5.8%
Early Head Start Partnership					<10%	7%
Early Head Start San Joaquin					<10%	<0>
<b>AVERAGE DAILY ATTENDANCE (Program Wide Goal &gt; 85%)</b>					<b>98%</b>	

### HIGHLIGHTS:

**Enrollment:** Staffed 2 recruitment events; 1 in Bakersfield and 1 in Arvin.

**Attendance:** 13 schools reported 99% ADA

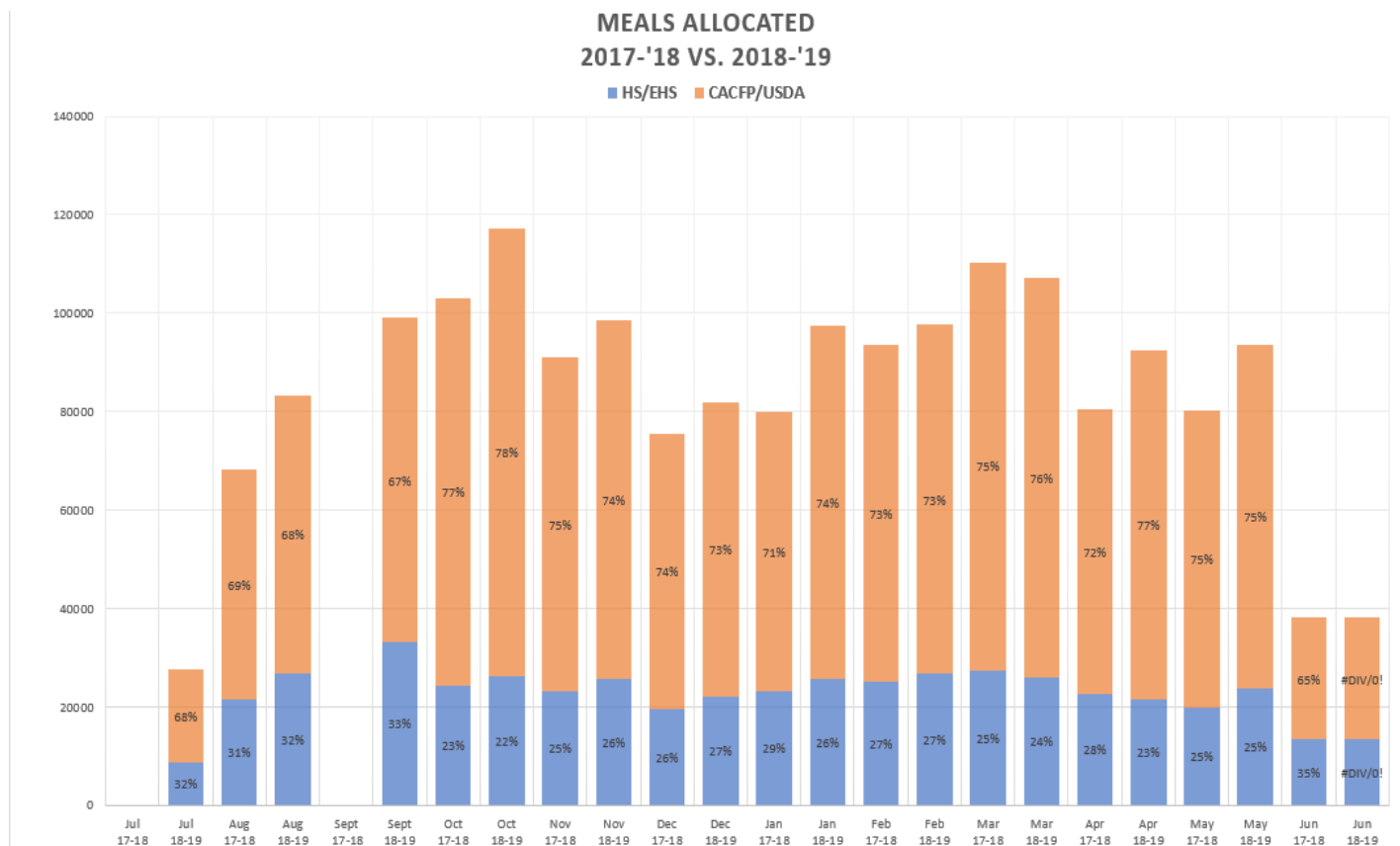
### TOTAL DIVISION STAFFING:

Currently Employed	Vacant Positions	On Family/Medical Leave	
		Continuous	Intermittent
614	24	14	116

### COMPLIANCE:

This month we began the summer audit cycle of completing center safety inspections all part-year schools and health and safety screenings for all full-year schools.

Meals Served – May 2019 (*one month behind)						
Total Meals Requested			Meals Allocated		% of Meals Served	
Central Kitchen	Vendor Kitchen	Total Meals	CACFP/USDA	HS/EHS	May 2018	May 2019
79,936	13,689	93,626	70,000	23,625	92%	91%





COMMUNITY ACTION PARTNERSHIP *of* KERN  
BOARD OF DIRECTORS  
AUDIT & PENSION COMMITTEE MEETING  
August 8, 2019  
12:00 p.m.

**MEETING MINUTES**

1. **Call to Order**

Committee Chairman Craig Henderson called the meeting to order at 12:05 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: Craig Henderson, Fred Plane

Absent: Mike Maggard, Ana Vigil

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.

3. **Approval of Agenda**

Motion was made and seconded to approve the Audit and Pension Committee meeting agenda for August 8, 2019. Carried by unanimous vote. (Plane/Henderson).

4. **Public Forum:**

No one addressed the Committee.

5. **New Business**

a. 2<sup>nd</sup> Quarter Pension Plan Update – Raymond Quan, Director of Human Resources – ***Info Item***

Ray Quan introduced Hector Palacios from The Standard and Tom Ming from Pensionmark who presented the 2<sup>nd</sup> Quarter Pension Plan updates for the 403(b) and 401(a) plans.

Tom Ming provided a summary of the 401(a) plan and reported the market value is \$18,395,132. The funds are doing very well and participation from CAPK employees is increasing.

Hector Palacios provided a summary of the 403(b) plan and reported that the market impact was not good in 2018; however, most funds have been recouped in 2019. The market value at the end of the 2<sup>nd</sup> quarter is \$5,264,511 and participation has increased from 49% to 53%.

b. First 5 Kern Annual Administrative Review of East Kern Family Resource Center – Carmen Segovia, Director of Health & Nutrition – ***Info Item***

Carmen Segovia reported the annual review was performed on March 25, 2019, which covered the fiscal years ended 6/30/17 and 6/30/18. There were three areas that did not meet the performance measures, largely due to case management and staffing issues. All quarterly reports were received on time and the fiscal summary reflected that accounting policies and procedures were adequately in place

and being followed for contract transactions, and that CAPK has demonstrated the fiscal capacity to administer the program.

- c. City of Bakersfield Facility Monitoring for the CDBG Program Agreement Number ED 16-202 – Carmen Segovia, Director of Health & Nutrition – ***Info Item***

Carmen reported that the City of Bakersfield performed the annual Facility Monitoring Review as mandated per the CDBG program agreement at the Food Bank. A thorough review was performed and there were no findings to report.

- d. California Department of Community Services & Development Desk Review Report C-19-019 for CSBG Contract Number 19F-4015 – Sheila Shegos, Outreach & Grant Administrator – ***Info Item***

Sheila Shegos reported that CSD completed the monitoring desk review for the CSBG contract, and CAPK is in compliance in all 7 areas that were reviewed.

6. **Committee Member Comments**

7. **Next Scheduled Meeting**

Audit Committee Meeting  
Thursday, November 7, 2019  
12:00 p.m.  
5005 Business Park North  
Bakersfield, California 93309

8. **Adjournment**

The meeting adjourned at 12:32 pm.



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

### **Executive Summary**

**Plan information — August 8, 2019 (Data as of 6/30/2019)**

#### **403(b) Plan Data**

1. Market Value: \$5,264,511
2. Participation: 53%
3. Average Account Balance: \$7,881
  - a. Median Account Balance: \$1,996
4. 701 participants hold a Target Date fund
5. 73 total terminated participants with a balance less than \$5,000
  - a. 32 total terminated participants with a balance greater than \$5,000

#### **401(a) Plan Data**

1. Market Value: \$18,395,132
2. Average Account Balance: \$18,088
  - a. Median Account Balance: \$6,600
3. 843 participants hold a Target Date fund
4. 169 total terminated participants with a balance less than \$5,000
  - a. 106 total terminated participants with a balance greater than \$5,000
5. Forfeiture account balance: \$36,130.29



# Community Action Partnership of Kern County 403(b) Plan

## Plan Review



**As of Jun. 30, 2019**



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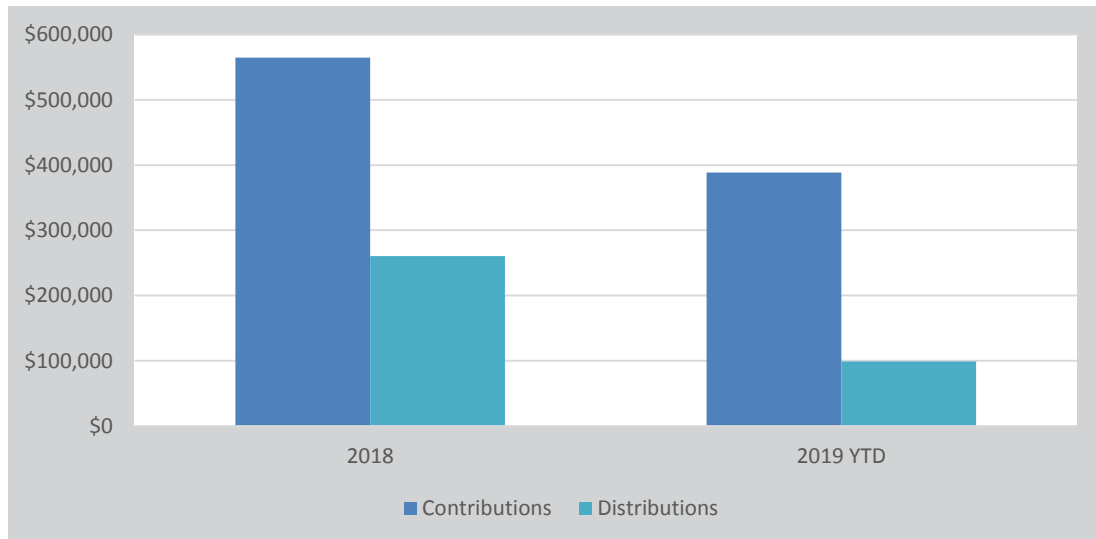


# Plan Flow

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	\$388,588	\$99,249	\$558,143	\$5,264,511



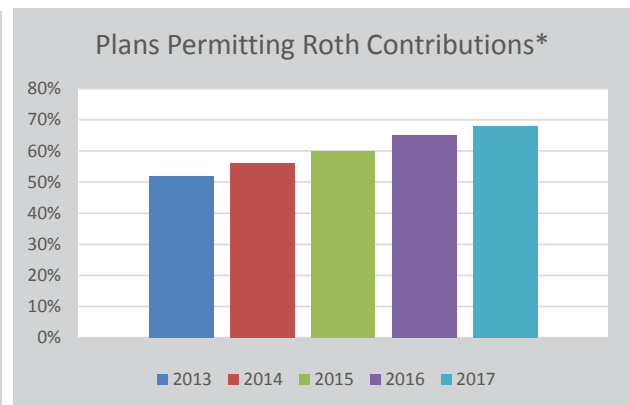
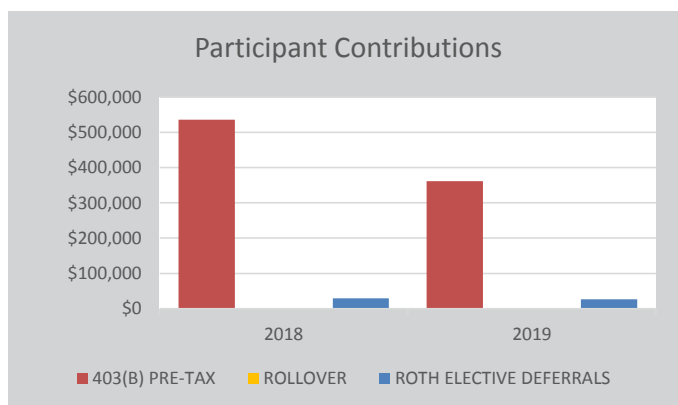
# Contributions and Distributions

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
<b>403(B) PRE-TAX</b>	\$535,743	\$361,625
<b>ROLLOVER</b>	\$145	\$0
<b>ROTH ELECTIVE DEFERRALS</b>	\$29,020	\$26,963



## Plan Distribution Detail

	2018		2019	
<b>LUMP SUM</b>	\$101,686	42	\$27,395	29
<b>ROLLOVER</b>	\$42,343	6	\$18,559	3
<b>IN-SERVICE</b>	\$14,005	3	\$9,816	5
<b>FORCE OUT</b>	\$22,216	10	\$25,830	12
<b>OTHER</b>	\$80,016	19	\$17,650	13

\* 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	49%	53%
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	66	113	98	114	54
# Eligible	193	232	215	177	89
% Contributing	34%	49%	46%	64%	61%

## Participation by Salary Range\*\*

Range	< \$30k	\$30 - \$50k	\$50 - \$75k	\$75 - \$100k	\$100 - \$125k	\$125k +
# Contributing	203	186	40	9	5	2
# Eligible	523	304	58	14	5	2
% Contributing	39%	61%	69%	64%	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
<b>Average account balance</b>	\$7,061	\$7,881
<b>Median account balance</b>	\$2,005	\$1,996
<b>National average*</b>	\$96,288	N/A

## Average Account Balance by Age\*\*

Range	≤ 30	31 - 40	41 - 50	51 - 60	61+
<b>Average account balance</b>	\$668	\$3,638	\$5,678	\$11,580	\$14,948
<b>% Contributing</b>	34%	49%	46%	64%	61%

## Average Account Balance by Salary\*\*

Range	< \$30k	\$30 - \$50k	\$50 - \$75k	\$75 - \$100k	\$100 - \$125k	\$125k +
<b>Average account balance</b>	\$1,724	\$7,355	\$16,940	\$22,108	\$102,567	\$71,668
<b>% Contributing</b>	39%	61%	69%	64%	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 (%)	3.01	6.80	71.59
Average amount contributed	\$623	\$2,030	\$420
# of Eligible	906	N/A	925
# Contributing	445	N/A	490

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.

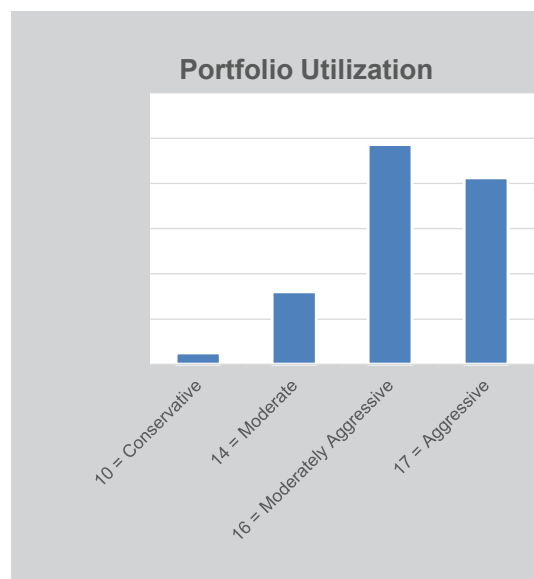
Do your employees find these tools a valuable resource for helping them manage their accounts?

	Beginning Balance	Ending Balance
Portfolio investors	\$573	\$1,354
Independent investors	\$6,798	\$8,065

668 Participants with a Balance						
	Number of Participants	% of Participants	# Using Rebalancer	% Using Rebalancer	# Not Using Rebalancer	% Not Using Rebalancer
Portfolio investors	4	1%	0	0%	4	1%
Independent investors	664	99%	11	2%	653	98%

Portfolio	Market Value	% of Plan Assets	# of Participants
10 = Conservative	\$125	0%	1
14 = Moderate	\$801	0%	1
16 = Moderately Aggressive	\$2,429	0%	1
17 = Aggressive	\$2,061	0%	1

\*Beginning balances as of Jan 01, ending Jun 30



# 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	74	\$733,387	14%
Vanguard Tot Bd Mkt Idx Adm	X	44	\$113,670	2%
Putnam Dynamic AA Growth Y		17	\$150,488	3%
Putnam Dynamic AA Conserv Y		14	\$65,500	1%
BlackRock LifePth Idx Ret K		15	\$112,331	2%
BlackRock LifePth Idx 2020 K		52	\$449,369	9%
BlackRock LifePth Idx 2025 K		90	\$748,068	14%
BlackRock LifePth Idx 2030 K		93	\$448,237	9%
BlackRock LifePth Idx 2035 K		80	\$444,945	8%
BlackRock LifePth Idx 2040 K		83	\$417,545	8%
BlackRock LifePth Idx 2045 K		97	\$413,579	8%
BlackRock LifePth Idx 2050 K		90	\$248,603	5%
BlackRock LifePth Idx 2055 K		54	\$41,424	1%
BlackRock LifePth Idx 2060 K		47	\$24,242	0%
Putnam Dynamic AA Balanced Y		38	\$90,284	2%
MFS Value R6	X	26	\$126,978	2%
iShares S&P 500 Index K	X	28	\$56,349	1%
TIAA-CREF Inst Lg Cp Gr Inst	X	53	\$229,245	4%
Wells Fargo Spec MdCpVal Ins	X	6	\$1,212	0%
Vanguard Mid Cap Index Adm		10	\$15,736	0%
MassMutual Select MidCapGr I	X	50	\$171,610	3%
DFA US Small Cap Value I	X	38	\$28,548	1%
Janus Henderson Triton T		30	\$52,454	1%
Hartford Intl Opportun R6	X	6	\$610	0%
American Funds New World R6		46	\$69,154	1%
Principal Real Estate Sec I		5	\$10,948	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	15	2	5
2018	8	3	8
2017	1	0	6
2016	3	3	6
< 2016	22	16	7
Total	49	24	32

## 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
917	262	925	28%

## Online Transfer and Rebalance Activity

	2018	2019
Transfers requested online	17	4
Rebalance requests initiated online	7	2

	Number Requested Online	Total Number Requested	% Requested Online
Distribution activity	10	18	56%
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	\$5,264,511
Contributions	\$564,909	\$388,588
Deferrals	\$564,763	\$388,588
Employer	\$0	\$0
Rollover	\$145	\$0
Market impact	-\$228,222	\$558,143
Distribution \$	\$260,266	\$99,249
Distribution #	80	62

Participant Information	2018	2019 YTD
Eligible participants	906	925
Contributing participants	445	490
Employees w/ balance	628	668

# 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	49%	53%
Savings rate	3%	72%
Average account balance	\$7,061.23	\$7,881.00
Average deferral	\$623.36	\$420.09

Web Utilization	2018	2019 YTD
% Registered	23%	28%
Directives updated online	17	4
Rebalance requests initiated online	7	2
Distributions initiated online	19	10
Loans initiated online	0	0



# Community Action Partnership of Kern County 401(a) Plan

## Plan Review



As of Jun. 30, 2019

# Table of Contents

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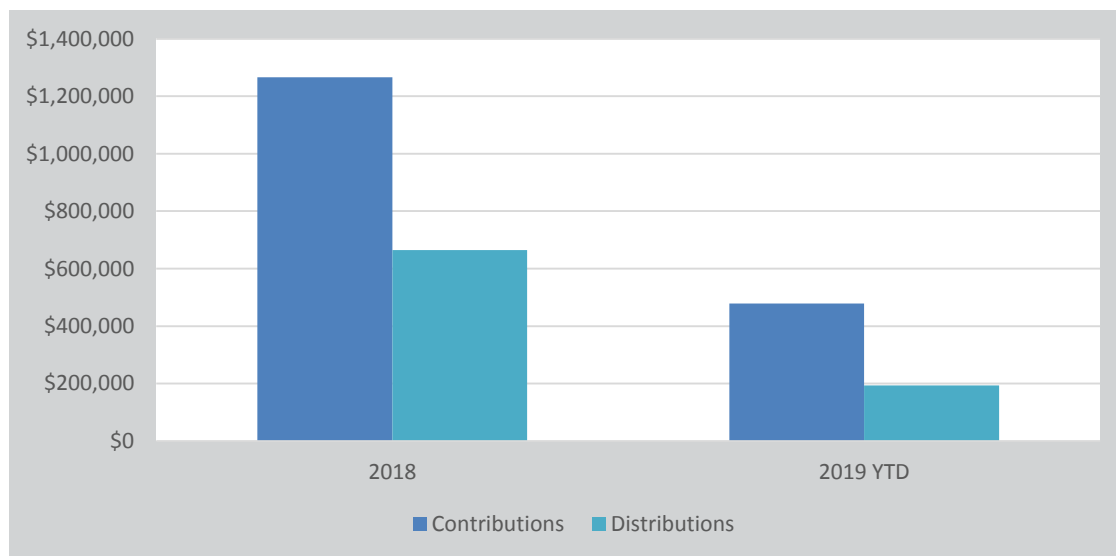


# Plan Flow

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	\$478,120	\$192,961	\$702,794	\$18,395,132





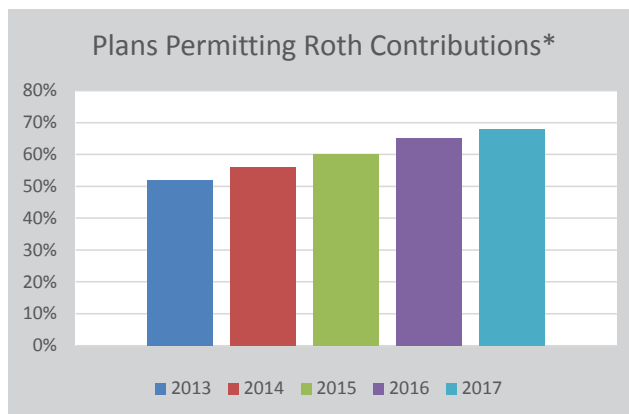
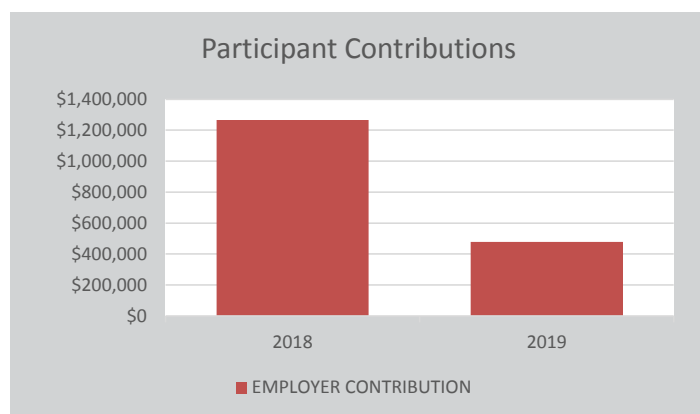
# Contributions and Distributions

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
<b>EMPLOYER CONTRIBUTION</b>	\$1,265,749	\$478,120



## Plan Distribution Detail

	2018		2019	
<b>LUMP SUM</b>	\$444,354	38	\$66,088	12
<b>ROLLOVER</b>	\$144,355	7	\$102,597	3
<b>IN-SERVICE</b>	\$0	0	\$0	0
<b>FORCE OUT</b>	\$2,543	1	\$1,637	1
<b>OTHER</b>	\$72,836	7	\$22,639	2

\* 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
<b>Participation rate</b>	0%	0%
<b>National average*</b>	78%	N/A
<b>National average by number of employees*</b>	83%	N/A

## Participation by Age Range\*\*

Range	≤ 30	31 to 40	41 to 50	51 to 60	61+
<b># Contributing</b>	0	0	0	0	0
<b># Eligible</b>	128	186	188	159	62
<b>% Contributing</b>	0%	0%	0%	0%	0%

## Participation by Salary Range\*\*

Range	< \$30k	\$30 - \$50k	\$50 - \$75k	\$75 - \$100k	\$100 - \$125k	\$125k +
<b># Contributing</b>	0	0	0	0	0	0
<b># Eligible</b>	350	296	58	13	4	2
<b>% Contributing</b>	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
<b>Average account balance</b>	\$17,653	\$18,088
<b>Median account balance</b>	\$6,373	\$6,600
<b>National average*</b>	\$96,288	N/A

## Average Account Balance by Age\*\*

Range	≤ 30	31 - 40	41 - 50	51 - 60	61+
<b>Average account balance</b>	\$2,849	\$9,534	\$17,799	\$30,309	\$37,369
<b>% Contributing</b>	0%	0%	0%	0%	0%

## Average Account Balance by Salary\*\*

Range	< \$30k	\$30 - \$50k	\$50 - \$75k	\$75 - \$100k	\$100 - \$125k	\$125k +
<b>Average account balance</b>	\$6,765	\$21,040	\$42,537	\$43,273	\$118,147	\$225,018
<b>% Contributing</b>	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	\$2,316	\$0
# of Eligible	723	N/A	741
# 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	101	\$1,535,888	8%
Vanguard Tot Bd Mkt Idx Adm	X	73	\$464,546	3%
Putnam Dynamic AA Growth Y		16	\$445,459	2%
Putnam Dynamic AA Conserv Y		20	\$396,918	2%
BlackRock LifePth Idx Ret K		16	\$487,834	3%
BlackRock LifePth Idx 2020 K		52	\$1,752,802	10%
BlackRock LifePth Idx 2025 K		83	\$2,036,365	11%
BlackRock LifePth Idx 2030 K		79	\$1,499,562	8%
BlackRock LifePth Idx 2035 K		98	\$1,848,968	10%
BlackRock LifePth Idx 2040 K		101	\$1,360,190	7%
BlackRock LifePth Idx 2045 K		157	\$1,820,137	10%
BlackRock LifePth Idx 2050 K		131	\$551,949	3%
BlackRock LifePth Idx 2055 K		95	\$196,657	1%
BlackRock LifePth Idx 2060 K		31	\$28,774	0%
Putnam Dynamic AA Balanced Y		42	\$863,811	5%
MFS Value R6	X	85	\$1,032,512	6%
iShares S&P 500 Index K	X	52	\$487,105	3%
TIAA-CREF Inst Lg Cp Gr Inst	X	78	\$202,939	1%
Wells Fargo Spec MdCpVal Ins	X	2	\$4,168	0%
Vanguard Mid Cap Index Adm		11	\$82,140	0%
MassMutual Select MidCapGr I	X	79	\$661,027	4%
DFA US Small Cap Value I	X	72	\$175,731	1%
Janus Henderson Triton T		47	\$146,317	1%
Hartford Intl Opportun R6	X	0	\$0	0%
American Funds New World R6		81	\$306,979	2%
Principal Real Estate Sec I		4	\$6,355	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	13	15	11
2018	21	31	25
2017	8	7	8
2016	19	1	10
< 2016	46	8	52
Total	107	62	106

## 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:  
\$36130.29

### 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
733	238	741	32%

## Online Transfer and Rebalance Activity

	2018	2019
Transfers requested online	10	0
Rebalance requests initiated online	4	1

	Number Requested Online	Total Number Requested	% Requested Online
Distribution activity	1	12	8%
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
<b>ERISA 3(21) Investment Advisory Fiduciary</b>	No	Plan level investment fiduciary services.
<b>ERISA 3(38) Investment Management Fiduciary</b>	No	Investment management fiduciary services with discretionary transactional authority over investments.
<b>Auto Enrollment</b>	No	Form of enrollment that makes opting out an affirmative election.
<b>Qualified Default Investment Alternative</b>	Yes	Default investment election for any participants that do not actively select investments. Reduces plan sponsor liability.
<b>Mainspring Managed</b>	No	Participant managed service that provides an investment and savings recommendation based on a gap analysis.
<b>MAP</b>	Yes	The Standard can approve loans and distributions on behalf of the plan sponsor.
<b>GOLD</b>	Yes	Online loans and distribution processing.
<b>Portfolio</b>	No	Participants can choose from predetermined portfolio options based on a simple quiz.
<b>Online Enrollment</b>	Yes	Provides participants the opportunity to enroll from anywhere they are able to connect online.
<b>Paperless Statements</b>	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
<b>Compliance Testing</b>	Yes	When providing full service administration the Standard can act as a fiduciary for certain key plan administration responsibilities when performing compliance testing.
<b>Manager of the Approval Process</b>	Yes	The Standard takes on a fiduciary role with the approval of loans, distributions and withdrawals.
<b>Notices</b>	Yes	The Standard takes on a fiduciary role by distributing certain required notices to participants.
<b>Enrollment Alerts</b>	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	\$18,395,132
Contributions	\$1,265,749	\$478,120
Deferrals	\$0	\$0
Employer	\$1,265,749	\$478,120
Rollover	\$0	\$0
Market impact	\$566,406	\$702,794
Distribution \$	\$664,087	\$192,961
Distribution #	53	18

Participant Information	2018	2019 YTD
Eligible participants	723	741
Contributing participants	0	0
Employees w/ balance	986	1,015

# 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	\$18,087.69
Average deferral	\$0.00	\$0.00

Web Utilization	2018	2019 YTD
% Registered	30%	32%
Directives updated online	10	0
Rebalance requests initiated online	4	1
Distributions initiated online	4	1
Loans initiated online	0	0



2724 L Street  
Bakersfield, CA 93301  
661.328.8888  
661.328.8880 fax  
www.first5kern.org

April 9, 2019

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

**Commissioners**

Lucinda Wasson  
Chairperson

Al Sandrini  
Vice Chairperson

Jennie Sill  
Secretary

Dena Murphy  
Treasurer

Supervisor Mick Gleason

Michelle Curioso

Susan Lerude

Kelly Richers

**Alternate Commissioners**

Supervisor Zack Scrivner

Russ Hasting

Antanette Reed

Jason Giffard

**Executive Director**

Roland Maier

Re: 2015.2.6 – East Kern Family Resource Center (Community Action Partnership of Kern)

Dear Mr. Tobias:

This letter addresses the results of our Annual Administrative Review conducted on March 25, 2019, of the East Kern Family Resource Center. The objective of the annual administrative review is to determine if the program has fulfilled the evaluation, fiscal and program contractual requirements outlined in the General Agreement. The visit was also an opportunity to discuss the program's accomplishments and challenges.

**Program Summary**

Quarterly reports were reviewed to verify progress of performance measures, timeliness, program activities and potential issues/challenges detailed in the executive summary.

**Performance Measure Review:**

- Fiscal Year 2017-18:
  - Of the 10 performance measures listed on the Scope of Work-Evaluation Plan, 3 were not met:
    - 2.1.4 Case Management – Parents/Guardians (63% of annual target)
    - 2.2.1 Parent Education – Court Mandated (40% of annual target)
    - 3.1.3 Center-Based Activities – Summer Bridge (70% of annual target)
- Fiscal Year 2018-19: Performance measure progress is based on quarterly target projections set by the program coordinator.
  - After reviewing quarters 1 and 2, the following performance measures are areas of concern:
    - 2.1.4 Case Management – Parents/Guardians (30% of annual target)
    - 2.2.1 Parent Education – Court Mandated (30% of annual target)

**Timeliness:**

- Fiscal Year 2017-18:
  - All program quarterly reports and follow-up items were submitted on time.
- Fiscal Year 2018-19:
  - All program quarterly reports and follow-up items were submitted on time.





**Fiscal Summary**

From a fiscal perspective, the contractor has complied with contractual requirements. The financial reports and quarterly claims are reliable and accurate. All supporting documentation has been readily available and provides adequate detail to support transactions. The contractor has confirmed their inventory control practices, and the custody and use of resources are in accordance with requirements. The policy regarding timeliness for quarterly claims was discussed due to the contractor submitting late claims although, all fiscal staff was new to the Contractor during this reporting period.

The program specific audit for the year ending February 28, 2018, was submitted late after the approved extension due date and the payments were confirmed. The audit policy was reviewed with the new Chief Finance Officer. The audit report was unmodified, with no findings or exceptions.

Sustainability records include funding from the County of Kern/ Kern County Network for Children (Non-Prop 10 portion of Differential Response funding) and the California Department of Social Services. In addition, the contractor receives non-monetary donations. The contractor has been seeking additional funding opportunities. Sustainability efforts are reported in the quarterly Fiscal Executive Summary, which were submitted timely.

Accounting policies and procedures appear to be adequately in place and are being followed for contract transactions. Community Action Partnership of Kern has demonstrated the fiscal capacity to administer this program.

**Recommendations**

Fiscal Year 2017-18:

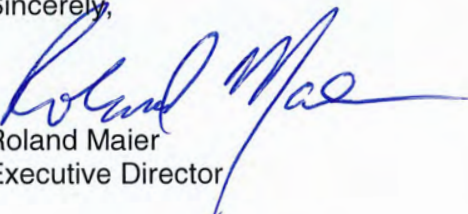
- No recommendations.

Fiscal Year 2018-19:

- No recommendations.

A copy of the full report is maintained on file with First 5 Kern and is available at your request. If you have any questions or comments regarding this correspondence, please feel free to contact your respective program or finance officer.

Sincerely,



Roland Maier  
Executive Director

cc: Carmen Segovia, Director  
Whitney Hughes, Supervisor



Development Services Department  
Jacquelyn R. Kitchen, Development Services Director

Phil Burns, Building Director  
Building Division  
Phone: (661) 326-3720

*"Facilitating the Future of Bakersfield"*

Kevin F. Coyle, Planning Director  
Planning Division  
Phone: (661) 326-3681

July 10, 2019

Jaime Orona, Program Manager  
CAPK Food Bank  
5005 Business Park North  
Bakersfield, CA 93309

RE: Facility Monitoring, CDBG Program Agreement No. ED 16-202

Dear Mr. Orona:

Thank you for taking the time to meet with me regarding the monitoring of your facility's Community Development Block Grant Agreement. It was a pleasure meeting you and visiting your facility. Your facility and operation was found to be in compliance with Agreement # ED 16-202.

Along with monitoring your actual facility, I have reviewed your financial information, insurance, client records, handicapped accessibility, safety policies, non-discrimination policies, accounting practices, operational procedures, and fair employment policies. I did not observe any violations of the federal prohibitions concerning sectarian or political activities during my visit.

Attached is your copy of the Monitoring Completion Notice. These funds are under the regulation of CDBG HUD funding and will be monitoring for FY 2019-2020 in the next year. The Monitoring staff will contact you to schedule the next monitoring appointment. Should you have any questions, or require further information, please contact me at (661) 326-3616.

Sincerely,

A handwritten signature in blue ink that reads 'Chris Hinds'.

Christopher Hinds  
Associate Planner



**City of Bakersfield  
Monitoring Completion  
Notice**

Date: July 10, 2019      Staff Monitor: Christopher Hinds  
Agreement #: ED 16-202      Project Address: 5005 Business Park North  
Project Name: Community Action Partnership of Kern – Food Bank

**I. File Review:** Verify activities are met and necessary documentation is available.

Annual Financial Report	X	Board & Staff lists	X
Insurance Certificates	X	No Discrimination	X
Marketing Plan	X	No Sectarian Usage	X
Low-Mod Usage	X	Rent Restrictions	X
Occupancy Restrictions	X	Fair Housing Posters	X

**II. On-Site Review:** Do a physical inspection of the site to confirm the following are met.

Handicapped Access	X	Hours Posted	X
Fire Alarms	X	Fire Extinguishers	X
Fire Sprinklers	X	Safety Procedures	X
Interviews	X	Licenses	X

Based on staff review of the documents, we find that all applicable CDBG requirements have been met. Monitoring of fiscal years 2018-2019 is complete. Next monitoring will be approximately June 2020.

Once again thank you for your cooperation throughout this process. Should you have any questions or concerns please contact me at 661.326.3616

Sincerely,



Christopher Hinds  
Associate Planner



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](http://www.csd.ca.gov)



EDMUND G. BROWN JR.  
GOVERNOR

June 5, 2019

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

SUBJECT: 2019 DESK REVIEW REPORT- C-19-019

Dear Mr. Tobias,

The Department of Community Services and Development (CSD) has conducted a Monitoring Desk Review of your agency for contract 19F-4015. The desk review included a review of your administrative, board governance, prior monitoring reports, fiscal and programmatic documents.

For the 2019 program year, the result of the desk review has determined that your agency is in compliance with the contractual requirements and applicable federal and state laws.

Thank you for your continued dedication and commitment to serve low-income individuals and families in your local area. If you have any questions concerning the desk review, please contact me at (916) 576-5313 or [sandra.fletcher@csd.ca.gov](mailto:sandra.fletcher@csd.ca.gov).

Sincerely,

Sandra Fletcher  
Analyst, Technical Support Unit

C: Melissa Grubb, Manager  
Technical Support Unit

C: Curtis Floyd, Board Chair

JUN 07 2019



Department of Community Services and Development  
Community Services Division  
Desk Review Cover Sheet (rev 4/2019)

**Agency Information**

Agency Name	Community Action Partnership of Kern
Agency Type	Community Action Agency-Private
Report #	C-19-019
CSD/Field Representative	Sandra Fletcher
Date Completed	May 24, 2019

**Cover Sheet for Desk Review Documentation**

1. Review of all contracts and document the following:
  - Contract # 19F-4015
  - Term of Contract: January 1, 2019 – December 31, 2019
  - Contract Amount: \$1,489,531
  - Percent Expended to Date: 27.31%
  - Type of Contract: CSBG
2. Review prior year's monitoring report and follow-up.
  - Type of Monitoring Report: Desk Review
  - Date of Report: July 27, 2018
  - Report #: C-18-019
  - No Compliance Issues
3. Review the board roster for identification of any vacancies and the length of vacancy.
  - The board roster dated May 23, 2019 was reviewed. There are currently no board vacancies.
4. Board Minutes were reviewed for timely submittal and content to assess the board's involvement in the development, planning, implementation, and evaluation of the agency's program and to determine if the board meets a quorum.
  - A review of the board minutes from January 30, 2019, February 27, 2019, and March 27, 2019 indicates the Board is involved in the development, planning, implementation, and evaluation of the agency's programs. The minutes indicated a quorum was met.
5. Review of the CSBG Annual Report for timely submission and program performance/progress.
  - The CSBG Annual Report was due to CSD on or before March 8, 2019.



- The agency submitted the CSBG Annual Report to CSD on March 8, 2019.
6. Review of the 2018 Organizational Standards report shows that per the state assessment the agency is at:
    - 100%
  7. Expenditure Progress: The agency is currently at 27.31% expended.

COMMUNITY ACTION PARTNERSHIP *of* KERN  
BUDGET & FINANCE COMMITTEE MEETING  
5005 Business Park North, Bakersfield, CA  
August 14, 2019  
12:00 p.m.

MEETING MINUTES

1. **Call to Order**

Committee Chair Janea Benton 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: Janea Benton, Jimmie Childress, Guadalupe Perez, Ana Vigil

Absent:

Others Present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development; Ray Quan, Director of Human Resources; Pritika Ram, Director of Administration; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer

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 – Sheila Shegos, Outreach & Grant Administrator – ***Action Item***

1. First 5 Kern for 211 Help Me Grow Program
2. First 5 Kern for 211 Information & Referral Program
3. First 5 Kern for East Kern Family Resource Center School Readiness Initiative & Case Management Program
4. National Science Foundation for 21<sup>st</sup> STEM Initiative Program at Shafter Youth Center & Friendship House Community Center
5. Northrop Grumman Foundation for 21<sup>st</sup> STEM Initiative Program at Shafter Youth Center and Friendship House Community Center
6. Target Distribution Center for Museum on the Move Program for Shafter Youth Center
7. United Way of Kern / Emergency Food & Shelter Phase 36 for Food Procurement & Distribution

Sheila Shegos provided the Application Status reports for the months of June & July and stated that 8 grants were submitted and 4 were awarded in the amount of \$156,598, and 3 were declined. All items were approved by the PRE Committee on August 7, 2019.

Motion was made and seconded to approve the Application Status Report and Funding Requests. Carried by unanimous vote. (Childress/Perez).

- b. Head Start and Early Head Start Budget to Actual Reports for the Period Ended July 31, 2019 – Donna Holland, Fiscal Administrator – **Info Item**
1. Kern Head Start Budget to Actual for the Period Ended June 30, 2019
  2. Kern Early Head Start Budget to Actual for the Period Ended June 30, 2019
  3. Kern Head Start & Early Head Start Budget to Actual for the Period Ended July 31, 2019
  4. San Joaquin Early Head Start Budget to Actual for the Period Ended July 31, 2019
  5. Early Head Start Child Care Partnerships Budget to Actual for the Period Ended July 31, 2019
  6. Early Head Start Expansion Budget to Actual for the Period Ended July 31, 2019.

Donna Holland 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 June 30, 2019. Four months (100%) of the four-month budget period have elapsed. Overall Base Fund expenditures are at 100% of budget, Training & Technical Assistance (T&TA) funds are at 98% of budget, and the Non-Federal Share is at 152% of budget.

Donna Holland 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 June 30, 2019. Four months (100%) of the four-month budget period have elapsed. Overall Base Fund expenditures are at 95% of budget, Training & Technical Assistance (T&TA) funds are at 99% of budget and unexpected funds carried over from the prior year were fully expended to reduce the debt on the Pete H Parra facility.

Donna Holland reported that the Office of Head Start (OHS) awarded CAPK the full amount of its Head Start & Early Head Start grant for a five-year period. The first annual budget period is July 1, 2019 to February 29, 2020. The Head Start Kern Budget to Actual Report for the Period Ended July 1, 2019. One month (13%) of the eight-month budget period has elapsed and overall Base Fund expenditures are at 5% of budget. Training & Technical Assistance Funds (T&TA) are at 5% of budget and Non-Federal Share is at 7% of budget.

Donna Holland reported that for the Early Head Start Kern Budget to Actual Report for the Period Ended July 1, 2019. One month (13%) of the eight-month budget period, Base Funds are at 3% of budget, T&TA expenditures are at 5% of budget. Donna also reported that CAPK was awarded additional funds for the purpose of converting 4 pre-k classrooms to toddler classrooms, and constructing and furnishing additional modular classrooms at 4 CAPK facilities.

Donna Holland provided the San Joaquin Early Head Start Budget to Actual Report for the Period Ended July 31, 2019. Six months (50%) of the budget period have elapsed and overall Base Fund expenditures are at 41% of budget. T&TA Funds are at 56% of budget and the Non-Federal Share is at 38% of budget.

Donna Holland provided the Early Head Start Child Care Partnerships Budget to Actual Report for the period ended July 31, 2019. Eleven months (92%) of the budget period have elapsed. Overall Base Fund expenditures are at 91% of budget. T&TA funds are incurred as needed and are currently at 68% of budget and the Non-Federal Share is at 132% of budget. At the end of this grant period, it will roll into the Early Head Start Expansion Budget to combine both into one.

Donna Holland provided the Early Head Start Expansion Budget to Actual Report for the period ended July 31, 2019. This is a start-up grant and staff are in the process of recruiting children. Overall Base Fund expenditures are at 1% of budget. T&TA expenditures are at 3% of budget and the Non-Federal Share is at 0% of budget.

c. Finance Staffing Changes – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster proposed the following staffing changes within the Finance Division:

- Change grades for the Accounting Technicians from grade 6 to grade 8. The change reflects revised job descriptions and revised expectations, which also matches market data.
- The reclassification of Accounting Clerk to Accounting Technician to provide additional support to Payroll and Accounts Payable, and as a result, eliminate the Accounting Clerk position.
- Add an Administrative Assistant to the Director position to provide administrative support to the CFO and Finance Division, and assume some of the responsibilities of the Accounting Clerk. In addition, all travel for each Division will be handled by this position.
- Add the position of Staff Accountant to be responsible for the new CalFresh program.
- Moving the Head Start Fiscal staff under the Finance Division to streamline processes and reduce task redundancy.

All proposed changes are geared towards providing greater support to individual programs and align the Division to be growth minded and create succession planning.

Motion was made and seconded to approve the Finance Staffing Changes as presented. Carried by unanimous vote. (Perez/Vigil).

6. **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 the unrestricted cash balance is \$543,732 as of July 31, and there was a net decrease of \$1,251 due to miscellaneous expenses that are not allowed within contracts.

b. Financial Statements, July 2019 – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented a copy of the Financial Statements for July 2019 and reported that it was necessary to utilize the line of credit in the amount of \$1.2 million in July due to delayed payments, and Tracy emphasized that building cash flow is an important objective of the Finance Division.

Tracy reported that the agency credit cards have moved from Bank of America to Wells Fargo, which offers more opportunities for control. Jim Childress expressed concern about using one bank for all agency banking needs. Tracy replied that we have to choose a banking facility that meets all of the needs and Bank of America credit cards were difficult to administer.

Central Kitchen, expenditures were at 34.6% at the end of July and USDA revenue was at 35.6%. Expenditures are below the target of 41.67% due to dormant activity over the summer months.

CMAP is closing the state fiscal year ending 6/30/19 with 93.20% earned. The lower percentage is a reflection of having received a significant mid-year increase. Center based state programs (CSPP, CMIG, and CCTR) reflect low enrollment numbers for the month of July, however, this is reflective of the program being dormant during the summer months.

Tracy reported that the Finance Division is fully staffed, and the interim audit began during the month of May and staff is working on the closeout processes. In addition, staff is on target to complete a draft of the financial statements before the final audit fieldwork in October & November.

Agency expenditures are currently at 32% for the year, which is slightly less than the 41.67% projected. However, the budget reflects the revised budget presented and approved at the July Executive Committee meeting. The budget revision included the start-up funds for Head Start capacity and the CalFresh Healthy Living program starting on October 1, 2019.

The Indirect Fund budget to actual report for month end June 30, 2019 shows that revenue exceeded expenditures by \$81,958, which is 79.3% of the budget indirect revenue. Overall expenditures are 37% of budget and less than 41.67%

Motion was made and seconded to approve the Financial Statements for July 2019. Carried by unanimous vote. (Perez/Vigil)

7. **Committee Member Comments**

Lupe asked about Public Charge and stated that the final ruling was made today. How will CalFresh Healthy Living program function moving forward? Information must be provided to participants. Lupe said that her organization is providing education this evening.

Janea Benton asked the Committee members to think about how they want to see reporting going forward for the Budget & Finance Committee meetings.

8. **Next Scheduled Meeting**

Budget & Finance Committee Meeting  
Wednesday, September 18, 2019  
12:00 p.m.  
5005 Business Park North  
Bakersfield, California 93309

9. **Adjournment**

The Meeting was adjourned at 12:52 pm

COMMUNITY ACTION PARTNERSHIP OF KERN  
FUNDING REQUESTS AND APPLICATION STATUS REPORT  
**PENDING - June & July 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
2/27/2019	2/14/2019	California Complete Count Census 2020 Office	Census Outreach	\$ 657,770
	3/29/2019	CA Board of State Community Corrections	SYV/FHCC/211 Youth Reinvestment Project (3 Years)	\$ 225,000
5/29/2019	5/13/2019	US Bank	Small Business Initiative	\$ 20,000
5/29/2019	6/11/2019	US DHHS - ACF - Family Strengthening	EKFR Center for Hope (3 years)	\$ 2,500,000
5/29/2019	6/24/2019	Wells Fargo	VITA Your Money Your Goals Financial Empowerment	\$ 50,000
TBD	7/26/2019	Walmart	Food Bank C-Train	\$ 5,000
TBD	7/26/2019	Walmart	FHCC STEM Labs	\$ 5,000
TBD	7/26/2019	Walmart	CDD Small Business Initiative	\$ 5,000
TBD	7/30/2019	First 5 Kern	EKFR School Readiness & Case Management	\$ 808,863
TBD	7/30/2019	First 5 Kern	2-1-1 Kern Help Me Grow	\$ 892,242
TBD	7/30/2019	First 5 Kern	2-1-1 Kern Information & Referral Families with Children 0-5	\$ 726,970

COMMUNITY ACTION PARTNERSHIP OF KERN  
FUNDING REQUESTS AND APPLICATION STATUS REPORT  
**AWARDED -June & July 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
4/24/2019	5/14/2019	Virginia and Alfred Harrel Foundation	Food Bank Truck	\$35,000	\$ 35,000	
3/27/2019	5/22/2019	Kern Family Health Care	EKFC Emergency Closet	\$2,000	\$ 2,000	6/1/2019-5/31/2019
3/27/2019	5/22/2019	Kern Family Health Care	SYC Museum on the Move	\$2,000	\$ 2,000	6/1/2019-5/31/2019
3/27/2019	5/22/2019	Kern Family Health Care	FHCC Museum on the Move	\$2,000	\$ 2,000	6/1/2019-5/31/2019
3/27/2019	5/22/2019	Kern Family Health Care	211/KCHC Hearing Bags for Homeless	\$2,000	\$ 2,000	6/1/2019-5/31/2019
11/5/2018	5/23/2019	California Coastal Commission-Whale Tail	Youth Centers Ocean Education and Trip	\$8,000	\$ 8,000	6/1/2019-5/31/2019
3/27/2019	5/26/2019	Borax Visitors Center Foundation	EKFC Health Link	\$4,000	\$ 3,000	6/1/2019-5/31/2019
4/24/2019	6/6/2019	Kern County Dept. of Human Services	FHCC/SYC Youth Mentoring	\$ 158,400	\$ 70,000	7/1/2019-6/30/2019
TBD	6/28/2019	Target	SYC Museum on the Move	\$ 2,000	\$ 2,000	7/1/19-12/31/19
TBD	7/17/2019	United Way Kern County Phase 36	Food Bank General Operating Support	\$ 175,000	\$ 79,598	10/1/2019-9/30/2020
TBD	7/17/2019	Stater Bros-Harvesting Hope	Food Bank General Operating Support	\$ 15,000	\$ 5,000	8/1/2019-12/31/2019
Total Awards				\$ 573,926		

COMMUNITY ACTION PARTNERSHIP OF KERN  
FUNDING REQUESTS AND APPLICATION STATUS REPORT  
**DECLINED - June & July 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
1/23/2019	2/26/2019	California Office Child Abuse Prevention	Case management for pregnant/mothers with Substance Abuse History-3 Yr. Funding for EKERC, SYC, FHCC	\$1,800,000
2/27/2019	3/15/2019	Kern County Dept. of Human Services	Kinship-EKERC, FHCC, & SYC	\$158,400
1/23/2019	4/4/2019	CA Department of Public Health	SYC I&E Program (Reapplication 2Yrs)	\$249,420
1/30/2019	4/22/2019	Bank of the Sierra	STEM for the Youth Centers	\$5,000
2/27/2019	No Response	Union Bank	FHCC/SYC STEM	\$ 25,000
3/27/2019	6/6/2019	Bank of America	Food Bank Expansion Project	\$ 50,000
10/31/2018	6/21/2019	Kern County CDBG	Food Bank Expansion Project	\$ 458,293
2/27/2019	7/10/2019	California Coastal Conservancy	FHCC/SYC Explore the Coast	\$ 13,558



# Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Public  
**Project Name:** 211 Kern Help-Me-Grow  
**Funder Name:** First 5 Kern  
**Grant Program Name:** 211 Kern  
**Funding Period:** 07/01/2020-6/30/2025  
**CFDA #** N/A

**Division Director:** Pritika Ram  
**Program Manager:** Irene Fonseca (Interim)

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

## **A. Narrative description of funding request, including goals:**

CAPK's 211 Kern is requesting \$892,242 (5 years of funding) from First 5 Kern to continue providing the Help-Me-Grow Developmental Delay Screening and Referral program. The program will use the 2-1-1 Kern information and referral system to provide timely and effective access to early identification and intervention of developmental delays, behavioral issues, and autism spectrum disorder in Kern County children ages 0 – 5 years.

Care coordinators will use the Ages and Stages Questionnaire (ASQ) to determine if a child may have developmental issues. The care coordinator will make referrals for children who are indicated as needing further evaluation and/or services and will provide case management and support families in accessing services. The Community Liaison will provide community outreach and education to increase awareness of the importance of early screenings; build relationships with other agencies/organizations and health care providers/pediatricians; and build a coalition of stakeholders to further support early intervention efforts.

## **B. Use of Funds:**

The requested funds will be used to cover personnel costs; program supplies; staff mileage; and cost allocations for 2-1-1 office space, data systems, and 2-1-1 Call Center software.

## **C. Approvals:**

1. \_\_\_\_\_  
Division Director Date  
2. Pritika 7/17/19  
Director of Community Development Date

3. [Signature] 7/22/19  
Chief Financial Officer Date  
4. [Signature] 7/23/19  
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:** 2-1-1 Kern County Information & Referral

**Funder Name:** First 5 Kern

**Grant Program Name:** 2-1-1 Kern County

**Funding Period:** 07/01/2020 – 06/30/2025

**CFDA #** N/A

**Division Director:** Pritika Ram

**Program Manager:** Irene Fonseca  
(Interim)

☐ **New Funding**

☒ **Re-Application**

**A. Narrative description of funding request, including goals:**

CAPK's 2-1-1 Kern Information and Referral Helpline is requesting \$726,970 (5 years of funding) from First 5 Kern. Funding will help support 2-1-1 Kern County's information and referral services to (1) assist families with uninsured children ages 0-5 to identify/enroll in health insurance programs; (2) assist families with children 0-5 find a dental home for pediatric dental services; and (3) connect pregnant women to prenatal service providers and Family Resource Centers.

**B. Use of Funds:**

The requested funds will be used for staff salaries and benefits, mileage, program expenses and cost allocations for the 2-1-1 office space, data systems, and 2-1-1 call center software.

**C. Approvals:**

1. \_\_\_\_\_  
Division Director Date

2. Pritika 7/17/19  
Director of Planning, Research & Dev. Date

3. Jay Webster 7/22/19  
Chief Financial Officer Date

4. J.T.P. 7/23/19  
Chief Executive Officer Date

**D. Board:**

☐ Policy Council  
Date: \_\_\_\_\_

☐ PRE Presentation  
Date: \_\_\_\_\_

☐ B&F Approval  
Date: \_\_\_\_\_

☐ Board Approval  
Date: \_\_\_\_\_



# Community Action Partnership of Kern Funding Request Profile

**Source of Funds:** Public  
**Project Name:** EKFRS School Readiness Initiative & Case Management  
**Funder Name:** First 5 Kern  
**Grant Program Name:** EKFRS  
**Funding Period:** 07/01/2020-6/30/2025

**CFDA #** N/A  
**Division Director:** Carmen Segovia  
**Program Manager:** Whitney Hughes

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

**A. Narrative description of funding request, including goals:**

CAPK's East Kern Family Resource Center (EKFRS) is requesting \$808,863, (5 years of funding) from First 5 Kern to continue providing the EKFRS School Readiness Initiative & Case Management program to families residing in Boron, California City, North Edwards, Mojave, Rosamond, and Tehachapi. Due to the geographic isolation and many socio-economically disadvantaged families who reside in this area, there is a high need for the early childhood education and family support opportunities provided by the EKFRS.

The School Readiness Initiative & Case Management program prepares children to enter kindergarten and strengthens families through the School Readiness Initiative (center- and home-based services), Summer Bridge Program, Family Case Management, Parenting Education that meets court-mandated requirements, East Kern Collaborative, and team articulation meetings.

**B. Use of Funds:**

The requested funds will be used to cover personnel costs; cost allocations for space costs including utilities; program supplies; and staff mileage.

**C. Approvals:**

<p>1. <u>Carmen Segovia</u> <u>7/17/19</u>  Division Director Date</p>	<p>3. <u>Jacqui Webster</u> <u>7/22/19</u>  Chief Financial Officer Date</p>
<p>2. <u>Pruthi</u> <u>7/17/19</u>  Director of Community Development Date</p>	<p>4. <u>Jim T. P.</u> <u>7/23/19</u>  Chief Executive Officer Date</p>

**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:** 21<sup>st</sup> STEM Initiative  
**Funder Name:** National Science Foundation  
**Grant Program Name:** SYC & FHCC STEM  
**Funding Period:** 1/1/2020 – 12/31/2021  
**CFDA #:** N/A

**Division Director:** Carmen Segovia

**Program Manager:** Lois Hannibal,  
Angelica Nelson

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

## **A. Narrative description of funding request, including goals:**

CAPK's Shafter Youth Center and Friendship House is applying to the National Science Foundation for funding for 2 years of up to \$25,000. The funding will provide for a robust Science, Technology, Engineering and Math (STEM) Program emphasizing STEM teacher support and enhancing critical and strategic problem solving abilities to STEM related problems in small class settings. The goal of the grant is to provide a comprehensive STEM program support for teachers and students through educational, internship and workforce professional development to school districts and low-income youths.

The grant will provide youths from 5 -15 years of age with STEM exposure and another cohort of youths ages 16 -18 for internship training and possible opportunities for entry level STEM placement with local STEM companies. STEM area partners have been contacted for possible collaborations to facilitate the mentoring and internship networking process for low-income youths as well as provide job placement opportunities.

## **B. Use of Funds:**

\$25,000 is being requested to fund a Program Educator, purchase STEM supplies and provide for two field trips to two STEM industries (robotic and engineering) located in Bakersfield.

## **C. Approvals:**

1. Carm Segovia 7/23/19  
Division Director Date

3. Jay Webster 7/23/19  
Chief Financial Officer Date

2. Phyllis 7/23/19  
Director of Community Development Date

4. J.T. # 7/24/19  
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:** Private

**Project Name:** 21<sup>st</sup> STEM Initiative

**Funder Name:** Northrop Grumman Foundation

**Grant Program Name:** SYC & FHCC STEM

**Funding Period:** 1/1/2020 – 12/31/2021

**CFDA #:** N/A

**Division Director:** Carmen Segovia

**Program Manager:** Lois Hannibal,  
Angelica Nelson

☒ **New Funding.**

☐ **Re-Application**

## **A. Narrative description of funding request, including goals:**

CAPK's Shafter Youth Center and Friendship House is applying to the Northrop Grumman Foundation for funding for 2 years of up to \$25,000. The funding will provide for a robust Science, Technology, Engineering and Math (STEM) Program emphasizing engineering, space technology and chemical science. The goal of the grant is to provide a comprehensive STEM program support for students through educational, internship and workforce professional development to school districts and low-income youths.

The grant will provide youths from 5 -15 years of age with STEM exposure and another cohort of youths ages 16 -18 for internship training and possible opportunities for entry level STEM placement with local STEM companies. STEM area partners have been contacted for possible collaborations to facilitate the mentoring and internship networking process for low-income youths as well as provide job placement opportunities.

## **B. Use of Funds:**

\$25,000 is being requested to fund a Program Educator, purchase STEM supplies and provide for two field trips to two STEM industries (aerospace and engineering) located in Bakersfield.

## **C. Approvals:**

1. <u>Carmen Segovia</u> <u>7/23/19</u> Division Director Date	3. <u>[Signature]</u> <u>7/23/19</u> Chief Financial Officer Date
2. <u>[Signature]</u> <u>7/23/19</u> Director of Community Development Date	4. <u>[Signature]</u> <u>7/24/19</u> 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:** Private  
**Project Name:** Museum on the Move  
**Funder Name:** Target Distribution Center  
**Grant Program Name:** Shafter Youth Center  
**Funding Period:** 10/1/2019-9/30/2020  
**CFDA-N/A**

**Division Director:** Ralph Martinez

**Program Manager:** Angelica Nelson

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

## **A. Narrative description of funding request, including goals:**

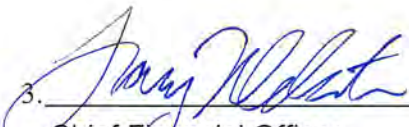
CAPK is applying for \$2,000 from the Target Distribution Center to provide 30 low-income disadvantaged children ages 6-18 at the Shafter Youth Center (SYC) with art education. The Bakersfield Museum of Art (BMOA) "Museum on the Move" program is a hands-on enrichment program that brings fine arts to culturally isolated areas throughout Kern County. SYC participants will learn the fundamentals of drawing, painting, and sculpting, as well as facts about influential artists and art history. The program will provide students with positive avenues for self-exploration and expression and encourage them to look at themselves, their heritage, and their environment in new ways. Up to 17 classes will be provided to SYC participants in a time span of 8 weeks.


## **B. Use of Funds:**

The requested funds will be used for BMOA to provide the teachers and all art supplies for the classes. Also included are mileage costs for the teachers to travel from Bakersfield to SYC.

## **C. Approvals:**

1. \_\_\_\_\_  
Division Director Date

3.  6/28/19  
Chief Financial Officer Date

2.  6-26-19  
Director of Community Development Date

4.  6/28/19  
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:** Federal

**Project Name:** Food Procurement and Distribution

**Funder Name:** United Way of Kern County/  
FEMA: Emergency Food & Shelter- Phase 36

**Grant Program Name:** CAPK Food Bank

**Funding Period:** 8/1/2019 – 3/31/2020

**CFDA #:** TBD

**Division Director:** Carmen Segovia

**Program Manager:** Jaime Orona

☐ **New Funding**

☒ **Re-Application**

**A. Narrative description of funding request, including goals:**

CAPK'S Food Bank is requesting up to \$175,000 from United Way of Kern County Emergency Food and Shelter Program (EFSP-Phase 36) funding. The purpose of the EFSP is to supplement and expand the work of local social service agencies to assist people experiencing severe economic crisis and resulting food insecurity. The EFSP is funded by the Federal Emergency Management Agency (FEMA), and a 12-member Local Board distributes the appropriate funds to qualified nonprofit organizations working to reduce hunger and homelessness. United Way of Kern County is the administrators for EFSP funds for the Local Board. CAPK is requesting up to \$175,000 to be applied towards the procurement of food and fresh produce.

**B. Use of Funds:**

The \$175,000 requested will be applied towards the procurement of food and fresh produce and general operating support for distribution by the CAPK Food Bank to low-income, food insecure residents of Kern County.

**C. Approvals:**

<p>1. <u>Carmen Segovia</u> 7/23/19 Division Director Date</p> <p>2. <u>Prot</u> 7/23/19 Director of Planning, Research &amp; Dev. Date</p>	<p>3. <u>Jaime Orona</u> 7/23/19 Director of Finance Date</p> <p>4. <u>JT</u> 7/24/19 Executive Director Date</p>
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**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

## 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 June 30, 2019 – **Info Item**

**Date:** August 14, 2019

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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 June 30, 2019. Four months (100%) of the four-month budget period have elapsed.

### **Base Funds**

Overall expenditures are currently at 100% of the budget; however, year-end transactions will continue to be processed until the grant is closed.

### **Training & Technical Assistance Funds**

Overall expenditures are at 98% of the budget.

### **Carryover**

Unexpended funds carried over from the prior year were fully expended to reduce the debt on the Pete H. Parra facility.

### **Non-Federal Share (Head Start and Early Head Start Combined)**

Non-Federal share is at 152% 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 - June 30, 2019

Month 4 of 4 (100%)

Prepared 08/08/2019

#### HEAD START

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,616,944	3,558,405	58,539	98%	2%
FRINGE BENEFITS	1,197,281	1,086,835	110,446	91%	9%
TRAVEL	1,667	9,962	(8,295)	598%	-498%
SUPPLIES	303,163	561,325	(258,162)	185%	-85%
CONTRACTUAL	32,134	72,009	(39,875)	224%	-124%
OTHER	1,272,043	1,108,267	163,776	87%	13%
INDIRECT	620,467	643,619	(23,152)	104%	-4%
<b>TOTAL BASE FUNDING</b>	<b>7,043,699</b>	<b>7,040,423</b>	<b>3,276</b>	<b>100%</b>	<b>0%</b>

#### TRAINING & TECHNICAL ASSISTANCE

TRAVEL	15,315	24,905	(9,590)	163%	-63%
SUPPLIES	6,947	8,361	(1,414)	120%	-20%
CONTRACTUAL	2,981	0	2,981	0%	100%
OTHER	50,262	40,965	9,297	82%	18%
INDIRECT	7,551	7,423	128	98%	2%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>83,056</b>	<b>81,654</b>	<b>1,402</b>	<b>98%</b>	<b>2%</b>

#### CARRYOVER

OTHER	161,576	161,576	0	100%	0%
INDIRECT	0	0	0		
<b>TOTAL CARRYOVER</b>	<b>161,576</b>	<b>161,576</b>	<b>0</b>	<b>100%</b>	<b>0%</b>

<b>GRAND TOTAL HS FEDERAL FUNDS</b>	<b>7,126,755</b>	<b>7,283,653</b>	<b>4,678</b>	<b>102%</b>	<b>-2%</b>
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#### HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

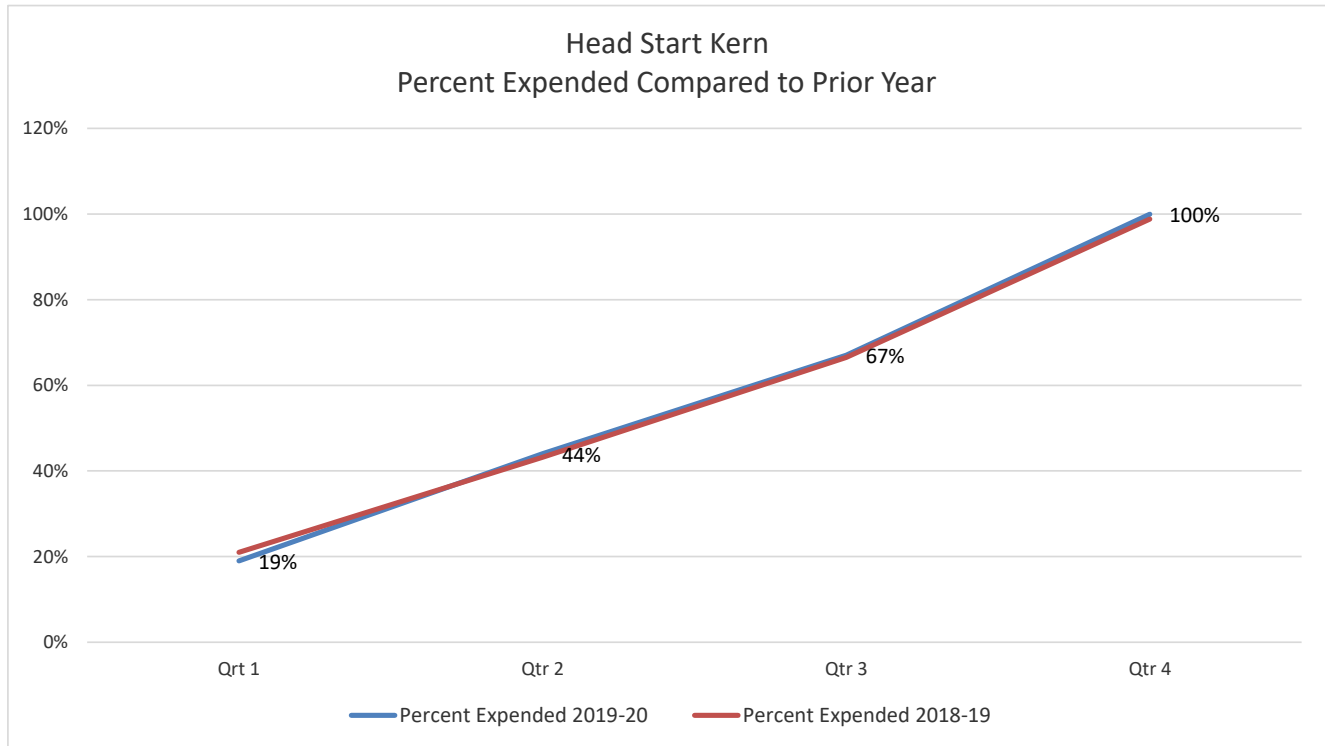
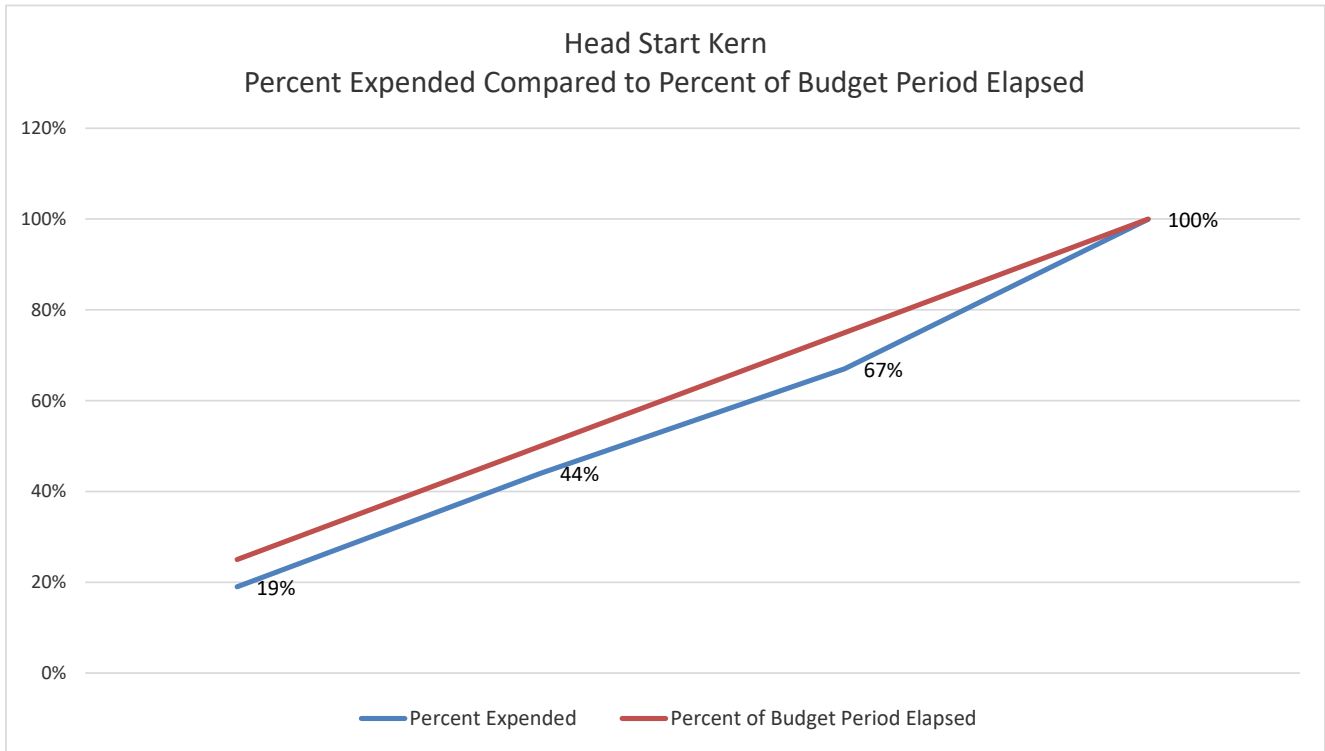
SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	660,015	1,413,592	(753,577)	214%	-114%
CALIF DEPT OF ED	1,476,898	1,844,893	(367,995)	125%	-25%
<b>TOTAL NON-FEDERAL</b>	<b>2,136,913</b>	<b>3,258,485</b>	<b>(1,121,572)</b>	<b>152%</b>	<b>-52%</b>

Budget reflects Notice of Award #09CH9142-06-02 (adjusted for Child Care Food Subsidy).

Award was prorated for **four months (03/01/2019 - 06/30/2019)**.

Actual expenditures include posted expenditures and estimated adjustments through 06/30/2019.

**Administrative Cost for HS and EHS Kern 9.9%**



# 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 June 30, 2019 – **Info Item**

**Date:** August 14, 2019

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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 June 30, 2019. Four months (100%) of the four-month budget period have elapsed.

### **Base Funds**

Overall expenditures are currently at 95% of the budget; however, year-end transactions will continue to be processed until the grant is closed.

### **Training & Technical Assistance Funds**

Overall expenditures are at 99% of the budget.

### **Carryover**

Unexpended funds carried over from the prior year were fully expended to reduce the debt on the Pete H. Parra facility.

**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 - June 30, 2019*  
 Month 4 of 4 (100%)

Prepared 08/08/2019

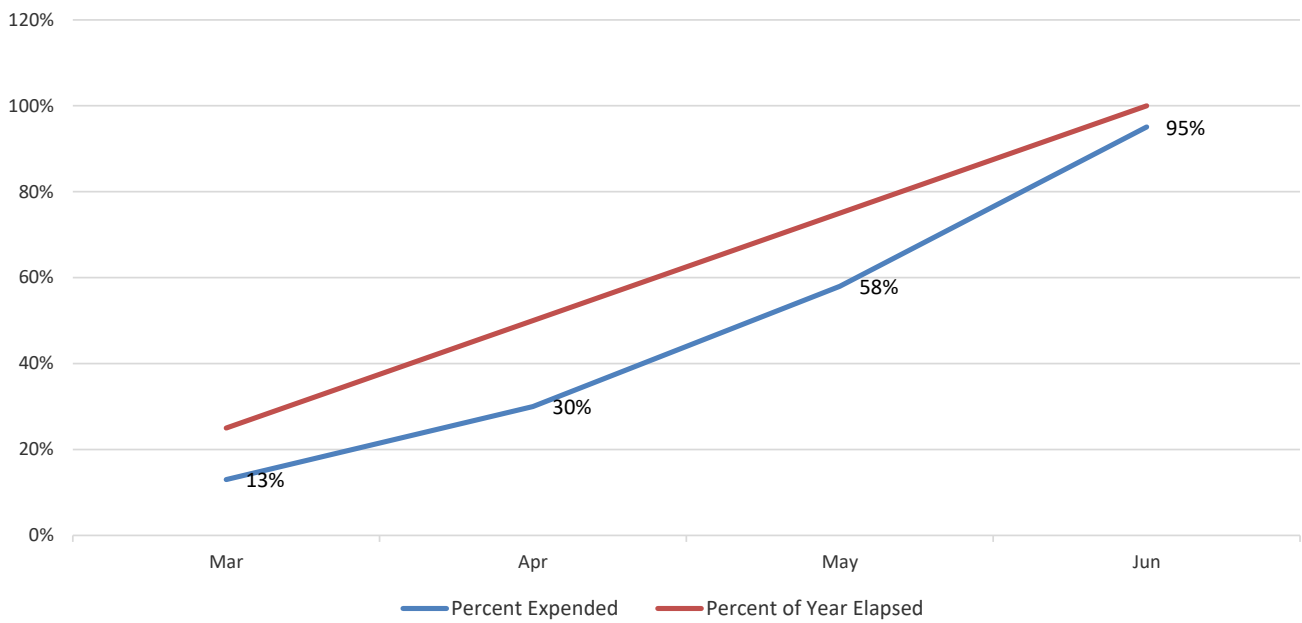
<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	759,152	581,662	177,490	77%	23%
FRINGE BENEFITS	247,368	186,412	60,956	75%	25%
TRAVEL	0	1,622	(1,622)		
SUPPLIES	86,795	69,222	17,573	80%	20%
CONTRACTUAL	5,809	21,362	(15,553)	368%	-268%
OTHER	164,915	337,157	(172,242)	204%	-104%
INDIRECT	124,518	122,788	1,730	99%	1%
<b>TOTAL BASE FUNDING</b>	<b>1,388,557</b>	<b>1,320,225</b>	<b>68,332</b>	<b>95%</b>	<b>5%</b>
<b>TRAINING &amp; TECHNICAL ASSISTANCE</b>					
TRAVEL	11,777	4,054	7,723	34%	66%
SUPPLIES	1,340	3,721	(2,381)	278%	-178%
CONTRACTUAL	1,219	0	1,219	0%	100%
OTHER	15,059	21,439	(6,380)	142%	-42%
INDIRECT	2,940	2,921	19	99%	1%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>32,335</b>	<b>32,136</b>	<b>199</b>	<b>99%</b>	<b>1%</b>
<b>CARRYOVER</b>					
OTHER	48,566	48,566	0	100%	0%
INDIRECT	0	0	0		
<b>TOTAL CARRYOVER</b>	<b>48,566</b>	<b>48,566</b>	<b>0</b>	<b>100%</b>	<b>0%</b>
<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>1,469,458</b>	<b>1,400,927</b>	<b>68,531</b>	<b>95%</b>	<b>5%</b>

Budget reflects Notice of Award #09CH9142-06-02 (adjusted for Child Care Food Subsidy).

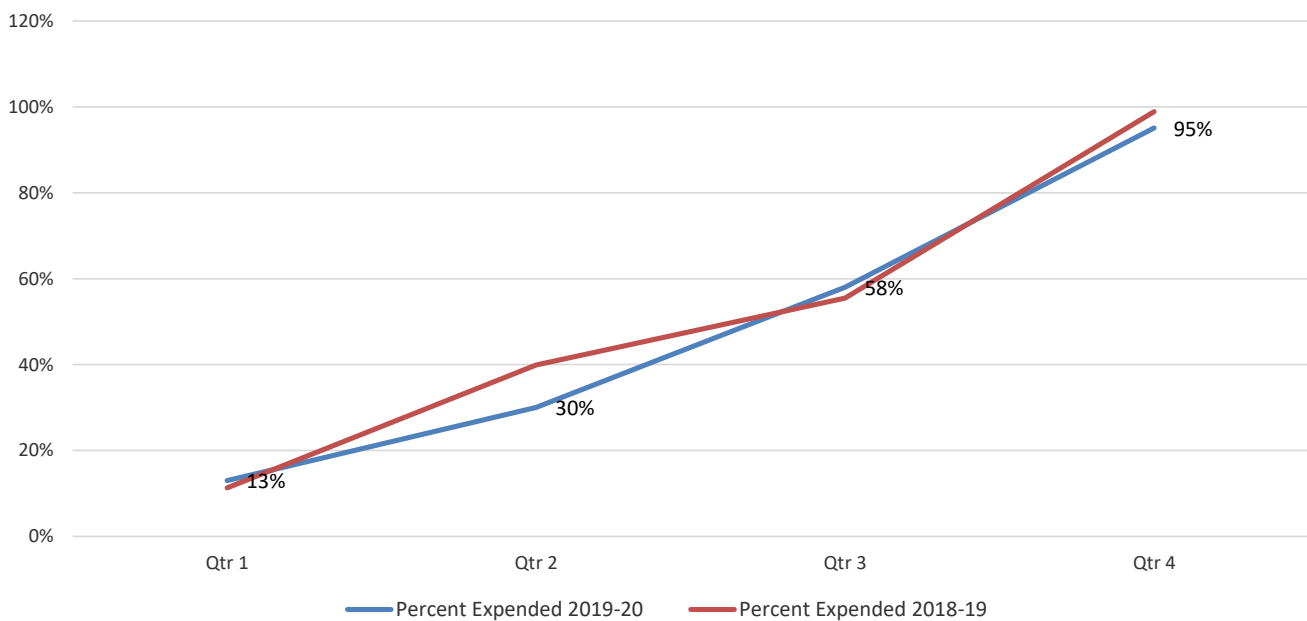
Award was prorated for **four months (03/01/2019 - 06/30/2019)** pending outcome of the Designated Renewal System.

Actual expenditures include posted expenditures and estimated adjustments through 06/30/2019.

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 July 31, 2019 – **Info Item**

**Date:** August 14, 2019

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The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year project period. The first-year budget period is July 1, 2019 through February 29, 2020. 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 July 1, 2019 through July 31, 2019. One month (13%) of the eight-month budget period has elapsed.

### **Base Funds**

Overall expenditures are at 5% of the budget, which is on trend with expenditures at this point in the prior budget period.

### **Training & Technical Assistance Funds**

Overall expenditures are at 5% of the budget. Staff have identified most training costs for the eight-month budget period, which will fully exhaust these funds

### **Non-Federal Share (Head Start and Early Head Start Combined)**

Non-Federal share is at 7% of the budget.

### **Start-up**

CAPK was awarded additional funds for the purpose of:


- Converting 4 pre-k classrooms to 6 toddler classrooms;
- Constructing and furnishing additional modular classrooms at 4 CAPK facilities.

The funding award was issued on July 27, 2019. Start-up activities began immediately, but no expenses have been recorded for the month of July.

# 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 July 31, 2019 – **Info Item**

**Date:** August 14, 2019

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The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year project period. The first-year budget period is July 1, 2019 through February 29, 2020. 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 July 1, 2019 through July 31, 2019. One month (13%) of the eight-month budget period has elapsed.

### **Base Funds**

Overall expenditures are at 3% of the budget, which is slightly less than expenditures at this point in the prior budget period.

### **Training & Technical Assistance Funds**

Overall expenditures are at 5% of the budget. Staff have identified most training costs for the eight-month budget period, which will fully exhaust these funds.

### **Start-up**

CAPK was awarded additional funds for the purpose of:

- Converting 4 pre-k classrooms to 6 toddler classrooms;
- Constructing and furnishing additional modular classrooms at 4 CAPK facilities.

The funding award was issued on July 27, 2019. Start-up activities began immediately, but no expenses have been recorded for the month of July.

**Community Action Partnership of Kern**  
**Head Start - Kern**  
**Budget to Actual Report**  
*Budget Period: July 1, 2019 - February 29, 2020*  
**Report Period: July 1, 2019 - July 31, 2019**  
**Month 1 of 8 (13%)**

Prepared 08/08/2019

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	6,160,963	104,433	6,056,530	2%	98%
FRINGE BENEFITS	2,113,158	227,719	1,885,439	11%	89%
TRAVEL	0	393	(393)		
EQUIPMENT	0	0	0		
SUPPLIES	478,360	28,155	450,205	6%	94%
CONTRACTUAL	51,529	2,622	48,907	5%	95%
CONSTRUCTION	0	0	0		
OTHER	1,703,978	210,908	1,493,070	12%	88%
INDIRECT	1,012,615	57,423	955,192	6%	94%
<b>TOTAL BASE FUNDING</b>	<b>11,520,603</b>	<b>631,654</b>	<b>10,888,949</b>	<b>5%</b>	<b>95%</b>

**TRAINING & TECHNICAL ASSISTANCE**

TRAVEL	2,376	1,077	1,299	45%	55%
SUPPLIES	17,206	481	16,725	3%	97%
CONTRACTUAL	5,657	0	5,657	0%	100%
OTHER	82,389	3,345	79,044	4%	96%
INDIRECT	10,763	490	10,273	5%	95%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>118,391</b>	<b>5,393</b>	<b>112,998</b>	<b>5%</b>	<b>95%</b>

**START-UP**

SUPPLIES	0	0	0		
CONSTRUCTION	1,812,348	0	1,812,348	0%	100%
OTHER	0	0	0		
<b>TOTAL CARRYOVER</b>	<b>1,812,348</b>	<b>0</b>	<b>1,812,348</b>	<b>0%</b>	<b>100%</b>

<b>GRAND TOTAL HS FEDERAL FUNDS</b>	<b>13,451,342</b>	<b>637,047</b>	<b>12,814,295</b>	<b>5%</b>	<b>95%</b>
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**HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE**

<b>SOURCE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	1,062,035	37,051	1,024,984	3%	97%
CALIF DEPT OF ED	3,211,489	243,625	2,967,864	8%	92%
<b>TOTAL NON-FEDERAL</b>	<b>4,273,524</b>	<b>280,676</b>	<b>3,992,848</b>	<b>7%</b>	<b>93%</b>

Budget reflects Notice of Award #09CH011132-01-01 (adjusted for Child Care Food Subsidy).

Award is prorated for **eight months (07/01/2019 - 02/29/2019)**

Actual expenditures include posted expenditures and estimated adjustments through 07/31/2019.

**Administrative Cost for HS and EHS Kern** **11.6%**

**Agency-Wide Credit Card Report**

	<b>CURRENT</b>	<b>1 TO 30</b>	<b>31 TO 60</b>	<b>61 TO 90</b>	<b>TOTAL</b>	<b>STATEMENT DATE</b>
<b>Bank of America</b>	20,826				<b>20,826</b>	7/21/2019
<b>Lowe's</b>	15,996				<b>15,996</b>	7/25/2019
<b>Smart &amp; Final</b>	275				<b>275</b>	8/1/2019
<b>Save Mart</b>	2,004				<b>2,004</b>	7/28/2019
<b>Chevron &amp; Texaco Business Card</b>	7,484				<b>7,484</b>	8/6/2019
<b>Home Depot</b>	3,523				<b>3,523</b>	8/5/2019
	<b>50,109</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,108</b>	



**Community Action Partnership of Kern**  
**Early Head Start - Kern**  
**Budget to Actual Report**  
*Budget Period: July 1, 2019 - February 29, 2020*  
*Report Period: July 1, 2019 - July 31, 2019*  
 Month 1 of 8 (13%)

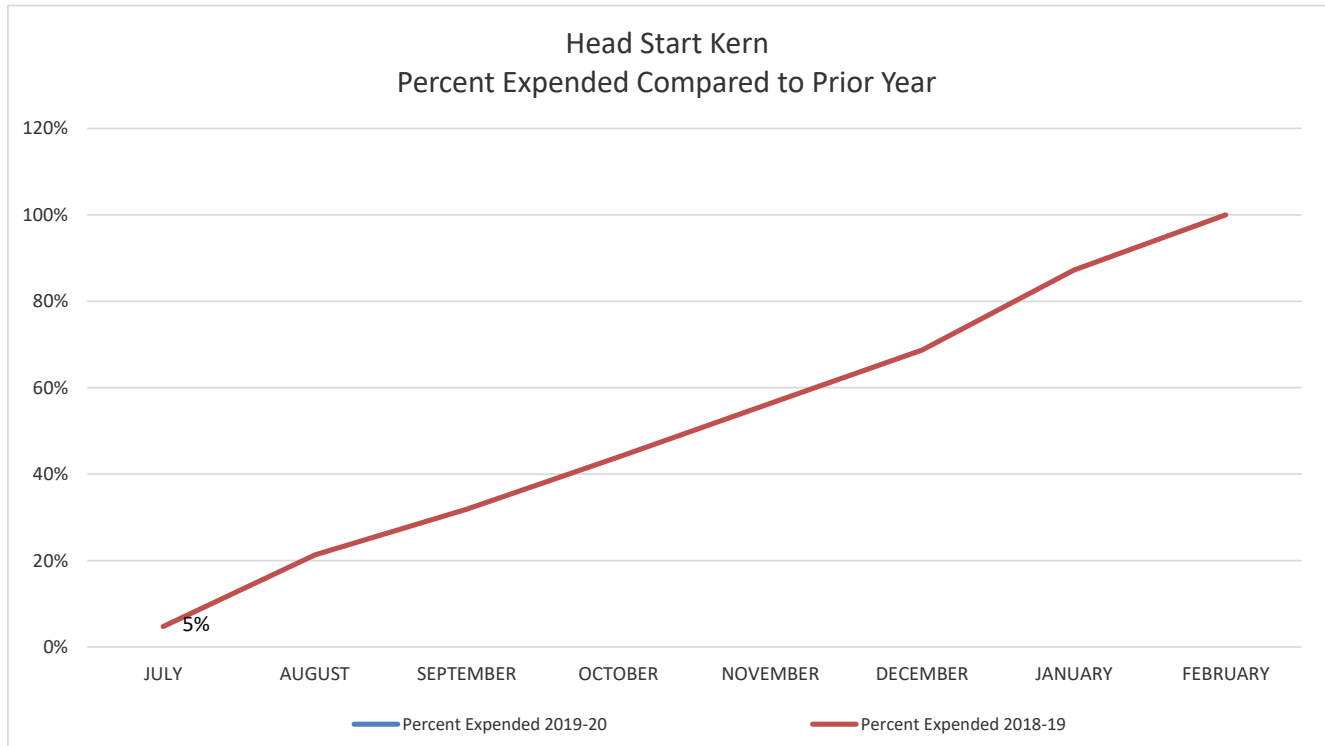
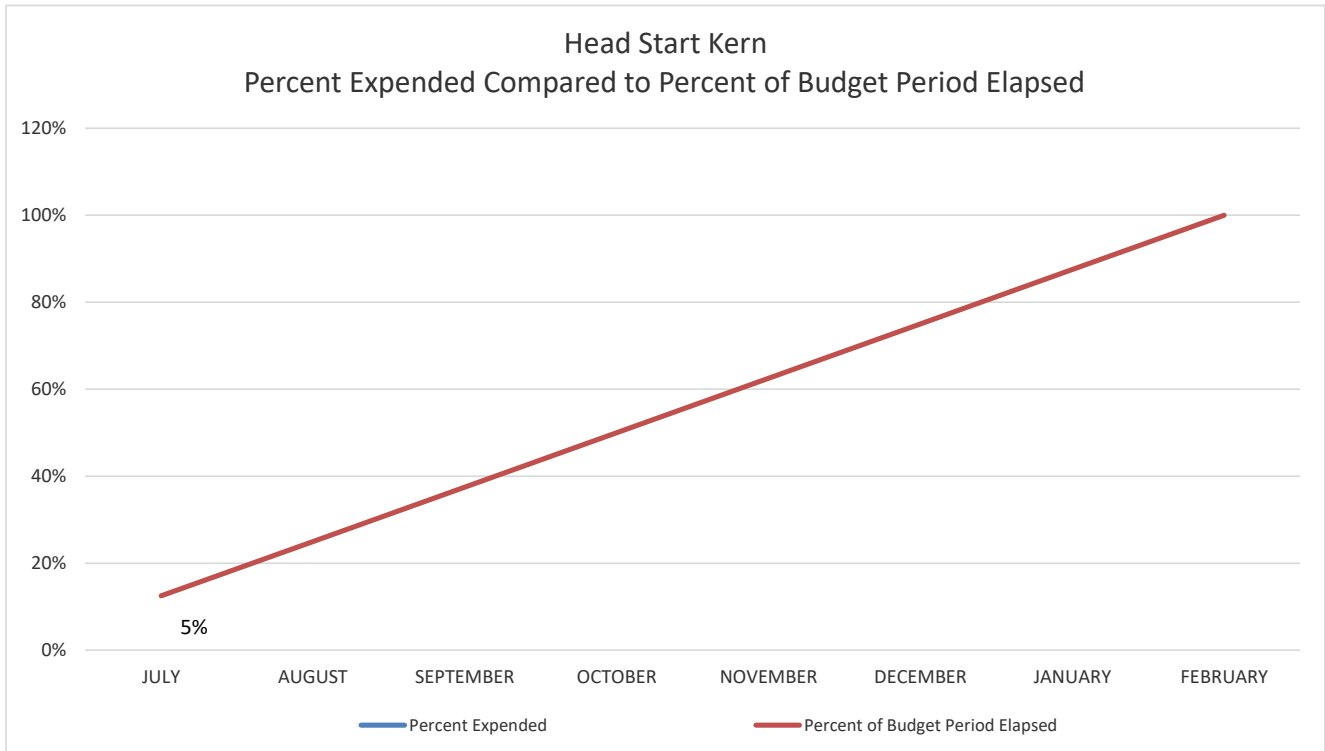
Prepared 08/08/2019

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	3,290,313	46,346	3,243,967	1%	99%
FRINGE BENEFITS	1,173,251	43,685	1,129,566	4%	96%
TRAVEL	0	86	(86)		
EQUIPMENT	0	0	0		
SUPPLIES	267,240	12,468	254,772	5%	95%
CONTRACTUAL	17,923	426	17,497	2%	98%
CONSTRUCTION	0	0	0		
OTHER	456,628	76,274	380,354	17%	83%
INDIRECT	513,644	17,928	495,716	3%	97%
<b>TOTAL BASE FUNDING</b>	<b>5,718,999</b>	<b>197,213</b>	<b>5,521,786</b>	<b>3%</b>	<b>97%</b>
<b>TRAINING &amp; TECHNICAL ASSISTANCE</b>					
TRAVEL	24,205	482	23,723	2%	98%
SUPPLIES	3,319	97	3,222	3%	97%
CONTRACTUAL	5,793	0	5,793	0%	100%
OTHER	68,856	4,347	64,509	6%	94%
INDIRECT	10,217	493	9,724	5%	95%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>112,390</b>	<b>5,419</b>	<b>106,971</b>	<b>5%</b>	<b>95%</b>
<b>START-UP</b>					
SUPPLIES	349,500	0	349,500	0%	100%
CONSTRUCTION	1,492,427	0	1,492,427	0%	100%
OTHER	295,325	0	295,325	0%	100%
<b>TOTAL CARRYOVER</b>	<b>2,137,252</b>	<b>0</b>	<b>2,137,252</b>	<b>0%</b>	<b>100%</b>
<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>7,968,641</b>	<b>202,632</b>	<b>7,766,009</b>	<b>3%</b>	<b>97%</b>

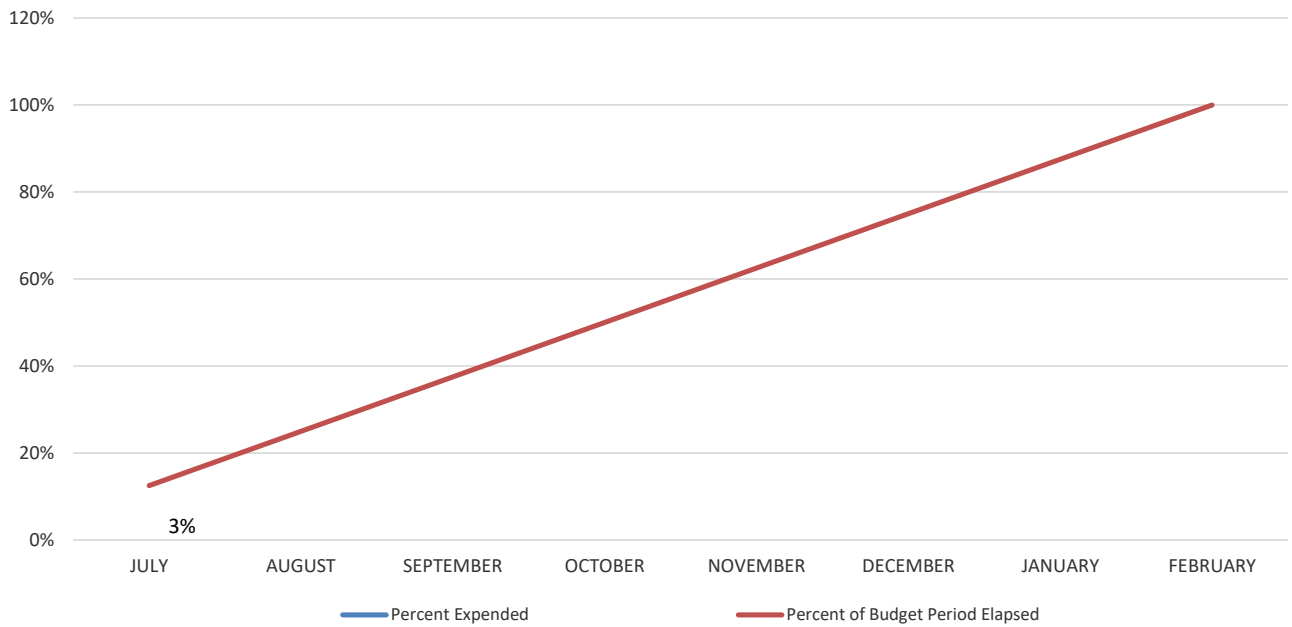
Budget reflects Notice of Award #09CH011132-01-01 (adjusted for Child Care Food Subsidy).

Award is prorated for **eight months (07/01/2019 - 02/29/2019)**

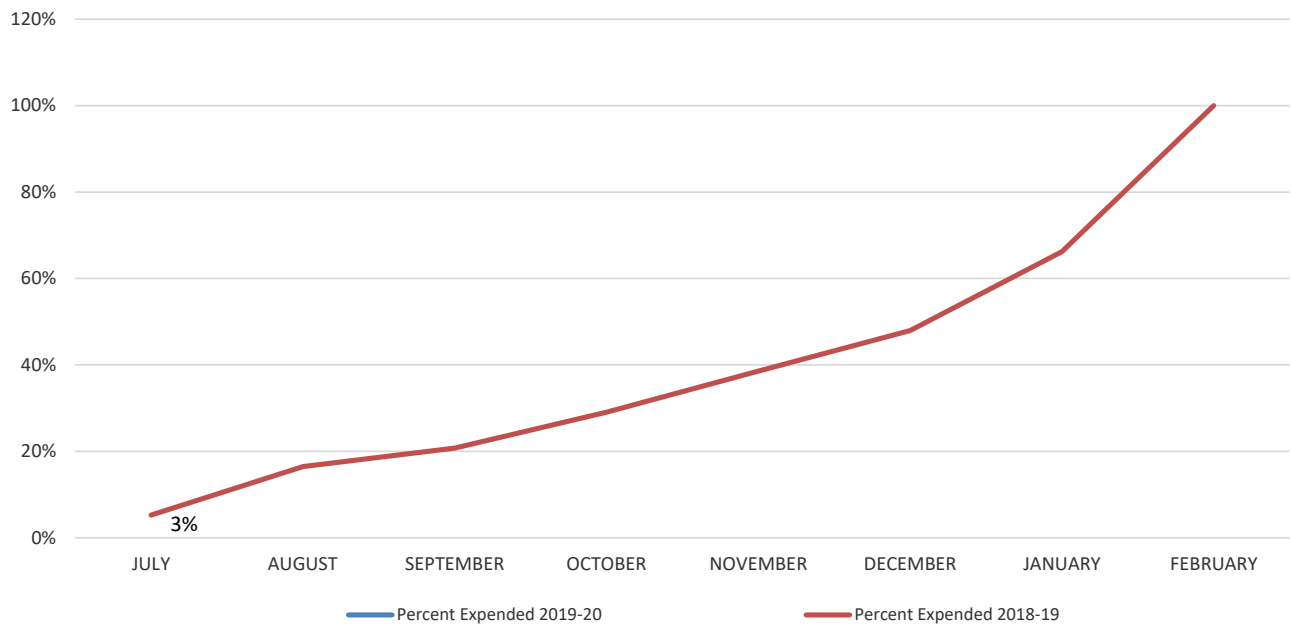
Actual expenditures include posted expenditures and estimated adjustments through 07/31/2019.



Early Head Start Kern  
Percent Expended Compared to Percent of Budget Period Elapsed



Early Head Start Kern  
Percent Expended Compared to Prior Year



Community Action Partnership of Kern  
Head Start and Early Head Start  
Non-Federal Share and In-Kind Year-to-Date Report  
Budget Period: July 1, 2019 through February 28, 2020  
Report for period ending July 31, 2019 (Month 1 of 8)

Percent of year elapsed: 13%

LOCATION	Enroll- ment	July	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alicante	20	1,832	1,832	14,889	12%
Shafter EHS	26	2,276	2,276	19,356	12%
Harvey L. Hall	156	13,404	13,404	116,136	12%
Sterling	124	7,943	7,943	92,313	9%
Primeros Pasos	80	4,041	4,041	59,557	7%
San Diego Street	40	1,851	1,851	29,779	6%
Pete H. Parra	128	5,667	5,667	95,291	6%
Home Base	124	37	37	46,157	0%
Alberta Dillard	80	0	0	59,557	0%
Broadway	40	0	0	29,779	0%
California City	34	0	0	25,312	0%
Cleo Foran	23	0	0	17,123	0%
Delano	76	0	0	56,579	0%
East California	56	0	0	41,690	0%
Fairfax	40	0	0	29,779	0%
Fairview	40	0	0	29,779	0%
Heritage	40	0	0	29,779	0%
Lamont	40	0	0	29,779	0%
Martha J. Morgan	44	0	0	32,756	0%
McFarland	20	0	0	14,889	0%
Mojave	20	0	0	14,889	0%
Oasis	57	0	0	42,434	0%
Planz	20	0	0	14,889	0%
Rosamond	80	0	0	59,557	0%
Seibert	40	0	0	29,779	0%
Shafter HS	20	0	0	14,889	0%
Sunrise Villa	20	0	0	14,889	0%
Taft	66	0	0	49,135	0%
Tehachapi	34	0	0	25,312	0%
Vineland	20	0	0	14,889	0%
Virginia	40	0	0	29,779	0%
Wesley	60	0	0	44,668	0%
Willow	55	0	0	40,946	0%
Administrative Services	1,763	0	0	0	NA
Program Services		0	0	26,302	0%
Policy Council and RPC		0	0	27,093	0%
<b>SUBTOTAL IN-KIND</b>	<b>1,763</b>	<b>37,051</b>	<b>37,051</b>	<b>1,319,728</b>	<b>3%</b>

State General Child Care*	149,110	149,110	1,181,518	13%
State Preschool*	80,213	80,213	1,654,126	5%
State Migrant Child Care*	14,301	14,301	118,152	12%
<b>SUBTOTAL CA DEPT of ED</b>	<b>243,625</b>	<b>243,625</b>	<b>2,953,796</b>	<b>8%</b>

**GRAND TOTAL** 280,676 280,676 4,273,524 7%

\*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 July 31, 2019 – Info Item

**Date:** August 14, 2019

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The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2019 through July 31, 2019. Six months (50%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are at 41% of the budget, which is on trend compared to last year at this time. Because services did not take place during the month of June, expenses in salaries and fringe benefits were lower.

### **Training & Technical Assistance Funds**

Overall expenditures are at 56% of the budget. Combined personnel and fringe benefits expenses are at 49% of the budget.

### **Non-Federal Share**

Non-Federal share is at 38% of the 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 - July 31, 2019

Month 6 of 12 (50%)

Prepared 08/08/2019

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	3,114,932	1,254,079	1,860,853	40%	60%
FRINGE BENEFITS	923,567	386,273	537,294	42%	58%
TRAVEL	20,232	10,342	9,890	51%	49%
SUPPLIES	140,925	64,629	76,296	46%	54%
CONTRACTUAL	12,078	3,720	8,358	31%	69%
OTHER	600,638	244,471	356,167	41%	59%
INDIRECT	456,781	184,774	272,007	40%	60%
<b>TOTAL</b>	<b>5,269,153</b>	<b>2,148,288</b>	<b>3,120,865</b>	<b>41%</b>	<b>59%</b>

**TRAINING & TECHNICAL ASSISTANCE FUNDS**

PERSONNEL	39,312	12,170	27,142	31%	69%
FRINGE BENEFITS	11,534	7,693	3,841	67%	33%
TRAVEL	15,673	9,798	5,875	63%	37%
SUPPLIES	7,900	0	7,900	0%	100%
CONTRACTUAL	3,500	3,930	(430)	112%	-12%
OTHER	30,423	26,997	3,426	89%	11%
INDIRECT	10,833	6,059	4,774	56%	44%
<b>TOTAL</b>	<b>119,175</b>	<b>66,647</b>	<b>52,528</b>	<b>56%</b>	<b>44%</b>

<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>5,388,328</b>	<b>2,214,935</b>	<b>3,173,393</b>	<b>41%</b>	<b>59%</b>
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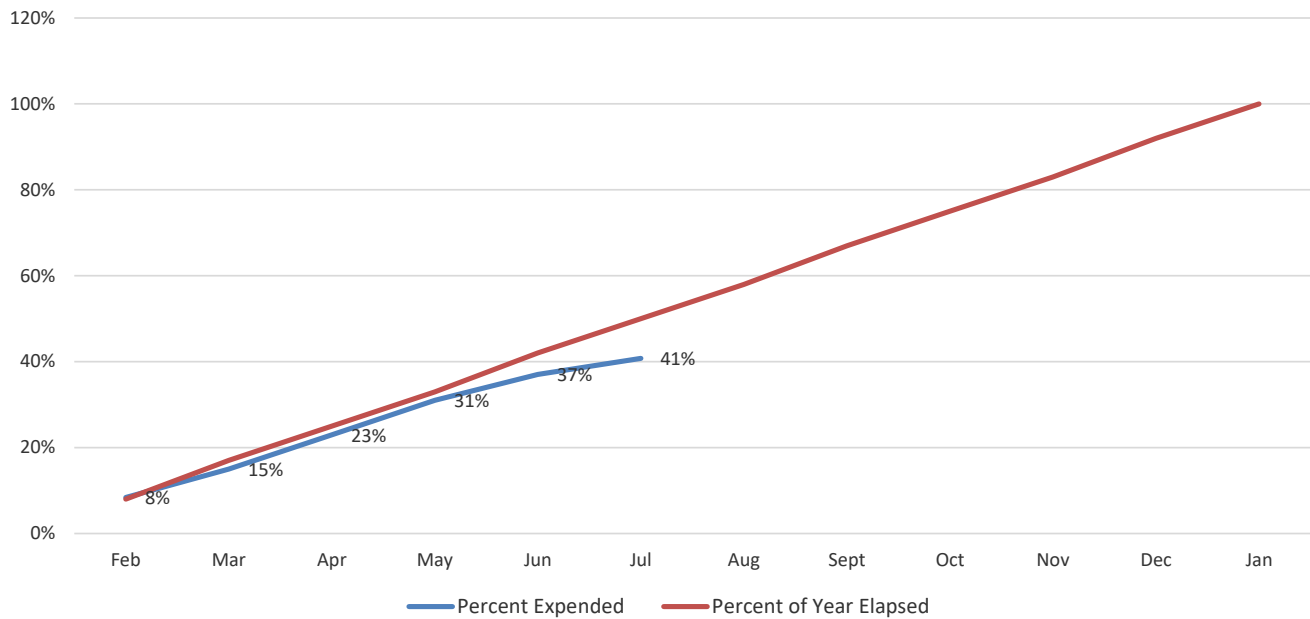
<b>NON-FEDERAL SHARE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	1,347,083	513,159	833,924	38%	62%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>1,347,083</b>	<b>513,159</b>	<b>833,924</b>	<b>38%</b>	<b>62%</b>

Centralized Administrative Cost	7.0%
Program Administrative Cost	2.6%
<b>Total Administrative Cost</b>	<b>9.6%</b>

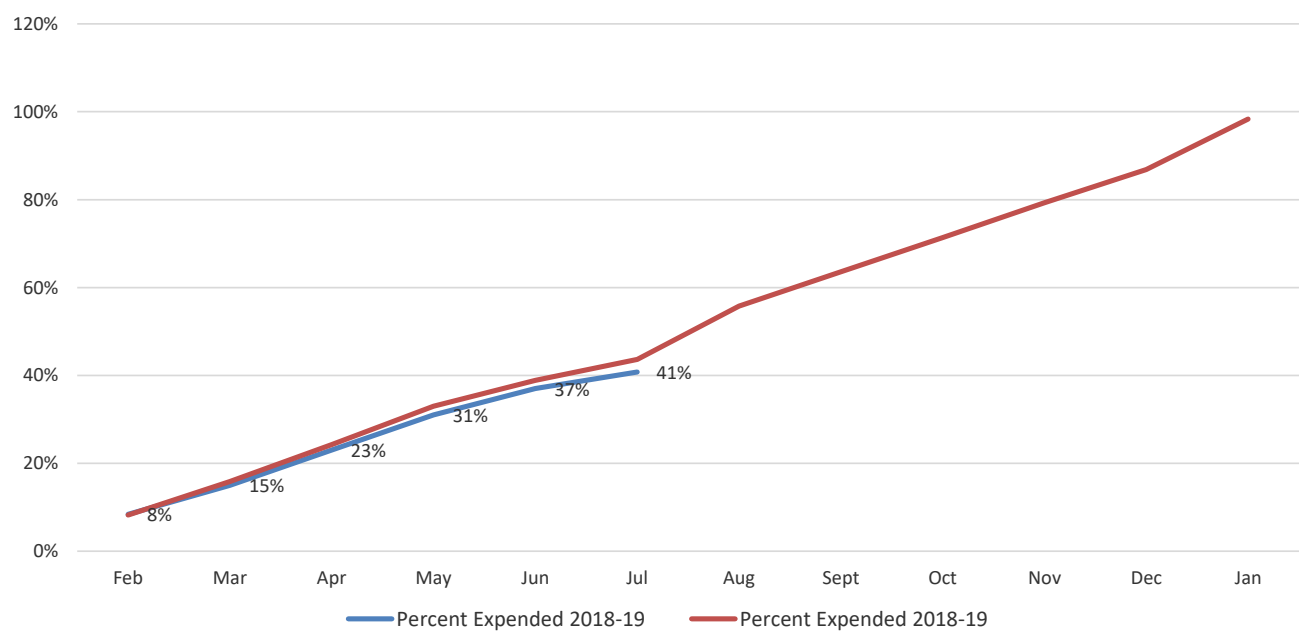
Budget reflects Notice of Award #09CH010071-05-01

Actual expenditures include posted expenditures and estimated adjustments through 07/31/2019

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 July 31, 2019 (Month 6 of 12)**

Percent of year elapsed: **50%**

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Home Base - Lodi	35	12,150	16,320	16,251	14,825	0	0	59,545	97,040	61%
Home Base - Manteca	12	3,172	5,472	4,045	5,249	0	0	17,939	33,271	54%
Walnut	24	11,221	13,005	12,635	10,174	0	0	47,035	133,083	35%
Home Base - Stockton	90	18,088	24,844	20,408	18,358	0	0	81,698	249,531	33%
Lodi UCC	30	11,372	11,887	12,830	10,884	6,914	0	53,887	166,354	32%
Kennedy	16	7,180	5,402	7,181	4,740	1,591	0	26,094	88,722	29%
Chrisman	30	12,312	16,785	11,548	6,606	0	0	47,251	166,354	28%
California Street	24	9,349	9,973	9,716	7,545	0	0	36,583	133,083	27%
St. Mary's	16	5,144	6,702	5,927	4,858	0	0	22,630	88,722	26%
Marci Massei	24	5,173	6,050	6,373	4,616	2,227	0	24,439	133,083	18%
Home Base - Tracy	12	0	0	1,689	2,025	0	0	3,714	33,271	11%
Administrative Services		251	1,678	0	0	0	0	1,928	0	
Program Services		11,721	11,575	18,421	30,923	8,655	8,655	89,949	21,858	412%
Policy Council		57	187	0	175	48	0	467	2,713	17%
<b>SUBTOTAL IN-KIND</b>	<b>313</b>	<b>107,189</b>	<b>129,878</b>	<b>127,024</b>	<b>120,980</b>	<b>19,434</b>	<b>8,655</b>	<b>513,159</b>	<b>1,347,083</b>	<b>38%</b>



# 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 July 31, 2019 – **Info Item**

**Date:** August 14, 2019

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The following are highlights of the Early Head Start Child Care Partnerships Budget to Actual Report for the period September 1, 2018 through July 31, 2019. Eleven months (92%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are at 91% of the budget. Expenses in the Personnel, Fringe and Supplies categories are higher than expected, but will be balanced by expending less in the remaining categories.

### **Training & Technical Assistance (T&TA)**

Overall expenditures are at 68% of the budget.

### **Non-Federal Share**

Non-Federal share is at 132% 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 - July 31, 2019

Month 11 of 12 (92%)

Prepared 08/08/2019

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	130,082	135,797	(5,715)	104%	-4%
FRINGE BENEFITS	33,248	44,922	(11,674)	135%	-35%
SUPPLIES	1,750	1,900	(150)	109%	-9%
CONTRACTUAL	462,028	391,022	71,006	85%	15%
OTHER	17,395	13,255	4,140	76%	24%
INDIRECT	64,398	58,342	6,056	91%	9%
<b>TOTAL BASE</b>	<b>708,901</b>	<b>645,238</b>	<b>63,663</b>	<b>91%</b>	<b>9%</b>

<b>TRAINING &amp; TECHNICAL ASSISTANCE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
TRAVEL	5,294	2,413	2,881	46%	54%
SUPPLIES	3,506	0	3,506	0%	100%
OTHER	6,473	8,033	(1,560)	124%	-24%
INDIRECT	1,527	1,045	482	68%	32%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>16,800</b>	<b>11,490</b>	<b>5,310</b>	<b>68%</b>	<b>32%</b>

<b>GRAND TOTAL FEDERAL FUNDS</b>	<b>725,701</b>	<b>656,728</b>	<b>68,973</b>	<b>90%</b>	<b>10%</b>
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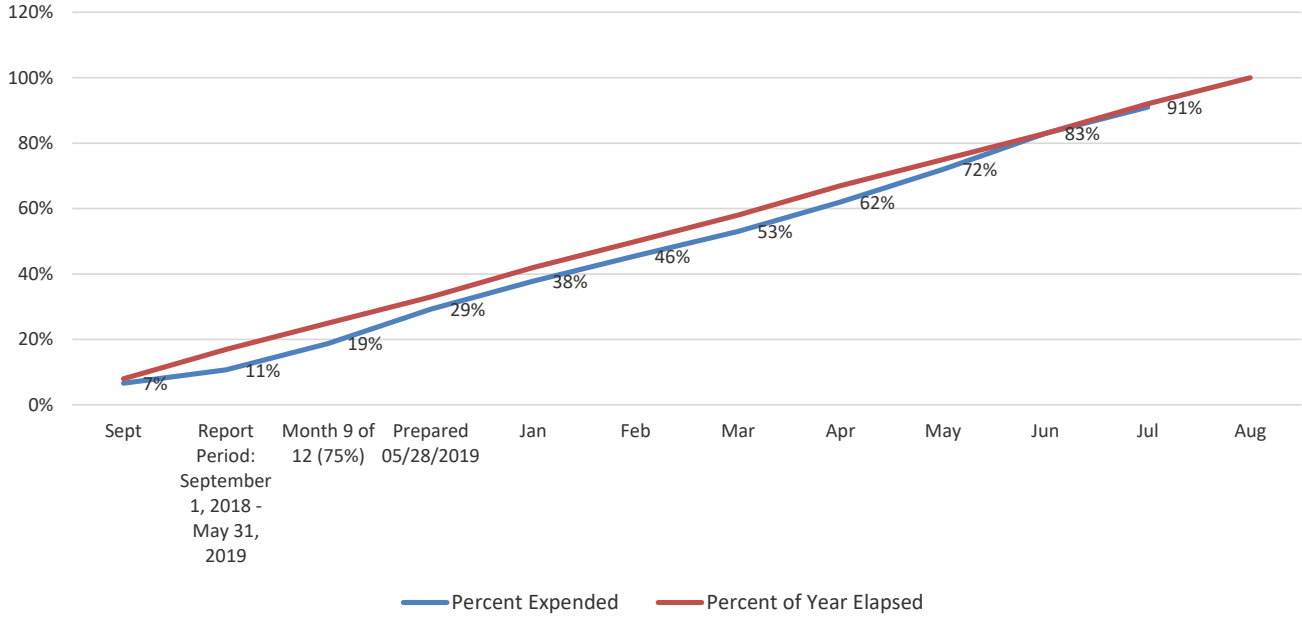
<b>NON-FEDERAL SHARE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	181,425	239,211	(57,786)	132%	-32%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>181,425</b>	<b>239,211</b>	<b>(57,786)</b>	<b>132%</b>	<b>-32%</b>

Centralized Administrative Cost	6.6%
Program Administrative Cost	1.5%
<b>Total Administrative Cost</b>	<b>8.1%</b>

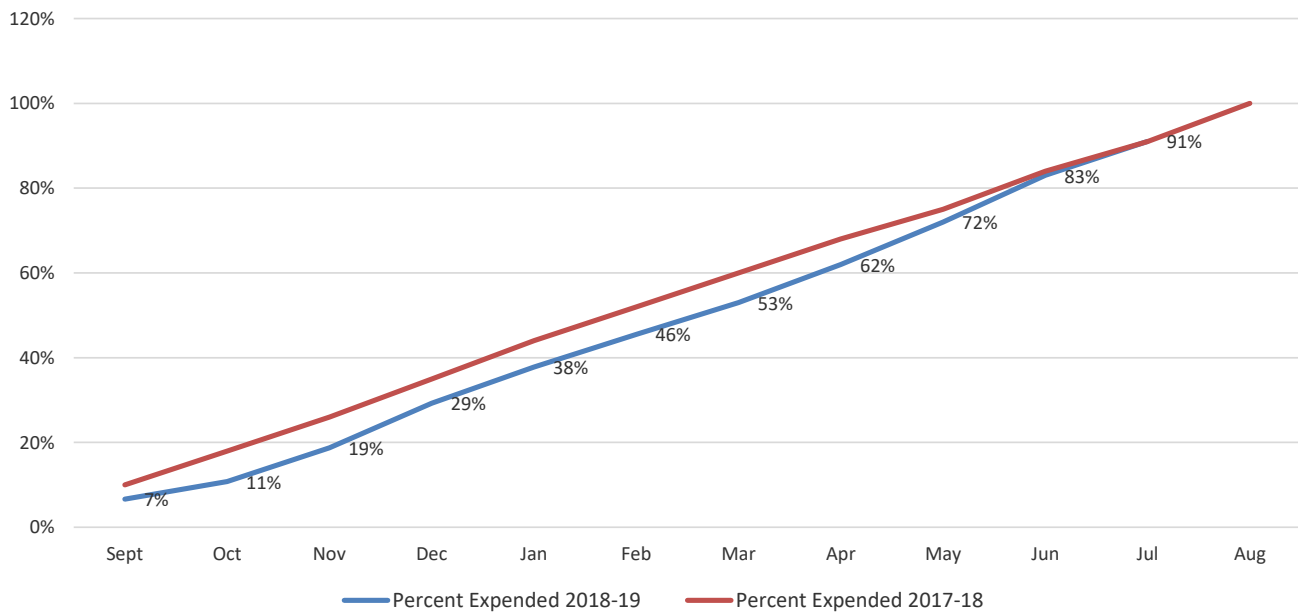
Budget reflects Notice of Award #09HP0036-04-00.

Actual expenditures include posted expenditures and estimated adjustments through 07/31/2019.

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:** Donna Holland, Fiscal Administrator

**Subject:** *Agenda Item 5b:* Early Head Start Expansion  
Budget to Actual Report for the Period Ended July 31, 2019 – **Info Item**

**Date:** August 14, 2019

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At the end of November 2018, CAPK submitted an application to compete for Early Head Start center based and child care partnerships expansion funds. On March 27, 2019, CAPK was awarded the full amount requested in its application. The award will expand center-based services by 24 slots (3 classrooms), and child care partnerships slots by 72.

This grant was awarded under a separate award number; and will thus be reported independently from other Head Start grants operated by CAPK. The annual budget period is March 1 through February 28/29.

Start-up activities for center-based services: The lease of the center for these services ("Jewett Center") has been executed. Renovations and licensing of three classrooms will begin shortly.

Start-up activities for child care partnerships: CAPK issued a Request for Proposal to solicit potential partners, for which one proposal was received. Contract negotiations are in progress to serve 42 children. CAPK will reissue the Request for Proposal to solicit additional partners for the remaining 30 slots.

The following are highlights of the Early Head Start Expansion Budget to Actual Report for the period March 1, 2019 through June 31, 2019. Five months (42%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are at 1% of the budget.

### **Training & Technical Assistance (T&TA)**

Overall expenditures are at 3% of the budget.

### **Start Up**

Overall expenditures are at 1% of the budget.

### **Non-Federal Share**

Non-Federal share is at 0% of the budget.

# Community Action Partnership of Kern

## Early Head Start Expansion

### Budget to Actual Report

Budget Period: March 1, 2019 - February 29, 2020

Report Period: March 1, 2019 - July 31, 2019

Month 5 of 12 (42%)

Prepared 08/06/2019

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	541,287	8,388	532,899	2%	98%
FRINGE BENEFITS	170,225	2,074	168,151	1%	99%
SUPPLIES	45,780	0	45,780	0%	100%
CONTRACTUAL	540,975	0	540,975	0%	100%
OTHER	141,458	0	141,458	0%	100%
INDIRECT	135,664	305	135,359	0%	100%
<b>TOTAL BASE FUNDING</b>	<b>1,575,389</b>	<b>10,767</b>	<b>1,564,622</b>	<b>1%</b>	<b>99%</b>

#### TRAINING & TECHNICAL ASSISTANCE

SUPPLIES	12,885	0	12,885	0%	100%
OTHER	22,920	79	22,841	0%	100%
INDIRECT	3,580	961	2,619	27%	73%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>39,385</b>	<b>1,175</b>	<b>38,210</b>	<b>3%</b>	<b>97%</b>

#### START UP

SUPPLIES	258,000	3,414	254,586	1%	99%
OTHER	196,545	0	196,545	0%	100%
INDIRECT	45,455	0	45,455	0%	100%
<b>TOTAL START UP</b>	<b>500,000</b>	<b>3,414</b>	<b>496,586</b>	<b>1%</b>	<b>99%</b>

<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>2,114,774</b>	<b>15,356</b>	<b>2,099,418</b>	<b>1%</b>	<b>99%</b>
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#### EARLY HEAD START EXPANSION NON-FEDERAL SHARE

<b>SOURCE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	528,694	0	528,694	0%	100%
<b>TOTAL NON-FEDERAL</b>	<b>528,694</b>	<b>0</b>	<b>528,694</b>	<b>0%</b>	<b>100%</b>

Budget reflects Notice of Award #09HP000163-01-00

Actual expenditures include posted expenditures and estimated adjustments through 07/31/2019.



## MEMORANDUM

TO: Budget & Finance Committee  
FROM: Tracy Webster, Chief Financial Officer *Tracy Webster*  
DATE: August 14, 2019  
RE: **Agenda Item #5c: Finance Staffing Changes – Action Item**

The Finance Division proposes several staffing changes to resolve reporting issues. First, the Accounting Technicians job descriptions have been updated to reflect their actual duties. Subsequently, this resulted in their positions being re-pointed by Human Resources from a Grade 6 to a Grade 8. This re-pointing correlated with market data we retrieved from similar agencies and the Bureau of Labor Statistics for our geographic area. The change in grade and job description correlates with industry standards for like positions. This will not result in automatic pay increases for the affected employees. Their existing wage will fall within the new wage scale.

In addition, currently our payroll staff spend annually close to \$10,000 in overtime to process payroll. Our proposal is to eliminate the Accounting Clerk position and reclassify it to an Accounting Technician. This position will assist Payroll 50% and Accounts Payable 50%. This change will allow payroll to satisfy statutory deadlines without the need for overtime work.

Subsequently, we will be adding the position of Administrative Assistant to the Director. This position will assume many of the tasks held by the Accounting Clerk plus provide additional administrative support to the Chief Financial Officer and the Finance Division as a whole. We hope to consolidate the clerical component of agency travel to this position.

In addition, we have strategically created Staff Accountant Specialists who are responsible for specific tasks and programs that work alongside program managers to assist with close monitoring. We would like to change the Finance Manager to be paid 50% by Head Start and 50% by Indirect. Currently they are paid 100% by Indirect which leaves room to add another Staff Accountant who will be paid 50% by Snap-Ed and 50% by Indirect. The new Accountant will assume the nutrition services contracts of Snap-Ed and WIC.

Finally, we are proposing to move the Head Start Fiscal staff to join the Finance Division to streamline our processes. The change will shift the responsibility of the budget to actual reporting

from the program to the Finance Manager. This will align the financial reporting to be all within the Finance Division.

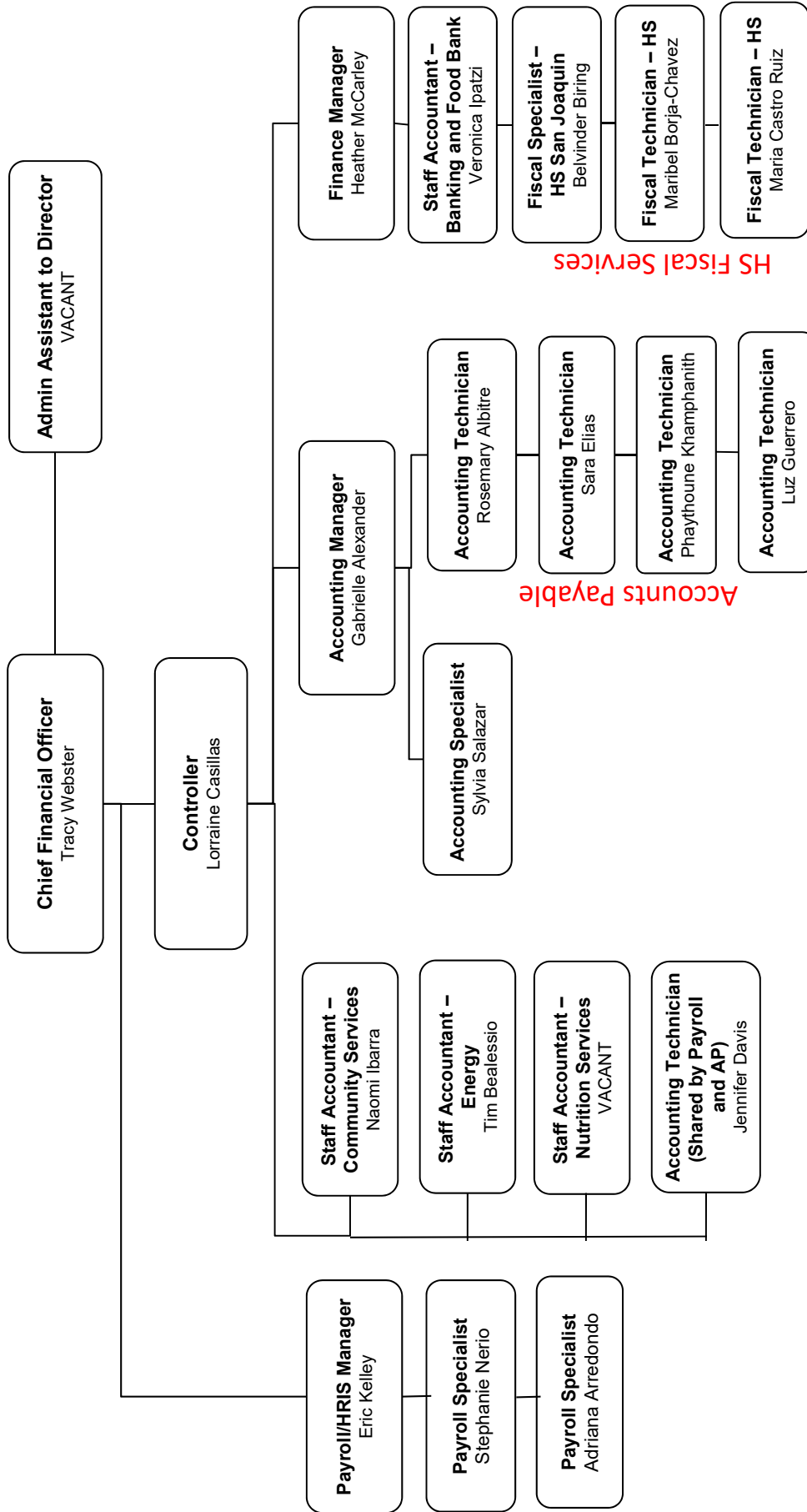
Overall, each of these moves aligns the Finance Division to provide greater support to individual programs. It also aligns the department to be growth minded and create succession planning from each level.

Recommendation:

Staff recommends approval to implement the proposed staffing changes presented.

*Attachments:    Revised Finance Division Org Chart  
                     Accounting Technician grade reclassification Analysis  
                     Revised Accounting Technician job description  
                     Staff Accountant job description  
                     Administrative Assistant to the Director job description*

# Finance Division





## COMMUNITY ACTION PARTNERSHIP OF KERN

### FINANCE

#### Accounting Technician

**Salary Grade:** Grade 8

**FLSA Status:** Non-exempt

**Date approved:**

#### **SUMMARY:**

Responsible for the accounting activities to include, but not limited to, accounts payable and accounts receivable.

#### **SUPERVISION RECEIVED:**

Receives supervision from the Accounting Manager

#### **SUPERVISION EXERCISED:**

None

#### **DUTIES AND RESPONSIBILITIES:**

*Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all of 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. Establish, balance, verify, adjust and maintain accounting and fiscally related records and reports.
2. Process a variety of documents pertaining to fiscally-related transactions.
3. Prepare documents to support bank transactions.
4. Process general ledger data entry transaction into the accounting system.
5. Analyze travel advances and liquidations for compliance with organization policies and procedures.
6. Allocate transactions and prepare journal entries as needed.
7. Maintain filing system for grants, contract service agreements, leases, journal entries and other financial documents.
8. Prepare audit schedules as needed.
9. Assist in the preparation of financial schedules and reports.
10. Make complex arithmetical calculation and verify computations.
11. Provide assistance in compiling cash receipts and general ledger supporting documentation for funding source monitors and auditors.
12. May perform accounts payable and accounts receivable functions.
  - a. Match purchase requisitions, purchase orders, receiving documents and vendor invoices.
13. Receive, review and verify financial documents and reports for accuracy and adherence to legal mandates, policies and operational guidelines.
14. Review accuracy of coding for disbursement and receipt transactions using the established chart of accounts.
15. Prepare checks and disbursement packages.

16. Ensure that the aging of accounts payable is within the organization guidelines.
17. Reconcile vendor statements and resolve any discrepancies in a timely manner.
18. Maintain a filing system for all unpaid invoices.
19. Research and resolve any problems or inquiries associated with disbursement transactions.
20. Assist in compiling cash disbursement supporting documentation for funding source monitors and auditors.

**B. Other Job Specific Duties**

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain safe and functional work environment.
3. Work alternative hours as required.
4. Perform any other like duties as assigned.

**MINIMUM QUALIFICATIONS**

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

**Knowledge of:**

- Methods, practices and procedures to accounting and fiscally related record management systems.
- Auditing, account and fund monitoring, and reconciliation processes.
- Organization and Finance division policies and procedures.
- Modern office practices, methods, procedures and equipment including computer
- Word processing, spreadsheet, general ledger database, and other related software applications

**Ability to:**

- Perform detailed accounting functions
- Audit, review and prepare financial reports, records and related summaries.
- Make arithmetical calculations with speed and accuracy.
- Work under frequent time pressures or deadlines
- Use good organizational methods and procedures
- Communicate effectively both orally and in writing
- Follow instructions given by supervisor
- Maintain effective working relationships with co-workers

**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 and six semester units of post high school coursework in general accounting, bookkeeping, business math and/or accounting related courses.
- Three (3) years of increasingly responsible experience in fiscal record keeping, accounting, and reporting including computer-assisted processes.
- One year demonstrated experience working with electronic spreadsheet applications.
- Accounting experience in a non-profit or governmental entity is desirable.

## **OTHER REQUIREMENTS**

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted and have such records filed with the State Department of Social Services.

## **WORK ENVIRONMENT**

*The work environment characteristics described are representative of those an employee encounters in performing the essential functions of the 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			
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		
	<b>NEVER 0 HOURS</b>	<b>OCCASIONALLY UP TO 4 HOURS</b>	<b>FREQUENTLY 4-8 HOURS</b>	<b>NEVER 0 HOURS</b>	<b>OCCASIONALLY UP TO 4 HOURS</b>	<b>FREQUENTLY 4-8 HOURS</b>
0-10lbs			x			x
11-25lbs		x			x	
26-50lbs		x			x	
51-75lbs	x			x		
76-100lb	x			x		
100lbs+	x					

## Summary of Accounts Payable Clerk and Payroll Clerk Salary Wages Analysis

A review of comparative wages from the following local agencies are listed below:

	Occupation Title	Starting hourly wage	Highest hourly wage	Median Annual Wage
Bureau of Labor Statistics for Bakersfield Region	Bookkeeping, Accounting, & Auditing Clerks	19.32	20.07	41,740
	Payroll and Timekeeping Clerks	21.19	21.56	44,080
	Procurement Clerks	22.16	23.52	46,090
KCSOS	Accounting Clerk I	15.72	19.94	37,086
	Accounting Clerk II	17.69	22.41	41,704
	Accounting Clerk III	19.43	24.66	45,854
	Payroll Technician	20.37	25.83	48,072
Panama Buena Vista	Accounting Technician	24.40	29.58	56,139
	Accounting Clerk	20.91	25.35	48,110
Kern County				

## Summary of Accounts Payable Clerk and Payroll Clerk Hourly Wages

	Bureau of Labor Statistics for Bakersfield Region												CAPK Starting Hourly Wage	City of Bakersfield Starting Hourly Wage	Panama Buena Vista Starting Hourly Wage	KCSOS		Panama Buena Vista		City of Bakersfield		KCSOS		Panama Buena Vista		City of Bakersfield		CAPK Highest Hourly Wage																																																																																																																																																																																																																																																																																																																																																																																																											
	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage				Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage		Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting Hourly Wage	Starting 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as of June 2019 Analysis

**COMMUNITY ACTION PARTNERSHIP of KERN  
FINANCE  
Accountant**

*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 9    **FLSA Status:** Hourly    **Date Approved:** 12/1/2017

**SUMMARY:**

Responsible for complex general accounting and financial reporting functions of the organization to include preparing financial statements, reconciling bank accounts, and monitoring and analyzing assets, liabilities, revenues and expenditures accounts.

**SUPERVISION RECEIVED:**

Receives supervision from the Finance Manager, or from the Controller or CFO in the absence of the Finance 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. Prepare organization financial statements.
2. Prepare financial reports for grants/contracts in accordance with funding source requirements.
3. Analyze general ledger accounts for propriety and accuracy.
4. Maintain fixed assets subsidiary ledger in accordance with regulatory requirements.
5. Reconcile bank accounts on a monthly basis.
6. Analyze organization cash balances on a daily basis by grant and program.
7. Prepare U.S. Treasury cash drawdown supporting schedules.
8. Monitor expenditures on an ongoing basis to ensure that expenditures do not exceed the established budget.
9. Prepare periodic and special reports for financial, statistical, and other purposes for use by management staff.
10. Prepare annual audit schedules.
11. Provide technical support to program staff in resolving budget, financial, and reporting issues.

12. Keep supervisor(s) informed on all accounting and financial issues affecting grants/programs. Recommend solutions for improvement.
13. Train key management staff and division staff on effective use of the accounting software applications/modules.
14. Perform other financial and accounting duties as assigned.

**B. Other Job Specific Duties:**

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Perform any other like duties as assigned.

**MINIMUM QUALIFICATIONS:**

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

**Knowledge of:**

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

**Ability to:**

Prepare financial statements and reports  
Analyze financial data  
Research and resolve accounting issues  
Work independently  
Coordinate work requiring constant alertness and attention to detail  
Work under frequent time pressures and deadlines  
Plan, organize, allocate, and control confidential data and organizational resources  
Communicate effectively both orally and in writing  
Use good organizational methods and procedures  
Establish and maintain effective working relationships, both internally and externally

**EDUCATION AND EXPERIENCE:**

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

- Bachelor's degree in accounting, business administration or related field
- Six (6) years of progressive financial accounting experience
- Financial accounting experience in a non-profit organization or governmental entity is desirable, including familiarity with fund accounting and governmental accounting standards and regulations



## **OTHER REQUIREMENTS**

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout
- Completion of a physical and substance abuse screening upon offer of employment
- Must be fingerprinted and have such records filed with the State Department of Social Services

## **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 Accountant			
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					

**COMMUNITY ACTION PARTNERSHIP of KERN**  
**Assistant to the Director**

*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:** 07/24/2019

**SUMMARY:** Performs sensitive and confidential administrative assistant/secretarial functions for the Division Director with special assistance to the Divisions administrative team. Maintains official records and provides administrative support to the Division.

**SUPERVISION RECEIVED:**

Receives supervision from Division Director.

**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. Performs a wide variety of duties for the Director that are complex, highly confidential and detailed.
2. Maintains official records system for the Division.
3. Coordinates, plans and serves as the primary point of contact for all Director's management team meetings.
4. Manages and coordinates the Director's calendar, meetings, phone calls and other administrative tasks to help manage the priorities of the Director.
5. Acts as the primary liaison for communication within the Director's departments, and responds to queries for general information
6. Furnish general information to the public as required.
7. Monitors budget for all departments managed by the Director.

**B. Other Job Specific Duties:**

1. Attends all meetings, trainings, and conferences as assigned.
2. Is proactive in the program effort to recruit and enroll families that qualify for CAPK programs.
3. Organizational and procedure principles; research techniques.
4. Excellent oral and written communication skills; modern office practice, procedures and equipment; record-keeping and report writing techniques.

5. Various computer software applications.
6. Proper preparation of official agendas, public and other legal notices, and meeting minutes.
7. Knowledge of basic budgetary principles
8. Take accurate minutes and transcribe.
9. Organize and maintain office files, records and logs.
10. Work with minimal supervision.
11. Compose professional letters, memos, reports and a variety of internal and external correspondence.
12. Communicate orally in public.
13. Maintain confidentiality of sensitive documents and information.
14. Performs any other like duties as assigned or as needed.

### **MINIMUM QUALIFICATIONS:**

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

#### **Knowledge of:**

Agency policies and procedures  
 Applicable federal, state, and local laws, codes, and regulations  
 Departmental policies and procedures  
 Correspondence and report writing practices and procedures  
 Current problems of socially and economically challenged families  
 The contributions of parents and volunteers who may be non-professional  
 Modern office practices, methods, procedures and equipment including computers  
 Word processing, spreadsheet, database, and other related software applications  
 Language translation and interpretation strategies and techniques

#### **Ability to:**

Ability to deal with conceptual matters. Excellent problem-solving skills.  
 Ability to plan, organize, allocate, and control substantial resources.  
 Exercise independent discretionary judgment as needed in a professional manner.  
 Ability to communicate effectively  
 Good interpersonal skills.  
 Willingness to attend evening and weekend meetings  
 Effectively present program information to the general public.  
 Establish professional working relationships with staff, agencies and parents  
 Bilingual (English/Spanish) capabilities desirable

### **EDUCATION AND EXPERIENCE:**

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

- AA degree in Business Administration or a related field is desirable.
- Minimum of four (4) years of responsible administrative management work,

including document and records management.

- Any combination of education and or experience may be acceptable at the discretion of the Director.

### **OTHER REQUIREMENTS**

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout
- 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.
- Completion of a physical and substance abuse screening upon offer of employment.
- Completion of TB screening upon offer of employment and every three years 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 Assistant to the Director			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASION ALLY UP TO 4 HOURS	FREQUEN TLY 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		
	NEVE R 0 HOU RS	OCCASI ONALLY UP TO 4 HOURS	FREQU ENTLY 4-8 HOURS	NEVE R 0 HOU RS	OCCASI ONALLY UP TO 4 HOURS	FREQU ENTLY 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					

**COMMUNITY ACTION PARTNERSHIP OF KERN  
DISCRETIONARY AND FUND RAISING FUNDS  
FOR THE MONTH ENDED JULY 31, 2019**

	03/01/19- 06/30/19	07/01/19 - 07/30/19	TOTAL
<b>BEGINNING BALANCE (NOTE 1)</b>	\$ 525,891.33	\$ -	<b>\$ 525,891.33</b>
<b>CASH RECEIPTS</b>			
2019 Awards Banquet Donations	44,878.70	5,103.16	49,981.86 a
Donations	505.45	190.81	696.26
Misc. Revenue	2,596.51	160.00	2,756.51
Interest Income/Union Administrative Fee	1,195.92	0.84	1,196.76
<b>TOTAL CASH RECEIPTS</b>	<b>49,176.58</b>	<b>5,454.81</b>	<b>54,631.39</b>
<b>CASH DISBURSEMENTS</b>			
Line of Credit Interest Expense	-	-	-
Line of Credit Unused Commitment Fee	1,243.75	1,258.99	2,502.74 b
2019 Awards Banquet Expenses	26,648.61	-	26,648.61 a
Supplies	1,563.81	-	1,563.81
Volunteer Appreciation	-	-	- c
Fundraising Expenses	-	-	-
Property Taxes - Campus Vacant Parcels	-	-	-
Miscellaneous Expenses	338.34	5,316.80	5,655.14
Indirect	290.57	129.84	420.41
<b>TOTAL CASH DISBURSEMENTS</b>	<b>30,085.08</b>	<b>6,705.63</b>	<b>36,790.71</b>
<b>CASH PROVIDED (USED)</b>	<b>19,091.50</b>	<b>(1,250.82)</b>	<b>17,840.68</b>
<b>ENDING BALANCE</b>	<b>\$ 544,982.83</b>		<b>\$ 543,732.01</b>
		Discretionary Cash	\$ 213,851.02
		Fund Raising Cash	333,380.99
			547,232.01
		Add: Prepaid	-
		Less: AP	(3,500.00)
			<b>\$ 543,732.01</b>

**NOTES**

1. For the year ended 2/28/19, the net increase to the Discretionary/Fund Raising Funds was \$48,593.85.
- a. As of 06/30/19, net 2019 awards banquet gain is \$23,730.09 (FYE 2/28/19 = \$5,500.00 + \$44,878.70 - \$26,648.61 expenses 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: 08/08/2019

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**BUDGET AND FINANCE COMMITTEE**

**AUGUST 14, 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
<b><u>UNRESTRICTED</u></b>						
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
<b><u>RESTRICTED</u></b>						
EARLY HEAD START EXPANSION	2,114,774	93.600	09HP000163-01	03/01/19 - 2/29/20	107	U S 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	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	17,095,292	93.600	09CH011132-01	07/01/19 - 02/29/20	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START CHILD CARE PARTNERSHIP	725,701	93.600	09HP0036 - 04	09/01/18 - 08/31/19	110	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	5,388,328	93.600	09CH010071 - 05	02/01/19 - 01/31/20	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,888	14.267	CA1799L9D041800	04/02/19 - 04/01/20	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	94,012	21.009	19VITA00228	08/01/18 - 07/31/20	149	U S 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	U S 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	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	1,364,399	81.042	17C-4010	6/1/18 - 6/30/20	123-65	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085 600,085	93.575 93.575	CCTR - 8049 CCTR - 9050	07/01/18 - 06/30/19 07/01/19 - 06/30/20	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855 275,855	93.596 93.596	CCTR - 8049 CCTR - 9050	07/01/18 - 06/30/19 07/01/19 - 06/30/20	253	U S 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
MIGRANT ALTERNATIVE PAYMENT	5,411,000 5,411,000	93.575 93.575	CMAP - 8000 CMAP - 9000	07/01/18 - 06/30/19 07/01/19 - 06/30/20	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	164,081 164,081	93.575 93.575	CSPP - 8120 CSPP - 9121	07/01/18 - 06/30/19 07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	357,247 357,247	93.596 93.596	CSPP - 8120 CSPP - 9121	07/01/18 - 06/30/19 07/01/19 - 06/30/20	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 PROGRAM	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 3,046,805		CMAP - 8000 CMAP - 9000	07/01/18 - 06/30/19 07/01/19 - 06/30/20	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,067,088 2,067,088		CCTR - 8049 CCTR - 9050	07/01/18 - 06/30/19 07/01/19 - 06/30/20	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	3,731,472 3,731,472		CSPP - 8120 CSPP - 9121	07/01/18 - 06/30/19 07/01/19 - 06/30/20	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	254,377 254,377		CMIG - 8004 CMIG - 9004	07/01/18 - 06/30/19 07/01/19 - 06/30/20	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	38,156 38,156		CMSS - 8004 CMSS - 9004	07/01/18 - 06/30/19 07/01/19 - 06/30/20	252	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
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	175,000		18T-8012	10/15/18 - 06/30/19	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
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
EAST KERN HEALTH LINK - RESOURCE FAIRS	3,000		N/A	6/01/19 - 5/31/20	501-005	BORAX VISITOR CENTER FOUNDATION
EAST KERN FAMILY RESOURCE CENTER EMERGENCY SUPPLIES CLOSET	2,000		N/A	5/20/19 - 12/31/19	501-005	KERN HEALTH SYSTEMS
SHAFTER YOUTH CENTER - MAKE BAKERSFIELD	2,000		N/A	5/20/19 - 12/31/19	527-260	KERN HEALTH SYSTEMS
A.R.T CURRICULUM	10,125		N/A	9/10/18 - 6/30/19	531-070	KERN COUNTY SUPERINTENDENT OF SCHOOLS
FRIENDSHIP HOUSE - MUSEUM ON THE MOVE	2,000		N/A	5/20/19 - 12/31/19	531-260	KERN HEALTH SYSTEMS
HOMELESS COLLABORATIVE - HEARING TO HELP INCENTIVE BAGS	2,000		N/A	5/20/19 - 12/31/19	536-260	KERN HEALTH SYSTEMS
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	5/28/19 - 8/31/19	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT

**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
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	5/28/19 - 8/31/19	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
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			N/A		444	STARBUCKS
PREP WORKS PROGRAM			N/A		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
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				
	<u>Energy</u>						
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			

**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
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
234	CalEITC				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		
501-005	EKFRC: KHS Emergency Closet				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		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	<u>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		
536-260	2-1-1: KHS Homeless Collaborative				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		
04/30/19	n/a				
05/31/19	n/a				
06/30/19	n/a				
07/31/19	\$ 1,200,000	\$ 1,200,000	2		

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 June 2019.

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

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/18 - 3/30/19	90 days	\$ 1,243.75	0.25%
3/31/19 - 6/29/19	90 days	\$ 1,258.99	0.25%

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

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF JULY 31, 2019	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(28,171.65)
HEAD START/EARLY HEAD START	354,092.00
<b>SUBTOTAL</b>	<b>325,920.35</b>
CHILD DEVELOPMENT RESERVE No. 2	0.00
GENERAL CHILD CARE	533,263.51
MIGRANT A/P	1,668,841.18
MIGRANT CHILD CARE	48,937.39
MIGRANT SPECIALIZED SERVICES	(8,285.77)
STATE PRESCHOOL	(140,279.49)
<b>SUBTOTAL</b>	<b>2,102,476.82</b>
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(117,942.54)
EF&S	39,799.00
EFAP	(10,882.67)
FOOD BANK	199,390.02
FOOD BANK CAPACITY PROGRAM	18,115.48
FOOD BANK - STATE	(100,806.30)
SOCAL GAS	3,130.66
WONDERFUL FOUNDATION	13,161.38
<b>SUBTOTAL</b>	<b>43,965.03</b>
ENERGY	(115,228.15)
DOE WAP	(176,060.30)
LIHEAP	(693,101.38)
LIWP SOLAR PV	(62.70)
LIWP SINGLE FAMILY	(3,662.76)
WATER TANK	0.00
TRANSFER NEGATIVE BALANCE	988,115.29
<b>SUBTOTAL</b>	<b>0.00</b>
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
<b>SUBTOTAL</b>	<b>2,000.00</b>
211	(23,809.43)
211 HOSPITAL PREPAREDNESS	0.00
BANK OF THE WEST	14,391.66
CAL FRESH	(12,356.02)
CALEITC	(28,923.98)
COST POOLS	22,085.04
COUNTY OF KERN - 2-1-1	0.00
CSBG	8,230.45
CSBG DISCRETIONARY	0.00
DIFFERENTIAL RESPONSE	(33,542.82)
DIGNITY HEALTH	3,041.15
DISCRETIONARY FUND	210,359.73
ECONOMIC EMPOWERMENT	(14,622.25)
FIRST 5 KERN 211	(9,493.82)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(38,579.18)
FIRST 5 HELP ME GROW	(7,931.16)
FRIENDSHIP HOUSE	(33,491.76)
FUNDRAISING	333,412.70
GANG PREVENTION	(2,718.81)
GENERAL FUND	55,857.74
HOME VISIT INITIATIVE (CO OF KERN)	16,081.02
INDIRECT FUND	1,604,942.89
IRS - VITA	(1,603.26)
INFORMATION & EDUCATION	(14,234.34)
REALIGNMENT FOR SUCCESS	(2,640.92)
SHAFTER YOUTH CENTER	(25,734.19)
STARBUCKS FOUNDATION	(17,024.98)
UNITED WAY 211	(33,599.06)
WELLS FARGO FOUNDATION	1,831.15
WIC	(928,183.76)
LESS: ENERGY NEGATIVE BALANCE	(988,115.29)
ADD: LINE OF CREDIT	0.00
<b>SUBTOTAL</b>	<b>53,628.50</b>
<b>TOTAL OPERATING CASH</b>	<b>2,527,990.70</b>



## **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  
July 31, 2019

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

OPERATING ACCOUNT  
ACCOUNT NO: XXXXX-X2976

<b>BANK BALANCE AT</b>	<b>07/31/19</b>		2,550,725.39
LESS: OUTSTANDING CHECKS		734,180.07	
<b>ADJUSTED BANK BALANCE AT</b>	<b>06/30/19</b>		1,816,545.32
<b>GENERAL LEDGER BALANCE AT</b>	<b>06/30/19</b>		1,480,670.46
ADD: DEPOSITS		3,453,046.43	
LOAN ADVANCE		1,200,000.00	
ONLINE DEPOSITS		160.00	
US TREAS DRAWDOWNS		1,762,847.28	
VITA DRAWDOWNS		-	
ADP REFUND		531.79	
FUNDS FROM OTHER GRANTS		93,461.53	
BANK ACCOUNT TRANSFER FROM CDS ADVANCES ACCT.		-	
BANK ACCOUNT TRANSFER FROM HEAD START ACCURED VACATION ACCT.		-	
BANK ACCOUNT TRANSFER FROM CHILD DEVELOPMENT RESERVE No. 2 ACCT.		-	
DONATION			
TRANSFER FROM CDR #2		378.73	
LESS: CHECKS ISSUED (CURRENT MONTH)		2,654,911.02	
ADP PAYROLL 7/5/19		724,471.97	
ADP PAYROLL 7/19/19		792,544.19	
PAYROLL HIT BANK ON 7/31/19 - PAYROLL TIMING DIFFERENCE		707,012.66	
EFTS FOR HRA/HSA/ STD/403B		61,788.62	
REC LOAN PRINCIPAL/INT EXPENSES		32,891.77	
CLIENT ANALYSIS SERVICE CHARGE			
BANK ACCOUNT TRANSFER TO CDS ADVANCES ACCT.		-	
PAYBACK LOAN ADVANCE		1,200,000.00	
CLIENT ANALYSIS SERVICE CHARGE		930.67	
<b>GENERAL LEDGER BALANCE AT</b>	<b>07/31/19</b>		1,816,545.32

DIFFERENCE: -

PREPARED BY: Veronica Ipatzi TITLE: Accountant DATE: 08/07/2019

APPROVED BY:  TITLE: Chief Financial Officer DATE: 08/07/2019



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

BANK RECONCILIATION FOR MONTH ENDING  
July 31, 2019

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

ACCOUNT NO.: XXXXX-X6256

**BANK BALANCE ENDING: 07/31/19 601,547.98**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE: 07/31/19 601,547.98**

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**BALANCE PER G/L 06/30/19 601,423.84**

ADD: DEPOSITS 0.00

INTEREST 124.14

ROUNDING ERROR 0.00

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

**BALANCE PER G/L 07/31/19 601,547.98**

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DIFFERENCE: 0.00

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

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PREPARED BY: Veronica Ipatzi

TITLE: Accountant

DATE: 08/07/19

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 08/07/19



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

BANK RECONCILIATION FOR MONTH ENDING  
July 31, 2019

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

ACCOUNT NO.: XXXXX-X2049

**BANK BALANCE ENDING:** 07/31/19 0.02

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE:** 07/31/19 0.02

---

**BALANCE PER G/L** 06/30/19 **378.73**

ADD: DEPOSITS 0.00

INTEREST 0.02

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 378.73

**BALANCE PER G/L** 07/31/19 **0.02**

---

DIFFERENCE: 0.00

---

PREPARED BY: Veronica Ipatzi Accountant

DATE: 08/07/19

APPROVED BY:  TITLE: Chief Financial Officer

DATE: 08/07/19





**COMMUNITY ACTION PARTNERSHIP OF KERN  
CSD ADVANCES ACCOUNT\*\***

5005 BUSINESS PARK NORTH  
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING  
July 31, 2019**

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

ACCOUNT NO.: XXXXX-X1095

<b>BANK BALANCE ENDING:</b>	<b>07/31/19</b>	<b>16,873.39</b>
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
<b>ADJUSTED BANK BALANCE:</b>	<b>07/31/19</b>	<b>16,873.39</b>

<b>BALANCE PER G/L</b>	<b>06/30/19</b>	<b>16,870.81</b>
ADD:		
DEPOSITS		0.00
INTEREST		2.58
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
<b>BALANCE PER G/L</b>	<b>07/31/19</b>	<b>16,873.39</b>

\* 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: 08/07/19

APPROVED BY:  TITLE: Chief Financial Officer DATE: 08/07/19



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

BANK RECONCILIATION FOR MONTH ENDING  
**July 31, 2019**

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

ACCOUNT NO.: XXXXX-X1921

<b>BANK BALANCE ENDING:</b>	<b>07/31/19</b>	<b>5,479.63</b>
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
<b>ADJUSTED BANK BALANCE</b>	<b>07/31/19</b>	<b>5,479.63</b>

<b>BALANCE PER GENERAL LEDGER</b>	<b>06/30/19</b>	<b>5,491.24</b>
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	0.00	
PAYPAL DEPOSIT	0.00	
INTEREST	0.84	
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	
<b>BALANCE PER GENERAL LEDGER:</b>	<b>07/31/19</b>	<b>5,479.63</b>

\* 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.

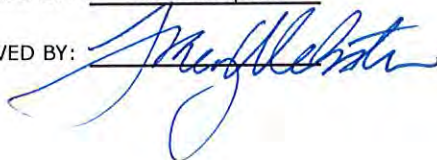
\*\*\* January 2018 name changed from HOPE Program Account to On-line Donations Account.

PREPARED BY: Veronica Ipatzi

TITLE: Accountant

DATE: 08/07/19

APPROVED BY:



TITLE: Chief Financial Officer

DATE: 08/07/19



**COMMUNITY ACTION PARTNERSHIP OF KERN  
BANK OF AMERICA MASTERCARD SUMMARY  
STATEMENTS DATED JUNE 22, 2019 - JULY 21, 2019**

Cardholder	Position	Amount Charged
Gloria Barbero	Administrator - EHS San Joaquin	\$ 1,986.73
Yolanda Gonzales	Director of Head Start/State Child Development Programs	-
Ralph Martinez	Director of Community Development	1,309.99
Raymond Quan	Director of Human Resources	147.03
Pritika Ram	Director of Administration	4,107.13
Carmen Segovia	Director of Health & Nutrition Services	8,112.49
Jeremy Tobias	Chief Executive Officer	1,447.85
Emilio Wagner	Director of Operations	3,439.40
	Total	\$ 20,550.62



GLORIA BARBERO

Platinum Plus® for Business

June 22, 2019 - July 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 ..... \$1,986.73

**Minimum Payment Due ..... \$19.87**

**Payment Due Date ..... 08/15/19**

**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 ..... \$2,629.20

Payments and Other Credits ..... -\$2,629.20

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$1,986.73

**Fees Charged ..... \$0.00**

**Finance Charge ..... \$0.00**

New Balance Total ..... \$1,986.73

Credit Limit ..... \$5,000

Credit Available ..... \$3,013.27

Statement Closing Date ..... 07/21/19

Days in Billing Cycle ..... 30

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Payments and Other Credits</b>				
07/12	07/12	CA Banking Center payment	19306005750002958736827	- 2,629.20
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>-\$2,629.20</b>
<b>Purchases and Other Charges</b>				
06/24	06/21	CPS HUMAN RESOURCE SER 916-2633600 CA	55436879173121738722735	4.85
07/05	07/03	CAESARS PLACE ADV RSVN 8662094732 NV Arr: 07/02/19 Dep: 07/03/19 Inv: 0009321359	55310209186006171060402	899.10
07/05	07/03	CAESARS PLACE ADV RSVN 8662094732 NV	55310209186006171060592	1,082.78

BUSINESS CARD  
PO BOX 15796  
WILMINGTON, DE 19886-5796

GLORIA BARBERO  
COMM ACTION PRTRNRSH KERN  
COMM ACTION PRTRNRSH KERN  
5005 BUSINESS PARK N  
BAKERSFIELD, CA 93309-1651

Account Number:

June 22, 2019 - July 21, 2019

New Balance Total ..... \$1,986.73

**Minimum Payment Due ..... \$19.87**

**Payment Due Date ..... 08/15/19**

**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>
		Arr: 07/02/19 Dep: 07/03/19 Inv: 0009321368		
		<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>		<b>\$1,986.73</b>

## Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	<b>Annual Percentage Rate</b>	<b>Balance Subject to Interest Rate</b>	<b>Finance Charges by Transaction Type</b>
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.



YOLANDA GONZALES

Platinum Plus® for Business

June 22, 2019 - July 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 ..... \$0.00

**Minimum Payment Due ..... \$0.00**

**Payment Due Date ..... 08/15/19**

**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 ..... \$9,852.76

Payments and Other Credits ..... **-\$9,852.76**

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$0.00

**Fees Charged ..... \$0.00**

**Finance Charge ..... \$0.00**

New Balance Total ..... \$0.00

Credit Limit ..... \$10,000

Credit Available ..... \$10,000.00

Statement Closing Date ..... 07/21/19

Days in Billing Cycle ..... 30

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
		<b>Payments and Other Credits</b>		
07/12	07/12	CA Banking Center payment	19306005750002958686501	- 9,852.76
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>-\$9,852.76</b>

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:

June 22, 2019 - July 21, 2019

New Balance Total ..... \$0.00

**Minimum Payment Due ..... \$0.00**

**Payment Due Date ..... 08/15/19**

**Enter payment amount**

\$

For change of address/phone number, see reverse side.

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www.bankofamerica.com



YOLANDA GONZALES

June 22, 2019 - July 21, 2019

Page 3 of 4

### 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.*



RALPH MARTINEZ

Platinum Plus® for Business

June 22, 2019 - July 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 ..... \$1,309.99

**Minimum Payment Due ..... \$13.10**

**Payment Due Date ..... 08/15/19**

**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 ..... \$2,761.80

Payments and Other Credits ..... -\$2,761.80

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$1,309.99

**Fees Charged ..... \$0.00**

**Finance Charge ..... \$0.00**

New Balance Total ..... \$1,309.99

Credit Limit ..... \$10,000

Credit Available ..... \$8,690.01

Statement Closing Date ..... 07/21/19

Days in Billing Cycle ..... 30

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Payments and Other Credits</b>				
07/12	07/12	CA Banking Center payment	19306005760040958578250	- 2,761.80
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>-\$2,761.80</b>
<b>Purchases and Other Charges</b>				
06/24	06/23	FACEBK GWL6BMJVT2 Menlo Park CA	15270219174000060253629	25.00
06/24	06/23	FACEBK UDNNSL2VT2 Menlo Park CA	15270219174000032703727	25.00
06/24	06/23	FACEBK Y85CXLNUT2 Menlo Park CA	15270219174000072301523	25.00
06/25	06/24	FACEBK HCAB2M6VT2 Menlo Park CA	15270219175242807900745	35.00

Account Number:

June 22, 2019 - July 21, 2019

New Balance Total ..... \$1,309.99

**Minimum Payment Due ..... \$13.10**

**Payment Due Date ..... 08/15/19**

BUSINESS CARD  
PO BOX 15796  
WILMINGTON, DE 19886-5796

RALPH MARTINEZ  
COMM ACTION PRTRNRSH KERN  
COMM ACTION PRTRNRSH KERN  
5005 BUSINESS PARK N  
BAKERSFIELD, CA 93309-1651

**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>
06/26	06/25	FACEBK 5XY7MAVT2 Menlo Park CA	15270219176000064721447	50.00
06/27	06/27	FACEBK 8TT8ELWUT2 Menlo Park CA	15270219178000046890730	75.00
06/27	06/26	Twitter Online Ads San FranciscoCA	15270219177000059993828	206.62
07/01	06/28	FACEBK ND5NULSUT2 Menlo Park CA	15270219179000059091530	75.00
07/01	06/28	Twitter Online Ads San FranciscoCA	15270219179000065413728	217.80
07/01	06/30	Twitter Online Ads San FranciscoCA	15270219181000176673539	203.08
07/03	07/02	Twitter Online Ads San FranciscoCA	15270219183000082691524	372.49
<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>				<b>\$1,309.99</b>

## Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	<b>Annual Percentage Rate</b>	<b>Balance Subject to Interest Rate</b>	<b>Finance Charges by Transaction Type</b>
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

June 22, 2019 - July 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

## Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
		<b>Purchases and Other Charges</b>		
06/28	06/26	BALLY'S HOTEL LAS VEGAS LAS VEGAS NV Arr: 06/23/19 Dep: 06/26/19 Inv: 0005644535	55310209179006048610081	147.03
		<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>		<b>\$147.03</b>

## Payment Information

New Balance Total ..... \$147.03

**Minimum Payment Due ..... \$10.00**

**Payment Due Date ..... 08/15/19**

**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 ..... \$0.00

Payments and Other Credits ..... \$0.00

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$147.03

**Fees Charged ..... \$0.00**

**Finance Charge ..... \$0.00**

New Balance Total ..... \$147.03

Credit Limit ..... \$10,000

Credit Available ..... \$9,852.97

Statement Closing Date ..... 07/21/19

Days in Billing Cycle ..... 30

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:  
June 22, 2019 - July 21, 2019

New Balance Total ..... \$147.03

**Minimum Payment Due ..... \$10.00**

**Payment Due Date ..... 08/15/19**

**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



RAYMOND T QUAN

June 22, 2019 - July 21, 2019  
Page 3 of 4

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.



PRITIKA RAM

Platinum Plus® for Business

June 22, 2019 - July 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 ..... \$4,107.13

**Minimum Payment Due ..... \$41.07**

**Payment Due Date ..... 08/15/19**

**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 ..... \$4,752.49

Payments and Other Credits ..... -\$4,752.49

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$4,107.13

**Fees Charged ..... \$0.00**

**Finance Charge ..... \$0.00**

New Balance Total ..... \$4,107.13

Credit Limit ..... \$10,000

Credit Available ..... \$5,892.87

Statement Closing Date ..... 07/21/19

Days in Billing Cycle ..... 30

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
		<b>Payments and Other Credits</b>		
07/12	07/12	CA Banking Center payment	19306005760030958797463	- 4,752.49
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>- \$4,752.49</b>
		<b>Purchases and Other Charges</b>		
06/24	06/21	AMERICAN 0010264226151 CHARLOTTE NC RAM/PRITIKA 0010264226151	55417349173871732431421	30.00

BUSINESS CARD  
PO BOX 15796  
WILMINGTON, DE 19886-5796

PRITIKA RAM  
COMM ACTION PRTRNRSH KERN  
COMM ACTION PRTRNRSH KERN  
5005 BUSINESS PARK N  
BAKERSFIELD, CA 93309-1651

Account Number:

June 22, 2019 - July 21, 2019

New Balance Total ..... \$4,107.13

**Minimum Payment Due ..... \$41.07**

**Payment Due Date ..... 08/15/19**

**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
		Departure Date: 06/21/19 Airport Code: EBC AA Y FEE		
06/24	06/22	WESTIN CHARLOTTE CHARLOTTE NC Arr: 06/18/19 Dep: 06/22/19 Inv: 2200396	55436879173261738068406	449.48
06/24	06/23	WESTIN CHARLOTTE CHARLOTTE NC Arr: 06/18/19 Dep: 06/23/19 Inv: 2200400	55436879174171744895958	674.22
06/26	06/25	COMMUNITY ACTION PARTN 2022657546 DC	55457029176083301359050	750.00
07/01	06/28	EXCHANGE PRESS 4024676112 NE	55480779180200925000259	128.85
07/01	06/29	HYATT REGENCY LONG BEA 8885884384 CA Arr: 08/25/19 Dep: 08/28/19 Inv: 30086820	55310209180722579757698	209.69
07/01	06/29	HYATT REGENCY LONG BEA 8885884384 CA Arr: 08/25/19 Dep: 08/28/19 Inv: 30086812	55310209180722579758605	209.69
07/01	06/29	HYATT REGENCY LONG BEA 8885884384 CA Arr: 08/25/19 Dep: 08/28/19 Inv: 30086607	55310209180722579758191	209.69
07/01	06/29	CareerBuilder 800-861-4182 IL	85180899181001001810107	375.00
07/08	07/05	MGM GRAND - ADV DEP 8552755733 NV Arr: 07/29/19 Dep: 08/02/19 Inv: 1779468621	55310209187796865354793	617.92
07/08	07/05	AMERICAN 00123644441712 8004337300 TX SHEGOS/SHEILA 00123644441712 Departure Date: 08/27/19 Airport Code: BFL AA B DFW Departure Date: 08/27/19 Airport Code: DFW AA B ORD Departure Date: 08/30/19 Airport Code: ORD AA B PHX Departure Date: 08/30/19 Airport Code: PHX AA B BFL	55310209187978000416162	452.59
<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>				<b>\$4,107.13</b>

## 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

June 22, 2019 - July 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 ..... \$8,112.49

**Minimum Payment Due ..... \$81.12**

**Payment Due Date ..... 08/15/19**

**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 ..... \$9,603.93

Payments and Other Credits ..... -\$9,647.93

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$8,156.49

**Fees Charged ..... \$0.00**

**Finance Charge ..... \$0.00**

New Balance Total ..... \$8,112.49

Credit Limit ..... \$20,000

Credit Available ..... \$11,887.51

Statement Closing Date ..... 07/21/19

Days in Billing Cycle ..... 30

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Payments and Other Credits</b>				
06/26	06/19	EMBASSY SUITES LAX LOS ANGELES CA	55436879176261710899817	- 44.00
		Arr: 06/19/19 Dep: 06/19/19 Inv: 1188458		
07/12	07/12	CA Banking Center payment	19306005750002958637710	- 9,603.93
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>-\$9,647.93</b>
<b>Purchases and Other Charges</b>				
06/24	06/21	WALMART.COM 8009666546 AR	55500369172083312818285	500.00
06/24	06/22	AMZN Mktp US*M66EE9KE2 Amzn.com/billlWA	55432869173200282406906	168.98

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

Account Number:

June 22, 2019 - July 21, 2019

New Balance Total ..... \$8,112.49

**Minimum Payment Due ..... \$81.12**

**Payment Due Date ..... 08/15/19**

**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
06/24	06/21	VIOC GN0163 BAKERSFIELD CA	55457029173837000028198	68.56
06/24	06/21	VIOC GN0163 BAKERSFIELD CA	55457029173837000028222	82.24
06/24	06/21	SVM PREPAID CARD 8007206428 IL	55460299173286082300337	224.60
06/24	06/21	ALBERTSONS 0336 BAKERSFIELD CA	55310209173975012930244	200.00
06/24	06/21	ALBERTSONS 0336 BAKERSFIELD CA	55310209173975013681713	150.00
06/24	06/21	USPS PO 0504680519 BAKERSFIELD CA	02305379173000487561265	60.50
06/25	06/24	AMZN MKTP US*MH4FR34Q1 AMZN.COM/BILLWA	55310209175083718064943	71.97
06/27	06/25	LA QUINTA INNS 0914 SACRAMENTO CA Arr: 06/24/19 Dep: 06/25/19 Inv: 888977	55432869177200294144657	125.35
06/27	06/25	FAMILY DEVELOPMENT RES 4356495822 UT	85140519177900015200057	90.00
06/28	06/26	EMBASSY SUITES LA QUINTA CA Arr: 06/26/19 Dep: 06/26/19 Inv: 371920	55436879178261780921655	216.98
06/28	06/26	EMBASSY SUITES LA QUINTA CA Arr: 06/26/19 Dep: 06/26/19 Inv: 371918	55436879178261780921689	216.98
06/28	06/26	EMBASSY SUITES LA QUINTA CA Arr: 06/26/19 Dep: 06/26/19 Inv: 371919	55436879178261780921804	216.98
06/28	06/26	EMBASSY SUITES LA QUINTA CA Arr: 06/26/19 Dep: 06/26/19 Inv: 371921	55436879178261780921812	216.98
06/28	06/26	EMBASSY SUITES LA QUINTA CA Arr: 06/26/19 Dep: 06/26/19 Inv: 371923	55436879178261780921820	216.98
06/28	06/26	EMBASSY SUITES LA QUINTA CA Arr: 06/26/19 Dep: 06/26/19 Inv: 371924	55436879178261780921838	216.98
06/28	06/26	EMBASSY SUITES LA QUINTA CA Arr: 06/26/19 Dep: 06/26/19 Inv: 371922	55436879178261780921903	216.98
06/28	06/27	THE SEQUOIA SANDWICH C BAKERSFIELD CA	55500809178207888700051	139.50
07/01	06/27	SHREDS UNLIMITED LANCASTER CA	75306379179207100774147	161.00
07/01	06/29	AMZN MKTP US*MH0GL2CQ0 AMZN.COM/BILLWA	55310209180083380793590	17.42
07/01	06/30	AMZN MKTP US*MH2895A41 AMZN.COM/BILLWA	55310209181083323242399	527.40
07/03	07/02	USPS PO BOXES ONLINE 800-275-8777 DC	02305379184600041728743	134.00
07/04	07/03	HOTELSCOM160560334766 HOTELS.COM WA	55432869184200019092737	304.42
07/04	07/04	HOTELSCOM160570992179 HOTELS.COM WA	55432869185200097981909	1,462.76
07/05	07/04	UNITED 01624612459960 800-932-2732 TX LUJAN/KATHLYNA 01624612459960 Departure Date: 07/28/19 Airport Code: BWI UA EA DEN Departure Date: 07/28/19 Airport Code: DEN UA EA BFL	55432869185200232589831	561.80
07/05	07/03	UNITED 01615180884587 800-932-2732 TX LUJAN /BUNDLE ECONOMY PLU 01615180884587 Departure Date: 07/28/19 Airport Code: BWI UA ED DEN Departure Date: 07/28/19 Airport Code: DEN UA ED BFL	55432869185200232752868	126.00
07/05	07/04	TRAVEL INSURANCE POLIC 8007296021 VA	55480779185026720970858	25.53
07/05	07/04	TRAVEL GUARD GROUP INC 8779348308 WI	55500369185083761625590	44.71
07/05	07/03	AMERICAN 00123641500743 8004337300 TX LUJAN/KATHLYN 00123641500743 Departure Date: 07/24/19 Airport Code: BFL AA V DFW Departure Date: 07/24/19 Airport Code: DFW AA V DCA	55310209185978000528372	372.80
07/05	07/03	AMERICAN 00106516541084 8004337300 TX LUJAN/KATHLYN 00106516541084 Departure Date: 07/03/19 Airport Code: RVU AA Y FEE	55310209185978001482587	19.94
07/09	07/08	HOTELSCOM160748757642 HOTELS.COM WA	55432869189200164598186	96.58
07/09	07/08	HOTELSCOM160748914295 HOTELS.COM WA	55432869189200164601394	65.99
07/09	07/09	TARGET.COM * 800-591-3869 MN	55310209190083036533455	155.96
07/11	07/11	AMZN MKTP US*MH8DX1512 AMZN.COM/BILLWA	55310209192083354406332	100.76
07/12	07/11	ABBOTT LABORATORIES 800-258-7677 OH	55432869192200774742252	269.99
07/12	07/11	AMZN MKTP US*MH7JQ5691 AMZN.COM/BILLWA	55310209192083363395542	27.90
07/12	07/11	LASSENS NATURAL FOODS- BAKERSFIELD CAE13	55500369193837000319285	95.97

## Transactions

<i>Posting Date</i>	<i>Transaction Date</i>	<i>Description</i>	<i>Reference Number</i>	<i>Amount</i>
07/15	07/12	3 WIRE ADDISON IL	25140619194010514327402	185.00
<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>				<b>\$8,156.49</b>

## Finance Charge Calculation

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

	<b>Annual Percentage Rate</b>	<b>Balance Subject to Interest Rate</b>	<b>Finance Charges by Transaction Type</b>
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

June 22, 2019 - July 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 ..... \$1,447.85

**Minimum Payment Due ..... \$14.48**

**Payment Due Date ..... 08/15/19**

**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 ..... \$3,849.47

Payments and Other Credits ..... -\$3,849.47

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$1,447.85

**Fees Charged ..... \$0.00**

**Finance Charge ..... \$0.00**

New Balance Total ..... \$1,447.85

Credit Limit ..... \$10,000

Credit Available ..... \$8,552.15

Statement Closing Date ..... 07/21/19

Days in Billing Cycle ..... 30

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Payments and Other Credits</b>				
07/12	07/12	CA Banking Center payment	19306005750014958849849	- 3,849.47
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>-\$3,849.47</b>
<b>Purchases and Other Charges</b>				
06/25	06/24	PAYPAL *IRISTRIFOI 4029357733 CA	55429509175894916148812	29.00
06/25	06/24	PAYPAL *IRISTRIFOI 4029357733 CA	55429509175894916081302	29.00
06/25	06/24	PAYPAL *IRISTRIFOI 4029357733 CA	55429509175894915995940	29.00
06/27	06/26	FOOD-EX BAKERSFIELD CA	25247809177002372152477	431.76

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  
June 22, 2019 - July 21, 2019

New Balance Total ..... \$1,447.85

**Minimum Payment Due ..... \$14.48**

**Payment Due Date ..... 08/15/19**

**Enter payment amount**

\$

For change of address/phone number, see reverse side.

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**BUSINESS CARD,**  
or make your payment online at  
www.bankofamerica.com

## Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
07/03	07/02	FOOD-EX BAKERSFIELD CA	25247809183000158168313	145.90
07/08	07/05	AMERICAN 00123644180030 8004337300 TX HOGAN/NILA 00123644180030 Departure Date: 08/27/19 Airport Code: BFL AA B DFW Departure Date: 08/27/19 Airport Code: DFW AA B ORD Departure Date: 08/30/19 Airport Code: ORD AA B PHX Departure Date: 08/30/19 Airport Code: PHX AA B BFL	55310209187978000371912	452.59
07/08	07/05	AMERICAN 00123644202846 8004337300 TX BENTON/JANEA 00123644202846 Departure Date: 08/27/19 Airport Code: BFL AA B DFW Departure Date: 08/27/19 Airport Code: DFW AA B ORD	55310209187978000375905	167.80
07/08	07/05	AMERICAN 00123644232401 8004337300 TX BENTON/JANEA 00123644232401 Departure Date: 09/01/19 Airport Code: DTW AA B PHX Departure Date: 09/01/19 Airport Code: PHX AA B BFL	55310209187978000380020	162.80
<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>				<b>\$1,447.85</b>

## 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

June 22, 2019 - July 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 ..... \$3,439.40

**Minimum Payment Due ..... \$34.39**

**Payment Due Date ..... 08/15/19**

**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 ..... \$6,066.85

Payments and Other Credits ..... -\$6,066.85

Balance Transfer Activity ..... \$0.00

Cash Advance Activity ..... \$0.00

Purchases and Other Charges ..... \$3,439.40

**Fees Charged ..... \$0.00**

**Finance Charge ..... \$0.00**

New Balance Total ..... \$3,439.40

Credit Limit ..... \$10,000

Credit Available ..... \$6,560.60

Statement Closing Date ..... 07/21/19

Days in Billing Cycle ..... 30

**Transactions**

Posting Date	Transaction Date	Description	Reference Number	Amount
<b>Payments and Other Credits</b>				
07/17	07/17	CA Banking Center payment	19806005750002389668644	- 6,066.85
		<b>TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD</b>		<b>- \$6,066.85</b>
<b>Purchases and Other Charges</b>				
06/26	06/24	CAESARS PLACE ADV RSVN 8662094732 NV Arr: 06/23/19 Dep: 06/24/19 Inv: 0009281779	55310209177006169956984	899.10
07/01	06/28	WIPFLILLP 7158437449 WI	55429509179894073730085	650.00
07/08	07/05	AATRIX SOFTWARE 7017466814 ND	55480779187286043446840	14.95

BUSINESS CARD  
PO BOX 15796  
WILMINGTON, DE 19886-5796

EMILIO WAGNER  
COMM ACTION PRTRNSH KERN  
COMM ACTION PRTRNSH KERN  
5005 BUSINESS PARK N  
BAKERSFIELD, CA 93309-1651

Account Number:

June 22, 2019 - July 21, 2019

New Balance Total ..... \$3,439.40

**Minimum Payment Due ..... \$34.39**

**Payment Due Date ..... 08/15/19**

**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
07/08	07/05	AMERICAN 00123643669645 8004337300 TX WAGNER/EMILIO 00123643669645 Departure Date: 08/25/19 Airport Code: BFL AA B DFW Departure Date: 08/25/19 Airport Code: DFW AA B ORD Departure Date: 08/30/19 Airport Code: ORD AA B PHX Departure Date: 08/30/19 Airport Code: PHX AA B BFL	55310209187978000281574	475.60
07/15	07/13	ONESTEPGPSCOM 18186592031 CA	55429509194713505136243	209.25
07/15	07/12	RISK MANAGEMENT EDUCAT CHARLOTTE NC	25247809194001102160635	800.00
07/16	07/15	CCI*HOTEL RESVGETAROOM 800-292-0712 TX	55432869196200810828343	195.25
07/16	07/15	CCI*HOTEL RESVGETAROOM 800-292-0712 TX	55432869196200810828442	195.25
<b>TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD</b>				<b>\$3,439.40</b>

## 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  
WELLS FARGO VISA SUMMARY  
STATEMENTS DATED JULY 3, 2019 - JULY 31, 2019**

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Gloria Barbero	Administrator - EHS San Joaquin	-
Yolanda Gonzales	Director of Head Start/State Child Development Programs	4,961.09
Donna Holland	Fiscal Administrator	3,704.66
Raymond Quan	Director of Human Resources	-
Pritika Ram	Director of Administration	1,052.39
Carmen Segovia	Director of Health & Nutrition Services	59.52
Jeremy Tobias	Chief Executive Officer	1,331.30
Emilio Wagner	Director of Operations	3,120.06
Tracy Webster	Chief Financial Officer	2,612.38
	Total	\$ 16,841.40



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**Statement Expenses**

08/08/2019 04:13 PM PT  
**Requested By:** WEBSTER, TRACY

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**Cardholder Summary**

Cardholder Name:	<b>AP, CAPK</b>	Start Date:	<b>07/03/2019</b>
Card Number:	<b>xxxx-xxxx-xxxx-7017</b>	End Date:	<b>07/31/2019</b>
Status:	<b>Open</b>	Reminder Period:	
Charges:	<b>0.00 USD</b>	<b>08/01/2019</b> through	<b>08/03/2019</b>
Out-of-pocket:	<b>0.00 USD</b>	Grace Period:	
Total Amount:	<b>0.00 USD</b>	<b>08/04/2019</b> through	<b>08/06/2019</b>
		Approval Period:	
		<b>08/07/2019</b> through	<b>08/10/2019</b>
		Download Period:	
		<b>08/11/2019</b> through	<b>08/28/2019</b>

**Charges**

There are no results.

---End of Report---

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**Statement Expenses**

08/08/2019 04:13 PM PT  
**Requested By:** WEBSTER, TRACY

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**Cardholder Summary**

Cardholder Name:	<b>BARBERO, GLORIA</b>	Start Date:	<b>07/03/2019</b>
Card Number:	<b>xxxx-xxxx-xxxx-7058</b>	End Date:	<b>07/31/2019</b>
Status:	<b>Open</b>	Reminder Period:	
Charges:	<b>0.00 USD</b>	<b>08/01/2019</b> through <b>08/03/2019</b>	
Out-of-pocket:	<b>0.00 USD</b>	Grace Period:	
Total Amount:	<b>0.00 USD</b>	<b>08/04/2019</b> through <b>08/06/2019</b>	
		Approval Period:	
		<b>08/07/2019</b> through <b>08/10/2019</b>	
		Download Period:	
		<b>08/11/2019</b> through <b>08/28/2019</b>	

**Charges**

There are no results.

---End of Report---

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## Statement Expenses

 08/08/2019 04:11 PM PT  
 Requested By: WEBSTER, TRACY

## Cardholder Summary

Cardholder Name:	<b>GONZALES, YOLANDA</b>	Start Date:	<b>07/03/2019</b>
Card Number:	<b>xxxx-xxxx-xxxx-7009</b>	End Date:	<b>07/31/2019</b>
Status:	<b>Open</b>	Reminder Period:	
Charges:	<b>4,961.09 USD</b>	<b>08/01/2019</b> through <b>08/03/2019</b>	
Out-of-pocket:	<b>0.00 USD</b>	Grace Period:	
Total Amount:	<b>4,961.09 USD</b>	<b>08/04/2019</b> through <b>08/06/2019</b>	
		Approval Period:	
		<b>08/07/2019</b> through <b>08/10/2019</b>	
		Download Period:	
		<b>08/11/2019</b> through <b>08/28/2019</b>	

## Charges

1.	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
	07/13/2019	07/15/2019	Office Depot #952 Bakersfield, CA		CAPK Pcard (CAPL Pcard)	Yes	134.25 USD / 134.25
	<b>Description</b>	Admin Office Supplies					
2.	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
	07/15/2019	07/17/2019	American Air0012366298514 Fort Worth, TX		CAPK Pcard (CAPL Pcard)	Yes	545.60 USD / 545.60
	<b>Description</b>	Airfare for CACP Conference Yolanda Gonzales					
3.	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
	07/15/2019	07/17/2019	American Air0012366298515 Fort Worth, TX		CAPK Pcard (CAPL Pcard)	Yes	545.60 USD / 545.60
	<b>Description</b>	Airfare for CACP Conference Esperanza Contreras					
4.	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
	07/15/2019	07/17/2019	American Air0012366298516 Fort Worth, TX		CAPK Pcard (CAPL Pcard)	Yes	545.60 USD / 545.60
	<b>Description</b>	Airfare for CACP Conference Leslie Mitchell					
5.	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
	07/19/2019	07/22/2019	Caesars Hotel & Casino Las Vegas, NV		CAPK Pcard (CAPL Pcard)	Yes	0.02 USD / 0.02

Description		Hotel adjustment for Yolanda Gonzales for WIPFLI Conference					
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/19/2019	07/22/2019	Caesars Hotel & Casino Las Vegas,NV		CAPK Pcard (CAPL Pcard)	Yes	0.02 USD / 0.02
	Description						Hotel adjustment for Esperanza Contreras for WIPFLI Conference
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/24/2019	07/25/2019	Tableau-eventcore Httpswww.tabl,WA		CAPK Pcard (CAPL Pcard)	Yes	3,190.00 USD / 3,190.00
	Description						Tableau registration for Chase Rangel and Sylvia Ortega
Total Charges: 4,961.09 USD							

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



## Statement Expenses

 08/08/2019 04:14 PM PT  
 Requested By: WEBSTER, TRACY

## Cardholder Summary

Cardholder Name:	<b>HOLLAND, DONNA</b>	Start Date:	<b>07/03/2019</b>
Card Number:	<b>xxxx-xxxx-xxxx-7033</b>	End Date:	<b>07/31/2019</b>
Status:	<b>Open</b>	Reminder Period:	
Charges:	<b>3,704.66 USD</b>	<b>08/01/2019</b> through <b>08/03/2019</b>	
Out-of-pocket:	<b>0.00 USD</b>	Grace Period:	
Total Amount:	<b>3,704.66 USD</b>	<b>08/04/2019</b> through <b>08/06/2019</b>	
		Approval Period:	
		<b>08/07/2019</b> through <b>08/10/2019</b>	
		Download Period:	
		<b>08/11/2019</b> through <b>08/28/2019</b>	

## Charges

1.	<b>Transaction Date</b> 07/16/2019	<b>Posting Date</b> 07/18/2019	<b>Merchant</b> Rio Suites Advance Dep 866-209-4732,NV	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> 100.91 USD / 100.91
2.	<b>Transaction Date</b> 07/18/2019	<b>Posting Date</b> 07/19/2019	<b>Merchant</b> Paypal Iristrifo 402-935-7733,CA	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> 29.00 USD / 29.00
3.	<b>Transaction Date</b> 07/18/2019	<b>Posting Date</b> 07/19/2019	<b>Merchant</b> Paypal Iristrifo 402-935-7733,CA	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> 29.00 USD / 29.00
4.	<b>Transaction Date</b> 07/18/2019	<b>Posting Date</b> 07/19/2019	<b>Merchant</b> Paypal Iristrifo 402-935-7733,CA	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> 29.00 USD / 29.00
5.	<b>Transaction Date</b> 07/18/2019	<b>Posting Date</b> 07/19/2019	<b>Merchant</b> Paypal Iristrifo 402-935-7733,CA	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> 29.00 USD / 29.00
6.	<b>Transaction Date</b> 07/18/2019	<b>Posting Date</b> 07/19/2019	<b>Merchant</b> Paypal Iristrifo 402-935-7733,CA	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> 29.00 USD / 29.00
7.	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>

	07/18/2019	07/19/2019	Paypal Iristrifo 402-935-7733,CA		CAPK Pcard (CAPL Pcard)	No	29.00 USD / 29.00
8.	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
	07/18/2019	07/19/2019	Paypal Iristrifo 402-935-7733,CA		CAPK Pcard (CAPL Pcard)	No	29.00 USD / 29.00
9.	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
	07/18/2019	07/19/2019	Paypal Iristrifo 402-935-7733,CA		CAPK Pcard (CAPL Pcard)	No	29.00 USD / 29.00
10.	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
	07/19/2019	07/22/2019	Rio Suites Advance Dep 866-209-4732,NV		CAPK Pcard (CAPL Pcard)	No	100.91 USD / 100.91
11.	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
	07/19/2019	07/22/2019	Rio Suites Advance Dep 866-209-4732,NV		CAPK Pcard (CAPL Pcard)	No	100.91 USD / 100.91
12.	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
	07/19/2019	07/22/2019	Rio Suites Advance Dep 866-209-4732,NV		CAPK Pcard (CAPL Pcard)	No	100.91 USD / 100.91
13.	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
	07/19/2019	07/22/2019	Rio Suites Advance Dep 866-209-4732,NV		CAPK Pcard (CAPL Pcard)	No	100.91 USD / 100.91
14.	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
	07/19/2019	07/22/2019	Rio Suites Advance Dep 866-209-4732,NV		CAPK Pcard (CAPL Pcard)	No	100.91 USD / 100.91
15.	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
	07/18/2019	07/22/2019	Balboa Bay Resort Dep Newport Beach,CA		CAPK Pcard (CAPL Pcard)	No	855.71 USD / 855.71
16.	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
	07/18/2019	07/22/2019	Balboa Bay Resort Dep Newport		CAPK Pcard (CAPL Pcard)	No	855.71 USD / 855.71

Beach,CA							
17.	<b>Transaction Date</b> 07/18/2019	<b>Posting Date</b> 07/22/2019	<b>Merchant</b> Balboa Bay Resort Dep Newport Beach,CA	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> 855.71 USD / 855.71
18.	<b>Transaction Date</b> 07/22/2019	<b>Posting Date</b> 07/23/2019	<b>Merchant</b> Alg Air 99qzmf 702-505-8888,NV	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> 190.00 USD / 190.00
19.	<b>Transaction Date</b> 07/23/2019	<b>Posting Date</b> 07/25/2019	<b>Merchant</b> Mandalay - Adv Dep 8552755733,NV	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> 224.49 USD / 224.49
20.	<b>Transaction Date</b> 07/23/2019	<b>Posting Date</b> 07/25/2019	<b>Merchant</b> Mandalay - Adv Dep 8552755733,NV	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> 224.49 USD / 224.49
21.	<b>Transaction Date</b> 07/25/2019	<b>Posting Date</b> 07/29/2019	<b>Merchant</b> Balboa Bay Resrt Pkg 2 Newport Beach,CA	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> 60.00 USD / 60.00
22.	<b>Transaction Date</b> 07/25/2019	<b>Posting Date</b> 07/29/2019	<b>Merchant</b> Balboa Bay Resort Club Newport Beach,CA	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> 282.24 USD / 282.24
23.	<b>Transaction Date</b> 07/25/2019	<b>Posting Date</b> 07/29/2019	<b>Merchant</b> Balboa Bay Resort Dep Newport Beach,CA	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> (534.93) USD / (534.93)
24.	<b>Transaction Date</b> 07/28/2019	<b>Posting Date</b> 07/30/2019	<b>Merchant</b> Balboa Bay Resort Dep Newport Beach,CA	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> 51.01 USD / 51.01
25.	<b>Transaction Date</b> 07/28/2019	<b>Posting Date</b> 07/30/2019	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b>



Balboa Bay Resort Dep Newport Beach,CA	CAPK Pcard (CAPL Pcard)	(197.23) USD / (197.23)
Total Charges: 3,704.66 USD		

† - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---

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**Statement Expenses**

08/08/2019 04:15 PM PT  
**Requested By:** WEBSTER, TRACY

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**Cardholder Summary**

Cardholder Name:	<b>QUAN, RAYMOND</b>	Start Date:	<b>07/03/2019</b>
Card Number:	<b>xxxx-xxxx-xxxx-6985</b>	End Date:	<b>07/31/2019</b>
Status:	<b>Open</b>	Reminder Period:	
Charges:	<b>0.00 USD</b>	<b>08/01/2019</b> through	<b>08/03/2019</b>
Out-of-pocket:	<b>0.00 USD</b>	Grace Period:	
Total Amount:	<b>0.00 USD</b>	<b>08/04/2019</b> through	<b>08/06/2019</b>
		Approval Period:	
		<b>08/07/2019</b> through	<b>08/10/2019</b>
		Download Period:	
		<b>08/11/2019</b> through	<b>08/28/2019</b>

**Charges**

There are no results.

---End of Report---

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## Statement Expenses

 08/08/2019 04:16 PM PT  
 Requested By: WEBSTER, TRACY

## Cardholder Summary

Cardholder Name:	<b>RAM, PRITIKA</b>	Start Date:	<b>07/03/2019</b>
Card Number:	<b>xxxx-xxxx-xxxx-7074</b>	End Date:	<b>07/31/2019</b>
Status:	<b>Open</b>	Reminder Period:	
Charges:	<b>1,052.39 USD</b>	<b>08/01/2019</b> through	<b>08/03/2019</b>
Out-of-pocket:	<b>0.00 USD</b>	Grace Period:	
Total Amount:	<b>1,052.39 USD</b>	<b>08/04/2019</b> through	<b>08/06/2019</b>
		Approval Period:	
		<b>08/07/2019</b> through	<b>08/10/2019</b>
		Download Period:	
		<b>08/11/2019</b> through	<b>08/28/2019</b>

## Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/19/2019	07/22/2019	Courtyard Chicago Down Chicago, IL		CAPK Pcard (CAPL Pcard)	No	677.39 USD / 677.39
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/26/2019	07/29/2019	Careerbuilder 800-861-4182, IL		CAPK Pcard (CAPL Pcard)	No	375.00 USD / 375.00

Total Charges: 1,052.39 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---

**Statement Expenses**08/08/2019 04:16 PM PT  
**Requested By:** WEBSTER, TRACY**Cardholder Summary**

Cardholder Name:	SEGOVIA, CARMEN	Start Date:	07/03/2019
Card Number:	xxxx-xxxx-xxxx-7025	End Date:	07/31/2019
Status:	Cardholder Reviewed	Reminder Period:	08/01/2019 through 08/03/2019
Charges:	59.52 USD	Grace Period:	08/04/2019 through 08/06/2019
Out-of-pocket:	0.00 USD	Approval Period:	08/07/2019 through 08/10/2019
Total Amount:	59.52 USD	Download Period:	08/11/2019 through 08/28/2019

**Charges**

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/22/2019	07/23/2019	Oreilly Auto #3870 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	Yes	59.52 USD / 59.52

**Total Charges: 59.52 USD**

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

**---End of Report---**



## Statement Expenses

 08/08/2019 04:17 PM PT  
 Requested By: WEBSTER, TRACY

## Cardholder Summary

Cardholder Name:	<b>TOBIAS, JEREMY</b>	Start Date:	<b>07/03/2019</b>
Card Number:	<b>xxxx-xxxx-xxxx-7066</b>	End Date:	<b>07/31/2019</b>
Status:	<b>Open</b>	Reminder Period:	<b>08/01/2019 through 08/03/2019</b>
Charges:	<b>1,331.30 USD</b>	Grace Period:	<b>08/04/2019 through 08/06/2019</b>
Out-of-pocket:	<b>0.00 USD</b>	Approval Period:	<b>08/07/2019 through 08/10/2019</b>
Total Amount:	<b>1,331.30 USD</b>	Download Period:	<b>08/11/2019 through 08/28/2019</b>

## Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/19/2019	07/22/2019	Courtyard Chicago Down Chicago,IL		CAPK Pcard (CAPL Pcard)	No	665.65 USD / 665.65
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/19/2019	07/22/2019	Courtyard Chicago Down Chicago,IL		CAPK Pcard (CAPL Pcard)	No	665.65 USD / 665.65

Total Charges: 1,331.30 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



## Statement Expenses

 08/08/2019 04:18 PM PT  
 Requested By: WEBSTER, TRACY

## Cardholder Summary

Cardholder Name:	<b>WAGNER, EMILIO</b>	Start Date:	<b>07/03/2019</b>
Card Number:	<b>xxxx-xxxx-xxxx-7041</b>	End Date:	<b>07/31/2019</b>
Status:	<b>Cardholder Reviewed</b>	Reminder Period:	
Charges:	<b>3,120.06 USD</b>	<b>08/01/2019</b> through	<b>08/03/2019</b>
Out-of-pocket:	<b>0.00 USD</b>	Grace Period:	
Total Amount:	<b>3,120.06 USD</b>	<b>08/04/2019</b> through	<b>08/06/2019</b>
		Approval Period:	
		<b>08/07/2019</b> through	<b>08/10/2019</b>
		Download Period:	
		<b>08/11/2019</b> through	<b>08/28/2019</b>

## Charges

1.	<b>Transaction Date</b> 07/18/2019	<b>Posting Date</b> 07/19/2019	<b>Merchant</b> Airserv Kopavogur	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> Yes	<b>Amount / Original Currency</b> 59.95 USD / 59.95
2.	<b>Transaction Date</b> 07/18/2019	<b>Posting Date</b> 07/19/2019	<b>Merchant</b> Cross Border Trans Fee	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> Yes	<b>Amount / Original Currency</b> 0.60 USD / 0.60
3.	<b>Transaction Date</b> 07/19/2019	<b>Posting Date</b> 07/22/2019	<b>Merchant</b> Caesars Hotel & Casino Las Vegas,NV	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> Yes	<b>Amount / Original Currency</b> 754.56 USD / 754.56
4.	<b>Transaction Date</b> 07/25/2019	<b>Posting Date</b> 07/26/2019	<b>Merchant</b> America Inn & Suites Anaheim,CA	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> 275.00 USD / 275.00
5.	<b>Transaction Date</b> 07/25/2019	<b>Posting Date</b> 07/26/2019	<b>Merchant</b> America Inn & Suites Anaheim,CA	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> 275.00 USD / 275.00
6.	<b>Transaction Date</b> 07/25/2019	<b>Posting Date</b> 07/26/2019	<b>Merchant</b> America Inn & Suites	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> 275.00 USD / 275.00

Anaheim,CA							
7.	<b>Transaction Date</b> 07/25/2019	<b>Posting Date</b> 07/26/2019	<b>Merchant</b> America Inn & Suites Anaheim,CA	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> 275.00 USD / 275.00
8.	<b>Transaction Date</b> 07/28/2019	<b>Posting Date</b> 07/29/2019	<b>Merchant</b> America Inn & Suites Anaheim,CA	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> 220.00 USD / 220.00
9.	<b>Transaction Date</b> 07/28/2019	<b>Posting Date</b> 07/29/2019	<b>Merchant</b> America Inn & Suites Anaheim,CA	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> (275.00) USD / (275.00)
10.	<b>Transaction Date</b> 07/29/2019	<b>Posting Date</b> 07/30/2019	<b>Merchant</b> America's Best Value Inn 760-3717454,CA	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> 310.75 USD / 310.75
11.	<b>Transaction Date</b> 07/30/2019	<b>Posting Date</b> 07/31/2019	<b>Merchant</b> Ajb's Super 8 Ridgecre Ridgecrest,CA	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> 355.95 USD / 355.95
12.	<b>Transaction Date</b> 07/30/2019	<b>Posting Date</b> 07/31/2019	<b>Merchant</b> Ajb's Super 8 Ridgecre Ridgecrest,CA	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> 355.95 USD / 355.95
13.	<b>Transaction Date</b> 07/30/2019	<b>Posting Date</b> 07/31/2019	<b>Merchant</b> Ajb's Super 8 Ridgecre Ridgecrest,CA	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> No	<b>Amount / Original Currency</b> 237.30 USD / 237.30

Total Charges: 3,120.06 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



## Statement Expenses

 08/08/2019 04:19 PM PT  
 Requested By: WEBSTER, TRACY

## Cardholder Summary

Cardholder Name:	<b>WEBSTER, TRACY</b>	Start Date:	<b>07/03/2019</b>
Card Number:	<b>xxxx-xxxx-xxxx-6993</b>	End Date:	<b>07/31/2019</b>
Status:	<b>Cardholder Reviewed</b>	Reminder Period:	
Charges:	<b>2,612.38 USD</b>	<b>08/01/2019</b> through	<b>08/03/2019</b>
Out-of-pocket:	<b>0.00 USD</b>	Grace Period:	
Total Amount:	<b>2,612.38 USD</b>	<b>08/04/2019</b> through	<b>08/06/2019</b>
		Approval Period:	
		<b>08/07/2019</b> through	<b>08/10/2019</b>
		Download Period:	
		<b>08/11/2019</b> through	<b>08/28/2019</b>

## Charges

1.	<b>Transaction Date</b> 07/12/2019	<b>Posting Date</b> 07/15/2019	<b>Merchant</b> American Payroll Assoc 210-226-4600,TX	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> Yes	<b>Amount / Original Currency</b> 289.00 USD / 289.00
2.	<b>Transaction Date</b> 07/12/2019	<b>Posting Date</b> 07/15/2019	<b>Merchant</b> American Payroll Assoc 210-226-4600,TX	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> Yes	<b>Amount / Original Currency</b> 380.00 USD / 380.00
3.	<b>Transaction Date</b> 07/12/2019	<b>Posting Date</b> 07/15/2019	<b>Merchant</b> Paypal Kerncountyc 402-935-7733,CA	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> Yes	<b>Amount / Original Currency</b> 50.00 USD / 50.00
4.	<b>Transaction Date</b> 07/19/2019	<b>Posting Date</b> 07/22/2019	<b>Merchant</b> Caesars Hotel & Casino Las Vegas,NV	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> Yes	<b>Amount / Original Currency</b> 899.12 USD / 899.12
5.	<b>Transaction Date</b> 07/19/2019	<b>Posting Date</b> 07/22/2019	<b>Merchant</b> Caesars Hotel & Casino Las Vegas,NV	<b>General Ledger Code</b>	<b>Unit</b> CAPK Pcard (CAPL Pcard)	<b>Receipt Submitted ‡</b> Yes	<b>Amount / Original Currency</b> 1,084.26 USD / 1,084.26
6.	<b>Transaction Date</b> 07/22/2019	<b>Posting Date</b> 07/24/2019	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Submitted ‡</b> Yes	<b>Amount / Original Currency</b> (90.00) USD / (90.00)



Caesars Hotel & Casino 8662094732,NV	CAPK Pcard (CAPL Pcard)
Total Charges: 2,612.38 USD	

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---

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**COMMUNITY ACTION PARTNERSHIP OF KERN  
CENTRAL KITCHEN - BUDGET TO ACTUAL  
FOR THE PERIOD MARCH 1, 2019 TO FEBRUARY 29, 2020 (5 OF 12 MONTHS OR 41.66%)**

Line Item	2019/20 Budget	3/1/19 - 7/31/19 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,472,134	524,106	35.6%	948,028
Head Start Subsidy	<u>709,204</u>	<u>361,563</u>	51.0%	<u>347,641</u>
Total Revenue	<u>2,181,338</u>	<u>885,670</u>	40.6%	<u>1,295,668</u>
Expenditures (Note B)				
Salaries	650,054	244,763	37.7%	405,291
Benefits	214,518	89,610	41.8%	124,908
Vehicle Gasoline, Repair/Maintenance	70,000	19,139	27.3%	50,861
Space Costs	101,200	42,871	42.4%	58,329
Supplies - Office & Food Service	114,900	51,531	44.8%	63,369
Equipment Repair/Maintenance & Lease	6,000	9,106	151.8%	(3,106)
Communication	13,000	4,786	36.8%	8,214
Risk Insurance	12,700	5,110	40.2%	7,590
Printing	1,700	332	19.5%	1,368
Hiring & Employee Costs	1,800	25	1.4%	1,775
First Aid	2,600	-	0.0%	2,600
Raw Food/Vended Meals	<u>1,047,490</u>	<u>303,446</u>	29.0%	<u>744,044</u>
Sub Total	2,235,962	770,718	34.5%	1,465,244
Adult Meals Prepared	188,000	62,980	33.5%	125,020
Indirect	<u>133,376</u>	<u>51,974</u>	39.0%	<u>81,402</u>
Total Expenditures	<u>2,557,338</u>	<u>885,672</u>	34.6%	<u>1,671,666</u>

	Prior Period	July 2019	Cum
Total Meals Prepared and Vended (Note C)	291,699	22,204	313,903
Total Meals Claimed	<u>76,937</u>	<u>11,720</u>	<u>88,657</u>
Difference	214,762	10,484	225,246

Percentage Claimed to Prepared/Vended		52.8%	28.2%
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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 (12 OF 12 MONTHS = 100.00%)**

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	\$ 376,158	\$ 492,888	\$ 544,337	\$ 547,287	\$ 534,008	\$ 540,203	\$ 507,051	\$ 530,165	\$ 537,485	\$ 575,312	\$ 614,284	\$ 585,575	\$ 6,384,753		
Add: Family Fees	7,417	10,702	11,206	8,490	9,327	8,849	8,954	9,725	10,410	10,961	11,560	11,075	118,677		
Net Provider Payments	\$ 383,575	\$ 503,590	\$ 555,543	\$ 555,777	\$ 543,335	\$ 549,052	\$ 516,005	\$ 539,890	\$ 547,895	\$ 586,273	\$ 625,844	\$ 596,650	\$ 6,503,429	82.50%	
Maximum Reimbursable Amount (MRA) for Provider Payments													<b>6,977,689</b>		<b>93.20%</b>
Administration & Support Services Revenue															
Provider Payments	\$ 383,575	\$ 503,590	\$ 555,543	\$ 555,777	\$ 543,335	\$ 549,052	\$ 516,005	\$ 539,890	\$ 547,895	\$ 586,273	\$ 625,844	\$ 596,650	\$ 6,503,429		
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	\$ 81,364	\$ 106,822	\$ 117,842	\$ 117,892	\$ 115,253	\$ 116,465	\$ 109,456	\$ 114,522	\$ 116,220	\$ 124,361	\$ 132,755	\$ 126,562	\$ 1,379,514		
Program Administration/Support Services Costs															
Indirect (10% x MTDC) Costs	46,579	88,735	61,862	69,345	61,365	63,573	99,051	113,760	38,292	70,925	71,570	109,767	894,824	11.35%	
Transfer Indirect to CSBG	42,359	58,583	58,717	61,821	59,846	60,595	60,838	64,672	57,947	65,050	69,072	69,972	729,472	6.15%	
Total Operating Costs	\$ 88,939	\$ 147,318	\$ 120,579	\$ 131,166	\$ 121,210	\$ 124,168	\$ 159,889	\$ 178,432	\$ 96,239	\$ 135,975	\$ 140,641	\$ 179,739	\$ 1,624,296		
Revenue Earned Over/(Under) Costs	\$ (7,575)	\$ (40,490)	\$ 53,582	\$ (13,274)	\$ (5,958)	\$ 178,987	\$ (50,434)	\$ (63,910)	\$ 19,981	\$ (11,615)	\$ (7,887)	\$ (51,402)	\$ (244,782)		
TOTAL COSTS - NET OF FAMILY FEES	\$ 472,513	\$ 650,908	\$ 619,803	\$ 686,943	\$ 664,546	\$ 486,531	\$ 675,894	\$ 718,322	\$ 644,135	\$ 722,248	\$ 766,485	\$ 774,615	\$ 7,882,943	100.00%	

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

Provider payments 6,503,429  
Reimbursement Rate (17.5% / 82.5%) x 21.2121%  
Revenue Earned 1,379,514

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) 8,457,805 100.00%

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 7/1/19 - 6/30/20 (1 OF 12 MONTHS = 8.33%)

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL	% Earned to MRA
<u>GENERAL CHILD CARE (CCTR-8049)</u>														
Adjusted Days of Enrollment - Certified	3,183	-	-	-	-	-	-	-	-	-	-	-	3,183	
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	\$ 152,705	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152,705	5.19%
Maximum Reimbursable Amount (MRA)													<b>\$2,943,028</b>	
<u>CALIFORNIA STATE PRESCHOOL (CSPP-8120)</u>														
Adjusted Days of Enrollment - Certified	1,582	-	-	-	-	-	-	-	-	-	-	-	1,582	
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	\$ 76,380	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 76,380	1.80%
Maximum Reimbursable Amount (MRA)													<b>\$4,252,800</b>	
<u>MIGRANT CHILD CARE (CMIG-8004)</u>														
Adjusted Days of Enrollment - Certified	298	-	-	-	-	-	-	-	-	-	-	-	298	
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	\$ 14,301	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,301	5.62%
Maximum Reimbursable Amount (MRA)													<b>\$254,377</b>	

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 2019/20 State contracts.

Division/CFO: Tracy Webster, CFO		Month/Year: JULY 2019		
Program/Work Unit: Not Applicable		Controller: Lorraine Casillas		
Services: Overall financial and accounting functions of the organization				
Activities	JULY 2019		Year to Date (7/1/19 -7/31/19)	
Description	Number	Amount	Number	Amount
Bank Deposits	12	3,453,046	48	13,124,934
Wire Deposits	3	93,462	17	841,593
Head Start/IRS Drawdowns	5	1,762,847	25	12,831,530
Vendor Checks Issued	840	2,654,911	4,772	12,702,955
Payroll Disbursed		1,517,016		8,874,223
Grant Reports Prepared in July 2019	20		75	
Cal EITC				
Cal Fresh Outreach				
CCTR				
CMAF				
CMIG				
CMSS				
CSPP				
CSBG				
Differential Response				
DOE				
Economic Empowerment				
First 5 Kern – 211 Helpline				
First 5 Kern – Help Me Grow				
First 5 East Kern Family Resource Center				
Gang Prevention				
Head Start/ Early Head Start Kern				
Home Visit Initiative				
Information & Education				
TEFAP Emergency Food Assist				
WIC				

**Other: Total Division Staffing:** 16 positions

CFO	Controller
Accounting Manager	Finance Manager
Payroll Manager	Payroll Technicians (2)
Accountant (3)	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	1,737,266
Cash - Vacation Reserve	476,062
Petty Cash	500
Accounts Receivable	4,455,825
Travel Advance	2,095
Prepaid Expense	272,240
Inventory	1,147,317
Net Fixed Assets - Unrestricted	2,167,561
Net Fixed Assets - Restricted	<u>9,157,072</u>

**Total Assets** 19,415,940

### LIABILITIES AND NET ASSETS

Accounts Payable	2,026,795
Accrued Expenses	425,097
Accrued Vacation	1,002,447
Line of Credit	-
Note Payable	2,428,743
Advance Payable	1,832
Deferred Revenue	<u>1,324,208</u>

**Total Liabilities** 7,209,122

**Total Net Assets** 12,206,818

**Total Liabilities and Net Assets** 19,415,940

## STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2018 TO FEBRUARY 28, 2019

### REVENUE

Grant Revenue	57,694,944
Donations	929,359
Other Revenue	824,286
In-Kind	<u>136,040</u>

**Total Revenue** 59,584,628

### EXPENDITURES

Salaries	26,678,276
Benefits	7,845,246
Travel	553,461
Space Costs	5,248,280
Supplies	2,109,732
Consultant/Contract Services	1,548,442
Other Costs	2,136,549
Program Costs	8,018,404
Capital Expenditures	40,125
Indirect	5,059,766
In-Kind	<u>136,040</u>

**Total Expenditures** 59,374,318

**Net Change in Assets** 210,310

**Net Assets, beginning** 11,996,508

**Net Assets, ending** 12,206,818

# Community Action of Partnership of Kern Agency Total

## STATEMENT OF POSITION (UNAUDITED) AS OF JULY 31, 2019

### ASSETS

Cash in Bank	2,550,045
Cash - Vacation Reserve	601,548
Petty Cash	500
Accounts Receivable	(14,841)
Travel Advance	7,477
Prepaid Expense	486,816
Inventory	1,166,746
Net Fixed Assets - Unrestricted	2,044,327
Net Fixed Assets - Restricted	<u>9,157,072</u>

**Total Assets** 15,999,689

### LIABILITIES AND NET ASSETS

Accounts Payable	734,739
Accrued Expenses	8,329
Accrued Vacation	588,724
Line of Credit	-
Note Payable	2,305,509
Advance Payable	3,185
Deferred Revenue	<u>238,970</u>

**Total Liabilities** 3,879,456

**Total Net Assets** 12,120,233

**Total Liabilities and Net Assets** 15,999,689

## STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2019 TO JULY 31, 2019

### REVENUE

Grant Revenue	22,669,811
Donations	96,480
Other Revenue	2,226,954
In-Kind	<u>3,749,158</u>

**Total Revenue** 28,742,403

### EXPENDITURES

Salaries	10,613,979
Benefits	3,459,737
Travel	283,837
Space Costs	1,961,727
Supplies	1,111,055
Consultant/Contract Services	1,200,227
Other Costs	985,411
Program Costs	3,276,462
Capital Expenditures	154,587
Indirect	2,032,808
In-Kind	<u>3,749,158</u>

**Total Expenditures** 28,828,988

**Net Change in Assets** (86,585)

**Net Assets, beginning** 12,206,818

**Net Assets, ending** 12,120,233

**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-19 TO 7-31-19 (41.67%)**

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	30,816,989	9,714,323	21,102,666	32%
BENEFITS	9,792,653	3,206,862	6,585,791	33%
TRAVEL	604,666	247,111	357,555	41%
SPACE COST	7,859,253	1,866,640	5,992,613	24%
SUPPLIES	2,343,556	1,058,179	1,285,377	45%
EQUIPMENT	99,000	101,668	(2,668)	103%
CONSULTANT/CONTRACT SERVICES	2,765,704	826,854	1,938,850	30%
OTHER COSTS	2,888,001	830,705	2,057,296	29%
PROGRAM COSTS	9,513,508	3,192,407	6,321,101	34%
INDIRECT	5,717,625	2,032,989	3,684,636	36%
TOTAL	72,400,955	23,077,739	49,323,216	32%



**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-19 TO 7-31-19 (41.67%)**

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	24,084,209	7,446,083	16,638,126	31%
BENEFITS	7,856,788	2,558,562	5,298,226	33%
TRAVEL	323,485	146,813	176,672	45%
SPACE COST	6,811,540	1,420,072	5,391,468	21%
SUPPLIES	1,974,004	900,082	1,073,922	46%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,219,180	271,687	947,493	22%
OTHER COSTS	1,377,998	470,691	907,307	34%
PROGRAM COSTS	7,120,305	2,436,589	4,683,716	34%
INDIRECT	4,119,108	1,547,000	2,572,108	38%
TOTAL	54,886,617	17,197,577	37,689,040	31%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-19 TO 7-31-19 (41.67%)**

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,648,579	1,135,541	2,513,038	31%
BENEFITS	1,115,935	341,693	774,242	31%
TRAVEL	118,450	64,070	54,380	54%
SPACE COST	573,934	258,938	314,996	45%
SUPPLIES	213,074	85,604	127,470	40%
EQUIPMENT	98,000	97,889	111	100%
CONSULTANT/CONTRACT SERVICES	8,985	9,918	(933)	110%
OTHER COSTS	599,558	154,926	444,632	26%
PROGRAM COSTS	1,685,551	544,078	1,141,473	32%
INDIRECT	625,888	222,630	403,258	36%
TOTAL	8,687,954	2,915,288	5,772,666	34%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-19 TO 7-31-19 (41.67%)**

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,592,186	597,983	994,203	38%
BENEFITS	416,928	144,396	272,532	35%
TRAVEL	106,561	24,495	82,066	23%
SPACE COST	252,069	79,666	172,403	32%
SUPPLIES	82,222	38,484	43,738	47%
EQUIPMENT	-	3,780	(3,780)	Not budgeted
CONSULTANT/CONTRACT SERVICES	1,446,739	522,466	924,273	36%
OTHER COSTS	730,217	155,911	574,306	21%
PROGRAM COSTS	683,802	201,800	482,002	30%
INDIRECT	435,584	172,294	263,290	40%
TOTAL	5,746,308	1,941,274	3,805,034	34%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-19 TO 7-31-19 (41.67%)**

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	807,941	293,640	514,301	36%
BENEFITS	221,237	71,665	149,572	32%
TRAVEL	39,380	10,590	28,790	27%
SPACE COST	94,385	53,763	40,622	57%
SUPPLIES	55,481	24,998	30,483	45%
EQUIPMENT	1,000	-	1,000	0%
CONSULTANT/CONTRACT SERVICES	88,550	2,868	85,682	3%
OTHER COSTS	95,417	29,768	65,649	31%
PROGRAM COSTS	17,350	7,536	9,814	43%
INDIRECT	128,571	48,072	80,499	37%
TOTAL	1,549,312	542,901	1,006,411	35%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-19 TO 7-31-19 (41.67%)**

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	680,074	239,870	440,204	35%
BENEFITS	180,940	90,401	90,539	50%
TRAVEL	16,790	1,121	15,669	7%
SPACE COST	123,125	52,580	70,545	43%
SUPPLIES	16,575	6,271	10,304	38%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	2,250	125	2,125	6%
OTHER COSTS	58,551	11,000	47,551	19%
PROGRAM COSTS	6,500	2,404	4,096	37%
INDIRECT	404,726	40,150	364,576	10%
TOTAL	1,489,531	443,922	1,045,609	30%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-19 TO 7-31-19 (41.67%)**

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,000	1,206	2,794	30%
BENEFITS	825	144	681	17%
TRAVEL	0	23	(23)	Not budgeted
SPACE COST	4,200	1,622	2,578	39%
SUPPLIES	2,200	2,739	(539)	124%
EQUIPMENT	0	-	0	0%
CONSULTANT/CONTRACT SERVICES	0	19,791	(19,791)	Not budgeted
OTHER COSTS	26,260	8,409	17,851	32%
PROGRAM COSTS	0	-	0	0%
INDIRECT	3,748	2,843	905	76%
TOTAL	41,233	36,777	4,456	89%

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**INDIRECT FUND - FY 2018/19**  
**BUDGET TO ACTUAL - 3/1/19 TO 7/31/19 (5 OF 12 MONTHS = 41.67%)**


	Budget	Actual	% Earned/ Expended	Available Balance
<b>Revenue</b>	<b>\$ 5,375,703</b>	<b>\$ 2,032,989</b>	<b>37.8%</b>	<b>\$ 3,342,714</b>
Expenditures				
Salaries	3,066,150	1,047,679	34.2%	2,018,471
Benefits @ 24.11% actual	<u>755,091</u>	<u>260,913</u>	<u>34.6%</u>	<u>494,178</u>
Total Personnel Costs	3,821,241	1,308,592	34.2%	2,512,649
Operating Costs				
Travel	93,650	33,516	35.8%	60,134
Space Costs	186,800	81,814	43.8%	104,986
Supplies	166,500	98,238	59.0%	68,262
Consultant/Contract	659,100	296,866	45.0%	362,234
Other Operating Costs	<u>345,050</u>	<u>132,005</u>	<u>38.3%</u>	<u>213,045</u>
Total Operating Costs	1,451,100	642,439	44.3%	808,661
<b>Total Expenditures</b>	<b><u>\$ 5,272,341</u></b>	<b><u>\$ 1,951,031</u></b>	<b><u>37.0%</u></b>	<b><u>\$ 3,321,310</u></b>
<b>Excess Indirect Revenue</b>	<b><u>\$ 103,362</u></b>	<b><u>\$ 81,958</u></b>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	\$ 1,034,632	\$ 378,508	36.6%	\$ 656,124
Operations	1,355,800	496,106	36.6%	859,694
Executive	612,204	236,496	38.6%	375,708
Community Development	705,930	247,316	35.0%	458,614
Finance	<u>1,563,775</u>	<u>592,606</u>	<u>37.9%</u>	<u>971,169</u>
	<b><u>\$ 5,272,341</u></b>	<b><u>\$ 1,951,031</u></b>	<b><u>37.0%</u></b>	<b><u>\$ 3,321,310</u></b>

Prepared Date: 08/07/2019

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Board of Directors  
**From:** Lisa Price, Program Governance Coordinator   
**Date:** August 21, 2019  
**Subject:** *Agenda Item VIII(a)*: June Policy Council Report – **Action Item**

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The Policy Council last convened on June 25, 2019 at which time quorum was established.

During the June monthly meeting various standing subcommittee informational reports were shared with members. These reports included bylaws, school readiness, planning and budget & finance. In addition, data outcomes from the Desired Result Developmental Profile (DRDP) assessment tool was shared with the group, providing comparative information from both the Fall 2018 and Spring 2019.

Leslie Mitchell, Education and Support Services Administrator presented the proposed 2019 – 2020 School Readiness Goals to the Council. Upon conclusion of the presentation and subsequent brief discussion which ensued, a motion was made with unanimous approval obtained of the 2019 – 2020 School Readiness Goals.

Additionally, Lisa Price, Program Governance Coordinator proposed cancellation of the scheduled July 23, 2019 Policy Council meeting. The rationale behind the proposal was due to the historic challenge that has taken place in meeting quorum during this time period as well as the desire to model that of the CAPK Board of Directors meeting schedule. A motion was made followed by subsequent unanimous approval of such.

The next Policy Council Meeting is scheduled for September 24, 2019.



COMMUNITY ACTION PARTNERSHIP OF KERN  
POLICY COUNCIL MEETING MINUTES

June 25, 2019

5005 Business Park North ~ CAPK Main 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.  
Current PC Members Present: Isabelle Diaz, Lindsay Harrison, Mayra Zambrano, Amber Dunlap, Destiny Thompson-Butler, Diana Reyes, Nila Hogan, Andrea Martinez, Ashley Sabo, Yolanda Mefford and Yolanda Ochoa.
3. **Approval of Agenda** – Chairperson (\*\*ACTION)
  - a. A motion to approve the June 25, 2019 meeting agenda was made by Nila Hogan, Ashley Sabo seconded; motion carried unanimously.
4. **Approval of Minutes** – Chairperson (\*\*ACTION)  
A motion to approve the May 21, 2019, Policy Council minutes was made by Yolanda Mefford, Mayra Zambrano seconded; motion carried unanimously.
5. **Presentation of Guests/Public Forum**  
The following guests were in attendance: Yolanda Gonzales, Director Head Start/State Child Development; Jerry Meade, Program Design & Management Administrator; Donna Holland, Fiscal Administrator; Leslie Mitchell, Administrator of Education & Support Services; Esperanza Contreras, Partnership Administrator; Mary Ann Mooney, Program Manager; Rashi Strother, Education Manager/Disabilities Specialist; Gloria Barbero, Program Administrator; Nicole Niño, Family Engagement Specialist & Home Base Supervisor; Lisa Price, Program Governance Coordinator 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 shared that the School Readiness Committee has held all their meetings for this term. However, school readiness is still very much taking place within the program. She added that later during this meeting, the 2019-2020 School Readiness goals will be presented for approval and Spring data will be shared as well.  
**Planning Committee** – Diana Reyes reported that the Planning Committee met on June 4, 2019, however quorum was not established. Enrollment and Attendance reports were reviewed for the month of May. Head Start Kern, Early Head Start Partnership and Early Head Start San Joaquin grants all met full enrollment during this reporting period. Early Head Start Kern was at 96% of the required enrollment. The average daily attendance throughout the program was at 98% with 14 sites reporting 99% or higher average daily attendance during the same month. The April Child & Adult Care Food Program reported that more than 77,000 meals were prepared by the Central Kitchen. It was shared that there are 5 recruitment events taking place across the county, with an estimated attendance of approximately 950 people. The next meeting will be held on Tuesday, August 6, 2019.  
**Finance Committee** – Yolanda Mefford reported that the Finance Committee met on June 18, 2019 at which time quorum was established. Various reports were reviewed including, Parent Local Travel & Child Care, Head Start/Early Head Start Kern, and Child Care Partnership Budget vs Actual Expenditures. The next meeting is scheduled for July 16, 2019 at 5:30 p.m.  
**By-Laws Committee** – Andrea Martinez shared that as previously reported, the Bylaws Committee last met on May 14, 2019. At which time they reviewed the final version of the revised Policy Council Bylaws; however, quorum was not established therefore the committee was unable approve the document. Since that time administrative staff has reviewed the document and made suggested changes and additions. The committee will meet again in August on a date to be determined.
7. **Presentations**  
**School Readiness Report 2018-2019 State Child Development Program Self-Evaluation Annual Reports – Leslie Mitchell, Education and Support Services Administrator**  
Mrs. Mitchell provided a PowerPoint presentation on data trends, which showed Desired Results Developmental Profile (DRDP) outcomes for Spring 2019. This tool assessed children of different stages in age, from the beginning of enrollment, Fall 2018 through Spring 2019. Outcomes show the progress that children achieved by attending EHS and HS. Children are assessed in various developmental domains. There is a large percentage of growth shown the between fall and spring results. According to the data CAPK Head Start is exceeding the benchmarks set for Head Start. It was also stated that at the end of the school year, one of the main requirements set by the state is to conduct a program self-evaluation. This is to demonstrate

to the state that children's assessments are being completed accurately. Mrs. Mitchell also shared results of the program satisfaction parent survey. There were areas of opportunity for improvement. The survey showed that 1% of the parents feel that there should be greater staff/parent communication as well as more cultural activities. Additionally, 1% of parents surveyed were not satisfied with program location. Mrs. Mitchell stated that we as a program will be working to improve the percentages in those areas.

8. **New Business** – Chairperson

**(\*\*ACTION)**

a. **School Readiness Goals 2019-2020 – Leslie Mitchell, Education & Support Services Administrator**

Leslie presented the School Readiness Goals for the upcoming program year. She shared that each year during the final (agency) School Readiness meeting staff and parents in attendance work in groups and collaborate to develop new goals in five domains. After review and discussion of the document, a request was made to approve the proposed 2019-2020 School Readiness Goals. Motion was made by Destiny Thompson-Butler, Diana Reyes seconded; motion carried unanimously.

b. **July Policy Council Meeting Status – Lisa Price, Program Governance Coordinator**

Lisa stated, historically Policy Council has struggled with member attendance and achieving quorum during July due to a variety of reason, i.e. vacations, other commitments, etc. Because of this challenge, as well as the desire to model our CAPK Board Meeting schedule, a proposal was made to cancel the July 2019 Policy Council Meeting. Brief discussion ensued regarding subcommittee meetings during this period. Lisa shared, that the School Readiness Committee has concluded all their meetings, Planning is dark (does not meet) in July and Bylaws is planning to meet in August. This left only the Finance Committee to consider adjusting their schedule. As staff sponsor Donna shared that going dark would mean the committee would have 2 sets of months to review during August and was open to the idea if that was what the Finance committee would like to do. Upon agreement of such, an amended motion was made to approve the cancellation of all meetings during the month of July. Motion was made by Yolanda Mefford; seconded by Destiny Thompson Butler. Motion carried unanimously.

9. **Communications**

- a. Kern Head Start Budget vs. Actual Expenditures, March 1, 2019 through May 31, 2019
- b. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2019 through May 31, 2019
- c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2019 through May 31, 2019
- d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, September 1, 2018 through May 31, 2019
- e. Early Head Start Expansion Budget vs. Actual Expenditures, March 1, 2019 through May 31, 2019
- f. Parent Local Travel & Child Care through May 31, 2019
- g. Parent Activity Funds through May 31, 2019
- h. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2019 through May 31, 2019
- i. San Joaquin Early Head Start Non-Federal Share and In-Kind Report, February 1, 2019 through May 31, 2019
- j. Letter of Termination Esther Maldonado dated May 29, 2019
- k. Policy Council School Readiness Committee Minutes ~ May 16, 2019 (English/Spanish)
- l. Policy Council Planning Committee Minutes ~ June 4, 2019 (English/Spanish)
- m. Special Call Meeting Minutes ~ June 6, 2019 (English/Spanish)
- n. Letter of Termination Yesenia Aranda dated June 10, 2019
- o. Lunch at the Library ~ Kern County Library Branches, June & July 2019
- p. Children's Mobile Immunization Program ~ June 2019 (English/Spanish)
- q. Seamless Summer Program ~ Redwood/Richland Junior High, Shafter, June 3 – July 26, 2019
- r. Free Concerts by the Fountain ~ The Marketplace, Bakersfield, June 6 – August 29, 2019
- s. Movies in the Parks ~ Various Locations, June 17 – July 26, 2019
- t. \$1 Summer Movie Schedule
- u. Farmer's Market ~ Wasco, June 12 – August 14, 2019
- v. Free Summer Lunch ~ The Salvation Army, Bakersfield – June 17 – August 2, 2019
- w. Community Festival ~ Smothermon Park, Arvin – June 20, 2019
- x. Caring for the Caregiver ~ Hodel's Liberty Hall, June 22, 2019
- y. Bike Rodeo ~ Tank Park, Lake Isabella – June 29, 2019
- z. July Summer Fun Activity Calendar
- aa. Summer Program ~ Wendale Davis Foundation, July 3, 2019 – August 9, 2019
- bb. Morning Reading Hour ~ Shafter Learning Center, July 8-12, 2019 & July 15-19, 2019
- cc. Rewards for Being Healthy ~ Kern Family Health Care
- dd. PG&E Energy Assistance Program
- ee. PG&E Custom Home Energy Solutions
- ff. Policy Council Meeting Dates ~ 2018-2019

The Chairperson called for a motion to receive and file Communication items (a)-(ff). Motion was made by Ashley Sabo to receive and file.

10. **Program Governance Report/Training** – Lisa Price, Program Governance Coordinator  
Ms. Price thanked everyone for their service and spoke about the signs to recognize as to whether a person is experiencing heat exhaustion or heat stroke. A handout with this information was also distributed. Food safety information published by USDA was also distributed. On August 8, 2019 Kern Schools Federal Credit Union and Kern County Department of Child Support Services will host their annual Ready-Set Back 2 School event at the Kern County Fairgrounds. There will be a backpack and school supply distribution (while supplies last) as well as children's immunizations, haircuts and a variety of other services and community resources.
11. **Community Representative Report** – Ana Lester/Lindsay Harrison  
Ms. Harrison provided handouts on car seat recommendations for children along with a list of agencies which can provide a free car seat or a loaner for qualified applicants. She added that as of June 1, 2019 anyone receiving SSI is potentially eligible for CalFresh benefits. Applicants can apply via phone, online or in person. Anyone needing additional information about this service can contact the Department of Human Services. In conclusion, Ms. Harrison shared a handout about bike safety tips, sponsored by Kern Medical and Bike Bakersfield. Bike topics included clothing caution, maintenance and roadway safety as well as other pertinent information.
12. **Early Head Start San Joaquin Report** – Nicole Nino, Family Engagement Specialist & Home Base Supervisor  
Nicole reported San Joaquin center staff are currently on summer break along with the children and families they serve. Staff will return on July 8, 2019 at which time they will begin initial home visits for both center and home base program options. Hunter staff have been working on recruiting children for the next program year. They are also we are working with Kern staff on revising program forms for the parent handbook, child's files and pregnant women's files.
13. **Early Head Start Partnership Report** – Esperanza Contreras, Partnership Administrator  
Ms. Contreras, the new Partnership Administrator introduced herself and provided a brief overview of the Home Visiting Initiative (HVI.) This program is a partnership with the Department of Human Services that will provide services to families receiving CalWorks or Welfare to Work benefits. The HVI program will be using the home base model. Families enrolled will receive services once a week for one hour and will also participate in biweekly socializations. Ms. Contreras added that the families who participate in this program can transition their children into center base services, permitting there are available slots. The EHS Partnership and EHS Home Base reported full enrollment for the month of June.
14. **Board of Directors Representatives Report** – Yolanda Ochoa, Board of Director's Representative  
The Board has been working hand in hand with Policy Council and Head Start, sharing information which will be presented to the Board at a later date.
15. **Director's Report (HS/State Child Development)** – Yolanda Gonzales, Director Head Start/State Child Development  
Ms. Gonzales commended the group for their commitment, adding that this has been a busy year and there have been a significant number of changes for centers and personnel. Ms. Gonzales stated that she is very grateful for the information presented and requested additional flyers for distribution to centers, so information can be shared with parents and staff. Ms. Gonzales shared that she has received many compliments on the way Kern County operates their Head Start Program; she was very pleased to have receive these compliments from the program's funding sources.
16. **Policy Council Chairperson/Announcements** – Amber Dunlap, Chairperson  
Ms. Dunlap thanked everyone for attending and announced that Yolanda Mefford has brought vegetables from her garden to share with the group.
17. **Adjournment** –Chairperson  
The meeting was adjourned at 6:26 p.m. by the Chairperson. Next meeting August 20, 2019 at 5:30 p.m. CAPK Board Room.