

**COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS MEETING
5005 Business Park North, Bakersfield, CA
January 29, 2020
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. Board Seat Reappointments – **Action Item**

Accepting the reappointment of Nila Hogan as the Head Start Policy Council Representative.

Accepting the reappointment of Supervisor Mike Maggard as the Kern County Board of Supervisors Representative.

d. Roll Call

Janea Benton
Jimmie Childress
Curtis Floyd
Jose Gurrola
Craig Henderson

Nila Hogan
Mike Maggard
Jonathan Mullings
Yolanda Ochoa
Marian Panos

Guadalupe Perez
Fred Plane
Ana Vigil

II. Approval of Agenda

III. Approval of Meeting Minutes

a. Minutes of November 20, 2019 Board of Directors Meeting – **Action Item (p. 5-10)**

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.

VI. New Business

a. Property & Casualty Insurance Renewal Update – Emilio Wagner, Director of Operations – **Action Item (p. 11-52)**

b. Selection of Architect for Head Start Facility Expansion – Emilio Wagner, Director of Operations – **Action Item (p. 53-130)**

- c. California Board of State & Community Corrections Youth Reengagement Grant – Carmen Segovia, Director of Health & Nutrition – **Action Item (p. 131-132)**
- d. Board Retreat Action Item: New Initiatives – Fundraising Campaign & Creation of a Foundation – **Action Item (p. 133-134)**
- e. Revised Attendance Policy (Full & Part Year) – Tracy Webster, Chief Financial Officer – **Action Item (p. 135-141)**
- f. Human Resources Analytical Information CY 2019 – Tracy Webster, Chief Financial Officer – **Info Item (p. 142-143)**
- g. Open Enrollment Update – Tracy Webster, Chief Financial Officer – **Info Item (p. 144-153)**

VII. Committee Reports

- a. Executive Committee Report – Jeremy Tobias, Chief Executive Officer – **Action Item**
 - i. Minutes from the December 18, 2019 Committee Meeting **(p. 154-159)**
 - 1. Operational Contract for the County of Kern Low-Barrier Homeless Shelter (Navigation Center) **(p. 160-166)**
 - 2. Selection of Construction Manager at Risk & Architect for the Head Start Facility Expansion **(p. 167-273)**
 - 3. Head Start Budget to Actual Reports **(p. 274-287)**
 - 4. Early Head Start Child Care Partnership Contracts **(p. 288-301)**
 - 5. Head Start / Early Head Start Kern Budget Revision **(p. 302-303)**
 - 6. Early Head Start Child Care Partnership Budget Revision **(p. 304-305)**
 - 7. Funding Requests **(p. 306-307)**
 - 8. Federal Financial Report **(p. 308-310)**
 - 9. Indirect Excess Deficit Transfer to Discretionary **(p. 311)**
 - 10. Proposed Budget & Finance Committee Agenda Restructure **(p. 312-315)**
 - 11. Discretionary Fund Update **(p. 316)**
 - 12. Financial Statements for November 2019 **(p. 317-365)**
 - ii. Minutes from the January 13, 2020 Special Committee Meeting **(p. 366-368)**
 - 1. Operational Agreement & Contract Exhibits (Scope of Work) – County of Kern Low-Barrier Homeless Shelter (Navigation Center) **(p. 369-425)**
- b. PRE Committee Report – Pritika Ram, Director of Administration – **Action Item**
 - i. Minutes from the January 15, 2020 Committee Meeting **(p. 426-429)**
 - ii. CalFresh Healthy Living Program Presentation **(p. 430-441)**
 - iii. November & December 2019 Program & Division Reports **(p. 442-460)**
 - iv. Application Status Reports for November & December 2019 **(p. 461-463)**
 - v. Funding Request & Consent Funding Requests under \$50,000 **(p. 464-465)**
 - vi. November & December 2019 Head Start / State Child Development Enrollment Update & September 2019 Meals Report **(p. 466-469)**

- vii. Summary of Changes to the Head Start Recruitment & Selection Plan for 2020-2021 **(p. 470-474) Staff recommends pulling this item from the agenda for approval and to send back to the PRE Committee in February.**
- viii. County of Kern Low Barrier Navigation Center Draft Policy & Procedure Operations Manual and Project Update **(p. 475-502)**
- c. Audit & Pension Committee Report – Tracy Webster, Chief Financial Officer – **Action Item**
 - i. Minutes from the January 16, 2020 Committee Meeting **(p. 503-505)**
 - ii. Q3 Pension Plan Update **(p. 506-621)**
 - iii. CAPK 401(a) and 403(b) Retirement Plan Re-Pricing **(p. 622-624)**
 - iv. Brown Armstrong Presentation of the Independent Audit Reports for the year ended February 28, 2019 and the Special Purpose Financial Statements for the year ended June 30, 2019 **(p. 625-815)**
 - v. 2018 Information Returns and Attorney General Report **(p. 816-879)**
 - vi. California Department of Public Health WIC Program Monitoring Visit update from the December 3-6 2018 PMV **(p. 880-881)**
- d. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – **Action Item**
 - i. Minutes from the January 22, 2020 Committee Meeting **(p. 882-886)**
 - ii. Proposed Template for Program Budget Update **(p. 887-891)**
 - iii. Head Start & Early Head Start Budget to Actual Reports **(p. 892-905)**
 - iv. Annual Budget for FY 2020/21 **(p. 906-917)**
 - v. December 2019 Financial Statements **(p. 918-970)**
 - vi. Consent **(p. 971-975)**

VIII. Advisory Board Reports

- a. Head Start Policy Council Report – Nila Hogan, Policy Council Representative – **Action Item**
 - i. January 2020 Policy Council Report **(p. 976)**
 - ii. November 26, 2019 Policy Council Minutes **(p. 977-979)**
 - iii. December 17, 2019 Policy Council Minutes **(p. 980-982)**
- b. Friendship House Advisory Board Report – Carmen Segovia, Director of Health & Nutrition – **Action Item (Verbal Report)**

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

- a. Recap from CAP National Management & Leadership Conference in San Juan Puerto Rico from January 8-10, 2020 **(Verbal Report)**
- b. Introduction of new program staff from the AmeriCorps Program and the County Low Barrier Navigation Center.

X. Election of Board Officers

- a. Accept nominations for the following Board Officer positions:
 - Chair
 - Vice Chair
 - Secretary

- Treasurer

b. Call for Votes for the Board Officer positions

c. Reading of the election results

XI. Board Member Comments

XII. Closed Session

a. Conference with Legal Counsel – Anticipated Litigation (Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9): (1 case)

b. Conference with Real Property Negotiations

Property Address: 5005 Business Park North, Bakersfield, CA 93309

Agency Negotiator: Jeremy Tobias

Negotiating Parties: HHS / ACF / Region IX

Under Negotiation: Price and Authority

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

XIII. Closed Session Report

XIV. Next Scheduled Meeting

Board of Directors Meeting
Wednesday, February 26, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

XV. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, January 24, 2019. Paula Daoutis, Administrative Coordinator.

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS MEETING
5005 Business Park North | Bakersfield, CA 93309
November 20, 2019

MEETING MINUTES

I. Call to Order

Chairman Curtis Floyd called the meeting to order at 12:07 pm at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

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

Roll Call was taken with a quorum present:

Present: Janea Benton, Jimmie Childress, Curtis Floyd, Jose Gurrola, Nila Hogan, Yolanda Ochoa, Marian Panos, Fred Plane, Ana Vigil (left at 12:45 pm)

Absent: Craig Henderson, Mike Maggard, Jonathan Mullings, Guadalupe Perez

Others Present: Jeremy Tobias, Chief Executive Officer; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer

II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda as amended to include Agenda Item VI(f) for November 20, 2019. Carried by unanimous vote. (Benton/Plane).

III. Approval of Meeting Minutes

- a. Minutes of the October 30, 2019 Board of Directors Meeting.

Motion was made and seconded to approve the minutes of the October 30, 2019 meeting. Carried by unanimous vote. (Plane/Hogan).

IV. Introduction of Guests / Public Forum

No one addressed the Board.

V. Special Presentations

There was no Special Presentation

VI. New Business

- a. Resignation of Two Board Members, Warren Peterson (Private Sector) and Lorena Fernandez (Low-Income Sector) and Discussion to Fill Seats – Jeremy Tobias, Chief Executive Officer – **Action Item**

Jeremy Tobias stated that he has received resignation letters from two Board Members, Warren Peterson representing the Private Sector, and Lorena Fernandez, representing the Low-Income Sector of South Kern. Each carry different requirements for appointment; however, there is an option to fill the seats simultaneously and effectively.

Jeremy cited the Bylaws that deal with Board vacancies and terms and recommended that the Board Chair appoint a three-person election committee and direct staff to advertise and promote the two open Board seats, then present all applications to the Elections committee for their review and recommendation to the Board.

Board Chair Curtis Floyd appointed Jose Gurrola, Ana Vigil, and Marian Panos to the ad-hoc committee to review applications and present their recommendations to the Board.

Motion was made and seconded to authorize the Chairperson to appoint a three-person elections committee, direct staff to advertise and promote the two open Board seats, present all applications to the Elections Committee and present the Committee recommendations to the Board of Directors for appointment. Carried by unanimous vote (Gurrola/Benton).

- b. Resolution to Approve the Submission of a General Child Care and Development Program Expansion Funding Application – Jerry Meade, Program Design & Management Administrator – **Action Item**

Jerry Meade reported that the California Department of Education (CDE) Early Learning and Care Division announced the availability of approximately \$50 million for General Child Care and Development, commonly referred to as CCTR. The Head Start Division blends CCTR funds with Early Head Start (EHS) funds to provide center-based services. Jerry stated that CCTR expansion funding is rare and it is an opportunity to capitalize on this opportunity for both the Kern and San Joaquin County EHS programs. Additional funding will allow for increased center-based slots in both counties. Staff recommends Board approval, with resolution, to submit the CDE General Child Care & Development Expansion Funding Application.

Motion was made and seconded to approve Resolution #2019-24, the submission of the California Department of Education General Child Care and Development Program Expansion Funding Application. Carried by unanimous vote (Gurrola/Hogan).

- c. Resolutions to Approve the Submission of the Community Development Block Grant (CDBG) Application to the City of Bakersfield and the County of Kern for Warehouse Capacity Expansion at the Food Bank – Pritika Ram, Director of Administration – **Action Item**

Pritika Ram reported that CAPK is requesting up to \$500,000 from each the City of Bakersfield and the County of Kern for the 2020-2021 Community Development Block Grant (CDBG) for the expansion of the CAPK Food Bank Warehouse. Remaining funds for the expansion will be provided through CAPK activities, including a capital campaign. Staff recommends Board approval, with two resolutions, to submit the two CDBG applications.

Motion was made and seconded to approve Resolution Numbers 2019-25, submission of the CDBG application to the City of Bakersfield, and Resolution Number 2019-26, submission of the CDBG application to the County of Kern, both for the Warehouse Capacity Expansion at the Food Bank. Carried by unanimous vote. (Plane/Benton).

- d. Funding Request – City of Bakersfield Public Safety & Vital Services Affordable Housing – Pritika Ram, Director of Administration – **Action Item**

Pritika Ram stated that CAPK is seeking Board approval to request approximately \$400,000 from the City of Bakersfield Development Services Department to conduct project plans and site preparation. The planning phase will serve as a foundation for CAPK to bring affordable housing to the South East area of Bakersfield, Specifically to the Cottonwood/Feliz Rd. area alongside South Washington Street. Pritika explained that funds will be used for the initial concept, zoning changes and community engagement, along with the hire of an architect firm for the design, engineering plan and project costs, development consultant and pro forma budget.

Motion was made and seconded to approve the Funding Request to the City of Bakersfield for Public Safety and Vital Services Affordable Housing. Carried by unanimous vote (Childress/Panos).

- e. Homeless Shelter Update and Job Descriptions – Sheila Shegos, Outreach & Grants Administrator / CAPK Homeless Project Lead – **Action Item**

Sheila Shegos provided an update on the County of Kern and City of Bakersfield plans for their respective Low Barrier Homeless Shelters. Since October 30th when the Kern County Board of Supervisors declared a homeless shelter crisis in Kern County, and their resolution to dispense with bid requirements, staff has worked very closely with County staff and local service providers to develop the shelter site and operational plans that include: the Site Plan; the Health & Safety and Risk Management Plan; the Security Plan; the Meal & Staffing Plan; the development of 11 Job Descriptions for the proposed 17 member staff; the Operational Plan & Budget; and the Public/Media Relations Plan.

The proposed open date is late January 2020; however, weather delays may push the open date to February 2020. Job descriptions have been prepared per industry standards, and employees will be paid through funds from the County contract.

The Board engaged in discussion regarding various job descriptions and questioned how the positions were pointed and the required experience for some of the lower level positions. Jeremy Tobias acknowledged the Board's concerns and asked staff to revise the wording for the jobs referenced from required to preferred.

Jeremy Tobias also reported that the City of Bakersfield is exploring the opportunities to open a low-barrier shelter at the old Calcot building on Brundage Lane. The City Council has postponed the vote to January 22, 2020. CAPK staff will continue to work with City staff to move project forward.

Staff requests Board approval of the two separate recommendations:

Motion was made and seconded to authorize the Executive Committee to review and approve an operational contract with the County of Kern for a homeless shelter of up to 150 beds, including authorization for the CEO to execute the contract. Carried by unanimous vote (Vigil/Gurrola).

Motion was made and seconded authorize staff to advertise and recruit shelter personnel immediately, but not authorize job offers or hire without final and signed operational contract with the County of Kern. Carried by unanimous vote (Vigil/Gurrola).

- f. Resolution to Accept the California For All AmeriCorps Funding Award and Approve the California Volunteers AmeriCorps Program Manager Job Description – Carmen Segovia, Director of Health & Nutrition – **Action Item**

Carmen Segovia reported that CAPK has applied to the California Office of the Governor for a one-year multi-partner project to establish the California Volunteers AmeriCorps Program in Kern County. Funding notification was received stating that the planning grant amount is \$73,291 from December 1, 2019 to November 30, 2020 and the implementation amount is \$670,000 for the period of December 1, 2019 to March 31, 2021. Both funding options have a 25% matching requirement, which also may be in-kind. This project will allow CAPK to recruit and place 24 AmeriCorps Members in the CAPK Youth Centers. A Program Manager is required and will oversee the 24 members and sites.

Motion was made and seconded to approve Resolution Number 2019-27 and the acceptance of the award notification for the AmeriCorps agreement, including the approval of the new job description for the Program Manager position. Further, staff recommends the Board of Directors authorize the Chief Executive Officer to execute the contract upon receipt. Carried by unanimous vote (Plane/Vigil).

VII. Committee Reports

a. PRE Committee Report – Pritika Ram, Director of Administration – *Action Item*

Pritika Ram reported that the Committee met on November 6, 2019 and all action items were approved.

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

g. Audit & Pension Committee Report – Tracy Webster, Chief Financial Officer – *Action Item*

Tracy Webster reported that the Audit & Pension Committee met on November 7, 2019 and there were no action items. Jeremy Tobias said the retirement plan re-pricing proposal is recommended by The Standard, CAPK's recordkeeper. Staff, along with Tom Ming from Pensionmark, will investigate pricing from other firms and report their findings and recommendation to the Board for approval in January.

Motion was made and seconded to approve the Audit & Pension Committee Report and all items. Carried by unanimous vote (Panos/Benton).

c. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – *Action Item*

Tracy reported that the Committee met on November 13, 2019 and 6 action items were presented and approved. Tracy discussed the restructure of the Finance & Human Resource Divisions and also discussed a proposed change to the agenda to include a Consent Agenda. Items to be included under Consent are consulting agreements, funding requests, and other items that do not impact staffing or the budget.

Tracy reported that it was not necessary to utilize the line of credit for the month of October and summarized the Financial Report. Tracy noted that Central Kitchen expenditures are at 56.5% as of October 31, 2019 and USDA revenue was at 59.6%. Expenditures are below the target of 66.7% at month 8 in the budget period.

Agency expenditures are currently at 54% for the year. The Indirect Fund budget to actual report showed that revenue exceeded expenditures by \$320,757, which is 61.5% of the budgeted indirect surplus. Overall expenditures are 59.3% of budget and is less than 66.67% at month 8 of the 12-month budget period. Tracy also reported that the Financial Statements are posted on the website.

Jeremy Tobias said that we are at the point now to move funds from Indirect to Discretionary and staff will put this item on the Executive Committee Agenda in December.

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

VIII. Advisory Board Reports

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

Nila Hogan provided the Head Start Policy Council Report for the month of November.

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

- b. Friendship House Community Center Advisory Board Report – Carmen Segovia, Director of Health & Nutrition – **Action Item**

Carmen Segovia reported that net proceeds from the Friendship House annual fundraiser held in October is \$15,972, which is \$1,700 over what was reported last month. As a comparison, the 2018 event raised only \$8,562 so the Advisory Board is very pleased with the outcome.

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

IX. Chief Executive Officer Report

- a. Board Retreat Report: Update on Creation of Foundation

Jeremy Tobias asked Pritika Ram to provide an update on the possible creation of a Foundation to support fundraising needs for the CAPK Food Bank and other projects. Pritika said the identified projects to support the reason for creating a Foundation are: 1) Fundraising that would include a capital campaign for the Food Bank expansion, and the possible relocation and expansion of the Central Kitchen, the annual banquet, and other fundraising opportunities; 2) affordable housing project. Staff has been working with legal counsel at KDG and talking with others in the community who manage Foundations to obtain some direction and recommendations on how to move forward. Pritika detailed the options for the Board and stated that staff will continue to work on this effort and it is anticipated that a more comprehensive report will be presented to the Board at the January meeting that will include recommendations and approval to move forward with the desired option.

- b. 2020 Board of Directors Standing Committee Meeting Calendar

Jeremy stated that a copy of the 2020 standing Board and Committee meeting calendar is included in the agenda packet and asked the Board for approval.

- c. Certified Community Action Professional (CCAP). The lead person to move this program forward is Esperanza Contreras, and she is encouraging other staff to participate to earn their certification. As of now, two employees are interested in the 2020 program, (Jeremy Tobias & Esperanza Contreras). The National office

is encouraging staff to apply and if applications move forward, the Board Chair is required to sign off on the CEO's application.

Jeremy also noted that the recent KGET Food Drive was a success, with more cash donations this year. For each dollar collected, it represents 7 pounds of food. The total sum of cash & food donations equaled 58,314 pounds of food, which was an increase over the 2018 Food Drive event. Additionally, the City of Bakersfield held their own internal food drive and collected over 5,000 pounds of food and the Police Department also collected 2,600 pounds of food. An outside organization is hosting the annual Thanksgiving Day Turkey Run and proceeds will benefit the CAPK Food Bank. Philanthropy on Tap at Imbibe is scheduled for Tuesday, December 3rd and will highlight the CES program. Lastly, the Employee Appreciation Committee has purchased holiday gifts for employees and Board Members.

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

X. Board Member Comments

- Nila Hogan said today is her last official meeting as the Policy Council Board Representative for the current year, but she is hoping to be back if she is reelected by the Policy Council.
- Fred Plane said he attended homeless meetings with the County and said there were open and frank discussions to dispel existing rumors. Looking at housing first, there may be a change in the way homelessness is perceived in the future. Sheila Shegos added that she was impressed by the comments from the homeless individuals who attended.
- Janea Benton said that as an elected official's Board Representative, she is hoping to stay on Board for another 2 years. Janea also thanked Tracy & Pritika and all others for stepping up to cover for the vacant Division Director positions, and thanked James Burger for assisting with the Aera Energy coat distribution at some of the Head Start centers.
- Jimmie Childress said he appreciates how staff is reporting.
- Ana Vigil thanked everyone for doing a good job and asked to receive information about community activities that CAPK is involved with or benefits from.

XI. Closed Session

XII. Closed Session Report

XIII. Next Scheduled Meeting


Board of Directors Meeting
Wednesday, January 29, 2020
12:00 p.m.
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

The meeting adjourned at 1:18 p.m.

COMMUNITY ACTION PARTNERSHIP OF KERN MEMORANDUM

To: Board of Directors



From: Emilio G. Wagner – Director of Operations

Date: January 29, 2020

Subject: *Agenda Item VI(a): Award of Property and Casualty Insurance Coverage – Action Item*

Background:

CAPKs risk insurance coverages are scheduled to expire on February 29, 2020. As result, USI Insurance Services, current broker, has solicited proposals from insurance carriers on CAPKs behalf to obtain the most cost-effective premiums. The premium for the 2019/2020 year was \$252,539.88.

Current Events:

As USI presented during the January 30th Board of Directors meeting the request for proposals to insurance carriers was released and as a result have received the following responses:

Philadelphia Indemnity Insurance Company (current)	\$275,896 (same as expiring coverage year limits)
NIAC	Could not provide a competitive quotation
NIF Social Services	Could not provide a competitive quotation
Irwin	Could not provide a competitive quotation

Key Change to policy:

As compared to the 2019/2020 year, with no changes to coverage limits, CAPK will see an increase of \$25,356.20, or approximately 9%. A portion of this increase is attributed to the addition of the AmeriCorps program which will require additional coverage for the student drivers in the approximate amount of \$10,000.

However, USI proposed the following coverage limits changes, increasing the overall renewal by \$39,491.53 or 12.9% over the 2019/2020 premium. After discussion with USI staff supports the recommended coverage increase.

Crime – Forgery, theft inside and outside premise, fund transfers \$3.1M limit:	\$3,325
Cyber – \$2,000,000 limit:	\$10,810.33

The increase will be direct charged and absorbed by programs based on the allocation of usage.

Recommendation:

Staff recommends the Board of Directors authorize the Chief Executive Officer to bind coverage at the proposed increased limits with Philadelphia Indemnity Insurance Company through USI Insurance Services.

Attachment:
Proposal of Insurance

Community Action Partnership of Kern

Property & Casualty Insurance Proposal

March 1, 2020 – March 1, 2021



John LaSalle, Senior Vice President
Tara Hemmingsen, Senior Account Executive

Date Prepared: January 23, 2020



About USI Insurance Services

USI is one of the largest brokerage and consulting firms in the world, delivering property and casualty, employee benefits, personal risk, program and retirement solutions to large risk management clients, middle market companies, smaller firms and individuals. Headquartered in Valhalla, New York, USI connects together over 6,000 industry leading professionals across more than 150 offices to serve clients' local, national and international needs. USI has become a premier insurance brokerage and consulting firm by leveraging the USI ONE Advantage®, an interactive platform that integrates proprietary and innovative client solutions, networked local resources and expertise, and enterprise-wide collaboration to deliver customized results with positive, bottom line impact. USI attracts [best-in-class industry talent](#) with a long history of deep and continuing investment in our [local communities](#). For more information, visit [usi.com](#).

The USI ONE Advantage®

What truly distinguishes USI as a leading middle market insurance brokerage and consulting firm is the USI One Advantage, a game-changing value proposition that delivers clients a robust set of risk management and benefit solutions and exclusive resources with financial impact. USI ONE™ represents **Omni, Network, Enterprise**—the three key elements that create the USI ONE Advantage and set us apart from the competition.

Omni – USI's Proprietary Analytics

Omni, which means “all,” is USI’s one-of-a-kind solutions platform—real time, interactive, dynamic and evolving, and customized for each client. Built in-house by USI subject matter experts, Omni captures the experience of more than 100,000 clients, thousands of professionals and over 100 years of business activity through our acquired agencies into targeted, actionable solutions.

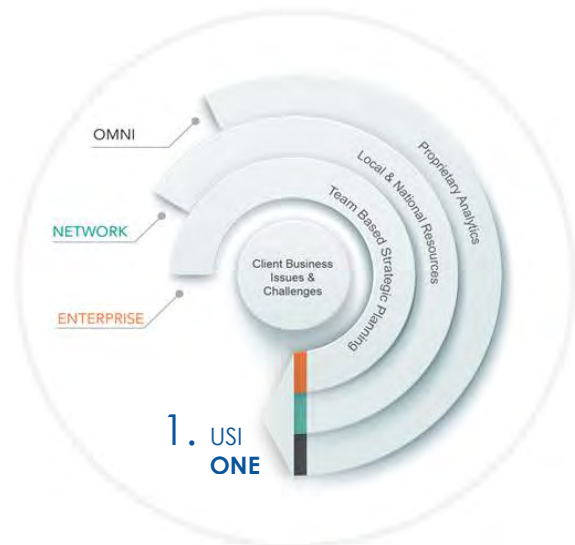
Network – USI's Local and National Resources

USI has made a very large investment in local resources and technical expertise, with more than 4,400 professionals networked nationally to build strong vertical capabilities and integrated account teams. Our local and regional experts ensure account team availability, hands-on service, and ongoing diligent follow-through so we can deliver on the solutions we customize for our clients.

Enterprise – USI's Team Based Strategic Planning

USI's enterprise planning is a disciplined, focused, analysis centered on our client's issues and challenges. Highly consultative meetings integrate USI's Omni analytics with our broad resource network to build a risk management strategy aligned with client business needs. Our enterprise process is a proven method for identifying, quantifying and minimizing client risk exposures.

The USI ONE Advantage—our **Omni** knowledge engine, with our **Network** of local and national resources, delivered to our clients through our **Enterprise** planning process gives USI fundamentally different solutions, the resources to deliver, and a process to bring superior results to our clients.



Service Team

Sales Executive

Manages your overall account and brings all of USI's resources together for your benefit.

Account Executive

Responsible for completing all technical transactions regarding the delivery and maintenance of insurance and underwriting services.

P&C Claims

Advocates on claims to troubleshoot servicing issues, answer questions about the claims process and assist with optimizing claims outcomes.

Workers Comp Claims

Advocates on claims to troubleshoot servicing issues, answer questions about the claims process and assist with optimizing claims outcomes.

Safety & Risk Control Consultant

Conducts site inspections, provides loss control insights, and acts as your advocate in relation to carrier loss control representatives.

Other telephone numbers

Office hours

John LaSalle

Direct line: 213.337.6338

Email Address: john.lasalle@usi.com

Tara Hemmingsen, CIC

Direct line: 424.390.0029

Cell phone: 657.345.3388

Email address:

tara.hemmingsen@usi.com

Jason Miyake

Direct line: 424.390.0038

Email address: jason.miyake@usi.com

Sara Park

Direct line: 818.251.3018

Email address: sara.park@usi.com

John Canepa, Jr.

Direct line: 562.221.1408

Email address: john.canepajr@usi.com

Main office: 424-390-0000

8 a.m. – 5 p.m. Pacific Standard Time
M - F

Marketing Summary

This list represents the carriers that were approached to provide a competitive insurance program for your business.

Coverage	Carrier	Response
Package: Property/GL/Auto/ PL/A&M and Umbrella	Philadelphia – Incumbent	Quoted – See Proposal
	NIAC	Indication – Not competitive with Phly terms and premiums
	NIF Social Services Program	Pending response, not likely to compete with Phly terms and premiums
	Irwin Siegel Agency	Pending response, not likely to compete with Phly terms and premiums
	Alliance for Non-Profits	Pending response, not likely to compete with Phly terms and premiums
	Church Mutual	Pending response, not likely to compete with Phly terms and premiums
	Great American	Declined – Not competitive with Phly terms and premiums
	Care Providers	Declined - Not competitive with Phly terms and premiums
	Hanover	Declined – Not competitive with Phly terms and premiums – Cannot offer Abuse & Molestation Limits
Management Liability Package & Crime	Philadelphia – Incumbent	Quoted – See Proposal
	Hartford – Incumbent	Quoted – See Proposal – Higher Limit options available
	London	Pending response, not likely to compete with Phly terms and premiums
	Starstone	Pending response, not likely to compete with Phly terms and premiums
	Allianz	Pending response, not likely to compete with Phly terms and premiums
	ANV	Pending response, not likely to compete with Phly terms and premiums
	Pioneer	Pending response, not likely to compete with Phly terms and premiums
	Old Republic	Pending response, not likely to compete with Phly terms and premiums
	RSUI	Declined – Minimum EPL Retention \$150k
	Everest	Declined – Minimum EPL Retention \$150k
	Business Partners	Declined – Minimum EPL Retention \$250k
	Markel	Declined – Can't offer full limits – Indicated \$100k minimum

	Hallmark	Declined – Can't offer limits above \$2.5M
	Beazley	Declined – Due to size & location of business
	AIG	Declined – Due to size & location of business
	Chubb	Declined – Due to size & location of business
	E-Risk	Declined – Due to size of business
	Argo	Declined – Nature of Operations
	Sompo	Declined – Nature of Operations
	Berkley	Declined – Nature of Operations
	Crum & Forster	Declined – Nature of Operations
	Ironshore	Declined – Nature of Operations
	HCC	Declined – Nature of Operations
	RLI	Declined – Nature of Operations
	QBE	Declined – Outside of Underwriting appetite (Social Services)
Cyber Liability	NAS/Lloyds/Tokio Marine	Quoted – See Proposal
	Ascent/Lloyd's	Quoted – \$1M Agg/\$10k Ret = \$22k
	AtBay	Quoted – \$1M Agg/\$25k Ret = \$9k
	CFC/Lloyd's	Quoted – \$1M Agg/\$15k Ret = \$15k
	Corvus/Hudson	Quoted – \$1M Agg/\$10k Ret = \$11k
	Hiscox/Lloyd's	Quoted – \$1M Agg/\$10k Ret = \$12k
	Beazley/Lloyd's	Pending – unlikely to compete with NAS terms and pricing

Premium Comparison

Line of Coverage	2019-2020 Current	2020-2021 Renewal	Difference
Property	\$40,738	\$38,638	-5%
Inland Marine	\$607	\$607	---
General Liability	\$27,393	\$28,850	+5%
Professional Liability	\$7,824	\$7,038	-10%
Abuse or Molestation	\$2,161	\$3,601	+66%
Auto Liability	\$83,273.88	\$92,362.08	+11%
Umbrella Liability	\$25,295	\$27,999	+11%
Management Liability Package	\$58,718	\$69,678	+19%
Crime	\$6,530	\$7,123	+9%
Total Estimated Annual Premium:	\$252,539.88*	\$275,896.08	+9%
Cyber Liability	N/A	\$7,083.26	---

- Premium are net of commission and include all taxes, surcharges and mandatory terrorism charges.
- *All mid-term policy change endorsements premiums are included.
- General Liability renewal premium is to be revised – does not contemplate reduced student headcount.
- Crime – Increased Limit options are quoted this year.
- Cyber Liability is a new line of coverage quoted this year, multiple limit options available.

Note:

In evaluating your exposure to loss, we have been dependent upon information provided by you. If there are other areas that need to be evaluated prior to binding of coverage, please bring these areas to our attention. Should any of your exposures change after coverage is bound, such as your beginning new operation, hiring employees in new states, buying additional property, etc., please let us know so proper coverage(s) can be discussed.

Higher limits may be available. Please contact us if you would like a quote for higher limits.



Exposure & Net Rate Comparison

Line of Coverage	2019-2020 Current	2020-2021 Renewal	Difference
Property			
• Total Insurable Values	\$40,003,590	\$40,003,590	---
Net Rate	\$.10	\$.09	-5%
General Liability			
• Total Square Footage	302,421	307,042	+2%
Average Net Rate	\$67.69	\$66.67	-2%
• Total Student Count	1,699	1,544	-9%
Net Rate	\$4.57	\$5.03	+10%
• Total Acres	11 Acres	11 Acres	---
Net Rate	\$1.00	\$1.00	---
Auto Liability			
• Vehicle Count	108 Vehicles	108 Vehicles	---
Average Cost Per Unit	\$771	\$855	+11%
Abuse & Molestation			
• Total Student Count	1,699	1,544	-9%
Net Rate	\$1.27	\$2.33	+83%

Loss Summary

Property/Inland Marine/General Liability/Auto Liability/Professional Liability/Abuse & Molestation

Term	Carrier	# Open Claims	# Closed Claims	# Total Claims	Paid	Reserve	Expense	Recoveries	Total Incurred	Claim Type
2019-2020	Philadelphia	1	17	18	\$52,600	\$1,500	\$1,760	\$0	\$55,860	7 Auto 11 Property
2018-2019	Philadelphia	0	3	3	\$30,037	\$0	\$3,275	\$0	\$33,312	3 Property
2017-2018	Philadelphia	0	12	12	\$61,055	\$0	\$1,717	-\$21,689	\$41,083	8 Property 3 Auto 1 GL
2016-2017	Berkley	0	9	9	\$132,167	\$0	\$8,981	-\$2,040	\$139,108	4 Auto 5 Property
2015-2017	Berkley	0	5	5	\$13,570	\$0	\$70	-\$7,784	\$5,856	5 Auto
Totals:		1	46	47	\$289,429	\$1,500	\$15,803	-\$31,512	\$275,220	

Employment Practices Liability and Directors & Officers Liability

Term	Carrier	# Open Claims	# Closed Claims	# Total Claims	Paid	Reserve	Expense	Total Incurred
2019-2020	Philadelphia	0	0	0	\$0	\$0	\$0	\$0
2018-2019	Philadelphia	1	2	3	\$67,397	\$80,000	\$0	\$147,397
2017-2018	Philadelphia	0	0	0	\$0	\$0	\$0	\$0
Totals:		1	2	3	\$67,397	\$80,000	\$0	\$147,397

Schedule of Named Insureds

Only the Named Insureds shown above are included in this proposal. If any Named Insureds are not shown above and should be included for coverage, please notify us immediately.

Named Insured
Community Action Partnership of Kern (CAPK)
Community Action Partners
Community Action Partnership of Kern Family Health Center
Community Action Partnership of Kern Food Bank
Corporate Mailing Address
5005 Business Park North, Bakersfield, CA 93309

Schedule of Locations

Only the locations shown above are included in this proposal. If any locations are not shown above and should be included for coverage, please notify us immediately.

Location Schedule as of 1/22/2020

Phly Loc #	Loc	Building	Address	City	Zip	Division	Use or Program
1	2	1	300 19 th St	Bakersfield	93301	CSD	Energy, VITA, 211 Kern
2	3	1	500 E California	Bakersfield	93307	HNS	WICMain
3	4	1	610 Blandy Bldg.	China Lake	93555	HNS	WIC-China Lake
4	5	1	15580 O St	Mojave	93501	HNS	WIC-Mojave
5	8	1	2400 Planz Road	Bakersfield	93304	HS/EHS	Planz
6	9	1	410 E Perkins	McFarland	93250	HS/EHS	McFarland
7	10	1	9124 Catalpa Ave	California City	93505	HS/EHS	California City
8	13	1	2800 Agate St	Bakersfield	93304	HS/EHS	Seibert
9	14	1	452 W Los Angeles Ave	Shafter	93263	HS/EHS	Shafter
10	16	1	1120 S Curry St.	Tehachapi	93561	HS/EHS	Tehachapi
11	17	1	3301 Virginia Ave	Bakersfield	93304	HS/EHS	Virginia
12	18	1	425 E Fairview Road	Bakersfield	93304	HS/EHS	Fairview
13	21	1	8201 Palm Ave.	Lamont	93241	HS/EHS	Lamont
14	23	1	301-315 Stine Road	Bakersfield	93302	HS/EHS	315 Stine
	24	2	301-315 Stine Road	Bakersfield	93302	HS/EHS	305 Stine A
	25	3	301-315 Stine Road	Bakersfield	93302	HS/EHS	305 Stine B
	26	4	301-315 Stine Road	Bakersfield	93302	HS/EHS	315 Stine EHS
	27	5	301-315 Stine Road	Bakersfield	93302	HS/EHS	HB Socialization
15	28	1	14327 S Vineland Road	Bakersfield	93307	HS/EHS	Vineland
16	30	1	1940 Inyo St	Mojave	93501	HS/EHS	Mojave
17	31	1	1835 Cecil Ave	Delano	93215	HS/EHS	Delano Office
	32	2	1835 Cecil Ave	Delano	93215	HS/EHS	Delano-classrooms
	33	3	1835 Cecil Ave	Delano	93215	HS/EHS	Delano-classrooms
	34	4	1835 Cecil Ave	Delano	93215	HS/EHS	Delano-classrooms
	35	5	1835 Cecil Ave	Delano	93215	HS/EHS	Delano-classrooms
18	36	1	2320 Mt Vernon Ave	Bakersfield	93306	HS/EHS	Heritage Park
19	37	1	3000-3003 Sterling Road	Bakersfield	93306	HS/EHS	Sterling Center Office
	38	2	3000-3003 Sterling Road	Bakersfield	93306	HS/EHS	Sterling-Classroom
	39	3	3000-3003 Sterling Road	Bakersfield	93306	HS/EHS	Sterling-Classroom
	40	4	3000-3003 Sterling Road	Bakersfield	93306	HS/EHS	Sterling-Classroom
20	41	1	10300 1/2 San Diego St	Lamont	93241	HS/EHS	San Diego
21	42	1	2424 Cottonwood Road	Bakersfield	93304	YC	Friendship House
22	44	1	455 Euclid Ave	Shafter	93263	YC	Shafter Youth Center
23	45	1	3101 Mall View Road	Bakersfield	93306	HNS	Central Kitchen
24	46	1	3811 River Blvd	Bakersfield	93305	HS/EHS	Martha J. Morgan
25	47	1	7998 Alicante Ave	Lamont	93241	HS/EHS	Alicante
26	48	1	277 E Front St	Buttonwillow	93206	HNS	WIC-Buttonwillow
27	49	1	1600 Poplar Ave	Wasco	93280	HS/EHS	Sunrise Villa
28	50	1	5704 Pioneer Drive	Bakersfield	93306	HS/EHS	Alberta Dillard
29	1	1	5005 Business Park Drive	Bakersfield	93302	HQ	HQ Offices

30	51	1	7000 W Doe Ave	Visalia	93291	HNS	MCAP-Visalia
31	52	1	1807 Feliz Drive	Bakersfield	93307	HNS	Food Bank-Food Warehouse
	53	2	1825 Feliz Drive	Bakersfield	93307	HS/EHS	Pete Para Admin Bldg.
	54	3	1825 Feliz Drive	Bakersfield	93307	HS/EHS	Pete Para (Classroom Bldg. #200)
	55	4	1825 Feliz Drive	Bakersfield	93307	HS/EHS	Pete Para (Classroom Bldg. #300)
	56	5	1825 Feliz Drive #B	Bakersfield	93307	HS/EHS	Warehouse
32	57	1	459 Euclid Avenue	Shafter	93263	HS/EHS	Shafter EHS
33	58	1	230 S Montclair, Suite 103	Bakersfield	93309	HNS	WIC-Southwest
34	59	1	814 North Norma	Ridgecrest	93555	HS/EHS	Oasis
35	61	1	1111 Bush St	Arvin	93203	HS/EHS	Primeros Pases
36	62	1	525 East Yosemite Ave.	Madera	93638	HNS	MCAP-Madera
37	63	1	1410 11 th St	Bakersfield	93302	HS/EHS	Cleo Foran
38	64	1	525 Roberts Lane Bldg. C	Oildale	93308	HNS	WIC-Oildale
39	65	1	6019-3&4 Niles	Bakersfield	93302	HNS	WIC-Niles
40	66	1	401 Willow	Bakersfield	93308	HS/EHS	Willow
41	67	1	1913 Feliz Drive	Bakersfield	93307	CAPK	Vacant land
42	68	1	500 South Washington	Bakersfield	93307	CAPK	Vacant Land
43	69	1	108 South Robinson	Tehachapi	932601	HNS	WIC-Tehachapi
44	70	1	11336 Bartlett Ave	Adelanto	92301	HNS	WIC-Adelanto
45	71	1	26904 Nicolas St	Boron	93515	HNS	WIC-Boron
46	72	1	814 North Norma	Ridgecrest	93555	HNS	WIC-Ridgecrest
47	74	1	2101 7 th St Bldg. E	Wasco	93280	HNS	WIC-Wasco Medical
48	75	1	650 James St	Shafter	93263	HNS	WIC-Shafter
49	78	1	5055 California Ave #101	Bakersfield	93309	HS/EHS	Homebase Office
	77	2	5055 California Ave #220	Bakersfield	93309	OPS	Operations Office
50	80	1	819 Sixth Avenue	Taft	93268	HS/EHS	Taft
	81	2	819 Sixth Avenue – Bldg. #2	Taft	93269	HS/EHS	Taft
51	82	1	8820 Sheep Creek Road	Phelan	92371	HNS	WJC-Phelan
52	83	1	4600 Panama Lane	Bakersfield	93313	HNS	WIC-Panama
53	85	1	41820 Garstin	Big Bear Lake	92315	HNS	WIC-Big Bear
54	86	1	1900 East California Ave	Bakersfield	93305	HS/EHS	East Cal
55	87	1	90 Farrell Dr Bldg. 5620	Edwards	93524	HNS	WIC-Edwards AFB
56	88	1	Hwy 46 at Lost Hills Blvd	Lost Hills	93249	HNS	WIC-Lost Hills
57	89	1	1500 So Fairfax Rd (Module 1)	Bakersfield	93307	HS/EHS	Fairfax
	90	2	1500 So Fairfax Rd (Module 2)	Bakersfield	93307	HS/EHS	Fairfax
	91	3	1500 So Fairfax Rd (Admin)	Bakersfield	93307	HS/EHS	Fairfax
58	92	1	216 W 7 th St	Hanford	93230	HNS	MCAP-Hanford
59	93	1	1815 Van Ness	Fresno	93721	HNS	MCAP-Fresno
60	94	1	3500 Mojave	Mojave	93501	HNS	EKFRC Classroom
61	95	1	1600 E Truxtun Ave	Bakersfield	93305	HNS	WIC-Homeless
62	97	1	16804 Hwy 14	Mojave	93501	HNS	East Kern Family Resource Ctr
63	98	1	347 E Poplar St (historical 11ldg.)	Stockton	95202	SJEHS	Barnett House
64	99	1	115 N Walnut Ave	Manteca	95337	SJEHS	Walnut
65	100	1	425 N California St	Stockton	95202	SJEHS	California Street
66	101	1	23950 S Chrisman Rd	Tracy	95304	SJEHS	Chrisman
67	102	1	545 W Sonora St	Stockton	95203	SJEHS	St Mary's

68	104	1	2584 Felsite Ave	Rosamond	93560	HS/EHS	Rosamond
69	105	1	1314 Oswell St	Bakersfield	93306	HS/EHS	Wesley
70	106	1	1145 N Hunter	Stockton	95203	SJEHS	SJ Admin
71	107	1	2739 Diamond St# B	Rosamond	93560	HNS	WIC-Rosamond
72	108	1	701 S Hutchins St	Lodi	95240	SJEHS	UCCC
73	109	1	1509 N Golden Gate	Stockton	95205	SJEHS	Gian one
74	110	1	2500 S D St	Stockton	95206	SJEHS	Kennedy
75	111	1	236 W 4 th Street	Stockton	95206	SJEHS	4 th Street
76	112	1	8401 California City Blvd., #8	California City	93505	HNS	WIC-Cal City
77	114	1	1001 Main St	Delano	93215	HNS	WIC-Delano
78	115	1	5351 Olive Drive #200	Bakersfield	93308	HNS	MCAP-Admin Office
79	116	1	1840 Wardrobe Ave	Merced	95341	HNS	MCAP-Merced
80	117	1	2550 E Belle Terrace #501-502	Bakersfield	93304	HNS	Food Bank-Food Warehouse #2
81	118	3	819 Sixth Avenue – Bldg. #3	Taft	93269	HS/EHS	Taft
82	119	1	929 Broadway – Office	Wasco	93280	HS/EHS	Wasco
	120	2	929 Broadway – Classrooms	Wasco	93280	HS/EHS	Wasco
83	76	1	24028 Lake Dr, Suite A	Crestline	92325	HNS	WIC-Crestline
84		1	244 G St. #A	Needles	92363	HNS	WIC Needles
85	122	1	4032 Jewett Ave,	Bakersfield	93301	HS/EHS	HVI & Home Base
85	123	2	4032 Jewett Ave.	Bakersfield	93301	HS/EHS	Warehouse
86	124	1	2323 16 th St.	Bakersfield	93301	HNS	Cal Fresh Healthy Living

Package: Property

Named Insured	Community Action Partnership of Kern
Policy Term	March 01, 2020 to March 01, 2021
Carrier	Philadelphia Indemnity Insurance Company
Admitted	Yes
A.M. Best's Rating	A++ XV
Property	
Policy Form	Occurrence
Policy Type	Special Form – All Risk
Valuation	Agreed Value
Co-Insurance	100% - Waived by Agreed Value
Limits	
Locations	As Per Schedule of Locations on file
Total Blanket Building Limit	\$25,308,320
Total Blanket Business Personal Property Limit	\$13,631,970 (Includes Computer & Printer Values)
Business Income/Extra Expense Limit	\$1,063,300
Total Insurable Values	\$40,003,590
Equipment Breakdown Limit – Per Breakdown	\$40,003,590 (Building & BPP Values)
Deductibles	
Business Personal Property	\$1,000
Equipment Breakdown	\$1,000
Business Income	72 hour waiting period; 50% Co-Insurance

Notable Property Sublimits	
Ordinance or Law:	
Coverage A: Undamaged Portion	Included in Building Limit
Coverage B: Demolition Costs	\$1,000,000
Coverage C: Increased Cost of Construction	\$1,000,000
Debris Removal	\$100,000
Distance from Premises	1600 Feet
Vacancy Clause Modification	90 Days

Earthquake Sprinkler Leakage	\$30,000
Fine Arts	\$50,000
Fire Extinguisher Recharge	\$25,000
Garages and Storage Sheds	\$5,000
Lease Cancellation Moving Expenses	\$5,000
Damage to Property of Home Care Providers	\$50,000
Excavations, Landscaping and Other Outdoor Property	\$50,000
Mobile Medical Equipment	\$15,000
Lost Key Replacement	\$10,000
Personal Effects	\$50,000
Personal Property in Transit	\$100,000
Personal Property at Unspecified Premises	\$250,000
Equipment Breakdown Spoilage	\$100,000
Money and Securities of Your Residents and Clients	\$5,000
New Construction	\$500,000/180 Days
Newly Acquired Property	\$1,000,000 Blanket Limit for Building and Business Personal Property/180 Days
Extended Business Income	180 Days
Claims Expenses	\$50,000
Consequential Damage	\$250,000
Computer Virus	\$2,500
Accounts Receivable	\$250,000
Valuable Papers	\$250,000
Crime:	
Money and Securities (Inside)	\$5,000; \$500 Deductible
Money and Securities (Outside)	\$5,000; \$500 Deductible
Money Order/Counterfeit Currency	\$5,000; \$500 Deductible
Kidnap, Ransom, Extortion	\$25,000; No Deductible
Inland Marine	
\$108,676	Scheduled Equipment – Forklifts
\$100,000	Miscellaneous Tools/Equipment
\$10,000	Transfer Between Premises
\$10,000	Temp within other Premises
\$10,000	Permanently located at an employee residence
\$1,000	Deductible

Notable Policy Terms, Conditions, Endorsements and Exclusions	
PI-ULTD-002 11/98	Property Coverage Part Declarations
PI-ULTD-003 11/98	Property Coverage Part Extension of Declarations
PI-ULTD-005 05/13	Additional Coverage Summary Declarations
PI-ULTD-006 11/98	Ultimate Cover Program Blanket Limits
CP0090 07/88	Commercial Property Conditions
CP0299 11/85	Cancellation Changes
PI-ULT-007 11/98	Property Coverage Form
PI-ULT-008 11/98	Causes of Loss Form
PI-ULT-009 11/98	Crime Coverage Form
PI-ULT-010 11/98	Business Income with Extra Expense Coverage Form
ULT10COV 11/98	Business Income with Extra Expense Coinsurance Schedule
ULT10PPT 11/98	Business Income with Extra Expense Optional Coverage Schedule
PI-ULT-015 11/98	Agreed Value Endorsement
PI-ULT-016 11/98	Loss Payable Provisions
PI-ULT-023 03/13	Equipment Breakdown Protection Endorsement
PI-ULT-028 11/98	Additional Exclusions
PI-ULT-072 10/10	Limitation on Fungus, Wet Rot, Dry Rot and Bacteria
PI-ULT-83 04/01	Loss of Income due to Workplace Violence
PI-ULT-085 05/16	Cap on Losses from Certified Acts of Terrorism
PI-ULT-088 02/04	Changes – Electronic Data
PI-ULT-142 08/13	Collapse – Exclusion and Additional Coverage Re-Stated
PI-ULT-148 CA-10/16	Equipment Breakdown – Separate Deductible Endorsement
PI-ULT-149 06/15	Increased Ordinance or Law Limits
PI-ULT-173 02/15	Elite Property Enhancement: Human Services
Dec 01/00	Commercial Inland Marine Coverage Part Declaration
Schedule 01/00	Inland Marine Schedule
Scheduled Items 01/00	Inland Marine Scheduled Items Schedule
CM0001 09/04	Commercial Inland Marine Conditions
PI-CIM-032 05/03	Miscellaneous Coverage Form
Excluded coverage or other coverages sought may be available: please discuss with USI.	
Other exclusions and policy limitations may apply. Please refer to the actual policies for specific terms, conditions, limitations, exclusions and sublimits that will govern in the event of a loss.	

Premium Comparison		
	2019-2020	2020-2021
Property Premium	\$40,738	\$38,638
Inland Marine Premium	\$607	\$607
Terrorism Premium	Included	Included
Total Annual Property Premium	\$41,345	\$39,245
Payment Plan	Direct Bill – 25% Down and 9 Equal Monthly Payments	
Subject to Audit	No	
Subjectivities	None	

Package: General Liability

Named Insured	Community Action Partnership of Kern
Policy Term	March 01, 2020 to March 01, 2021
Carrier	Philadelphia Indemnity Insurance Company
Admitted	Yes
A.M. Best's Rating	A++ XV
General Liability	
Policy Form	Occurrence
General Aggregate	\$3,000,000
Products/Completed Ops Aggregate	\$3,000,000
Each Occurrence Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
Damage to Premises Rented to You	\$1,000,000
Medical Expense Limit	\$20,000
Deductible – BI/PD	None
Rating Basis	
Total Square Footage	307,042
Total Student Count	1,544
Total Acres	11
Employee Benefit Liability	
Policy Form	Claims Made
Each Employee	\$1,000,000
Aggregate	\$3,000,000
Deductible	None
Retroactive Date	6/1/2010
Cyber Security Liability Endorsement	
Policy Form	Claims Made
Aggregate	\$100,000 all Loss
Insuring Agreements	
A. Security Event Costs	\$100,000 each Security Event
B. Network Security and Privacy Liability Coverage	\$100,000 each Claim
C. Employee Privacy Liability Coverage	\$100,000 each Claim
D. Customer Notification Expenses Sublimit	\$25,000 each Security Event

E. Public Relations Expenses Sublimit	\$25,000 each Security Event
Retroactive Date	3/1/2018
Deductible	\$1,000 each Claim/Security Event

Premium Comparison		
	2019-2020	2020-2021
General Liability Premium	\$26,729	\$28,186
Employee Benefit Liability Premium	\$300	\$300
Data Breach Premium	\$364	\$364
TRIA Premium	Included	Included
Total Annual General Liability	\$27,393	\$28,850
Payment Plan	Direct Bill – 25% Down and 9 Equal Monthly Payments	
Subject to Audit	Yes	
Subjectivities	None	

Notable Terms, Conditions Endorsements and Exclusions	
Gen Liab Dec 10/04	Commercial General Liability Coverage Part Declarations
Gen Liab Schedule 01/00	General Liability Schedule
CG0001 04/13	Commercial General Liability Coverage Form
CG2011 04/13	Additional Insured – Managers or Lessors of Premises
CG2018 04/13	Additional Insured – Mortgagee, Assignee or Receiver
CG2026 04/13	Additional Insured – Designated Person or Organization
CG2116 07/98	Exclusion – Designated Professional Services
CG2147 12/07	Employment Related Practices Exclusion
CG2167 12/04	Fungi or Bacteria Exclusion
CG2170 01/15	Cap on Losses from Certified Acts of Terrorism
CG2230 07/98	Exclusion – Corporal Punishment
CG2240 01/96	Exclusion – Medical Payments to Children Day Care Centers
CG2245 04/13	Exclusion – Specified Therapeutic or Cosmetic Services
CG2402 12/04	Binding Arbitration
CG3234 01/05	California Changes
PI-GL-001 09/17	Exclusion – Lead Liability
PI-GL-002 CA 02/08	Exclusion – Asbestos Liability
PI-GLD-HS 10/11	General Liability Deluxe Endorsement: Human Services
PI-HS-005 07/04	Exclusion – Professional Liability Coverage
CG2026 04/13	California Department of Public Health Manuscript Endorsement
PI-SAM-006 01/17	Abuse or Molestation Exclusion
PI-SE-001 07/18	Special Events Endorsement – Updated Edition
PI-MANU-1 01/00	CA20148 – County of Kern Additional Insured Endorsement
PI-EBL-001D 05/99	Employee Benefits Admin Errors and Omissions Ins Dec
PI-ARB-1 04/03	Binding Arbitration
PI-EBL-001 05/99	Employee Benefits Administration Errors and Omissions Coverage Form
PI-PPL-001 EB 08/03	Prior/Pending Litigation and Known Circumstance Exclusion
PI-CYBE-001 12/15	Cyber Security Liability Endorsement



Why MyPhly 00/0	Why MyPhly?
CSNotice-1 08/18	Making Things Easier – Policyholder Notice
BJP-190-1 12/98	Commercial Lines Policy Jacket
PI-FEES-NOTICE 1 06/19	Notice Late Fee Reinstatement Fee – Updated Edition
ILN177 09/12	California Premium Refund Disclosure Notice
PP2015 06/15	Privacy Policy Notice
CPD—PIIC 06/14	Common Policy Declarations
Loc Sched 01/00	Location Schedule
Mortgagee 01/00	Mortgagee Schedule
Loss Payee 01/00	Loss Payee Schedule
AI Sched 01/00	Additional Insured Schedule
Named Insured 01/00	Named Insured Schedule
Fee Sched 01/100	Fees and Surcharge Schedule
PI-BELL-1 11/09	Bell Endorsement
PI-CME-1 10/09	Crisis Management Enhancement Endorsement
IL0017 11/98	Common Policy Conditions
IL0021 09/08	Nuclear Energy Liability Exclusion Endorsement
IL0102 05/05	California Changes – Actual Cash Value
IL0103 06/99	California Changes – Actual Cash Value
IL0104 09/07	California Changes
IL0270 09/12	California Changes – Cancellation and Nonrenewal
IL0952 11/15	Cap on Losses from Certified Acts of Terrorism
PI-CANXAICH-002 05/11	Cancellation Notice to Scheduled Additional Insured or Cert Holder
PI-TER-DN1 01/15	Disclosure Notice of Terrorism Insurance Coverage Rejection
Excluded coverage or other coverages sought may be available: please discuss with USI.	
Other exclusions and policy limitations may apply. Please refer to the actual policies for specific terms, conditions, limitations, exclusions and sublimits that will govern in the event of a loss.	

Package: Professional Liability and A&M

Named Insured	Community Action Partnership of Kern	
Policy Term	March 01, 2020 to March 01, 2021	
Carrier	Philadelphia Indemnity Insurance Company	
Admitted	Yes	
A.M. Best's Rating	A++ XV	
Professional Liability Coverage		
Policy Form	Occurrence	
Aggregate Limit	\$3,000,000	
Each Professional Incident Limit	\$1,000,000	
Deductible	None	
Sexual/Physical Abuse or Molestation Coverage		
Policy Form	Occurrence	
Aggregate Limit	\$3,000,000	
Each Abusive Conduct Limit	\$1,000,000	
Deductible	None	
Insured Definition Includes:	Directors, Employees (including leased or temporary workers) and Volunteers	
Premium Comparison		
	2019-2020	2020-2021
Professional Liability Premium	\$7,824	\$7,038
Abuse & Molestation Premium	\$2,161	\$3,601
Total Annual Professional Liability and A&M Premium	\$9,985	\$10,639
Payment Plan	Direct Bill – 25% Down and 9 Equal Monthly Payments	
Subject to Audit	No	
Subjectivities	None	
Notable Policy Terms, Conditions, Endorsements and Exclusions		
PI-HS-003D 07/04	Human Services Org Professional Liability Coverage Part Declarations	
PI-ARB-1 04/03	Binding Arbitration	
PI-HS-003 07/04	Human Services Organization Professional Liability Coverage Form	

PI-HS-024 04/18	Amendment of Exclusion – Prescription/Non-Prescription Drugs
PI-SO-008D 11/98	Sexual or Physical Abuse or Molestation Policy Declaration
PI-ARB-1 04/03	Binding Arbitration
PI-SO-008 01/99	Sexual or Physical Abuse or Molestation Coverage Form – Occurrence
PI-SO-013 02/05	Employee Defense Coverage
Excluded coverage or other coverages sought may be available: please discuss with USI.	
Other exclusions and policy limitations may apply. Please refer to the actual policies for specific terms, conditions, limitations, exclusions and sublimits that will govern in the event of a loss.	

Package: Auto Liability

Named Insured	Community Action Partnership of Kern
Policy Term	March 01, 2020 to March 01, 2021
Carrier	Philadelphia Indemnity Insurance Company
Admitted	Yes
A.M. Best's Rating	A++ XV
Policy Form	Occurrence
Bodily Injury/Property Damage- Each Accident	\$1,000,000 Symbol: 1
Hired & Non-Owned Liability	\$1,000,000
Hired Car Physical Damage	ACV or Repair or replacement of the vehicle whichever is less
Auto Medical Payments	\$5,000 Symbol: 2
Uninsured Motorists Bodily Injury Limit	\$1,000,000 Symbol: 2
Underinsured Motorists Bodily Injury Limit	\$1,000,000 Symbol: 2
Rental Reimbursement	\$100 per day/30 Days
Towing Allowance	\$100 per disablement
Employees as Insureds	Yes
Volunteers as Insureds	No
Deductibles	
Comprehensive	\$500
Collision	\$1,000
Winnebago Comp/Coll	\$2,000
Notable Policy Terms, Conditions, Endorsements and Exclusions	
ILN119 10/15	California Auto Body Repair Consumer Bill of Rights
CADS03 03/10	Business Auto Declarations
AUTO SCHED 01/00	Business Auto Schedule
HIRED/BORROWED SCHED 07/06	Schedule of Hired or Borrowed Covered Auto
CA001 03/10	Business Auto Coverage Form
CA0143 05/07	California Changes

CA0305 02/97	California Changes – Waiver of Collision Deductible – Applied to all vehicles except for the Winnebago
CA0424 04/06	California Auto Medical Payments Coverage
CA2016 10/01	Mobile Homes Contents Coverage - \$5k
CA2048 02/99	Designated Insured Endorsement
CA2154 09/09	California Uninsured Motorists Coverage – Bodily Injury
CA9928 03/10	Stated Amount Insurance
CA9933 02/99	Employees as Insureds
CA9944 12/93	Loss Payable Clause
PI-AUT-001 01/16	Cap on Losses from Certified Acts of Terrorism
PI-CA-001 09/15	Commercial Automobile Elite Endorsement
PI-MANU-1 0100	County of Kern CA2048 Additional Insured Endorsement
PI-MANU-1 0100	Waiver of Subrogation CA 04 44 10 13
Excluded coverage or other coverages sought may be available: please discuss with USI.	
Other exclusions and policy limitations may apply. Please refer to the actual policies for specific terms, conditions, limitations, exclusions and sublimits that will govern in the event of a loss.	

Premium Comparison		
	2019-2020	2020-2021
Rating Basis – Per Schedule on File	108 Vehicles	108 Vehicles
Average Premium per Unit	\$771	\$855
Total Annual Auto Liability Premium	\$83,273.88	\$92,362.08
Payment Plan	Direct Bill – 25% Down and 9 Equal Monthly Payments	
Subject to Audit	No	
Subjectivities:		
<ul style="list-style-type: none">• Non-Owned and Hired Liability is provided. Employees/volunteers using their personal auto in the business of the insured must provide evidence of auto insurance, equal to or in excess of state minimum. Evidence of insurance will be kept on file by the insured.• Auto Coverage - Insured is required to utilize PHLYTrac GPS devices provided thru Philadelphia Insurance. This service is 100 percent complimentary. PHLYTrac GPS is a proven system that installs in minutes and helps businesses monitor and address dangerous driving. Businesses get real-time insights on driver behavior, allowing for safe corrections that lower the risk of driver-related accidents. The program includes live maps, driver scorecards, a fleet management dashboard with vehicle health.		
The insured shall review / sign / return the PHLYTrac Usage Agreement and provide the below listed documents / information to PHLY within 30 DAYS OF BINDING COVERAGE.		
<ol style="list-style-type: none">1. Signed usage agreement (attached) that outlines the requirements of the program.2. Current approved vehicle list of all motorized vehicles, excel format.3. Shipping address(es) (if more than one, number of GPS units to ship to each address).4. Current approved driver list (first name/last name/DOB/State/license number), excel format.5. Fleet contact (if not yourself) - first name, last name, email address, and phone number.6. A copy of the insured's fleet management policy.		

Umbrella Liability

Named Insured	Community Action Partnership of Kern	
Policy Term	March 01, 2020 to March 01, 2021	
Carrier	Philadelphia Indemnity Insurance Company	
Admitted	Yes	
A.M. Best's Rating	A++ XV	
Policy Form	Occurrence	
Each Occurrence Limit	\$10,000,000	
General Aggregate Limit	\$10,000,000	
Bodily Injury by Disease	\$10,000,000	
Products Completed Operations Aggregate	\$10,000,000	
Abuse or Molestation Aggregate	\$6,000,000	
Self-Insured Retention – Each Occurrence	\$10,000	
Underlying Coverages		
Proposed Coverage	Effective Date	Limits
<u>General Liability</u> (Occurrence)	03/01/2020- 03/01/2021	\$1,000,000 – Per Occurrence \$1,000,000 – Personal & Advertising Injury Limit \$3,000,000 – Products Completed Operations Aggregate \$3,000,000 – General Aggregate
<u>Employee Benefits Liability</u> (Claims Made)	03/01/2020- 03/01/2021	\$1,000,000 Each Claim Limit \$1,000,000 Aggregate Limit Retroactive Date: 06/01/2010
<u>Automobile Liability</u> (Occurrence)	03/01/2020- 03/01/2021	\$1,000,000 Each Accident/Combined Single Limit
<u>Professional Liability</u> (Occurrence)	03/01/2020- 03/01/2021	\$1,000,000 Each Claim Limit \$3,000,000 Aggregate Limit
<u>Abuse or Molestation</u> (Occurrence)	03/01/2020- 03/01/2021	\$1,000,000 Each Claim Limit \$3,000,000 Aggregate Limit

<u>Employers Liability</u>	7/31/2019- 7/31/2020	\$1,000,000 Bodily Injury by Accident \$1,000,000 Bodily Injury by Disease – Policy Limit \$1,000,000 Bodily Injury by Disease – Each Employee
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Notable Policy Terms, Conditions, Endorsements and Exclusions	
PI-CXL-002 04/13	Commercial Umbrella Liability Ins Policy Declarations
PI-CXL-001 03/14	Commercial Umbrella Liability Insurance Policy
PI-CXL-003 05/16	Professional Liability Follow Form Endorsement
PI-CXL-004 09/12	Directors and Officers Liability Exclusion
PI-CXL-006 09/12	Employers Liability (Stop Gap) Exclusion
PI-CXL-009 09/12	Automobile Liability Follow Form Endorsement
PI-CXL-014 09/12	Subsidence Exclusion
PI-CXL-026 03/14	Specified Underlying Claims Made Coverage Endorsement
PI-CXL-029 05/16	Employee Benefits Liability Follow Form Endorsement
PI-CXL-032 09/12	Fungi or Bacteria Exclusion
PI-CXL-039 01/15	Cap on Losses from Certified Acts of Terrorism
PI-CXL-043 05-16	Sexual or Physical Abuse or Molestation Vicarious Liability - \$6,000,000 Aggregate – Each "Abusive Conduct" Limit
PI-CXL-047 10/14	Medical Professional Liability Exclusion
PI-CXL-054 09/12	Non-Owned Watercraft Amendment
PI-CXL-075 03/14	Lead Liability Exclusion
PI-CXL-088 03/14	Access or Disclosure of Confidential Info w/ Exception
PI-CXL-099 01/16	Recording and Distribution of Material or Information
PI-CXL-100 05/16	Absolute Cyber Security Liability Exclusion
PI-CXL-115 02/18	Unmanned Aircraft Liability Sublimit Endorsement – REMOVED
PI-CXL-CA1 01/12	California Changes – Cancellation and Nonrenewal
PI-CXL-CA2 09/12	California Changes
PI-UMTER-DN 01/15	Disclosure Notice of Terrorism Ins Coverage Rejection Opt
MPHLY 0000	Why MyPhly?
BJP-190-1 12/98	Commercial Lines Policy Jacket
PI-FEES-NOTICE 1 0619	Notice Late Fee Reinstatement Fee – UPDATED EDITION
ILN177 09/12	California Premium Refund Disclosure Notice
PP2015 06/15	Privacy Policy Notice
PI-CANC-CA1 10/13	California Cancellation Amendment
Excluded coverage or other coverages sought may be available: please discuss with USI.	
Other exclusions and policy limitations may apply. Please refer to the actual policies for specific terms, conditions, limitations, exclusions and sublimits that will govern in the event of a loss.	

Premium Comparison		
	2019-2020	2020-2021
Total Annual Umbrella Premium	\$25,295	\$27,999
Payment Plan	Direct Bill – 25% Down and 9 Equal Monthly Payments	
Subject to Audit	No	
Subjectivities	None	

Management Liability Package

Named Insured	Community Action Partnership of Kern
Policy Term	March 01, 2020 to March 01, 2021
Carrier	Philadelphia Indemnity Insurance Company
Admitted	Yes
A.M. Best's Rating	A++ XV
Directors & Officers Liability Coverage (Shared Limit)	
Policy Form	Claims Made
Policy Aggregate	\$10,000,000
Each Claim	\$10,000,000
Additional Side A Limit	\$5,000,000
Defense Costs	Inside the Limit
Additional Defense Cost Limit	\$1,000,000
Retention – Each Claim	\$50,000
Aggregate Retention	\$150,000 Max Per Policy Term
Prior & Pending Date	3/1/2017
Employment Practices Liability Coverage (Shared Limit)	
Policy Form	Claims Made
Policy Aggregate	\$10,000,000
Each Claim	\$10,000,000
Defense Costs	Inside the Limit
Additional Defense Cost Limit	\$1,000,000
Immigration Claim Limit	\$100,000
Retention – Each Claim	\$75,000 (Increased from \$50k)
Aggregate Retention	\$225,000 Max Per Policy Term
Prior & Pending Date	3/1/2017
Fiduciary Liability Coverage – Separate Policy	
Policy Form	Claims Made
Policy Aggregate	\$10,000,000
Each Claim	\$10,000,000
Defense Costs	Inside the Limit
Additional Defense Cost Limit	\$1,000,000
Retention – Each Claim	None
Prior & Pending Date	3/1/2017

PI-NPD-30 01/02	Increased Limit of Liability Amendatory Endorsement – 11/14/2017
PI-NPD-30 01/02	Increased Limit of Liability Amendatory Endorsement – 3/1/2018
PI-NPD-52 12/03	Amendment of Exclusions
PI-NPD-53 12/03	Medical Malpractice Exclusion
PI-NPD-82 10/12	Pro-Pak Elite Enhancement
PI-NPD-86 10/12	Additional Defense Cost Limit Endorsement
PI-NPD-110 10/11	Insuring Agreement A – Non-Rescindable Directors Excess
PI-NPD-133 10/14	Breach of Contract with Liability Obligation Carveback
PI-MANU-1 01/00	Immigration Claim Coverage
PI-NPD-CA-1 01/12	California Changes – Cancellation and Non-Renewal
PI-SLD-001 07/16	Cap on Losses from Certified Acts of Terrorism
PI-TER-DN1 01/15	Disclosure Notice of Terrorism Insurance Coverage Rejection Option
Fiduciary Liability Policy Forms	
Why MyPhly 00/0	Why MyPhly?
CSNotice-1 08/18	Making Things Easier – Policyholder Notice
BJP-190-1 12/98	Commercial Lines Policy Jacket
LAH-Notice 08/13	Policyholder Notice (Loss Assistance Hotline)
ILN177 09/12	California Premium Refund Disclosure Notice
PI-FEES-NOTICE 1 06/19	Notice Late Fee Reinstatement Fee – Updated Edition
PP2015 06/15	Privacy Policy Notice
CPD-PIIC 06/14	Common Policy Declarations
PI-CANC-CA1 10/13	California Cancellation Amendment
PI-PRD-1 09/02	Private Company Protection Plus Declarations
PI-BELL-1 11/09	Bell Endorsement
PI-CME-1 10/09	Crisis Management Enhancement Endorsement - \$25k Expense Sublimit
PI-PRD-2 09/02	Private Company Protection Plus Policy
PI-MANU-1 01/00	Defense Cost Limit REMOVED & Replaced with the below form
PI-PRD-126 01/00	Claim Expenses covered in addition to Limits of Liability - NEW FORM
PI-PRD-72 05/06	Business Advantage Pro-Pak Elite Coverage – REMOVED & Replaced with the below form
PI-PRD-126 04/19	Private Company Enhancement Endorsement – NEW FORM
PI-PRD-39 09/02	Increased Limit of Liability Amendatory Endorsement -7/13/2017
PI-PRD-55 09/02	Known Circumstances Revealed in the Application Exclusion – 3/3/2017
PI-PRD-70 08/03	Health Insurance Portability and Accountability Act Endorsement

PI-PL-CA 01/98	California Amendatory Endorsement
PI-TER-DN1 01/15	Disclosure Notice of Terrorism Insurance Coverage Rejection Option
Excluded coverage or other coverages sought may be available: please discuss with USI.	
Other exclusions and policy limitations may apply. Please refer to the actual policies for specific terms, conditions, limitations, exclusions and sublimits that will govern in the event of a loss.	

Crime

Named Insured	Community Action Partnership of Kern	
Policy Term	March 01, 2020 to March 01, 2021	
Carrier	Hartford - Twin City Fire Insurance Company	
Admitted	Yes	
A.M. Best's Rating	A+ XV	
Policy Form	Occurrence	
Insuring Agreements	Limit of Insurance	Deductible – Each Claim
1.) Employee Theft	\$3,100,000	\$15,500
2.) Forgery or Alteration Including Credit Cards	\$100,000	\$10,000
Money, Securities and Other Property:		
3.) Inside the Premises	\$25,000	\$5,000
4.) Outside the Premises	\$25,000	\$5,000
5.) Computer and Funds Transfer	\$100,000	\$10,000
6.) Money Orders and Counterfeit	\$50,000	None
7.) Computer Systems Restoration	\$25,000	\$1,000
8.) Identity Recovery Expenses Reimbursement	\$25,000	\$250
9.) Deception Fraud Sublimit	\$15,000	\$5,000
10.) Theft of Clients Property of Premises	Not Covered	N/A
Premium Comparison		
	2019-2020	2020-2021
Total Annual Crime Premium	\$6,530	\$7,123
Higher Limit Options		
Option #1: Employee Theft limit and retention remains the same, Insuring Agreements #2,3,4 & 5 increased to \$3.1M with \$15,500 retention for each	\$10,448	
Option #2: Employee Theft increased to \$5M, \$25k Retention All other Insuring Agreements and retentions remain the same	\$7,944	
Option #3: Employee Theft increased to \$5M, \$25k Retention, Insuring Agreements #2,3,4 & 5 increased to \$5M with \$25k retention for each	\$11,844	

Payment Plan	Agency Bill – Payment Due in Full
Subject to Audit	No
Subjectivities	<ul style="list-style-type: none"> Completed and Signed Supplemental Application
Notable Policy Terms, Conditions, Endorsements and Exclusions	
PP00H90200	Private Choice Premier Policy Non Profit Organization Declarations
PP00H60100	Private Choice Premier Policy Crime Coverage Part Declarations
PP00H90301	Private Choice Premier Policy Non-Profit Common Terms and Conditions
PP00H60000	Crime Coverage Part Policy Form
PP00H64800	Exclude Specified Property – Fine Arts
PP00H67200	Telephone and Toll Fraud Coverage Endorsement
HR04H00300	California Cancellation and Nonrenewal Endorsement
PP00H10700	Amend Cancellation Provision 20 Days Notice Unearned Premium Pro Rata
EL04R11101	Important Information to Policyholders
HR00H09300	Producer Compensation Notice
HG00H12900	U.S. Department of the Treasury, Office of Foreign Assets Control "OFAC"
Excluded coverage or other coverages sought may be available: please discuss with USI.	
Other exclusions and policy limitations may apply. Please refer to the actual policies for specific terms, conditions, limitations, exclusions and sublimits that will govern in the event of a loss.	

Cyber Liability

Named Insured	Community Action Partnership of Kern	
Mailing Address	March 01, 2020 to March 01, 2021	
Policy Term	Annual Term TBD	
Carrier	Tokio Marine/HCC – Lloyd's of London	
Admitted	Non-Admitted	
A.M. Best's Rating	A	
	Option #1	Option #2
Third Party Liability Insuring Agreements		
Policy Form	Claims Made & Reported	Claims Made & Reported
Maximum Policy Aggregate	\$1,000,000	\$2,000,000
Multimedia Liability	\$1,000,000	\$2,000,000
Security and Privacy Liability	\$1,000,000	\$2,000,000
Privacy Regulatory Defense and Penalties	\$1,000,000	\$2,000,000
PCI DSS Liability	\$1,000,000	\$2,000,000
TCPA Defense	\$50,000	\$50,000
Bodily Injury Liability Sublimit	\$250,000	\$250,000
First Party Liability Insuring Agreements		
Breach Event Costs	\$1,000,000	\$2,000,000
Post Breach Remediation Costs	\$25,000	\$25,000
BrandGuard	\$1,000,000	\$2,000,000
System Failure	\$1,000,000	\$2,000,000
Dependent System Failure	\$1,000,000	\$1,000,000
Cyber Extortion	\$1,000,000	\$2,000,000
Cyber Crime Aggregate (A, B & C Combined)	\$500,000	\$500,000
Cyber Crime Sublimits:		
• A: Financial Fraud	\$500,000	\$500,000
• B: Telecommunications Fraud	\$500,000	\$500,000
• C: Phishing Fraud Aggregate	\$500,000	\$500,000
1. Your Phishing Fraud Loss	\$500,000	\$500,000
2. Client Phishing Fraud Loss	\$50,000	\$50,000
Reward Expenses	\$50,000	\$50,000
Court Attendance Costs	\$25,000	\$25,000

Additional Defense Costs Limit (does not apply to TCPA Defense)	\$1,000,000	\$1,000,000
Breach Event Costs Outside the Limit	Included	Included
Bricking Loss Sublimit with Betterment Coverage	\$1,000,000	\$2,000,000
Retentions/Deductibles/Other Coverage Terms		
Each Claim	Option #1	Option #2
Multimedia Liability	\$25,000	\$25,000
Security and Privacy Liability	\$25,000	\$25,000
Privacy Regulatory Defense and Penalties	\$25,000	\$25,000
PCI DSS Liability	\$25,000	\$25,000
TCPA Defense	\$25,000	\$25,000
Breach Event Costs	\$25,000	\$25,000
Post Breach Remediation Costs	\$25,000	\$25,000
BrandGuard	2 Weeks	2 Weeks
BrandGuard: Period of Indemnity	6 months	6 Months
System Failure: Data Recovery	\$25,000	\$25,000
System Failure: Non-Physical Business Interruption Waiting Period	6 months	6 Months
Dependent System Failure: Data Recovery	\$25,000	\$25,000
Dependent System Failure: Non-Physical Business Interruption Waiting Period	12 Hours	12 Hours
Dependent System Failure: Period of Indemnity	4 Months	4 Months
Cyber Extortion	\$25,000	\$25,000
Cyber Crime	\$25,000	\$25,000
Reward Expenses	\$25,000	\$25,000
Court Attendance Costs	None	None
Aggregate Retention	\$75,000	\$75,000
Retroactive Dates	None – Unknown Prior Acts are Covered	None – Unknown Prior Acts are Covered
Scheduled Policy Forms, Endorsements and Exclusions		
D1856NGP-0118	Net Guard Plus Policy	
E1856A -0710	Nuclear Incident Exclusion Clause	

E1856MKP-0519	War and Civil War Exclusion
E1856J-1117	Policyholder Disclosure Notice of Terrorism Insurance Coverage
E1856US-0315	U.S. Treasury Department's Office of Foreign Assets Control (OFAC) Advisory Notice to Policyholders
E1856NGO-0118	Bodily Injury Liability Sublimit Endorsement
E1856NIO-0718	Bricking Loss Sublimit with Betterment Coverage Endorsement
E1856Nan-0118	Application Amendatory
E1856NHI-0419	Cyber Crime Sublimits Endorsement
E1856NJM-0319	Telecommunication Fraud Amendatory – Utilities Fraud Coverage
E1856NKW-0719	Privacy Regulations Amendatory – California Consumer Privacy Act
E1856NHX-1019	Cyber Amendatory Endorsement
E1856NDR-0118	Choice of Counsel Amendatory Endorsement – Attorney Panel
E1856NKS-0819	Security and Privacy Wrongful Act Amendatory Endorsement

Excluded coverage or other coverages sought may be available.

Other exclusions and policy limitations may apply. Please refer to the actual policies for specific terms, conditions, limitations, exclusions and sub-limits that will govern in the event of a loss.

Premium Comparison

	Option #1	Option #2
Total Annual Policy Premium	\$6,518.16	\$10,127.92
Carrier Policy Fee	\$100.00	\$100.00
Wholesaler Fee	\$250.00	\$250.00
Surplus Lines Tax	\$198.55	\$306.84
Surplus Lines Stamp Fee	\$16.55	\$25.57
Total Annual Policy Premium	\$7,083.26	\$10,810.33
Option #3:	\$3M Aggregate Limit, \$25K Retention	\$13,120.89
Subject to Audit	No	
Payment Terms	Agency Bill – Payment Due in Full	

Subjectivities

- **Need to discuss how the most recent cyber claims may impact this quote.**
- Confirm use of updated anti-virus software is being utilized on all computer systems.
- Signed application, dated with 45 days of the effective date.
- Signed Surplus Lines D-1 Form

Client Authorization to Bind Coverage

TO: USI Insurance Services
21250 Hawthorne Blvd
Torrance, CA, 90503

RE: Community Action Partnership of Kern – P&C Insurance Proposal
Term: 3/1/2020-3/1/2021

This proposal contains proprietary confidential information concerning USI Insurance Services ("USI") and our Clients. It may not be distributed or reproduced without the express prior written consent of USI. No disclosure concerning this proposal shall be made without the express prior written consent of USI.

The intent of this proposal is to provide a highlight of the coverage offered in our insurance program and is not meant to be all-inclusive. Read your actual policies for complete details including terms, conditions, limitations, and exclusions.

Exposure information, including but not limited to property values, auto schedules, payroll, and revenues, used in the proposal were those presented by you and should be carefully reviewed and/or appraised for adequacy.

I hereby acknowledge that, upon the renewal of the coverage described herein, unless I otherwise direct USI or USI otherwise notifies me, USI intends to renew my coverage with the insurer that, at the time of such renewal, underwrites my coverage and thus USI will not solicit any quotes or proposals from insurers on my behalf in connection with such renewal.

I have read and understand the terms and conditions of this proposal and the compensation USI may receive in connection with USI's services described in this proposal. All questions and concerns I had regarding any of the terms outlined above have been discussed and addressed with USI.

Please check one:

- ☐ After careful review of your proposal dated (1/23/2020), we have decided to accept your proposal as presented.
- ☐ After careful review of your proposal dated (1/23/2020), we have decided to accept your proposal with the following changes:

Policy delivery (please check all that apply):

- ☐ Electronically via email ☐ Paper copy in 3-ring binder

Please have binders and your invoice prepared for the agreed-upon coverage.

Client signature

Name

Date

Company

Title



Coverages to Consider

In evaluating your exposures to loss, we have been dependent upon information provided by you. If there are other areas that need to be evaluated prior to binding of coverage, please bring these areas to our attention.

Specifically, we ask that you review the following items:

Higher limits:

In today's litigious society, many businesses have found it necessary to increase the limits of liability to ensure they are adequate to protect their assets in the event of a loss. Higher limits of liability may be available. Please carefully review the limits to ensure your level of comfort with the limits.

Cyber liability/ Network security:

- Inadvertent transmission of a computer virus, Trojan horse, key logger, etc.
- Sending an email that crashes another party's network
- Failure to prevent unauthorized access to computer systems by a third party or an unauthorized employee
- Disclosure of or misuse of confidential information
- Allegations of infringement of copyright, trademark, trade name, title, or slogan
- Allegations of defamation as a result of emails, web content, blog, or forum postings

Privacy liability: Covers liability of the company arising out of the unintentional and unauthorized disclosure or loss of non-public personal information or confidential corporation information in any format. This provides protection against a violation of any privacy regulations including the HITECH Act, HIPAA, GLBA, and Massachusetts 201 CMR 17 or the failure to comply with the company's own privacy policies.

Internet liability: Damages arising when your internet service provider goes down or is hacked.

Web content liability: Damages and defense costs arising from claims of libel, copyright or trademark infringement, or defamation; damages to a website by a hacker or disgruntled employee

Electronic communications: Damages and defense costs arising as a result of electronic communications, such as breach of confidence or infringement of any right to privacy, intellectual property rights, or any statutory duty (Example: some states now require notification to those affected by a loss of private information and provision of credit monitoring services at your cost).

Intangible assets: Damages to code, data, etc.

Network extortion threat and reward payments: Reimburses the company for any extortion expense and reward paid by the company as a direct result of network extortion threat.

USI Disclosures

Direct Bill DISCLOSURE: The Insurance Company operates independently for the financing of your insurance premium. Your agreement to finance this premium is directly with the insurance company and not USI Insurance Services.

If payment is not received by the due date, the insurance company could cancel your insurance policy(s) for non-payment of premium. The insurance company has the right to honor the cancellation date and **NOT** offer reinstatement or rewrite the insurance coverage.

We are not in a position to make monthly reminders or verify that your payment was received. Please take the necessary action to avoid possible cancellation of your insurance policy(s) which you are paying directly to the insurance company.

Information Concerning Our Fees: As a licensed insurance producer, USI is authorized to confer with or advise our clients and prospective clients concerning substantive benefits, terms or conditions of insurance contracts, to sell insurance and to obtain insurance coverages for our clients. You have agreed to pay compensation to USI, for the placement of insurance, pursuant to a written agreement. We may also receive from insurers and insurance intermediaries (which may include USI affiliated companies) additional compensation (monetary and non-monetary) based in whole or in part on the insurance contract we sell, which is contingent on volume of business and/or profitability of insurance contracts we supply to them and/or other factors pursuant to agreements we may have with them relating to all or part of the business we place with those insurers or through those intermediaries. Some of these agreements with insurers and/or intermediaries include financial incentives for USI to grow its business or otherwise strengthen the distribution relationship with the insurer or intermediary. Such agreements may be in effect with one or more of the insurers with whom your insurance is placed, or with the insurance intermediary we use to place your insurance. You may obtain information about the nature and source of such compensation expected to be received by us, and, if applicable, compensation expected to be received on any alternative quotes pertinent to your placement upon your request.

Reviewing Client Contracts DISCLOSURE: As a service to our clients, upon their request, USI will review those portions of your contract regarding the insurance and indemnity requirements as they relate to your insurance program and provide comments and/or recommendations based upon such review. This service should not be taken as legal advice and it does not replace the need for review by the insured's own legal counsel.

USI Privacy Notice

Our Privacy Promise to You

USI provides this notice to you, our customer, so that you will know what we will do with the personal information, personal financial and health information (collectively referred to as the "protected information") that we may receive from you directly or receive from your health care provider or receive from another source that you have authorized to send us your protected information. We at USI are concerned about your privacy and assure you that we will do what is required of us to safeguard your protected information.

What types of information will we be collecting?

USI collects information from you required both for our business and pursuant to regulatory requirements. Without it, we cannot provide our products and services for you. We will be collected protected information about you from:

- Applications or other forms, such as name, address, Social Security number, assets and income, employment status and dependent information;
- Your transactions with us or your transactions with others, such as account activity, payment history, and products and services purchased;
- Consumer reporting agencies, such as credit relationships and credit history. These agencies may retain their reports and share them with others who use their services;
- Other individuals, businesses and agencies, such as medical and demographic information; and
- Visitors to our websites, such as information from on-line forms, site visitorship data and on-line information collection devices, commonly called "cookies."

What will we do with your protected information?

The information USI gathers is shared within our company to help us maximize the services we can provide to our customers. We will only disclose your protected information as is necessary for us to provide the insurance products and services you expect from us. USI does not sell your protected information to third parties, nor does it sell or share customer lists.

We may also disclose all of the information described above to third parties with which we contract for services. In addition, we may disclose your protected information to medical care institutions or medical professionals, insurance regulatory authorities, law enforcement or other government authorities, or to affiliated or nonaffiliated third parties as is reasonably necessary to conduct our business or as otherwise permitted by law.

Our Security Procedures

At USI, we have put in place the highest measures to ensure the security and confidentiality of customer information. We will handle the protected information we receive by restricting access to the protected information about you to those employees and agents of ours who need to know that information to provide you with our products or services or to otherwise conduct our business, including actuarial or research studies. Our computer database has multiple levels of security to protect against threats or hazards to the integrity of customer records, and to protect against unauthorized access to records that may harm or inconvenience our customers. We maintain physical, electronic, and procedural safeguards that comply with federal and state regulations to safeguard all of your protected information.

Our Legal Use of Information

We retain the right to use ideas, concepts, know-how, or techniques contained in any nonpublic personal information you provide to us for our own purposes, including developing and marketing products and services.

Your Right to Review Your Records

You have the right to review the protected information about you relating to any insurance or annuity product issued by us that we could reasonably locate and retrieve. You may also request that we correct, amend or delete any inaccurate information by writing to us at the above address.



Insurance Carrier Ratings

As a service to our clients, USI is furnishing an assessment by a financial rating service of the insurance companies included in our proposal. We are including the legends used by this service.

All ratings are subject to periodic review, therefore, it is important to obtain updated ratings from each service. Should you desire further information concerning the financial statements of any of the insurance companies being proposed, so that you can make your own assessment of the financial strength of the companies being offered, it is available from USI at your request.

USI has made no attempt to determine independently the financial capacity of the insurance companies that we are including in our proposal as we believe the nationally recognized services are better equipped to comment.

A. M. BEST RATINGS

A++ & A+	Superior	D	Poor
A & A-	Excellent	E	Under Regulatory Supervision
B++ & B+	Good	F	In Liquidation
B & B-	Fair	S	Rating Suspended
C++ & C+	Marginal	NR	Not Rated

FINANCIAL SIZE CATEGORY (In \$ Thousands)

Class I	Less than	1,000
Class II	1,000	to 2,000
Class III	2,000	to 5,000
Class IV	5,000	to 10,000
Class V	10,000	to 25,000
Class VI	25,000	to 50,000
Class VII	50,000	to 100,000
Class VIII	100,000	to 250,000
Class IX	250,000	to 500,000
Class X	500,000	to 750,000
Class XI	750,000	to 1,000,000
Class XII	1,000,000	to 1,250,000
Class XIII	1,250,000	to 1,500,000
Class XIV	1,500,000	to 2,000,000
Class XV	2,000,000	to or greater

RATING "NOT ASSIGNED" CLASSIFICATIONS

NR-1 Insufficient Data

NR-2 Insufficient Size and/or Operating Experience

NR-3 Rating Procedure Inapplicable

NR-4 Company Request

NR-5 Not Formally Followed



USI Insurance Services, LLC
21250 Hawthorne Blvd., Ste.
380
Torrance, CA 90503
Direct: (424) 392-000



Notice of Surplus Lines Placement

January 23, 2020

Community Action Partnership of Kern

To whom it may concern,

We have offered you insurance coverage with Tokio Marine/HCC. We want you to know that these are surplus lines insurers, and that they do meet the financial strength requirements that we usually require of insurers with whom we place our customer's risks.

We exercise caution in placing insurance with a surplus lines insurer, because in the event this insurer becomes insolvent, the provisions of the state insurance guaranty associations **will not** apply. The state insurance guaranty associations provide for the payment of certain covered claims (up to a certain dollar amount) when a carrier becomes insolvent, but this protection is **not** available for surplus lines insurers.

Tokio Marine/HCC is rated A by AM Best, an independent insurer-rating organization that evaluates the financial strength of insurers. Insurers are not required to obtain a rating, and ratings are not a guarantee of an insurer's financial status. Some insurers who became insolvent have previously had high ratings; however, ratings are a tool that helps us make an objective evaluation of an insurer.

We want you to have this information so you can make an informed decision about whether to have your insurance placed with Tokio Marine/HCC. If you should have any questions regarding this surplus lines placement, please contact me directly.

Thank you for your careful consideration of this matter.

Very truly yours,

John LaSalle, Senior Vice President

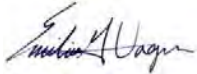
USI Insurance Services, LLC



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee



From: Emilio G. Wagner, Director of Operations

Date: December 18, 2019

Subject: *Agenda Item VI(b):* Selection of Architect for Head Start facility expansion –
Action Item

Background:

CAPK has been awarded \$3,961,000 by the Office of Head Start to expand four child development facilities in Bakersfield: Martha J. Morgan, Harvey L. Hall, Pete H. Parra, and Sterling. Prior to receiving approval to construct CAPK must bid the project and submit the guaranteed maximum price (GMP) to the Head Start regional office for review, as required by 45 CFR part 1303. The delivery method selected for this project is a Construction Manager at Risk (CMR). To obtain a GMP for construction an Architect will be hired to complete a full design and develop construction documents for each site. Having the CMR and Architect work in concert will help to ensure that all aspects of the design are covered. The construction manager will be at risk for any costs beyond the GMP, unless CAPK initiates a change order.

The project will be broken into two phases, design and construction. During the design phase the CMR and Architect will look at three potential options to ensure cost stay within budget and produce the most efficient timeline. A pit set traditional Modular building, modular building slab on grade and on-site wood frame structure with prefabricated trusses. Based on the selection the team will proceed to develop 100% of the construction documents and the CMR will develop the GMP. Once a GMP is established the 1303 Head Start approval process may begin. The construction phase will commence via a notice to proceed once approval is granted from the Head Start regional office and CAPK Board of Directors.

Current Events:

An RFP for architectural services was sent directly to 22 firms, posted at the Kern County Builders exchange, CAPK website and the California Bid Network. The budget for these services is estimated at \$280,000. Six qualified proposal were received and reviewed by staff and Colombo Construction, Construction Manager at Risk for selection. The attached scoring analysis outlines the criteria and points awarded to each firm, with the highest score given to Ordiz Melby. Scoring was determined based on RFP requirements which was to expand the sites using modular buildings. After discussion with Colombo Construction there is a possibility to build the buildings on site at an accelerated rate and potentially the same cost of modular buildings. After meeting with Ordiz Melby and Colombo construction to discuss the option of building on site Ordiz Melby provided a fee option for the design of an onsite building at each location. The total not to exceed price for the design and construction administration is \$279,000. If modular building delivery method is selected this fee will decrease to their original proposed fee.

Recommendation:

Staff recommends entering into contract with Ordiz Melby for architectural services and give authority to the Chief Executive Officer to execute the contract for services.

Attachments:

- Contract for Services
- Request for Proposal
- Ordiz Melby Proposal
- Vendor List
- Proposal Check List
- Price Analysis
- Scoring Summary



CONTRACT FOR SERVICES AGREEMENT

This Contract for Services Agreement (the "Agreement") is made and entered into as of this 1st day of January 2020 by and between Ordiz-Melby, Inc., An Architectural Corporation ("Contractor") 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.** Contractor is to perform Architectural Services as per the Scope of Work contained in the proposal submitted by Contractor in response to RFP OPS 2019-008. Contractor's full proposal can be found at the following link:

<http://www.capk.org/wp-content/uploads/2020/01/Ordiz-Melby-Inc.-An-Architectural-Corporation-Proposal.pdf>

2. **LOCATION FOR SERVICES.** (Harvey L. Hall Center) 315 Stine Road, Bakersfield CA 93309
(Sterling Center) 3000 Sterling Road, Bakersfield CA 93306
(Pete H. Parra Center) 1825 Feliz Drive, Bakersfield CA 93307
(Martha J. Morgan Center) 3811 River Boulevard CA 93305

3. **PAYMENT FOR SERVICES.** Payment shall be made when CAPK has received and reviewed Contractor's invoices detailing the work provided with supporting documentation to verify the work provided for said invoice. Contractor will submit invoices that are not to exceed the total amount of \$279,000.00 as described in **Attachment A**. Contract payment and services will be in phases. Phase I will cover Pre-Construction and Phase II will cover Construction. Contractor's fee for Phase I shall not exceed \$216,000.00. Contractor's fee for Phase II shall not exceed \$63,000.00. Phase II shall commence once notice to proceed is issued. Payment for Phase II cannot be issued until the notice to proceed has been issued. Contractor acknowledges that notice to proceed will not be issued until the Head Start regional office reviews and approved CAPK's construction plan. Terms are Net 45 from the date the original invoice is received at CAPK's Finance Department.

Note: Contractor 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 January 15, 2020 through September 30, 2020. CAPK may discharge Contractor at any time by written notice effective when such notice is received by Contractor. Unless specifically agreed to between Contractor and CAPK, Contractor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice.
5. **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.
6. **INSURANCE.** Contractor shall procure, furnish and maintain at all times for the duration of this Agreement the types and limits of insurance specified in **Attachment B**, incorporated herein by reference, and will name CAPK as an additional insured.
7. **RESPONSIBILITIES.** Contractor shall perform the services provided for under this Agreement, including but not limited to all the requirements, services, timelines and processes of CAPK's RFP OPS 2019-008 found at the link below:

<http://www.capk.org/wp-content/uploads/2020/01/RFP-OPS-2019-Architectural-Services-1.pdf>

Additionally, Contractor shall keep CAPK informed of progress and developments and will respond within a reasonable time to CAPK's inquiries and communications. Grantee must ensure all construction renovation contracts contain a clause that gives the responsible HHS official or his designee access to the facility, at all reasonable times, during construction and inspection as stated in 45 CFR § 1303.55(d). CAPK shall provide on a timely basis all information and documents necessary for Contractor's effective representation of CAPK's interests.

8. **CONFIDENTIALITY.** Contractor shall not at any time or in any manner, either directly or indirectly, use for its benefit, or divulge, disclose or communicate in any manner any information that is proprietary to CAPK. Contractor will protect such information and treat it as strictly confidential. This provision shall continue to be effective even after the termination of this Agreement for a period of three (3) years.

- 9. RELEASE OF PAPERS AND PROPERTY.** Upon termination of this Agreement, Contractor will return to CAPK all records, notes, documentation and other items that were used, created or controlled by Contractor on behalf of CAPK during the term of this Agreement. In the event that CAPK requests that Contractor relinquish CAPK's original documents in its file, CAPK agrees to give Contractor at least five (5) working days written notice of CAPK's request in order to provide Contractor sufficient time to make a copy for Contractor's records.
- 10. DAMAGE TO PROPERTY.** Contractor 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 such damages in a manner satisfactory to CAPK.
- 11. SCHEDULING/CLOSE-OUT.** Contractor is to contact Dan Ripoli, Facility Manager at (661) 750-1300 to schedule the above-mentioned scope of work and to conduct final walk-thrus/close-outs. Close-out documentation required shall provide proof of final inspection. Failure to contact said personnel may delay or negate payment.
- 12. NOTICES.** Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by Certified Mail, to the address set forth below.
- | | |
|-------------------------------------------------|--------------------------------------|
| Contractor: | CAPK: |
| Ordiz-Melby, Inc., An Architectural Corporation | Community Action Partnership of Kern |
| ATTN: Danny Ordiz | ATTN: Emilio Wagner |
| 5500 Ming Avenue, Ste #280 | 5005 Business Park North |
| Bakersfield, CA 93309 | Bakersfield, CA 93309 |
| Phone: (661) 832-5258 | Phone: (661) 336-5236 |
- 13. INDEMNIFICATION.** Contractor agrees to indemnify and hold harmless CAPK from all claims, losses, expenses, fees, including attorney fees, costs and judgments that may be asserted against Contractor 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. 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.
- 16. 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.
- 17. APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.
- 18. 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.

CONTRACTOR: ORDIZ-MELBY, INC., AN ARCHITECTURAL CORPORATION

Signature: _____

Date: _____

Printed Name: _____

Title: _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signed by: _____

Date: _____

Printed Name: _____

Title: _____

Architectural Fee OPS 2019-008

Architectural Fee

Phase 1	\$134,000.00
Design Development	
Construction Documents	
Bidding	

Phase 2	\$45,000.00
Construction Administration	

Attachment B

Community Action Partnership of Kern Additional Terms and Conditions

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

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

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

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

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

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

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

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

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

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

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

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

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

- a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- b. Provide coverage for owned, non-owned and hired autos.
- c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board,

officers, agents, employees and volunteers.

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

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

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

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

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

19. **DAVIS BACON.** The Davis-Bacon Act, as detailed in the Code of Federal Regulations (CFR) 29. Part 5 of the CFR 29 applies to any construction, renovation or repair work that exceeds \$2,000.00.

- a. The Department of Industrial Relations (DIR) determines the General Prevailing Wage Rates (GPWR), including fringe benefits, for each craft, classification, or type of worker considered to be necessary to complete the contract work.
- b. The Secretary of Labor (SOL) determines the Davis- Bacon Wage Rates for Federal-Aid projects and in most cases the wage rates set forth by the DIR and SOL will be the same for most given labor classifications.
- c. If there is a difference, the bidder shall pay not less than the higher wage rate.
- d. Concerning Classification of Labor and Davis-Bacon Wage Rate Determinations:
 - i. Bidder must obtain Davis-Bacon Wage rate determinations from the following sites:
<http://www.wdol.gov/> (Federal); <http://www.dir.ca.gov/OPRL/PWD/index.htm> (State).
- e. Contractor must use the classification that most accurately describes the work to be performed. Bidder must reclassify workers to conform to changes in duties, if any. Contractor must maintain an accurate payroll record of the time spent in each classification and submit certified payroll weekly.

Signature

Date

Print Name

Company Name

REQUEST FOR PROPOSALS (RFP) FOR Architectural Services

*Request for Proposal Number: OPS 2019-008
December 3, 2019*



Community Action Partnership of Kern
5005 Business Park North
Bakersfield, California 93309
661.336.5236

Proposals Due by 2:00 p.m., December 20, 2019

REQUEST FOR PROPOSALS (RFP):

Architectural Services

GENERAL CONDITIONS

I. PURPOSE

Community Action Partnership of Kern (CAPK) is soliciting proposals from qualified vendors to provide architectural services.

CAPK owns and operates four child development centers in Bakersfield, CA that are capable of expansion. Preliminary investigation of the sites has been conducted to provide a conceptual design, which are attached. CAPK is also concurrently seeking the services of a Construction Manager at Risk (CMR) to manager the construction of the four sites. CAPK desires the collaboration between the Architect and the CMR in the development of the design to achieve the most cost-effective design.

A. Proposal Submission Information

1. **Closing Date:** Proposals must be submitted no later than **2:00 p.m. December 20, 2019**
2. **Inquiries:** Inquiries concerning this RFP should be directed to the Business Services Department, at procurement@capk.org.
3. **Costs of Proposal Preparation:** All costs incurred in the preparation of a proposal responding to this RFP will be the sole responsibility of the Vendor and will not be reimbursed by CAPK. Unless otherwise stated, all materials submitted by Vendor in response to this RFP shall become the property of CAPK.

B. Proposal Submission Instruction to Vendors: Your proposal should be addressed as follows:

Community Action Partnership of Kern (CAPK)

RFP No. Ops 2019-008

ATTN: Business Services

5005 Business Park North

Bakersfield, CA 93309

Or via email to: procurement@capk.org

It is the responsibility of the Vendor to ensure that CAPK receives the proposals by the date and time specified above. **Late proposals will not be considered. Confirmation of receipt is the sole responsibility of Vendor.** Each Vendor must submit its proposal using the enclosed format in Section III below. If any proposal submitted deviates from the requested proposal format, it may be cause for disqualification. This does not, however, preclude the Vendor from offering value-added alternatives and additional, relevant information in addition to the information requested in the RFP. The alternatives, however, must be fully explained in written form, and must be separately stated as alternatives in both the proposal content and fee proposal.

Expected Timelines:

	Date(s)	Event
1	December 3, 2019	RFP Released to public
2	December 11, 2019	Due date for Vendor Questions -Please email to Procurement@capk.org
3	December 13, 2019	Responses to Vendor questions emailed to Vendors
4	December 20, 2019 by 2:00pm	DUE DATE FOR PROPOSALS FROM VENDORS
5	January 6, 2020	Notification of Award
6	January 6-10, 2020	Contract preparation

- C. Right to Reject:** CAPK reserves the right to reject any and all proposals received in response to this RFP. The Contract for the accepted proposal will be based upon the factors described in this RFP. CAPK reserves the right to waive any and all informalities or irregularities in any proposal.
- D. Confidentiality:** The Vendor agrees to keep the information related to negotiations in strict confidence. Other than the reports submitted to CAPK, the Vendor agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Vendor's possession, to those employees on the Vendor's staff who must have the information on a "need-to-know" basis. The Vendor agrees to immediately notify, in writing, CAPK's authorized representative in the event the Vendor determines or has reason to suspect a breach of this requirement.
- E. Notification of Award:** CAPK anticipates but does not guarantee that the Contract will be awarded by **January 6, 2020**
- Award will be made to the most responsible Vendor whose service, experience and approach to the project are most compatible with the CAPK's needs. CAPK will be the sole judge in making this determination.
- F. Small, Women and/or Minority-Owned Business:** Efforts will be made by CAPK to utilize small businesses, women and minority-owned businesses, with the consideration that the primary responsibility is the most favorable return to CAPK.
- A Vendor qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

II. SPECIFICATIONS

- A. Project Summary:** CAPK has been awarded \$3,961,000 to expand four of its owned properties in Bakersfield CA. A conceptual design is attached to depict the proposed layout. The project will require site development and addition of permanent modular buildings. The site use is for pre-school age children (0-4).

Project locations, Bakersfield: Pete H Parra – 1825 Feliz
 Harvey L Hall – 315 Stine Road
 Sterling – 3000 Sterling Road
 Martha J. Morgan – 3114 River Blvd.

It is desired to use modular buildings for all structures. Due to potential delays related to lead time of manufacturers, CAPK may consider building onsite. Budget and time will be the main

factors for consideration. This option will be explored in conjunction with the Construction Manager at Risk (CMR) initially. CAPK would prefer substantial completion to be accomplished by September 30, 2020 yet understand that due to lead times this may not be attainable.

Project will be phased to satisfy Federal of Head Start approval process, which requires a guaranteed maximum price for construction for release of funds. Architect shall develop a fee for each phase, Phase I; design Development, Construction documents, and Bidding found in scope of services below. Phase II shall be for construction Administration. Once contract is executed Architect may commence Phase I of the project, Phase II will commence once a notice to proceed is issued by CAPK.

B. Scope of Services:

Phase I

Design Development

- a. Work with CAPK and its CMR to conduct site planning and design options and recommendations.
- b. Estimate construction costs. The Design Development Phase shall include all subconsultants' fees, including, but not limited to, civil engineer, surveyor, mechanical engineer, electrical engineer, etc.
- c. Facilitate meetings with CAPK staff to review space square footage and space utilization needs to develop Preliminary Design Documents.
- d. Ensure site and buildings meet ADA requirements and CCR Title 24 and CCR Title 22, Division 12.
- e. Conduct Design-Development meetings with CAPK staff and address points of clarification regarding the project.
- f. Prepare and submit to CAPK Preliminary Project Design Documents, Preliminary Specifications, Preliminary Cost Estimate and Schedule to CAPK for review and approval.

Construction Document

- a. Prepare complete Construction Documents and Specifications.
- b. Submit Construction Documents for review.
- c. Correct plans to reflect issues noted by review.

Bidding

- a. In concert with CMR prepare bid documents and specifications suitable for public bidding and conduct a pre-bid conference.
- b. Respond in writing to questions from bidders and prepare addenda as necessary.
- c. Distribute plans and bid documents to interested bidders and keep record of plan holder's list.
- d. Evaluation of bids based upon bidders' qualifications, compliance with bid requirements and price and make a recommendation of award.

Phase II

Construction Administration

- a. Conduct a Pre-Construction meeting and conduct regular construction progress meetings.
- b. Coordinate, review and process all Requests for Payment, Change Orders, etc. including maintaining a log of all such documents.
- c. Provide direction for questions and concerns from the contractor in resolution of problems.

- d. Monitor construction progress, cost, and general conformance with the contract documents throughout the construction process.
- e. Attend monthly project progress meetings for duration of project.
- f. Conduct Substantial Completion Inspection, coordinate and prepare punch list, substantiate that items noted are completed, and issue Substantial Completion Certificate.
- g. Provide Record Set (As Built) Plans and Specifications comprising of One (1) printed full size set. One (1) electronic version (PDF format on USB drive) and One (1) set AutoCAD format (DWG).

C. Minimum Qualifications:

- a. California registration and licensing in the appropriate and applicable disciplines.
- b. Thorough knowledge of California Building Codes and all applicable State Statutes, building codes and regulations including, Americans with Disabilities Act, without limitation, the provisions of Local Public Contracts Law.
- c. Current relevant working experience designing pre-school facilities, or schools in general.
- d. Upon award of the contract, ability to secure professional liability insurance for error and omissions as well as commercial general liability, automobile liability and workers' compensation insurance.

III. PROPOSAL CONTENT REQUIREMENTS

Proposals must include the following:

- A.** Cover Letter: Include cover letter expressing the firm's interest and understanding of the request for proposals. The letter should name all the persons authorized to make representations for the Proposer and be signed by an authorized representative.
- B.** Type of organization (i.e.) individual, partnership, corporation, etc.
- C.** Firm Background: Describe your firm including ownership structure, service area, volume of Architectural services, length of time in the industry, financial stability, and availability to the project location.
- D.** List the qualifications of key personnel who would be assigned to this project including relative experience, degrees, certifications and professional affiliations.
- E.** Briefly propose a general work plan to complete the architectural services for the CAPK Building construction relative to the scope of work as outlined in this RFP.
- F.** List of subcontractors along with license numbers connected with the project.
- G.** Please include any discounts provided to CAPK due to its 501(c)(3) status including any in-kind donations.
- H.** Conflict of Interest: Provide a statement of any potential conflicts Vendor and/or key staff may have regarding providing these services to CAPK. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, so state in your proposal. Vendor shall have read and shall be aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflict of interest of public officers and employees. No officer or employee of CAPK or member of its governing body shall have any pecuniary interest, direct or indirect, in the resulting Contract or the proceeds thereof.
- I.** Vendor Information Sheet: **Appendix A.**
- J.** W-9: **Appendix B.**
- K.** Additional Terms and Conditions: **Appendix C.**

IV. VENDOR REQUIREMENTS

- A. All responsive proposals shall be reviewed and evaluated by CAPK to determine which proposal best meets CAPK's needs for this project by demonstrating the competency and professional qualifications necessary for the satisfactory performance of the required services.

V. PROPOSAL SUBMITTAL PROCESS

- A. The submission of a proposal shall be an indication that the Vendor has investigated and satisfied itself as to the conditions to be encountered, the character, quality and scope of work to be performed, and the requirements of CAPK.
- B. All proposals received by CAPK will be considered a "Public Record" as defined in Section 6252 of the California Government code and shall be open to public inspection, except to the extent the Vendor designates trade secrets or other proprietary material to be confidential. Any documentation which the Vendor believes to be a trade secret must be provided to CAPK in a separate envelope and must be clearly marked as a trade secret. CAPK will endeavor to restrict distribution of material and analysis of the proposals. Vendors are cautioned that materials designated as trade secrets may nevertheless be subject to disclosure and CAPK shall in no way be liable or responsible for any such disclosure. Vendors are advised that CAPK does not wish to receive material designated as trade secrets and requests that Vendors not supply trade secrets unless necessary. The Vendor's qualification package, and any other supporting materials submitted to CAPK in response to the request, will not be returned and will become the property of CAPK.

VI. SELECTION PROCESS AND CRITERIA

This is a NEGOTIATED procurement and as such, award will not necessarily be made to the Vendor submitting the lowest priced proposal. Award will be made to the Vendor submitting the best responsive proposal satisfying CAPK's requirements, as determined by CAPK, including consideration of price and other indicated factors.

Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- The proposal is not received timely in accordance with the terms of this RFP.
- The proposal does not follow the specified format.
- The proposal does not include Appendix C, signed on behalf of the Vendor.

Proposal Evaluation

Evaluation of each proposal will be scored on the factors identified in Section B. below. In compliance with 2 CFR Part 200.319 – Competition, no geographic preferences will be given in the evaluation of this proposal, since the section states: "The Non-Federal entity must conduct procurements in a manner that **prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals**, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference." The selection process is designed to ensure that the Vendor's services are engaged on the basis of

demonstrated competence and qualifications for the type of services to be performed and at fair and reasonable prices for CAPK.

- A. All proposals received by the specified deadline will be reviewed by CAPK for content, fees, related experience and professional qualifications of Vendor.
- B. The evaluation and selection of the successful Vendor shall be based upon the factors listed below with corresponding point evaluation. Total points available are 100.

Evaluation of each proposal will be scored on the following factors:

<p>Background and experience in providing similar services. Identify the team members being assigned to the project, their specific role in the project and how they have the requisite qualifications and experience to perform in the proposed role.</p> <p>Provide examples of three (3) Similar Projects (see definition below) that the Proponent has been engaged in.</p> <p>Identify subconsultants being assigned to the project, their specific role in the project and how they have the requisite qualifications and experience to perform in the proposed role.</p>	Points = 20
<p>2. Reference: Do you have experience with clients that are similar to CAPK's? Provide 3 references with contact information</p>	Points = 15
<p>Experience and Past Performance Record Demonstrate previous success in meeting client objectives within prescribed timelines and original budgets.</p> <p>Describe approach to dealing with and implementing stakeholder requests into the project.</p>	Points = 20
<p>Understanding of Project Proposed methodology for carrying out the work.</p> <p>Provide examples of any innovative tools or processes utilized and would improve the likelihood or project success.</p> <p>Identify high level concepts and options that will be reviewed in trying to achieve the objectives for the project.</p> <p>Strategy for ensuring that quality assurance and quality control is maintained throughout all stages of the project.</p>	Points = 15
5. Fee - Design Development through Bid Phase	Points = 15
6. Fee - Construction Administration	Points = 15
Total	Points =100

- C. CAPK may, at its discretion, request presentations by or meetings with any or all Vendors to clarify the Vendors' proposals.

However, CAPK reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Vendor can propose.

CAPK contemplates award of the Contract to the responsible Vendor with the highest total points awarded by CAPK's proposal evaluation team.

- D. Upon final selection, the Contract will be processed by CAPK for award of the Contract.

VII. CONDITIONS TO AWARD

- A. CAPK reserves the right to delay the selection process, withdraw and reissue the RFP, or cancel this procurement.
- B. This solicitation does not commit CAPK to pay any costs in the preparation or presentation of a submittal.

VIII. TIMELINE

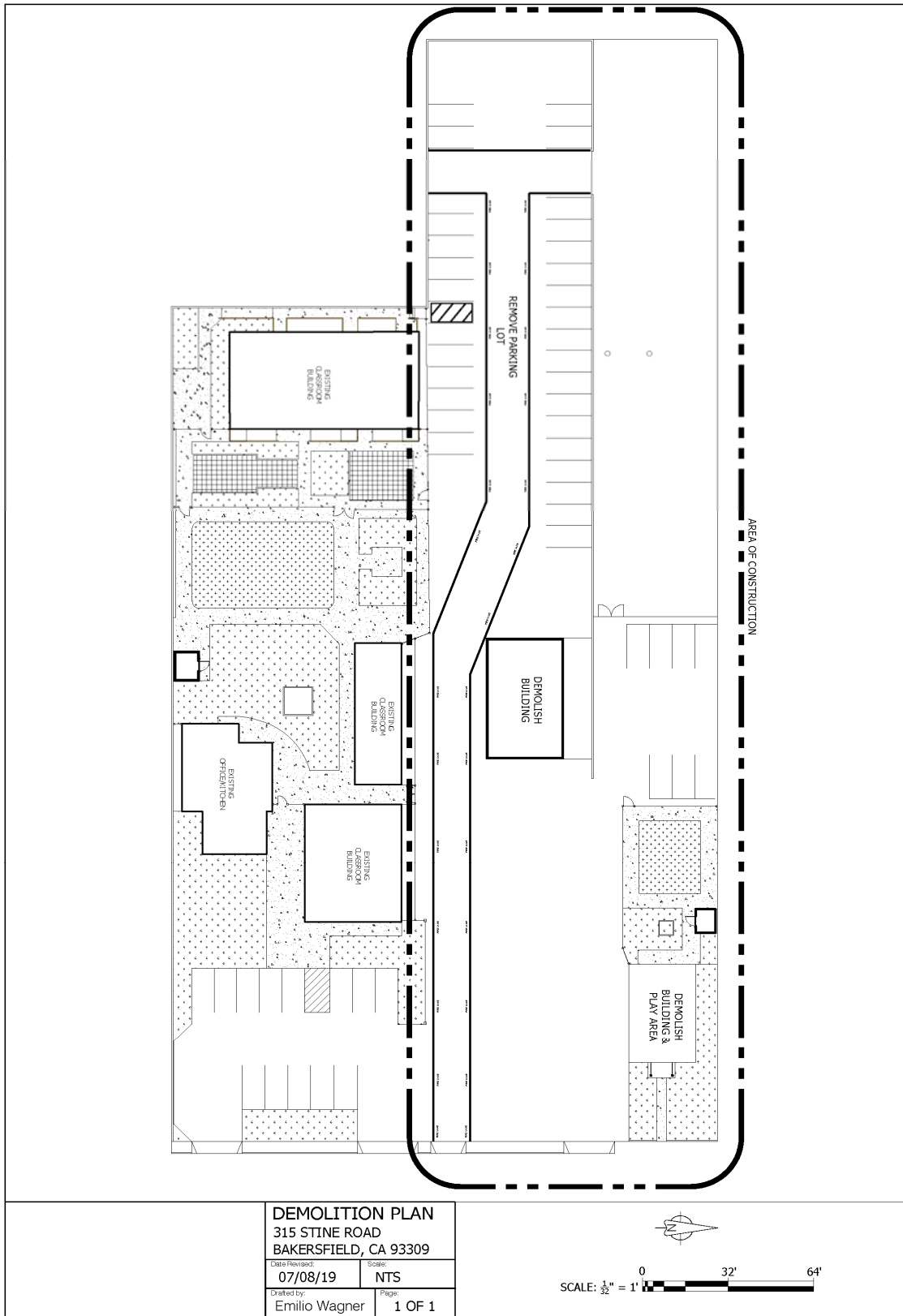
Start time to begin fulfilling the requirements of the proposal shall be after the Contract is signed.

VIII. PROHIBITED ACTIVITY

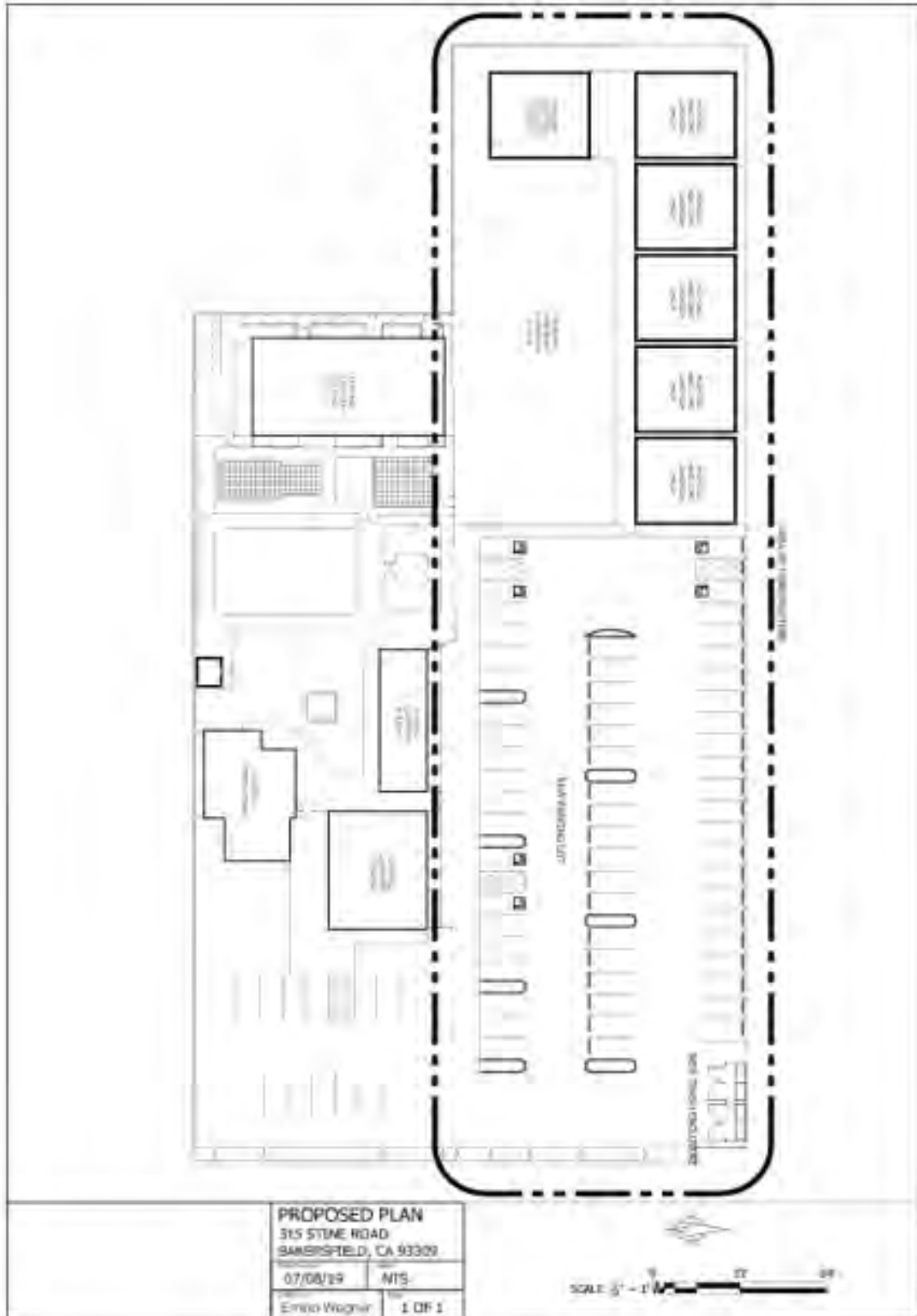
Vendors or their agents shall not make any personal contacts with any member of CAPK's Board of Directors or program personnel prior to selection and award of a Contract for this work.

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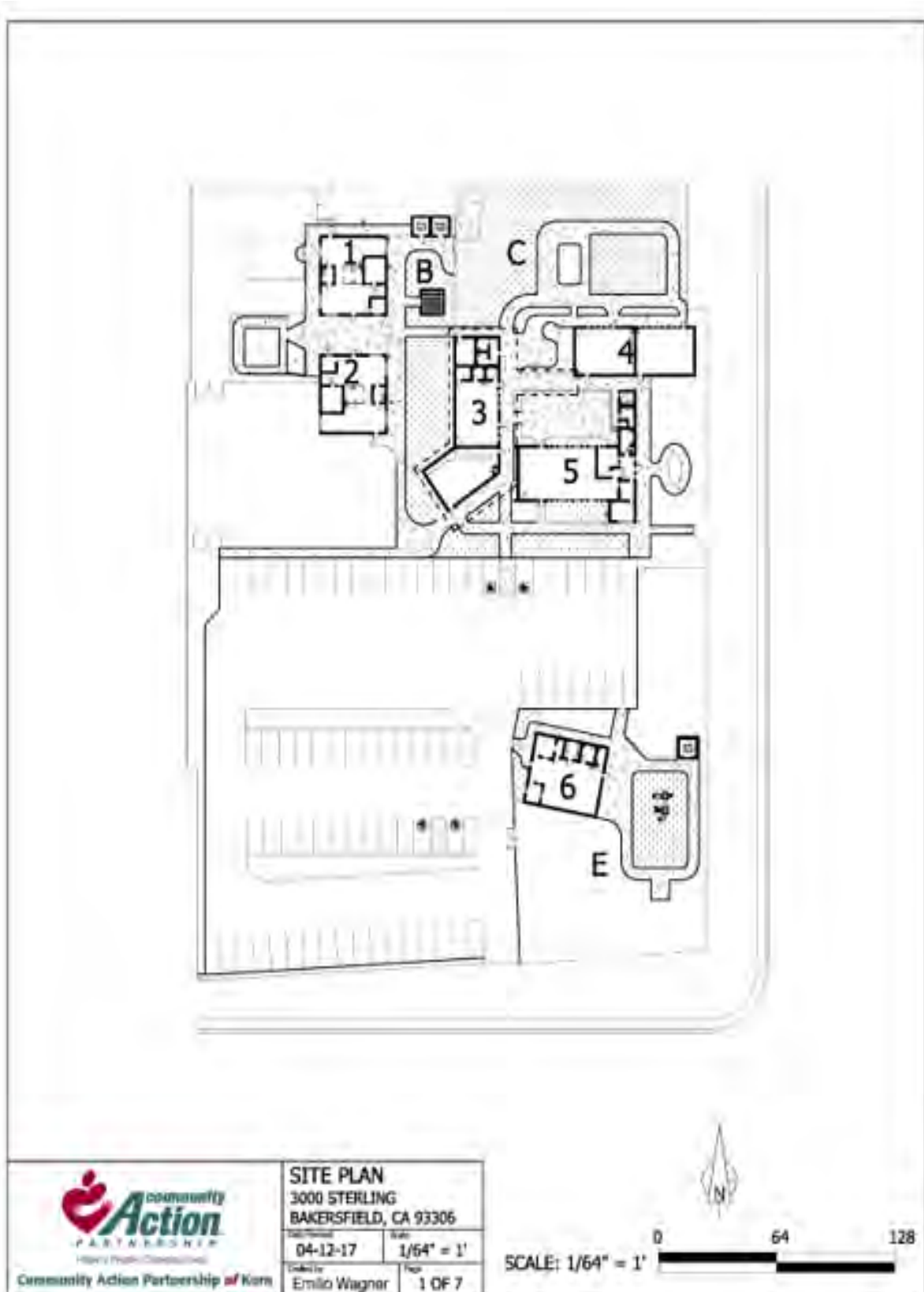
ATTACHMENT A



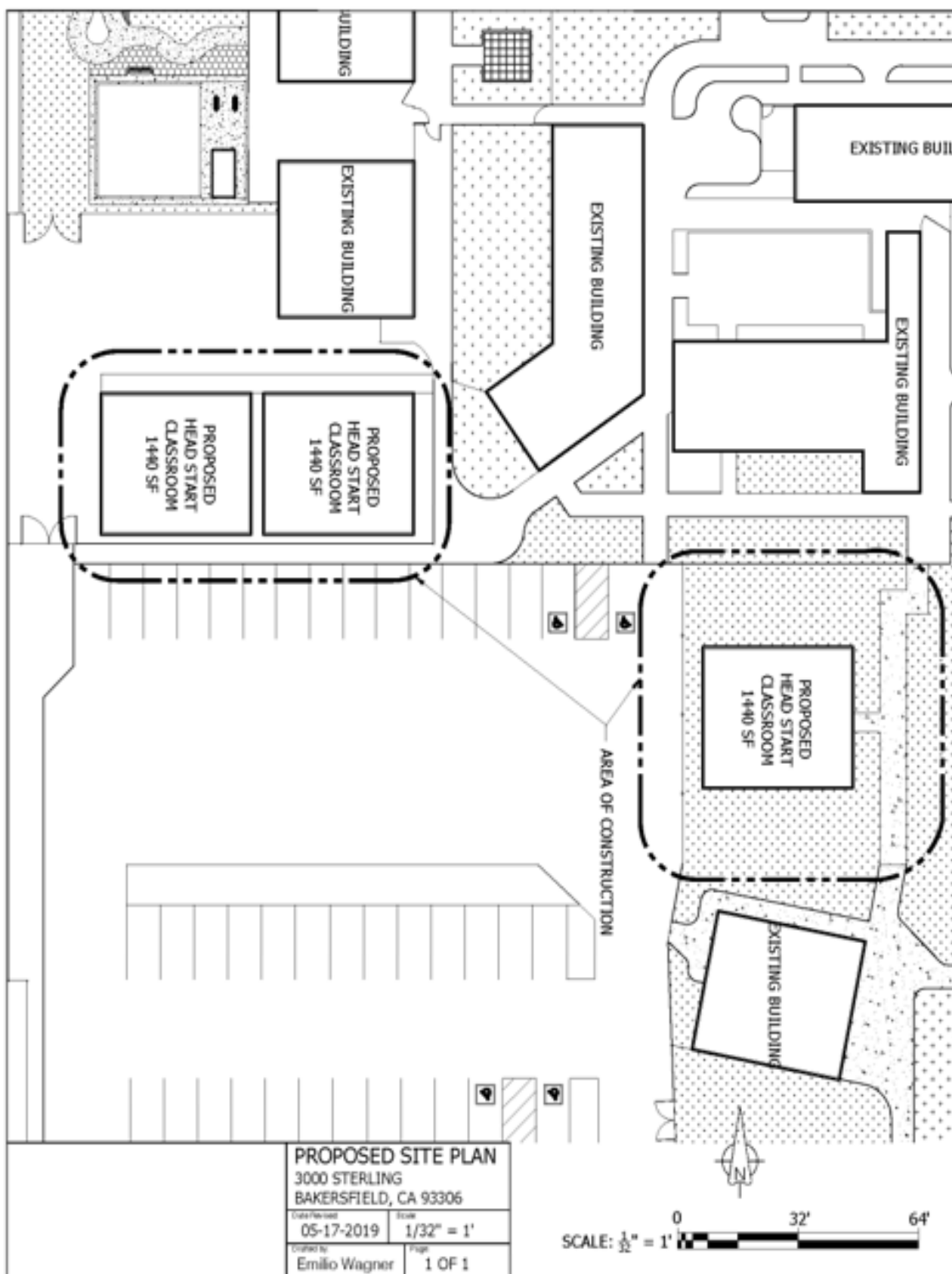
ATTACHMENT B



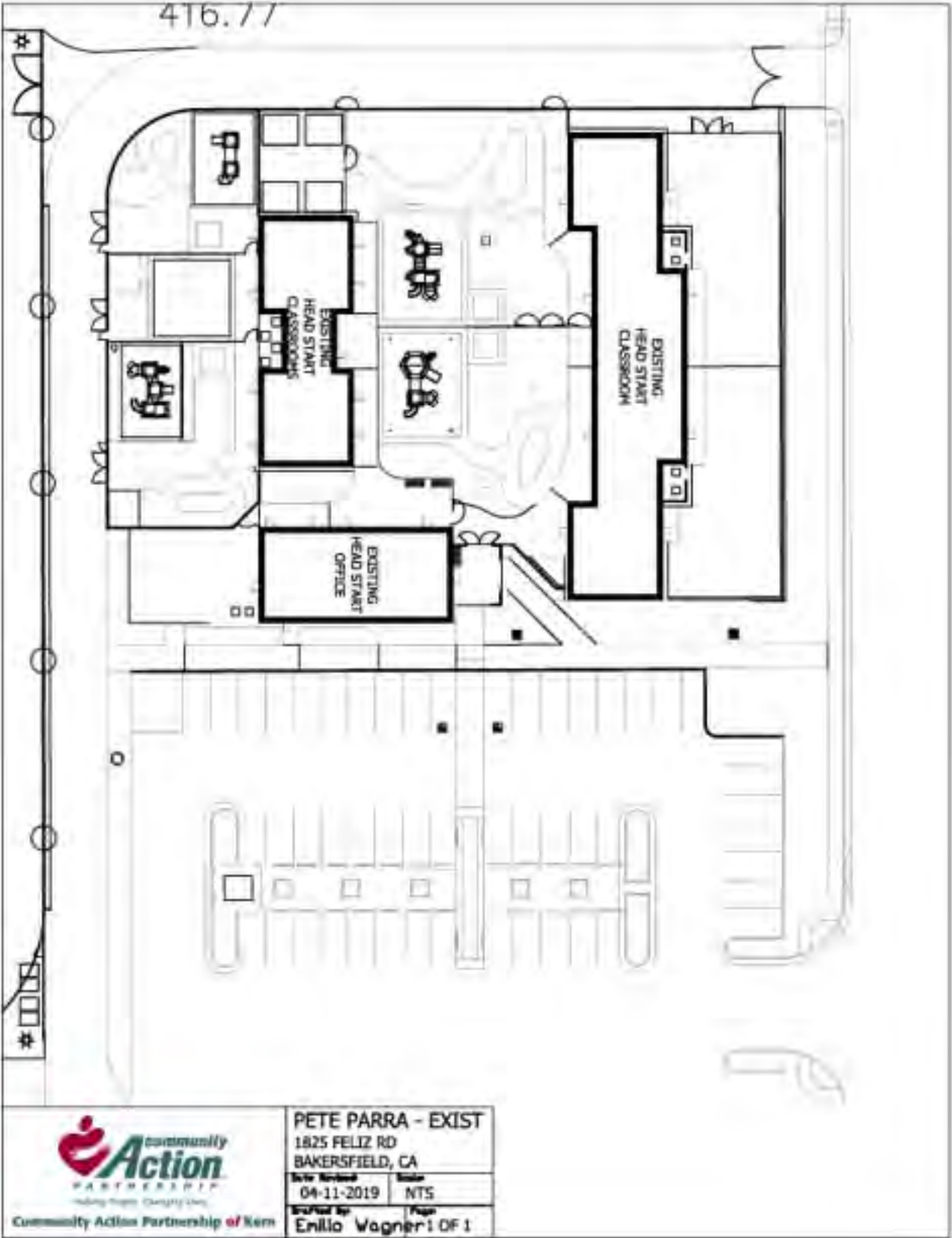
ATTACHMENT C



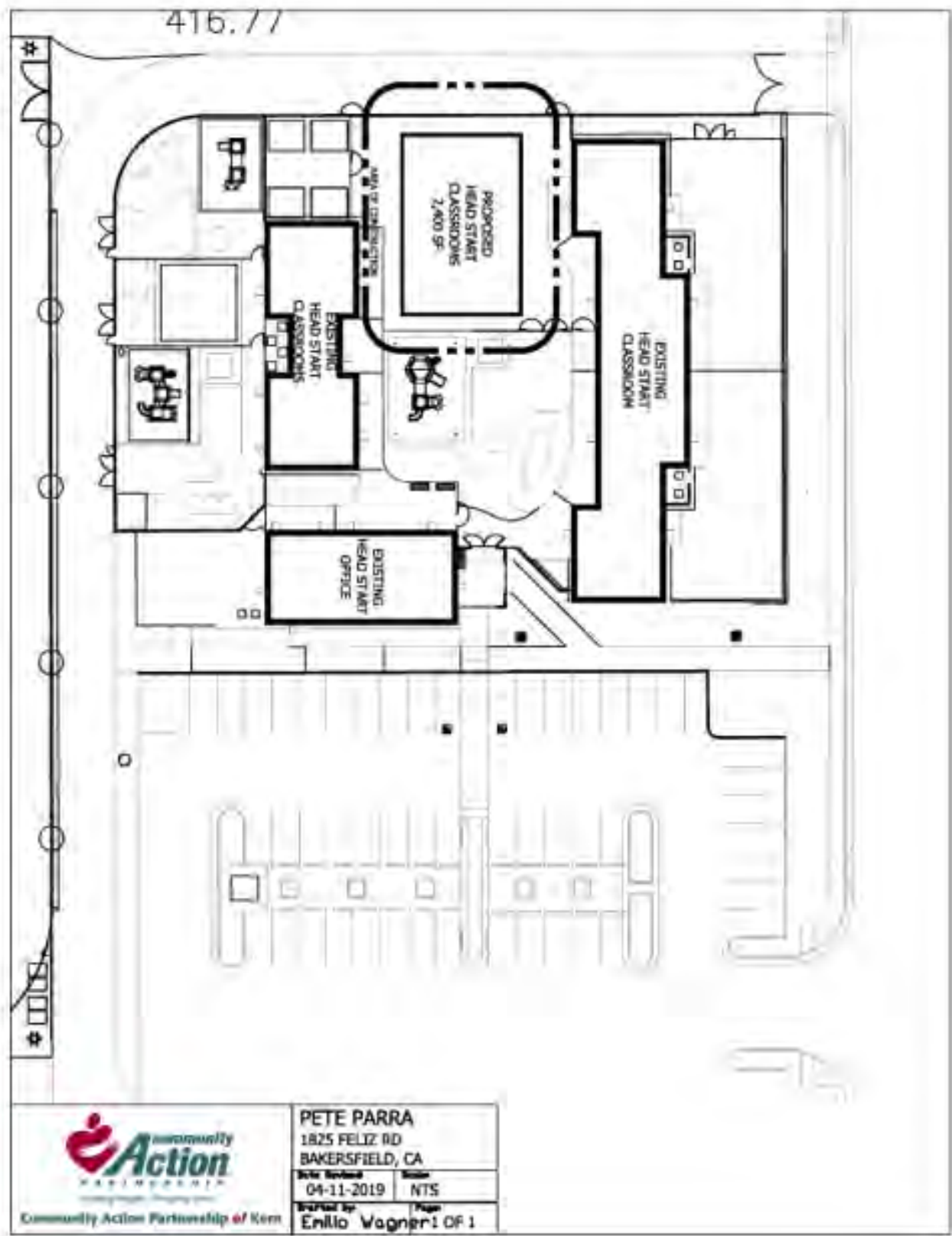
ATTACHMENT D



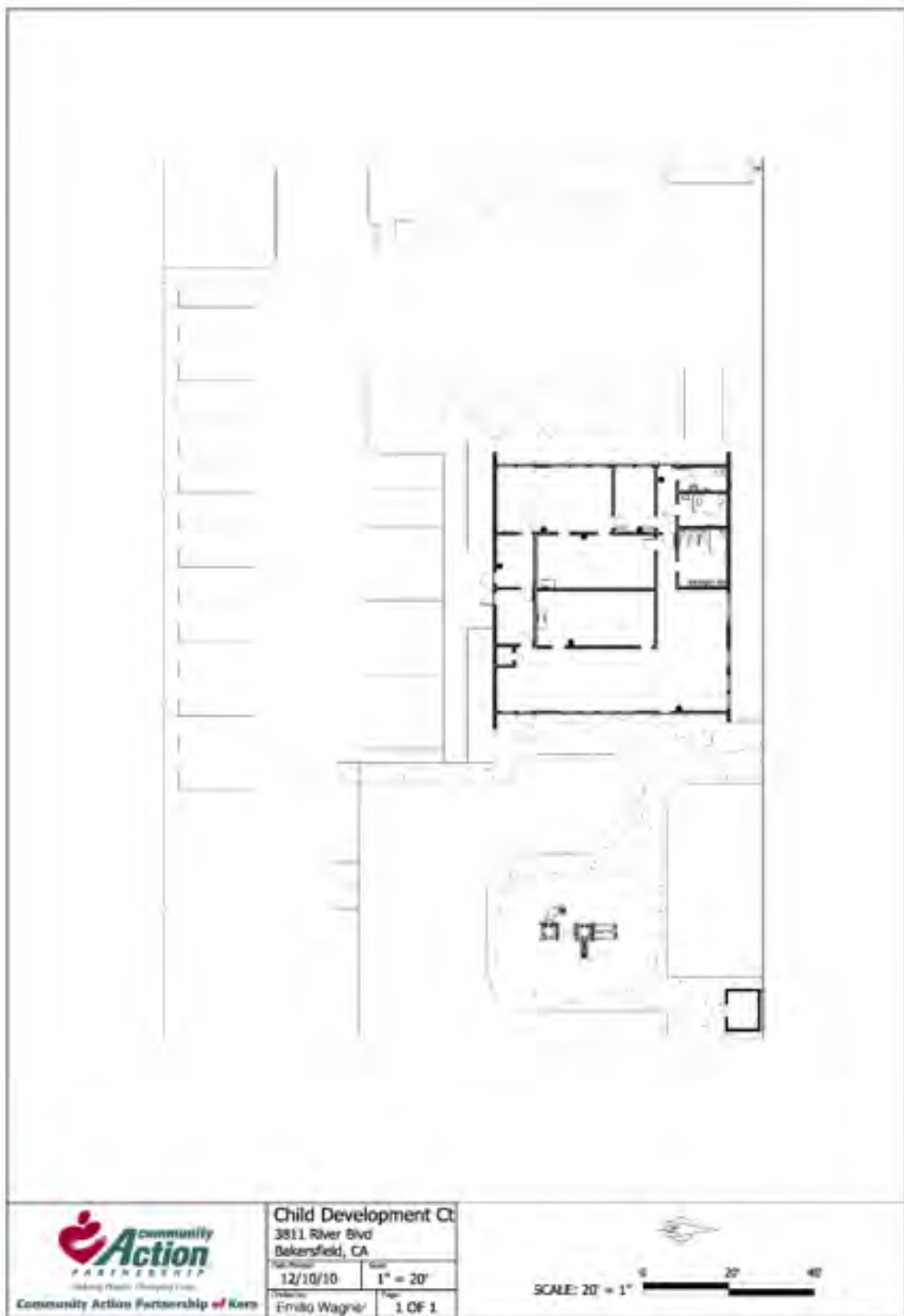
ATTACHMENT E



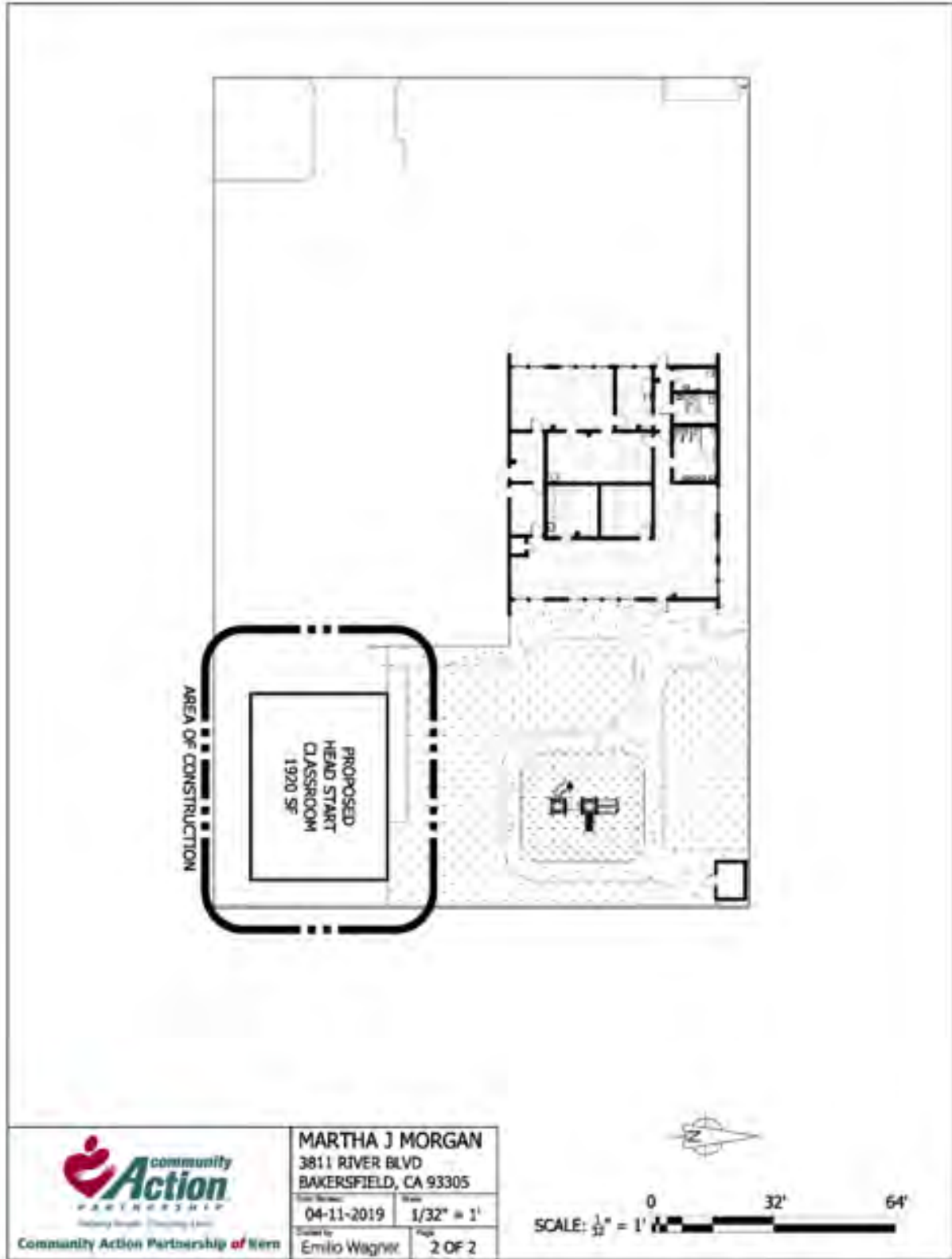
ATTACHMENT F



ATTACHMENT G



ATTACHMENT H



APPENDIX A

Community Action Partnership of Kern
• Procurement Department •
5005 Business Park North, Bakersfield, CA 93309 • 661.336.5236 • FX: 661.322.2237

VENDOR INFORMATION SHEET

Date: _____ Prepared By: _____

Official Business Name: _____

DBA: _____

Location Address: _____

Street City State Zip

Remit Address: _____

Street City State Zip

Contact Person: _____ Title: _____

Phone #: _____ Accts. Receivable Phone #: _____

Fax #: _____ Customer Service Phone #: _____

CAPK Vendor #: _____ E-mail Address: _____

Federal ID # or SS#: _____ Type of Business: _____

Contractor Lic #: _____ Business Lic #: _____ City Issued: _____

General Liability Insurance Carrier & Policy #: _____

Auto Liability Insurance Carrier & Policy #: _____

Workers Compensation Insurance Carrier & Policy #: _____

FEDERAL TAX CLASSIFICATION:

☐ Individual/Sole Proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/Estate
☐ Limited Liability Co. C = C Corp S = S Corp P = Partnership ☐ Other: _____

BUSINESS ENTITY/CLASSIFICATION:

☐ Board Member ☐ Employee ☐ Faith Based ☐ Fed Gov't ☐ For Profit ☐ Housing Collaborative ☐ Local Gov't
☐ Non-Profit ☐ Parent ☐ Post Secondary Ed ☐ Provider ☐ School District

SBA CLASSIFICATION:

It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises, Women's Business Enterprises and Veteran Business Enterprises.

☐ Minority-Owned ☐ Small Business ☐ Veteran-Owned ☐ Woman-Owned

Years in Business: _____

Accept Purchase Orders: ☐ Yes ☐ No

If your business has a Social Security number as Tax ID, we require the signature of the owner.

Authorized Signature: _____ Print Name: _____

Title: _____ Date: _____

REV. 012516

APPENDIX B

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
---------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------	--------------------------------------------------------------------

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)
 Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
		-			-			-	

or

Employer identification number									
		-			-			-	

Part II Certification
 Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here
 Signature of U.S. person ▶

Date ▶

General Instructions
 Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.
Purpose of Form
 An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Cat. No. 10231X

 Form **W-9** (Rev. 12-2014)

APPENDIX C

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 the Contract, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Contract shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Contract and must be included as such.
3. **TERMINATION FOR CONVENIENCE OF CAPK.** CAPK may terminate the Contract 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 Contract 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 the Contract 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 Contract. Amendments shall be valid only after approval by Vendor and CAPK's Executive Director.
5. **CLAIMS.** All claims for money due or to become due to the Vendor from CAPK under the Contract may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.
6. **NOTICE.** Any notice or notices required or permitted to be given pursuant to the Contract 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 the Contract, including any claims for breach of the Contract, 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 Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.

11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by 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 the Contract.
13. **RESPONSIBILITY.** If Vendor is part of a corporation, the individual or individuals who sign the Contract on behalf of the corporation are jointly responsible for performance of the Contract.
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 the Contract, 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 Contract while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Contract 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 Contract 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 Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Vendor will comply with those provisions before commencing the performance of the work of the Contract.

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

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

- a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- b. Provide coverage for owned, non-owned and hired autos.
- c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
- d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
- e. Provide Contractual Liability coverage for the terms of the Contract.
- 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, agent's 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 the Contract, or insurance rated below Best's A:VII, must be declared prior to execution of the Contract and approved by CAPK in writing.

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

The insurance required hereunder shall be maintained until all work required to be performed by the Contract 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 an Contract or cancel the Contract if certificates of insurance and endorsements required have not been provided prior to the execution of the Contract.

Signature	Date
------------------	-------------

Print Name

Company Name

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Community Action Partnership of Kern

**Proposal for:
Architectural Services
RFP No. OPS 2019-008**



Statement of Qualifications for
Community Action Partnership
Of Kern
Architectural Services
RFP No. OPS 2019-008



Respectfully Submitted,

Ordiz-Melby, Inc.
An Architectural Corporation
5500 Ming Avenue, Suite 280
Bakersfield, CA 93309

T: (661) 832-5258

F: (661) 832-4291

www.ordizmelby.com

Danny E. Ordiz, AIA
President
Principal-in-Charge

Jeannie S. Bertolaccini, AIA
Secretary
Design Principal

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 - Danny E. Ordiz, AIA
 - Jeannie Bertolaccini, AIA
 - Wesley Sutliff, AIA

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A

SECTION A COVER LETTER OF INTEREST



December 20, 2019

Members of the Selection Committee
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, California 93309

Re: **Response to Request for Proposals for Architectural Services**
RFP No. OPS 2019-008

Dear Members of the Selection Committee:

Our firm would like to express its strong interest and enthusiasm for the opportunity to discuss our qualifications to provide architectural services to your organization. We appreciate the possible opportunity to assist you on the projects described in the Request for Proposals (RFP), dated December 3, 2019.

We have been in the business of providing spaces to care for and educate the youngest members of our community. From child care facilities to university level facilities, educational design is the backbone of our firm. For the past 26 years, our firm principals have been responsible for hundreds of successful educational projects in Kern County. An essential part of these successful projects, we believe, was the close coordination among owner, the architect, and plan checking agency.

Firm partners Danny E. Ordiz, AIA, and Jeannie S. Bertolaccini, AIA will lead the team to provide a seamless architectural effort from initial design to construction completion. Danny will be Principal-in-charge and Jeannie will be Principal-in-charge of Design and will oversee the design through construction phases of the project. We understand the scope of work for the projects described in the RFP, and we believe that our firm offers a level of service beyond that of our competitors, and we would welcome the opportunity to prove it.

We use the latest design tools including ArchiCAD, a building information modeling (BIM) computer 3-D program. We also are committed to providing energy-efficient buildings and are proud to claim five LEED® (Leadership in Energy and Environmental Design) Accredited Professionals and four LEED® Green Associates on our staff.

Enclosed is our response to your Request for Proposals and lists in much more detail our experience and capabilities. Please feel free to call us if you have any questions or would like any additional clarifying materials. Thank you again for this opportunity to present our firm's qualifications.

Sincerely,

Ordiz-Melby, Inc.

An Architectural Corporation


Danny E. Ordiz, AIA
Principal-in-Charge


Jeannie S. Bertolaccini, AIA
Design Principal

B

SECTION B ORGANIZATIONAL INFORMATION



ORDIZ-MELBY, INC.
An Architectural Corporation
Established 1993
Incorporated 1994
Professional Corporation 2019

PRINCIPALS
Danny E. Ordiz, AIA, NCARB
William J. Melby, AIA, NCARB
Jeannie S. Bertolaccini, AIA



Ordiz-Melby, Inc., an Architectural Corporation is an S-Corporation based in Bakersfield, California. It was established in 1993, incorporated in 1994, and migrated to our current professional corporation in 2019. We are a minority-owned, full-service architectural design and planning firm. We specialize in the programming, planning, and design of facilities for institutional clients such as school districts, governmental agencies, and corporations. The firm is proud to have established a reputation within Kern County for providing quality architectural services.

Specifically, the firm has been involved with assisting many entities with their childcare facilities, including the CSUB Children's Center, Ebony Counseling Center, Mexican-American Opportunity Foundation, St. John's Episcopal Church. In addition, we have assisted many school districts with their child care facilities; the latest being the Child Development Center for Lost Hills School District.

Danny E. Ordiz, AIA, William J. Melby, AIA and Jeannie S. Bertolaccini, AIA currently lead a full time staff of 25 and their team has been responsible for the design and documentation of over 1,200 diverse architectural projects, including five comprehensive high schools, half a dozen junior high schools, dozens of elementary schools, and numerous other commercial, healthcare, and institutional projects.

Mr. Ordiz, Mr. Melby, and Ms. Bertolaccini are convinced that by providing quality service to their clients, by showing concern for the building occupant's needs, and by hard work, they will be able to sustain a growing, vital practice.

Firm Profile



Kern Schools Federal Credit Union Administration Building

Ordiz-Melby Architects, was founded in 1993 by Danny E. Ordiz, AIA and William J. Melby, AIA. The firm grew steadily and in 2018 added Jeannie S. Bertolaccini, AIA as a new partner and became Ordiz-Melby, Inc., an Architectural Corporation.

The firm is certified as a minority-owned firm by Kern County Community Development Department and the Southern California Minority Supplier Development Council.

The firm conducts business from an office in Bakersfield, California. The office is fully equipped with the networked computing, plotting, and reprographic equipment needed to provide top-quality architectural services, including facilities for word processing, desktop publishing, cost-estimating, project management, electronic communication CADD (computer aided design and drafting), and BIM (building information modeling).

Currently, the firm's staff consists of:

- 3 Principal Architects
- 3 Associate Architects
- 5 Project Architects
- 2 Senior Project Leaders
- 7 Project Leaders
- 3 BIM Technicians
- 2 Project Support Specialists
- 1 Business Manager

The historic percentage of total firm workload is as follows:

- 38% Elementary school facilities
- 18% Junior high or middle school facilities
- 30% High school facilities
- 2% College, university, post-graduate facilities
- 8% Healthcare/religious facilities
- 2% Commercial facilities
- 2% Recreation facilities/planning studies
- 100%

References

BOYS & GIRLS CLUB OF KERN COUNTY

Mr. Zane Smith
Executive Director
801 Niles Street
Bakersfield, CA 93305
Phone: 661-325-3730

MEXICAN AMERICAN OPPORTUNITY FOUNDATION

Ms. Magda Melendez
Executive Director
2001 28th Street
Bakersfield, CA 93301
Phone: 661-336-6827

LOST HILLS UNION SCHOOL DISTRICT

Mr. Harrison Favereaux
District Superintendent
20951 Pavilion Way
Lost Hills, CA 93249
Phone: 661-797-3008

GREENFIELD UNION SCHOOL DISTRICT

Mr. Ramon Hendrix
District Superintendent
1624 Fairview Road
Bakersfield, CA 93307
Phone: 661-837-6000

PANAMA-BUENA VISTA UNION SCHOOL DISTRICT

Dr. Kevin Silberburg
District Superintendent
4200 Ashe Road
Bakersfield, CA 93313
Phone: 661-831-8331

ROSEDALE UNION SCHOOL DISTRICT

Ms. Sue Lemon, District Superintendent
Dr. John Mendiburu, Former Superintendent
2553 Old Farm Road
Bakersfield, CA 93312
Phone: 661-588-6000

C

SECTION C FIRM BACKGROUND



Firm Background

Ordiz-Melby Architects was founded in 1993 by Danny E. Ordiz, AIA and William J. Melby, AIA. The firm grew steadily and in 2018 added Jeannie S. Bertolaccini, AIA as a new partner and became Ordiz-Melby, Inc., an Architectural Corporation. We have one office located in Bakersfield, CA, where we are able to readily serve all of Bakersfield.

The firm is a certified Small Business by the California SBA and a minority-owned business certified by the Kern County Community Development Department and the Southern California Minority Supplier Development Council.

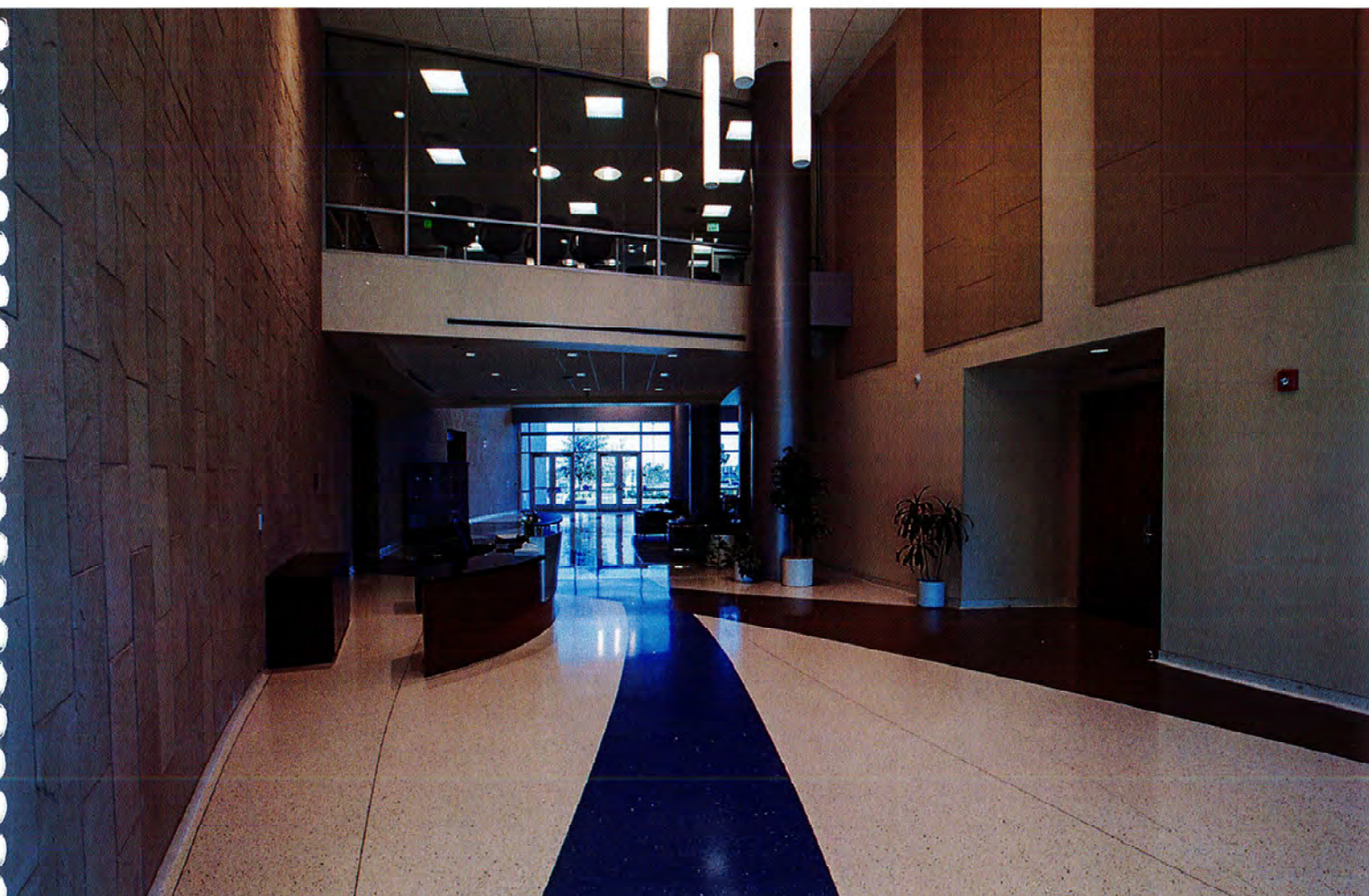
We have averaged 77 projects per year from single modular buildings to complex multi-story healthcare facilities. A total staff of 25 gives us the flexibility to address the critical needs and schedules of our clients. For the past 26 years we have served the architectural needs of Kern County with our primary focus on the educational community of Bakersfield.

The general architectural profession ride the waves of economy. This fact has kept our firm fiscally conservative and therefore we have a solid history of being financially sound. We have never had problems with capital to meet our financial obligations.



D

SECTION D KEY PERSONNEL



Ordiz-Melby Project Team Resumes

Ordiz-Melby, Inc. proposes to use the following staff for your proposed projects. We would happy to meet with the District staff to select the best team for any project or projects awarded to our firm.

Principal-in-Charge:

Danny E. Ordiz, AIA

Principal, Design Principal:

Jeannie Bertolaccini, AIA

Project Architect:

Wesley Sutliff, AIA

Jeannie Bertolaccini will act as the contact person throughout the project.

Principal-In-Charge:	1	30% time
Design Principal:	1	40% time
Project Architect:	1	80% time
BIM Technicians:	2	As needed

Principal



Mr. Ordiz has spent over 30 years working to solve the problems of institutional clients throughout Central California. He has actively participated in the design of many of the educational projects built in Kern County within the last decade. Recently, sustainability considerations have become an important issue in the design of schools. Day lighting, energy-efficient systems, and proper site planning are some of the recent concepts used in today's school designs.

Through his experience, Mr. Ordiz has learned that communication between clients, building users, and architect is a critical factor in any successful project. He believes that a firm's principal should have hands-on involvement in all phases of an architectural project. He is dedicated to fostering a strong line of communication between client and architect so that clients can be assured that their needs will be met.

Danny E. Ordiz, AIA LEED® AP

EXPERIENCE

Ordiz-Melby Architects, Inc.	
Principal	Since 1993
Robert F. Stuhr Architect, Inc.	
Principal	1987-1993
Project Manager	1980-1987
Nash Brown Associates	
Project Manager	1980
KSA Group Architects	
Intern	1979-1980

EDUCATION

Delano High School	1974
California Polytechnic State University	
San Luis Obispo	
Bachelor of Science, Architecture	1979

REGISTRATION

Registered Architect	
California C-14728	
NCARB Certification	
Certificate #43566	

AFFILIATIONS

American Institute of Architects	
Golden Empire Chapter Member	Since 1984
AIAGE Chapter Officer	1990-1995
AIAGE Chapter President	1994
Chamber of Commerce	
Board Chairperson	2014

City of Bakersfield Redevelopment Agency	
Member	Since 2007
Kern County Builders Exchange	
President	2007

COMMUNITY SERVICE

Built Environment Education Program (BEEP)	
State Committee, Member	1988-1989
Local Coordinator	1987-1989
California BEEP Architect of the Year	
California Office of Emergency Services	
Damage Assessment Team Volunteer	Northridge Earthquake 1994
Community Connection for Child Care	
Chairman	1989
Fruitvale Union School District	
Kern County Human Relations Commission	
Commissioner	1991-1994
Non-profit Building Corp.	
Corp. Director	1990-2000
Philippine Festivals, Delano, CA	
Past Board Member	
Vice Chairperson	1997 Member 1995-1999
Private Industry Council, Kern, Inyo, Mono, 1990	
Workforce Investment Board	
Member	Since 1999
Chairperson	2000

Ms. Bertolaccini, brings an enthusiastic design vision to every project. As the Principal Architect for several multi-story buildings, she has the technical knowledge to manage a variety of project types. She has been working in the field of architecture since 1987 with a diverse range of experience serving healthcare, educational, food service and commercial clients. She is passionate about a total project design and has been instrumental in leading the firm's Interior Design component and assisting end users in furniture selection. She is a LEED Green Associate and is ready to assist clients to more fully consider the energy and environmental opportunities available to through thoughtful sustainable design.

Ms. Bertolaccini also has a passion to introduce our youth, particularly girls, to STEM occupations through her work on the Kern Economic Foundation and other volunteer organizations.

Principal



Jeannie S. Bertolaccini AIA

LEED® Green Associate

EXPERIENCE

Ordiz-Melby Architects, Inc.
Principal Since 2018
Project Architect 2016 - 2018
Project Leader 2007 - 2016
Castle & Cooke California, Inc.
Civil/CADD Manager 2005 - 2007
County of Kern
Engineering Aide III 1995 - 2005
Restaura, Inc.
Design Assoc./CADD 1989 - 1995
Renfro/Russell Architects
Architectural CADD Operator
1987 - 1988

EDUCATION

Occupational Associates Degree in Architectural/
Drafting/CADD - Phoenix, AZ
National Education Center - Drafting Div.
Interior Design Study - Phoenix, AZ
Phoenix College

PROJECTS

Aera Energy LLC
San Ardo & Tulare Control Buildings
Bakersfield Association of Realtors
Tenant Improvements
Bakersfield City School District
Fletcher Elementary/Cato Middle School
Garces Memorial High School
Chapel Remodel
Salvucci Aquatics Center
St. Francis Church
Youth Center
Kaiser Permanente
Remodel, Expansion, Pharmacy Remodel
@ Coffee Road Medical Offices

Administration Remodel @ Corp. Offices
Physical Therapy Remodel @ San Dimas Med. Ofc.
Kern Community College District
ABC Campus Center @ Bakersfield College
Kern High School District
South High School Modernization
Career & Technical Education Center
Kern Schools Federal Credit Union
Administration Building

REGISTRATION

Registered Architect
California C-35596

AFFILIATIONS

American Institute of Architects, Golden Empire Chapter
Member Since 2016
Associate Member 2008 - 2016
Kern Economic Development Foundation
Board Member Since 2018
Kern County Women in STEM
Founding Member Since 2016

AFFILIATIONS

American Institute of Architects
AIA Golden Empire Chapter Member Since 2009
AIA Golden Empire Chapter Officer 2009-2011, 2016-2019
AIA Golden Empire Chapter President 2018
Kern Economic Development Foundation
Vice Chair 2019-2020
Treasurer 2018-2019

COMMUNITY SERVICE

Kern County Women in STEM 2018—Present
Buttonwillow Girls STEM Academy Mentor 2018—Present
Independence High Mentor 2014—Present
Women Leaders in Business 2019
California Office of Emergency Services

Project Architect



Mr. Sutliff has been an important participant in the design and documentation of dozens of projects for many of Kern County's most active school districts. His thorough understanding of the regulatory process makes him a real asset on projects of all sizes. Mr. Sutliff has the knowledge and skills needed to take a project from its start to its successful completion.

Wesley Sutliff, AIA

EXPERIENCE

Ordiz-Melby Architects, Inc.
Project Architect Since 1994

Robert F. Stuhr Architect, Inc.
Project Manager 1987-1994

EDUCATION

California Polytechnic State University
San Luis Obispo
Bachelor of Architecture 1986

El Camino Community College
AA, General Education 1980

REGISTRATION

Registered Architect
California C-22233

AFFILIATIONS

American Institute of Architects
Golden Empire Chapter
Member Since 1991

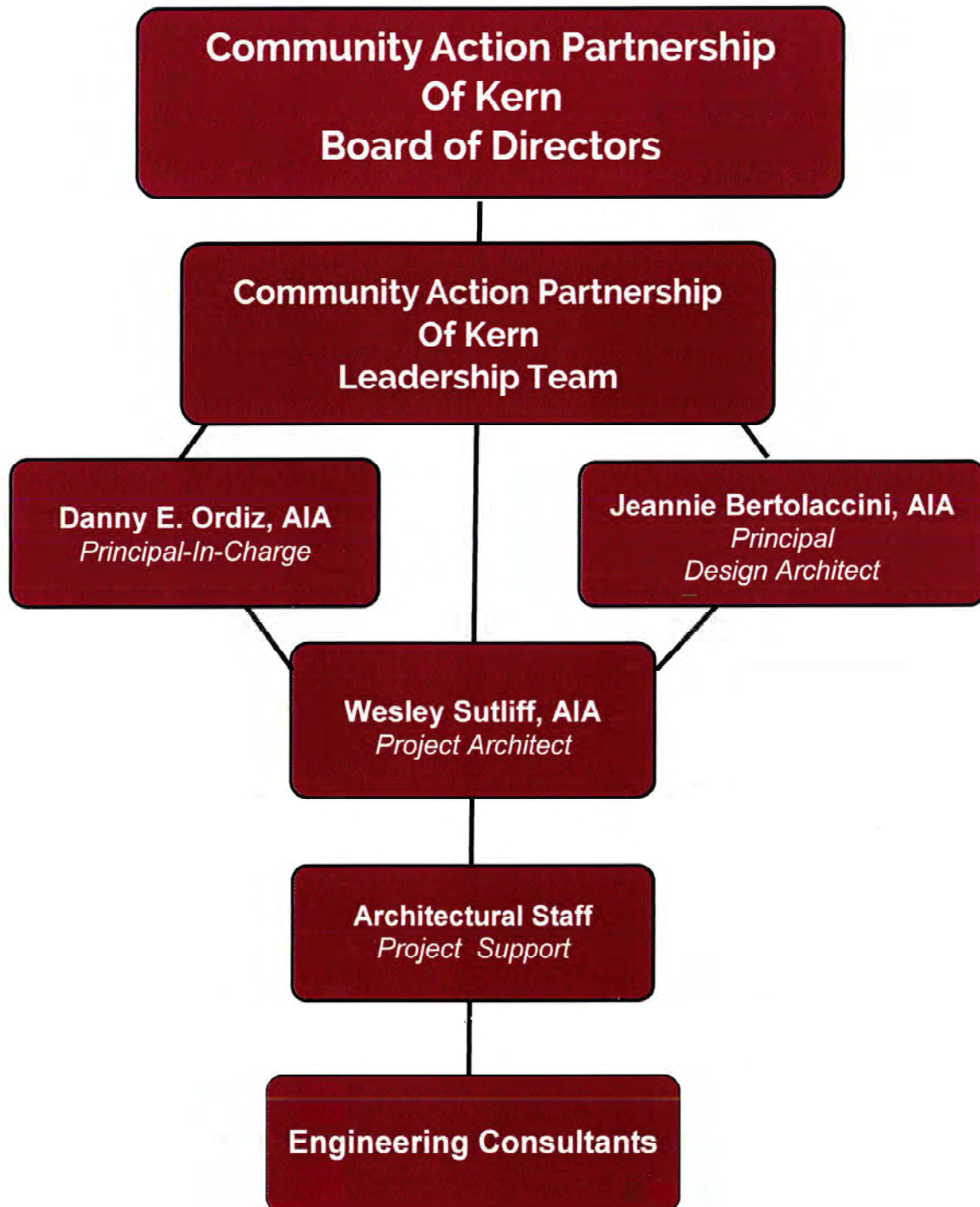
COMMUNITY SERVICE

California Office of Emergency Services
Damage Assessment Team Volunteer
Northridge Earthquake 1994

PROJECT MANAGER OR ARCHITECT

Fairfax School District
Shirley Lane Elementary School
Greenfield Union School District
Fairview Elem. Modernization
Raphaello Palla Elem. School
Kern High School District
BHS, Warren Hall
Flood Damage Repair
West High, Buena Vista &
Whitney Finish Restorations
Adult School Relo CR Campus

Ordiz-Melby TEAM ORGANIZATION



E

SECTION E General Work Plan



Work Schedule

Preliminary Project Schedule New Child Development Centers Community Action Partnership of Kern

		2020							
	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
		2 Months		2 Months		4 Months			
Ordiz-Melby Architect	Architect to respond to RFQ	Design Development Architectural Design Team will work with the Owner's Staff to identify Child Care and Educational Needs and project scope.		Select Modular Manufacturer Based on Owner Requirements the Architectural Design Team will request proposals from Modular Manufacturers.		Construction Documents During this phase of the design team works to complete the documents for submission to the responsible agencies. These drawings will be used for construction. Modular drawings will be coordinated and incorporated into the full set of drawings.			
Modular Manufacturer		Solicitation Design team to investigate the manufacturers availability & qualifications.		Modular Manufacturer Proposal Manufacturers to submit proposals for consideration		Construction Documents from Manufacturer Selected Manufacturer will submit drawings to Architect.			
CAPK Team	Owner to select Architect	Design Meetings Meet weekly or as needed with Design Team. Approve Schematic Design		Owner to Select Modular Manufacturer. Meetings with designated staff to confirm specific issues will be scheduled as needed. Review Construction Documents					

2021											
Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
3 Months			2 Months		6 Months						
Agency Approval The architect will respond to plan check comments and obtain final approval to begin construction.			Bidding of Site Work The architect will respond to question from the bidders. The architect will compile bids and recommend award to Owner.		Construction Administration The Modular Construction will commence work in the factory while site work is being completed to accept the Modular Buildings. The site construction phase of the project will also commence and the architect will oversee the work and respond to question and clarification as needed. The architect will also approve contractor payment requests for Owner's payment to the contractors.						
Agency Approval The manufacturer will respond to plan check comments through the architect to obtain final approval.			Construction of Modular Building Modular building to commence construction at the manufacturer's plant and site installation as buildings are completed.								
Agency Approval Owner to pay Agency Fees		Approve Contractor Bids Owner to review and award bid for Site Work received from contractors			Site Construction and Installation of Modular Kindergarten Provide access to site for site utility improvement and installation of Modular Buildings. The owner & design team to monitor construction and pay contractor invoices approved by the Architect.						

Move in

Move in

Project Approach & Work Schedules

PROJECT APPROACH

For your Pre-school Project, we would tailor our approach to meet the needs of each project site. Each project will have unique opportunities and our goal will be to discover the best solution for each site.

Generally, our team will visit each site to understand the existing condition. After working with your staff, we may suggest a survey of the site be completed by an independent surveyor.

We will also work with the approving agency to confirm the preliminary designs will meet zoning and building codes. With the preliminary work completed, construction documents will be prepared for submission to the regulatory agency.

With the final approval from the regulatory agency, we will work with your staff to advertise the projects for bidding. We will open bids and make a recommendation for approval of the bid to the Board of Directors. During construction, we will monitor the work and recommend approval of contractor payments.

We are very familiar with modular construction and understand the challenges of the building method.

Our firm has five LEED® Accredited Professionals, including firm principals, who can help guide our clients through the maze of decisions that relate to Green building code.

Our potential work schedule is outlined on the previous pages.

F

SECTION F SUBCONSULTANTS



MASON PHOTOGRAPHY

CONSULTANT TEAM

- Ordiz-Melby, Inc. proposes to use the following consultants on your project. We will work closely with your staff to build the appropriate team for the awarded project.

Structural Engineer

Inertia Engineers
25115 Avenue Stanford, Ste B-230
Valencia, CA 91355
Phone: (661) 260-2646
Fax: (661) 260-2649

Mechanical Engineer

Baskin Mechanical Engineers
5500 Ming Ave, Suite 251
Bakersfield, CA 93309
Phone: (661) 397-2114
Fax: (661) 397-2116

Electrical Engineer

JMPE
5500 Ming Ave, Suite 251
Bakersfield, CA 93309
Phone: (661) 831-7851
Fax: (661) 831-7813

Civil Engineer

Afinar
214 Bernard Street
Bakersfield, CA 93305
Phone: (661) 716-7443
Fax: (661) 716-7444

INERTIA ENGINEERS

25115 Avenue Stanford, Suite B-125
Valencia, CA 91355
T: (661) 260-2646
F: (661) 260-2649

Inertia Engineers is the evolution of the John A. Martin & Associates, Inc. (JAMA) satellite office in Santa Clarita, California. Inertia provides structural engineering services for all building project types while focused on client care. Their experience allows them to provide clients with efficient and cost-effective structural solutions for challenging building projects. Their licensed professionals provide a high degree of expertise and "hands-on" service during all phases of design and construction with the goal of providing cost-efficient and practical solutions for any type of building, no matter how complex or simple the project is.

Inertia implements the latest project management techniques to maximize overall efficiency. They have demonstrated expertise in structural design for all project types and sizes, completed in both the private and public sectors. Utilizing the latest design techniques, computer applications, and engineering concepts, Inertia designs structural systems based on their efficiency and economy as well as for consistency with each project's architectural theme. They have designed numerous structures in zones of high seismicity and routinely perform structural design utilizing state-of-the-art procedures.

Consultant Structural Engineer

Inertia Engineers is a California Certified Small Business (MB, #677860) and Minority Business. A partial listing of the services provided by Inertia is presented below.

Structural Design
Sustainable Design / LEED®
BIM Design
Design-Build
Foundation Design
Feasibility Studies
Seismic Evaluations and Upgrades
Renovation / Repair Design
Structural Analysis
Structural Plan Checking
Damage Assessment

Inertia Engineers, Inc. is also an approved vendor with the Aerospace Corporation (since 2018) to provide as needed structural engineering services.

Educational Facilities (Partial Listing):

Greenfield Union School District
Crescent Elementary School
Bakersfield City School District
New Elementary and Middle Schools
Kern High School District
Career and Technical Education Center
Fairfax School District:
New Elementary School #4
Buttonwillow Union School District
Buttonwillow Elem. School Resource Center
Taft College:
TIL Center
Wasco Union Elem. School District
James A. Forrest Elem. School
Administration & Mutli-purpose Buildings
West Hills College
Multi-use Sports Complex
Sierra Sands Unified School District
Post-Earthquake and Repairs

Relevant Experience:

March Reserve Air Force Base
Building 457 Renovation

BASKIN MECHANICAL ENGINEERS

5500 Ming Ave, Suite 251
Bakersfield, CA 93309
T: (661) 397-2114
F: (661) 397-2116

Baskin Mechanical Engineers (BME) is a full-service consulting mechanical engineering firm specializing in HVAC and plumbing systems design. Their work portfolio includes, but is not limited to, educational, commercial, medical, institutional, governmental, professional, and industrial facilities. They have two office locations: Fresno and Bakersfield.

A partial listing of their mechanical consulting services is presented below:

General

- Project administration
- Existing facilities review/evaluation
- Master planning
- Operational efficiency review
- Energy analysis/lifecycle cost analysis
- Indoor environmental air quality
- Value engineering analysis
- Construction administration

HVAC Design

- HVAC systems
- Energy management systems
- Temperature control systems
- Energy recovery systems
- Industrial exhaust systems
- Dust collection systems

Plumbing Design

- Water and waste systems
- Acid waste systems
- Rainwater system
- Medical gas systems
- Fuel storage/piping systems
- Compressed air systems

Fire Protection Design

- Fire sprinkler systems
- Standpipe systems

Consultant Mechanical Engineer

BME has performed work for the following educational facilities (partial listing):

- California State University Bakersfield
- Kern Community College District
- McFarland Unified School District
- Kern High School District
- Tehachapi Unified School District
- Tulare City School District
- Standard School District
- Rio Bravo Greeley Union School District
- Various Wasco School Districts
- Panama-Buena Vista Union School District
- Rosedale Union School District
- Lamont School District
- Bakersfield City School District

In addition to experience with many school districts, BME has extensive experience with hospitals and medical facilities (e.g., Kaiser Permanente, Memorial Hospital, Fresno VA Hospital, Kern Medical Center, Truxtun Radiology) and commercial/industrial clients such as Houchin Blood Bank, Valley Baptist Church, Rite Aid, Bakersfield Californian, Tulare Water Plant, Grimmway Farms, Dole Fresh Fruit, Bolthouse Farms, Fresno Equipment Company, Bank of America, Dewar's Candy and Ice Cream, and many others.

BME also has experience with sustainable design. Mark Baskin, Principal, is a LEED® Accredited Professional and has worked on dozens of projects in this capacity.

JMPE

5500 Ming Ave, Suite 251
Bakersfield, CA 93309
T: (661) 831-7851
F: (661) 831-7813

Since 1982, John Maloney has been committed to creating the most cost-effective, energy-efficient electrical and lighting design solutions for government, commercial, and residential projects. In 1994, Maloney formed JMPE, his own electrical engineering and lighting design business headquartered in Santa Barbara, California. Maloney's areas of expertise include electrical design of power, lighting, and signal systems; distribution system design, short circuit analysis, coordination studies and Title 24 Lighting Calculations; as well as interior and exterior lighting design for retail stores, offices, and residences.

A native of Connecticut, Maloney graduated with a Bachelor of Science in Electrical Engineering (BSEE) from Lehigh University in Bethlehem, Pennsylvania in 1982. He was awarded his Master of Science in Systems Management (MSSM) from University of Southern California (USC) two years later. Maloney served four years with the United States Air Force 4392 Civil Engineering Squadron, Vandenberg Air Force Base, California where he designed electrical systems in support of the Space Shuttle and Peacekeeper operations. From 1987-94, Maloney was a principal of the Santa Barbara Electrical Design Group.

Consultant Electrical Engineer

School Experience (partial listing):

South High School
Thurgood Marshall Elementary
Santa Barbara Academy
Cleveland Elementary
UC Santa Barbara
Kern High School District
Goleta Union School District
Santa Barbara City College
Barstow Community College

AFINAR

214 Bernard Street
Bakersfield, CA 99905
T: (661) 714-7443
F: (661) 714-7444

Mr. Salgado has been involved in school and commercial site design in Kern and Tulare Counties since 1997. With over 30 years of construction and engineering experience he has worked with several school districts and understands their critical needs. ll-known local civil engineering firm.

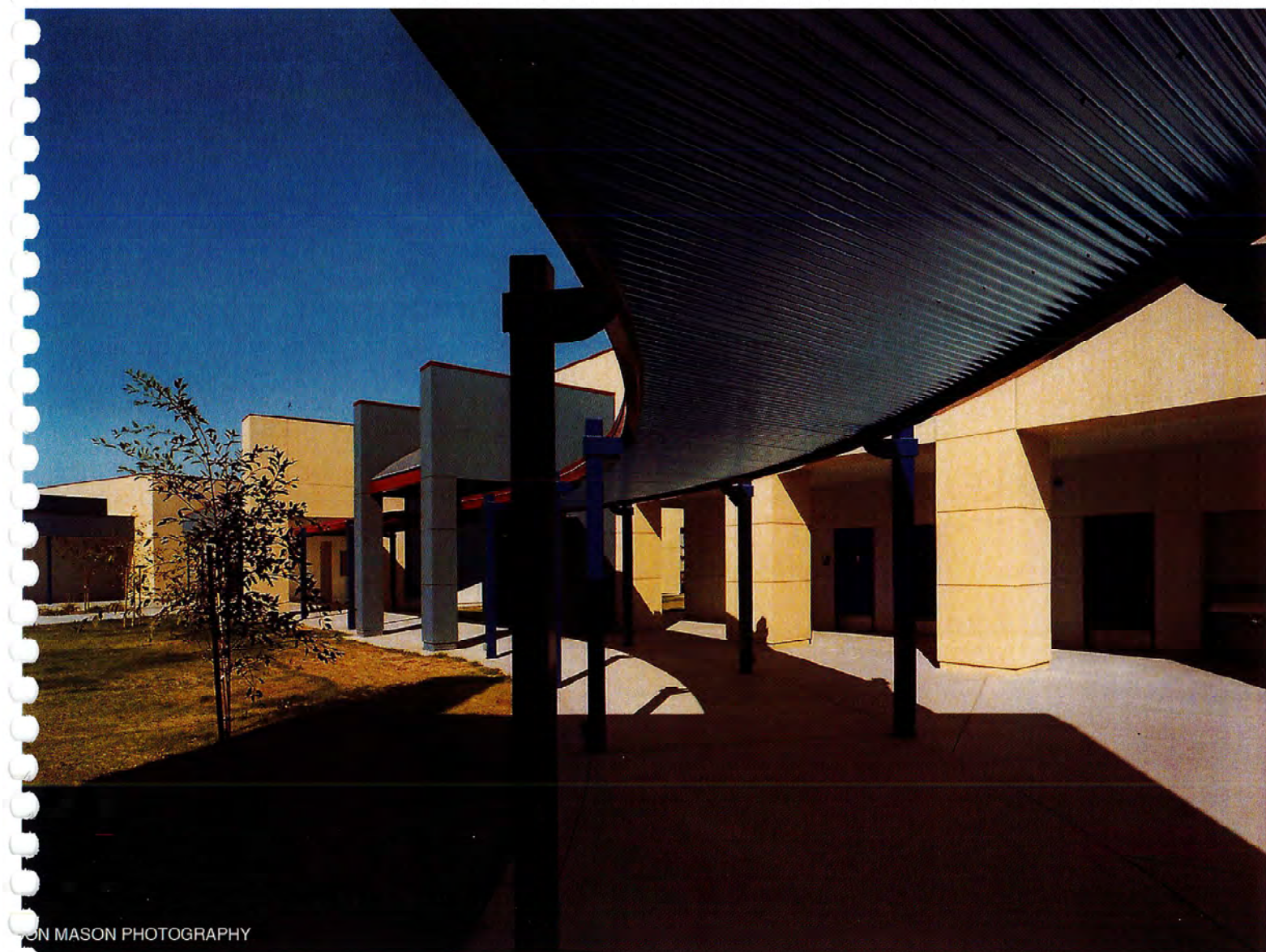
Mr. Salgado is a graduate of Delano High School and is very familiar with the area and all the agencies overseeing school development. Afinar Engineering provides site grading design, site utility design, off-site street plans, drainage studies, and topographic surveys. All work is designed to meet the current ADA standards as well as all of the municipality's off-site design requirements.

Consultant Civil Engineer

Educational Experience (partial listing):

- Lost Hills Union School District
 - Thomas Middle School Modernization
 - Thomas Playground Improvements
 - New Pre-School
 - Water Treatment Testing
- Delano High School District
 - Delano High School
 - New Track and Street Improvements
 - New Shop & Warehouse
 - DHS Campus Paving
- Fairfax School District
 - Sewer Plans
- Richgrove School District
 - Modular Classrooms
- Wasco Unified Elementary School District
 - Solar Array at Prueitt Elementary
 - Solar Array at the District Office
 - Teresa Burke Modular Classrooms

SECTION G DISCOUNT/DONATION INFORMATION



ON MASON PHOTOGRAPHY

Discount/Donation Information

As members of this community, we are very sensitive to the many needs facing our citizens. Our firm routinely donates to many local causes such as the Golden Empire Gleaners, The Boys and Girls Club of Kern, various Churches, and the Fire Fighters Foundation. In addition, we have donated many hours to present to our young people the architectural profession and the education that is needed to be successful.

We would work with your staff to identify an appropriate donation that would help CAPK and the people you serve and also meet the mission of our firm.

SECTION H CONFLICT OF INTEREST STATEMENT



Conflict of Interest Statement

- Our principals sit on various non-profit boards, Kern County Builders Exchange, Golden Empire Gleaners and the Kern Economic Development Foundation, but do not see these as a conflict of interest. Furthermore, we do not have any knowledge of a direct conflict of interest with the CAPK Board of Directors or staff.

SECTION I

VENDOR INFORMATION SHEET

APPENDIX A



APPENDIX A

Community Action Partnership of Kern
• Procurement Department •
5005 Business Park North, Bakersfield, CA 93309 • 661.336.5236 • FX: 661.322.2237

VENDOR INFORMATION SHEET

Date: 12/20/2019 Prepared By: Danny Ordiz

Official Business Name: Ordiz-Melby, Inc., An Architectural Corporation

DBA: n/a

Location Address: 5500 Ming Avenue, Suite #280 Bakersfield CA 93309

Remit Address: 5500 Ming Avenue, Suite #280 Bakersfield CA 93309

Contact Person: Danny Ordiz Title: President

Phone #: 661-832-5258 Accts. Receivable Phone #: 661-832-5258

Fax #: 661-832-4291 Customer Service Phone #: 661-832-5258

CAPK Vendor #: n/a E-mail Address: dordiz@ordizmelby.com

Federal ID # or SS#: 83-2962337 Type of Business: Architectural Firm

Contractor Lic #: California Lic. #C-14728 Business Lic #: 20-00035908 City Issued: Bakersfield

General Liability Insurance Carrier & Policy #: Ohio Security Insurance Co.

Auto Liability Insurance Carrier & Policy #: Ohio Security Insurance Co.

Workers Compensation Insurance Carrier & Policy #: State Compensation Insurance Fund

FEDERAL TAX CLASSIFICATION:

☐ Individual/Sole Proprietor ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/Estate
☐ Limited Liability Co. C = C Corp S = S Corp P = Partnership ☐ Other:

BUSINESS ENTITY/CLASSIFICATION:

☐ Board Member ☐ Employee ☐ Faith Based ☐ Fed Gov't ☒ For Profit ☐ Housing Collaborative ☐ Local Gov't
☐ Non-Profit ☐ Parent ☐ Post Secondary Ed ☐ Provider ☐ School District

SBA CLASSIFICATION:

It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises, Women's Business Enterprises and Veteran Business Enterprises.

☒ Minority-Owned ☐ Small Business ☐ Veteran-Owned ☐ Woman-Owned

Years in Business: 26 Accept Purchase Orders: ☒ Yes ☐ No

If your business has a Social Security number as Tax ID, we require the signature of the owner.

Authorized Signature:  Print Name: Danny Ordiz
Title: President Date: 12/20/2019

REV. 012518

SECTION J W-9 FORM - APPENDIX B



APPENDIX B

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.																																																		
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Ordiz-Melby, Inc., An Architectural Corporation																																																				
2 Business name/disregarded entity name, if different from above																																																				
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <input checked="" type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single member owner. <input type="checkbox"/> Other (see instructions) ▶																																																				
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3). Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Codes in accounts maintained outside the U.S.)</small>																																																				
5 Address (number, street, and apt. or suite no.) 5500 Ming Avenue, Suite #280		Requester's name and address (optional)																																																		
6 City, state, and ZIP code Bakersfield, CA 93309																																																				
7 List account number(s) here (optional)																																																				
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.																																																				
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Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Sign Here</td> <td style="width: 40%;">Signature of U.S. person [Signature]</td> <td style="width: 45%;">Date 12/20/2019</td> </tr> </table>			Sign Here	Signature of U.S. person [Signature]	Date 12/20/2019																																															
Sign Here	Signature of U.S. person [Signature]	Date 12/20/2019																																																		
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9 . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following: • Form 1099-INT (interest earned or paid) • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions)																																																				
• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding?</i> on page 2. By signing the filled-out form, you: 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued). 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information.																																																				

Cat. No. 10231X

Form W-9 (Rev. 12-2014)

SECTION K ADDITIONAL TERMS AND CONDITIONS - APPENDIX C



APPENDIX C

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 the Contract, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Contract shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Contract and must be included as such.
3. **TERMINATION FOR CONVENIENCE OF CAPK.** CAPK may terminate the Contract 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 Contract 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 the Contract 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 Contract. Amendments shall be valid only after approval by Vendor and CAPK's Executive Director.
5. **CLAIMS.** All claims for money due or to become due to the Vendor from CAPK under the Contract may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.
6. **NOTICE.** Any notice or notices required or permitted to be given pursuant to the Contract 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 the Contract, including any claims for breach of the Contract, 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 Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.

11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by 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 the Contract.
13. **RESPONSIBILITY.** If Vendor is part of a corporation, the individual or individuals who sign the Contract on behalf of the corporation are jointly responsible for performance of the Contract.
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 the Contract, 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 Contract while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Contract 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 Contract 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 Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Vendor will comply with those provisions before commencing the performance of the work of the Contract.

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

18. **INSURANCE REQUIREMENTS:** Vendor shall procure, furnish and maintain for the duration of the Contract the following types and limits of insurance herein:
- a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
 - b. Provide coverage for owned, non-owned and hired autos.
 - c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
 - d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
 - e. Provide Contractual Liability coverage for the terms of the Contract.
 - f. Contain an additional insured endorsement 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, agent's 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 the Contract, or insurance rated below Best's A:VII, must be declared prior to execution of the Contract and approved by CAPK in writing.

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

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

Page 21

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

 12/20/2019
Signature Date

Danny E. Ordiz, President

Print Name

Ordiz-Melby, Inc., An Architectural Corporation

Company Name

REMAINDER OF PAGE LEFT BLANK INTENTIONALLY

**THANK YOU
FOR YOUR CONSIDERATION**



**MODULAR KINDERGARTEN WING
FLETCHER ELEMENTARY SCHOOL**

Vendor List

Architect Firm	Contact Name	Architect License #	Address	Phone Number	E-mail Address	Date RFP sent	Confirmation RFP Received	Notes
Ordiz Melby Architects	Dan Ordiz	Business License #0535908	5500 Ming Ave., Suite 280 Bakersfield, CA 93309	(661) 832-5258	dordiz@ordizmelby.com	12/3/2019	12/6/2019	
Fields Devereaux Architects & Engineers	Ted Blockly	C12771	1508 18th Street, Suite 308 Bakersfield, CA 93301	(661) 322-9373	ted@fdae.com		12/6/2019	Not in Service
IBI Group	Melody	C-10901	450 Bakersfield, CA 93309-4631	(661) 836-4300	melody.pope@ibigroup.com	12/3/2019	12/3/2019	
KSA Group			4660 American Ave, Bakersfield	(661) 834-1331	dholdsworth@ksagrouparchitects.com	12/3/2019	12/5/2019	
Skarphol	Paul			334-2741	paul@skarpholfrank.com	12/3/2019	12/4/2019	
Klassen			2021 Westwind Dr.	661-324-3000	support@klassen.com	12/3/2019	12/6/2019	
Darden			5001 California Ave. Ste 108	661-520-5660	phild@dardenarchitects.com	12/3/2019	12/3/2019	
Inland Architects	Jeff		1901 19th Street.		jeff@inlandarchitects.com	12/3/2019	12/9/2019	
SC architect			1601 New Stine Rd. Suite 280	661-397-4377	scarchitect@scarchitect.com	12/3/2019		Left message 12/4; 12/5 12/9 to confirm receipt of RFP
Radian Design Group			5301 Truxtun Ave. Ste. 300	661-864-7676	sdanis@radiandesign.net	12/3/2019		Left message to confirm receipt of RFP
Paul Brown				661-834-9611				Residential only
AP Architects	Jose Vargas			661-327-1690	jvargas@aparchitects.net	12/3/2019		L/M 12/9 2:50pm -12/9 -Jose responded via email to confirm receipt of RFP and stated they intend to submit a proposal,.
Burgeoning Architects	Lisa		949 Chung King Rd	213-260-4212				Not interested in bidding at this time
JAC Architecture	Josh Cardenas		28494 Westinghouse Pl., Ste 101	661-471-2694	Josh@jac-apm.com	12/4/2019		12/3: 1050am Left a voicemail message with Josh to speak with him to see if they are interested in receiving the RFP.
Weary & Associates			26951 Ruether Ave. #B1, Santa Clarita, CA 91351	661-251-5538				12/3: Spoke with receptionist and was told they are only doing residential
Combs & Miguel Architecture			31294 The Old Road #220, Castaic, CA 91384	661-259-7600	info@combsmiguel.com	12/4/2019		12/3: Left a voicemail message to determine interest.
Joe Um Architects	Joe		27013 Langside Ave., Santa Clarita, CA 91351	818-421-7027	joe@joemarchitects.com	12/4/2019	12/9/2019	Stated they were interested in bidding
Bill Tosetti	Bill		Valencia, CA	661-259-4123	info@billtosetti.com	12/4/2019	12/5/2019	Left VM 12/3 to call back if interested in receiving the RFP -Bill reached out and said he is interested in possibly bidding
CCS Drafting Design	Ivan		17412 Ventura Blvd., Encino, CA 91356	818-350-2372	info@laconstructioncompliance.com	12/4/2019		Unable to confirm receipt
Michael Maltzan Architecture				323-913-3098		12/4/2019		Not taking on a new projects
Hamilton Architect	John			310-398-1500				
PMSM	Tasha		560 Higuera St. #C, San Luis Obispo, CA 93401	805-476-0399	tbarnett@19sixarchitects.com	12/4/2019	12/4/2019	Tasha stated they are interested in bidding

Proposal Check List

RFP HS 2019-008 -Architectural Services

Vendor: Ordiz Melby

Requirements	Yes	No
Cover Letter	X	
Description of Services	X	
Detailed Plan of Action	X	
Taxes applied (if required)		
Bid Bond (if required)		
Three References	X	
Conflict of Interest	X	
Pricing Sheet		
Warranty (if required)		
Contractors License (if required)		
Vendor Information Sheet	X	
W-9	X	
Additional Terms and Conditions	x	

Community Action Partnership of Kern
Price Scoring

Pre-construction

		Price Scoring			
	Vendor	Price	%	Points Aval.	Points
1	Ordiz Melby	\$ 165,000	86%	15	12.89
2	DKJ Architects	\$ 73,500	94%	15	14.06
3	Josh Cardenas	\$ 270,793	77%	15	11.54
4	Skarphol	\$ 348,382	70%	15	10.55
5	DSEA	\$ 175,536	85%	15	12.76
6	AP architects	\$ 140,284	88%	15	13.21
		\$ 1,173,495			

Construction

		Price Scoring			
	Vendor	Price	%	Points Aval.	Points
1	Ordiz Melby	\$ 46,000	96%	15	14.41
2	DKJ Architects	\$ 28,000	98%	15	14.64
3	Josh Cardenas	\$ 42,890	96%	15	14.45
4	Skarphol		0%	15	-
5	DSEA	\$ 36,850	97%	15	14.53
6	AP architects	\$ 15,872	99%	15	14.80

Price Scoring

Determined as follows:

$$\begin{array}{rclclcl}
 \text{Proposal Cost} & & \times & \text{Maximum Points Available} & = & \text{Awarded Price Points} \\
 \hline
 \text{Total of all Proposals} & & & & &
 \end{array}$$

**Community Action Partnership of Kern
Evaluation Summary Form**

			Vendor Average Scores					
Factor	Maximum		1	2	3	4	5	6
1	20		19.50	17.75	11.75	16.44	18.25	18.25
2	15		14.75	13.50	9.25	11.81	15.00	13.50
3	20		19.25	18.25	9.25	16.81	18.50	18.50
4	15		12.75	11.75	11.00	14.25	11.50	14.25
5	15		12.89	14.06	11.54	10.55	12.76	13.21
6	15		14.41	14.64	14.45	-	14.53	14.53
Total Score		100	93.55	89.95	67.24	69.86	90.54	92.24

Vendor	
1	Ordiz Melby
2	DKJ Architects
3	Josh Cardenas
4	Skarphol
5	DSEA
6	AP architects

<u>Factor</u>	<u>Description</u>
1	Background and Experience
2	References
3	Experience and Past Record
4	Fee -Design Development through bid phase
5	Fee -Construction Administration

Price Scoring


Determined as follows:

$$\frac{\text{Proposal Cost}}{\text{Total of all Proposals}} \times \text{Maximum Points Available} = \text{Awarded Price Points}$$

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: CAPK Board of Directors



From: Carmen Segovia, Director of Health & Nutrition Services

Date: January 29, 2020

Subject: *Agenda Item VI(c):* California Board of State and Community Corrections Youth Reengagement Grant – **Action Item**

CAPK is applying for up to \$375,000 per year for three years (\$1,125,000 in total) to fund youth diversion services for Kern youths ages 13 -18 who are at high risk of becoming juvenile justice involved.

CAPK's Friendship House Community Center and Shafter Youth Center will work with Kern Juvenile probation and area continuation and high school staff to identify youths that will benefit from the program. Services will be led by a licensed behavioral health professional as well as two program educators. AmeriCorps volunteers will assist with the program.

All staff will be trained in Trauma Informed Care, Motivational Interviewing, and the Adverse Childhood Experiences (ACEs) assessment. Per contract requirements, an outside evaluator will also be used to collect and analyze program outcomes and work with the State appointed evaluator.

The program will provide the following services:

- Aggression Replacement Training.
- Prep Works Employment Education and Paid Work Experience
- Individual and group counselling for substance abuse and other trauma related issues.

If awarded the program will begin June 1, 2020 and operate through July 31, 2023.

Recommendation:

Staff recommends the Board of Directors approve the Resolution for CEO Jeremy T. Tobias to sign associated documents in relation to submitting this application.

Attachment:

Resolution #2020-02

RESOLUTION # 2020-02

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of Application to the California Board of State Community Corrections (BSCC) for the 2020 Youth Reinvestment Grant.

The Board of Directors of Community Action Partnership of Kern, located at 5005 Business Park North, Bakersfield, CA 93309 met on January 29, 2020 at a scheduled meeting of the Board of Directors located at 5005 Business Park North, Bakersfield, CA 93309, 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 the County of Kern; 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 and families in need who have minimal or no resources; and

WHEREAS, CAPK Board of Directors has determined that there is a need for youth diversion services as an anti-poverty program to meet the needs of the residents of Kern County; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes staff to submit an application to the California Board of State Community Corrections (BSCC), and hereby requests the California BSCC provide financial assistance and the obligations that accompany said funds for the purpose of providing youth diversion services in Kern County. Be it further resolved that Jeremy T. Tobias, Chief Executive Officer, is hereby authorized to request this course of action by executing any and all application documents for submittal to the California BSCC on behalf of Community Action Partnership of Kern.


APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 29th day of January 2020.

Curtis Floyd, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors

From: Pritika Ram, Director of Administration
Date: January 29, 2020
Subject: *Agenda Item VI(d):* Board Retreat Action Item: New Initiatives - Fundraising Campaign and Creation of a Foundation – **Action Item**

This memo serves as a follow-up from the October 30, 2019 verbal update from staff on the status of the capital campaign and fundraising activities. Additionally, an update on the creation of a Foundation and budget will be provided.

(1) Fundraising

The intent of hiring a fundraising firm is to create an Agency Fundraising Platform for projects that include a capital campaign for the Food Bank (increase by 30,000 sqft.), program and planning funds to support affordable housing, youth centers, new initiatives, and innovation projects ranging from intermediate to long-term planning.

In September and October 2019, staff met with two local individuals with fundraising and philanthropic experience. Both described strategies used by their current and past firms with fundraising/gift giving, along with insight on the local market of philanthropy and experience working out of the area with fundraising firms. Staff received seven (7) referrals for fundraising firms to learn about their services, pricing, and timelines. In speaking with these firms in October to November 2019, many of the firms did not respond or stated we needed to have an established program in place before engaging further. In terms of pricing, the firms that shared said they normally have a base compensation structure, not a commission-based model.

CAPK's current fundraising activities/efforts are not as robust as some of the firms usually work with, however, that is mainly due to the Agency's efforts towards securing Federal, State, local contracts and grants. We have relationships with large funders in the area through our grants team when applying for small funding to support farmer markets or supplement a program, for example. Our focus with this project will be directed towards donor cultivation and long-term relationship building, including establishing large gift-givers/funders, identifying dedicated fundraising personnel, re-evaluating our annual fundraising banquets.

Staff was able to receive a complete scope of services and cost structure from one (1) firm, CCS Fundraising, in the amount of \$40,000 approximately. The identified firm will conduct a feasibility study on our current and future/potential activities, including detailed analysis of the fundraising program, determination of staff capacity and staffing needs, identification of potential new fundraising programs and constituencies, and recommendations about creating or enhancing a culture of philanthropy

throughout the organization. After the assessment period, which is roughly three months, will result in the following: (1) Data Collection and Review; (2) Assessment Interviews; and (3) Peer Review and Benchmarking, which includes identifying aspirant peers to help achieve results and analyzing data and a key performance indicators to establish a baseline between the organization and its peers. Staff received approval from the business office for the identified firm to be a sole source option.

(2) Creation of a Foundation

Since August 2019, staff began working with Chris Hamilton, Klein DeNatale Goldner, on forming a Foundation. As we discussed our goals and intention with the Foundation, counsel suggested the options below that fall under the umbrella/context of a Foundation:

- Types of Options
 - a. 501 c (3) exempt status
 - b. Endowment
 - c. Affiliate or Subsidiary Exempt Corporation
- Considerations
 - a. Expressed Purpose – be clear, and not too specific (e.g. housing only)
 - b. Functional Control (Functionally integrate with existing CAPK BOD)
 - c. Board Selection of 3-5 members of Foundation Board. Recommendation to have 1-2 existing CAPK Board members and three (3) external members that are familiar with the gift-giving/philanthropy sectors in the area.
 - d. Creation of the bylaws and articles of incorporation

It is recommended by the legal counsel to create a direct subsidiary 501(c) 3 / 509(a) 3, which is a supporting organization to CAPK and will carry out the functions of the parent organization. Further, since the parent organization operates under the governing body rules and regulations of the Brown Act, it is recommending the Foundation also operate under the same manner.

Timeline

- a. Legal Formation: up to 3 weeks
 - i. Form 1023 application: 6-9 months, includes writing the bylaws and articles of incorporation.
 - ii. Pending CA approval of application: Form 3500 up to 60 days
 - 1. Can function as a 501 c 3, but cannot be represented as a charitable organization

(3) Fundraising Account

Staff identified costs within the Fundraising (595) account to include fundraising consultant fees, legal and operational expenses, along with an estimated cost of a 1.0 FTE ranging from \$75,000 to \$85,000. However, staff will need to conduct a salary study for an accurate salary range and complete scope of work, which will include both fundraising and foundation activities. For fiscal year 03/1/2020 to 02/28/2021, the budget is projected to be \$175,000 to \$200,000.

Recommendation

Staff recommend the Board of Directors to approve of the following:

- (1) Execution of the CCS Fundraising consulting services contract
- (2) Assignment of an Ad Hoc Foundation Committee



MEMORANDUM

TO: Board of Directors

FROM: Tracy Webster, Chief Financial Officer *Tracy Webster*

DATE: January 29, 2020

RE: *Agenda Item VI(e)*: Revised Attendance Policy (Full & Part Year) – **Action Item**

Background:

The current CAPK Attendance Policy (full year and part year) was implemented with the Board of Director and SEIU approval. The main purpose was to reduce absenteeism in the Head Start Centers and staffing problems caused by employees not present for work.

Issue:

The policy presented a lack of flexibility and resulted in the termination of employees who violated the attendance limits. CAPK not only terminated employees with performance issues associated with absenteeism, but good employees who had been with CAPK for many years were also terminated.

Resolution:

The attendance policy has been revised to allow Division Director flexibility to make recommendations to the Chief Executive Officer (CEO) on disciplinary actions to be taken based on the total situation such as length of service, history of past attendance, position, past performance reviews, and impact on overall operations as well as any mitigating or extenuating factors. The CEO would make the final decision on disciplinary action such as a written warning, corrective plan of action, suspension without pay, or termination of employment. Termination will no longer be automatic at 96+ hours (full year employees) or 49 hours (part year employees).

SEIU Review and Approval:

CAPK management completed a meet-and-confer with SEIU to obtain feedback and approval of the revised policies. CAPK management met with members at the SEIU office to review the revised policies and inform them of the changes to the policies.

Legal Review:

The revised attendance policies were reviewed in with CAPK legal counsel. The final product reflects the input from legal counsel.

Recommendation:

Staff recommends Board approval of the revised Attendance Policies for full year and part year employees.

Attachments:

CAPK Attendance Policy (Full Year)

CAPK Attendance Policy (Part Year)

COMMUNITY ACTION PARTNERSHIP OF KERN
Full Year Attendance Policy
Revised 09-02-2019

It is the policy of Community Action Partnership of Kern (CAPK) to provide a standard of attendance for all full year CAPK employees. Management recognizes that circumstances beyond an employee's control may cause the employee to be absent from work for all or part of a day. Absenteeism will be evaluated throughout the year and during performance evaluations.

I. GENERAL ATTENDANCE POLICIES

- 1) **WHEN YOU OR A FAMILY MEMBER IS SICK:** Full year employees that work 40 hours per week or more and are classified as full-time and accrue sick leave at 3.69 hours per pay period. Regular benefited employees working less than 40 hours will accrue sick time on a prorated basis. The foregoing accruals include the State of California mandated paid sick leave of one (1) hour of paid sick leave for every thirty (30) hours worked (capped at 3 days or 24 hours per calendar year.) An employee cannot have a negative sick leave balance and sick leave has no cash value.
- 2) **WHEN A DOCTOR'S NOTE IS REQUIRED:** A healthcare provider's clearance to return to work (with or without restrictions) (i.e. doctor's note) is required when the illness is three (3) consecutive days or more to ensure you can return to work (subject to reasonable accommodation of any restrictions). If an employee is on intermittent or full time FMLA/CFRA or any other state or federal protected leave, then the employee will contact Human Resources in regard to returning to work and a healthcare provider's clearance may be required.
- 3) **WHEN AN EMPLOYEE WILL BE ABSENT DUE TO ANY REASON FOR THREE (3) (or more) WORKDAYS:** Employees who are absent from work for three (3) or more consecutive workdays must contact CAPK Human Resources immediately. CAPK Human Resources will make a determination whether the employee should contact the Hartford to apply for FMLA/CFRA, or any other state or federal protected leave. The Hartford determines eligibility (not CAPK) for FMLA/CFRA and approves the leave based on complete and timely documentation from your healthcare provider.
- 4) **USE OF ACCRUED VACATION:** Employee vacation time must be scheduled as provided for in CAPK policies and the Collective Bargaining Agreement.
- 5) **UNSCHEDULED ABSENCES:** If an employee will be late for or absent from a scheduled shift, the employee must personally notify their supervisor or the supervisor's designee, by phone or text message, at least two (2) hours prior to the start of their scheduled workday or as soon as possible. Employees must make this notification for each day they will be absent unless Human Resources has approved/been notified of the extended absences. Notification does not excuse the tardy or absence.
- 6) **FAILURE TO CALL IN AND REPORT YOUR ABSENCE (No call, no show):** Failure by an employee to call in and report his or her absence for more than three (3) consecutive workdays is considered job abandonment and will be grounds for immediate termination. If an employee is unable to call due to an accident, injury, or illness resulting in a hospital stay, a family member should call CAPK Human Resources within three (3) work days to ensure employee is not terminated from his or her position. Proper documentation is required to verify the employee's accident, injury or illness.
- 7) **MAKE-UP TIME:** CAPK does not allow for make-up time. (Approved at Meet and Confer: January 27, 2017.)

- 8) PROTECTED LEAVE: Time off for any FMLA, CFRA, or any other state or federal protected leave is not considered in the attendance hours. Employees on approved state or federal leave may use accrued sick leave, vacation time or leave without pay after accruals are exhausted. Employees are allowed to integrate qualifying leave accruals with State Disability Income (SDI).

II. ATTENDANCE SYSTEM RULES

In order for CAPK to provide a standard attendance policy for all employees, CAPK maintains an attendance accrual system to ensure standardized attendance consistency.

A) Annual Attendance Rule (Calendar Year):

The Annual Attendance Rule counts hours used in a 12-month calendar year (full year employee). Starting at 48 or more hours of time off, notices (NOT a disciplinary warning) will be issued to employees. The ADP Attendance system will be modified to ensure it is non-disciplinary in nature and that all notices will also be non-disciplinary in nature. Sick Leave and vacation time must be used prior to leave without pay. Sick leave, unscheduled vacation time and leave without pay will calculate towards the Annual Attendance rules as outlined below.

- B) Should employees miss consecutive sick days that would put them at a higher notice level, the higher notice will be administered and may or may not lead to disciplinary action, depending upon the circumstances and/or extenuating or mitigating factors. Recommendations will be made by the Division Directors to the Chief Executive Officer (CEO) for review and approval. Example: You use 68 hours of sick leave, unscheduled vacation time or LWOP, you will receive a written notice. You would bypass the Memo Contact Log notice level.

NOTE: The first 24 hours of sick leave taken or used do NOT subject the employee to any disciplinary action of any kind whatsoever (per State of CA law)

Notice Level	Hours of Missed Work
Memo/Contact Log	48
Written Notice	68
2 nd Written Notice	78
Possible Disciplinary Action	96+ (plus)

Note: The above hours include the first 24 hours taken or used.

IMPORTANT NOTE: Possible (NOT Automatic) Termination at 96+ (plus) hours of sick leave taken or used by the employee. Using 96.0 hours of sick leave DOES NOT cause possible disciplinary action. Using more than 96 hours, even if only 15 minutes (96.25 hours), DOES cause possible disciplinary action.

COMMUNITY ACTION PARTNERSHIP OF KERN
Part-Year Attendance Policy
Revised 09-02-2019

It is the policy of Community Action Partnership of Kern (CAPK) to provide standards for attendance of all CAPK employees. Reliable and consistent attendance is a condition of employment. Management recognizes that circumstances beyond an employee's control may cause the employee to be absent from work for all or part of a day. However, excessive and abusive absenteeism will not be tolerated. Absenteeism will be evaluated throughout the year and during performance evaluations. All state and federal protected leaves are excluded.

I. GENERAL ATTENDANCE POLICIES

- 1) **WHEN YOU OR A FAMILY MEMBER IS SICK:** Part-Year employees that work full-time but less than 12 months a year will be allowed to take up to 40 hours of sick leave per CAPK's Head Start school year. Employees that start after August 31, will receive a pro-rated amount of sick leave based on employment as of the first of the month:
 - September 36 hours
 - October 32 hours
 - November 28 hours
 - December 24 hours
 - January 20 hours
 - February 16 hours
 - March 12 hours
 - April 8 hours
 - May 4 hours

The foregoing accruals include the State of California mandated paid sick leave of one (1) hour of paid sick leave for every thirty (30) hours worked (capped at 3 days or 24 hours per calendar year.) An employee cannot have a negative sick leave balance and sick leave has no cash value.

- 2) **WHEN A DOCTOR'S NOTE IS REQUIRED:** A healthcare provider's clearance to return to work (with or without restrictions) (i.e. doctor's note) is required when the illness is three (3) consecutive days or more to ensure you can return to work (subject to reasonable accommodation of any restrictions). If an employee is on intermittent or full time FMLA/CFRA or any other state or federal protected leave, then the employee will contact Human Resources regarding returning to work and a healthcare provider's clearance may be required. physician's verification of illness (i.e. doctor's note) is required when the illness is three (3) consecutive days or more to ensure you can return to full duty upon your return. If an employee is on intermittent or full time FMLA/CFRA or any other state or federal protected leave, then the employee will contact HR in regard to returning to work and a doctor's note may be required.
- 3) **USE OF ACCRUED VACATION:** Employee vacation time must be scheduled as provided for in CAPK policies and the Collective Bargaining Agreement.

- 4) **UNSCHEDULED ABSENCES:** If an employee will be late for or absent from a scheduled shift, the employee must personally notify their supervisor or the supervisor's designee, by phone or text message, at least two (2) hours prior to the start of their scheduled workday or as soon as possible. Employees must make this notification for each day they will be absent unless Human Resources has approved/been notified of the extended absences. Notification does not excuse the tardy or absence.
- 5) **FAILURE TO CALL IN AND REPORT YOUR ABSENCE (No call, no show):** Failure by an employee to call in and report his or her absence for more than three (3) consecutive workdays is considered job abandonment and will be grounds for immediate termination. If an employee is unable to call due to an accident, injury, or illness resulting in a hospital stay, a family member should call CAPK Human Resources within three (3) work days to ensure employee is not terminated from his or her position. Proper documentation is required to verify the employee's accident, injury or illness.
- 6) **MAKE-UP TIME:** CAPK does not allow for make-up time. (Approved by Meet and Confer: January 27, 2017.)
- 7) **PROTECTED LEAVE –** Time off for any FMLA, CFRA, or any other state or federal protected leave is not considered in the attendance hours. Employees on approved state or federal leave may use accrued sick leave, vacation time or leave without pay after accruals are exhausted. Employees are allowed to integrate qualifying leave accruals with State Disability Income (SDI).

II. ATTENDANCE ACCRUAL SYSTEM

In order for CAPK to provide a standard attendance policy for all employees, CAPK maintains an attendance accrual system to ensure standardized attendance discipline.

- A) The Annual Attendance Rule counts hours used over a 10-month (part year employee) period. Starting at 32 or more hours of time off, notices (NOT a disciplinary warning) will be issued to the employee. The ADP Attendance system will be modified to ensure it is non-disciplinary in nature and that all notices will also be non-disciplinary in nature. Sick Leave and vacation time must be used prior to leave without pay. Sick Leave, unapproved Personal Days and leave without pay will calculate towards the Annual Attendance Rules as outlined below.
- B) Should employees miss consecutive sick days that would put them at a higher notice level, the higher notice will be administered and may or may not lead to disciplinary action, depending upon the circumstances and/or extenuating or mitigating factors. Recommendations will be made by the Division Directors to the Chief Executive Officer (CEO) for review and approval.

Example: you are currently at the Verbal Notice Level of 36 hours. You then use 12 hours of sick leave, unapproved Personal Days or LWOP; then you would move to a 2nd Written Notice Level at 48 hours (36 + 12 = 48). You would bypass the first Written Notice Level of 44 hours. You would NOT receive two separate written notices.

Notice Level	Hours of Missed Work
Memo/Contact Log	32
Verbal Notice	36
Written Notice	44
2 nd Written Notice	48
Possible Disciplinary Action	49+ (plus)

Note: The above hours include the first 24 hours taken or used.

IMPORTANT NOTE: Possible (NOT Automatic) Termination at 48+ (plus) hours of sick leave taken or used by the employee. Using 48.0 hours of sick leave DOES NOT cause possible disciplinary action. Using more than 48 hours, even if only 15 minutes (48.25 hours), DOES cause possible disciplinary action.

Effective date 09/02/2019

Union Approval 09/02/2019



MEMORANDUM

TO: Board of Directors

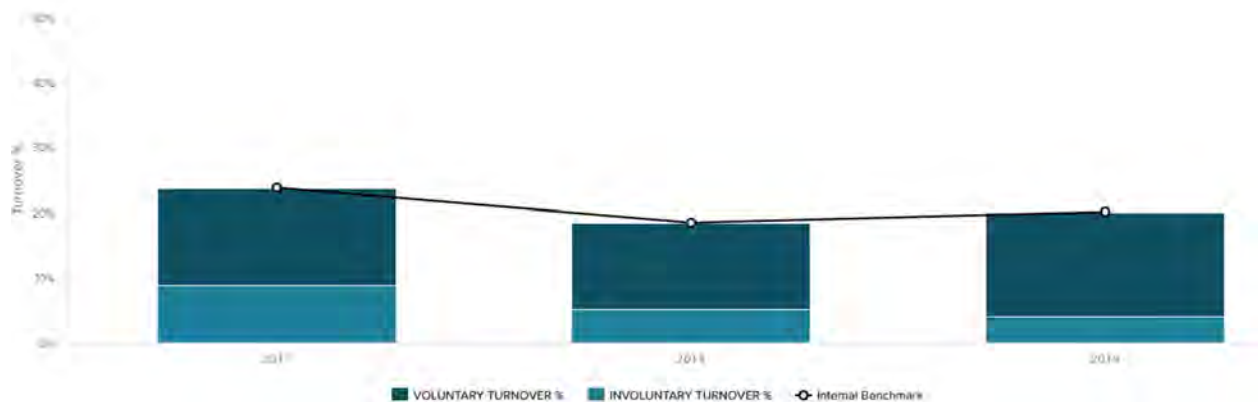
FROM: Tracy Webster, Chief Financial Officer *Tracy Webster*

DATE: January 29, 2020

RE: **Agenda Item VI(f): Human Resources Analytical Information CY 2019 – Info Item**

It was requested by members of the Board of Directors to have information about the retention rates of the agency. Accordingly, we have assembled information about the period of January through December 2019.

The overall turnover rate for the agency was 20.08% for calendar year 2019. Involuntary turnover amounted to 3.99% and voluntary turnover amounted to 16.09%.



Year	Involuntary Rate	Voluntary Rate	Total Turnover Rate
2017	8.78%	14.99%	23.77%
2018	5.07%	13.36%	18.43%
2019	3.99%	16.09%	20.08%

According to a *2016 Compensation Force Study* the average turnover rate for all industries is 17.8%. Furthermore, studies have been completed nationwide that turnover in early childhood education hovers around 30%.

The CAPK turnover rate seems to match the mission and purpose of the agency. Many of the positions involved in the turnover computation are entry level positions. Our agency is dedicated to empowering staff and members of the community to become self-sufficient. This often results in staff growing beyond their position into positions outside of the organization.



Helping People... Changing Lives.

#

MEMORANDUM

TO: Board of Directors

FROM: Tracy Webster, Chief Financial Officer *Tracy Webster*

DATE: January 29, 2020

RE: *Agenda Item VI(g)*: Open Enrollment Update – **Info Item**

Human Resources staff successfully afforded 853 benefit-eligible employees an opportunity to learn about and select a variety of benefit options during Open Enrollment in November 2019. Continuing the yearly upward trend of a greater number of employees electing medical coverage, enrollment in a Blue Shield plan at the start of 2020 stands at 487 employees and nearly 800 lives.

	2018	2019	2020
Benefit-Eligible Employees	806	835	853
EE Medical Plan Enrollment	407	456	487
(as of January 1)			

A total of 338 employees declined medical coverage. A summary of the reasons for declination are as follows:

Reason	Total	Percentage
I am choosing to not enroll in any medical coverage	59	18%
I am participating in a state exchange plan or Medi-Cal plan	140	41%
I am participating in my parent's medical plan	16	5%
I am participating in my spouse's medical plan	123	36%
TOTAL	338	

New for the 2020 plan year, Blue Shield employee members have an opportunity to receive a one-time, taxable incentive of \$100 to visit their primary care doctor to complete an annual physical exam and submit physician results and consent forms to our program partner, Wellworks. Limited, deidentified health and demographic information will be provided to the

agency summarizing participants who complete the program. The incentive will be distributed as an additional pay item on the eligible employee's paycheck after program completion.

Promotion of the incentive opportunity includes an email campaign, posters distributed to all agency locations, a website where participants can track their participation, assistance from HR staff, and marketing and telephonic support from Wellworks throughout the year. Administrative cost for the program is \$10 per employee who submits program materials with a minimum required participation of 100 employee members.

Attachment: Wellworks flyer



2020 WELLNESS PROGRAM GUIDE

JANUARY 1, 2020 – DECEMBER 31, 2020

**COMMUNITY ACTION PARTNERSHIP
OF KERN**

Participate in your Wellness Program this year to
earn \$100.



Welcome to your 2020 Wellness Program. All employees covered by the medical plan will have opportunities to participate in various wellness activities by December 31, 2020 to earn a \$100 onetime payment via paycheck. Your new program details are outlined in this guide.

STEPS TO EARN \$100

IMPORTANT! New Hire Requirements

If you are eligible for benefits **you must** complete the Wellness Program to earn the incentive.



STEP 1: REGISTRATION AND CONSENT FORM

Complete the Registration and Consent Form in its entirety and submit it to forms@wellworksforyou.com to earn credit for this step.



STEP 2: PHYSICIAN RESULTS FORM

Complete an annual physical exam with your physician between **January 1, 2020** and **December 31, 2020**. Take this packet with you to your appointment and have your doctor complete and sign the Physician Results Form. It is the participant's responsibility to return the form as part of the completed packet (see Step 3 below) by **December 31, 2020**.

- Have you already received your annual physical within the above timeframe? Take this packet to your physician's office to have the Physician Results Form completed.

If you do not have a doctor, you can select a doctor within the Community Action Partnership of Kern health benefit plan network. If you need assistance in finding a physician, please go to www.blueshieldca.com. Little clinics and minute clinics do not qualify as Primary Care Visit completion.



STEP 3: SUBMIT YOUR COMPLETED PACKET BY DECEMBER 31, 2020

Submit your **completed packet in its entirety** one of the following ways:

- Upload via the **Wellness Portal**
- Scan and email to forms@wellworksforyou.com
- Mail to **70 East Lancaster Ave, Frazer, PA 19355, Attention: Forms Department**

PLEASE NOTE: Keep a copy of all forms for your files. **Questions?** Please contact Wellworks For You at **800.425.4657**.



\$100

WELLNESS PORTAL

Please follow the instructions below to log into your confidential Wellness Portal account.

Log into the Wellness Portal

Your account credentials have already been generated for you. You do not need to create a new account. Use the username and password formats below to log into the Wellness Portal.

1. Go to www.wellworksforyoulogin.com
2. Your account credentials are listed below

Member Type	Username Format	Password Format	Example
Employee	Employee Email Address	Date of Birth in MMDDYYYY format	UN: johndoe@capk.org PW: 12151970

Forgot Your Username or Password?

1. Go to www.wellworksforyoulogin.com
2. Select the **Forgot Username** or **Forgot Password** link
3. Enter your email address to initiate the password reset process or retrieve your username

View and Download Documents for Completion

All forms are located in your Wellness Portal within the Wellness Toolbox accessed via the Portal **MENU** or homepage section. Download and/or print PDF forms for completion.

View your Participation on the Wellness Portal

Wondering what you have completed to date?

1. Log into your Wellness Portal (www.wellworksforyoulogin.com)
2. View your program status right on the homepage!
3. For more details, click an icon within the **ResultsNow** section of the homepage or use the Portal **MENU** to access the **ResultsNow** page
4. A large green check mark will display over the icon once the component's requirements are complete
5. Click an icon or select **Click For Details** to view a list of available options for each program component
6. A small green check mark will be visible in the Completed column once an event is complete

PLEASE NOTE: Wellworks For You requires at least **7-10 business days** for processing and participation to be updated in the Wellness Portal.

REGISTRATION AND CONSENT FORM

Complete the information below to register for participation in the wellness program. Your signature is required at the bottom of the form to confirm you have read and understand what is involved in participating in the wellness program.

PLEASE PRINT CLEARLY

Contact Information

Company Name: Community Action Partnership of Kern

First Name: _____ Last Name: _____

Previous/Maiden Name (if changed in the last 12 months): _____

Date of Birth: _____ ☐ Male ☐ Female

Home Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Participation Acknowledgement

I understand that initiating a follow-up examination to confirm results of any physical screening and obtaining professional medical assistance is my responsibility alone and not that of my health plan, employer or Wellworks For You.

Wellworks For You will disclose to my employer that I had a physical and underwent laboratory testing. Wellworks For You will make this disclosure in order for my employer to determine eligibility for incentives.

My employer will not have access to any of my specific medical information provided through the Wellness Program. My employer and/or health plan will have access only to aggregate data to assess population trends ("Aggregate data" does not personally identify me but combines my individually identifiable medical information with those of other participants in the wellness program for review). Through my participation in the program, I consent to all of the following:

- ✓ Receipt of aggregate data as described in the previous paragraph by my health plan's/employer's
- ✓ Receipt of such aggregate data by my health plan/employer, wellness advisor, USI Insurance Services LLC, and USI Holdings Corporation ("USI")

I affirm that I have read, understand, and agree to the terms set forth above, and I wish to participate in the Wellness Program on the terms specified.

Signature of Participant (Required)

Date

Please submit your completed form to forms@wellworksforyou.com
or via [Contact Us](#) on the Wellness Portal by
[December 31, 2020](#) to receive credit.

PHYSICIAN RESULTS FORM

Take this form with you to your scheduled annual physical to be completed and signed by your primary care physician. It is the **participant's responsibility** to submit the Physician Results Form as part of the complete packet to be returned to Wellworks For You. Little clinics and minute clinics do not qualify as Primary Care Visit completion.

Patient Contact Information

Company Name: Community Action Partnership of Kern

First Name: _____ Last Name: _____

Previous/Maiden Name (if changed in the last 12 months): _____

Date of Birth: _____ ☐ Male ☐ Female

Home Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Physician Information

Physician Office/ Name: _____

Office Phone/Address: _____

This **Results Form** confirms that the patient named above received the following preventative care between **January 1, 2020** and **December 31, 2020**. The primary care physician needs to complete the information below and return the completed form to the patient named above. It is the participant's responsibility to submit the form to Wellworks For You by **December 31, 2020**.

SCREENING	RESULTS
Blood Pressure (Systolic)	
Blood Pressure (Diastolic)	
Height (in inches)	
Waist Circumference	
Weight (in pounds)	
BMI (Body Mass Index)	
Total Cholesterol	

SCREENING	RESULTS
Low Density Lipoprotein (LDL)	
High Density Lipoprotein (HDL)	
Triglycerides	
TC/HDL Ratio	
Glucose (fasting)	
HbA1c (if physician recommended)	
Pulse (Heart Rate)	

Does your patient have a history of coronary artery disease (MI, CABG, PTCA)? ☐ Yes ☐ No

Does your patient have a history of diabetes? ☐ Yes ☐ No

If no, does your patient have pre-diabetes? ☐ Yes ☐ No

Do you, the physician, plan on following up with the patient about their results, medication adherence, or retesting? ☐ Yes ☐ No

Physician

I certify that the patient listed above received the tests indicated on this form on: ____/____/____

Physician Signature: _____ Date Signed: _____

SUBMIT YOUR FORMS

Once you have completed all of the requirements for the wellness program, submit the completed packet to Wellworks For You.

Submit your **completed packet in its entirety** one of the following ways:

- Upload via the **Wellness Portal**
- Scan and email to **forms@wellworksforyou.com**
- Mail to **70 East Lancaster Ave, Frazer, PA 19355, Attention: Forms Department**

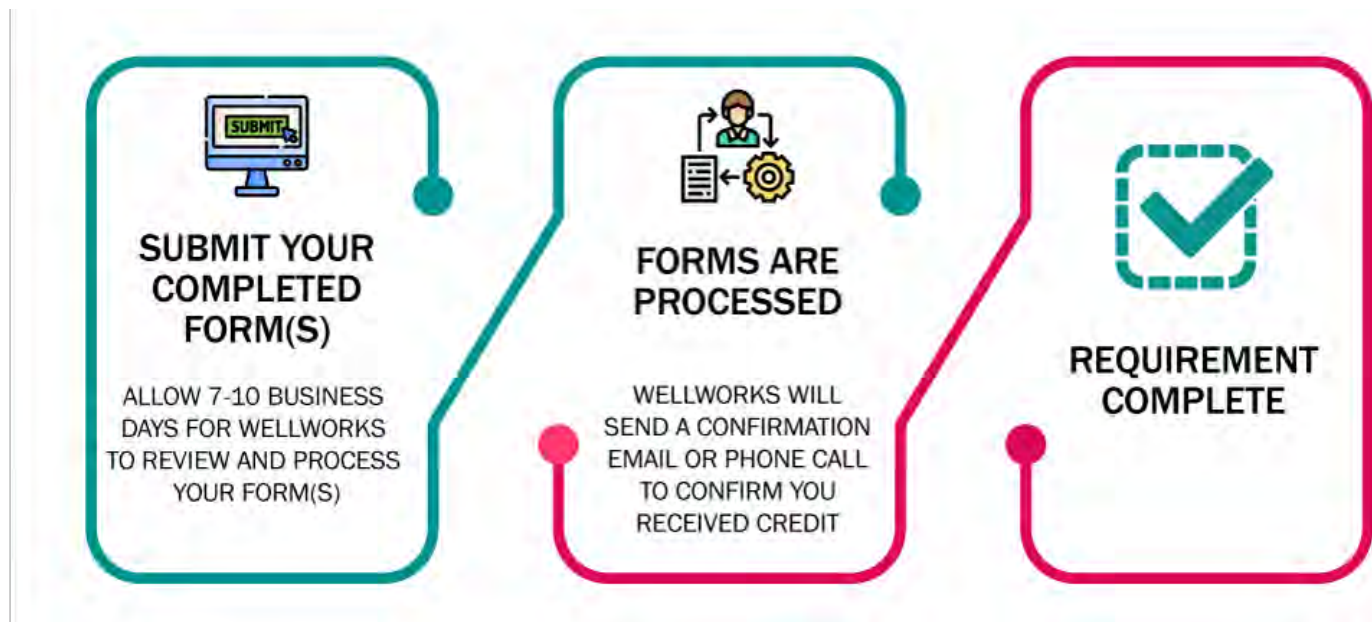
Keep a copy of all forms for your files. We will notify you when your packet has been processed. **Please allow 7-10 business days for processing.**



\$100

QUESTIONS? Please contact Wellworks For You at **800.425.4657**.

UNDERSTANDING THE FORM SUBMISSION PROCESS



THE FINE PRINT

The 2020 Community Action Partnership of Kern Wellness Program is a voluntary wellness program available to all employees covered by the medical plan. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program, you will be asked to complete a Physician Results Form, which will include a blood test for blood pressure, height, weight, waist circumference, BMI, lipid panel and glucose. You are not required to participate in the blood test or other medical examinations. However, eligible employees who choose to participate in the wellness program will receive \$100 for submitting the Registration and Consent Form and the Physician Results Form by December 31, 2020.

If you are unable to participate in any of the health-related activities or achieve any of the health outcomes required to earn an incentive, you may be entitled to a reasonable accommodation or an alternative standard. You may request a reasonable accommodation or an alternative standard by contacting Wellworks For You at 800-425-4657.

The information from your results will be used to provide you with information to help you understand your current health and potential risks, and may also be used to offer you services through the wellness program. You also are encouraged to share your results or concerns with your own doctor.

PROTECTIONS FROM DISCLOSURE OF MEDICAL INFORMATION

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and Community Action Partnership of Kern may use aggregate information it collects to design a program based on identified health risks in the workplace, Wellworks For You will never disclose any of your personal information either publicly or to the employer, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements. The only individual(s) who will receive your personally identifiable health information are the Wellworks For You team in order to provide you with services under the wellness program.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the wellness program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact Wellworks For You at 800-425-4657.



QUESTIONS ABOUT YOUR WELLNESS PROGRAM?

Contact your Wellness Team

All questions regarding your Wellness Program structure, status in the program, deadlines, etc. should be directed to your Wellness Team via the Wellworks For You Portal.

Simply select **Contact Us** from the Portal homepage or Wellworks For You mobile app. You can also call Wellworks For You at **800.425.4657**.



800.425.4657

www.wellworksforyoulogin.com

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING
5005 Business Park North
December 18, 2019
12:00 pm

MINUTES

1. Call to Order

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

2. Roll Call

Roll call was taken with a quorum present:

Present: Curtis Floyd, Janea Benton, Yolanda Ochoa, Guadalupe Perez, Fred Plane

Absent: None

Others Present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; and Tracy Webster, Chief Financial Officer

3. Approval of Agenda

Motion was made and seconded to approve the Executive Committee Agenda for December 18, 2019. Carried by unanimous vote (Plane/Perez).

4. Public Forum

No one addressed the committee.

5. New Business

- a. Operational Contract for the County of Kern Low-Barrier Homeless Shelter (Navigation Center) – ***Action Item***

Sheila Shegos provided a status report for the operational plans for the County of Kern Low-Barrier Shelter. The Committee received the preliminary copy of the contract, which was handed out at the meeting.

Sheila reported that at the December 17, 2019 County of Kern Superintendent's meeting, CAPK was approved as the sole source operator for the County of Kern Low-Barrier Homeless Shelter and authorized the County Administrative Officer to negotiate the final agreement. Sheila introduced Ms. Amanda Ruiz, Senior Fiscal & Policy Analyst and point person assigned to the Homeless Navigation Center project who will answer questions from CAPK Board Members at the conclusion of the presentation.

Sheila provided highlights and scope of work that includes: being a good neighbor and working with County, City law enforcement, local businesses and residents to ensure safety and quality

services; purchasing kitchen and security equipment for installation prior to the opening; hiring and training 17 full-time staff; linkages and coordination of services with area homeless providers and local systems of care; providing up to 300 meals per day, 365 days per year and overnight walk-ins who are homeless through the support of CAPK's Central Kitchen; offering up to 150 beds with separate sleeping quarters for men and women and staged in 50 bed increments; hygiene care through onsite restrooms, daily showers, personal hygiene items, personal storage, clothing and laundry services; volunteer donor engagement; and performance metrics, data collection and reporting.

Jeremy Tobias stated that staff has been negotiating the contract with the County and significant deal points have been completed. Negotiations went well and both entities worked out ideal solutions when there were differences.

A variety of questions from the Committee were addressed to staff and Ms. Ruiz, with all questions answered to the satisfaction of the Committee. Staff requested the Committee authorize CEO Jeremy Tobias, to enter into final negotiations with the County of Kern and execute the contract.

Curtis Floyd requested to see the contract in its final form before voting to approve the CEO to execute the contract, and requested a special Executive Committee meeting in early January. A preliminary date for the follow-up meeting is set for January 2, 2020 at noon. Jeremy will send the revised contract in the next few days and solicit comments from the Board to be reviewed by staff and legal prior to the meeting.

Motion was made and seconded to hold a special meeting on or about January 2, 2020 to review the contract in its final form. Carried by unanimous vote (Floyd/Plane).

b. Selection of Construction Manager at Risk and Architect for the Head Start Facility Expansion – **Action Item**

Emilio Wagner reported that CAPK was awarded \$3,961,000 from the Office of Head Start to expand four child development facilities in Bakersfield: Martha J Morgan, Harvey L Hall, Pete H Parra, and Sterling. Emilio explained the entire bid process, which was included in the agenda packet, and requested approval to enter into a contract with Colombo Construction for the Construction Management at Risk Services at the rate of \$528,725 and authorize the CEO to approve the selection of the Architectural firm and execute the Contract for Services.

Jeremy Tobias said that we do not know the exact dollar amount for the proposal for the architectural services, but it could be up to \$280,000, which is over Jeremy's authorized limit and requires board approval. Jeremy recommended that staff bring the architectural services RFP back to the Executive Committee in early January.

Motion was made and seconded to approve Colombo Construction for the Construction Management at Risk Services and withhold authorization for CEO Jeremy T. Tobias to approve the selection of the architectural firm and execute a contract for services until after the complete RFP is received and presented to the Committee in early January. Carried by unanimous vote (Plane/Benton).

c. Head Start & Early Head Start Budget to Actual Reports – **Info Item**

1. Kern Head Start Budget to Actual for the Period Ended November 30, 2019.
2. Kern Early Head Start Budget to Actual for the Period Ended November 30, 2019.
3. San Joaquin Early Head Start Budget to Actual for the Period Ended November 30, 2019.
4. Early Head Start Child Care Partnerships & Expansion Budget to Actual for the Period Ended November 30, 2019.

Donna Holland introduced Heather McCarley, who will present the reports going forward.

Donna Holland provided the Head Start Kern Budget to Actual Report for the Period Ended November 30, 2019. Five months (63%) of the eight-month budget period has elapsed and overall Base Fund expenditures are at 61% of budget. Training & Technical Assistance Funds (T&TA) are at 77% of budget and Non-Federal Share is at 66% of budget.

Janea Benton asked Donna to look into the overdue credit card for Lowe's.

Donna Holland provided the Early Head Start Kern Budget to Actual Report for the Period Ended November 30, 2019. Five months (63%) of the eight-month budget period has elapsed and overall Base Fund expenditures are at 41% of budget. T&TA expenditures are at 73% of budget. CAPK was awarded additional funds for the purpose of converting 4 pre-k classrooms to 6 toddler classrooms and constructing and furnishing additional modular classrooms at 4 CAPK facilities. Start-up activities began immediately after the funds were awarded and the overall expenditures are at 7% of budget.

Curtis Floyd asked about the \$1.5 million for start-up, and questioned if it was anticipated that we would use it by now? Donna said we have experienced a delay in getting the approval due to architectural approvals. It was known in advance that there would be savings.

Donna Holland provided the San Joaquin Early Head Start Budget to Actual Report for the Period Ended November 30, 2019. Ten months (83%) of the 12-month budget period have elapsed and overall Base Fund expenditures are at 81% of budget. T&TA Funds are at 79% of budget and the Non-Federal Share is at 77% of budget.

Donna Holland provided the Early Head Start Child Care Partnerships & Expansion Budget to Actual Report for the Period Ended November 30, 2019. Nine months, (75%) of the 12-month budget period have elapsed. Overall Base Fund expenditures are at 8% of budget. T&TA expenditures are at 16% of budget and the Non-Federal Share is at 12% of budget. Start-up funds were awarded for the purpose of preparing and furnishing 12 new classrooms for CAPK and Partnership locations. Overall expenditures are at 4% of budget.

d. Early Head Start Child Care Partnership Contracts – **Action Item**

Esperanza Contreras reported that CAPK was awarded the Early Head Start Child Care Partnership expansion grant for an additional 72 partnership slots for a total of 152 slots. Through a formal Request for Proposals (RFP) process, Esquelita Hernandez Little School was awarded the opportunity to partner with CAPK, which will provide an additional 16 slots.

Motion was made and seconded to approve with Resolution, the Early Head Start Child Care Partnership Contract with Esquelita Hernandez Little School and authorize the CEO to execute the agreement. Carried by unanimous vote (Benton/Perez).

e. Head Start / Early Head Start Kern Budget Revision – **Action Item**

Jerry Meade reported that through review and monitoring of the budget to actuals for Head Start and Early Head Start Kern, staff has identified savings in the Personnel and Fringe line items and requests approval to move \$1,500,000 from Personnel & Fringe line items to the Construction Category within the budget. This will be a two-step process. Once approved to move to the construction category, we will request a carryover of funds. Additionally, staff has forecasted \$750,000 for the Non-Federal Share Waiver request.

Motion was made and seconded to approve with Resolution, the submission of a Head Start / Early Head Start Kern budget revision and Non-Federal Share Waiver request for the 2019-2020 funding year. Carried by unanimous vote (Benton/Perez).

f. Early Head Start Child Care Partnership Budget Revision – **Action Item**

Jerry Meade provided updates on the Jewett center, staffing and construction and discussed the identified savings in the budget as a result of budgeted positions not being filled as a result of the ongoing construction projects in process. To ensure CAPK obligates the funds prior to the end of the fiscal year in February 2020, staff is requesting approval to submit a budget revision to the Office of Head Start to move \$1,500,000 from Personnel & Fringe to the Construction category. A Non-Federal waiver will also be requested as part of this budget revision.

Motion was made and seconded to approve with Resolution, the submission of an Early Head Start Child Care Partnership Budget Revision and Non-Federal Waiver request for the 2019-2020 funding year. Carried by unanimous vote (Benton/Perez).

g. Funding Requests – **Action Item**

Pritika Ram presented two funding requests for approval.

Motion was made and seconded to approve both funding requests presented. Carried by unanimous vote (Benton/Plane).

h. Federal Financial Report – **Info Item**

Tracy Webster reported that the Early Head Start Kern Federal Financial Report was uploaded to the Grant Solutions system before the January 30, 2020 deadline.

6. Chief Financial Officer Report

a. Indirect Excess (Deficit) Transfer to Discretionary – **Action Item**

Tracy Webster reported that in 2016-2017, CAPK implemented the utilization of the 10% de minimis indirect rate, which allows an excess of deficit indirect collection to become unrestricted. It was the intention to move any excess or deficit indirect funds to the Discretionary Fund where

all unrestricted funds are held for the agency. Since its inception, the agency has collected \$1,587,632.80 in indirect funds. Funds held in the Indirect Fund must match the allowability of cost principles described in Uniform Guidance, therefore, it is in the best interest of the agency to transfer excess or deficit funds at the end of the fiscal year to the Discretionary Fund. This will allow for excess funds to be more transparently displayed of the Board and allow the agency to build unrestricted reserves within the control of the Board.

Motion was made and seconded to approve the transfer of excess indirect funds to the Discretionary Fund. Carried by unanimous vote. (Benton/Perez).

b. Proposed Budget & Finance Committee Agenda Restructure – **Action Item**

Tracy Webster reported that this item was presented to the Budget & Finance Committee at the November Meeting and the Committee Chair, Janea Benton, requested to hold this item over for the Executive Committee to consider. Staff has proposed a consent section of the agenda and would like to make it uniform for all agendas. It was recommended that Info Items be included within the consent section.

Motion was made and seconded to approve the proposed Budget & Finance Committee Agenda Restructure. Carried by unanimous vote. (Benton/Perez).

c. Discretionary Fund Update – **Info Item**

Tracy Webster reported that the unrestricted cash balance for the Discretionary Fund and fundraising funds on November 30, 2019 was \$536,653. There was a net decrease of \$285 in the month of November.

d. Financial Statements for November 2019 – **Action Item**

Tracy Webster reported that it was not necessary to draw cash during the month of November.

Central Kitchen expenditures are currently 67.1% as of November 30, 2019 and USDA revenue is at 67.3%. Expenditures are below the target of 75% at month 9 of 12. Tracy noted that salaries and benefits match the target percentage.

The CMAP program received an increase of \$1,126,877 from the prior year and it is expected that Alternative Payment will receive an additional increase in the 2019-2020 contract. While this may prove to be a challenge to fully enroll children in the current year, it will open more childcare subsidy slots to serve more families.

Center based state programs (CSPP, CMIG and CCTR) reflect very low enrollment numbers for the months of July through November and the enrollment staff is currently addressing this issue.

The Finance Division has one vacant position and have completed the final portion of the agency audit, which is expected to be published by Friday, December 20th. Each of the agency audits has been completed and will be presented during the Audit & Pension Committee meeting in January.

The agency expenditures are currently at 68% for the year. This is less than 75% budgeted. The budget reflects the revised budget that was presented to the Board in November. The budget

revision included the start-up funds for Head Start capacity and the Snap-Ed program starting October 1, 2019.

The Indirect Fund budget to actual report for June month end showed that revenue exceeded expenditures by \$453,808, which is 86.9% of the budgeted indirect surplus. Overall expenditures are 66.43% of the budget and is less than 75.0% at month 9 of 12.

Motion was made and seconded to approve the Financial Statements for November 2019. Carried by unanimous vote (Ochoa/Benton).

7. Chief Executive Officer Report

Jeremy Tobias did not present a report but thanked the Committee for agreeing to a special meeting in early January to review the contract with the County of Kern in its final form.

8. Committee Member Comments

No comments.

9. Closed Session

Motion was made and seconded to enter into closed session at 1:13 pm. Carried by unanimous vote (Plane/Ochoa).

10. Closed Session Report

Open session reconvened at 1:36 pm and Jeremy Tobias stated no reportable action taken. The CEO's annual employee evaluation will be added to the special committee meeting agenda in early January 2020.

11. Next Scheduled Meeting

Executive Committee
Thursday, January 2, 2020 (tentative)
12:00 pm
5005 Business Park North
Bakersfield, CA 93309


12. Adjournment

The meeting adjourned at 1:37 pm

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee

From:  Sheila Shegos, Outreach & Grants Administrator / Homeless Shelter Project Lead

Date: December 18, 2019

Subject: *Agenda Item 5a*: Operational Contract for the County of Kern Low-Barrier Homeless Shelter (Navigation Center) – **Action Item**

Kern County Shelter

Staff continue to work closely with the county and a small committee of local providers on the County shelter location and operational plans. The following has been accomplished since the last update provided to the Board of Directors on November 20, 2019.

ITEM	DESCRIPTION	STATUS
Budget	Updated budget to include start-up and operational costs.	Attachment 1
Contract	<p>Staff have been reviewing the contract drafted by the County, but at the time of this memorandum, we do not have a final version to submit. However, our preliminary review of the draft contract and exhibits (e.g. scope of work, start-up and operational budget, security plan, related policies) are aligned with our expectations, and we do not anticipate major changes that would alter the intent of the contract in the coming versions.</p> <p>We have submitted edits to the County and expect to present a working draft with red-line comments of the contract to the Executive Committee for review. The recommendation by staff to the Executive Committee is to authorize the CEO to execute the final contract on behalf of the Board.</p> <p>Shelter Organizational Chart</p>	<p>Draft contract will be a <i>walk-on item</i> at the Dec. 18th Executive Committee meeting</p> <p>Attachment 2</p>
Site plans	Plans have been modified to meet operational and client needs, however, are still under review with County contractors, general services, and CAPK operations team.	In process and will be added as part of the contract
Equipment list	The equipment list has been developed and approved by the County—ready for ordering and installation (shared responsibility of CAPK & County).	
Pet Policy, Security Plan, and Meal Plan	These items are included in the draft contract. It was agreed that CAPK is purchasing security equipment as part of Security Plan and contract.	

ITEM	DESCRIPTION	STATUS
Policy & Procedure	The shelter operational manual and client handbook will be presented to the Program Review & Evaluation (PRE) Committee scheduled for January 2020.	In process
Staffing Plan & Recruitment	Staffing Plan – Online applications, new through ADP, resulted in approximately 400 applicants for positions as of 12/10/19. Staff began interviews for management positions to include the Program Manager, Program Services Supervisor and Operations Supervisor.	Hold to hire until contract is fully executed.

In addition to the items listed above, there have been discussions led by the County to release the start-up budget, including a 25% advance budget to CAPK prior to the release of the contract, which would allow CAPK to purchase equipment and hire shelter staff. However, we are not familiar with any of the details related to this option, but if this a feasible option, staff will bring this item to the Board for review and approval.

County of Kern Timeline for Contract

Tuesday, December 17, 2019 – Kern County Board of Supervisors Meeting Agenda Items:

- Selection of CAPK as a Sole Source Provider
- Approval of Initial Start-Up Equipment Costs = 25% Advance for Staffing
- Authorization for CAO to negotiate agreement
- Approval for processing of budgetary transaction

Tuesday, December 24, 2019 to January 1, 2020 – County Winter Break per Union Agreements

Tuesday, January 7, 2020 – Board of Supervisors Meeting / Agenda Items

- Approval of Final Contract Agreement

Recommendation

Given the status of the contract negotiations, we are recommending two (2) options to the Executive Committee:

Option 1. If there are no significant changes to the contract and supplemental documents compared to the recent draft contract reviewed by staff, then staff recommend the Executive Committee to authorize the CEO to negotiate and execute the final agreement with the County of Kern Administrative Office as the sole source operator of a Low-Barrier Homeless Navigation Center, located at 2900 M Street in Bakersfield, CA.

Option 2. If the Executive Committee requests to review the final contract prior to the publication by the County Board of Supervisors meeting on Tuesday, January 7, 2020, then staff recommends scheduling a special meeting with either the Executive Committee or Board of Directors on Friday, January 03, 2020 for final approval.

Attachments

1. Budget (Start-Up and Operational)
2. Homeless Shelter Organizational Chart
3. Draft Contract Pending (to be distributed at meeting)

**COMMUNITY ACTION PARTNERSHIP OF KERN
COUNTY OF KERN - HOMELESS SERVICES
BUDGET PROPOSAL - START-UP COSTS**

<u>Estimated One-Time Costs</u>	<u>Amount</u>
Staff and Security Areas	
Office Furniture: Tables, chairs, shelves	\$ 2,500
Laptops/printers/copier	25,000
Autoclave	20,000
Communication devices: Phones, Radio	2,500
Coax Installation (Spectrum)	8,500
Sleeping Area:	
Bedding for 150	3,750
Storage bins	750
Miscellaneous linen: towels, etc	1,500
Food Prep Area:	
Kitchen equipment and installation	50,000
Food Services Supplies: plates, utensils, trays, etc.	3,845
Coffee Urns	2,500
Dining Area/Common Area	
Tables / Chairs	8,400
TV / Charging Tables	2,000
Client computers	2,300
Secured Storage Area	
Client Storage: 150 wheeled bins	6,000
Outdoor Commons	
Patio Tables	1,500
Urns / trash	1,200
Laundry/Janitorial Supplies	
Janitorial/Maintenance Supplies	3,000
Laundry equipment: Washers, dryers	11,600
Laundry supplies: Detergent	2,000
Laundry carts	1,000
Security	
Cameras/monitors/lighting	50,000

COMMUNITY ACTION PARTNERSHIP OF KERN
COUNTY OF KERN - HOMELESS SERVICES
BUDGET PROPOSAL - START-UP COSTS

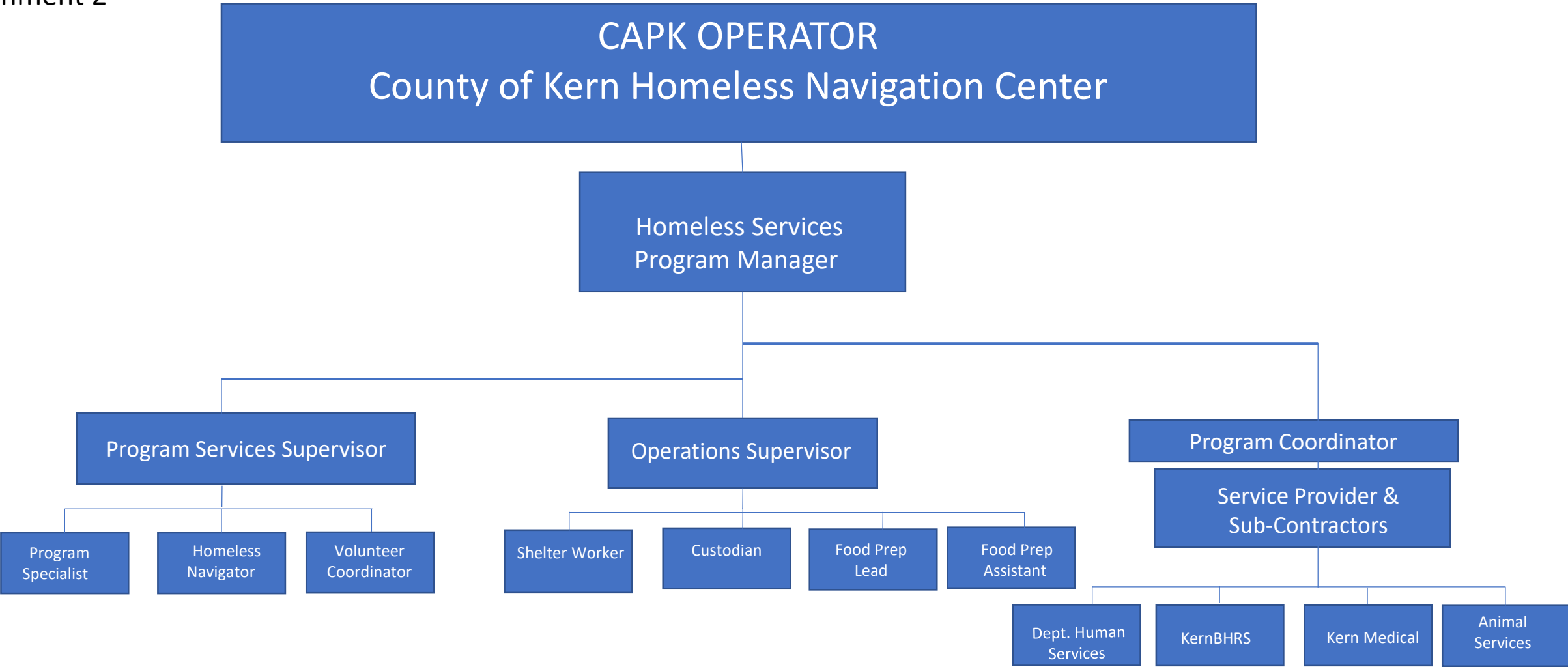
<u>Estimated One-Time Costs</u>	<u>Amount</u>
Training	
Training	<u>8,000</u>
Total Start-Up Costs	217,845
Indirect (10%)	<u>21,785</u>
TOTAL	<u>\$ 239,630</u>

COMMUNITY ACTION PARTNERSHIP OF KERN
COUNTY OF KERN - HOMELESS SERVICES
BUDGET PROPOSAL - OPERATIONAL COSTS

<u>Operation / Program Budget</u>	<u>Amount</u>
Operation/Program Salaries	
Program Director	\$ 7,280
Program Manager	81,578
Program Coordinator	42,390
Program Services Supervisor	53,622
Program Specialist	42,390
Homeless Navigator	183,560
Volunteer Coordinator	42,390
Operations Supervisor	53,622
Homeless Services Food Prep Lead	34,005
Homeless Services Food Prep Assistant	33,360
Custodian	60,691
Homeless Shelter Workers	65,101
Operation/Program Benefits	195,997
Facility Expenses	
Facility Repairs	5,000
Maintenance Supplies	4,000
Cleaning Supplies	35,000
Landscaping	3,000
Trash Disposal	10,000
Pest Control	2,500
Linen Cleaning	10,000
Risk Insurance	16,800
Internet Services	7,200
Phone Services	5,000
Utilities	65,000
Security	
Cameras	4,000
Security Guard Service (24-hr)	400,000

COMMUNITY ACTION PARTNERSHIP OF KERN
COUNTY OF KERN - HOMELESS SERVICES
BUDGET PROPOSAL - OPERATIONAL COSTS

<u>Operation / Program Budget</u>	<u>Amount</u>
Client Services & Supplies	
Meals, Snacks, and Beverages	180,675
Paper and plastic goods for meals, restrooms, etc	18,750
Laundry/Hygiene	10,000
Operation/Program Office Supplies	15,000
Training	7,500
Travel & Mileage	2,500
Contingency of Overall Operations Budget (10%)	<u>169,791</u>
Total Operation and Program Costs	1,867,702
Indirect (10%)	<u>186,770</u>
TOTAL	<u>\$ 2,054,472</u>



CAPK Homeless Services: 11 Shelter Positions/17 Total Shelter Staff

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee



From: Emilio G. Wagner, Director of Operations

Date: December 18, 2019

Subject: *Agenda Item 5b:* Selection of Construction Manager at Risk and Architect for Head Start Facility Expansion – **Action Item**

Background:

CAPK has been awarded \$3,961,000 by the Office of Head Start to expand four child development facilities in Bakersfield: Martha J. Morgan, Harvey L. Hall, Pete H. Parra, and Sterling. Prior to receiving approval to construct CAPK must bid the project and submit the guaranteed maximum price (GMP) to the Head Start regional office for review, as required by 45 CFR part 1303. The delivery method selected for this project is a Construction Manager at Risk (CMR). To obtain a GMP for construction an Architect will be hired to complete a full design and develop construction documents for each site. Having the CMR and Architect work in concert will help to ensure that all aspects of the design are covered. The construction manager will be at risk for any costs beyond the GMP, unless CAPK initiates a change order.

The project will be broken into two phases, design and construction. During the design phase the CMR and Architect will look at three potential options to ensure cost stay within budget and produce the most efficient timeline. A pit set traditional Modular building, modular building slab on grade and on-site wood frame structure with prefabricated trusses. Based on the selection the team will proceed to develop 100% of the construction documents and the CMR will develop the GMP. Once a GMP is established the 1303 Head Start approval process may begin. The construction phase will commence via a notice to proceed once approval is granted from the Head Start regional office and CAPK Board of Directors.

Current Events:

Construction Manager at Risk - A request for proposal (RFP) was developed and sent directly to 16 contractors, was posted at the Kern County Builders Exchange (68 views), CAPK website and the California Bid Network website. The California Bid Network has over 3,000 registered subscribers. As a result, one proposal was received by Colombo Construction and was fully responsive. The contractors that confirmed receipt of the RFP were contacted to identify the reason for non-submittal. Contractors such as SC Anderson and McGuan Construction were too busy to take on any additional work.

The proposal was reviewed by three staff with an average score of 98 out of 100. The fee proposal for the design phase amounts to \$20,000 and \$508,725 for the construction phase, for a total fee of \$528,725. The staff generated budget was estimated at \$629,829.

Architectural Services – A RFP was sent directly to 22 firms, posted at the Kern County Builders exchange, CAPK website and the California Bid Network. Proposals are due December 20th by 2:00 pm. The budget for these services is estimated at \$280,000. The proposals will be reviewed by staff and the CMR for selection. Due to timing and to ensure that the expansion projects are completed by 2/29/2021 staff is seeking approval from the Board to give the CEO authority to execute a contract based on the recommendation of staff.

Recommendation:

Staff recommends entering into contract with Colombo Construction for Construction Management at Risk services and give authority to the Chief Executive Officer to approve the selection of the Architectural firm and execute a contract for services.

Attachments:

- Contract for Services
- Request for Proposal
- Colombo Construction Proposal
- Vendor List
- Proposal Check List
- Scoring Summary



CONTRACT FOR SERVICES AGREEMENT

This Contract for Services Agreement (the "Agreement") is made and entered into as of this 6th day of December 2019 by and between Colombo Construction Company, Inc. ("Contractor") 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.** Contractor is to perform Construction Management services as per the Scope of Work contained in the proposal submitted by Contractor in response to RFP HS 2019-007. Contractor's full proposal can be found at the following link:

<http://www.capk.org/wp-content/uploads/2019/12/Proposal-HS-2019-007-book-1-2.pdf>

Additionally, Contractor's Construction Management Fee and Hourly Rates can be found in **Attachment A** attached hereto and incorporated herein by reference.

- 2. LOCATION FOR SERVICES.** (Harvey L. Hall Center) 315 Stine Road, Bakersfield CA 93309
(Sterling Center) 3000 Sterling Road, Bakersfield CA 93306
(Pete H. Parra) 1825 Feliz Drive, Bakersfield CA 93307
(Martha J. Morgan Center) 3811 River Boulevard CA 93305
- 3. PAYMENT FOR SERVICES.** Payment shall be made when CAPK has determined that the Scope of Work contained in **Attachment A** has been completed. Contractor will submit invoices that are not to exceed the total amount of \$528,725.00. Contract payment and services will be in phases. Phase I covering design and Phase II covering construction. Subcontractor may commence with designs and will be paid for Phase I in the amount of \$20,000.00 once contract is executed. Phase II shall commence once a notice to proceed is issued. Contractor acknowledges that notice to proceed will not be issued until the Head Start regional office reviews and approved CAPK's construction plan. Additionally, during Phase I, Contractor shall provide a Guaranteed Maximum Price for construction that is to be included in the requisite narrative responding to 45 CFR § 1303 to the regional office submitted by CAPK. Construction may commence once the narrative is reviewed and cost and delivery method is approved by the regional office. Terms are Net 45 from the date the original invoice is received at CAPK's Finance Department.

Note: Contractor 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 January 1, 2020 through September 30, 2020. CAPK may discharge Contractor at any time by written notice effective when such notice is received by Contractor. Unless specifically agreed to between Contractor and CAPK, Contractor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice.
- 5. 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.
- 6. INSURANCE.** Contractor shall procure, furnish and maintain at all times for the duration of this Agreement the types and limits of insurance specified in **Attachment B**, incorporated herein by reference, and will name CAPK as an additional insured.
- 7. RESPONSIBILITIES.** Contractor shall perform the services provided for under this Agreement, including but not limited to all the requirements, services, timelines and processes of CAPK's RFP HS 2019-007 found at the link below:

<http://www.capk.org/wp-content/uploads/2019/12/RFP-HS-2019-007-CMR.pdf>

Additionally, Contractor shall keep CAPK informed of progress and developments and will respond within a reasonable time to CAPK's inquiries and communications. Grantee must ensure all construction renovation contracts contain a clause that gives the responsible HHS official or his designee access to the facility, at all reasonable times, during

construction and inspection as stated in 45 CFR § 1303.55(d). CAPK shall provide on a timely basis all information and documents necessary for Contractor's effective representation of CAPK's interests.

8. **CONFIDENTIALITY.** Contractor shall not at any time or in any manner, either directly or indirectly, use for its benefit, or divulge, disclose or communicate in any manner any information that is proprietary to CAPK. Contractor will protect such information and treat it as strictly confidential. This provision shall continue to be effective even after the termination of this Agreement for a period of three (3) years.
9. **RELEASE OF PAPERS AND PROPERTY.** Upon termination of this Agreement, Contractor will return to CAPK all records, notes, documentation and other items that were used, created or controlled by Contractor on behalf of CAPK during the term of this Agreement. In the event that CAPK requests that Contractor relinquish CAPK's original documents in its file, CAPK agrees to give Contractor at least five (5) working days written notice of CAPK's request in order to provide Contractor sufficient time to make a copy for Contractor's records.
10. **DAMAGE TO PROPERTY.** Contractor 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 such damages in a manner satisfactory to CAPK.
11. **SCHEDULING/CLOSE-OUT.** Contractor is to contact Dan Ripoli, Facility Manager at (661) 750-1300 to schedule the above-mentioned scope of work and to conduct final walk-thrus/close-outs. Close-out documentation required shall provide proof of final inspection. Failure to contact said personnel may delay or negate payment.
12. **NOTICES.** Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by Certified Mail, to the address set forth below.

Contractor:
Colombo Construction Company, Inc.
ATTN: Joe Colombo
3211 Rio Mirada Drive
Bakersfield, CA 93308
Phone: (661) 316-0165

CAPK:
Community Action Partnership of Kern
ATTN: Emilio Wagner
5005 Business Park North
Bakersfield, CA 93309
Phone: (661) 336-5236

13. **INDEMNIFICATION.** Contractor agrees to indemnify and hold harmless CAPK from all claims, losses, expenses, fees, including attorney fees, costs and judgments that may be asserted against Contractor 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. **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.
16. **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.
17. **APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.
18. **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.

CONTRACTOR: COLOMBO CONSTRUCTION COMPANY, INC.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Signed by: _____

Date: _____

Printed Name: _____

Title: _____

Attachment A
Construction Management Fee

Offerors will be required to submit with their Proposals with the following fee components:

- | | |
|--------------------------------|-------------------|
| a. Preconstruction Fee | \$ <u>20,000</u> |
| b. Construction Management Fee | \$ <u>280,000</u> |
| c. General Conditions Budget. | \$ <u>228,725</u> |

The Construction Management Fee will be a fixed fee and should cover the cost of the CMR's overhead and profit. The cost of general conditions, ~~as defined in the Agreement~~, shall be reimbursable subject to a cap equal to the General Conditions Budget proposed by the Offeror ***will be as defined below:***

A. Our General Conditions Budget proposed herein is based on using the Modular construction system. The Construction supervisory Personnel will be committed to this project for 7 months using the Modular construction system. This is based on current information we have obtained from several Modular companies we have used over the last 5 years. This lead time will be used for the Trade Contractors to move sequentially to perform the construction activities for Demolition, Earthwork, Underground Utilities, and Concrete Foundations/Slabs for the four sites.

If the decision is to use Site Built classrooms the Construction the requirement for supervisory personnel may be for a shorter period because there will be no gap in the schedule from the day concrete work is completed and commencement of building construction activities. The Demolition, Earthwork, Underground Utilities and Concrete Foundations/Slabs will overlap for the four sites.

Billings will be at rates identified below for actual hours worked. Rates include all payroll expenses; vehicle use, cell phone and related fuel expenses.

- | | |
|-------------------------------------------------------------------|-------------------|
| 1. Project Superintendent - | \$105.00 per Hour |
| 2. Project Engineer - | \$70.00 per Hour |
| 3. Administrative Assistant as required stationed in CCC office - | \$40.00 per Hour |

B. We have excluded the following costs because at this stage of the process it is not possible to accurately estimate what each project site will require. Therefore, the following costs are excluded from our General Conditions cost and will be billed at cost as required:

1. Temporary Fencing
2. Temporary Chemical Toilets and Hand Wash Stations.
3. Trash container and landfill fees.
4. Temporary Barricades
5. Dust Control not included by Trade Contractors

6. Temporary Electrical connection and any utility company fees. Temporary electrical can be provided by CAPK using existing panels and by Trade Contractors.
7. Electrical Distribution equipment (ie.50-amp boxes, 100' power cords)
8. Temporary Water. Temporary water can be provided by CAPK existing water sources.
9. Printing Costs
10. Project Signs
11. Misc. Construction Site Clean-up – The majority of this work will be included in each Prime Contractors Bid Package.
12. Janitorial – Final Clean-up – This can be included as part of a Bid Package.
13. Temporary Site Lighting if required
14. Project Office – We believe a project office will not be required for any of the project sites.
15. Temporary Phone – We have included the cost of cell phones in our hourly rate.
16. Security Guards if required
17. Material Storage Container if required.

As plans and project scope are developed the cost of the required items can be incorporated into the final General Conditions Cost.

Attachment B

Community Action Partnership of Kern Additional Terms and Conditions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

19. **DAVIS BACON.** The Davis-Bacon Act, as detailed in the Code of Federal Regulations (CFR) 29. Part 5 of the CFR 29 applies to any construction, renovation or repair work that exceeds \$2,000.00.

- a. The Department of Industrial Relations (DIR) determines the General Prevailing Wage Rates (GPWR), including fringe benefits, for each craft, classification, or type of worker considered to be necessary to complete the contract work.
- b. The Secretary of Labor (SOL) determines the Davis- Bacon Wage Rates for Federal-Aid projects and in most cases the wage rates set forth by the DIR and SOL will be the same for most given labor classifications.
- c. If there is a difference, the bidder shall pay not less than the higher wage rate.
- d. Concerning Classification of Labor and Davis-Bacon Wage Rate Determinations:
 - i. Bidder must obtain Davis-Bacon Wage rate determinations from the following sites: <http://www.wdol.gov/> (Federal); <http://www.dir.ca.gov/OPRL/PWD/index.htm> (State).

- e. Contractor must use the classification that most accurately describes the work to be performed. Bidder must reclassify workers to conform to changes in duties, if any. Contractor must maintain an accurate payroll record of the time spent in each classification and submit certified payroll weekly.

Signature

Date

Print Name

Company Name

**REQUEST FOR PROPOSALS (RFP)
FOR
Construction Manager at Risk
Bakersfield, CA**

*Request for Proposal Number: HS 2019-007
November 6, 2019*



Community Action Partnership of Kern
5005 Business Park North
Bakersfield, California 93309
661.336.5236

Proposals Due by 2:00 p.m., November 27, 2019

**REQUEST FOR PROPOSALS (RFP):
Construction Manager at Risk (CMR)
5005 Business Park North
Bakersfield, CA
GENERAL CONDITIONS**

I. PURPOSE

Community Action Partnership of Kern (CAPK) is soliciting proposals to provide Construction Manager at Risk (CMR) services.

- A. Project Description:** CAPK owns and operates four child development centers in Bakersfield, CA that are capable of expansion. Preliminary investigation of the sites has been conducted to provide a general scope. Preliminary site plans have been developed and are attached. CAPK will also be seeking the services of an Architect to generate construction documents separate from this notice. CAPK desires the collaboration between the Architect and the CMR in the development of the design to achieve the most cost-effective design.

- **Budget:** The maximum allowable design and construction cost for the project, which cost is inclusive of the design, construction and other services to be performed under the design-build contract is \$3,961,000. Project is federally funded, and Davis Bacon wages apply.
- **Schedule:** Substantial completion of the project is to be achieved by October 1, 2020.

B. Proposal Submission Information

1. **Closing Date:** Proposals must be submitted no later than **2:00 p.m. November 27, 2019**
2. **Inquiries:** Inquiries concerning this RFP should be directed to the Business Services Department, at procurement@capk.org.
3. **Costs of Proposal Preparation:** All costs incurred in the preparation of a proposal responding to this RFP will be the sole responsibility of the Vendor and will not be reimbursed by CAPK. Unless otherwise stated, all materials submitted by Vendor in response to this RFP shall become the property of CAPK.

C. Proposal Submission Instruction to Vendors: Your proposal should be addressed as follows:

Community Action Partnership of Kern (CAPK)
RFP HS 2019 -007
ATTN: Business Services
5005 Business Park North
Bakersfield, CA 93309
Or via email to: procurement@capk.org

It is the responsibility of the Vendor to ensure that CAPK receives the proposals by the date and time specified above. **Late proposals will not be considered. Confirmation of receipt is the sole responsibility of Vendor.** Each Vendor must submit its proposal using the enclosed format in Section III below. If any proposal submitted deviates from the requested proposal format, it may be cause for disqualification. This does not, however,

preclude the Vendor from offering value-added alternatives and additional, relevant information in addition to the information requested in the RFP. The alternatives, however, must be fully explained in written form, and must be separately stated as alternatives in both the proposal content and fee proposal.

Expected Timelines:

	Date(s)	Event
1	November 6, 2019	RFP Released to public
2	November 19, 2019	Due date for Vendor Questions -Please email to Procurement@capk.org
3	November 22, 2019	Responses to Vendor questions emailed to Vendors
4	November 27, 2019 by 2:00pm	DUE DATE FOR PROPOSALS FROM VENDORS
5	November 28 – December 3, 2019	Analysis of proposals and interviews if required
6	December 19, 2019	Execution of contracted services

- D. **Right to Reject:** CAPK reserves the right to reject any and all proposals received in response to this RFP. The Contract for the accepted proposal will be based upon the factors described in this RFP.

CAPK reserves the right to waive any and all informalities or irregularities in any proposal.

- E. **Confidentiality:** The Vendor agrees to keep the information related to negotiations in strict confidence. Other than the reports submitted to CAPK, the Vendor agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Vendor's possession, to those employees on the Vendor's staff who must have the information on a "need-to-know" basis. The Vendor agrees to immediately notify, in writing, CAPK's authorized representative in the event the Vendor determines or has reason to suspect a breach of this requirement.

- F. **Notification of Award:** CAPK anticipates but does not guarantee that the Contract will be awarded by **December 19, 2019**.

Award will be made to the most responsible Vendor whose service, experience and approach to the project are most compatible with the CAPK's needs. CAPK will be the sole judge in making this determination.

- G. **Small, Women and/or Minority-Owned Business:** Efforts will be made by CAPK to utilize small businesses, women and minority-owned businesses, with the consideration that the primary responsibility is the most favorable return to CAPK.

A Vendor qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

II. SCOPE OF SERVICES

- A. **Basic Project scope and locations** – The project consists of four properties in Bakersfield California to expand existing child development centers which include site development, and addition of modular buildings. Please see attached site plans for reference.

1. Harvey L. Hall – 315 Stine Road, Bakersfield
2. Sterling – 3000 Sterling Road, Bakersfield
3. Pete H. Parra – 1825 Feliz Drive, Bakersfield
4. Martha J. Morgan – 3811 River Boulevard, Bakersfield

- B. The CMR shall participate in the selection of the Architect.

- C. The CMR shall review and participate in design to bring best value to the Project and the production of the construction documents with the owner of the Project and its project architect. The CMR shall solicit trade bids on behalf of the Owner from trade contractors on a competitive basis. The Owner and the CMR shall agree upon a Guaranteed Maximum Price to perform the work identified in the Bid Documents prepared by the Architect and the CMR shall enter into contracts with trade contractors to perform their respective trade work.
- D. The CMR shall not be responsible for the technical design of the Project. The Architect shall be responsible for the technical interpretation of design issues. These responsibilities shall be performed by the Architect under a separate agreement with CAPK. The CMR shall coordinate and cooperate with the Architect to assure that the drawings are coordinated and constructible.
- E. CAPK is aware that the available budget may not cover all expenses for the project as proposed in the attached site plans. CAPK is seeking assistance from the CMR in discovering options available with the modular buildings, such as lease to own.
- F. At the completion of the design or at any earlier time as required by CAPK, CMR will submit a Construction Guaranteed Maximum Price (GMP) to CAPK.
- G. After CMR has submitted a GMP acceptable to CAPK, CAPK intends to execute a notice to proceed for complete construction services for the construction of the project. The CMR will assume the risk of delivering the Project through a guaranteed maximum price contract. The CMR will be responsible for construction means and methods.
- H. The CMR shall provide services including, but not limited to: Pre-construction Phase Scope of Services:
 - 1. Constructability Reviews;
 - 2. Site Logistics Plan;
 - 3. Schedule and Phasing Coordination;
 - 4. Cost Control Management; and
 - 5. Construction Documents Conversion into Subcontractor Bid Packages.
- I. Bid-Phase Services:
 - 1. Develop the Master Project ("CPM") Schedule;
 - 2. Bid each Bid Package, public advertising bids;
 - 3. Issue subcontractor bid packages;
 - 4. Conduct preconstruction conferences and site visits;
 - 5. Process all addenda;
 - 6. Receive bids from subcontractors and conduct public bid opening;
 - 7. Issue Guaranteed Maximum Price; and
 - 8. Execute agreements.
- J. Construction Phase Scope of Services:
 - 1. Comply with General Conditions;
 - 2. Comply with General Requirements;
 - 3. Conduct Pre-construction Conference;
 - 4. Periodically update the Master CPM Schedule;
 - 5. Monthly update of Schedule of values;
 - 6. Review and Prepare Monthly Progress Payment Requests;

7. Periodic Update of Project Cash Flow Projections;
8. Act as the Project's Prime Liaison;
9. Coordinate subcontractors' Requests for Information ("RFI-s") and architectural/engineering ("A/E") Requests for Information ("RFI") Responses;
10. Coordinate all change requests and responses;
11. Coordinate all types of submittals;
12. Coordinate all types of testing and Inspections;
13. Coordinate all sub-contractors;
14. Coordinate all sub-contractors participating;
15. Provide construction trailers, storage, equipment, barriers, and etc.;
16. Provide all necessary on-site CMR personnel;
17. Coordinate Substantial Completion and Turn Over
18. Closeout the Project; and
19. The CM shall provide a complete set of Contract Files to CAPK. This shall include, but not be limited to, as-built drawings, operation and maintenance manuals, additional materials, and warranties.
20. It shall be the CMR's responsibility to be familiar with, and take into consideration when responding to, this RFP, all requirements including, but not limited to: construction contract requirements, warranty for construction defects, assurance of completion, progress payment requests, construction guidelines (including but not limited to: project planning & technical review, construction costs, energy conservation, environmental & hazardous material review), standards of design, cost certification, affirmative action, substantial completion/permission to occupy and final closeout.

III. PROPOSAL CONTENT REQUIREMENTS

Proposals must include the following:

- A. Cover Letter: A one-page cover letter with the name and contact information of the proposed Vendor, including a brief history of the firm, number of years in business, structure of the organization.
- B. Description of services to be provided, including informative sheets on services.
- C. Detailed plan of action for all phases of the services requested.
- D. CAPK is not a tax-exempt entity; all appropriate taxes will apply. All applied taxes must be listed as a line item.
- E. Please include any discounts provided to CAPK due to its 501(c)(3) status including any in-kind donations.
- F. Conflict of Interest: Provide a statement of any potential conflicts Vendor and/or key staff may have regarding providing these services to CAPK. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, so state in your proposal.

Vendor shall have read and shall be aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflict of interest of public officers and employees. No officer or employee of CAPK or member of its governing body shall have any pecuniary interest, direct or indirect, in the resulting Contract or the proceeds

thereof.

- G. Copy of General Contractors License
- H. **Vendor Information Sheet:** Appendix A.
- I. **W-9:** Appendix B.
- J. **Additional Terms and Conditions:** Appendix C.

IV. VENDOR REQUIREMENTS

- A. All responsive proposals shall be reviewed and evaluated by CAPK to determine which proposal best meets CAPK's needs for this project by demonstrating the competency and professional qualifications necessary for the satisfactory performance of the required services.

V. PROPOSAL SUBMITTAL PROCESS

- A. The submission of a proposal shall be an indication that the Vendor has investigated and satisfied itself as to the conditions to be encountered, the character, quality and scope of work to be performed, and the requirements of CAPK.
- B. All proposals received by CAPK will be considered a "Public Record" as defined in Section 6252 of the California Government code and shall be open to public inspection, except to the extent the Vendor designates trade secrets or other proprietary material to be confidential. Any documentation which the Vendor believes to be a trade secret must be provided to CAPK in a separate envelope and must be clearly marked as a trade secret. CAPK will endeavor to restrict distribution of material and analysis of the proposals. Vendors are cautioned that materials designated as trade secrets may nevertheless be subject to disclosure and CAPK shall in no way be liable or responsible for any such disclosure. Vendors are advised that CAPK does not wish to receive material designated as trade secrets and requests that Vendors not supply trade secrets unless necessary. The Vendor's qualification package, and any other supporting materials submitted to CAPK in response to the request, will not be returned and will become the property of CAPK.

VI. SELECTION PROCESS AND CRITERIA

This is a NEGOTIATED procurement and as such, award will not necessarily be made to the Vendor submitting the lowest priced proposal. Award will be made to the Vendor submitting the best responsive proposal satisfying CAPK's requirements, as determined by CAPK, including consideration of price and other indicated factors.

Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- The proposal is not received timely in accordance with the terms of this RFP.
- The proposal does not follow the specified format.
- The proposal does not include Appendix C, signed on behalf of the Vendor.

Proposal Evaluation

Evaluation of each proposal will be scored on the factors identified in Section B. below. In compliance with 2 CFR Part 200.319 – Competition, no geographic preferences will be given in the evaluation of this proposal, since the section states: "The Non-Federal entity must conduct procurements in a manner that **prohibits the use of statutorily or administratively**

imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference.” The selection process is designed to ensure that the Vendor’s services are engaged on the basis of demonstrated competence and qualifications for the type of services to be performed and at fair and reasonable prices for CAPK.

- A. All proposals received by the specified deadline will be reviewed by CAPK for content, fees, related experience and professional qualifications of Vendor.
- B. The evaluation and selection of the successful Vendor shall be based upon the factors listed below with corresponding point evaluation. Total points available are 100.

Evaluation of each proposal will be scored on the following factors:

<p>1. Prior experience of Contractor</p> <ul style="list-style-type: none"> a. Construction and renovation child development centers / public or private schools. b. Knowledge of, and access to, the local subcontracting market c. Knowledge of the local regulatory agencies and Code Officials d. Constructing projects on multiphased / fast track schedules e. Past performance under current or past government or private-sector contracts with requirements similar to those required by this RFP Detailed f. Descriptions of no more than eight (6) projects that best illustrate the team’s experience and capabilities relevant to this Project. For each such project, the Offeror should provide the information requested below: <ul style="list-style-type: none"> a. The name and location of the project. b. The square footage of the project c. A short narrative of the scope of the contractor’s work on the project. d. The delivery method implemented on the project. e. The start and end dates for construction. f. The date of Construction Manager’s engagement and point during the design process at which builder was engaged (e.g., schematic design 50% complete; schematic design 100% complete, etc.). g. The initial substantial completion date and initial contract value, also noting the contract type (i.e., GMP, NTE or Lump Sum). h. The level of completion of design documents that the initial contract value was based on. i. The actual substantial completion date and the final contract value. b. Three (3) reference for similar projects 	Points = 30
<p>2. Key Personnel</p> <ul style="list-style-type: none"> a. CAPK desires that the CMR assign the appropriate number of personnel having the necessary seniority to implement a 	Points = 20

<p>project of this type. The personnel should have experience working together and each such individual should have the necessary level of experience.</p> <p>b. Provide a resume for each staff that will be assigned to this project.</p>	
<p>3. Project Management Plan & Schedule</p> <p>a. CMR is required to submit with their proposal a management plan ("Management Plan"). The Management Plan should clearly explain how the CMR intends to manage and implement the Project. At a minimum, it should explain:</p> <p>a. How the CMR will manage the preconstruction phase;</p> <p>b. How the Construction Manager proposes to staff and handle construction administration phase including coordinating with the Architect/Engineer for timely resolution of issues;</p> <p>c. How the CMR will manage constructability reviews and manage value engineering process so that the Project is within budget; and</p> <p>d. How the CMR intends to deliver the Project.</p>	Points = 20
<p>4. Price</p> <p>a. Offerors will be required to submit with their Proposals with the following fee components:</p> <p>a. Preconstruction Fee;</p> <p>b. Construction Management Fee; and</p> <p>c. General Conditions Budget.</p> <p>The Construction Management Fee will be a fixed fee and should cover the cost of the CMR's overhead and profit. The cost of general conditions, as defined in the Agreement, shall be reimbursable subject to a cap equal to the General Conditions Budget proposed by the Offeror. Each Offeror will be required to complete and submit with their Proposal a copy of the pricing sheet set forth as Attachment -- A</p>	Points = 30
Total	Points =100

- C. CAPK may, at its discretion, request presentations by or meetings with any or all Vendors to clarify the Vendors' proposals.

However, CAPK reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Vendor can propose. CAPK contemplates award of the Contract to the responsible Vendor with the highest total points awarded by CAPK's proposal evaluation team.

- D. Upon final selection, the Contract will be processed by CAPK for award of the Contract.

VII. CONDITIONS TO AWARD

- A. CAPK reserves the right to delay the selection process, withdraw and reissue the RFP, or cancel this procurement.
- B. This solicitation does not commit CAPK to pay any costs in the preparation or presentation of a submittal.

VIII. TIMELINE

Start time to begin fulfilling the requirements of the proposal shall be after the Contract is signed.

VIII. PROHIBITED ACTIVITY

Vendors or their agents shall not make any personal contacts with any member of CAPK's Board of Directors or program personnel prior to selection and award of a Contract for this work.

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ATTACHMENT A

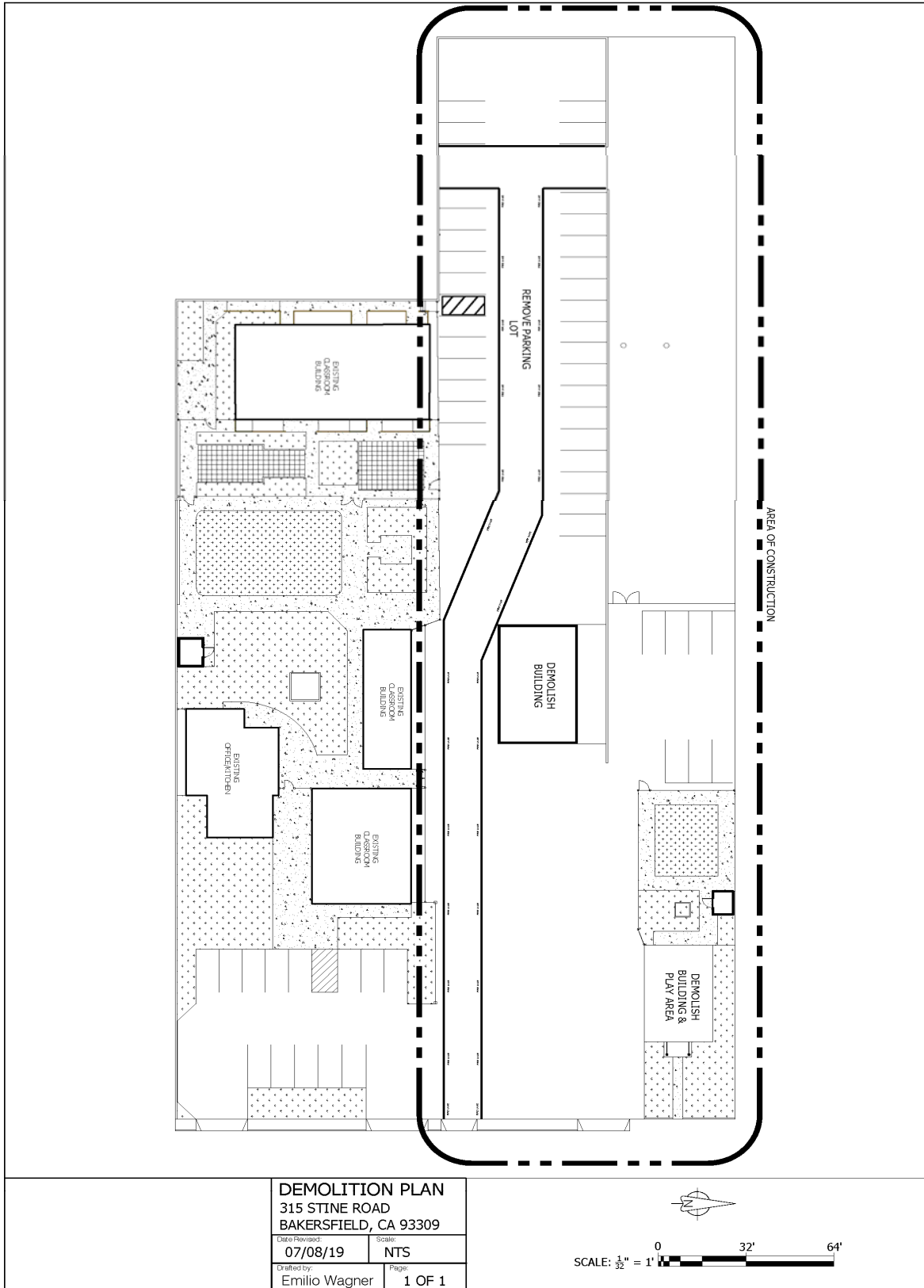
Offerors will be required to submit with their Proposals with the following fee components:

- a. Preconstruction Fee \$ _____
- b. Construction Management Fee \$ _____
- c. General Conditions Budget. \$ _____

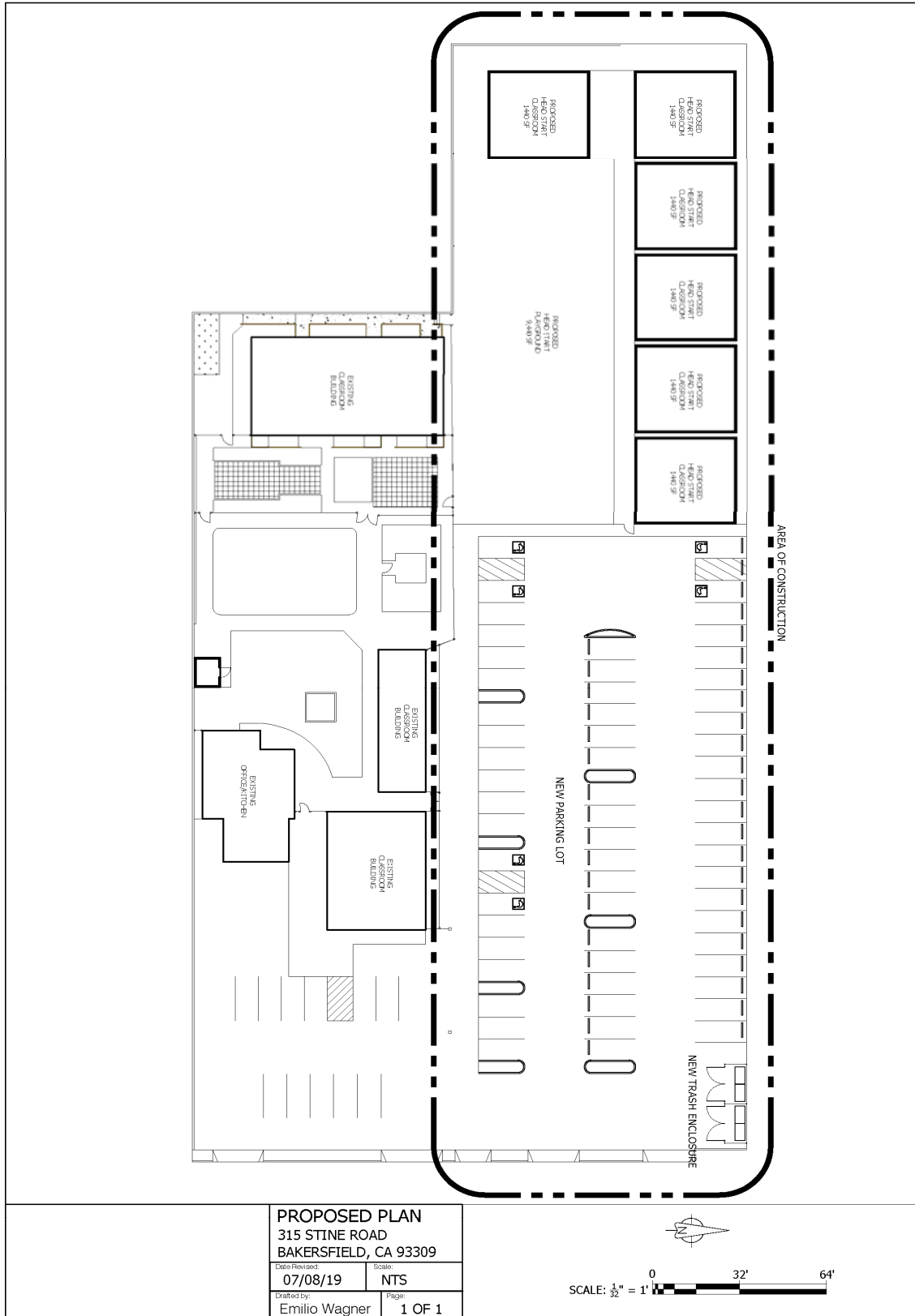
The Construction Management Fee will be a fixed fee and should cover the cost of the CMR's overhead and profit. The cost of general conditions, as defined in the Agreement, shall be reimbursable subject to a cap equal to the General Conditions Budget proposed by the Offeror.

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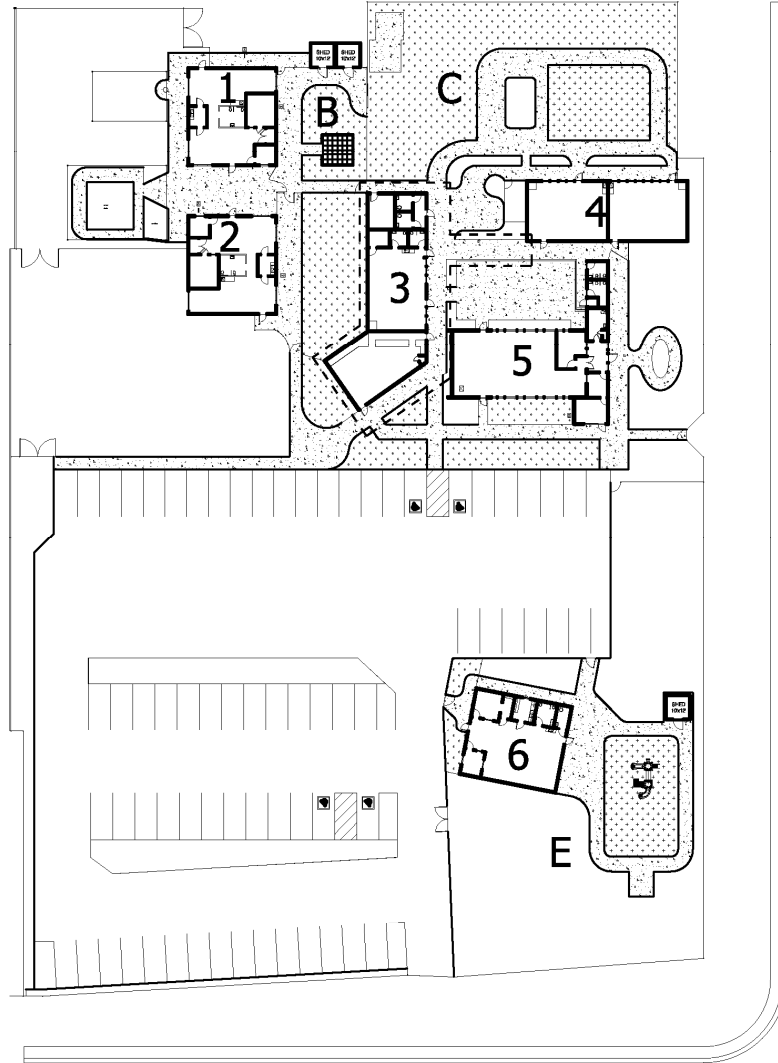
ATTACHMENT B



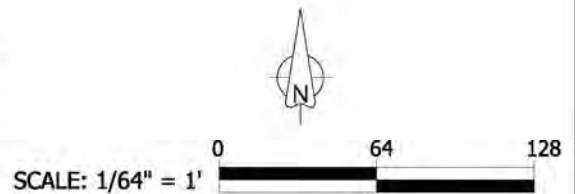
ATTACHMENT C



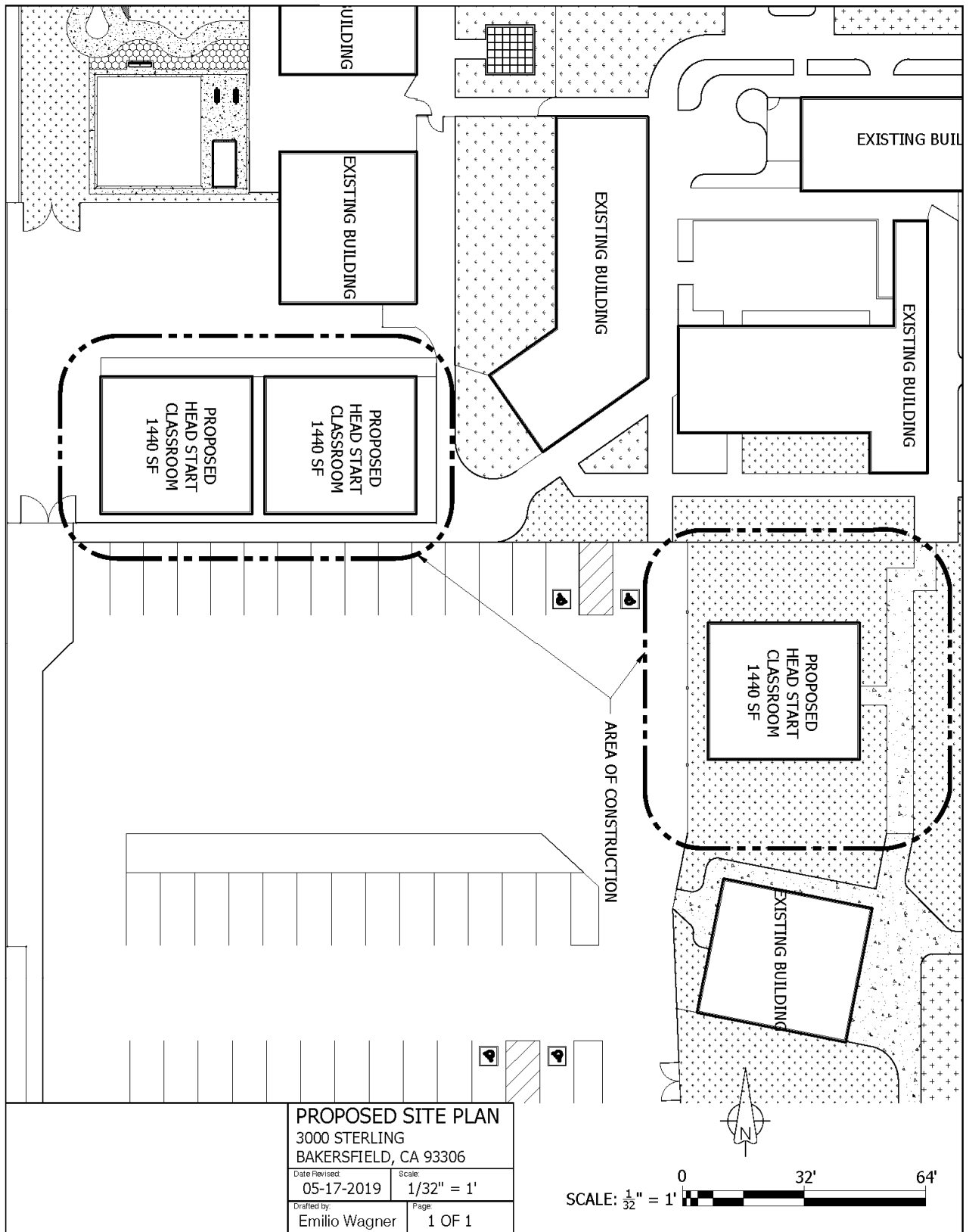
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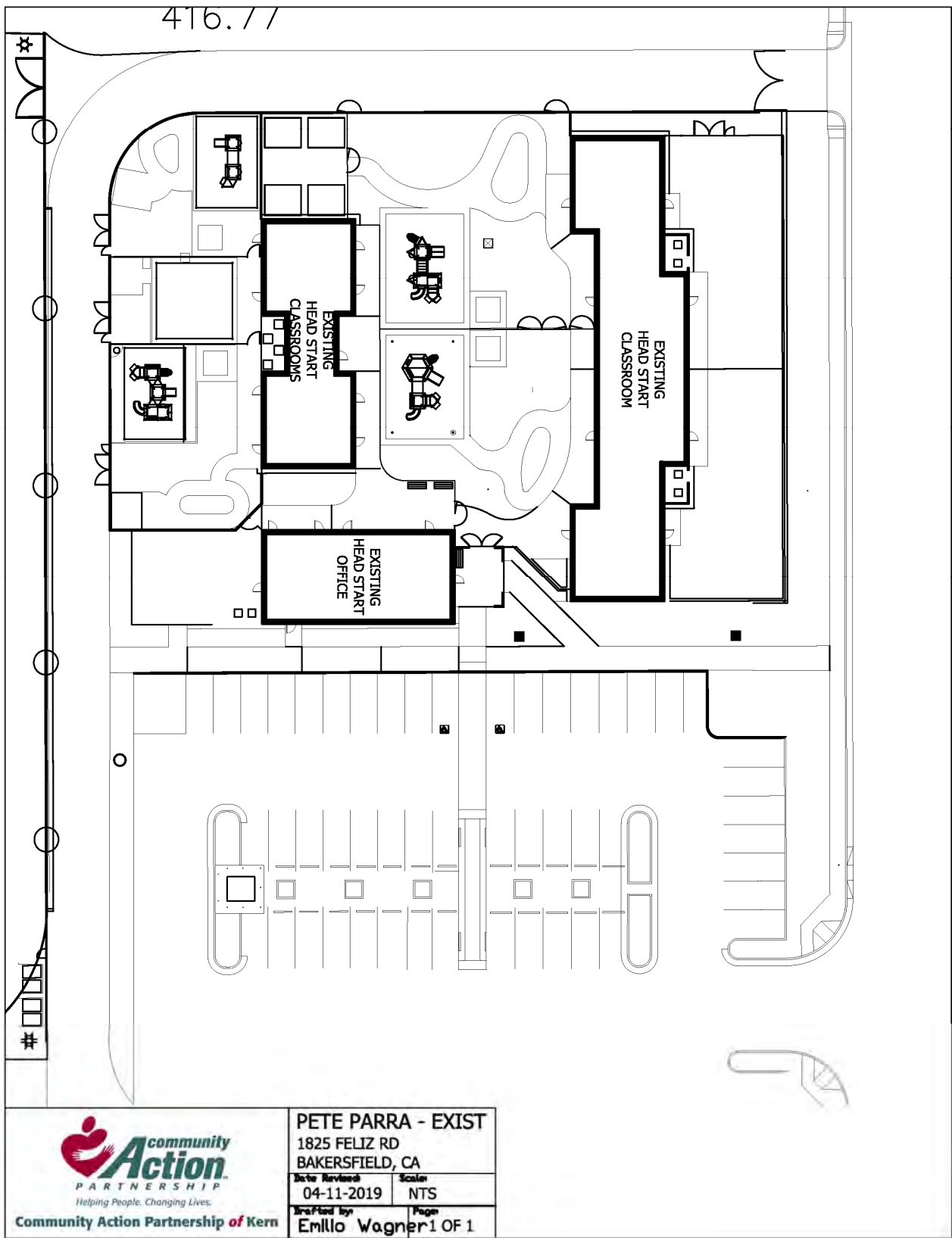
 <p>Community Action PARTNERSHIP Helping People. Changing Lives. Community Action Partnership of Kern</p>	SITE PLAN	
	3000 STERLING	
	BAKERSFIELD, CA 93306	
	Date Prepared:	Scale:
	04-12-17	1/64" = 1'
	Drafted by:	Page:
	Emilio Wagner	1 OF 7



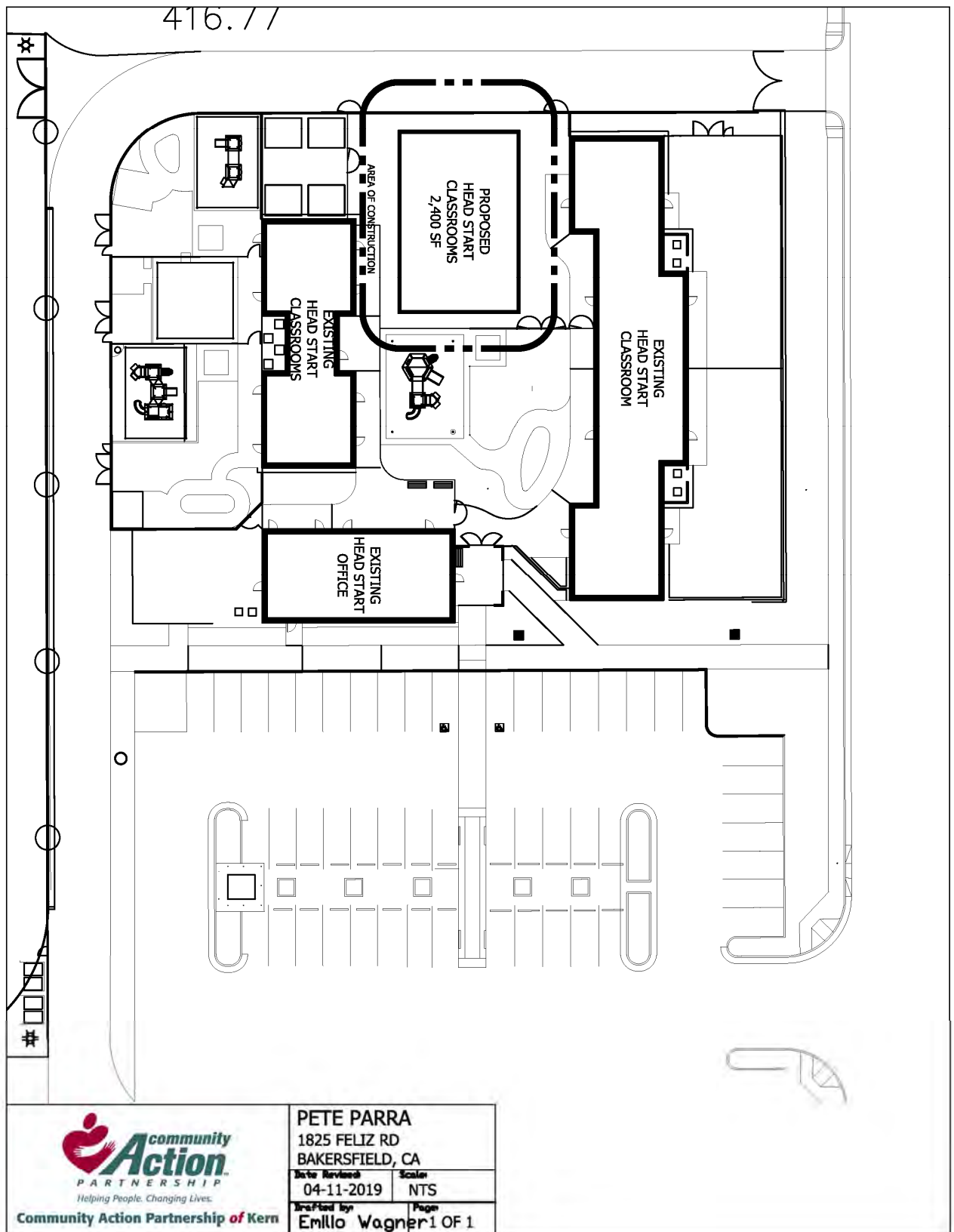
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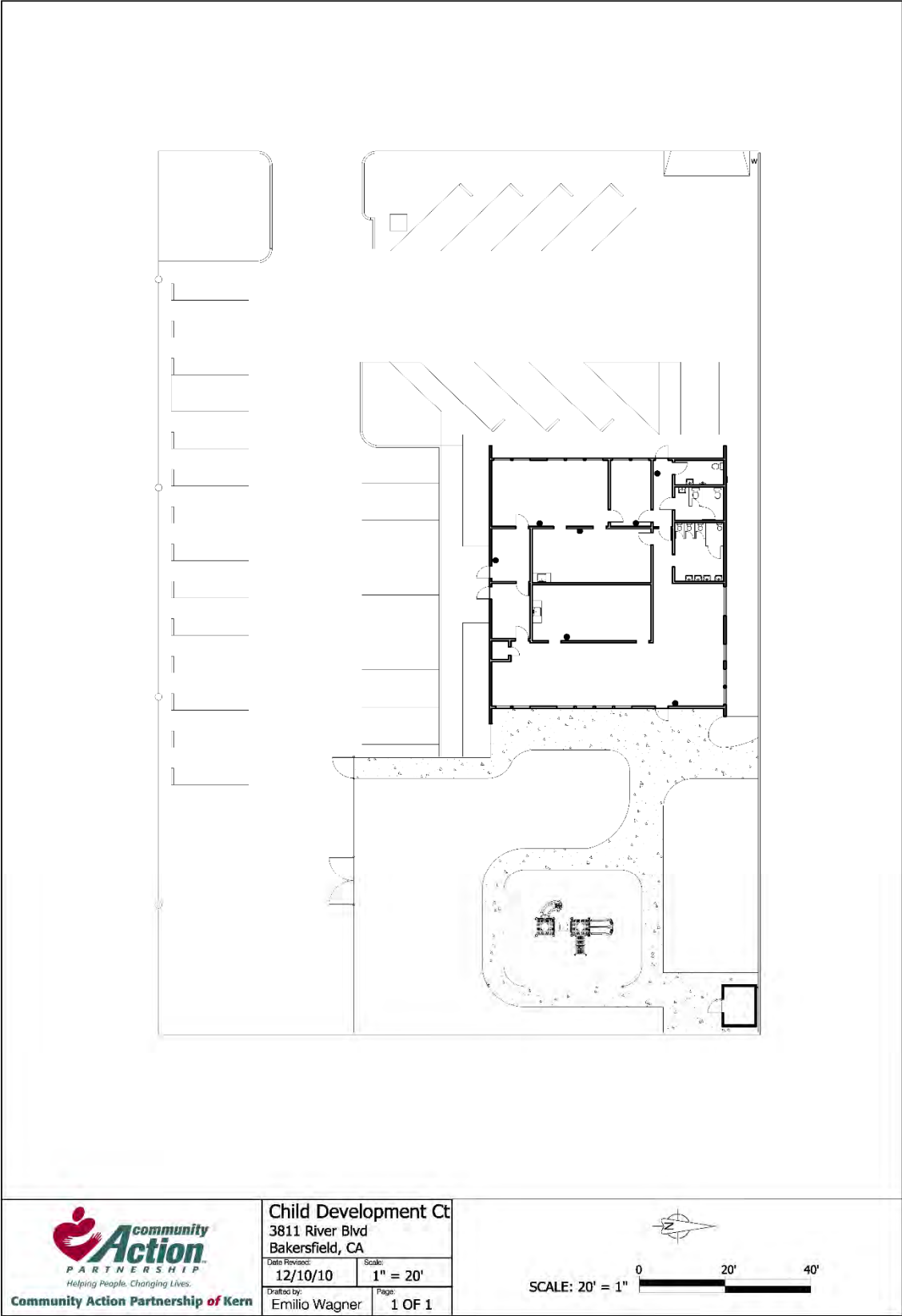
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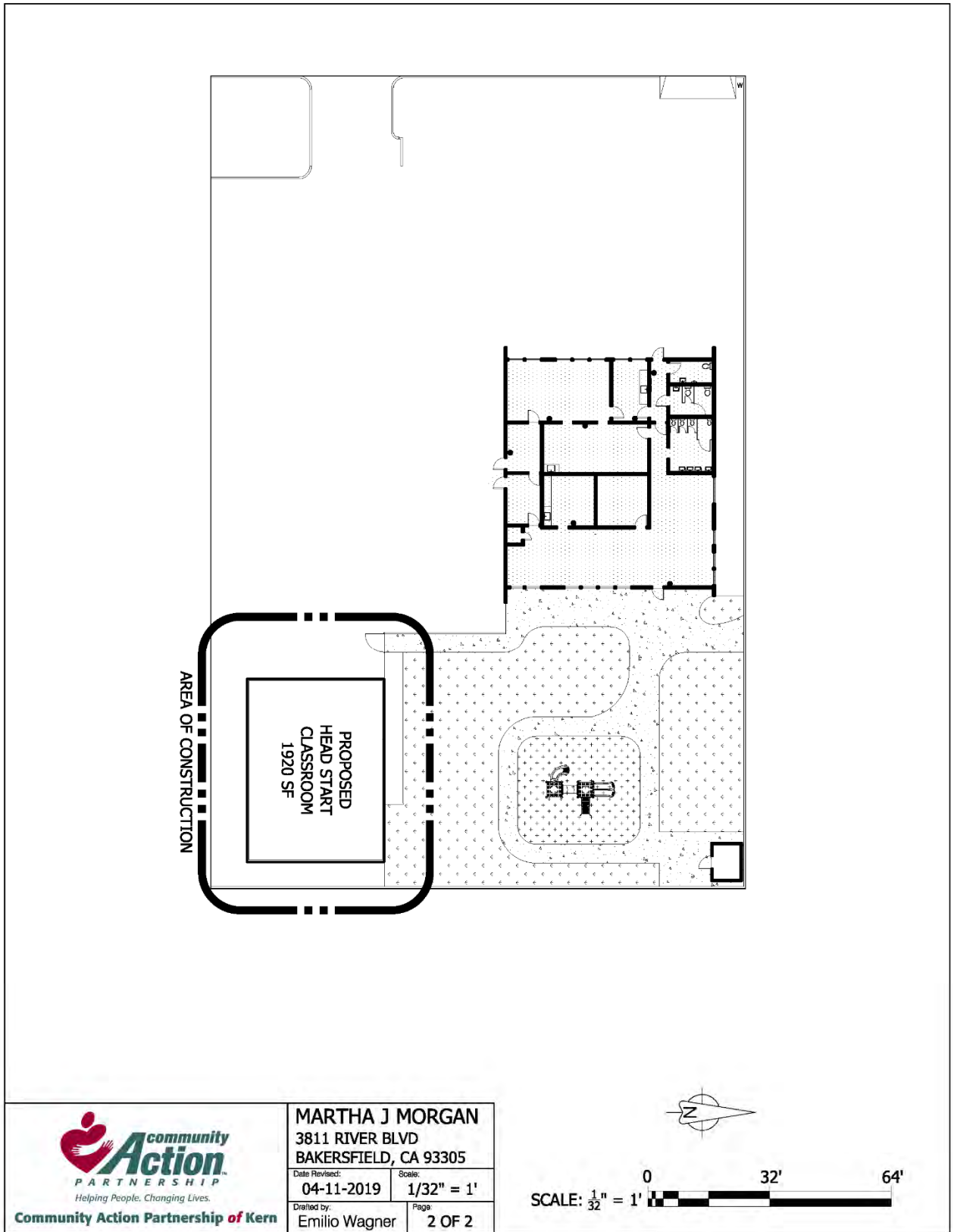
ATTACHMENT G



ATTACHMENT H



ATTACHMENT I



APPENDIX A

Community Action Partnership of Kern
• Procurement Department •
5005 Business Park North, Bakersfield, CA 93309 • 661.336.5236 • FX: 661.322.2237

VENDOR INFORMATION SHEET

Date:		Prepared By:	
Official Business Name:			
DBA:			
Location Address:			
	Street	City	State Zip
Remit Address:			
	Street	City	State Zip
Contact Person:		Title:	
Phone #:		Accts. Receivable Phone #:	
Fax #:		Customer Service Phone #:	
CAPK Vendor #:		E-mail Address:	
Federal ID # or SS#:		Type of Business:	
Contractor Lic #:		Business Lic #:	City Issued:
General Liability Insurance Carrier & Policy #:			
Auto Liability Insurance Carrier & Policy #:			
Workers Compensation Insurance Carrier & Policy #:			

FEDERAL TAX CLASSIFICATION:

☐ Individual/Sole Proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/Estate
☐ Limited Liability Co. C = C Corp S = S Corp P = Partnership ☐ Other: _____

BUSINESS ENTITY/CLASSIFICATION:

☐ Board Member ☐ Employee ☐ Faith Based ☐ Fed Gov't ☐ For Profit ☐ Housing Collaborative ☐ Local Gov't
☐ Non-Profit ☐ Parent ☐ Post Secondary Ed ☐ Provider ☐ School District

SBA CLASSIFICATION:

It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises, Women's Business Enterprises and Veteran Business Enterprises.

☐ Minority-Owned ☐ Small Business ☐ Veteran-Owned ☐ Woman-Owned

Years in Business: _____ Accept Purchase Orders: ☐ Yes ☐ No

If your business has a Social Security number as Tax ID, we require the signature of the owner.

Authorized Signature: _____	Print Name: _____
Title: _____	Date: _____

REV. 012516

APPENDIX B

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	<h3 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h3>	Give Form to the requester. Do not send to the IRS.																																																																						
Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.																																																																							
	2 Business name/disregarded entity name, if different from above																																																																							
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____																																																																							
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>																																																																							
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)																																																																						
	6 City, state, and ZIP code																																																																							
	7 List account number(s) here (optional)																																																																							
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.																																																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> <tr> <td colspan="4"></td><td style="text-align: center;">-</td><td colspan="2"></td><td style="text-align: center;">-</td><td colspan="2"></td> </tr> <tr> <td colspan="10" style="text-align: center;">OR</td> </tr> <tr> <td colspan="10" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> <tr> <td colspan="4"></td><td style="text-align: center;">-</td><td colspan="2"></td><td colspan="3"></td> </tr> </table>			Social security number																								-			-			OR										Employer identification number																								-					
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Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.																																																																								
Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____																																																																						
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9 . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following: <ul style="list-style-type: none"> • Form 1099-INT (interest earned or paid) • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) <ul style="list-style-type: none"> • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding?</i> on page 2. By signing the filled-out form, you: 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information.																																																																								

Cat. No. 10231X

 Form **W-9** (Rev. 12-2014)

APPENDIX C

Community Action Partnership of Kern Additional Terms and Conditions

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

Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.

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

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

Exceptions will not necessarily result in denial of award but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action. Note: Providing false information may result in criminal prosecution or administrative sanctions.

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

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

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

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

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

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

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

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

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

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

The insurance required hereunder shall be maintained until all work required to be

performed by the Agreement is satisfactorily completed.

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

19. **DAVIS BACON:** The Davis-Bacon Act, as detailed in the Code of Federal Regulations (CFR) 29. Part 5 of the CFR 29 applies to any construction, renovation or repair work that exceeds \$2,000.00.

- a. The Department of Industrial Relations (DIR) determines the General Prevailing Wage Rates (GPWR), including fringe benefits, for each craft, classification, or type of worker considered to be necessary to complete the contract work.
- b. The Secretary of Labor (SOL) determines the Davis- Bacon Wage Rates for Federal-Aid projects and in most cases the wage rates set forth by the DIR and SOL will be the same for most given labor classifications.
- c. If there is a difference, the bidder shall pay not less than the higher wage rate.
- d. Concerning Classification of Labor and Davis-Bacon Wage Rate Determinations:
 - i. Bidder must obtain Davis-Bacon Wage rate determinations from the following sites: <http://www.wdol.gov/> (Federal); <http://www.dir.ca.gov/OPRL/PWD/index.htm> (State).
- e. Contractor must use the classification that most accurately describes the work to be performed. Bidder must reclassify workers to conform to changes in duties, if any. Contractor must maintain an accurate payroll record of the time spent in each classification and submit certified payroll weekly.

SIGNATURE

DATE

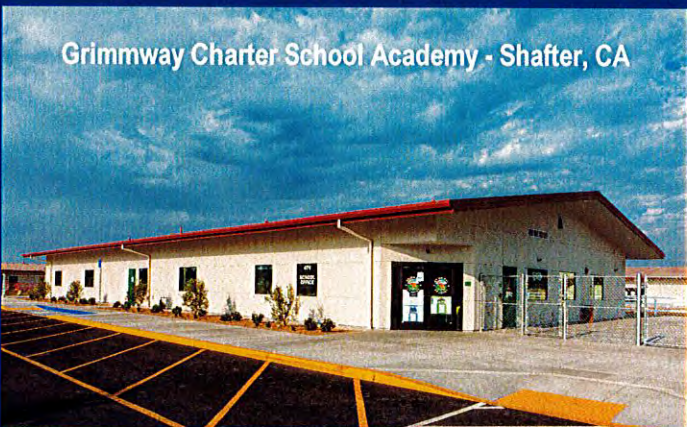
PRINT NAME

COMPANY NAME

Sing Lum Elementary School Modernization



Grimmway Charter School Academy - Shafter, CA



Prepared for:



Request for Proposals (RFP) For Construction Manager at Risk

Proposal Number: HS 2019-007
November 26, 2019

Presented to:

Community Action Partnership of Kern (CAPK)
RFP HS 2019-007
ATTN: Business Services
5005 Business Park North
Bakersfield, CA 93309

Prepared by:



Joe Colombo, Vice President Special Projects
3211 Rio Mirada Drive
Bakersfield, CA 93308
Phone: (661) 316-0100
Fax: (661) 316-0101
Email: jcolombo@colomboconstruction.com

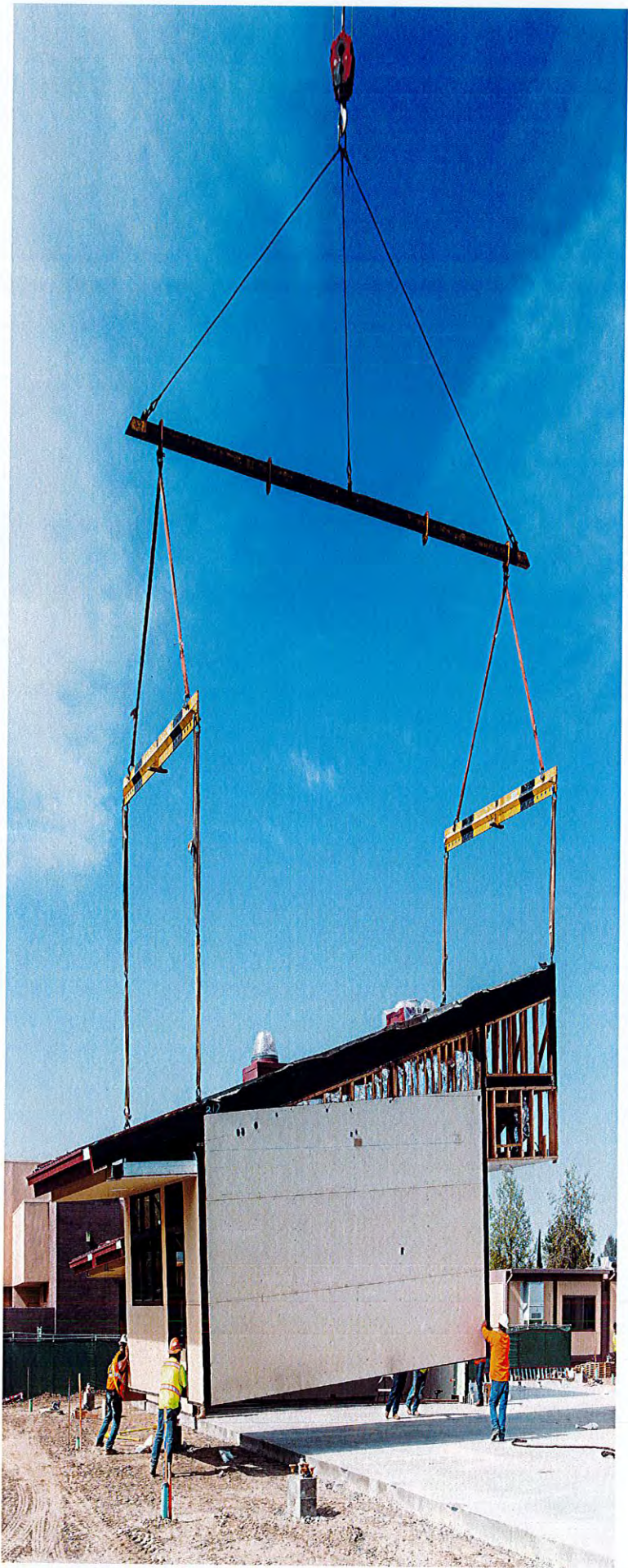


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Cover Letter

Community Action Partnership of Kern (CAPK)
RFP HS 2019-007
ATTN: Business Services
5005 Business Park North
Bakersfield, CA 93309



November 26, 2019

To whom it may concern:

We would like to thank you for the opportunity to submit our response to Proposal Number: HS 2017-007 to provide Pre-Construction Services and Construction Management At Risk Services with A Guaranteed Maximum Price for Community Action Partnership of Kern (CAPK). We have thoroughly reviewed the contents of the RFP and understand the project scope and requirements.

Colombo Construction Co., Inc. (Colombo) was founded in 1948 by Joe Colombo, Sr. The Company was Incorporated in the State of California on March 15, 1960 and licensed as a CA General Building Contractor on May 2, 1960. Since our inception over 71 years ago, Colombo's home is Kern County. Colombo has successfully performed in Construction Management Multiple-Prime, CM@R, CM Agency, Lease-Leaseback, Design-Build, General Construction, and Design/bid/Build Services. Industries served include educational, medical, manufacturing, commercial, petro-chemical, corrections, agriculture and energy. The majority of Colombo's business is in the education market working as either a Construction Management Firm or a General Contractor.

In 2011, Colombo expanded its services to include Permanent Modular Construction as a way to help Owners save money and provide project continuity. Louis Varga joined the Colombo Team where he is now the Vice President of Project Development and the Modular Division Manager. With over 25 years of experience in the modular industry, Louis continues to work with Owners, School Districts and Architects utilizing alternative project delivery methods to integrate Permanent Modular buildings with site construction.

We believe CAPK, the Design Team and Colombo working in a committed and collaborative manner will deliver completed projects which will meet or exceed the expectations of CAPK. This project is unique because we are constructing new classroom buildings on four active sites where staff and children, varying in ages from five weeks to five-years-old, are engaging in a very important phase of their educational development. Two of the sites are governed by the City of Bakersfield and two of the sites are under governance of the County of Kern.

The most important decision for this project will be the selection of the construction system for the classroom buildings. The Modular Building Industry is currently being stressed with the demand for classroom buildings throughout the State of California. This large volume of construction within the modular industry is causing price escalation and long delivery lead times. Because of the long lead times and escalating cost of utilizing a modular building system, we believe CAPK should consider using site-built construction for these added classrooms. Our proposal includes providing this analysis.

Colombo, acting as the Construction Management Firm, is very familiar working on active school sites. In many cases these modernizations have included the addition and/or replacement of classrooms utilizing modular construction. We currently have under contract 16 school modernization projects of which six include modular buildings. Over the past five years, acting as the Construction Manager, we have successfully completed 39 modernization projects under the governance of DSA and over 250,000 sf of modular classrooms.

We value the working relationship we have shared with CAPK over the years and look forward to the opportunity to work with the CAPK staff again on this project.

Sincerely,
COLOMBO CONSTRUCTION CO., INC.

A handwritten signature in blue ink, appearing to read "Ryan Altergott", is written over the company name.

Ryan Altergott, President

GENERAL CONTRACTORS / CONSTRUCTION MANAGEMENT

CMR Services Description

B. CONSTRUCTION MANAGEMENT @ RISK SERVICES



Construction Management at Risk Services

Colombo Construction Company, Inc. (Colombo) proposes to provide Community Action Partnership of Kern (CAPK) Construction Management at Risk (CMR) Services as referenced in the Request for Proposal (RFP) Number: HS 2019-007 dated November 6, 2019. It is our understanding the project consists of four properties located in Bakersfield, California in which Owner plans to expand existing child development centers to include site development and the addition of permanent modular buildings at each site. Additionally, we have reviewed and understand the basic scope of services as outlined on Pages 4 and 5 and referenced on the Site Plans - Attachments B through I, of CAPK's RFP No. HS 19-007.

Child/Staff Safety and Maintaining a Positive Learning Environment

First and foremost, these modernizations projects cannot disrupt the normal learning environment and secondly child/staff safety cannot be compromised at any time. The complexity of a modernization project was once described by a District Superintendent as trying to change an engine on a 747 while it is in the air filled with children and staff. Colombo approaches each modernization project with a similar "preflight" checkout prior to launching into any modernization.

- Project site barriers will be set-up to define and control the project site and block-out cloth will be in place to deter any visibility.
- Regularly scheduled meetings will be coordinated to communicate safety requirements and everyone is instructed as to what is considered acceptable conduct while working on a child development project site.
- All violators will be immediately removed from the site. Colombo has a zero-tolerance mandate for any violators of these safety and conduct rules. All procedures will have to pass these two tests before they are implemented.
- Phasing plans are carefully drafted to ensure safety, while trying to minimize the costs associated with interim housing, if required, and providing separate access to the Prime Contractor core.
- Large equipment usage, demolition and other elements that would cause distractions to the learning environment are coordinated during breaks and if needed, after hours with designated representative of the Child Development Center.
- Disruption to water and power are also planned around child occupancy times.



This is one of the biggest advantages of utilizing the CM@R contract delivery method, we are able to plan for these events during the planning process and incorporate elements of the phasing plan into the actual design process itself. Colombo is unique in that we use the preconstruction time to set-up the construction processes around the culture of the child development site.

Construction Management Project Disciplines

The following is our project approach for Community Action Partnership of Kern (CAPK).



B. CONSTRUCTION MANAGEMENT @ RISK SERVICES



I. COMMUNICATION

- 1) Programming / Design Phase meetings will be held with the Owner and Design Team on a bi-weekly basis. This schedule will provide a large enough time interval to allow the various team members to perform their assigned duties. It will also keep everyone focused on progress and project completion.
- 2) Using Project Documentation Tracking Software, the Owner will be kept informed of all written communication with all entities having a role in this project. These entities include but are not limited to the following: Design Team Members, Utility Companies, City and/or County Agencies having jurisdiction, and Contractors. If the Project Documentation Tracking Software is not acceptable to the Owner, Colombo will work with Owner to provide an acceptable system to monitor, catalog, and organize the written communications for the project.
- 3) During Programming / Design Phase, Colombo will keep Owner informed of the constructability review, project construction estimates, and bid packages via written correspondence and regularly scheduled meetings. Following the review of plans and specifications in consultation with the Design Team, Colombo will make recommendations to the Owner regarding constructability, possible cost savings, bidding strategies, and alternate bids.
- 4) Construction meetings with the Owner and Design Team will continue to be held on a bi-weekly basis for the term of the project. Colombo will also conduct on-site meetings with the Prime / Subcontractors on a weekly basis.
- 5) During construction the Owner will be kept informed of the project progress by monthly narrative reports from the Project Manager.
- 6) With the submission of the monthly applications for payment from the Prime / Subcontractors, Colombo will submit a monthly recap indicating the Prime / Subcontractors schedule of values, the percentages of work completed, and the Construction Manager's reimbursable costs and fees.

II. PROJECT COORDINATION

A. Preconstruction Services:

- 1) Colombo will assist Owner in obtaining approvals from public agencies affecting the proposed project from planning and approval of construction documents.
- 2) Colombo will provide and update schedules for overall management of the project as well as individual project schedules. The schedules will include required City of Bakersfield / Kern County agency approvals, Federal Office of Head Start approval, planning, design, and construction.
- 3) Colombo will provide estimates at the completion of each phase of the planning/design process, which includes programming, schematics, design development, and construction documents.
- 4) Colombo will review drawings and specifications, provide evaluations of the scope, and budget, each in terms of the other.

B. CONSTRUCTION MANAGEMENT @ RISK SERVICES



- 5) Advise on construction systems, materials and equipment for the project. Advise on the methods of project bidding and delivery. Provide recommendations on alternate bids to bring project within budget without adversely impacting the intended usage.
- 6) Investigate and recommend a schedule for the purchase of materials and equipment having long procurement lead times. Coordinate early preparation of the Contract Documents necessary for procurement of these items. Expedite delivery of these items.

III. VALUE ENGINEERING / ALTERNATES

- 1) Value Engineering / Alternates – At Colombo we believe that value engineering is a process that should be performed whether or not a project has budget challenges, to maximize the value of Owner's funds. It is essential each team member understands the Owner's goals and works hand-in-hand with the Design Team.
- 2) Colombo will review alternate finishes, materials, and methods while defining expected life cycles and operating costs. Value engineering is not cost cutting but finding a better way to accomplish the goals for less.
- 3) Value engineering is most effective when performed during the schematic and design development phase of the project.
- 4) Value engineering items can be incorporated as alternates within the respective bid packages. This will be dependent upon if the Owner and Architect feel that value engineering items are those that enhance the project or ones that are not as desirable as originally specified.

IV. ESTIMATING

- 1) Colombo working with the Design Team and the Owner's Team members will establish a project budget for approval. This will be based on our prior experience of construction projects throughout Central and Southern California, and our current bidding experience in the construction marketplace.
- 2) Colombo will prepare, as a minimum the following estimates:
 - a. Prepare the project budget, with detailed quantity surveys.
 - b. If the project budget is acceptable to Owner and the Design Team we will proceed with providing value engineering recommendations and potential alternates that may add value to the project for the Owner's and Design Team's review. Any changes as approved by the Owner and the Design Team will be incorporated into the approved project budget.
 - c. If the project budget is not acceptable to Owner and the Design Team, we will explore and quantify potential options for reducing the project budget. This process will continue until the Owner, Design Team, and Colombo are in agreement on the project budget, scope of work, and project schedule.
 - d. City of Bakersfield / Kern County Approved Construction Drawings - This will involve a

B. CONSTRUCTION MANAGEMENT @ RISK SERVICES



complete review of the drawings and update our quantity surveys and the respective costs. If COB/COK's review has added work, the associated cost will be reflected in this estimate.

- e. Market conditions are researched and monitored to prevent supply shortages and price volatility.
- 3) As we perform our quantity survey, Colombo will also perform the first part of our constructability review. This provides an excellent opportunity for the review of details and sections. During this process the Estimator will be red-lining drawings verifying if the details / sections are coordinated, accurately depict the condition, make recommendations to constructability of details, and recommendations for additional details / sections.
- 4) Throughout this process, Colombo will make Value Engineering recommendations to the Design Team and the Owner as to alternate means, methods and materials.
- 5) Colombo will make recommendations of items to be bid as Additive Alternative to the base bid. If prior to bidding the budget is not sufficient to cover all the project requirements, Colombo believes the Owner is best served to establish a Base Bid within the Owner's budget and incorporate Additive Alternative bids for those items that were either eliminated or for items which were compromised in terms of quality. If the actual bids are less than the project budget, the use of Additive Alternatives allow the Owner to incorporate these items at a lower cost than if processed as a change order after contracts are executed.
- 6) Actual bids will be directly compared with estimated costs and the Project Team will have a comprehensive understanding of the cost system applicable of each contract.

V. SCHEDULING

- 1) Computer based CPM schedules are developed and maintained in-house. The responsible Project Manager and Superintendent establish project activities and logic collectively. Data entry and updating are performed by the Superintendent.
- 2) Software used is Primavera P6, a completely self-contained environment accommodating unlimited activities and logic ties.
- 3) Update Procedures:
 - a. Activity actual starts and finishes are entered by the Project Superintendent on update forms daily. Update form data is entered monthly for standard reports, and weekly for critical activities. At a minimum, logic and updates are reviewed weekly by the Project Manager, Project Superintendent, and Superintendents for compliance with current plans and project conditions. This proactive approach to schedule will assure that the project is successfully completed in the required time frame.
 - b. In addition, short interval, two-week look-ahead schedules will be produced in the field. These schedules will detail the activities that must occur on-site. These short interval schedules are used by our field forces to manage Prime / Subcontractor activity and assure that adequate

B. CONSTRUCTION MANAGEMENT @ RISK SERVICES



resources are applied to the project.

VI. BID PACKAGES / BIDDING

- 1) Colombo will properly and efficiently break the documents into appropriate bid packages to gain maximum response from qualified bidders. This process will produce savings for the project. Carefully review the drawings and specifications with the Design Team, break them into the most logical bid packages, and provide the bidder with a detailed description of the work and performance expectations. This assures the Owner will receive the "right price" from the beginning and minimize claims for extra work as the project proceeds. Each bid package will include the project schedule and site logistic issues as it pertains to each respective bid package.
- 2) Colombo will establish Bidding Schedules and issue Bidding Documents to bidders, direct pre-bid conference to familiarize Bidders with the Bidding Documents, management techniques and with any special systems, materials, or methods; assist the Architect with the receipt of questions from bidders, and with the issuance of Addenda.
- 3) Review the Bid Documents to ensure that:
 - a. Long lead items are identified
 - b. The work of individual Contractors is coordinated
 - c. All requirements for the project have been assigned to the appropriate specialty Contractor
 - d. Proper coordination has been provided for sequenced construction
- 4) Assign responsibilities for safety precautions; provide temporary project facilities, equipment, materials, and services for common use of Contractors; verify that the requirements and assignment of responsibilities are included in the proposed Contract Documents.

VII. CONSTRUCTION PHASE

A. ON-SITE CONSTRUCTION PERSONNEL

- 1) Assign a Project Team consisting of a Project Superintendent, Assistant Superintendent, if required and an Administrative Assistant, if required to coordinate the work of Prime / Sub-Contractors with each other and with the activities and responsibilities of the Construction Manager, the Owner, and the Architect to complete the project in accordance with the Owner's objectives for cost, time, and quality. Maintain communication and document flow to all responsible parties using software as defined under Document Control provided in the later portion of this section.
 - a. Coordinate the work of surveyors, special consultants and testing laboratories.
 - b. Ensure each of the Prime / Subcontractors have an OSHA Health and Safety Program in effect as required by statutes.
 - c. Arrange delivery, storage, protection, and security of Owner purchased materials, systems and equipment which are part of the project, until such items are incorporated into the project. Coordinate with or assign these activities of the appropriate Prime /

B. CONSTRUCTION MANAGEMENT @ RISK SERVICES



Subcontractors who are responsible for the installation of such material systems, and equipment.

VIII. COST CONTROL

- 1) Upon award of the project, Colombo will establish a project budget for approval. This will be based on our prior experience with construction projects and bidding experience.
- 2) Actual bids will be directly compared with estimated costs and the Project Team will have a comprehensive understanding of the cost system applicable to each contract.
- 3) Budget reports are produced monthly and will be distributed to the Architect, the Owner, and other team members to provide a total indicated cost compared with the original estimate. A breakdown and analysis of any variance will be included.
- 4) In addition, a focus on the following points will be the key to successfully controlling project costs. Our most successful projects are those which strictly adhere to these guidelines.
 - a. *Constructability Review* – Colombo's Review Team will review and advise on the construction means, methods, and materials, and survey the documents to ensure economical construction procedures that reduce costs while maintaining the quality associated with actual in-place construction.
 - b. *Careful Scope Division* – Colombo will develop a manageable segregation of work that will be both competitive and attractive to qualified Contractors. We strive to maximize local competition to produce the lowest net cost for construction. Scope division will also have established and meaningful DVBE involvement.
 - c. *Demand and Enforce Quality* – Prepare and implement a Quality Program to allow Colombo and the Prime / Subcontractor contracts to deliver to Owner a complete product which contains the highest quality of workmanship and materials required by the contract documents.
 - d. *Continuous Budget Review* – Prepare the budget report based upon an established program; and review, analyze, and update the control budget. Continually compare scope adjustments to original budget parameters when necessary.
 - e. *Cash Flow* – Provide a cash flow schedule with the information available. This schedule will be updated monthly and provides both actual and previously estimated cash flow for prior months and projected cash flow for all future months.

IX. QUALITY

- 1) Quality will be controlled in accordance with the Quality Assurance and Control Plan.
- 2) A three-phase plan is used. The initial phase involves meetings with appropriate parties for each unique phase of work to discuss and clarify project requirements. The second phase is inspection of a representative sample of the work and incorporation of any comments. This becomes the basis for inspections on the balance of the work. The third phase is in-process inspections.
- 3) Inspections will also be made of materials delivered to the site. Colombo's Superintendent will lead

B. CONSTRUCTION MANAGEMENT @ RISK SERVICES



the inspection efforts to ensure problems are identified and resolved as soon as possible with the least impact to the project.

- 4) Prior to transmittal to the Architect, submittals are reviewed for contract compliance, presence of substitutions, completeness and constructability by the Project Manager and Superintendent.

X. SAFETY

- 1) Colombo maintains one of the best safety records in the industry statewide. The following table reflects our Experience Modification Rate (EMR) for the past three years.

Year	California EMR
2019	85
2018	76
2016	72

- 2) Colombo has a strong company Safety Program for all projects and employees. We firmly believe that excellent project safety is good business from the human side first and foremost, but also from the perspective of cost savings to the project.
- 3) Our Safety Program will be tailored for this project. It will address all potential hazards including the following:
 - a. Safety Program
 - b. Accident Prevention Plan
 - c. Fire Prevention Plan
 - d. Jobsite Trauma Program
 - e. Hazard Communication Program
- 5) Colombo's Project Team will make the Safety Program a number one priority for each and every person working on the project. It will include input from our Safety Coordinator, Safety Director, Project Superintendent, and Project Manager. Each Prime / Subcontractor will be required to sign and comply with the Safety Program, taking ownership of it in its entirety.
- 6) Additionally, Colombo will develop a Safety Orientation Program which will be given to each trade person prior to his/her first day of work. This Orientation Program will be implemented in accordance with our standard policies. A full copy of our Safety Plan will be provided to each member of the Project Team.

XI. DOCUMENT MANAGEMENT

- 1) The project Administrative Assistant will be responsible for plan distribution, logging, cross-referencing, distributing, tracking, and closing submittals, Action Items Lists, Requests for

B. CONSTRUCTION MANAGEMENT @ RISK SERVICES



Information, Letters of Instruction, Field Orders, Change Order Documents, and Application for Payment.

- a. Tool Used:
 - i. Document Control Logs and reports are maintained in Procore.
 - ii. Contractor payments, project budget, and project cost data is maintained in Spectrum.

Note: All departments are Local Area Network for data sharing and reporting purposes.

XII. CONSTRUCTION STAGING AND SITE LOGISTICS

- 1) Colombo will incorporate our Site Logistic Plans as part of the bid packages. This plan identifies the most effective means and methods of constructing your facility. It will address the following:
 - a. Security site fence
 - b. Vehicular traffic patterns, truck access, egress and ingress to site with safety as a major consideration
 - c. Marshaling and staging locations for construction equipment materials and trailers
 - d. Crane locations and access
 - e. Parking
 - f. Project signage and construction safety signage locations
 - g. Emergency access for fire trucks or other emergency vehicles
 - h. Identify temporary project facilities for common use by Prime / Subcontractors
 - i. Street vacations and closings
 - j. Phasing and sequencing of construction activities

XIII. CONTRACT MODIFICATION CONTROL

- 1) We will conduct a comprehensive pre-construction review of drawings and specifications to ensure the constructability of the project and refer any corrective measures to the Architect for issuance of Addenda by the Architect prior to bidding the specific trade category.
- 2) Well defined work scope for each bid package minimizes disputes between the various trades and assures minimum cost duplications or omissions. The clarity of the work scope ensures that the Prime / Subcontractors will concentrate their efforts on the "bricks and mortar" of the project, thus ensuring a timely completion, and not on determining what is or is not in their scope of work.

XIV. CLAIMS AVOIDANCE

- 1) Claims will be minimized through the use of bid packages with detailed description of work scope within each bid and through Constructability Reviews for each bid package. Bids submitted with exclusions will be considered non-responsive.
- 2) Effective communication and proper scheduling of the construction process will also minimize claims.

B. CONSTRUCTION MANAGEMENT @ RISK SERVICES



- 3) Timely resolution of design conflicts or clarifications will be facilitated through in-place contract controls to minimize time impacts.
- 4) A detailed written record of conditions, resource management, impacts and photographic records will be maintained to counter unreasonable Contractor claims.

XV. PROGRESS REPORTING

- 1) A daily log will be kept by the Project Superintendent containing information on the weather, progress of Contractors' work on-site, number of workers, work accomplished by various trades, problems encountered, and other relevant data as Owner may require. These daily logs will be submitted to the Owner on a weekly basis. Project Manager and Project Superintendent will also prepare a Narrative Report if Owner so wishes to submit with each updated schedule and/or with each photographic history of the project at an interval as requested by the Owner (i.e., weekly, bi-monthly, etc.).

XVI. A PHOTOGRAPHIC HISTORY OF THE PROJECTS CONSTRUCTION

- 1) A photographic history of the project will be submitted at an interval as requested by Owner. We will use digital photography and will forward such photos to the Owner and Architect via email.

XVII. FIELD AS-BUILT TRACKING SYSTEM

- 1) A complete set of record drawings will be maintained at the jobsite office. Each Prime / Subcontractor will be required to update the record drawings each month prior to receiving approval of their Application for Payment by the Project Manager and the Project Superintendent.

XIX. PROJECT PUNCHLIST

- 1) Prior to final completion of the project, Colombo will review the work and require all respective Prime / Subcontractors to complete unsatisfactory work.
- 2) After completion of this work, a formal punch list will be developed by the Owner, Architect, and Construction Manager. Colombo will then coordinate completion of the punchlist items as expeditiously as possible. After the punch list is completed, another walk thru will be held with the Owner, Architect, and Construction Manager.
- 3) Colombo will coordinate the Prime / Subcontractors for those items which were not completed or not completed to the satisfaction of Owner. As items are completed the appropriate representatives will sign off on the punchlist. This process will continue until all punch list items have been completed to the satisfaction of Owner.
- 4) Colombo will ensure that this process meets the terms of the General Conditions.
- 5) A complete set of record drawings will be maintained at the jobsite office. Each Prime / Subcontractor will be required to update the record drawings each month prior to receiving

B. CONSTRUCTION MANAGEMENT @ RISK SERVICES



approval of their Application for Payment by the Project Manager and the Project Superintendent.

XVIII. PROJECT CLOSE-OUT

- 1) Facilitate project closeout and administer warranty period corrective work. Logs will be prepared during the course of construction showing what is required to be submitted to the Design Team / Owner at the close of the project. A copy of this log will be forwarded to the Design Team / Owner for approval. Prior to the completion of the project, letters will be issued along with appropriate guarantee forms to each contractor. All closeout documents will be compiled by Colombo and submitted to the Design Team / Owner.

Executed on this 26th Day of November 2019, at Bakersfield, Kern County, State of California.

A handwritten signature in blue ink, appearing to read 'R Altergott', is written over a horizontal line.

Signature

Ryan Altergott
Print Name

President
Title

CM's Prior Experience

C. CONSTRUCTION MANAGER'S PRIOR EXPERIENCE



Below is a comprehensive list of modernization projects completed by Colombo Construction Company, Inc. within the last five years.

Bakersfield High School—Griffith Field Stadium Modernization



PROJECT TYPE: Modernization of Griffith Field & Stadium at Bakersfield High School
SERVICES PERFORMED: Services include new site amenities, new track and football field, a grand exterior transformation to the existing structure to include new seating, new structures to house press box, restrooms and concessions.
LOCATION: 1241 G Street, Bakersfield, CA 93301
CLIENT OF FACILITY: Kern High School District
ORIGINAL BUDGET/FINAL BUDGET: \$16,889,000 / \$20,666,000*
START / COMPLETE: August 2015 / November 2017
CLIENT CONTACT: Mrs. Jenny Hannah, Facilities Director, (661) 827-3422
ARCHITECT CONTACT: Klassen Corporation, Mr. John Karnes, (661) 619-2385
CONSTRUCTION DELIVERY METHOD: Construction Management Multiple-Prime
**Due to unforeseens and Owner required changes.*

North High School Modernization—Phase II



PROJECT TYPE: Phase II modernization of North High School
SERVICES PERFORMED: Demolition of existing facilities and construction of a new Gymnasium, 11,370 sf addition to Administration Building and related site work.
LOCATION: 300 Galaxy Avenue, Bakersfield, CA 93308
CLIENT OF FACILITY: Kern High School District
ORIGINAL BUDGET/FINAL BUDGET: \$19,500,000 / \$21,000,000
START / COMPLETE: June 2011 / November 2017
CLIENT CONTACT: Mrs. Jenny Hannah, Facilities Director, (661) 827-3422
ARCHITECT CONTACT: Ordiz-Melby Architects, Inc., Mr. Bill Melby, (661) 832-5358
CONSTRUCTION DELIVERY METHOD: Construction Management Multiple-Prime

Wasco Union High School—Modernization Phase VI



PROJECT TYPE: Phase VI modernization —Student Services Building at Wasco Union High School
SERVICES PERFORMED: Preconstruction and construction services of a 9,500 sf new Administrative Building for Wasco Union High School. Site development included site preparation, underground utilities, landscape, hardscape, vehicular drives, surface parking, security barriers, fencing and gates.
LOCATION: 1900 Seventh Street, Wasco, CA 93280
CLIENT OF FACILITY: Wasco Union High School District
ORIGINAL BUDGET/FINAL BUDGET: \$4,000,000 / \$4,402,561
START / COMPLETE: November 2017 / January 2018
CLIENT CONTACT: Mr. Martin Lonza, Director of Facilities Management, (661) 758-7400
ARCHITECT CONTACT: SC Architect, Inc., Mr. Steve Corbin, (661) 397-4377
CONSTRUCTION DELIVERY METHOD: Construction Management at Risk

North High School Modernization—Phase I



PROJECT TYPE: Phase I modernization of North High School
SERVICES PERFORMED: 127,879 sf modernization to include interior and exterior upgrades to Administration Building, Performing Arts Center, Classrooms, Cafeteria, Gymnasium and Industrial Arts Building.
LOCATION: 300 Galaxy Avenue, Bakersfield, CA 93308
CLIENT OF FACILITY: Kern High School District
ORIGINAL BUDGET/FINAL BUDGET: \$12,510,642 / \$14,034,000
START / COMPLETE: June 2012 / February 2014
CLIENT CONTACT: Mrs. Jenny Hannah, Facilities Director, (661) 827-3422
ARCHITECT CONTACT: Ordiz-Melby Architects, Inc., Mr. Bill Melby, (661) 832-5258
CONSTRUCTION DELIVERY METHOD: Construction Management Multiple-Prime

C. CONSTRUCTION MANAGER'S PRIOR EXPERIENCE



Wasco Union High School—Modernization Phase V



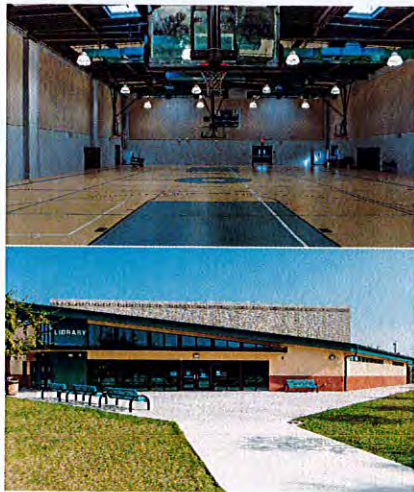
PROJECT TYPE: Phase V modernization of Wasco Union High School
SERVICES PERFORMED: Preconstruction and construction services for the modernization and reconfiguration of Wasco Union High School's existing Library, Cafeteria and Band Building, as well as numerous services and landscaping upgrades to the campus. The three year project incorporated five phases of construction with an overall objective to modernize the entire campus.
LOCATION: 1900 Seventh Street, Wasco, CA 93280
CLIENT OF FACILITY: Wasco Union High School District
ORIGINAL BUDGET/FINAL BUDGET: \$9,499,014 / \$9,288,166
START / COMPLETE: April 2013 / April 2015
CLIENT CONTACT: Mr. Martin Lonza, Director of Facilities Management, (661) 758-7400
ARCHITECT CONTACT: SC Architect, Inc., Mr. Steve Corbin, (661) 397-4377
CONSTRUCTION DELIVERY METHOD: Lease-Leaseback

Delano Joint Union High School New Synthetic Track & Field



PROJECT TYPE: Track and Field Modernization at Delano Union High School
SERVICES PERFORMED: Installation of new synthetic track to replace existing dirt track, new concrete spectator pads, new concrete walkways/pathways to and from existing restrooms and around new track area.
LOCATION: 13341 Cecil Avenue, Delano, CA 93215
CLIENT OF FACILITY: Delano Joint Union High School District
ORIGINAL BUDGET/FINAL BUDGET: \$3,060,161 / \$2,427,295
START / COMPLETE: February 2017 / February 2018
CLIENT CONTACT: Dr. Teri Nuckols, District Superintendent, (661) 725-4000
ARCHITECT CONTACT: Ron Edwards Architect, Inc., Mr. Ron Edwards, (661) 735-8163
CONSTRUCTION DELIVERY METHOD: Lease-Leaseback

Robert F. Kennedy High School - Increment I, New Ancillary Gymnasium & New Campus Library



PROJECT TYPE: Stadium modernization, new Ancillary Gymnasium & campus Library at Robert F. Kennedy High School
SERVICES PERFORMED: Preconstruction and construction services for stadium modernization including installation of new synthetic track/athletic field, ticket booth, restrooms, concession stand, bleachers, skybox with accessible ramp and related equipment and site development. Addition of new Ancillary Gymnasium and new campus Library at Robert F. Kennedy High School.
LOCATION: 1720 Norwalk Street, Delano, CA 93215
CLIENT OF FACILITY: Delano Joint Union High School District
ORIGINAL BUDGET/FINAL BUDGET: \$9,257,529 / Increment I=\$2,587,211; New Ancillary Gym & Library=\$6,670,318
START / COMPLETE: November 2011 / October 2013
CLIENT CONTACT: Dr. Teri Nuckols, District Superintendent, (661) 725-4000
ARCHITECT CONTACT: Ordiz-Melby Architects, Inc., Mr. Wes Sutliff, (661) 832-5258
CONSTRUCTION DELIVERY METHOD: Lease-Leaseback

Burroughs High School Modernization



PROJECT TYPE: Modernization of Burroughs High School
SERVICES PERFORMED: Project involved the complete renovation of the permanent instructional spaces throughout the campus along with the addition of a new Administration building and new concessions facility adjacent to the existing stadium.
LOCATION: 5000 E. French Avenue, Ridgecrest, CA 93555
CLIENT OF FACILITY: Sierra Sands Unified School District
ORIGINAL BUDGET/FINAL BUDGET: \$31,909,274 / \$31,909,274
START DATE/COMPLETION DATE: April 2016 / March 2018
CLIENT CONTACT: Mr. Dennis Franey, Assistant Superintendent of Business Services, (760) 499-1604
ARCHITECT CONTACT: RBB Architects, Inc., Mr. Kevin Boots, (310) 473-3555
CONSTRUCTION DELIVERY METHOD: Construction Management Multiple-Prime

C. CONSTRUCTION MANAGER'S PRIOR EXPERIENCE



Sing Lum Elementary School Modernization



PROJECT TYPE: Modernization of Sing Lum Elementary School
SERVICES PERFORMED: Preconstruction and construction services of a 45,000 sf K-6 modernization utilizing 40,000 sf of permanent modular buildings to reconstruct the existing school site for the Panama-Buena Vista Union School District.
LOCATION: 4800 Chaney Lane, Bakersfield, CA 93313
CLIENT OF FACILITY: Panama-Buena Vista Union School District
ORIGINAL BUDGET/FINAL BUDGET: \$12,598,251 / \$12,720,442
START / COMPLETE: January 2015 / January 2017
CLIENT CONTACT: Mr. Jeff Foy, Director of Facilities, (661) 831-8331
ARCHITECT CONTACT: Teter, LLP, Mr. Robert Thornton, (661) 843-8400
CONSTRUCTION DELIVERY METHOD: Lease-Leaseback

Marsa E. Voorhies Elementary School Modernization - Phases I-III



PROJECT TYPE: Modernization of Marsa E. Voorhies Elementary School
SERVICES PERFORMED: Relocation and replacement of 24,000 sf of permanent modular classroom buildings, reconstruct classrooms, kitchen addition, multi-purpose modernization, Administration Building replacement, electrical and ADA upgrades on this Elementary School campus for the Bakersfield City School District.
LOCATION: 6001 Pioneer Drive, Bakersfield, CA 93306
CLIENT OF FACILITY: Bakersfield City School District
ORIGINAL BUDGET/FINAL BUDGET: \$13,420,730 / Phase I=\$3,968,402; Phase II=\$3,345,943; Phase III=\$6,810,834
START / COMPLETE: June 2015 / August 2017
CLIENT CONTACT: Mr. Marcos Rodriguez, Director of Facilities and Operations, (661) 631-5883
ARCHITECT CONTACT: Ordiz-Melby Architects, Inc., Mr. Danny Ordiz, (661) 832-5258
CONSTRUCTION DELIVERY METHOD: Construction Management Multiple-Prime

Norris Middle School Modernization



PROJECT TYPE: Modernization at Norris Middle School
SERVICES PERFORMED: Preconstruction and construction services of a 32,000 sf middle school modernization at Norris Middle School. Work included demolition of five classroom wings, site work consisting of AC play paving, and a new parking lot with drop off areas, new courtyards, selected turf/landscaping/irrigation, undergrounding of existing utilities as required. The new construction of 22,000 sf of classrooms, 7,000 sf library building and 3,000 sf food service building.
LOCATION: 6940 Calloway Drive, Bakersfield, CA 93312
CLIENT OF FACILITY: Norris School District
ORIGINAL BUDGET/FINAL BUDGET: \$13,213,933 / \$12,803,416
START / COMPLETE: May 2013 / August 2015
CLIENT CONTACT: Mrs. Kelly Miller, District Superintendent, (661) 387-7000
ARCHITECT CONTACT: PJHM Architects, Mr. Kenneth Podany, (949) 496-6191
CONSTRUCTION DELIVERY METHOD: Lease-Leaseback

Rosedale Middle School - New Gymnasium



PROJECT TYPE: Modernization at Rosedale Middle School
SERVICES PERFORMED: Preconstruction and construction services of a new Gymnasium at Rosedale Middle School.
LOCATION: 12463 Rosedale Highway, Bakersfield, CA 93312
CLIENT OF FACILITY: Rosedale Union School District
ORIGINAL BUDGET/FINAL BUDGET: \$5,000,000 / \$5,364,429
START / COMPLETE: July 2016 / May 2018
CLIENT CONTACT: Dr. John Mendiburu, District Superintendent, (661) 588-6000
ARCHITECT CONTACT: Ordiz-Melby Architects, Inc., Mr. Bill Melby, (661) 832-5258
CONSTRUCTION DELIVERY METHOD: Construction Management Multiple-Prime

Freedom Middle School Gymnasium Weight Room and Storage



PROJECT TYPE: Modernization at Freedom Middle School
SERVICES PERFORMED: Construction of a new 1280 sf weight room and storage building adjacent to the Gymnasium at Freedom Middle School.
LOCATION: 11445 Noriega Road, Bakersfield, CA 93312
CLIENT OF FACILITY: Rosedale Union School District
ORIGINAL BUDGET/FINAL BUDGET: \$540,000 / \$594,589
START / COMPLETE: February 2017 / August 2017
CLIENT CONTACT: Dr. John Mendiburu, District Superintendent, (661) 588-6000
ARCHITECT CONTACT: Ordiz-Melby Architects, Inc., Mr. Bill Melby, (661) 832-5258
CONSTRUCTION DELIVERY METHOD: Construction Management Multiple-Prime

C. CONSTRUCTION MANAGER'S PRIOR EXPERIENCE



Freedom Middle School - New Gymnasium



PROJECT TYPE: Modernization at Freedom Middle School
SERVICES PERFORMED: Preconstruction and construction services of a new Gymnasium at Freedom Middle School.
LOCATION: 11445 Noriega Road, Bakersfield, CA 93312
CLIENT OF FACILITY: Rosedale Union School District
ORIGINAL BUDGET/FINAL BUDGET: \$4,120,344 / \$4,420,385
START / COMPLETE: July 2013 / October 2014
CLIENT CONTACT: Dr. John Mendiburu, District Superintendent, (661) 588-6000
ARCHITECT CONTACT: Ordiz-Melby Architects, Inc., Mr. Bill Melby, (661) 832-5258
CONSTRUCTION DELIVERY METHOD: Construction Management Multiple-Prime

Centennial Elementary School Administration & Library Remodel



PROJECT TYPE: Modernization of Centennial Elementary School
SERVICES PERFORMED: Remodel of existing Administrative Building and Library Building as well as demolition of existing buildings.
LOCATION: 15200 Westdale Drive, Bakersfield, CA 93314-9154
CLIENT OF FACILITY: Rosedale Union School District
ORIGINAL BUDGET/FINAL BUDGET: \$2,100,000 / \$2,517,222
START / COMPLETE: February 2014 / September 2014
CLIENT CONTACT: Dr. John Mendiburu, District Superintendent, (661) 588-6000
ARCHITECT CONTACT: Ordiz-Melby Architects, Inc., Mr. Robert Varner, (661) 832-5258
CONSTRUCTION DELIVERY METHOD: Construction Management Multiple-Prime

Rosedale Union School District Office Expansion & Remodel



PROJECT TYPE: Modernization / Remodel of District Office
SERVICES PERFORMED: Remodel to existing District Office and Board Room including new facility addition and parking lot reconstruction for the Rosedale Union School District.
LOCATION: 11445 Noriega Road, Bakersfield, CA 93312
CLIENT OF FACILITY: Rosedale Union School District
ORIGINAL BUDGET/FINAL BUDGET: \$2,850,000 / \$3,800,000
START / COMPLETE: December 2013 / August 2015
CLIENT CONTACT: Dr. John Mendiburu, District Superintendent, (661) 588-6000
ARCHITECT CONTACT: Ordiz-Melby Architects, Inc., Mr. Bill Melby, (661) 832-5258
CONSTRUCTION DELIVERY METHOD: Construction Management Multiple-Prime

New Classroom Building at Centennial Elementary School



PROJECT TYPE: Modernization / Addition at Centennial Elementary School
SERVICES PERFORMED: Addition of 8-modular classrooms and associated site work at Centennial Elementary School for the Rosedale Union School District.
LOCATION: 2553 Old Farm Road, Bakersfield, CA 93312
CLIENT OF FACILITY: Rosedale Union School District
ORIGINAL BUDGET/FINAL BUDGET: \$3,708,232 / \$4,110,531
START / COMPLETE: December 2015 / November 2016
CLIENT CONTACT: Dr. John Mendiburu, District Superintendent, (661) 588-6000
ARCHITECT CONTACT: Ordiz-Melby Architects, Inc., Mr. Rob Trost, (661) 832-5258
CONSTRUCTION DELIVERY METHOD: Construction Management Multiple-Prime

Woodrow Wallace Elementary School - Kindergarten Replacement



PROJECT TYPE: Modernization - Kindergarten Replacement
SERVICES PERFORMED: Replacement of four modular Kindergarten classroom buildings and other capital improvements including relocatable classroom, deferred maintenance projects for Woodrow Wallace Elementary School as determined by Owner.
LOCATION: 3240 Erskin Creek Road, Lake Isabella, CA 93240-9608
CLIENT OF FACILITY: Kernville Union School District
ORIGINAL BUDGET/FINAL BUDGET: \$2,100,000 / \$2,094,733
START / COMPLETE: December 2015 / November 2016
CLIENT CONTACT: Mrs. Nikolle Evans, Director of Maintenance, Operations & Transportation, (760) 379-4411
ARCHITECT CONTACT: SC Architect, Inc., Mr. Steve Corbin, (661) 397-4377
CONSTRUCTION DELIVERY METHOD: Construction Management Multiple-Prime

C. CONSTRUCTION MANAGER'S PRIOR EXPERIENCE



Lost Hills Unified School District - Addition



PROJECT TYPE: New Administration building and 10-Classroom addition.
SERVICES PERFORMED: Preconstruction and construction services of a new Administration building and 10-classroom addition at Lost Hills Unified School District.
LOCATION: 21109 Highway 46, Lost Hills, CA 93249
CLIENT OF FACILITY: Lost Hills Union School District
ORIGINAL BUDGET/FINAL BUDGET: \$4,400,000
START / COMPLETE: February 2010 / July 2010
CLIENT CONTACT: Mr. Harrison Favereaux, (661) 797-3008
ARCHITECT CONTACT: Ordiz-Melby Architects, Inc., Mr. Wes Sutliff, (661) 832-5258
CONSTRUCTION DELIVERY METHOD: Construction Management Multiple-Prime

Rosedale Middle School - Addition



PROJECT TYPE: Addition
SERVICES PERFORMED: Preconstruction and construction services of a new multi-purpose room addition at Rosedale Middle School
LOCATION: 12463 Rosedale Highway, Bakersfield, CA 93312-8677
CLIENT OF FACILITY: Rosedale Union School District
ORIGINAL BUDGET/FINAL BUDGET: \$5,046,000
START / COMPLETE: September 2008 / January 2010
CLIENT CONTACT: Dr. John Mendiburu, District Superintendent, (661) 588-6000
ARCHITECT CONTACT: Ordiz-Melby Architects, Inc., Mr. Bill Melby, (661) 832-5258
CONSTRUCTION DELIVERY METHOD: Construction Management Multiple-Prime

Fruitvale Junior High School - New Gymnasium



PROJECT TYPE: Modernization / Addition
SERVICES PERFORMED: Preconstruction and construction services of a new Gymnasium addition at Fruitvale Junior High School.
LOCATION: 2114 Calloway Drive, Bakersfield, CA 93312-2706
CLIENT OF FACILITY: Fruitvale School District
ORIGINAL BUDGET/FINAL BUDGET: \$2,500,000
START / COMPLETE: 2004 / 2005
CLIENT CONTACT: Mr. Brian Prine, Director of Maintenance, Operations & Transportation (661) 589-3830
ARCHITECT CONTACT: Ordiz-Melby Architects, Inc., Mrs. Mary Bogacki, (661) 832-5258
CONSTRUCTION DELIVERY METHOD: Construction Management Multiple-Prime

Norris Middle School - New Gymnasium

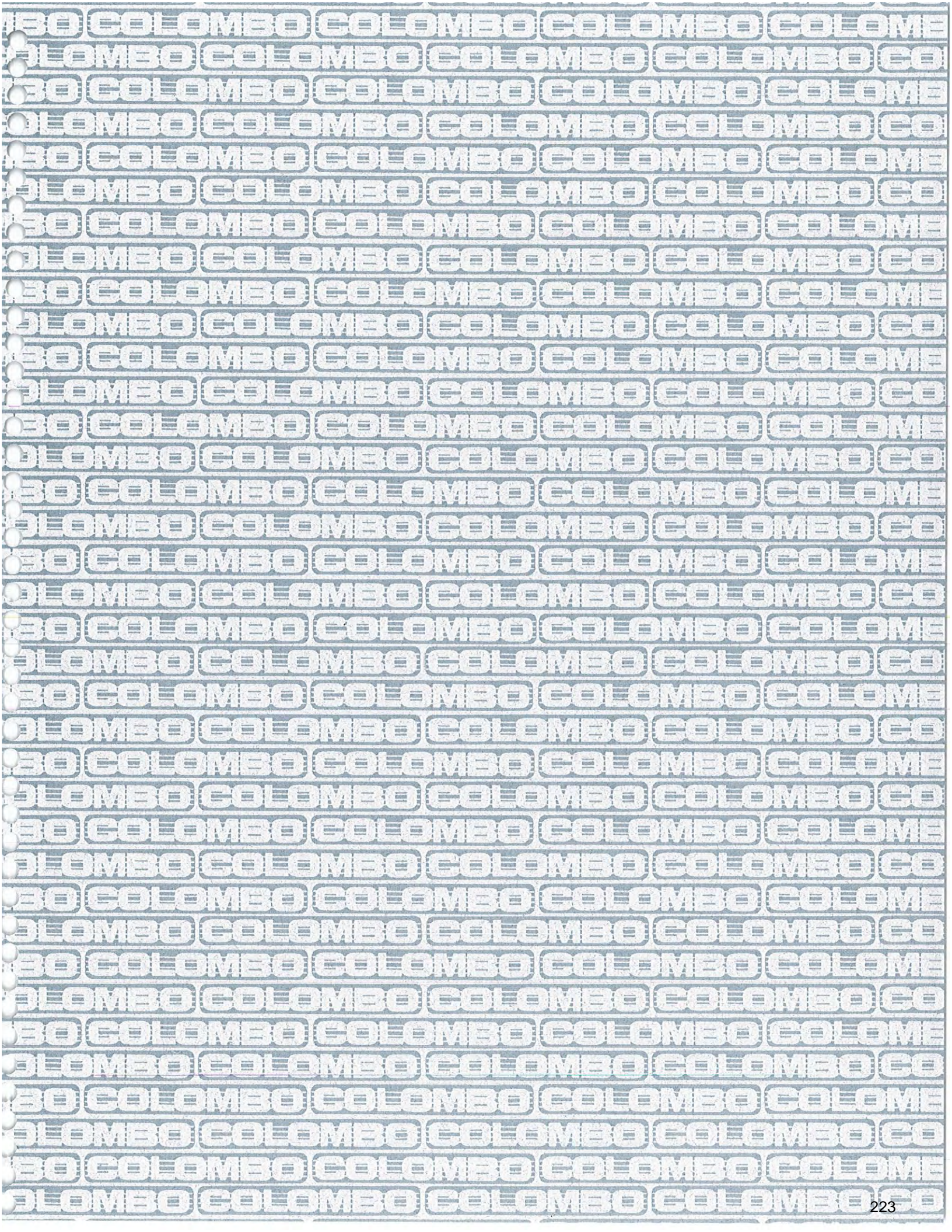


PROJECT TYPE: Modernization / Addition
SERVICES PERFORMED: Preconstruction and construction services of a new Gymnasium and Classroom addition at Norris Middle School.
LOCATION: 6940 Calloway Drive, Bakersfield, CA 93312-9005
CLIENT OF FACILITY: Norris School District
ORIGINAL BUDGET/FINAL BUDGET: \$6,000,000
START / COMPLETE: November 2003 / August 2004
CLIENT CONTACT: Mrs. Kelly Miller, District Superintendent, (661) 387-7000
ARCHITECT CONTACT: Ordiz-Melby Architects, Inc., Mr. Wes Sutliff, (661) 832-5258
CONSTRUCTION DELIVERY METHOD: Construction Management Multiple-Prime

Kern County Superintendent of Schools

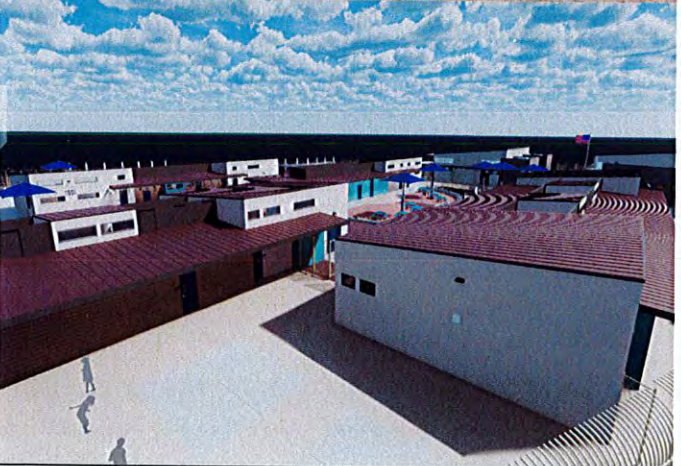


PROJECT TYPE: Tenant Improvements
SERVICES PERFORMED: Tenant Improvements on the multi-story City Center building for the Kern County Superintendent of Schools.
LOCATION: 1300 17th Street City Center, Bakersfield, CA 93301
CLIENT OF FACILITY: Kern County Superintendent of Schools
ORIGINAL BUDGET/FINAL BUDGET: \$4,700,000 / \$4,600,000
START / COMPLETE: August 1993 / September 1994
CLIENT CONTACT: Mrs. Sheri Grubber, (661) 589-2696
ARCHITECT CONTACT: BFGC Architect Planners, Inc., Mr. Brad Henderson; (661) 832-5258
CONSTRUCTION DELIVERY METHOD: Construction Management Multiple-Prime



AURORA PROGRAM SCHOOL

Kern County Superintendent of Schools
2000 K Street
Bakersfield, CA 93301-4533



ARCHITECT

IBI GROUP, INC.

Rick Mello, AIA
4119 Broad Street, Suite 210
San Luis Obispo, CA 93401
(805) 546-0433
rick.mello@ibigroup.com

PROJECT INFORMATION

PROJECT LOCATION

7900 Niles Street
Bakersfield, CA 93306

OWNER'S REPRESENTATIVE

George Carson, Facilities Support Operations Specialist | (661) 636-4895
gecarson@kern.org

PROJECT MANAGER

Joe Ballard, Project Manager
(661) 316-0100
jballard@colomboconstruction.com

FIELD SUPERINTENDENT

Jason Sitton, Project Superintendent
(661) 201-5996
jasonsitton@colomboconstruction.com

CONSTRUCTION DELIVERY

Construction Management
Multiple-Prime

PROJECT COMMENCEMENT DATE

April 2019

PROJECT COMPLETION DATE

August 2020

PROJECT SIZE

42,250 sf

CONSTRUCTION COST

\$28,482,525

INSPECTOR OF RECORD

Dwight Grimes | Construction Inspection Services | (661) 378-0520
dgrimes328@gmail.com

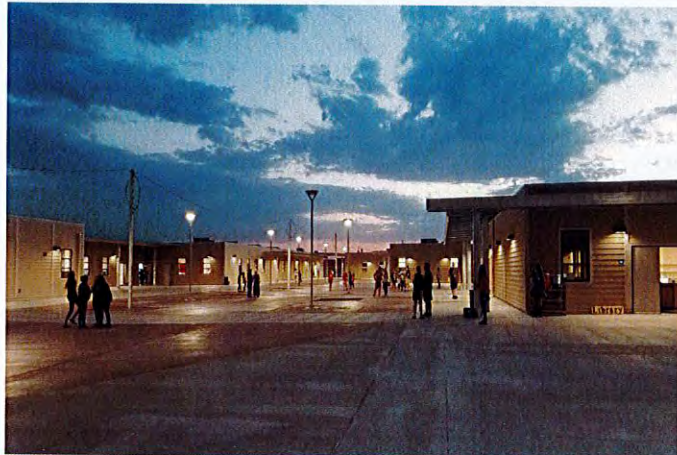
The **Kern County Superintendent of Schools (KCSOS)** Aurora Program

School project involves preconstruction and construction services of a new educational facility situated on a 5.7 acre site located in the eastern part of the Bakersfield, CA metropolitan area. Scope of work encompasses site demolition of existing buildings/concrete; earthwork; construction of new facilities to include 7-single story buildings; 14-shade structures; 3-bus drop off stations; 2-basketball courts, track and field; 1-parking lot and miscellaneous site development. A multi-purpose / administration building will be built on-site and classrooms will consist of slab-on-grade permanent modular construction.

The new 42,250 sf K-8 Aurora Program school will support approximately 120 students as part of KCSOS and Kern County's SELPA (Special Education Local Plan Area) program. SELPA provides high quality educational programs and services for students with disabilities and special needs, and includes training for parents and educators.

NEW MURRAY MIDDLE SCHOOL

Sierra Sands Unified School District
113 W. Felspar Avenue
Ridgecrest, CA 93555



ARCHITECT

IBI GROUP ARCHITECTS
MAURICE MACARE, AIA
18491 Von Karman Ave.
Suite 100
Irvine, CA 92612
(619) 234-4110
maurice.macare@ibigroup.com

PROJECT INFORMATION

PROJECT LOCATION

200 East Drummond
Ridgecrest, CA 93555

OWNER'S REPRESENTATIVE

Randy Coit, Facilities Director
(760) 382-4434
rcoit@ssusd.org

PROJECT MANAGER

Joe Ballard
(661) 316-0100
jballard@colomboconstruction.com

FIELD SUPERINTENDENT

Mitch Canfield
(661) 978-7973
mcanfield@colomboconstruction.com

CONSTRUCTION DELIVERY

Construction Management
Multiple-Prime

PROJECT COMMENCEMENT DATE

October 2016

PROJECT COMPLETION DATE

August 2017

PROJECT SIZE

67,896 SF

CONSTRUCTION COST

\$39,542,838

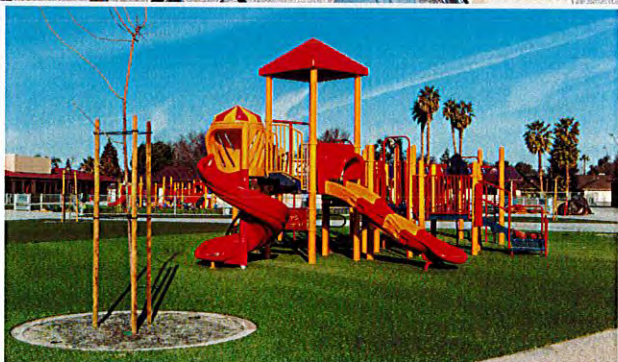
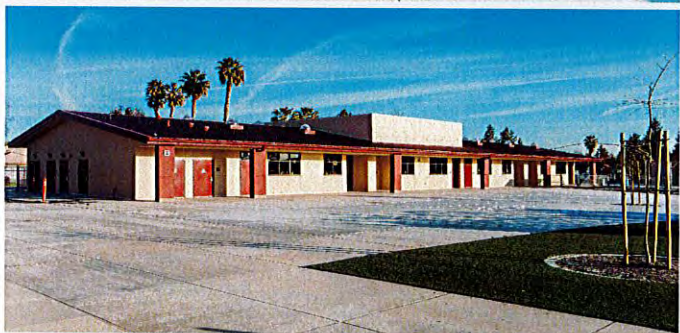
INSPECTOR OF RECORD

Mike Sitts | JMI Consultants, Inc.
(951) 225-2073
mike@jmiinc.com

Sierra Sands Unified School District, in joint venture with the Department of Defense and Department of Navy, issued Colombo Construction Company a contract to finalize construction on the new Murray Middle School. The Murray project, originally awarded to another CM Firm, was approximately 10% completed and behind schedule. Colombo Construction was asked to take over the project with less than nine (9) months to complete construction before the start of school. Construction completion on this 6-8 grade school campus project included standard classrooms as well as science classrooms, a media center, gymnasium, music and art building, library, multi-purpose building and administration building. The project incorporated 68,000 sf of permanent modular slab-on-grade buildings including a panelized gymnasium and multi-purpose building featuring *Anti-Terrorism "blast force"* design throughout. Since the school site is located so close to the Naval Air Weapons Station in China Lake, CA, the campus needed to meet *Anti-Terrorism Force Protection (ATFP) Standards*. The unique structural design of the Murray campus was a groundbreaking achievement; the result of which pushes modular construction to the limits and is one of the first blast resistant modular campuses in California. The 67,896 sf facility was completed in just 319 days.

SING LUM ELEMENTARY SCHOOL MODERNIZATION

Panama-Buena Vista Union School District
4200 Ashe Road
Bakersfield, CA 93313



ARCHITECT

TETER ARCHITECTS, LLP
ROBERT THORNTON, AIA
1200 Discovery Drive
Suite 160
Bakersfield, CA 93309
(661) 843-8400
Robert.thornton@teterae.com

PROJECT INFORMATION

PROJECT LOCATION

4600 Chaney Lane
Bakersfield, CA 93313

OWNER'S REPRESENTATIVE

Paul Johnson | Director of Facilities
(661) 831-8331
pjohnson@pbvUSD.net

PROJECT MANAGER

Ryan Altergott | (661) 316-0100
raltergott@colomboconstruction.com

FIELD SUPERINTENDENT

Joe Lencioni | (661) 201-3995
jlencioni@colomboconstruction.com

CONSTRUCTION DELIVERY

Lease-Leaseback

PROJECT COMMENCEMENT DATE

November 2015

PROJECT COMPLETION DATE

January 2017

PROJECT SIZE

45,000 sf

CONSTRUCTION COST

\$6,509,717

INSPECTOR OF RECORD

Brian Phillips | AM-Tech Inspection
Services, Inc. | (661) 589-8846
bphillips@amtechinspection.com

Panama-Buena Vista Union School District

The Sing Lum Elementary School campus was originally constructed over 25 years ago as a mostly modular developer built school. The existing modular classrooms had deteriorated extensively and were in dire need of replacement. The District's goal was to replace as many modular classroom buildings on campus as possible while maintain and enhancing the limited playground area on this nine acre site.

Sing Lum's modernization encompassed preconstruction and construction services and the utilization of over 40,000 sf of permanent modular buildings to reconstruct this existing school site.

The use of permanent modular buildings reduced the construction footprint allowing construction work to take place with 900 students present. The decision to utilize permanent modular buildings saved the District money as student relocation was not needed.

PALM AVENUE MIDDLE SCHOOL MODERNIZATION

Wasco Union Elementary School District
1102 Fifth Street
Wasco, CA 93280-1825



ARCHITECT

KLASSEN CORPORATION
DON EVANS, AIA
2021 Westwind Drive
Bakersfield, CA 93301
(661) 324-3000
done@klassencorp.com

PROJECT INFORMATION

PROJECT LOCATION

1017 Palm Avenue
Wasco, CA 93280-2112

OWNER'S REPRESENTATIVE

Kelly Richers, District Superintendent
(661) 758-7100
kerichers@wuesd.org

PROJECT MANAGER

Juan Montelongo
(661) 316-0100
jmontelongo@colomboconstruction.com

FIELD SUPERINTENDENT

Randy Rice
(661) 201-4002
rrice@colomboconstruction.com

CONSTRUCTION DELIVERY

Construction Management @ Risk

PROJECT COMMENCEMENT DATE

May 2018

PROJECT COMPLETION DATE

August 2019

PROJECT SIZE

22,110 sf

CONSTRUCTION COST

\$10,088,913

INSPECTOR OF RECORD

Steve Guffey | AM-Tech Inspection Services | (661) 903-0964
sguffey@amtechinspection.com

Wasco Union Elementary School District's modernization of Palm Avenue Elementary School was generated by the need to convert the existing elementary school into a junior high school in an effort to reduce student overcrowding and renovate the aging school originally built in 1978. The Palm Avenue modernization involved preconstruction and construction services of a new 15,709 sf gymnasium including concessions, lobby, restrooms, student dressing rooms, coaches offices, storage and locker rooms. The existing 2,100 sf Administration Office / Library building was restructured to incorporate a new 800 sf lobby expansion and the existing library was relocated within two newly upgraded classrooms. Exterior finishes incorporate concrete masonry, an acrylic plaster system, aluminum storefronts and new roofing system. Site improvements include new parking lot, new quad play area, walk way canopy and concrete paving. Landscape upgrades include artificial turf around gymnasium, classrooms, and administration, new playfield sod, curbing, irrigation systems, and new trees/shrubs were incorporated throughout this 13.8 acre campus site.

MARSA E. VOORHIES ELEMENTARY SCHOOL MODERNIZATION | PHASES I - III

Bakersfield City School District
1300 Baker Street
Bakersfield, CA 93301



ARCHITECT

**ORDIZ-MELBY
ARCHITECTS, INC.**
DANNY ORDIZ, AIA
5500 Ming Avenue, Suite 290
Bakersfield, CA 93309
(661) 832-5258
dordiz@ordizmelby.com

PROJECT INFORMATION

PROJECT LOCATION

6001 Pioneer Drive
Bakersfield, CA 93306

OWNER'S REPRESENTATIVE

Marcos Rodriguez, Director of
Facilities | (661) 631-5883
mrodriguez@bcsd.com

PROJECT MANAGER

Joe Ballard | (661) 316-0100
jballard@colomboconstruction.com

FIELD SUPERINTENDENT

Jason Sitton | (661) 201-5996
jasonsitton@colomboconstruction.com

CONSTRUCTION DELIVERY

Construction Management
Multiple-Prime

PROJECT COMMENCEMENT DATE

June 2015

PROJECT COMPLETION DATE

August 2017

PROJECT SIZE

Modernization: 1,720 sf
Addition: 21,200 sf
Kindergarten: 10,560 sf

CONSTRUCTION COST

\$13,420,730

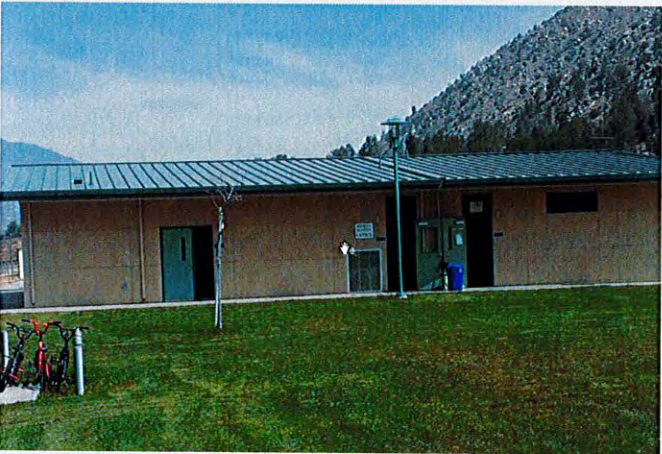
INSPECTOR OF RECORD

Steve Guffey | Am-Tech Inspection
Services | (661) 903-0964
sguffey@amtechinspection.com

Bakersfield City School District's
modernization of the existing Marsa E. Voorhies Elementary School campus was completed in three phases of construction, including the multi-purpose room, administration office, and two permanent modular classroom wings. Removal of obsolete modular buildings and replaced with new permanent modular classrooms, the addition of two staff and visitor parking areas and parent drop-off zones. Phase I of the project consisted of site demo, relocation and replacement of the existing eight Kindergarten classroom buildings, new structural concrete, AC paving and fencing. The Voorhies modernization incorporated four new modular restroom buildings, a new kitchen addition, multi-purpose room upgrade, new administration office and a new library/ computer lab complex.

WOODROW W. WALLACE ELEMENTARY SCHOOL KINDERGARTEN REPLACEMENT

Kernville Union School District
3240 Erskin Creek Road
Lake Isabella, CA 93240



ARCHITECT

SC ARCHITECT, INC.
Steve Corbin, AIA
1601 New Stine Road, #280
Bakersfield, CA
(661) 397-4377
scorbin@scarchitects.com

PROJECT INFORMATION

PROJECT LOCATION

3240 Erskin Creek Road
Lake Isabella, CA 93240-9608

OWNER'S REPRESENTATIVE

Nikolle Evans, Director of Maintenance & Operations | (760) 379-4411
nevans@kernvilleusd.org

PROJECT MANAGER

Juan Montelongo
(661) 316-0100
jmontelongo@colomboconstruction.com

FIELD SUPERINTENDENT

Justin Lochary, Project Superintendent
(661) 978-8283
jlochary@colomboconstruction.com

CONSTRUCTION DELIVERY

Construction Management
Multiple-Prime

PROJECT COMMENCEMENT DATE

December 2015

PROJECT COMPLETION DATE

November 2016

PROJECT SIZE

5,760 sf

CONSTRUCTION COST

\$2,094,733

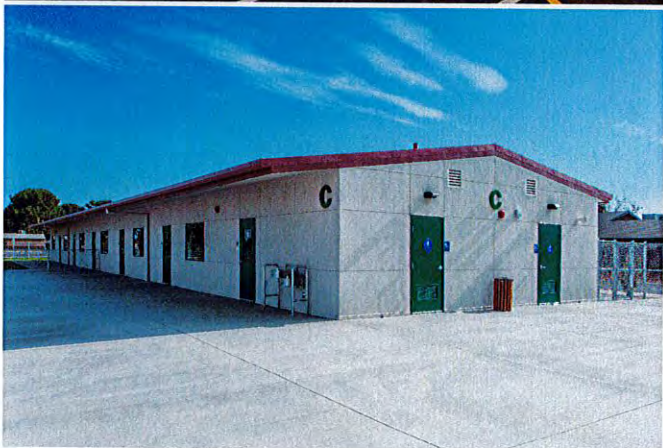
INSPECTOR OF RECORD

John Leach | Leach & Leach
Inspections | (661) 699-0704
jleach@bak.rr.com

Kernville Union School District's modernization of Woodrow W. Wallace Elementary School encompassed a complete demolition of the existing Kindergarten classroom building, re-placement of four relocatable modular classroom buildings, other capital improvements and deferred maintenance projects as determined by Owner. The scope of work included accessible parking improvements, accessible restrooms and drinking fountain, AC paving, concrete walkways, new fencing and gates, underground utilities and fire alarm upgrades / installation to meet ADA accessibility guidelines. Off site work involved street and utility improvements. The District's goal was to utilize a modular PC that would match the design of the middle school classroom wing constructed in 2009. The final design and construction integrated the new Kindergarten classroom wings into the existing 27,200 sf campus site providing a uniform look and function.

GRIMMWAY CHARTER ACADEMY SCHOOL—SHAFTER, CA

The Grimm Family Education Foundation
11001 River Run Blvd., Suite 101
Bakersfield, CA 93311



ARCHITECT

ORDIZ-MELBY ARCHITECTS, INC.
MARK TORRES, AIA
5500 Ming Ave., Suite
Bakersfield, CA 93309
(661) 832-5258
mtorres@ordiz-melby.com

PROJECT INFORMATION

PROJECT LOCATION

471 Los Angeles Street
Shafter, CA 93263

OWNER'S REPRESENTATIVE

Casey Yeazel, Executive Director
(661) 241-7029
cyeazel@grimmwayschools.org

PROJECT MANAGER

Ryan Altergott
(661) 316-0100
raltergott@colomboconstruction.com

FIELD SUPERINTENDENT

Joe Lencioni
(661) 201-3995
jlencioni@colomboconstruction.com

CONSTRUCTION DELIVERY

Design / Bid / Build

PROJECT COMMENCEMENT DATE

PROJECT COMPLETION DATE

August 2017

PROJECT SIZE

45,360 sf

CONSTRUCTION COST

\$9,200,000

INSPECTOR OF RECORD

N/A

The **Grimmway Charter Academy School** project encompassed preconstruction and construction services of a new K-5 charter school located in Shafter, CA for the Grimm Family Education Foundation.

The Shafter project included off-site and site improvements including accessible parking lot, parent drop off, staff parking and pedestrian access to school entrance, playfields and ball courts. Construction of administrative building and multi-purpose building with adjoining service yard. Modular construction included four classroom buildings. Project site includes an edible school yard with learning kitchen.

The Grimm Family Education Foundation is a non-profit organization based in Bakersfield, CA. The Foundation works with students, teachers and parents supporting initiatives to improve education and wellness in Kern County.

NORTH HIGH SCHOOL MODERNIZATION PHASE I

Kern High School District
5801 Sundale Avenue
Bakersfield, CA 93301



ARCHITECT

ORDIZ-MELBY ARCHITECTS

WILLIAM MELBY, AIA
5500 Ming Avenue
Suite 280
Bakersfield, CA 93309
(661) 832-5258
bmelby@ordizmelby.com

PROJECT INFORMATION

PROJECT LOCATION

300 Galaxy Avenue
Bakersfield, CA 93308

OWNER'S REPRESENTATIVE

Jenny Hannah-Brown, Facilities
Director | (661) 872-3223
Jenny_hannah@kernhigh.com

PROJECT MANAGER

Joe Ballard
(661) 316-0100
jballard@colomboconstruction.com

FIELD SUPERINTENDENT

John Audap
(661) 201-3983
jaudap@colomboconstruction.com

CONSTRUCTION DELIVERY

Construction Management
Multiple-Prime

PROJECT COMMENCEMENT DATE

June 2012

PROJECT COMPLETION DATE

February 2014

PROJECT SIZE

127,879 sf

CONSTRUCTION COST

\$14,034,000

INSPECTOR OF RECORD

David Marcus | DSA Inspector
(661) 310-4450
david-marcus@khsd.12.ca.us

Kern High School District's 127,879 sf modernization of North High School was scheduled in two-phases of construction to complete new site infrastructure, power, signal and low voltage throughout the campus. Phase I included preconstruction and construction services to modernize the existing cafeteria, classrooms, boys/girls restrooms, industrial arts, quad area, and landscaping. Replacement of all interior and exterior cabinetry, finish hardware, floor coverings, acoustical ceilings, light fixtures, plumbing fixtures, mechanical and electrical equipment, landscape and irrigation, telecommunication, a public address system were among other upgrades.

Originally founded in 1953, the modernization of North High School was much needed to help accommodate Kern High School District's rapid growth of approximately 15,000 students in the metropolitan Bakersfield area between 2006 and 2016.

Plan of Action

D. PLAN OF ACTION

The project is unique because we are constructing new classroom buildings on 4 active sites where staff and students varying in ages 5 weeks old to 5 years old are engaging in a very important phase of the educational process. Two of the sites are governed by the City of Bakersfield and two of the sites are governed by the County of Kern. In addition, there is a great demand for the services provided by Head Start program in the areas of the project sites.

The most important decision for this project will be the selection of the construction system to be selected for the classroom buildings. The Modular Building industry is currently being stressed with the demand for classroom buildings throughout the State of California. Because of the potential availability and cost of using a modular building system we believe CAPK needs consider using site-built construction for these added classrooms.

Our Plan of Action identifies the various project specific steps to be taken to successfully complete the projects on the Harvey L. Hall site, the Sterling site, the Pete H. Parra site, and Martha J. Morgan site. Following is our Plan of Action for the completion of this project.

A. BUILDING CONSTRUCTION SYSTEM

- 1) Our first step, working with CAPK and the Design Team, will be to complete the Schematic Drawing phase for the buildings. Based on the Schematic Drawings we will provide a budget for the construction of the buildings. Our priority will be to establish the most cost-effective building type to be used for the project.
- 2) As of the date of this proposal we see three potential construction systems available for this project. We will provide budgets using the following construction systems:
 - a) Using "Pit Set" Modular Building System on concrete foundations.
 - b) Using slab on grade Modular Building System
 - c) Using very simple site-built construction system. Wood framed walls, pre-manufactured wood trusses with exterior finishes compatible with the buildings at each respective location.
- 3) This initial budget will determine on how the building drawings are to be completed. The site design work will proceed concurrently as this initial budget is developed.

B. DESIGN CRITERIA

- 1) Regardless of the construction system selected the following design criteria will be the basis for the design of the buildings in order to meet the project budget:
 - a) Based on the architecture of the existing building used on the Harvey L. Hall, Sterling, and the Martha J. Morgan sites the new buildings on these three sites can be very similar in design. It appears the buildings on these three sites

D. PLAN OF ACTION

- could potentially be identical in terms of width, wall height, roof slopes, material used, interior and exterior finishes. This will result in savings in the overall construction cost.
- b) The architecture of the new building located on The Pete H. Parra facility can be compatible with the existing building and cost effective if we can eliminate the clearstory windows and the offset overhangs.
- 2) It will be important in the design of each site the following are given careful consideration:
- a) Address the parking requirements for each site. Since we are adding buildings at each site this an assessment will have to completed for addressing the number of existing spaces as compared to the number of parking spaces required upon completion of the added classrooms. On the Martha J. Morgan and the Sterling site we will be eliminating some parking.
 - b) ADA Compliance
 - c) Title Reports for each site in order to verify the proposed locations of the new buildings are not located on any existing easements prior to the commencement of design.
 - d) Verify the proposed locations of new building do not trigger the requirements for Fire Sprinklers due to proximity to existing buildings.
- 3) Following are some specific site issues we have observed which will need to be addressed at the following sites:
- a) Harvey L. Hall
 - i) Offsite improvements on south end of the property
 - b) Sterling
 - i) ADA access from street to the new classrooms
 - c) Martha J. Morgan
 - i) The proposed location of the building is zoned for Parking only and a potential easement for power, telephone, and cable along south property line. Perhaps the most expeditious manner to solve this is to relocate the existing Play Structure in the general vicinity of the proposed location for the new building and locate the building where the existing play structure is located.
 - ii) Offsite improvements possibly including adding sidewalk, relocating existing fence on the west side of the site.
 - iii) ADA access from street to the new classrooms.

C. PROJECT SCHEULE:

- 1) The first critical milestone will be the execution of the CM@Risk Guaranteed Maximum Price contract. This will be dependent on the completion of Construction Documents suitable for bidding as early as possible. Completion of the documents suitable for bidding will be under our control. This will be achieved through commitment and collaboration of CAPK, selected Design Team and

D. PLAN OF ACTION

Colombo Construction. For further description of our methodology see “Construction Management Services”.

- 2) The second critical milestone is the approval of the CM@Risk by the Office of Head Start. Without this approval the only activity we can proceed with is the processing of shop drawings and submittals. No Trade contracts can be issued authorizing the purchase of materials. This authorization is critical to the Modular Building Trade contractor beginning their fabrication process.
- 3) In our preliminary discussion with the Modular Building companies serving our area we are being informed there will be approximately 16 weeks from the date of authorization to proceed with fabrication to delivery on site. As part of our service we will perform an assessment of which companies are able to deliver the Modular Buildings in a timely manner. However, based on the information we have today we believe the project will not be complete until February 19, 2021 using Modular Building construction system (See Modular Building Schedule)
- 4) Because of the above we believe serious consideration needs to be given to site constructing the new classrooms. Using site construction there will be no delay in commencing with the actual building construction. At this time, we believe using site construction can potentially save 1 week for the overall duration of the project schedule and a completion date of January 8, 2021 for the Sterling, Pete H. Parra, and Martha J. Morgan sites (See Site Built Schedule).
- 5) Regardless of which construction system we elect to use it will be a priority to complete as much of the demolition, earthwork, underground utilities and concrete work during that time period of the lowest number of students are present on each campus.

D. PRECONSTRUCTION SERVICES

- 1) Colombo Construction Company will provide pre-construction services that include a project schedule including design, approvals, bidding, construction, project closeout activities and budget development for Schematic, Design Development and Construction Document Design phases. We will assist the Project Team in the following:
 - a) Project plans will be carefully reviewed by the Project Manager and Superintendent for constructability and set-up of Bid Packages. Complete plans and specifications combined with effectively written Bid Packages will ensure each Trade Contractor understands what they will be bidding.
 - b) A formal project schedule will be developed carefully considering the school year including holidays and special events established by CAPK. If possible, demolition and earthwork activities, can be accomplished during students’ holidays. Other considerations such as accelerating the schedule to minimize staff displacement and minimizing general condition costs will also be analyzed and included into the project schedule if agreed to by the Project Team.

D. PLAN OF ACTION

- 2) Final Project Planning Elements will carefully consider the **Project Sites** and the impacts of displacing Play Areas, and parking on 4 sites. The Harvey L. Hall site may need a temporary location of the activities taking place in two of the buildings being demolished. Here are other critical elements of project planning:
 - a) Each campus culture will change as parking and play facilities will be temporary unavailable or in some cases eliminated. Colombo's Project Team will design options to assist CAPK personnel in adjusting each site for their programs to continue maintaining daily operations with as little disruption as possible.
 - b) The key here is to appropriately direct parents and staff to the temporary facility without compromising campus security. Again, it will be important for the Project Team to work with staff to create a workable solution for everyone.
 - c) Student barrier around the project work areas. The Project Team will design project areas that will minimize access or communication between workers and students. Workers will be notified of the rules governing the project area and Colombo's zero tolerance to anyone who does not comply. The project site will be maintained by Colombo's Project Superintendent, Mr. Paul Handley. Workers are not permitted on site unless Mr. Handley or a Colombo substitute is on-site to monitor the project site.

E. FIRMS METHODOLOGY FOR COORDINATION AND ISSUE TRACKING:

- 1) Colombo Construction utilizes Procore's Construction document tracking software. This is a cloud-based program that allows 24/7 access to all team members on a project, whether a Construction Manager employee, the Architect, or Owner. Every document that is handled by the Construction Manager is tracked in this program. There is even a simple downloadable application for your phone, therefore information can be accessed while out on the project site. Schedules, Budgets, RFI's, etc. can all be tracked, logged and reports given at each Owner's meeting.
- 2) Team members are always able to monitor the project and may create or add documents as they deem appropriate. Many architects now actively participate with this software by placing administrative documents (RFI answers, Proposal Requests, Submittal Approvals, etc.) directly into Procore. This reduces the amount of paper generated on a project and generally saves administrative time for all concerned.
- 3) Colombo Construction further tracks important issues in the Project Meeting Minutes. This maintains an issue on the agenda for discussion at every meeting in order to encourage resolution of the issue. The issue is not removed until there is an agreed upon resolution.

D. PLAN OF ACTION

H. EXAMPLES OF BETWEEN TRADE COORDINATION EFFORTS:

- 1) *Project Meetings* – The most effective way to coordinate efforts between trades is through regularly scheduled meetings or special meetings as more complex issues arise on the project. Colombo Construction will conduct weekly meetings with the Trade Contractors to coordinate all efforts in the field. The meeting will as a minimum address the following:
 - a) Review of 3 week look ahead schedule.
 - b) Potential installation conflicts between Trade Contractors.
 - c) Potential upcoming owner added work.
 - d) Any issues Trade Contractors foresee as potential problems.
- 2) Conduct special meetings with Trade Contractors whose work will interface with each other such as the Plumbing and Underground Utility Trade Contractor to review sequencing, locations of final connections (horizontal/vertical).

I. SCHEDULING AND EXAMPLES OF TIGHT CONSTRUCTION/RECOVERY SCHEDULE:

- 1) Colombo Construction uses three methods to monitor and keep projects on schedule – the use of a CPM Schedule, Three Week Look Ahead Schedule submitted by Trade Contractors; and should the need arise, a Recovery Schedule.
 - a) The Critical Path Master Schedule is developed during preconstruction and is updated every week or as needed depending on the complexity of the project. The CPM schedule is reviewed by the Project Team at every Owner's Meeting and the Owner is kept informed of any changes or delays.
 - b) Three Week Look Ahead – this tool is used to keep the Project Superintendent informed on resource allocation and timing of each contractor on the project. The schedules are reviewed weekly and if additional resources are needed, the contractor is asked to provide them. Each contractor is held accountable to the projected Three Week Look Ahead and adjustments can be made before significant impact to the CPM.
 - c) Recovery Schedule – If the Critical Path on the project schedule is delayed, a Recovery Schedule will be set-up to bring the project back to its projected timing. This usually means allocating additional resources or making adjustments in the project sequence. A Recovery Schedule is developed to make important changes in the project approach to bring the project back on schedule.

D. PLAN OF ACTION

- 2) *Grimmway Charter Academy* was constructed in less than 70 days using an innovative slab-on-grade modular approach. These buildings were manufactured off-site while the site was being prepared. When the site was completed and ready to receive the buildings, modules were craned into place dramatically reducing the time needed for construction.



- 3) *Sing Lum Elementary* had project delays early on during construction. A Recovery Schedule was developed to have subcontractors look at accelerating certain portions of work and/or bring on additional resources. Colombo Construction also brought in additional supervision to ensure work was completed on time and punch lists were developed ahead of schedule. Because of this Recovery Schedule the District will be able to move into classrooms as originally scheduled.

J. APPROACH TO MANAGING TRADE CONTRACTORS:

- 1) The onsite Colombo Construction Project Team, consisting of the Project Superintendent and Administrative Assistant, are responsible for coordinating day-to-day work activities of all contractors. The goal is to maintain communications and document flow to all responsible parties utilizing document control and regularly scheduled meetings.
 - a) Coordinate the work of surveyors, special consultants and testing laboratories.
 - b) Ensure each Trade Contractor has an OSHA Health and Safety Program in effect as required by statutes.
 - c) Arrange delivery, storage, protection, and security of District purchased materials, systems and/or equipment which are a part of the Project. Coordinate with these activities to the appropriate Prime Contractor who is responsible for the installation of such materials, systems, and/or equipment.

Project Schedules

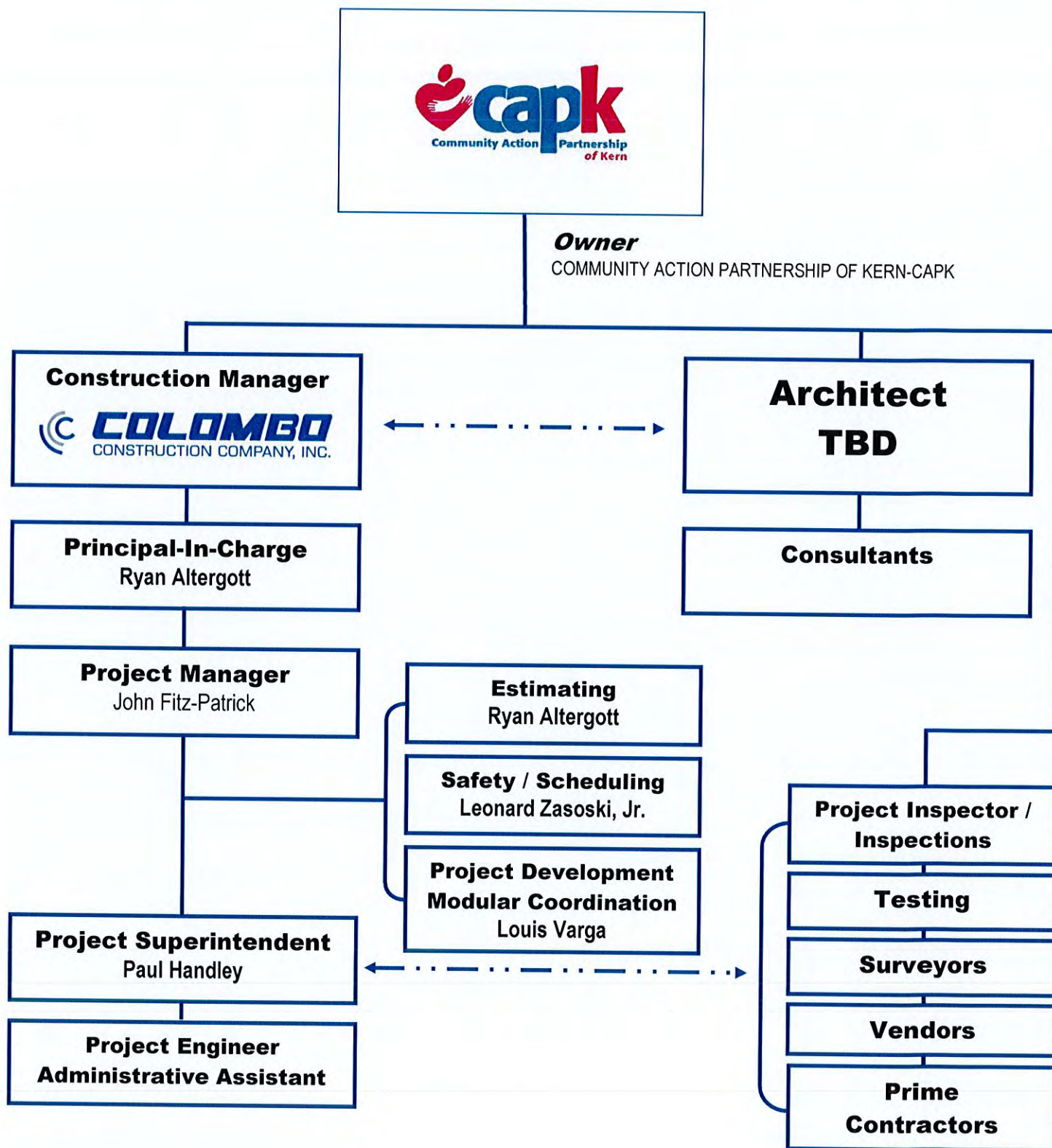
11/27/2019

11/27/2019

240

Team Organizational Chart

D.2. Team Organizational Chart



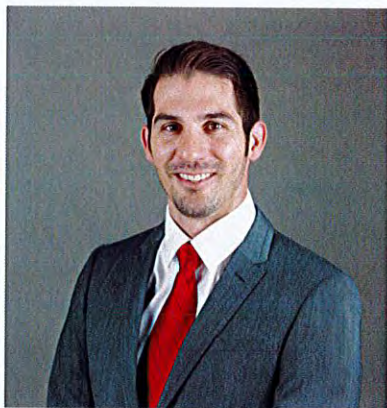
Project Team Resumes

D.3. Project Team Resumes

Principal-In-Charge | Chief Estimator



PRESIDENT



Ryan Altergott

17 YEARS
OF
EXPERIENCE

17 YEARS
WITH
COLOMBO

17 YEARS IN
EDUCATION
CONSTRUCTION

Ryan Altergott has been with Colombo Construction for 17 years and serves on the Company's Executive Management Team and Board of Directors as President. In past years, he served as Executive Vice President of Estimating and Secretary / Treasurer on the Board of Directors. Ryan is responsible for budget development on all Colombo Construction Company projects. These projects include schools, universities, city and public works, hospitals, healthcare, agricultural, commercial and industrial. Ryan oversees development of the overall project from planning, design, estimating and construction.

EDUCATION

/ Bachelor of Science
San Diego State University, CA
Finance

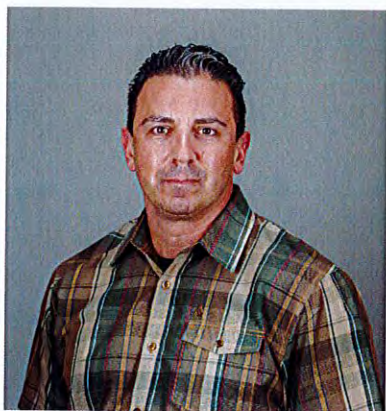
RELEVANT PROJECT EXPERIENCE

- / Oversees budget development on ALL Colombo Construction Company construction projects.
- / Sing Lum Elementary School Modernization, Panama-Buena Vista Union School District (Project Manager)
- / Norris Middle School Modernization, Norris School District (Project Manager)
- / Grimmway Academy Charter School, Grimm Family Educational Foundation (Project Manager)
- / Frontier High School, Kern High School District (Project Engineer)

D.3. Project Team Resumes Project Manager



PROJECT MANAGER



John Fitz-Patrick

28 YEARS
OF
EXPERIENCE

1 YEAR
WITH
COLOMBO

3 YEARS IN
EDUCATION
CONSTRUCTION

John Fitz-Patrick is new to the Colombo Construction Project Team. He brings with him 28 years of construction industry experience. John has served as a Project Manager overseeing small to large commercial construction projects as well as managed several successful publicly funded projects as an independent owner. John was immediately recognized as a creative problem solver, extremely good communicator and highly organized in coordinating daily site activities in an organized and composed manner. John currently serves as the Project Manager on the Castaic Middle School Modernization and the modernization projects for El Tejon Unified School District.

EDUCATION

/ Phoenix Institute of
Technology, Phoenix, AZ

RELEVANT PROJECT EXPERIENCE

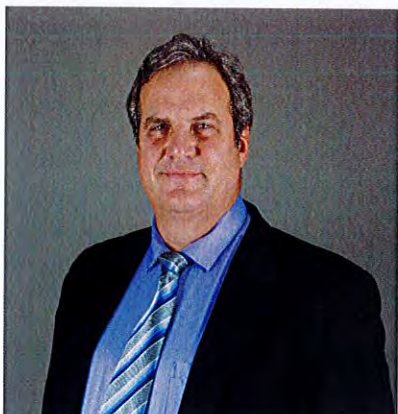
- / El Tejon Middle School Modernization, El Tejon Unified School District
- / Castaic Middle School Modernization, Castaic Union School District
- / Frazier Mountain High School Modernization, El Tejon Unified School District
- / Frazier Park Elementary School Modernization, El Tejon Unified School District
- / Orangewood Elementary School Modernization, Edison School District
- / Bakersfield DoubleTree Hotel Renovation, Integrated Capital, LLC
- / Hyatt Place - Delano New Build, YK America

D.3. Project Team Resumes

Project Development | Modular Coordination



VICE PRESIDENT
PROJECT
DEVELOPMENT



Louis Varga

30 YEARS
SCHOOL
CONSTRUCTION

8 YEARS
WITH
COLOMBO

28 YEARS
MODULAR
CONSTRUCTION

Louis has 30 years of experience in school construction directly responsible for plan development, plan design, approvals and state agency relations including all four regional offices of the Division of the State Architect, California Department of Education, Office of Public Construction, Department of Toxic and Substance Control and the California Geological Survey. In 2001, Louis assisted in the start-up of JTS Modular, Inc. designing and developing innovative high performance modular school buildings which enhance educational environments and meet the program needs of Districts throughout the State of California. Louis possesses over fifteen years of hands on public works experience having worked for both San Luis Coastal Unified School District and Bakersfield City School District where he became the Director of Maintenance, Operations and Facilities. Louis serves on the Company's Executive Management Team and Board of Directors as the Vice President of Project Development. He also serves as a member of the Board of Trustees for Caliente Union School District.

EDUCATION

- / Agricultural Engineering, CA State Polytechnical University, San Luis Obispo, CA
- / Construction Management, Cuesta Junior College, San Luis Obispo, CA
- / Business Administration, Bakersfield Junior College, Bakersfield, CA

RELEVANT PROJECT EXPERIENCE

- / Ridgecrest Earthquake Recovery, Sierra Sands Unified School District
- / Palm Avenue Middle School Modernization, Wasco Union Elementary School District
- / Castaic Middle School Modernization, Castaic Union School District
- / El Tejon Middle School Modernization, El Tejon Unified School District
- / Frazier Mountain High School Modernization, El Tejon Unified School District
- / Frazier Park Elementary School Modernization, El Tejon Unified School District
- / Burroughs High School Modernization, Sierra Sands Unified School District
- / New Murray Middle School, Sierra Sands Unified School District
- / Marsa E. Voorhies Elementary School Modernization Phases I - III, Bakersfield City School District
- / Sing Lum Elementary School Modernization, Panama-Buena Vista Union School District
- / New Zephyr Lane Elementary School, Fairfax School District
- / Woodrow W. Wallace Elementary School Modernization, Kernville Union School District
- / Grimmway Charter School Academy Arvin Campus, Grimm Family Educational Foundation
- / West Creek Elementary School Two-Story Classroom Addition, Saugus Union School District & Newhall Land Company, Inc.

D.3. Project Team Resumes

Safety | Scheduling



Vice President
Construction Operations



Leonard Zasoski, Jr.

40 YEARS
OF
EXPERIENCE

40 YEARS
WITH
COLOMBO

40 YEARS IN
EDUCATION
CONSTRUCTION

Leonard Zasoski, Jr. has been with Colombo Construction for 40 years. He serves on the Executive Management Team and Board of Directors as the Vice President of Construction Operations. In past years, Leonard served as a Carpenter Foreman, Project Superintendent, General Superintendent and Director of Safety providing oversight on all Colombo Construction's field Operations. He continues to administer and manage Colombo Construction's Safety Operations training supervisors, employees and subcontractors.

CERTIFICATIONS

- / Cal-OSHA 30
- / First Aid
- / CPR / AED

AFFILIATIONS

- / Grand President—Italian Catholic Federation (2015-2017)
- / Fourth Degree Knights of Columbus
- / 2015 Hero of Hope—American Cancer Society
- / USC Cancer Survivorship Advisory Council (CSAC)

As Vice President of Construction Operations, Leonard is in charge of not only day-to-day operations, but also the financial well-being of the various projects under his supervision. He oversees all Colombo Construction field operations to ensure projects are completed on time, on budget and constructed with integrity and professionalism by managing all aspects of construction from creation to installation. He provides direct supervision, training and hiring of Project Managers, Project Superintendents, and the Safety Coordinator; provides construction input and knowledge in plan development and purchasing contract awards; participates in formulating, administering and maintaining project budgets, company policies and developing long range goals and objectives; directs, measures and reports progress towards project goals. Leonard ensures that the procurement of materials, supplies, equipment and manpower meet project needs and requirements. He serves a hands-on role in nearly every aspect of construction management by providing general and/or specific construction knowledge and problem solving skills to those working under his supervision.

Leonard is responsible for ensuring and maintaining a safe and secure worksite. He conducts monthly safety compliance inspections of all Colombo Construction job sites for quality control throughout the building process by walking job sites, instructing staff, meeting with and instructing subcontractors. Leonard provides preconstruction review with Project Managers and site Superintendents on all projects addressing safety concerns prior to commencement of construction; reviews and modifies Job Hazard Analysis (JHA) as needed; maintains and updates records of all personnel trained and monitors those areas requiring ongoing training; reviews all accidents, incidents, near misses, and identifies areas within the safety program which may need modification. He assures all codes and municipality laws are enforced at all job sites and that all Cal/OSHA, Health and Safety Guidelines are followed for the safety of employees, subcontractors and clients.

D. 3. Project Team Resumes Project Superintendent



PROJECT SUPERINTENDENT



Paul Handley

18 YEARS
OF
EXPERIENCE

1 YEAR
WITH
COLOMBO

1 YEAR IN
EDUCATION
CONSTRUCTION

Paul Handley is Colombo Construction Company's newest Field Project Manager. He brings to the Colombo Construction Project Team over 18 years of diverse construction industry experience. Paul is a decorated military veteran and has performed various military construction activities in six countries. As a Field Project Manager, he has coordinated and successfully constructed numerous large scale commercial projects for a local construction company. His extensive experience in project oversight, management of construction crews and project schedules have made Paul an invaluable addition to the Project Team. Paul currently serves as the Field Project Manager on the Castaic Middle School Modernization and the modernization projects for El Tejon Unified School District.

TRAINING

- / Advanced Engineering Aid Training, Naval Construction School, Port Hueneme, CA
- / Engineering "A" School, Army Corp. of Engineers, Fort Leonard Wood, MO

RELEVANT PROJECT EXPERIENCE

- / El Tejon Middle School Modernization, El Tejon Unified School District
- / Castaic Middle School Modernization, Castaic Union School District
- / Frazier Mountain High School Modernization, El Tejon Unified School District
- / Frazier Park Elementary School Modernization, El Tejon Unified School District
- / Orangewood Elementary School Modernization, Edison School District
- / Bakersfield Double Tree Hotel Renovation, Integrated Capital, LLC

Taxes

E. TAXES




STATEMENT

Colombo Construction Company, Inc. is aware and acknowledges that CAPK is NOT a tax-exempt entity and that any and all applied taxes to CAPK in regard to RFP Number: 2019-007, must be listed as a line item.

I, the undersigned, certify and declare that I have read all the foregoing information in regard to the Request for Proposals (RFP Number HS 2019-008) for Construction Manager at Risk Services for Community Action Partnership of Kern (CAPK). The matter stated in the statement above, including those on any separately attached pages, are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

Dated:
November 26, 2019



Ryan Altergott, President
COLOMBO CONSTRUCTION CO., INC.

Discounts

F. DISCOUNTS



STATEMENT

Colombo Construction Company, Inc. has not included any discounts or in-kind donations to CAPK as mentioned in the RFP for Construction Manager at Risk Services (RFP Number: HS 2019-007) dated November 6, 2019. If Colombo Construction receives any discounts or in-kind donations during the project, these will be passed along to CAPK.

I, the undersigned, certify and declare that I have read all the foregoing information in regard to the Request for Proposals (RFP Number HS 2019-008) for Construction Manager at Risk Services for Community Action Partnership of Kern (CAPK). The matter stated in the statement above, including those on any separately attached pages, are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

Dated:
November 26, 2019



Ryan Altergott, President
COLOMBO CONSTRUCTION CO., INC.

Conflict of Interest

G. CONFLICT OF INTEREST



STATEMENT

Colombo Construction Company, Inc. has read and is fully aware of the provisions set forth in Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflict of interest of public officers and/or employees. No officer or employee of CAPK or member of its governing body shall have any pecuniary interest, director of indirect, in resulting Contract or the proceeds thereof.

Colombo Construction Company, Inc. has no recent, current or anticipated contractual obligations relating in any way to similar work, projects or of Community Action Partnership of Kern (CAPK) that may have a potential conflict with Colombo Construction Company, Inc.'s ability to provide services described herein to CAPK. Colombo Construction Company, Inc. acknowledges the Company cannot submit, propose, bid, contract, sub-contract, consult, or have any other economic interests in projects which Colombo Construction Company, Inc. may provide services.

I, the undersigned, certify and declare that I have read all the foregoing information in regard to the Request for Proposals (RFP Number HS 2019-008) for Construction Manager at Risk Services for Community Action Partnership of Kern (CAPK). The matter stated in the certification above, including those on any separately attached pages, are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

Dated:
November 26, 2019



Ryan Altergott, President
COLOMBO CONSTRUCTION CO., INC.

Contractors License

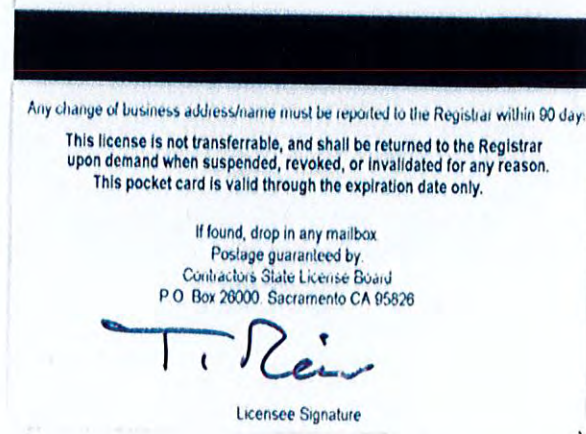
H. CALIFORNIA CONTRACTORS LICENSE



1. Name of license holder exactly on file: COLOMBO CONSTRUCTION CO INC.
2. License classification: C51 - Steel, Structural
B - General Building Contractor
C-8 - Concrete
3. License number: 191788
4. Date issued: May 2, 1960
5. Expiration date: April 30, 2020
6. Whether license has been suspended or revoked in the past five (5) years, with explanation: N/A - License is current & active



(Front Image of License)



(Back Image of License)

Attachment A

CM Fee

ATTACHMENT A
Construction Management Fee

Offerors will be required to submit with their Proposals with the following fee components:

- | | |
|--------------------------------|-------------------|
| a. Preconstruction Fee | \$ <u>20,000</u> |
| b. Construction Management Fee | \$ <u>280,000</u> |
| c. General Conditions Budget. | \$ <u>228,725</u> |

The Construction Management Fee will be a fixed fee and should cover the cost of the CMR's overhead and profit. The cost of general conditions, ~~as defined in the Agreement~~, shall be reimbursable subject to a cap equal to the General Conditions Budget proposed by the Offeror ***will be as defined below:***

A. Our General Conditions Budget proposed herein is based on using the Modular construction system. The Construction supervisory Personnel will be committed to this project for 7 months using the Modular construction system. This is based on current information we have obtained from several Modular companies we have used over the last 5 years. This lead time will be used for the Trade Contractors to move sequentially to perform the construction activities for Demolition, Earthwork, Underground Utilities, and Concrete Foundations/Slabs for the four sites.

If the decision is to use Site Built classrooms the Construction the requirement for supervisory personnel may be for a shorter period because there will be no gap in the schedule from the day concrete work is completed and commencement of building construction activities. The Demolition, Earthwork, Underground Utilities and Concrete Foundations/Slabs will overlap for the four sites.

Billings will be at rates identified below for actual hours worked. Rates include all payroll expenses; vehicle use, cell phone and related fuel expenses.

- | | |
|-------------------------------------------------------------------|-------------------|
| 1. Project Superintendent - | \$105.00 per Hour |
| 2. Project Engineer - | \$70.00 per Hour |
| 3. Administrative Assistant as required stationed in CCC office - | \$40.00 per Hour |

B. We have excluded the following costs because at this stage of the process it is not possible to accurately estimate what each project site will require. Therefore, the following costs are excluded from our General Conditions cost and will be billed at cost as required:

1. Temporary Fencing
2. Temporary Chemical Toilets and Hand Wash Stations.
3. Trash container and landfill fees.
4. Temporary Barricades
5. Dust Control not included by Trade Contractors

6. Temporary Electrical connection and any utility company fees. Temporary electrical can be provided by CAPK using existing panels and by Trade Contractors.
7. Electrical Distribution equipment (ie.50-amp boxes, 100' power cords)
8. Temporary Water. Temporary water can be provided by CAPK existing water sources.
9. Printing Costs
10. Project Signs
11. Misc. Construction Site Clean-up – The majority of this work will be included in each Prime Contractors Bid Package.
12. Janitorial – Final Clean-up – This can be included as part of a Bid Package.
13. Temporary Site Lighting if required
14. Project Office – We believe a project office will not be required for any of the project sites.
15. Temporary Phone – We have included the cost of cell phones in our hourly rate.
16. Security Guards if required
17. Material Storage Container if required.

As plans and project scope are developed the cost of the required items can be incorporated into the final General Conditions Cost.

Appendix A

Vendor Info Sheet

APPENDIX A

Community Action Partnership of Kern
• Procurement Department •
5005 Business Park North, Bakersfield, CA 93309 • 661.336.5236 • FX: 661.322.2237

VENDOR INFORMATION SHEET

Date: November 20, 2019 Prepared By: Joe Colombo

Official Business Name: Colombo Construction Co., Inc.

DBA: Colombo Construction Co., Inc.

Location Address: 3211 Rio Mirada Drive, Bakersfield, CA 93308
Street City State Zip

Remit Address: 3211 Rio Mirada Drive, Bakersfield, CA 93308
Street City State Zip

Contact Person: Joe Colombo Title: Vice President Special Projects

Phone #: 661-316-0165 Accts. Receivable Phone #: Jenny Arnoldus 661-316-0148

Fax #: 661-316-0101 Customer Service Phone #: 661-316-0100

CAPK Vendor #: RFP #HS 2019-007 E-mail Address: jcolombo@colomboconstruction.com

Federal ID # or SS#: 95-2091187 Type of Business: General Building Contractor

Contractor Lic #: 191788 Business Lic #: 20 00000151 City Issued: Bakersfield

General Liability Insurance Carrier & Policy #: Navigators Insurance Policy Number: LA19CGLZ1F9WIC

Auto Liability Insurance Carrier & Policy #: AllState Insurance Company Policy Number: 48939903

Workers Compensation Insurance Carrier & Policy #: Travelers Casualty and Surety Company of America
Policy Number: UB-6J312015-18-26-G

FEDERAL TAX CLASSIFICATION:
☐ Individual/Sole Proprietor ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/Estate
☐ Limited Liability Co. C = C Corp S = S Corp P = Partnership ☐ Other:

BUSINESS ENTITY/CLASSIFICATION:
☐ Board Member ☐ Employee ☐ Faith Based ☐ Fed Gov't ☒ For Profit ☐ Housing Collaborative ☐ Local Gov't
☐ Non-Profit ☐ Parent ☐ Post Secondary Ed ☐ Provider ☐ School District

SBA CLASSIFICATION:
 It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises, Women's Business Enterprises and Veteran Business Enterprises.
☐ Minority-Owned ☐ Small Business ☐ Veteran-Owned ☐ Woman-Owned

Years in Business: 71 Years Accept Purchase Orders: ☒ Yes ☐ No

If your business has a Social Security number as Tax ID, we require the signature of the owner.

Authorized Signature:  Print Name: Ryan Altergott

Title: President Date: November 26, 2019

REV. 012518

Appendix B

W-9

APPENDIX B

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
COLOMBO CONSTRUCTION CO., INC.

2 Business name/disregarded entity name, if different from above
Colombo Construction Co., Inc.

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC
☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
 Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
 (Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
3211 Rio Mirada Drive

6 City, state, and ZIP code
Bakersfield, CA 93308

7 List account number(s) here (optional)

Requester's name and address (optional)
**Community Action Partnership of Kern (CAPK)
5005 Business Park North
Bakersfield, CA 93309**

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

			-			-			
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or

Employer identification number

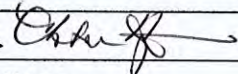
9	5	-	2	0	9	1	1	8	7
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ 

Date ▶ November 26, 2019

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Cat. No. 10231X

Form **W-9** (Rev. 12-2014)

Appendix C

Terms & Conditions

APPENDIX C

Community Action Partnership of Kern Additional Terms and Conditions

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

Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.

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

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

Exceptions will not necessarily result in denial of award but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action. Note: Providing false information may result in criminal prosecution or administrative sanctions.

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

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

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

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

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

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

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

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

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

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

The insurance required hereunder shall be maintained until all work required to be

performed by the Agreement is satisfactorily completed.

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

19. **DAVIS BACON:** The Davis-Bacon Act, as detailed in the Code of Federal Regulations (CFR) 29. Part 5 of the CFR 29 applies to any construction, renovation or repair work that exceeds \$2,000.00.

- a. The Department of Industrial Relations (DIR) determines the General Prevailing Wage Rates (GPWR), including fringe benefits, for each craft, classification, or type of worker considered to be necessary to complete the contract work.
- b. The Secretary of Labor (SOL) determines the Davis- Bacon Wage Rates for Federal-Aid projects and in most cases the wage rates set forth by the DIR and SOL will be the same for most given labor classifications.
- c. If there is a difference, the bidder shall pay not less than the higher wage rate.
- d. Concerning Classification of Labor and Davis-Bacon Wage Rate Determinations:
 - i. Bidder must obtain Davis-Bacon Wage rate determinations from the following sites: <http://www.wdol.gov/> (Federal); <http://www.dir.ca.gov/OPRL/PWD/index.htm> (State).
- e. Contractor must use the classification that most accurately describes the work to be performed. Bidder must reclassify workers to conform to changes in duties, if any. Contractor must maintain an accurate payroll record of the time spent in each classification and submit certified payroll weekly.



SIGNATURE

DATE November 26, 2019

Ryan Altergott, President

PRINT NAME

Colombo Construction Company, Inc.

COMPANY NAME



COLOMBO
CONSTRUCTION COMPANY, INC.

Commitment . Quality . Innovation . Excellence

SINCE 1948



3211 Rio Mirada Drive . Bakersfield, CA 93308 . Telephone: (661) 316-0100 . Fax: (661) 316-0101
www.colomboconstruction.com

Construction Manager at Risk
Vendor List

NAME	ADDRESS	CONTACT	PHONE #	EMAIL	Date Sent
Wallace & Smith	3325 Landco Dr, Bkfld 93308	Joey Cabrera	661-327-1436	jcabrera@wallacesmith.com	11/6/2019
Superior Construction	4241 E. Brundage Ln. Bkfld 93307		661-588-0552	ashafer@bakesrsfieldbuilder.com	11/6/2019
Colombo	3211 Rio Mirada Dr., Bkfld	Lana Martinez/Louis Varga	661-316-0142/661-316-0161	lmartinez@colomboconstruction.com/lvarga@columbo	11/6/2019
Klassen	2021 Westwind Dr. Bkfld 93301		661-324-3000	estimating@klassencorp.com	11/6/2019
SC Anderson	2160 Mars Ct., Bkfld 93308	Roman Cyrus	661-392-7000/661-330-7182	romancyrus@scanderson.com	11/6/2019
JTS Construction	7001 McDivitt Dr. Ste. B, Bkfld 93313	Jennifer	661-835-9270	JenniferG@jtsconstruction.com	11/6/2019
Cielo Construction			800-897-3114	info@cieloconstruction.com	11/6/2019
JC Construction and Renovations	27520 Sierra Hwy. D102, Santa Clarita, CA 91351	661-670-4801		info@JS-Renovation.Construction	11/6/2019
Intertex Construction	25134 Rye Canyon Lop # 300 Valencia, CA 91355	John	661-702-2222	Jlopez@intertexcompanies.com	11/6/2019
Bottenfield	24832 Apple St. Santa Clarita, CA 91321		661-260-1720		11/6/2019
Randal G. Winter Construction	28348 Constellation Rd. Unit 810, Santa Clarita 91355		661-799-8089		11/6/2019
TD Whitton Construction					11/6/2019
Saunders Construction	27763 Wakefield Rd., Santa Clarita, CA 91384		661-295-9478	leslie.saunders@sbcglobal.net	11/6/2019
McGuan Construction	Santa Clarita, CA	Todd	661-904-8797	mcguanconstruction@gmail.com	11/6/2019
Forza Construction	25243 Avenue Tibbets, Valencia	Peri	661-775-3785	peri@forzaconstructioninc.com	11/6/2019
EFS West	28472 Constellation Rd, Valencia		661-705-8200	info@efswest.com	11/6/2019
Kern County Builder's		Damaris		kcbex@kcbex.com/dlopez@	11/6/2019

Proposal Check List

RFP HS 2019-007

Vendor: Colombo

Requirements	Yes	No
Cover Letter	X	
Description of Services	X	
Detailed Plan of Action	X	
Taxes applied (if required)	X	
Bid Bond (if required)		
Three References	X	
Conflict of Interest	X	
Pricing Sheet	X	
Warranty (if required)		
Contractors License (if required)	x	
Vendor Information Sheet	X	
W-9	X	
Additional Terms and Conditions	X	


**RFP HS 2019-007 Construction Manager at Risk
Scoring Summary**

FACTOR	Vendor:	Colombo Construction			
	Possible Points	Emilio Wagner	Jerry Meade	Kerri Davis	Average
1.Prior experience of Contractor <div><div>a. Construction and renovation child development centers / public or private schools.</div><div>b. Knowledge of, and access to, the local subcontracting market</div><div>c. Knowledge of the local regulatory agencies and Code Officials</div><div>d. Constructing projects on multiphased / fast track schedules</div><div>e. Past performance under current or past government or private-sector contracts with requirements similar to those required by this RFP.</div><div>f. Descriptions of no more than eight (6) projects that best illustrate the team’s experience and capabilities relevant to this Project. For each such project, the Offeror should provide the information requested below:<div><div>a. The name and location of the project.</div><div>b. The square footage of the project</div><div>c. A short narrative of the scope of the contractor’s work on the project.</div><div>d. The delivery method implemented on the project.</div><div>e. The start and end dates for construction.</div><div>f. The date of Construction Manager’s engagement and point during the design process at which builder was engaged (e.g., schematic design 50% complete; schematic design 100% complete, etc.).</div><div>g. The initial substantial completion date and initial contract value, also noting the contract type (i.e., GMP, NTE or Lump Sum).</div><div>h. The level of completion of design documents that the initial contract value was based on.</div><div>i. The actual substantial completion date and the final contract value.</div></div></div><div>b. Three (3) reference for similar projects</div></div>	30	30	26	30	29
2. Key Personnel <div><div>a. CAPK desires that the CMR assign the appropriate number of personnel having the necessary seniority to implement a project of this type. The personnel should have experience working together and each such individual should have the necessary level of experience.</div><div>b. Provide a resume for each staff that will be assigned to this project.</div></div>	20	19	20	20	20
3. Project Management Plan & Schedule <div><div>a. CMR is required to submit with their proposal a management plan (“Management Plan”). The Management Plan should clearly explain how the CMR intends to manage and implement the Project. At a minimum, it should explain:<div><div>a. How the CMR will manage the preconstruction phase;</div><div>b. How the Construction Manager proposes to staff and handle construction administration phase including coordinating with the Architect/Engineer for timely resolution of issues;</div><div>c. How the CMR will manage constructability reviews and manage value engineering process so that the Project is within budget; and</div><div>d. How the CMR intends to deliver the Project.</div></div></div></div>	20	20	20	20	20
4. Price <div><div>a. Offerors will be required to submit with their Proposals with the following fee components:<div><div>a. Preconstruction Fee;</div><div>b. Construction Management Fee; and</div><div>c. General Conditions Budget.</div></div></div></div> <div>The Construction Management Fee will be a fixed fee and should cover the cost of the CMR’s overhead and profit. The cost of general conditions, as defined in the Agreement, shall be reimbursable subject to a cap equal to the General Conditions Budget proposed by the Offeror. Each Offeror will be required to complete and submit with their Proposal a copy of the pricing sheet set forth as Attachment -- A</div>	30	30	29	30	30
Total	100	99	95	100	98

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5c:* Head Start - Kern
Budget to Actual Report for the Period Ended November 30, 2019 – **Info Item**

Date: December 18, 2019

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 November 30, 2019. Five months (63%) of the eight-month budget period have elapsed.

Base Funds

Overall expenditures are at 61% 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 77% 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 66% 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 and are in progress. Overall expenditures are at 55% of the budget.

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 - November 30, 2019

Month 5 of 8 (63%)

Prepared 12/11/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	6,054,933	3,442,595	2,612,338	57%	43%
FRINGE BENEFITS	2,052,975	1,224,068	828,908	60%	40%
TRAVEL	0	1,274	(1,274)		
EQUIPMENT	0	0	0		
SUPPLIES	413,860	188,932	224,928	46%	54%
CONTRACTUAL	51,529	52,855	(1,326)	103%	-3%
CONSTRUCTION	0	0	0		
OTHER	1,934,691	1,466,781	467,910	76%	24%
INDIRECT	1,012,616	637,385	375,231	63%	37%
TOTAL BASE FUNDING	11,520,604	7,013,890	4,506,714	61%	39%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	24,336	29,113	(4,777)	120%	-20%
SUPPLIES	17,206	11,346	5,860	66%	34%
CONTRACTUAL	5,657	0	5,657	0%	100%
OTHER	60,429	42,680	17,749	71%	29%
INDIRECT	10,763	8,314	2,449	77%	23%
TOTAL TRAINING & TECHNICAL ASSISTANCE	118,391	91,453	26,938	77%	23%

START-UP

SUPPLIES	0	0	0		
CONSTRUCTION	1,812,348	0	1,812,348	0%	100%
OTHER	0	234,154	(234,154)		
INDIRECT	0	23,286	(23,286)		
TOTAL CARRYOVER	1,812,348	257,440	1,554,908	14%	86%

GRAND TOTAL HS FEDERAL FUNDS	13,451,343	7,362,783	6,088,560	55%	45%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,319,728	859,936	459,792	65%	35%
CALIF DEPT OF ED	2,953,796	1,959,249	994,547	66%	34%
TOTAL NON-FEDERAL	4,273,524	2,819,185	1,454,339	66%	34%

Budget reflects Notice of Award #09CH011132-01-01 (adjusted for Child Care Food Subsidy).

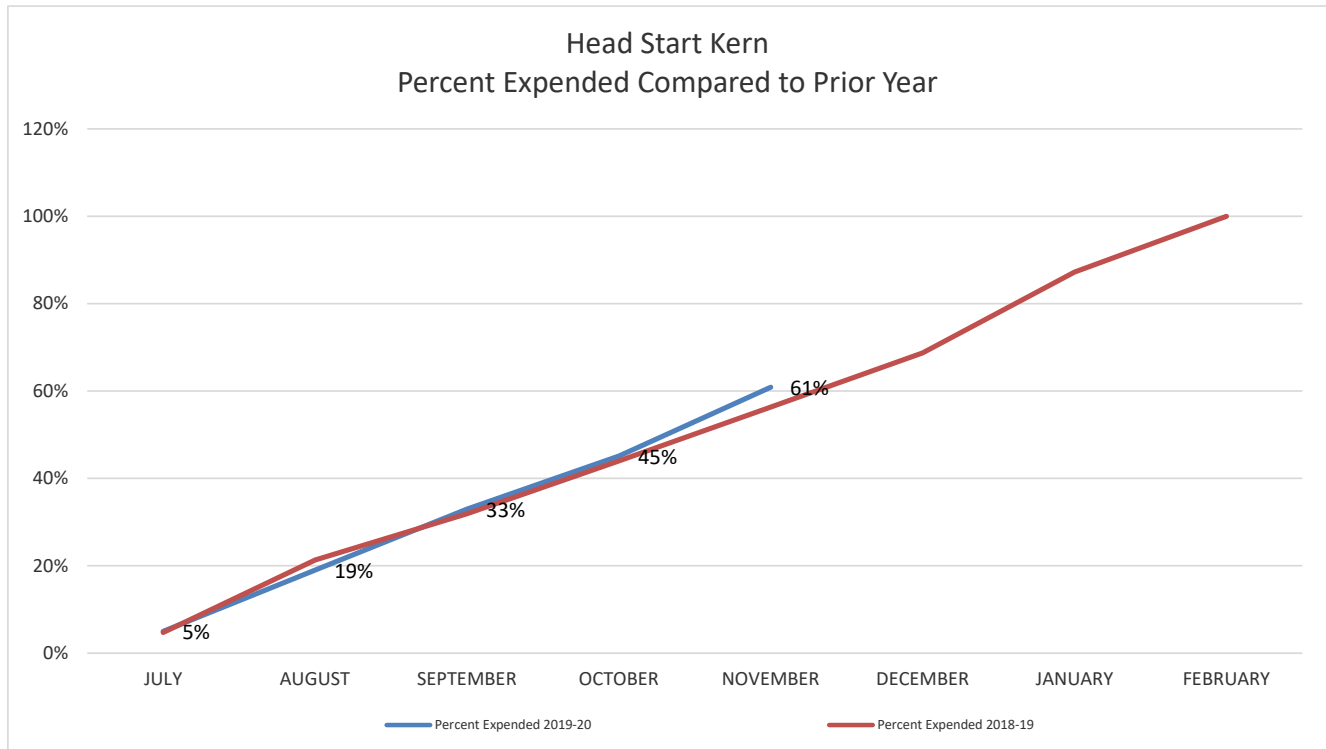
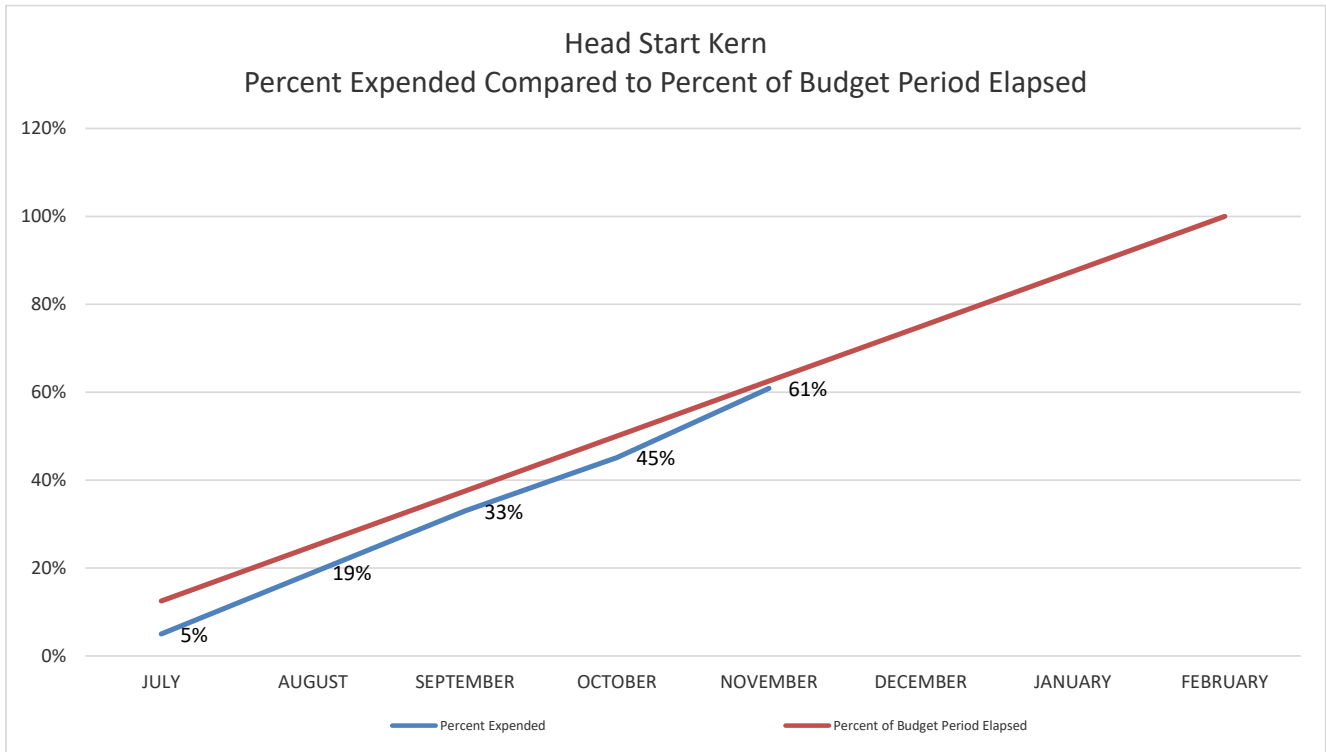
Award is prorated for **eight months (07/01/2019 - 02/29/2019)**

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2019.

Administrative Cost for HS and EHS Kern 11.4%

Agency-Wide Credit Card Report


	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	37,290				37,290	12/3/2019
Lowe's	19,757	(4,051)	4,775		20,481	11/25/2019
Smart & Final	181				181	12/2/2019
Save Mart					0	N/A
Chevron & Texaco Business Card	9,287				9,287	12/6/2019
Home Depot					0	N/A
	66,515	(4,051)	4,775	0	67,239	



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5c:* Early Head Start – Kern
Budget to Actual Report for the Period Ended November 30, 2019 – **Info Item**

Date: December 18, 2019

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 November 30, 2019. Five months (63%) of the eight-month budget period have elapsed.

Base Funds

Overall expenditures are at 41% 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 73% 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 and are in progress. Overall expenditures are at 7% of the budget.

**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 - November 30, 2019
Month 5 of 8 (63%)

Prepared 12/11/2019

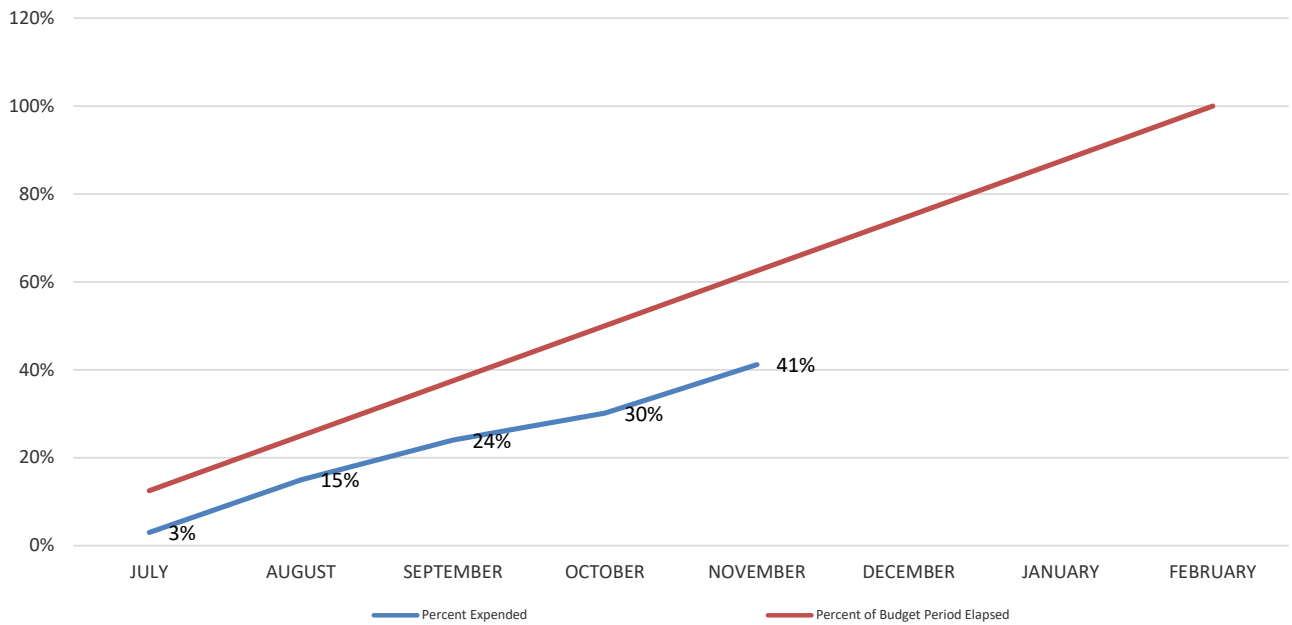
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,254,967	1,286,453	1,968,514	40%	60%
FRINGE BENEFITS	1,153,189	399,766	753,423	35%	65%
TRAVEL	0	365	(365)		
EQUIPMENT	0	0	0		
SUPPLIES	245,740	85,825	159,915	35%	65%
CONTRACTUAL	17,923	29,909	(11,986)	167%	-67%
CONSTRUCTION	0	0	0		
OTHER	533,536	341,891	191,646	64%	36%
INDIRECT	513,643	211,341	302,302	41%	59%
TOTAL BASE FUNDING	5,718,998	2,355,550	3,363,448	41%	59%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	30,119	14,398	15,721	48%	52%
SUPPLIES	3,319	3,862	(543)	116%	-16%
CONTRACTUAL	5,793	0	5,793	0%	100%
OTHER	62,942	56,569	6,373	90%	10%
INDIRECT	10,217	7,483	2,734	73%	27%
TOTAL TRAINING & TECHNICAL ASSISTANCE	112,390	82,312	30,078	73%	27%
START-UP					
SUPPLIES	349,500	68,051	281,449	19%	81%
CONSTRUCTION	1,492,427	0	1,492,427	0%	100%
OTHER	295,325	60,722	234,603	21%	79%
INDIRECT	0	12,823	(12,823)		
TOTAL CARRYOVER	2,137,252	141,596	1,995,656	7%	93%
GRAND TOTAL EHS FEDERAL FUNDS	7,968,640	2,579,458	5,389,182	32%	68%

Budget reflects Notice of Award #09CH011132-01-01 (adjusted for Child Care Food Subsidy).

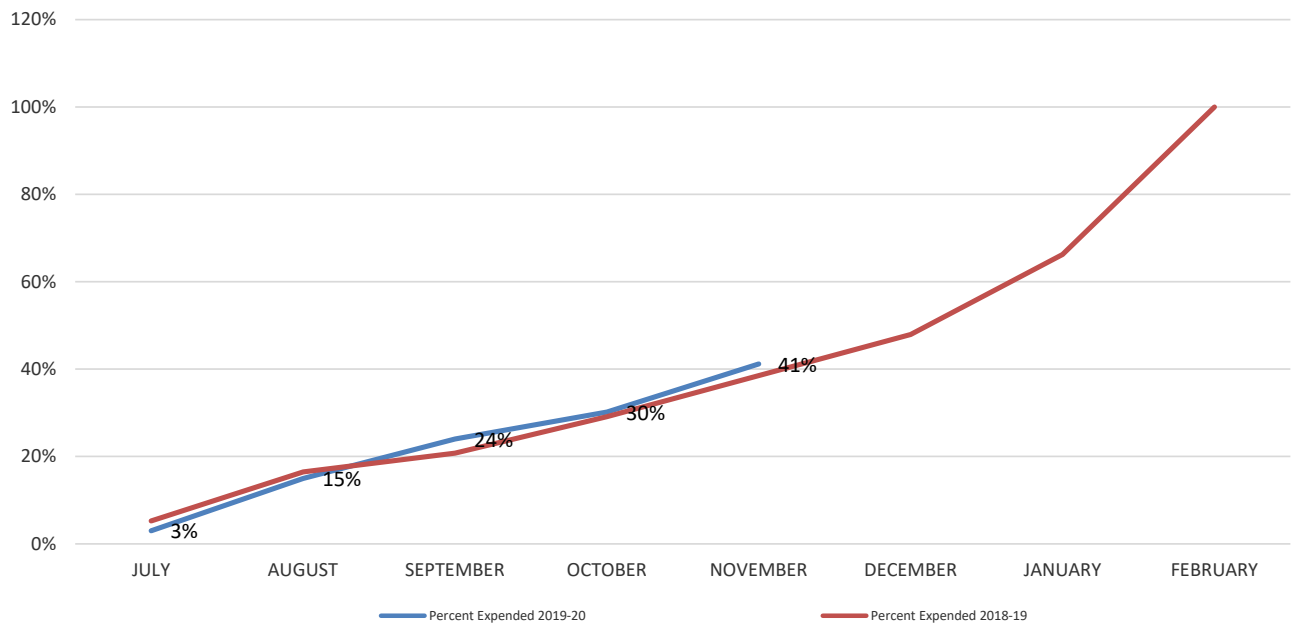
Award is prorated for **eight months (07/01/2019 - 02/29/2019)**

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2019.

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 November 30, 2019 (Month 5 of 8)

Page 1 of 1

Percent of year elapsed: 62.5%

LOCATION	Enroll- ment	July	Aug	Sep	Oct	Nov	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	80	0	8,691	18,514	12,522	241	39,967	59,557	67%
Alicante	20	1,832	1,534	1,977	1,812	135	7,290	14,889	49%
Broadway	40	0	5,037	12,489	15,299	9,886	42,711	29,779	143%
California City	34	0	3,043	2,668	6,349	5,837	17,897	25,312	71%
Cleo Foran	23	0	0	0	718	723	1,441	17,123	8%
Delano	76	0	7,546	16,320	22,221	5,713	51,801	56,579	92%
East California	56	0	3,020	9,812	12,099	0	24,930	41,690	60%
Fairfax	40	0	4,362	11,644	9,124	9,604	34,734	29,779	117%
Fairview	40	0	1,733	9,969	233	116	12,051	29,779	40%
Harvey L. Hall	156	14,027	15,171	20,758	11,002	9,962	70,921	116,136	61%
Heritage	40	0	2,979	12,178	15,657	316	31,131	29,779	105%
Home Base	124	3,164	1,881	2,748	590	83	8,465	46,157	18%
Lamont	40	0	1,156	8,549	124	125	9,954	29,779	33%
Martha J. Morgan	44	0	2,851	8,037	9,337	116	20,341	32,756	62%
McFarland	20	0	0	2,983	133	0	3,116	14,889	21%
Mojave	20	0	0	2,421	70	58	2,549	14,889	17%
Oasis	57	0	2,520	8,735	6,747	823	18,826	42,434	44%
Pete H. Parra	128	11,208	14,041	20,776	366	116	46,507	95,291	49%
Planz	20	0	2,549	6,267	6,263	9,836	24,915	14,889	167%
Primeros Pasos	80	4,041	8,164	7,548	245	6,893	26,892	59,557	45%
Rosamond	80	0	6,131	17,498	182	0	23,810	59,557	40%
San Diego Street	40	2,269	1,761	4,746	4,039	3,496	16,311	29,779	55%
Seibert	40	0	0	7,603	6,226	2,334	16,163	29,779	54%
Shafter	20	3,439	9,391	9,544	166	8,470	31,011	14,889	208%
Shafter HS/EHS	26	3,464	4,378	2,820	3,777	2,086	16,525	19,356	85%
Sterling	124	11,837	12,270	13,241	366	12,952	50,665	92,313	55%
Sunrise Villa	20	0	1,729	9,403	12,367	10,252	33,751	14,889	227%
Taft	66	0	5,094	14,576	125	10,628	30,422	49,135	62%
Tehachapi	34	0	1,148	3,028	3,006	2,810	9,992	25,312	39%
Vineland	20	0	595	1,278	257	300	2,430	14,889	16%
Virginia	40	0	2,575	11,651	14,359	9,552	38,137	29,779	128%
Wesley	60	0	5,804	10,030	17,381	16,811	50,025	44,668	112%
Willow	55	0	2,994	10,379	15,721	6,731	35,824	40,946	87%
Administrative Services		0	0	0	0	0	0	0	NA
Program Services		1,372	6,661	23	0	0	8,056	26,302	31%
Policy Council and RPC		0	0	81	290	0	372	27,093	1%
SUBTOTAL IN-KIND	1,763	56,653	146,808	300,294	209,175	147,006	859,936	1,319,728	65%

State General Child Care*	164,884	149,146	142,941	209,463	172,503	838,937	1,181,518	71%
State Preschool*	94,393	98,908	160,287	359,757	358,376	1,071,722	1,654,126	65%
State Migrant Child Care*	14,766	12,732	11,317	7,073	2,701	48,590	118,152	41%
SUBTOTAL CA DEPT of ED	274,043	260,787	314,546	576,293	533,580	1,959,249	2,953,796	66%

GRAND TOTAL 330,696 407,595 614,840 785,468 680,586 2,819,185 4,273,524 66%

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5c:* Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended November 30, 2019 – **Info Item**

Date: December 18, 2019

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2019 through November 30, 2019. Ten months (83%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 81% of the budget, which is on trend compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 79% of the budget. The combined personnel and fringe benefits expenses are at 77% of the budget.

Non-Federal Share

Non-Federal share is at 79% 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 - November 30, 2019
Month 10 of 12 (83%)

Prepared 11/08/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,114,932	2,577,586	537,346	83%	17%
FRINGE BENEFITS	923,567	710,882	212,685	77%	23%
TRAVEL	20,232	16,751	3,481	83%	17%
SUPPLIES	140,925	114,256	26,669	81%	19%
CONTRACTUAL	12,078	6,497	5,581	54%	46%
OTHER	600,638	464,719	135,919	77%	23%
INDIRECT	456,781	356,154	100,627	78%	22%
TOTAL	5,269,153	4,246,845	1,022,308	81%	19%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	39,312	21,550	17,762	55%	45%
FRINGE BENEFITS	11,534	11,516	18	100%	0%
TRAVEL	15,673	13,714	1,959	88%	12%
SUPPLIES	7,900	0	7,900	0%	100%
CONTRACTUAL	3,500	7,680	(4,180)	219%	-119%
OTHER	30,423	30,946	(523)	102%	-2%
INDIRECT	10,833	8,432	2,401	78%	22%
TOTAL	119,175	93,838	25,337	79%	21%

GRAND TOTAL EHS FEDERAL FUNDS	5,388,328	4,340,683	1,047,645	81%	19%
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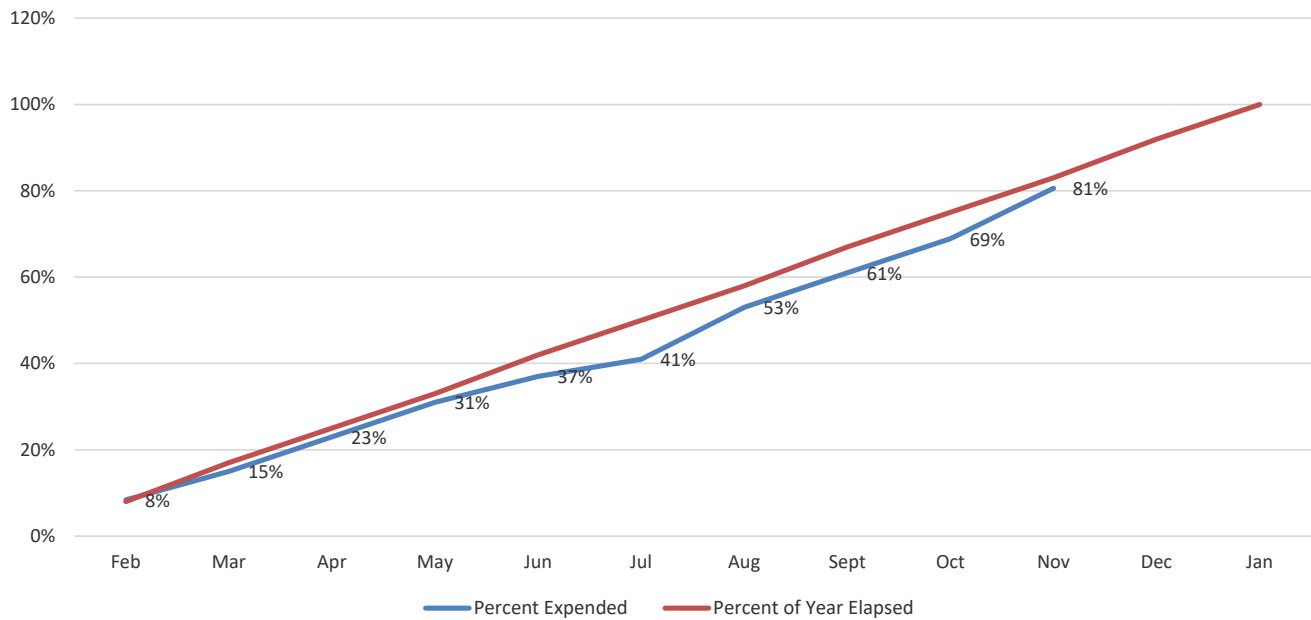
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,083	1,063,121	283,962	79%	21%
TOTAL NON-FEDERAL FUNDS	1,347,083	1,063,121	283,962	79%	21%

Centralized Administrative Cost	6.7%
Program Administrative Cost	2.4%
Total Administrative Cost	9.2%

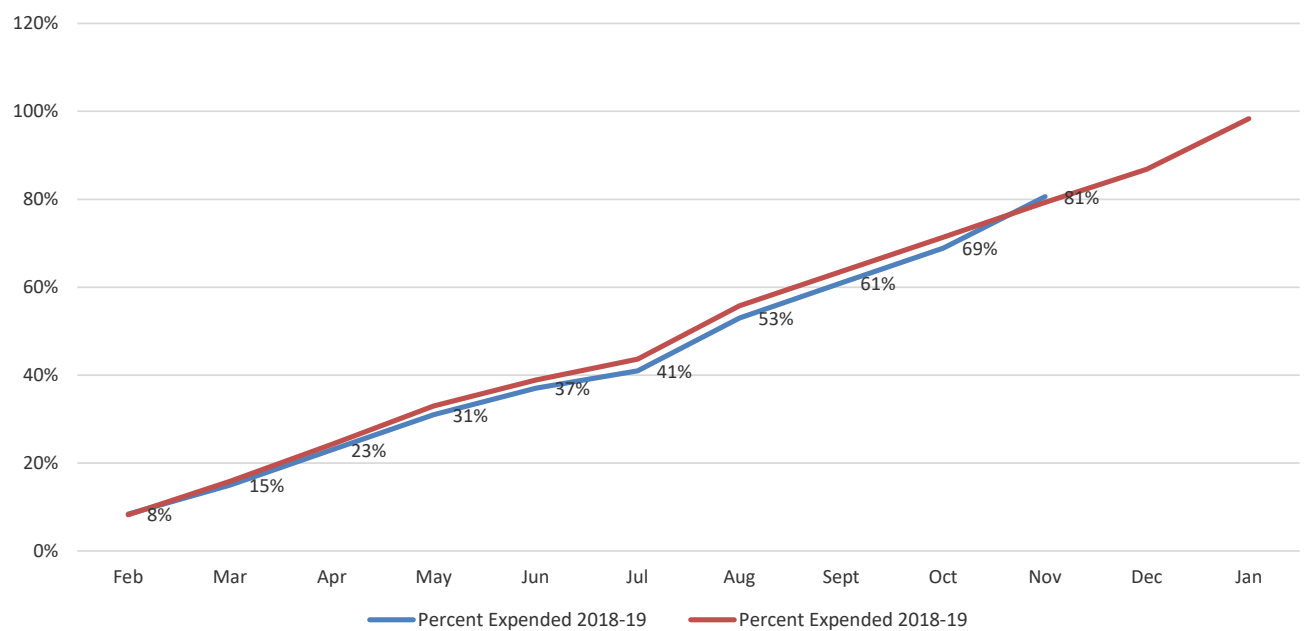
Budget reflects Notice of Award #09CH010071-05-01

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2019

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 November 31, 2019 (Month 10 of 12)

Percent of year elapsed: 83%

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	9,349	9,973	9,716	7,545	5,825	6,346	10,529	9,532	10,642	0	79,456	133,083	60%
Chrisman	30	12,312	16,785	11,548	8,606	3,809	8,606	14,384	13,673	11,890	166	101,779	166,354	61%
Home Base - Lodi	35	12,150	16,320	16,251	16,904	2,077	10,424	10,550	10,075	9,152	3,628	107,531	97,040	111%
Home Base - Manteca	12	3,172	5,472	4,045	5,249	2,063	3,395	4,433	3,426	5,649	116	37,020	33,271	111%
Home Base - Stockton	90	18,088	24,844	20,686	23,400	12,523	18,992	20,028	18,735	17,231	2,262	176,788	249,531	71%
Home Base - Tracy	12	233	1,607	1,689	2,025	0	683	504	2,083	1,193	0	10,018	33,271	30%
Kennedy	16	7,180	5,402	7,181	4,740	2,063	5,560	6,831	5,897	6,432	4,136	55,422	88,722	62%
Lodi UCC	30	11,372	11,887	12,830	10,884	8,821	10,755	14,080	12,824	13,343	10,101	116,897	166,354	70%
Marci Massei	24	5,173	6,050	6,373	5,055	4,171	6,333	13,332	11,065	11,092	50	68,695	133,083	52%
St. Mary's	16	5,144	6,702	5,927	4,858	3,210	5,422	5,994	6,580	7,916	153	51,905	88,722	59%
Walnut	24	11,221	13,005	12,719	10,174	9,667	11,556	13,927	13,037	13,383	87	108,776	133,083	82%
Administrative Services		251	1,678	0	0	0	0	0	0	0	0	1,928	0	
Program Services		11,721	11,575	22,146	31,202	8,655	13,104	12,925	11,078	13,040	10,823	146,268	21,858	669%
Policy Council		57	187	0	175	48	0	0	57	0	114	638	2,713	24%
SUBTOTAL IN-KIND	313	107,421	131,485	131,111	130,817	62,932	101,176	127,519	118,061	120,962	31,636	1,063,121	1,347,083	79%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 5c:* Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report for the Period Ended October 31, 2019 – **Info Item**

Date: December 18, 2019

Effective September 1, 2019, funds formerly awarded under Early Head Start Child Care Partnerships (grant #09HP0036) were rolled into Early Head Start Child Care Expansion (grant #09HP000163).

The following are highlights of the Early Head Start Child Care Partnerships & Expansion Budget to Actual Report for the period March 1, 2018 through November 30, 2019. Nine months (75%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 8% of the budget.

Training & Technical Assistance (T&TA)

Overall expenditures are at 16% of the budget.

Start-Up

Start-up funds were awarded for the purpose of preparing and furnishing 12 new classrooms for CAPK and Partnership locations. Overall expenditures are at 4% of the budget.

Non-Federal Share

Non-Federal share is at 12% of the budget.

**Community Action Partnership of Kern
Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report**

Budget Period: March 1, 2019 - February 29, 2020

Report Period: March 1, 2019 - November 30, 2019

Month 9 of 12 (75%)

Prepared 11/08/2019

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	608,125	81,718	526,407	13%	87%
FRINGE BENEFITS	192,825	19,060	173,765	10%	90%
SUPPLIES	46,656	1,551	45,105	3%	97%
CONTRACTUAL	766,959	34,344	732,615	4%	96%
OTHER	153,605	13,292	140,313	9%	91%
INDIRECT	167,944	13,612	154,332	8%	92%
TOTAL BASE FUNDING	1,936,114	163,576	1,772,538	8%	92%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	3,088	4,308	(1,220)	140%	-40%
SUPPLIES	14,930	0	14,930	0%	100%
OTHER	26,696	2,933	23,763	11%	89%
INDIRECT	4,471	702	3,769	16%	84%
TOTAL TRAINING & TECHNICAL ASSISTANCE	49,185	7,942	41,243	16%	84%

START UP

SUPPLIES	258,000	9,333	248,667	4%	96%
OTHER	196,545	7,542	189,003	4%	96%
INDIRECT	45,455	1,216	44,239	3%	97%
TOTAL START UP	500,000	18,091	481,909	4%	96%

GRAND TOTAL EHS FEDERAL FUNDS	2,485,299	189,610	2,295,689	8%	92%
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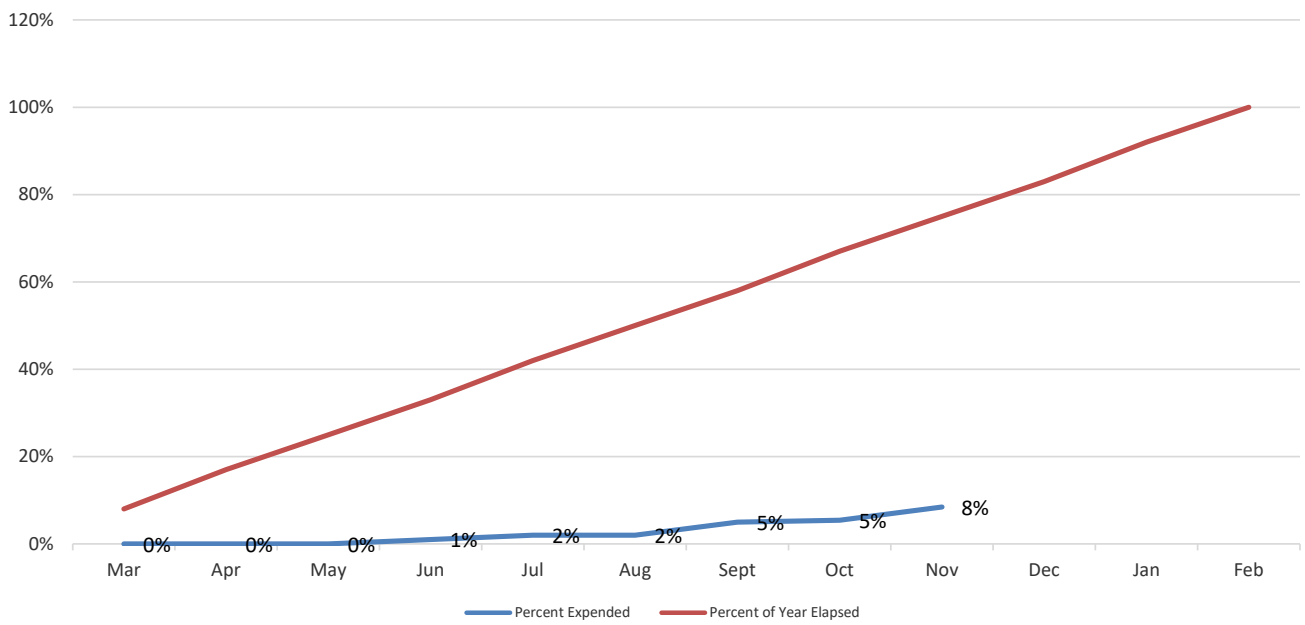
NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	528,694	66,030	462,664	12%	88%
TOTAL NON-FEDERAL	528,694	66,030	462,664	12%	88%

Budget reflects Notice of Award #09HP000163-01-01

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2019.

Early Head Start Kern
Percent Expended Compared to Percent of Year Elapsed



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors



From: Esperanza Contreras, Partnership Administrator

Date: December 18, 2019

Subject: *Agenda Item 5d:* Early Head Start Child Care Partnership Contracts – **Action Item**

CAPK was awarded the Early Head Start (EHS) Child Care Partnership (CCP) expansion grant for an additional seventy-two (72) partnership slots for a total of one hundred fifty-two (152) slots. The total EHS CCP grant amount is \$2,485,299.00. This grant will be utilized to expand the current EHS Child Care Partnerships which include Garden Pathways, Kern County Superintendent of Schools, Kern Community College District and West Kern Community College District.

Through a formal Request for Proposals (RFP) process, Esquelita Hernandez Little School was awarded the opportunity to partner with CAPK. This new partnership will provide service to sixteen (16) children. Staff will continue to seek additional partners to fill the remaining slots.

The new agreement is as follows:

1. Esquelita Hernandez Little School agreement shall not exceed the amount of \$537,600 equal to 55 months and 30 days at \$9,600 per month.

Recommendation:

Staff recommends the Board of Directors approve with resolution the Early Head Start Child Care Partnership contracts with Esquelita Hernandez Little School and authorize the Chief Executive Officer (CEO) to execute the Agreements on behalf of CAPK.

Attachments:

Resolution #2019-30

Esquelita Hernandez Little School Contract for Services Agreement

RESOLUTION # 2019-30

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 located at 5005 Business Park North, Bakersfield, CA 93309, met on December 18, 2019 in Bakersfield, California at a scheduled Executive 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, the Early Head Start Child Care Partnership programs for the contract period September 1, 2019 through February 29, 2024; and

WHEREAS, the Office of Head Start requires an authorized signatory be named for the Early Head Start Child Care Partnership program contracts; 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 contract; 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 Esquelita Hernandez Little School Contract for Services Agreement and any subsequent amendments during the contract period.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 18th day of December 2019.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date



CONTRACT FOR SERVICES AGREEMENT

This Contract for Services Agreement ("Agreement") is made and entered into as of this 8th day of November 2019 by and between: Escuelita Hernandez Little School ("Contractor") and Community Action Partnership of Kern ("CAPK"). In consideration of mutual promises and agreements of the parties as herein set forth, Contractor agrees as follows:

1. **DESCRIPTION OF SERVICES.** Contractor shall provide center-based services for up to 8 infants and 8 toddlers (combined) with a minimum of 1380 hours of care per program per year as more fully detailed in **Attachment A** (Scope of Work).
2. **LOCATION FOR SERVICES.** Escuelita Hernandez Little School, Facility #153810012/3, 909 Castro Lane, Bakersfield CA 93304
3. **PAYMENT FOR SERVICES.** Payment for services shall be six hundred dollars (\$600.00) per child per calendar month, up to a maximum of sixteen Early Head Start children. The total maximum monthly charges are Nine Thousand Six Hundred dollars (\$9,600.00). Prior approval for trainings, conferences, classes are to be obtained from CAPK prior to registration. Prior approval for start-up costs are to be obtained from CAPK before the work starts. Any additional services not approved by CAPK in advance will be at Contractor's own expense. A copy of CAPK's signed approval is to be submitted with Contractor's invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10th day of the following month. Terms are Net 30 from the date the invoice is received in CAPK's Accounting Department. Additionally, Contractor invoices shall be in accordance with **Attachment B** contained in and attached hereto for reference.
4. **TERM.** This period of performance for this Agreement shall commence on January 01, 2020 and end on August 31, 2024. The entire length of this Agreement shall be separated into two phases as shown below.

Phase 1: January 01, 2020 to August 31, 2020

Phase 2: September 01, 2020 to August 31, 2024.

5. **OPTION TO RENEW.** This agreement may be renewed upon approval from CAPK and the Administration for Children and Families for a term mutually agreed upon by both parties.
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 (1) 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:
Escuelita Hernandez Little School
ATTN: Raquel Hernandez, Director
909 Castro Lane
Bakersfield, CA 93304
Phone: (661) 422-5437

CAPK:
Community Action Partnership of Kern
ATTN: Esperanza Contreras, Partnership Administrator
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 hereinabove first written.

CONTRACTOR: ESCUELITA HERNANDEZ LITTLE SCHOOL

Signature: _____

Date: _____

Printed Name: _____

Title: _____

OWNER: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____

Date: _____

Printed Name: _____

Title: _____

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Enrollment – 45 CFR 1302:

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

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

- Provide a minimum of 1380 hours of care per program year.
- Attendance will be closely monitored to ensure that any child who does not show up on the first day or within 10 days is dropped and replaced with a new student.
- Make reasonable efforts so that Early Head Start (EHS) vacancies are filled within 30 calendar days.
- Enroll children after CAPK Head Start has verified eligibility and signed a statement certifying eligibility as per 45 CFR 1302.12. Certification can occur as follows:
 - ✓ Request a Head Start employee to verify eligibility (a minimum of 5 files is required).
 - ✓ Scan or fax the documents to the ERSEA Manager at fax number (661)336-5248.
 - ✓ Enroll 10% of slots with children with Individual Family Service Plan (IFSP). Fill slots no later than January 1 each year.
 - ✓ Accept files from Head Start waiting list of children with an IFSP and enroll to fulfill the 10% enrollment.
 - ✓ Provide a monthly enrollment report (include waitlisted and dropped children) along with the monthly invoice that includes attendance.
 - ✓ If average daily attendance falls below 85 percent, Contractor will analyze the causes and develop and submit to CAPK to review and approve a plan that outlines corrective measures no later than the 15th day of the following month.
 - ✓ Documentation of work with families to improve daily attendance and how parents will be supported with issues that impact the child's attendance.

CAPK will:

Enrollment – 45 CFR 1302:

- Provide on-going monitoring of enrollment and verify that all vacancies are filled within 30 days.
- Provide Training and Technical Assistance to Contractor's staff to ensure that timelines are met, records are maintained and that follow-up services are provided.
- Review and sign off on eligibility documents prior to the enrollment of all children and return to Contractor within 2 business days to ensure full enrollment.
- Enrollment will be verified by the ERSEA Manager and the Head Start/State Child Development Programs Director or assignee.
- Provide Training and Technical Assistance to Contractor to assist in developing inclusive classrooms and enroll children with disabilities in order to meet the 10% mandate.
- Refer Federal Head Start eligible children to Contractor to assist in meeting funded enrollment and 10% children with disabilities.
- Provide training and technical assistance to Contractor's staff in developing and revising Contractor's procedures to ensure compliance with Head Start regulations and mandates.
- Provide technical assistance and strategies to improve attendance problems and ensure that children are receiving the required services under this Agreement.
- Monitor implementation of service plan and provide assistance and training determined to be needed from the analysis of Program Information Report (PIR), Infant/Toddler Environment Rating Scale (ITERS), Self-Assessment, Monitoring and other CAPK program monitoring data.
- Include Contractor staff in CAPK trainings as appropriate.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Education – 45 CFR – 1302:

- Hire teaching and support staff that meet Head Start and licensing regulations as outlined in the Head Start Act of 2007, and any updates issued thereto.
- Make available at least one annual training day to all EHS staff conducted by CAPK to ensure understanding of and compliance with Early Head Start guidelines.
- Align curriculum to meet school readiness goals established by the Head Start program.
- Provide two home visits, and two parent conferences for every child during program year.
- Ensure on-going Child Assessments/Desired Results Developmental Profile (DRDP) data is submitted according to CAPK timelines-three times per year. Complete Behavior Screening and submit to Family Advocate within 45 days of child's first day of school.
- Provide reports that document that staff has reviewed the results of developmental and behavior screening within 30 days after it was completed and discuss results with parents.
- Refer children identified with concerns from screening to CAPK's Content Area Specialist (CAS) Wellness for further assessment.
- Ensure children have a smooth transition experience following the guidelines of the Early Head Start Transition plan.
- Implement a high-quality research-based curriculum and other supporting strategies as defined by Head Start Performance Standards, Head Start Act.
- Review and implement Head Start current policies and procedures related to education, including the new Head Start Child Outcomes Framework in curriculum implementation and the Program for Infant and Toddler Care (PITC).
- Ensure all lesson plans, children's education goals and ongoing assessments are aligned with Head Start School Readiness and Early Learning Framework.
- Provide monthly reports on status of home visits, parent conferences, intentional teaching, individualization, observations/ongoing child assessments, 45-day mandates, and lesson planning.
- Provide yearly Pedestrian Safety training to parents and children.
- Monitor curriculum implementation, individualization and school readiness and forward monitoring reports to CAPK Head Start Director.

CAPK will:

Education – 45 CFR –1302:

- Provides start-up instructional materials and furnishings identified by CAPK.
- Provide Training and Technical Assistance in the following areas:
 - ✓ Federal Head Start regulations, Performance Standards, and mandates, Head Start School Readiness mandates, Head Start Child Development and Early Learning Framework; i.e., Home Visits, Family Partnership Agreements, etc.
 - ✓ Training in curriculum planning and implementation.
 - ✓ Mental Health – Appropriate Behavioral Intervention.
 - ✓ Content expectations for home visits and parent conferences.
- Schedule for completing and submitting results on the following:
 - ✓ Education compliance reports for home visits, conferences, etc.
 - ✓ PIR status reports
 - ✓ Parent Engagement

The training calendar will be issued at the beginning of the Program year and updated monthly; in addition, the Head Start program will dedicate a Supervisor, a Family Advocate and a coach to train and mentor staff on site.

- Hire a Family Advocate to support full enrollment, recruiting, selection, eligibility and attendance requirements, ChildPlus data entry.
- Hire Program Partner Coordinator to support and ensure full compliance of all comprehensive services and regulations as defined in the Head Start Performance Standards.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Health- 45 CFR – 1302:

- Ensure that there is documentation indicating that all physical exams (well-baby check-ups) are completed at time of child enrollment per the Early and Periodic Screening Diagnosis and Treatment (EPSDT) requirements by age group.
- Review the results of all health exams, follow up on noted comments and submit to the Family Advocate to enter in ChildPlus. Refer for any needed treatment or missing requirements, documents and follow up on contact log.
- Assist parents to obtain or arrange further diagnostic testing, examination, and treatment by an appropriate licensed or certified professional for each child with an observable, known or suspected health, nutritional, behavior or developmental problem. Develop and implement a follow-up plan for any condition identified so that any needed treatment can begin.
- Take current height and weight for each child, three (3) times a year; and submit information to the Family Advocate for entry in ChildPlus.
- Generate and review health reports (summary and detailed) from weekly monitoring reports and follow up on areas needing improvement or focus within 5 days.
- By July 1 of each year, review and modify as necessary policies and procedures of Health, Mental Health and Nutrition Services that meet Head Start Performance Standards and Regulations. Submit to CAPK to review.
- Review the monthly “Partner Monitoring Report” and complete the plan of action section for each area of the report where a concern was identified no later than one week after receiving reports from CAPK.
- Submit a report to CAPK within 24 hours for any known or suspected instances of child abuse or neglect and/or any unusual incident.
- Responsible for administering any authorized medications and document on medication log all medication administered to children as required by state guidelines.

CAPK will:

Health- 45 CFR – 1302:

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

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Family Services – 45 CFR – 1302:

- By July 1 of each year, review policies and procedures for Family Services that meet Head Start Performance Standards and Regulations. Submit to CAPK for review.
- Review monthly Family Services Reports (summary and detailed) provided by Family Advocate. Follow-up on areas needing improvement or focus within one (1) week of running the report.

CAPK will:

Family Services – 45 CFR – 1302:

- Provide training and technical assistance on Family Service requirements such as:
 - ✓ Family Assessments and Family Partnership Agreement (FPA) process.
 - ✓ ChildPlus data entry
 - ✓ Service delivery tracking
- Family Assessments to be completed within 5 working days of the child's first day of attendance. Document on the contact notes and ChildPlus on the same day the family assessment is completed.
- Provide referrals for services and resources that are responsive to family's needs, interests and goals on the same day the need is identified. Document on the contact notes and ChildPlus on the same day the referral is made.
- Conduct timely follow-up on family needs, referrals and services received as soon as possible but not to exceed 60 calendar days depending on the urgency of the need. Document all follow-up pertaining to referrals and services received on the contact notes and ChildPlus on the same day follow-up is conducted.
- Initiate the goal setting process with all families and on the contact log and ChildPlus within 5 days of the child's first day of attendance.
- Develop Family Partnership Agreements (FPA) based on family's readiness and willingness to participate in the process. Complete the FPA form if goal is established. Document on the contact notes and ChildPlus on the same day the FPA is developed.
- Conduct FPA follow-up every 60 calendar days to review the status of the goal(s) established or reevaluate the family's readiness to participate in the goal setting process if goal has not been established. Document the contact notes and ChildPlus on the same day FPA follow-up is conducted.
- Review the Contractor's policies and procedures for Family Services to ensure they meet the Head Start Performance Standards and Regulations.

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Program Design and Management – 45 CFR – 1301:

- Child Care License – Contractor shall maintain for the term of this Agreement a current Child Care License issued by the California Department of Social Services; shall provide CAPK with a copy of the license and shall notify CAPK in writing of any changes in the status of the license, including Type A and Type B violations within 24 hours of the violation.
- Ensure and provide documentation by September 30th of each year that all staff working with children receive annual Child Abuse Training.
- By July 1 of each year, review operational procedures to ensure that children receive services within the mandated time frames of the Head Start Performance Standards and the Head Start Act 2007.
- Document annual performance evaluations for employees.
- Participate in Partner's meetings and trainings related to Head Start/Early Head Start.
- Document staff individual and group training needs.
- Provide a monthly report to CAPK Head Start/State Child Development Programs Assistant Director on issues related to Program Information Report (PIR) with a final report provided no later than June 1 of each year.
- Monitor areas in the PIR that are below 100%. Develop a plan of action to meet non-compliant areas on a monthly basis.
- Provide a representative to participate in the following:
 - ✓ Annual Self-Assessment
 - ✓ Monitoring Assessments
- Complete follow-up within 30 days of each monitoring event to document closure to individual findings. Provide a corrective action plan for any areas of non-compliance that were found during the annual self-assessment within 30 days.
- Conduct ongoing monitoring of program operations by submitting monthly analysis of health, education and family services data along with a plan of action for all areas of non-compliance and participate in Partner Coordination Meetings.
- Report any licensing finding, non-compliance with Child and Adult Care Food Program (CACFP), or any other loss of funding that materially weakens the financial stability of the Contractor or its ability to deliver the services required under this Agreement within 24 hours of the finding.
- Make reasonable efforts to have one parent representative to serve on the CAPK Head Start Policy Council (PC) monthly meetings. Representative must be elected in accordance with PC By-Laws at a local parent meeting. Parent must have a child currently enrolled in the Head Start Program.
- Ensure that employees hired to perform services under the Agreement meet Early Head Start Performance Standards and Community Licensing regulations.

CAPK will:

Program Design and Management – 45 CFR – 11301:

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

ATTACHMENT A — SCOPE OF WORK

Contractor will:

Training:

- Provide staff training on State and Federal regulations and mandates, mutually coordinated with CAPK and other partners.
- Provide staff training related to other areas of the program as requested by CAPK.
- Make available at least one day per year for the line staff to receive training on Head Start mandates.
- In-Kind: Provide documentation for Non-Federal Share to CAPK each month (amount is 25% of Federal funds expended).
- Contractor will be responsible for requesting in writing for staff to attend Head Start specific approved conferences, classes, trainings and workshops.

CAPK will:

Training:

- Staff to provide groups as well as on-site training as needed.
- Registration for outside training and conferences: CAPK will be responsible for registration and incidental expenses for Contractor's staff to attend Head Start specific approved conferences, classes, trainings, workshops and will invoice with receipts attached. Request to attend must be approved by CAPK in writing.

ATTACHMENT B —Payment Provisions

1. **Payment Limits** – CAPK total payments to Contractor under this Contract shall not exceed \$537,600.00 for children services, training and technical assistance and start up budget amounts are to be determined.
2. **Payment Basis** – Subject to the Payment Limit, payments to the Contractor for all services provided for CAPK under this Contract shall only be for costs that are actually incurred in the performance of the Contractor’s obligations under this Contract as evidenced by the timely provision of services to families and submittal of monitoring reports, invoices, and Program Information Report.
3. **Payment Amounts** – Subject to later adjustments in total payments as provided below and subject to the Payment Limit of this Contract.

\$600 per child per month, maximum of 8 Early Head Start children and 8 Head Start children, for 55 months 30 days (January 01, 2020 through August 31, 2020 and September 01, 2020 through August 31, 2024), in addition, a TBD yearly budget is allocated to cover trainings, conferences, classes and workshops for agency staff.

Attachment C

Community Action Partnership of Kern Additional Terms and Conditions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature	Date
------------------	-------------

Print Name	Title
-------------------	--------------

Company Name

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee

From: 
Jerry Meade, PDM Administrator

Date: December 18, 2019

Subject: *Agenda Item 5e:* Head Start/Early Head Start Kern Budget Revision Request –
Action Item

Through the review and monitoring of the budget to actuals for Head Start and Early Head Start Kern (09CH011132), staff have identified savings in the budget. The primary categories of the savings are in the Early Head Start Personnel and Fringe. This has to do with budgeted positions not filled pending the completion of the numerous construction projects currently in process. In order to ensure we obligate these funds prior to the end of our fiscal year in February 2020, staff are requesting approval from the Executive Committee to submit a budget revision to the Office of Head Start (OHS) to move \$1,500,000 from Personnel and Fringe to the Construction category.

The Construction category was identified as the most prudent line item as these funds will support additional expenses for the major construction projects. Once the budget revision and subsequent projects are approved from OHS, a carry-over request is likely to be submitted in February or March 2020 as to ensure these funds follow the projects to completion.

A non-federal share waiver will also be requested as part of this budget revision. Staff included a waiver request in the initial grant application, however OHS placed the waiver request in a pending status until an estimated dollar amount could be included within the waiver request. Staff have forecasted the amount of \$750,000 for the Non-Federal waiver request.

Recommendation

Staff recommends the Executive Committee approve with resolution the submission of a Head Start/Early Head Start Kern Budget Revision and Non-Federal Waiver request for the 2019-2020 funding year.

Attachment:
Resolution 2019-28

RESOLUTION # 2019-28

A Resolution of the Executive Committee of the Community Action Partnership of Kern Approving the Budget Revision for Head Start/Early Head Start Kern

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on December 18, 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 and Early Head Start Kern, Grant #09CH011132, has requested to submit budget revision for the 2019-2020 budget year; and

WHEREAS, the Head Start and Early Head Start Kern budget revision will include a non-federal share waiver request; and

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

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a budget revision and non-federal share waiver for Head Start and Early Head Start Kern; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer to act on behalf of the Board as CAPK’s representative signatory with regard to the submission of the budget revision for Head Start and Early Head Start Kern, #09CH011132.

APPROVED by a majority vote of the Executive Committee of Community Action Partnership of Kern, this 18th day of December 2019.

Curtis Floyd, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee

From: 
Jerry Meade, PDM Administrator

Date: December 18, 2019

Subject: *Agenda Item 5f:* Early Head Start Child Care Partnership Budget Revision Request – **Action Item**

Through the review and monitoring of the budget to actuals for the Early Head Start Child Care Partnership (09HP00163), staff have identified savings in the budget. The primary categories of the savings are in the Early Head Start Personnel and Fringe. This has to do with budgeted positions not filled pending the completion of the Jewett construction project currently in process. In order to ensure we obligate these funds prior to the end of our fiscal year in February 2020, staff are requesting approval from the Executive Committee to submit a budget revision to the Office of Head Start (OHS) to move \$540,500 from Personnel and Fringe to the Other category.

The Other category was identified as the most prudent line item as these funds will support additional expenses for minor renovation and repair projects for our Partners and the Jewett Child Development Center. Once the budget revision and subsequent projects are approved from OHS, a carry-over request is likely to be submitted in February or March 2020 as to ensure these funds follow the projects to completion.

A non-federal share waiver will also be requested as part of this budget revision. Staff included a waiver request in the initial grant application, however OHS placed the waiver request in a pending status until an estimated dollar amount could be included within the waiver request. Staff have forecasted the amount of \$125,000 for the Non-Federal waiver request.

Recommendation

Staff recommends the Executive Committee approve with resolution the submission of an Early Head Start Child Care Partnership Budget Revision and Non-Federal Waiver request for the 2019-2020 funding year.

Attachment:
Resolution 2019-29

RESOLUTION # 2019-29

A Resolution of the Executive Committee of the Community Action Partnership of Kern Approving the Budget Revision for Early Head Start Child Care Partnership

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on December 18, 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 Early Head Start Child Care Partnership, Grant #09HP000163, has requested to submit budget revision for the 2019-2020 budget year; and

WHEREAS, the Early Head Start Child Care Partnership budget revision will include a non-federal share waiver request; and

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

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a budget revision and non-federal share waiver for Head Start and Early Head Start Kern; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer to act on behalf of the Board as CAPK’s representative signatory with regard to the submission of the budget revision for Early Head Start Child Care Partnership, #09HP000163.

APPROVED by a majority vote of the Executive Committee of Community Action Partnership of Kern, this 18th day of December 2019.

Curtis Floyd, Chair
CAPK Board of Directors

Date

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private
Project Name: CAPK Food Bank Motorized
Pallet Jack
Funder Name: PG&E
Grant Program Name: CAPK Food Bank
Funding Period: 2020-2021

CFDA #: N/A
Division Director: Carmen Segovia
Program Manager: Jaime Orona
☒ **New Funding.**
☐ **Re-Application**

A. Narrative description of funding request, including goals:

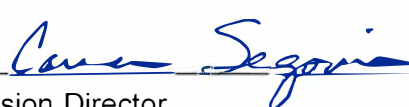

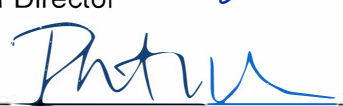
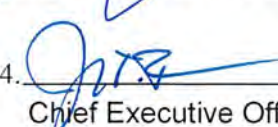
CAPK is requesting \$5,000 from PG&E to go towards the purchase of a Motorized Pallet Jack for the Food Bank's Warehouse. This motorized pallet jack will increase safety for staff/volunteers handling loaded pallets and safer transportation of products, allow a single staff/volunteer (rather than two) to maneuver and transfer loaded pallets, increase efficiency (speed) in the loading/unloading process; and reduce staff/volunteer exposure to unsafe conditions when transferring loads on inclining or declining graded surface.

The impact will be to increase the CAPK Food Bank's capacity to deal with a growing public need/demand to feed food insecure people in Kern County.

B. Use of Funds:

CAPK will use the requested funds of \$5,000 to go towards purchasing a \$7,500 motorized pallet jack for the CAPK Food Bank. The remainder of the cost will be covered through grants, and partner donations.

C. Approvals:

1.			
	Division Director	Chief Financial Officer	
	11/21/19	11/21/19	
	Date	Date	
2.		4.	
	Director of Community Development		Chief Executive Officer
	11/21/19		11/21/19
	Date		Date

D. Board:

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

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private**Project Name:** SYC Gardening Project**Funder Name:** kidsgardening.org**Grant Program Name:** Youth Garden 2020**Funding Period:** 2/1/2020 – 8/31/2020**CFDA #****Division Director:** Carmen Segovia**Program Manager:** Angelica Nelson☒ **New Funding.**☐ **Re-Application**

A. Narrative description of funding request, including goals: CAPK's Shafter Youth Center is requesting \$2360 to fund a kids gardening project. This project will help the children learn self-sufficiency and will support youth educational garden projects. This grant will aid in expanding the present gardening site at SYC. The grant will supply gardening items such as soil, hand tools, a tubtrug, paper pot press, gloves, seed package, big bag bed, mobile green wall, organic fertilizer and curriculum books, soaker hose, fan sprayer and customizable garden tool package as well as a \$250 cash prize.

B. Use of Funds: The grant cash prize will be used for additional garden supplies.

C. Approvals:

1. Carmen Segovia 12/4/19
Division Director Date

3. Jimmy Webster 12/5/19
Chief Financial Officer Date

2. Priti 12/4/19
Director of Community Development Date

4. Jill P 12/5/19
Chief Executive Officer Date

D. Board:☐ Policy Council☐ PRE Presentation☐ B&F Approval☐ Board Approval

Date: _____

Date: _____

Date: _____

Date: _____



MEMORANDUM

TO: Budget & Finance Committee
FROM: Tracy Webster, Chief Financial Officer 
DATE: December 18, 2019
RE: *Agenda Item 5h*: Federal Financial Report – **Info Item**

Head Start guidelines require that Standard SF-425 – Federal Financial Report (FFR) be used by grantees to report financial data at three intervals (semi-annual, annual, and final).

The following final FFR was filed:

- EHS Partnership – Kern : #09HP0036-04 (9/1/18 – 8/31/19)

Attached is the final Federal Financial Report that was uploaded to the Grant Solutions system before the January 30, 2020, deadline.

Attachment: SF-425 Federal Financial Report – EHS Partnership – Kern (Final)

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted DHHS ACF REGION IX	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 09HP0036-04	Page of 1 pages
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3. Recipient Organization (Name and complete address including Zip code) COMMUNITY ACTION PARTNERSHIP OF KERN - 5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309

4a. DUNS Number 072947617	4b. EIN 95-2402760	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 1-952402760A1	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual
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8. Project/Grant Period (Month, Day, Year) From: 09/01/2018	To: 08/31/19	9. Reporting Period End Date (Month, Day, Year) 08/31/19
-----------------------------------------------------------------------	---------------------	--------------------------------------------------------------------

10. Transactions	Cumulative
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(Use lines a-c for single or combined multiple grant reporting)

Federal Cash (To report multiple grants separately, also use FFR Attachment):	
a. Cash Receipts	\$ 0.00
b. Cash Disbursements	\$ 0.00
c. Cash on Hand (line a minus b)	\$ 0.00

(Use lines d-o for single grant reporting)

Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	\$ 725,701.00
e. Federal share of expenditures	\$ 719,036.00
f. Federal share of unliquidated obligations	\$ 0.00
g. Total Federal share (sum of lines e and f)	\$ 719,036.00
h. Unobligated balance of Federal funds (line d minus g)	\$ 6,665.00

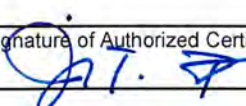
Recipient Share:	
i. Total recipient share required	\$ 181,425.00
j. Recipient share of expenditures	\$ 181,425.00
k. Remaining recipient share to be provided (line i minus j)	

Program Income:	
l. Total Federal share of program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11.	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Indirect Expense	10% De minimis	10%	9/1/2018	8/31/2019	\$ 650,031.37	\$ 65,286.35	\$ 65,286.35
				g. Totals:			

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official Jeremy T. Tobias, Chief Executive Officer	c. Telephone (Area code, number, and extension) (661) 336-5236
	d. Email Address jtobias@capk.org
b. Signature of Authorized Certifying Official 	e. Date Report Submitted (Month, Day, Year) 12/9/2019
14. Agency use only:	

Standard Form 425 - Revised 10/11/2011
OMB Approval Number: 0348-0061
Expiration Date: 2/28/2015

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

Community Action Partnership of Kern
Federal Financial Report 09HP0036-04 FINAL
Line 12 Detail

	<u>Grant Amount</u>	<u>Unobligated Balance</u>
G098128 Base	708,901.00	2,062.39
G098121 T&TA	16,800.00	4,602.18
	725,701.00	6,664.57
	<u>Costs</u>	
Admin Cost	84,010.44	8.77%



MEMORANDUM

TO: Executive Committee

FROM: Tracy Webster, Chief Financial Officer *Tracy Webster*

DATE: December 18, 2019

RE: *Agenda Item 6a:* Indirect Excess (Deficit) Transfer to Discretionary – **Action Item**

CAPK implemented the utilization of the 10% De Minimis indirect rate during fiscal year 2016-17 with board approval on February 24, 2016. The use of the De Minimis rate is described in Uniform Guidance. CAPK had been historically utilized a Direct Cost Rate that was administratively intensive. The De Minimis Indirect Rate was allowable for agencies that never had a negotiated indirect rate.

The use of the De Minimis Indirect Rate allows an excess or deficit indirect collection to become unrestricted. It was the intention to move any excess or deficit indirect earning to the Discretionary Fund as this is the location where all unrestricted funds land for the agency. Since fiscal year 2016-17, the agency has collected \$1,587,632.80 in indirect funds as described below:

Fiscal Year	Surplus Indirect
2016-17	\$ 510,546.86
2017-18	839,510.19
2018-19	237,575.75
TOTAL	\$1,587,632.80

Funds held in the Indirect Fund must match the allowability of cost principles described in Uniform Guidance. Hence it is in the best interest of the agency to transfer excess or deficit funds at the end of the fiscal year to the Discretionary Fund. This will allow for the excess funds to be more transparently displayed to the Board. Plus, it allows the agency to build unrestricted reserves within the control of the Board.

Staff sought consultation from Wipfli CPAs and Consultants to confirm that this practice meets the requirements of Uniform Guidance. The two staff members from Wipfli confirmed that this met the intent and purpose of the utilization of the De Minimis Indirect Rate.

Recommendation:

Staff recommends that the excess or deficit funds from the Indirect Fund be transferred at the end of a fiscal year to the Discretionary Fund.



MEMORANDUM

TO: Executive Committee

FROM: Tracy Webster, Chief Financial Officer *Tracy Webster*

DATE: December 18, 2019

RE: *Agenda Item 6b:* Proposed Budget & Finance Committee Agenda Restructure
– **Action Item**

During prior Budget & Finance Committee meetings, it was requested that the agenda be formatted to add a Consent section and a Special Presentation section. Accordingly, staff has drafted a proposed restructure of the Budget & Finance Committee agenda. The Special Presentation section would be utilized to review individual programs and their budgets. For the Consent Section, Committee Members would be asked to approve all the items listed in Consent. However, if a member of the Committee or of the public asks that an item be removed from the consent agenda the items must be considered and discussed separately.

The proposed schedule for Special Presentation would be as follows:

1. 2-1-1 Services
2. Coordinated Entry Services
3. Energy Department (LIHEAP, DOE, and DAP)
4. CSBG
5. VITA
6. Shafter Youth Center
7. Friendship House
8. Food Bank
9. Women, Infants & Children (WIC)
10. Central Kitchen (CACFP)
11. Head Start
12. CDE funded childcare (CSPP, CCTR, CMIG, CMSS)
13. Migrant Alternative Payment (CMAP)
14. Americorps
15. Cal Fresh Healthy Living
16. East Kern Family Resource Center

Items that are proposed to remain in New Business will include the following:

1. Head Start and Early Head Start Budget to Actual
2. Resolutions to approved submissions of new funding
3. Resolutions to approved continued funding of existing programs
4. Revisions to the Accounting and Financial Policies and Procedures
5. Chief Financial Officer Report
 - a. Discretionary Fund Update
 - b. Financial Statements

Items that are proposed to move to Consent include the following:

1. Application status reports and funding requests
2. Awards of contract based on competitive RFP
3. Consultant agreements

Recommendation:

Staff recommends the revised agenda format and committee recommendation is submitted to the Board for review and discussion.

Attachment: Proposed Budget & Finance Committee Meeting Agenda format

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
DATE
12:00 pm

AGENDA

1. **Call to Order**

2. **Roll Call**

Board Member Names

3. **Approval of Agenda**

4. **Public Forum:** *(The public may address the committee 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.)*

5. **New Business**

- a. Head Start and Early Head Start Budget to Actual Reports – ***Info Item***
- b. Resolution to Approve the Submission of the New Funding – ***Action Item***
- c. Application for Continued Funding of Existing Program with Resolution – ***Action Item***
- d. Chief Financial Officer Report:
 - i. Discretionary Fund Update – ***Info Item***
 - ii. Financial Statements, August 2019 - ***Action Item***

7. **Consent:** *(The Board will be asked to approve all of the following items by a single vote, unless a member of the Board or of the public asks that an item be removed from the consent agenda and considered and discussed separately.)*

- a. Application Status Report and Funding Requests
- b. Award of Contracts Based on Competitive RFP
- c. Consultant Agreements

8. **Committee Member Comments**

9. **Next Scheduled Meeting**

Budget & Finance Committee Meeting
DATE
12:00 p.m.
5005 Business Park North
Bakersfield, California 93309

10. **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, and online at www.capk.org by 9:00 am on DATE. Paula Daoutis, Administrative Coordinator.

DRAFT

**COMMUNITY ACTION PARTNERSHIP OF KERN
DISCRETIONARY AND FUND RAISING FUNDS
FOR THE MONTH ENDED NOVEMBER 30, 2019**

	03/01/19- 10/31/19	11/01/19 - 11/30/19	TOTAL
BEGINNING BALANCE (NOTE 1)	\$ 525,604.38	\$ -	\$ 525,604.38
CASH RECEIPTS			
2019 Awards Banquet Donations	49,981.86	-	49,981.86 a
Donations	1,839.41	220.00	2,059.41
Misc. Revenue	2,850.08	80.00	2,930.08
Interest Income/Union Administrative Fee	798.47	101.40	899.87
TOTAL CASH RECEIPTS	55,469.82	401.40	55,871.22
CASH DISBURSEMENTS			
Line of Credit Interest Expense	-	-	-
Line of Credit Unused Commitment Fee	3,763.85	-	3,763.85 b
2019 Awards Banquet Expenses	26,648.61	-	26,648.61 a
Supplies	1,563.81	100.00	1,663.81
Volunteer Appreciation	-	-	- c
Fundraising Expenses	-	-	-
Property Taxes - Campus Vacant Parcels	2,250.35	-	2,250.35
Miscellaneous Expenses	6,245.89	585.97	6,831.86
Indirect	663.68	-	663.68
TOTAL CASH DISBURSEMENTS	41,136.19	685.97	41,822.16
CASH PROVIDED (USED)	14,333.63	(284.57)	14,049.06
ENDING BALANCE	\$ 539,938.01		\$ 539,653.44
		Discretionary Cash	\$ 206,072.45
		Fund Raising Cash	333,580.99
			539,653.44
		Add: Prepaid	-
		Less: AP	-
			\$ 539,653.44

NOTES

1. For the year ended 2/28/19, the net increase to the Discretionary/Fund Raising Funds was \$48,148.08.
- a. As of 08/31/19, net 2019 awards banquet gain is \$28,833.25 (FYE 2/28/19 = \$5,500.00 + \$49,981.86 - \$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: 12/09/2019



COMMUNITY ACTION PARTNERSHIP OF KERN

EXECUTIVE COMMITTEE

DECEMBER 18, 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
<u>UNRESTRICTED</u>						
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
<u>RESTRICTED</u>						
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/HEAD START - START UP FUNDS	4,324,691	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	94,012 122,216	21.009	19VITAA0228	08/01/18 - 07/31/19 08/01/19 - 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
CSBG DISCRETIONARY (COMMUNITY SERVICES BLOCK GRANT)	35,000	93.569	18F - 5015	01/01/18 - 05/31/19	175/000	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG DISCRETIONARY (COMMUNITY SERVICES BLOCK GRANT)	30,000	93.569	19F - 4417	06/01/19 - 05/31/20	175/000	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG DISCRETIONARY RIDGECREST EARTHQUAKE RESPONSE (COMMUNITY SERVICES BLOCK GRANT)	177,018	93.569	19F - 4463	09/01/19-03/31/20	175/032	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

A1

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	3,721,750 9,615,849 4,415,991	93.568	18B - 4012 19B - 5012 20B - 2012	10/01/17 - 07/31/19 10/01/18 - 06/30/20 10/01/19 - 06/30/21	122-38 122-39 122-30	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	1,364,399	81.042	17C-4010	06/01/18 - 06/30/20	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
MIGRANT ALTERNATIVE PAYMENT	5,411,000 5,411,000	93.575 93.575	CMAF - 8000 CMAF - 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
NEOPB CAL FRESH HEALTHY LIVING	1,491,998	10.561	19-10324	10/01/19 - 09/30/20	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
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 4,001,061	10.557	15 - 10064 19 - 10139	10/01/18 - 09/30/19 10/01/19 - 09/30/20	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

A2

**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
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 4,173,682		CMAF - 8000 CMAF - 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	254,377 262,661		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 39,399		CMSS - 8004 CMSS - 9004	07/01/18 - 06/30/19 07/01/19 - 06/30/20	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	175,000 174,000		18T - 8012 19T - 9011	10/15/18 - 06/30/19 10/01/19 - 06/30/20	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
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	35,000 35,000		509-2019	08/13/19 - 06/30/20	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM	57,000		18-CESH-12453	10/3/19 - 7/24/24	272	STATE OF CALIFORNIA, DEPT OF GENERAL SERVICES, UNITED WAY 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

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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
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 45,000		105 - 2018	07/01/18 - 06/30/19 07/01/19 - 06/30/20	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
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

**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
DAP (DISGORGEMENT ASSISTANCE PROGRAM)	346,238		20D - 1012	10/01/19 - 12/31/20	484	STATE OF CALIFORNIA, DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT, BARCLAY'S BANK SETTLEMENT WITH FETC
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT INITIATIVE	25,000		N/A	01/01/18 - 12/31/18	456	BANK OF THE WEST

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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				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	<u>Food Bank</u>		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
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			

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
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	<u>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		
271	Positive Youth Development Svcs				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		
272	United Way - CESH				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		
08/31/19	n/a				
09/30/19	n/a				
10/31/19	n/a				
11/30/19	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 October 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%
6/30/19 - 9/30/19	90 days	\$ 1,261.11	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 NOVEMBER 30, 2019	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(236,109.69)
HEAD START/EARLY HEAD START	355,324.70
SUBTOTAL	119,215.01
CHILD DEVELOPMENT RESERVE No. 1	(0.30)
CHILD DEVELOPMENT RESERVE No. 2	0.00
GENERAL CHILD CARE	148,719.31
MIGRANT A/P	1,164,766.91
MIGRANT CHILD CARE	60,014.42
MIGRANT SPECIALIZED SERVICES	2,981.01
STATE PRESCHOOL	1,182,934.54
SUBTOTAL	2,559,415.89
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(43,266.73)
EF&S	39,799.00
EFAP	121,570.77
FOOD BANK	203,210.42
FOOD BANK CAPACITY PROGRAM	11,201.69
FOOD BANK - STATE	(159,464.21)
SOCAL GAS	2,305.66
WONDERFUL FOUNDATION	15,737.67
SUBTOTAL	191,094.27
ENERGY	(157,695.43)
DOE WAP	(83,227.08)
LIHEAP	(311,545.86)
LIWP SOLAR PV	(112.86)
LIWP SINGLE FAMILY	(225.81)
PG&E	(12,808.43)
WATER TANK	0.00
TRANSFER NEGATIVE BALANCE	565,615.47
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	(61,644.57)
211 HOSPITAL PREPAREDNESS	(381.32)
BANK OF THE WEST	21,021.52
CAL FRESH	(22,575.49)
CALEITC	(3,223.77)
COST POOLS	43,800.40
COUNTY OF KERN - 2-1-1	45,000.00
CSBG	(49,600.09)
CSBG DISCRETIONARY	(32.25)
DIFFERENTIAL RESPONSE	(31,729.11)
DIGNITY HEALTH	4,677.72
DISCRETIONARY FUND	202,538.39
ECONOMIC EMPOWERMENT	(10,602.41)
FIRST 5 KERN 211	(27,925.19)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(19,099.60)
FIRST 5 HELP ME GROW	5,536.63
FRIENDSHIP HOUSE	(2,718.20)
FUNDRAISING	333,612.70
GANG PREVENTION	(37.75)
GENERAL FUND	177,951.67
HOME VISIT INITIATIVE (CO OF KERN)	(107,620.48)
HUD-COORDINATED ENTRY SYSTEM	(14,194.82)
INDIRECT FUND	2,056,887.69
IRS - VITA	(16,611.56)
INFORMATION & EDUCATION	(14,298.88)
NEOPB CAL FRESH HEALTHY LIVING	(59,438.26)
POSITIVE YOUTH DEV SVC	(7,907.95)
READYKERN	127.60
REALIGNMENT FOR SUCCESS	(2,640.92)
SHAFTER YOUTH CENTER	(6,336.03)
STARBUCKS FOUNDATION	0.00
TRADE MITIGATION	0.00
UNITED WAY 211	(17,322.68)
UNITED WAY CESH	57,000.00
WELLS FARGO FOUNDATION	11,285.00
WIC	(991,574.15)
LESS: ENERGY NEGATIVE BALANCE	(565,615.47)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	926,308.37
TOTAL OPERATING CASH	3,798,033.54

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

1. Operating Account: Used to make all CAPK disbursements and for deposits of all cash receipts unless there are requirements to deposit cash to a restricted bank account.
2. Head Start Accrued Vacation: This is an interest bearing restricted bank account that holds cash reserved for the payment of accrued vacation for Head Start and Early Head Start employees.
3. CSD Advances Account: This is an interest bearing restricted bank account for CSBG and Energy grants. Advances on the Community Services Block Grant (CSBG), Department of Energy – Weatherization Assistance Program (DOE WAP) and Low Income Home Energy Assistance Program (LIHEAP) grants are required to be deposited to a restricted bank account until there is an immediate need for the cash. Once the immediate need is determined, the cash is transferred to the Operating Account to make disbursements.
4. On-Line Donations Account: This is an interest bearing restricted bank account that is designated for internet donations to CAPK. The deposits are subsequently transferred to the Operating Account.
5. Child Development Reserve #1: This is an interest bearing restricted bank account that is required by the California Department of Education for center-based contracts, such as General Child Care (CCTR), State Preschool (CSPP) and State Migrant (CMIG) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.
6. Child Development Reserve #2: This is an interest bearing restricted bank account that is required by the California Department of Education for alternative payment contracts, such as Migrant Childcare Alternative Payment (CMAP) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

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

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

BANK RECONCILIATION FOR THE MONTH ENDED
November 30, 2019

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	11/30/19		4,202,425.51
LESS: OUTSTANDING CHECKS		404,391.97	
ADJUSTED BANK BALANCE AT	11/30/19		3,798,033.54
GENERAL LEDGER BALANCE AT	10/31/19		4,302,605.77
ADD: DEPOSITS		1,791,081.25	
US TREAS DRAWDOWNS		2,511,684.73	
FUNDS FROM OTHER GRANTS		261,991.12	
ONLINE DEPOSITS		130.00	
ACH REFUNDS		13,817.73	
ADP REFUND		490.30	
LESS: CHECKS		1,992,672.83	
ADP PAYROLL 11/08/19		1,267,916.12	
ADP PAYROLL 11/22/19		1,295,560.42	
EFTS FOR HRA/HSA/ STD/403B		181,698.43	
REC LOAN PRINCIPAL/INT EXPENSES		31,570.20	
CREDIT CARD		33,614.21	
BANK FEES		1,027.37	
ACH VOUCHERS		279,707.78	
GENERAL LEDGER BALANCE AT	11/30/19		3,798,033.54

DIFFERENCE: -

PREPARED BY: Lorraine Casillas TITLE: Controller DATE: 12/06/2019

APPROVED BY:  TITLE: Chief Financial Officer DATE: 12/06/2019

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2019

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	11/30/19	645,585.69
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	11/30/19	645,585.69

BALANCE PER G/L	10/31/19	645,504.51
ADD:		
DEPOSITS		0.00
INTEREST		81.18
ROUNDING ERROR		0.00
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00
BALANCE PER G/L	11/30/19	645,585.69

DIFFERENCE: 0.00

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

PREPARED BY: Lorraine Casillas

TITLE: Controller

DATE: 12/06/19

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 12/06/19

**COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT****

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
November 30, 2019**

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	11/30/19	782,638.72
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	11/30/19	782,638.72

BALANCE PER G/L	09/30/19	782,540.31
ADD:		
DEPOSITS		0.00
INTEREST		98.41
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
WIRE TRANSFER		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00

BALANCE PER G/L	11/30/19	782,638.72
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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: Lorraine Casillas

TITLE: Controller

DATE: 12/06/19

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 12/06/19

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2019

WELLS FARGO BANK, N.A.
P. O. BOX 63021
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	11/30/19	6,248.50
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE	11/30/19	6,248.50

BALANCE PER GENERAL LEDGER	10/31/19	5,633.39
ADD: DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	631.86	
PAYPAL DEPOSIT	0.00	
INTEREST	0.75	
LESS: APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	0.00	
BANKCARD FEES	17.50	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
	0.00	
BALANCE PER GENERAL LEDGER:	11/30/19	6,248.50

* 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: Lorraine Casillas

TITLE: Controller

DATE: 12/06/19

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 12/06/19

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2019

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: **11/30/19** **2.11**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: **11/30/19** **2.11**

BALANCE PER G/L **10/31/19** **2.11**

ADD: DEPOSITS 0.00

INTEREST 0.00

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L **11/30/19** **2.11**

DIFFERENCE: 0.00

PREPARED BY: Lorraine Casillas TITLE: Controller DATE: 12/06/19

APPROVED BY:  TITLE: Chief Financial Officer DATE: 12/06/19

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED November 1, 2019 - November 30, 2019

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Gloria Barbero	Administrator - EHS San Joaquin	423.18
Yolanda Gonzales	Director of Head Start/State Child Development Programs	13,860.92
Donna Holland	Fiscal Administrator	826.62
Pritika Ram	Director of Administration	2,213.39
Carmen Segovia	Director of Health & Nutrition Services	2,650.05
Jeremy Tobias	Chief Executive Officer	5,079.70
Emilio Wagner	Director of Operations	11,121.74
Tracy Webster	Chief Financial Officer	1,113.90
	Total	\$ 37,289.50



Statement Expenses

12/03/2019 08:12 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	AP, CAPK	Start Date:	11/01/2019
Card Number:	xxxx-xxxx-xxxx-7017	End Date:	11/30/2019
Status:	Open	Reminder Period:	
Charges:	0.00 USD	12/03/2019 through	12/05/2019
Out-of-pocket:	0.00 USD	Grace Period:	
Total Amount:	0.00 USD	12/06/2019 through	12/08/2019
		Approval Period:	
		12/09/2019 through	12/12/2019
		Download Period:	
		12/13/2019 through	12/30/2019

Charges

There are no results.

---End of Report---

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Statement Expenses

12/03/2019 08:15 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	BARBERO, GLORIA	Start Date:	11/01/2019
Card Number:	xxxx-xxxx-xxxx-7058	End Date:	11/30/2019
Status:	Open	Reminder Period:	12/03/2019 through 12/05/2019
Charges:	423.18 USD	Grace Period:	12/06/2019 through 12/08/2019
Out-of-pocket:	0.00 USD	Approval Period:	12/09/2019 through 12/12/2019
Total Amount:	423.18 USD	Download Period:	12/13/2019 through 12/30/2019

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/15/2019	11/18/2019	Rio Suites Front Desk Las Vegas,NV		CAPK Pcard (CAPL Pcard)	No	302.73 USD / 302.73
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/21/2019	11/22/2019	Tap Plastics #17 209- 9379300,CA		CAPK Pcard (CAPL Pcard)	No	120.45 USD / 120.45

Total Charges: 423.18 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

 12/03/2019 08:16 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	GONZALES, YOLANDA	Start Date:	11/01/2019
Card Number:	xxxx-xxxx-xxxx-7009	End Date:	11/30/2019
Status:	Open	Reminder Period:	12/03/2019 through 12/05/2019
Charges:	13,860.92 USD	Grace Period:	12/06/2019 through 12/08/2019
Out-of-pocket:	0.00 USD	Approval Period:	12/09/2019 through 12/12/2019
Total Amount:	13,860.92 USD	Download Period:	12/13/2019 through 12/30/2019

Charges

1.	Transaction Date 10/29/2019	Posting Date 11/01/2019	Merchant Rio Suites Advance Dep 866-209-4732,NV	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 100.91 USD / 100.91
2.	Transaction Date 10/29/2019	Posting Date 11/01/2019	Merchant Rio Suites Advance Dep 866-209-4732,NV	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 100.91 USD / 100.91
3.	Transaction Date 10/29/2019	Posting Date 11/01/2019	Merchant Rio Suites Advance Dep 866-209-4732,NV	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 100.91 USD / 100.91
4.	Transaction Date 10/29/2019	Posting Date 11/01/2019	Merchant Rio Suites Advance Dep 866-209-4732,NV	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 100.91 USD / 100.91
5.	Transaction Date 10/29/2019	Posting Date 11/01/2019	Merchant Rio Suites Advance Dep 866-209-4732,NV	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 100.91 USD / 100.91
6.	Transaction Date 10/29/2019	Posting Date 11/01/2019	Merchant Rio Suites Advance Dep	General Ledger Code	Unit CAPK Pcard	Receipt Submitted ‡ No	Amount / Original Currency 100.91 USD / 100.91

866-209-4732,NV				(CAPL Pcard)			
7.	Transaction Date 10/29/2019	Posting Date 11/01/2019	Merchant Rio Suites Advance Dep 866-209-4732,NV	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 100.91 USD / 100.91
8.	Transaction Date 10/29/2019	Posting Date 11/01/2019	Merchant Rio Suites Advance Dep 866-209-4732,NV	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 100.91 USD / 100.91
9.	Transaction Date 10/29/2019	Posting Date 11/01/2019	Merchant Rio Suites Advance Dep 866-209-4732,NV	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 100.91 USD / 100.91
10.	Transaction Date 10/29/2019	Posting Date 11/01/2019	Merchant Rio Suites Advance Dep 866-209-4732,NV	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 100.91 USD / 100.91
11.	Transaction Date 10/29/2019	Posting Date 11/01/2019	Merchant Rio Suites Advance Dep 866-209-4732,NV	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 100.91 USD / 100.91
12.	Transaction Date 10/29/2019	Posting Date 11/01/2019	Merchant Rio Suites Advance Dep 866-209-4732,NV	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 100.91 USD / 100.91
13.	Transaction Date 10/29/2019	Posting Date 11/01/2019	Merchant Rio Suites Advance Dep 866-209-4732,NV	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 100.91 USD / 100.91
14.	Transaction Date 10/29/2019	Posting Date 11/01/2019	Merchant Rio Suites Advance Dep 866-209-4732,NV	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 100.91 USD / 100.91
15.	Transaction Date 10/29/2019	Posting Date 11/01/2019	Merchant Rio Suites Advance Dep 866-209-4732,NV	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 100.91 USD / 100.91

16.	Transaction Date 10/29/2019	Posting Date 11/01/2019	Merchant Rio Suites Advance Dep 866-209-4732,NV	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 201.82 USD / 201.82
17.	Transaction Date 11/08/2019	Posting Date 11/11/2019	Merchant Office Depot #952 Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 141.06 USD / 141.06
18.	Transaction Date 11/08/2019	Posting Date 11/11/2019	Merchant United 0162481113115 800-932-2732,TX	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 326.60 USD / 326.60
19.	Transaction Date 11/08/2019	Posting Date 11/11/2019	Merchant United 0162481113116 800-932-2732,TX	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 326.60 USD / 326.60
20.	Transaction Date 11/09/2019	Posting Date 11/11/2019	Merchant Springhill Suites Ridg Ridgecrest,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 146.02 USD / 146.02
21.	Transaction Date 11/08/2019	Posting Date 11/11/2019	Merchant Office Depot #952 Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency (4.41) USD / (4.41)
22.	Transaction Date 11/14/2019	Posting Date 11/15/2019	Merchant Towneplace Suites Merc Merced,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 169.00 USD / 169.00
23.	Transaction Date 11/14/2019	Posting Date 11/18/2019	Merchant American Air0012389014465 Fort Worth,TX	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 102.40 USD / 102.40
24.	Transaction Date 11/14/2019	Posting Date 11/18/2019	Merchant American Air0012389014552 Fort Worth,TX	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 85.40 USD / 85.40
25.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency

	11/14/2019	11/18/2019	American Air0012389016314 Fort Worth,TX		CAPK Pcard (CAPL Pcard)	No	85.40 USD / 85.40
26.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/14/2019	11/18/2019	American Air0012389016384 Fort Worth,TX		CAPK Pcard (CAPL Pcard)	No	85.40 USD / 85.40
27.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/14/2019	11/18/2019	American Air0012389016386 Fort Worth,TX		CAPK Pcard (CAPL Pcard)	No	85.40 USD / 85.40
28.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/14/2019	11/18/2019	American Air0012389016388 Fort Worth,TX		CAPK Pcard (CAPL Pcard)	No	85.40 USD / 85.40
29.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/14/2019	11/18/2019	American Air0012389016395 Fort Worth,TX		CAPK Pcard (CAPL Pcard)	No	85.40 USD / 85.40
30.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/15/2019	11/18/2019	Towneplace Suites Merc Merced,CA		CAPK Pcard (CAPL Pcard)	No	186.23 USD / 186.23
31.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/15/2019	11/18/2019	Towneplace Suites Merc Merced,CA		CAPK Pcard (CAPL Pcard)	No	186.23 USD / 186.23
32.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/15/2019	11/18/2019	Towneplace Suites Merc Merced,CA		CAPK Pcard (CAPL Pcard)	No	186.23 USD / 186.23
33.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/15/2019	11/18/2019	Towneplace Suites Merc Merced,CA		CAPK Pcard (CAPL Pcard)	No	186.23 USD / 186.23
34.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/15/2019	11/18/2019	Towneplace Suites Merc		CAPK Pcard	No	186.23 USD / 186.23

Merced,CA				(CAPL Pcard)			
35.	Transaction Date 11/15/2019	Posting Date 11/18/2019	Merchant Towneplace Suites Merc Merced,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 186.23 USD / 186.23
36.	Transaction Date 11/20/2019	Posting Date 11/22/2019	Merchant Hilton Garden Inn Sacr Sacramento,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 269.56 USD / 269.56
37.	Transaction Date 11/20/2019	Posting Date 11/22/2019	Merchant Hilton Garden Inn Sacr Sacramento,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 269.56 USD / 269.56
38.	Transaction Date 11/21/2019	Posting Date 11/22/2019	Merchant Miyako Hotel Los Angeles 310-7829300,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 589.28 USD / 589.28
39.	Transaction Date 11/21/2019	Posting Date 11/22/2019	Merchant Miyako Hotel Los Angeles 310-7829300,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 529.88 USD / 529.88
40.	Transaction Date 11/21/2019	Posting Date 11/22/2019	Merchant Miyako Hotel Los Angeles 310-7829300,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 529.88 USD / 529.88
41.	Transaction Date 11/20/2019	Posting Date 11/22/2019	Merchant Hilton Advpurch8002367113 Memphis,TN	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 5,062.57 USD / 5,062.57
42.	Transaction Date 11/20/2019	Posting Date 11/22/2019	Merchant Hilton Advpurch8002367113 Memphis,TN	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 1,733.01 USD / 1,733.01
43.	Transaction Date 11/22/2019	Posting Date 11/25/2019	Merchant United 0162483316145 800-932-2732,TX	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 249.30 USD / 249.30

44.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/25/2019	11/27/2019	Hobby Lobby #556 Bakersfield, CA		CAPK Pcard (CAPL Pcard)	No	75.36 USD / 75.36

Total Charges: 13,860.92 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.

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Statement Expenses

 12/03/2019 08:16 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	HOLLAND, DONNA	Start Date:	11/01/2019
Card Number:	xxxx-xxxx-xxxx-7033	End Date:	11/30/2019
Status:	Open	Reminder Period:	
Charges:	826.62 USD	12/03/2019 through 12/05/2019	
Out-of-pocket:	0.00 USD	Grace Period:	
Total Amount:	826.62 USD	12/06/2019 through 12/08/2019	
		Approval Period:	
		12/09/2019 through 12/12/2019	
		Download Period:	
		12/13/2019 through 12/30/2019	

Charges

1.	Transaction Date 11/06/2019	Posting Date 11/07/2019	Merchant Walmart.com 8009666546 800-966-6546,AR	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 69.63 USD / 69.63
2.	Transaction Date 11/15/2019	Posting Date 11/18/2019	Merchant Lassens Natural Foods-bk Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 52.99 USD / 52.99
3.	Transaction Date 11/15/2019	Posting Date 11/18/2019	Merchant Crowne Plaza Costa Mesa Costa Mesa,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 133.43 USD / 133.43
4.	Transaction Date 11/15/2019	Posting Date 11/18/2019	Merchant Crowne Plaza Costa Mesa Costa Mesa,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 133.43 USD / 133.43
5.	Transaction Date 11/15/2019	Posting Date 11/18/2019	Merchant Crowne Plaza Costa Mesa Costa Mesa,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 133.43 USD / 133.43
6.	Transaction Date 11/15/2019	Posting Date 11/18/2019	Merchant	General Ledger Code	Unit	Receipt Submitted ‡ No	Amount / Original Currency 278.83 USD / 278.83

Mbay Front Desk 8552755733,NV			CAPK Pcard (CAPL Pcard)				
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/20/2019	11/21/2019	Wal-mart #2557 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	24.88 USD / 24.88

Total Charges: 826.62 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.

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Statement Expenses

 12/03/2019 08:17 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	RAM, PRITIKA	Start Date:	11/01/2019
Card Number:	xxxx-xxxx-xxxx-7074	End Date:	11/30/2019
Status:	Open	Reminder Period:	
Charges:	2,213.39 USD	12/03/2019 through 12/05/2019	
Out-of-pocket:	0.00 USD	Grace Period:	
Total Amount:	2,213.39 USD	12/06/2019 through 12/08/2019	
		Approval Period:	
		12/09/2019 through 12/12/2019	
		Download Period:	
		12/13/2019 through 12/30/2019	

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	10/31/2019	11/01/2019	Paypal Californi 402-935- 7733,CA		CAPK Pcard (CAPL Pcard)	No	50.00 USD / 50.00
	Description		Reg Fee - 2020 CalFresh Forum for Aura Lima				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/07/2019	11/08/2019	Michaels #9490 800-642- 4235,TX		CAPK Pcard (CAPL Pcard)	No	216.47 USD / 216.47
	Description		Poster Frames for Community Development				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/08/2019	11/11/2019	Wpy 211 San Diego 855-469- 3729,CA		CAPK Pcard (CAPL Pcard)	No	600.00 USD / 600.00
	Description		Registration Fee - 211 Summit - Pritika Ram				
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/08/2019	11/11/2019	Wpy 211 San Diego 855-469- 3729,CA		CAPK Pcard (CAPL Pcard)	No	600.00 USD / 600.00
	Description		Registration Fee - 211 Summit - Irene Fonseca				
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/08/2019	11/11/2019	Wpy 211 San Diego 855-469- 3729,CA		CAPK Pcard (CAPL Pcard)	No	600.00 USD / 600.00

Description		Registration Fee - 211 Summit - Rebecca Moreno					
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/13/2019	11/13/2019	Eb Advocacy In Action 801-413-7200,CA		CAPK Pcard (CAPL Pcard)	No	66.92 USD / 66.92
Description		Registration Fee - Advocacy in Action: J. Burger R. Gallardo					
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/13/2019	11/13/2019	Eb Rural Poverty Amp 801-413-7200,CA		CAPK Pcard (CAPL Pcard)	No	40.00 USD / 40.00
Description		Registration Fee - Rural Poverty Summit - P. Ram					
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/14/2019	11/15/2019	Eb Rural Poverty Amp 801-413-7200,CA		CAPK Pcard (CAPL Pcard)	No	40.00 USD / 40.00
Description		Registration Fee - Rural Poverty Summit - J. Burger					

Total Charges: 2,213.39 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

 12/03/2019 08:18 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	SEGOVIA, CARMEN	Start Date:	11/01/2019
Card Number:	xxxx-xxxx-xxxx-7025	End Date:	11/30/2019
Status:	Open	Reminder Period:	
Charges:	2,650.05 USD	12/03/2019 through 12/05/2019	
Out-of-pocket:	0.00 USD	Grace Period:	
Total Amount:	2,650.05 USD	12/06/2019 through 12/08/2019	
		Approval Period:	
		12/09/2019 through 12/12/2019	
		Download Period:	
		12/13/2019 through 12/30/2019	

Charges

1.	Transaction Date 11/10/2019	Posting Date 11/11/2019	Merchant Walmart.com 8009666546 800-966-6546,AR	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 569.24 USD / 569.24
2.	Transaction Date 11/10/2019	Posting Date 11/11/2019	Merchant Walmart.com 8009666546 800-966-6546,AR	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 139.85 USD / 139.85
3.	Transaction Date 11/11/2019	Posting Date 11/12/2019	Merchant Walmart.com 8009666546 800-966-6546,AR	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 16.90 USD / 16.90
4.	Transaction Date 11/12/2019	Posting Date 11/13/2019	Merchant Knight S Pumping & Portab Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 153.67 USD / 153.67
5.	Transaction Date 11/13/2019	Posting Date 11/14/2019	Merchant Vioc Gn0163 Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 105.77 USD / 105.77
6.	Transaction Date 11/13/2019	Posting Date 11/15/2019	Merchant Mcw#1006-coffee Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 14.00 USD / 14.00

7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/14/2019	11/15/2019	Carroll's Tire-rosedale Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	527.99 USD / 527.99
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/14/2019	11/18/2019	Double Tree Sacramento,CA		CAPK Pcard (CAPL Pcard)	No	0.02 USD / 0.02
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/14/2019	11/18/2019	Double Tree Sacramento,CA		CAPK Pcard (CAPL Pcard)	No	0.02 USD / 0.02
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/20/2019	11/21/2019	Walmart.com 8009666546 800-966-6546,AR		CAPK Pcard (CAPL Pcard)	No	160.86 USD / 160.86
11.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/20/2019	11/22/2019	Kern Co Parks And Rec 661-868-7000,CA		CAPK Pcard (CAPL Pcard)	No	30.00 USD / 30.00
12.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/21/2019	11/22/2019	Wrap & Sign Factory Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	279.29 USD / 279.29
13.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/22/2019	11/25/2019	Best Buy 00008565 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	472.44 USD / 472.44
14.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/25/2019	11/27/2019	Ntlrest Servsafe Restaurant.or,IL		CAPK Pcard (CAPL Pcard)	No	60.00 USD / 60.00
15.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/25/2019	11/27/2019	Family Development Resour 435-6495822,UT		CAPK Pcard (CAPL Pcard)	No	120.00 USD / 120.00

Total Charges: 2,650.05 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

 12/03/2019 08:18 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	TOBIAS, JEREMY	Start Date:	11/01/2019
Card Number:	xxxx-xxxx-xxxx-7066	End Date:	11/30/2019
Status:	Open	Reminder Period:	
Charges:	5,079.70 USD	12/03/2019 through 12/05/2019	
Out-of-pocket:	0.00 USD	Grace Period:	
Total Amount:	5,079.70 USD	12/06/2019 through 12/08/2019	
		Approval Period:	
		12/09/2019 through 12/12/2019	
		Download Period:	
		12/13/2019 through 12/30/2019	

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/01/2019	11/04/2019	Paypal Partnership 402-935-7733,DC		CAPK Pcard (CAPL Pcard)	No	2,700.00 USD / 2,700.00
	Description	Registration Fees for 6 to attend CAP National Leadership Meeting in San Juan, Puerto Rico					
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/05/2019	11/07/2019	United 0162480699224 800-932-2732,TX		CAPK Pcard (CAPL Pcard)	No	540.60 USD / 540.60
	Description	Airline Ticket to SFO for CCEDA 30th Anniversary Event					
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/12/2019	11/13/2019	Eb Rural Poverty Amp 801-413-7200,CA		CAPK Pcard (CAPL Pcard)	No	40.00 USD / 40.00
	Description	Rural Poverty Health Equity Summit Registration Fee					
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/14/2019	11/15/2019	Bart Sfia 5104646474,CA		CAPK Pcard (CAPL Pcard)	No	20.00 USD / 20.00
	Description	Bart Ticket for 1-Dayfrom SFO to Oakland for CCEDA 30th Anniversary No Receipt Provided					
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/15/2019	11/18/2019	Rps Bakersfield Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	10.00 USD / 10.00

Description		Parking Fee at Bakersfield Airport - CCEDA Event in Oakland					
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/20/2019	11/21/2019	Springhill Suites Sacramento, CA		CAPK Pcard (CAPL Pcard)	No	223.48 USD / 223.48
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/20/2019	11/22/2019	Food-ex Bakersfield, CA		CAPK Pcard (CAPL Pcard)	No	252.34 USD / 252.34
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/21/2019	11/25/2019	Sheraton 787-9933500		CAPK Pcard (CAPL Pcard)	No	323.32 USD / 323.32
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/21/2019	11/25/2019	Sheraton 787-9933500		CAPK Pcard (CAPL Pcard)	No	323.32 USD / 323.32
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/21/2019	11/25/2019	Sheraton 787-9933500		CAPK Pcard (CAPL Pcard)	No	323.32 USD / 323.32
11.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/21/2019	11/25/2019	Sheraton 787-9933500		CAPK Pcard (CAPL Pcard)	No	323.32 USD / 323.32

Total Charges: 5,079.70 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

 12/03/2019 08:19 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	WAGNER, EMILIO	Start Date:	11/01/2019
Card Number:	xxxx-xxxx-xxxx-7041	End Date:	11/30/2019
Status:	Open	Reminder Period:	12/03/2019 through 12/05/2019
Charges:	11,121.74 USD	Grace Period:	12/06/2019 through 12/08/2019
Out-of-pocket:	0.00 USD	Approval Period:	12/09/2019 through 12/12/2019
Total Amount:	11,121.74 USD	Download Period:	12/13/2019 through 12/30/2019

Charges

1.	Transaction Date 11/09/2019	Posting Date 11/11/2019	Merchant Wpy 211 San Diego 855-469-3729,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 600.00 USD / 600.00
2.	Transaction Date 11/19/2019	Posting Date 11/20/2019	Merchant Onestepgpscom 181-865-9203,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 209.25 USD / 209.25
3.	Transaction Date 11/20/2019	Posting Date 11/21/2019	Merchant Mindbody, Inc 805-4762700,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 445.40 USD / 445.40
4.	Transaction Date 11/22/2019	Posting Date 11/25/2019	Merchant Cdw Govt #vvq6046 800-808-4239,IL	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 6,269.33 USD / 6,269.33
5.	Transaction Date 11/25/2019	Posting Date 11/26/2019	Merchant Cdw Govt #vvz6483 800-808-4239,IL	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 599.85 USD / 599.85
6.	Transaction Date 11/28/2019	Posting Date 11/29/2019	Merchant Cdw Govt #vxc6072 800-808-4239,IL	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 2,997.91 USD / 2,997.91

Total Charges: 11,121.74 USD



Statement Expenses

 12/03/2019 08:20 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	WEBSTER, TRACY	Start Date:	11/01/2019
Card Number:	xxxx-xxxx-xxxx-6993	End Date:	11/30/2019
Status:	Open	Reminder Period:	
Charges:	1,113.90 USD	12/03/2019 through 12/05/2019	
Out-of-pocket:	0.00 USD	Grace Period:	
Total Amount:	1,113.90 USD	12/06/2019 through 12/08/2019	
		Approval Period:	
		12/09/2019 through 12/12/2019	
		Download Period:	
		12/13/2019 through 12/30/2019	

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/09/2019	11/11/2019	Residence Inns Fresno Fresno,CA		CAPK Pcard (CAPL Pcard)	No	498.00 USD / 498.00
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/09/2019	11/11/2019	Residence Inns Fresno Fresno,CA		CAPK Pcard (CAPL Pcard)	No	498.00 USD / 498.00
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/13/2019	11/14/2019	Paypal Kerncountyc 402-935- 7733,CA		CAPK Pcard (CAPL Pcard)	No	25.00 USD / 25.00
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/13/2019	11/14/2019	Paypal Kerncountyc 402-935- 7733,CA		CAPK Pcard (CAPL Pcard)	No	25.00 USD / 25.00
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	11/18/2019	11/19/2019	My Mystery Party 800-714- 3951,TX		CAPK Pcard (CAPL Pcard)	No	67.90 USD / 67.90

Total Charges: 1,113.90 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---

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2019 TO FEBRUARY 29, 2020 (7 OF 12 MONTHS OR 66.66%)

Line Item	2019/20 Budget	3/1/19 - 11/30/19 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,472,134	991,199	67.3%	480,935
Head Start Subsidy	709,204	725,669	102.3%	(16,465)
Total Revenue	<u>2,181,338</u>	<u>1,716,868</u>	78.7%	<u>464,470</u>
Expenditures (Note B)				
Salaries	650,054	468,632	72.1%	181,422
Benefits	214,518	160,672	74.9%	53,846
Vehicle Gasoline, Repair/Maintenance	70,000	40,944	58.5%	29,056
Space Costs	101,200	100,239	99.1%	961
Supplies - Office & Food Service	114,900	97,128	84.5%	17,772
Equipment Repair/Maintenance & Lease	6,000	20,077	334.6%	(14,077)
Communication	13,000	9,344	71.9%	3,656
Risk Insurance	12,700	12,504	98.5%	196
Printing	1,700	415	24.4%	1,285
Hiring & Employee Costs	1,800	25	1.4%	1,775
First Aid	2,600	1,016	39.1%	1,584
Other Miscellaneous Costs	-	28	-	Not budgeted
Raw Food/Vended Meals	1,047,490	591,258	56.4%	456,232
Sub Total	2,235,962	1,502,282	67.2%	733,680
Adult Meals Prepared	188,000	123,062	65.5%	64,938
Indirect	133,376	91,524	68.6%	41,852
Total Expenditures	<u>2,557,338</u>	<u>1,716,868</u>	67.1%	<u>840,470</u>

	Prior Period	November 2019	Cumulative
Total Meals Prepared and Vended (Note C)	536,269	67,593	603,862
Total Meals Claimed	<u>393,483</u>	<u>49,052</u>	<u>442,535</u>
Difference	142,786	18,541	161,327

Percentage Claimed to Prepared/Vended		72.6%	73.3%
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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 7/1/19 - 6/30/20 (4 OF 12 MONTHS = 33.33%)

Contract CMAP-9000	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	Total	%	% Earned to MRA
Provider Payments	\$ 463,474	\$ 624,236	\$ 713,655	\$ 719,041	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,520,406		
Add: Family Fees	<u>7,020</u>	<u>9,948</u>	<u>10,275</u>	<u>10,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 37,243</u>		
Net Provider Payments	\$ 470,495	\$ 634,184	\$ 723,930	\$ 729,041	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,557,649	81.80%	
Maximum Reimbursable Amount (MRA) for Provider Payments													7,907,363		32.35%
Administration & Support Services Revenue															
Provider Payments	\$ 470,495	\$ 634,184	\$ 723,930	\$ 729,041	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,557,649		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	<u>\$ 99,802</u>	<u>\$ 134,524</u>	<u>\$ 153,561</u>	<u>\$ 154,645</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 542,531</u>		
Program Administration/Support Services Costs	44,434	95,913	122,790	78,013		-	-	-	-	-	-	-	341,150	10.91%	
Indirect (10% x MTDC) Costs	50,744	72,175	78,473	79,938		-	-	-	-	-	-	-	281,330	7.29%	
Transfer Indirect to CSBG	<u>-</u>	<u>-</u>	<u>(53,276)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(53,276)</u>		
Total Operating Costs	<u>\$ 95,178</u>	<u>\$ 168,088</u>	<u>\$ 147,987</u>	<u>\$ 157,951</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 569,204</u>	18.20%	
Revenue Earned Over/(Under) Costs	<u>\$ 4,624</u>	<u>\$ (33,564)</u>	<u>\$ 5,574</u>	<u>\$ (3,306)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>(26,673)</u>		
TOTAL COSTS - NET OF FAMILY FEES	<u>\$ 565,673</u>	<u>\$ 802,272</u>	<u>\$ 871,917</u>	<u>\$ 886,992</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,126,853</u>	<u>100.00%</u>	

Note 1: Administration and Support Services revenue is earned based on the amount of provider payments incurred. Example:

Provider payments	2,557,649
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	<u>542,531</u>

Note 2: The maximum reimbursable amount per the 2019/20 State contract is as follows:

Provider Payments	7,907,363	82.50%
Administration	1,437,702	15.00%
Support Services	<u>239,617</u>	<u>2.50%</u>
Maximum Reimbursable Amount (MRA)	<u>9,584,682</u>	<u>100.00%</u>

Note 3: The MRA for 2019/20 is \$1,126,877 greater than 2018/19

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2019/20 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/19 - 6/30/20 (5 OF 12 MONTHS = 41.67%)

	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-9050)</u>														
Adjusted Days of Enrollment - Certified	5,071	4,597	4,408	5,621	4,629	-	-	-	-	-	-	-	24,327	
Reimbursement Rate per Child per Day	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	
Revenue Earned	\$ 251,240	\$ 227,736	\$ 218,379	\$ 278,463	\$ 229,327	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,205,145	34.09%
Maximum Reimbursable Amount (MRA)													\$3,535,022	
<u>CALIFORNIA STATE PRESCHOOL (CSPP-9121)</u>														
Adjusted Days of Enrollment - Certified	1,905	1,995	3,219	7,217	7,189	-	-	-	-	-	-	-	21,524	
Reimbursement Rate per Child per Day	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	4,000 <u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	
Revenue Earned	\$ 94,952	\$ 99,451	\$ 160,457	\$ 359,757	\$ 358,372	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,072,988	24.57%
Maximum Reimbursable Amount (MRA)													\$4,367,697	
<u>MIGRANT CHILD CARE (CMIG-9004)</u>														
Adjusted Days of Enrollment - Certified	298	257	228	143	55	-	-	-	-	-	-	-	981	
Reimbursement Rate per Child per Day	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	
Revenue Earned	\$ 14,766	\$ 12,732	\$ 11,317	\$ 7,073	\$ 2,725	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,614	19.11%
Maximum Reimbursable Amount (MRA)													\$254,377	

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2019/20 State contracts.

Division/CFO: Tracy Webster, CFO			Month/Year: NOVEMBER 2019	
Program/Work Unit: Not Applicable			Controller: Lorraine Casillas	
Services: Overall financial and accounting functions of the organization				
Activities	NOVEMBER 2019		Year to Date (3/1/19 -11/30/19)	
Description	Number	Amount	Number	Amount
Bank Deposits	8	1,788,497	79	23,250,694
Wire Deposits	2	235,621	31	1,353,004
Head Start/IRS Drawdowns	5	2,511,685	46	23,175,482
Vendor Checks Issued	733	2,292,177	8,358	22,141,615
Payroll Disbursed		2,563,477		22,412,915
Grant Reports Prepared in November 2019	12		135	
Cal EITC Outreach				
Cal Fresh Outreach				
CESH				
CSBG Discretionary				
Differential Response				
DOE				
Economic Empowerment				
First 5 Kern – Help Me Grow				
HUD – Coordinated Entry System				
Home Visit Initiative				
LIHEAP 2019				
WIC				

Other: Total Division Staffing: 20 positions , 1 vacancy (Accountant)

CFO	Controller	Fiscal Technician (2)
Accounting Manager	Finance Manager	
Payroll Manager	Payroll Specialists (2)	
Accountant (3)	Accounting Specialist	
Accounting Technician (5)	Administrative Assistant to CFO	

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 28, 2019

ASSETS

Cash in Bank	1,733,256
Cash - Vacation Reserve	476,062
Petty Cash	500
Accounts Receivable	4,705,840
Travel Advance	2,095
Prepaid Expense	272,240
Inventory	1,355,245
Net Fixed Assets - Unrestricted	2,167,561
Net Fixed Assets - Restricted	<u>9,157,072</u>

Total Assets 19,869,871

LIABILITIES AND NET ASSETS

Accounts Payable	2,026,795
Accrued Expenses	428,916
Accrued Vacation	1,002,447
Line of Credit	-
Note Payable	2,428,743
Advance Payable	100,083
Deferred Revenue	<u>1,400,224</u>

Total Liabilities 7,387,208

Total Net Assets 12,482,663

Total Liabilities and Net Assets 19,869,871

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2018 TO FEBRUARY 28, 2019

REVENUE

Grant Revenue	38,124,514
Donations	20,603,817
Other Revenue	824,446
In-Kind	<u>136,040</u>

Total Revenue 59,688,817

EXPENDITURES

Salaries	26,678,137
Benefits	7,845,375
Travel	553,461
Space Costs	5,249,662
Supplies	2,109,732
Consultant/Contract Services	1,548,442
Other Costs	2,140,679
Program Costs	7,842,627
Capital Expenditures	40,125
Indirect	5,058,384
In-Kind	<u>136,040</u>

Total Expenditures 59,202,662

Net Change in Assets 486,155

Net Assets, beginning 11,996,508

Net Assets, ending 12,482,663

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF NOVEMBER 30, 2019

ASSETS

Cash in Bank	4,585,175
Cash - Vacation Reserve	645,505
Petty Cash	500
Accounts Receivable	(681,347)
Travel Advance	11,143
Prepaid Expense	278,433
Inventory	1,338,601
Net Fixed Assets - Unrestricted	1,632,673
Net Fixed Assets - Restricted	<u>8,818,117</u>

Total Assets 16,628,801

LIABILITIES AND NET ASSETS

Accounts Payable	1,050,815
Accrued Expenses	49,797
Accrued Vacation	632,370
Line of Credit	-
Note Payable	1,929,826
Advance Payable	7,555
Deferred Revenue	<u>620,607</u>

Total Liabilities 4,290,970

Total Net Assets 12,337,831

Total Liabilities and Net Assets 16,628,801

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2019 TO NOVEMBER 30, 2019

REVENUE

Grant Revenue	43,655,881
Donations	317,426
Other Revenue	4,665,742
In-Kind	<u>6,293,847</u>

Total Revenue 54,932,896

EXPENDITURES

Salaries	21,290,366
Benefits	6,321,601
Travel	550,323
Space Costs	4,224,253
Supplies	1,912,813
Consultant/Contract Services	1,977,014
Other Costs	1,848,986
Program Costs	6,463,217
Capital Expenditures	213,318
Indirect	3,981,990
In-Kind	<u>6,293,847</u>

Total Expenditures 55,077,728

Net Change in Assets (144,832)

Net Assets, beginning 12,482,663

Net Assets, ending 12,337,831

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 11-30-19 (75.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	30,816,989	19,349,661	11,467,328	63%
BENEFITS	9,792,653	5,843,880	3,948,773	60%
TRAVEL	604,666	474,640	130,026	78%
SPACE COST	7,859,253	3,701,868	4,157,385	47%
SUPPLIES	2,343,556	1,823,831	519,725	78%
EQUIPMENT	99,000	160,400	(61,400)	162%
CONSULTANT/CONTRACT SERVICES	2,765,704	1,475,823	1,289,881	53%
OTHER COSTS	2,888,001	1,591,319	1,296,682	55%
PROGRAM COSTS	9,513,508	6,461,229	3,052,279	68%
INDIRECT	5,717,625	3,957,438	1,760,187	69%
TOTAL	72,400,955	44,840,088	27,560,867	62%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 11-30-19 (75.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	24,084,209	14,902,260	9,181,949	62%
BENEFITS	7,856,788	4,671,759	3,185,029	59%
TRAVEL	323,485	295,578	27,907	91%
SPACE COST	6,811,540	2,863,649	3,947,891	42%
SUPPLIES	1,974,004	1,320,780	653,224	67%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,219,180	507,969	711,211	42%
OTHER COSTS	1,377,998	901,535	476,463	65%
PROGRAM COSTS	7,120,305	5,089,918	2,030,387	71%
INDIRECT	4,119,108	3,023,812	1,095,296	73%
TOTAL	54,886,617	33,577,260	21,309,357	61%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 11-30-19 (75.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,648,579	2,278,761	1,369,818	62%
BENEFITS	1,115,935	629,475	486,460	56%
TRAVEL	118,450	114,666	3,784	97%
SPACE COST	573,934	496,280	77,654	86%
SUPPLIES	213,074	304,266	(91,192)	143%
EQUIPMENT	98,000	97,889	111	100%
CONSULTANT/CONTRACT SERVICES	8,985	2,502	6,483	28%
OTHER COSTS	599,558	301,010	298,548	50%
PROGRAM COSTS	1,685,551	981,406	704,145	58%
INDIRECT	625,888	438,790	187,098	70%
TOTAL	8,687,954	5,645,045	3,042,909	65%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 11-30-19 (75.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,592,186	1,170,326	421,860	74%
BENEFITS	416,928	264,123	152,805	63%
TRAVEL	106,561	39,875	66,686	37%
SPACE COST	252,069	143,902	108,167	57%
SUPPLIES	82,222	145,668	(63,446)	177%
EQUIPMENT	-	62,511	(62,511)	Not budgeted
CONSULTANT/CONTRACT SERVICES	1,446,739	934,656	512,083	65%
OTHER COSTS	730,217	301,743	428,474	41%
PROGRAM COSTS	683,802	376,734	307,068	55%
INDIRECT	435,584	330,313	105,271	76%
TOTAL	5,746,308	3,769,852	1,976,456	66%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 11-30-19 (75.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	807,941	545,717	262,224	68%
BENEFITS	221,237	122,728	98,509	55%
TRAVEL	39,380	15,291	24,089	39%
SPACE COST	94,385	60,503	33,882	64%
SUPPLIES	55,481	37,170	18,311	67%
EQUIPMENT	1,000	-	1,000	0%
CONSULTANT/CONTRACT SERVICES	88,550	10,656	77,894	12%
OTHER COSTS	95,417	49,825	45,592	52%
PROGRAM COSTS	17,350	10,207	7,143	59%
INDIRECT	128,571	82,674	45,897	64%
TOTAL	1,549,312	934,769	614,543	60%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 11-30-19 (75.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	680,074	451,392	228,682	66%
BENEFITS	180,940	155,651	25,289	86%
TRAVEL	16,790	9,207	7,583	55%
SPACE COST	123,125	133,660	(10,535)	109%
SUPPLIES	16,575	13,209	3,366	80%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	2,250	249	2,001	11%
OTHER COSTS	58,551	26,334	32,217	45%
PROGRAM COSTS	6,500	2,861	3,639	44%
INDIRECT	404,726	78,756	325,970	19%
TOTAL	1,489,531	871,318	618,213	58%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 11-30-19 (75.0%)

	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	3,872	328	92%
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	10,874	15,386	41%
PROGRAM COSTS	0	102	(102)	Not budgeted
INDIRECT	3,748	3,093	655	83%
TOTAL	41,233	41,844	(611)	101%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2019/2020
BUDGET TO ACTUAL - 3/1/19 TO 11/30/19 (9 OF 12 MONTHS =75.0%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 5,799,844	\$ 3,957,438	68.2%	\$ 1,842,406
Expenditures				
Salaries	3,070,550	2,009,927	65.5%	1,060,623
Benefits @ 24.11% actual	<u>756,241</u>	<u>472,578</u>	<u>62.5%</u>	<u>283,663</u>
Total Personnel Costs	3,826,791	2,482,506	64.9%	1,344,285
Operating Costs				
Travel	93,650	63,083	67.4%	30,567
Space Costs	186,800	155,099	83.0%	31,701
Supplies	166,500	134,556	80.8%	31,944
Consultant/Contract	659,100	421,926	64.0%	237,174
Other Operating Costs	<u>345,050</u>	<u>246,461</u>	<u>71.4%</u>	<u>98,589</u>
Total Operating Costs	1,451,100	1,021,124	70.4%	429,976
Total Expenditures	<u>\$ 5,277,891</u>	<u>\$ 3,503,630</u>	<u>66.4%</u>	<u>\$ 1,774,261</u>
Excess Indirect Revenue	<u>\$ 521,953</u>	<u>\$ 453,808</u>		

RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	\$ 1,034,632	\$ 611,571	59.1%	\$ 423,061
Operations	1,361,350	958,238	70.4%	403,112
Executive	612,204	425,506	69.5%	186,698
Community Development	705,930	416,195	59.0%	289,735
Finance	<u>1,563,775</u>	<u>1,092,120</u>	<u>69.8%</u>	<u>471,655</u>
	<u>\$ 5,277,891</u>	<u>\$ 3,503,630</u>	<u>66.4%</u>	<u>\$ 1,774,261</u>

Prepared Date: 12/10/2019

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING
5005 Business Park North
January 13, 2020
12:00 pm

MINUTES

1. Call to Order

Committee Chair Curtis Floyd called the meeting to order at 12:08 pm at the Community Action Partnership of Kern Administrative Building located at 5005 Business Park North in Bakersfield, CA.

2. Roll Call

Roll call was taken with a quorum present:

Present: Curtis Floyd, Yolanda Ochoa, Fred Plane

Absent: Janea Benton, Guadalupe Perez

Others Present: Jeremy Tobias, Chief Executive Officer; Pritika Ram, Director of Administration; Emilio Wagner, Director of Operations; and Tracy Webster, Chief Financial Officer

3. Approval of Agenda

Motion was made and seconded to approve the Executive Committee Agenda as amended to include agenda item 5b for January 13, 2020. Carried by unanimous vote (Plane/Ochoa).

4. Public Forum

No one addressed the committee.

5. New Business

- a. Operational Agreement and Contract Exhibits (Scope of Work) - County of Kern Low-Barrier Homeless Shelter (Navigation Center) – Sheila Shegos, Outreach & Grants Administrator / Homeless Shelter Project Lead - **Action Item**

Sheila Shegos provided a status report for the operational plans for the County of Kern Low-Barrier Shelter. The Committee received the revised copy of the contract which was emailed in advance and handed out at the meeting. Sheila reported that the site construction has begun, and the two sprung structures are being erected. The County teams are working on the internal structure design plans with CAPK and others and internal operations and meetings with onsite providers are going well. Contingent employment offers have been made to individuals in the top leadership positions with recruitment for the remaining positions underway.

Staff and legal counsel from both sides have reviewed the contract, and the Kern County Board of Supervisors meets tomorrow to approve the 3-year contract in the amount of \$6,196,416 that will begin on January 14, 2020 and end on January 13, 2023.

Fred Plane asked if CAPK is required to obtain additional insurance and Emilio Wagner replied that our current insurance is sufficient.

Curtis Floyd asked staff what they perceived to be the biggest risk for CAPK. Jeremy Tobias replied that there are two risks: one, that CAPK does not fully comply with the contract, which Jeremy is not concerned about; and two, the public perception could be unfavorable for CAPK. Sheila Shegos stated that staff is proactive in working with the media to promote a positive message and is listening to the concerns of those in the community.

When asked about funding and payments to CAPK, Tracy Webster stated that the contract is a typical reimbursement contract with a substantial rolling advance for start-up costs so there should never be a time that CAPK is underfunded for this contract. In addition, there is a 10% contingency in the budget.

Fred Plane also questioned the interaction with the Kern County Sheriff's office and the District Attorney's office. Sheila reported that the Sheriff has agreed to place 2 trainees on site in addition to private security contracted through CAPK. In addition, bed assignments will be included in the HMIS database so law enforcement will know if beds are open when there are individuals that need to be placed.

Staff recommends the Committee authorize CEO Jeremy Tobias, to execute the final contract with the County of Kern Administrative Office as the sole source operator of a Low-Barrier Homeless Navigation Center, located at 2900 M Street in Bakersfield, CA.

Motion was made and seconded to authorize CEO Jeremy Tobias to execute the final contract with the County of Kern Administrative Office as the sole source operator of a Low-Barrier Homeless Navigation Center located at 2900 M Street in Bakersfield, CA. Carried by unanimous vote (Plane/Ochoa).

b. Early Head Start Child Care Partnership Budget Revision Request – Jerry Meade, PDM Administrator – **Action Item**

Jerry Meade reported that the ongoing review and monitoring of the budget to actuals, the program has identified additional savings in the Contractual category, as a result from the new funding not being obligated to new partners. Staff has identified equipment needs that could be included in the budget revision that was previously approved in December. Additionally, equipment purchases require prior approval from the office of Head Start and the program is proposing the purchase of 2 vehicles for transporting parents and children, as well as 3 copy machines. Staff recommends moving \$200,000 from the Contractual Equipment category for the purchase of the above-mentioned equipment.

Motion was made and seconded to approve the Early Head Start Child Care Partnership Budget Revision Request with Resolution. Carried by unanimous vote (Ochoa/Plane).

6. Committee Member Comments

Yolanda Ochoa thanked staff for the good work on the homeless project.

Fred Plane complimented staff on the excellent work by staff to negotiate a good contract with the County of Kern.

Curtis commended all for the great work and stated that CAPK will be in the spotlight and believes we will shine.

7. Closed Session

Committee Chair Curtis Floyd requested that this item be carried over to the Board of Directors meeting on January 29, 2020.

8. Closed Session Report

9. Next Scheduled Meeting

Executive Committee
Wednesday, July 22, 2019
12:00 pm
5005 Business Park North
Bakersfield, CA 93309


10. Adjournment

The meeting adjourned at 12:31 pm

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee

From:  Sheila Shegos, Outreach & Grants Administrator / Homeless Shelter Project Lead

Date: Monday, January 13, 2020

Subject: *Agenda Item 5a: Operator Agreement & Contract Exhibits (Scope of Work) - County of Kern Low-Barrier Homeless Shelter (Navigation Center) – Action Item*

Staff and legal counsel from both sides have reviewed and provided input to finalizing the draft Operator Agreement and Contract Exhibit (Scope of Work) for operating the County of Kern Low-Barrier Homeless Navigation Center, located at 2900 M Street in Bakersfield.

Progress made since last reporting:

Capital & Site Improvements

The main two structure concrete slabs have been poured at the site location on M Street and “Sprung” structure materials have been delivered. County design teams and contractors are working with CAPK staff and others on finalizing external and internal structure and layout for accommodating overnight shelter guests, pets and walk-in homeless clients, as well as staff, providers and volunteers.

Recruitment & Staffing

Interviews for the Navigation Center management positions (Program Manager, Operations Supervisor, Program Services Supervisor and Program Coordinator) have been conducted and contingent offers, based on contract signing, have been made to those who have successfully completed background checks and reference screening.

Operational Plans & Provider Meetings

The County of Kern Low Barrier Navigation Center Policy and Procedure Operations Manual referenced in the contract is under development and will be presented in draft to the Program Review & Evaluation (PRE) Committee this month.

Staff and County are discussing operational plans and collaboration with area services providers and others, including existing shelters, to enhance and leverage services that are offered to homeless clients.

Recommendation

1. The recommendation by staff to the Executive Committee is to authorize the CEO to execute the final contract with the County of Kern Administrative Office as the sole source operator of a Low-Barrier Homeless Navigation Center, located at 2900 M Street in Bakersfield, CA.

Attachments

1. Low Barrier Navigation Center/LBNC Operator Agreement (To be distributed prior to January 13th Meeting)
2. Low Barrier Navigation Center/LBNC Contract Exhibits (To be distributed prior to January 13th Meeting)

**AGREEMENT WITH COMMUNITY ACTION PARTNERSHIP OF KERN
TO OPERATE A LOW BARRIER NAVIGATION CENTER**

On the _____ day of _____, 2020, this Agreement between the County of Kern and Contractor was presented to and approved by the Board of Supervisors of the County of Kern, a political subdivision of the State of California and recognized Urban County under the Federal Housing and Community Development Act of 1974 (Public Law 93-383), as amended, with a place of business at 1115 Truxtun Avenue, 5th Floor, Bakersfield, California, 93301 (“**County**”), and the Community Action Partnership of Kern, a California nonprofit corporation (“**CAPK**” or “**Contractor**”), detailing the terms and conditions provided below for Contractor to operate a low barrier navigation center.

RECITALS

- A. The County desires to retain a contractor to administer and operate a low barrier navigation center in the County of Kern, located at 2900 M Street, Bakersfield, CA 93301 (the “**Center**”).
- B. Contractor shall have the appropriate experience, expertise, and licensing (if any) to provide Services and is familiar with existing homeless services in the County. Contractor has for over 50 years, managed and operated a broad range of programs and services, focused on reducing poverty and increasing the quality of life in Bakersfield and Kern County and surrounding counties. Homeless individuals and families are included in the recipients of the Contractor’s programs and services.
- C. In undertaking the performance of this Agreement, Contractor represents that it is knowledgeable in its field and that any Services performed by Contractor under this Agreement will be performed in compliance with such standards as may reasonably be expected from a professional contracting organization in the field.

NOW THEREFORE, in consideration of the mutual and respective promises, and subject to the terms and conditions hereinafter set forth, the parties agree as follows:

1) **Incorporation of Exhibits by Reference.**

The following attached Exhibits are incorporated herein by reference and constitute a part of this Agreement. No exhibit or attachment shall be modified without County’s prior written approval.

Exhibit A	Scope of Work
Exhibit A-1	Staffing Plan
Exhibit B	Start Up Costs
Exhibit B-1	Start-Up Supply List
Exhibit B-2	Equipment List
Exhibit C	Contractor Cost Proposal
Exhibit C-1	Statement of Program Cost
Exhibit C-2	Cost Guidelines
Exhibit C-3	Statement of Program Deliverables
Exhibit C-4	Claim for Payment
Exhibit D	Low Barrier Navigation Center Policies and Procedures Handbook
Exhibit E	Pet Policy
Exhibit F	Elder Abuse Reporting Certification
Exhibit G	Business Associate Addendum
Exhibit H	Audit and Records Requirements

- 2) **Term of Agreement.** This Agreement will commence upon January 14, 2020 (the “**Effective Date**”) and continue for three (3) years, unless terminated earlier in accordance with Section 18, or as otherwise provided in this Agreement. The term of this Agreement shall be automatically extended for successive one (1) year terms unless the Agreement is amended in writing in accordance with Section 16 of this Agreement or either party gives written notice to the other of its intent not to extend the Agreement and such notice is provided no later than one hundred twenty (120) days before the end of the then-current term.
- 3) **Contractor General Obligations.** Contractor shall provide all approvals, labor, staffing, training, services, maintenance, and items (collectively, the “**Services**”) appropriate and necessary to fully and adequately perform, and shall perform, the Scope of Work established for the Center as described in Exhibit A and incorporated in full. All Services shall be performed in accordance with the provisions of this Agreement and all applicable local, state, and federal laws, rules, and regulations.
- a) **Performance Standards.**
- i) Contractor warrants that Contractor and its agents, employees, volunteers and subcontractors (its “**Representatives**”) performing Services under this Agreement have been selected and are appropriate, competent and appropriately licensed to perform the work and deliver the Services required under this Agreement and are not employees of the County.
- ii) Contractor and its Representatives shall perform all work in a safe and skillful manner and in compliance with all applicable laws and regulations. All work performed under this Agreement that is required by law to be performed or supervised by licensed personnel shall be performed in accordance with such licensing requirements.
- iii) Contractor shall furnish, at its own expense, all materials, equipment, and personnel necessary to carry out the Services, except as otherwise specified in this Agreement.
- b) **Contractor Access to Center; Conduct of Contractor.** County is granting access to the Center hereunder for the performance of Services to Contractor and its Representatives, subject to compliance with County’s standard administrative and security requirements and policies. Contractor shall have no tenancy or any other property rights or interest in the Center. All Contractor employees and subcontractors must carry and produce when requested a valid identification card while in the Center or performing Services. Contractor shall not in any way physically alter or improve the Center without the prior written approval of the County. While at the Center or any other County facility, Contractor and its Representatives must (1) comply with County’s requests, rules, policies and regulations regarding personal and professional conduct (including without limitation, the wearing of an identification badge and adhering to regulations and general safety practices or procedures) and (2) otherwise conduct themselves in a professional and businesslike manner.
- c) **Develop and Implement Low Barrier Navigation Center Policy and Procedure Handbook.** Contractor shall develop a Low Barrier Navigation Center Policy and Procedure Handbook (the “**Handbook**”) no later than February 29, 2020, the anticipated opening date of the Center. The County shall assist Contractor with the creation of policies and procedures and recommended shelter health and safety guidelines, and County shall approve the Handbook. The Handbook shall include, but not be limited to, the operational policies and procedures further described in Exhibit D. The Handbook must be approved by County prior to the

opening of the Center. In the event County does not approve the Handbook, Contractor shall meet and confer with County to revise any policy or procedure or portion thereof found unacceptable and shall provide an amended Handbook that meets Contractor's and County's approval. Approval of the Handbook shall not be unreasonably withheld by County.

- d) Damage to Center. County shall be responsible for maintenance and repair of the Center as set forth in Section 5 of Exhibit A, attached. Contractor must immediately notify County of any and all damages to the Center to be repaired by County, other than normal wear and tear to County property (facility repairs). County shall repair, or cause to be repaired, at County's sole cost, any damage (other than normal wear and tear) to the Center that County is obligated to repair under Section 5 of Exhibit A, including without limitation, damage to County's buildings, grounds, equipment, and furniture, unless such damage is caused by the negligence, gross negligence, reckless acts, or willful acts of Contractor or its Representatives, in which case Contractor shall repair such damage within a reasonable timeframe or cause such damage to be repaired at Contractor's cost. In the event Contractor fails to repair damage caused by Contractor within a reasonable timeframe after demand made by County for said repairs, County may, without limitation of County's other rights and remedies provided by law or under this Agreement, upon written notice to Contractor, deduct such costs from any amounts due to Contractor from County under this Agreement.
- e) Cooperation with Third Parties. Contractor acknowledges that County's use of Services may require cooperation between or among Contractor's and County's third party service providers. If County has engaged a third party to provide any products or services that will interface with or otherwise relate to the Services provided by Contractor, Contractor shall, at no additional cost to County unless otherwise explicitly agreed to in writing, and no more than a de minimis cost to Contractor, cooperate with the service provider as if it were County and provide all information and assistance reasonably required by County and that service provider; provided that Contractor will not be required to provide its confidential information to another service provider.
- f) Communication. Contractor shall: (i) immediately notify County in writing of any development that may have a material impact on Contractor's ability to perform its obligations under this Agreement; (ii) disclose to County all known material risks associated with performance under this Agreement; (iii) ensure that all information provided to County is accurate, complete and not misleading; and (iv) respond promptly to questions and problems relating to performance under this Agreement.
- g) Meetings. Contractor agrees to meet with County on a monthly basis for the first six (6) months of the Agreement, and on a quarterly basis thereafter. Meetings shall take place at mutually acceptable dates and times. County and Contractor can request additional meetings at any time to discuss the efficient delivery of Services at the Center.
- h) Subcontracting. Contractor may not subcontract or otherwise delegate its obligations in whole or in part under this Agreement without the prior written consent of County, which consent shall not be unreasonably withheld. Notwithstanding County's consent to a subcontractor, (i) Contractor shall not be relieved of its obligations to County under this Agreement and shall remain responsible to County for all obligations and performance under this Agreement; (ii) no subcontract shall bind or purport to bind County; (iii) Contractor shall ensure that its subcontractors comply with all applicable terms and conditions of this Agreement that relate to the Services provided by the subcontractor and all obligations of Contractor that a

subcontractor is performing on Contractor's behalf and (iv) failure of a subcontractor to comply with the requirements of this Agreement shall constitute a breach of this Agreement by Contractor. All rights of County under this Agreement shall apply to Contractor's subcontractors that provide Services to the Center on Contractor's behalf. Prior to requesting County's consent to a subcontractor, Contractor shall make each subcontractor aware of its obligations under this Agreement, have each subcontractor attest that it has read and is familiar with this Agreement, and attest to its ability to perform its obligations under the subcontract and hereunder, and shall provide County with same upon request. Any violation of this Section shall constitute a material breach of this Agreement, which is subject to the notice and cure provisions of this Agreement, as provided in Section 18(a)(ii).

i) Contractor Staff; Approval.

i) Employees. All Contractor employees shall be selected and appropriate to perform the Services assigned to them. Contractor employees shall maintain complete and accurate time sheets regarding Services performed and hours worked. Should County be reasonably dissatisfied with the performance, competence, responsiveness, capabilities, cooperativeness, or fitness for a particular task of any Contractor employee, County may request the replacement of that employee. The replacement request shall be in writing and upon receipt of the request, if in its sole discretion Contractor determines to replace the employee, Contractor shall make reasonable efforts to furnish a qualified and acceptable replacement within thirty (30) days. In the event Contractor should ever need to remove any Contractor employee from performing Services, Contractor shall provide County with adequate notice, except in circumstances in which such notice is not possible, and shall work with County on a mutually agreeable transition plan so as to provide an acceptable replacement and ensure project continuity. Transitioning to replacement personnel as a result of the actions or inaction of the Contractor employee, additional work shall be at no additional cost to County. In addition, Contractor represents and warrants that it will, to the maximum extent possible, take all reasonably necessary steps to assure continuity over time of the Contractor employees.

ii) Subcontractors. Each subcontractor engaged by Contractor ("**Subcontractor**" for the purpose of this subparagraph) shall be selected and appropriate to perform the Services assigned to them. Subcontractors shall maintain complete and accurate time sheets regarding Services performed and hours worked. Should County be reasonably dissatisfied with the performance, competence, responsiveness, capabilities, cooperativeness, or fitness for a particular task of any Subcontractor, County may request the replacement of that Subcontractor. The replacement request shall be in writing and upon receipt of the request, if in its sole discretion Contractor determines to replace the subcontractor, Contractor shall make reasonable efforts to furnish a qualified and acceptable replacement within thirty (30) days. In the event Contractor should ever need to remove any Subcontractor from performing Services, Contractor shall provide County with adequate notice, except in circumstances in which such notice is not possible, and shall work with County on a mutually agreeable transition plan so as to provide an acceptable replacement and ensure project continuity. Transitioning to replacement personnel as a result of the actions or inaction of Subcontractor shall be at no additional cost to County. In addition, Contractor represents and warrants that it will, to the maximum extent possible, take all reasonably necessary steps to assure continuity over time of Subcontractors.

j) Contractor Staff; Minimum Staffing. Contractor shall maintain minimum staffing as detailed

in the Staffing Plan, attached as Exhibit A-1, to provide the Services. Notwithstanding the minimum staffing level, it is the responsibility of Contractor to supply adequate staffing and other necessary resources to provide the Services. Should Contractor experience vacant positions or staff absenteeism, minimum staffing level and availability of personnel will be maintained through the use of employee and volunteer substitution. Personnel and volunteers assigned to fill vacant positions or absences will be at the appropriate level to competently perform all aspects of the assignment.

4) **Contingency of Funds.**

- a) Contractor acknowledges that funding or portions of funding for this Agreement may also be contingent upon the receipt of funds from, and/or appropriation of funds by federal, state, local government or nonprofit organization. If such funding and/or appropriations are not forthcoming, or are otherwise limited, County may immediately terminate or modify this Agreement without penalty. In the event of any termination or modification under this Section 4 based on “Contingency of Funds,” County shall pay Contractor for program expenses and services rendered and provided up to the date of termination as otherwise provided for in this Agreement. In the event Contractor incurs additional expenses or costs due to County’s earlier termination, Contractor will submit all reasonable costs to County for review and approval. County’s approval of costs shall not be unreasonably withheld.
 - b) If funding levels are significantly affected by Federal, state or local budgets and funds are not allocated and available for the continuance of the function performed by Contractor, this Agreement may be terminated by the County at the end of the period for which funds are available. The County shall notify Contractor at the earliest possible time of any Service which will or may be affected by a shortage of funds. Except as provided in Section 4) a) above, no penalty shall accrue to the County in the event this provision is exercised and the County shall not be obligated nor liable for any damages as a result of termination under this provision of this Agreement, and nothing herein shall be construed as obligating the County to expend or as involving the County in any Agreement or other obligation for future payment of money in excess of appropriations authorized by law.
 - c) **Fiscal Appropriations.** This Agreement is subject to and contingent upon applicable budgetary appropriations being approved by the County of Kern Board of Supervisors for each Fiscal Year during the term of this Agreement. If such appropriations are not approved, this Agreement will be terminated without penalty to the County except as provided in Section 4) a), above.
- 5) **Service Delivery Monitoring.** The County Administrative Officer (“CAO”) or his or her designee shall have the right to access, upon seventy-two (72) hours written notice, all activities provided by Contractor, and books and records maintained by Contractor under this Agreement. County’s notice shall identify the access sought. County will confer with Contractor to minimize disruption to Contractor’s provision of the Services and Operation of the Center. For the purposes of this Section, (i) the term “access” includes (a) access to the premises of the location of the records to the extent relevant to the performance of this Agreement, (b) the provision by Contractor and its Representatives of records and information in a data format and storage medium accessible by use of Contractor’s existing computer hardware and software, (c) inspect and copy documentation, books and records, however stored, in the custody or under the control of Contractor or its Representatives, and (d) require assistance in respect of any inquiry into or concerning the Services, including any administrative or statutory review, audit or inquiry (whether within or external to the public

organization), any request for information directed to the County, and any inquiry conducted by legislature; (ii) the term “books and records” includes all files, records, and other documents related to the performance of this Agreement; and (iii) the term “activities” includes attendance at staff, board of directors, advisory committee and advisory board meetings, and observation of on-going program functions. Contractor shall permit on-site inspection of the Center by County, subject to the notice requirements above and ensure that Contractor’s employees furnish such information, as in the judgment of the County may be relevant to the question of compliance with contractual conditions, or the effectiveness, legality, and achievements of the Services.

- 6) **Reporting Duties of Contractor.** Contractor shall prepare all reports, financial statements and deliverables as required by this Agreement. Contractor shall prepare such other reports, statements, and other data as reasonably requested by the County from time to time.

7) **Compensation to Contractor.**

- a) **Base Compensation.** The total base compensation for performance of the Services will be established by an Annual Budget submitted by Contractor to the County for review by April 1st each Fiscal Year (for the purposes of this Agreement, the term “**Fiscal Year**” refers to County’s fiscal year). The Annual Budget will include, but shall not be limited to, the following budget line items: detailed position summary, including total salary and benefit costs; detailed lists of supplies expenses; and detailed security and safety costs. The proposed budget shall be subject to approval by County.
- b) **Advance Payment, Reimbursement Policy and Billing Requirements.** Contractor will receive a 25% advance of every Annual Budget within ten (10) days of approval of such Annual Budget. Contractor shall receive the remainder of its base compensation amount in twelve (12) equal interim monthly payments, prorated for the first year of operation. The interim monthly amounts will be paid in advance and no later than thirty (30) days from the date the County receives an acceptable Claim for Payment form from the Contractor, a sample of which is attached as Exhibit C-4.
- c) Contractor shall submit monthly the Statement of Program Cost (Exhibit C-1) to County for the previous month. All statements shall include:
 - i) A monthly total itemization of all costs by budget line item, arranged in the same order as the Annual Budget. Supporting documentation, including payroll reports, must be provided for each item for which reimbursement is requested;
 - ii) Itemization of all travel expenses incurred. Reimbursement for travel and other related costs shall not exceed County’s rates in effect at the time the expense(s) is/are incurred; and
 - iii) Copies of invoices submitted to Contractor from Subcontractors.
- d) **Adjustments by Contractor.** Contractor shall adjust from its billings to County all charges not fully reimbursable under the applicable cost principles and the terms of this Agreement. Contractor accepts fiscal responsibility for any future audit findings resulting from Contractor’s billings under this Agreement.
- e) **Timing of Statement of Program Cost.** Statements shall be received by the County for processing by the 20th calendar day of the month following the month in which services were

rendered.

f) Changes to Base Compensation

i) County reserves the right to reduce the base compensation during any Fiscal Year based on any of the following elements:

(1) Failure to adhere to the performance and fiscal requirements and standards required under this Agreement; and/or

(2) The County identifying indicators of reduced or unsatisfied performance; and/or

(3) Projected underspending of funding based on actual costs to date.

ii) Any requested changes in base compensation resulting from increased costs, outside the budget cycle, or changes between budget line items shall be submitted by Contractor to the County for review. In the event that funding is not provided to cover increased costs, Contractor shall submit a plan of proposed services to match the funding level including cost-mitigating actions.

g) County and Contractor acknowledge that the Center shall initially operate a partial Fiscal Year and will serve no more than fifty (50) residents, and that County intends to increase its capacity to one-hundred fifty (150) overnight residents and up to three hundred (300) day-use residents. The Staffing Plan (Exhibit A-1) and Contractor Cost Proposal (Exhibit C), include funding for five (5) Homeless Navigator staff. Contractor and County agree that initially three (3) Homeless Navigation staff will be provided until the resident capacity increases and such staff are necessary for the proper and efficient administration of the Center.

h) Start Up and Equipment Cost.

i) County shall provide funding for Contractor's Start-Up Costs as detailed in Exhibits B-1 and B-2, including Contractor's purchase of such equipment as is deemed necessary by Contractor for the proper operation of the Center consistent with community standards, as set forth in the Equipment List attached as Exhibit B-2 (the "**Equipment**"). County shall reimburse Contractor for such costs incurred up to the maximum amount set forth in Exhibits B-1 and B-2.

(1) All Equipment shall be County property. Contractor shall keep and maintain the Equipment in good order and notify County should any Equipment require replacement or repairs. County will provide funding for any replacement or repairs of Equipment as is reasonably necessary and subject to the usual purchasing practices of County and County budget constraints. During the term of this Agreement, County grants Contractor a non-exclusive, non-transferable, terminable at-will license to use the Equipment solely for Contractor's performance of the Services. Upon termination of this Agreement, the foregoing license will terminate and the County will retain sole rights to the Equipment. Contractor shall not, nor shall any of its Representatives or any other person acting on behalf of Contractor, impose a lien on any Equipment, and Contractor shall ensure that its subcontractors are notified of County's ownership of Equipment.

ii) County will provide an advance to Contractor for Start-Up Costs upon receipt of a Claim

for Payment. Contractor must submit a reconciliation between the advance payment and actual cost for each item as detailed in Exhibits B-1 and B-2. Any advance payment in excess of actual cost shall be immediately returned to the County.

- i) No funds paid to Contractor through this Agreement shall be utilized to compensate employees of the Contractor for overtime or compensatory time off, except to the extent that Contractor is required to pay for overtime or compensatory time off, pursuant to the Fair Labor Standards Act of 1938, 29 United States Code (USC) Section 201, et seq., or applicable state law.
 - j) Contractor shall be liable for and accountable to County for any and all program funds improperly expended under this Agreement by Contractor or its Representatives, whether or not such Representative was acting within the scope of his or her employment. County will notify Contractor in writing of any findings supporting a determination of such improper expenditure and shall conduct a conference with Contractor about such findings. Contractor shall reimburse County the amount of any such improper expenditure upon demand but such demand shall be subject to Section 19, contained herein. If such amounts are unsuccessfully disputed, the Prime Interest Rate as published in the Wall Street Journal will accrue from the first business day of repayment demand.
 - k) No payment shall be made to Contractor if Contractor has any federal, state or County liens outstanding. Should the County discover a record of an outstanding lien, the County shall immediately notify the Contractor about the lien record, immediately investigate the circumstances, and determine a course of action within thirty (30) days of discovery. The County may consider a repayment arrangement between Contractor and the lien-maker as reasonably satisfying this Agreement stipulation. Contractor shall provide to County, within fifteen (15) days of request, a copy of the repayment arrangement document(s), the name of the contact person with the lien-maker agency that can verify the repayment arrangement, and a written statement explaining what resources Contractor is using to accomplish the repayment. Failure to develop a repayment arrangement satisfactory to County shall be a material breach of this Agreement.
- 8) **Limitations.** Notwithstanding anything to the contrary, Contractor shall not undertake any of the following actions without the County's prior approval.
- a) Operate the Center in a manner that is inconsistent with the policies, procedures, and directives communicated to Contractor referenced in this Agreement or communicated by the County;
 - b) Cause the County to enter into a transaction with a person or entity if Contractor or an affiliate of Contractor has a material financial interest in the person or entity, unless the transaction has been specifically approved by the County after disclosure of the conflict of interest by Contractor;
 - c) Any action that is reasonably likely to have an adverse effect on the operations of the Center;
 - d) Incur indebtedness on behalf of the County, or otherwise in connection with the development or operation of the Center other than as contemplated in the budget or outside the ordinary course of business;
 - e) Grant or permit any lien, security interest, mortgage or other lien (other than liens imposed by law) on any asset of County;

- f) Operate the Center outside an approved budget other than as contemplated in Exhibit C, attached;
- g) Enter into any contract or series of contracts on behalf of County which (i) are outside of the ordinary course of its business, (ii) require payments in excess of budget without County's prior approval, or (iii) impose restrictive covenants on County or Center such as a noncompetition provision; and

9) **Independent Contractor.**

- a) Contractor shall, during the entire term of this Agreement, be construed to be an independent contractor and not an employee of the County. This Agreement is not intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or to allow the County to exercise discretion or control over the professional manner in which Contractor performs the Services, however, the Services to be provided by Contractor shall be provided in a manner consistent with all applicable standards and regulations governing such Services. Contractor shall pay all salaries and wages, employer's social security taxes, unemployment insurance and similar taxes relating to employees and shall be responsible for all applicable withholding taxes. Contractor has no authority (and shall not hold itself out as having authority) to bind County and shall not make any agreements or representations on County's behalf without County's prior written consent.
- b) Employment Taxes and Benefits. Contractor will pay all necessary employment taxes required by law relating to its employees. Contractor shall report employees' income and withhold all required taxes from such income, as may be required by law. Employees of Contractor will not be entitled to receive any employment benefits of the County, including but not limited to vacation or illness payments, or to participate in any plans, arrangements, or distributions by County pertaining to any bonus, stock option, profit sharing, insurance, or similar benefits for County employees. In addition, Contractor agrees that it will provide for workers' compensation, unemployment, and all other coverage required under applicable local, state, or federal law. County will not be responsible for withholding or paying any income, payroll, Social Security, or other federal, state, or local taxes, making any insurance contributions, including for unemployment or disability, or obtaining workers' compensation insurance on Contractor's behalf. Contractor shall be responsible for, and shall indemnify County against, all such taxes or contributions, including penalties and interest. Any persons employed or engaged by Contractor in connection with the performance of the Services shall be Contractor's employees or contractors, and Contractor shall be fully responsible for them and fully indemnify County against any claims made by or on behalf of any such employee or contractor.

10) **Insurance.** Prior to undertaking performance of work under this Agreement, Contractor shall maintain and shall require its subcontractors, if any, to obtain and maintain insurance as described below:

- a) Commercial General Liability Insurance. Contractor shall maintain commercial general liability insurance naming the County, its officers, employees, agents, volunteers and representatives as additional insured(s) and shall include, but not be limited to protection against claims arising from bodily and personal injury, including death resulting therefrom and damage to property, resulting from any act or occurrence arising out of Contractor's

operations in the performance of this Agreement, including, without limitation, acts involving vehicles. The amounts of insurance shall be not less than the following: single limit coverage applying to bodily and personal injury, including death resulting therefrom, and property damage, in the total amount of \$2,000,000 per occurrence, with \$3,000,000 in the aggregate. Such insurance shall (a) name the County, its officers, employees, agents, volunteers and representatives as additional insured(s), (b) be primary and not contributory with respect to insurance or self-insurance programs maintained by the County, and (c) contain standard separation of insureds provisions.

- b) Business Automobile Liability Insurance. Contractor shall maintain business automobile liability insurance, or equivalent form, with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.
- c) Workers' Compensation Insurance. In accordance with the California Labor Code, Contractor, if Contractor has any employees, is required to be insured against liability for workers' compensation or to undertake self-insurance. Prior to commencing the performance of the work under this Agreement, Contractor agrees to obtain and maintain any employer's liability insurance with limits of not less than \$1,000,000 per accident.
- d) Professional Liability Insurance. If Contractor is or employs a licensed professional such as all architect or engineer: Professional liability (errors and omissions) insurance, with a combined single limit of not less than \$1,000,000 per claim with \$2,000,000 in the aggregate.
- e) The following requirements apply to the insurance to be provided by Contractor pursuant to this Section:
 - i) Contractor shall maintain all insurance required above in full force and effect for the term of this Agreement.
 - ii) Certificates of insurance shall be furnished to the County upon execution of this Agreement, and annually thereafter and upon request of the County, and shall be approved by the County.
 - iii) Contractor shall not cancel or reduce in coverage or change in any other material aspect any policy without thirty (30) days prior written notice to the County.
 - iv) Where the amounts or coverage provided by the certificates of insurance provides coverage greater than those listed by this Agreement, the amounts provided by the certificates of insurance shall be incorporated by reference into this Agreement.
 - v) Contractor shall supply County with a fully executed additional insured endorsement.
- f) If Contractor fails or refuses to produce or maintain the insurance required by this Section or fails or refuses to furnish the County with required proof that insurance has been procured and is in force and paid for, the County shall have the right, at the County's election, to terminate this Agreement. . Contractor waives the right to receive compensation and agrees to indemnify the County for any work performed prior to approval of insurance by the County. Alternatively, County may purchase such required insurance coverage, and without further notice to Contractor, County shall deduct from sums due to Contractor any premiums and associated costs advanced or paid by County for such insurance. If the balance of monies

obligated to Contractor pursuant to this Agreement are insufficient to reimburse County for the premiums and any associated costs, Contractor agrees to reimburse County for the premiums and pay for all costs associated with the purchase of said insurance. Any failure by County to take this alternative action shall not relieve Contractor of its obligation to obtain and maintain the insurance coverages required by this Agreement.

- g) County shall ensure that all County employees, agents, representatives, contractors, or subcontractors providing services at or in relation to the Center shall have the appropriate experience, expertise, and licensing (if any) to provide such services and Contractor shall have no duty of investigation relating thereto.
- h) Contractor Personnel Injuries. Contractor shall be solely responsible for any injuries sustained by Contractor personnel in the course of providing Services to County at the Center or otherwise, except to the extent that such injury was caused by the intentional misconduct, gross negligence, or negligence of County in providing Services or as a result of premises liability.

11) **Indemnification.**

- a) To the fullest extent permitted by law, Contractor shall indemnify County, and its officers, directors, employees, servants, and agents (collectively, “**County Indemnitees**”) against and save County and its County Indemnitees harmless from and defend County and its County Indemnitees through attorneys reasonably satisfactory to County from and against any and all claims, loss, cost, liability, damage (which shall include special, indirect, incidental or consequential damages or any damages whatsoever) and expense including, without limitation, penalties, fines and reasonable attorneys’ fees (which shall include County’s in-house attorneys’ fees) (collectively, “**Claims**”), incurred in connection with or arising in whole or in part from the activities of Contractor or Contractor’s officers, directors, employees, servants, and agents, the use and/or occupancy of the Center by Contractor, or any negligence or willful misconduct by Contractor or Contractor’s officers, directors, employees, servants, and agents, excluding any Claims to the extent arising out of: (1) the negligence of County providing Services or premises liability, gross negligence, or willful misconduct of County or County’s County Indemnitees, or (ii) County’s breach of this Agreement.
- b) County shall indemnify Contractor, and its officers, directors, employees, servants, and agents (collectively, “**Contractor Indemnitees**”) against and save Contractor and its Contractor Indemnitees harmless from and defend Contractor and its Contractor Indemnitees through attorneys reasonably satisfactory to Contractor from and against any and all Claims, as defined in Section 11) a), incurred in connection with or arising in whole or in part from the activities of County or County’s officers, directors, employees, servants, and agents, the use and/or occupancy of the Center by County, or any negligence, gross negligence, or willful misconduct by County or County’s officers, directors, employees, servants, and agents, excluding any Claims to the extent arising out of: (1) the negligence, gross negligence, or willful misconduct of Contractor or Contractor’s Indemnitees, or (ii) Contractor’s breach of this Agreement.
- c) If Contractor assumes the defense of any claim under Section 11) a), County shall be entitled to participate in (but not control) such defense and to retain its own counsel, at its own expense. Contractor shall not settle or consent to an adverse judgment in any such claim that adversely affects the rights or interests of County or imposes additional obligations on

County, without the prior express written consent of County. County may make all reasonable decisions with respect to its representation in any legal proceeding. Contractor's indemnification obligations in this Section shall survive expiration of this Agreement.

- d) If County assumes the defense of any claim under Section 11) b), Contractor shall be entitled to participate in (but not control) such defense and to retain its own counsel, at its own expense. County shall not settle or consent to an adverse judgment in any such claim that adversely affects the rights or interests of Contractor or imposes additional obligations on Contractor, without the prior express written consent of Contractor. Contractor may make all reasonable decisions with respect to its representation in any legal proceeding. County's indemnification obligations in this Section shall survive expiration of this Agreement.
 - e) Immigration Reform and Control Act. Contractor acknowledges that it and its Representatives are aware of and understand the Immigration Reform and Control Act ("IRCA"). Contractor and is and shall remain in compliance with the IRCA and shall ensure that any Contractor Representatives are and shall remain in compliance with the IRCA. In addition, Contractor shall defend, indemnify and hold harmless County and its County Indemnitees from any Claims which arise out of or relate to any allegations that Contractor or Contractor Representatives are not authorized to work in the United States and/or any other allegations based upon alleged IRCA violations committed by Contractor or Contractor Representatives. Contractor shall defend any Claim with counsel of Contractor's choice, subject to County's written approval, and at Contractor's sole cost.
- 12) **Exemption of County and its Agents from Liability.** Except and only to the extent caused by County's negligence in providing Services or premises liability, gross negligence, or willful misconduct and not covered (or which would have been covered) by insurance that Contractor is required to carry under this Agreement, and notwithstanding the negligence in providing Services or premises liability or breach of this Agreement by County or its agents, neither County nor its agents shall be liable under any circumstances for: (i) injury or damage to the person or goods, wares, merchandise or other property of Contractor, Contractor's employees, subcontractors, invitees, or any other person in or about the Center, or (ii) injury to Contractor's business or for any loss of income or profit therefrom. Instead, it is intended that Contractor's sole recourse in the event of such damages or injury be to file a claim on the insurance policy(ies) that Contractor is required to maintain pursuant to the provisions of Section 10.
- 13) **Records.** Contractor shall keep records and invoices in connection with the work to be performed under this Agreement. Contractor shall maintain complete and accurate records with respect to the costs incurred under this Agreement and any Services, expenditures, and disbursements charged to the County for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Contractor under this Agreement. All such records and invoices shall be clearly identifiable. Contractor, upon twenty-four (24) hours written notice from County, shall allow a representative of the County to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement during regular business hours at a time mutually agreed upon by County and Contractor, subject to reasonable extensions. Contractor shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement for a period of three (3) years from the date of final payment to Contractor under this Agreement. When this Agreement expires or terminates, Contractor shall return to County any County records which Contractor used or received from County to provide Services under this Agreement.
- 14) **Confidentiality.** If either party receives from the other information which due to the nature of such information is reasonably understood to be confidential and/or proprietary, the receiving party agrees

that it shall not use or disclose such information except in the performance of this Agreement, and further agrees to exercise the same degree of care it uses to protect its own information of like importance, but in no event less than reasonable care. “**Confidential Information**” shall include all nonpublic information. Confidential Information includes not only written information, but also information transferred orally, visually, electronically, or by other means. Confidential Information disclosed to either party by any subsidiary and/or agent of the other party is covered by this Agreement. The foregoing obligations of non-use and nondisclosure shall not apply to any information that (a) has been disclosed in publicly available sources; (b) is, through no fault of the receiving party disclosed in a publicly available source, (c) is in rightful possession of the receiving party and not subject to an obligation of confidentiality, (d) is required to be disclosed by operation of law; or (e) is independently developed by the receiving party without reference to information disclosed by the disclosing party, as demonstrated by competent written record.

- 15) **Notice**. Any notice, tender, demand, delivery, or other communication pursuant to this Agreement shall be in writing and shall be deemed to be properly given if delivered in person or mailed by first class or certified mail, postage prepaid, to the following persons:

To County:

County Administrative Office
1115 Truxtun Avenue, 5th Floor
Bakersfield, CA 93301
Attn: County Administrative Officer

With courtesy copies to:

Margo Raison, County Counsel
1115 Truxtun Avenue, 4th Floor
Bakersfield, CA 93301

To Contractor:

Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309
Attn: Jeremy T. Tobias, Chief Executive Officer

A party may change its address by giving notice in writing to the other party. Thereafter, any communication shall be addressed and transmitted to the new address. If hand-delivered, the notice shall be deemed to have been given upon actual receipt. If sent by mail, communication shall be effective or deemed to have been given three (3) days after it has been deposited in the United States mail, duly registered or certified, with postage prepaid, and addressed as set forth above. For purposes of calculating these time frames, weekends, federal, state, County or City holidays shall be excluded.

- 16) **Exclusive Agreement and Amendment**. This Agreement represents the complete and exclusive statement between the County and Contractor regarding the subject matter therein, and supersedes any and all other agreements, oral or written, between the parties. In the event of a conflict between the terms of this Agreement and any attachments hereto, the terms of this Agreement shall prevail. This Agreement may not be modified except by written instrument authorized by the County and signed by authorized representatives of the County and Contractor. The parties agree that any terms

or conditions of any purchase order or other instrument that are inconsistent with, or in addition to, the terms and conditions hereof, shall not bind or obligate Contractor or the County. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein. Notwithstanding the above, both County and Contractor expressly reserve the right to contract with other entities for the same or similar services.

- 17) **Assignment and Subcontracting**. Contractor may not assign, transfer, delegate, or subcontract any interest or obligation herein without the prior written consent of the County and any such assignment, transfer, delegation or subcontract without the County's prior written consent shall be considered null and void. None of the Services shall be subcontracted without the prior written approval of County. Notwithstanding any such subcontract, Contractor shall continue to be liable for the performance of all requirements of this Agreement. Nothing in this Agreement shall be construed to limit the County's ability to have any of the Services performed by County personnel or by other contractors or consultants retained by County.

18) **Termination**.

a) **Termination by County**.

- i) During the term of this Agreement, the County may terminate this Agreement for any reason, including under the provisions of Section 4, by giving written notice of termination to the Contractor at least one hundred twenty (120) days' prior to the effective date of termination, during which time Contractor shall provide transitional services as further described in Subsection (c) below (the "**Transition Period**"). Such notice shall set forth the effective date of termination. In the event of such termination, the amount payable under this Agreement shall be reduced in proportion to the Services provided prior to the date of termination.
- ii) The County may cancel and terminate this Agreement for good cause upon thirty (30) days' written notice to Contractor, provided that upon receipt of such notice Contractor is allowed a period of thirty (30) days to cure any breach or other failure constituting good cause to terminate this Agreement. County may cancel and terminate this Agreement for good cause effective immediately upon written notice to Contractor without a thirty (30) day cure period in the event of illegal activity, activity that places individuals in significant harm, or activity that presents a danger to public safety. "**Good cause**" includes, but is not limited to, the failure of Contractor to perform the required Services at the time and in the manner provided under this Agreement which shall be a material breach of this Agreement. If County terminates this Agreement for good cause, the County may be relieved of the payment of any consideration to Contractor (other than for work already performed and/or goods already provided subject to offset for damages incurred as a result of a material breach), and obtain special, indirect, incidental or consequential damages or any damages whatsoever from Contractor resulting from said breach, and the County may proceed with the work in any manner which County deems proper. The cost to the County shall be deducted from any sum due the Contractor under this Agreement.
- iii) The County's payments to Contractor under this Agreement are funded by local, state and federal governments. Except as provided for in Section 4) a) of this agreement, if funds from local, state and federal sources are not obtained and continued at a level sufficient to allow for the County's purchase of the indicated quantity of Services, then the County

may give written notice of this fact to Contractor and the obligations of the parties under this Agreement shall terminate immediately, or on such date thereafter, as the County may specify in its notice, unless in the meanwhile the parties enter into a written amendment modifying this Agreement.

- b) Termination by Contractor. Contractor may terminate this Agreement in whole, with or without cause, upon one hundred twenty (120) days prior written notice to County, during which time Contractor shall provide transitional services as further described in Subsection (c) below (the “**Transition Period**”). In the event of termination of this Agreement for any reason, County shall have no further obligation to pay for any Services rendered or expenses incurred by Contractor after the effective date of the termination, and Contractor shall be entitled to receive compensation for Services satisfactorily rendered, calculated on a prorated basis up to the effective date of termination.
- c) Transitional Services.
 - i) During the Transition Period, Contractor agrees to provide transitional services (subject to mutual agreement by Contractor and County for reasonable compensation to Contractor) to the Center and the County. Any dispute regarding any reasonable compensation shall be governed by Section 19, Dispute Issue Resolution. Such services will include assistance with respect to the transition of Contractor’s existing operational responsibilities to its successor, advising County personnel on industry matters and advising the County with respect to strategic alternatives. During the Transition Period, Contractor agrees to make itself reasonably available to provide services reasonably requested by Contractor, and not to enter into any other contract or obligation that would interfere in any way with Contractor’s duties and responsibilities hereunder.
 - ii) Contractor agrees there shall be no degradation in the ongoing provision of Services provided during the Transition Period, and that Contractor shall continue to meet all existing performance metrics.

19) **Dispute and Issue Resolution.** Contractor shall continue to perform under this Agreement during any dispute.

- a) Should a dispute occur concerning Contractor’s performance or Contractor’s interpretation of specific terms of this Agreement, including, but not limited to, the validity of overpayment demands and proposed budget modifications, Contractor shall notify County’s project manager of this issue within thirty (30) days of its occurrence. Such notification shall include specific identification of the issue(s) under dispute, Contractor’s factual basis for the issue, Contractor’s proposed solutions, and the documentary support for the solutions.
- b) County’s designated project manager shall have fifteen (15) business days from receipt of the notification to render a decision on the dispute. The County project manager may convene a conference with Contractor as part of the decision-making process. The County project manager and Contractor may agree to extend the time period for a decision by the execution of a written memorandum, signed by the parties, specifying the new time period. The decision made by the County project manager shall be in writing and shall contain sufficient factual data and documentary evidence to reasonably explain the decision.
- c) If Contractor disputes the decision made by the County project manager, Contractor may request that the CAO, or the CAO’s designee, review the decision. Such request shall be in

writing and received by CAO, or his or her designee, within five (5) business days of the date of the County's decision. Such request shall include identification of the items under dispute, Contractor's proposed solutions in summary form, the date of the County's decision, and any additional information Contractor deems necessary in support of its position. The CAO, or his or her designee, shall have fifteen (15) business days from the date of receipt of the Contractor's request to render a final administrative decision. The CAO, or his or her designee, may convene a conference between County and Contractor as a part of the decision-making process. The decision of the CAO, or his or her designee, shall be the final administrative decision. Nothing in this Agreement prevents Contractor from seeking judicial review of such a final administrative decision. In the event County or Contractor seeks judicial review of any such final administrative decision and County or Contractor prevails, the prevailing party shall be entitled to reimbursement for all costs and fees arising from or associated with such judicial review, including reasonable attorney's fees.

- d) Pending conclusion of any dispute, County's interpretation of this Agreement will govern operation hereunder, and Contractor shall proceed diligently with the performance of this Agreement, except that Contractor may terminate this Agreement in the manner set forth herein.
- 20) **Nondiscrimination.** During the performance of this Agreement, Contractor, and its subcontractors, shall not unlawfully discriminate against any person because of race, color, creed, religion, sex, marital status, sexual orientation, age, national origin, ancestry, or disability, either in Contractor's employment practices or in the furnishing Services to residents or program participants. Contractor shall ensure that the evaluation and treatment of its employees and applicants for employment and all persons receiving and requesting Services are free of such discrimination. Contractor and any subcontractor shall, in the performance of this Agreement, fully comply with all federal, state, and local laws and regulations which prohibit discrimination. The provision of Services primarily or exclusively to such target population as may be designated in this Agreement shall not be deemed to be prohibited discrimination.
- 21) **Compliance with Terms of State or Federal Grants.** If this Agreement has been or will be funded with monies received by the County pursuant to a contract with the state or federal government in which the County is the grantee, Contractor will comply with all the provisions of said contract, to the extent applicable to Contractor as a subgrantee under said contract, and said provisions shall be deemed a part of this Agreement, as though fully set forth herein. County will make available a copy of any such contract(s) to Contractor, at no cost to Contractor, and Contractor shall have no obligation to comply with the provisions of any such contract until actual receipt of such contract by Contractor.
- 22) **Professional Licenses.** Contractor shall, throughout the term of this Agreement, maintain all necessary licenses, permits, approvals, waivers, and exemptions necessary for the provision of the Services hereunder and required by the laws and regulations of the United States, the State of California, the County of Kern and all other governmental agencies. Contractor shall notify the County immediately and in writing of its inability to obtain or maintain such permits, licenses, approvals, waivers, and exemptions. Said inability shall be cause for termination of this Agreement.
- 23) **Miscellaneous Provisions.**
- a) **Conflict of Interest.** Contractor represents that it presently has no interest and agrees not to acquire any interest during the term of this Agreement, which would directly or indirectly conflict in any manner or to any degree with the full and complete performance of the Services required to be rendered under this Agreement.

- b) Waiver. Any waiver of any terms and conditions of this Agreement must be in writing and signed by the County and the Contractor. A waiver of any of the terms and conditions of this Agreement shall not be construed as a waiver of any other terms or conditions in this Agreement.
- c) Authority. Each undersigned represents and warrants that its signature herein below has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify County fully, including reasonable costs and attorney's fees which shall include County's in-house attorneys' fees, for any injuries or damages to County in the event that such authority or power is not, in fact, held by the signatory or is withdrawn.
- d) Successors and Assigns. This Agreement and the rights, privileges, duties, and obligations of the County and Contractor under this Agreement, to the extent assignable or delegable, shall be binding upon and inure to the benefit of the parties and their respective successors, permitted assigns, and heirs.
- e) Compliance with Applicable Law. The parties shall comply with all applicable federal, state, and local laws and regulations in performing this Agreement.
- f) Headings. The headings are for convenience only and shall not be used to interpret the terms of this Agreement.
- g) Time is of the Essence. Time is of the essence in each and all of the provisions of this Agreement.
- h) Severability. Should any part, term, portion or provision of this Agreement be decided finally to be in conflict with any law of the United States or the State of California, or otherwise be unenforceable or ineffectual, the validity of the remaining parts, terms, portions, or provisions shall be deemed severable and shall not be affected thereby, provided such remaining portions or provisions can be construed in substance to constitute the agreement which the Parties intended to enter into in the first instance
- i) Governing Law and Venue. This Agreement has been executed and delivered in the State of California and the validity, interpretation, performance, and enforcement of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California. Both parties further agree that Kern County, California, shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.
- j) Construction of Agreement. The County and Contractor agree that each party has fully participated in the review and revision of this Agreement and that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in the interpretation of this Agreement or any amendment to this Agreement.
- k) Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement.
- l) Interpretation of Conflicting Provisions. In the event of any conflict or inconsistency between the provisions of this Agreement and the provisions of any exhibit or other attachment to this

Agreement, the provisions of this Agreement shall prevail and control.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above written.

County of Kern

Community Action Partnership of Kern

By: _____
Leticia Perez,
Chairman of the Kern County
Board of Supervisors

By: _____
Jeremy T. Tobias,
Chief Executive Officer

Dated: _____

Dated: _____

APPROVED AS TO LEGAL FORM
KERN COUNTY COUNSEL

APPROVED AS TO CONTENT
COUNTY ADMINISTRATIVE OFFICE

By: _____

By: _____

Dated: _____

Dated: _____

EXHIBIT A
SCOPE OF WORK

1. Scope of Work Summary

A. Activities:

Contractor shall perform all Services set forth in the Agreement. Contractor will be responsible for administering the program and providing the operational services to the Center as described further herein, in a manner satisfactory to the County and consistent with any standards required as a condition of providing funds and provided to Contractor by County.

B. Program Description:

Contractor will operate a low barrier navigation center located at 2900 M Street, Bakersfield, CA 93301 (the “Center”), for those experiencing homelessness in Kern County.

C. Eligible Participants:

For the purposes of the Services provided pursuant to this Agreement, a person/household is considered to be homeless only when he/she/they lack(s) a fixed, regular and adequate nighttime residence and reside(s) in a place not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, motels, or other shelters, or for reference as further defined in 24 CFR Part 576.2.

D. Use of Funds:

Funds will be used to provide contracted services and operations of the Center, such as providing safety net services, and case management services including shelter and connections to service providers. Said services and operations shall be low-barrier and engagement rich to provide people experiencing homelessness a pathway to service connections, health care, housing and stability.

E. Reporting:

- i. Deliverables. Contractor is required to submit monthly reports of project deliverables as detailed in the Statement of Program Deliverables-Exhibit C-3. Details include but are not limited to residents, entries & exits, meals, care items, housing, employment, volunteers and hours of service, donations, etc.

Contractor shall promptly prepare and deliver additional information and reports upon County request. Contractor is required to enter the data in the Homeless Management Information System (HMIS), along with other designated and approved data collection and reporting software.

Contractor will collaborate with County on Coordinated Entry system and other Continuum of Care services/efforts.

2. Description of Program

The Contractor will provide the following:

Daytime Services - During the daytime the area will be utilized as a drop-in center serving an estimated 100 to 300 residents seeking a safe place, service connections, hygiene services, showers & restrooms, a meal, and a place to rest.

Nighttime Services - At night the area will be used as an overnight shelter which may accommodate up to 150 beds.

3. Description of Services/Contractor Responsibilities

The Center will meet the County's need to provide emergency shelter with showers, food and supportive services for the homeless population. This will include operating, maintaining, staffing and coordinating the resources of the Center. Applicant must have the ability to operate 24/7 and 365 days a year.

A. Shelter Requirements

Contractor will:

- i. Ensure that Center will be in operation 24/7 (24 hours per day, 7 days a week, 365 days per year). Contractor will have a 24 hour contact available to staff for emergency purposes.

B. Site Management Tasks

Contractor will:

- i. Take appropriate action for medical/mental health emergencies.
- ii. Complete a management report gathering data mutually agreed on by Contractor and County.
- iii. Provide supervision of the residents including shelter entry registration and the scheduling of meals, showers and other personal services as needed.
- iv. The Contractor will provide appropriate staff coverage for day/evening shifts, with a minimum of two (2) staff on duty at all times.

C. Administrative Management Tasks

Contractor will:

- i. Work in partnership with the County to be a "Good Neighbor", informing the public about the positive aspects of the Center, being responsive to community concerns, and working closely with local government to minimize the impact of the Center on the surrounding neighborhood. A "Good Neighbor Plan" will be developed and become part of the Contractor's Low Barrier Navigation Center Policy and Procedure Handbook as further described in Exhibit D.
- ii. Submit policies and procedures for the Center including but not limited to all aspects of services, management plan, staff responsibilities and staff

coordination.

- iii. Coordinate with County agencies engaged with the homeless including but not limited to, Kern Behavioral Health and Recovery Services, Kern County Hospital Authority, and Kern County Department of Human Services, and will also, engage local agencies, social services programs and volunteers to assist with services provided through the Center.
- iv. Provide training as needed to staff, and direction to engaged community groups and volunteers, as appropriate.
- v. Follow all applicable health and safety laws, rules and industry standards.

D. Timeline

- i. General Timeline:
Recruitment for Center Staffing – Begin Jan 2020
Community Open House – Host early to mid February 2020
Overnight Shelter & Support Services – Open to public Feb 2020
- ii. Overnight Shelter:
Intake & Assessment – (Begin at Center opening)
Possessions & Pets – (Begin at Center opening)
Meals – Breakfast, lunch & dinner (Begin at Center opening)
Hygiene/Personal Care & Items – (Begin at Center opening)
50 beds – (30 – 60 days of Center opening)
100 beds – (60-90 days of Center opening)
150 beds – (90-120 days of Center opening)
- iii. Supportive Services: (30 – 90 days of Center opening, based on service readiness)
Outreach & Case Management
Housing Navigation
Mental Health & Primary Medical Care
Job & Life Skills Training
Veteran’s Assistance

E. Performance Metrics

- i. Contractor will strive for a soft opening of 50 beds within 30 days. Further expansion up to the maximum of 150 beds must be mutually agreed upon by both the Contractor and the County.
- ii. Contractor will target 5 percent to 10 percent housing exits/month
- iii. Contractor will, within 3 months of the Effective Date of the Agreement, complete a comprehensive intake and assessment on approximately 50% of Center participants that will identify barriers to housing and create a starting point for housing needs. This data will provide both the County and Contractor an

understanding of housing options necessary to be able to begin to address stable permanent housing needs for the Center. Compiled data will represent demographics of Center residents, lengths of stay by subpopulation, types of housing needed and secured at exit, income sources and levels at exit, connection to mainstream benefits thru SSA (GR, Medi-Cal), CES placements, Whole Person Care/Recuperative Care placements, treatment and mental health housing exits, other exits, as appropriate.

- iv. Within 6 months of the contract start date, Contractor will have completed a comprehensive intake and assessment on 95% of the residents.

4. Program Design

- A. Low Barrier Criteria - The site is designed to encourage participation by providing low-barriers to entry, and accommodate any person who identifies as homeless. All persons identifying as homeless or hungry and seeking help will be welcomed, and Contractor will refer families with children, unaccompanied youth, and victims of domestic violence / sex trafficking to area agencies who can provide specialized programs and services to better address the needs of these populations as quickly as possible.

Entry criteria for adults who are homeless include:

- Homeless (HUD Definition)
- Age 18 or older (individuals under 18 years of age will be immediately triaged to a youth provider if possible)
- Ambulatory and not requiring hospital or nursing home care
- Agree to be nonviolent
- Agree not to use or sell drugs or illegal substances on the premises
- Agree to treat other residents, staff and the property with respect
- Agree to obey fire and other safety regulations
- Agree to abide by pet / animal requirements
- Agree to follow posted shelter rules, including signing in at entry

- B. Safe Shelter Access - The Center will be open 24 hours a day, seven days a week, including all holidays. The site can be accessed by walking in. Up to 150 nightly beds will be available on a first-come-first-serve basis. The goal will be to provide a safe, secure sleeping area to those in need. It is anticipated that the service needs of most of the residents will be very high, and Contractor developed staffing plans based on addressing those needs while keeping everyone safe.

- C. Sleeping Areas - Up to 150 shelter beds will be made available each night, Contractor will configure the site, with County-provided partitions, to accommodate a variety of needs. The number served in each area will vary based on demand and operational considerations. Beds will consist of a sleeping mattress and a blanket or blankets. Residents will be assigned a bed and blanket through the intake process. Sleeping areas will allow for the following sections/bed types:

- Adult men
- Adult women

D. Meals – Contractor will coordinate food delivery and meal service in one area of the site. Meals and food-related supplies will be provided by Contractor and/or volunteers. County will provide a place for residents to sit and eat their meal. Contractor is expecting 3 meals each day will be available to residents up to 300 meals per day. It is highly encouraged that the Contractor seeks food donation where possible.

E. Storage - Contractor expects that residents will be allowed to bring a small amount of personal items into the Center.

An on-site storage area will be provided for items such as multiple suitcases or bags, bicycles, and other larger items. The storage area will provide residents with a provided 60-gallon storage bin. Contractor will coordinate the on-going process with County and proposes an initial process in which clear, empty bins with lids are available for overnight residents.

Contractor recognizes that residents value their belongings, and Contractor will work with every resident to find the balance between creating a safe and sanitary environment while honoring the value of personal possessions.

F. Pets – Residents’ pets (dogs) are allowed based on established Pet Policy, attached hereto and incorporated herein as Exhibit E

G. Entry Process - During the daytime, Security will ask those entering to sign in and staff will be on hand to assist residents to Services they may choose to access. Once the evening meal is finished, staff will assist those who have signed up for a bed stay to access their bed area. Security will help those who are not staying transition out of the area.

Where and when beds are available, Contractor shall make every effort to assist residents seeking shelter, provided they are not a danger to themselves or others. Security has designated 10:00pm as “lights out.” Anyone who chooses to leave during the night is free to do so; however, they will not be allowed back in until after “lights out” period has passed, and stored items might not be immediately accessible and may need to be retrieved the following day. Security will generally close storage, showers, and other amenities during “lights out”; however anyone needing a reasonable accommodation will be accommodated if possible.

Because of various language barriers and illiteracy rates among the residents, residents will be asked Spanish or English if they completely understand any intake/assessment forms which may be completed for services. Residents needing additional assistance will have the rules and intake forms explained to them to the best of Contractor’s ability. When English is their second language, the rules and intake forms will be explained in their primary language whenever feasible.

H. Security – Security is in place 24 hours a day, 7 days a week, to help provide a peaceful environment for those seeking services and respite from the streets. There will be security

at all times on the premises. Contractor will follow policies and procedures that promote utmost safety for residents, staff, providers, volunteers and the overall community and will strive to provide an atmosphere that promotes community, remains alert for signs of conflict, and confronts behaviors to prevent escalation. A security plan will be included in the Contractor's Low Barrier Navigation Center Policy and Procedure Handbook consisting of a multi-faceted approach involving secured entrances, security searches upon entrance, confiscation of harmful contraband, trained security personnel providing around-the-clock indoor and outdoor coverage, security cameras, and lighting. Other elements that will support security efforts include loitering deterrent and good neighbor policies. All Contractor personnel, including staff, providers and vendors, as appropriate, will receive de-escalation and workplace violence training at hiring and prior to shelter opening and at least once annually.

- I.** Case Management/Housing Navigation Services – Case Management and Housing Navigation services will be provided to the persons who are homeless / chronically homeless who utilize this center. The housing navigator staff will aid in triaging participants at intake to services that best meet their needs, and then link them to those area services. The goal of low-barrier services is to provide progressive engagement to chronically homeless who are challenging to serve and reluctant to seek assistance due to mental health challenges, substance use, and chronic health conditions. Once linked to existing services within the County, participants will be on a path that leads towards permanent supportive housing, alternative stable housing, and stability. Housing navigators may also help divert people from shelter through family reunification and other means. Through linkages and diversion Case Managers will work to decrease length of stay at the Center and increase stability with a goal of 30-60 days based on the resident's housing plan. This project will align with the Bakersfield-Kern County Continuum of Care (CoC) and coordinated entry system. Staff will receive Kern County CoC / CES / or other training offered in best practices and local CoC process.

J. Daily Drop In Services -

The area will serve as a daily drop-in center providing services for all. Services to be provided include:

1. Open table feeding area
2. Hygiene Facilities
3. Donation area with volunteer / donor engagement
4. On-site service provision and linkages will include, but not limited to those listed below. Additional services will be added as the programs offered at the Center develop.
 - Kern Behavioral Health and Recovery Services
 - Kern County Hospital Authority
 - Kern County Department of Human Services
 - Animal Services

- Veterans Services
 - Community resources
- K.** Contractor should coordinate services rendered by County departments. Contractor and County departments shall collaborate for the benefit of the Center and its residents. County departments shall abide by Contractor's Low Barrier Navigation Center Policy and Procedure Handbook as agreed upon by both Contractor and the County. Any disputes resolution shall take place as described in Section 19 of the Agreement.
- L.** Contractor acknowledges that they are required to collaborate with other homeless services agencies.
- M.** Contractor will ensure all insurance coverage requirements are fulfilled prior to the initial date of Center operations.
- N.** Mandatory Reporting. In the event of the occurrence of any critical incident or unusual occurrence that may create potential liability on the part of the County, including any threats or incidents of sexual assault, assault, or other violence, theft, disaster occurrence, infectious disease, unsafe conditions or unlawful activity, or any incident that is required to be reported to any governmental agency. Contractor shall notify County immediately and in no case later than forty-eight (48) hours after having known or should have known of such incident or occurrence and shall retain any video or documentary evidence of such incidents for County access and review.
- O.** Contractor shall comply with all applicable federal, state, and local laws, including, without limitation, statutes, ordinances, rules, and regulations.
- P.** Contractor will partner with medical or law enforcement in the event of an emergency. With the nature of the population being served at the shelter, there is a need to take precautions, should a medical need or emergency arise. The first reaction for any emergency situation would be to call 9-1-1. Staff and volunteers at these sites will be provided with additional emergency contact numbers. All staff and volunteers at the Center shall be trained on the appropriate emergency procedures in order to handle crisis situations in the most effective manner possible.

5. Repair and Maintenance

- A.** **Contractor's Responsibilities** – Throughout the term of this Agreement, Contractor shall, at its sole cost, generally maintain the premises of the Center and all of its furniture, fixtures and equipment ("FF&E") in a clean, sanitary and safe condition and in compliance with the terms, covenant and conditions of this Agreement and all applicable federal, state, and local laws, including, without limitation, statutes, ordinances, rules, and regulations ("**Applicable Laws**"). Maintenance by Contractor shall include the daily, routine maintenance of the Center including janitorial services, all janitorial supplies, and industry standard responsibilities including but not limited to a clogged toilet, glass replacement, pest control, lightbulbs, exterior cleanup of trash/debris, vandalism remediation, and anything for aesthetic purposes (generally "**Contractor's Responsibilities**"), provided that Contractor's Responsibilities shall not exceed the five thousand dollars (\$5,000) budgeted for "facility repairs" in Exhibit C. In addition, Contractor agrees that if any of the Repairs covered under County's Responsibilities are

caused or become due as a result of the negligent, grossly negligent, reckless, or willful actions of Contractor, its Representative, participants, patrons, or invitees, then Contractor, at its sole cost, shall be responsible for the cost of said Repair(s) even if those Repairs are facilitated and performed by County.

- B. **County's Responsibilities** – County shall be responsible for all system and structural maintenance, repairs, replacements, and modifications to the Center (collectively, “Repairs”) to include roofing, plumbing, electrical, building and lighting fixtures, and irrigation. County shall be responsible for landscaping and tree-trimming (“County Responsibilities”). In the event of a major Repair, if County, at its discretion, cannot or will not facilitate said Repair, Contractor may terminate this Agreement by providing a 60-day prior written notice to County. All Repairs under this provision shall be performed to the standards of and to the satisfaction of County.
- C. **Equipment Inspection** – Contractor shall inspect, monitor, and supervise all equipment and activities on the premises of the Center as often and for such length of time as may be necessary to insure the same are safe and are being used in a safe manner and shall immediately correct and prevent any unsafe condition or use. Contractor shall provide County with written notice within 24 hours of Contractor knowing, or should have known, of any hazards found or structural repairs falling under County Responsibilities at the Center.
- D. **Failure by Contractor to Repair and Maintain** – Contractor's Responsibilities shall be performed to the sole satisfaction of County, and if Contractor fails to fulfill any duty imposed under this Section within thirty (30) days of notice by County to cure, County may, but is not required to, perform those duties at Contractor's sole cost, provided County provides a statement of such costs to Contractor. -Contractor shall promptly cooperate with County if County undertakes to perform any such duties. No action by County taken pursuant to this provision shall constitute a waiver of any of Contractor's obligations under this provision. Contractor's obligations under this provision shall survive the expiration or termination of this Agreement.
- E. **Prevailing Wage** – The County has identified the maintenance and repair work contemplated by this Agreement as falling within the definition of “Public Works” set forth in the California Labor Code. Contractor acknowledges that Contractor is fully aware of prevailing wage requirements for public works projects as set forth in Article 2 (commencing with section 1770) of Chapter 1, Part 7 of the California Labor Code and Contractor agrees to comply with the provisions of that Article to the extent those provisions are applicable. Contractor further agrees that it shall require any subcontractor it uses to comply with the provisions of the Labor Code cited above to the extent they are applicable. Contractor also agrees to indemnify, defend (upon request of County) and hold County, its officers, agents and employees, harmless from all claims, costs, causes of action, attorney fees, damages or liability from the failure of Contractor to comply with the Labor Code provisions cited herein.

Exhibit A-1

**Staffing Plan
Full Capacity (150)**

<u>Positions</u>	<u>No. of Positions</u>
Program Manager	1
Program Coordinator	1
Program Service Supervisor	1
Program Specialist	1
Homeless Navigator	5
Volunteer Coordinator	1
Operations Supervisor	1
Homeless Services Food Prep Lead	1
Homeless Services Food Prep Assistant	1
Custodian	2
Homeless Shelter Workers	2
Total	17

Exhibit B

Start-Up Costs

County shall provide funding for Contractor's Start-Up Costs as detailed in Exhibits B-1 and B-2 below, including Contractor's purchase of such equipment as is deemed necessary by Contractor for the proper operation of the Center consistent with community standards. County shall reimburse Contractor for such costs incurred up to the maximum amount set forth in Exhibits B-1 and B-2.

Exhibit B-1
Equipment List

Start-Up Equipment Costs	Amount
Start-Up Equipment	
Office Furniture	\$2,500
Laptops/Printers/Copier	25,000
Autoclave	20,000
Communication Equipment	2,500
Coax Installation	8,500
Kitchen equipment and installation	50,000
Tables/Chairs	8,400
Televisions/Charging Tables	2,000
Resident Computers	2,300
Patio Tables	1,500
Urns/trash	1,200
60-gallon storage bins	6,000
Washers & Dryer Units	11,600
Cameras, Monitors, & Lighting	50,000
Sub-Total Equipment	\$191,500
Indirect (10%)	19,150
Total Equipment	\$210,650

Exhibit B-2

Start-Up Supply List

Start Up Supplies	
Bedding	\$3,750
Storage Totes	750
Miscellaneous linen: towels, etc.	1,500
Food Services Supplies: Plates, Utensils, Trays	3,845
Coffee Urns	2,500
Janitorial/Maintenance Supplies	3,000
Laundry Supplies: Detergent, etc.	2,000
Laundry Carts	1,000
Training	8,000
Sub-Total Supplies	\$26,345
Indirect (10%)	\$2,635
Total Supplies	\$28,980

Exhibit C
Contractor Cost Proposal
Full Capacity

Budget Line Items	Total Fiscal Year	January 7, 2020 – June 30, 2020
Salaries & Benefits	\$895,896	\$447,993
Facility Supplies	\$158,500	\$79,250
Security & Safety	\$404,000	\$202,000
Resident Services & Supplies	\$234,425	\$117,212
Facility Repairs	\$5,000	\$2,500
Contingency (10%)	\$169,791	\$84,896
Total Project Costs	\$1,867,702	\$933,851
Indirect (10%)	\$186,770	\$93,385
Overall Total Project Cost	\$2,054,472	\$1,027,736

****The costs of each budget line item shall not exceed the total amount allocated to that line item, as outlined above. The amounts allocated to a line item may not be used to fund costs associated with a different budget line item.**

Exhibit C-1

Draft Statement of Program Cost

Statement of Program Cost Low Barrier Navigation Center Fiscal Year				
Community Action Partnership of Kern 5005 Business Park North Bakersfield, CA 93309			Month/Year Total	
Description	Annual Budget	Monthly Claim Amount	Cumulative Claim Amount	Amount Remaining
Salaries	\$0.00	\$0.00	\$0.00	\$0.00
Benefits				
Operational Expenses				
Program Costs				
Indirect Cost @ 10%				
Total Project Costs				
Interim Advance				
Over/ (Under)				
Approved by:				

Exhibit C-2

Cost Guidelines

1. Unless specified otherwise in this Agreement, Contractor must follow the cost principles and guidelines set forth in 2 CFR Parts 215, 220, 225, 230 and 48 CFR 31.2 as applicable to Contractor's organization type.
2. Only those allowable costs that are reasonable and necessary or allocable, and which provide a direct or indirect benefit to the Center under this Agreement will be allowable.
3. Contractor must maintain complete, detailed and original supporting documentation for all costs. Such documentation must be made readily available to County personnel for audit purposes after County provides reasonable notice to Contractor. All costs that are not supported by original documentation or which are not made readily available for review by County shall be disallowed.
4. All personnel, including contracted personnel costs, such as salaries and fringe benefits, must be supported by individual detailed time records, which indicate time charged to the County for Services provided under this Agreement. All time records must show evidence of having been reviewed and approved by a supervisor.
5. All allocations of indirect, administrative or overhead costs must be based upon the following: cost; salaries and benefits; full-time equivalent employees; square footage; or some other base. Contractor shall allocate costs using the most reasonable base that provides the highest-level relationship of cost versus benefit. Costs allocated using revenue or contract funding amounts as an allocation basis will be disallowed. If contract has cost reimbursement services and services paid at a rate, the cost shall be equitably distributed between the budget line items.
6. No indirect, administrative or overhead costs allocated to projects costs under this Agreement will be allowable if such costs provide no benefit to those budget line items. An example of such a disallowed cost would be the travel costs of Contractor's employees in relation to a program unrelated to the Center. Such a cost would be a direct cost to the non-County program and should not be included in any allocation of indirect or administrative costs. Another example of unallowable costs would be personal expenses, benefits, gifts or other forms of compensation, which are not documented as being part of an employee's total compensation. Such costs shall not be allocated or directly charged to the County.
7. Contractor may use the ten percent (10%) de minimis indirect cost rate, if negotiated indirect cost rate agreement is not in place.
8. Costs passed through from parent or affiliated organizations and charged to the County will be allowed only to the extent that Contractor can provide documentation that such costs are reasonable and benefited the Center.
9. Duplicate costs charged to the County will be disallowed.
10. Costs for meals, travel and meetings must be consistent with those normally allowed by the Contractor in its regular operations and shall not exceed the established federal per diem levels. In the absence of an established organizational policy instituting meal per diem values, original receipts/invoices shall be required. Written descriptions as to purpose, and in the cases of meals/meetings, names of participating individuals shall be provided in all instances.
11. The County will be conducting specific monitoring activities to obtain information about the indirect costs Contractor is assigning to budget line items. These reviews will be conducted throughout the Agreement term and may include on-site visits to review documentation supporting

indirect cost allocations and may include requests for reports detailing the specifics used to allocate indirect costs. It is expected the approach used by Contractor to allocate indirect costs will meet appropriate Federal CFR guidelines. Any indirect costs deemed to not meet applicable CFR or this attachment Cost Guidelines will be disallowed.

Exhibit C-3

Statement of Program Deliverables

<p align="center">Statement of Program Deliverables Low Barrier Navigation Center Fiscal Year</p>				
<p>Community Action Partnership of Kern 5005 Business Park North Bakersfield, CA 93309</p>				<p align="right">Month/Year</p> <p align="right">Invoice Total</p>
Description	Monthly Projected	Monthly Amount	Cumulative Amount	Projected Total
No. of Overnight Residents	0	0	0	0
No. of Daytime Residents				
Total No. of Residents				
No. of Overnight Resident Meals				
No. of Daytime Resident Meals				
Total No. of Meals Served				
No. of assigned beds				
No. of available beds				
No. of Volunteers				
Total No. of Volunteer Hours				
Donations-Monetary				
Donations-In-kind				
No. of exits into permanent housing				
No. of total exits				
Average length of stay for all exits				
Average length of stay for exits to permanent housing				
No. of Staff				
Total FTE				
Approved by:		Date:		

Exhibit C-4

Sample Claim for Payment Form

[Attach PDF]

Exhibit D

Contractor's Low Barrier Navigation Center Policy and Procedure Handbook

Pursuant to the terms of the Agreement, and prior to the delivery of Services, Contractor shall develop a Low Barrier Navigation Center Policy and Procedure Handbook (the “**Handbook**”).

The County shall assist Contractor with the creation of policies and procedures and shall recommend shelter health and safety guidelines, and County shall approve the Handbook prior to the opening date of the Center. In the event the Handbook is not approved by County in its discretion, which shall not be unreasonably withheld, Contractor shall promptly meet and confer regarding the disapproved policies and procedures, and revise the Handbook to the satisfaction of County. The Handbook shall include, but not be limited to, the following operational policies and procedures which shall be consistently implemented at the Center:

1. Admission and Discharge.

a. Admission.

Contractor must have clearly written admission and intake policies, hours, Program rules, storage policy, resident rights and responsibilities, and grievance procedure. The Center must comply with all Federal, state, and local rules and regulations, and must accept new resident admissions when beds are available. Denial of admission is at the discretion of the Contractor and can only be based on reasons outlined in the policy and compliant with applicable law.

b. Discharge

Contractor must have a written discharge policy. Contractor must further maintain a written policy listing all reasons that may be used as a basis to involuntarily discharge a resident from the Center.

2. Security Policies.

a. Substance Use.

Contractor must have a policy prohibiting the possession, use or distribution of alcohol or illegal drugs on the premise. If alcohol or drugs are found, residents should be given the opportunity to dispose of the prohibited substance or leave the Center for that night if they do not wish to dispose of the prohibited substance. A violation of this policy cannot be a reason for discharge unless the violation compromises the health or safety of other residents or staff or repeatedly interferes with the rights of other residents to peaceful enjoyment of the Center.

Admission, discharge, and service restriction policies must not be based on substance use or possession alone, unless the program is designated as an abstinence-based program in its funding contract.

Drug testing of residents is prohibited unless the testing is part of an agreed upon treatment plan with the resident. Submission to drug testing cannot be a requirement for residency and refusal to participate in drug testing cannot be the basis for involuntary discharge.

Being under the influence on-site may not be the basis for discharge. Discharge must be based on specific behaviors that meet the standard for discharge as described in the written Discharge Policy.

b. Weapons Prohibition and Items Requiring Mandatory Check In

Contractor must have a weapons prohibition policy, and written mandatory check-in

policy for work tools and any other devices which may be used in a manner that could cause serious bodily injury.

c. Violent and Inappropriate Behavior

Contractor shall develop a written policy to respond to violent or inappropriate behavior inside the Center and around Center premises.

d. Cameras.

Contractor has received funding from the County to purchase and install security cameras around the premises of the Center. Contractor must adopt a written policy that addresses placement, retention, and general use of security cameras. Contractor's policy must comply with all privacy, retention and other applicable laws and regulations.

e. Security Guards.

Contractor shall subcontract two (2) full time security guards to provide services at the Center on a 24/7 basis. Contractor must have a written policy outlining the scope of work.

3. Complaints.

Contractor must have a written grievance and complaint protocol that is provided to each resident upon intake and is publicly posted in a location visible to the residents. The protocol must include (i) the opportunity for residents to be heard by a neutral decision-maker, (ii) reasonable accommodation of third-party advocates, (iii) a timeline for residents to receive a written response to their grievance, (iv) a provision that filing a grievance relating to a resident's ability to stay at the Center will suspend involuntary discharge until the grievance process is completed unless continued residence poses a health and safety risk to other residents or Staff; (v) an appeals procedure for decisions related to admissions denial for cause, terminations, and disciplinary actions, and (vi) provisions for informing residents with information about any available subsequent appeals process.

4. IT Policy

Contractor must have written policies and procedures to protect the confidentiality of resident and business data by maintaining computer security that meets or exceeds industry standards, and complies with all applicable law.

5. Workplace Safety and Critical Incident Response

a. Hygiene, Housekeeping and Hazardous Materials

Contractor understands the importance of maintaining hygienic, sanitary environments for the well-being of residents and Staff. Contractor will develop written housekeeping and hazardous materials procedures and shall train Staff and monitor their implementation and effectiveness.

b. Critical Incidents

All critical incidents must be documented, including but not limited to, incidents where the County or Contractor has been exposed to potential liability, where outside intervention has been sought (police, fire, emergency services, etc.), or where an act of physical violence has occurred or been threatened. Contractor shall adopt a critical incident policy and a form Critical Incident Report ("CIR"). Copies of all CIRs shall be delivered to the County within forty-eight (48) hours.

Contractor must have a policy that details any legal duties to report elder abuse and a

written plan and process for reporting such abuse to the appropriate reporting agency.

c. Disaster Procedures

Contractor must have an emergency response plan in place. Contractor shall consult with County departments to develop safety procedures in the event of fire, earthquake, or incidents requiring administration of First Aid. Contractor shall develop a written policy and train Staff in the event of a death of a Program resident or others.

d. Threat and Assault to Staff and Residents

Contractor must have written policies and procedures to respond to resident threats and assault of members of Staff or other Center residents, volunteers and others. Staff shall be trained in safety procedures and non-violent communication

e. Infectious Disease Outbreak

Contractor must have written policies and procedures to protect residents and others from the risk of infections, outbreak of infectious disease, lice, scabies, and bed bugs. Staff must be trained in infectious disease response. These policies must include protocols for (i) making referrals to health care providers when Contractor has been informed of TB, lice, or scabies, (ii) notifying residents when there is a possibility that they were exposed to a communicable disease that is spread through casual contact, (iii) policies on resident confidentiality related to communicable disease, (iv) intake policies on discovery of bedbugs, (v) protocols for responding to any identified communicable disease, including consultation with a medical professional when determining if a resident is infected with a contagious communicable disease that might seriously endanger the health of other residents. A TB test may not be required as a condition of entry.

Contractor must comply with California Code of Regulations, Title 8, Section 5199, regarding Aerosol Transmissible Diseases control and worker and resident safety expectations.

6. Mandatory Reporting

Contractor must have a written policy to notify County immediately and in no case later than forty-eight (48) hours following any critical incident or unusual occurrence that may create potential liability on the part of the County, including any threats or incidents of sexual assault, assault, or other violence, theft, disaster occurrence, infectious disease, unsafe conditions or unlawful activity, or any incident that is required to be reported to any governmental agency. Contractor shall retain any video or documentary evidence of such incidents or occurrences until the claims period has run, and shall facilitate County access and review of same.

7. Food Services

Contractor must have a written policy addressing food service, including provisions on sanitation, food donations, meal schedules, dietary modifications, dining facilities, and food allergies.

8. Property Procedures

a. Storage of Resident Property.

Contractor must have a written policy that is provided upon intake as to what provision is made for securing belongings including what possessions can be held by the Program at resident request. This does not apply to belongings abandoned by a person who does not return to the Center.

b. Medication.

Contractor must have a written policy that is provided upon intake as to whether provision is made for securing prescription medications and residents' responsibility to store and utilize their medication safely. Contractor may encourage residents to lock medications in secure storage areas made available in order to protect medication from theft but may not require residents to turn over medication. The Center must make available a secure storage area for medications and provide access to refrigeration for medications. This can include, but is not limited to, a locked box within a refrigerator that also serves other functions. Residents who hold a legally valid California medical marijuana card cannot be discharged for possession that falls within the legal limit. Those residents may use medical marijuana, but it cannot be smoked or consumed in any form on the Center premises.

9. Good Neighbor Plan

Contractor shall prepare and implement a "good neighbor plan" with neighborhood residential and commercial property owners to assure that the rights and responsibilities of all parties are understood and monitored by promoting communication, respect, and trust among neighbors, residents of facilities, providers and funders.

All policies and procedures in the Handbook shall be reviewed and approved by the County prior to implementation. The County shall assist as necessary in the development of the Handbook.

Exhibit E
Pet Policy

Kern County Navigation Center
Pet Policy & Agreement

The Center allows residents to have pet(s).

- Pet owners must cooperate with the animal care provider at the designated hours to handle the intake and discharge of pets from the Center.
- Pet owners must provide proof of a current rabies vaccination upon entering the Center. A pet must not have any communicable diseases, which creates a risk for other pets. Kern County Animal Services (“KCAS”) will assist pet owners to get vaccinations for pets that need them.
- Residents must provide animal care provider with necessary information to maintain records concerning veterinary care records, incident reports, etc.
- Only dogs including service animals are welcome at the Center.
- Pet owners are responsible for taking care of their pet. This includes:
 - The animal must have food and fresh water.
 - Dogs must be walked on a daily basis.
 - Waste material is to be picked-up and properly disposed.
 - The pet must be kept clean – e.g. bathed one time per week or as needed; the participant is responsible for cleaning the bathroom tub or sink if used for animal washing.
 - Crate/carriers must be washed on a weekly basis or as needed.
 - Pet owners must keep their animal current with any required vaccinations (proof is required) and attend to any medical needs that their animal may have.
- A pet must be caged or on a leash at all times in all areas of the Center. When on a leash, pet owners must stay with their pet at all times.
- Pet owners are responsible for the care, feeding, health, clean-up and control of their pet at all times. KCAS will assist in ensuring that pet owners care and have food for their pet.
- Pet owners are responsible for ensuring that their pet does not cause any kind of disturbance at the Center, including noise, odor or infestations. A pet should not create excessive or disruptive noises, which causes significant discomfort to other residents.
- Pet owners must take pets with them when they leave the Center during the day unless they make arrangements with the on-site animal care provider. Certain arrangements may be made for residents with employment.
- Pet owners must take pets with them if owner is discharged from the Center for any reason. Pet owner understands that in the event a pet is deserted and/or neglected, the KCAS will have the authority to find alternate housing or temporary foster care for the pet.
- If a pet inflicts injury on any other animal or person, it must be reported to the Program Manager and Supervisor immediately. Contractor staff will complete an Incident Report, report the incident to the appropriate animal control authorities, and/or require the removal of the pet from

- No Center operation staff are responsible for providing any care for any animals.

Exhibit F

Elder Abuse Reporting Certification

HEREBY acknowledges that this contract for services will bring Contractor in contact with dependent adults or elders, and that Contractor has received from County a copy of Welfare & Institutions Code Sections 15630 and the Elder Abuse and Dependent Adult Civil Protection Act (Welfare & Institutions Code Sections 15600, et seq). Contractor certifies that it has knowledge of the provisions of the Act, and will comply with its provisions which define a mandated reporter, and requires that reports of abuse or neglect be made by a mandated reporter when, in his or her professional capacity, or within the scope of his or her employment, he/she observes or has knowledge of an incident that reasonably appears to be physical abuse, abandonment, isolation, financial abuse, or neglect.

Form SOC 341, Report of Suspected Dependent Adult/Elder Abuse, and General Instructions are available on the California Department of Social Services website:
[http://www.dss.cahwnet.gov/cdssweb/entres/form s/English/SOC341 .pdf](http://www.dss.cahwnet.gov/cdssweb/entres/form%20s/English/SOC341.pdf)

Contractor further gives assurance that all of its employees, consultants, and agents performing services under this Agreement, who are mandated reporters under the Act, sign statements indicating that they know of and will comply with the Act's reporting requirements.

Form SOC 341A, Statement Acknowledging Requirement to Report Suspected Abuse of Dependent Adult and Elders, is available on the California Department of Social Services website:
http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/SOC34_1A.pdf

To Report Suspected Dependent Adult/Elder Abuse during regular business hours, call 1 (800) 510-2020
To Report Suspected Dependent Adult/Elder Abuse after hours, call 911

WELFARE AND INSTITUTIONS CODE SECTION 15659

15659.

(a) Any person who enters into employment on or after January 1, 1995, as a care custodian, health practitioner, or with an adult protective services agency or a local law enforcement agency, prior to commencing his or her employment and as a prerequisite to that employment shall sign a statement on a form, that shall be provided by the prospective employer, to the effect that he or she has knowledge of Section 15630 and will comply with its provisions. The signed statement shall be retained by the employer.

(b) Agencies or facilities that employ persons required to make reports pursuant to Section 15630, who were employed prior to January 1, 1995, shall inform those persons of their responsibility to make reports by delivering to them a copy of the statement specified in subdivision (a).

(c) The cost of printing, distribution, and filing of these statements shall be borne by the employer.

(d) On and after January 1, 1995, when a person is issued a state license or certificate to engage in a profession or occupation the members of which are required to make a report pursuant to Section 15630, the state agency issuing the license or certificate shall send a statement substantially similar to the one contained in subdivision (a) to the person at the same time as it transmits the document indicating licensure or certification to the person.

(e) As an alternative to the procedure required by subdivision (d), a state agency may cause the required statement to be printed on all application forms for a license or certificate printed on or after January 1, 1995.

(f) The retention of statements required by subdivision (a), and the delivery of statements required by subdivision (b) shall be the full extent of the employer's duty pursuant to this section. The failure of any employee or other person associated with the employer to report abuse of elders or dependent adults pursuant to Section 15630 or otherwise meet the requirements of this chapter shall be the sole responsibility of that person. The employer or facility shall incur no civil or other liability for the failure of these persons to comply with the requirements of this chapter.

Exhibit G

BUSINESS ASSOCIATE ADDENDUM

This Business Associate Addendum ("Addendum") supplements and is made a part of the contract ("Contract") by and between County of Kern ("CE") and the Community Action Partnership of Kern ("BA"), dated _____, 2020. This Addendum is effective as of _____, 2020 (the "Addendum Effective Date").

RECITALS

- A. CE wishes to disclose certain information, some of which may constitute Protected Health Information ("PHI") (defined below), to BA pursuant to the terms of the Contract.
- B. CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Contract in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act"), and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.
- C. As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into a contract containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations ("C.F.R.") and contained in this Addendum.

In consideration of the mutual promises below and the exchange of information pursuant to this Addendum, the parties agree as follows:

1. Definitions

Catch-all definition:

The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required by Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

Specific definitions:

- (a) Business Associate. "Business Associate" shall generally have the same meaning as the term "business associate" at 45 CFR 160.103, and in reference to the party to this agreement, shall mean the Community Action Partnership of Kern.

- (b) Covered Entity. “Covered Entity” or “CE” shall generally have the same meaning as the term “covered entity” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean the County of Kern.
- (c) HIPAA Rules. “HIPAA Rules” shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.
- (d) **Electronic Health Record** shall have the meaning given to such term in the HITECT Act, including, but not limited to, 42 U.S.C. Section 17921.
- (e) **Privacy Rule** shall I mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164 (Subparts A and E).

2. **Obligations and Activities of Business Associate**

Business Associate agrees to:

- (a) Not use or disclose protected health information other than as permitted or required by the Agreement or as required by law;
- (b) Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of protected health information other than as provided for by the Agreement;
- (c) Report to covered entity any use or disclosure of protected health information not provided for by the Agreement of which it becomes aware, including breaches of unsecured protected health information as required at 45 CFR 164.410, and any security incident of which it becomes aware;
- (d) In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the business associate agree to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information;
- (e) Make available protected health information in a designated record set to the “covered entity” as necessary to satisfy covered entity’s obligations under 45 CFR 164.524;
- (f) Make any amendment(s) to protected health information in a designated record set as directed or agreed to by the covered entity pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy covered entity’s obligations under 45 CFR 164.526;

- (g) Maintain and make available the information required to provide an accounting of disclosures to the “covered entity” as necessary to satisfy covered entity’s obligations under 45 CFR 164.528;
- (h) To the extent the business associate is to carry out one or more of covered entity's obligation(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to the covered entity in the performance of such obligation(s); and
- (i) Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

Permitted Uses and Disclosures by Business Associate

- (a) Business associate may only use or disclose protected health information as necessary to perform the services set forth in the attached Agreement
- (b) Business associate may use or disclose protected health information as required by law.
- (c) Business associate agrees to make uses and disclosures and requests for protected health information consistent with covered entity’s minimum necessary policies and procedures.
- (d) Business associate may not use or disclose protected health information in a manner that would violate Subpart E of 45 CFR Part 164 if done by covered entity except for the specific uses and disclosures set forth below.
- (e) Business associate may use protected health information for the proper management and administration of the business associate or to carry out the legal responsibilities of the business associate.
- (f) Business associate may disclose protected health information for the proper management and administration of business associate or to carry out the legal responsibilities of the business associate, provided the disclosures are required by law, or business associate obtains reasonable assurances from the person to whom the information is disclosed that the information will remain confidential and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies business associate of any instances of which it is aware in which the confidentiality of the information has been breached.
- (g) Business associate may provide data aggregation services relating to the health care operations of the covered entity.

Provisions for Covered Entity to Inform Business Associate of Privacy Practices and Restrictions

- (a) Covered entity shall notify business associate of any limitation(s) in the notice of privacy practices of covered entity under 45 CFR 164.520, to the extent that such limitation may affect business associate's use or disclosure of protected health information.
- (b) Covered entity shall notify business associate of any changes in, or revocation of, the permission by an individual to use or disclose his or her protected health information, to the extent that such changes may affect business associate's use or disclosure of protected health information.
- (c) Covered entity shall notify business associate of any restriction on the use or disclosure of protected health information that covered entity has agreed to or is required to abide by under 45 CFR 164.522, to the extent that such restriction may affect business associate's use or disclosure of protected health information.
- (d) **Reporting of Improper Access, Use or Disclosure.** BA shall report to CE in writing of any access, use or disclosure of Protected Information not permitted by the Contract and Addendum, and any Breach of Unsecured PHI of which it becomes aware without unreasonable delay and in no case later than 10 calendar days after discovery [42 U.S.C. Section 17921; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)].
- (e) **Business Associate's Agents.** BA shall ensure that any agents, including subcontractors, to whom it provides Protected Information, agree in writing to the same restrictions and conditions that apply to BA with respect to such PHI and implement the safeguards required by paragraph (c) above with respect to Electronic PHI [45 C.F.R. § 164.504(e)(2)(ii)(D); 45 C.F.R. § 164.308(b)]. BA shall implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 C.F.R. §§ 164.530(f) and 164.530(e)(1)).
- (f) **Amendment of PHI.** If applicable within ten (10) days of receipt of a request from CE for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, BA or its agents or subcontractors shall make such Protected Information available to CE for amendment and incorporate any such amendment to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.526. If any individual requests an amendment of Protected Information directly from BA or its agents or subcontractors. BA must notify CE in writing within five (5) days of the request. Any approval or denial of amendment of Protected Information maintained by BA or its agents or subcontractors shall be the responsibility of CE [45 C.F.R. Section 164.504(e)(2)(ii)(F)].

- (g) **Accounting Rights.** Within ten (10) days of notice by CE of a request for an accounting of disclosures of Protected Information BA and its agents or subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935(c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents or subcontractors for at least six (6) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an electronic health record and is subject to this requirement. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure. In the event that the request for an accounting is delivered directly to BA or its agents or subcontractors, BA shall within five (5) days of a request forward it to CE in writing. It shall be CE's responsibility to prepare and deliver any such accounting requested. BA shall not disclose any Protected Information except as set forth in Sections 2.b. of this Addendum [45 C.F.R. Sections 164.504(e)(2)(ii)(G) and 165.528]. The provisions of this subparagraph shall survive the termination of this Agreement.
- (h) **Governmental Access to Records.** BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with the Privacy Rule [45 C.F.R. Section 164.504(e)(2)(ii)(H)]. BA shall provide to CE a copy of any Protected Information that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.
- (i) **Data Ownership.** BA acknowledges that BA has no ownership rights with respect to the Protected Information.
- (j) **Notification of Breach.** During the term of the Contract, BA shall notify CE within twenty-four (24) hours of any suspected or actual breach of security, intrusion or unauthorized use or disclosure of PHI of which BA becomes aware and/or any actual or suspected use or disclosure of data in violation of any applicable federal or state laws or regulations. BA shall take (i) prompt corrective action to cure any such deficiencies and (ii) any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.

- (k) **Breach Pattern or Practice by Covered Entity.** Pursuant to 42 U.S.C. Section 17934(b), if the BA knows of a pattern of activity or practice of the CE that constitutes a material breach or violation of the CE's obligations under the Contract or Addendum or other arrangement, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the Contract or other arrangement if feasible, or if termination is not feasible, report the problem to the Secretary of DHHS. BA shall provide written notice to CE of any pattern of activity or practice of the CE that BA believes constitutes a material breach or violation of the CE's obligations under the Contract or Addendum or other arrangement within five (5) days of discovery and shall meet with CE to discuss and shall attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.
- (l) **Audits, Inspection and Enforcement.** Within ten (10) days of a written request by CE, BA and its agents or subcontractors shall allow CE to conduct a reasonable inspection of the facilities, systems, books, records, agreements, policies and procedures relating to the use or disclosure of Protected Information pursuant to this Addendum for the purpose of determining whether BA has complied with this Addendum; provided, however, that (i) BA and CE shall mutually agree in advance upon the scope, timing and location of such an inspection. (ii) CE shall protect the confidentiality of all confidential and proprietary information of BA to which CE has access during the course of such inspection; and (iii) CE shall execute a nondisclosure agreement, upon terms mutually agreed upon by the parties. If requested by BA. The fact that CE inspects, or fails to inspect, or has the right to inspect, BA's facilities, systems, books, records, agreements, policies and procedures does not relieve BA of its responsibility to comply with this Addendum, nor does CE's (i) failure to detect or (ii) detection, but failure to notify BA or require BA's remediation of any unsatisfactory practices, constitute acceptance of such practice or a waiver of County's enforcement rights under the Contract or Addendum, BA shall notify CE within ten (10) days of learning that BA has become the subject of an audit, compliance review, or complaint investigation by the Office for Civil Rights.

3. Termination

- (a) **Material Breach.** A breach by BA of any provision of this Addendum, as determined by CE, shall constitute a material breach of the Contract and shall provide grounds for immediate termination of the Contract, any provision in the Contract to the contrary notwithstanding. [45 C.F.R. Section 164.504(e)(2)(iii)].
- (b) **Judicial or Administrative Proceedings.** CE may terminate the Contract, effective immediately, if (i) BA is named as a defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or

other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.

(c) Obligations of Business Associate Upon Termination.

Upon termination of this Agreement for any reason, business associate, with respect to protected health information received from covered entity, or created, maintained, or received by business associate on behalf of covered entity, shall:

1. Retain only that protected health information which is necessary for business associate to continue its proper management and administration or to carry out its legal responsibilities;
2. Return to covered entity the remaining protected health information that the business associate still maintains in any form;
3. Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information to prevent use or disclosure of the protected health information, other than as provided for in this Section, for as long as business associate retains the protected health information;
4. Not use or disclose the protected health information retained by business associate other than for the purposes for which such protected health information was retained and subject to the same conditions set out in this Agreement above which applied prior to termination; and
5. Return to covered entity or, if agreed to by covered entity, destroy the protected health information retained by business associate when it is no longer needed by business associate for its proper management and administration or to carry out its legal responsibilities.

4. **Indemnification**

BA agrees to indemnify, defend and hold harmless CE and CE's agents, board members, elected and appointed officials and officers, employees, volunteers and authorized representatives from any and all losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments, costs, and expenses (including, but not limited to, reasonable attorneys' fees of County Counsel and counsel retained by CE, expert fees, costs of staff time, and investigation costs) of whatever kind or nature, which arise out of or are in any way connected with any negligent act or omission of BA or BA's officers, agents, employees, independent BAs, sub-contractor of any tier, or authorized representatives. Without limiting the generality of the foregoing, the same shall include injury or death to any person or persons; damage to any property, regardless of where located, including the property of CE; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of BA by any person or entity.

5. **Disclaimer**

CE makes no warranty or representation that compliance by BA with this Addendum, HIPAA, the HITECH Act, or the HIPAA Regulations will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

6. **Certification**

To the extent that CE determines that such examination is necessary to comply with CE's legal obligations pursuant to HIPAA relating to certification of its security practices, CE or its authorized agents or contractors, may, at CE's expense, examine BA's facilities, systems, procedures and records as may be necessary for such agents or contractors to certify to CE the extent to which BA's security safeguards comply with HIPAA, the HITECH Act, the HIPAA Regulations or this Addendum.

7. **Amendment**

a. **Amendment to Comply with Law.** The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the Contract or Addendum may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule and other applicable laws relating to the security or confidentiality of PHI. The parties understand and agree that CE must receive satisfactory written assurance from BA that BA will adequately safeguard all Protected Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this Addendum embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule or other applicable laws. CE may terminate the Contract upon thirty (30) days written notice in the event (i) BA does not promptly enter into negotiations to amend the Contract or Addendum when requested by CE pursuant to this Section or (ii) BA does not enter into an amendment to the Contract or Addendum providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

8. **Assistance in Litigation or Administrative Proceedings**

BA shall make itself, and any subcontractors, employees or agents assisting BA in the performance of its obligations under the Contract or Addendum, available to CE, at no cost to County, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against County, its directors, officers or employees based upon a claimed violation of HIPAA, the HITECH Act, The Privacy Rule, the Security Rule, or other laws relating to security and privacy, except where BA or its subcontractor, employee or agent is a named adverse party.

9. **No Third-Party Beneficiaries**

Nothing express or implied in the Contract or Addendum is intended to confer, nor shall anything herein confer, upon any person other than County, BA and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

10. Effect on Contract

Except as specifically required to implement the purposes of this Addendum, or to the extent inconsistent with this Addendum, all other terms of the Contract shall remain in force and effect.

11. Interpretation

The provisions of this Addendum shall prevail over any provisions in the Contract that may conflict or appear inconsistent with any provision in this Addendum. This Addendum and the Contract shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule. The parties agree that any ambiguity in this Addendum shall be resolved in favor of a meaning that complies and is consistent with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule.

IN WITNESS WHEREOF, the parties hereto have duly executed this Addendum as of the Addendum Effective Date.

COUNTY OF KERN

BUSINESS ASSOCIATE

Community Action Partnership of Kern

By: _____
Print Name: _____
Title: _____
Date: _____

By: _____
Print Name: _____
Title: _____
Date: _____

Exhibit H

Audit and Records Requirements

CPA Audit on Termination

1. Audit Requirement. At the request of County, Contractor shall give to County audit reports

covering the term of this Agreement, prepared by an independent Certified Public Accountant. The audit requirement is for the purpose of determining whether the reported costs have been computed in accordance with Generally Accepted Accounting Principles, within the provisions of this Agreement, and with all applicable County requirements. Such audit shall be performed in accordance with the Standards for Audit of Governmental Organizations, Programs, Activities, and Functions as published by the Comptroller General of the United States, and in accordance with Generally Accepted Auditing Standards. County reserves the right to require a program specific audit at County's discretion.

2. Audit Submission /Fiscal Year-end. Contractor shall provide County with the audit reports required herein no later than One Hundred Twenty (120) days after the close of Contractor's Fiscal Year or 120 days after end of contract period whichever occurs first. In the case where providing the required audit within the specified time period represents an unreasonable hardship, Contractor shall alert County and request an extension. Additional documentation may be requested by County in order to grant the extension. The submittal of the audit will continue to be required and due no later than six (6) months after the close of Contractor's fiscal year-end.
3. Payment for Audit. Contractor shall bear all costs in connection with, or resulting from, any audit and/or inspections including, but not limited to, actual cost incurred and the payment/repayment of any expenditures disallowed by County, State or Federal government entities, including any assessed interest and penalties.
4. If Contractor is exempt from federal audit procedures, then payment for this audit shall be made by Contractor with resources other than grant funds, or those used for matching purposes. If Contractor is not exempt from federal audit procedures under Uniform Guidance, the cost of audits made in accordance with the provisions of this part are allowable charges to County. The charges may be considered a direct cost or an allocated indirect cost, as determined in accordance with the provisions of applicable OMB cost principles circulars, the Federal Acquisition Regulation (FAR) (48 CFR parts 30 and 31), or other applicable cost principles or regulations.


Contractor Records

Contractor shall maintain and make available to County accurate books and records related to the Services in accordance with Section 13 of the Agreement. Subject to the requirements of Section 13 of the Agreement, Contractor shall permit County to audit, examine, and make excerpts and transcripts from its records and to conduct audits of all invoices, materials, records of personnel, or other data related to the Services under this Agreement. Contractor shall maintain its data and records in an accessible location and condition for a period of not less than three years from the date of final payment under this Agreement, or until after the conclusion of any audit, whichever occurs last. The State of California and/or any federal agency having an interest in the subject of this Agreement shall have the same rights as County.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Executive Committee

From: 
Jerry Meade, PDM Administrator

Date: January 13, 2020

Subject: *Agenda Item 5b:* Early Head Start Child Care Partnership Budget Revision Request – **Action Item**

At the December Executive Committee meeting, Head Start received approval to submit a Budget Revision for the Early Head Start Child Care Partnership (09HP00163) for the 2019-2020 funding year. Through the ongoing review and monitoring of the budget to actuals, program has identified additional savings in the Contractual category. This is a result from the new funding not being obligated to new partners. Staff have identified some Equipment needs that could be included in Budget Revision that was the previously approved in December. Additionally, equipment purchases require prior approval from the Office of Head Start. Program is proposing to purchase 2 vehicles for transporting parents and children, as well as 3 copy machines. In order to ensure we obligate these funds prior to the end of our fiscal year in February 2020, staff are requesting approval from the Executive Committee to submit this request with the budget revision. The request will include moving \$200,000 from Contractual to the Equipment category for the purchase of the above-mentioned equipment.

Recommendation

Staff recommends the Executive Committee approve with resolution the purchase of equipment for the Early Head Start Child Care Partnership (09HP00163) within the pending Budget Revision.

Attachments:

Resolution 2020-01

RESOLUTION # 2020-01

A Resolution of the Executive Committee of the Community Action Partnership of Kern Approving the Budget Revision & Equipment purchase for Early Head Start Child Care Partnership

The Executive Committee of the Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on January 13, 2020, in Bakersfield, California at a special 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, the Early Head Start Child Care Partnership, Grant #09HP000163, has requested to submit budget revision and to purchase equipment for the 2019-2020 budget year; and

WHEREAS, this Early Head Start Child Care Partnership budget revision and equipment purchase will be added to the budget revision approved in December 2019; and

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

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a budget revision and equipment purchase for the Early Head Start Kern Partnership; and

NOW, THEREFORE, be it resolved that the CAPK Executive Committee hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to act on behalf of the Board as CAPK’s representative signatory with regard to the submission of the budget revision for Early Head Start Child Care Partnership, #09HP000163.

APPROVED by a majority vote of the Executive Committee of Community Action Partnership of Kern, this 13th day of January 2020.

Curtis Floyd, Chair
CAPK Board of Directors

Date

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
PROGRAM REVIEW & EVALUATION COMMITTEE MEETING
January 15, 2020
12:00 pm

MEETING MINUTES

1. Call to Order

Committee Chair Yolanda Ochoa called the meeting to order at 12:00 pm.

2. Roll Call

Roll Call was taken with a quorum present.

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

Absent: Jonathan Mullings

Others Present: Jeremy Tobias, Chief Executive Officer, Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Tracy Webster, Chief Financial Officer; and other CAPK staff.

3. Approval of Agenda

Motion was made and seconded to approve the Program Review & Evaluation Committee meeting agenda for January 15, 2020. Carried by unanimous vote. (Gurrola/Hogan).

4. Public Forum

No one addressed the Committee.

5. Program Presentation

Tammy Fisher, CalFresh Healthy Living Program Manager, provided an overview of CAPK's new program and stated that the mission is to improve the nutritional health of low-income Californians by providing access to nutrition education, physical activity education, and leadership toward healthy community initiatives. The program goals for fiscal years October 1, 2020 to September 30, 2022 are: to reach 90,000 unduplicated SNAP-Ed eligible residents; work with 146 community partners; work in 216 sites to engage the SNAP-ED community in program planning and implementation; and put 17 sustainability measures in place to ensure changes to support healthy eating and physical activity are continued.

Tammy explained that the County Nutrition Action Plan (CNAP) is a collaborative committee to bring together funded partners to create strategies and sustainable policies. Tammy also highlighted "Rethink Your Drink" Day which will take place on May 13, 2020 all across the state. It is designed to teach Californians about the benefits of drinking water instead of sugary drinks.

6. New Business

- a. November & December 2019 Program & Division Reports – Pritika Ram, Director of Administration – **Action Item**

Pritika Ram provided a summary of the monthly program reports for November & December 2019 and reported the noteworthy accomplishments. Pritika also advised the Committee that two programs will be added in the coming months, AmeriCorps and the Homeless Navigation Center.

Motion was made and seconded to approve the November & December 2019 Program & Division Reports. Carried by unanimous vote. (Panos/Gurrola)

- b. Application Status Reports & Funding Requests – Pritika Ram, Director of Administration – **Action Item**

1. Application Status Reports for November & December 2019.
2. Funding Request: JP Morgan Chase & Company for CAPK Multi-Story Housing Initiative, Advancing Cities.
3. Consent Funding Requests under \$50,000

Pritika Ram reviewed the Application Status Report for November & December 2019 and summarized the JP Morgan Chase funding request. Pritika also explained that funding requests under \$50,000 that do not have staffing or financial impacts will be included in the new consent funding request form included in the agenda packet.

Motion was made and seconded to approve the Application Status Reports & Funding Requests. Carried by unanimous vote. (Gurrola/Hogan).

- c. November & December 2019 Head Start / State Child Development Enrollment Update & Meals Report – Ginger Mendez, HS State Enrollment / Attendance Manager – **Action Item**

Ginger Mendez provided the budget to actual reports for November & December 2019. HS Kern and EHS San Joaquin achieved 100% enrollment. EHS Kern was up to 89% in December and EHS Partnerships was at 51%. Most of the under-enrollment issues are due to facility renovations. The Office of Head Start is aware of the issues and are very supportive of CAPK's efforts to meet enrollment requirements. However, after reporting under enrollment for four consecutive months, the Regional Office will initiate a Plan of Action. It is important to note that this action is not punitive. Reports will be shared with the Board for the next 12 months

For children with disabilities, EHS Kern and San Joaquin exceeded the goal of 10%, HS Kern is at 9.3% and EHS Partnerships is at 4%. For over-income, all 4 programs are under the 10% threshold.

Enrollment recruitment is ongoing, and staff is highly focused on increasing enrollment to achieve enrollment goals.

Ginger also reported on compliance reviews and noted the Central Kitchen meals & snacks served for October & November 2019, and the CACFP reports for October yielded 87% and 84% in November.

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

- d. Summary of Changes to the Head Start Recruitment & Selection Plan for 2020-2021 – Ginger Mendez, Enrollment & Attendance Manager – **Action Item**

Prior to the presentation, Marian Panos made a motion to table the action until February, and after discussion among the Committee Members, the motion failed by a vote of one in favor and three opposed.

Ginger Mendez explained the process for the annual review and stated that a committee comprised of staff, parents, and community partners, a CAPK Board Member, and a Head Start Policy Member, participate in the review process and are charged with making recommendations to ensure that the Head Start Recruitment & Selection Plan meets the Head Start Performance Standards. The Committee recommended 4 revisions to the 2020-2021 Recruitment & Selection Plan, which was revised in December 2019.

Ginger reported that while the process of selection remains unchanged, the Selection Criteria Verification Form known as the “point sheet” is used to place the applicant child on the waitlist to be selected in accordance with priority points, and was updated to support the recommended changes. Staff recommends Committee approval of the 2020-2021 recruitment and Selection Plan with the adjustments to the Selection Criteria Verification Form.

Marian Panos stated her objection and requested the Committee table the approval until the February 12, 2020 meeting as she requires additional time for review and to meet with staff to ensure that proposed plan meets the Head Start standards.

Due to time sensitivity, Jose Gurrola recommended that the Committee move forward with approval and asked Marian to schedule time with staff over the next two weeks, prior to the January 29, 2020 Board Meeting. If Marian’s questions have been resolved, the item can be approved by the Board, and if not, Marian can then make a motion to return the item to the PRE Committee on February 12, 2020.

Motion was made to approve the 2020-2021 Recruitment & Selection Plan with adjustments to the Selection Criteria Verification Form. Motion carried by a vote of three in favor and one opposed (Gurrola/Hogan).

- e. County of Kern Low Barrier Navigation Center Draft Policy & Procedure Operations Manual and Project Update – Sheila Shegos, Outreach & Grants Administrator / Homeless Shelter Project Lead – ***Info Item***

Pritika Ram reported that the Contract with the County of Kern was approved by the Board of Supervisors and the CAPK Executive Committee. A draft copy of the Policy & Procedure Operations Manual is included in the agenda packet and the final version will be brought back to the PRE Committee for approval at the February 12, 2020 meeting.

7. Committee Member Comments

Jose Gurrola wished staff a Happy New Year and commended staff for the excellent work and said he is impressed with the level of commitment and he is looking forward to the coming year.

Yolanda Ochoa thanked the staff and commented on the growth of the agency, but she also noted that not all programs are identifying with CAPK and stated that branding needs to be a priority. Pritika Ram replied and said that staff has been working on the new branding effort, which will be presented in February.

8. Next Scheduled Meeting

Program Review & Evaluation
Wednesday, February 12, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

9. Adjournment

The meeting adjourned at 12:58 pm.



Wednesday, January 15, 2020



Tammy Fisher, CAPK Program Manager
Tfisher@capk.org 661-336-5236 x1901



Office Site
2323 16th Street, Suite 302
Bakersfield, CA 93301
661-439-3831

Mailing Address
5005 Business Park North
Bakersfield, CA 93309
661-336-5236

Supplemental Nutrition Assistance Program Education and Obesity Prevention Grant Program

SNAP-Ed GOAL

To improve the likelihood that persons eligible for SNAP will make the healthy food choices within a limited budget and choose physically active lifestyles consistent with the current Dietary Guidelines for Americans and USDA food guidance.



California's CalFresh Healthy Living, with funding from the United States Department of Agriculture's Supplemental Nutrition Assistance Program – USDA SNAP, produced this material. These institutions are equal opportunity providers and employers. For important nutrition information, visit www.CalFreshHealthyLiving.org.



MISSION STATEMENT



The CalFresh Healthy Living mission is to improve the nutritional health of low-income Californians by providing access to nutrition education, physical-activity education, and leadership toward healthy community initiatives.



California SNAP-Ed Funded Agencies



California Department of Health & 61 Local Health Departments



31 Counties



19 Area Agencies



State of California
Department of Aging

6 Area Agencies



Catholic
Charities
USA®

11 Local Agencies across 24 Counties

California's CalFresh Healthy Living, with funding from the United States Department of Agriculture's Supplemental Nutrition Assistance Program – USDA SNAP, produced this material. These institutions are equal opportunity providers and employers. For important nutrition information, visit www.CalFreshHealthyLiving.org.



Program Goals for Federal Fiscal Years October 1, 2020 until September 30, 2022



- *reach 90,000 unduplicated SNAP-Ed eligible residents*
- *work with 146 community partners*
- *work in 216 sites to engage the SNAP-Ed community in program planning and implementation;*
- *put 75 sustainability measures in place to ensure changes to support healthy eating and physical activity are continued.*



County Nutrition Action Plan



CNAP *Vision:*

A culture of health
and well-being in Kern
County

CNAP *Mission:*

To implement strategies or
interventions to help establish
healthy eating habits and a
physically active lifestyle in
accordance with the SNAP-Ed
guidance where we work, live,
shop, learn, play.



Learn

CAPK CalFresh Healthy Living sub-contracted school district partners engaging Students, Teachers, Staff and Parents;

- *Providing SNAP-Ed activities, strategies, and interventions consistent with Dietary Guidelines for Americans and USDA food guidance system to establish, cultivate, and maintain partnerships that will increase healthy eating and active lifestyles.*
- *Reporting and cultivating program supports that measure low-income population are eating fruits and vegetables one or more times per day.*





Shop

Providing SNAP-Ed activities, strategies, and interventions consistent with Dietary Guidelines for Americans and USDA food guidance system that will increase healthy procurement, best market practices, and educational strategies that in turn will establish, implement and/or sustain written policies, systems, and environmental changes at community food assistance sites.





Live

- *Providing SNAP-Ed activities, strategies, and interventions consistent with Dietary Guidelines for Americans and USDA food guidance system that will increase healthy eating and active lifestyles for Healthcare Clinics and Hospitals.*
- *Put sustainability measures in place to establish, implement and written policies, systems, and/ or environmental changes at the community Healthcare Clinics and Hospitals.*





What Is Rethink Your Drink Day?

Rethink Your Drink Day is a Statewide Day of Action designed to teach Californians about the benefits of drinking water instead of sugary drinks. Local organizations will host events across the state on **May 13, 2020**.

www.rethinkyourdrinkday.com





September 2, 2020

HEALTHY SNACK Day

What is Healthy Snack Day?

Healthy snacking can be easy and affordable. Whether it's at work or after school, the right snacks can help adults and kids live healthier. Join us on Healthy Snack Day to learn and share recipes, tips and tools to find snacks that are satisfying and healthy for you and your family.





THANK YOU!



Tammy Fisher, CAPK Program Manager

Tfisher@capk.org 661-336-5236 x1901

Office Site

2323 16th Street, Suite 302

Bakersfield, CA 93301

661-439-3831

Mailing Address

5005 Business Park North

Bakersfield, CA 93309

661-336-5236

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Administration/Pritika Ram			Month/Year: November-December 2019		
Program/Work Unit: 2-1-1 Kern County		Staffing: 26		Program Manager: Irene Fonseca	

Services: Provides 24/7 information and referral services via phone or CAPK's website to residents of Kern. Also provides call handling services for Kings, Tulare, and Stanislaus Counties. 2-1-1 serves as the call center for the CAPK Energy Program. This includes scheduling appointments, providing status updates on pending applications and mailed applications. 2-1-1 also provides information on application accessing options. As of October 2018, the Kern County Coordinated Entry System initiated as a program within 2-1-1 Kern. 2-1-1 I&R Specialists screen callers experiencing homelessness and move information along to the CES Homeless Navigators. CES can then prioritize the urgency and link the client to necessary services. In November of 2019, 2-1-1 in collaboration with First5 of Kern, became an access point for parents of children ages 0-5 to complete an online assessment that will provide insight on how the child is growing and developing for their age. This assessment can aid in early intervention of identified delays.

Activities	Description			
Information & Referral Services	Incoming	Answered	Unanswered	Referrals
Kern County	10,066	9,143	923(9%)	20,449
Kings County	368	340	28(1%)	*
Tulare County	1,457	1,365	92(6%)	*
Stanislaus County	1,898	1,706	192(10%)	*
Total	13,789	12,554	1,235(8%)	

*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.

Does not track them. The information goes directly to the rear databases for the individual counties.

Most Requested Services	Food Pantries	Homeless Shelter	Utility Assistance	
Top 3 Unmet Needs	Rental Assistance	Transportation	Homeless Shelter	
Other Services			Month	YTD
LIHEAP	Calls Answered		7,134	51,337
Weatherization	Calls Routed through 2-1-1		507	5,644
Mental Health	Calls Answered		326	3,036
Website Visitors	Visitors to CAPK’s 2-1-1 Kern web page		8,377	56,703
VITA	Calls Routed through 2-1-1		N/A	6,944
CalFresh Enrollments	Onsite enrollment into CalFresh (Supplemental Nutrition Assistance Program (SNAP/food stamps)	Submitted	Approved	Pending
		28	8	20
Coordinated Entry System (CES)	Entry point for the homeless population in Kern County.	211 Homeless Calls	QRT Received	Assessments Completed
		1287	21	221
Outreach Activities		Outcomes		
<ul style="list-style-type: none">2-1-1 Presentation at Social Security AdministrationHarvey Hall Head start Resource fair2-1-1 Presentation at Arvin Head startSummit Resource fair at Edison Middle SchoolWorld Aids Awareness Resource Fair		<ul style="list-style-type: none">211 Kern - informational cards: 100211 Kern - informational cards: 100211 Kern- informational cards: 100211 Kern- informational cards: 150211 Kern- informational cards: 150		
<ul style="list-style-type: none">2-1-1 Presentation at Social Security Administration in Delano, Ca.Resource Fair in Delano, CaLive United Circle of Friends		<ul style="list-style-type: none">211 Kern - informational cards: 100211 Kern - informational cards: 100211 Kern- informational cards: 100		

Highlights: November 7, 2019, 2-1-1, through funding from First5 of Kern, will provide developmental screenings to parents of children ages 0-5. This assessment will aide in early intervention of identified delays. 2-1-1 Development Specialist has completed a total of 70 over the phone online assessments with parents.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: January/2020
Program/Work Unit: CalFresh Healthy Living	Total Program Staffing: 8	Program Manager/Supervisor: Tammy Fisher
Program/Work Unit Description: CAPK with funded and unfunded community partners that reflect the geographic, cultural, and ethnic diversity of Kern County will implement strategies and/or interventions in communities to help establish healthy eating habits and a physically active lifestyle, in accordance with the Supplemental Nutrition Assistant Program Education (SNAP-Ed) guidance mandated by the Food and Nutrition Act under Section 28, with an interest in improving nutrition, physical activity, public health, the built environment, and health care where we work, live, shop, learn and play.		

Activities	Description	Status	
		Month	YTD
Attend monthly Community Collaborative meetings in Wasco, Bakersfield and Delano	Five Health Educators attended six collaborative meetings and introduced the CalFresh Healthy Living program resources and connected with community partners during November and December.	November & December	Monthly
Host an open house on 12/20/19 for CAPK Staff at the program office located at 2323 16 th Street in Bakersfield.	All Staff participated at the December open house event and the health educators exhibited the Choose Health Drink Water curriculum and provided education materials. Six community and staff members were able to attend. Another open house will be planned for May 2020 as many holiday events conflicted with the program open house date.		
Attend local food bank assistant sites and participated as a vendor at the Wonderful Company Food Giveaway and Delano Farmer's Market during November and December 2019.	The Health Educators and the Program Coordinator participated in providing nutrition education materials to a total of 108 participants at the food bank assistant sites in Bakersfield, Mojave and Wasco, and connected with 300 total participants at the November Farmer's Market and the December Food Giveaway in Delano.	Monthly	Ongoing
Met with Mercy Hospital Downtown	CalFresh Healthy Living Program Coordinator and Health Educators began meeting in November to discuss collaboration of CalFresh Healthy Living program resources for the hospital cafeteria, wellness committee program and discussion of a time line for offering community nutrition education classes.	Monthly	Ongoing

Facilitate the CAPK County Action Nutrition Plan (CNAP) Steering Committee Meeting	On Friday, December 6, 2019 the CNAP Steering Committee members met for the first quarterly Steering Committee meeting to discuss and review the CNAP Articles for Collaboration, identify and coordinate CNAP Collaborative working groups to extend partnership building efforts across Kern County that will meet CalFresh Health Living program goals. The quarterly Steering Committee meetings will be held at the CAPK Board room from 10:00 -11:30 AM. The Quarterly CNAP Steering Meeting is a grant requirement.	Quarterly	Q1 12/6/19 Q2 03/5/20 Q3 05/7/20 Q4 08/7/20
Budget revision approved	State approved the program budget revision to reflect the actual needs of the program. For example, the program office space and the occupancy costs have been projected accurately.		
Met with sub-contracted partners	Reviewed scope of work with sub-contracted partners during November and December. Discussed possible barriers and identified partnerships for completing program goals. Sub-contracted partners agreed they will submit program invoices on the 20 th of each month.		

Other:


1. CalFresh Healthy Living Day of Training for Central Valley will take place on Wednesday, February 26, 2020 8:30 AM – Noon for a review and update on the Dietary Guidelines for Americans and from 1:00 – 4:30 PM an afternoon training on how to engage and recruit youth in the community with the Youth Participatory Active Research tools. The location of the training is at UCCE 1031 South Mt. Vernon Ave and for more information and/or to register contact Celena Vela, Program Assistant at 661-336-5236 x1900.
2. CalFresh Healthy Living Health Educators started in November weekly Friday Staff meetings and weekly Wednesday program trainings on the CalFresh Healthy Living program approved evidence-based curriculums and program resource tools.

Staffing:

Staffing for the CalFresh Healthy Living program include a Program Manager, a Program Coordinator, a Program Assistant, 5 Health Educators, and an Accountant.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Director of Administration, Pritika Ram		Month/Year: November and December 2019
Program/Work Unit: Community Development	Total Staffing: 7	Program Manager/Supervisor: Sheila Shegos
Services: Grant research on funding resources and opportunities, proposal preparation, and special projects. Media and public relations, agency and program promotional materials, advocacy, social media and website management, special events and fundraising, English-Spanish translations.		
Community Development Team Activities		
<p>In December the <u>Outreach Team</u> helped facilitate communications with the County and media in advance of the selection of Community Action Partnership of Kern as the operator of the new Kern County Homeless Shelter.</p> <p>We also helped to share the joy of the holiday season by attending a host of special visits by Santa to our Head Start Centers across Kern County and sharing it with the public through social media.</p> <p>The <u>Grants Team</u> provided GrantHub training to program managers and they are now using the system. The team is also assisting Head Start in completing their annual Community Assessment.</p>		
Advocacy	<ul style="list-style-type: none">• Prepared messaging for Kern County homeless shelter discussions and coordinate with county staff on public process.• Attended City of Bakersfield homelessness shelter public meetings.• Attended Kern County Board of Supervisors Meeting on Dec. 17 where CAPK was named as homeless shelter operator. Coordinated media interest.	
Outreach	<ul style="list-style-type: none">• Developed and shared CAPK Holiday message video with CEO Jeremy Tobias.• Promoted open positions on the CAPK Governing Board and new AmeriCorps program.• Did social media promotion of financial donations to the CAPK Food Bank.	
Special Events	<ul style="list-style-type: none">• Delivered a public presentation on the 211 Kern Homeless Coordinated Entry System (CES) at Philanthropy on Tap on Dec. 3rd.• Coordinated media interest in CES program resulting in a story in The Bakersfield Californian.• Attended many holiday events at Head Start centers promoting giving by a host of community partners and the fun enjoyed by our children.	
Grants-In Progress	<ul style="list-style-type: none">• JP Morgan Chase: "Advancing Cities," Low-Income Housing Project Development.• California State Board of Community Corrections: Youth Diversion Services.	
Research	<ul style="list-style-type: none">• Complete Count Census.• CRM Project Phase 1 funding.• Affordable housing for low-to-moderate income families.	
Projects	<ul style="list-style-type: none">• Head Start Community Assessment.• Youth Centers Policy & Procedure Manual.• 2020 Census, Kern County Census Committee.• CAPK 2019 program CSBG data has been collected and is ready for submission to CSD.• Completing ROMA Certification to become CAPK ROMA Certified Trainer, per CSD requirements.• CAPK's Kern County Housing Needs Assessment (Survey).	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: Nov & Dec/ 2019
Program/Work Unit: East Kern Family Resource Center	Total Program Staffing: 5	Program Manager/Supervisor: Tavia Wooley
Program/Work Unit Description: Serves low-income individuals and families residing in East Kern County communities of Boron, California City, Mojave, North Edwards, Rosamond, and Tehachapi. Services include case managing families with children who are at risk of abuse and neglect (Differential Response); preparing children to enter kindergarten (School Readiness Initiative); parenting education; emergency supplies closet for immediate basic needs such as clothing, food, diapers, infant formula, bus passes, and gas vouchers.		

Activities	Description	Status	
		Month	YTD
Referrals for services Case Managed Families	Differential Response	47	281
	F5K School Readiness	6	40
	Economic Empowerment	0	47
Children enrolled in center-base program		3	21
Adults in Court Mandated Parenting Classes			23
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	127	815
Emergency Supplies Closet and Other Services	Food (individuals)	20	133
	Clothing (individuals)	40	246
	Photocopies (individuals)	704	6124
	HEAP Application Supporting Docs	199	849

Other: EKFRFC hired a new program Supervisor during this reporting period.

COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: November & December 2019
Program/Work Unit: Energy	Total Program Staffing: 38	Program Manager/Supervisor: Todd Payne
Services: Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to-moderate-income Kern County residents. Also, installation of interim water tanks for low-income households affected by the drought.		

Activities	Description	Status	
		Households Served	
		Month	YTD
1. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance -2019)	• Utility bill payments	1084	7514
2. Low Income Home Energy Assistance Program (LIHEAP Utility Assistance – 2020)	• Utility bill payments	210	210
3. Low Income Home Energy Assistance Program (LIHEAP) Weatherization Assistance (2019)	• Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	27	231
	• Energy-efficient appliance installation	55	328
4. Department of Energy Weatherization Assistant Program (DOE-WAP) (2018)	• Residential repair/weatherization (e.g., weather stripping, thermostats, door/window replacement, etc.)	10	66
	• Energy-efficient appliance installation	7	30
5. Total Value of Services (utility payments only)		\$743,971	\$4,627,693
		Results	
6. Energy calls received (from 2-1-1)		9472	
		HEAP	Wx
7. Number of LIHEAP applications Received		2254	123
8. Number of LIHEAP applications Completed		1294	37
9. Number of LIHEAP applications in Progress		960	62
10. Outreach Events attended	12/16 – Head Start Parent Meeting - Willow 12/17 – Head Start Parent Meeting - Fairfax	Give presentations, distribute brochures, applications, tote bags, ink pens and energy savings wheels.	

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: November 2019	
Program/Work Unit: Food Bank	Total Staffing: 18	Program Manager: Jaime Orona	
Services: Partners with 147 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.			
		Status	
Activities	Description	Month	YTD
USDA Commodities	Individuals Served (October)	39,035	383,154
	Poundage Received all Programs	1,596,442	18,722,708
	Total Poundage Distributed, All Sites	1,564,832	18,506,251
	Total Distributed pounds 2018	1,123,131	12,110,393
Food Sourcing	Produce Received: 165,682 pounds of produce (donated or purchased) & 9 different produce items: <ul style="list-style-type: none">• Bolthouse: Carrots• Country Sweet Produce: sweet potatoes & yams• Grimmway: cabbage, broccoli & cauliflower• Kingsburg Orchards: plums• Target: Mixed produce• Tasteful Selections: potatoes• Walmart: Mixed produce• Wonderful: Citrus		
Food Drives: KGET, Bakersfield City <ul style="list-style-type: none">• Received: 5,623 LBS.• Monetary Donations: \$7,527.35	Farmers Markets: 1. Delano Regional Med Center: 510 Families/ 2020 Individuals-/distributing 38,400 lbs. of fresh produce & bread. 2. St. John’s Arvin: 82 Families/410 Individuals-received a box of fresh produce, bread & canned food. CSFP: 350 Seniors at Shafter Youth Center, Plaza Towers & Harmony received 3,000 lbs. of watermelon.		

Other:

- This month we continued our Backpack Buddies program; which provides breakfast and lunch items for children on the weekend. We are delivering a total of 300 bags between Buttonwillow, Greenfield, and now Standard School.
- On November 2nd we participated in the Health and Resources Fair in Arvin. Providing produce, canned and dry goods.
- On November 4th we provided a one-time donation of bread and produce to Hillcrest SDA.
- On November 7th we had a volunteer group from the company Aera come to help us bag produce and dry goods for distribution.
- On November 12th we provided a one-time donation of produce, bread, canned and dry goods to EDD for their Farm Workers Appreciation Day event.
- November 13th was the annual KGET Food Drive, collected 5,623 lbs. of food and received \$7,527 in monetary donations.
- On November 15th we received a donation of canned goods from the food drive put on by San Lauren Elementary School.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

- November 18th, we picked up cans and dry goods from the Bakersfield City's annual food drive.
- On November 19th we partnered with the Bakersfield Condors and the Salvation Army on Wilson and donated 25 Thanksgiving food boxes and turkeys to families in need.
- On November 21st we provided bread, canned and dry goods for the monthly homeless Pocket Park event.
- On November 21st we provided and one-time donation of produce, canned and dry goods to Word of Life for their Thanksgiving event.
- On November 22nd, we provided and one-time donation of bread and dry goods to Nueva Creacion Church for their Thanksgiving event.
- On November 26 we participated in the in the annual World Aids Day Resource Fair, providing: bread, produce, dry and canned goods.
- Our CSFP program held 35 distributions for the month of November and distributed 30 pound boxes of healthy and non-perishable food to 4,305 seniors throughout Kern County.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: December 2019	
Program/Work Unit: Food Bank	Total Staffing: 19	Program Manager: Jaime Orona	
Services: Partners with 147 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals.			
		Status	
Activities	Description	Month	YTD
USDA Commodities	Individuals Served (November)	36,780	427,323
	Poundage Received all Programs	1,997,419	20,720,171
	Total Poundage Distributed, All Sites	1,821,699	20,339,603
	Total Distributed pounds 2018	1,210,566	13,571,152
Food Sourcing	Produce Received: pounds of produce (donated or purchased) & different produce items: <ul style="list-style-type: none">• Bolthouse: Carrots• Grimmway: cabbage, potatoes, carrots, & leafy greens• Target: Mixed produce• Walmart: Mixed produce• Wonderful: Citrus		
Food Drives:	Farmers Markets:		

Other: For 2019, the Food Bank distributed **20,339,603 lbs. of food, an increase of 6,768,451 from the previous year!**

- Backpack Buddies program 0151—which provides breakfast and lunch items for children on the weekend—provided 300 bags between Buttonwillow, Greenfield, and now Standard School.
- December 5th: we received misc. canned goods from a holiday food drive hosted by IES Office.
- Also, on December 5th, we dropped off bread, produce, and misc. dry goods to the Southside SDA church for a holiday food give-away.
- On December 12th, Aera Energy group came in to help us sort through our misc. and canned food items received from our KGET Food Drive.
- Also, on December 12th, we provided bread, produce, misc. dry and canned goods, as well as all the gingerbread house kits for the Beale Library's Holiday Gingerbread House Event.
- On December 13th, we received 2,524 lbs. of misc. dry and canned goods from a holiday food drive hosted by Williams Elementary.
- Also, on December 13th, we began our new weekly Ridgecrest Relief program; dropping off food to our Ridgecrest pantry locations.
- On December 18th, we received misc. canned goods from a holiday food drive hosted by CNJ Well Services.
- Also, on December 18th, we provided turkey breasts, bread, oranges and misc. dry goods to the Kern High School District to aid in their holiday baskets food give-away.
- On December 19th, we provided misc. dry and canned goods, bread and produce for the monthly Pocket Park program which helps to feed the homeless.
- On December 23rd we partnered with Wonderful Citrus for a special holiday food distribution. We provided bread, oranges, canned and dry goods.; and Wonderful Citrus donated 579 boxes of canned food for the distribution.
- Our CSFP program held 35 distributions for the month of November and distributed 30 pound boxes of healthy and non-perishable food to 4,315 seniors throughout Kern County.

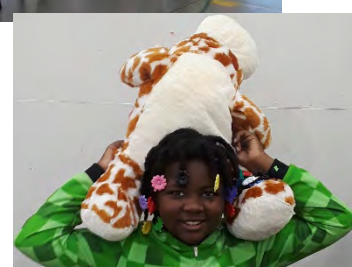
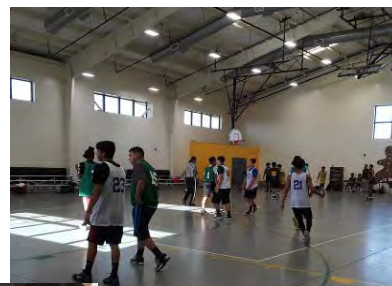
COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Carmen Segovia:		Month/Year: November/December 2019
Program/Work Unit: Friendship House	Total Program Staffing: 3	Program Manager/Supervisor: Lois Hannible
Services: After-school and summer programs, pre-employment program for youths, parenting classes, nutrition education, sports, gang prevention, and access to social services.		
Activities		Participants
Description		Month YTD
After-School Program Tutoring, homework assistance, recreation.		9 83
Summer Program Recreational activities, educational games, and activities.		130
Gang Prevention Program Aggression Replacement Training (ART), Nurturing Parenting and Parents on Mission (POM) parenting classes are provided at local school sites, correctional facilities, at the Friendship House and other community centers, to prevent at-risk youths from joining gangs.		26
STEM (Science, Technology, Engineering, Math) Program Chevron STEM teaches robotics, coding, engineering, and mathematics to program youth, engaging them in hands-on science focused learning.		0
Mobile Mexican Consulate -Consular services are provided at FHCC every Tues. & every other Wed., providing passport renewals, assistance with obtaining important documents, and providing DACA & protection information.		230 3919
PREP Works Program Pre-employment program for at-risk youth that provides them with financial literacy; skills and knowledge to conduct job searches and plan for college/career; and an incentivized savings program. Participants also have an opportunity to gain paid work experience.		109
Positive Youth Development Services- Mentor program for at-risk youth.		60

Other:

- The Friendship House was the excited recipient of 150 teddy bears from the Bakersfield Condors Teddy Bear Toss. The teddy bears, which were distributed to organizations by United Way, were used by the Friendship House as gifts for the youth during the holidays and will also be used as awards throughout the school year. Special thanks to the Bakersfield Condors and United Way for their ongoing support!
- Westchester Kiwanis provided a Christmas shopping spree for six Friendship House Afterschool Program participants, on Sat., Dec. 7. Each of the youth were allowed to spend \$150 at Walmart, filling their shopping carts with clothes, toys and much more.
- The Kern High School District alternative high schools hosted a basketball tournament at the Friendship House on Dec. 6th. This was a great opportunity for the youth to show off their athletic ability and also served as a great time for them to learn of the services and activities offered by the Friendship House and other CAPK programs.
- The Friendship House hosted a holiday party for program youth on December 20. The youth received sweet treats, toys, and teddy bears (thanks to United Way & the Condors Teddy Bear Toss), and had fun decorating their own holiday cookie. To top it off, there were smiles all around, as the youth posed for their personal photos, which they were able to take home with them, courtesy of Christa Hunt Photography.



COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Tracy Webster		Month/Year: Nov & Dec 2019
Program/Work Unit: HR/Staffing	Total Division Staffing: 5	Program Manager/Supervisor: Dawn Bledsoe
Services: All functions and activities related to staffing, employee benefits (including the pension plan) administration, labor law compliance, human resources management, and SEIU Contract.		

		Status	
Activities	Description	Month	YTD
Employee Count	Regular	871	
	Subs/Temps	21	
	Total Staff	892	
New Hires	All divisions and programs		
	Regular	22	253
	Subs/Temps	9	101
	Total New Hires	31	354
Leaves of Absence	Full-time Leave	38	
Terminations	All divisions and programs		
	Voluntary	23	280
	Involuntary	2	118
	Total Terminations	25	398
Staffing	Vacancy	63	522
	Total Paper Applications Received	275	3,683
Payroll	Total Hours Paid	273,625	
	Total Gross Payroll	\$5,217,917	
Projects: ADP Recruitment Employee Survey	Completed:		

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Health & Nutrition Services/Carmen Segovia		Month/Year: Nov/Dec 2019	
Program/Work Unit: Migrant Childcare AP Program (MCAP)	Total Staffing: 19, <i>Vacancies-3 1 Family Specialists, 1 Admin Clerk, & 1 Reimbursement Specialist</i>	Program Manager/Supervisor: Susana Magana	
Services: 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 November 2019, which was processed in the month of December 2019.</i>			
Activities	County	Total	% by County
Active Enrollments	Kern*	478	43%
	Madera	110	10%
	Merced	0	0
	Tulare	235	21%
	Kings	88	8%
	Fresno	202	18%
	Total	1113	100%

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

Current Activities:

Staff continues to promote the program and is accepting applications in all entry counties. We are currently building our waiting lists in Kern, Tulare, Kings and Fresno. All eligible families in Merced and Madera are still being authorized immediately. The program manager continues to meet with different community agencies to promote and educate them about the program.

The program continued to recruit for program vacancies. Three new staff joined the MCAP team, but we are still actively recruiting for the 3 current vacancies.

On 12/17 Program Manager met with Dignity Health staff to exchange outreach materials. Dignity Health has been trying to reach the migrant community in Kern County who have children that need their immunizations brought up to date. Dignity Health staff will be providing copies of their mobile immunization clinics calendar, so they can be available to MCAP clients.

On 12/19 MCAP had their staff development day. The staff meet up at the Tulare County satellite office where they decorated gingerbread cookies, shared a meal and played board games.

On 12/23 MCAP staff attended the CAPK foodbank food distribution in Delano. Staff provided information on the program.

For the month of November, the MCAP program reimbursed childcare providers a total of \$750,789.73 for their services. This is the highest amount that the program has ever reimbursed in a single month. The program is right on track to earning the current contract amount.

Upcoming Activities

On 1/28 family services staff will be having their monthly department meeting in the Tulare office satellite office.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Operations/Emilio Wagner		Month/Year: November & December 2019
Program/Work Unit: Business Services/ Maintenance & Operations/Information Technology/Risk Management	Total Division Staffing: 23	Program Manager/Supervisor: Dan Ripoli, Douglas Dill, Kerri Davis, Laurie Sproule
Services: Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.		

		STATUS	
Activities	Description	Received	Completed March 1, 2019 to Date
Business Services			
Purchase Orders Processed		277	1668
Contracts/Leases Processed		52	233
Request for Proposals (RFP)	Auto Mechanic Intrusion and Fire Alarm Systems Construction Manager at Risk (HS) Architectural Services (HS) St. Mary's Renovations (EHS)	Completed Completed Completed In Progress In Progress	
Leases	Chrisman Road (Head Start) 701 S. Hutchins Street (Head Start) 277 E. Front Street. Buttonwillow (WIC) 11336 Bartlett Ave. (WIC) 8401 California Ave. (WIC)	In Progress In Progress In Progress In Progress In Progress	
Contracts	Primarius Wipfli LLP Florida State University – HS PLC System Services – HS Rice Agency – CD Michael K. Brown – Operations Kings United Way Addendum II – 211 Action Glass – 211, Energy, VITA Ready Rosie – HS GameTime Change Order No. 1 – HS Kings United Way Employment Contract – 211 Computer Linx – Shafter Youth Premiere Services – Energy Abila – Operations Sierra Sands Unified School District – HS United Refrigeration – CK Premiere Services – HS Three Way Chevrolet (2) Energy Great Western Installations (Head Start)	Completed Completed Completed Completed Completed Completed Completed Completed Completed Completed Completed Completed Completed Completed Completed Completed Completed Completed Completed Completed	

COMMUNITY ACTION PARTNERSHIP OF KERN DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN
DIVISION/PROGRAM MONTHLY ACTIVITY REPORT**

Information Technology		Received	03/01/2019 to Date Closed
Help Desk Work Orders Processed	Technical assistance to employees, repairs, troubleshooting, coordination of services with IT services subcontractor	2773	2723
Projects	<ul style="list-style-type: none"> • AT&T E-rate Category 1 Installation • Mitel Upgrades • WIC Computer upgrades • WIC Wise • CalFresh new office • Energy Computer upgrades 	In Progress In Progress Completed In Progress Completed Completed	
Risk Management		Reported	01/01/2019 to Date
Workers Compensation Incidents	<ul style="list-style-type: none"> • For Report Only • First Aid • Medical Treatment • Modified Duty • Lost Time • Non-Industrial (not work related) • Under Investigation 	5 1 0 0 0 0 0	97 31 6 10 3 4 1
General Liability		0	1
Property Incidents		2	29
Vehicle Incidents		1	19
Projects	Charter for Operational Risk Mgmt Advisory Committee Safety & Security Policies for Front Desk Workplace Violence Prevention Program Operational Risk committee Update Vehicle Safety Program Safety Meetings Monthly Maintenance & Energy Homeless Shelter Liability and W/C Insurance New safety Program for Homeless Shelter ATD Update safety programs to include Homeless Shelter & Staff	In progress In progress In progress In progress In progress In progress In progress In progress	

- **OTHER:** Reduced Workers' Compensate Rate from 108% to 104%
- **Other:** E-rate Program Year 2019-2020 was approved AT&T has completed Alicante, Central Kitchen, Heritage, Harvey Hall, Mojave, Primeros Pasos, Rosamond, and San Diego. November completed – Fairfax, Shafter, Tehachapi. We are continuing to install the internet service at sites and will continue to turn up sites as AT&T completes the install.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Director of Health & Nutrition Services, Carmen Segovia		Month/Year: November/December 2019
Program/Work Unit: Shafter Youth Center	Total Program Staffing: 2.5	Program Manager/Supervisor: Angelica Nelson
Services: Summer and after-school tutoring, homework assistance, educational, recreational, and social enrichment activities and services for children ages 6-18. Evening programming is offered Monday through Friday, 5:00 to 9:00 pm; activities include basketball, ancestry class, and various local groups who utilize the meeting space.		
Activities		Participants
Description		Month YTD
After-School Program Tutoring, homework assistance, recreation, health & nutrition education.		4 new 35
Teen Pregnancy and Sexually Transmitted Infections Prevention (Information and Education) (#'s as of 7/1/2019) Informing and educating teens ages 12-19 years on preventing pregnancy and the spread of sexually transmitted infections.		GRANT ENDED June 30, 2019 109
Evening Program Open Basketball, Zumba, Fitness Boot Camp, Mental Health Support Group Mtg		20 – 45 per night
Summer Program Academics, sports, recreation, health & nutrition education, themed weeks with coordinated guest speakers.		92

Other:

- MAKE Bakersfield - Kids at Shafter Youth Center completed their art sessions by MAKE Bakersfield. The 8-week sessions were made possible by a mini grant from Kern Health Systems. Kids learned how to relieve stress and express themselves through art. Art also increases the development for cognitive and sensory motor functions as well as provides lots of fun.
- Dignity Health Community Health Initiative held a second community workshop in November, and it was such a success. Dignity is now holding Mental Health Support Group Sessions at SYC, twice per month. Dignity Health also held two more community events on December 13th and 17th, on Dealing with Holiday Stress. The events have been well received by the community. Dignity plans on providing Tai Chi session in January.
- Shafter has the new Walmart Distribution Center in its Industrial Park. Walmart Distribution employees were given holiday turkeys and hams as a gift from Walmart. 5 employees chose to donate their turkeys and hams to Shafter Youth Center families. Staff was able to attain some more goodies from Food Bank to make a nice box of holiday food for the families. A few days later, Walmart called again with an additional 3 turkeys to be donated to families.

COMMUNITY ACTION PARTNERSHIP OF KERN DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

- Each year, the Shafter Depot Museum holds their Annual Christmas Tree Decoration Contest. The theme this year is “Lights, Camera, Christmas!”, aimed to portray your favorite Christmas movie. Shafter Youth Center kids have participated in the past and have won a few trophies along the way. This year, The kids chose to decorate as The Nightmare Before Christmas. The kids made their own decorations to hang on the tree. This is a fun activity that the Depot Museum hosts and gets a big following from the community. Many agencies, businesses, service clubs and even members of the community take part. The trees will be on display the entire month of December. Museum visitors are encouraged to vote for their favorite tree to determine the winners. Museum will be open Saturdays from 10 am until 3 pm. Winners will be announced in February.
- Shafter Youth Center staff attended their Winter Staff Development with the WIC Program. Staff had a nice time learning about WIC, co-workers and customer service. Lunch and games were provided.
- Shafter Youth Center received a toy donation from Iglesia del Senor Jesus. Iglesia del Senor Jesus had held an event at Shafter Youth Center in September, where Shafter had been selected as the host for their semi-annual all area service. Congregation members from as far away as Mexicali and San Jose, CA came for the giant church service and luncheon. They collected and donated the toys as a thank you to SYC.



COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Director of Administration, Pritika Ram			Month/Year November/December 2019		
Program/Work Unit: VITA		Total Program Staffing: 4	Program Manager/Supervisor: Jackie Guerra		
Services: Train and certify volunteers, provide free tax preparation and electronic filing for low-moderate income individuals and families and assist clients with ITIN (Individual Tax Identification Number) applications.					
		Results			
Activities	Description	Month		YTD	
		Dollars	# of Tax Returns	Dollars	# of Tax Returns
Refunds	Federal Refunds	\$13,332	26	\$4,679,891	
	Federal EITC	\$23,531	12	\$3,108,836	1,584
	Federal Total	\$36,863		\$7,788,727	
	State Refunds	\$2,978	26	\$683,341	
	California EITC	\$7,981	7	\$319,801	1,429
	State Total	\$10,959		\$1,003,120	
Total Credits & Refunds	State & Federal	\$47,822	55	\$8,882,378	5,113

Additional Comment/Notes:

- Taxes were on hold during the transition to the new software, Taxslayer, which is now activated and ready to use for the 2019 tax season.
- Two Administrative Assistants position were filled under the VITA IRS grant, including additional staff to work alongside the 211 programs for VITA specific call handling and scheduling.
- Due to staffing issues surrounding hiring qualified Outreach Specialist positions, we are currently in the process of connecting with a non-profit Agency by the name of Vision y Compromiso to be contracted for the duties of these positions. They are a great candidate for the scope of work due to their experience in outreach throughout the community for varied services and large geographic footprint. We hope to have a contract set and start date for them of Feb 1st, 2020.
- Two tax preparation trainings were provided in the month of December in collaboration with the United Way of Kern. There were about 23 new volunteers who attended and about 20 returning volunteers. Testing and certification will be completed by 1/18/20.
- Our final tax training will begin next week 1/7/20 and end on 1/17/20.
- CAA certifications for Jackie Guerra and Irene Alonzo are now complete, the application was submitted by mail to IRS on 12/10/19 with a turn around of about 6-8 weeks.
- Staff are currently working to create a CAPK Mobile site to reach communities we have been unable to assist in the past (rural, elderly etc.) This would allow CAPK to go to them and provide tax preparation services instead of requiring them to come to one of our locations.
- The program received all new materials for VITA (brochures and flyers), as well as identified locations for billboards that will promote CAL EITC and VITA no cost tax preparation.
- Staff continues to connect with CAPK Head Start programs to promote and inform that there are new credits that parents with children under 6 years of age may be eligible for under CAL EITC program.

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Nutrition Services/Carmen Segovia		Month/Year: Nov/Dec 2019
Program/Work Unit: WIC	Total Program Staffing: 68 staff 1 vacancies	Program Manager: Kathlyn Lujan
Services: Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breastfeeding. Services provided at 21 sites in Kern County, 5 sites in San Bernardino County.		

			Participation 10/1/18 – 9/30/19			
Description			Case Load	Month	Central Valley Avg.	State Avg.
Total	All services December 2019		16,160	13,885 86%	N/A	N/A
Participation by WIC site	Location	Participants	Location		Participants	
Note: The * indicates that the participants served at this site are included in the count for other sites. IT Equipment from other WIC site was used to issue food vouchers.	Arvin	*	Mojave		98	
	Bakersfield		Oildale		377	
			Ridgecrest		533	
	E. California	1610	Rosamond		495	
	Niles Street	1856	Shafter		1196	
	Montclair	316	Tehachapi		337	
	Friendship House	79	Wasco		1656	
	Panama	1324				
	Boron	*	<u>San Bernardino County</u>			
	Buttonwillow	64	Adelanto		1639	
	California City	618	Big Bear		218	
	Delano	900	Crestline		277	
	Edwards Air Force	*	Needles		171	
	Lost Hills	121	Phelan		*	
	*included in Ridgecrest number	*** state ave unable to calculate		<u>Mobile WIC</u>		*

Projects

CAPK WIC continues to exceed the State average in participation.

CAPK WIC continues to have a Facebook and Instagram presence. Facebook has 713 followers and Instagram has 724 followers. This is up from last month.

The WIC Staff enjoyed an All staff Inservice and team building day on 12/19/19. Activities included a “Getting to know you” game, and a craft that was worked on as teams. A presentation by Jackie Byrd was given on improving customer service. This will be the emphasis for this year. The staff also had a presentation on saying goodbye to our old WIC MIS system as we prepare for the roll out of WIC WISE and the WIC Card coming in February, 2020. WIC was happy to have the staff from Shafter Youth Center join us.

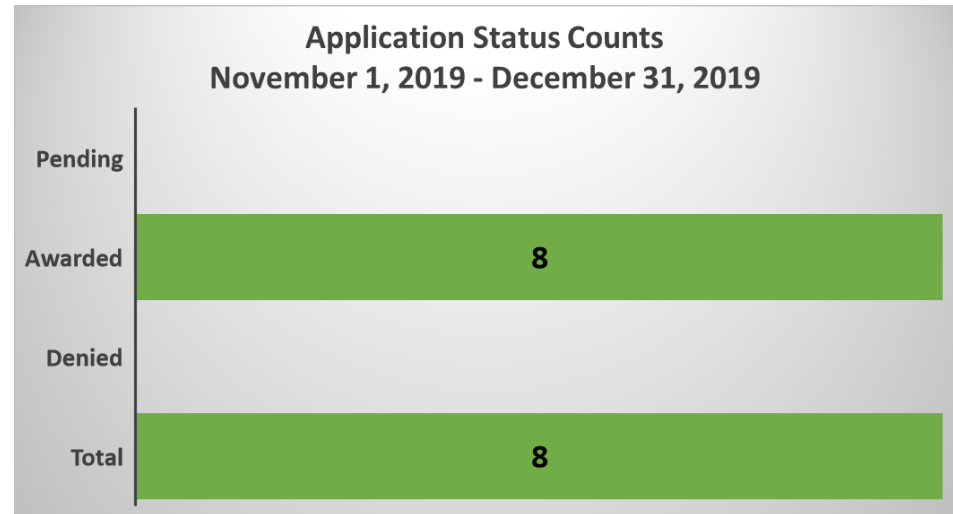
The Outreach and Public Relations Coordinator attended 3 outreach events: World AIDS Day Resource Fair, Rapid Response Kern County Job and Resource Fair, and Beale Library’s Gingerbread Day Christmas Event. The Coordinator is working with First 5 Kern on increasing WIC presence in their “Help Me Grow” program.

CAPK WIC continues to prepare for the “roll out” of eWIC on 2/18/20 when we change operating systems and begin issuing the WIC Card instead of food vouchers.

**Community Development Division
Application Status Report
November and December 2019**

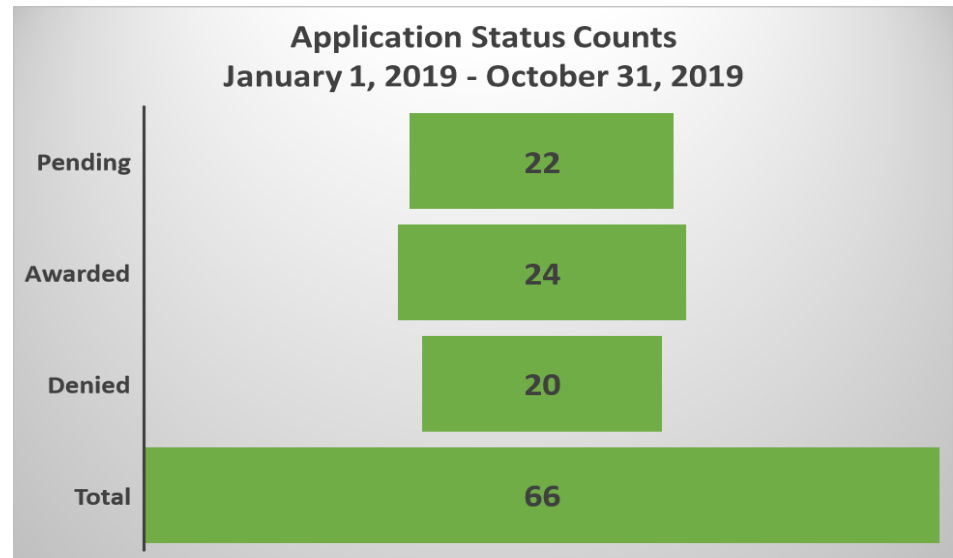
November 1, 2019 - December 31, 2019

Status	Dollars	Count
Pending	None	0
Awarded	\$2,538,075	8
Denied	None	0
Total	\$2,538,075	8
Win Percentage		100%

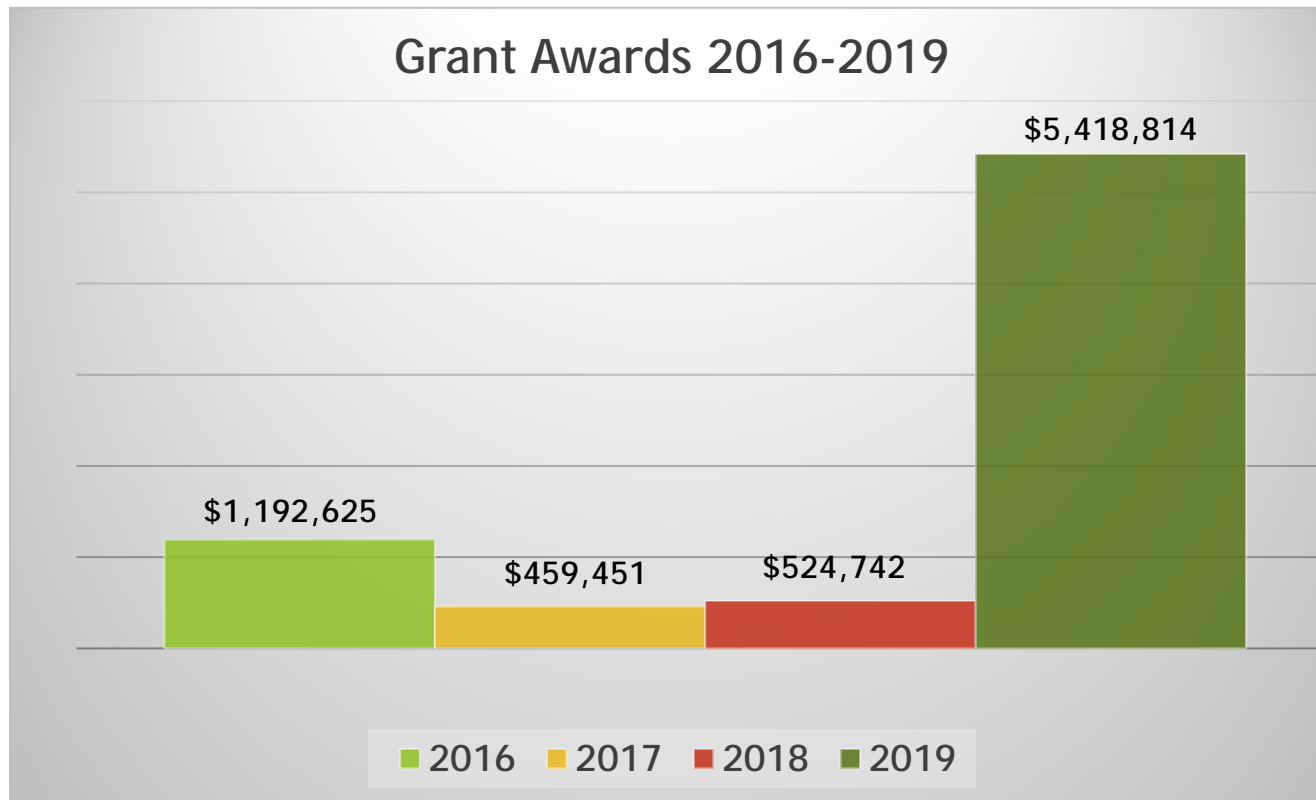


January 1, 2019 - October 31, 2019 (YTD)

Status	Dollars	Count
Pending	\$2,625,786	19
Awarded	\$5,418,814	31
Denied	\$8,064,964	20
Total	\$16,109,564	70
Win Percentage		61%



Community Development Division
Application Status Report
November and December 2019



**Community Development Division
Application Status Report
November and December 2019**

Application Status Detail November and December 2019

Funder	Program	Amount Requested	Amount Awarded	Decision Date	Deadline	Submitted Date	Status
Citizens Bank	CAPK	\$5,000.00	\$5,000.00	12/30/2019	10/4/2019	10/2/2019	Awarded
SoCal Edison International	211 Kern/CRM	\$35,000.00	\$35,000.00	12/27/2019	12/18/2019	12/6/2019	Awarded
Sierra Health Foundation	EKFRC	\$40,000.00	\$40,000.00	12/20/2019	10/31/2019	10/4/2019	Awarded
Pacific Gas and Electric Company	Food Bank	\$5,000.00	\$5,000.00	12/12/2019	11/22/2019	11/22/19	Awarded
Bank of the West	CDD	\$25,000.00	\$25,000.00	11/15/2019	9/30/2019	9/30/2019	Awarded
First 5 Kern	EKFRC	\$808,863.00	\$725,000.00	10/14/2019	7/30/2019	7/30/2019	Awarded
First 5 Kern	211 Kern	\$892,242.00	\$850,000.00	10/14/2019	7/30/2019	7/30/2019	Awarded
First 5 Kern	211 Kern	\$726,970.00	\$450,000.00	10/14/2019	7/31/2019	7/30/2019	Awarded

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private
Project Name: *AdvancingCities*
Funder Name: JP Morgan Chase & Co
Program Name: CAPK Multi-Story Housing Initiative
Funding Period: 9/1/2020-8/31/2024

Award Amount: \$5MM
CFDA: N/A
Division Director: Pritika Ram
Program Manager: Emilio Wagner
☒ **New Funding**
☐ **Re-Application**

A. Narrative description of funding request, including goals:



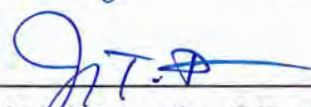
CAPK is applying to JP Morgan Chase and Company for up to \$5 MM for a 3 year construction project for a multi-family affordable housing complex on the CAPK owned land at the southwest corner of Feliz Drive and South Washington Street. The completed project will be approximately 112 new housing units including retail space for a fresh food market & grocery store for local residents.

This area has begun to see recent growth including development of a new high school and planned improvements for Belle Terrace Park. New housing provided by this grant opportunity will be a natural extension of a community revitalization that has begun and align with CAPK's commitment to provide affordable housing as surveyed from clients and detailed from CAPK's 2019 Community Action Needs Report.

B. Use of Funds:

The requested funds of up to \$5MM (\$2.5 MM for Capital and \$2.5 MM for operations) will be utilized for Phase 1 Development to cover the costs of design and technical assistance provided by an Architect/Civil Engineer for construction and engineering documents, environmental studies as well as meet building code standards and other regulatory County, City and State compliance requirements. Additional Technical Support will be provided by CCEDA and Project Evaluation will be provided by a local Community College/University.

C. Approvals:

1. _____ Division Director Date	3.  Chief Financial Officer Date
2.  1/2/20 Director of Community Development Date	4.  1/3/20 Chief Executive Officer Date

D. Board:

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

**Community Action Partnership of Kern
Consent Funding Request
January 2020**

Funding Type	Private	CAPK Program	CAPK Administration
Funding Agency	So. Cal Edison	Project Name	Customer Relationship Management (CRM) Project
CFDA	N/A	Target Population	N/A
Request	\$35,000	Division Director	Pritika Ram
Award Period	1/1/2020-09/30/2020	Program Manager	N/A
Description	Funding towards Phase 1 of the CRM software implementation.		
Funding Type	Private	CAPK Program	Community Development
Funding Agency	NALEO Educational Fund	Project Name	NALEO California Regrant
CFDA	N/A	Target Population	Hard-to-Count Latino population for 2020 Census
Request	\$15,000	Division Director	Pritika Ram
Award Period	December 18, 2019 – September 30, 2020	Program Manager	James Burger
Description	Supplement CAPK's outreach efforts to encourage participation in the hard-to-reach Latino community by providing tablets for CAPK kiosk sites and printed educational materials.		

Date Presented/Approved

Policy Council: _____ PRE Presentation: _____ B&F Approval: _____ Board Approval: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: November 2019
Program/Work Unit: Head Start/Early Head Start	Program Manager/Supervisor: Ginger Mendez/Donna Holland
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Enrollment	Funded	Actual	Percentage
Head Start Kern		1317	1317	100%
Early Head Start Kern		446	386	87%
Early Head Start Partnership		152	80	53%
Early Head Start San Joaquin		313	313	100%
TOTAL Funded Enrollment		2228		
Children with Disabilities		Goal	Percentage	
Head Start Kern	Identified as having an IEP	10%	8.7%	
Early Head Start Kern	Identified as having an IFSP	10%	11.9%	
Early Head Start Partnership	Identified as having an IFSP	10%	4%	
Early Head Start San Joaquin	Identified as having an IFSP	10%	18.5%	
Over Income		Goal	Percentage	
Head Start Kern		<10%	9.7%	
Early Head Start Kern		<10%	4.7%	
Early Head Start Partnership		<10%	7.2%	
Early Head Start San Joaquin		<10%	8.9%	
Average Daily Attendance (Program Wide >85%)			95%	

Enrollment Highlights:

Staff participated in the Dia de los Muertos recruitment event.

DIVISION STAFFING:

Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
635	8	14	131

COMPLIANCE:

302 Family Engagement child file reviews were completed.
 230 Disabilities child file reviews were completed.
 101 Comprehensive child file reviews were completed.

Follow-up is ongoing for any identified needs improvement.

Central Kitchen

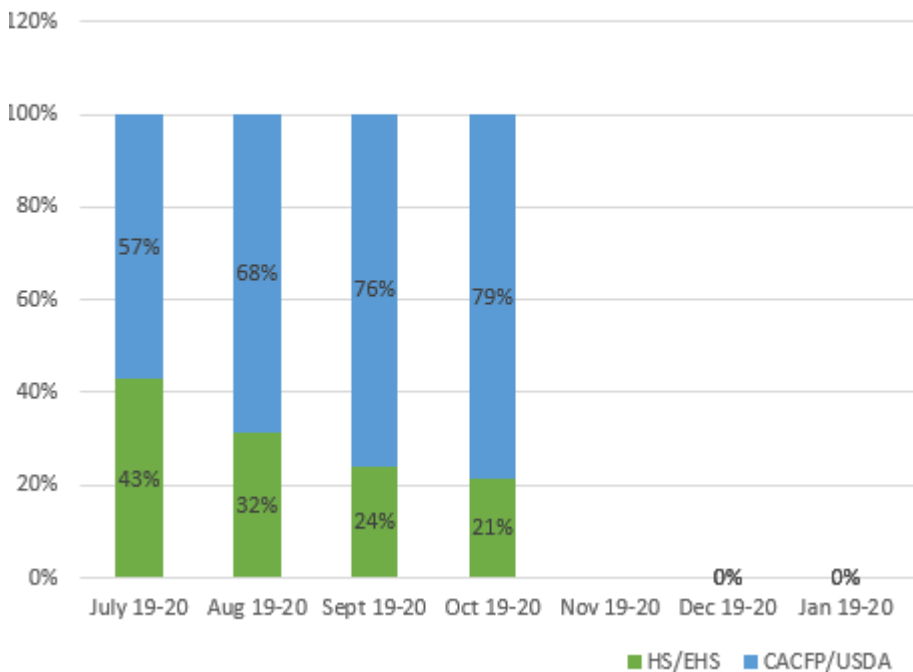
November 2019 Activities	Status			
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Central Kitchen prepared for the HS/EHS centers	64,307	23,044	20,781	20,482
Home Base Meals	91	48	13	30
Total	64,398	23,092	20,794	20,512

Due to program options, and additional food delivery route was necessary. In order to address this additional food route, one food production driver position was converted from part-year to full year.

CACFP October 2019

Total Meals Requested			Meals Allocated		% of Meals
Central Kitchen	Vendor Kitchen	Total Meals	CACFP/USDA	HS/EHS	October 2019
78,898	18,805	97,703	76,738	20,965	87%

Meals Allocated 2019-2020



COMMUNITY ACTION PARTNERSHIP OF KERN

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: December 2019
Program/Work Unit: Head Start/Early Head Start	Program Manager/Supervisor: Ginger Mendez/Donna Holland
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Enrollment	Funded	Reportable	Percentage
Head Start Kern		1317	1317	100%
Early Head Start Kern <ul style="list-style-type: none"> EHS Center Based EHS Home Based EHS Home Based-Interim 	210—Fully Enrolled 124—Fully Enrolled 112—61 Enrolled	446	396	89%
Early Head Start Partnership <ul style="list-style-type: none"> Bakersfield College Blanton Garden Pathways Taft College Jewett In Process 	32—26 Enrolled 16—16 Enrolled 11—11 Enrolled 42—24 Enrolled 24—0 Enrolled 27—0 Enrolled	152	77	51%
Early Head Start San Joaquin		313	313	100%
TOTAL Funded Enrollment		2228		
Children with Disabilities		Goal	Percentage	
Head Start Kern	Identified as having an IEP	10%	9.3%	
Early Head Start Kern	Identified as having an IFSP	10%	11.4%	
Early Head Start Partnership	Identified as having an IFSP	10%	4%	
Early Head Start San Joaquin	Identified as having an IFSP	10%	19.2%	
Over Income		Goal	Percentage	
Head Start Kern		<10%	9.6%	
Early Head Start Kern		<10%	4.5%	
Early Head Start Partnership	(101---130% 5.3%)	<10%	5.3%	
Early Head Start San Joaquin		<10%	8.9%	
Average Daily Attendance (Program Wide >85%)			99%	

Enrollment Highlights:

Recruitment and Selection Committee met to review and revise the Annual Recruitment and Selection Plan for 2020—2021. We will be bringing the 2020-2021 Recruitment and Selection Plan forward to the PRE committee for approval.

We met with Ms. Jaquelin Byrd, Outreach & Public Relations Coordinator for WIC and we will be working collaboratively for recruitment to benefit both Head Start and WIC.

DIVISON STAFFING:

Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
630	13	11	135

COMPLIANCE:

Preparing for Kern Early Stars quality rating assessment of four (4) additional sites. Kern Early Stars comes along side of programs to help support them in helping prepare children for success in kindergarten and beyond. Individualized support will be provided.

Central Kitchen:

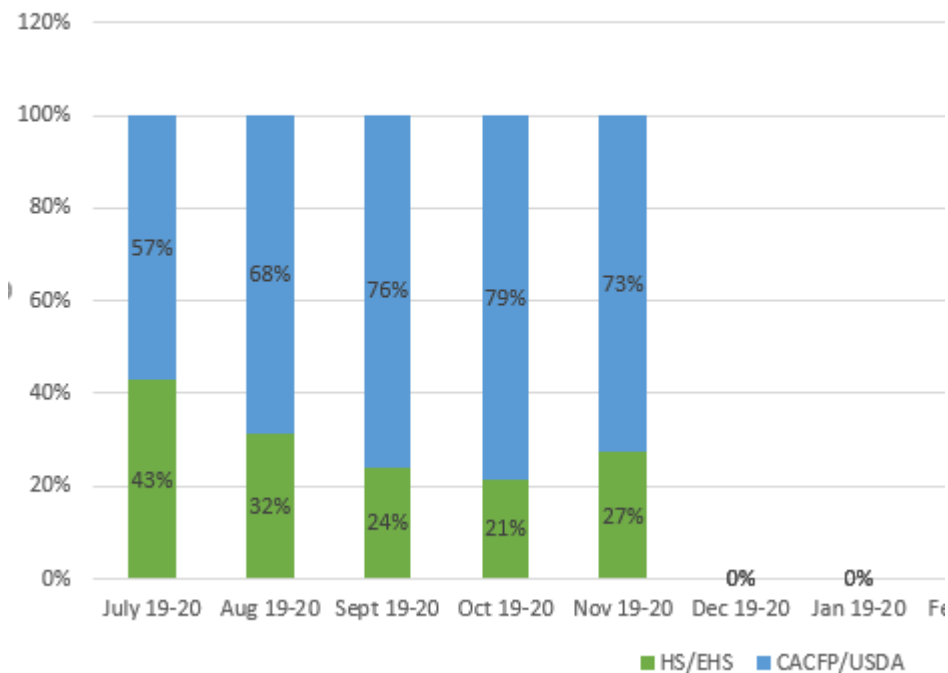
December 2019 Activities		Status		
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Central Kitchen prepared for the HS/EHS centers	58,209	20,879	18,770	18,560
Home Base Meals	49	35		14
Total	58,258	20,914	18,770	18,574

During the month of December, all part-year children are off on Winter break resulting in fewer meals prepared.

CACFP November 2019:


Total Meals Requested			Meals Allocated		% of Meals
Central Kitchen	Vendor Kitchen	Total Meals	CACFP/USDA	HS/EHS	October 2019
61,895	14,164	76,059	55,209	20,850	84%

Meals Allocated
2019-2020



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review & Evaluation Committee

From: Ginger Mendez, Enrollment and Attendance Manager
Date: January 15, 2020
Subject: *Agenda Item 6d:* Summary of Changes to the 2020-2021 Recruitment and Selection Plan – **Action Item**

Head Start Performance Standards require that each program annually review and revise, if necessary, its Recruitment and Selection Plan. CAPK engages a committee of staff, parents and community partners in this process. The committee members come together to review the current plan, make recommendations, and provide feedback on the revisions once discussed.

This year the Recruitment and Selection Plan committee members included staff representing governance, program, enrollment, our Partnerships, and administration; including the Director of Head Start and State Child Development, Yolanda Gonzalez. Seven (7) committee members represented Panama Buena Vista Unified School District's special education department, Taft College Child Development Center, Assistant Director from the Department of Human Services, Case Counselor and Program Specialist from Owens Valley Career Development Center and Tribal TANF, Community Connection for Child Care Resource & Referral, and Lecturer of Communications from California State University Bakersfield.

Also participating were CAPK Board member Ana Vigil and Policy Council member Andrea Martinez.

The 2020-2021 Recruitment and Selection Plan was revised in December 2019. The committee made the following revisions:

- Increased points for children with disabilities and children transitioning from Early Head Start to Head Start to ensure continuity of care.
- Revised definition of Teen Parent.
- Revised Foster Care to include Kinship Care as outline in the Head Start Information Memorandum 19-03.
- Removed "in absence of childcare would be eligible for Public Assistance" as the agency requires proof of Public Assistance.

The process of selection remains unchanged. The point system which the agency has identified as an effective process to ensure Head Start meets the needs of the most vulnerable families in our community remains intact.

The Selection Criteria Verification Form known as the “point sheet” is used to place the applicant child on the waitlist to be selected in accordance with priority points was updated to support the above-mentioned changes. (See Attached).

Recommendation:

Staff recommends the PRE Committee approve the 2020—2021 Recruitment and Selection Plan with the adjustments to the Selection Criteria Verification Form.

Attachments:

2020—2021 Selection Criteria Verification Form

2020—2021 Selection Criteria Verification Guide

2020—2021 Selection Criteria Verification Form

Applicant Name: _____ **DOB:** _____

Program: ☐ HS ☐ EHS ☐ EHS-SJ ☐ EHS Partnership

Option: ☐ HB ☐ PD ☐ FD/PY ☐ FD/FY **Center/HB Educator:** _____

Eligibility Type: (select only one)	Documentation	Examined
<input type="checkbox"/> Homeless*	<input type="checkbox"/> Public Assistance (TANF)	<input type="checkbox"/> Pay Stub/W2
<input type="checkbox"/> Foster Care	<input type="checkbox"/> Foster Care Reimbursement	<input type="checkbox"/> 2019 Taxes-Form 1040
<input type="checkbox"/> Income Eligible	<input type="checkbox"/> SSI	<input type="checkbox"/> Employer Statement
<input type="checkbox"/> Public Assistance (TANF—SSI)	<input type="checkbox"/> EDD-Unemployment	<input type="checkbox"/> Other:
<input type="checkbox"/> Over Income		

CRITERIA***	POINTS	CRITERIA***	POINTS
ELIGIBILITY		OTHER FACTORS (Circle all that apply)	
Homeless*/Foster-Kinship Care**	500	Disability (IFSP/IEP)	150
Income/Public Assistance		Public Assistance (Valid Aid Code or SSI)	50
75—100% Below Poverty	155	Caregiver-Kinship care in process (GBLA letter)	15
50—74% Below Poverty	150	Transitioning from EHS/HS 3 rd year enrollee	350
25-- 49% Below Poverty	145	Child on Waitlist prior year—not enrolled	50
0—24% Below Poverty	140		
Over-Income	5	Parents(s) work FT/Attend school FT or CalWorks	50
AGE		Court Ordered Family Maintenance	50
HS: 4 yr old (on Sept. 1)	60	Medical/Social Service Referral	20
3 yr old (on Sept. 1)	15	Sibling enrolled EHS or HS	15
		Primary Language in home other than English	10
EHS: Pregnant Woman	25	First Time Pregnancy	30
Infant	25	High Risk Pregnancy	50
Toddler	20	Teen Parent (19 yrs or under at time of applicant's birth)	30
		One Parent	20
* Homeless according to McKinney-Vento Act Definition		***Refer to descriptors on backside for clarification	
** Kinship Care according to ACF-IM-HS-19-03			

Residential Verification: ☐ Dept Human Services ☐ Utility Bill ☐ Other: _____

Staff Verifying Eligibility--Printed

Signature

Date

Guidance for Selection Criteria Verification Form

Participant Name and DOB: The name and date of birth (DOB) that is on the child's birth certificate or other document used to verify legal name and age.

Program: The program which the family is applying for HS, EHS Kern, EHS SJC, or EHS Partnership

Option: Select the program option which the family is applying: Home Based (HB); Part Day (PD); Full Day/Part Year (FD/PY); and/or Full Day/Full Year (FD/FY).

Center/Educator Name: Name of Center or Home Based Educator for which they are applying.

Eligibility Type: Only one type of eligibility may be selected. Choose the most applicable to the highest need.

Documentation Examined: To determine eligibility, select all that apply. For documentation not listed, please indicate such on the "other" line. All documents used to determine eligibility MUST be attached to the application.

Eligibility: Applicants are considered eligible if Homeless (as defined by the McKinney-Vento Homeless Assistance Act), in Foster Care-Kinship Care, or are Income/Public Assistance eligible.

Income: Income points are determined by the Federal Poverty Guideline and Family size, even those that are categorically eligible.

Age: Select the classroom age of the child. For Pre-K (HS) children, if the child turns 4 years old after cutoff of September 1, the child is considered 3 years old. If the child turns 5 after September 1, they are considered a 4-year-old. (Based on cut-off age for Kindergarten.)

Other Factors:

Disability: ONLY if current Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) is provided.

Public Assistance (TANF with valid Aid Code or SSI): Documentation provided must have valid Aid Code.

Caregiver in process: Caregiver does not yet have legal documentation; however, is in process and has letter stating as such from Greater Bakersfield Legal Assistance, Inc.

Transitioning (EHS to HS or 3rd year enrollee): Select only if currently enrolled EHS participant or 3rd year HS applicant.

Child on waitlist prior program year: The applicant was on the waitlist the previous program year and was not enrolled.

Parent Works/Attends School: Documentation must be provided, and Case note must include that the parent(s) is employment and/or attending school. (Documents must be provided.)

Court Ordered Family Maintenance: Family is engaged in court-ordered program/classes. (Court documents must be provided.)

Medical Referral: A medical referral from the physician must be provided.

Social Service Referral: A social service agency referral must be provided.

Sibling Enrolled: Must have a sibling currently enrolled in Head Start/Early Head Start.

Home Language is other than English: Any language other than English spoken in the home.

At-risk Pregnancy and First Pregnancy: Pregnant women applying for EHS Home Base only.

Teen Parent: Parent was/will be 19 years or under at time of applicant's birth. (Including currently pregnant women.)

One Parent: Family size is one parent.


Residential Verification: Must provide proof of residency in Kern County or San Joaquin County.

Signature: The staff member who verified eligibility must print their name and sign the Selection Criteria Verification Form.

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Program Review and Evaluation Committee

From:  Sheila Shegos, Outreach & Grants Administrator / Homeless Shelter Project Lead

Date: January 15, 2020

Subject: *Agenda Item 6e*: County of Kern Low Barrier Navigation Center Draft Policy and Procedure Operations Manual & Project Update – **Info Item**

Staff have been working with the County and service providers on developing a manual for operations of the County of Kern Low-Barrier Homeless Navigation Center, located at 2900 M Street in Bakersfield. The manual is in the framework stages and is based on the operator contract agreement and best practices in providing support and services to homeless individuals.

Prior to approval and implementation of the Center policies and procedures, the draft manual will be shared for review and input with the CAPK Board of Directors and staff, to include new Navigation Center staff leadership, once the operator agreement is fully executed.

Staff provided an update to the Executive Committee on Monday, January 13th about the status of the Low Barrier Navigation Center agreements, capital and site improvements, and recruitment and staffing.

Attachment

1. Low Barrier Navigation Center/LBNC “DRAFT” Policy & Procedure Operations Manual

County of Kern Low Barrier Homeless Navigation Center

Policy & Procedure Handbook

The low barrier navigation center model is successful in breaking the cycles of chronic homelessness, instability and substance use for clients by providing assertive interventions within a high tolerance environment.

LOCATION & HOURS OF OPERATION

The County of Kern Low-Barrier Homeless Navigation Center, located at 2900 M Street, Bakersfield, CA is open 24 hours, 365 days per year.

7:30 AM	Staff Arrival/Prepare for Opening
8:00 AM - 9:00AM	Breakfast - Shelter Clients
10:00 AM	Day Services – Center Open to Public
12:00 AM-1:00 PM	Lunch – Open to Walk-Ins
4:30 PM	Bed Assignments - Completed
6:00-7:00 PM	Dinner – Open to Walk-Ins
8:00 PM	End of Day Services – Center Closed
10:00 PM	Lights Out Sleeping Areas

ADMISSION

Criteria –

Clients must have no home or permanent place of residence in Kern County and be considered homeless or near homeless to access services.

Clients will be admitted through the Homeless Management Information System (HMIS), the local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals, families and persons who are at risk for homelessness.

The following admission procedure is followed for OVERNIGHT SHELTER CLIENTS:

- Must present for intake by 4:30pm for entrance/bed assignment, based on bed availability;
- Ask clients to identify themselves and provide date of birth (check ID, if available);
- Determine if the person is barred (through HMIS);
- Wand and ask if the person has any weapons to turn in or medication (check in weapons, read med

- labels, refrigerate meds, as appropriate);
- Administer client intake forms, including services and resources;
- Present Client Rights & Responsibilities information;
- Assign ID, bed, personal storage and offer shower and laundry;
- Access to services.

WALK-IN CLIENTS admission procedure:

- Ask clients to identify themselves and provide date of birth (check ID, if available);
- Determine if the person is barred (through HMIS);
- Wand and ask if the person has any weapons to turn in or medication (check in weapons, read med labels, refrigerate meds, as appropriate);
- Administer walk-in client forms, including services and resources, present “House Rules” and Client Rights & Responsibilities information;
- Access appropriate services.

AFTER-HOURS CLIENT admission procedure:

After the Center doors close for the evening at 8pm, admission may occur for provider and law enforcement client referrals on a first-come, first-serve basis.

- Ask clients to identify themselves and provide date of birth (check ID, if available);
- Determine if the person is barred (through HMIS);
- Wand and ask if the person has any weapons to turn in or medication (check in weapons, read med labels, refrigerate meds, as appropriate);
- Administer walk-in client forms, including services and resources, present “House Rules” and Client Rights & Responsibilities information;
- Access appropriate services.

A form of official identification is requested to verify identity. Those who do not currently possess a California ID will not be denied services. Overnight shelter clients will receive a photo ID upon admission to the Center.

Clients must follow program expectations and maintain appropriate behavior with consideration for staff, clients and others. Overnight clients must review and sign the “House Rules” and “Shelter Program Expectations” document prior to entry/bed assignment. Intake staff will assist clients who may have difficulty understanding or reviewing forms and information provided at intake. The Client must be able to demonstrate that they know where they are and are willing to participate with the shelter admissions procedure. Staff may use their discretion about admission and if an individual is not “received”, a referral may be made to another agency or service provider. Self-referral information and resources may also be provided. If behavioral problems arise with program entrance denial, security will ask the client to leave and if needed, will call the police/9-1-1 for assistance.

Orientation of those being served begins at intake. Each new client will be asked to sign a copy of the “House Rules” and “Shelter Program Expectations” agreement.

The following will be covered during intake using the “Intake and Orientation Guide Form”:

- Assigned worker and their role (Homeless Navigator);
- General information about how the program works;
- Mission, program and services of the Center;
- Clients Rights, Responsibilities & Complaint Procedures – Clients are advised of their rights and responsibilities and provided this information in writing.

Policy –

Homeless individuals, both men and women ages 18 and up, are welcome to access Center services unless they have been banned due to violence towards staff or others or dealing drugs on the property. (Weapons and illegal drugs are not allowed on Center premises.)

Clients are encouraged but are not required to be sober, compliant with mental health or addiction treatment plans, or agree to participate in programs to receive services and housing support. They are welcomed to a community of people experiencing similar challenges with access to various supports and services to increase health and self-sufficiency such as food and personal hygiene care/items, overnight beds and personal storage, laundry, pet kennels, outreach and housing assistance, mental health and primary medical care services, job training as well as employment assistance.

The goal is to get people off the streets and into a supportive low-barrier environment where they can build trust, increase life skills and move forward with their lives. By providing a client-centered atmosphere there is increased opportunity for change and healing.

DISCHARGE

Policy --

When service to a client is terminated, voluntarily or involuntarily, employees will follow an orderly and respectful process.

Discharge may occur when a client:

- Achieves goal/s and is ready to discontinue service;
- No longer wants to stay at the Center and receive service;
- Refuses to adhere to the policies and procedures of the Center:
 - Basis for involuntary discharge-
 - violent behavior
 - weapons possession on premises
 - dealing drugs on premises
- Has needs that exceed the resources and expertise of the Center.

Procedure --

Using Discharge Checklist

- Wrap up case plan/s with client;
- Ask client to voluntarily complete Satisfaction Survey;
- Make appropriate referrals;
- Ensure all personal property is returned to client;
- Enter closing summary in client record:
 - Reason for discharge;
 - Service goal outcomes;
 - Other notes/comments, as appropriate.

Involuntary Discharge

The Center may require a client to be discharged on an involuntary basis. The Program Manager or designee must sign off on the decision to ask a client to leave. Employees may assist clients in linking to other appropriate services prior to leaving the Center. This may include providing resources to self-refer. Staff and security should be non-judgmental and honest with the client about the reason they are being asked to leave.

The client may react angrily to the involuntary discharge. Staff and/or security should ensure they are not alone during the involuntary client exit process.

Appeal Process

If a client expresses a concern or makes a complaint concerning their involuntary discharge, they will be provided information to complete/file a Client Grievance (Form), following established Client Rights & Responsibilities and Grievance Policy/Procedures. Assistance to complete the form and process will be offered, as needed.

SECURITY

Substance Use

Policy --

Possession, use or distribution of alcohol or illegal drugs is prohibited on Center premises. Clients will be given the opportunity to dispose of prohibited substances or if they chose not to, will be required to leave the Center for the night. Clients who are actively using substances off-site will be allowed access to services and beds. Being under the influence, substance use or possession alone may not be the basis for discharge. Discharge must be based on specific behaviors described under “Discharge Policy”.

Center staff and others providing services and support will use an approach that attempts to meet clients “where they are at” with their substance abuse in order to help them move forward towards improved health and self-sufficiency.

Procedure --

- Security/staff will inform clients of no illegal drugs or alcohol use on Center premises.
- All medication/swill be checked by security/staff at entrance.
- Staff information and training will include how to support clients in decreasing substances use.

- When clients are inebriated (high) in the common areas of the Center, security/staff will ask them to stay in assigned areas for safety. A client may be asked to stay in their assigned sleeping quarters. Security/staff will monitor.

Weapons

Policy --

Weapons are not allowed on the Center premises and will be checked in by security/staff and locked in a secure place in the facility. Security/staff will make the determination as to what constitutes a weapon. Attempts to bring weapons into the facility will result in an immediate denial of service. Work tools, which may be used in a manner that could cause serious bodily injury, must be checked in at entry and appropriately stored, before the client is allowed in other areas of the Center.

Procedure --

- Items requiring check-in must be tagged with client name and check-in date.
- Check-in items must be stored in a locked cabinet in a secure area of the facility.
- Clients may retrieve checked-items when they are ready to leave the facility during daytime hours of operation.

Banned Weapons

- Guns (includes homemade firearms and BB guns)
- Knives
- Spears and swords
- Clubs, sticks and staves
- Explosive devices
- Martial arts weapons
- Brass knuckles
- Pepper spray/mace
- Stun guns
- Tasers
- Razors (straight razors and those with removable blades)
- Slingshots

Items Requiring Mandatory Check-In

- Work Tools (hammers, screwdrivers, crowbars, box cutters, etc.)
- Sports Equipment (golf clubs, baseball bats, etc.)
- Camping Equipment (hatchets, tent spikes, etc.)
- Knives (culinary)
- Heavy flashlights (i.e. police style Maglite flashlights)
- Canes (must be checked-in by clients who are not mobility impaired)
- Large metal crosses
- Jewelry with studs, spikes and/or other protrusions
- Scissors

Violent Behavior

Policy --

A client will be asked to leave the Center due to violence or physically intrusive behavior on premises. This includes:

- Hitting, kicking, slapping, pushing
- Spitting or throwing objects at someone
- Any unwanted physical contact
- Being verbally abusive repeatedly to the same person
- Client animals displaying aggression or violent behaviors will be banned

Procedure --

1. During conflict, staff will encourage those involved to work things out respectfully and mediate, if necessary.
2. Security/staff will prioritize being in common areas with clients.
3. When a client has violated the Violent Behavior Policy, they will be asked by security/staff to leave.
4. The client may react angrily, and security/staff may be the target of that anger. If there is concern about personal safety, notify the police/call 9-1-1.
5. Notify Program and Risk Managers immediately and complete a Critical Incident Form.

Dealing with Inappropriate Behavior

Policy --

Helping clients live within program guidelines is necessary for maintaining the communal environment of the Center. This can sometimes be a difficult task, especially when clients act out in loud, rude or aggressive ways towards staff, clients or others. It is up to staff (and in working with security) to find a balance between ensuring the safety of the Center staff, clients and others and ways to assist clients in maintaining appropriate levels of behavior.

Procedure --

If a client has repeated instances of inappropriate behavior that jeopardizes the safe and communal atmosphere of the Center, a client may be given warnings, be evicted or barred for a period of time.

- **Warning**
It is important that the client be made aware of the reason for a warning. If the client receives too many warnings about the same unacceptable behavior, they may be asked to leave the Center.
- **Eviction**
Series of warnings, followed by a final warning for inappropriate behavior will lead to an eviction. A clear time limit for the client to leave the premises is given at this time. Extremely threatening behavior towards staff, clients or others will result in immediate eviction. If a client is out of control to leave the Center on their own, security and/or the police will be called to remove them.
- **Barring**
Once a client has been evicted, assessment by management to determine if a barring is necessary, and for how long is established.

Cameras and Security

Policy –

Safety at the Center is the number one priority. Upon entry Clients will be checked for ID/intake information, illegal substances and weapons. Volunteers and other guests will sign in at the front desk.

Procedure –

The Center will operate 24/7 and 365 days. Hours are 8am to 8pm for walk-in clients. Overnight clients will need to register and be in the shelter by 8pm, prior to Center doors closing.

The following measures are in place to ensure security:

- Security cameras placed throughout the Center premises (inside/outside);
- Monitoring equipment with storage up to 30 days;
- Access to Center areas will be limited to clients (and others) based on day activities with staff/volunteer oversight, as applicable;
- Laundry and showers will be offered at scheduled times and will be monitored, along with restroom areas;
- No less than two paid staff/security personnel will be on premises day/eve shifts;
- Program leadership team members will be on-call for emergencies 24/7, with rotating on-call schedules;
- Two paid Security Officers and local Law Enforcement will be on premises and monitoring day/eve shifts;
- Call 9-1-1 in cases of emergency!

Complaints

Policy --

Center clients must be provided with an opportunity to express their concerns and/or complaints. Staff will follow written grievance and complaint protocols provided to clients at intake.

Procedure—Follow Client Grievance Policy/Procedures (use of Forms).

Conflict Resolution

Policy --

Living in a communal environment can be challenging at times and conflict happens. As part of the Center's commitment to providing a safe environment, we encourage clients to participate in conflict resolution and/or request mediation when they are experiencing issues with anyone in the Center.

Procedure --

- As a first step, clients should talk together to find some resolution. If mediation is needed, a Center support worker, supervisor or manager can assist.
- Clients need to agree to abide by the conditions of the solution.
- Each person involved in the conflict should have a chance to tell their side of the story in a respectful way without interruptions from the other person.

- Clients should be encouraged to suggest compromises that could solve the situation. If they are unable to come up with constructive solutions, Center staff should make suggestions to compromises that might work for all involved.
- Clients involved may need to stay away from each other for a time or even the duration of their stay. It must be made clear that if the people involved continue to engage in behavior that is aggressive, threatening or disruptive to other clients/others, then one or both people may be asked to leave.

CLIENT RECORDS

Policy –

The confidentiality of client information is to be safeguarded appropriately by staff and others providing services or volunteering at the Center. Protected health information will not be used or disclosed other than as permitted by contract or required by law.

Procedure –

Access to Client Information and Records

Access to client information and records is only permitted to appropriate, authorized persons. Authorization to see specific information will be on a need-to-know basis and to those whose access is permitted by law.

Working Notes and Off-Site Documentation

Where client contact is off-site or where client working notes must be secured outside of the Center's regular office, it is important to ensure confidentiality both verbally and in written form.

- Whenever possible, off-site information will have minimal identifying information;
- If confidential material is kept in a vehicle during working hours, the vehicle must be locked at all times and the material stored out-of-view. No confidential material is to be left in a vehicle overnight.
- No confidential information is to be stored on home or personal computers.
- All client information must be returned to the Center and/or appropriate provider for secured filing.

INFORMATION TECHNOLOGY

Policy --

Confidentiality of client and business data by maintaining computer security meets or exceeds industry standards and complies with all applicable law. Security includes hardware and software applications as well as limited security access through user names and passwords.

Information handled by computer systems must be adequately protected against unauthorized access, modification, disclosure, or destruction. Effective controls for logical access to information resources minimize inadvertent employee error and negligence and reduce opportunities for computer crime.

Fulfillment of security responsibilities is mandatory, and violations of security requirements may be cause for disciplinary action, up to and including dismissal, civil penalties, and criminal penalties.

Procedures --

Access Codes and Passwords

- The confidentiality and integrity of data stored on Center computer systems is protected by security controls to ensure that only authorized users can gain access. Access privileges are restricted to only those capabilities that are appropriate to each user's job duties (this includes limiting the installation of software to IT staff).
- Each user is responsible for the security of his or her assigned passwords. Passwords should not be written down. Users must not disclose passwords to others and must immediately change passwords if it is suspected that they have become known to others.
- Where possible, passwords must be a minimum of seven characters in length and be comprised of a combination of letters, numbers and special characters. The use of proper names, dates, phone numbers and words that can be found in a dictionary must be avoided.
- Passwords must be changed at least every 90 days, if not prompted automatically by the system.
- Some systems provide the ability to save a password so that it does not need to be entered the next time the application is run. This can provide easy access to systems for an unauthorized user. Under no circumstances should passwords to Center systems be saved in an unencrypted format.
- When a user walks away from a computer they are logged on to, they must either log off or lock the computer. This applies even if the user is only leaving the computer unattended for a short period of time.

Computer Viruses

- Computer viruses are programs designed to make unauthorized changes to programs and data. Therefore, viruses can cause destruction of Center resources and are much easier to prevent than cure. Defenses against computer viruses include protection against unauthorized access to computer systems, using only trusted sources of data and programs, and maintaining virus-scanning software.
- Users must not knowingly introduce a computer virus into computers used to provide the Services under this Agreement.
- Users must not load diskettes, CD-ROM's, USB memory devices or other portable media of unknown origin.
- All incoming diskettes, CD-ROM's, USB memory devices and other portable media must be scanned for viruses before the files that they contain are opened.
- Any user who suspects that his/her laptop or workstation has been infected by a virus must immediately power off the workstation and contact the IT Department.

Bypassing or breaching security measures

- Attacks against Center systems come from many sources both internal and external to Contractor computer networks. Security measures, such as a firewall and intrusion detection system, have been put in place to protect the Facilities from breaches that originate from outside sources.
- Any activity that bypasses or is intended to bypass the security measures that are in place to protect Contractor networks is in contravention of this policy and may lead to disciplinary action.

Inappropriate use

Inappropriate use of the Center's information technology includes, but is not limited to:

- Unauthorized access, alteration, destruction, removal, and/or disclosure of data, information, equipment, software, or systems;
- Deliberate over-extension of the resources of a system or interference with the processing of a system;
- Disclosure of confidential passwords and/or access devices or information for accounts, equipment, and telephone voice mail;
- Unauthorized use of Center Facilities and resources for commercial purposes;
- Theft of resources;
- Malicious or unethical use; and
- Use that violates provincial or federal laws.

Monitoring system use

- Contractor is responsible for monitoring the system for security. In the course of monitoring individuals improperly using the system, or in the course of system maintenance, the Contractor may also monitor the activities of authorized users.
- Anyone using the Center's system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials and management for disciplinary action.

WORKPLACE SAFETY

Policy --

The Center understands the importance of hygienic, sanitary environments for all at the facility and maintains a consistent and high standard of housekeeping. Staff and others, as appropriate, are provided training and education for any hazardous materials they may come into contact with when carrying out their assigned work.

Procedure --

The Center maintains written, standardized housekeeping procedures and trains and monitors staff implementation and effectiveness. (Client participation in housekeeping tasks follows Center guidelines.)

Particular attention is paid to the primary sources of biohazards in kitchens, showers and restroom areas and steps are taken to prevent the spread of infection.

To prevent cross-contamination, clients are required to store personal toiletries in their sleeping quarters when not in use. Clients are assigned a set of linens at intake for their use while in the Center. Center workers and volunteers are responsible for washing shower and bed linens in hot water and/or bleach. At discharge, linens are laundered by an outside service.

Hazardous Material

All hazardous materials (cleaners, solvents, etc.) must be stored in a designated locked and secured location. All highly flammable or combustible materials are stored separate from the sleeping and programming areas, kept secure in a locked and ventilated space.

Flammable or combustible materials may not be stored longer than one year. Upon opening the container, staff and others, where appropriate, will clearly mark the discard date on the container. Disposal takes place at a designated depot site.

Staff are trained in the reading of labels and Material Safety Data Sheets for safely using the hazardous material and responding to a spill, release, fire or poisoning on any hazardous material at the Center.

An up-to-date inventory of hazardous materials kept at the Center is maintained. The hazards of the controlled products are identified and evaluated on an ongoing basis. Whenever possible, less hazardous materials will be substituted. Procedures for using hazardous materials will be developed, as appropriate. Protective equipment and clothing will be provided and worn as required/needed.

Basic instruction and emergency procedures for dealing with hazardous materials will be provided to staff and/or updated when new products are received, or new hazard information becomes available.

Poison Control

The phone number for local Poison Control Center is posted in Center facilities and is included in staff health and safety information materials.

CRITICAL INCIDENTS

Policy --

All critical incidents must be documented.

These include, but are not limited to:

- incidents where the County or Contractor has been exposed to potential liability,
- where outside intervention has been sought (police, fire, emergency services, etc.), or,
- where an act of physical violence has occurred or been threatened.

Procedure --

- 1) Inform the Program Manager and Risk Manager as soon as possible. Complete a Critical Incident Report Form in detail. Stick to the factual information.
- 2) The Program Manager and/or Risk Manager will initiate a critical incident stress debriefing session, as appropriate.
- 3) Risk Manager will notify Director, Director will notify Executive Director, County and Board, as appropriate.

In Case of Fire – Fire Procedures

- 1) Pull the fire alarm, if not already sounding (the Fire Department monitors/responds).
- 2) Alert clients, staff and visitors and immediately evacuate the Center.
- 3) Direct clients to a safe place outside.
- 4) If possible, collect logs and access keys.
- 5) At outside safe-place, confirm all clients, staff and visitors have evacuated the building.
- 6) When the Fire Department arrives, speak to the officer in charge. (Officer may need access codes or keys).
- 7) If the weather is inclement and if the evacuation will not be short, request the Fire Department

- provide provision for immediate short-term shelter.
- 8) Determine assistance of others in providing temporary shelter for clients, as appropriate.
 - 9) For a false alarm or other short-term evacuation, direct occupants back into the building once the Fire Department has authorized an all clear.

Smoke Alarm & Smoke Detector

Smoke alarms and Carbon Monoxide detectors are installed at the Center according to CA health and safety codes and regulations.

Fire Extinguishers

Fire extinguishers are only to be used when the fire is small and contained (e.g. kitchen area fire). In all other situations, staff are expected to inform clients and visitors and evacuate the Center premises immediately.

Fire Exit Procedure

- 1) Roll out of bed (clients).
- 2) If the fire alarm is not sounding, pull the nearest fire alarm.
- 3) Exit the building/premises.
- 4) Check to see if everyone is out and DO NOT GO BACK IN THE BUILDING.
- 5) Follow the directions of Center Staff and Emergency Services, once they arrive.

Earthquake Procedure

- 1) In the event of an earthquake, direct all persons in the Center to seek protection under tables, counters, door frames and other protected areas.
- 2) When the earthquake has subsided assess the situation and if there are injuries, damage, fire, a natural gas leak or a natural gas odor or a heavy water leak, Call 9-1-1.
- 3) Evacuate the building if there is a fire, a natural gas leak or odor, hot water or steam leak or other hazardous objects or obstacles. Be aware that aftershocks could occur.
- 4) To evacuate — alert clients, staff and visitors and immediately leave the Center. Direct everyone to a safe gathering place outside.
- 5) If possible, collect logs and access keys. Do not enter any unsafe or hazardous areas.
- 6) Confirm that all clients, staff and visitors have evacuated the building.
- 7) Follow the directions of Center Staff and Emergency Services, once they arrive.

First Aid

Policy --

The Center provides First Aid assistance. If a Center worker and/or security believes a client is in need of hospitalization 9-1-1 will be called. A client's decision not to go to the hospital will be respected, where possible.

Procedure --

Sufficient on-site staff will be trained in administering basic First Aid. First Aid kits are available at designated Center locations i.e. kitchen area, front desk and sleeping quarters.

Applying First Aid

- Wear disposable latex/vinyl gloves to minimize the risk of contact with pathogens.
- Record all incidents requiring First Aid.

Calling an Ambulance

- Call 9-1-1.
- Call Security, Program Manager or Supervisor if you need support.

Shelter Client Death

In case of client death:

- 1) Call 9-1-1.
- 2) DO NOT move the client or touch anything in the vicinity of the body.
- 3) Call Security, Program Manager or Supervisor.
- 4) The Program Manager or Risk Manager will initiate Critical Incident Debriefing for staff and clients as needed/required.
- 5) The Program Manager or Risk Manager will notify Director; Director will notify Executive Director; Executive Director will notify Board of Directors and the County of death as soon as possible, within 48 hours.

Threat and Assault to Staff, Clients and Others

Policy --

The Center encourages a team approach, whenever possible, to defining, assessing and acting on violence and the potential for violence in the workplace. Violence is defined as physical or verbal actions that result in another person feeling intimidated, uncomfortable, unsafe, threatened or harassed. As many of the people we serve live with mental illness and addictions, the cause of violent behavior may be complex.

The Center assures staff, client and others' safety in the following ways:

- Critical Incident Reporting
- Tracking of important data, issues and clients with a violent history
- Weekly team and ongoing safety meetings
- Regular checks on the Center environment
- Security, cameras and monitoring of clients, staff and others', as well as premises
- Staff orientation and professional development
- Non-violent communication and other job-related training

Procedure --

When possible, staff and security should use practiced words and phrases to redirect aggressive/violent behavior to create respect and empathy. However, at times direct action and intervention may be required. Although there is no specific formula for when to take direct action, there are certain circumstances when it becomes time to act. These may include:

- Danger to yourself/others
- Property is being damaged
- Your feelings of personal safety have been violated
- You are no longer in control of the situation
- The person is fixated on you
- Things appear to be escalating
- You have exhausted all other options

Before taking direct action, assess your own personal safety and possible escape routes. Involve security or another co-worker to assist you or to act as another set of eyes. Ask the person who is acting out violently to stop and/or leave the Center. If the individual will not leave, explain that the police will be called.

Post-Violent Incident Procedure

Depending on the situation and immediately after an act of violence occurs in the workplace:

- Ensure the (violent) person has left the building
- Call police, if you have not already done so
- Ensure the assaulted person is in a safe place
- Call for an ambulance if someone has been physically assaulted
- Administer First Aid if necessary
- Support the injured person and others affected in the area
- Communicate with staff on and off site (management, risk personnel)
- Follow-up with a discussion in team meetings

Infectious Disease Outbreak

Policy --

The Center is committed to protecting staff, guests and clients receiving services from risk to include infectious diseases. Observing visible symptoms and asking questions to identify whether individuals may have infections or other communicable diseases is necessary.

If a person's condition is questionable, staff should take preventative actions. Where serious infection or communicable disease is suspected, staff are to immediately refer the individual to medical services. Where the infection/disease is determined to be a reduced risk, staff are to provide clear instructions to the individual about any restrictions that may be temporarily implemented to reduce the spread of disease.

At no point is staff to put any individual at risk by placing a person with an infection or communicable disease in the Center without direction from a trained medical professional. Staff are to make sure that all symptoms and actions are clearly documented and communicated to management and/or medical partners as instructed.

Procedure to reduce/eliminate risk from infections and infectious diseases

- 1) Wash hands frequently. (Reminder signs are posted in kitchens, showers, restrooms and other areas, where applicable).
- 2) Where more than two people have cold/flu symptoms within a 48-hour period, the Program Manager is to be informed.
- 3) Where any serious risk of infection/disease is identified or suspected, and it cannot be assessed by a medical professional immediately, isolate the individual. Where this is impractical, temporary restriction from the service may be required.
- 4) At the earliest possible time, have the individual assessed by a trained medical professional and request the medical personnel provide an appropriate medical plan within the context of the Center services.
- 5) When an individual is referred to the Center, ask questions regarding the person's exposure to communicable disease/infection and their condition.
- 6) Be alert to any emerging signs or symptoms of illness, such as diarrhea, fever, general malaise, excessive tiredness, changes in behavior, etc.
- 7) If symptoms are noted, refer at once to medical services. Notify the Program Manager and maintenance staff and ensure detailed documentation to ensure that future shifts become aware and continue observing the situation.
- 8) Communication is the key to prevention and timely management of these challenges. Make sure that all appropriate parties are aware of the situation and that all actions are clearly documented. Ensure that confidentiality and privacy are respected.

Procedure for an Outbreak

- 1) Notify staff and clients, post signs.
- 2) Hand sanitizer and sanitary wipes will be left at the front desk to ensure an adequate supply is available to everyone.
- 3) The following contact surfaces are to be cleaned with bleach and water (three tablespoons to one litre of water (1:45 strength). Gross contamination may require a bleach solution of 1:10 strength, including:
 - All door knobs
 - Phone key pads and mouth pieces
 - Toilet seats and flush handles
 - Shower handles/areas
 - All taps and areas around sinks
 - Beverage container taps and condiments or food containers
 - Gathering/seating areas/surfaces
- 4) Where an outbreak is declared by a medical professional, the Director, Program Manager and/or Risk Manager may authorize additional cleaning staff to intensify the cleaning regime. Staff should consider wearing a mask when cleaning to avoid the inhalation of contaminants.
- 5) Cleaning is to be done as often as possible especially during times when people are using common areas.
- 6) All clients, staff, providers and volunteers are to wash their hands before eating.
- 7) Staff may need to have extra fluids available for ill clients.
- 8) Dining areas are to be cleaned between sittings with a bleach solution; consider closing the dining area between meals or have clients leave the area and go outside for one hour after meals for deeper cleaning.
- 9) Screen kitchen staff and volunteers before allowing them in the kitchen.

- 10) Deliver food to clients if a quarantine is established.
- 11) Monitor/coordinate movement of individuals in and out of quarantine areas.
- 12) Keep up-to-date records of individuals who present with symptoms using a quarantined persons sheet.
- 13) Designate and apply signage to “sick” areas/washroom. Where this is not possible, staff will need to clean as often as possible, or have client report usage for cleaning.
- 14) Document and discuss the situation at each shift and update the Program Manager and/or Risk Manager.
- 15) Notifications to others i.e. County Public Health, medical, etc., as appropriate.

Pest Control

Policy -

The Center is committed to maintaining a pest free environment. Staff will be trained in identifying pests. In the event that pests are reported, the following control procedures will be initiated as promptly as possible. (Contact Program and/or Risk Manager and complete Incident Report Form).

Procedure -

Lice

Lice are small insects that feed on human blood and lay their eggs on body hairs, or on clothing fibers. Bites cause a mild irritation and a purplish spot.

To control the spread of lice, clients should be encouraged not to share hats, helmets, brushes, combs, towels and linens etc.

- When lice are detected on a client, contact designated Medical Provider and follow established safety protocols.
- Post notice at Center.

Scabies

Scabies is a skin condition caused by microscopic mites that burrow under the skin causing itchiness and inflammation.

- When scabies are detected on a client, contact Medical Provider and follow established safety protocols.
- Post notice at Center.

Bed Bugs

Bed bugs are parasitic reddish-brown, oval, flattened insects about a quarter of an inch long that feed on human blood. Their bites produce itchy bumps.

When bed bugs are detected in the Shelter the following procedure is to be followed:

- Immediately contact a licensed Pest Control Company to eradicate the bed bugs.

- Follow the Pest Control Company's instructions for how to prepare the Center for bedbug treatment.
- Ensure the Pest Control Company treats all crevices, baseboards, window sills, bed frames, mattresses, box springs, furniture and closets. Garbage storage rooms, hallways, laundry rooms and common rooms should also be treated.
- Bed bug infested materials designated for disposal should not be removed from the Center until after being treated by the Pest Control Company.
- Clothes and linens to be laundered may be removed in sealed plastic bags and washed in hot water and dried on the hottest setting of the dryer.
- Small non washable items are to be put in a freezer for a period of 48 hours to kill eggs.
- All discarded clothing or other materials should be enclosed in plastic bags and marked "bed bug infested" for disposal.
- All vacuumed refuse in bed bug infested rooms should be double bagged in plastic bags and given to the pest control company for appropriate treatment and disposal.
- All furniture and mattresses for disposal should be treated and if possible labelled as bed bug infested before placing in a dumpster. Such materials should not be recycled or allowed to be picked up from the sidewalk or dumpster.
- Continue Pest control treatments every two weeks until there are no new signs of bed bugs (minimum two treatments).
- Post notice at Center.

FOOD SERVICES

Food Service/Kitchen Sanitation

To provide guidance to staff involved in meal prep and handling to avoid contamination of food, staff and volunteers must:

1) **Personal Hygiene**

- Maintain adequate personal cleanliness (clothes, nails, hair, overall good hygiene & grooming practices).
- All hair must be confined to a hairnet during food prep and meal service.
- Gloves must be worn when contacting food and food contact surfaces. Gloves must be changed and replaced as often as hand washing is required. Single gloves shall be replaced after removal.

2) **Hand Washing**

Must occur:

- Immediately before engaging in food preparation.
- During food preparation or more often to prevent cross contamination when changing tasks.
- When switching between working with raw foods and working with ready-to-eat foods.
- After touching hair or body parts.
- After using the restroom (toilet).
- After coughing, sneezing, using a handkerchief or disposable tissue.
- Smoking, eating or drinking.

Proper hand washing is vigorously rubbing together the surfaces of soap lathered hands/arms for at least 20 seconds and thoroughly rinsing with clean running water.

Hands must be dried with a clean "one use" paper towel.

Food Preparation

- All hot food must be transported in Cambro carriers.
- All hot food must be maintained at 140 degrees, by warmer.
- All food temps of hot and cold foods must be taken when received and served, and recorded on the Food Transport Record.
- All leftover food items must be thrown away after meal service. Prepackaged items can be stored for use at another time, as applicable.

Refrigerator

- Don't overfill the refrigerator. Cool air must circulate to keep food safe.
- All foods must be labeled, covered, dated and checked for expiration date.
- No staff foods or drinks should be stored in the service kitchen refrigerator.

Freezer

- All foods must be covered labeled and dated.
- No staff foods or drinks should be stored in the service kitchen freezer.

Dry Food Storage

- All dry storage foods must be organized so that the first-in first-out inventory is being used.
- All dry storage foods must be stored in the designated kitchen dry storage area/s to avoid contamination and remain at least 6 inches off the floor.
- All foods must be labeled.

Equipment Storage

- Clean utensils must be properly stored.
- Plastic dishes must be inverted i.e. serving and plastic bowls.
- All equipment must be cleaned and free of debris and spills.
- All plastic cutting boards must be covered when not in use.

Cleaning & Sanitizing Kitchen Areas

A QUAT sanitizer will be used to clean all areas in the kitchen. (Safety Data Sheets will be needed for all chemicals used)

Meal Service Silverware/Service ware

Rinse prior to placing in dishwasher. If washing by hand, place cleaned items in basket and allow to air dry.

Methods of Washing Dishes

Using 3-compartment sink as follows:

Compartment 1 – Wash

Compartment 2 – Rinse

Compartment 3 – Sanitize

- Pre-rinse food to remove food/particles.
- Use detergent according to manufactures instructions.
- Wash water should be hot and changed frequently.
- Rinse dishes in second compartment with clean water.
- Sanitize dishes by submerging in hot water with 1/3 cup of household bleach.
- Dishes must be air dried and inverted.

Cleaning & Sanitizing Common Area Eating Tables

Cleaning of tables/benches/chairs: Before/after meal service

- Fill labeled spray bottle with ¼ of a pump of sparkle dish soap to 32 ounces of warm water.
- Wash tables using paper toweling.
- Dry table

FOOD SERVICE REMINDERS

CLEANLINESS IS KEY!

WASH YOUR HANDS before preparing and serving food.

FOOD SERVICE GLOVES must be used when food is touched, during meal service when abrasion is present or acrylic nails.

HAIR NET must be worn while in the kitchen, all hair must be completely covered.

HOT & COLD FOODS – Hot above 140 degrees, Cold below 40 degrees.

FOOD TEMPS to be taken at time of delivery and time of service.

FOOD THERMOMETERS sanitized after each use.

PERISHABLE FOOD – Refrigerated immediately upon delivery.

ALL FOOD ITEMS – labeled, dated.

WASHING DISHES BY HAND – follow procedures.

ONLY BLUE WIPES or PAPER TOWELS – can be used for kitchen cleaning.

SPONGES are not allowed!

Meal Patterns

Following guidelines established by Serv-Safe, meal plans/menus will be displayed in areas visible to program staff, such as the food service area.

Weekly Food and Supplies

Central Kitchen Food Production Supervisor will train Center staff on food and supplies ordering, food preparation and service delivery to Center clients.

Contact Information:

Central Kitchen at 661-872-6507

Center staff will complete a weekly requisition form (see attached) for orders and delivery by Central Kitchen staff and food vendors.

Requisitions must be submitted by Friday to the Central Kitchen and for delivery the following week.

Deliveries will be made by the CAPK Central Kitchen staff Mon – Fri, with cold meal selections being served by Center staff and volunteers on the weekends. (See attached sample menu) Center staff will ensure dry and cold storage items, cleaning supplies and other food-prep/service/storage items are always ordered in advance and kept on hand – as to not run out prior to the next weekly order/delivery.

Food Transport / Records

A Food Transport Record (attached) must accompany all meals delivered by the CAPK Central Kitchen and food vendors. Upon arrival, Center staff must check off and sign for all food items received. Staff must contact the Central Kitchen Food Production Supervisor for all food and temperature concerns. Food Transport Records will be kept on file at the central Kitchen and Shelter.

PET POLICY

The Center allows residents to have pet(s).

- Pet owners must cooperate with the animal care provider at the designated hours to handle the intake and discharge of pets from the Center.
- Pet owners must provide proof of a current rabies vaccination upon entering the Center. A pet must not have any communicable diseases, which creates a risk for other pets. Kern County Animal Services (“KCAS”) will assist pet owners to get vaccinations for pets that need them.
- Residents must provide animal care provider with necessary information to maintain records concerning veterinary care records, incident reports, etc.
- Only dogs including service animals are welcome at the Center.
- Pet owners are responsible for taking care of their pet. This includes:
 - The animal must have food and fresh water.
 - Dogs must be walked on a daily basis.
 - Waste material is to be picked-up and properly disposed.
 - The pet must be kept clean – e.g. bathed one time per week or as needed; the participant is responsible for cleaning the bathroom tub or sink if used for animal washing.
 - Crate/carriers must be washed on a weekly basis or as needed.
 - Pet owners must keep their animal current with any required vaccinations (proof is required) and attend to any medical needs that their animal may have.
- A pet must be caged or on a leash at all times in all areas of the Center. When on a leash, pet owners must stay with their pet at all times.
- Pet owners are responsible for the care, feeding, health, clean-up and control of their pet at all times. KCAS will assist in ensuring that pet owners care and have food for their pet.
- Pet owners are responsible for ensuring that their pet does not cause any kind of disturbance at the Center, including noise, odor or infestations. A pet should not create excessive or disruptive noises, which causes significant discomfort to other residents.

CLIENT PROPERTY

Client Money

Policy --

Clients are responsible for their personal belongings and money. To avoid theft and any resulting conflict, Center staff will encourage clients to lock up items of value, including cash, in their assigned storage bin.

Procedure –

60-gallon storage bins with lock and key access and bedside storage with camera and security monitoring will be assigned to overnight shelter Clients at intake for safe-keeping of valuables.

Medication

Policy --

Prescription medication is the property of the client. Administration of medication is the responsibility of the client. Center staff will have access to First Aid kits on premises, which will include basic pain relievers such as aspirin and Ibuprofen for Client and staff use, as needed.

Procedure–

- Prescription medication will be checked by security at intake for client name, pharmacy, and physician.
- There will be access to a refrigerator for storage in secure location for medications that require refrigeration.
- The client will administer the medication according to the time, route and frequency of the prescription.
- Staff are not responsible for ensuring clients' adherence to the medication regimen.

GOOD NEIGHBOR PLAN

Good Neighbor Policy – Community Coordination and Communication

Neighborhood, Businesses and Public

Communication with neighbors will be on an ongoing basis. As part of this commitment, prior to commencement of any services at the Center, Contractor and County partners will invite the community to the Center for an Open House event to tour, meet staff and partners and answer any questions that members of the surrounding community might have. Visits by members of the community and tours of the facility will be available by scheduling an appointment.

A public inquiry phone number and contact information will be posted. Community stakeholders may call this number for information about the site or to have any questions answered. The phone number will be retained as a resource for community members while the Center is operational. All community complaints and/or inquiries about the Center will be recorded and forwarded to the appropriate staff for follow up response. The Center will be fully committed to an appropriate customer service response and will consider the resolution of community complaints a high priority.

Navigation Center fliers will be available on-site to highlight the various services at the facility and will include admission and eligibility criteria. Volunteer, in-kind and donation opportunities will also be listed for those who wish to support the program.

Media guidelines and requests will be coordinated between Contractor and County marketing and public relations teams and engagement with media outlets will be ongoing to ensure the public is regularly updated on progress and success of the Center program.

Local Police and Fire Departments

The Center is committed to working collaboratively with local police and fire departments. The intention is to coordinate efforts to act as self-sufficiently as possible and minimize the Center's impact on the local police and fire departments. This includes ensuring that staff and security are trained to properly manage and respond to an array of difficult situations that may occur at the Center.

The Contractor and County will provide an array of services and support that will be beneficial to local police and fire departments. These services include, but will not be limited, to:

- Security Officers stationed on-site;
- On-site Medical facilities to respond to medical needs of the clients;
- Creation of an on-site police substation, if desired;
- Designated beds reserved each night for law enforcement referrals;
- Security, staff and volunteers will monitor surrounding area to deter and control issues of loitering, encampment, abandoned property, and other blight;
- Training opportunities on mental illness, homeless sensitivity or other topics of interest to supplement existing program trainings;
- Direct referral access to a coordinated entry system to assist local law enforcement officers connect homeless individuals with housing opportunities;
- Statistical reports on number of clients served, length of stay and/or demographic information.

Additionally, Contractor and County will meet with local law enforcement. Initially, it is suggested to meet once a month when the Center opens.

1. City, County, and Service Providers

Operation of the Center will be for the public good and to move the homeless Continuum of Care system, as a whole, forward. As such successful implementation of the program/s will require the partnership of various stakeholders including the City, County and other Service Providers.

The Center will be committed to working cooperatively with numerous other service providers, community, and government organizations to serve the needs of the homeless population in Kern County.

In order to effectively manage and operate a robust low barrier navigation center that provides an array of services for Center clients, the Contractor must maintain its strong history of collaboration and willingness to engage other service providers.

Additionally, Center staff will be responsive to and provide support to the County Board of Supervisors and the City Council Members as needed, in relation to the outcomes and operation of the program.

2. Policies for Community Involvement

Center staff will be committed to active participation in city and county-wide community events. To the extent reasonable and feasible staff representatives will attend meetings of the local Neighborhood Association(s) and local Chamber of Commerce(s) when invited, and communicate with neighborhood and business participants.

Additionally, the Center may sponsor special events, such as community resource fairs, which will include the community and the neighborhood on various occasions.

3. Policies for Neighborhood Patrol

A staff and volunteer led Neighborhood Patrol will assemble to monitor the immediate radius around the Center perimeter. The role of this patrol group is to collect litter, promote cleanliness, engage with neighbors, and enhance safety and cleanliness of the immediate vicinity.

Additionally, they will prevent and control issues of loitering, unauthorized parking of client vehicles in the neighborhood, abandoned property, shopping carts and other blight. A log will be kept of the ongoing patrols. The following actions will be completed by the Neighborhood Patrol:

- All litter and trash items will be removed from the area and properly disposed of;
- Clients found loitering will be issued a warning. Violations of this rule may cause a client to be exited from the facility;
- Unauthorized parking of client vehicles in the neighborhood are subject to towing;
- Staff and volunteers will contact city designated shopping cart retrieval program to collect all shopping carts found that do not contain items of personal property;
- Staff and volunteers will follow city codes for removing personal property found in surrounding area.
- Navigation Center staff will work with law enforcement, service providers and volunteers to conduct outreach and engagement activities to homeless in surrounding community such as parks, river bottoms, etc.

COORDINATION WITH COUNTY & AREA SERVICE PROVIDERS

Policy –

In addition to coordination and collaboration with the County in providing homeless support and services at the Navigation Center, services delivery will include working closely with area homeless and services providers, City and County government and agencies, corporations, businesses, communities, individuals and others to address the homelessness crisis and needs in Kern County.

Procedure – In process of development with County and Providers...

VOLUNTEER AND DONATION MANAGEMENT

Policy –

The Navigation Center and County team will work together to organize activities associated with funds, goods, services, time, and/or talent offered by a variety of sources in response to the needs of the homeless and near homeless and during an emergency or disaster, and to make the best use of these offered items if, and when, they are received.

Volunteers 18 years and older will be encouraged to participate at the Center on a regular and ongoing basis and will follow established safety and confidentiality policies and protocols. The Center Volunteer Coordinator will assist volunteers with scheduling, training and assigned duties while providing non-paid service at the Center.

Procedure – In process of development internally and with County...

REPORTING

Policy –

Reporting will follow established and new Contractor requirements of services delivery to the homeless and providers to include, but not limited to Elder Abuse and Mandated Reporting, monthly and quarterly programmatic and financial invoicing and reports, audit and record requirements, including site visit/ follow up and/or corrective action plans.

Procedure -- In process of development internally and with County and Providers...

ELDER ABUSE REPORTING CERTIFICATION

HEREBY acknowledges that this contract for services will bring Contractor in contact with dependent adults or elders, and that Contractor has received from County a copy of Welfare & Institutions Code Section 15659 as required by the Elder Abuse and Dependent Adult Civil Protection Act (Welfare & Institutions Code Sections 15600, et seq). Contractor certifies that it has knowledge of the provisions of the Act, and will comply with its provisions which define a mandated reporter, and requires that reports of abuse or neglect be made by a mandated reporter when, in his or her professional capacity, or within the scope of his or her employment, he/she observes or has knowledge of an incident that reasonably appears to be physical abuse, abandonment, isolation, financial abuse, or neglect.

Form SOC 341, Report of Suspected Dependent Adult/Elder Abuse, and General Instructions are available on the California Department of Social Services website:
<http://www.dss.cahwnet.gov/cdssweb/entres/form s/English/SOC341 .pdf>

Contractor further gives assurance that all of its employees, consultants, and agents performing services under this Agreement, who are mandated reporters under the Act, sign statements indicating that they know of and will comply with the Act's reporting requirements.

Form SOC 341A, Statement Acknowledging Requirement to Report Suspected Abuse of Dependent Adult and Elders, is available on the California Department of Social Services website:
<http://www.dss.cahwnet.gov/cdssweb/entres/forms/English/SOC341A.pdf>

To Report Suspected Dependent Adult/Elder Abuse during regular business hours, call 1 (800) 510-2020
To Report Suspected Dependent Adult/Elder Abuse after hours, call 911

WELFARE AND INSTITUTIONS CODE SECTION 15659

15659.

(a) Any person who enters into employment on or after January 1, 1995, as a care custodian, health practitioner, or with an adult protective services agency or a local law enforcement agency, prior to commencing his or her employment and as a prerequisite to that employment shall sign a statement on a form, that shall be provided by the prospective employer, to the effect that he or she has knowledge of Section 15630 and will comply with its provisions. The signed statement shall be retained by the employer.

(b) Agencies or facilities that employ persons required to make reports pursuant to Section 15630, who were employed prior to January 1, 1995, shall inform those persons of their responsibility to make reports by delivering to them a copy of the statement specified in subdivision (a).

(c) The cost of printing, distribution, and filing of these statements shall be borne by the employer.

(d) On and after January 1, 1995, when a person is issued a state license or certificate to engage in a profession or occupation the members of which are required to make a report pursuant to Section 15630, the state agency issuing the license or certificate shall send a statement substantially similar to the one contained in subdivision (a) to the person at the same time as it transmits the document indicating licensure or certification to the person.

(e) As an alternative to the procedure required by subdivision (d), a state agency may cause the required statement to be printed on all application forms for a license or certificate printed on or after January 1, 1995.

(f) The retention of statements required by subdivision (a), and the delivery of statements required by subdivision (b) shall be the full extent of the employer's duty pursuant to this section. The failure of any employee or other person associated with the employer to report abuse of elders or dependent adults pursuant to Section 15630 or otherwise meet the requirements of this chapter shall be the sole responsibility of that person. The employer or facility shall incur no civil or other liability for the failure of these persons to comply with the requirements of this chapter.

AUDIT & RECORD REQUIREMENTS

CPA Audit on Termination

1. Audit Requirement. At the request of County, Contractor shall give to County audit reports covering the term of this Agreement, prepared by an independent Certified Public Accountant. The audit requirement is for the purpose of determining whether the reported costs have been computed in accordance with Generally Accepted Accounting Principles, within the provisions of this Agreement, and with all applicable County requirements. Such audit shall be performed in accordance with the Standards for Audit of Governmental Organizations, Programs, Activities, and Functions as published by the Comptroller General of the United States, and in accordance with Generally Accepted Auditing Standards. County reserves the right to require a program specific audit at County's discretion.
2. Audit Submission /Fiscal Year-end. Contractor shall provide County with the audit reports required herein no later than One Hundred Twenty (120) days after the close of Contractor's Fiscal Year or 120 days after end of contract period whichever occurs first. In the case where providing the required audit within the specified time period represents an unreasonable hardship, Contractor shall alert County and request an extension. Additional documentation may be requested by County in order to grant the extension. The submittal of the audit will continue to be required and due no later than six (6) months after the close of Contractor's fiscal year-end.
3. Payment for Audit. Contractor shall bear all costs in connection with, or resulting from, any audit and/or inspections including, but not limited to, actual cost incurred and the payment/repayment of any expenditures disallowed by County, State or Federal government entities, including any assessed interest and penalties.
4. If Contractor is exempt from federal audit procedures, then payment for this audit shall be made by Contractor with resources other than grant funds, or those used for matching purposes. If Contractor is not exempt from federal audit procedures under Uniform Guidance, the cost of audits made in accordance with the provisions of this part are allowable charges to County. The charges may be considered a direct cost or an allocated indirect cost, as determined in accordance with the provisions of applicable OMB cost principles circulars, the Federal Acquisition Regulation (FAR) (48 CFR parts 30 and 31), or other applicable cost principles or regulations.

Contractor Records

Contractor shall maintain and make available to County accurate books and records related to the Services in accordance with Section 13 of the Agreement. Subject to the requirements of Section 13 of the Agreement, Contractor shall permit County to audit, examine, and make excerpts and transcripts from its records and to conduct audits of all invoices, materials, records of personnel, or other data related to the Services under this Agreement. Contractor shall maintain its data and records in an accessible location and condition for a period of not less than three years from the date of final payment under this Agreement, or until after the conclusion of any audit, whichever occurs last. The State of California and/or any federal agency having an interest in the subject of this Agreement shall have the same rights as County.

COMMUNITY ACTION PARTNERSHIP of KERN
BOARD OF DIRECTORS
AUDIT & PENSION COMMITTEE MEETING
January 16, 2020
12:00 pm

MEETING MINUTES

1. Call to Order

Committee Chair Craig Henderson called the meeting to order at 12:06 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, Ana Vigil

Absent: Mike Maggard

Others Present: Jeremy Tobias, Chief Executive Officer; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Tracy Webster, Chief Financial Officer; and other CAPK staff.

3. Approval of Agenda

Motion was made and seconded to approve the Audit and Pension Committee meeting agenda for January 16, 2020. Carried by unanimous vote. (Plane/Henderson).

4. Public Forum

No one addressed the Committee.

5. New Business

- a. 3rd Quarter 2019 Pension Plan Update – Tracy Webster, Chief Financial Officer and Tom Ming, Pensionmark – ***Info Item***

Tracy Webster introduced Tom Ming from Pensionmark who provided the Committee with the 3rd quarter Pension Plan update. Tom reported 24 funds are passing, and one fund is on watch. There are 72 participants in that fund, which represents less than 1%. Tom reported that the fund must fail for 4 consecutive quarters before Pensionmark is required to replace the fund.

Tom reported that the portfolio holdings and plan assets are nicely diversified and performing well among top 10 holdings. The asset allocation for fixed income is quality rated and the investment cost is 22 basis points.

b. CAPK 403(b) and 401(a) Retirement Plan Re-Pricing – Tracy Webster, Chief Financial Officer –
Action Item

The proposed increase in asset charge for administering the CAPK 403(b) and 401(a) plans is 0.10%, which matches the volume of business for the CAPK staff size and need. Staff & Tom Ming obtained quotes from several carriers and determined The Standard is the most competitive in price and service delivery. Staff recommends the approval of the CAPK 401(a) and 503(b) retirement plan repricing.

Motion was made and seconded to approve the CAPK 401(a) and 403(b) retirement plan repricing in the amount of 0.10%. Carried by unanimous vote (Plane/Vigil).

c. Brown Armstrong Presentation of the Independent Audit Reports for the year ended February 28, 2019 and the Special Purpose Financial Statements for the year ended June 30, 2019 – Tracy Webster, Chief Financial Officer – Info Item

Tracy Webster introduced staff from Brown Armstrong, Andrew Paulden and Brooke Baird, who provided the full audit report to the Committee. Brooke explained the processes followed for both the field work onsite at the CAPK offices and the review conducted at the Brown Armstrong offices.

Andrew Paulden reported on the Significant Audit Areas and the separate audit reports issued:

- **Financial Audit of CAPK** – The Independent Auditors rendered an unmodified opinion or “clean opinion” which is the highest ranking possible.
- **Special Purpose Audit** – The Special Purpose Audit report is a state requirement with the audit year ending June 30, 2019. The Independent Auditors rendered an unmodified opinion or “clean opinion,” which is the highest ranking possible.
- **Defined Contribution Pension Plan 401(a)** – The Independent Auditors rendered a Disclaimer of Opinion, because of the reliance of information provided to them by Pensionmark. A Disclaimer of Opinion is the highest ranking possible for a pension plan audit.
- **Defined Contribution Pension Plan 403(b)** – The Independent Auditors rendered a Disclaimer of Opinion, because of the reliance of information provided to them by Pensionmark. A Disclaimer of Opinion is the highest ranking possible for a pension plan audit.

Andrew Paulden reported that CAPK staff is exceptional to work with, all requested information was provided in a timely manner, and there were no deficiencies or material weaknesses noted.

- d. 2018 Information Returns and Attorney General Report – Tracy Webster, Chief Financial Officer – ***Info Item***

Tracy Webster reported that the 990 and 199 taxes were filed on time to meet the January 15, 2020 deadline. After Board approval, the tax filings will be posted to the website. Tracy also reported that the registration renewal fee report to the Attorney General's Registry of Charitable Trusts was also filed on time.

- e. California Department of Public Health WIC Program Monitoring Visit Update from the December 3-6 PMV – Carmen Segovia, Director of Health & Nutrition – ***Info Item***

Tracy Webster reported that the findings from the California Department of Public Health WIC Program Monitoring Visit that took place in December of 2018, have been addressed and the state considers them closed.

6. Committee Member Comments

No comments.

7. Next Scheduled Meeting

Audit & Committee Meeting
Thursday April 16, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

8. Adjournment

The meeting adjourned at 12:52 pm.

INVESTMENT REVIEW

Community Action Partnership Profit Sharing For Period Ending 09/30/2019

Presented By: Tom Ming
Managing Director
tom.ming@pensionmark.com
(661) 302-4950

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MARKET & ECONOMIC REVIEW

For Period Ending 9/30/2019

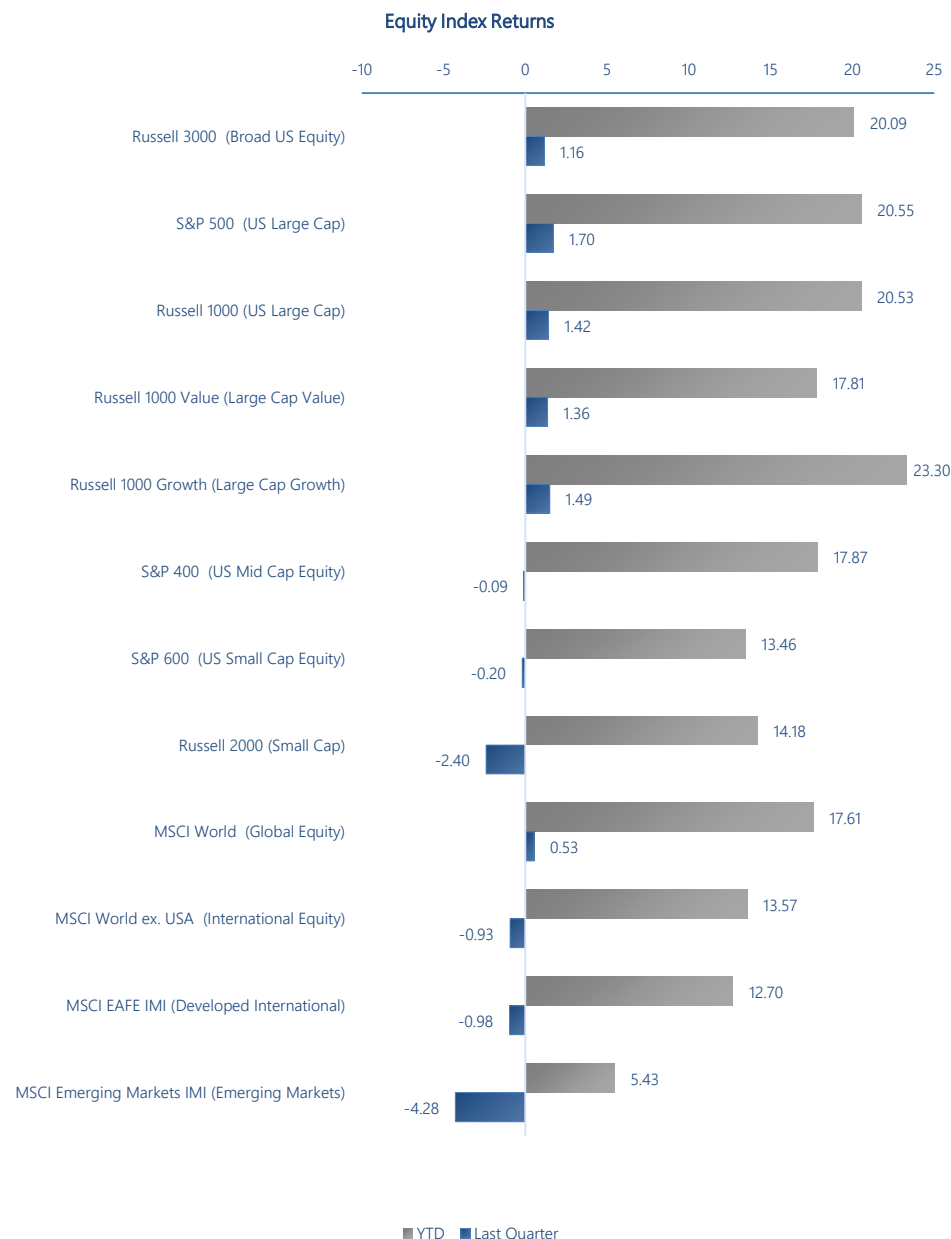
Pensionmark Financial Group, LLC ("Pensionmark") is an investment adviser registered under the Investment Advisers Act of 1940. Pensionmark is affiliated through common ownership with Pensionmark Securities, LLC (member SIPC).

Domestic Equity

- S&P 500 posted a 1.7%% gain for the quarter.
- Large Cap (Russell 1000) outperformed Small Cap (Russell 2000).
- Growth (Russell 1000 Growth) outperformed Value (Russell 1000 Value).
- Utilities, Real Estate, and Consumer Defensive were the best performing sectors; while Energy, Healthcare, and Consumer Cyclical lagged.
- The Dow Jones experienced its largest one-day drop of the year on August 5th, falling over 700 points.
- The S&P 500 and Dow Jones experienced the best three-quarter starts to the year since 1997.
- Volatility remained heightened throughout the quarter, as the same themes from Q2 persisted in Q3: trade talks between the U.S. and China and actions taken by the Federal Reserve.

International Equity

- MSCI World ex. US posted a 0.9% loss for the quarter.
- Domestic equities outperformed international equities.
- Developed market equities outperformed emerging market equities.
- International markets struggled in Q3 as weak economic data persisted and the strength of the U.S. dollar weighed on international returns.
- Japan was the best performer within the developed markets, rising 3.1%, while Hong Kong equities fell 12% as the ongoing protests have weighed on their markets.
- In emerging markets, Taiwan posted the strongest return driven by their semiconductor sector, while South Africa fell over 12% over concerns around geopolitical and economic trouble.
- Chinese equities slumped as the country's economic data continued to disappoint expectations..

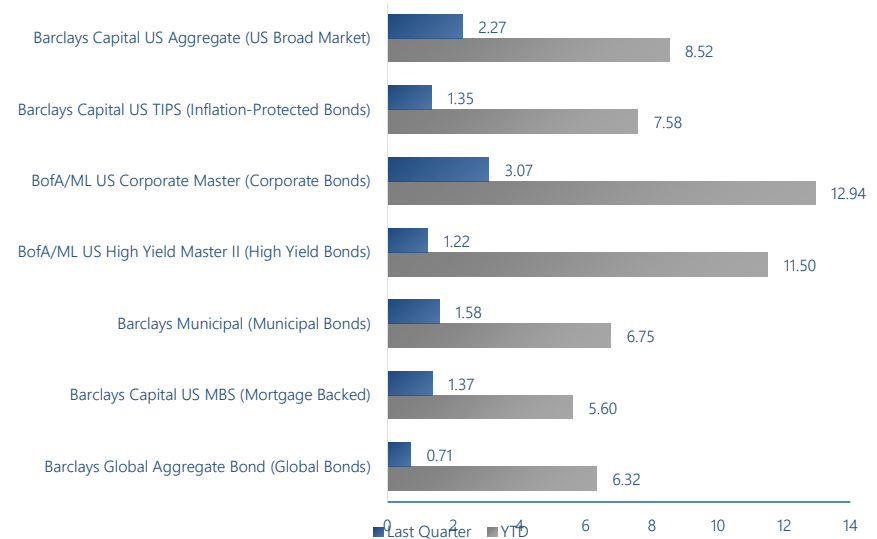


Source: Index Factsheets as of 9/30/2019 from the following index providers: MSCI Indices (www.msci.com), S&P Dow Jones Indices (www.us.spindices.com), FTSE Russell Indices (www.ftse.com).

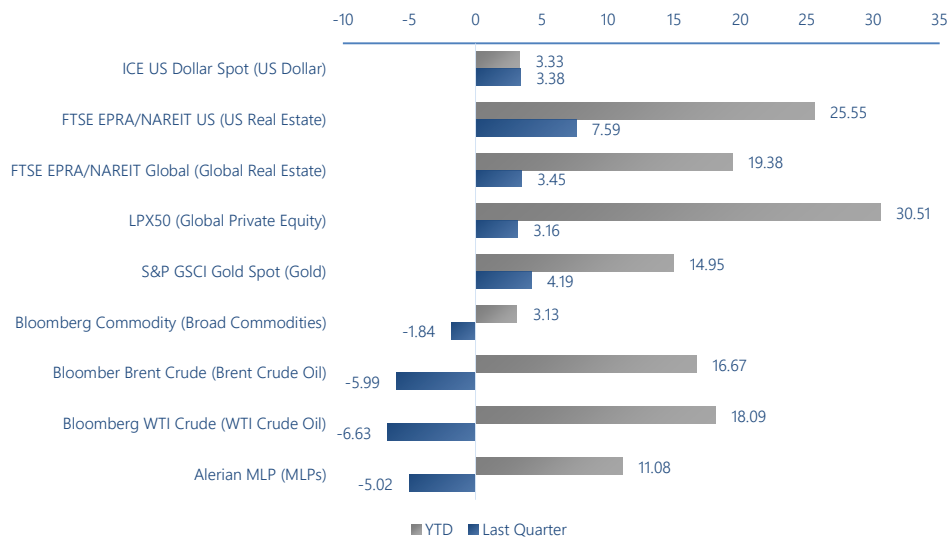
Fixed Income

- Interest rates decreased in the US Treasury fixed income market during the third quarter, further inverting the yield curve.
- The yield on the 10-year Treasury note fell by 32 bps to 1.68%.
- After ending the 2nd quarter suggesting there would be no rate cuts in 2019, the Federal Reserve cut interest rates twice, in July and September.
- Investment grade corporate and high yield bonds extended their gains for the year posting 3.1% and 1.2% gains for the quarter, respectively.
- As growth prospects continued to soften in the quarter, central banks around the world began reducing interest rates and the European Central Bank restarted its bond-buying stimulus program, both leading to a bond market rally during the quarter.
- Several emerging market countries launched bond offerings as borrowing costs have fallen.

Fixed Income Index Returns
















Alternative Investment Index Returns



Alternative Investments

- Commodities fell 1.8% during the quarter. The top performers were Nickel (34.8%), Silver (9.9%), and Gold (3.3%). The worst performing commodities were Kansas Wheat (-13.7%), Coffee (-10.8%), and Corn (-10.6%).
- The US dollar rallied during the quarter, as the euro fell over 4% and the Chinese renminbi fell 3.8% against the dollar.
- In spite of a bombing of Saudi oil facilities which spiked oil prices during the quarters, Brent crude and West Texas Intermediate (WTI) crude oil fell again this quarter, losing 6% and 6.6% respectively.
- REITs showed strong gains in Q3, rising 7.6% in the U.S., and outperformed the broader global REIT market which gained 3.5%.
- Global Private Equity notched a 3.1% gain during the quarter, while MLPs lost 5%.

Source: Index Factsheets as of 9/30/2019 from the following index providers: Bloomberg Barclays Indices (www.bloomberg.com), BofA Merrill Lynch (www.bofamf.com), Intercontinental Exchange (www.theice.com), LPX Group (www.lpx-group.com), Credit Suisse (lab.credit-suisse.com), FTSE Russell Indices (www.ftse.com). All other data was sourced from Morningstar.

Macroeconomic Variable	Latest Data	Previous Quarter	Change
Real U.S. GDP (% Q/Q Annualized)	2.0% (Q2 2019)	3.1% (Q1 2019)	 1.1%
Headline Inflation (% Y/Y)	1.7% (September 2019)	1.6% (June 2019)	 0.1%
Core Inflation (% Y/Y)	2.4% (September 2019)	2.1% (June 2019)	 0.3%
Unemployment (%)	3.5% (September 2019)	3.7% (June 2019)	 0.2%
Hours Worked (Average/Week)	34.4 (September 2019)	34.4 (June 2019)	 00.0
Average Hourly Wages (\$)	\$28.09 (September 2019)	\$27.90 (June 2019)	 \$0.19
Average Price of Gas (\$/Gallon - Regular)	\$2.592 (September 2019)	\$2.716 (June 2019)	 \$0.124
Dollar/Euro (\$/€)	1.0905 (September 2019)	1.1374 (June 2019)	 0.0469
Yen/Dollar (¥/\$)	108.11 (September 2019)	107.84 (June 2019)	 0.27
Yuan/Dollar (¥/\$)	7.1477 (September 2019)	6.8650 (June 2019)	 0.2827
Fed Funds Rate (% Range)	1.75 – 2.00% (September 2019)	2.25 – 2.50% (June 2019)	 0.50%
S&P 500 (Price Level)	2,976.74 (September 2019)	2,941.76 (June 2019)	 34.98
Ten Year Treasury Yield (%)	1.68 (September 2019)	2.00 (June 2019)	 0.32%

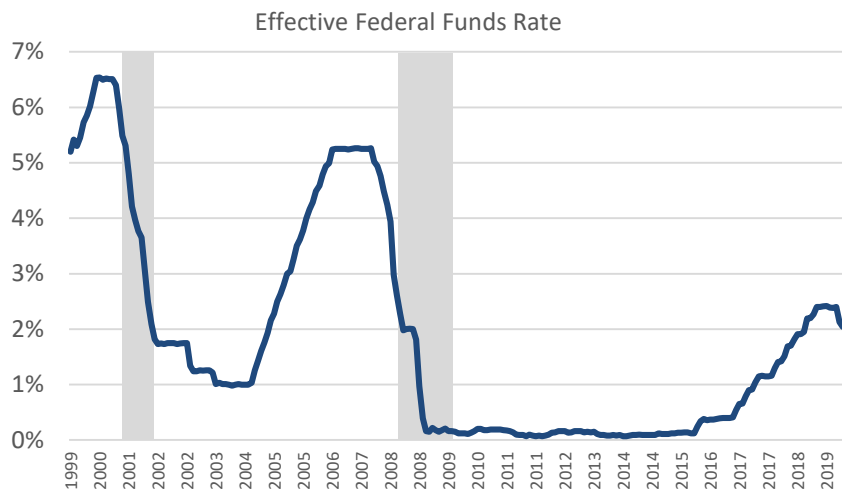
Macroeconomic Review

- In spite of weak exports and U.S. business investment contracting, GDP increased at an annualized rate of 2.0% in Q2 2019 as strong consumer spending helped to bolster continued growth.
- Headline inflation rose 0.1%, while core inflation for 0.3%. Inflation has run below the Federal Reserve's 2% target for much of the year.
- The unemployment rate fell 0.2%, to 3.5% over the quarter, while the labor force participation rate came in at 63.2. The 3.5% unemployment rate is the lowest reading in nearly 50 years.
- September marked the 108th consecutive month of job growth; the longest in history.
- Average hourly earnings rose 3.1% over the last 12 months, ending June at \$27.90 per hour.

Geopolitical Review

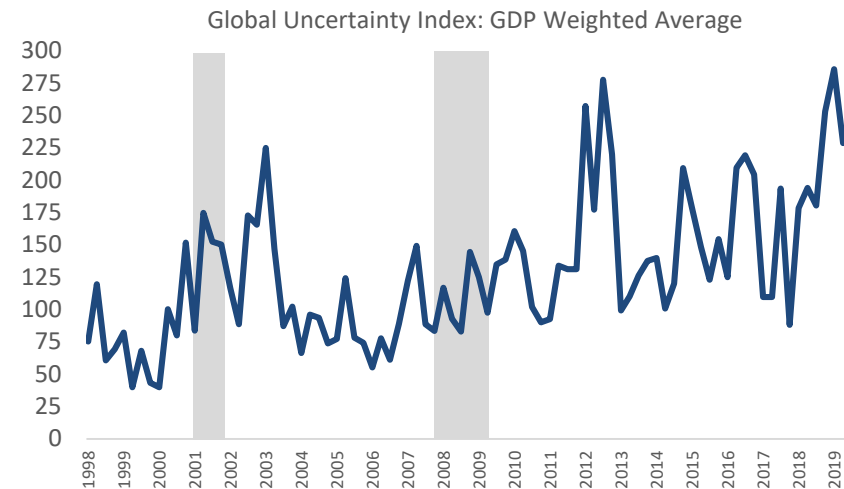
- Much like last quarter, the U.S. and China continued to explore ways to deescalate trade tensions between the two countries. Little-to-no substantive progress was made during the quarter.
- The U.S. House of Representatives opened-up an impeachment inquiry into President Trump's interactions with the president of Ukraine. This is only the 4th U.S. President to face impeachment.
- Boris Johnson became the new Prime Minister of the United Kingdom and the leading force to negotiate a withdrawal from the European Union. After vowing that the U.K. would leave by October 31st even if there was no deal in place, Parliament voted that the U.K. could not withdraw without a deal.
- Tensions in the middle east rose as oil facilities in Saudi Arabia appear to have been bombed by Iranian or Iranian-backed forces.

Source: Bureau of Economic Analysis (www.bea.gov), Bureau of Labor Statistics (www.bls.gov), U.S. Energy Information Administration (www.eia.gov), FRED Economic Data (fred.stlouisfed.gov). Arrows depict the upwards, lateral, or downward change in direction for a given macroeconomic variable. The color of the arrow denotes the positive, neutral, or negative signal Pensionmark perceives for the change in macroeconomic variable. It is educational in nature and not designed to be taken as advice or a recommendation for any specific investment product, strategy, plan feature or other purpose in any jurisdiction. This data does not contain sufficient information for any investment decision and should not be relied upon when considering an investment strategy.



Federal Reserve Interest Rate Decisions

After the Federal Reserve cut interest rates twice in Q3, there is a keen focus on what they may do through the end of the year; whether they continue to cut rates to support growth or decide to hold rates steady will likely have a significant impact on markets.



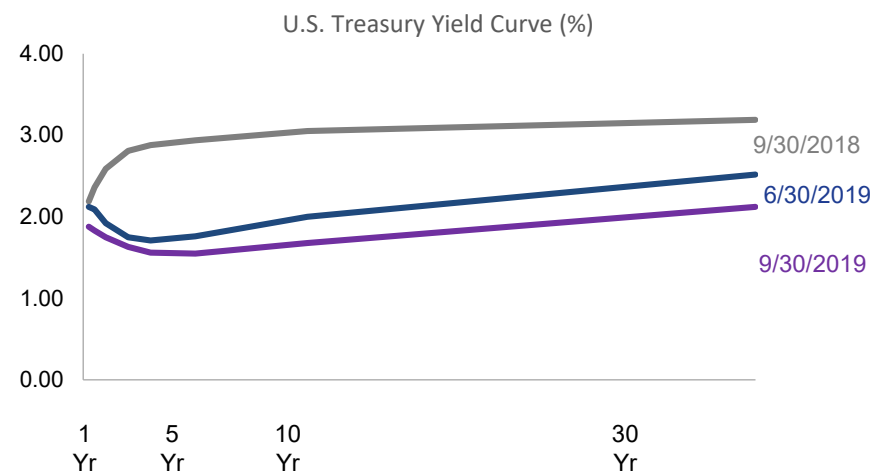
Global Economic Uncertainty Index

Driven primarily by the trade disputes between the U.S., China, and other major trading partners, we've seen an increase in global economic uncertainty. This continued uncertainty would likely continue to drive global growth expectations lower.

Country	Manufacturing PMI	Country	Manufacturing PMI
Australia	54.7	Netherlands	51.6
Brazil	53.4	Russia	46.3
Canada	51.0	Saudi Arabia	57.3
China	51.4	Singapore	49.5
France	50.1	South Africa	41.6
Germany	41.7	South Korea	48.0
India	51.4	Spain	47.7
Indonesia	49.1	Switzerland	44.6
Italy	47.8	Turkey	50.0
Japan	48.9	United Kingdom	48.3
Mexico	49.1	United States	51.1

Global Manufacturing PMI

Global PMI readings have been trending lower (a reading below 50 means the manufacturing sector is contracting). If the manufacturing sectors continue to contract globally, that could be a strong indicator of worsening global growth.



Treasury Yield Curve

As the Treasury yield curve continues to invert, investors may become increasingly concerned about an oncoming recession. While many economic readings remain strong, the prolonged U.S./China trade dispute or Fed inaction may weigh on that data.

Source: Federal Reserve of St. Louis (www.fred.stlouisfed.org), ISM Manufacturing Survey (www.instituteforsupplymanagement.com), Markit (www.market.com), U.S. Treasury (www.treasury.gov). This data does not contain sufficient information for any investment decision and should not be relied upon when considering an investment strategy.

THE IMPORTANCE OF DIVERSIFICATION

Best	REIT 27.6	Fixed Income 7.8	REIT 19.7	Small Cap 38.8	REIT 27.2	REIT 2.1	Small Cap 21.3	EM Equity 37.8	Cash 1.8	REIT 27.4
	Small Cap 26.9	REIT 7.3	High Yield 19.6	Large Cap 32.4	Large Cap 13.7	Large Cap 1.4	High Yield 14.3	DM Equity 25.6	Fixed Income 0.0	Large Cap 20.6
	EM Equity 19.2	High Yield 3.1	EM Equity 18.6	DM Equity 23.3	Fixed Income 6.0	Fixed Income 0.5	Large Cap 12.0	Large Cap 21.8	REIT -3.9	Small Cap 14.2
	Commodities 16.8	Large Cap 2.1	DM Equity 17.9	Asset Allocation 13.9	Asset Allocation 5.0	Cash 0.0	Commodities 11.8	Small Cap 14.6	High Yield -4.1	DM Equity 13.3
	Large Cap 15.1	Cash 0.1	Small Cap 16.3	High Yield 7.3	Small Cap 4.9	DM Equity -0.4	EM Equity 11.6	Asset Allocation 14.3	Large Cap -4.4	Asset Allocation 13.1
	High Yield 14.8	Asset Allocation -0.6	Large Cap 16.0	REIT 2.3	Cash 0.0	Asset Allocation -1.9	REIT 9.4	High Yield 10.4	Asset Allocation -5.6	High Yield 8.8
	Asset Allocation 13.7	Small Cap -4.2	Asset Allocation 12.3	Cash 0.0	High Yield 0.0	High Yield -2.7	Asset Allocation 8.6	REIT 9.3	Small Cap -11.0	Fixed Income 8.5
	DM Equity 8.2	DM Equity -11.7	Fixed Income 4.2	Fixed Income -2.0	EM Equity -1.8	Small Cap -4.4	Fixed Income 2.6	Fixed Income 3.5	Commodities -11.2	EM Equity 6.2
	Fixed Income 6.5	Commodities -13.3	Cash 0.1	EM Equity -2.3	DM Equity -4.5	EM Equity -14.6	DM Equity 1.5	Commodities 1.7	DM Equity -13.4	Commodities 3.1
Worst	Cash 0.1	EM Equity -18.2	Commodities -1.1	Commodities -9.5	Commodities -17.0	Commodities -24.7	Cash 0.3	Cash 0.8	EM Equity -14.2	Cash 1.8
	2010	2011	2012	2013	2014	2015	2016	2017	2018	YTD

- Large Cap
- Commodities
- DM Equity
- Asset Allocation
- Small Cap
- High Yield
- Cash
- EM Equity
- Fixed Income
- REIT

Large Cap: S&P 500; Small Cap: Russell 2000; EM: MSCI EM; Commodities: Bloomberg Commodity; High Yield: Barclays Global High Yield; Fixed Income: Barclays US Agg Bond; DM: MSCI EAFE; Cash: Barclays US Treasury Bill 1-3 Month; REIT: FTSE NAREIT; "Asset Allocation" portfolio assumes 25% S&P 500, 10% Russell 2000, 15% MSCI EAFE, 5% MSCI EM, 25% Barclays US Agg Bond, 5% Barclays Global High Yield, 5% US Treasury Bill 1-3 Month, 5% Bloomberg Commodity, and 5% FTSE NAREIT.

Source: Morningstar Direct. Please see the Important Disclosures section of this report for Index Definitions. This information is not intended as a solicitation or an offer to buy or sell any security or investment product. Past performance is not indicative of future returns. Information is solely intended for recipients in jurisdictions where the named advisor(s) are licensed to engage the investing public. Investments and strategies mentioned may not be suitable for all investors. The S&P 500 and other such indices are unmanaged, do not incur fees or expense, cannot be invested into directly and individual investor's results will vary. As with all investments, various risks may exist and Pensionmark Financial Group, LLC recommends you consult with your financial advisor prior to making any investment decisions.

EXECUTIVE SUMMARY

Community Action Partnership Profit Sharing
For Period Ending 09/30/2019

Investment Scoring Summary

Passing	Watch	Review	Not Scored	Total
24	1	0	1	26

Investment Additions

Investment Name	Status	Morningstar Rating
No current investment additions		

Investments on Watch

Investment Name	# of Participants	Plan Assets	% of total plan	Status	Quarters Failing Criteria	Morningstar Rating
Small Value						
▲ DFA US Small Cap Value I	72	\$172,707.94	0.93%	Watch	2	***

Investments Targeted for Review

Investment Name	Status	Morningstar Rating
No investments are currently targeted for review		

Review : ❌ Watch : ▲ Addition : ➕

For source information, please see the "Important Disclosures" section of this report.

PORTFOLIO REVIEW

Community Action Partnership Profit Sharing

For Period Ending 09/30/2019

	Value	Blend	Growth
Large	MFS Value R6	iShares S&P 500 Index K	TIAA-CREF Large-Cap Growth Inst
Medium	Wells Fargo Special Mid Cap Value Inst	Vanguard Mid Cap Index Admiral	MassMutual Select Mid Cap Growth I
Small	⚠ DFA US Small Cap Value I		Janus Henderson Triton T

Fixed Income	Cash/Stable Value
Vanguard Total Bond Market Index Adm	The Standard Stable Asset A

International	
Equities	Fixed Income
Hartford International Opportunities R6 American Funds New World R6	

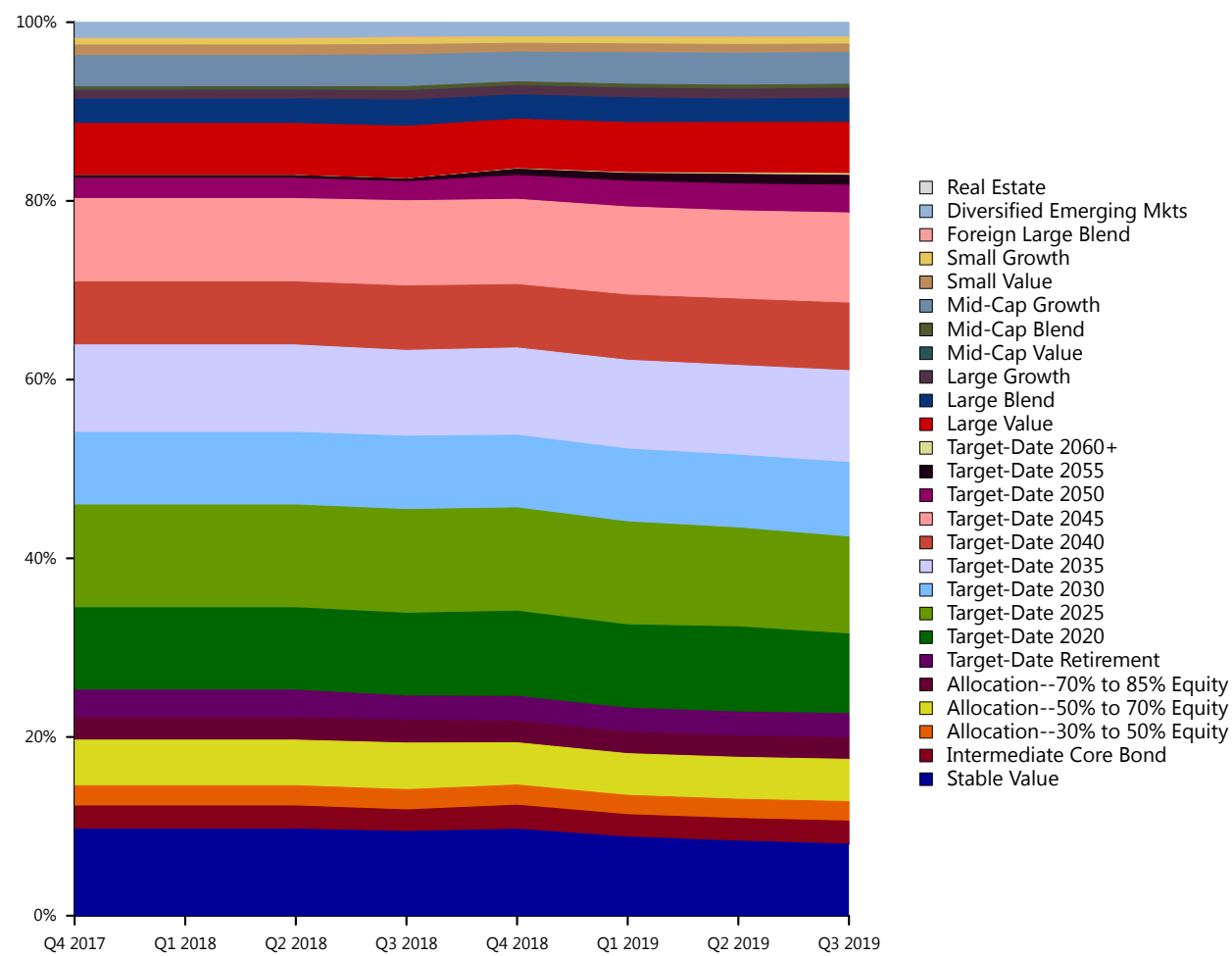
Asset Allocation
Putnam Dynamic Asset Allocation Cnsrv Y Putnam Dynamic Asset Allocation Bal Y Putnam Dynamic Asset Allocation Gr Y BlackRock LifePath® Index Retire K BlackRock LifePath® Index 2020 K BlackRock LifePath® Index 2025 K BlackRock LifePath® Index 2030 K BlackRock LifePath® Index 2035 K BlackRock LifePath® Index 2040 K BlackRock LifePath® Index 2045 K BlackRock LifePath® Index 2050 K BlackRock LifePath® Index 2055 K BlackRock LifePath® Index 2060 K

Other
Principal Real Estate Securities Inst

Review : ❌ Watch : ⚠ Addition : ➕

Asset classes are defined as broad, distinct types of investments that behave similarly and are subject to most of the same market forces. When evaluating the diversification of assets in the investment portfolio, it is an important factor in assessing risk and return. For source information, please see the "Important Disclosures" section of this report.

Historical Allocation



Investment Name	# of Participants	09/30/2019 Balance	% of Plan	06/30/2019 Balance	% Change
Stable Value					
The Standard Stable Asset A	96	\$1,480,497.72	8.01%	\$1,535,888.30	(3.61%)
Intermediate Core Bond					
Vanguard Total Bond Market Index Adm	72	\$477,608.68	2.58%	\$464,545.68	2.81%
Allocation--30% to 50% Equity					
Putnam Dynamic Asset Allocation Cnsrv Y	20	\$403,150.37	2.18%	\$396,917.92	1.57%
Allocation--50% to 70% Equity					
Putnam Dynamic Asset Allocation Bal Y	42	\$874,503.82	4.73%	\$863,810.54	1.24%
Allocation--70% to 85% Equity					
Putnam Dynamic Asset Allocation Gr Y	13	\$445,123.86	2.41%	\$445,458.91	(0.08%)
Target-Date Retirement					
BlackRock LifePath® Index Retire K	16	\$500,147.91	2.70%	\$487,834.06	2.52%
Target-Date 2020					
BlackRock LifePath® Index 2020 K	51	\$1,648,922.15	8.92%	\$1,752,802.50	(5.93%)
Target-Date 2025					
BlackRock LifePath® Index 2025 K	80	\$2,006,096.17	10.85%	\$2,036,365.37	(1.49%)
Target-Date 2030					
BlackRock LifePath® Index 2030 K	80	\$1,541,197.75	8.33%	\$1,499,562.35	2.78%
Target-Date 2035					
BlackRock LifePath® Index 2035 K	99	\$1,902,087.88	10.29%	\$1,848,968.14	2.87%
Target-Date 2040					
BlackRock LifePath® Index 2040 K	103	\$1,398,035.95	7.56%	\$1,360,189.57	2.78%

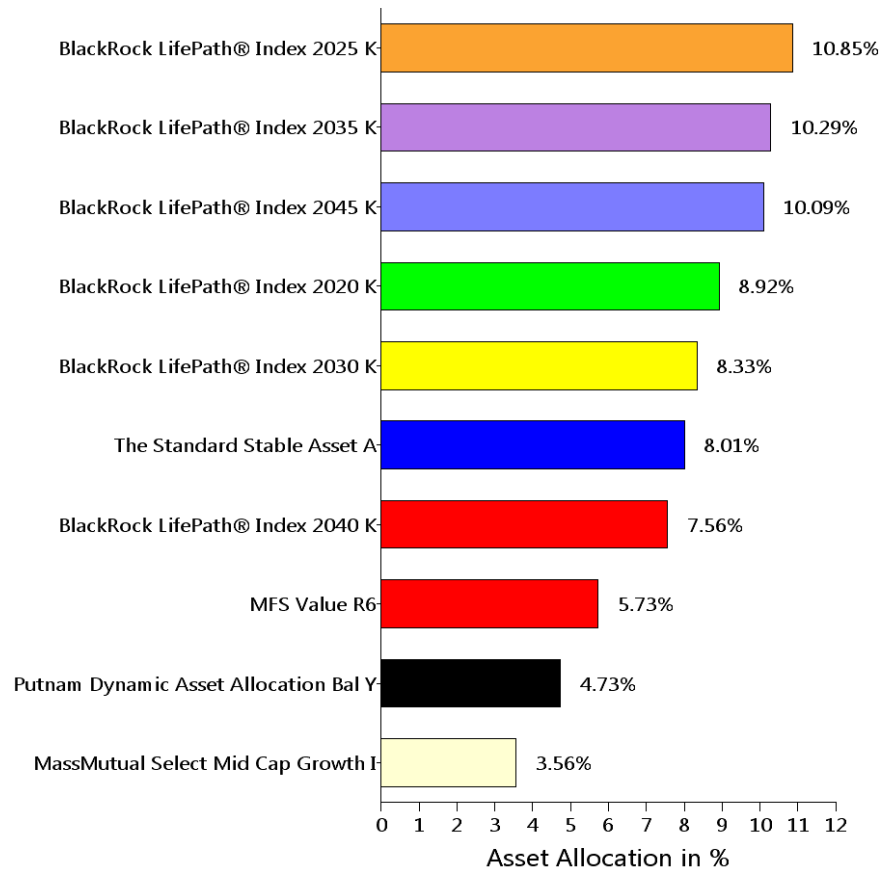
Investment Name	# of Participants	09/30/2019 Balance	% of Plan	06/30/2019 Balance	% Change
Target-Date 2045					
BlackRock LifePath® Index 2045 K	156	\$1,865,919.11	10.09%	\$1,820,136.78	2.52%
Target-Date 2050					
BlackRock LifePath® Index 2050 K	131	\$572,815.24	3.10%	\$551,948.90	3.78%
Target-Date 2055					
BlackRock LifePath® Index 2055 K	92	\$205,883.01	1.11%	\$196,656.83	4.69%
Target-Date 2060+					
BlackRock LifePath® Index 2060 K	33	\$35,925.10	0.19%	\$28,773.54	24.85%
Large Value					
MFS Value R6	85	\$1,058,815.40	5.73%	\$1,032,512.18	2.55%
Large Blend					
iShares S&P 500 Index K	52	\$499,320.41	2.70%	\$487,104.74	2.51%
Large Growth					
TIAA-CREF Large-Cap Growth Inst	78	\$204,480.04	1.11%	\$202,938.55	0.76%
Mid-Cap Value					
Wells Fargo Special Mid Cap Value Inst	2	\$4,271.44	0.02%	\$4,167.86	2.49%
Mid-Cap Blend					
Vanguard Mid Cap Index Admiral	11	\$82,894.21	0.45%	\$82,140.45	0.92%
Mid-Cap Growth					
MassMutual Select Mid Cap Growth I	79	\$658,172.05	3.56%	\$661,027.51	(0.43%)
Small Value					
▲ DFA US Small Cap Value I	72	\$172,707.94	0.93%	\$175,730.72	(1.72%)

Investment Name	# of Participants	09/30/2019 Balance	% of Plan	06/30/2019 Balance	% Change
Small Growth					
Janus Henderson Triton T	46	\$142,403.70	0.77%	\$146,317.31	(2.67%)
Foreign Large Blend					
Hartford International Opportunities R6	0	\$0.00	0.00%	\$0.00	0.00%
Diversified Emerging Mkts					
American Funds New World R6	80	\$304,611.98	1.65%	\$306,978.74	(0.77%)
Real Estate					
Principal Real Estate Securities Inst	4	\$5,140.57	0.03%	\$6,354.72	(19.11%)
Total:					
		\$18,490,732.46		\$18,395,132.17	0.52%

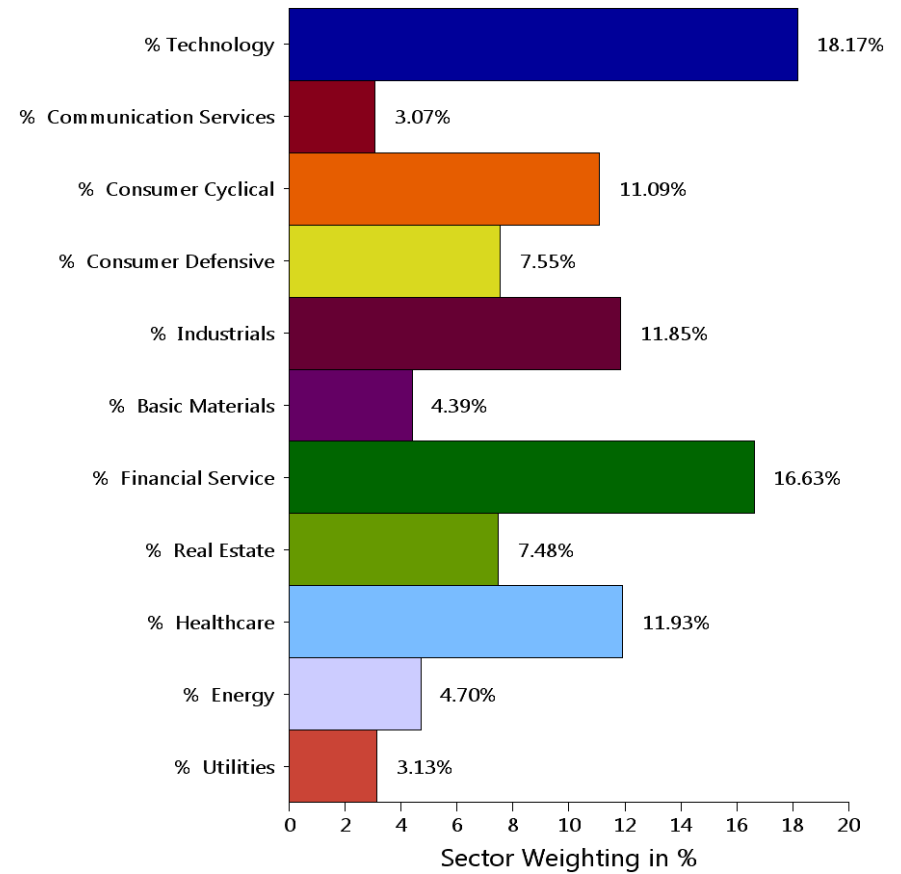
Review :  Watch :  Addition : 

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.
For source information, please see the "Important Disclosures" section of this report.

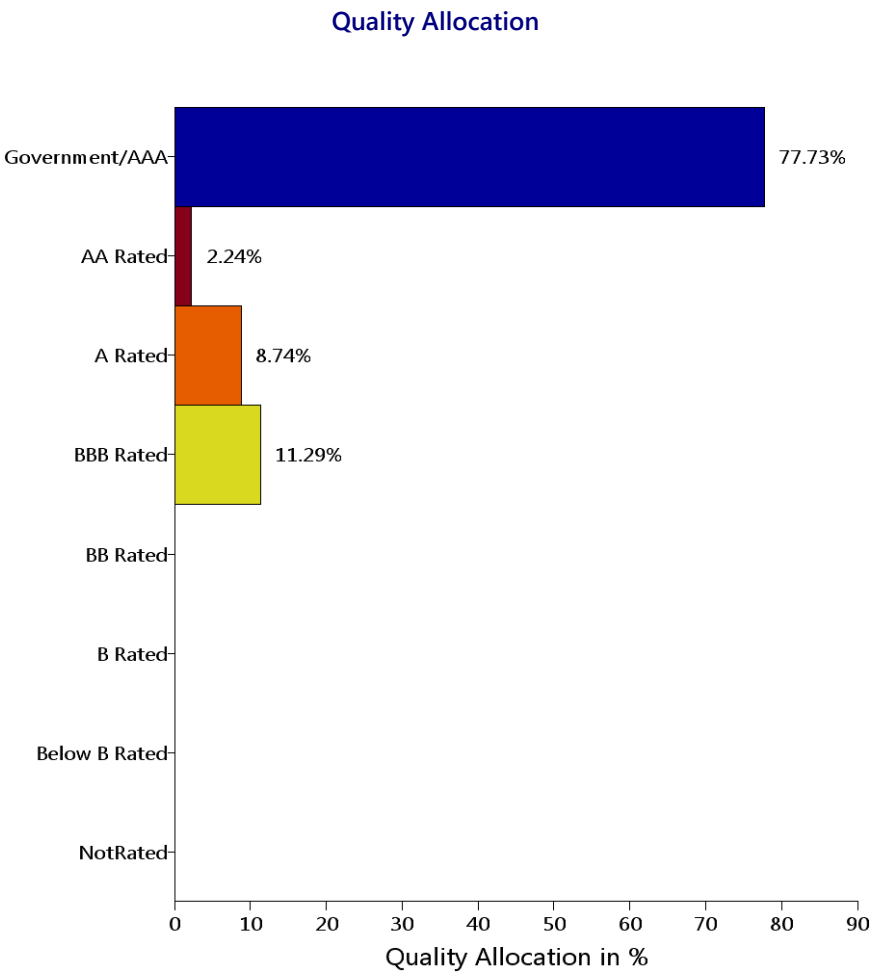
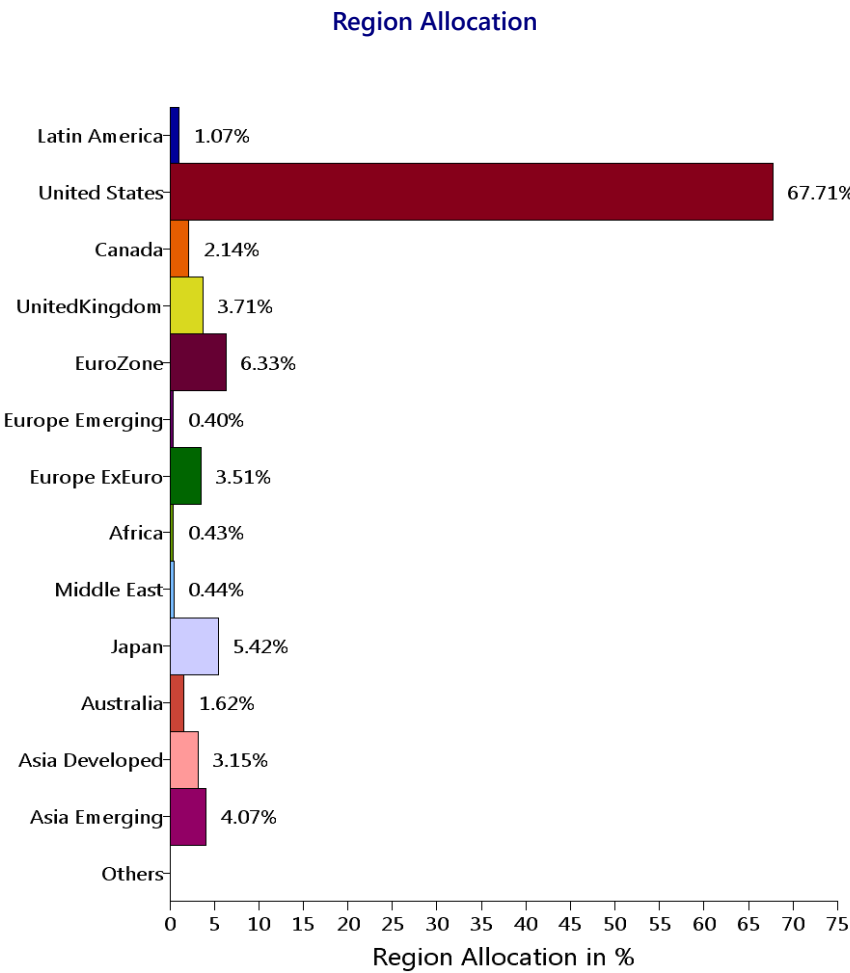
Top 10 Holdings



Sector Allocation

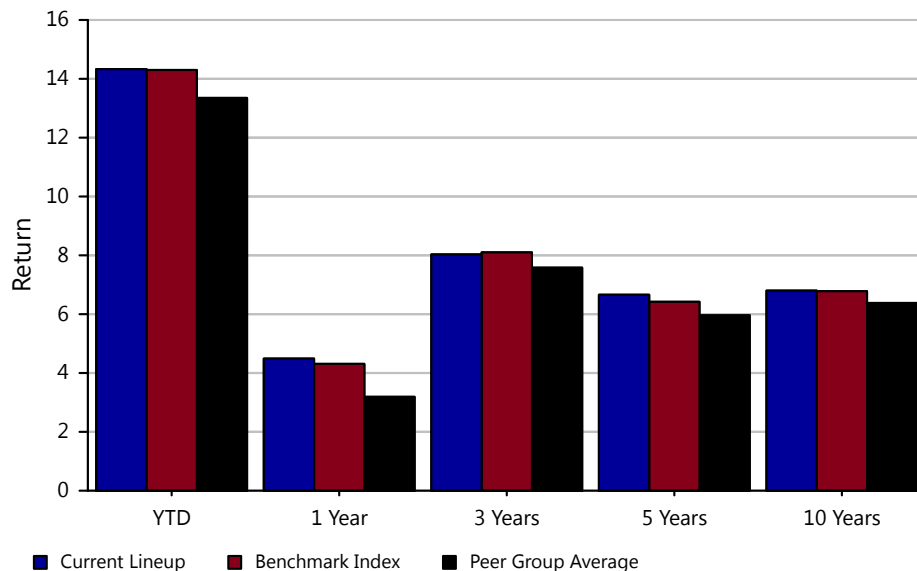


For source information, please see the "Important Disclosures" section of this report.

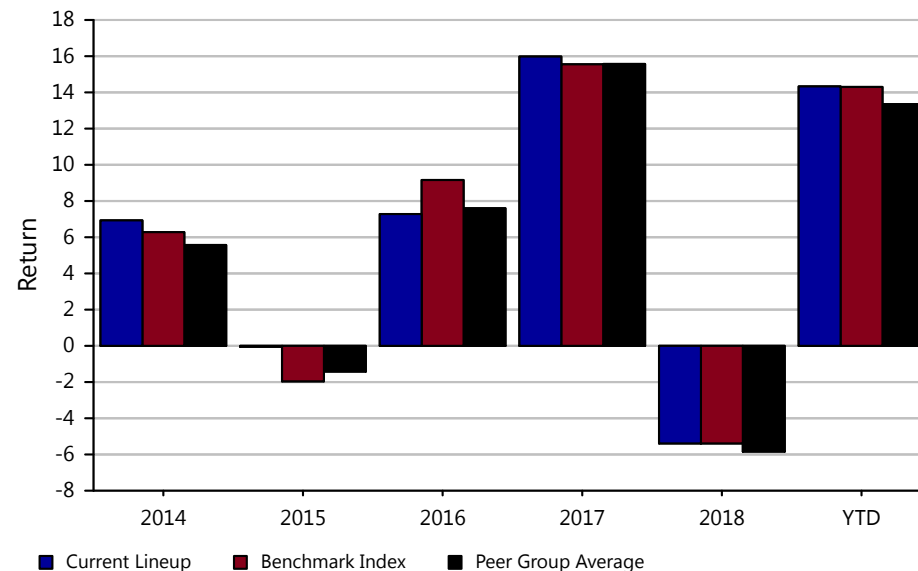


For source information, please see the "Important Disclosures" section of this report.

Annualized Returns



Calendar Year Returns



Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	14.33	4.49	8.03	6.66	6.80	0.22
Benchmark Index	14.30	4.31	8.10	6.42	6.78	NA
Peer Group Average	13.35	3.19	7.58	5.96	6.38	0.84

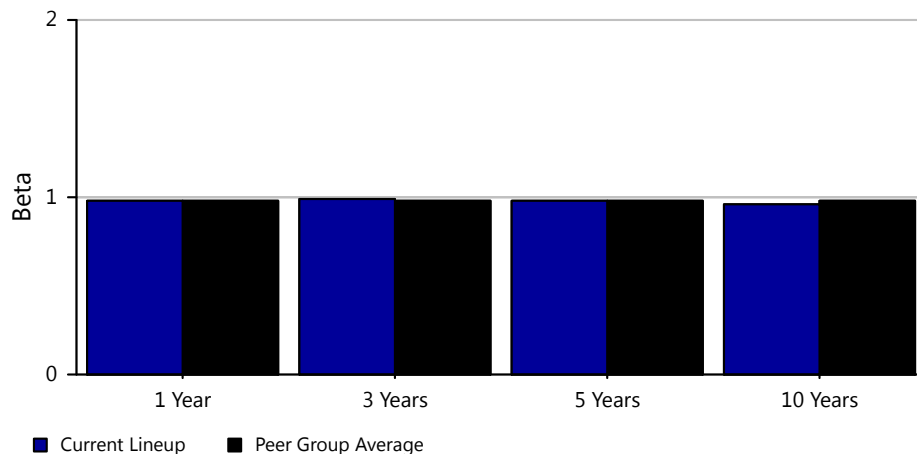
Calendar Year Returns

	2014	2015	2016	2017	2018	YTD	Net Exp.Ratio
Current Lineup	6.93	-0.05	7.28	15.98	-5.39	14.33	0.22
Benchmark Index	6.28	-1.96	9.16	15.55	-5.39	14.30	NA
Peer Group Average	5.57	-1.42	7.60	15.57	-5.84	13.35	0.84

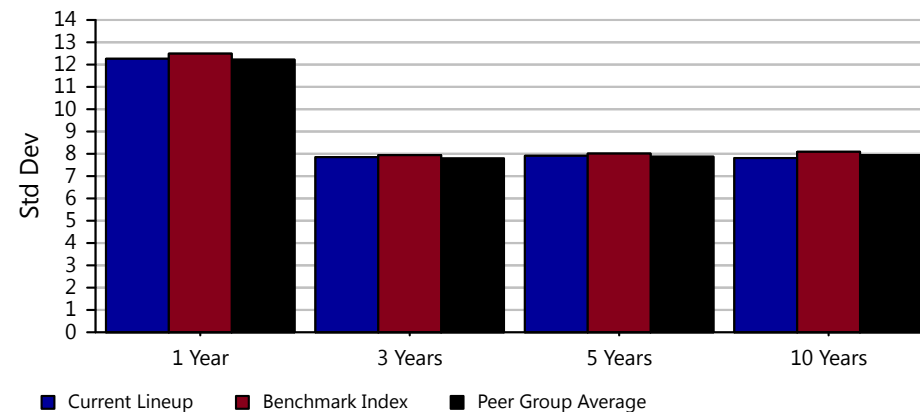
The Benchmark Index is constructed utilizing the underlying indexes of the Plan's investment options weighted in proportion to the asset allocation of the Plan. The underlying indexes are illustrated on the standardized performance pages of the report. For source information, please see the "Important Disclosures" section of this report.

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report.

Annualized Beta



Annualized Standard Deviation



Trailing Beta

	1 Year	3 Years	5 Years	10 Years
Current Lineup	0.98	0.99	0.98	0.96
Peer Group Average	0.98	0.98	0.98	0.98

Trailing Standard Deviation

	1 Year	3 Years	5 Years	10 Years
Current Lineup	12.26	7.85	7.91	7.81
Benchmark Index	12.49	7.94	8.01	8.09
Peer Group Average	12.22	7.79	7.87	7.94

Calendar Year Beta

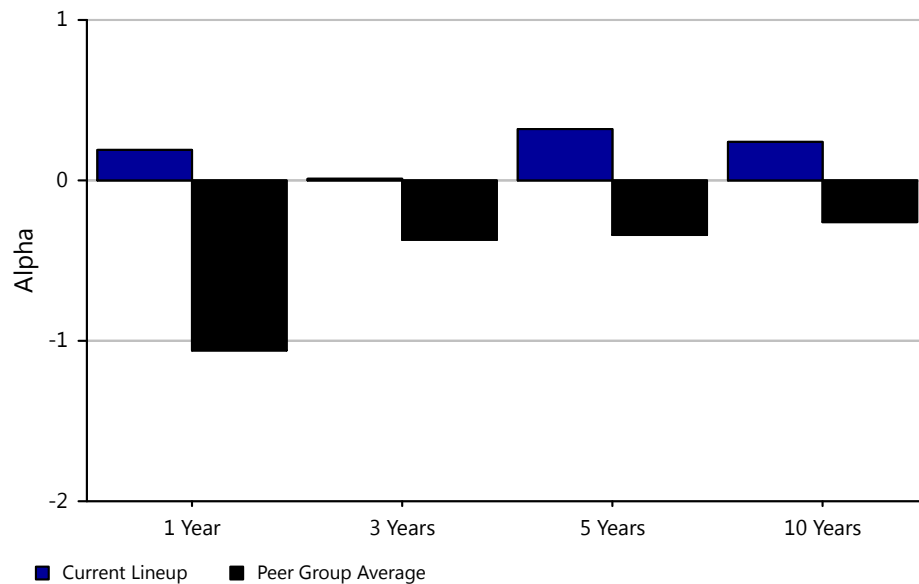
	2014	2015	2016	2017	2018
Current Lineup	0.90	1.01	0.96	0.90	1.01
Peer Group Average	0.97	1.00	0.95	0.91	1.00

Calendar Year Standard Deviation

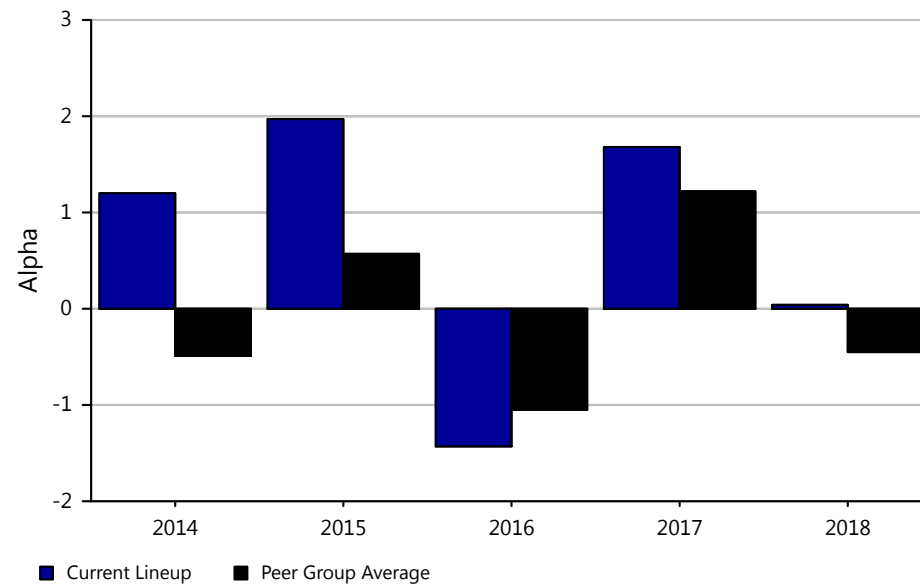
	2014	2015	2016	2017	2018
Current Lineup	6.11	8.84	7.80	1.91	9.33
Benchmark Index	6.74	8.67	8.08	2.07	9.27
Peer Group Average	6.56	8.74	7.73	1.93	9.30

For source information, please see the "Important Disclosures" section of this report.

Annualized Alpha



Calendar Year Alpha



Trailing Alpha

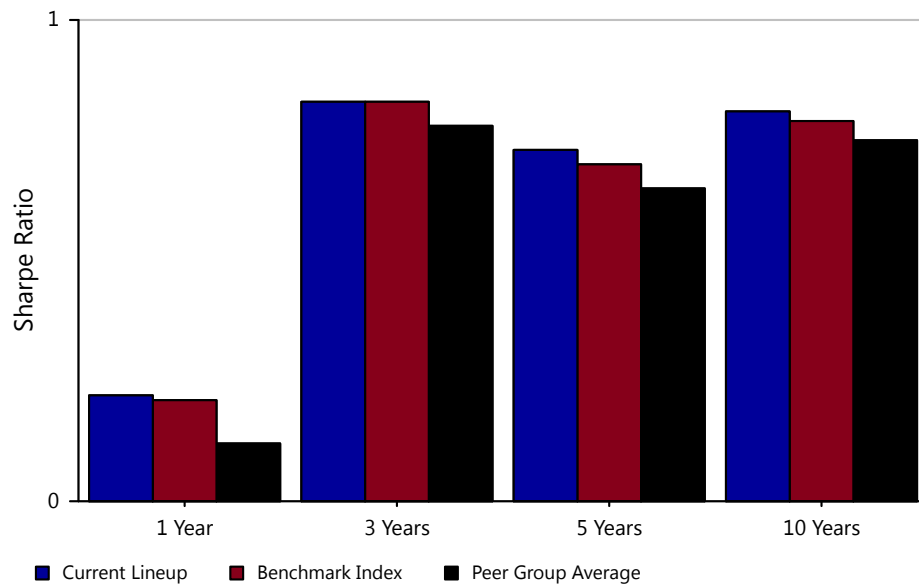
	1 Year	3 Years	5 Years	10 Years
Current Lineup	0.19	0.01	0.32	0.24
Peer Group Average	-1.06	-0.37	-0.34	-0.26

Calendar Year Alpha

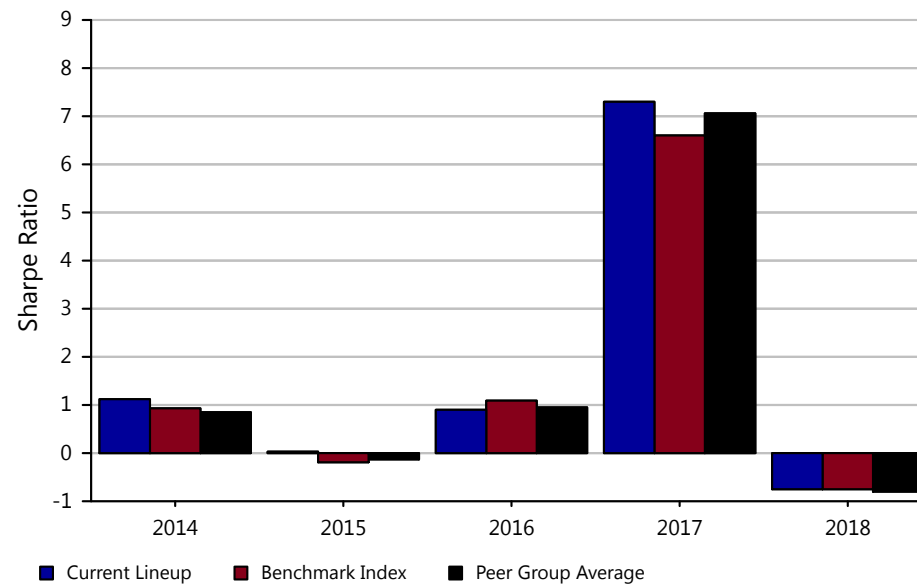
	2014	2015	2016	2017	2018
Current Lineup	1.20	1.97	-1.43	1.68	0.04
Peer Group Average	-0.49	0.57	-1.05	1.22	-0.45

For source information, please see the "Important Disclosures" section of this report.

Annualized Sharpe Ratio



Calendar Year Sharpe Ratio



Trailing Sharpe Ratio

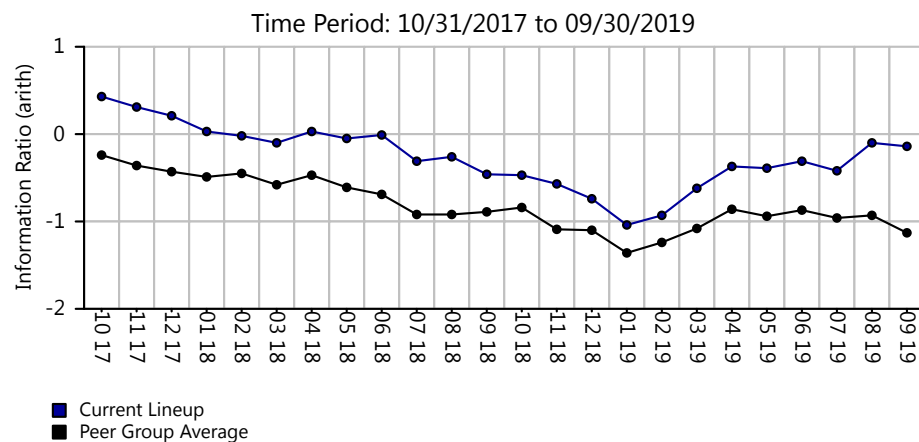
	1 Year	3 Years	5 Years	10 Years
Current Lineup	0.22	0.83	0.73	0.81
Benchmark Index	0.21	0.83	0.70	0.79
Peer Group Average	0.12	0.78	0.65	0.75

Calendar Year Sharpe Ratio

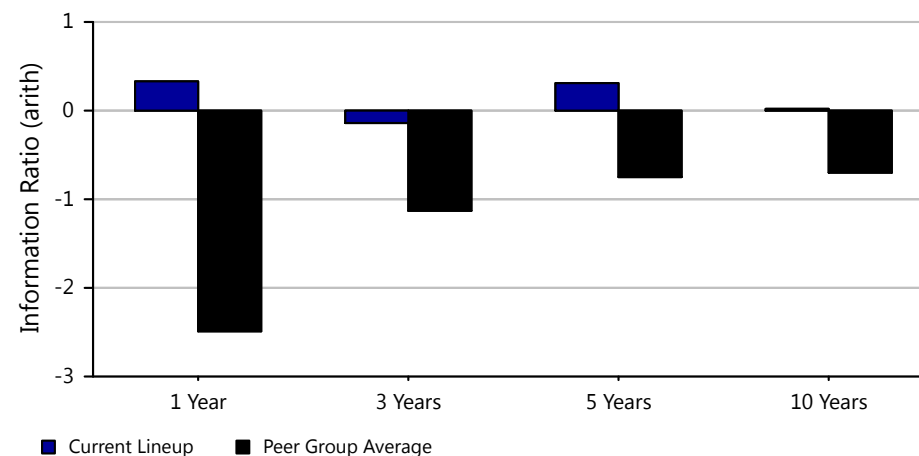
	2014	2015	2016	2017	2018
Current Lineup	1.12	0.03	0.90	7.30	-0.75
Benchmark Index	0.93	-0.19	1.09	6.60	-0.75
Peer Group Average	0.85	-0.13	0.95	7.06	-0.80

For source information, please see the "Important Disclosures" section of this report.

Rolling Information Ratio(Trailing 3 Year)



Annualized Information Ratios



Rolling Information Ratio (Rolling - 3 Year)

	YTD	1 Year	3 Years	5 Years	10 Years
Current Lineup	-0.48	-0.51	-0.01	0.06	0.05
Peer Group Average	-1.04	-1.03	-0.65	-0.62	-0.33

Calendar Year Information Ratio

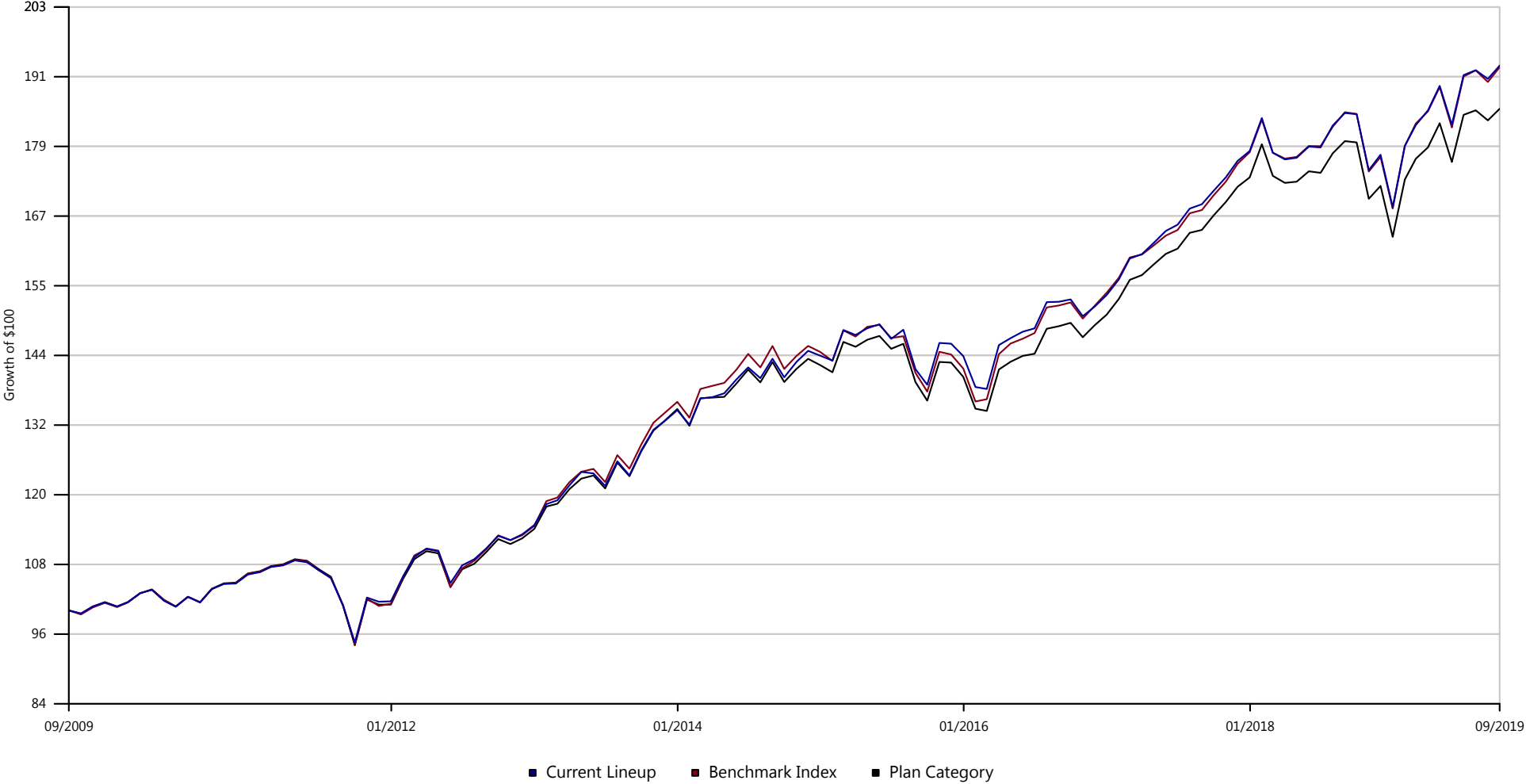
	2014	2015	2016	2017	2018
Current Lineup	0.68	1.65	-2.22	0.88	0.00
Peer Group Average	-1.23	0.79	-1.80	0.03	-1.37

Trailing Information Ratio

	1 Year	3 Years	5 Years	10 Years
Current Lineup	0.33	-0.14	0.31	0.02
Peer Group Average	-2.49	-1.13	-0.75	-0.70

For source information, please see the "Important Disclosures" section of this report.

Time period : September 2009 - September 2019



	1 YR	3 YR	5 YR	10 YR
Current Lineup	4.49%	26.07%	38.06%	93.02%
Benchmark Index	4.31%	26.32%	36.47%	92.74%
Plan Category	3.19%	24.51%	33.56%	85.65%

Growth of \$100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance. For source information, please see the "Important Disclosures" section of this report.

Total Plan Assets	Weighted Investment Cost	Weighted Investment Expense
\$18,490,732.46	\$41,255.24	0.22%




Investment	#of Participants	2019-09-30 Balance	% of Total Plan	Fund Expense	Weighted Cost
Stable Value					
The Standard Stable Asset A	96	\$1,480,497.72	8.01%	0.10%	\$1,480.50
Intermediate Core Bond					
Vanguard Total Bond Market Index Adm - VBTIX	72	\$477,608.68	2.58%	0.05%	\$238.80
Allocation--30% to 50% Equity					
Putnam Dynamic Asset Allocation Cnsrv Y - PACYX	20	\$403,150.37	2.18%	0.74%	\$2,983.31
Allocation--50% to 70% Equity					
Putnam Dynamic Asset Allocation Bal Y - PABYX	42	\$874,503.82	4.73%	0.72%	\$6,296.43
Allocation--70% to 85% Equity					
Putnam Dynamic Asset Allocation Gr Y - PAGYX	13	\$445,123.86	2.41%	0.82%	\$3,650.02
Target-Date Retirement					
BlackRock LifePath® Index Retire K - LIRKX	16	\$500,147.91	2.70%	0.10%	\$500.15
Target-Date 2020					
BlackRock LifePath® Index 2020 K - LIMKX	51	\$1,648,922.15	8.92%	0.10%	\$1,648.92
Target-Date 2025					
BlackRock LifePath® Index 2025 K - LIBKX	80	\$2,006,096.17	10.85%	0.10%	\$2,006.10

PORTFOLIO | WEIGHTED FEE ANALYSIS



Investment	#of Participants	2019-09-30 Balance	% of Total Plan	Fund Expense	Weighted Cost
Target-Date 2030					
BlackRock LifePath® Index 2030 K - LINKX	80	\$1,541,197.75	8.33%	0.10%	\$1,541.20
Target-Date 2035					
BlackRock LifePath® Index 2035 K - LIJX	99	\$1,902,087.88	10.29%	0.10%	\$1,902.09
Target-Date 2040					
BlackRock LifePath® Index 2040 K - LIKKX	103	\$1,398,035.95	7.56%	0.10%	\$1,398.04
Target-Date 2045					
BlackRock LifePath® Index 2045 K - LIHKX	156	\$1,865,919.11	10.09%	0.10%	\$1,865.92
Target-Date 2050					
BlackRock LifePath® Index 2050 K - LIPKX	131	\$572,815.24	3.10%	0.10%	\$572.82
Target-Date 2055					
BlackRock LifePath® Index 2055 K - LIVKX	92	\$205,883.01	1.11%	0.09%	\$185.29
Target-Date 2060+					
BlackRock LifePath® Index 2060 K - LIZKX	33	\$35,925.10	0.19%	0.10%	\$35.93
Large Value					
MFS Value R6 - MEIKX	85	\$1,058,815.40	5.73%	0.48%	\$5,082.31
Large Blend					
iShares S&P 500 Index K - WFSPX	52	\$499,320.41	2.70%	0.03%	\$149.80
Large Growth					
TIAA-CREF Large-Cap Growth Inst - TILGX	78	\$204,480.04	1.11%	0.41%	\$838.37

Investment	#of Participants	2019-09-30 Balance	% of Total Plan	Fund Expense	Weighted Cost
Mid-Cap Value					
Wells Fargo Special Mid Cap Value Inst - WFMIX	2	\$4,271.44	0.02%	0.83%	\$35.45
Mid-Cap Blend					
Vanguard Mid Cap Index Admiral - VIMAX	11	\$82,894.21	0.45%	0.05%	\$41.45
Mid-Cap Growth					
MassMutual Select Mid Cap Growth I - MEFZX	79	\$658,172.05	3.56%	0.71%	\$4,673.02
Small Value					
▲ DFA US Small Cap Value I - DFSVX	72	\$172,707.94	0.93%	0.52%	\$898.08
Small Growth					
Janus Henderson Triton T - JATTX	46	\$142,403.70	0.77%	0.91%	\$1,295.87
Foreign Large Blend					
Hartford International Opportunities R6 - IHOVX	0	\$0.00	0.00%	0.71%	-
Diversified Emerging Mkts					
American Funds New World R6 - RNWGX	80	\$304,611.98	1.65%	0.62%	\$1,888.59
Real Estate					
Principal Real Estate Securities Inst - PIREX	4	\$5,140.57	0.03%	0.91%	\$46.78

Review :  Watch :  Addition : 

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.
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INVESTMENT REVIEW - 100 POINT

Community Action Partnership Profit Sharing
For Period Ending 09/30/2019




INVESTMENT SCORECARD | CURRENT & HISTORICAL SCORING

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q2/19	Q1/19	Q4/18	Q3/18	Q2/18	Q1/18	Q4/17
Intermediate Core Bond											
Vanguard Total Bond Market Index Adm - VBTIX	78	72	\$477,608.68	2.58%	70	100	100	100	100	100	100
Allocation--30% to 50% Equity											
Putnam Dynamic Asset Allocation Cnsv Y - PACYX	76	20	\$403,150.37	2.18%	82	82	82	85	86	82	88
Allocation--50% to 70% Equity											
Putnam Dynamic Asset Allocation Bal Y - PABYX	72	42	\$874,503.82	4.73%	79	82	80	90	93	90	98
Allocation--70% to 85% Equity											
Putnam Dynamic Asset Allocation Gr Y - PAGYX	82	13	\$445,123.86	2.41%	88	92	86	98	96	96	100
Target-Date Retirement											
BlackRock LifePath® Index Retire K - LIRKX	92	16	\$500,147.91	2.70%	92	92	90	96	96	94	96
Target-Date 2020											
BlackRock LifePath® Index 2020 K - LIMKX	88	51	\$1,648,922.15	8.92%	86	83	88	84	85	76	82
Target-Date 2025											
BlackRock LifePath® Index 2025 K - LIBKX	86	80	\$2,006,096.17	10.85%	90	88	90	84	88	76	82
Target-Date 2030											
BlackRock LifePath® Index 2030 K - LINKX	88	80	\$1,541,197.75	8.33%	88	90	90	86	87	77	79
Target-Date 2035											
BlackRock LifePath® Index 2035 K - LIJKX	88	99	\$1,902,087.88	10.29%	90	92	92	86	87	79	79
Target-Date 2040											
BlackRock LifePath® Index 2040 K - LIKKX	93	103	\$1,398,035.95	7.56%	93	93	92	88	89	83	84
Target-Date 2045											
BlackRock LifePath® Index 2045 K - LIHKX	96	156	\$1,865,919.11	10.09%	93	93	92	88	93	83	87

INVESTMENT SCORECARD | CURRENT & HISTORICAL SCORING

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q2/19	Q1/19	Q4/18	Q3/18	Q2/18	Q1/18	Q4/17
Target-Date 2050											
BlackRock LifePath® Index 2050 K - LIPKX	96	131	\$572,815.24	3.10%	93	95	92	94	93	83	91
Target-Date 2055											
BlackRock LifePath® Index 2055 K - LIVKX	95	92	\$205,883.01	1.11%	93	93	92	94	93	83	93
Target-Date 2060+											
BlackRock LifePath® Index 2060 K - LIZKX	86	33	\$35,925.10	0.19%	76	82	72	72	72	68	72
Large Value											
MFS Value R6 - MEIKX	93	85	\$1,058,815.40	5.73%	91	86	78	75	78	91	93
Large Blend											
iShares S&P 500 Index K - WFSPX	100	52	\$499,320.41	2.70%	100	100	100	100	100	100	100
Large Growth											
TIAA-CREF Large-Cap Growth Inst - TILGX	85	78	\$204,480.04	1.11%	92	96	90	96	92	94	88
Mid-Cap Value											
Wells Fargo Special Mid Cap Value Inst - WFMIX	96	2	\$4,271.44	0.02%	92	91	79	78	78	87	90
Mid-Cap Blend											
Vanguard Mid Cap Index Admiral - VIMAX	100	11	\$82,894.21	0.45%	100	100	100	100	100	100	100
Mid-Cap Growth											
MassMutual Select Mid Cap Growth I - MEFZX	95	79	\$658,172.05	3.56%	91	92	95	89	90	97	97
Small Value											
▲ DFA US Small Cap Value I - DFSVX	65	72	\$172,707.94	0.93%	69	72	74	77	76	75	72
Small Growth											
Janus Henderson Triton T - JATTX	96	46	\$142,403.70	0.77%	92	91	91	93	91	90	90

Investment Name	Current Status	# of Participants	Assets	% of Plan	Q2/19	Q1/19	Q4/18	Q3/18	Q2/18	Q1/18	Q4/17
Foreign Large Blend											
Hartford International Opportunities R6 - IHOVX	74	0	\$0.00	0.00%	80	75	58	72	85	91	88
Diversified Emerging Mkts											
American Funds New World R6 - RNWGX	96	80	\$304,611.98	1.65%	96	96	88	95	98	92	92
Real Estate											
Principal Real Estate Securities Inst - PIREX	96	4	\$5,140.57	0.03%	96	95	93	96	96	96	94

Review :  Watch :  Addition : 

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.

For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Allocation--30% to 50% Equity												
Putnam Dynamic Asset Allocation Cnsv Y - PACYX	76	4.20% (65)	4.90% (62)	4.61% (37)	0.74 (44)	0.80 (16)	-0.86 (76)	-0.87 (61)	17.33 (5)	0.74% (26)	3.31 (12)	0.91 (23)
DJ US Moderately Conservative TR USD		6.19%	6.22%	5.83%	0.92	1.00	-	-	-	-	-	-
Morningstar Allocation--30% to 50% Equity		4.52%	5.15%	4.18%	0.67	0.60	-0.50	-0.72	8.11	1.10%	5.91	0.81
Allocation--50% to 70% Equity												
Putnam Dynamic Asset Allocation Bal Y - PABYX	72	1.32% (82)	7.37% (42)	6.24% (32)	0.73 (53)	0.68 (40)	-0.45 (54)	-0.55 (44)	17.33 (12)	0.72% (26)	5.81 (57)	0.92 (45)
DJ US Moderate TR USD		4.52%	8.17%	7.23%	0.85	0.84	-	-	-	-	-	-
Morningstar Allocation--50% to 70% Equity		3.53%	7.13%	5.60%	0.73	0.62	-0.37	-0.59	9.94	1.10%	6.19	0.90
Allocation--70% to 85% Equity												
Putnam Dynamic Asset Allocation Gr Y - PAGYX	82	-0.99% (82)	8.49% (29)	6.82% (22)	0.68 (47)	0.59 (40)	0.00 (29)	0.02 (22)	17.33 (9)	0.82% (29)	7.33 (36)	0.97 (43)
DJ Moderately Aggressive TR USD		2.06%	8.49%	6.77%	0.73	0.63	-	-	-	-	-	-
Morningstar Allocation--70% to 85% Equity		1.33%	7.55%	5.67%	0.64	0.52	-0.31	-0.36	9.66	1.18%	9.13	0.94
Large Value												
MFS Value R6 - MEIKX	93	7.52% (11)	10.54% (30)	9.25% (15)	0.75 (28)	0.72 (19)	0.43 (26)	0.61 (6)	17.66 (14)	0.48% (14)	10.67 (37)	1.11 (21)
Russell 1000 Value TR USD		4.00%	9.43%	7.79%	0.67	0.61	-	-	-	-	-	-
Morningstar Large Value		1.92%	9.43%	7.30%	0.66	0.57	0.02	-0.15	9.77	0.95%	14.21	1.02
Large Growth												
TIAA-CREF Large-Cap Growth Inst - TILGX	85	0.27% (68)	16.35% (27)	13.04% (22)	1.06 (30)	0.89 (26)	-0.18 (28)	-0.11 (22)	13.50 (35)	0.41% (7)	8.92 (30)	0.94 (35)
Russell 1000 Growth TR USD		3.71%	16.89%	13.39%	1.13	0.97	-	-	-	-	-	-
Morningstar Large Growth		1.86%	14.60%	11.00%	0.96	0.78	-0.66	-0.65	10.86	1.05%	13.38	0.90

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Mid-Cap Value												
Wells Fargo Special Mid Cap Value Inst - WFMIX	96	8.17% (2)	9.18% (15)	8.77% (10)	0.63 (8)	0.68 (8)	0.45 (16)	0.39 (10)	10.66 (40)	0.83% (30)	12.75 (31)	1.13 (9)
Russell Mid Cap Value TR USD		1.60%	7.82%	7.55%	0.51	0.56	-	-	-	-	-	-
Morningstar Mid-Cap Value		-2.14%	7.04%	6.26%	0.44	0.45	-0.12	-0.25	9.63	1.05%	15.99	0.94
Mid-Cap Growth												
MassMutual Select Mid Cap Growth I - MEFZX	95	6.66% (24)	14.42% (35)	12.69% (15)	0.97 (23)	0.92 (13)	-0.03 (36)	0.60 (9)	19.33 (11)	0.71% (13)	11.77 (38)	1.13 (16)
Russell Mid Cap Growth TR USD		5.20%	14.50%	11.12%	0.91	0.77	-	-	-	-	-	-
Morningstar Mid-Cap Growth		1.10%	13.10%	9.89%	0.81	0.68	-0.40	-0.35	10.80	1.15%	14.88	0.97
Small Value												
▲ DFA US Small Cap Value I - DFSVX	65	-13.74% (84)	4.24% (67)	4.43% (63)	0.23 (69)	0.28 (64)	-0.69 (77)	-0.86 (87)	7.58 (55)	0.52% (8)	0.52 (11)	0.88 (67)
Russell 2000 Value TR USD		-8.24%	6.54%	7.17%	0.36	0.45	-	-	-	-	-	-
Morningstar Small Value		-9.38%	4.92%	5.03%	0.27	0.33	-0.33	-0.39	9.70	1.19%	9.27	0.93
Small Growth												
Janus Henderson Triton T - JATTX	96	-2.52% (19)	13.78% (32)	12.43% (13)	0.81 (21)	0.80 (8)	1.06 (16)	0.88 (7)	6.33 (66)	0.91% (24)	5.91 (17)	1.25 (11)
Russell 2000 Growth TR USD		-9.63%	9.79%	9.08%	0.53	0.54	-	-	-	-	-	-
Morningstar Small Growth		-7.52%	11.44%	9.55%	0.62	0.58	0.30	0.11	10.80	1.21%	11.72	1.07
Foreign Large Blend												
Hartford International Opportunities R6 - IHOVX	74	-1.84% (48)	4.73% (73)	3.40% (28)	0.30 (76)	0.25 (28)	-0.47 (68)	0.03 (29)	12.75 (16)	0.71% (30)	8.63 (61)	1.02 (27)
MSCI EAFE NR USD		-1.34%	6.48%	3.27%	0.48	0.24	-	-	-	-	-	-
Morningstar Foreign Large Blend		-2.04%	5.55%	2.93%	0.40	0.22	-0.29	-0.10	7.32	0.97%	8.46	1.00

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Diversified Emerging Mkts												
American Funds New World R6 - RNWGX	96	7.87% (6)	9.57% (3)	5.49% (3)	0.72 (1)	0.43 (1)	0.77 (2)	0.49 (5)	20.25 (3)	0.62% (11)	11.45 (59)	1.26 (1)
MSCI EM NR USD		-2.02%	5.97%	2.33%	0.37	0.16	-	-	-	-	-	-
Morningstar Diversified Emerging Mkts		-0.03%	5.06%	1.66%	0.31	0.11	-0.21	-0.14	6.94	1.27%	12.04	0.97
Real Estate												
Principal Real Estate Securities Inst - PIREX	96	21.89% (14)	9.51% (12)	11.68% (5)	0.69 (9)	0.80 (9)	1.00 (4)	0.81 (2)	18.75 (12)	0.91% (40)	27.70 (37)	1.17 (13)
DJ US Select REIT TR USD		16.41%	6.48%	9.70%	0.44	0.65	-	-	-	-	-	-
Morningstar Real Estate		17.26%	7.22%	9.27%	0.52	0.67	0.13	-0.20	10.86	1.12%	26.84	1.12

Review : Watch : Addition :

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Index Funds

Investment Name	IPS Score	Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
Intermediate Core Bond									
Vanguard Total Bond Market Index Adm - VBTIX	78	0.21% (8)	0.27% (14)	0.26% (13)	0.05% (6)	\$241,308,555,975	10.48% (14)	2.95% (29)	3.40% (19)
BBgBarc US Agg Float Adj TR USD		-	-	-	-	-	10.44%	2.96%	3.40%
Morningstar Intermediate Core Bond		0.90%	0.74%	0.78%	0.65%	-	-	-	-
Large Blend									
iShares S&P 500 Index K - WFSPX	100	0.04% (3)	0.03% (2)	0.03% (2)	0.03% (2)	\$20,097,601,400	4.31% (32)	13.40% (17)	10.84% (12)
S&P 500 TR USD		-	-	-	-	-	4.25%	13.39%	10.84%
Morningstar Large Blend		3.36%	2.88%	2.92%	0.89%	-	-	-	-
Mid-Cap Blend									
Vanguard Mid Cap Index Admiral - VIMAX	100	0.02% (2)	0.02% (2)	0.02% (2)	0.05% (3)	\$105,404,435,536	3.70% (19)	10.72% (19)	9.25% (15)
CRSP US Mid Cap TR USD		-	-	-	-	-	3.70%	10.70%	9.24%
Morningstar Mid-Cap Blend		4.76%	4.68%	4.71%	1.00%	-	-	-	-

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Target Date Funds

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Target-Date Retirement												
BlackRock LifePath® Index Retire K - LIRKX	92	6.63% (25)	5.83% (14)	5.15% (2)	5.27 (61)	0.88 (34)	0.87 (15)	0.82 (11)	0.86 (2)	8.33 (50)	0.10% (3)	1.08 (39)
Morningstar Lifetime Mod Incm TR USD		5.21%	4.99%	4.18%	-	0.82	0.77	-	-	-	-	-
Morningstar Target-Date Retirement		5.90%	4.78%	4.01%	5.05	0.80	0.74	-0.07	-0.06	8.25	0.75%	1.06
Target-Date 2020												
BlackRock LifePath® Index 2020 K - LIMKX	88	6.15% (16)	6.35% (50)	5.51% (34)	5.84 (16)	0.88 (33)	0.81 (8)	-0.62 (71)	-0.07 (35)	8.33 (39)	0.10% (2)	1.05 (12)
Morningstar Lifetime Mod 2020 TR USD		6.53%	6.78%	5.57%	-	0.89	0.77	-	-	-	-	-
Morningstar Target-Date 2020		5.02%	6.20%	5.07%	7.17	0.82	0.70	-0.34	-0.26	7.55	0.75%	0.99
Target-Date 2025												
BlackRock LifePath® Index 2025 K - LIBKX	86	5.51% (17)	7.17% (45)	6.05% (27)	7.27 (18)	0.85 (39)	0.75 (8)	-0.76 (78)	0.02 (26)	8.33 (34)	0.10% (3)	1.03 (10)
Morningstar Lifetime Mod 2025 TR USD		6.22%	7.51%	6.04%	-	0.89	0.74	-	-	-	-	-
Morningstar Target-Date 2025		4.54%	7.01%	5.57%	8.52	0.81	0.67	-0.38	-0.27	7.16	0.74%	0.97
Target-Date 2030												
BlackRock LifePath® Index 2030 K - LINKX	88	4.98% (15)	7.91% (44)	6.52% (30)	8.47 (14)	0.83 (32)	0.71 (9)	-0.75 (66)	0.01 (30)	8.33 (37)	0.10% (2)	1.03 (8)
Morningstar Lifetime Mod 2030 TR USD		5.40%	8.31%	6.50%	-	0.87	0.70	-	-	-	-	-
Morningstar Target-Date 2030		3.85%	7.65%	6.00%	9.89	0.79	0.64	-0.46	-0.27	7.32	0.78%	0.97
Target-Date 2035												
BlackRock LifePath® Index 2035 K - LIJXX	88	4.38% (13)	8.56% (40)	6.92% (28)	9.60 (9)	0.81 (35)	0.68 (16)	-0.55 (53)	0.08 (26)	8.33 (32)	0.10% (3)	1.03 (13)
Morningstar Lifetime Mod 2035 TR USD		4.24%	8.96%	6.84%	-	0.83	0.66	-	-	-	-	-

INVESTMENT SCORECARD | CRITERIA DATA

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Morningstar Target-Date 2035		3.09%	8.32%	6.37%	11.17	0.77	0.61	-0.50	-0.27	7.12	0.77%	0.98
Target-Date 2040												
BlackRock LifePath® Index 2040 K - LIKKX	93	3.81% (16)	9.10% (32)	7.28% (12)	10.68 (11)	0.79 (32)	0.66 (21)	-0.23 (34)	0.23 (14)	8.33 (38)	0.10% (3)	1.04 (17)
Morningstar Lifetime Mod 2040 TR USD		3.23%	9.30%	6.98%	-	0.80	0.62	-	-	-	-	-
Morningstar Target-Date 2040		2.50%	8.58%	6.56%	12.00	0.74	0.60	-0.49	-0.21	7.50	0.80%	1.00
Target-Date 2045												
BlackRock LifePath® Index 2045 K - LIHKX	96	3.41% (14)	9.46% (24)	7.52% (7)	11.41 (12)	0.77 (31)	0.65 (21)	0.10 (23)	0.40 (9)	8.33 (32)	0.10% (3)	1.05 (13)
Morningstar Lifetime Mod 2045 TR USD		2.62%	9.37%	6.97%	-	0.77	0.60	-	-	-	-	-
Morningstar Target-Date 2045		2.10%	8.91%	6.72%	12.73	0.74	0.59	-0.37	-0.13	7.07	0.77%	1.01
Target-Date 2050												
BlackRock LifePath® Index 2050 K - LIPKX	96	3.23% (15)	9.54% (23)	7.60% (7)	11.77 (16)	0.76 (34)	0.64 (21)	0.22 (15)	0.50 (9)	8.33 (38)	0.10% (3)	1.06 (19)
Morningstar Lifetime Mod 2050 TR USD		2.39%	9.32%	6.89%	-	0.76	0.59	-	-	-	-	-
Morningstar Target-Date 2050		1.99%	8.88%	6.76%	12.89	0.72	0.59	-0.29	-0.04	7.15	0.80%	1.02
Target-Date 2055												
BlackRock LifePath® Index 2055 K - LIVKX	95	3.18% (15)	9.55% (26)	7.64% (9)	11.78 (8)	0.76 (38)	0.64 (18)	0.30 (18)	0.56 (7)	8.33 (23)	0.09% (2)	1.07 (14)
Morningstar Lifetime Mod 2055 TR USD		2.29%	9.26%	6.81%	-	0.75	0.58	-	-	-	-	-
Morningstar Target-Date 2055		1.84%	9.04%	6.84%	13.04	0.73	0.59	-0.17	0.03	5.90	0.78%	1.02
Target-Date 2060+												
BlackRock LifePath® Index 2060 K - LIZKX	86	3.30% (12)	9.58% (29)	-	-	0.76 (43)	-	0.41 (18)	-	3.58 (39)	0.10% (4)	-
Morningstar Lifetime Mod 2060 TR USD		2.22%	9.18%	6.71%	-	0.74	0.57	-	-	-	-	-

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Morningstar Target-Date 2060+		1.89%	9.20%	7.20%	12.89	0.74	0.62	0.01	0.32	2.96	0.78%	1.06

Review :  Watch :  Addition : 




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INVESTMENT SCORECARD | CRITERIA SCORING

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Allocation--30% to 50% Equity												
Putnam Dynamic Asset Allocation Cnsv Y - PACYX	76	3.6	4.8	8	6.4	10	3.2	6	10	8	10	6
Allocation--50% to 70% Equity												
Putnam Dynamic Asset Allocation Bal Y - PABYX	72	2.4	6.4	8	4.8	8	4.8	8	10	8	6	6
Allocation--70% to 85% Equity												
Putnam Dynamic Asset Allocation Gr Y - PAGYX	82	2.4	6.4	10	6.4	8	6.4	10	10	8	8	6
Large Value												
MFS Value R6 - MEIKX	93	6	6.4	10	6.4	10	6.4	10	10	10	8	10
Large Growth												
TIAA-CREF Large-Cap Growth Inst - TILGX	85	3.6	6.4	10	6.4	8	6.4	10	10	10	8	6
Mid-Cap Value												
Wells Fargo Special Mid Cap Value Inst - WFMIX	96	6	8	10	8	10	8	10	10	8	8	10
Mid-Cap Growth												
MassMutual Select Mid Cap Growth I - MEFZX	95	6	6.4	10	8	10	6.4	10	10	10	8	10
Small Value												
▲ DFA US Small Cap Value I - DFSVX	65	2.4	4.8	6	4.8	6	3.2	4	10	10	10	4
Small Growth												
Janus Henderson Triton T - JATTX	96	6	6.4	10	8	10	8	10	8	10	10	10
Foreign Large Blend												
Hartford International Opportunities R6 - IHOVX	74	4.8	4.8	8	3.2	8	4.8	8	10	8	6	8

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
Diversified Emerging Mkts												
American Funds New World R6 - RNWGX	96	6	8	10	8	10	8	10	10	10	6	10
Real Estate												
Principal Real Estate Securities Inst - PIREX	96	6	8	10	8	10	8	10	10	8	8	10




Review :  Watch :  Addition : 

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Index Funds

Investment Name	IPS Score	Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
Intermediate Core Bond									
Vanguard Total Bond Market Index Adm - VBTIX	78	8	0	0	30	10	8	10	12
Large Blend									
iShares S&P 500 Index K - WFSFX	100	8	10	12	30	10	8	10	12
Mid-Cap Blend									
Vanguard Mid Cap Index Admiral - VIMAX	100	8	10	12	30	10	8	10	12

Review :  Watch :  Addition : 




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Target Date Funds

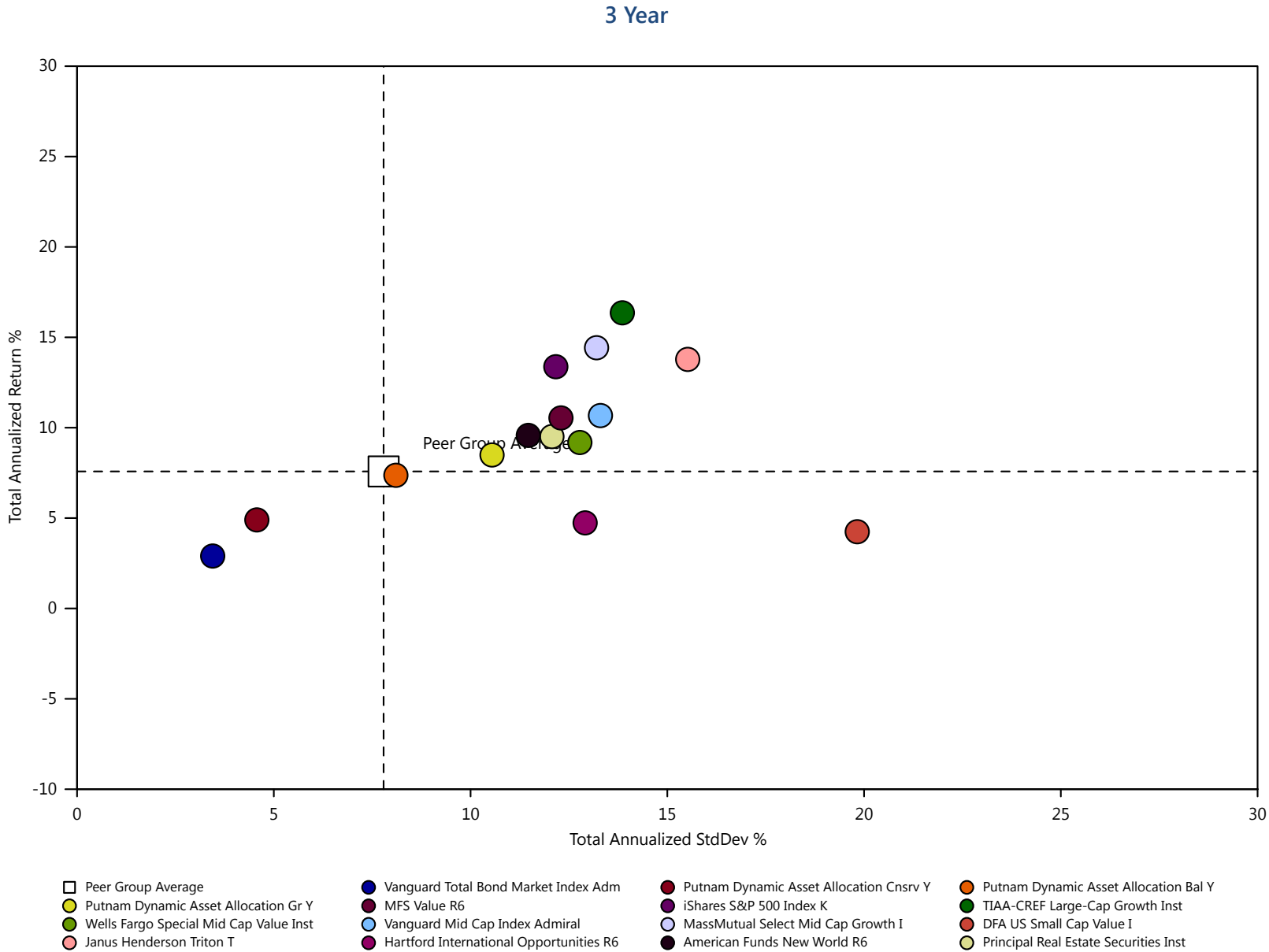
Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Target-Date Retirement												
BlackRock LifePath® Index Retire K - LIRKX	92	6	8	10	6	6.4	10	8	10	10	10	8
Target-Date 2020												
BlackRock LifePath® Index 2020 K - LIMKX	88	6	6.4	8	10	6.4	10	4.8	8	10	10	8
Target-Date 2025												
BlackRock LifePath® Index 2025 K - LIBKX	86	6	6.4	8	10	6.4	10	3.2	8	10	10	8
Target-Date 2030												
BlackRock LifePath® Index 2030 K - LINKX	88	6	6.4	8	10	6.4	10	4.8	8	10	10	8
Target-Date 2035												
BlackRock LifePath® Index 2035 K - LIJXX	88	6	6.4	8	10	6.4	10	4.8	8	10	10	8
Target-Date 2040												
BlackRock LifePath® Index 2040 K - LIKXX	93	6	6.4	10	10	6.4	10	6.4	10	10	10	8
Target-Date 2045												
BlackRock LifePath® Index 2045 K - LIHXX	96	6	8	10	10	6.4	10	8	10	10	10	8
Target-Date 2050												
BlackRock LifePath® Index 2050 K - LIPKX	96	6	8	10	10	6.4	10	8	10	10	10	8
Target-Date 2055												
BlackRock LifePath® Index 2055 K - LIVKX	95	6	6.4	10	10	6.4	10	8	10	10	10	8

Investment Name	IPS Score	Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
Target-Date 2060+												
BlackRock LifePath® Index 2060 K - LIZKX	86	6	6.4	-	-	6.4	-	8	-	6	10	-

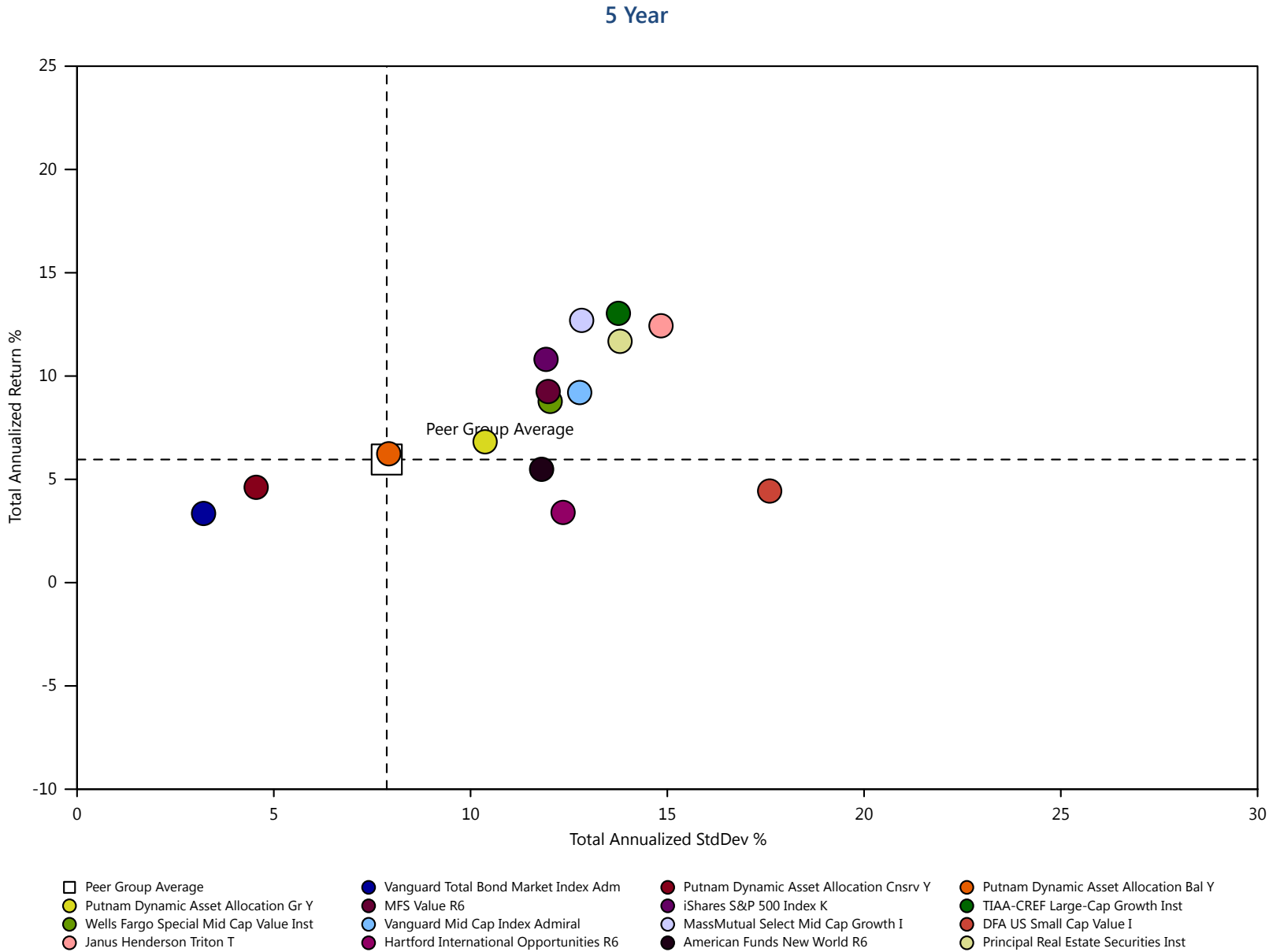
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INVESTMENT SCORECARD | INVESTMENT PERFORMANCE



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
Stable Value													
The Standard Stable Asset A	-	-	-	-	-	-	-	-	-	-	-	-	-
<i>USTREAS T-Bill Sec Mkt 3 Mon</i>	0.58%	1.84%	2.35%	1.44%	0.90%	-	-	-	1.69%	0.71%	0.25%	0.03%	0.04%
<i>Morningstar US SA Stable Value</i>	0.54%	1.57%	2.08%	1.77%	1.61%	1.84%	-	-	1.85%	1.55%	1.44%	1.38%	1.28%
Intermediate Core Bond													
Vanguard Total Bond Market Index Adm	2.43%	8.68%	10.43%	2.90%	3.35%	3.69%	5.96%	12/11/1986	(0.03%)	3.56%	2.60%	0.40%	5.89%
<i>BBgBarc US Agg Float Adj TR USD</i>	2.33%	8.72%	10.44%	2.96%	3.40%	3.79%	-	-	(0.08%)	3.63%	2.75%	0.44%	5.85%
<i>Morningstar Intermediate Core Bond</i>	1.99%	7.89%	9.35%	2.58%	2.95%	3.59%	-	-	(0.29%)	3.16%	2.50%	0.35%	5.13%
Allocation--30% to 50% Equity													
Putnam Dynamic Asset Allocation Cnsrv Y	1.05%	10.03%	4.20%	4.90%	4.61%	6.59%	6.04%	02/07/1994	(4.55%)	10.04%	4.84%	0.51%	8.55%
<i>DJ US Moderately Conservative TR USD</i>	1.39%	12.04%	6.19%	6.22%	5.83%	7.46%	-	-	(2.26%)	9.55%	6.96%	0.24%	7.93%
<i>Morningstar Allocation--30% to 50% Equity</i>	1.19%	11.16%	4.52%	5.15%	4.18%	6.16%	-	-	(5.01%)	10.01%	6.92%	(2.26%)	4.77%
Allocation--50% to 70% Equity													
Putnam Dynamic Asset Allocation Bal Y	0.60%	12.99%	1.32%	7.37%	6.24%	8.94%	7.25%	02/07/1994	(6.95%)	15.44%	6.99%	0.55%	9.70%
<i>DJ US Moderate TR USD</i>	1.10%	14.77%	4.52%	8.17%	7.23%	9.35%	-	-	(3.92%)	13.12%	9.26%	(0.13%)	9.08%
<i>Morningstar Allocation--50% to 70% Equity</i>	0.92%	13.42%	3.53%	7.13%	5.60%	7.80%	-	-	(5.72%)	13.65%	7.71%	(1.80%)	6.46%
Allocation--70% to 85% Equity													
Putnam Dynamic Asset Allocation Gr Y	0.00%	14.25%	(0.99%)	8.49%	6.82%	9.60%	7.90%	02/08/1994	(9.41%)	20.08%	8.14%	(0.06%)	9.26%
<i>DJ Moderately Aggressive TR USD</i>	0.08%	14.69%	2.06%	8.49%	6.77%	8.84%	-	-	(7.33%)	19.08%	9.31%	(1.89%)	5.90%

INVESTMENT SCORECARD | INVESTMENT PERFORMANCE



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
Morningstar Allocation--70% to 85% Equity	0.53%	14.33%	1.33%	7.55%	5.67%	8.26%	-	-	(7.82%)	16.38%	8.29%	(2.69%)	5.49%
Target-Date Retirement													
BlackRock LifePath® Index Retire K	1.52%	12.02%	6.63%	5.83%	5.15%	-	5.49%	05/31/2011	(3.50%)	10.75%	5.82%	(0.31%)	5.78%
Morningstar Lifetime Mod Incm TR USD	0.87%	9.73%	5.21%	4.99%	4.18%	-	-	-	(2.20%)	8.55%	5.98%	(1.30%)	4.09%
Morningstar Target-Date Retirement	1.31%	10.11%	5.90%	4.78%	4.01%	5.28%	-	-	(3.13%)	8.67%	5.16%	(1.11%)	4.32%
Target-Date 2020													
BlackRock LifePath® Index 2020 K	1.33%	12.30%	6.15%	6.35%	5.51%	-	6.01%	05/31/2011	(3.96%)	12.34%	6.32%	(0.42%)	6.15%
Morningstar Lifetime Mod 2020 TR USD	1.41%	13.28%	6.53%	6.78%	5.57%	-	-	-	(4.16%)	12.79%	7.66%	(1.88%)	5.87%
Morningstar Target-Date 2020	1.04%	11.83%	5.02%	6.20%	5.07%	6.91%	-	-	(4.40%)	12.49%	6.37%	(1.12%)	5.13%
Target-Date 2025													
BlackRock LifePath® Index 2025 K	1.15%	13.43%	5.51%	7.17%	6.05%	-	6.53%	05/31/2011	(4.78%)	14.43%	6.87%	(0.45%)	6.47%
Morningstar Lifetime Mod 2025 TR USD	1.38%	14.23%	6.22%	7.51%	6.04%	-	-	-	(4.90%)	14.54%	8.39%	(2.06%)	6.04%
Morningstar Target-Date 2025	0.93%	12.91%	4.54%	7.01%	5.57%	7.66%	-	-	(5.28%)	14.63%	6.86%	(1.27%)	5.32%
Target-Date 2030													
BlackRock LifePath® Index 2030 K	1.02%	14.42%	4.98%	7.91%	6.52%	-	6.97%	05/31/2011	(5.56%)	16.36%	7.29%	(0.50%)	6.64%
Morningstar Lifetime Mod 2030 TR USD	1.22%	15.11%	5.40%	8.31%	6.50%	-	-	-	(5.82%)	16.59%	9.26%	(2.30%)	6.01%
Morningstar Target-Date 2030	0.76%	13.83%	3.85%	7.65%	6.00%	7.99%	-	-	(6.18%)	16.56%	7.42%	(1.40%)	5.46%
Target-Date 2035													
BlackRock LifePath® Index 2035 K	0.82%	15.27%	4.38%	8.56%	6.92%	-	7.36%	05/31/2011	(6.36%)	18.29%	7.74%	(0.56%)	6.82%

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
Morningstar Lifetime Mod 2035 TR USD	0.93%	15.76%	4.24%	8.96%	6.84%	-	-	-	(6.82%)	18.52%	10.07%	(2.58%)	5.80%
Morningstar Target-Date 2035	0.56%	14.68%	3.09%	8.32%	6.37%	8.57%	-	-	(7.01%)	18.47%	7.69%	(1.52%)	5.47%
Target-Date 2040													
BlackRock LifePath® Index 2040 K	0.64%	16.10%	3.81%	9.10%	7.28%	-	7.72%	05/31/2011	(7.08%)	19.95%	8.10%	(0.56%)	6.90%
Morningstar Lifetime Mod 2040 TR USD	0.66%	16.11%	3.23%	9.30%	6.98%	-	-	-	(7.65%)	19.87%	10.61%	(2.83%)	5.51%
Morningstar Target-Date 2040	0.37%	15.14%	2.50%	8.58%	6.56%	8.64%	-	-	(7.68%)	19.54%	8.04%	(1.57%)	5.66%
Target-Date 2045													
BlackRock LifePath® Index 2045 K	0.47%	16.59%	3.41%	9.46%	7.52%	-	7.97%	05/31/2011	(7.50%)	21.07%	8.28%	(0.64%)	7.10%
Morningstar Lifetime Mod 2045 TR USD	0.46%	16.18%	2.62%	9.37%	6.97%	-	-	-	(8.17%)	20.53%	10.84%	(3.03%)	5.25%
Morningstar Target-Date 2045	0.27%	15.65%	2.10%	8.91%	6.72%	8.94%	-	-	(8.14%)	20.53%	8.09%	(1.59%)	5.53%
Target-Date 2050													
BlackRock LifePath® Index 2050 K	0.46%	16.87%	3.23%	9.54%	7.60%	-	8.13%	05/31/2011	(7.82%)	21.43%	8.41%	(0.67%)	7.28%
Morningstar Lifetime Mod 2050 TR USD	0.37%	16.11%	2.39%	9.32%	6.89%	-	-	-	(8.41%)	20.78%	10.89%	(3.19%)	5.00%
Morningstar Target-Date 2050	0.22%	15.74%	1.99%	8.88%	6.76%	8.86%	-	-	(8.38%)	20.69%	8.30%	(1.61%)	5.73%
Target-Date 2055													
BlackRock LifePath® Index 2055 K	0.39%	16.84%	3.18%	9.55%	7.64%	-	8.26%	05/31/2011	(7.85%)	21.51%	8.38%	(0.60%)	7.50%
Morningstar Lifetime Mod 2055 TR USD	0.31%	16.02%	2.29%	9.26%	6.81%	-	-	-	(8.57%)	20.95%	10.90%	(3.34%)	4.74%
Morningstar Target-Date 2055	0.20%	15.86%	1.84%	9.04%	6.84%	9.09%	-	-	(8.44%)	21.11%	8.16%	(1.61%)	5.60%

INVESTMENT SCORECARD | INVESTMENT PERFORMANCE






Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
Target-Date 2060+													
BlackRock LifePath® Index 2060 K	0.45%	16.95%	3.30%	9.58%	-	-	12.25%	02/29/2016	(7.84%)	21.51%	-	-	-
Morningstar Lifetime Mod 2060 TR USD	0.26%	15.91%	2.22%	9.18%	6.71%	-	-	-	(8.69%)	21.06%	10.88%	(3.48%)	4.53%
Morningstar Target-Date 2060+	0.18%	16.09%	1.89%	9.20%	7.20%	-	-	-	(8.48%)	21.22%	8.06%	(1.00%)	5.25%
Large Value													
MFS Value R6	2.50%	21.54%	7.52%	10.54%	9.25%	11.67%	10.15%	01/02/1996	(9.78%)	17.86%	14.25%	(0.42%)	10.68%
Russell 1000 Value TR USD	1.36%	17.81%	4.00%	9.43%	7.79%	11.46%	-	-	(8.27%)	13.66%	17.34%	(3.83%)	13.45%
Morningstar Large Value	1.52%	16.43%	1.92%	9.43%	7.30%	10.67%	-	-	(8.53%)	16.15%	15.24%	(3.52%)	11.02%
Large Blend													
iShares S&P 500 Index K	1.71%	20.53%	4.28%	13.37%	10.81%	13.16%	9.47%	07/30/1993	(4.38%)	21.77%	11.92%	1.35%	13.61%
S&P 500 TR USD	1.70%	20.55%	4.25%	13.39%	10.84%	13.24%	-	-	(4.38%)	21.83%	11.96%	1.38%	13.69%
Morningstar Large Blend	1.45%	18.99%	3.02%	11.69%	8.96%	11.76%	-	-	(6.17%)	20.53%	10.86%	(0.65%)	11.55%
Large Growth													
TIAA-CREF Large-Cap Growth Inst	(0.90%)	20.08%	0.27%	16.35%	13.04%	14.72%	9.99%	03/31/2006	0.04%	34.51%	(0.85%)	9.20%	11.22%
Russell 1000 Growth TR USD	1.49%	23.30%	3.71%	16.89%	13.39%	14.94%	-	-	(1.51%)	30.21%	7.08%	5.67%	13.05%
Morningstar Large Growth	(0.47%)	20.53%	1.86%	14.60%	11.00%	13.08%	-	-	(2.21%)	27.76%	3.65%	3.61%	10.65%
Mid-Cap Value													
Wells Fargo Special Mid Cap Value Inst	2.60%	25.42%	8.17%	9.18%	8.77%	13.04%	11.85%	04/08/2005	(13.10%)	11.16%	21.59%	(2.73%)	12.04%
Russell Mid Cap Value TR USD	1.22%	19.47%	1.60%	7.82%	7.55%	12.29%	-	-	(12.29%)	13.34%	20.00%	(4.78%)	14.75%

INVESTMENT SCORECARD | INVESTMENT PERFORMANCE



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
Morningstar Mid-Cap Value	0.41%	16.26%	(2.14%)	7.04%	6.26%	10.65%	-	-	(13.04%)	13.44%	18.86%	(5.24%)	9.60%
Mid-Cap Blend													
Vanguard Mid Cap Index Admiral	0.61%	22.60%	3.65%	10.67%	9.20%	13.05%	9.92%	05/21/1998	(9.23%)	19.25%	11.22%	(1.34%)	13.76%
CRSP US Mid Cap TR USD	0.62%	22.66%	3.70%	10.70%	9.24%	13.14%	-	-	(9.22%)	19.30%	11.25%	(1.28%)	13.83%
Morningstar Mid-Cap Blend	0.08%	17.69%	(1.39%)	8.47%	6.61%	10.94%	-	-	(11.11%)	16.01%	14.76%	(4.44%)	8.26%
Mid-Cap Growth													
MassMutual Select Mid Cap Growth I	(0.64%)	23.56%	6.66%	14.42%	12.69%	14.62%	9.77%	05/31/2000	(3.10%)	24.66%	6.19%	5.95%	13.00%
Russell Mid Cap Growth TR USD	(0.67%)	25.23%	5.20%	14.50%	11.12%	14.08%	-	-	(4.75%)	25.27%	7.33%	(0.20%)	11.90%
Morningstar Mid-Cap Growth	(1.80%)	22.76%	1.10%	13.10%	9.89%	12.56%	-	-	(6.19%)	24.24%	6.94%	(0.43%)	7.17%
Small Value													
▲ DFA US Small Cap Value I	(2.13%)	8.19%	(13.74%)	4.24%	4.43%	10.03%	10.82%	03/02/1993	(15.13%)	7.21%	28.26%	(7.81%)	3.48%
Russell 2000 Value TR USD	(0.57%)	12.82%	(8.24%)	6.54%	7.17%	10.06%	-	-	(12.86%)	7.84%	31.74%	(7.47%)	4.22%
Morningstar Small Value	(0.57%)	12.30%	(9.38%)	4.92%	5.03%	9.36%	-	-	(15.47%)	8.60%	26.66%	(7.50%)	3.46%
Small Growth													
Janus Henderson Triton T	(3.14%)	21.41%	(2.52%)	13.78%	12.43%	15.08%	12.58%	02/25/2005	(5.26%)	26.90%	10.42%	1.21%	9.45%
Russell 2000 Growth TR USD	(4.17%)	15.34%	(9.63%)	9.79%	9.08%	12.25%	-	-	(9.31%)	22.17%	11.32%	(1.38%)	5.60%
Morningstar Small Growth	(4.17%)	16.80%	(7.52%)	11.44%	9.55%	12.28%	-	-	(5.57%)	21.67%	11.84%	(2.08%)	2.63%
Foreign Large Blend													
Hartford International Opportunities R6	(2.49%)	15.72%	(1.84%)	4.73%	3.40%	5.56%	5.47%	07/22/1996	(18.61%)	24.77%	1.15%	1.49%	(4.10%)

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
MSCI EAFE NR USD	(1.07%)	12.80%	(1.34%)	6.48%	3.27%	4.90%	-	-	(13.79%)	25.03%	1.00%	(0.81%)	(4.90%)
Morningstar Foreign Large Blend	(1.28%)	12.12%	(2.04%)	5.55%	2.93%	4.55%	-	-	(14.53%)	25.30%	1.63%	(1.21%)	(4.74%)
Diversified Emerging Mkts													
American Funds New World R6	(0.75%)	17.37%	7.87%	9.57%	5.49%	6.40%	7.99%	06/17/1999	(11.97%)	33.06%	4.31%	(5.62%)	(3.29%)
MSCI EM NR USD	(4.25%)	5.89%	(2.02%)	5.97%	2.33%	3.37%	-	-	(14.57%)	37.28%	11.19%	(14.92%)	(2.19%)
Morningstar Diversified Emerging Mkts	(3.64%)	7.99%	(0.03%)	5.06%	1.66%	3.39%	-	-	(16.01%)	34.57%	9.09%	(13.66%)	(2.33%)
Real Estate													
Principal Real Estate Securities Inst	7.74%	30.45%	21.89%	9.51%	11.68%	13.76%	11.80%	12/06/2000	(4.31%)	9.03%	5.93%	4.22%	32.36%
DJ US Select REIT TR USD	6.83%	24.64%	16.41%	6.48%	9.70%	12.69%	-	-	(4.22%)	3.76%	6.68%	4.48%	32.00%
Morningstar Real Estate	6.89%	26.43%	17.26%	7.22%	9.27%	12.15%	-	-	(6.02%)	6.93%	7.70%	1.97%	27.89%

Review :  Watch :  Addition : 

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Denotes potential addition or replacement option(s). Option(s) are subject to final approval as platforms may discontinue option availability.

INVESTMENT FACT SHEETS - 100 POINT

Community Action Partnership Profit Sharing
For Period Ending 09/30/2019

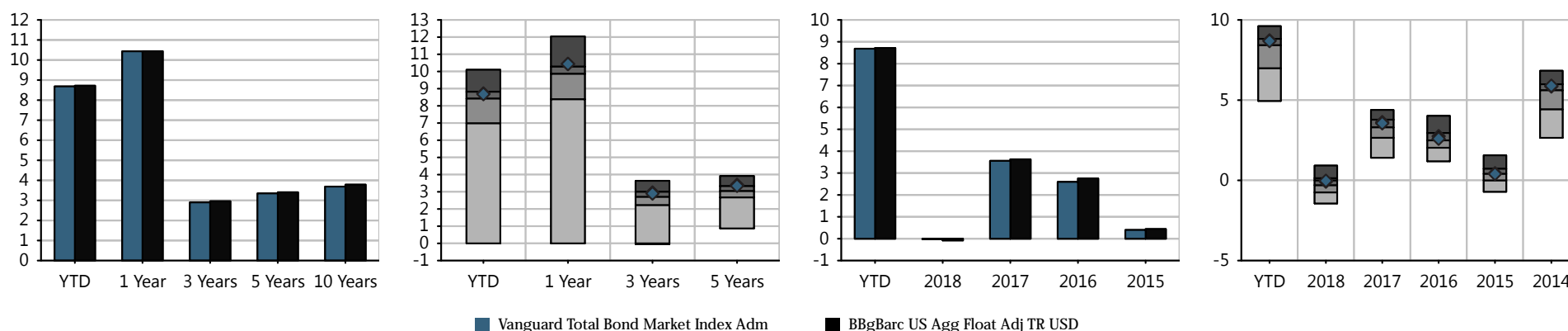
VANGUARD TOTAL BOND MARKET INDEX ADM | FUND FACT SHEET

IPS Score		Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
78 Passing	Criteria Scoring	0.21%	0.27%	0.26%	0.05%	\$241,308,555,975	10.48%	2.95%	3.40%
	Peer Group Scoring	0.90%	0.74%	0.78%	0.65%	-	-	-	-
	Criteria Peer Ranking	8	14	13	6	-	14	29	19

Investment Strategy

The investment seeks the performance of Bloomberg Barclays U.S. Aggregate Float Adjusted Index. Bloomberg Barclays U.S. Aggregate Float Adjusted Index represents a wide spectrum of public, investment-grade, taxable, fixed income securities in the United States-including government, corporate, and international dollar-denominated bonds, as well as mortgage-backed and asset-backed securities-all with maturities of more than 1 year. All of its investments will be selected through the sampling process, and at least 80% of its assets will be invested in bonds held in the index.

Manager Vs Benchmark Performance



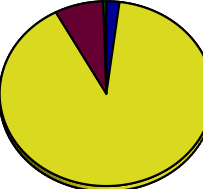
Investment Name	Last Qtr	YTD	Annualized Returns					Inception Date	Calendar Year Returns				
			1 Year	3 Year	5 Year	10 Year	ITD		2018	2017	2016	2015	2014
Vanguard Total Bond Market Index Adm	2.43%	8.68%	10.43%	2.90%	3.35%	3.69%	5.96%	12/11/1986	(0.03%)	3.56%	2.60%	0.40%	5.89%
BBgBarc US Agg Float Adj TR USD	2.33%	8.72%	10.44%	2.96%	3.40%	3.79%	-	-	(0.08%)	3.63%	2.75%	0.44%	5.85%
Morningstar Intermediate Core Bond	1.99%	7.89%	9.35%	2.58%	2.95%	3.59%	-	-	(0.29%)	3.16%	2.50%	0.35%	5.13%

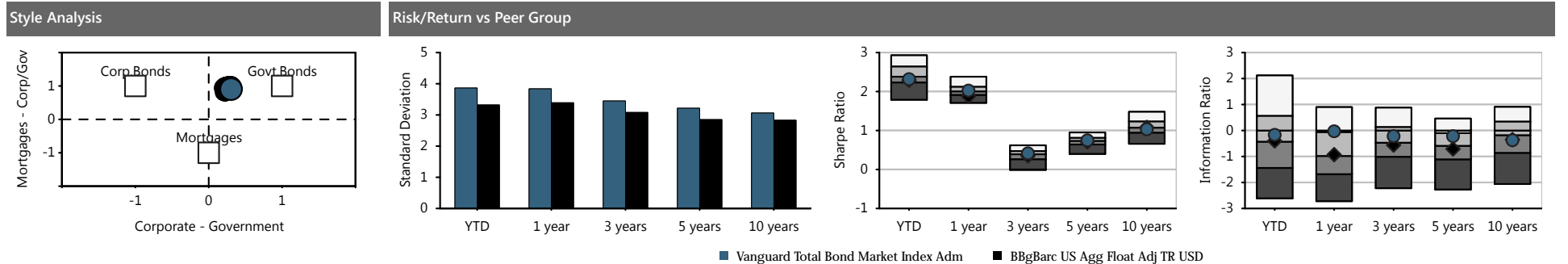
Morningstar Rating: ***

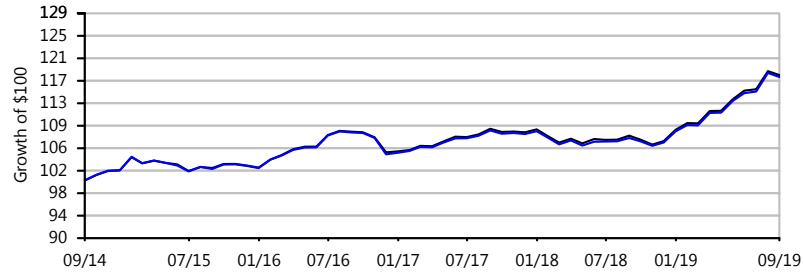
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

VANGUARD TOTAL BOND MARKET INDEX ADM | FUND FACT SHEET

Asset Allocation		Maturity Distribution		Regional Distribution		Sector Distribution		Credit Quality		
 <ul style="list-style-type: none">Cash (1.98%)Domestic Stock (0.00%)Foreign Stock (0.00%)Domestic Bond (90.18%)Foreign Bond (7.34%)Preferred Stocks (0.00%)Convertible Bond (0.50%)Other (0.00%)		Fund	United States	92.47	Fund	Index		Fund	Index	
	Less than 1 Yr	0.35	Supranational	1.40	Government	47.18	-	AAA	67.68	-
	1 to 3 Yrs	21.59	Canada	1.11	Corporate	26.44	-	AA	3.45	-
	3 to 5 Yrs	15.47	United Kingdom	0.77	Securitized	23.75	-	A	11.15	-
	5 to 7 Yrs	11.22	Japan	0.58	Municipal	-	-	BBB	17.72	-
	7 to 10 Yrs	9.78	Germany	0.57	Cash & Equivalents	1.98	-	BB	0.00	-
	10 Yrs or more	41.60	Mexico	0.54	Other	0.65	-	B	0.00	-
			Netherlands	0.44				Below B	0.00	-
			Australia	0.27				Not Rated	0.00	-
			Colombia	0.19						



Fund Basics		Fee And Expenses		Top 10 Holdings (%)		Cumulative Performance	
Ticker	VBTLX	Expense Ratio	0.05	Federal National Mortga...	0.44	<div>Time Period: 01/30/2014 - 09/30/2019</div>  <div><div>■ Vanguard Total Bond Market Index Adm</div><div>■ BBgBarc US Agg Float Adj TR USD</div></div>	
Category	Intermediate Core Bond	Gross Expense Ratio	0.05	United States Treasury ...	0.43		
Net Assets(This Class Smn)	241,309 m	Prospectus Net Expense Ratio	0.05	United States Treasury ...	0.41		
Net Assets(All Classes Smn)	-	Prospectus Gross Expense Ratio	0.05	United States Treasury ...	0.41		
Manager	Joshua Barrickman	Actual 12b1	0.00	United States Treasury ...	0.41		
Manager Tenure	6.58	Management Fee	0.04	United States Treasury ...	0.40		
Fund Inception	Dec 11,1986			United States Treasury ...	0.40		
Avg Maturity	8.30			United States Treasury ...	0.39		
Avg Duration	6.20			United States Treasury ...	0.37		
				United States Treasury ...	0.37		

Growth of \$100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

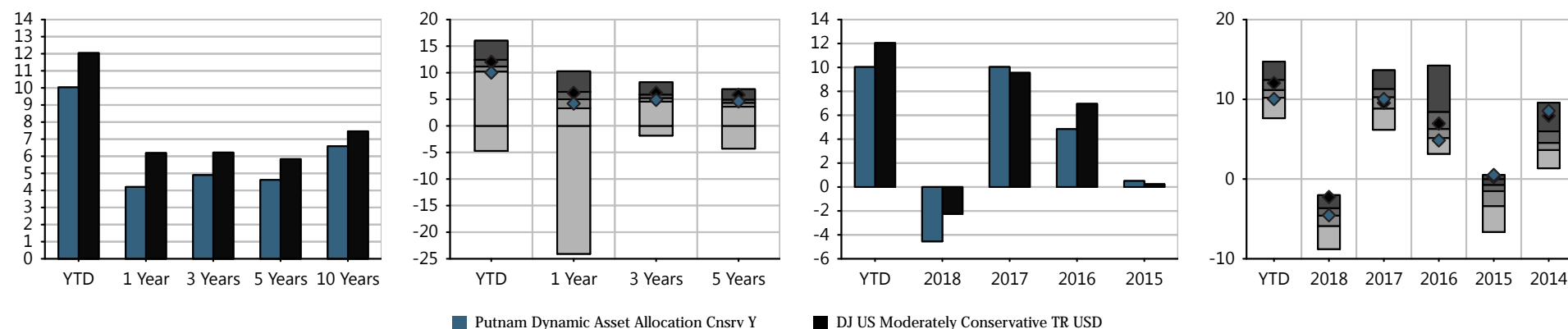
PUTNAM DYNAMIC ASSET ALLOCATION CNSRV Y | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
76 Passing	Criteria Scoring	4.20%	4.90%	4.61%	0.74	0.80	-0.86	-0.87	17.33	0.74%	3.31	0.91
	Peer Group Scoring	4.52%	5.15%	4.18%	0.67	0.60	-0.50	-0.72	8.11	1.10%	5.91	0.81
	Criteria Peer Ranking	65	62	37	44	16	76	61	5	26	12	23

Investment Strategy

The investment seeks total return consistent with preservation of capital. The fund allocates 15% to 45% of its assets in equities and 55% to 85% in fixed income securities. It invests mainly in fixed-income investments, including U.S. and foreign government obligations, corporate obligations and securitized debt instruments. The fund also invests, to a lesser extent, in equity securities (growth or value stocks or both) of U.S. and foreign companies of any size.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
Putnam Dynamic Asset Allocation Cnsrv Y	1.05%	10.03%	4.20%	4.90%	4.61%	6.59%	6.04%	02/07/1994	(4.55%)	10.04%	4.84%	0.51%	8.55%
DJ US Moderately Conservative TR USD	1.39%	12.04%	6.19%	6.22%	5.83%	7.46%	-	-	(2.26%)	9.55%	6.96%	0.24%	7.93%
Morningstar Allocation--30% to 50% Equity	1.19%	11.16%	4.52%	5.15%	4.18%	6.16%	-	-	(5.01%)	10.01%	6.92%	(2.26%)	4.77%

Morningstar Rating: ****

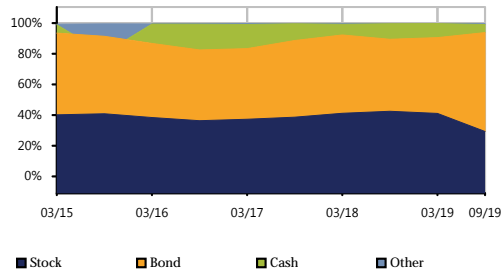
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PUTNAM DYNAMIC ASSET ALLOCATION CNSRV Y | FUND FACT SHEET

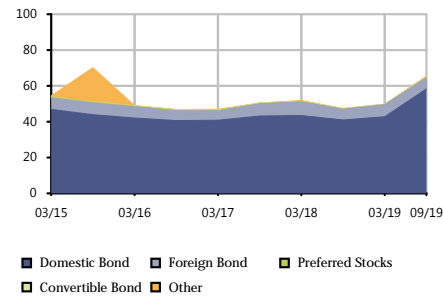
Portfolio Composition

Time Period: 10/30/2014 - 09/30/2019



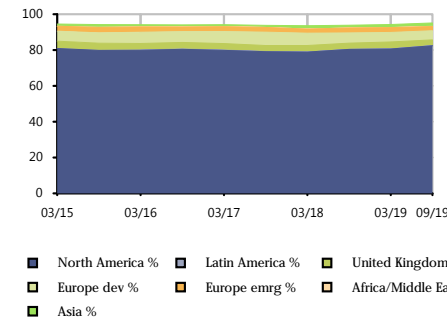
Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



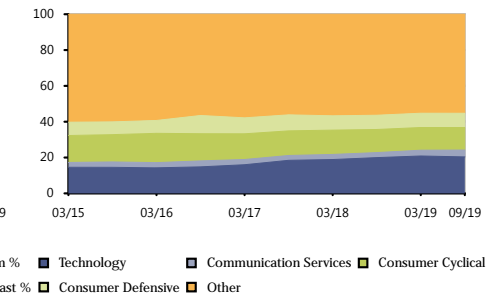
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019

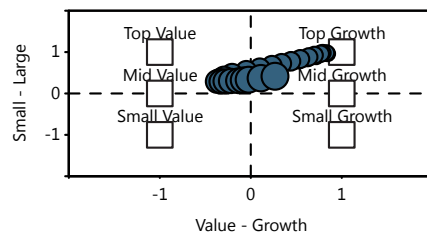


Sector Distribution

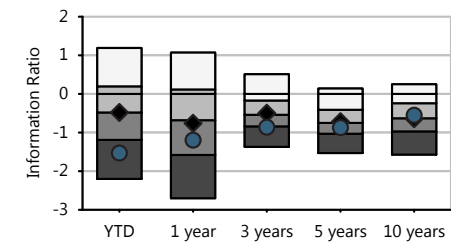
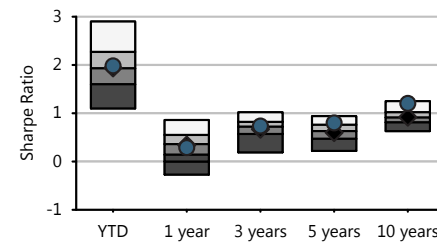
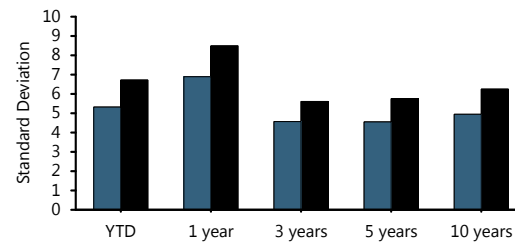
Time Period: 10/30/2014 - 09/30/2019



Style Analysis



Risk/Return vs Peer Group



Putnam Dynamic Asset Allocation Cnsrv Y DJ US Moderately Conservative TR USD

Fund Basics

Ticker	PACYX
Category	Allocation--30% to 50% Equity
Net Assets(This Class \$mn)	1,087 m
Net Assets(All Classes \$mn)	0 m
Manager	Robert Schoen
Manager Tenure	17.33
Fund Inception	Feb 07,1994

Fee And Expenses

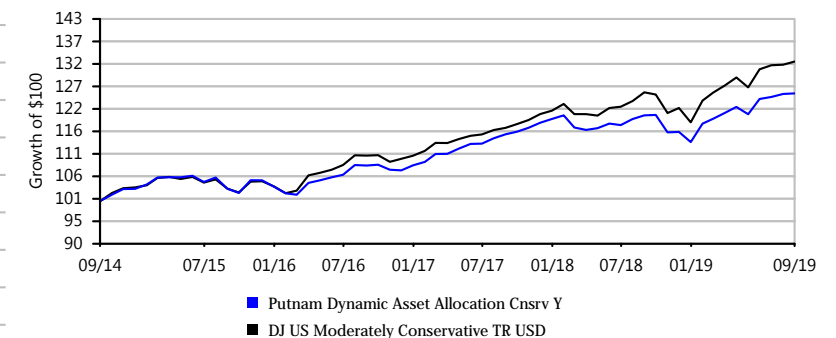
Expense Ratio	0.74
Gross Expense Ratio	0.74
Prospectus Net Expense Ratio	0.74
Prospectus Gross Expense Ratio	0.74
Actual 12b1	0.00
Management Fee	0.52

Top 10 Holdings (%)

E-mini S&P 500 Sept19	-11.91
2 Year US Treasury Note...	8.66
US 5 Year Note (CBT) Se...	8.63
US 10 Year Note (CBT) S...	-6.32
Cgputql2 R Us0003m P 11...	4.09
US Ultra Bond (CBT) Sept19	3.92
Government National Mor...	3.78
Ru10intr P Us0003m R 11...	-3.57
Federal Home Loan Mortg...	3.01
mini MSCI EAFE Index Fu...	-2.96

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



Growth of \$100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

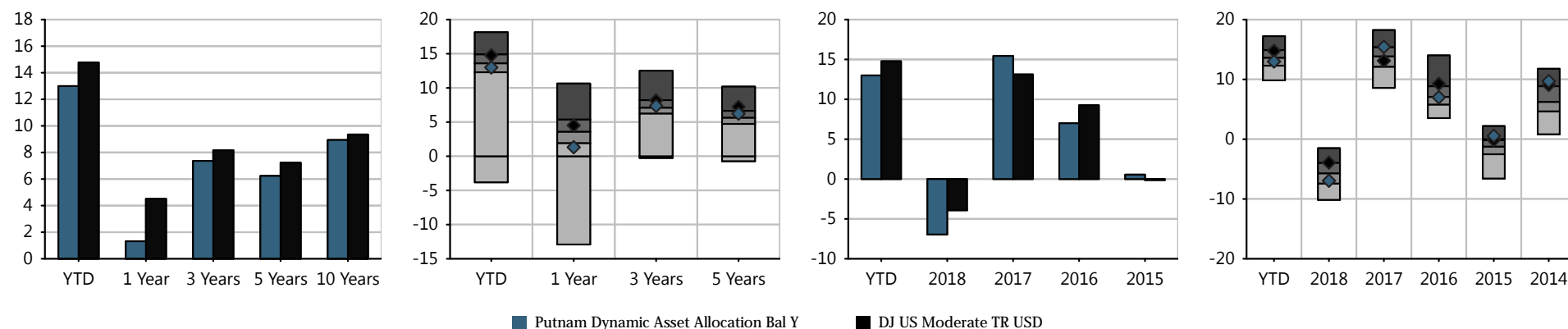
PUTNAM DYNAMIC ASSET ALLOCATION BAL Y | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RB SA)	Up/Down Capture 5Yr
72 Passing	Criteria Scoring	1.32%	7.37%	6.24%	0.73	0.68	-0.45	-0.55	17.33	0.72%	5.81	0.92
	Peer Group Scoring	3.53%	7.13%	5.60%	0.73	0.62	-0.37	-0.59	9.94	1.10%	6.19	0.90
	Criteria Peer Ranking	82	42	32	53	40	54	44	12	26	57	45

Investment Strategy

The investment seeks total return. The fund allocates 45% to 75% of its assets in equities and 25% to 55% in fixed income securities. It invests mainly in equity securities (growth or value stocks or both) of both U.S. and foreign companies of any size. The fund also invests in fixed-income investments, including U.S. and foreign government obligations, corporate obligations and securitized debt instruments (such as mortgage-backed investments).

Manager Vs Benchmark Performance



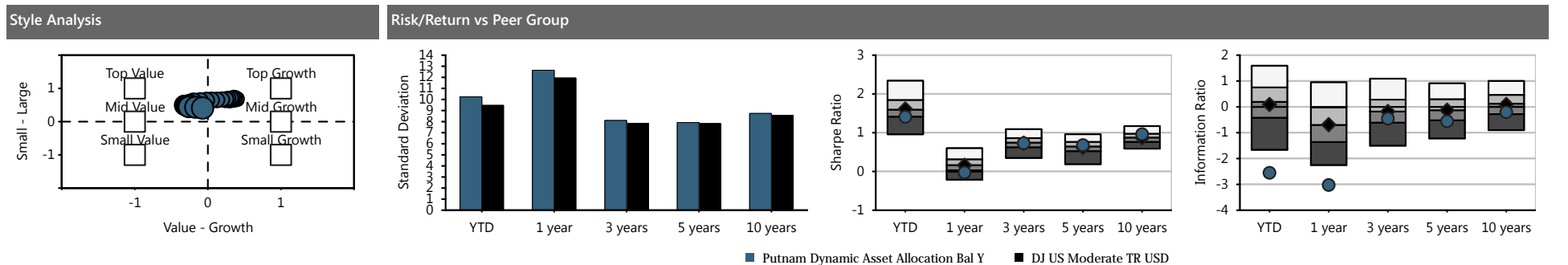
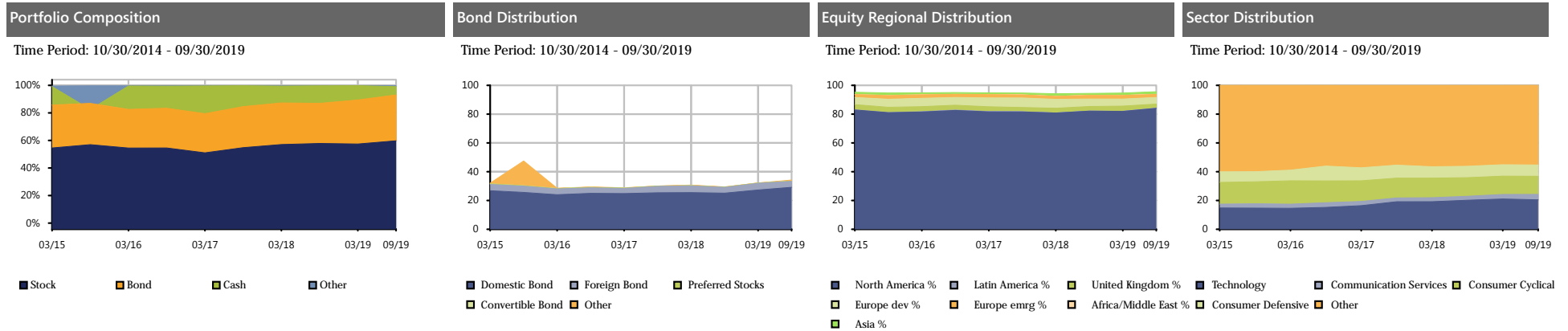
Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
Putnam Dynamic Asset Allocation Bal Y	0.60%	12.99%	1.32%	7.37%	6.24%	8.94%	7.25%	02/07/1994	(6.95%)	15.44%	6.99%	0.55%	9.70%
DJ US Moderate TR USD	1.10%	14.77%	4.52%	8.17%	7.23%	9.35%	-	-	(3.92%)	13.12%	9.26%	(0.13%)	9.08%
Morningstar Allocation--50% to 70% Equity	0.92%	13.42%	3.53%	7.13%	5.60%	7.80%	-	-	(5.72%)	13.65%	7.71%	(1.80%)	6.46%

Morningstar Rating: ****

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Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PUTNAM DYNAMIC ASSET ALLOCATION BAL Y | FUND FACT SHEET



Fund Basics		Fee And Expenses		Top 10 Holdings (%)		Cumulative Performance	
Ticker	PABYX	Expense Ratio	0.72	US 10 Year Note (CBT) S...	-8.17	<p>Time Period: 01/30/2014 - 09/30/2019</p> <p>■ Putnam Dynamic Asset Allocation Bal Y ■ DJ US Moderate TR USD</p>	
Category	Allocation--50% to 70% Equity	Gross Expense Ratio	0.72	Cgputql2 R Us0003m P 11...	5.02		
Net Assets(This Class \$mn)	2,740 m	Prospectus Net Expense Ratio	0.72	US 5 Year Note (CBT) Se...	4.72	<p>Growth of \$100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.</p>	
Net Assets(All Classes \$mn)	0 m	Prospectus Gross Expense Ratio	0.72	Ru10intr P Us0003m R 11...	-4.39		
Manager	Robert Schoen	Actual 12b1	0.00	E-mini Russell 2000 Ind...	4.06		
Manager Tenure	17.33	Management Fee	0.52	2 Year US Treasury Note...	3.91		
Fund Inception	Feb 07,1994			US Ultra Bond (CBT) Sept19	2.11		
				Government National Mor...	1.92		
				Alphabet Inc A	1.69		
				E-mini S&P 500 Sept19	-1.54		

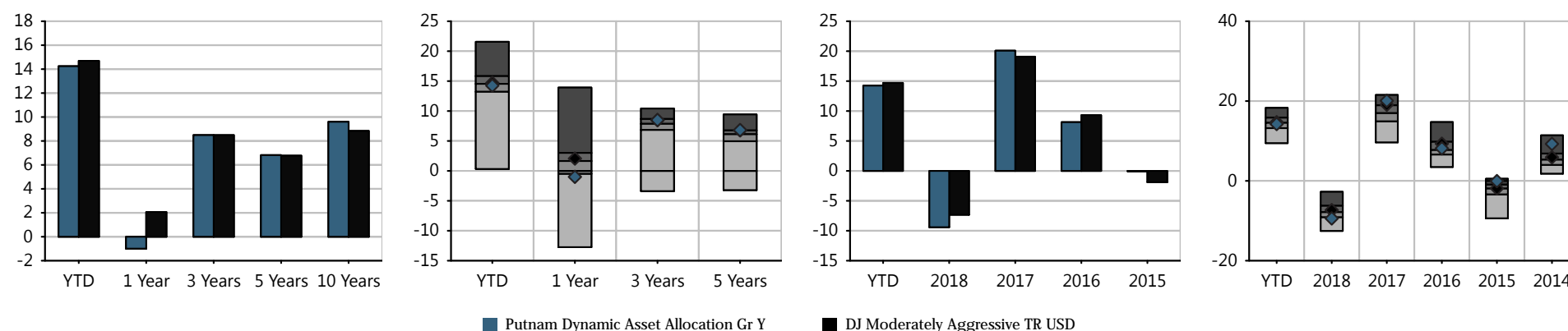
PUTNAM DYNAMIC ASSET ALLOCATION GR Y | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RB SA)	Up/Down Capture 5Yr
82 Passing	Criteria Scoring	-0.99%	8.49%	6.82%	0.68	0.59	0.00	0.02	17.33	0.82%	7.33	0.97
	Peer Group Scoring	1.33%	7.55%	5.67%	0.64	0.52	-0.31	-0.36	9.66	1.18%	9.13	0.94
	Criteria Peer Ranking	82	29	22	47	40	29	22	9	29	36	43

Investment Strategy

The investment seeks capital appreciation. The fund allocates 65% to 95% of its assets in equities and 5% to 35% in fixed income securities. It invests mainly in equity securities (growth or value stocks or both) of both U.S. and foreign companies of any size. The fund also invests, to a lesser extent, in fixed-income investments, including U.S. and foreign government obligations, corporate obligations and securitized debt instruments (such as mortgage-backed investments).

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
Putnam Dynamic Asset Allocation Gr Y	0.00%	14.25%	(0.99%)	8.49%	6.82%	9.60%	7.90%	02/08/1994	(9.41%)	20.08%	8.14%	(0.06%)	9.26%
DJ Moderately Aggressive TR USD	0.08%	14.69%	2.06%	8.49%	6.77%	8.84%	-	-	(7.33%)	19.08%	9.31%	(1.89%)	5.90%
Morningstar Allocation--70% to 85% Equity	0.53%	14.33%	1.33%	7.55%	5.67%	8.26%	-	-	(7.82%)	16.38%	8.29%	(2.69%)	5.49%

Morningstar Rating: ****

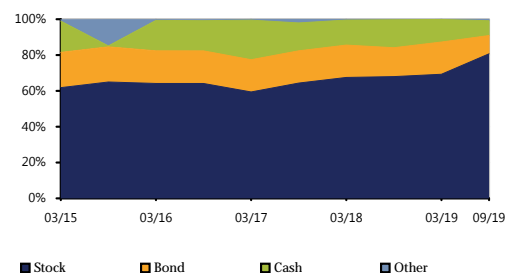
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Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PUTNAM DYNAMIC ASSET ALLOCATION GR Y | FUND FACT SHEET

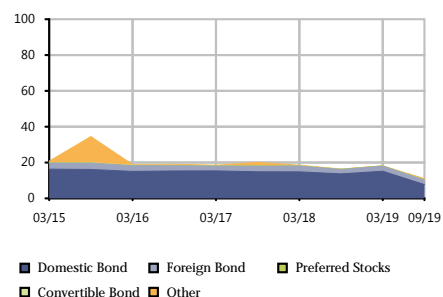
Portfolio Composition

Time Period: 10/30/2014 - 09/30/2019



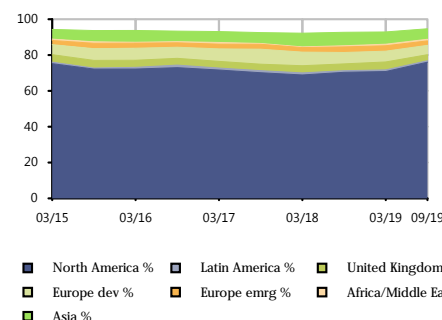
Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



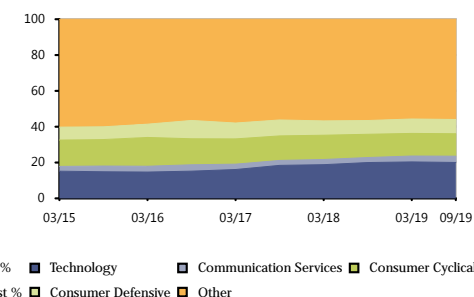
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019

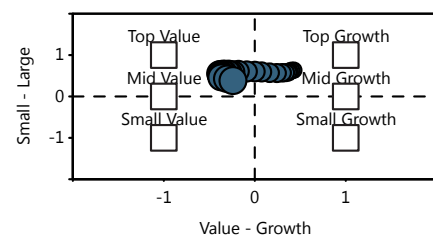


Sector Distribution

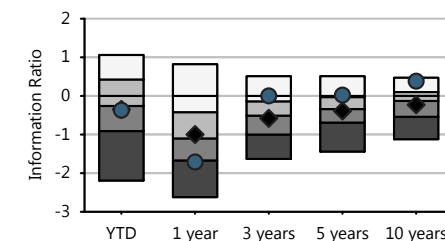
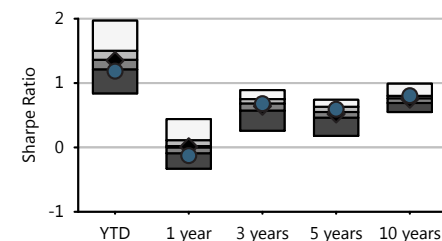
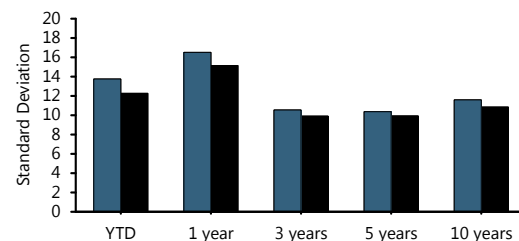
Time Period: 10/30/2014 - 09/30/2019



Style Analysis



Risk/Return vs Peer Group



■ Putnam Dynamic Asset Allocation Gr Y ■ DJ Moderately Aggressive TR USD

Fund Basics

Ticker	PAGYX
Category	Allocation--70% to 85% Equity
Net Assets(This Class \$mn)	2,777 m
Net Assets(All Classes \$mn)	0 m
Manager	Robert Schoen
Manager Tenure	17.33
Fund Inception	Feb 08,1994

Fee And Expenses

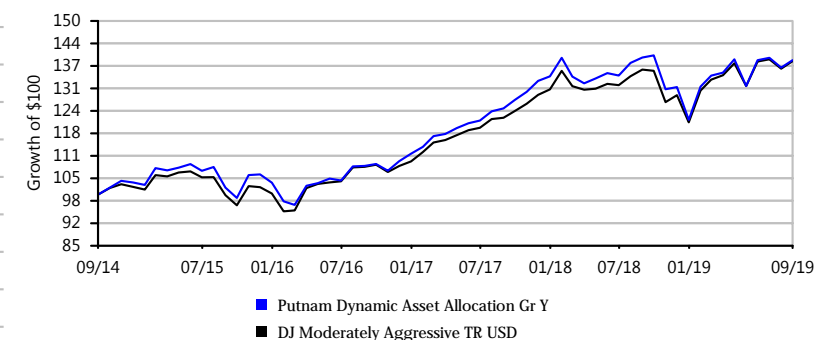
Expense Ratio	0.82
Gross Expense Ratio	0.82
Prospectus Net Expense Ratio	0.82
Prospectus Gross Expense Ratio	0.82
Actual 12b1	0.00
Management Fee	0.59

Top 10 Holdings (%)

US 10 Year Note (CBT) S...	-8.80
Cgputql2 R Us0003m P 11...	5.12
E-mini Russell 2000 Ind...	4.88
E-mini S&P 500 Sept19	4.81
Ru10intr P Us0003m R 11...	-4.47
E-mini S&P 400 Sept19	2.19
Alphabet Inc A	1.76
JPMorgan Chase & Co	1.39
Amazon.com Inc	1.37
Cisco Systems Inc	1.16

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



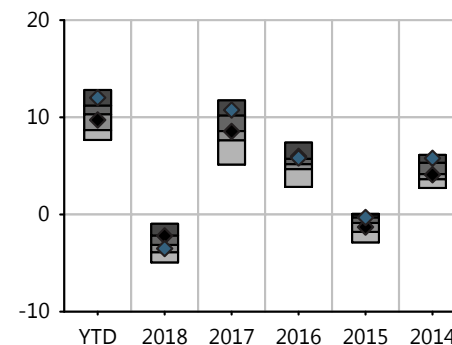
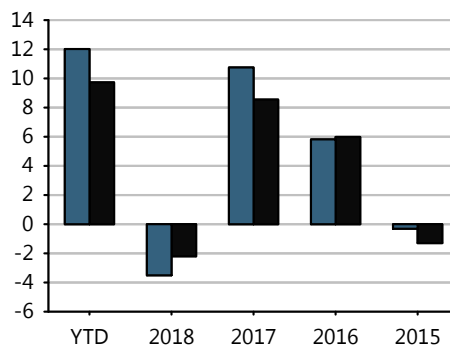
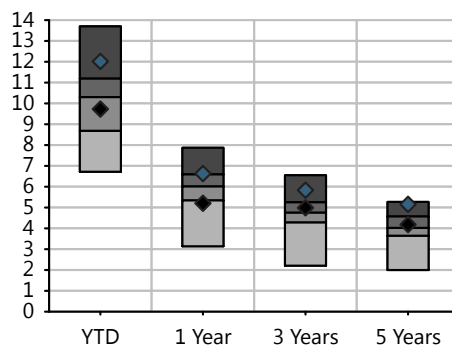
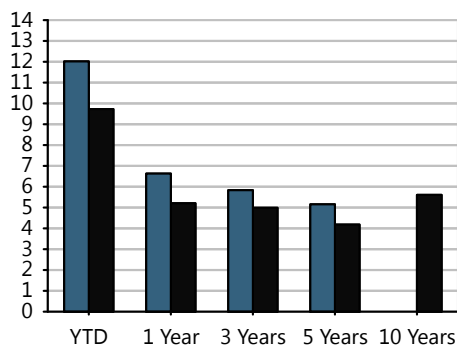
Growth of \$100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
92 Passing	Criteria Scoring	6.63%	5.83%	5.15%	5.27	0.88	0.87	0.82	0.86	8.33	0.10%	1.08
	Peer Group Scoring	5.90%	4.78%	4.01%	5.05	0.80	0.74	-0.07	-0.06	8.25	0.75%	1.06
	Criteria Peer Ranking	25	14	2	61	34	15	11	2	50	3	39

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds in proportions based on its own comprehensive investment strategy. It will invest, at least 80% of its assets in securities or other financial instruments that are components of or have economic characteristics similar to the securities included in its custom benchmark index.

Manager Vs Benchmark Performance



■ BlackRock LifePath® Index Retire K ■ Morningstar Lifetime Mod Incm TR USD

Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5 Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
BlackRock LifePath® Index Retire K	1.52%	12.02%	6.63%	5.83%	5.15%	-	5.49%	05/31/2011	(3.50%)	10.75%	5.82%	(0.31%)	5.78%
Morningstar Lifetime Mod Incm TR USD	0.87%	9.73%	5.21%	4.99%	4.18%	-	-	-	(2.20%)	8.55%	5.98%	(1.30%)	4.09%
Morningstar Target-Date Retirement	1.31%	10.11%	5.90%	4.78%	4.01%	5.28%	-	-	(3.13%)	8.67%	5.16%	(1.11%)	4.32%

Morningstar Rating: *****

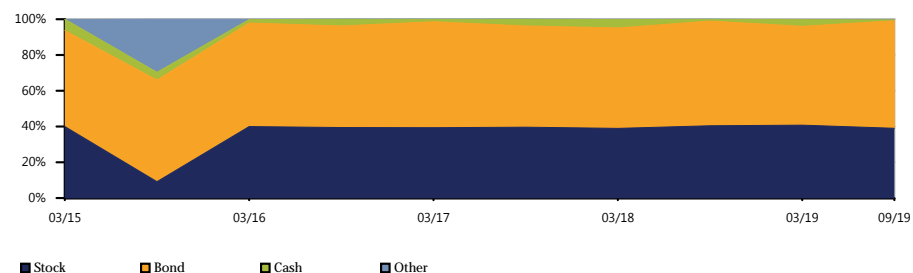
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Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

BLACKROCK LIFEPath® INDEX RETIRE K | FUND FACT SHEET

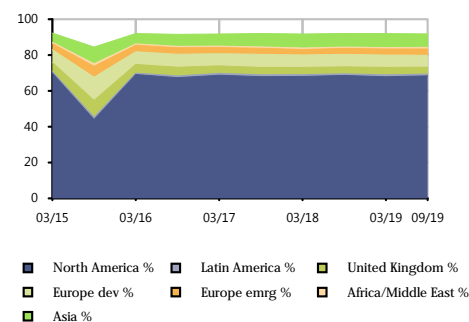
Historical Glidepath

Time Period: 10/30/2014 - 09/30/2019



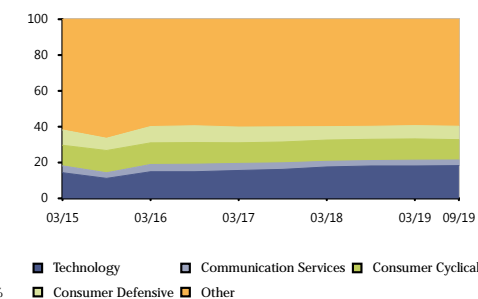
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019



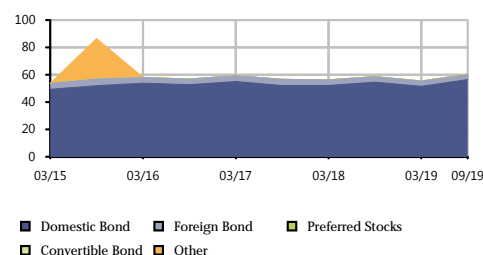
Sector Distribution

Time Period: 10/30/2014 - 09/30/2019

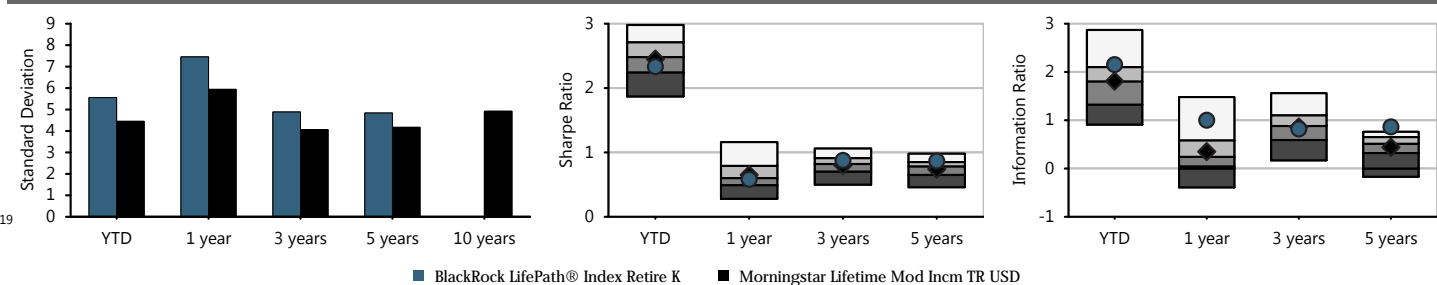


Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



Risk/Return vs Peer Group



Fund Basics

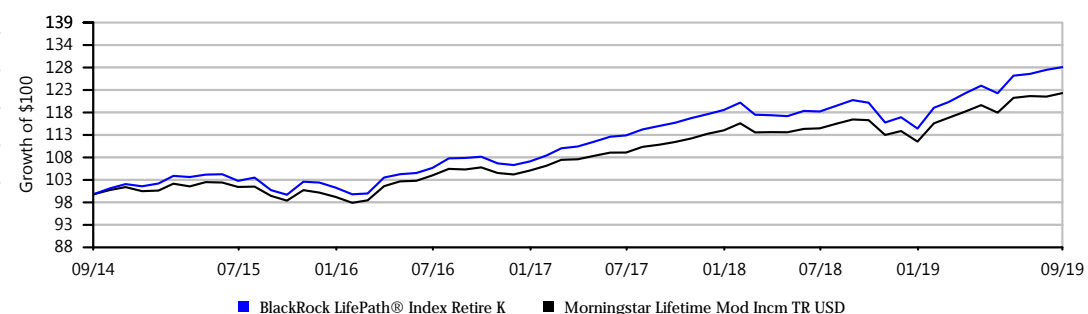
Ticker	LIRKX
Category	Target-Date Retirement
Net Assets(This Class \$mn)	2,626 m
Net Assets(All Classes \$mn)	0 m
Manager	Alan Mason
Manager Tenure	8.33
Fund Inception	May 31, 2011

Fee And Expenses

Expense Ratio	0.09
Gross Expense Ratio	0.14
Prospectus Net Expense Ratio	0.10
Prospectus Gross Expense Ratio	0.16
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



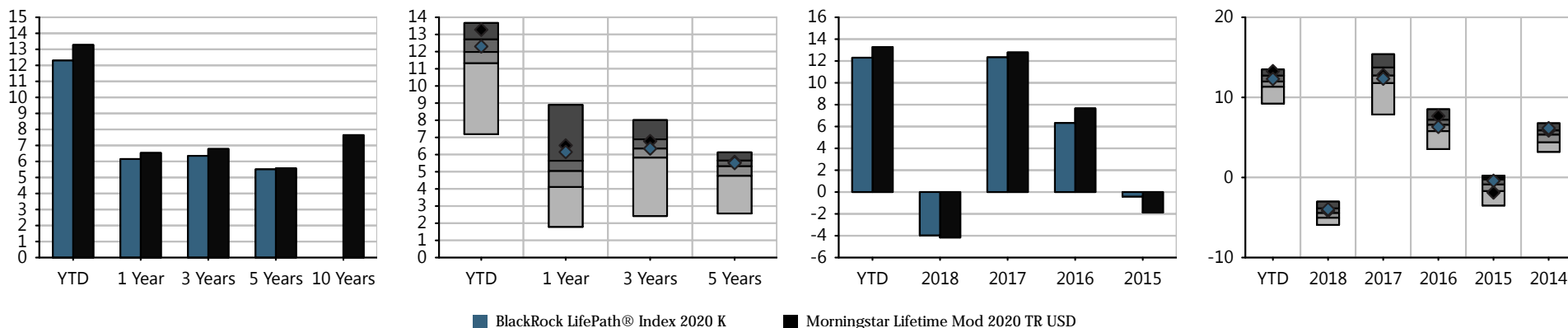
Growth of \$100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
88 Passing	Criteria Scoring	6.15%	6.35%	5.51%	5.84	0.88	0.81	-0.62	-0.07	8.33	0.10%	1.05
	Peer Group Scoring	5.02%	6.20%	5.07%	7.17	0.82	0.70	-0.34	-0.26	7.55	0.75%	0.99
	Criteria Peer Ranking	16	50	34	16	33	8	71	35	39	2	12

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5 Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
BlackRock LifePath® Index 2020 K	1.33%	12.30%	6.15%	6.35%	5.51%	-	6.01%	05/31/2011	(3.96%)	12.34%	6.32%	(0.42%)	6.15%
Morningstar Lifetime Mod 2020 TR USD	1.41%	13.28%	6.53%	6.78%	5.57%	-	-	-	(4.16%)	12.79%	7.66%	(1.88%)	5.87%
Morningstar Target-Date 2020	1.04%	11.83%	5.02%	6.20%	5.07%	6.91%	-	-	(4.40%)	12.49%	6.37%	(1.12%)	5.13%

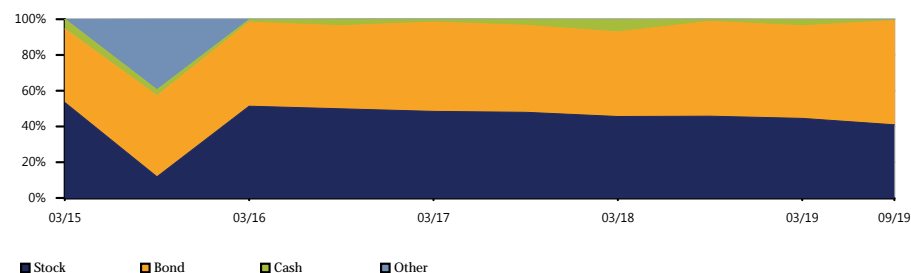
Morningstar Rating: ****

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Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

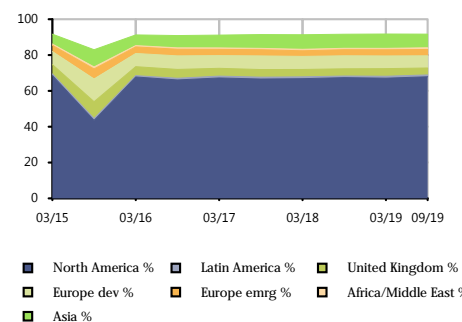
Historical Glidepath

Time Period: 10/30/2014 - 09/30/2019



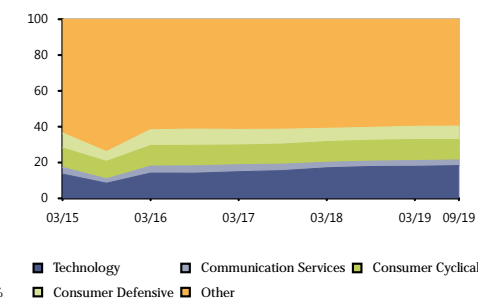
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019



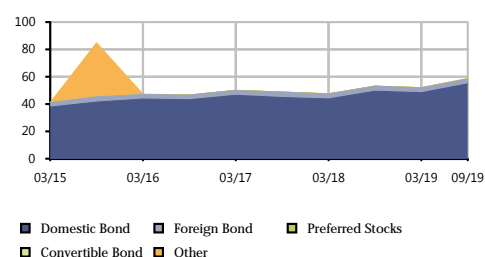
Sector Distribution

Time Period: 10/30/2014 - 09/30/2019

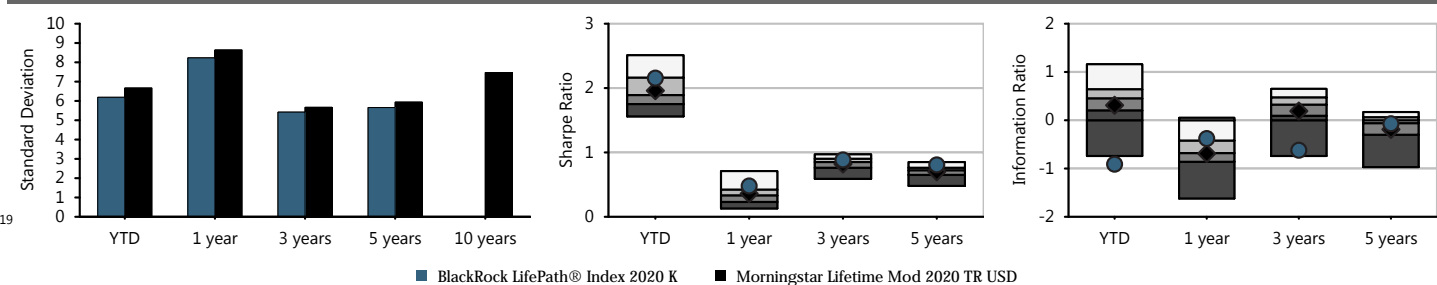


Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



Risk/Return vs Peer Group



Fund Basics

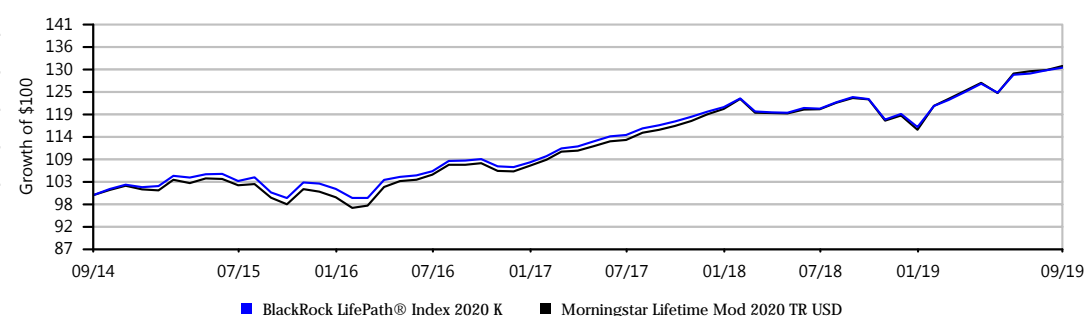
Ticker	LIMKX
Category	Target-Date 2020
Net Assets(This Class \$mn)	4,892 m
Net Assets(All Classes \$mn)	0 m
Manager	Alan Mason
Manager Tenure	8.33
Fund Inception	May 31, 2011

Fee And Expenses

Expense Ratio	0.09
Gross Expense Ratio	0.13
Prospectus Net Expense Ratio	0.10
Prospectus Gross Expense Ratio	0.15
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



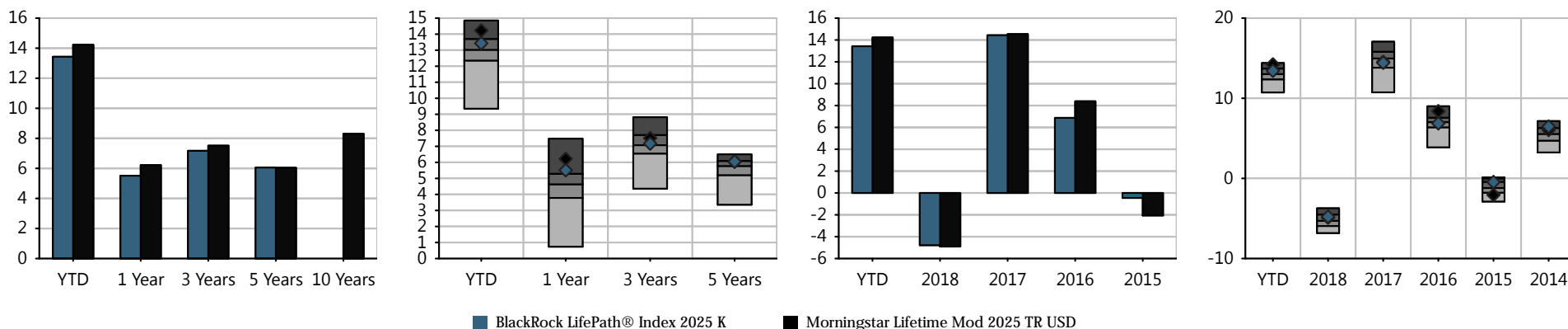
Growth of \$100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
86 Passing	Criteria Scoring	5.51%	7.17%	6.05%	7.27	0.85	0.75	-0.76	0.02	8.33	0.10%	1.03
	Peer Group Scoring	4.54%	7.01%	5.57%	8.52	0.81	0.67	-0.38	-0.27	7.16	0.74%	0.97
	Criteria Peer Ranking	17	45	27	18	39	8	78	26	34	3	10

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
BlackRock LifePath® Index 2025 K	1.15%	13.43%	5.51%	7.17%	6.05%	-	6.53%	05/31/2011	(4.78%)	14.43%	6.87%	(0.45%)	6.47%
Morningstar Lifetime Mod 2025 TR USD	1.38%	14.23%	6.22%	7.51%	6.04%	-	-	-	(4.90%)	14.54%	8.39%	(2.06%)	6.04%
Morningstar Target-Date 2025	0.93%	12.91%	4.54%	7.01%	5.57%	7.66%	-	-	(5.28%)	14.63%	6.86%	(1.27%)	5.32%

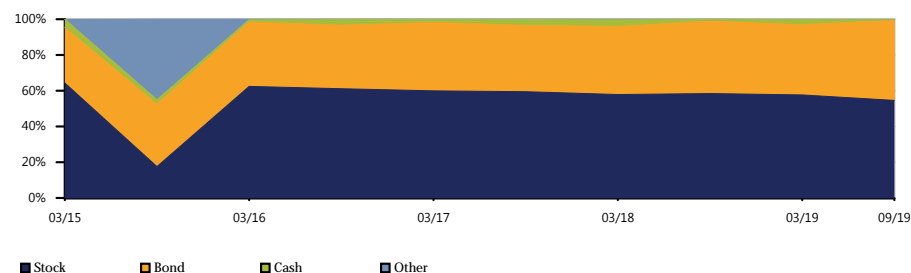
Morningstar Rating: ****

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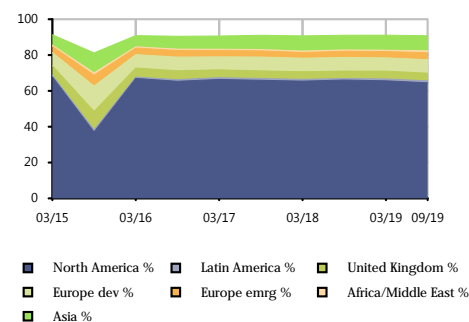
Historical Glidepath

Time Period: 10/30/2014 - 09/30/2019



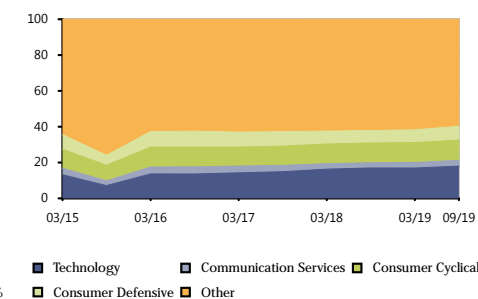
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019



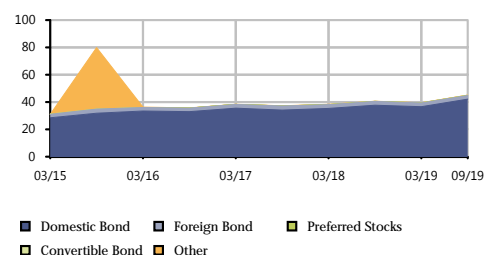
Sector Distribution

Time Period: 10/30/2014 - 09/30/2019

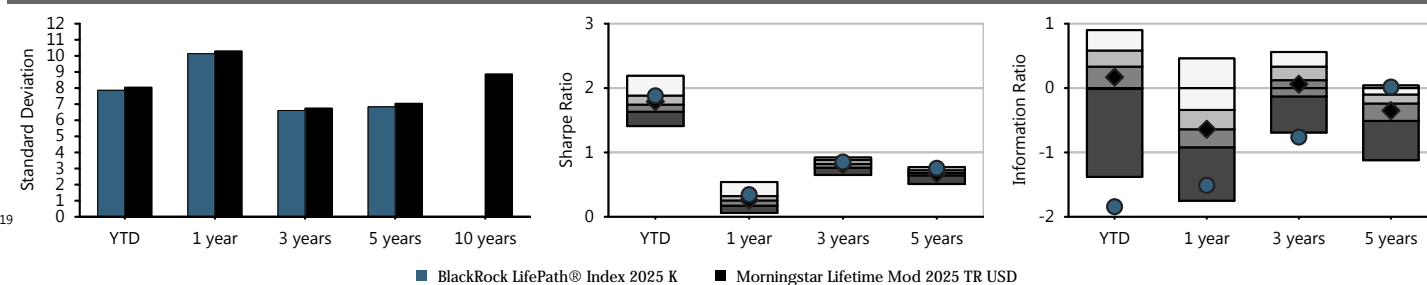


Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



Risk/Return vs Peer Group



Fund Basics

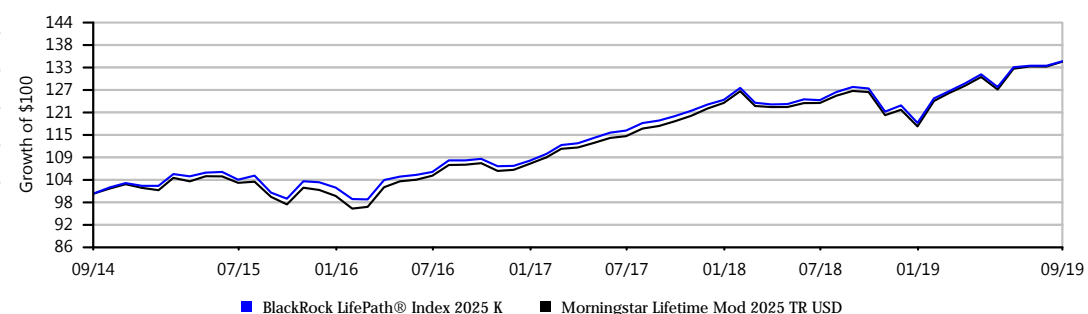
Ticker	LIBKX
Category	Target-Date 2025
Net Assets(This Class \$mn)	4,041 m
Net Assets(All Classes \$mn)	0 m
Manager	Alan Mason
Manager Tenure	8.33
Fund Inception	May 31, 2011

Fee And Expenses

Expense Ratio	0.01
Gross Expense Ratio	0.12
Prospectus Net Expense Ratio	0.10
Prospectus Gross Expense Ratio	0.16
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



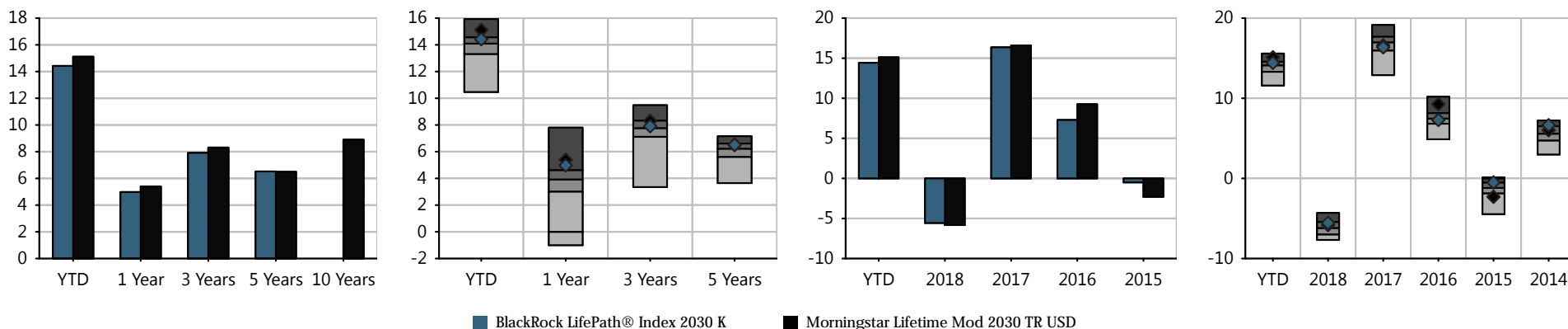
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IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
88 Passing	Criteria Scoring	4.98%	7.91%	6.52%	8.47	0.83	0.71	-0.75	0.01	8.33	0.10%	1.03
	Peer Group Scoring	3.85%	7.65%	6.00%	9.89	0.79	0.64	-0.46	-0.27	7.32	0.78%	0.97
	Criteria Peer Ranking	15	44	30	14	32	9	66	30	37	2	8

Investment Strategy

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Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5 Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
BlackRock LifePath® Index 2030 K	1.02%	14.42%	4.98%	7.91%	6.52%	-	6.97%	05/31/2011	(5.56%)	16.36%	7.29%	(0.50%)	6.64%
Morningstar Lifetime Mod 2030 TR USD	1.22%	15.11%	5.40%	8.31%	6.50%	-	-	-	(5.82%)	16.59%	9.26%	(2.30%)	6.01%
Morningstar Target-Date 2030	0.76%	13.83%	3.85%	7.65%	6.00%	7.99%	-	-	(6.18%)	16.56%	7.42%	(1.40%)	5.46%

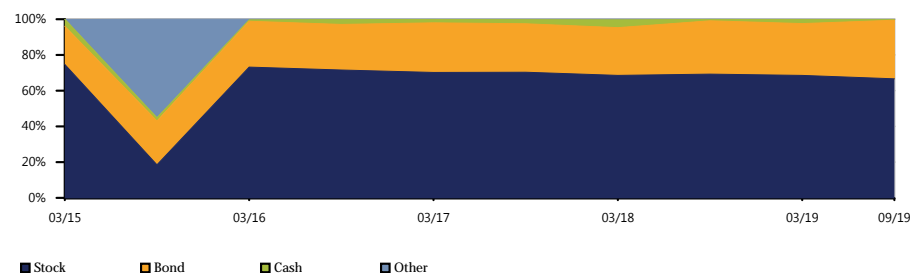
Morningstar Rating: ****

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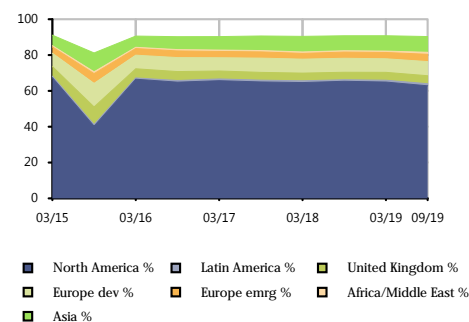
Historical Glidepath

Time Period: 10/30/2014 - 09/30/2019



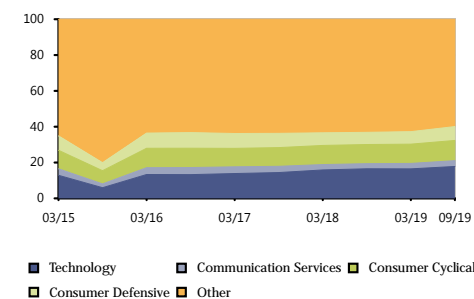
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019



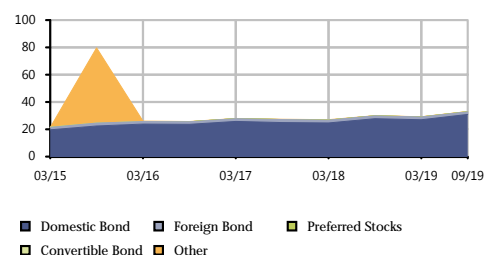
Sector Distribution

Time Period: 10/30/2014 - 09/30/2019

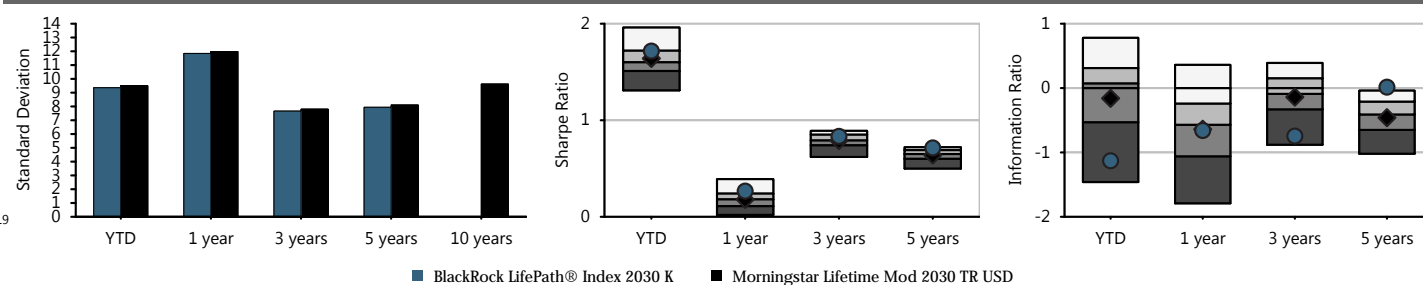


Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



Risk/Return vs Peer Group



Fund Basics

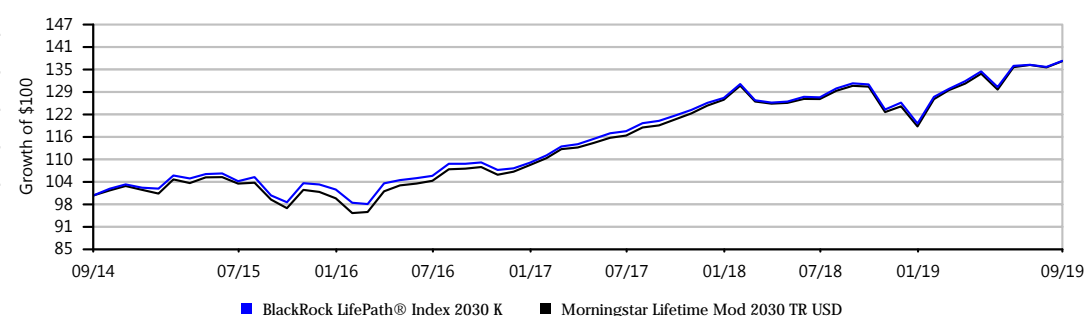
Ticker	LINKX
Category	Target-Date 2030
Net Assets(This Class \$mn)	7,055 m
Net Assets(All Classes \$mn)	0 m
Manager	Alan Mason
Manager Tenure	8.33
Fund Inception	May 31, 2011

Fee And Expenses

Expense Ratio	0.07
Gross Expense Ratio	0.12
Prospectus Net Expense Ratio	0.10
Prospectus Gross Expense Ratio	0.15
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



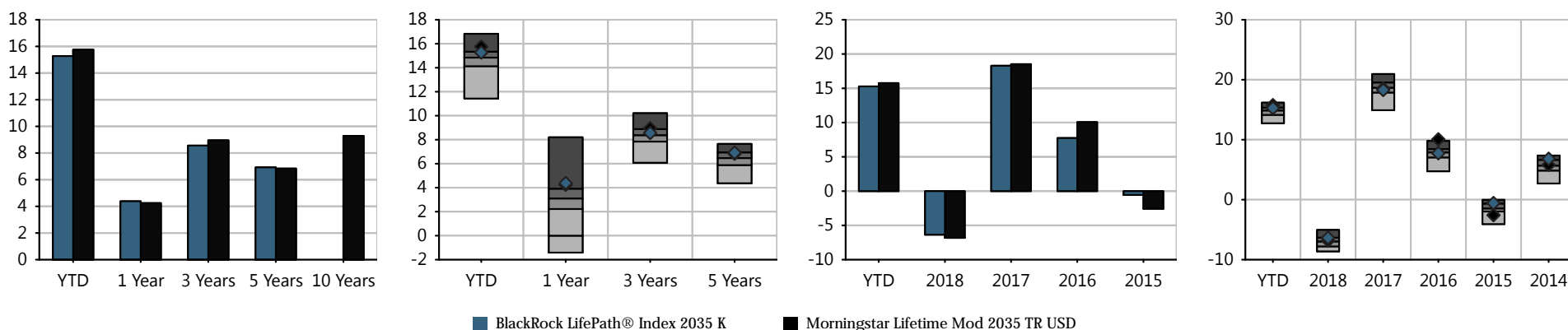
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IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
88 Passing	Criteria Scoring	4.38%	8.56%	6.92%	9.60	0.81	0.68	-0.55	0.08	8.33	0.10%	1.03
	Peer Group Scoring	3.09%	8.32%	6.37%	11.17	0.77	0.61	-0.50	-0.27	7.12	0.77%	0.98
	Criteria Peer Ranking	13	40	28	9	35	16	53	26	32	3	13

Investment Strategy

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Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5 Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
BlackRock LifePath® Index 2035 K	0.82%	15.27%	4.38%	8.56%	6.92%	-	7.36%	05/31/2011	(6.36%)	18.29%	7.74%	(0.56%)	6.82%
Morningstar Lifetime Mod 2035 TR USD	0.93%	15.76%	4.24%	8.96%	6.84%	-	-	-	(6.82%)	18.52%	10.07%	(2.58%)	5.80%
Morningstar Target-Date 2035	0.56%	14.68%	3.09%	8.32%	6.37%	8.57%	-	-	(7.01%)	18.47%	7.69%	(1.52%)	5.47%

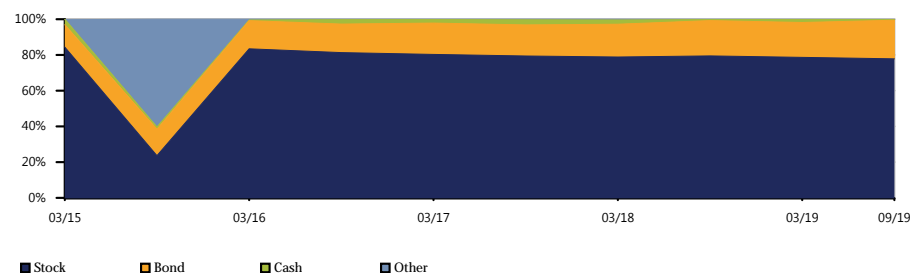
Morningstar Rating: ****

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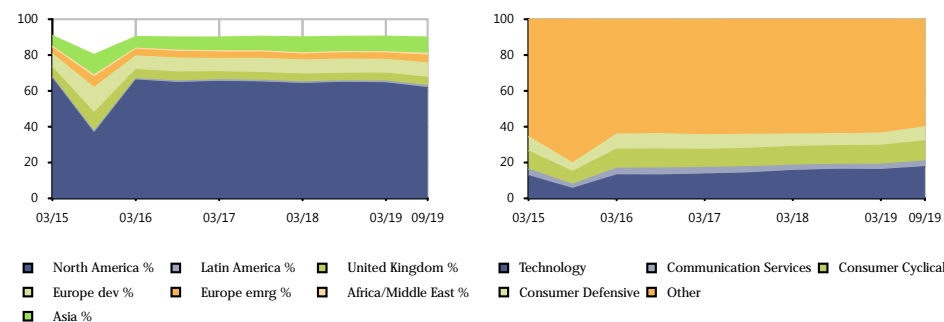
Historical Glidepath

Time Period: 10/30/2014 - 09/30/2019



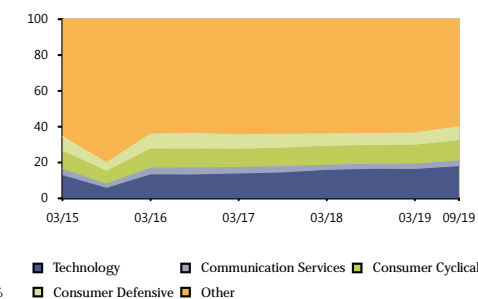
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019



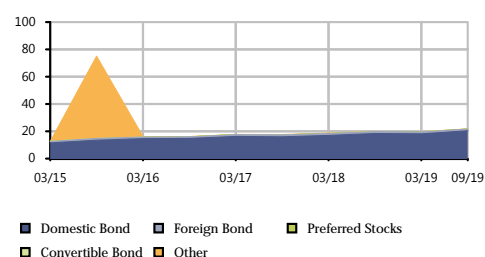
Sector Distribution

Time Period: 10/30/2014 - 09/30/2019

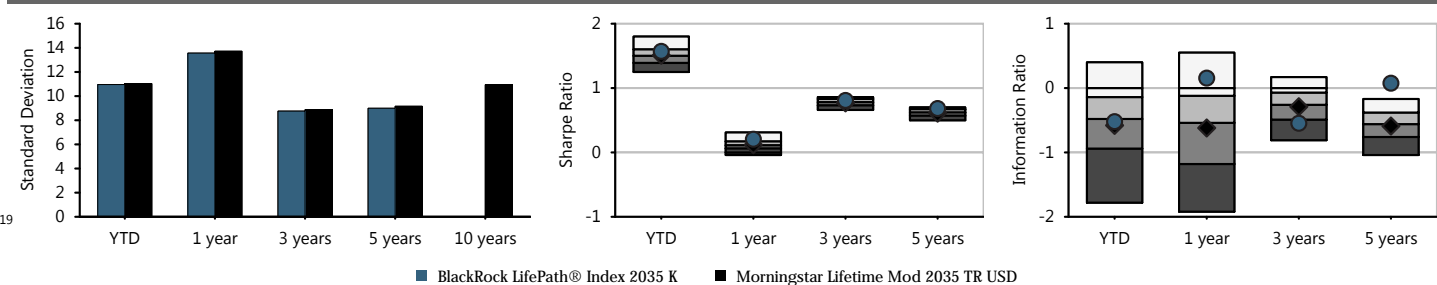


Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



Risk/Return vs Peer Group



Fund Basics

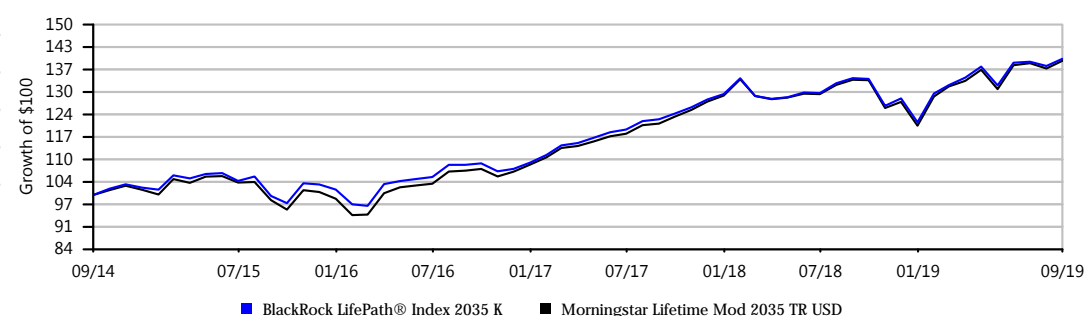
Ticker	LJKX
Category	Target-Date 2035
Net Assets(This Class \$mn)	3,605 m
Net Assets(All Classes \$mn)	0 m
Manager	Alan Mason
Manager Tenure	8.33
Fund Inception	May 31, 2011

Fee And Expenses

Expense Ratio	0.08
Gross Expense Ratio	0.12
Prospectus Net Expense Ratio	0.10
Prospectus Gross Expense Ratio	0.17
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



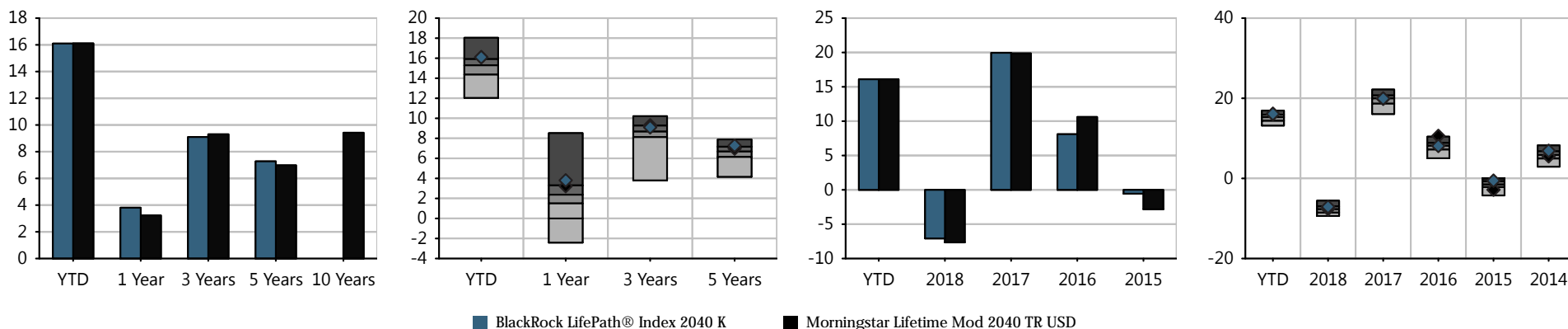
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IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
93 Passing	Criteria Scoring	3.81%	9.10%	7.28%	10.68	0.79	0.66	-0.23	0.23	8.33	0.10%	1.04
	Peer Group Scoring	2.50%	8.58%	6.56%	12.00	0.74	0.60	-0.49	-0.21	7.50	0.80%	1.00
	Criteria Peer Ranking	16	32	12	11	32	21	34	14	38	3	17

Investment Strategy

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Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
BlackRock LifePath® Index 2040 K	0.64%	16.10%	3.81%	9.10%	7.28%	-	7.72%	05/31/2011	(7.08%)	19.95%	8.10%	(0.56%)	6.90%
Morningstar Lifetime Mod 2040 TR USD	0.66%	16.11%	3.23%	9.30%	6.98%	-	-	-	(7.65%)	19.87%	10.61%	(2.83%)	5.51%
Morningstar Target-Date 2040	0.37%	15.14%	2.50%	8.58%	6.56%	8.64%	-	-	(7.68%)	19.54%	8.04%	(1.57%)	5.66%

Morningstar Rating: ****

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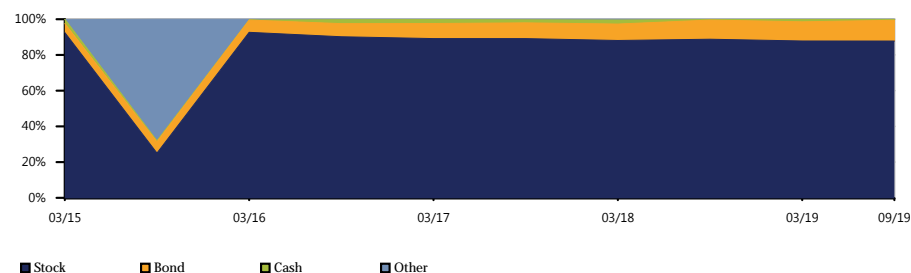
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

BLACKROCK LIFEPath® INDEX 2040 K | FUND FACT SHEET



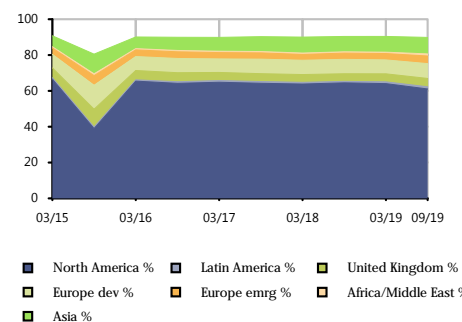
Historical Glidepath

Time Period: 10/30/2014 - 09/30/2019



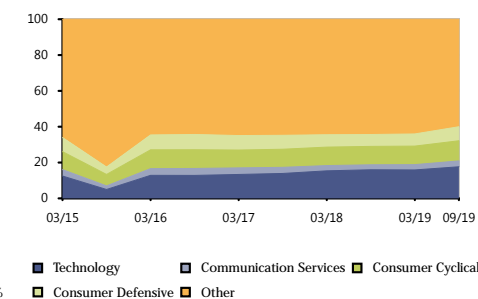
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019



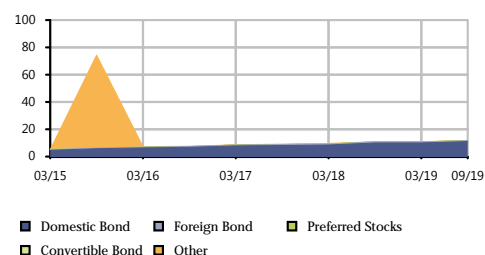
Sector Distribution

Time Period: 10/30/2014 - 09/30/2019

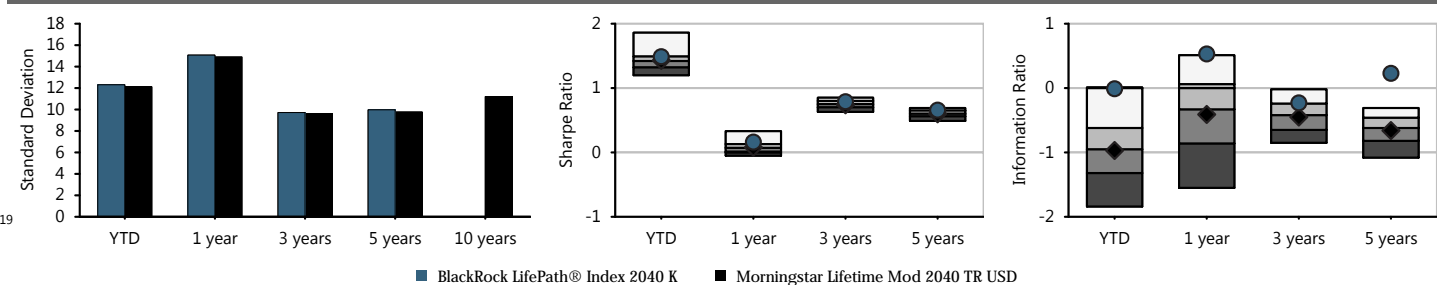


Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



Risk/Return vs Peer Group



Fund Basics

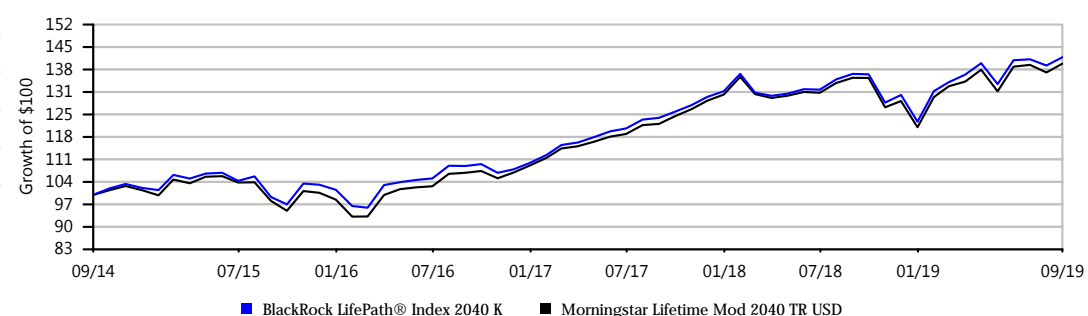
Ticker	LIKKX
Category	Target-Date 2040
Net Assets(This Class \$mn)	5,533 m
Net Assets(All Classes \$mn)	0 m
Manager	Alan Mason
Manager Tenure	8.33
Fund Inception	May 31, 2011

Fee And Expenses

Expense Ratio	0.08
Gross Expense Ratio	0.13
Prospectus Net Expense Ratio	0.10
Prospectus Gross Expense Ratio	0.17
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



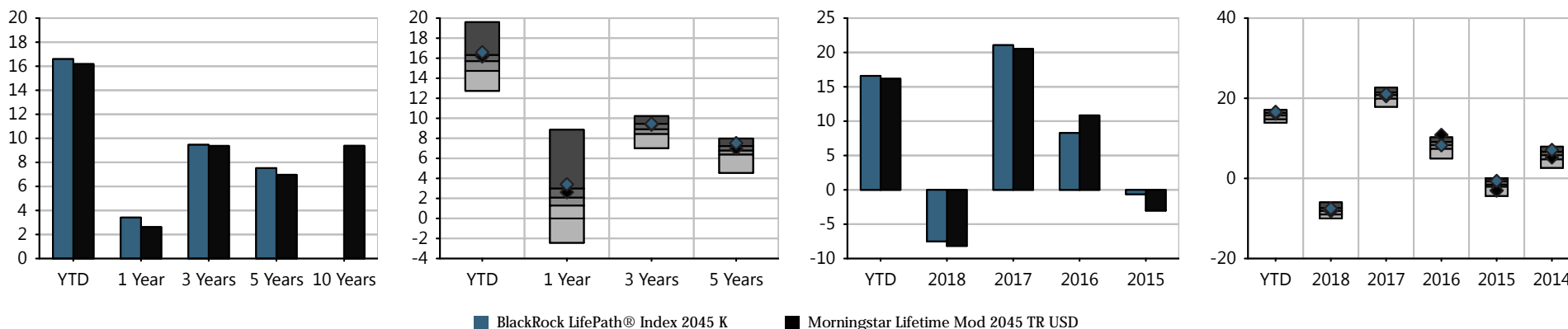
Growth of \$100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	3.41%	9.46%	7.52%	11.41	0.77	0.65	0.10	0.40	8.33	0.10%	1.05
	Peer Group Scoring	2.10%	8.91%	6.72%	12.73	0.74	0.59	-0.37	-0.13	7.07	0.77%	1.01
	Criteria Peer Ranking	14	24	7	12	31	21	23	9	32	3	13

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5 Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
BlackRock LifePath® Index 2045 K	0.47%	16.59%	3.41%	9.46%	7.52%	-	7.97%	05/31/2011	(7.50%)	21.07%	8.28%	(0.64%)	7.10%
Morningstar Lifetime Mod 2045 TR USD	0.46%	16.18%	2.62%	9.37%	6.97%	-	-	-	(8.17%)	20.53%	10.84%	(3.03%)	5.25%
Morningstar Target-Date 2045	0.27%	15.65%	2.10%	8.91%	6.72%	8.94%	-	-	(8.14%)	20.53%	8.09%	(1.59%)	5.53%

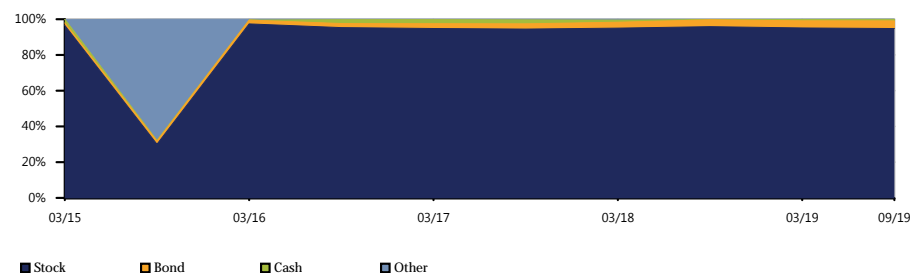
Morningstar Rating: ****

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Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

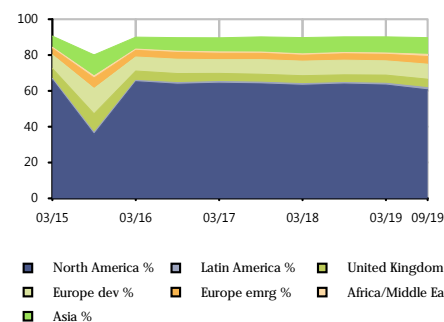
Historical Glidepath

Time Period: 10/30/2014 - 09/30/2019



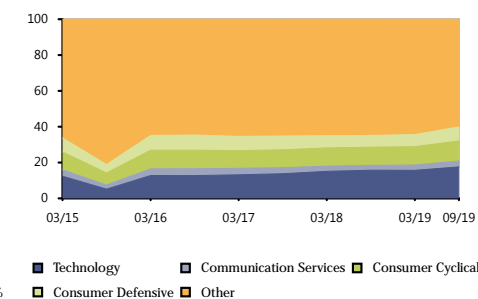
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019



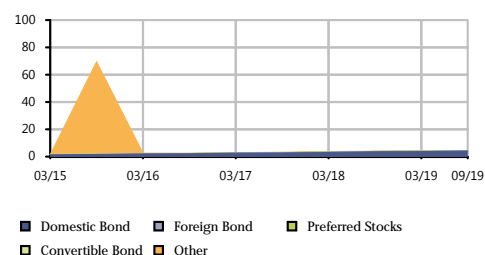
Sector Distribution

Time Period: 10/30/2014 - 09/30/2019

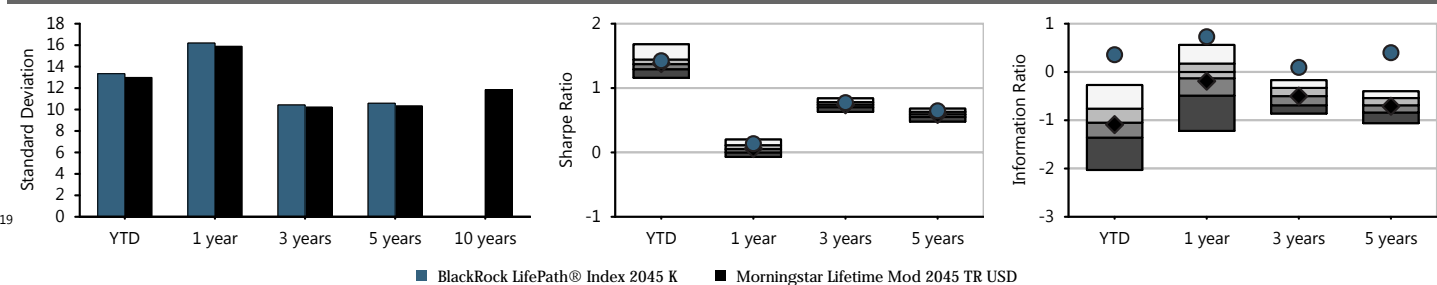


Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



Risk/Return vs Peer Group



Fund Basics

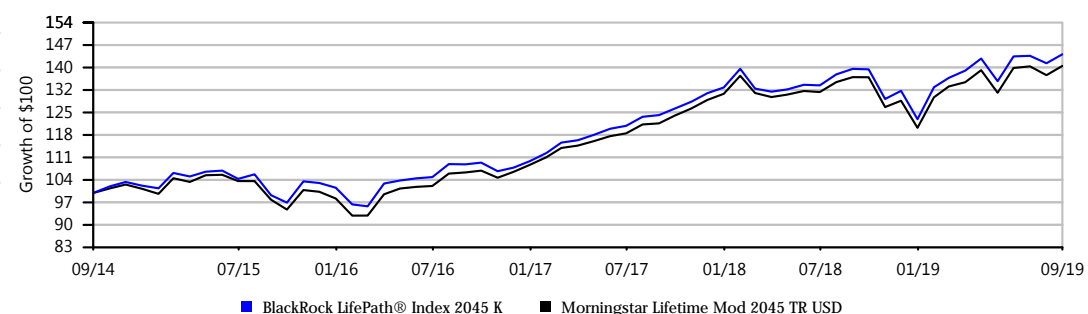
Ticker	LHKX
Category	Target-Date 2045
Net Assets(This Class \$mn)	2,554 m
Net Assets(All Classes \$mn)	0 m
Manager	Alan Mason
Manager Tenure	8.33
Fund Inception	May 31, 2011

Fee And Expenses

Expense Ratio	0.08
Gross Expense Ratio	0.13
Prospectus Net Expense Ratio	0.10
Prospectus Gross Expense Ratio	0.19
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



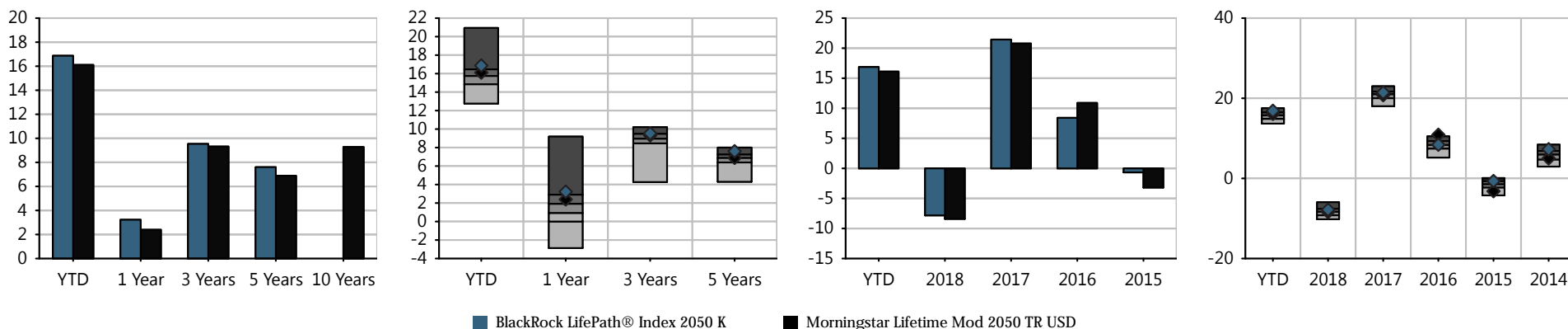
Growth of \$100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	3.23%	9.54%	7.60%	11.77	0.76	0.64	0.22	0.50	8.33	0.10%	1.06
	Peer Group Scoring	1.99%	8.88%	6.76%	12.89	0.72	0.59	-0.29	-0.04	7.15	0.80%	1.02
	Criteria Peer Ranking	15	23	7	16	34	21	15	9	38	3	19

Investment Strategy

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Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5 Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
BlackRock LifePath® Index 2050 K	0.46%	16.87%	3.23%	9.54%	7.60%	-	8.13%	05/31/2011	(7.82%)	21.43%	8.41%	(0.67%)	7.28%
Morningstar Lifetime Mod 2050 TR USD	0.37%	16.11%	2.39%	9.32%	6.89%	-	-	-	(8.41%)	20.78%	10.89%	(3.19%)	5.00%
Morningstar Target-Date 2050	0.22%	15.74%	1.99%	8.88%	6.76%	8.86%	-	-	(8.38%)	20.69%	8.30%	(1.61%)	5.73%

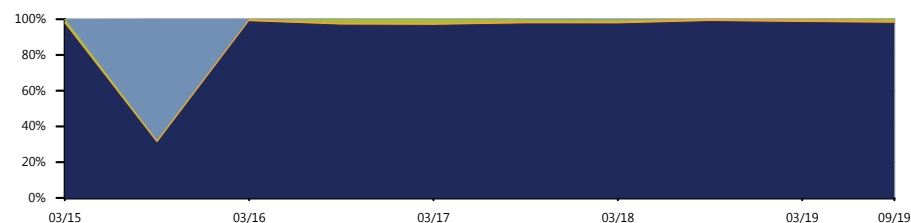
Morningstar Rating: ****

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Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

Historical Glidepath

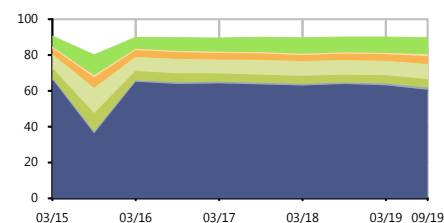
Time Period: 10/30/2014 - 09/30/2019



■ Stock ■ Bond ■ Cash ■ Other

Equity Regional Distribution

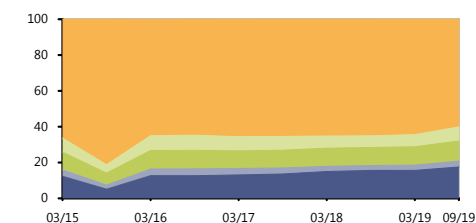
Time Period: 10/30/2014 - 09/30/2019



■ North America % ■ Latin America % ■ United Kingdom %
■ Europe dev % ■ Europe emrg % ■ Africa/Middle East %
■ Asia %

Sector Distribution

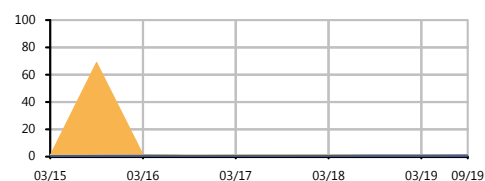
Time Period: 10/30/2014 - 09/30/2019



■ Technology ■ Communication Services ■ Consumer Cyclical
■ Consumer Defensive ■ Other

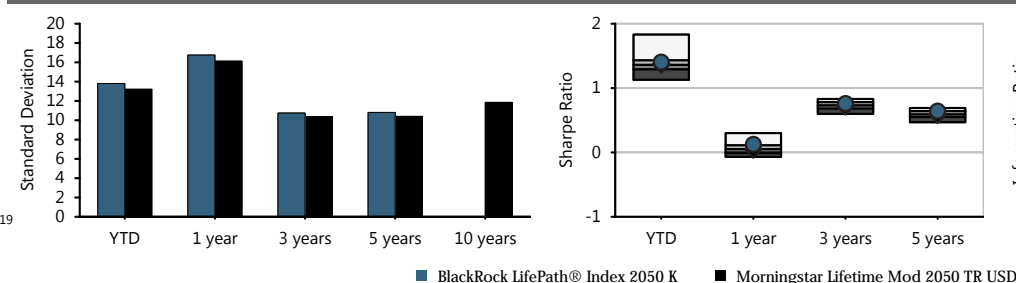
Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



■ Domestic Bond ■ Foreign Bond ■ Preferred Stocks
■ Convertible Bond ■ Other

Risk/Return vs Peer Group



Fund Basics

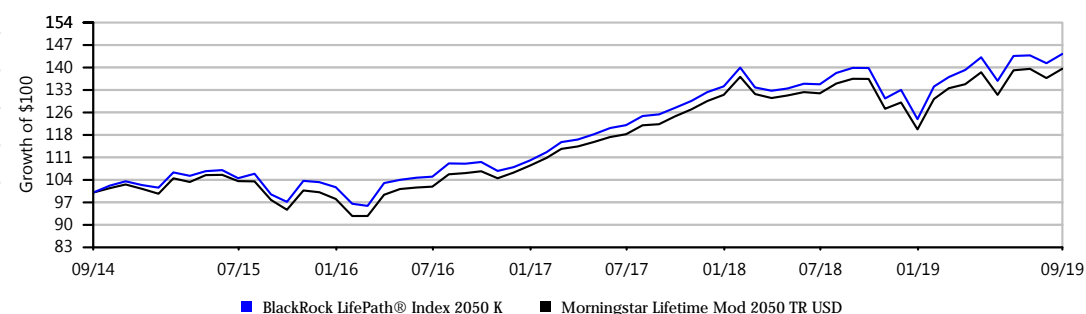
Ticker	LIPKX
Category	Target-Date 2050
Net Assets(This Class \$mn)	2,702 m
Net Assets(All Classes \$mn)	0 m
Manager	Alan Mason
Manager Tenure	8.33
Fund Inception	May 31, 2011

Fee And Expenses

Expense Ratio	0.08
Gross Expense Ratio	0.14
Prospectus Net Expense Ratio	0.10
Prospectus Gross Expense Ratio	0.18
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



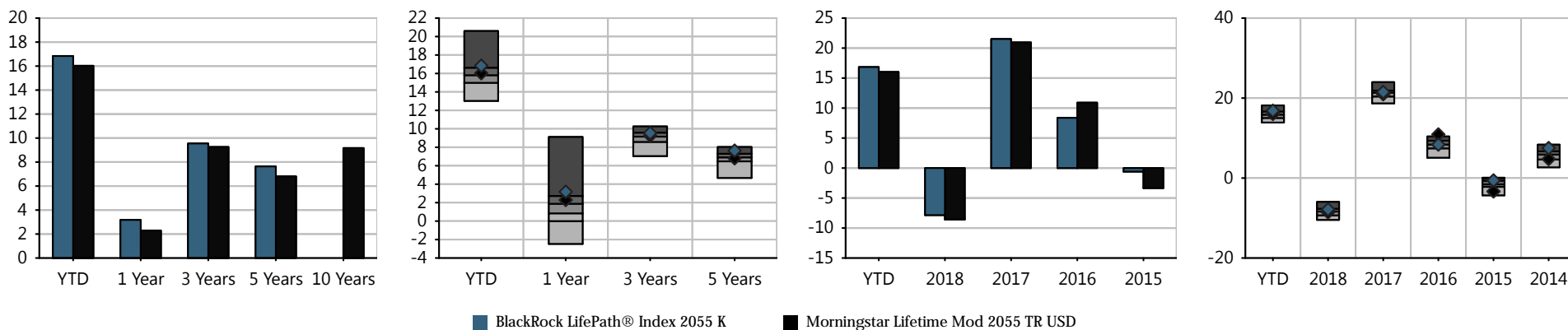
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IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
95 Passing	Criteria Scoring	3.18%	9.55%	7.64%	11.78	0.76	0.64	0.30	0.56	8.33	0.09%	1.07
	Peer Group Scoring	1.84%	9.04%	6.84%	13.04	0.73	0.59	-0.17	0.03	5.90	0.78%	1.02
	Criteria Peer Ranking	15	26	9	8	38	18	18	7	23	2	14

Investment Strategy

The investment seeks to provide for retirement outcomes based on quantitatively measured risk. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio, a series of Master Investment Portfolio ('MIP') with a substantially identical investment objective, which allocates and reallocates its assets among a combination of equity and bond index funds and money market funds (the 'underlying funds') in proportions based on its own comprehensive investment strategy.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
BlackRock LifePath® Index 2055 K	0.39%	16.84%	3.18%	9.55%	7.64%	-	8.26%	05/31/2011	(7.85%)	21.51%	8.38%	(0.60%)	7.50%
Morningstar Lifetime Mod 2055 TR USD	0.31%	16.02%	2.29%	9.26%	6.81%	-	-	-	(8.57%)	20.95%	10.90%	(3.34%)	4.74%
Morningstar Target-Date 2055	0.20%	15.86%	1.84%	9.04%	6.84%	9.09%	-	-	(8.44%)	21.11%	8.16%	(1.61%)	5.60%

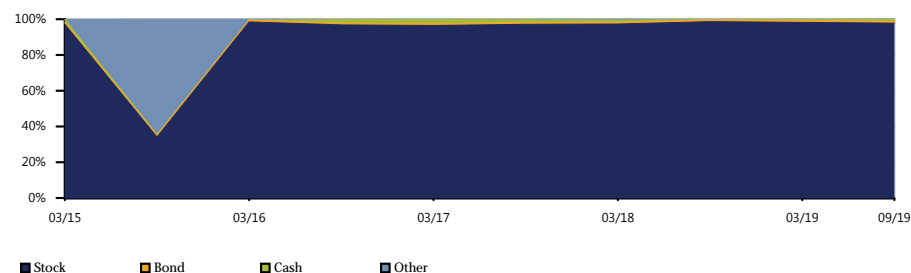
Morningstar Rating: *****

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Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

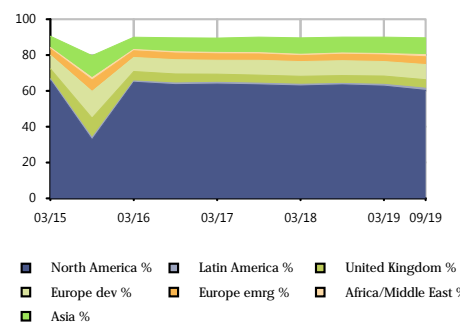
Historical Glidepath

Time Period: 10/30/2014 - 09/30/2019



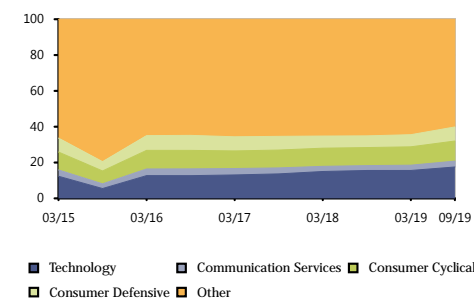
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019



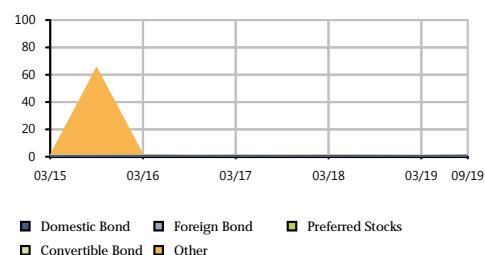
Sector Distribution

Time Period: 10/30/2014 - 09/30/2019

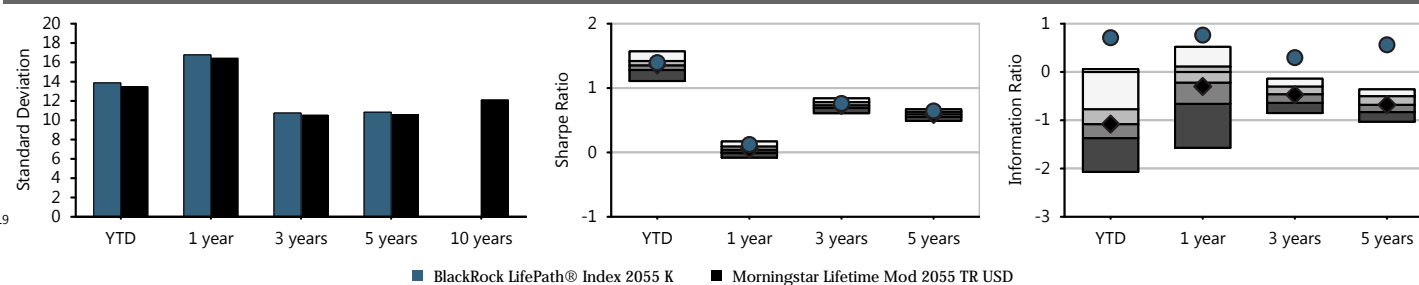


Bond Distribution

Time Period: 10/30/2014 - 09/30/2019



Risk/Return vs Peer Group



Fund Basics

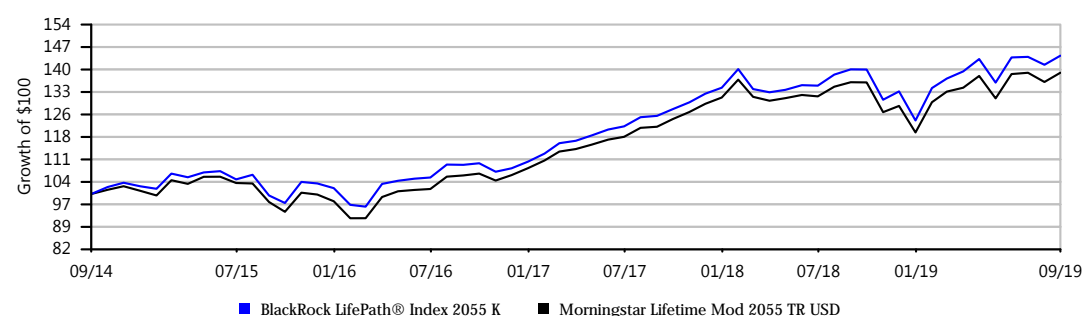
Ticker	LIVKX
Category	Target-Date 2055
Net Assets(This Class \$mn)	1,260 m
Net Assets(All Classes \$mn)	0 m
Manager	Alan Mason
Manager Tenure	8.33
Fund Inception	May 31, 2011

Fee And Expenses

Expense Ratio	0.08
Gross Expense Ratio	0.15
Prospectus Net Expense Ratio	0.09
Prospectus Gross Expense Ratio	0.20
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



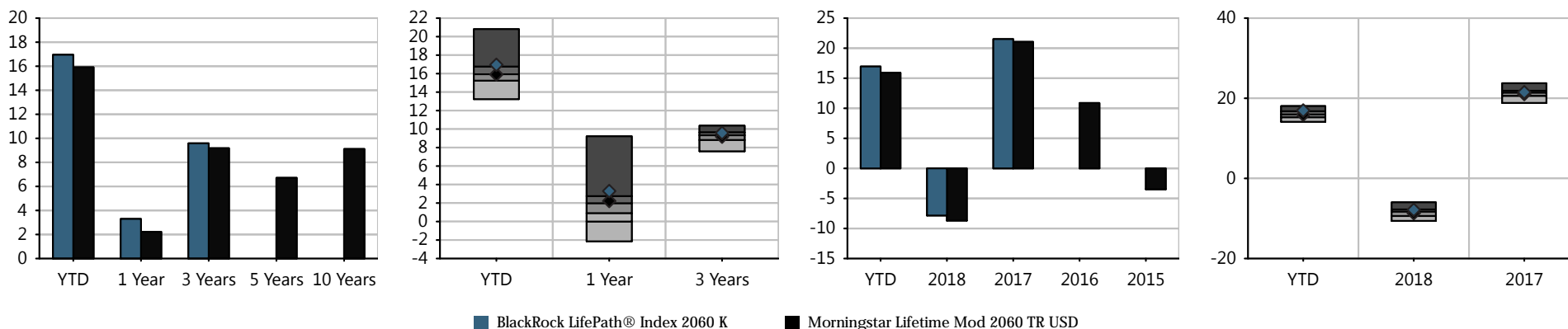
Growth of \$100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Max Draw Down 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Up/Down Capture 5Yr
86 Passing	Criteria Scoring	3.30%	9.58%	-	-	0.76	-	0.41	-	3.58	0.10%	-
	Peer Group Scoring	1.89%	9.20%	7.20%	12.89	0.74	0.62	0.01	0.32	2.96	0.78%	1.06
	Criteria Peer Ranking	12	29	-	-	43	-	18	-	39	4	-

Investment Strategy

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Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
BlackRock LifePath® Index 2060 K	0.45%	16.95%	3.30%	9.58%	-	-	12.25%	02/29/2016	(7.84%)	21.51%	-	-	-
Morningstar Lifetime Mod 2060 TR USD	0.26%	15.91%	2.22%	9.18%	6.71%	-	-	-	(8.69%)	21.06%	10.88%	(3.48%)	4.53%
Morningstar Target-Date 2060+	0.18%	16.09%	1.89%	9.20%	7.20%	-	-	-	(8.48%)	21.22%	8.06%	(1.00%)	5.25%

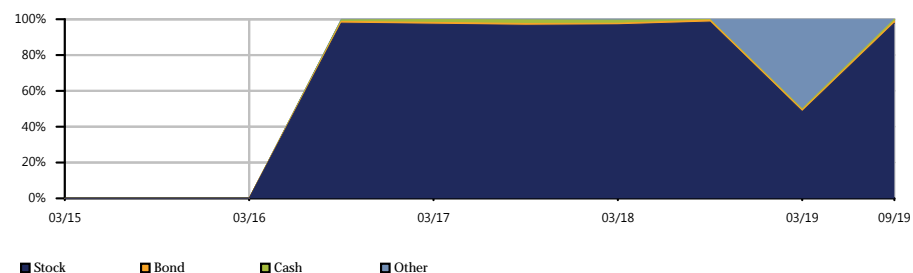
Morningstar Rating: ****

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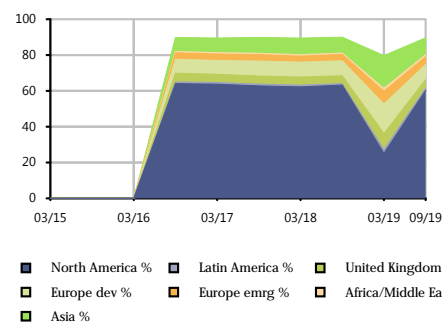
Historical Glidepath

Time Period: 03/31/2016 - 09/30/2019



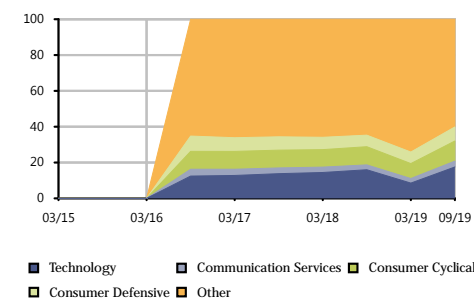
Equity Regional Distribution

Time Period: 03/31/2016 - 09/30/2019



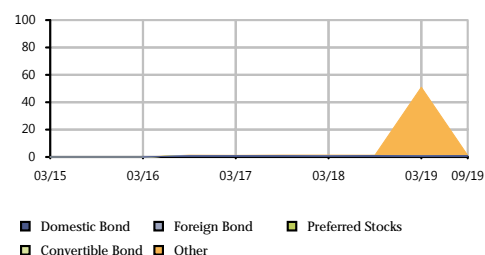
Sector Distribution

Time Period: 03/31/2016 - 09/30/2019

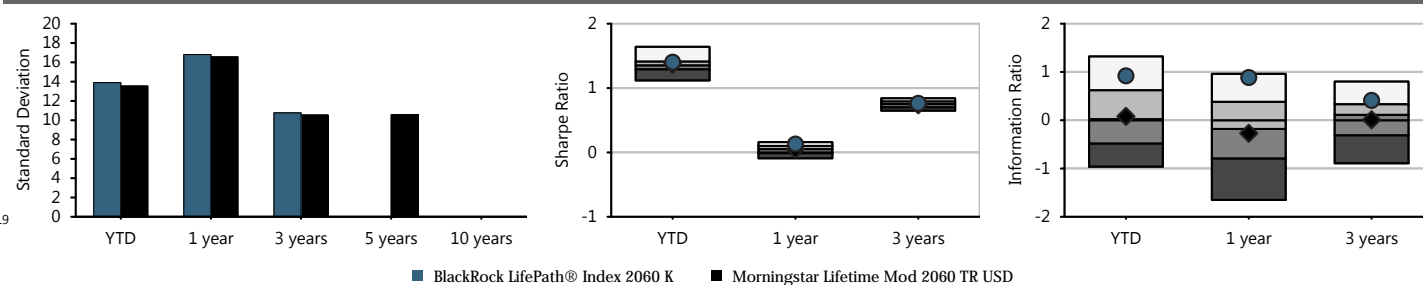


Bond Distribution

Time Period: 03/31/2016 - 09/30/2019



Risk/Return vs Peer Group



Fund Basics

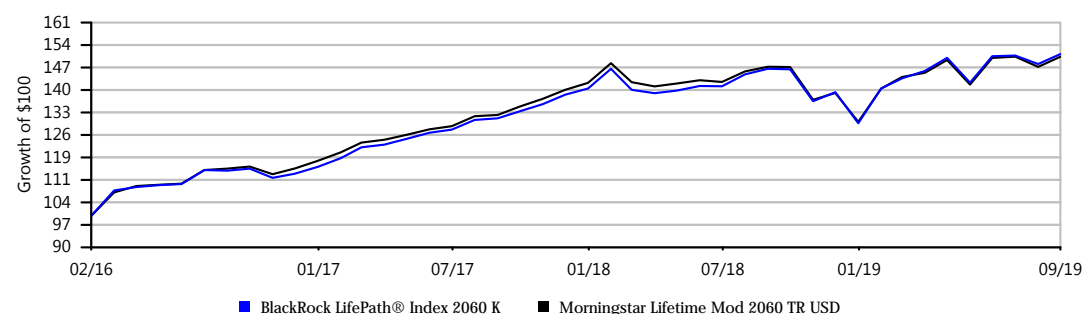
Ticker	LIZKX
Category	Target-Date 2060+
Net Assets(This Class \$mn)	314 m
Net Assets(All Classes \$mn)	0 m
Manager	Alan Mason
Manager Tenure	3.58
Fund Inception	Feb 29, 2016

Fee And Expenses

Expense Ratio	0.12
Gross Expense Ratio	0.32
Prospectus Net Expense Ratio	0.10
Prospectus Gross Expense Ratio	0.37
Actual 12b1	0.00
Management Fee	0.05

Cumulative Performance

Time Period: 03/31/2016 - 09/30/2019



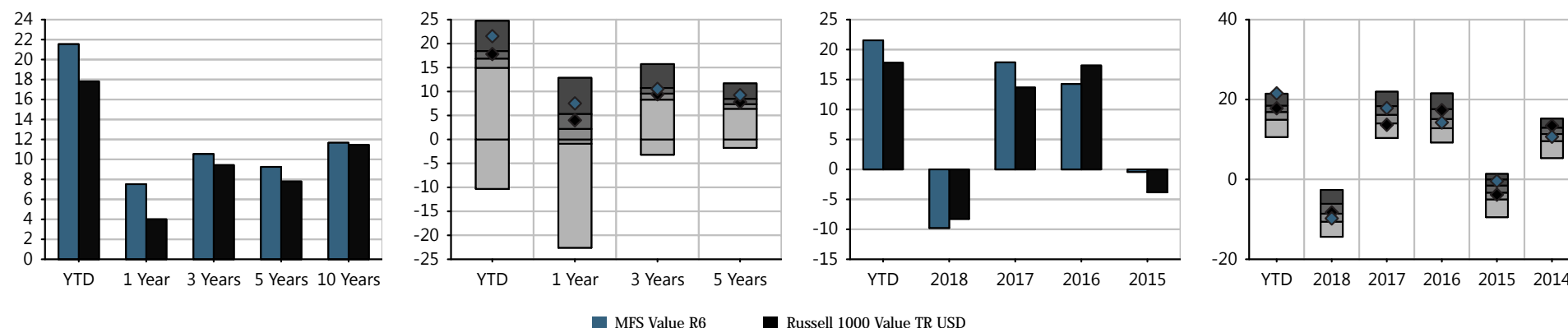
Growth of \$100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
93 Passing	Criteria Scoring	7.52%	10.54%	9.25%	0.75	0.72	0.43	0.61	17.66	0.48%	10.67	1.11
	Peer Group Scoring	1.92%	9.43%	7.30%	0.66	0.57	0.02	-0.15	9.77	0.95%	14.21	1.02
	Criteria Peer Ranking	11	30	15	28	19	26	6	14	14	37	21

Investment Strategy

The investment seeks capital appreciation. The fund normally invests the fund's assets primarily in equity securities. Equity securities include common stocks and other securities that represent an ownership interest (or right to acquire an ownership interest) in a company or other issuer. MFS focuses on investing the fund's assets in the stocks of companies it believes are undervalued compared to their perceived worth (value companies).

Manager Vs Benchmark Performance



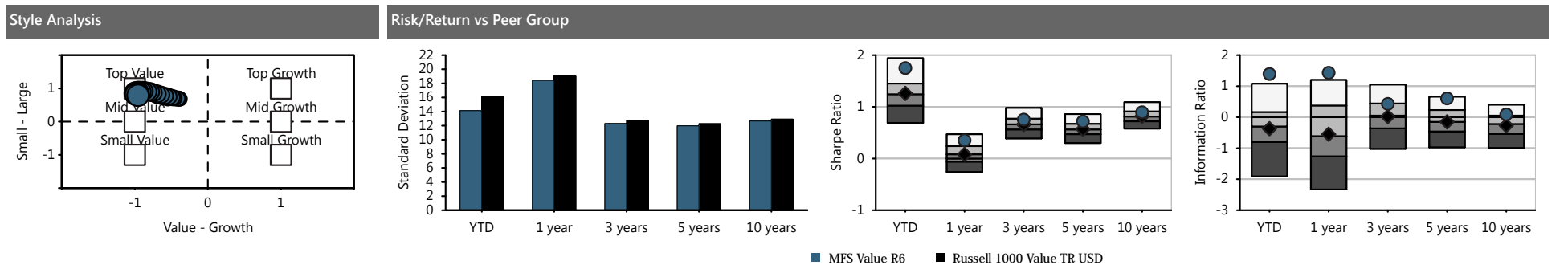
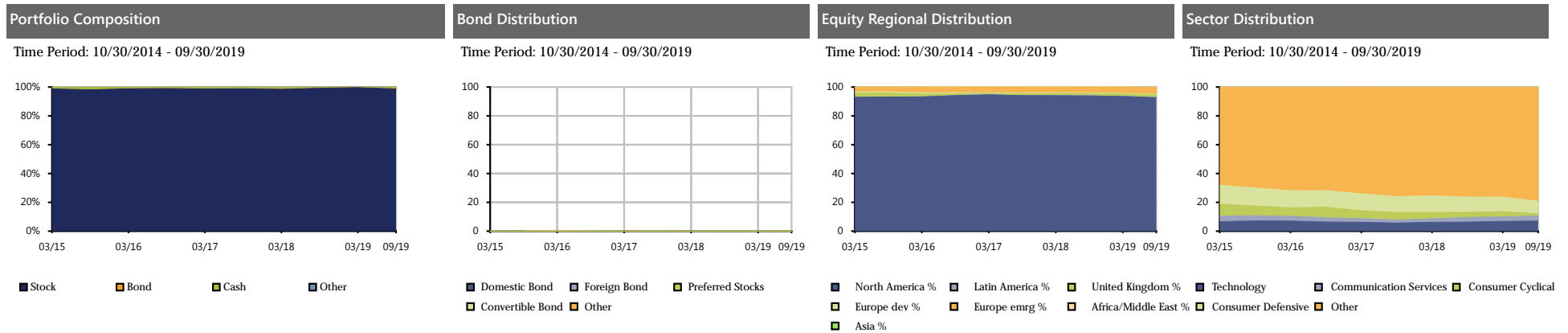
Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
MFS Value R6	2.50%	21.54%	7.52%	10.54%	9.25%	11.67%	10.15%	01/02/1996	(9.78%)	17.86%	14.25%	(0.42%)	10.68%
Russell 1000 Value TR USD	1.36%	17.81%	4.00%	9.43%	7.79%	11.46%	-	-	(8.27%)	13.66%	17.34%	(3.83%)	13.45%
Morningstar Large Value	1.52%	16.43%	1.92%	9.43%	7.30%	10.67%	-	-	(8.53%)	16.15%	15.24%	(3.52%)	11.02%

Morningstar Rating: ****

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MFS VALUE R6 | FUND FACT SHEET



Fund Basics		Fee And Expenses		Top 10 Holdings (%)		Cumulative Performance	
Ticker	MEIKX	Expense Ratio	0.47	JPMorgan Chase & Co	4.43	Time Period: 01/30/2014 - 09/30/2019	
Category	Large Value	Gross Expense Ratio	0.47	Johnson & Johnson	3.24		
Net Assets(This Class \$mn)	48,927 m	Prospectus Net Expense Ratio	0.48	Accenture PLC Class A	3.01	<p>■ MFS Value R6 ■ Russell 1000 Value TR USD</p>	
Net Assets(All Classes \$mn)	0 m	Prospectus Gross Expense Ratio	0.48	Medtronic PLC	3.00		
Manager	Steven Gorham	Actual 12b1	0.00	Comcast Corp Class A	3.00		
Manager Tenure	17.66	Management Fee	0.46	Aon PLC	2.38		
Fund Inception	Jan 02, 1996			Northrop Grumman Corp	2.28		
				Texas Instruments Inc	2.24		
				Duke Energy Corp	2.20		
				U.S. Bancorp	2.12		

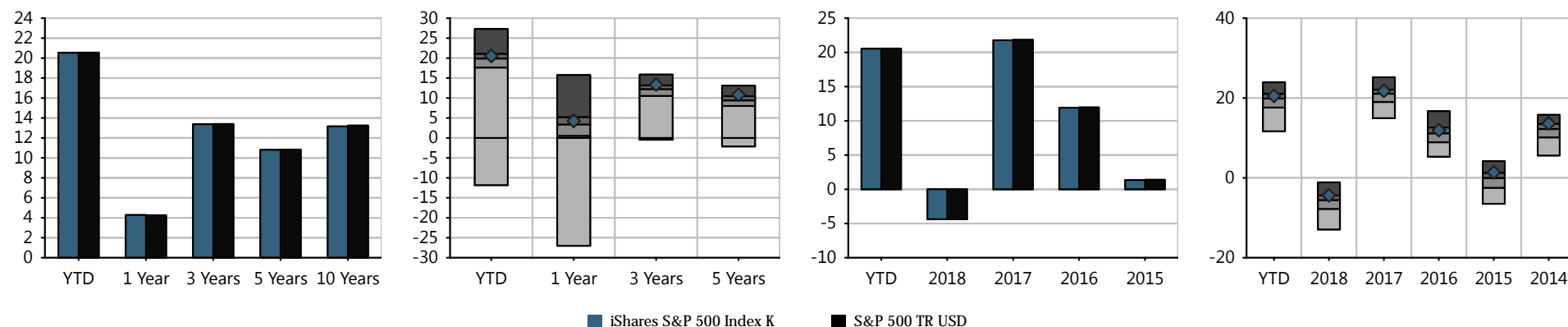
Growth of \$100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
100 Passing	Criteria Scoring	0.04%	0.03%	0.03%	0.03%	\$20,097,601,400	4.31%	13.40%	10.84%
	Peer Group Scoring	3.36%	2.88%	2.92%	0.89%	-	-	-	-
	Criteria Peer Ranking	3	2	2	2	-	32	17	12

Investment Strategy

The investment seeks to provide investment results that correspond to the total return performance of publicly-traded common stocks in the aggregate, as represented by the Standard & Poor's 500® Index. The fund is a 'feeder' fund that invests all of its assets in the Master Portfolio of MIP, which has the same investment objective and strategies as the fund. At least 90% of the value of the fund's assets is invested in securities comprising the S&P 500 Index. The percentage of the fund's assets invested in a given stock is approximately the same as the percentage such stock represents in the S&P 500 Index.

Manager Vs Benchmark Performance

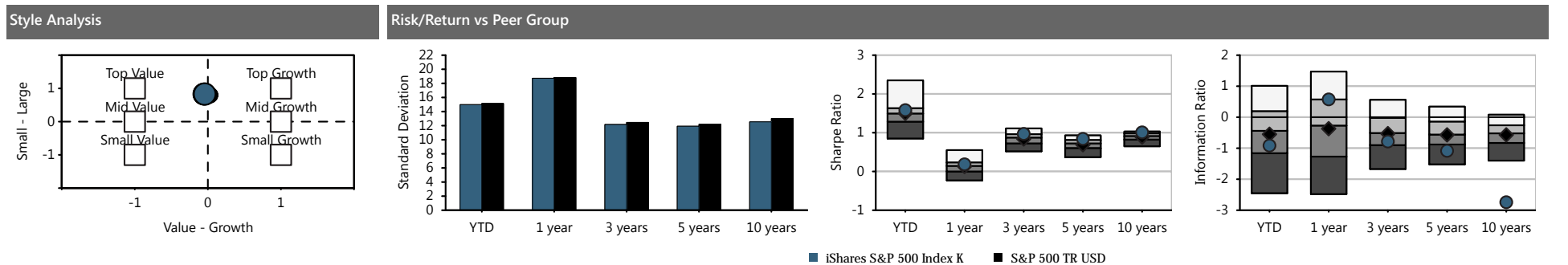
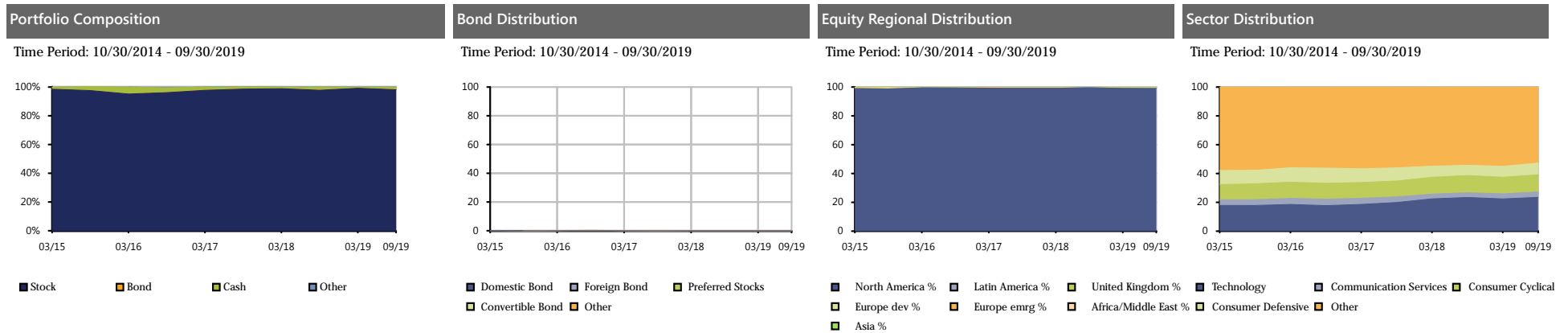


Investment Name	Last Qtr	YTD	Annualized Returns					Inception Date	Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD		2018	2017	2016	2015	2014
iShares S&P 500 Index K	1.71%	20.53%	4.28%	13.37%	10.81%	13.16%	9.47%	07/30/1993	(4.38%)	21.77%	11.92%	1.35%	13.61%
S&P 500 TR USD	1.70%	20.55%	4.25%	13.39%	10.84%	13.24%	-	-	(4.38%)	21.83%	11.96%	1.38%	13.69%
Morningstar Large Blend	1.45%	18.99%	3.02%	11.69%	8.96%	11.76%	-	-	(6.17%)	20.53%	10.86%	(0.65%)	11.55%

Morningstar Rating: *****

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Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.



Fund Basics		Fee And Expenses		Top 10 Holdings (%)		Cumulative Performance	
Ticker	WFSPX	Expense Ratio	0.04	Microsoft Corp	4.25	Time Period: 01/30/2014 - 09/30/2019	
Category	Large Blend	Gross Expense Ratio	0.04	Apple Inc	3.67		
Net Assets(This Class \$mn)	20,098 m	Prospectus Net Expense Ratio	0.03	Amazon.com Inc	2.96	Growth of \$100	
Net Assets(All Classes \$mn)	0 m	Prospectus Gross Expense Ratio	0.03	Facebook Inc A	1.80		
Manager	Greg Savage	Actual 12b1	0.00	Berkshire Hathaway Inc B	1.59	<p>177 168 160 151 142 133 125 116 107 98 89</p> <p>09/14 07/15 01/16 07/16 01/17 07/17 01/18 07/18 01/19 09/19</p> <p>■ iShares S&P 500 Index K ■ S&P 500 TR USD</p>	
Manager Tenure	11.66	Management Fee	0.01	Alphabet Inc Class C	1.47		
Fund Inception	Jul 30,1993			Alphabet Inc A	1.44	<p>Growth of \$100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.</p>	
				JPMorgan Chase & Co	1.44		
				Johnson & Johnson	1.37		
				Visa Inc Class A	1.27		

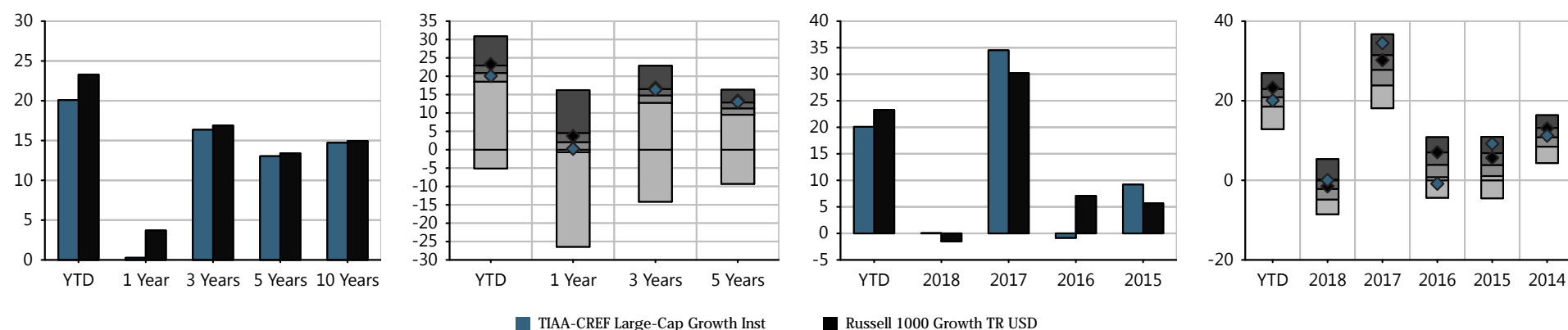
TIAA-CREF LARGE-CAP GROWTH INST | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
85 Passing	Criteria Scoring	0.27%	16.35%	13.04%	1.06	0.89	-0.18	-0.11	13.50	0.41%	8.92	0.94
	Peer Group Scoring	1.86%	14.60%	11.00%	0.96	0.78	-0.66	-0.65	10.86	1.05%	13.38	0.90
	Criteria Peer Ranking	68	27	22	30	26	28	22	35	7	30	35

Investment Strategy

The investment seeks a favorable long-term return, mainly through capital appreciation, primarily from equity securities. Under normal circumstances, the fund invests at least 80% of its assets in large-cap equity securities. It will invest primarily in large-cap equity securities that the fund's investment adviser believes present the opportunity for growth. The fund also seeks to invest in companies expected to benefit from prospective acquisitions, reorganizations, corporate restructurings or other special situations. It may invest up to 20% of its assets in foreign investments.

Manager Vs Benchmark Performance



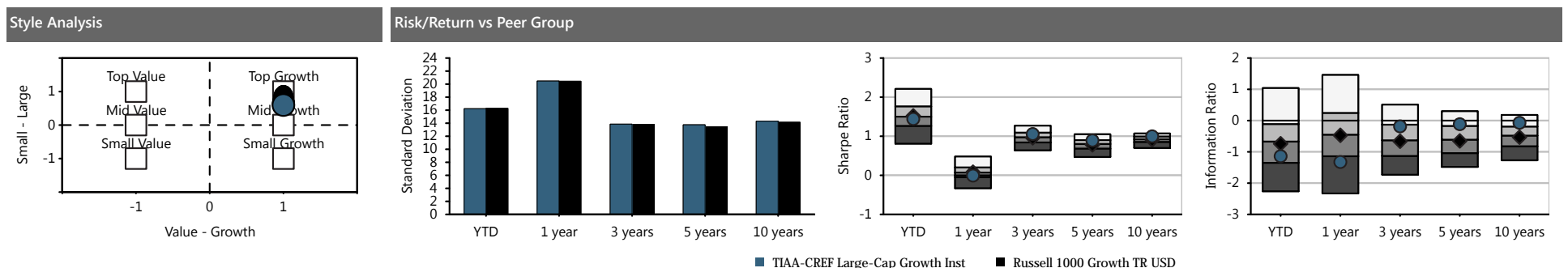
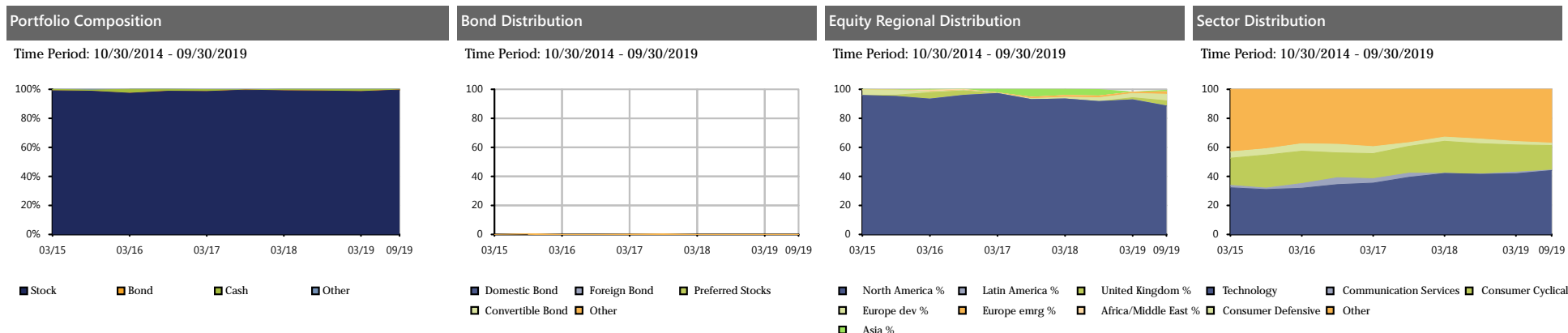
Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
TIAA-CREF Large-Cap Growth Inst	(0.90%)	20.08%	0.27%	16.35%	13.04%	14.72%	9.99%	03/31/2006	0.04%	34.51%	(0.85%)	9.20%	11.22%
Russell 1000 Growth TR USD	1.49%	23.30%	3.71%	16.89%	13.39%	14.94%	-	-	(1.51%)	30.21%	7.08%	5.67%	13.05%
Morningstar Large Growth	(0.47%)	20.53%	1.86%	14.60%	11.00%	13.08%	-	-	(2.21%)	27.76%	3.65%	3.61%	10.65%

Morningstar Rating: ****

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TIAA-CREF LARGE-CAP GROWTH INST | FUND FACT SHEET



Fund Basics		Fee And Expenses		Top 10 Holdings (%)		Cumulative Performance	
Ticker	TILGX	Expense Ratio	0.41	Microsoft Corp	7.24	Time Period: 01/30/2014 - 09/30/2019	
Category	Large Growth	Gross Expense Ratio	0.41	Amazon.com Inc	5.43		
Net Assets(This Class \$mn)	5,580 m	Prospectus Net Expense Ratio	0.41	Mastercard Inc A	3.97	<p>■ TIAA-CREF Large-Cap Growth Inst ■ Russell 1000 Growth TR USD</p>	
Net Assets(All Classes \$mn)	0 m	Prospectus Gross Expense Ratio	0.41	Facebook Inc A	3.78		
Manager	Susan Hirsch	Actual 12b1	0.00	Alphabet Inc Class C	2.85		
Manager Tenure	13.50	Management Fee	0.40	Alphabet Inc A	2.85		
Fund Inception	Mar 31,2006			Apple Inc	2.84		
				Intuit Inc	2.54		
				PayPal Holdings Inc	2.46		
				Nike Inc B	2.42		

Growth of \$100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

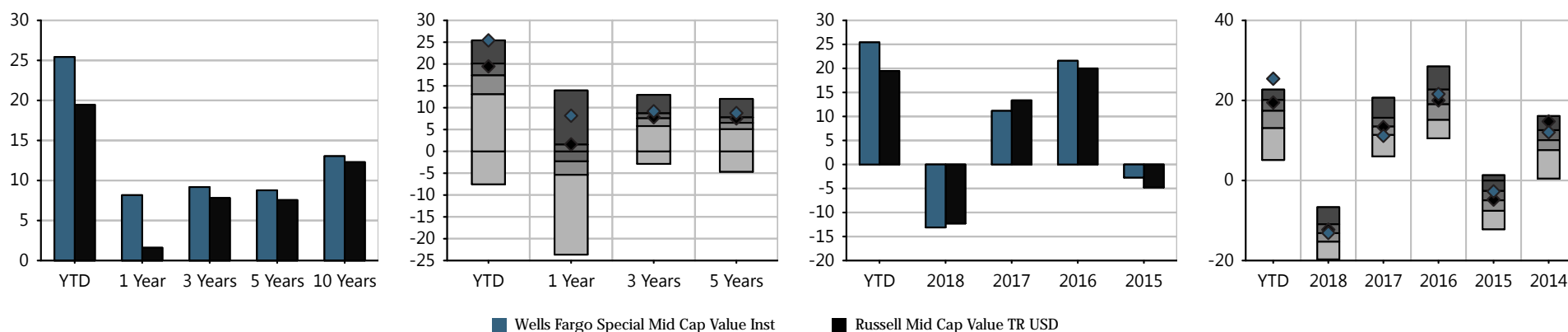
WELLS FARGO SPECIAL MID CAP VALUE INST | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBAS)	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	8.17%	9.18%	8.77%	0.63	0.68	0.45	0.39	10.66	0.83%	12.75	1.13
	Peer Group Scoring	-2.14%	7.04%	6.26%	0.44	0.45	-0.12	-0.25	9.63	1.05%	15.99	0.94
	Criteria Peer Ranking	2	15	10	8	8	16	10	40	30	31	9

Investment Strategy

The investment seeks long-term capital appreciation. The fund normally invests at least 80% of its net assets in equity securities of medium-capitalization companies. It invests principally in equity securities of medium-capitalization companies, which the manager defines as securities of companies with market capitalizations within the range of the Russell Midcap® Index at the time of purchase.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
Wells Fargo Special Mid Cap Value Inst	2.60%	25.42%	8.17%	9.18%	8.77%	13.04%	11.85%	04/08/2005	(13.10%)	11.16%	21.59%	(2.73%)	12.04%
Russell Mid Cap Value TR USD	1.22%	19.47%	1.60%	7.82%	7.55%	12.29%	-	-	(12.29%)	13.34%	20.00%	(4.78%)	14.75%
Morningstar Mid-Cap Value	0.41%	16.26%	(2.14%)	7.04%	6.26%	10.65%	-	-	(13.04%)	13.44%	18.86%	(5.24%)	9.60%

Morningstar Rating: *****

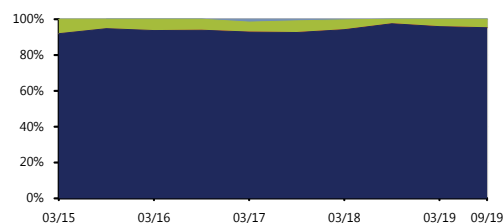
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WELLS FARGO SPECIAL MID CAP VALUE INST | FUND FACT SHEET

Portfolio Composition

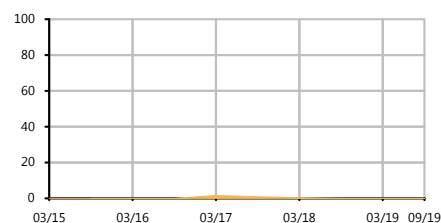
Time Period: 10/30/2014 - 09/30/2019



■ Stock ■ Bond ■ Cash ■ Other

Bond Distribution

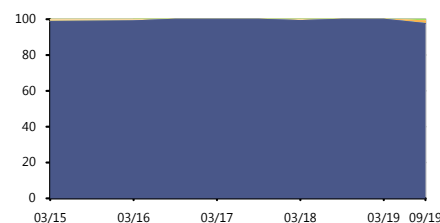
Time Period: 10/30/2014 - 09/30/2019



■ Domestic Bond ■ Foreign Bond ■ Preferred Stocks
■ Convertible Bond ■ Other

Equity Regional Distribution

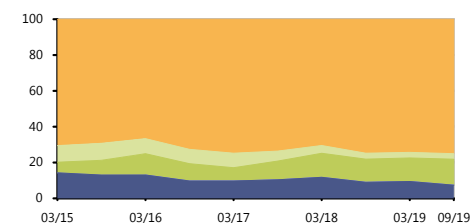
Time Period: 10/30/2014 - 09/30/2019



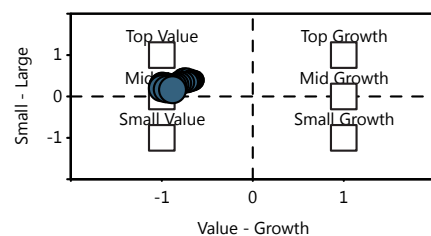
■ North America % ■ Latin America % ■ United Kingdom % ■ Technology
■ Europe dev % ■ Europe emrg % ■ Africa/Middle East % ■ Communication Services
■ Asia % ■ Consumer Cyclical
■ Consumer Defensive ■ Other

Sector Distribution

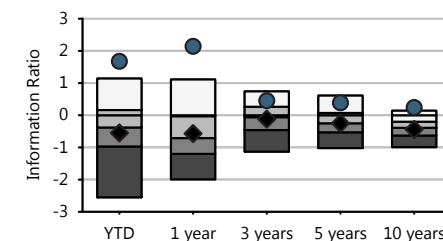
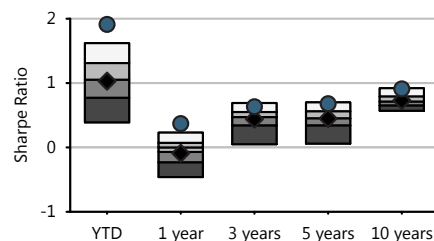
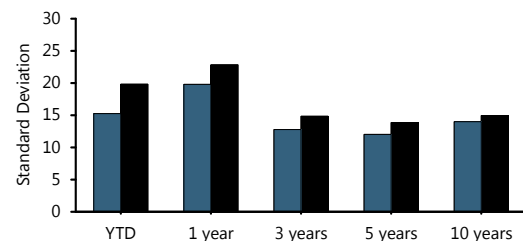
Time Period: 10/30/2014 - 09/30/2019



Style Analysis



Risk/Return vs Peer Group



■ Wells Fargo Special Mid Cap Value Inst ■ Russell Mid Cap Value TR USD

Fund Basics		Fee And Expenses		Top 10 Holdings (%)		Cumulative Performance	
Ticker	WFMIX	Expense Ratio	0.82	Brown & Brown Inc	3.04	<p>Time Period: 01/30/2014 - 09/30/2019</p> <p>■ Wells Fargo Special Mid Cap Value Inst ■ Russell Mid Cap Value TR USD</p>	
Category	Mid-Cap Value	Gross Expense Ratio	0.82	American Water Works Co...	2.84		
Net Assets(This Class \$mn)	9,231 m	Prospectus Net Expense Ratio	0.83	Kansas City Southern	2.84		
Net Assets(All Classes \$mn)	0 m	Prospectus Gross Expense Ratio	0.83	Jacobs Engineering Grou...	2.80		
Manager	Bryant VanCronkhite	Actual 12b1	0.00	Amdocs Ltd	2.77		
Manager Tenure	10.66	Management Fee	0.67	Ameren Corp	2.70		
Fund Inception	Apr 08,2005			American Electric Power...	2.55		
				Republic Services Inc C...	2.53		
				Arch Capital Group Ltd	2.31		
				CBRE Group Inc Class A	2.23		

Growth of \$100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

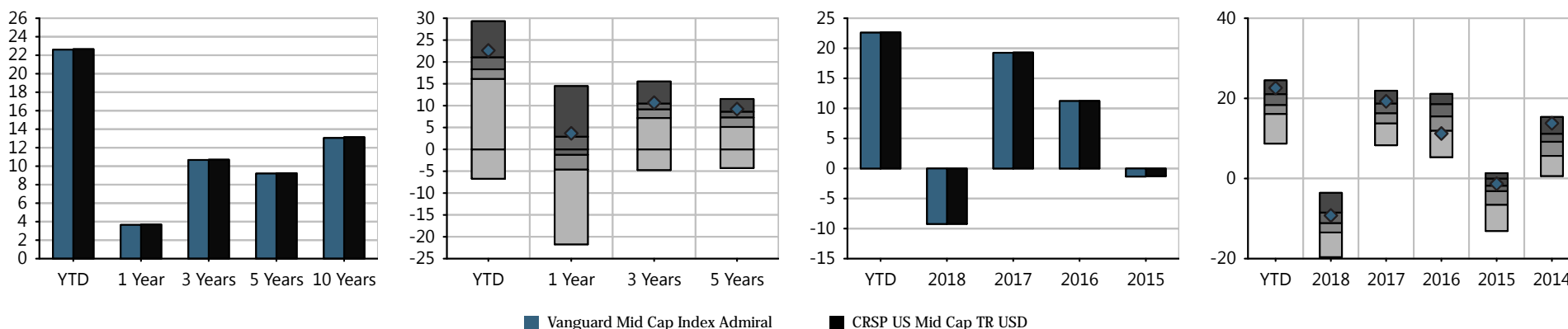
VANGUARD MID CAP INDEX ADMIRAL | FUND FACT SHEET

IPS Score		Tracking Error 1Yr	Tracking Error 3Yr	Tracking Error 5Yr	Expense Ratio	AUM	Expense adj. 1Yr Outperf. Index	Expense adj. 3Yr Outperf. Index	Expense adj. 5Yr Outperf. Index
100 Passing	Criteria Scoring	0.02%	0.02%	0.02%	0.05%	\$105,404,435,536	3.70%	10.72%	9.25%
	Peer Group Scoring	4.76%	4.68%	4.71%	1.00%	-	-	-	-
	Criteria Peer Ranking	2	2	2	3	-	19	19	15

Investment Strategy

The investment seeks to track the performance of a benchmark index that measures the investment return of mid-capitalization stocks. The fund employs an indexing investment approach designed to track the performance of the CRSP US Mid Cap Index, a broadly diversified index of stocks of mid-size U.S. companies. The advisor attempts to replicate the target index by investing all, or substantially all, of its assets in the stocks that make up the index, holding each stock in approximately the same proportion as its weighting in the index.

Manager Vs Benchmark Performance



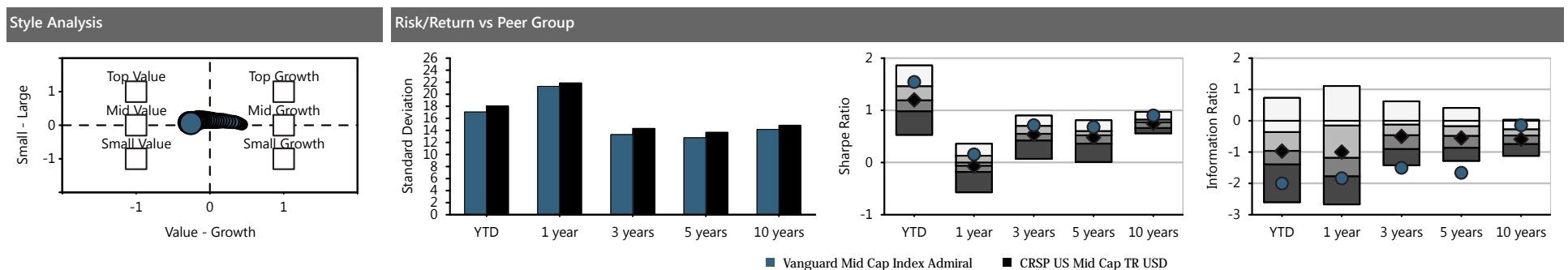
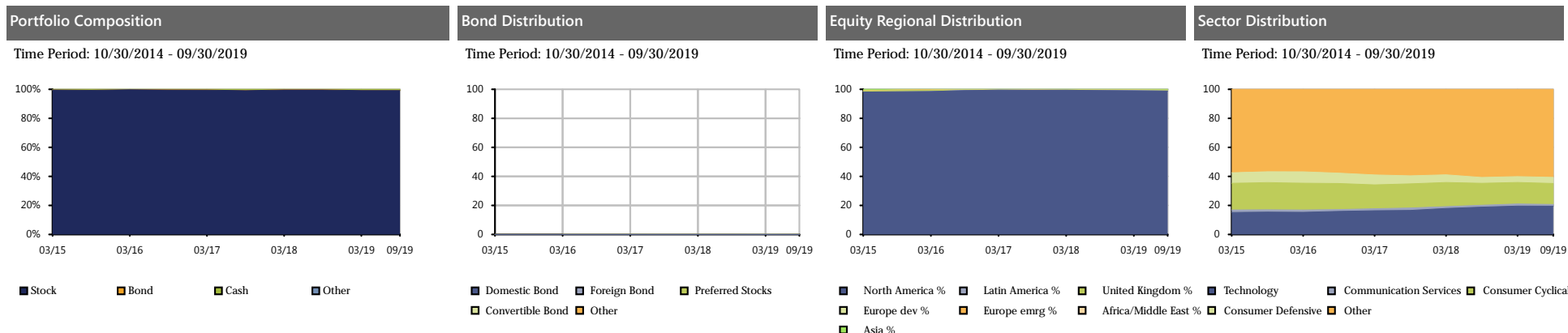
Investment Name	Last Qtr	YTD	Annualized Returns					Inception Date	Calendar Year Returns				
			1 Year	3 Year	5 Year	10 Year	ITD		2018	2017	2016	2015	2014
Vanguard Mid Cap Index Admiral	0.61%	22.60%	3.65%	10.67%	9.20%	13.05%	9.92%	05/21/1998	(9.23%)	19.25%	11.22%	(1.34%)	13.76%
CRSP US Mid Cap TR USD	0.62%	22.66%	3.70%	10.70%	9.24%	13.14%	-	-	(9.22%)	19.30%	11.25%	(1.28%)	13.83%
Morningstar Mid-Cap Blend	0.08%	17.69%	(1.39%)	8.47%	6.61%	10.94%	-	-	(11.11%)	16.01%	14.76%	(4.44%)	8.26%

Morningstar Rating: *****

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VANGUARD MID CAP INDEX ADMIRAL | FUND FACT SHEET



Fund Basics		Fee And Expenses		Top 10 Holdings (%)		Cumulative Performance	
Ticker	VIMAX	Expense Ratio	0.05	Newmont Goldcorp Corp	0.78	Time Period: 01/30/2014 - 09/30/2019	
Category	Mid-Cap Blend	Gross Expense Ratio	0.05	Twitter Inc	0.75		
Net Assets(This Class \$mn)	105,404 m	Prospectus Net Expense Ratio	0.05	Advanced Micro Devices Inc	0.73	Growth of \$100	
Net Assets(All Classes \$mn)	0 m	Prospectus Gross Expense Ratio	0.05	Fiserv Inc	0.73		
Manager	Donald Butler	Actual 12b1	0.00	WEC Energy Group Inc	0.72	<p>Vanguard Mid Cap Index Admiral, CRSP US Mid Cap TR USD</p>	
Manager Tenure	21.33	Management Fee	0.04	SBA Communications Corp	0.71		
Fund Inception	May 21, 1998			Motorola Solutions Inc	0.71	<p>Growth of \$100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.</p>	
				ONEOK Inc	0.70		
				Ball Corp	0.64		
				Xilinx Inc	0.63		

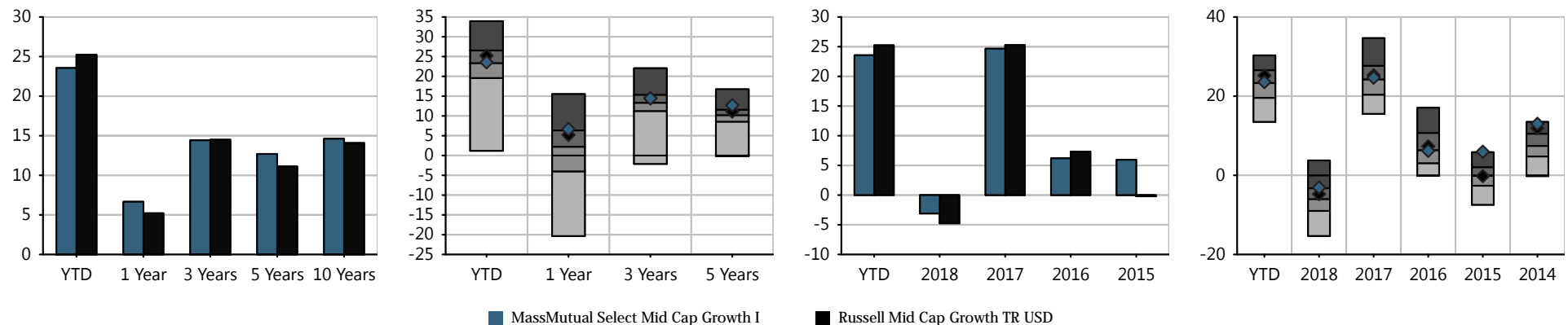
MASSMUTUAL SELECT MID CAP GROWTH I | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RB SA)	Up/Down Capture 5Yr
95 Passing	Criteria Scoring	6.66%	14.42%	12.69%	0.97	0.92	-0.03	0.60	19.33	0.71%	11.77	1.13
	Peer Group Scoring	1.10%	13.10%	9.89%	0.81	0.68	-0.40	-0.35	10.80	1.15%	14.88	0.97
	Criteria Peer Ranking	24	35	15	23	13	36	9	11	13	38	16

Investment Strategy

The investment seeks growth of capital over the long-term. The fund invests primarily in equity securities of mid-capitalization companies that the fund's subadvisers believe offer the potential for long-term growth. It invests at least 80% of its net assets (plus the amount of any borrowings for investment purposes) in a broadly diversified portfolio of common stocks of mid-cap companies whose earnings the subadvisers expect to grow at a faster rate than the average company.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
MassMutual Select Mid Cap Growth I	(0.64%)	23.56%	6.66%	14.42%	12.69%	14.62%	9.77%	05/31/2000	(3.10%)	24.66%	6.19%	5.95%	13.00%
Russell Mid Cap Growth TR USD	(0.67%)	25.23%	5.20%	14.50%	11.12%	14.08%	-	-	(4.75%)	25.27%	7.33%	(0.20%)	11.90%
Morningstar Mid-Cap Growth	(1.80%)	22.76%	1.10%	13.10%	9.89%	12.56%	-	-	(6.19%)	24.24%	6.94%	(0.43%)	7.17%

Morningstar Rating: ****

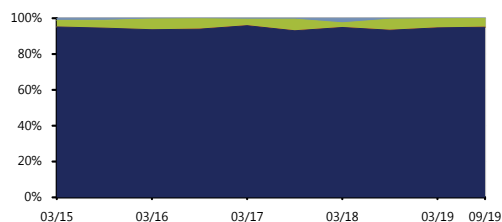
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MASSMUTUAL SELECT MID CAP GROWTH I | FUND FACT SHEET

Portfolio Composition

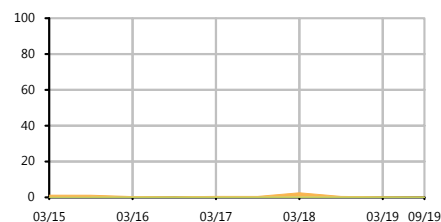
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■ Stock ■ Bond ■ Cash ■ Other

Bond Distribution

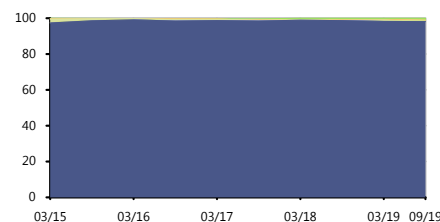
Time Period: 10/30/2014 - 09/30/2019



■ Domestic Bond ■ Foreign Bond ■ Preferred Stocks
■ Convertible Bond ■ Other

Equity Regional Distribution

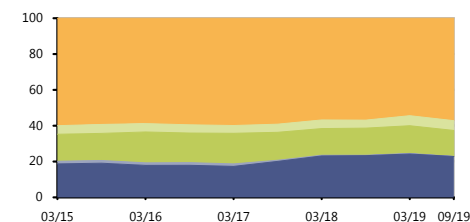
Time Period: 10/30/2014 - 09/30/2019



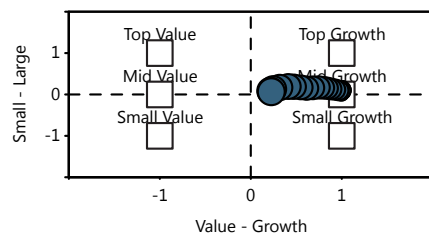
■ North America % ■ Latin America % ■ United Kingdom % ■ Technology
■ Europe dev % ■ Europe emrg % ■ Africa/Middle East % ■ Communication Services ■ Consumer Cyclical
■ Asia % ■ Consumer Defensive ■ Other

Sector Distribution

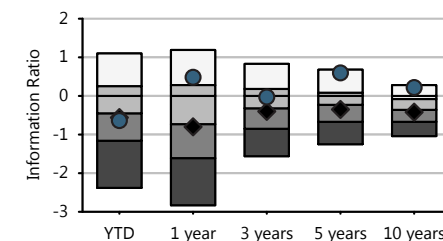
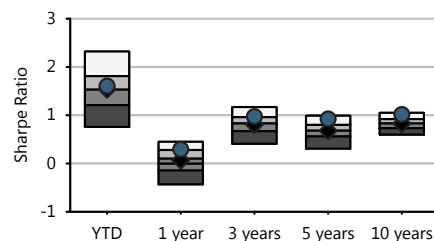
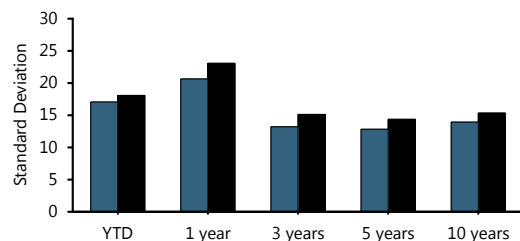
Time Period: 10/30/2014 - 09/30/2019



Style Analysis



Risk/Return vs Peer Group



■ MassMutual Select Mid Cap Growth I ■ Russell Mid Cap Growth TR USD

Fund Basics

Ticker	MEFZX
Category	Mid-Cap Growth
Net Assets(This Class \$mn)	8,605 m
Net Assets(All Classes \$mn)	0 m
Manager	Brian Berghuis
Manager Tenure	19.33
Fund Inception	May 31,2000

Fee And Expenses

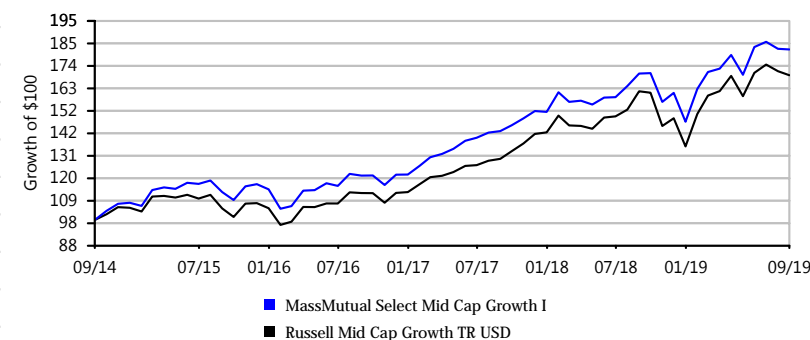
Expense Ratio	0.71
Gross Expense Ratio	0.71
Prospectus Net Expense Ratio	0.71
Prospectus Gross Expense Ratio	0.71
Actual 12b1	0.00
Management Fee	0.69

Top 10 Holdings (%)

Teleflex Inc	2.17
Ball Corp	2.02
The Cooper Companies Inc	2.00
Dollar General Corp	1.69
L3Harris Technologies Inc	1.54
Workday Inc Class A	1.48
Microchip Technology Inc	1.47
Global Payments Inc	1.43
Hologic Inc	1.33
Roper Technologies Inc	1.25

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



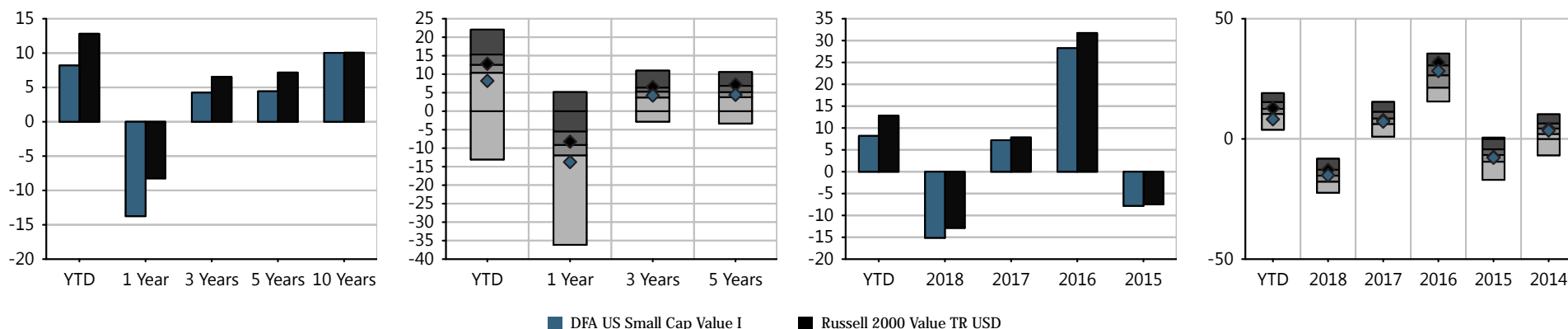
Growth of \$100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
65 Watch	Criteria Scoring	-13.74%	4.24%	4.43%	0.23	0.28	-0.69	-0.86	7.58	0.52%	0.52	0.88
	Peer Group Scoring	-9.38%	4.92%	5.03%	0.27	0.33	-0.33	-0.39	9.70	1.19%	9.27	0.93
	Criteria Peer Ranking	84	67	63	69	64	77	87	55	8	11	67

Investment Strategy

The investment seeks to achieve long-term capital appreciation. The fund normally will invest at least 80% of its net assets in securities of small cap U.S. companies. It may purchase or sell futures contracts and options on futures contracts for U.S. equity securities and indices, to adjust market exposure based on actual or expected cash inflows to or outflows from the Portfolio.

Manager Vs Benchmark Performance



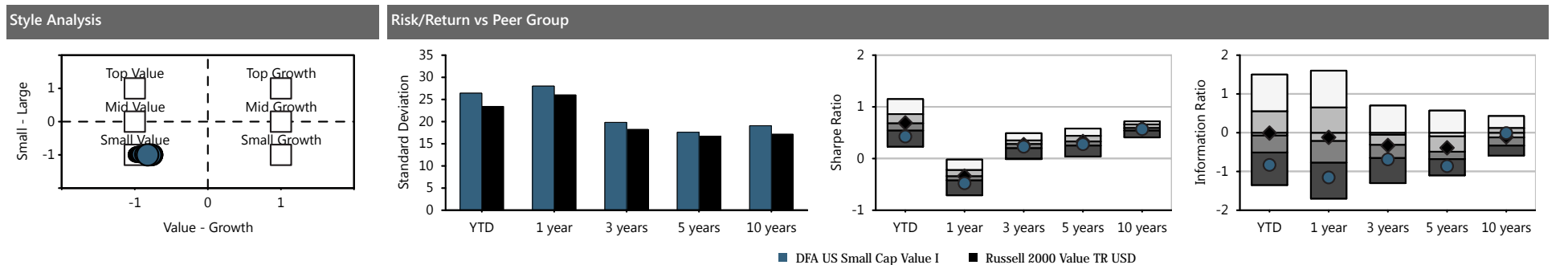
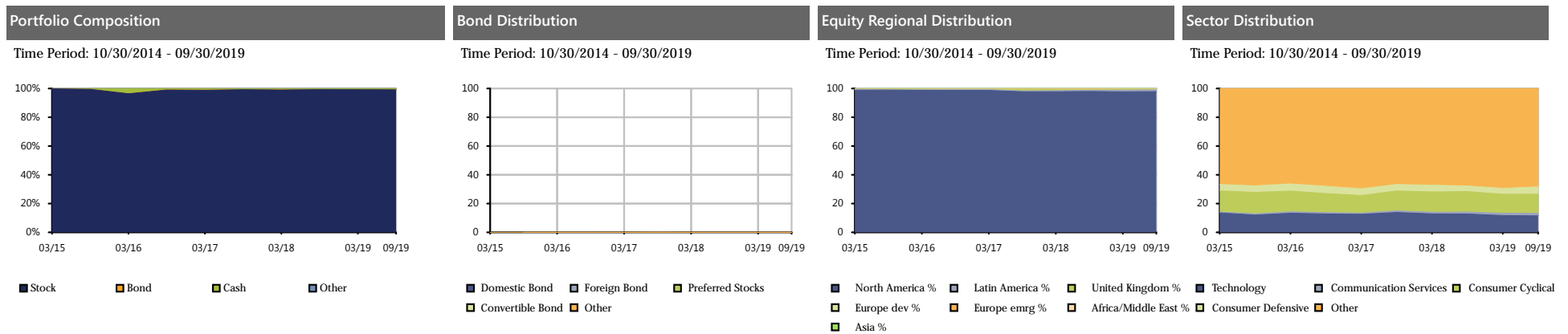
Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
▲ DFA US Small Cap Value I	(2.13%)	8.19%	(13.74%)	4.24%	4.43%	10.03%	10.82%	03/02/1993	(15.13%)	7.21%	28.26%	(7.81%)	3.48%
Russell 2000 Value TR USD	(0.57%)	12.82%	(8.24%)	6.54%	7.17%	10.06%	-	-	(12.86%)	7.84%	31.74%	(7.47%)	4.22%
Morningstar Small Value	(0.57%)	12.30%	(9.38%)	4.92%	5.03%	9.36%	-	-	(15.47%)	8.60%	26.66%	(7.50%)	3.46%

Morningstar Rating: ***

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Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

DFA US SMALL CAP VALUE I | FUND FACT SHEET



Fund Basics		Fee And Expenses		Top 10 Holdings (%)		Cumulative Performance
Ticker	DFSVX	Expense Ratio	0.52	S+p500 Emini Fut Sep19 ...	0.87	<p>Time Period: 01/30/2014 - 09/30/2019</p> <p>168 159 151 142 133 125 116 107 99 90 81</p> <p>09/14 07/15 01/16 07/16 01/17 07/17 01/18 07/18 01/19 09/19</p> <p>■ DFA US Small Cap Value I ■ Russell 2000 Value TR USD</p>
Category	Small Value	Gross Expense Ratio	0.52	FTI Consulting Inc	0.80	
Net Assets(This Class \$mn)	13,673 m	Prospectus Net Expense Ratio	0.52	Tech Data Corp	0.79	
Net Assets(All Classes \$mn)	0 m	Prospectus Gross Expense Ratio	0.52	Darling Ingredients Inc	0.78	
Manager	Jed Fogdall	Actual 12b1	0.00	CACI International Inc ...	0.78	
Manager Tenure	7.58	Management Fee	0.50	Washington Federal Inc	0.76	
Fund Inception	Mar 02,1993			SkyWest Inc	0.75	
				Aaron's Inc	0.75	
				Taylor Morrison Home Co...	0.74	
				World Fuel Services Corp	0.74	

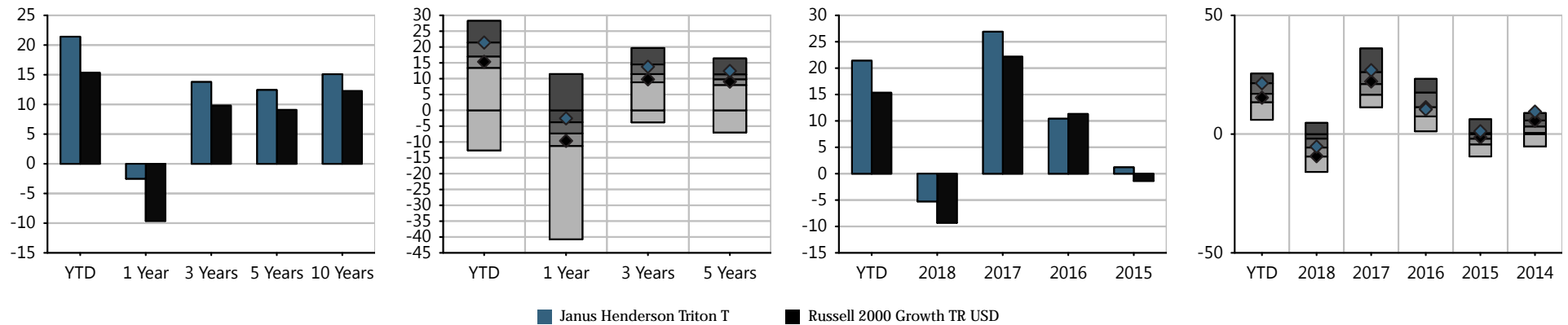
Growth of \$100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RB SA)	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	-2.52%	13.78%	12.43%	0.81	0.80	1.06	0.88	6.33	0.91%	5.91	1.25
	Peer Group Scoring	-7.52%	11.44%	9.55%	0.62	0.58	0.30	0.11	10.80	1.21%	11.72	1.07
	Criteria Peer Ranking	19	32	13	21	8	16	7	66	24	17	11

Investment Strategy

The investment seeks long-term growth of capital. The fund pursues its investment objective by investing at least 50% of its equity assets in small- and medium-sized companies. It may also invest in larger companies with strong growth potential. Small- and medium-sized companies are defined by the portfolio managers as those companies whose market capitalization falls within the range of companies in the Russell 2500® Growth Index at the time of initial purchase. The fund may also invest in foreign securities, which may include investments in emerging markets.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
Janus Henderson Triton T	(3.14%)	21.41%	(2.52%)	13.78%	12.43%	15.08%	12.58%	02/25/2005	(5.26%)	26.90%	10.42%	1.21%	9.45%
Russell 2000 Growth TR USD	(4.17%)	15.34%	(9.63%)	9.79%	9.08%	12.25%	-	-	(9.31%)	22.17%	11.32%	(1.38%)	5.60%
Morningstar Small Growth	(4.17%)	16.80%	(7.52%)	11.44%	9.55%	12.28%	-	-	(5.57%)	21.67%	11.84%	(2.08%)	2.63%

Morningstar Rating: *****

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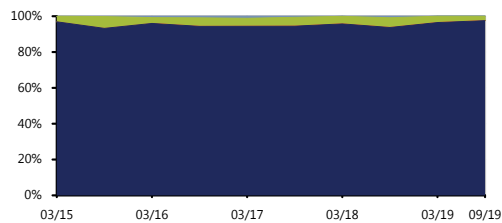
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

JANUS HENDERSON TRITON T | FUND FACT SHEET



Portfolio Composition

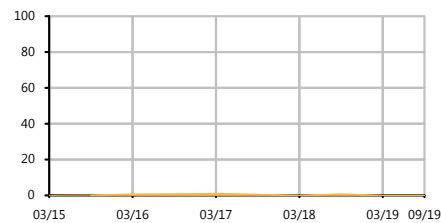
Time Period: 10/30/2014 - 09/30/2019



■ Stock ■ Bond ■ Cash ■ Other

Bond Distribution

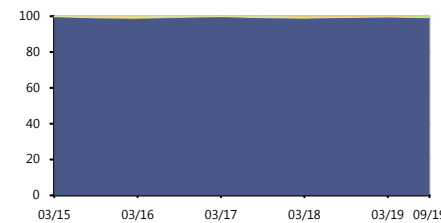
Time Period: 10/30/2014 - 09/30/2019



■ Domestic Bond ■ Foreign Bond ■ Preferred Stocks
■ Convertible Bond ■ Other

Equity Regional Distribution

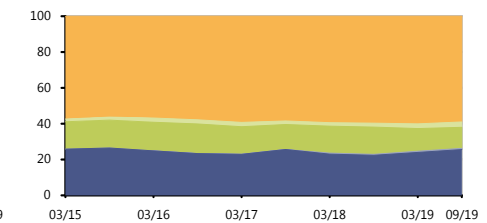
Time Period: 10/30/2014 - 09/30/2019



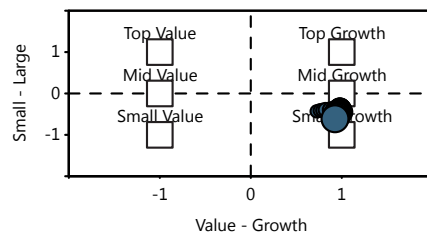
■ North America % ■ Latin America % ■ United Kingdom % ■ Technology
■ Europe dev % ■ Europe emrg % ■ Africa/Middle East % ■ Consumer Defensive ■ Communication Services ■ Consumer Cyclical
■ Asia %

Sector Distribution

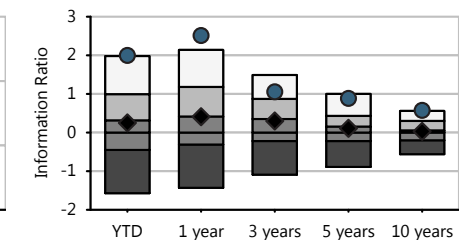
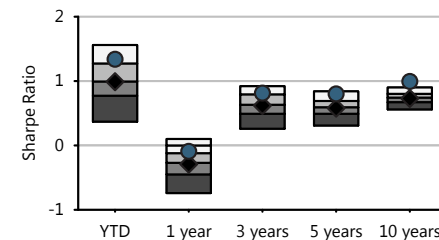
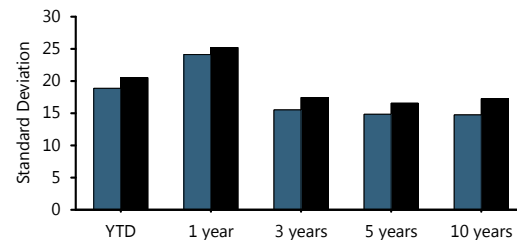
Time Period: 10/30/2014 - 09/30/2019



Style Analysis



Risk/Return vs Peer Group



■ Janus Henderson Triton T ■ Russell 2000 Growth TR USD

Fund Basics

Ticker	JATTX
Category	Small Growth
Net Assets(This Class \$mn)	11,703 m
Net Assets(All Classes \$mn)	0 m
Manager	Jonathan Coleman
Manager Tenure	6.33
Fund Inception	Feb 25,2005

Fee And Expenses

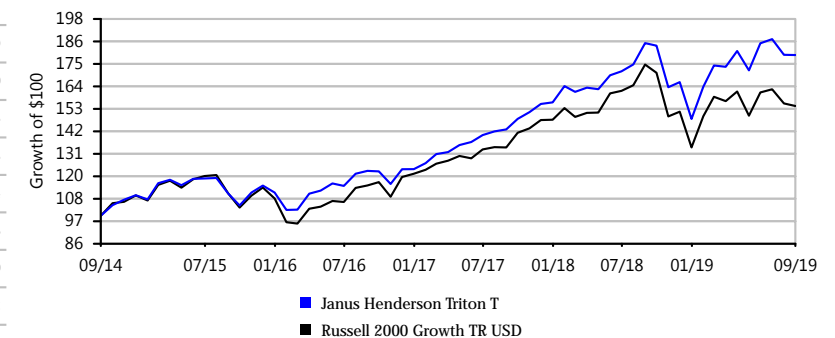
Expense Ratio	0.91
Gross Expense Ratio	0.91
Prospectus Net Expense Ratio	0.91
Prospectus Gross Expense Ratio	0.91
Actual 12b1	0.00
Management Fee	0.64

Top 10 Holdings (%)

Catalent Inc	2.73
Heico Corp Class A	2.41
Euronet Worldwide Inc	2.29
Broadridge Financial So...	2.10
LPL Financial Holdings Inc	2.03
ServiceMaster Global Ho...	2.03
Blackbaud Inc	1.94
SS&C Technologies Holdi...	1.86
Crown Holdings Inc	1.80
Sensient Technologies Corp	1.72

Cumulative Performance

Time Period: 01/30/2014 - 09/30/2019



Growth of \$100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

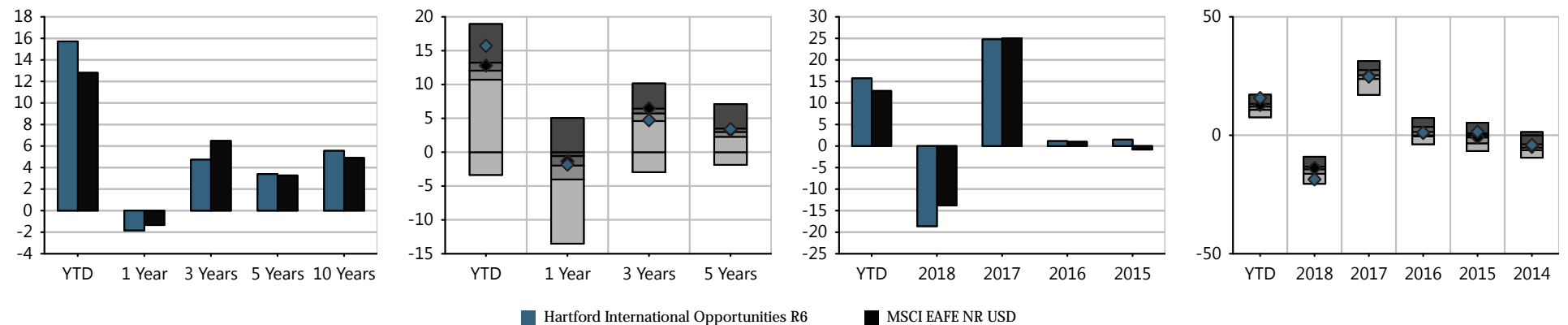
HARTFORD INTERNATIONAL OPPORTUNITIES R6 | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RB SA)	Up/Down Capture 5Yr
74 Passing	Criteria Scoring	-1.84%	4.73%	3.40%	0.30	0.25	-0.47	0.03	12.75	0.71%	8.63	1.02
	Peer Group Scoring	-2.04%	5.55%	2.93%	0.40	0.22	-0.29	-0.10	7.32	0.97%	8.46	1.00
	Criteria Peer Ranking	48	73	28	76	28	68	29	16	30	61	27

Investment Strategy

The investment seeks long-term growth of capital. The fund normally invests at least 65% of its net assets in equity securities, including non-dollar securities, of foreign issuers. It may invest in companies domiciled in emerging markets as a percentage of its net assets up to the greater of: (a) 25% or (b) the weight of emerging markets in the MSCI All Country World (ACWI) ex USA Index plus 10%.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
Hartford International Opportunities R6	(2.49%)	15.72%	(1.84%)	4.73%	3.40%	5.56%	5.47%	07/22/1996	(18.61%)	24.77%	1.15%	1.49%	(4.10%)
MSCI EAFE NR USD	(1.07%)	12.80%	(1.34%)	6.48%	3.27%	4.90%	-	-	(13.79%)	25.03%	1.00%	(0.81%)	(4.90%)
Morningstar Foreign Large Blend	(1.28%)	12.12%	(2.04%)	5.55%	2.93%	4.55%	-	-	(14.53%)	25.30%	1.63%	(1.21%)	(4.74%)

Morningstar Rating: **

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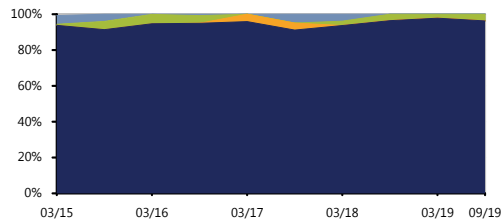
Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

HARTFORD INTERNATIONAL OPPORTUNITIES R6 | FUND FACT SHEET



Portfolio Composition

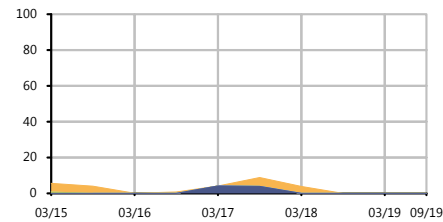
Time Period: 10/30/2014 - 09/30/2019



■ Stock ■ Bond ■ Cash ■ Other

Bond Distribution

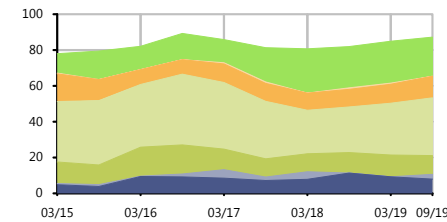
Time Period: 10/30/2014 - 09/30/2019



■ Domestic Bond ■ Foreign Bond ■ Preferred Stocks
■ Convertible Bond ■ Other

Equity Regional Distribution

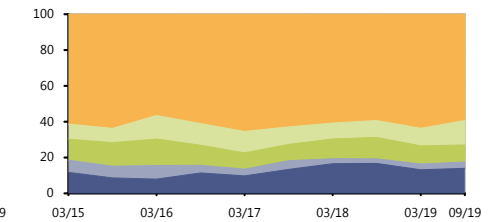
Time Period: 10/30/2014 - 09/30/2019



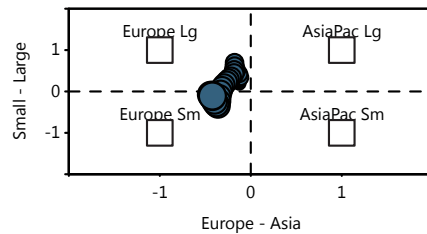
■ North America % ■ Latin America % ■ United Kingdom % ■ Technology ■ Communication Services ■ Consumer Cyclical
■ Europe dev % ■ Europe emrg % ■ Africa/Middle East % ■ Consumer Defensive ■ Other
■ Asia %

Sector Distribution

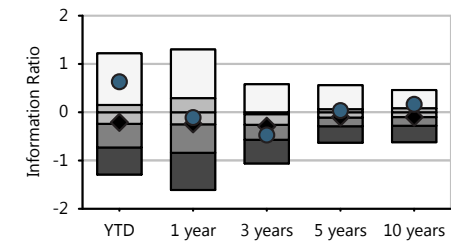
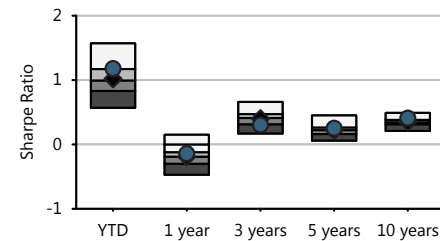
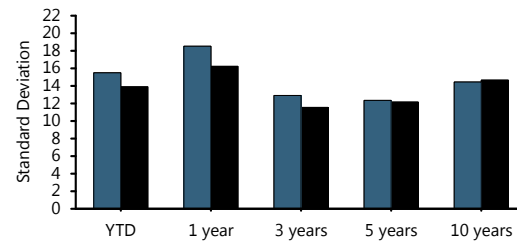
Time Period: 10/30/2014 - 09/30/2019



Style Analysis



Risk/Return vs Peer Group



■ Hartford International Opportunities R6 ■ MSCI EAFE NR USD

Fund Basics		Fee And Expenses		Top 10 Holdings (%)		Cumulative Performance	
Ticker	IHOVX	Expense Ratio	0.70	Nestle SA	3.52	Time Period: 01/30/2014 - 09/30/2019	
Category	Foreign Large Blend	Gross Expense Ratio	0.70	Tencent Holdings Ltd	2.87		
Net Assets(This Class \$mn)	3,499 m	Prospectus Net Expense Ratio	0.71	Novartis AG	2.32		
Net Assets(All Classes \$mn)	0 m	Prospectus Gross Expense Ratio	0.71	Safran SA	2.28		
Manager	Nicolas Choumenkovitch	Actual 12b1	0.00	Total SA	2.20		
Manager Tenure	12.75	Management Fee	0.65	Canadian National Railw...	2.09		
Fund Inception	Jul 22, 1996			Airbus SE	1.86		
				Royal Philips NV	1.82		
				Alcon Inc	1.80		
				Ping An Insurance (Grou...	1.78		

Growth of \$100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

AMERICAN FUNDS NEW WORLD R6 | FUND FACT SHEET

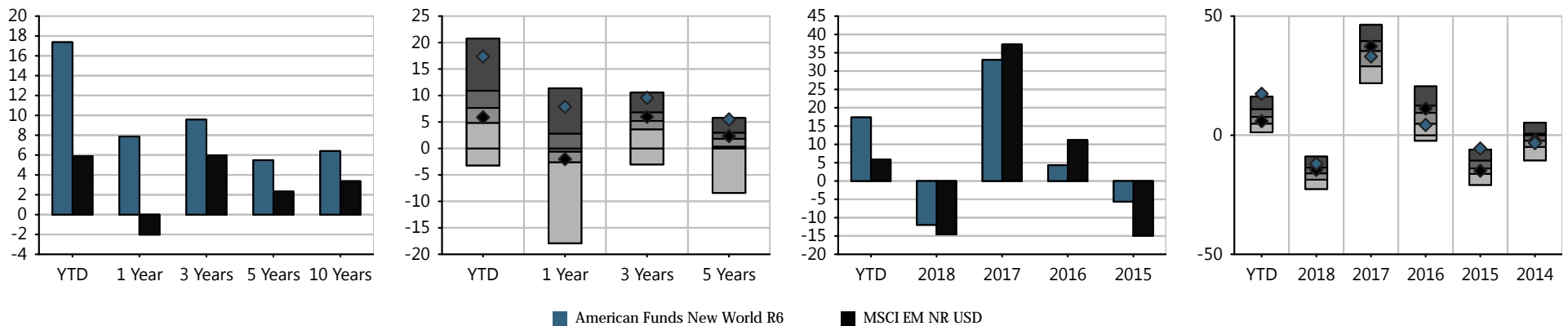


IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	7.87%	9.57%	5.49%	0.72	0.43	0.77	0.49	20.25	0.62%	11.45	1.26
	Peer Group Scoring	-0.03%	5.06%	1.66%	0.31	0.11	-0.21	-0.14	6.94	1.27%	12.04	0.97
	Criteria Peer Ranking	6	3	3	1	1	2	5	3	11	59	1

Investment Strategy

The investment seeks long-term capital appreciation. The fund invests primarily in common stocks of companies with significant exposure to countries with developing economies and/or markets. Under normal market conditions, the fund will invest at least 35% of its assets in equity and debt securities of issuers primarily based in qualified countries that have developing economies and/or markets.

Manager Vs Benchmark Performance



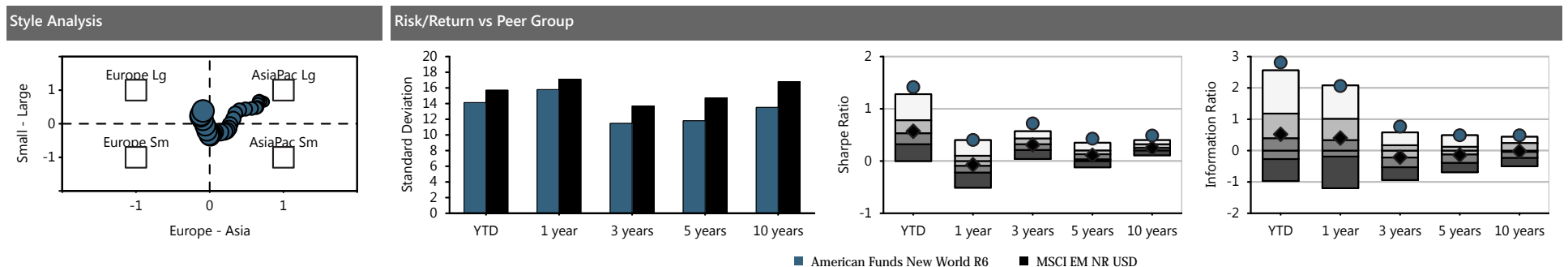
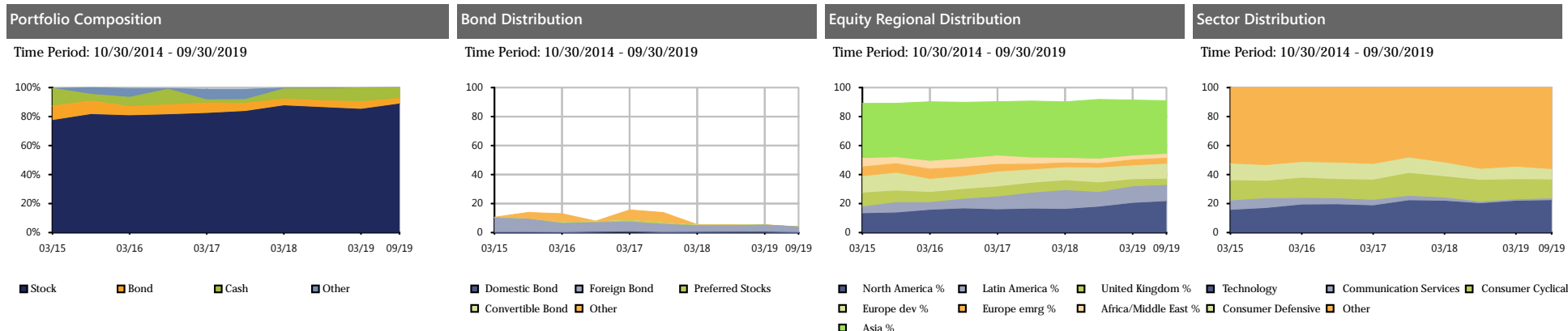
Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
American Funds New World R6	(0.75%)	17.37%	7.87%	9.57%	5.49%	6.40%	7.99%	06/17/1999	(11.97%)	33.06%	4.31%	(5.62%)	(3.29%)
MSCI EM NR USD	(4.25%)	5.89%	(2.02%)	5.97%	2.33%	3.37%	-	-	(14.57%)	37.28%	11.19%	(14.92%)	(2.19%)
Morningstar Diversified Emerging Mkts	(3.64%)	7.99%	(0.03%)	5.06%	1.66%	3.39%	-	-	(16.01%)	34.57%	9.09%	(13.66%)	(2.33%)

Morningstar Rating: *****

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AMERICAN FUNDS NEW WORLD R6 | FUND FACT SHEET



Fund Basics		Fee And Expenses		Top 10 Holdings (%)		Cumulative Performance	
Ticker	RNWGX	Expense Ratio	0.62	Reliance Industries Ltd	1.78	Time Period: 01/30/2014 - 09/30/2019	
Category	Diversified Emerging Mkts	Gross Expense Ratio	0.62	Alibaba Group Holding L...	1.73		
Net Assets(This Class \$mn)	40,478 m	Prospectus Net Expense Ratio	0.62	AIA Group Ltd	1.66	Growth of \$100	
Net Assets(All Classes \$mn)	0 m	Prospectus Gross Expense Ratio	0.62	Taiwan Semiconductor Ma...	1.56		
Manager	Robert Lovelace	Actual 12b1	0.00	HDFC Bank Ltd	1.53	<p>■ American Funds New World R6 ■ MSCI EM NR USD</p>	
Manager Tenure	20.25	Management Fee	0.53	Kotak Mahindra Bank Ltd	1.53		
Fund Inception	Jun 17, 1999			Microsoft Corp	1.49	<p>Growth of \$100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.</p>	
				Tencent Holdings Ltd	1.45		
				Mastercard Inc A	1.31		
				Alphabet Inc Class C	1.15		

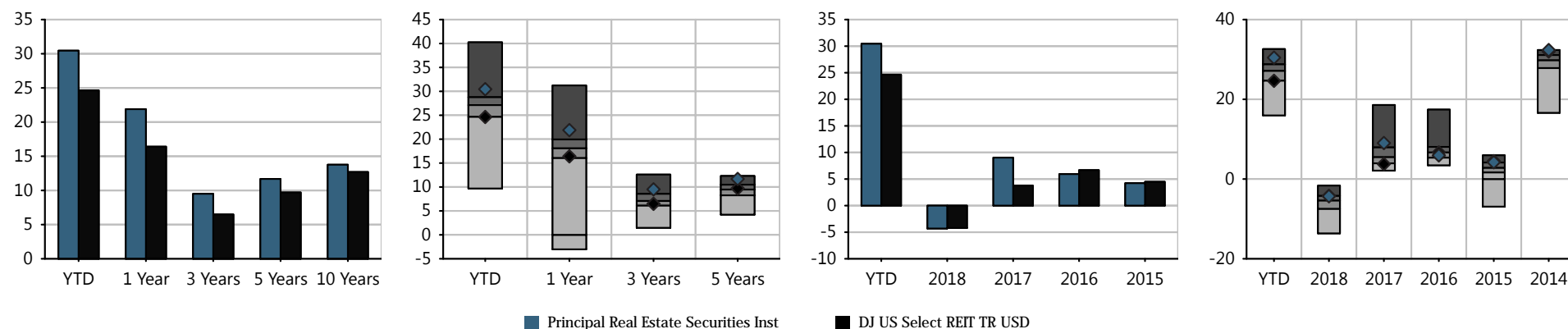
PRINCIPAL REAL ESTATE SECURITIES INST | FUND FACT SHEET

IPS Score		Return 1Yr	Return 3Yr	Return 5Yr	Sharpe 3Yr	Sharpe 5Yr	Info Ratio 3Yr	Info Ratio 5Yr	Manager Tenure	Expense Ratio	Style Consistency (RBSA)	Up/Down Capture 5Yr
96 Passing	Criteria Scoring	21.89%	9.51%	11.68%	0.69	0.80	1.00	0.81	18.75	0.91%	27.70	1.17
	Peer Group Scoring	17.26%	7.22%	9.27%	0.52	0.67	0.13	-0.20	10.86	1.12%	26.84	1.12
	Criteria Peer Ranking	14	12	5	9	9	4	2	12	40	37	13

Investment Strategy

The investment seeks to generate a total return. Under normal circumstances, the fund invests at least 80% of its net assets, plus any borrowings for investment purposes, in equity securities of companies principally engaged in the real estate industry at the time of purchase. It invests in value equity securities, an investment strategy that emphasizes buying securities that appear to be undervalued. The fund concentrates its investments (invest more than 25% of its net assets) in securities in the real estate industry. It is non-diversified.

Manager Vs Benchmark Performance



Investment Name	Last Qtr	YTD	Annualized Returns						Calendar Year Returns				
			1 Year	3 Year	5Year	10 Year	ITD	Inception Date	2018	2017	2016	2015	2014
Principal Real Estate Securities Inst	7.74%	30.45%	21.89%	9.51%	11.68%	13.76%	11.80%	12/06/2000	(4.31%)	9.03%	5.93%	4.22%	32.36%
DJ US Select REIT TR USD	6.83%	24.64%	16.41%	6.48%	9.70%	12.69%	-	-	(4.22%)	3.76%	6.68%	4.48%	32.00%
Morningstar Real Estate	6.89%	26.43%	17.26%	7.22%	9.27%	12.15%	-	-	(6.02%)	6.93%	7.70%	1.97%	27.89%

Morningstar Rating: *****

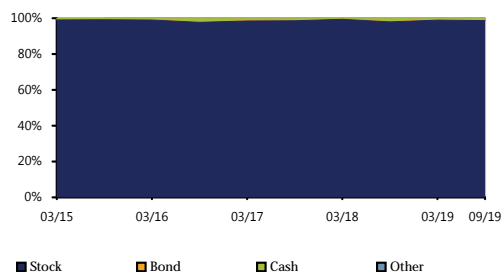
The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. To obtain current month-end performance information, please contact the phone number located in the "Important Disclosures" section of this report. For source information, please see the "Important Disclosures" section of this report. Please see further details on the scoring methodology in the "Investment Scoring Methodology" section of this report.

Peer groups based on Morningstar category. Fund rankings are based on trailing total returns, including reinvestment of dividends and capital gains. Funds are ranked between 1 and 100, with 1 being the top percentile and 100 being the bottom percentile. The ranking is for the indicated share class; other share classes may have a different performance ranking.

PRINCIPAL REAL ESTATE SECURITIES INST | FUND FACT SHEET

Portfolio Composition

Time Period: 10/30/2014 - 09/30/2019



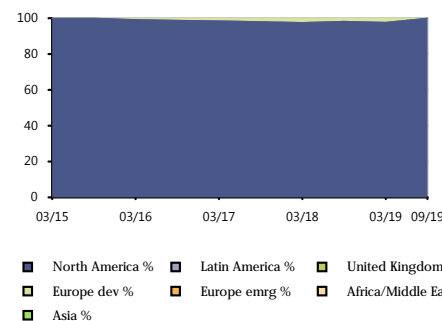
Bond Distribution

Time Period: 10/30/2014 - 09/30/2019

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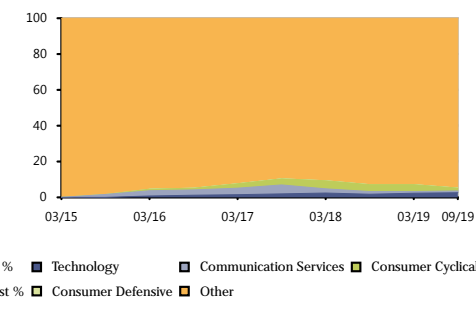
Equity Regional Distribution

Time Period: 10/30/2014 - 09/30/2019

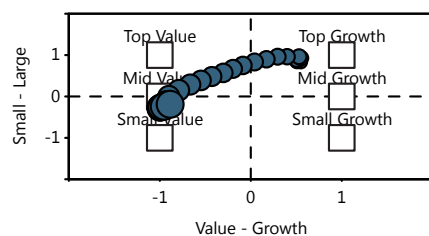


Sector Distribution

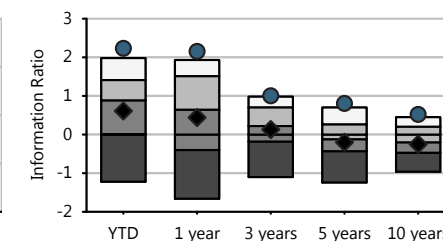
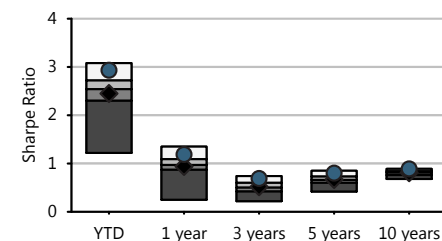
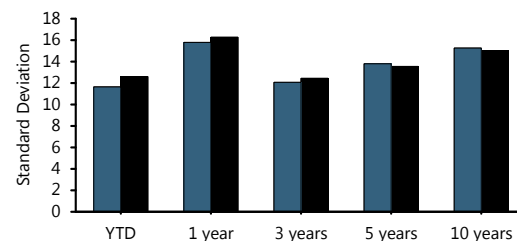
Time Period: 10/30/2014 - 09/30/2019



Style Analysis



Risk/Return vs Peer Group



Principal Real Estate Securities Inst DJ US Select REIT TR USD

Fund Basics		Fee And Expenses		Top 10 Holdings (%)		Cumulative Performance	
Ticker	PIREX	Expense Ratio	0.91	Prologis Inc	7.21	Time Period: 01/30/2014 - 09/30/2019	
Category	Real Estate	Gross Expense Ratio	0.00	Equinix Inc	6.46		
Net Assets(This Class \$mn)	4,978 m	Prospectus Net Expense Ratio	0.91	AvalonBay Communities Inc	6.06		
Net Assets(All Classes \$mn)	0 m	Prospectus Gross Expense Ratio	0.91	Welltower Inc	5.38		
Manager	Kelly Rush	Actual 12b1	0.00	Invitation Homes Inc	4.86		
Manager Tenure	18.75	Management Fee	0.81	Essex Property Trust Inc	4.33		
Fund Inception	Dec 06,2000			Alexandria Real Estate ...	3.89		
				Simon Property Group Inc	3.40		
				Healthcare Trust of Ame...	3.30		
				STORE Capital Corp	3.21		

Growth of \$100 is calculated at NAV and assumes that all dividend and capital gain distributions were reinvested. It does not take into account sales charges or the effect of taxes. Results are not indicative of future performance.

IMPORTANT DISCLOSURES

Community Action Partnership Profit Sharing
For Period Ending 09/30/2019

IMPORTANT DISCLOSURES, SOURCE INFORMATION, & INDEX DEFINITIONS

FOR PLAN SPONSOR USE ONLY - Not for Use with Participants or the General Public.
Pensionmark Financial Group, LLC ("Pensionmark") is an investment adviser registered under the Investment Advisers Act of 1940. Pensionmark is affiliated through common ownership with Pensionmark Securities, LLC (member SIPC).

The performance data quoted represents past performance. Past performance does not guarantee future results. Investment return and principal value will fluctuate so that an investor's shares, when redeemed, may be worth more or less than their original cost. Current performance may be lower or higher than the performance information quoted. To obtain current month-end performance information, please call 888-201-5488.

The performance quoted reflects the reinvestment of dividends and capital gains and is net of all expenses. Investing in mutual funds involves risk, including possible loss of principal. All indices are unmanaged and cannot be invested into directly. Unmanaged index returns do not reflect fees, expenses, or sales charges. Index performance is not indicative of the performance of any investment.

Investors should consider the investment objectives, risks, charges and expenses of the investment company carefully before investing. The prospectus and, if available, the summary prospectus contain this and other important information about the investment company. You can obtain a prospectus and summary prospectus from your financial representative. Read carefully before investing.

Risk Disclosures:

Bond Funds- An increase in interest rates may cause the price of bonds and bond mutual funds to decline.

Government Bond Funds- An investor can lose money when investing in government bond funds. Fund itself is not guaranteed and fund's performance will vary.

International/Emerging Markets Funds- International and emerging market investing involves special risks such as currency fluctuation and political instability and may not be suitable for all investors.

Real Estate Funds- Investing in real estate involves special risks such as potential illiquidity and may not be suitable for all investors. There is no assurance that the investment objectives of the fund will be attained.

Small and Mid Cap Funds- The prices of small and mid-cap stocks are generally more volatile than large cap stocks.

Target Date Funds- The target date is the approximate date when investors plan to start withdrawing their money. The glidepath is how the asset allocation of the fund changes over time. The principal value of a target fund is not guaranteed at any time, including at the target date.

Morningstar Ratings:

For each fund with at least a three year history, Morningstar calculates a Morningstar Rating based on a Morningstar Risk-Adjusted Return measure that accounts for variations in a fund's monthly performance (including the effects of sales charges, loads, and redemption fees), placing more emphasis on downward variations and rewarding consistent performance. The top 10% of funds in each category receive five stars, the next 22.5% receive four stars, the next 35% receive three stars, the next 22.5% receive two stars and the bottom 10% receive one star. The overall Morningstar Rating for a fund is derived from a weighted-average of the performance figures associated with its three-, five- and ten-year (if applicable) Morningstar Ratings metrics.

Source Information:

Executive Summary: Recommendations based on qualitative and/or quantitative investment methodology of Pensionmark Financial Group

Portfolio | Diversification: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.

Portfolio | Asset Allocation: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.

Portfolio | Holdings & Sector Allocation: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.

Portfolio | Region & Quality Allocation: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.

Portfolio | Returns : Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.

Portfolio | Beta/Standard Deviation: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.

Portfolio | Alpha: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.

Portfolio | Sharpe Ratio: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.

Portfolio | Information Ratio: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.

Portfolio | Cumulative Performance: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.

Portfolio | Weighted Fee Analysis: Assets aggregated from recordkeeper data as of quarter-end and compiled by Envestnet Retirement Solutions.

Investment Scorecard | Current & Historical Scoring

Investment Performance vs. Risk: Morningstar/Envestnet Retirement Solutions

Investment Scorecard | Investment Performance: Morningstar and Envestnet Retirement Solutions

Fund Fact Sheets: Morningstar, Envestnet Retirement Solutions, and Pensionmark Financial Group

Investment Scoring Methodology: Pensionmark Financial Group

Index Descriptions

Index Name	Index Description
Alerian MLP TR USD	The index measures the performance of energy segment US equity securities. It is a composite of the 50 most prominent energy Master Limited Partnerships ('MLPs'). The index is calculated using a float-adjusted, capitalization-weighted methodology.
Bloomberg Commodity TR USD	The index measures the performance of future contracts on physical commodities which traded on US exchanges and London Metal Exchange. The commodity weightings are based on production and liquidity, subject to weighting restrictions applied annually.
Bloomberg Sub Brent Crude TR USD	The index is a single commodity index composed of futures contracts on Brent crude. The index is part of the Bloomberg CITR family. It reflects the return on fully collateralized futures positions and is quoted in USD.
Bloomberg Sub WTI Crude Oil TR USD	The index is a single commodity subindex of the Bloomberg CI composed of futures contracts on crude oil. It reflects the return of underlying commodity futures price movements only and is quoted in USD.
BBgBarc US Treasury Bill 1-3 Mon TR USD	The index measures the performance of public obligations of the U.S. Treasury with maturities of 1-3 month, including securities roll up to the U.S. Aggregate, U.S. Universal, and Global Aggregate Indices.
BBgBarc Credit 1-5 Yr TR USD	The index measures the performance of the investment grade, US dollar denominated, fixed-rate, taxable corporate and government related bonds with maturity of 1-5 years. It is comprised of the US Corporate Index and a non-corporate component that includes foreign agencies, sovereigns, supranationals and local authorities.
BBgBarc Global Aggregate TR USD	The index measures the performance of global investment grade fixed-rate debt markets, including the U.S. Aggregate, the Pan-European Aggregate, the Asian-Pacific Aggregate, Global Treasury, Eurodollar, Euro-Yen, Canadian, and Investment Grade 144A index-eligible securities.
BBgBarc Global High Yield TR USD	The index measures the performance of the global high-yield fixed income markets. It represents the union of the U.S. High-Yield, Pan-European High-Yield, U.S. Emerging Markets High-Yield, and Pan-European Emerging Market High-Yield Indices. The index is a component of the Multiverse Index, along with the Global Aggregate Index.
BBgBarc Municipal TR USD	This index measures the performance of the Bloomberg Barclays U.S. Municipal bond, which covers the USD-denominated Long-Term tax exempt bond market with four main sectors: state and local general obligation bonds, revenue bonds, insured bonds and prerefunded bonds.
BBgBarc US 1-5Y GovCredit FIAdj TR USD	The index measures the performance of the non-securitized component of the US Aggregate index with maturities of 1-5 years. It uses alternative weighting schemes instead of market value weights.
BBgBarc US 5-10Y GovCredit FIAdj TR USD	The index measures the performance of the non-securitized component of the US Aggregate index with maturities of 5-10 years. It uses alternative weighting schemes instead of market value weights.
BBgBarc US Agg Bond TR USD	The index measures the performance of investment grade, U.S. dollar-denominated, fixed-rate taxable bond market, including Treasuries, government-related and corporate securities, MBS (agency fixed-rate and hybrid ARM passthroughs), ABS, and CMBS. It rolls up into other Barclays flagship indices, such as the multi-currency Global Aggregate Index and the U.S. Universal Index, which includes high yield and emerging markets debt.
BBgBarc US Credit 5-10 Yr TR USD	The index measures the performance of the US Corporate and a non-corporate component with maturities of 5-10 year that includes foreign agencies, sovereigns, supranationals and local authorities. It is a subset of the US Government/Credit Index and the US Aggregate Index.
BBgBarc US Govt/Credit Long TR USD	The index measures the performance of non-securitized component of the U.S. Aggregate Index with maturities of 10 years and greater, including Treasuries, government-related issues and corporates. It is a subset of the U.S. Aggregate Index.
BBgBarc US MBS TR USD	The index measures the performance of the agency mortgage-backed pass-through securities (both fixed-rate and hybrid ARM) issued by Ginnie Mae (GNMA), Fannie Mae (FNMA), and Freddie Mac (FHLMC).
BBgBarc US Treasury US TIPS TR USD	The index measures the performance of rules-based, market value-weighted inflation-protected securities issued by the U.S. Treasury. It is a subset of the Global Inflation-Linked Index (Series-L).
CRSP US Large Cap Growth TR USD	The index measures the performance of US securities which are assigned to the large cap index and classified as growth securities by using CRSP's multifactor model. CRSP classifies growth securities using the following factors: future long-term growth in earnings per share (EPS), future short-term growth in EPS, 3-year historical growth in EPS, 3-year historical growth in sales per share, current investment-to-assets ratio, and return on assets.
CRSP US Large Cap Value TR USD	The index measures the performance of US securities which are assigned to the large cap index and classified as value securities by using CRSP's multifactor model. CRSP classifies value securities using the following factors: book to price, forward earnings to price, historical earnings to price, dividend-to-price ratio and sales-to-price ratio.
CRSP US Total Market TR USD	The index measures the performance of broad US securities that traded on NYSE, NYSE Market, NANASDAQ or ARCA. It captures nearly 100% of the US investable equity market with around 4000 constituents across mega, large, small and micro capitalizations.

Index Descriptions

Index Name	Index Description
CRSP US Mid Cap Growth TR USD	The index measures the performance of US securities which are assigned to the mid cap index and classified as growth securities by using CRSP's multifactor model. CRSP classifies growth securities using the following factors: future long-term growth in earnings per share (EPS), future short-term growth in EPS, 3-year historical growth in EPS, 3-year historical growth in sales per share, current investment-to-assets ratio, and return on assets.
CRSP US Mid Cap TR USD	The index measures the performance of US companies that fall between the top 70%-85% of investable market capitalization. It includes securities traded on NYSE, NYSE Market, NASDAQ or ARCA.
CRSP US Mid Cap Value TR USD	The index measures the performance of US securities which are assigned to the mid cap index and classified as value securities by using CRSP's multifactor model. CRSP classifies value securities using the following factors: book to price, forward earnings to price, historical earnings to price, dividend-to-price ratio and sales-to-price ratio.
CRSP US Small Cap Growth TR USD	The index measures the performance of US securities which are assigned to the small cap index and classified as growth securities by using CRSP's multifactor model. CRSP classifies growth securities using the following factors: future long-term growth in earnings per share (EPS), future short-term growth in EPS, 3-year historical growth in EPS, 3-year historical growth in sales per share, current investment-to-assets ratio, and return on assets.
CRSP US Small Cap TR USD	The index measures the performance of US companies that fall between the bottom 2%-15% of the investable market capitalization. There is no lower limit in market capitalization, other than what is specified by investability screens. It includes securities traded on NYSE, NYSE Market, NNASDADAQ or ARCA.
CRSP US Small Cap Value TR USD	The index measures the performance of US securities which are assigned to the small cap index and classified as value securities by using CRSP's multifactor model. CRSP classifies value securities using the following factors: book to price, forward earnings to price, historical earnings to price, dividend-to-price ratio and sales-to-price ratio.
DJ US Completion Total Stock Mkt TR USD	The index measures the performance of all US equity securities with readily available prices, excluding components of the S&P 500. It is float-adjusted market capitalisation weighted.
DJ US Total Stock Market TR USD	The index measures the performance of all US equity securities with readily available prices. It represents the top 95% of the US stock market based on market capitalisation. The index is float-adjusted market capitalisation weighted.
FTSE Developed ex North America NR USD	The index measures the performance of Large and Mid cap stocks providing coverage of Developed markets, excluding the US and Canada. It is derived from the FTSE Global Equity Index Series (GEIS). The index is market-capitalization weighted.
FTSE Emerging NR USD	The index measures the performance of Large, Mid and Small cap securities listed in Advanced Emerging and Secondary Emerging countries.
FTSE EPRA Nareit Global TR USD	The index measures the performance of listed real estate companies and REITS in both developed and emerging markets. It includes a range of regional and country indices, capped indices, Dividend+ indices, Global Sectors, Investment Focused and REITs and Non-REITs series.
FTSE EPRA Nareit United States TR USD	The index measures the performance of listed real estate companies and REITS in the United States.
FTSE Treasury Bill 3 Mon USD	The index measures the performance of the last three three-month Treasury bill month-end rates.
ICE BofAML US Corporate TR USD	The index tracks the performance of US dollar denominated investment grade rated corporate debt publically issued in the US domestic market. To qualify for inclusion in the index, securities must have an investment grade rating (based on an average of Moody's, S&P, and Fitch) and an investment grade rated country of risk (based on an average of Moody's, S&P, and Fitch foreign currency long term sovereign debt ratings).
ICE BofAML US HY Master II OAS USD	The index measures the performance of short-term US dollar denominated below investment grade corporate debt publicly issued in the US domestic market. Qualifying securities must have at least 18 months to final maturity at the time of issuance, at least one year remaining term to final maturity as of the rebalancing date, a fixed coupon schedule and a minimum amount outstanding of \$100 million. It is capitalization-weighted.
ICE USD Spot	The index is a measure of the value of the U.S. dollar relative to the value of a basket of currencies of the majority of the U.S.'s most significant trading partners. This index is similar to other trade-weighted indexes, which also use the exchange rates from the same major currencies.
LPX 50 TR USD	The index is designed to represent the global performance of the 50 most highly capitalised and liquid Listed Private Equity companies. The index is diversified across regions, private equity investment styles, financing styles and vintages.

Index Descriptions

Index Name	Index Description
MSCI ACWI Ex USA NR USD	The index measures the performance of the large and mid cap segments of the particular regions, excluding USA equity securities, including developed and emerging market. It is free float-adjusted market-capitalization weighted.
MSCI EAFE NR USD	The index measures the performance of the large and mid cap segments of developed markets, excluding the US & Canada equity securities. It is free float-adjusted market-capitalization weighted.
MSCI EAFE IMI NR USD	The index measures the performance of the large, mid and small cap equity representation across Developed Markets countries around the world, excluding the US and Canada. The index is free-adjusted market capitalization weighted.
MSCI EM IMI NR USD	The index measures the performance of the large, mid and small cap equity representation across Emerging Markets (EM) countries. It is free-adjusted market capitalization weighted.
MSCI EM NR USD	The index measures the performance of the large and mid cap segments of emerging market equity securities. It is free float-adjusted market-capitalization weighted.
MSCI US REIT GR USD	The index measures the performance of the large, mid and small cap segments of the US equity securities. It is comprised of Equity REITs securities and based on the MSCI USA Investable Market Index, with the exception of Mortgage REIT and selected Specialized REITs. The index represents approximately most of the US REIT universe and securities are classified in the REIT sector according to the Global Industry Classification Standard. It is a free float market capitalization weighted index.
MSCI US Small Cap Growth GR USD	The index measures the performance of the growth small cap segments of US equity securities. It is free float-adjusted market-capitalization weighted.
MSCI World ex USA NR USD	The index measures the performance of the large and mid cap segments of world, excluding US equity securities. It is free float-adjusted market-capitalization weighted.
MSCI World NR USD	The index measures the performance of the large and mid cap segments of world equity securities. It is free float-adjusted market-capitalization weighted.
Russell 1000 Growth TR USD	The index measures the performance of the large-cap growth segment of the US equity securities. It includes the Russell 1000 index companies with higher price-to-book ratios and higher forecasted growth values. It is market-capitalization weighted. Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell 1000 TR USD	The index measures the performance of the large-cap segment of the US equity securities. It is a subset of the Russell 3000 index and includes approximately 1000 of the largest securities based on a combination of their market cap and current index membership.
Russell 1000 Value TR USD	The index measures the performance of the large-cap value segment of the US equity securities. It includes the Russell 1000 index companies with lower price-to-book ratios and lower expected growth values. It is market-capitalization weighted. Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell 2000 TR USD	The index measures the performance of the small-cap segment of the US equity universe. It is a subset of the Russell 3000 and includes approximately 2000 of the smallest securities based on a combination of their market cap and current index membership. Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell 2000 Value TR USD	The index measures the performance of small-cap value segment of the US equity universe. It includes those Russell 2000 companies with lower price-to-book ratios and lower forecasted growth values. It is market-capitalization weighted. Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell 3000 TR USD	The index measures the performance of the largest 3000 US companies representing approximately 98% of the investable US equity market. It is market-capitalization weighted.
Russell Mid Cap Growth TR USD	The index measures the performance of the mid-cap growth segment of the US equity universe. It includes Russell midcap index companies with higher price-to-book ratios and higher forecasted growth values. It is market-capitalization weighted. Russell Investment Group is the source and owner of the trademarks, service marks and copyrights related to the Russell Indexes. Russell® is a trademark of Russell Investment Group.
Russell Mid Cap TR USD	The index measures the performance of the mid-cap segment of the US equity universe. It is a subset of Russell 1000 index and includes approximately 800 of the smallest securities based on a combination of their market cap and current index membership. The index represents approximately 31% of the total market capitalization of the Russell 1000 companies.
Russell Mid Cap Value TR USD	The index measures the performance of the mid-cap value segment of the US equity universe. It includes Russell midcap index companies with lower price-to-book ratios and lower forecasted growth values. It is market-capitalization weighted.

Index Descriptions

Index Name	Index Description
S&P MidCap 400 TR	The index measures the performance of mid-sized US companies, reflecting the distinctive risk and return characteristics of this market segment. It comprises stocks in the middle capitalization range, covering approximately 7% of the of US equity market.
S&P 500 TR USD	The index measures the performance of 500 widely held stocks in US equity market. Standard and Poor's chooses member companies for the index based on market size, liquidity and industry group representation. Included are the stocks of industrial, financial, utility, and transportation companies. Since mid 1989, this composition has been more flexible and the number of issues in each sector has varied. It is market capitalization-weighted.
S&P GSCI Gold Spot	The Index, a sub-index of the S&P GSCI, provides investors with a reliable and publicly available benchmark tracking the COMEX gold future. The index is designed to be tradable, readily accessible to market participants, and cost efficient to implement.
S&P SmallCap 600 TR USD	The index measures the performance of small cap segment of US equity market. It consists of 600 domestic stocks chosen for market size, liquidity, and industry group representation and covers approximately 3% of the domestic equities market.
S&P Target Date 2010 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2010, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2015 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2015, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2020 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2020, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2025 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2025, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2030 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2030, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2035 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2035, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2040 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2040, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2045 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. It has target retirement date of 2045, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2050 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2050, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2055 TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index has target retirement date of 2055, and belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.
S&P Target Date 2060+ TR USD	The S&P Target Date Series comprises eleven multi-asset class indices, each corresponding to a particular target retirement date. Each index provides varying levels of exposure to equities and fixed income. Each target date allocation is created and retired according to a pre-determined schedule related to the respective target date.
S&P Target Date Retirement Income TR USD	The index measures the performance of a portfolio of multi-asset including equities, fixed income and commodities. The index belongs to S&P Target Date Index Series which comprises eleven indexes with different target retirement date. Each index in this series is determined once a year through survey of large fund management companies that offer target date products.

Benchmark: A standard against which the performance of a mutual fund can be measured.

Index: an imaginary portfolio of securities representing a particular market or a portion of it. Each index has its own calculation methodology and is usually expressed in terms of a change from a base value.

GLOSSARY

Community Action Partnership Profit Sharing
For Period Ending 09/30/2019

-Equity, Fixed Income, and Target Date Investments are reviewed on 11 distinct criteria. Each criteria is scale-scored; the better an investment performs in a given criteria, the higher score the investment will receive.

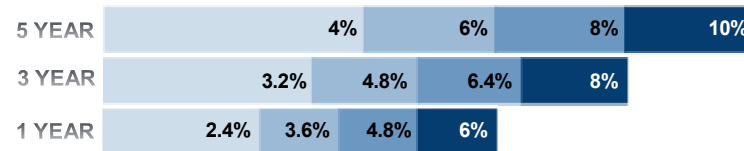
-Index investments are reviewed on 8 distinct criteria. Each criteria is scored on a binary pass/fail method.

-A fund that does not have at least a score of 70 will be identified as an investment on watch. Any Investment on watch for the current quarter and at least three of the previous seven quarters, or any investment with a score below 60 will be marked for review and potential replacement.

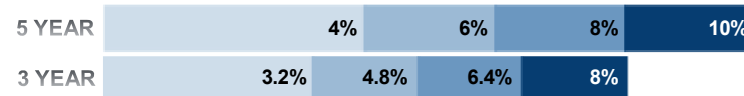
-Investments such as Stable Value and Money Market investments are not included on the quantitative IPS scoring methodology but are evaluated on a qualitative basis.

EQUITY/FIXED INCOME SCORING CRITERIA

RETURN



SHARPE RATIO & INFORMATION RATIO

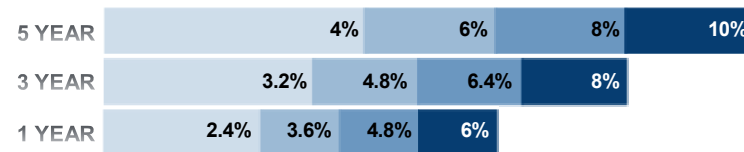


5 YEAR UP/DOWN MARKET CAPTURE, STYLE CONSISTENCY, MANAGER TENURE & EXPENSE RATIO

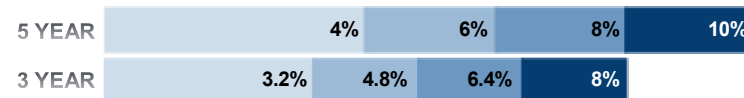


TARGET DATE SCORING CRITERIA

RETURN



SHARPE RATIO & INFORMATION RATIO



5 YEAR UP/DOWN MARKET CAPTURE, 5 YEAR MAX DRAWDOWN, MANAGER TENURE & EXPENSE RATIO



INDEX SCORING CRITERIA

TRACKING ERROR			EXPENSE RATIO	ASSETS IN PRODUCT	EXPENSE-ADJUSTED RETURN VS. BENCHMARK		
1 YEAR	3 YEAR	5 YEAR	QUARTER END	QUARTER END	1 YEAR	3 YEAR	5 YEAR
8%	10%	12%	30%	10%	8%	10%	12%

1, 3, & 5 Year Return	When selecting an investment, you want to know that it has demonstrated an ability to outperform relative to its peers. The higher the return an investment experiences in a given period compared to peers, the higher the value assigned to its score.
3 & 5 Year Sharpe Ratio	When selecting an investment, the Sharpe ratio is a way to compare the return of portfolios on a risk-adjusted basis rather than a less informative, pure return basis. The higher the Sharpe Ratio an investment experiences in a given period compared to peers, the higher the value assigned to its score.
3 & 5 Year Information Ratio	When selecting an investment, you want to know how its returns compare to the index and to the amount of risk it took to generate those returns. The higher the Information Ratio an investment experiences in a given period compared to peers, the higher the value assigned to its score.
5 Year Upside/Downside Capture	When selecting an investment, you want to know that it "captures" more than 100% of market returns in up markets and helps "cushion" the loss in down markets by capturing less than 100% of the fall. A ratio of greater than 1 implies that the investment captures more when the market is up than when it is down. The higher the ratio the higher the value assigned to its score.
Style Consistency (Equity & Fixed Income Only)	When selecting an investment, you want to know how consistency that fund's style (Value vs. Growth/Large vs. Mid vs. Small) is compared to its category. Investments with low scores are considered more consistent, while investments with high scores are considered less consistent. The lower the Style Consistency score compared to peers, the higher the value assigned to its score.
Manager Tenure	When selecting an investment, you want to know that the track record being reviewed is primarily one from the current management team. The longer a manager has managed the specific investment being evaluated the higher the value assigned to its score.
Expense Ratio	When selecting an investment, you want to know how much it costs as total fees reduce the total return captured by the investor. The lower the Expense Ratio has compared to peers, the higher the value assigned to its score.
5 Year Max Drawdown (Target Date Only)	When selecting an investment, Max Drawdown is the maximum loss, from peak to trough, that a portfolio experiences in a given period and is a measurement of downside risk over that period. The lower the max drawdown a portfolio experiences, compared to peers, the higher the value assigned to its score.

1, 3, & 5 Year Return – Expense Adjusted	When selecting an index investment, you want to know that it has demonstrated an ability to perform in-line with the index it is meant to track. To pass, an investment must not underperform it's stated index by more than 20 basis point (-0.20%).
Expense Ratio	When selecting an investment, you want to know how much it costs as total fees reduce the total return captured by the investor. If the Index fund is ranked in the top quartile (lowest 25% of expense ratios) of it's peer group, it passes this criteria.
1, 3, & 5 Year Tracking Error	When selecting a passive investment, the tracking error shows the investment's consistency compared to its benchmark over a given period of time. The lower the tracking error, the more consistent the passive investment is performing like its stated index. To pass, the tracking error must be in the lowest 10% of its peer group.
Assets Managed in Product	When selecting a passive investment, the assets managed in that product have an effect on trading costs. Since passive investments tend to have a far greater number of holdings and trading costs can hurt returns an investment with more assets are better able to efficiently trade securities without significantly hurting performance. To pass, a fund must have at least 500 million dollars managed within that product.

ALPHA

Measures risk-adjusted performance, factoring in the risk due to the specific manager rather than the overall market. A high value for alpha implies that the manager has performed better than would have been expected, given its beta (volatility). In contrast, a negative alpha indicates the manager has under performed, given the expectations established by beta.

WHY IT'S IMPORTANT

Alpha can be used to directly measure the value added or subtracted by a manager. Alpha depends on two factors: (1) the assumption that market risk, as measured by beta, is the only risk measure necessary, and (2) the strength of the linear relationship between the manager and the index, as it has been measured by R-Squared. In addition, a negative alpha can sometimes result from the additional expenses that are present in a manager's returns as compared to the benchmark index.

BETA

Shows the volatility of a manager as compared to the volatility of the benchmark; specifically, the performance the fund, or portfolio has experienced in a given period of time as the index moved 1% up or down. A beta above 1 is more volatile than the index, while a beta below 1 is less volatile.

WHY IT'S IMPORTANT

Beta can be used to show how sensitive a manager is to movements in the markets. It is important to note that a low beta for a manager does not necessarily imply that the manager has a low level of volatility. A low beta signifies only that the manager's market-related risk is low. (Standard deviation is a measure of a fund's absolute volatility.) R-Squared is a necessary statistic to factor into the equation because it reflects the percentage of a manager's movements that are explained by movements in its benchmark index, and thus whether it is an appropriate benchmark.

STANDARD DEVIATION

The statistical measurement of dispersion of returns spread around their historical average, or in other words, how widely a fund's or portfolio's returns varied over a certain period or time.

WHY IT'S IMPORTANT

Investors use the standard deviation of historical performance to try to predict the range of returns that are most likely for a given investment. When a fund or portfolio has a high standard deviation, the predicted range of performance is wide, implying greater volatility.

SHARPE RATIO

A risk-adjusted measure developed by William F. Sharpe, calculated using standard deviation and excess return to determine reward per unit of risk -the higher the Sharpe ratio, the better the manager's historical risk-adjusted performance.

WHY IT'S IMPORTANT

Sharpe ratio is a measure of investment efficiency expressed as the amount of return earned per unit of associated risk. It can be used to compare two managers directly on how much excess return each manager achieved for a certain level of risk.

INFORMATION RATIO

Is determined by taking the annualized excess return over a benchmark and dividing it by the standard deviation of excess return (tracking error). This measure relates the magnitude and consistency with which an investment outperformed its benchmark. The higher the information ratio, the better.

WHY IT'S IMPORTANT

The information ratio is a risk-adjusted measure, which captures excess or active returns and relates them to excess or active risk. The information ratio is used as a way to compare more-and less-aggressive managers at the same time. A convenient way to think of the information ratio is a measure of how well one was rewarded for each incremental "unit" of risk. The information ratio can be a very valuable tool in evaluating a manager's ability to add incremental value relative to incremental risk. This tool is only valuable, however, when the benchmark is carefully chosen and appropriate.



MEMORANDUM

TO: Audit and Pension Committee
FROM: Tracy Webster, Chief Financial Officer *Tracy Webster*
DATE: January 16, 2020
RE: **Agenda Item 5b: CAPK 401(a) and 403(b) Retirement Plan Re-Pricing – Action Item**

The repricing of the 401(a) and 403(b) retirement plans from The Standard was presented the Audit and Pension Committee on November 7, 2019, as an informational item. The proposed increase in asset charge would be 0.10%. The increase matches the volume of business for the CAPK staff size and need.

Staff worked with Tom Ming at Pensionmark to evaluate whether the cost increase from The Standard was reasonable. Several carriers were evaluated, and it was determined that The Standard is the most competitive in price and service delivery.

Recommendation:

Staff recommends the approval of the CAPK 401(a) and 403(b) retirement plan re-pricing.

Attachments:

Notice to Participants of the CAPK 401(a) Plan
Notice to Participants of the CAPK 403(b) Plan

A Notice to Participants of the **Community Action Partnership of Kern County 401(a) Plan**

Retirement plans are highly regulated by the Department of Labor, including communication to retirement plan participants about changes in their fees. Below is required information about recent fee changes for services connected with your retirement plan. These fees are updates to the fees shown in your plan's Fee Disclosure notice. The revised fees appear below and will be effective beginning of April 2020.

The change(s) will be incorporated into any subsequent Fee Disclosure notice that is distributed to you.

Modified Fees:

Your Plan Administration Fees will be determined by the following schedule based on total assets in your plan.

\$0-\$4 million	1.31%
\$4-\$8 million	0.79%
\$8-\$12 million	0.62%
\$12 million+	0.41%

Participant Transaction Fees:

Qualified Domestic Relations Order	\$ 200 per event
Overnight Delivery	\$ 30 per event
Paper Distribution	\$ 100 per event
Paper Loan	\$ 150 per event
Paper Distributions upon Death/ Disability/ Retirement	\$ 100 per event
Paperless Distribution	\$ 75 per event
Paperless Distributions upon Death/ Disability/Retirement	\$ 75 per event
Paperless Loan	\$ 125per event

These fee changes will be reflected in your next annual notice. If you would like additional information, please call a customer service representative at 800.858.5420 or email savings@standard.com.

This Notice should be kept with your current Fee Disclosure notice.

A Notice to Participants of the **Community Action Partnership of Kern County 403(b) Plan**

Retirement plans are highly regulated by the Department of Labor, including communication to retirement plan participants about changes in their fees. Below is required information about recent fee changes for services connected with your retirement plan. These fees are updates to the fees shown in your plan's Fee Disclosure notice. The revised fees appear below and will be effective beginning of April 2020.

The change(s) will be incorporated into any subsequent Fee Disclosure notice that is distributed to you.

Modified Fees:

Your Plan Administration Fees will be determined by the following schedule based on total assets in your plan.

\$0-maximum	0.41%
-------------	-------

Participant Transaction Fees:

Qualified Domestic Relations Order	\$ 200 per event
Overnight Delivery	\$ 30 per event
Paper Distribution	\$ 100 per event
Paper Loan	\$ 150 per event
Paper Distributions upon Death/ Disability/ Retirement	\$ 100 per event
Paperless Distribution	\$ 75 per event
Paperless Distributions upon Death/ Disability/Retirement	\$ 75 per event
Paperless Loan	\$ 125per event

These fee changes will be reflected in your next annual notice. If you would like additional information, please call a customer service representative at 800.858.5420 or email savings@standard.com.

This Notice should be kept with your current Fee Disclosure notice.



BROWN ARMSTRONG

Certified Public Accountants

**Community Action Partnership of Kern
Audit Committee Presentation of the 2019 Audit Results
By: Andrew J. Paulden, CPA, and Brooke Baird, CPA
Brown Armstrong Accountancy Corporation
Thursday, January 16, 2020**

**BAKERSFIELD OFFICE
(MAIN OFFICE)**

4200 TRUXTON AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

1. The Audit Process
 - a) Timeline coordination with staff
 - b) Understanding and evaluating internal controls through inquiry and observation
 - c) Confirmations
 - d) Interim testing and compliance audits
 - e) Final fieldwork – substantive procedures, special purpose audit, and 401(a) and 403(b) audits
 - f) Report presentation
2. Significant Audit Areas
 - a) Federal and state awards compliance
 - b) Expenses for program and supporting services, accounts payable, and accrued liabilities
 - c) Program revenue, receivables, and deferred revenue
 - d) Property and equipment
 - e) Long-term debt
 - f) Accounts payable, deferred revenue, and expenditures
 - g) Fraud inquiry
 - h) New standard implemented: ASU 2016-14
3. Audit Reports Issued
 - a) Financial Audit of CAPK
 - 1) Independent Auditor's Report on financial statements – Unmodified Opinion – "Clean Opinion"
 - 2) Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*
 - 3) Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance
 - 4) Independent Auditor's Report on Compliance for First 5 Programs and on Internal Control Over Compliance with the Program Specific Audit Option Under the Uniform Guidance
 - 5) Agreed Upon Conditions Report Designed to Increase Efficiency, Internal Controls, and/or Financial Reporting
 - 6) Agreed Upon Conditions Report Designed to Increase Efficiency, Internal Controls, and/or Information Technology

- b) Special Purpose Audit
 - 1) Independent Auditor's Report for the Special Purpose Audit – Unmodified Opinion – “Clean Opinion”
 - 2) Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*
 - c) 401(a) and 403(b) Audits
 - 1) Independent Auditor's Reports – Disclaimer of Opinion
 - 2) Agreed Upon Conditions Report Designed to Increase Efficiency, Internal Controls, and/or Financial Reporting
- 4. Required Communication to the Board of Directors
 - 5. Questions and/or Comments?
-



Helping People... Changing Lives.

**FINANCIAL REPORT
AND THE
INDEPENDENT AUDITOR'S REPORT
FOR THE YEARS ENDED
FEBRUARY 28, 2019 AND 2018**

**COMMUNITY ACTION PARTNERSHIP OF KERN
FINANCIAL REPORT
FEBRUARY 28, 2019 AND 2018**

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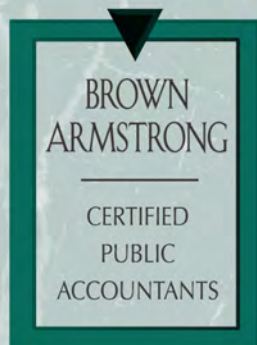
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BROWN ARMSTRONG

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Community Action Partnership of Kern

Report on the Financial Statements

We have audited the accompanying financial statements of Community Action Partnership of Kern (a nonprofit organization) (the Organization), which comprise the statements of financial position as of February 28, 2019 and 2018, the related statements of operations and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Organization as of February 28, 2019 and 2018, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

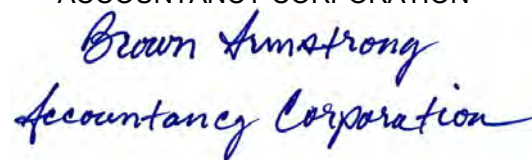
Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of revenues and expenditures and the statements of functional expenses are presented for purposes of additional analysis and are not a required part of the financial statements. The accompanying schedule of expenditures of federal and state awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 15, 2019, on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

A handwritten signature in blue ink that reads "Brown Armstrong" on the first line and "Accountancy Corporation" on the second line, written in a cursive style.

Bakersfield, California
November 15, 2019

**COMMUNITY ACTION PARTNERSHIP OF KERN
STATEMENTS OF FINANCIAL POSITION
FEBRUARY 28, 2019 AND 2018**

	<u>2019</u>	<u>2018</u>
ASSETS		
Current Assets:		
Cash	\$ 2,209,818	\$ 3,850,166
Grants and contracts receivable (Note 2)	4,389,972	3,672,278
Inventory (Note 4)	1,355,245	1,265,045
Prepaid expenses	<u>274,336</u>	<u>398,620</u>
Total current assets	8,229,371	9,186,109
Noncurrent Assets:		
Property and equipment (Note 5)	<u>11,324,632</u>	<u>11,826,611</u>
Total assets	<u><u>\$ 19,554,003</u></u>	<u><u>\$ 21,012,720</u></u>
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Current maturities of long-term debt (Note 7)	360,933	352,246
Accounts payable	2,026,795	1,883,875
Accrued expenses	1,431,363	2,599,489
Advances payable	100,083	22,808
Deferred revenue (Note 10)	<u>1,084,356</u>	<u>1,728,320</u>
Total current liabilities	5,003,530	6,586,738
Noncurrent Liabilities:		
Long-term debt, less current maturities (Note 7)	<u>2,067,810</u>	<u>2,429,474</u>
Total liabilities	<u>7,071,340</u>	<u>9,016,212</u>
Net Assets:		
With Donor Restrictions (Note 11)	79,421	70,439
Without Restrictions	<u>12,403,242</u>	<u>11,926,069</u>
Total net assets	<u>12,482,663</u>	<u>11,996,508</u>
Total liabilities and net assets	<u><u>\$ 19,554,003</u></u>	<u><u>\$ 21,012,720</u></u>

See Notes to Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF KERN
STATEMENTS OF OPERATIONS
FOR THE YEARS ENDED FEBRUARY 28, 2019 AND 2018**

	2019		
	Without Donor Restrictions	With Donor Restrictions	Total
Program revenues:			
Federal grants	\$ 53,255,061	\$ -	\$ 53,255,061
State grants	8,313,968	-	8,313,968
Local grants	378,068	6,000	384,068
Public support:			
Contributions in-kind (Note 1)	136,040	-	136,040
Donations:			
Food	17,142,940	-	17,142,940
Cash	2,148	67,630	69,778
Gain on sale of assets		-	-
Other	900,676	-	900,676
Net assets released from restriction:			
Satisfaction of program restrictions	64,648	(64,648)	-
 Total revenue, gains, and other support	 80,193,549	 8,982	 80,202,531
Expenses:			
Program:			
Child care and education	41,216,023	-	41,216,023
Nutrition	27,046,078	-	27,046,078
Energy conservation	4,050,918	-	4,050,918
Community services	2,016,316	-	2,016,316
General and administrative	5,360,117	-	5,360,117
Fundraising	26,924	-	26,924
 Total expenses	 79,716,376	 -	 79,716,376
 Change in net assets	 477,173	 8,982	 486,155
Net assets, beginning	11,926,069	70,439	11,996,508
Net assets, ending	\$ 12,403,242	\$ 79,421	\$ 12,482,663

See Notes to Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF KERN
STATEMENTS OF OPERATIONS (Continued)
FOR THE YEARS ENDED FEBRUARY 28, 2019 AND 2018**

	2018		
	Without Donor Restrictions	With Donor Restrictions	Total
Program revenues:			
Federal grants	\$ 50,884,959	\$ -	\$ 50,884,959
State grants	7,255,896	-	7,255,896
Local grants	430,567	32,000	462,567
Public support:			
Contributions in-kind (Note 1)	78,737	-	78,737
Donations:			
Food	14,402,415	-	14,402,415
Cash	11,780	100,606	112,386
Gain on sale/disposition of assets	15,441	-	15,441
Other	1,570,786	-	1,570,786
Net assets released from restriction:			
Satisfaction of program restrictions	123,813	(123,813)	-
 Total revenue, gains, and other support	 74,774,394	 8,793	 74,783,187
Expenses:			
Program:			
Child care and education	39,203,876	-	39,203,876
Nutrition	22,795,661	-	22,795,661
Energy conservation	4,225,560	-	4,225,560
Community services	1,792,987	-	1,792,987
General and administrative	5,752,850	-	5,752,850
Fundraising	23,645	-	23,645
 Total expenses	 73,794,579	 -	 73,794,579
 Change in net assets	 979,815	 8,793	 988,608
Net assets, beginning	10,946,254	61,646	11,007,900
Net assets, ending	\$ 11,926,069	\$ 70,439	\$ 11,996,508

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED FEBRUARY 28, 2019

Expenditures	Child Care and Education	Nutrition	Energy Conservation	Community Services	General and Administrative	Fundraising	Total
Salaries	\$ 20,564,658	\$ 3,503,458	\$ 1,622,805	\$ 984,716	\$ -	\$ 2,502	\$ 26,678,139
Fringe Benefits	6,199,234	976,318	390,125	279,508	-	191	7,845,376
Consultant/Contract Services	701,015	3,439	802,150	34,176	7,661	-	1,548,441
Travel	337,523	122,727	51,003	41,695	513	-	553,461
Space Cost	3,043,387	556,824	178,802	309,703	2,194	32	4,090,942
Consumable Supplies	1,705,392	329,347	53,279	59,705	-	2,133	2,149,856
Other Costs	1,197,389	339,203	461,699	95,680	24,642	22,066	2,140,679
Program Costs	6,954,282	399,962	465,494	22,672	217	-	7,842,627
Depreciation	377,103	301,087	25,561	188,461	266,506	-	1,158,718
In-Kind	136,040	-	-	-	-	-	136,040
Indirect Expenses	-	-	-	-	5,058,384	-	5,058,384
Donated Commodities	-	20,513,713	-	-	-	-	20,513,713
Total Expenditures	\$ 41,216,023	\$ 27,046,078	\$ 4,050,918	\$ 2,016,316	\$ 5,360,117	\$ 26,924	\$ 79,716,376

See Notes to Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED FEBRUARY 28, 2018

Expenditures	Child Care and Education	Nutrition	Energy Conservation	Community Services	General and Administrative	Fundraising	Total
Salaries	\$ 18,918,580	\$ 3,888,460	\$ 1,700,058	\$ 830,676	\$ 343,871	\$ 3,807	\$ 25,685,452
Fringe Benefits	6,089,490	951,212	483,334	266,094	27,577	509	7,818,216
Consultant/Contract Services	688,803	10,269	702,106	68,928	23,174	-	1,493,280
Travel	322,436	103,760	49,064	28,099	724	-	504,083
Space Cost	2,960,746	531,005	211,587	240,009	3,616	-	3,946,963
Consumable Supplies	1,881,669	271,299	63,106	54,874	197	-	2,271,145
Other Costs	1,150,252	318,017	492,589	97,286	32,488	16,783	2,107,415
Program Costs	6,706,601	739,753	506,675	20,527	-	-	7,973,556
Depreciation	409,107	283,068	17,041	186,494	260,371	-	1,156,081
In-Kind	76,192	-	-	-	-	2,546	78,738
Indirect Expenses					5,060,832		5,060,832
Donated Commodities	-	15,698,818	-	-	-	-	15,698,818
Total Expenditures	<u>\$ 39,203,876</u>	<u>\$ 22,795,661</u>	<u>\$ 4,225,560</u>	<u>\$ 1,792,987</u>	<u>\$ 5,752,850</u>	<u>\$ 23,645</u>	<u>\$ 73,794,579</u>

See Notes to Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF KERN
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED FEBRUARY 28, 2019 AND 2018**

	2019	2018
Cash Flows From Operating Activities		
Change in net assets	\$ 486,155	\$ 988,608
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	1,158,720	1,156,081
(Gain) loss on sale of assets	3,011	7,742
Debt forgiveness grant revenue (Note 7)	(65,052)	(65,052)
Changes in assets and liabilities:		
(Increase) decrease in:		
Grants and contracts receivable	(717,694)	(523,233)
Inventory	(90,200)	(145,195)
Prepaid expenses	124,284	(34,255)
Increase (decrease) in:		
Accounts payable	142,920	(135,034)
Accrued expenses	(1,168,126)	(155,824)
Advances payable	77,275	13,923
Deferred revenue	(643,964)	473,690
Net cash provided (used) by operating activities	<u>(692,671)</u>	<u>1,581,451</u>
Cash Flows From Investing Activities		
Insurance proceeds from stolen property	20,208	-
Proceeds from sale of assets	-	15,441
Purchase of property and equipment	<u>(679,960)</u>	<u>(647,483)</u>
Net cash used in investing activities	<u>(659,752)</u>	<u>(632,042)</u>
Cash Flows From Financing Activities		
Net borrowings (payments) on revolving line of credit	-	(125,000)
Principal payments on long-term borrowings	<u>(287,925)</u>	<u>(307,670)</u>
Net cash used in financing activities	<u>(287,925)</u>	<u>(432,670)</u>
Net increase (decrease) in cash	(1,640,348)	516,739
Cash:		
Beginning	<u>3,850,166</u>	<u>3,333,427</u>
Ending	<u>\$ 2,209,818</u>	<u>\$ 3,850,166</u>
Supplemental Disclosures of Cash Flow Information		
Cash payments for:		
Interest	<u>\$ 95,992</u>	<u>\$ 107,272</u>
Supplemental Schedule of Noncash Operating Activities		
Program expenses provided by contributions in-kind revenue	<u>\$ 136,040</u>	<u>\$ 78,737</u>

See Notes to Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF KERN
NOTES TO FINANCIAL STATEMENTS
FEBRUARY 28, 2019 AND 2018**

NOTE 1 – NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities and Reporting Entity: Community Action Partnership of Kern (the Organization) is the designated Community Action Agency of Kern County. The purpose of the Organization is to mobilize and utilize public and private resources of the urban and rural communities in the County of Kern to combat poverty through community action programs. Major classifications of program expenses are childcare, nutrition, energy conservation, and community services.

A summary of the Organization's significant accounting policies follows:

Use of Estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Restricted and Unrestricted Revenue and Support: Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of operations as net assets released from restriction.

Federal Grant Awards: Federal grant awards are classified as deferred revenue until expended for the purposes of the grants.

Cash: Cash on deposit as of February 28, 2019 and 2018, included approximately \$3,094,129 and \$4,060,366, respectively, held by a financial institution which exceeded the insurance limits of the Federal Deposit Insurance Corporation. The Organization is required to maintain separate bank accounts in accordance with certain grant restrictions. As of February 28, 2019, and 2018, there was \$994,950 and \$625,786, respectively, in separate bank accounts.

Inventories: Inventories are comprised of food commodities and building weatherization supplies. Supplies are stated at cost, purchased food is stated at lower of cost or market, and food commodities received from the United States Department of Agriculture (USDA) are valued based on the USDA fair value commodity listing. The donated value of food based on Feeding America was \$17,518,686 and \$14,402,415 as of February 28, 2019 and 2018, respectively.

Property and Equipment: Acquisitions of property and equipment greater than \$5,000 are capitalized and stated at cost. The federal government retains a reversionary interest in property and equipment acquired with federal funds. Depreciation of property and equipment is computed using the straight-line method over the following estimated useful lives:

	<u>Years</u>
Buildings	10-35
Renovations	10-35
Vehicles	3
Equipment	3-5

Depreciation for property and equipment was \$1,128,544 and \$1,156,081 for the years ended February 28, 2019 and 2018, respectively.

NOTE 1 – NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

Compensated Absences: The Organization accrues compensated vacation pay for all employees. Sick leave is not payable upon termination, and therefore is not subject to accrual.

Grants and Contracts: Support received under grants and contracts is recorded as public support when the related grant award is determined to be due and is accounted for as with donor restrictions until grant restrictions are met. Management considers all amounts due under grants and contracts to be collectible.

Donated Services and Property: Donated services are recognized in the financial statements as revenue and expense in equal amounts at their estimated fair values. In-kind grantee contributions totaling \$136,040 and \$78,737 are included in the statements of operations for the years ended February 28, 2019 and 2018, respectively, and include donations of supplies and professional volunteer time charged at a rate pursuant to related contract provisions. In-kind contributions of volunteer time by parents participating in the Head Start (HS) and Early Head Start (EHS) programs are not included in the statements of operations because they do not meet the criteria for recognition. The totals are \$5,329,958 and \$6,489,388 for the years ended February 28, 2019 and 2018, respectively. The City of Shafter donated land for the Shafter Youth Center. As of February 28, 2019 and 2018, the value included in property and equipment was \$32,211.

Income Taxes: The Organization is a nonprofit corporation and has been recognized as tax exempt pursuant to Section 501 (c)(3) of the Internal Revenue Code and related State of California code sections.

On March 1, 2009, the Organization adopted the accounting standard on accounting for uncertainty in income taxes, which address the determination of whether tax benefits claimed or expected to be claimed on tax returns should be recorded in the financial statements. Under this guidance, the Organization may recognize the tax benefit from an uncertain tax position only if it is more-likely-than-not that the tax position will be sustained on examination by taxing authorities, based on the technical merits of the position. The tax benefits recognized in the financial statements from such a position are measured based on the largest benefit that has a greater than 50% likelihood of being realized upon ultimate settlement. The guidance on accounting for uncertainty in income taxes also addresses de-recognition, classification, interest and penalties on income taxes, and accounting in interim periods. Management evaluated the Organization's tax positions and concluded that it had taken no uncertain tax positions that require adjustment to the financial statements to comply with the provisions of this guidance.

Functional Allocation of Expenses: The costs of providing the various programs and other activities are summarized on a functional basis in the statements of operations. Management allocates general and administrative costs using the 10% de minimis indirect rate.

Reclassifications: Certain accounts presented in the prior year's data may have been reclassified in order to be consistent with the current year's presentation.

Basis of Accounting: The financial statements of the Organization have been prepared on the accrual basis in accordance with accounting principles generally accepted in the United States of America. The financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958 dated August 2016, and the provisions of the American Institute of Certified Public Accountants (AICPA) "Audit and Accounting Guide for Not-for-Profit Organizations" (the "Guide"). (ASC) 958-205 was effective January 1, 2018. Under the provisions of the Guide, net assets and revenues, and gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are classified as with and without donor restrictions.

New Accounting Pronouncement: On August 18, 2016, the FASB issued ASU 2016-14, *Not-for-Profit Entities (Topic 958) – Presentation of Financial Statements of Not-for-Profit Entities*. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. The Organization has adjusted the presentation of these statements accordingly. The ASU has been applied retrospectively to all periods presented.

NOTE 1 – NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES (Continued)

Net assets without donor restrictions: These include net assets balances that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. The Organization's board may designate assets without restrictions for specific operational purposes from time to time.

Net assets with donor restrictions: These include net assets balances that are subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

In May 2014, the FASB issued ASU 2014-09, Revenue from Contracts with Customers (Topic 606), requiring an entity to recognize the amount of revenue to which it expects to be entitled for the transfer of promised goods or services to customers. The updated standard will replace most existing revenue recognition guidance in GAAP when it becomes effective and permits the use of either a full retrospective or retrospective with cumulative effect transition method. In August 2015, the FASB issued ASU 2015-14, which defers the effective date of ASU 2014-09 one year making it effective for annual reporting periods beginning after December 15, 2017, for public business entities and not-for-profit entities that have issued, or is a conduit bond obligor for, securities that are traded, listed, or quoted on an exchange or an over-the-counter market and effective for annual reporting periods beginning after December 15, 2018, for all other entities. The Organization has not yet selected a transition method and is currently evaluating the effect the standard will have on the financial statements.

In June 2018, the FASB issued ASU 2018-08, Not-for-Profit Entities (Topic 958), Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made. The amendments in this ASU should assist entities in (1) evaluating whether transactions should be accounted for as contributions (nonreciprocal transactions) within the scope of Topic 958, or as exchange (reciprocal) transactions subject to other guidance and (2) determining whether a contribution is conditional. The amendments should be applied on a modified prospective basis. Under a modified prospective basis, in the first set of financial statements following the effective date, the amendments should be applied to agreements that are either not completed as of the effective date or entered into after the effective date. Retrospective application is permitted. This ASU is effective for annual reporting periods beginning after June 15, 2018, for not-for-profit entities that have issued, or is a conduit bond obligor for, securities that are traded, listed, or quoted on an exchange or an over-the-counter market. All other entities shall apply the pending content that links to this paragraph for transactions in which the entity serves as a resource recipient to annual periods beginning after December 15, 2018, and interim periods within annual periods beginning after December 15, 2019. The Organization is currently evaluating the effect the standard will have on the financial statements.

In February 2016, the FASB issued ASU 2016-02, Leases. The standard requires all leases with lease terms over 12 months to be capitalized as a right-of-use asset and lease liability on the balance sheet at the date of the lease commencement. Leases will be classified as either finance or operating. This distinction will be relevant for the pattern of expense recognition in the income statement. This standard will be effective for the calendar year ending December 31, 2020. The Organization is currently in the process of evaluating the impact of adoption of this ASU on the financial statements.

NOTE 2 – GRANTS AND CONTRACTS RECEIVABLE

The grants and contracts receivable at February 28, 2019 and 2018, are:

	<u>2019</u>	<u>2018</u>
Federal funds	\$ 3,807,347	\$ 3,180,143
State funds	499,125	389,387
Local funds	16,635	56,946
Private funds	33,680	-
Other	<u>33,185</u>	<u>45,802</u>
	<u><u>\$ 4,389,972</u></u>	<u><u>\$ 3,672,278</u></u>

The Organization expects all receivables to be collected and therefore has not recorded an allowance for doubtful accounts.

NOTE 3 – LIQUIDITY AND AVAILABILITY

As of February 28, 2019, the following table shows the total financial assets held by the Organization and the amounts of those financial assets that could readily be made available within one-year of the balance sheet date to meet general expenditures:

	<u>2019</u>	<u>2018</u>
Financial assets held at year-end		
Cash and cash equivalents	\$ 2,209,818	\$ 3,850,166
Grants and accounts receivable	<u>4,389,972</u>	<u>3,672,278</u>
	6,599,790	7,522,444
Less: Donor restrictions	<u>(79,421)</u>	<u>(70,439)</u>
Financial assets available to meet expenditures over the next 12 months	<u><u>\$ 6,520,369</u></u>	<u><u>\$ 7,452,005</u></u>

The Organization has certain donor-restricted assets limited to use which are available for expenditure within one-year in the normal course of operations. Accordingly, these assets have been included in the qualitative information above for financial asset to meet general expenditures within one year. The Organization has assets limited to use for donor-restricted purposes. These assets are not available for general expenditure within the next year.

NOTE 4 – INVENTORY

Inventory is comprised of the following at February 28, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
Weatherization supplies	\$ 148,381	\$ 174,939
Supply inventory	1,302	-
Food commodities	<u>1,205,562</u>	<u>1,090,106</u>
	<u><u>\$ 1,355,245</u></u>	<u><u>\$ 1,265,045</u></u>

NOTE 5 – PROPERTY AND EQUIPMENT

Property and equipment as of February 28, 2019 and 2018, is comprised of the following:

	2019	2018
Land	\$ 1,776,669	\$ 1,776,669
Buildings	18,411,488	18,411,487
Renovations	5,949,584	5,949,584
Vehicles	3,414,740	2,946,517
Equipment	1,926,624	1,768,284
	31,479,105	30,852,541
Less accumulated depreciation	20,154,473	19,025,930
	<u>\$ 11,324,632</u>	<u>\$ 11,826,611</u>

The federal government has a reversionary interest in property and equipment at February 28, 2019 and 2018, in the amount of \$26,592,645 and \$25,966,082, respectively, with accumulated depreciation of \$17,383,718 and \$16,677,794, respectively.

NOTE 6 – LINE OF CREDIT

The Organization has a \$2,000,000 revolving credit agreement with a bank, which provides credit through January 15, 2018. As of February 28, 2019 and 2018, \$2,000,000 and \$1,000,000, respectively, were available to the Organization for additional draws under the agreement. The note bears interest at the daily one month LIBOR rate (6.26225% as of February 28, 2019) plus 3.75% and is unsecured. The outstanding principal balance of this note is due and payable in full on January 15, 2020.

NOTE 7 – CURRENT MATURITIES AND LONG-TERM DEBT

Long-term debt consists of the following as of February 28, 2019 and 2018:

	<u>2019</u>	<u>2018</u>
10 year note payable to a bank in the amount of \$2,305,600, secured by deed of trust, due in monthly installments of \$23,790 including interest at 4.2%. Final payment due June 1, 2026 ⁽¹⁾ .	\$ 1,792,833	\$ 1,997,917
Note payable to a bank, secured by land and building, due in monthly installments of \$6,903 including interest at 3.98% per annum. This note was refinanced on December 20, 2012, with a 10 year note ⁽²⁾ .	310,650	393,491
Non-interest bearing State of California, Department of Corrections and Rehabilitation Grant Loan, ⁽³⁾ secured by deed of trust, due in annual installments of \$65,052 through 2023.	<u>325,260</u>	<u>390,312</u>
	<u>\$ 2,428,743</u>	<u>\$ 2,781,720</u>

(1) In August 2012, the Organization refinanced this note in the amount of \$2,670,283. The outstanding principal balance of this note bore interest at a fixed rate per annum at a rate of 2.75% above LIBOR in effect on the first day of each fixed rate term. Payments commenced on September 20, 2012, and continued up to and including July 20, 2015. Negotiations were started to refinance and terms were extended. In June 2016, the Organization refinanced this note in the amount of \$2,305,600.

(2) In December 2002, the Organization entered into an interest rate swap agreement related to this debt. The swap is utilized to manage interest rate exposure over the period of the interest rate swap and is designated as a highly effective cash flow hedge. The differential to be paid or received on the swap agreement is accrued as interest rates change and is recognized over the life of the agreement. The swap agreement expired in December 2012, and effectively fixed the interest rate at 4.62%. In December 2012, the note was refinanced with the total available funds being \$831,607. The outstanding note bears interest at 3.98% per annum with any unpaid principal due on December 20, 2022. p

(3) A Department of Corrections and Rehabilitation (formerly the Department of the Youth Authority) loan from the State of California was secured and executed July 16, 1999, in the amount of \$1,301,040 for the construction of a facility located in the City of Shafter and County of Kern for use as a youth center. Equal annual installments of \$65,052 are due through 2023. Each annual payment due is to be deemed forgiven, in whole, or in part, as long as the Organization operates the facility as a youth center for a period of 20 years, beginning with 2003, the year operations began in the completed center. The balances outstanding at February 28, 2019 and 2018, represent cash drawn on the note, net of debt forgiveness to date.

NOTE 7 – CURRENT MATURITIES AND LONG-TERM DEBT (Continued)

Aggregate maturities of long-term debt as of February 28, 2019, are due in future years as follows:

<u>Year Ending February 28/29,</u>	
2020	\$ 360,933
2021	370,371
2022	380,032
2023	369,403
2024	317,714
Thereafter	<u>630,290</u>
	<u>\$ 2,428,743</u>

Interest expense for the years ended February 28, 2019 and 2018, was \$95,992 and \$107,272, respectively.

NOTE 8 – PENSION PLAN

The Organization has a defined contribution money purchase pension plan, which covers all employees who have been employed for one year or more with at least 1,000 hours worked during the year, and who are at least 21 years of age. The employer's contribution is as follows:

Group "A" – 10% of the Participant's Compensation for that Plan Year. Group "A" is defined as "Executive Director".

Group "B" – 7.5% of the Participant's Compensation for that Plan Year. Group "B" is defined as "Division Director".

Group "C" – 5% of the Participant's Compensation for that Plan Year. Group "C" is defined as "all Participants who are not in Group A or B".

Employees become vested 25 percent upon two years of service, 50 percent upon three years of service, 75 percent upon four years of service, and 100 percent upon five years of service. Participants also become 100 percent vested upon normal retirement, disability, or death. The Organization's pension contribution for the years ended February 28, 2019 and 2018, was \$1,156,179 and \$1,084,690, respectively.

NOTE 9 – ACCRUED VACATION

Accumulated unpaid employee vacation benefits are recognized as liabilities of the Organization. The liability is recognized in the program to which the liability relates. Accrued vacation benefits at February 28, 2019 and 2018, are unfunded. The value of accumulated vacation at February 28, 2019 and 2018, is as follows:

	2019	2018
Early Head Start	\$ 293,162	\$ 267,191
Head Start	223,844	189,158
Indirect Fund	190,090	188,570
Early Head Start San Joaquin	90,399	67,546
Low Income Home Energy Assistance Program	66,449	65,634
Women, Infants, and Children	51,865	59,330
Community Services Block Grant (CSBG)	36,979	34,755
Migrant Alternative Payment	29,250	19,183
County of Kern 211	6,705	6,111
First 5 Kern East Kern Family Resource Center	3,951	2,768
I&E (Information & Education)	3,260	2,651
First 5 Kern Help Me Grow	1,895	671
First 5 Kern 211	1,699	3,104
Early Head Start Child Care Partnership	839	1,311
Commodity Supplement Food Program	725	1,656
Differential Response	680	1,446
211 United Way	439	-
Economic Empowerment	216	-
Wells Fargo Foundation	-	53
	<u>\$ 1,002,447</u>	<u>\$ 911,138</u>

The accrued vacation benefits of \$223,844 for Head Start and \$384,400 for Early Head Start have been funded.

Cash is maintained in separate interest-bearing bank accounts. The cash is reserved for this specific purpose and is not combined with the operating cash of the Organization.

NOTE 10 – DEFERRED REVENUE

The grants and contracts deferred at February 28, 2019 and 2018, are as follows:

	2019	2018
California State Preschool	\$ 682,415	\$ 277,631
State Drought Food Assistance	131,775	131,775
General Child Care and Development	99,207	209,347
Wonderful Foundation	40,000	15,000
Bank of the West	34,493	25,000
United Way	26,832	-
Migrant Specialized Services	24,938	31,068
Starbucks Foundation	22,992	28,625
So Cal Gas Company	9,175	5,000
Dignity Health	8,698	24,701
California Endowment	2,000	-
Wells Fargo Foundation	1,831	16,153
Migrant Alternative Payment	-	686,530
Bakersfield Californian Foundation	-	53
Community Services Block Grant	-	225,201
Migrant Child Care	-	39,912
Summer Food Service for Children	-	10,166
Early Head Start	-	(121)
Head Start	-	(531)
Food Bank	-	3,750
Women, Infant and Children (WIC)	-	(940)
	<u>\$ 1,084,356</u>	<u>\$ 1,728,320</u>

NOTE 11 – DONOR RESTRICTED NET ASSETS

Donor restricted net assets as of February 28, 2019 and 2018, are available for the following:

	2019	2018
Friendship House	\$ 656	\$ 656
Friendship House - Robotics	2,548	2,548
Friendship House - Advisory Board	29,075	21,254
Food Bank - Produce Program	15,000	15,000
Youth Centers - First Aid	200	-
Blue Shield Wellness Program	19,948	19,948
East Kern Family Resource Center	11,994	11,033
	<u>\$ 79,421</u>	<u>\$ 70,439</u>

NOTE 12 – LEASE COMMITMENTS

The Organization leases various equipment and facilities under noncancelable operating leases that expire through June 2033. Rental expense for the years ended February 28, 2019 and 2018, was \$1,359,686 and \$1,435,704, respectively.

At February 28, 2019, total annual rental commitments are as follows:

<u>Year Ending February 28/29,</u>	
2020	\$ 1,016,263
2021	488,717
2022	275,315
2023	218,177
2024	135,125
Thereafter	<u>246,400</u>
	<u>\$ 2,379,997</u>

NOTE 13 – CONCENTRATION OF REVENUE

For the years ended February 28, 2019 and 2018, approximately 53% and 53%, respectively, of the Organization's program revenue was received from one grant source. Management believes the grant will be renewed on an ongoing basis.

NOTE 14 – UNRELATED BUSINESS INCOME TAX MATTERS

The Internal Revenue Service (IRS) and certain state taxing authorities are currently revisiting what, if any, products and services provided by nonprofit organizations are subject to unrelated business income tax (UBIT). There is currently very little guidance in the IRS Code on what activities should be subject to UBIT. The IRS has indicated that it is studying the issue and may issue additional guidance. As a result, at this time there is uncertainty regarding whether the Organization should pay income tax on certain types of net taxable income from activities that may be considered by taxing authorities as unrelated to the purpose for which the Organization was granted non-taxable status. The Organization has not filed any tax returns in the past for potential taxable activities. The taxing authorities have the ability to assess taxes, penalties, and interest for any years for which no tax return was filed. In the opinion of management, any liability resulting from taxing authorities imposing income taxes on the net taxable income from activities deemed to be unrelated to the Organization's nontaxable status is not expected to have a material effect on the Organization's financial position or results of operations. The Organization is no longer subject to U.S. federal, state, or local income tax examinations by tax authorities for years before 2012.

NOTE 15 – CONTINGENCIES AND COMMITMENTS

The Organization discovered that the eligibility requirements of the Community Action Partnership of Kern 401(a) Plan have not been applied correctly for certain individuals. The Organization has filed an application under the Voluntary Compliance Program with the Internal Revenue Service to provide for correction. The corrective contributions for the impacted individuals will be approximately \$200,000 plus applicable earnings.

NOTE 16 – SUBSEQUENT EVENTS

Subsequent to February 28, 2019, and through November 15, 2019, the date through which management evaluated subsequent events and the date of the Independent Auditor's Report, there were no subsequent events that require disclosure.

SUPPLEMENTARY INFORMATION

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF EXPENDITURES OF
FEDERAL AND STATE AWARDS
FOR THE YEAR ENDED FEBRUARY 28, 2019**

<u>Federal Grantor/Pass-Through Grantor Program Title</u>	<u>Federal CFDA Number</u>	<u>Grantor's Number</u>	<u>Amount</u>	<u>Total</u>
FEDERAL:				
U.S. Department of Health and Human Services				
<i>Direct Program</i>				
Early Head Start (EHS)/Head Start - Kern	93.600	09CH9142-06	\$ 25,559,742	
EHS Child Care Partnership	93.600	09HP0036-03	510,451	
EHS Child Care Partnership	93.600	09HP0036-04	328,109	
EHS San Joaquin	93.600	09CH010071-04	4,825,700	
EHS San Joaquin	93.600	09CH010071-05	448,700	
				<u>31,672,702</u>
<i>State of California - Pass-Through Programs</i>				
Department of Community Services and Development				
CSBG (Community Services Block Grant)	93.569	18F-5015	1,245,968	
CSBG (Community Services Block Grant)	93.569	19F-5015	274,132	
				<u>1,520,100</u>
Low Income Home Energy Assistance Program	93.568	16B-4012	4,540	
Low Income Home Energy Assistance Program	94.568	17B-3012	(92,193)	
Low Income Home Energy Assistance Program	93.568	18B-4012	2,719,015	
Low Income Home Energy Assistance Program	93.568	18B-5012	1,278,366	
				<u>3,909,728</u>
Department of Education				
Child Care and Development Fund				
General Child Care and Development	93.596	CCTR-7050	197,082	
General Child Care and Development	93.596	CCTR-8049	383,716	
California State Preschool	93.596	CSPP-7119	122,339	
California State Preschool	93.596	CSPP-8120	187,743	
				<u>890,880</u>
Child Care and Development Block Grant				
General Child Care and Development	93.575	CCTR-7050	90,591	
General Child Care and Development	93.575	CCTR-8049	176,391	
California State Preschool	93.575	CSPP-7119	56,190	
California State Preschool	93.575	CSPP-8120	86,229	
Migrant Alternative Payment	93.575	CMAF-7000	1,771,229	
Migrant Alternative Payment	93.575	CMAF-8000	3,135,432	
				<u>5,316,062</u>

See accompanying notes to the schedule.

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF EXPENDITURES OF
FEDERAL AND STATE AWARDS (Continued)
FOR THE YEAR ENDED FEBRUARY 28, 2019**

<u>Federal Grantor/Pass-Through Grantor Program Title</u>	<u>Federal CFDA Number</u>	<u>Grantor's Number</u>	<u>Amount</u>	<u>Total</u>
FEDERAL: (Continued)				
U.S. Department of Homeland Security				
<i>Pass-Through United Way of Kern County Local Board</i>				
Emergency Food and Shelter	97.024	Phase 34	<u>93,230</u>	<u>93,230</u>
U.S. Department of Housing and Urban Development				
<i>Pass-Through United Way of Kern County</i>				
HUD Continuum of Care Planning Grant	14.267	N/A	<u>40,901</u>	<u>40,901</u>
U.S. Department of the Treasury				
<i>Direct Program</i>				
Internal Revenue Service	21.009	17VITA0187	41,251	
	21.009	19VITA0228	<u>22,626</u>	<u>63,877</u>
U.S. Department of Agriculture				
<i>State of California - Pass-Through Programs</i>				
Department of Public Health				
WIC Supplemental Nutrition				
WIC (Women, Infants, and Children)				
Contract 1	10.557	15-10064	2,212,678	
Contract 2	10.557	15-10064	<u>1,586,394</u>	<u>3,799,072</u>
Department of Social Services				
Emergency Food Assistance				
Contract 1	10.568	15-MOU-00118	158,147	
Contract 2	10.568	15-MOU-00118	<u>131,268</u>	<u>289,415</u>
Emergency Food Assistance	10.569	N/A	<u>3,313,272</u>	<u>3,313,272</u>
Supplemental Nutrition Assistance				
Cal Fresh	10.561	16-SUB-00876	8,431	
Cal Fresh	10.561	16-SUB-00876	<u>19,226</u>	<u>27,657</u>
Child and Adult Care Food	10.558	15-1248-OJ	1,511,489	
Child and Adult Care Food	10.558	15-1248-OJ	<u>153,242</u>	<u>1,664,731</u>

See accompanying notes to the schedule.

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF EXPENDITURES OF
FEDERAL AND STATE AWARDS (Continued)
FOR THE YEAR ENDED FEBRUARY 28, 2019**

Federal Grantor/Pass-Through Grantor Program Title	Federal CFDA Number	Grantor's Number	Amount	Total
FEDERAL: (Continued)				
U.S. Department of Agriculture				
<i>State of California - Pass-Through Programs</i>				
Department of Social Services				
CSFP (Commodity Supplemental Food Program)	10.565	16-MOU-6017	227,722	
CSFP (Commodity Supplemental Food Program)	10.565	16-MOU-6017	100,569	
				<u>328,291</u>
U.S. Department of Energy				
<i>State of California - Pass-Through Programs</i>				
Department of Community Services and Development				
Department of Energy				
Weatherization Assistance Program	81.042	16C-6012	260,000	
				<u>260,000</u>
U.S. Department of Health and Human Services				
<i>State of California-Office of Child Abuse Prevention</i>				
Economic Empowerment	93.590	EE-KERN-17-20	42,921	
				<u>42,921</u>
U.S. Department of Education				
<i>Department of Education-First 5 California</i>				
QRIS (Quality Rating and Improvement System) - San	84.412	N/A	4,000	
QRIS (Quality Rating and Improvement System) - San	84.412	N/A	8,345	
				<u>12,345</u>
U.S. Department of Health and Human Services				
<i>County of Kern- Department of Public Health</i>				
Hospital Preparedness - Emergency Response	93.074	659-2017	9,875	
				<u>9,875</u>
Total Federal Grants				<u><u>\$ 53,255,059</u></u>
STATE:				
State of California - Department of Education				
Migrant Alternative Payment		CMAF-7000	\$ 544,180	
Migrant Alternative Payment		CMAF-8000	1,765,212	
				<u>2,309,392</u>
General Child Care and Development		CCTR-7050	503,942	
General Child Care and Development		CCTR-8049	1,300,743	
				<u>1,804,685</u>
State Preschool		CSPP-7119	881,920	
State Preschool		CSPP-8120	1,945,467	
				<u>2,827,387</u>
Migrant Child Care		CMIG-7004	74,470	
Migrant Child Care		CMIG-8004	173,772	
				<u>248,242</u>
Migrant Specialized Services		CMSS-7004	34,998	
Migrant Specialized Services		CMSS-8004	251	
				<u>35,249</u>

See accompanying notes to the schedule.

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF EXPENDITURES OF
FEDERAL AND STATE AWARDS (Continued)
FOR THE YEAR ENDED FEBRUARY 28, 2019**

Federal Grantor/Pass-Through Grantor Program Title	CFDA Number	Grantor's Number	Amount	Total
STATE: (Continued)				
State of California - Department of Social Services				
Tax Check-Off/AB2366		N/A	9,945	9,945
Coordinated Entry Services		N/A	19,266	19,266
Differential Response		N/A	47,722	
Differential Response		N/A	109,721	157,443
State Emergency Food Assistance		N/A	51,629	
State Drought Food Assistance		N/A	70,816	122,445
State of California - Department of Public Health				
Information and Education		16-10206	24,312	
Information and Education		16-10206	60,645	84,957
Department of Community Services and Development				
CalEITC Free Tax Preparation Assistance Grant		18T-8012	49,888	
LIWP (Low Income Weatherization Program) Solar Project		N/A	34,325	
LIWP (Low Income Weatherization Program) Single Family		PC06436	189,279	273,492
Department of Corrections and Rehabilitation				
Shafter Youth Center		99 - 011	65,052	
Realignment for Success		236-2017	47,792	112,844
California Children and Families Commission				
2-1-1		2015.2.5	37,437	
2-1-1		2015.2.5	83,860	
E Kern Family Resource Center		2015.2.6	25,739	
E Kern Family Resource Center		2015.2.6	82,201	
Help Me Grow		2017.2.01	12,606	
Help Me Grow		2017.2.01	41,345	
Differential Response		N/A	8,125	
Differential Response		N/A	17,308	308,621
Total State Grants				\$ 8,313,968

See accompanying notes to the schedule.

**COMMUNITY ACTION PARTNERSHIP OF KERN
NOTES TO SCHEDULE OF
EXPENDITURES OF FEDERAL AND STATE AWARDS
FOR THE YEAR ENDED FEBRUARY 28, 2019**

NOTE 1 – BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal and State Awards includes the federal and state grant activity of Community Action Partnership of Kern (the Organization) and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of U.S. Office of Management and Budget (OMB) *Compliance Supplement*. The Organization has elected to use the 10% de minimis indirect cost rate in year 2019.

NOTE 2 – NONCASH ASSISTANCE

The Organization received noncash assistance in the form of food commodities, which is included in the amounts reported on the Schedule of Expenditures of Federal and State Awards. Commodities, with a fair value of \$1,528,117 at the time received, have been included in the determination of federal awards expended for the year ended February 28, 2019.

NOTE 3 – CLUSTER INFORMATION

Presented in this note are only grants that are clustered under Part 5 of the OMB *Compliance Supplement*.

<u>Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Federal Expenditures</u>
Child Care Development Block Grant Cluster		
Child Care and Development Block Grant	93.575	\$ 5,316,061
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596	<u>890,880</u>
Total Child Care Development Block Grant Cluster		6,206,941
Emergency Food Assistance Cluster		
Emergency Food Assistance Program (Administrative Costs)	10.568	289,415
Emergency Food Assistance Program (Food Commodities)	10.569	<u>3,313,272</u>
Total Emergency Food Assistance Center		3,602,687
Cluster Total		<u>\$ 9,809,628</u>

COMMUNITY ACTION PARTNERSHIP OF KERN

**SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 18F - 5015 (CSBG)
FOR THE PERIOD JANUARY 1, 2018 THROUGH DECEMBER 31, 2018**

	<u>Jan. 1, 2018 through Feb. 28, 2018</u>	<u>Mar. 1, 2018 through Dec. 31, 2018</u>	<u>Total Audited Costs</u>	<u>Total Reported Expenses</u>	<u>Total Budget</u>
REVENUE					
Grant Revenue Awarded	\$ 367,296	\$ 1,139,381	\$ 1,506,677		\$ 1,506,677
Deferred Grant Revenue	<u>(106,724)</u>	<u>106,724</u>	<u>-</u>		<u>-</u>
Total Revenue	<u>\$ 260,572</u>	<u>\$ 1,246,105</u>	<u>\$ 1,506,677</u>	<u>\$ -</u>	<u>\$ 1,506,677</u>
EXPENDITURES					
Administrative Costs					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	-	-	-	-	-
Operating Expenses	-	-	-	-	-
Out-of-State Travel	-	-	-	-	-
Contract/Consultant Services	-	-	-	-	-
Other Costs	<u>65,984</u>	<u>386,776</u>	<u>452,760</u>	<u>452,760</u>	<u>452,760</u>
Total Administrative Costs	65,984	386,776	452,760	452,760	452,760
Program Costs					
Salaries and Wages	130,119	459,938	590,057	590,057	645,810
Fringe Benefits	35,774	156,232	192,006	192,006	172,918
Operating Expenses	<u>28,695</u>	<u>243,159</u>	<u>271,854</u>	<u>271,854</u>	<u>235,189</u>
Total Program Costs	<u>194,588</u>	<u>859,329</u>	<u>1,053,917</u>	<u>1,053,917</u>	<u>1,053,917</u>
Total Expenditures	<u>\$ 260,572</u>	<u>\$ 1,246,105</u>	<u>\$ 1,506,677</u>	<u>\$ 1,506,677</u>	<u>\$ 1,506,677</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 16B – 4012 (LIHEAP)
WEATHERIZATION
FOR THE PERIOD JANUARY 1, 2016 THROUGH MARCH 31, 2018**

	<u>Jan. 1, 2016 through Feb. 28, 2018</u>	<u>Mar. 1, 2018 through Mar. 31, 2018</u>	<u>Total Audited Costs</u>	<u>Total Reported Expenses</u>	<u>Total Budget</u>
REVENUE					
Grant Revenue	\$ 2,153,533	\$ 3,381	\$ -	\$ -	\$ 2,162,294
Interest Income	-	-	-	-	-
Other Income	-	-	-	-	-
Total Revenue	<u>\$ 2,153,533</u>	<u>\$ 3,381</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,162,294</u>
EXPENDITURES					
Weatherization Program Costs					
Intake	\$ 131,258	\$ -	\$ 131,258	\$ 131,258	\$ 172,984
Outreach	48,748	-	48,748	48,748	108,115
Training & Technical Assistance	73,739	-	73,739	73,739	108,115
Out of State Travel	-	-	-	-	-
Major Vehicle and Field Equipment (More than \$5k)	-	-	-	-	-
Major Vehicle and Field Equipment (Less than \$5k)	-	-	-	-	-
General Operating Expenditures	1,155,397	-	1,155,397	1,155,397	750,000
Training & Technical Assistance - Solar H2O Heating	-	-	-	-	-
Total Program Costs:	<u>1,409,142</u>	<u>-</u>	<u>1,409,142</u>	<u>1,409,142</u>	<u>1,139,214</u>
Weatherization Direct Program Costs					
Total Weatherization Activity Expenditures	<u>744,391</u>	<u>3,381</u>	<u>747,772</u>	<u>747,772</u>	<u>1,023,080</u>
Total Expenditures:	<u>\$ 2,153,533</u>	<u>\$ 3,381</u>	<u>\$ 2,156,914</u>	<u>\$ 2,156,914</u>	<u>\$ 2,162,294</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SUPPLEMENTAL SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 16B – 4012 (LIHEAP)
ECIP, HEAP AND ASSURANCE 16
FOR THE PERIOD JANUARY 1, 2016 THROUGH MARCH 31, 2018**

	<u>Jan. 1, 2016 through Feb. 28, 2018</u>	<u>Mar. 1, 2018 through Mar. 31, 2018</u>	<u>Total Audited Costs</u>	<u>Total Reported Expenses</u>	<u>Total Budget</u>
REVENUE					
Grant Revenue	\$ 2,072,861	\$ 5,284	\$ 2,078,145		\$ 4,874,124
Interest Income	140	-	140		
Other Income	127	-	127		-
Total Revenue	<u>\$ 2,073,128</u>	<u>\$ 5,284</u>	<u>\$ 2,078,412</u>	<u>\$ -</u>	<u>\$ 4,874,124</u>
EXPENDITURES					
Assurance 16 Costs					
Administrative Costs	\$ 386,145	\$ 2,310	\$ 388,455	\$ 388,455	\$ 398,826
Administrative Costs					
Administrative Costs	357,194	428	357,622	357,622	381,308
Administrative Equipment	-	-	-	-	-
Out of State Travel	-	-	-	-	-
Total Assurance 16/Administration Costs:	<u>743,339</u>	<u>2,738</u>	<u>746,077</u>	<u>746,077</u>	<u>780,134</u>
Program Support Costs					
Intake	374,135	-	374,135	374,135	381,567
Outreach	263,892	-	263,892	263,892	263,892
Training & Technical Assistance	2,035	-	2,035	2,035	5,000
Out of State Travel	-	-	-	-	0
Major Vehicle and Field Equipment (More than \$5k)	-	-	-	-	0
Major Vehicle and Field Equipment (Less than \$5k)	-	-	-	-	0
General Operating Expenditures	248,880	811	249,692	249,692	240,000
Automation Supplemental	-	-	-	-	0
Total Program Costs	<u>888,942</u>	<u>811</u>	<u>889,754</u>	<u>889,754</u>	<u>890,459</u>
Program Service Costs					
ECIP Emergency Heating & Cooling Services (EHCS)	330,695	1,735	332,430	332,429	307,900
Severe Weather Energy Assist & Trans. Svcs (SWEATS)	-	-	-	-	0
Wood, Propane and Oil (ECIP & HEAP WPO)	110,151	-	110,151	110,151	110,000
Total Program Services Costs	<u>440,846</u>	<u>1,735</u>	<u>442,581</u>	<u>442,580</u>	<u>417,900</u>
Total Expenditures	<u>\$ 2,073,127</u>	<u>\$ 5,284</u>	<u>\$ 2,078,412</u>	<u>\$ 2,078,411</u>	<u>\$ 2,088,493</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 17B - 3012 (LIHEAP)
WEATHERIZATION
FOR THE PERIOD JANUARY 1, 2017 THROUGH DECEMBER 31, 2018**

	<u>Jan. 1, 2017 through Feb. 28, 2018</u>	<u>Mar. 1, 2018 through Dec. 31, 2018</u>	<u>Total Audited Costs</u>	<u>Total Reported Expenses</u>	<u>Total Budget</u>
REVENUE					
Grant Revenue	\$ 1,748,013	\$ 10,415	\$ 1,758,428	\$	\$ 1,789,158
Interest Income	-	-	-		-
Other Income	-	-	-		-
Deferred Revenue Earned	-	-	-		-
Total Revenue	<u>\$ 1,748,013</u>	<u>\$ 10,415</u>	<u>\$ 1,758,428</u>	<u>\$ -</u>	<u>\$ 1,789,158</u>
EXPENDITURES					
Weatherization Program Costs					
Intake	\$ 143,133	\$ -	\$ 143,133	\$ 143,133	\$ 143,133
Outreach	13,080	-	13,080	13,080	13,080
Training & Technical Assistance	38,140	-	38,140	38,140	38,140
Out of State Travel	-	-	-	-	-
Major Vehicle and Field Equipment (More than \$5k)	-	-	-	-	-
Major Vehicle and Field Equipment (Less than \$5k)	-	-	-	-	-
Liability Insurance	13,434	-	13,434	13,434	13,434
General Operating Expenditures	244,176	150	244,326	244,326	286,457
Other Program Costs	770,598	10,265	780,863	780,863	769,296
Total Weatherization Program Costs:	<u>1,222,561</u>	<u>10,415</u>	<u>1,232,976</u>	<u>1,232,976</u>	<u>1,263,540</u>
Weatherization Direct Program Costs					
Total Weatherization Activity Expenditures	<u>525,452</u>	<u>-</u>	<u>525,452</u>	<u>525,452</u>	<u>525,618</u>
Total Expenditures:	<u>\$ 1,748,013</u>	<u>\$ 10,415</u>	<u>\$ 1,758,428</u>	<u>\$ 1,758,428</u>	<u>\$ 1,789,158</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 17B - 3012 (LIHEAP)
ECIP, HEAP AND ASSURANCE 16
FOR THE PERIOD JANUARY 1, 2017 THROUGH DECEMBER 31, 2018**

	<u>Jan. 1, 2017 through Feb. 28, 2018</u>	<u>Mar. 1, 2018 through Dec. 31, 2018</u>	<u>Total Audited Costs</u>	<u>Total Reported Expenses</u>	<u>Total Budget</u>
REVENUE					
Grant Revenue	\$ 1,643,346	\$ 76,067	\$ 1,719,413	\$ 	\$ 1,724,371
Interest Income	195	-	195		-
Other Income	30	-	30		-
Total Revenue	<u>\$ 1,643,571</u>	<u>\$ 76,067</u>	<u>\$ 1,719,638</u>		<u>\$ 1,724,371</u>
EXPENDITURES					
Assurance 16 Costs					
Administrative Costs	\$ 338,904	\$ 11,083	\$ 349,987	\$ 349,987	\$ 355,675
Administrative Costs					
Administrative Costs	310,053	3,010	313,063	313,063	395,700
Total Assurance 16/Administration Costs:	<u>648,957</u>	<u>14,093</u>	<u>663,050</u>	<u>663,050</u>	<u>751,375</u>
Program Support Costs					
Intake	283,694	14,136	297,830	297,830	304,166
Outreach	191,058	6,675	197,733	197,733	201,620
Training & Technical Assistance	1,168	-	1,168	1,168	10,000
Liability Insurance	2,047	108	2,155	2,155	3,500
General Operating Expenditures	130,717	10,406	141,123	141,123	123,708
Automation Supplemental	40,000	-	40,000	40,000	-
Other Program Costs	124,313	13,615	137,928	137,928	119,002
Total Program Support Costs	<u>772,997</u>	<u>44,940</u>	<u>817,937</u>	<u>817,937</u>	<u>761,996</u>
Program Service Costs					
ECIP Emergency Heating & Cooling Services (EHCS)	144,171	17,034	161,205	161,205	133,000
Severe Weather Energy Assist & Trans. Svcs (SWEATS)	-	-	-	-	-
Wood, Propane and Oil (ECIP & HEAP WPO)	77,446	-	77,446	77,446	78,000
Total Program Service Costs	<u>221,617</u>	<u>17,034</u>	<u>238,651</u>	<u>238,651</u>	<u>211,000</u>
Total Expenditures	<u>\$ 1,643,571</u>	<u>\$ 76,067</u>	<u>\$ 1,719,638</u>	<u>\$ 1,719,638</u>	<u>\$ 1,724,371</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 18B - 4012 (LIHEAP)
WEATHERIZATION
FOR THE PERIOD OCTOBER 1, 2017 THROUGH DECEMBER 31, 2018**

	<u>Oct. 1, 2017 through Feb. 28, 2018</u>	<u>Mar. 1, 2018 through Dec. 31, 2018</u>	<u>Total Audited Costs</u>	<u>Total Reported Expenses</u>	<u>Total Budget</u>
REVENUE					
Grant Revenue	\$ 348,792	\$ 1,495,660	\$ 1,844,452	\$	\$ 1,844,452
Interest Income	-	-	-		-
Other Income	-	-	-		-
Total Revenue	<u>\$ 348,792</u>	<u>\$ 1,495,660</u>	<u>\$ 1,844,452</u>	<u>\$ -</u>	<u>\$ 1,844,452</u>
EXPENDITURES					
Weatherization Program Costs					
Intake	\$ 49,618	\$ 102,898	\$ 152,516	\$ 152,516	\$ 152,516
Outreach	2,966	36,095	39,061	39,061	95,323
Training & Technical Assistance	3,824	51,333	55,157	55,157	95,323
Out of State Travel	-	-	-	-	-
Major Vehicle and Field Equipment (More than \$5k)	-	-	-	-	-
Major Vehicle and Field Equipment (Less than \$5k)	-	-	-	-	-
Liability Insurance	3,644	8,425	12,069	12,069	-
General Operating Expenditures	58,680	105,588	164,268	164,268	-
Other Program Costs	207,947	568,405	776,352	776,352	-
Total Weatherization Program Costs:	<u>326,679</u>	<u>872,744</u>	<u>1,199,423</u>	<u>1,199,423</u>	<u>343,162</u>
Weatherization Direct Program Costs					
Total Weatherization Activity Expenditures	<u>22,113</u>	<u>622,916</u>	<u>645,029</u>	<u>645,029</u>	<u>1,501,290</u>
Total Expenditures	<u>\$ 348,792</u>	<u>\$ 1,495,660</u>	<u>\$ 1,844,452</u>	<u>\$ 1,844,452</u>	<u>\$ 1,844,452</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CONTRACT NO. 18B - 4012 (LIHEAP)
ECIP, HEAP AND ASSURANCE 16
FOR THE PERIOD OCTOBER 1, 2017 THROUGH DECEMBER 31, 2018**

	<u>Oct. 1, 2017 through Feb. 28, 2018</u>	<u>Mar. 1, 2018 through Dec. 31, 2018</u>	<u>Total Audited Costs</u>	<u>Total Reported Expenses</u>	<u>Total Budget</u>
REVENUE					
Grant Revenue	\$ 272,819	\$ 1,400,109	\$ 1,672,928	\$	
Interest Income	46	197	243		
Other Income	136	654	790		-
Total Revenue	<u>\$ 273,001</u>	<u>\$ 1,400,960</u>	<u>\$ 1,673,961</u>	<u>\$ -</u>	<u>\$ -</u>
EXPENDITURES					
Assurance 16 Costs					
Administrative Costs	\$ 53,561	\$ 245,756	\$ 299,317	\$ 299,317	\$ 449,185
Administrative Costs					
Administrative Costs	70,860	235,122	305,981	305,981	449,185
Administrative Equipment	-	-	-	-	-
Out of State Travel	-	-	-	-	-
Total Assurance 16/Administration Costs:	<u>124,421</u>	<u>480,878</u>	<u>605,298</u>	<u>605,299</u>	<u>898,370</u>
Program Support Costs					
Intake	45,969	210,189	256,158	256,158	318,645
Outreach	28,592	132,627	161,219	161,219	194,494
Training & Technical Assistance	-	1,447	1,447	1,447	114,177
Out of State Travel	-	-	-	-	-
Major Vehicle and Field Equipment (More than \$5k)	-	-	-	-	-
Major Vehicle and Field Equipment (Less than \$5k)	-	-	-	-	-
Liability Insurance	352	519	871	871	-
General Operating Expenditures	25,810	116,271	142,081	142,081	-
Automation Supplemental	-	-	-	-	-
Other Program Costs	32,701	159,393	192,094	192,094	-
Total Program Costs	<u>133,424</u>	<u>620,446</u>	<u>753,870</u>	<u>753,870</u>	<u>627,316</u>
Program Service Costs					
ECIP Emergency Heating & Cooling Services (EHCS)	-	190,990	190,990	190,990	151,376
Severe Weather Energy Assist & Trans. Svcs (SWEATS)	-	-	-	-	-
Wood, Propane and Oil (ECIP & HEAP WPO)	15,156	108,647	123,803	123,803	-
Total Program Services Costs	<u>15,156</u>	<u>299,637</u>	<u>314,793</u>	<u>314,793</u>	<u>151,376</u>
Total Expenditures	<u>\$ 273,001</u>	<u>\$ 1,400,961</u>	<u>\$ 1,673,961</u>	<u>\$ 1,673,962</u>	<u>\$ 1,677,062</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
CALIFORNIA STATE PRESCHOOL PROGRAMS
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. CSPP - 7119
FOR THE PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018**

	July 1, 2017 through Feb. 28, 2018	Mar. 1, 2018 through June 30, 2018	TOTAL
REVENUE			
Federal Grant Revenue	\$ 356,509	\$ 178,529	\$ 535,038
State Grant Revenue	1,719,214	877,018	2,596,232
Parent Fees	<u>1,913</u>	<u>338</u>	<u>2,251</u>
Total Revenue	<u>2,077,636</u>	<u>1,055,885</u>	<u>3,133,521</u>
EXPENDITURES			
Salaries	1,394,468	707,807	2,102,275
Fringe Benefits	470,564	240,830	711,394
Travel	1,291	185	1,476
Consumable Supplies	131	267	398
Consultant/Contract Services	4,899	8,887	13,786
Other Costs	2,735	1,919	4,654
Depreciation	14,466	-	14,466
Administration Cost	<u>189,082</u>	<u>95,990</u>	<u>285,072</u>
Total Expenditures	<u>2,077,636</u>	<u>1,055,885</u>	<u>3,133,521</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
CHILD AND ADULT CARE FOOD - KERN
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. 15-1248-OJ
FOR THE PERIOD OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

	Oct. 1, 2017 through Feb. 28, 2018	Mar. 1, 2018 through Sept. 30, 2018	TOTAL
REVENUE			
Federal Grant Revenue	\$ 699,883	\$ 737,001	\$ 1,436,884
Total Revenue	<u>699,883</u>	<u>737,001</u>	<u>1,436,884</u>
EXPENDITURES			
Salaries	314,492	347,466	661,958
Fringe Benefits	68,236	119,394	187,630
Travel	11,875	14,977	26,852
Space Costs	33,563	64,248	97,811
Consumable Supplies	60,090	71,268	131,358
Consultant/Contract Services	1,152	1,117	2,269
Other Costs	25,327	37,065	62,392
Program Costs	390,341	432,220	822,561
Depreciation	4,229	2,467	6,696
Administration Cost	63,433	66,053	129,486
Head Start Subsidy	<u>(272,855)</u>	<u>(419,274)</u>	<u>(692,129)</u>
Total Expenditures	<u>699,883</u>	<u>737,001</u>	<u>1,436,884</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
CHILD AND ADULT CARE FOOD – SAN JOAQUIN
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. 15-1248-OJ
FOR THE PERIOD OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

	<u>Oct. 1, 2017 through Feb. 28, 2018</u>	<u>Mar. 1, 2018 through Sept. 30, 2018</u>	<u>TOTAL</u>
REVENUE			
Federal Grant Revenue	\$ 61,652	\$ 87,586	\$ 149,238
Total Revenue	<u>61,652</u>	<u>87,586</u>	<u>149,238</u>
EXPENDITURES			
Salaries	-	-	-
Fringe Benefits	-	-	-
Travel	-	-	-
Space Costs	-	-	-
Consumable Supplies	-	-	-
Equipment	-	-	-
Consultant/Contract Services	-	-	-
Other Costs	-	-	-
Program Costs	56,437	78,845	135,282
Administration Cost	<u>5,215</u>	<u>8,741</u>	<u>13,956</u>
Total Expenditures	<u>61,652</u>	<u>87,586</u>	<u>149,238</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
COMMUNITY SERVICES BLOCK GRANT NO. 18F - 2015
FOR THE PERIOD JANUARY 1, 2018 THROUGH DECEMBER 31, 2018**

	Jan. 1, 2018 through Feb. 28, 2018	Mar. 1, 2018 through Dec. 31, 2018	TOTAL
REVENUE			
Federal Grant Revenue	\$ 260,709	\$ 1,245,968	\$ 1,506,677
Private Revenue	-	2,740	2,740
Donation	-	300	300
Total Revenue	<u>260,709</u>	<u>1,249,008</u>	<u>1,509,717</u>
EXPENDITURES			
Salaries	130,118	459,938	590,056
Fringe Benefits	35,774	156,232	192,006
Travel	680	7,955	8,635
Space Costs	18,524	184,506	203,030
Consumable Supplies	1,225	13,920	15,145
Consultant/Contract Services	401	1,984	2,385
Other Costs	6,168	35,100	41,268
Program Costs	1,699	2,733	4,432
Administration Cost	66,120	386,640	452,760
Total Expenditures	<u>260,709</u>	<u>1,249,008</u>	<u>1,509,717</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
COUNTY OF KERN 211 GRANT NO. 1004 - 2016
FOR THE PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018**

	July 1, 2017 through Feb. 28, 2018	Mar. 1, 2018 through June 30, 2018	TOTAL
REVENUE			
Local Grant Revenue	\$ 44,738	\$ -	\$ 44,738
Total Revenue	<u>44,738</u>	<u>-</u>	<u>44,738</u>
EXPENDITURES			
Travel	589	-	589
Space Costs	11,815	-	11,815
Consumable Supplies	9,192	-	9,192
Consultant/Contract Services	1,431	-	1,431
Other Costs	18,124	-	18,124
Administration Cost	<u>3,587</u>	<u>-</u>	<u>3,587</u>
Total Expenditures	<u>44,738</u>	<u>-</u>	<u>44,738</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
COUNTY OF KERN 211 HOSPITAL PREPAREDNESS
FOR THE PERIOD SEPTEMBER 4, 2018 THROUGH JANUARY 31, 2019**

	Sept. 4, 2018 through Jan. 31, 2019	TOTAL
REVENUE		
Federal Grant Revenue	\$ 9,875	\$ 9,875
Total Revenue	<u>9,875</u>	<u>9,875</u>
 EXPENDITURES		
Consumable Supplies	<u>9,875</u>	<u>9,875</u>
Total Expenditures	<u>9,875</u>	<u>9,875</u>
REVENUE OVER/(UNDER) EXPENDITURES	\$ <u><u>-</u></u>	\$ <u><u>-</u></u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
COUNTY OF KERN - GANG VIOLENCE PREVENTION GRANT NO. 230 - 2017
FOR THE PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018**

	July 1, 2017 through Feb. 28, 2018	Mar. 1, 2018 through June 30, 2018	TOTAL
REVENUE			
Local Grant Revenue	\$ 36,787	\$ 18,654	\$ 55,441
Total Revenue	<u>36,787</u>	<u>18,654</u>	<u>55,441</u>
EXPENDITURES			
Salaries	25,041	12,549	37,590
Fringe Benefits	4,201	2,222	6,423
Travel	392	228	620
Space Costs	1,689	1,630	3,319
Consumable Supplies	424	-	424
Other Costs	1,584	-	1,584
Program Costs	112	329	441
Administration Cost	<u>3,344</u>	<u>1,696</u>	<u>5,040</u>
Total Expenditures	<u>36,787</u>	<u>18,654</u>	<u>55,441</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
DIFFERENTIAL RESPONSE
FOR THE PERIOD JULY 1, 2017 THROUGH FEBRUARY 28, 2019**

	STATE DEPARTMENT OF SOCIAL SERVICES				FIRST 5 KERN			
	July 1, 2017 through Feb. 28, 2018	Mar. 1, 2018 through June 30, 2018	TOTAL	July 1, 2018 through Feb. 28, 2019	July 1, 2017 through Feb. 28, 2018	Mar. 1, 2018 through June 30, 2018	TOTAL	July 1, 2018 through Feb. 28, 2019
REVENUE								
State Grant Revenue	\$ 108,178	\$ 47,722	\$ 155,900	\$ 109,721	\$ 17,948	\$ 8,125	\$ 26,073	\$ 17,308
Total Revenue	<u>108,178</u>	<u>47,722</u>	<u>155,900</u>	<u>109,721</u>	<u>17,948</u>	<u>8,125</u>	<u>26,073</u>	<u>17,308</u>
EXPENDITURES								
Salaries	66,122	26,154	92,276	64,255	13,139	5,637	18,776	12,144
Fringe Benefits	17,106	9,117	26,223	20,324	3,484	1,888	5,372	3,886
Travel	2,910	1,735	4,645	3,964	-	-	-	-
Space Costs	8,886	3,855	12,741	9,052	-	-	-	-
Consumable Supplies	1,069	1,781	2,850	762	-	-	-	-
Equipment	330	-	330	-	-	-	-	-
Consultant/Contract Services	-	-	-	-	-	-	-	-
Other Costs	2,912	1,269	4,181	3,408	-	-	-	-
Program Costs	964	245	1,209	41	-	-	-	-
Administration Cost	7,879	3,566	11,445	7,915	1,325	600	1,925	1,278
Total Expenditures	<u>108,178</u>	<u>47,722</u>	<u>155,900</u>	<u>109,721</u>	<u>17,948</u>	<u>8,125</u>	<u>26,073</u>	<u>17,308</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
EARLY HEAD START/HEAD START AWARD NO. 09CH9142/05
FOR THE PERIOD MARCH 1, 2018 THROUGH FEBRUARY 28, 2019**

	<u>EARLY HEAD START BASE</u>	<u>EARLY HEAD START T & TA</u>	<u>EARLY HEAD START CARRYOVER</u>	<u>HEAD START BASE</u>	<u>HEAD START T & TA</u>	<u>HEAD START CARRYOVER</u>	
	<u>Mar. 1, 2018 through Feb. 28, 2019</u>	<u>Mar. 1, 2018 through Feb. 28, 2019</u>	<u>Mar. 1, 2018 through Feb. 29, 2019</u>	<u>Mar. 1, 2018 through Feb. 28, 2019</u>	<u>Mar. 1, 2018 through Feb. 28, 2019</u>	<u>Mar. 1, 2018 through Feb. 28, 2019</u>	<u>TOTAL</u>
REVENUE							
Federal Grant Revenue	\$ 4,044,655	\$ 95,089	\$ 57,000	20,602,005	\$ 249,168	511,825	\$ 25,559,742
Other Revenue	3,719	-	-	58,754	-	-	62,473
Donations	-	-	-	1,100	-	-	1,100
In-Kind	-	-	-	8,427,669	-	-	8,427,669
Total Revenue	<u>4,048,374</u>	<u>95,089</u>	<u>57,000</u>	<u>29,089,528</u>	<u>249,168</u>	<u>511,825</u>	<u>34,050,984</u>
EXPENDITURES							
Salaries	1,849,951	8,345	-	10,664,574	-	-	12,522,870
Fringe Benefits	570,073	2,195	-	3,247,288	-	-	3,819,556
Travel	34,485	228	-	139,819	57,845	-	232,377
Space Costs	251,397	-	-	1,887,502	-	343,474	2,482,373
Consumable Supplies	495,481	10,933	-	954,861	20,880	-	1,482,155
Equipment	252,128	-	57,000	152,379	-	133,999	595,506
Consultant/Contract Services	20,583	2,353	-	135,356	16,802	-	175,094
Other Costs	86,090	63,766	-	708,366	131,085	-	989,307
Program Costs	148,734	-	-	646,392	-	-	795,126
Depreciation	7,318	-	-	389,702	-	-	397,020
Administration Cost	332,134	7,269	-	1,735,620	22,556	34,352	2,131,931
In-Kind	-	-	-	8,427,669	-	-	8,427,669
Total Expenditures	<u>4,048,374</u>	<u>95,089</u>	<u>57,000</u>	<u>29,089,528</u>	<u>249,168</u>	<u>511,825</u>	<u>34,050,984</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
EARLY HEAD START CHILDCARE PARTNERSHIP AWARD NO. 09HP0036/04
FOR THE PERIOD SEPTEMBER 1, 2017 THROUGH AUGUST 31, 2018**

	<u>EARLY HEAD START CHILDCARE PARTNERSHIP BASE</u>	<u>EARLY HEAD START CHILDCARE PARTNERSHIP BASE</u>	<u>EARLY HEAD START CHILDCARE PARTNERSHIP T & TA</u>	<u>EARLY HEAD START CHILDCARE PARTNERSHIP T & TA</u>	<u>EARLY HEAD START CHILDCARE PARTNERSHIP CARRYOVER</u>	<u>EARLY HEAD START CHILDCARE PARTNERSHIP CARRYOVER</u>	
	<u>Sept. 1, 2017 through Feb. 28, 2018</u>	<u>Mar. 1, 2018 through Aug. 31, 2018</u>	<u>Sept. 1, 2017 through Feb. 28, 2018</u>	<u>Mar. 1, 2018 through Aug. 31, 2018</u>	<u>Sept. 1, 2017 through Feb. 28, 2018</u>	<u>Mar. 1, 2018 through Aug. 31, 2018</u>	<u>TOTAL</u>
REVENUE							
Federal Grant Revenue	\$ 361,846	\$ 329,065	\$ 10,024	\$ 11,006	\$ -	\$ 170,379	\$ 882,320
Other Revenue	1	1	-	-	-	-	2
In-Kind	<u>112,384</u>	<u>125,765</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>238,149</u>
Total Revenue	<u>474,231</u>	<u>454,831</u>	<u>10,024</u>	<u>11,006</u>	<u>-</u>	<u>170,379</u>	<u>1,120,471</u>
EXPENDITURES							
Salaries	62,281	61,053	-	-	-	-	123,334
Fringe Benefits	16,356	15,358	-	-	-	-	31,714
Travel	651	901	1,945	2,053	-	-	5,550
Space Costs	1,388	1,412	-	-	-	-	2,800
Consumable Supplies	13,991	3	1,557	1,791	-	66,142	83,484
Equipment	-	-	-	-	-	48,500	48,500
Consultant/Contract Services	230,904	216,904	20	1,000	-	-	448,828
Other Costs	2,247	2,811	5,591	5,162	-	44,657	60,468
Program Costs	518	92	-	-	-	-	610
Depreciation	634	634	-	-	-	-	1,268
Administration Cost	32,877	29,898	911	1,000	-	11,080	75,766
In-Kind	<u>112,384</u>	<u>125,765</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>238,149</u>
Total Expenditures	<u>474,231</u>	<u>454,831</u>	<u>10,024</u>	<u>11,006</u>	<u>-</u>	<u>170,379</u>	<u>1,120,471</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
EARLY HEAD START SAN JOAQUIN AWARD NO. 09CH010071/04
FOR THE PERIOD FEBRUARY 1, 2018 THROUGH JANUARY 31, 2019**

	EARLY HEAD START SAN JOAQUIN BASE	EARLY HEAD START SAN JOAQUIN BASE	EARLY HEAD START SAN JOAQUIN T & TA	EARLY HEAD START SAN JOAQUIN T & TA	
	Feb. 1, 2018 through Feb. 28, 2018	Mar. 1, 2018 through Jan. 31, 2019	Feb. 1, 2018 through Feb. 28, 2018	Mar. 1, 2018 through Jan. 31, 2019	TOTAL
REVENUE					
Federal Grant Revenue	\$ 426,090	\$ 4,707,551	\$ 1,026	\$ 118,149	\$ 5,252,816
Other Revenue	9	29,645	-	-	29,654
In-Kind	64,685	1,180,040	-	-	1,244,725
Total Revenue	490,784	5,917,236	1,026	118,149	6,527,195
EXPENDITURES					
Salaries	255,108	2,843,123	-	30,370	3,128,601
Fringe Benefits	72,967	761,128	-	11,201	845,296
Travel	3,457	47,521	343	20,858	72,179
Space Costs	29,947	339,044	-	-	368,991
Consumable Supplies	11,515	105,643	-	3,825	120,983
Equipment	-	68,809	-	-	68,809
Consultant/Contract Services	950	11,795	-	8,250	20,995
Other Costs	7,844	101,975	590	33,598	144,007
Program Costs	6,073	54,518	-	-	60,591
Depreciation	111	1,106	-	-	1,217
Administration Cost	38,127	402,534	93	10,047	450,801
In-Kind	64,685	1,180,040	-	-	1,244,725
Total Expenditures	490,784	5,917,236	1,026	118,149	6,527,195
REVENUE OVER/(UNDER) EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
EMERGENCY FOOD ASSISTANCE PROGRAM GRANT NO. 15-MOU-00118
FOR THE PERIOD OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

	Oct. 1, 2017 through Feb. 28, 2018	Mar. 1, 2018 through Sept. 30, 2018	TOTAL
REVENUE			
Federal Grant Revenue	\$ 78,915	\$ 158,147	\$ 237,062
Donations	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	<u>78,915</u>	<u>158,147</u>	<u>237,062</u>
EXPENDITURES			
Salaries	39,474	96,070	135,544
Fringe Benefits	9,994	19,715	29,709
Travel	6,369	8,124	14,493
Space Costs	4,711	16,867	21,578
Consumable Supplies	2,957	2,544	5,501
Consultant/Contract Services	1,127	1,143	2,270
Other Costs	14,283	20,404	34,687
Food Bank Subsidy	<u>-</u>	<u>(6,720)</u>	<u>(6,720)</u>
Total Expenditures	<u>78,915</u>	<u>158,147</u>	<u>237,062</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
FIRST 5 KERN 211 AGREEMENT NO. 2015.2.5
FOR THE PERIOD JULY 1, 2017 THROUGH FEBRUARY 28, 2019**

	July 1, 2017 through Feb. 28, 2018	Mar. 1, 2018 through June 30, 2018	TOTAL	July 1, 2018 through Feb. 28, 2019
REVENUE				
State Grant Revenue	\$ 53,499	\$ 37,437	\$ 90,936	\$ 83,860
Total Revenue	<u>53,499</u>	<u>37,437</u>	<u>90,936</u>	<u>83,860</u>
EXPENDITURES				
Salaries	41,236	28,289	69,525	64,288
Fringe Benefits	7,399	7,376	14,775	12,768
Administration Cost	<u>4,864</u>	<u>1,772</u>	<u>6,636</u>	<u>6,804</u>
Total Expenditures	<u>53,499</u>	<u>37,437</u>	<u>90,936</u>	<u>83,860</u>
REVENUE OVER/(UNDER) EXPENDITURES	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
FIRST 5 KERN - EAST KERN FAMILY RESOURCE CENTER
AGREEMENT NO. 2015.2.6
FOR THE PERIOD JULY 1, 2017 THROUGH FEBRUARY 28, 2019**

	July 1, 2017 through Feb. 28, 2018	Mar. 1, 2018 through June 30, 2018	TOTAL	July 1, 2018 through Feb. 28, 2019
REVENUE				
State Grant Revenue	\$ 85,757	\$ 25,739	\$ 111,496	\$ 82,201
Total Revenue	85,757	25,739	111,496	82,201
EXPENDITURES				
Salaries	55,556	14,053	69,609	52,654
Fringe Benefits	11,789	4,960	16,749	12,836
Travel	3,525	309	3,834	1,644
Space Costs	5,924	2,570	8,494	5,832
Consumable Supplies	696	752	1,448	528
Other Costs	1,957	1,146	3,103	2,624
Administration Cost	6,310	1,949	8,259	6,083
Total Expenditures	85,757	25,739	111,496	82,201
REVENUE OVER/(UNDER) EXPENDITURES	\$ -	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
FIRST 5 KERN – HELP ME GROW
AGREEMENT NO. 2017.2.01
FOR THE PERIOD JULY 1, 2017 THROUGH FEBRUARY 28, 2019**

	July 1, 2017 through Feb. 28, 2018	Mar. 1, 2018 through June 30, 2018	TOTAL	July 1, 2018 through Feb. 28, 2019
REVENUE				
State Grant Revenue	\$ 34,470	\$ 12,606	\$ 47,076	\$ 41,345
Total Revenue	<u>34,470</u>	<u>12,606</u>	<u>47,076</u>	<u>41,345</u>
EXPENDITURES				
Salaries	26,040	10,275	36,315	30,232
Fringe Benefits	5,296	1,978	7,274	7,774
Administration Cost	<u>3,134</u>	<u>353</u>	<u>3,487</u>	<u>3,339</u>
Total Expenditures	<u>34,470</u>	<u>12,606</u>	<u>47,076</u>	<u>41,345</u>
REVENUE OVER/(UNDER) EXPENDITURES	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
GENERAL CHILD CARE AND DEVELOPMENT PROGRAM
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. CCTR - 7050
FOR THE PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018**

	<u>July 1, 2017 through Feb. 28, 2018</u>	<u>Mar. 1, 2018 through June 30, 2018</u>	<u>TOTAL</u>
REVENUE			
Federal Grant Revenue	\$ 583,000	\$ 287,673	\$ 870,673
State Grant Revenue	976,658	481,742	1,458,400
Parent Fees	<u>2,181</u>	<u>705</u>	<u>2,886</u>
Total Revenue	<u>1,561,839</u>	<u>770,120</u>	<u>2,331,959</u>
EXPENDITURES			
Salaries	1,048,778	524,284	1,573,062
Fringe Benefits	367,064	172,255	539,319
Travel	396	59	455
Consumable Supplies	72	82	154
Consultant/Contract Services	2,687	2,725	5,412
Other Costs	858	616	1,474
Administration Cost	<u>141,984</u>	<u>70,099</u>	<u>212,083</u>
Total Expenditures	<u>1,561,839</u>	<u>770,120</u>	<u>2,331,959</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
INFORMATION AND EDUCATION GRANT NO. 16-10206
FOR THE PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018**

	July 1, 2017 through Feb. 28, 2018	Mar. 1, 2018 through June 30, 2018	TOTAL
REVENUE			
State Grant Revenue	\$ 51,614	\$ 24,311	\$ 75,925
Total Revenue	<u>51,614</u>	<u>24,311</u>	<u>75,925</u>
EXPENDITURES			
Salaries	34,026	14,572	48,598
Fringe Benefits	8,291	4,533	12,824
Travel	2,079	1,301	3,380
Consumable Supplies	479	476	955
Other Costs	193	242	435
Program Costs	1,854	508	2,362
Administration Cost	4,692	2,679	7,371
Total Expenditures	<u>51,614</u>	<u>24,311</u>	<u>75,925</u>
REVENUE OVER/(UNDER) EXPENDITURES	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
LOW-INCOME WEATHERIZATION PROGRAM (LIWP)
SINGLE FAMILY
FOR THE PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018**

	Aug 1, 2017 through Feb. 28, 2018	Mar. 1, 2018 through June 30, 2018	TOTAL
REVENUE			
State Grant Revenue	\$ 25,391	\$ 189,279	\$ 214,670
Total Revenue	<u>25,391</u>	<u>189,279</u>	<u>214,670</u>
EXPENDITURES			
Salaries	12,329	38,836	51,165
Fringe Benefits	3,687	11,851	15,538
Travel	357	886	1,243
Space Costs	3,242	12,265	15,507
Consumable Supplies	725	2,513	3,238
Consultant/Contract Services	191	63,812	64,003
Other Costs	2,595	12,886	15,481
Depreciation	142	15,932	16,074
Administration Cost	2,123	30,298	32,421
Total Expenditures	<u>25,391</u>	<u>189,279</u>	<u>214,670</u>
REVENUE OVER/(UNDER) EXPENDITURES	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
LOW INCOME WEATHERIZATION PROGRAM (LIWP)
SOLAR PV PILOT
FOR THE PERIOD JULY 1, 2016 THROUGH JUNE 30, 2018**

	<u>July 1, 2016 through Feb. 28, 2017</u>	<u>Mar. 1, 2017 through Feb. 28, 2018</u>	<u>Mar. 1, 2018 through June 30, 2018</u>	<u>TOTAL</u>
REVENUE				
State Grant Revenue	\$ 99,907	106,489	\$ 34,325	\$ 240,721
Total Revenue	<u>99,907</u>	<u>106,489</u>	<u>34,325</u>	<u>240,721</u>
EXPENDITURES				
Salaries	47,212	48,267	14,843	110,322
Fringe Benefits	16,644	16,786	5,949	39,379
Travel	5,781	1,607	613	8,001
Space Costs	-	798	1,602	2,400
Consumable Supplies	18,561	9,328	2,555	30,444
Consultant/Contract Services	-	12,686	4,023	16,709
Other Costs	110	744	1,646	2,500
Depreciation	2,517	6,634	1,441	10,592
Administration Cost	9,082	9,639	1,653	20,374
Total Expenditures	<u>99,907</u>	<u>106,489</u>	<u>34,325</u>	<u>240,721</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
MIGRANT ALTERNATIVE PAYMENT
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. CMAP - 7000
FOR THE PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018**

	July 1, 2017 through Feb. 28, 2018	Mar. 1, 2018 through June 30, 2018	TOTAL
REVENUE			
Federal Grant Revenue	\$ 3,472,248	\$ 1,771,229	\$ 5,243,477
State Grant Revenue	1,064,626	544,180	1,608,806
Parent Fees	76,498	45,479	121,977
Total Revenue	4,613,372	2,360,888	6,974,260
EXPENDITURES			
Salaries	357,574	153,898	511,472
Fringe Benefits	71,485	32,442	103,927
Travel	5,867	2,202	8,069
Space Costs	52,619	24,425	77,044
Consumable Supplies	6,431	4,012	10,443
Consultant/Contract Services	4,053	6,189	10,242
Other Costs	47,378	23,450	70,828
Program Costs	3,801,917	1,951,892	5,753,809
Administration Cost	266,048	162,378	428,426
Total Expenditures	4,613,372	2,360,888	6,974,260
REVENUE OVER/(UNDER) EXPENDITURES	\$ -	\$ -	\$ -

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
MIGRANT CHILD CARE
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. CMIG-7004
FOR THE PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018**

	July 1, 2017 through Feb. 28, 2018	Mar. 1, 2018 through June 30, 2018	TOTAL
REVENUE			
State Grant Revenue	\$ 162,029	\$ 74,470	\$ 236,499
Parent Fees	<u>1,210</u>	<u>641</u>	<u>1,851</u>
Total Revenue	<u>163,239</u>	<u>75,111</u>	<u>238,350</u>
EXPENDITURES			
Salaries	110,334	50,668	161,002
Fringe Benefits	37,619	17,282	54,901
Travel	35	11	46
Consumable Supplies	8	7	15
Consultant/Contract Services	316	237	553
Other Costs	87	78	165
Administration Cost	<u>14,840</u>	<u>6,828</u>	<u>21,668</u>
Total Expenditures	<u>163,239</u>	<u>75,111</u>	<u>238,350</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
MIGRANT CHILD CARE - SPECIALIZED SERVICES
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. CMSS-7004
FOR THE PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018**

	<u>July 1, 2017 through Feb. 28, 2018</u>	<u>Mar. 1, 2018 through June 30, 2018</u>	<u>TOTAL</u>
REVENUE			
State Grant Revenue	\$ <u>30</u>	\$ <u>34,998</u>	\$ <u>35,028</u>
Total Revenue	<u>30</u>	<u>34,998</u>	<u>35,028</u>
EXPENDITURES			
Consumable Supplies	-	31,804	31,804
Other Costs	27	12	39
Administration Cost	<u>3</u>	<u>3,182</u>	<u>3,185</u>
Total Expenditures	<u>30</u>	<u>34,998</u>	<u>35,028</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
STATE TAX CHECK-OFF
FOR THE PERIOD MARCH 1, 2018 THROUGH JUNE 30, 2018**

	Mar. 1, 2018 through June 30, 2018
	<u> </u>
REVENUE	
State Grant Revenue	\$ <u> 9,784 </u>
Total Revenue	<u> 9,784 </u>
EXPENDITURES	
Program Costs	<u> 9,784 </u>
Total Expenditures	<u> 9,784 </u>
REVENUE OVER/(UNDER) EXPENDITURES	\$ <u> - </u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (CAL FRESH)
GRANT NO. 16-SUB-00876
FOR THE PERIOD OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

	Oct. 1, 2017 through Feb. 28, 2018	Mar. 1, 2018 through Sept. 30, 2018	TOTAL
REVENUE			
Federal Grant Revenue	\$ 7,196	\$ 8,431	\$ 15,627
Total Revenue	<u>7,196</u>	<u>8,431</u>	<u>15,627</u>
EXPENDITURES			
Salaries	4,829	6,536	11,365
Fringe Benefits	1,713	1,129	2,842
Administration Cost	<u>654</u>	<u>766</u>	<u>1,420</u>
Total Expenditures	<u>7,196</u>	<u>8,431</u>	<u>15,627</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
COUNTY OF KERN – REALIGNMENT FOR SUCCESS
GRANT NO. 236 - 2017
FOR THE PERIOD JUNE 1, 2017 THROUGH FEBRUARY 28, 2018**

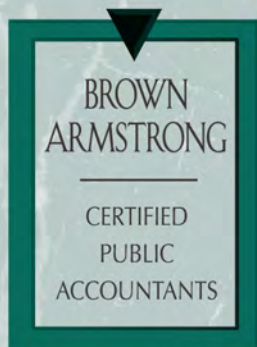
	<u>June. 1, 2017 through Feb. 28, 2018</u>	<u>Mar. 1, 2018 through June. 1, 2018</u>	<u>TOTAL</u>
REVENUE			
State Grant Revenue	\$ <u>77,052</u>	\$ <u>20,412</u>	\$ <u>97,464</u>
Total Revenue	<u>77,052</u>	<u>20,412</u>	<u>97,464</u>
EXPENDITURES			
Salaries	47,876	13,154	61,030
Fringe Benefits	13,869	2,632	16,501
Travel	413	256	669
Consumable Supplies	1,908	18	1,926
Other Costs	400	-	400
Program Costs	2,444	1,102	3,546
Depreciation	3,137	1,394	4,531
Administration Cost	<u>7,005</u>	<u>1,856</u>	<u>8,861</u>
Total Expenditures	<u>77,052</u>	<u>20,412</u>	<u>97,464</u>
REVENUE OVER/(UNDER) EXPENDITURES	\$ <u><u>-</u></u>	\$ <u><u>-</u></u>	\$ <u><u>-</u></u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
WOMEN, INFANTS, AND CHILDREN (WIC) GRANT NO. 15-10064
FOR THE PERIOD OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018**

	Oct. 1, 2017 through Feb. 28, 2018	Mar. 1, 2018 through Sept. 30, 2018	TOTAL
REVENUE			
Federal Grant Revenue	\$ 1,572,964	\$ 2,212,678	\$ 3,785,642
Other Revenue	<u>296</u>	<u>-</u>	<u>296</u>
Total Revenue	<u>1,573,260</u>	<u>2,212,678</u>	<u>3,785,938</u>
EXPENDITURES			
Salaries	969,742	1,297,046	2,266,788
Fringe Benefits	246,706	336,768	583,474
Travel	13,283	30,254	43,537
Space Costs	131,175	192,475	323,650
Consumable Supplies	13,054	45,712	58,766
Other Costs	61,684	106,331	168,015
Program Costs	1,351	12,485	13,836
Depreciation	3,575	5,005	8,580
Administration Cost	<u>132,690</u>	<u>186,602</u>	<u>319,292</u>
Total Expenditures	<u>1,573,260</u>	<u>2,212,678</u>	<u>3,785,938</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF REVENUE AND EXPENDITURES
WONDERFUL FOUNDATION – FARMER’S MARKET
FOR THE PERIOD JANUARY 1, 2018 THROUGH DECEMBER 31, 2018**

	Jan. 1, 2018 through Feb. 28, 2018	Mar. 1, 2018 through Dec. 31, 2018	TOTAL
REVENUE			
Federal Grant Revenue	\$ -	\$ 30,000	\$ 30,000
Private Revenue	-	18	18
Total Revenue	-	30,018	30,018
EXPENDITURES			
Salaries	-	2,289	2,289
Fringe Benefits	-	180	180
Travel	-	2,226	2,226
Consumable Supplies	-	1,441	1,441
Program Costs	-	22,079	22,079
Administration Cost	-	1,803	1,803
Total Expenditures	-	30,018	30,018
REVENUE OVER/(UNDER) EXPENDITURES	\$ -	\$ -	\$ -



BROWN ARMSTRONG

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors
Community Action Partnership of Kern

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Community Action Partnership of Kern (the Organization), which comprise the statement of financial position as of February 28, 2018 and 2019, the related statements of operations and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated November 15, 2019.

Internal Control Over Financial Reporting

In planning and performing our audits of the financial statements, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

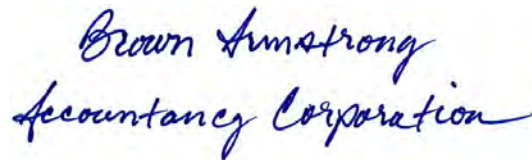
Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

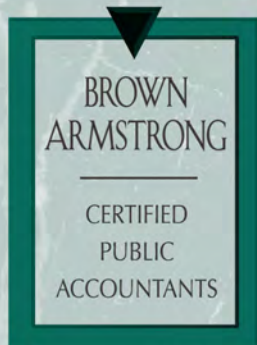
Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

A handwritten signature in blue ink that reads "Brown Armstrong Accountancy Corporation". The signature is written in a cursive, flowing style.

Bakersfield, California
November 15, 2019



BROWN ARMSTRONG

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors
Community Action Partnership of Kern

Report on Compliance for Each Major Federal Program

We have audited Community Action Partnership of Kern's (the Organization) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of the Organization's major federal programs for the year ended February 28, 2019. The Organization's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Organization's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Organization's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Organization's compliance.

Opinion on Each Major Federal Program

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended February 28, 2019.

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTON AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

Report on Internal Control Over Compliance

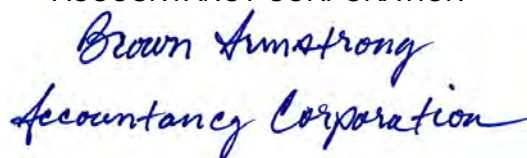
Management of the Organization is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Organization's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

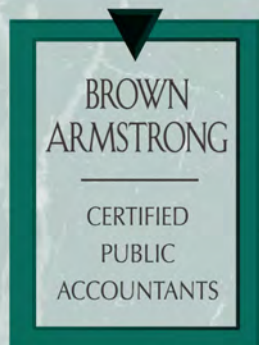
Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

A handwritten signature in blue ink that reads "Brown Armstrong Accountancy Corporation". The signature is written in a cursive, flowing style.

Bakersfield, California
November 15, 2019



BROWN ARMSTRONG

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR FIRST 5 PROGRAMS AND ON INTERNAL CONTROL OVER COMPLIANCE WITH THE PROGRAM SPECIFIC AUDIT OPTION UNDER THE UNIFORM GUIDANCE

Board of Directors
Community Action Partnership of Kern

Report on Compliance for Each Major Federal Program

We have audited Community Action Partnership of Kern's (the Organization) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on the First 5 Kern 211, East Kern Family Resource Center, and Help Me Grow Programs (the Programs) for the year ended February 28, 2019.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to the Programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance of the Organization's Programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above, that could have a direct and material effect on the Programs occurred. An audit includes examining, on a test basis, evidence about the Organization's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the Programs. However, our audit does not provide a legal determination of the Organization's compliance.

Opinion on Each Major Federal Program

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on the Programs for the year ended February 28, 2019.

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

Report on Internal Control Over Compliance

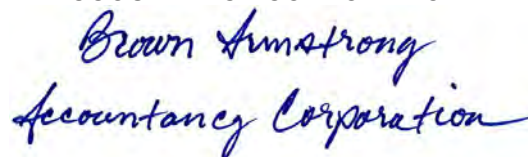
Management of the Organization is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Organization's internal control over compliance with the types of requirements that could have a direct and material effect on the Programs to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the Programs and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

A handwritten signature in blue ink that reads "Brown Armstrong Accountancy Corporation". The signature is written in a cursive, flowing style.

Bakersfield, California
November 15, 2019

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED FEBRUARY 28, 2019**

SECTION I – SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness identified? ☐ Yes ☒ No
- Significant deficiencies identified that are not considered to be material weaknesses? ☐ Yes ☒ None Reported

Noncompliance material to financial statements noted? ☐ Yes ☒ No

Federal Awards

Internal control over major federal programs:

- Material weakness identified? ☐ Yes ☒ No
- Significant deficiencies identified that are not considered to be material weaknesses? ☐ Yes ☒ None Reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance ☐ Yes ☒ No

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
93.575/93.596	Child Care and Development Cluster
93.600	Head Start
10.558	Child and Adult Care Food Program
93.568	Low Income Home Energy Assistance

Dollar threshold used to distinguish between Type A and B programs: \$1,597,652

Auditee qualified as low-risk auditee? ☒ Yes ☐ No

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued)
FOR THE YEAR ENDED FEBRUARY 28, 2019**

**SECTION II – FINDINGS RELATING TO FINANCIAL STATEMENTS REQUIRED UNDER GENERALLY
ACCEPTED GOVERNMENT AUDITING STANDARDS**

None.

SECTION III – FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

None.

**COMMUNITY ACTION PARTNERSHIP OF KERN
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED FEBRUARY 28, 2019**

**SECTION II – FINDINGS RELATING TO FINANCIAL STATEMENTS REQUIRED UNDER GENERALLY
ACCEPTED GOVERNMENT AUDITING STANDARDS**

None.

SECTION III – FINDINGS AND QUESTIONED COSTS FOR FEDERAL AWARDS

None.



BROWN ARMSTRONG

Certified Public Accountants

Board of Directors
Community Action Partnership of Kern

We have audited the financial statements of Community Action Partnership of Kern (the Organization) for the year ended February 28, 2019, and have issued our report thereon dated November 15, 2019. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 7, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Organization are described in Note 1 to the financial statements. In the current year, the Organization implemented Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the depreciation is based on useful life of the asset. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of the audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole. The attached schedule shows misstatements detected as a result of audit procedures that were corrected by management.

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 15, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of Board of Directors of the Organization and is not intended to be, and should not be, used by anyone other than this specified party.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
November 15, 2019

Client: 17649 - Community Action Partnership of Kern
Engagement: 2/28/2019 Audit
Period Ending: 2/28/2019
Trial Balance:
Workpaper: PSR-27-1 - SAS Attachment

Account	Description	W/P Ref	Debit	Credit
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Adjusting Journal Entries JE # 1

PSR-23-1

To adjust due from federal for CSBG WCA received 2/8/2019.

1210-103-000-000-00-0-0	Due From Federal		98,251.00	
2340-103-000-000-00-0-0	Advance Payable			98,251.00
Total			98,251.00	98,251.00

Adjusting Journal Entries JE # 2

TO RECORD BLUE RECEIPT ACTIVITY FOR THE PERIOD OF 03/01/18 - 02/28/19 AND TO ADJUST INVENTORY TO ACTUALS PER THE PHYSICAL COUNT TAKEN ON 02/28/19.

4580-504-000-000-00-0-2-1	Donated Commodities/Food Revenue		279,944.00	
	"Food Inventory			515.00
1320-504-000-000-00-0-0-0	Food Inventory"			279,429.00
8180-504-000-120-000-00-2-1	Donated Commodities/Food Expense			
Total			279,944.00	279,944.00

Adjusting Journal Entries JE # 3

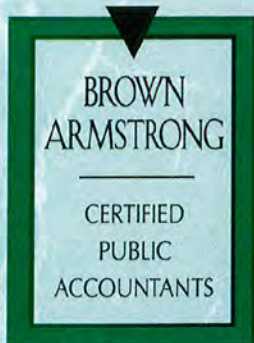
TO RECORD DONATIONS - MISC ACTIVITY FOR THE PERIOD OF 03/01/18 - 02/28/19 AND TO ADJUST INVENTORY TO ACTUALS PER THE PHYSICAL COUNT TAKEN ON 02/28/19.

4580-504-000-000-00-0-2-1	Donated Commodities/Food Revenue		81,718.00	
	"Food Inventory			515.00
1320-504-000-000-00-0-0-0	Food Inventory"			81,203.00
8180-504-000-120-000-00-2-1	Donated Commodities/Food Expense			
Total			81,718.00	81,718.00

Adjusting Journal Entries JE # 4

TO RECORD FOOD DRIVE FD ACTIVITY FOR THE PERIOD OF 03/01/18 - 02/28/19 AND TO ADJUST INVENTORY TO ACTUALS PER THE PHYSICAL COUNT TAKEN ON 02/28/19.

4580-504-000-000-00-0-2-1	Donated Commodities/Food Revenue		10,150.00	
	"Food Inventory			1,906.00
1320-504-000-000-00-0-0-0	Food Inventory"			8,244.00
8180-504-000-120-000-00-2-1	Donated Commodities/Food Expense			
Total			10,150.00	10,150.00



BROWN ARMSTRONG

Certified Public Accountants

AGREED UPON CONDITIONS REPORT DESIGNED TO INCREASE EFFICIENCY, INTERNAL CONTROLS, AND/OR FINANCIAL REPORTING

To the Board of Directors
Community Action Partnership of Kern

We have audited the financial statements of the Community Action Partnership of Kern (the Organization) for the year ended February 28, 2019, and have issued our report dated November 15, 2019. In planning and performing our audit of the financial statements of the Organization, we considered its internal control structure over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. We did not identify any deficiencies in internal control that we considered to be material weaknesses.

Current Year Agreed Upon Conditions and Recommendations

Agreed Upon Condition 1 – 2019-01

Program Title(s): Low Income Housing Energy Assistance Program (LIHEAP)
CFDA No.: 93.568
Federal Agency(ies): Department of Community Services and Development
Pass Through: State of California
Federal Award No.: 93.568
Federal Award Year: 2018-2019
Compliance Requirement: Eligibility
Questioned Cost: N/A

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTON AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

Criteria:

Grantees may provide assistance to (a) households in which one or more individuals are receiving Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), Supplemental Nutrition Assistance Program (SNAP) benefits, or certain needs-tested veterans benefits; or (b) households with incomes which do not exceed the greater of 150 percent of the State's established poverty level, or 60 percent of the State median income. Grantees may establish lower income eligibility criteria, but no household may be excluded solely on the basis of income if the household income is less than 110 percent of the State's poverty level. Grantees may give priority to those households with the highest home energy costs or needs in relation to income (42 USC 8624(b)(2)).

Condition:

During our testing of eligibility for the LIHEAP grant, we noted one out of forty samples selected for testing had a personnel file that lacked the proper documents required to determine compliance per the *Audit Program for Federal Award Programs – Compliance Requirements, Section E. Eligibility*.

Cause of the Condition:

Per the *Audit Program for Federal Award Programs*, we would expect the Organization to maintain a proper personnel file for individuals who are receiving federal funding in order to be able to refer to this file at a later date to accurately determine the eligibility of the individual receiving the funds over a period of time.

Effect of the Condition:

A possible effect of this condition is a misappropriation of federal funding as funds would be disbursed to a recipient that does not meet the conditions to receive the federal funding.

Recommendations:

We recommend the Organization strengthen its procedures over the review of participant files in order to determine the correct information necessary for compliance are present.

Management Response and Planned Corrective Action:

This recommendation has already been addressed as staff self-identified the issue prior to the audit review. All new files are controlled and organized in an efficient and logical manner, which not only allow an efficient review by federal monitors, but to ensure that all documentation is accounted for. In addition, recently implemented all files are scanned and saved within the Hancock client management software. The file that was selected was prior to this change in document management and was found not to be complete. Action has already been taken with regards to this recommendation.

Agreed Upon Condition 2 – 2019-02

During our inventory count observation, we noted that one of the miscellaneous food items tested was recorded with the incorrect weight. We found that the records had been overstated by 538 pounds.

Recommendations:

We recommend the Organization calibrate the scale and have a reviewer check after donations are received, weighed, and recorded.

Management Response and Planned Corrective Action:

The Organization has changed the procedures at the Food Bank Warehouse. Historically, the process was completed by a single individual. In order to improve internal controls and the reliability of measurement, this procedure will now be completed by two individuals. Both individuals will initial the weights recorded.

Agreed Upon Condition 3 – 2019-03

Per our review of the food bank summary schedule, we noted that the Organization was using the prior year calculated pound value rate of \$1.73 per pound to calculate the fair market value of the weight of the food bank inventory rather than the current year rate. While onsite, the Organization updated its calculations to use the corrected rate of \$1.68 per pound and posted an adjusting journal entry to correct the values.

Recommendations:

We recommend that, going forward, the Organization review the calculations to ensure that the correct rate is used when calculating the fair market value of its food bank inventory.

Management Response and Planned Corrective Action:

Staff at the Food Bank and in Finance have received additional training about the source documentation that is used for the calculated pound value. Standard Operating Procedures have been created for use by both departments.

Prior Year Agreed Upon Conditions and Recommendations

Agreed Upon Condition 1 – 2018-01

Program Title(s): Early Head Start Partnership

CFDA No.: 93.600

Federal Agency(ies): U.S. Department of Health and Human Services

Pass Through: N/A

Federal Award No.: 09HP0036-03-00

Federal Award Year: Fiscal Year 2017-2018

Compliance Requirement: Reporting

Questioned Cost: \$62,839

Criteria:

Title 45 Subtitle A, subpart D, section 75.341, Financial Reporting, states "[Financial] information must be collected with the frequency required by the terms and conditions of the Federal award, but no less frequently than annually nor more frequently than quarterly except in unusual circumstances," Per Program Instruction (PI) from the Administration of Children and Families, ACF-PI-HS-1704, "All Head Start grantees are required to submit financial reports detailing the cash transactions made for its federal award(s) and separate reports detailing the expenditures made for the same award(s)." "Cash transactions are reported quarterly with online reporting to the U.S. Department of Health and Human Services (HHS) Payment Management System (PMS) on lines 10a–c of SF-425. Expenditures, obligations, and liquidations are reported either quarterly, semi-annually, or annually to the Administration for Children and Families on lines 10d–o of SF-425. Unless instructed otherwise, such as through the terms and conditions or a special condition on the Notice of Award, all Head Start grantees are expected to submit three reports for each Notice of Award and each budget period they have received. Generally, awards are for a 12-month budget period."

Head Start grantees submit the following reports:

- Semi-Annual Report
- Annual Report
- Final Report

Condition:

During our review of the federal financial reports, we noted that the semi-annual report for the Early Head Start Partnership grant was filed with the incorrect in-kind expenses amount. Line I of the Federal the semi-annual report, "Total Recipients Share Required," did not agree to the Notice of Award for the grant, and the amount of expenses reported in Line M did not agree to the Organization's general ledger.

In addition, when reviewing the annual report for the grant, we noted the report had the same error. The annual report was re-submitted and corrected in November 2018.

Cause of the Condition:

The Organization was not completely familiar with the federal financial report filing instructions for completing the semi-annual report.

Effect of the Condition:

The incorrect data was reported to the federal agency. The in-kind expenses were over reported by \$62,839 on the semi-annual report. The annual report was also submitted incorrectly in October 2018, however, was corrected and resubmitted in November 2018.

Recommendations:

We recommend that the Organization management attend Head Start training programs and review Head Start guidance to ensure that the Organization is adhering to the program reporting requirements.

Management Response and Planned Corrective Action:

The Organization had a significant change in Finance staff starting June 2018. The error identified on the annual report was swiftly rectified and a revision was sent to the Office of Head Start. It was further communicated to the Fiscal Specialist with the Office of Head Start.

The Finance Staff has received additional training and guidance in the completion of the SF-425. Additionally, communication with Finance and the Head Start Division is being improved. Deadlines for documentation have been strengthened. Greater oversight will be completed for future reporting.

Current Year Status:

Implemented.

Agreed Upon Condition 2 – 2018-02

Program Title(s): CCTR

CFDA No.: 93.596, 93.569, 10.557

Federal Agency(ies): Department of Education

Pass Through: N/A

Federal Award No.: Multiple

Federal Award Year: Fiscal Year 2017-2018

Compliance Requirement: None

Questioned Cost: None

Criteria:

Uniform Guidance Administrative Requirements, Cost Principles, and Audit Requirements, 200.303, requires that the Organization establish and maintain effective internal controls over federal awards and provide reasonable assurance that the funds are managed in a way that is compliant with federal statutes, regulations, and the terms and conditions of the federal awards.

Condition:

Federal and state grant revenue and unapplied grants for CCTR were improperly recorded.

Cause of the Condition:

The Organization miscalculated the net applied grant when the original entry in August 2018 was completed.

Effect of the Condition:

The incorrect account balances were originally reported and had to be adjusted.

Recommendations:

We recommend that the Organization establish and maintain effective internal controls, improve procedures over journal entry review, and implement a corrective action.

Management Response and Planned Corrective Action:

The Organization had a significant change in Finance staff starting June 2018. The mistake in the calculation of net unapplied grant for CCTR was completed by a staff member who had been with agency for less than a month.

Great effort has been completed to fully train and acclimate the new Finance staff. Training will be ongoing and internal controls will continue to be strengthened.

Current Year Status:

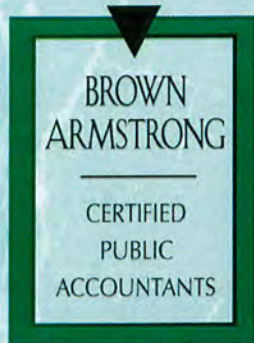
Implemented.

This communication is indented solely for the information and use of the Board of Directors and management of the Organization and is not intended to be, and should not be, used by anyone other than these specified parties.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
November 15, 2019



BROWN ARMSTRONG

Certified Public Accountants

AGREED UPON CONDITIONS REPORT DESIGNED TO INCREASE EFFICIENCY, INTERNAL CONTROLS, AND/OR INFORMATION TECHNOLOGY

Board of Directors
Community Action Partnership of Kern

In planning and performing our audit of the financial statements, we considered the Community Action Partnership of Kern's (CAPK or the Organization) internal control over information technology (IT) (internal control) as of February 28, 2019, to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

However, during our audit we became aware of certain matters that are opportunities for strengthening internal controls and operating efficiency. The list that follows summarizes our comments and suggestions regarding these matters.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various Organization personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Current Year Agreed Upon Observations and Recommendations for Information Technology (IT)

Financial Systems Observation

- 1. Password requirements are not configured to match the requirements specified by the "Passwords Policy" (2019 and 2018).** During our examination of the password requirement settings within the in-scope systems, it was noted that certain configured settings do not meet or exceed the requirements specified by CAPK's "Passwords Policy." Furthermore, given that there were no separate passwords for the Abila MIP application during the audit period, as its authentication was integrated with Active Directory, such that an employee's CIT Active Directory domain user account and password were used as their credentials for Abila MIP, and given that the password requirements for CIT Active Directory domain user accounts were determined by the capk.org Active Directory Default Domain Policy during the audit period, the discrepancies configured within the Policy extended to Abila MIP during the audit period as well. The following discrepancies were noted:

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

Requirement Description	Passwords Policy	capk.org Active Directory Default Domain Policy Setting
Minimum Password Length	8 characters	8 characters
Password Expires (aging)	90 days	180 days
Minimum Password Age	10 days	0 days
Complex Passwords	At least 1 upper case letter, 1 lower case letter, 1 number, and 1 special character	Complexity requirements enabled
Password History (# of passwords that cannot be reused)	Last 10 passwords cannot be re-used	24 passwords remembered
Account Lockout After X Number of Failed Attempts	5 invalid login attempts	16 invalid logon attempts
Duration of Account Lockout	30 minutes	30 minutes

Recommendation

It is recommended that CAPK examine and revise where appropriate the password requirement settings within the Active Directory Default Domain Policy to ensure that strong password requirements have been implemented.

Management Response

Staff acknowledges the misalignment of the Active Directory domain policy and the Password Policy. The two will be adjusted to ensure strong password requirements.

Business Process Improvement Observations (IT Controls Only)

1. **Lack of backup files.** During our IT review, the IT department was unable to provide us backups of logs for our testing. The IT department stated that it does not have access to any type of files on the servers that were hosted by Diamond IT due to the termination of the contract with Diamond IT. Due to this, we were unable to test that the backups were functioning properly. There is also the associated risk that CAPK is unable to restore data if needed.

Recommendation

We recommend that the IT department attempt to obtain their data, and going forward ensure that their service provider contract include language stating that they have ownership to their data. In addition, we recommend that someone periodically test a sample of backups to ensure they are functioning correctly. Lastly, we recommend that the new procedures be codified in an updated written policy.

Management Response

Staff acknowledges the recommendation and has a backup system in place now. Staff are also researching an alternative and will establish written policy.

**Status of Prior Year Agreed Upon Observations and
Recommendations for Information Technology (IT)**

Financial Systems Observation

1. **Periodic user access reviews for appropriate group membership and permission assignments within Active Directory are not performed (2017 and 2018).** Although CAPK staff review all user accounts within Active Directory on a regular basis to verify that they are assigned to active employees, there is no process in place to review the group memberships of Active Directory user accounts or the permissions assigned to them. This increases the risk that user accounts may have access to data or system functions that are not commensurate with employees' current job responsibilities (if assigned to an employee) or their current functions/purposes (if assigned to a vendor or system function).

Recommendation

It is recommended that CAPK implement regularly scheduled (on an annual basis, at a minimum) reviews of Active Directory user accounts and their associated permissions and group memberships to ensure that the permissions/group memberships assigned within the system are appropriate for employees' job responsibilities. If the reviews are performed by CAPK IT staff members, they may wish to work with individual departments during this process to ensure that they are aware of current employee lists and job positions, if deemed necessary.

Management Response

CAPK currently has a policy and process for adding new employees to Active Directory security groups from Human Resources notification of a new employee start date and position. When an employee is transferred to a different department, Human Resources also notifies IT and the employee's groups are modified. This process is tracked in a help desk ticketing system. We agree that a yearly review should be conducted to ensure that employees are in their correct groups for their current job positions. This review will be conducted by an IT staff and included into the job description of the IT staff member.

Current Year Status

Implemented.

2. **Password requirements are not configured to match the requirements specified by the "Passwords Policy" (2017 and 2018).** During our examination of the password requirement settings within the in-scope systems, it was noted that certain configured settings do not meet or exceed the requirements specified by CAPK's "Passwords Policy." Furthermore, given that there were no separate passwords for the Abila MIP application during the audit period, as its authentication was integrated with Active Directory, such that an employee's CIT Active Directory domain user account and password were used as their credentials for Abila MIP, and given that the password requirements for CIT Active Directory domain user accounts were determined by the capk.org Active Directory Default Domain Policy during the audit period, the discrepancies configured within the Policy extended to Abila MIP during the audit period as well. The following discrepancies were noted:

Requirement Description	Passwords Policy	capk.org Active Directory Default Domain Policy Setting
Minimum Password Length	8 characters	8 characters
Password Expires (aging)	90 days	180 days
Minimum Password Age	10 days	1 day
Complex Passwords	At least 1 upper case letter, 1 lower case letter, 1 number, and 1 special character	Complexity requirements enabled

Requirement Description	Passwords Policy	capk.org Active Directory Default Domain Policy Setting
Password History (# of passwords that cannot be reused)	Last 10 passwords cannot be re-used	10 passwords remembered
Account Lockout After X Number of Failed Attempts	5 invalid login attempts	15 invalid logon attempts
Duration of Account Lockout	30 minutes	15 minutes

Recommendation

It is recommended that CAPK examine and revise where appropriate the password requirement settings within the Active Directory Default Domain Policy to ensure that strong password requirements have been implemented.

Management Response

We have changed our security policies to be more aligned with current updated settings recommend by Office 365 and Azure AD, for the smart lockout feature to function properly the Azure AD lockout threshold must be less than the Active Directory account lockout threshold. The default lockout threshold on Azure AD is 10, setting the on-premise active directory lockout policy to 5 would invalidate the Azure AD smart lockout feature. It is also recommended to set the values so that the Active Directory account lockout threshold is at least two or three times longer than the Azure AD lockout threshold. A revise written password policy will be written and shared with employees, so they will know the password complexity requirements when creating or resetting a password.

Setting the lockout threshold to a higher value allows the Azure AD smart lockout feature to function properly and helps reduce help desk calls because users cannot accidentally or purposely lock themselves or other employees out of their accounts. CAPK has migrated to Abila Cloud which has its own authentication system and policies and does not rely on Active Directory password and security lockout policies. CAPK will modify its written policy and procedure to align with the settings in Active Directory.

Current Year Status

Per our review of the password requirements, the requirements are still not aligning with the policy. Please see the current year recommendation above.

Business Process Improvement Observations (IT Controls Only)

- 1. The IT Plan was not updated during the audit period (2017 and 2018).** Although an IT Plan is in place, and although an updated draft of the document is in development at the time of this report, an up-to-date Plan was not in place during the audit period. Failure to ensure that the Organization's IT Plan is up-to-date increases the risk that CAPK's IT initiatives do not align with the Organization's strategic goals.

Recommendation

It is recommended that CAPK continue its current strategic planning process and complete an updated IT Technology Plan as soon as possible.

Management Response

The IT steering committee at CAPK is in place and is well represented by different departments. The completion and revision of the IT Strategic plan will be a high priority of the IT steering committee and anticipates having the IT Strategic Plan completed by the end of the 2018/2019 fiscal year.

Current Year Status

CAPK completed its IT Strategic Plan in January 2019.

This information is intended solely for the use of the Board of Directors and management of the Organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
November 15, 2019

COMMUNITY ACTION PARTNERSHIP OF KERN
SPECIAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 2019

**COMMUNITY ACTION PARTNERSHIP OF KERN
SPECIAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 2019**

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BROWN ARMSTRONG

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Community Action Partnership of Kern
Bakersfield, California

Report on the Financial Statements

We have audited the accompanying special purpose financial statements of Community Action Partnership of Kern (the Organization) for the year ended June 30, 2019, and the related notes to the financial statements, which comprise the Organization's special purpose financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these special purpose financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these special purpose financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the special purpose financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the special purpose financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the special purpose financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Organization's preparation and fair presentation of the special purpose financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the special purpose financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

Opinion

In our opinion, the special purpose financial statements referred to above present fairly, in all material respects, the special purpose financial statements of the California Department of Education funds of the Organization for the year ended June 30, 2019, in accordance with accounting principles generally accepted in the United States of America.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 15, 2019, on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
November 15, 2019

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF EXPENDITURES OF STATE AWARDS
FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019**

Pass-Through Grantor Program Title	State Number / Grantor Number	Amount
---------------------------------------	----------------------------------	--------

STATE:

State of California - Department of Education

General Child Care and Development Programs	CCTR - 8049	\$ 3,182,948
California State Preschool Programs	CSPP - 8120	4,694,965
Migrant Child Care	CMIG - 8004	257,680
Migrant Specialized Services	CMSS - 8004	35,488
Migrant Alternative Payment	CMAF - 8000	7,883,513
Child and Adult Care Food	15-1248-OJ	1,702,064
Quality Rating And Improvement System Block Grant	N/A	27,158
		<u>\$ 17,783,816</u>

Basis of Presentation

The accompanying Schedule of Expenditures of State Awards includes the state grant activity of the Organization and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of U.S. Office of Management and Budget (OMB) Uniform Guidance, 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards." The Organization has elected to use the 10% de minimis indirect cost rate in the fiscal year 2019.

**COMMUNITY ACTION PARTNERSHIP OF KERN
GENERAL CHILD CARE AND DEVELOPMENT PROGRAMS
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. CCTR-8049
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019**

	July 1, 2018 through Feb. 28, 2019	Mar. 1, 2019 through June 30, 2019	TOTAL
REVENUE			
Federal Grant Revenue	\$ 560,107	\$ 315,833	\$ 875,940
State Grant Revenue	1,321,972	689,988	2,011,960
Family Fees	10,862	1,346	12,208
Head Start	184,281	98,559	282,840
Total Revenue	<u>2,077,222</u>	<u>1,105,726</u>	<u>3,182,948</u>
EXPENDITURES			
Salaries	1,455,136	775,845	2,230,981
Fringe Benefits	447,520	234,784	682,304
Consultant/Contract Services	-	1,148	1,148
Travel	1,496	643	2,139
Space Costs	-	-	-
Consumable Supplies	-	41	41
Other Costs	1,372	664	2,036
Indirect Costs	171,698	92,601	264,299
Total Expenditures	<u>2,077,222</u>	<u>1,105,726</u>	<u>3,182,948</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See Notes to Special Purpose Financial Statements.

COMMUNITY ACTION PARTNERSHIP OF KERN
CALIFORNIA STATE PRESCHOOL PROGRAMS
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. CSPP-8120
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019

	<u>through</u> <u>Feb. 28, 2019</u>	<u>through</u> <u>June 30, 2019</u>	<u>TOTAL</u>
REVENUE			
Federal Grant Revenue	\$ 273,972	\$ 247,356	\$ 521,328
State Grant Revenue	1,960,713	1,179,571	3,140,284
Reserve	-	-	-
Head Start	822,005	210,764	1,032,769
Total Revenue	<u>3,057,086</u>	<u>1,637,879</u>	<u>4,694,965</u>
EXPENDITURES			
Salaries	2,120,950	1,034,776	3,155,726
Fringe Benefits	719,708	350,250	1,069,958
Consultant/Contract Services	1,612	3,745	5,357
Travel	4,877	2,642	7,519
Space Costs	-	-	-
Consumable Supplies	3,861	92	3,953
Other Costs	4,108	2,651	6,759
Depreciation	-	-	-
Indirect Costs	201,970	117,882	319,852
Start Up Costs	-	125,841	125,841
REVENUE OVER/(UNDER)			
EXPENDITURES	<u>3,057,086</u>	<u>1,637,879</u>	<u>4,694,965</u>
REVENUE OVER/(UNDER)			
EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
MIGRANT CHILD CARE
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. CMIG-8004
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019**

	July 1, 2018 through Feb. 28, 2019	Mar. 1, 2019 through June 30, 2019	TOTAL
REVENUE			
State Grant Revenue	\$ 173,772	\$ 80,605	\$ 254,377
Miscellaneous Revenue	-	-	-
Family Fees	308	-	308
Head Start	2,995	-	2,995
Total Revenue	<u>177,075</u>	<u>80,605</u>	<u>257,680</u>
EXPENDITURES			
Salaries	120,175	54,462	174,637
Fringe Benefits	40,876	18,520	59,396
Consultant/Contract Services	-	100	100
Travel	130	99	229
Space Costs	-	-	-
Consumable Supplies	-	4	4
Other Costs	121	93	214
Indirect Costs	15,773	7,327	23,100
Total Expenditures	<u>177,075</u>	<u>80,605</u>	<u>257,680</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See Notes to Special Purpose Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF KERN
MIGRANT SPECIALIZED SERVICES
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. CMSS-8004
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019**

	July 1, 2018 through Feb. 28, 2019	Mar. 1, 2019 through June 30, 2019	TOTAL
REVENUE			
State Grant Revenue	\$ 251	\$ 35,237	\$ 35,488
Total Revenue	<u>251</u>	<u>35,237</u>	<u>35,488</u>
EXPENDITURES			
Salaries	-	15,299	15,299
Fringe Benefits	-	3,280	3,280
Consultant/Contract Services	-	3,500	3,500
Travel	-	-	-
Space Costs	-	-	-
Consumable Supplies	214	5,016	5,230
Other Costs	14	4,939	4,953
Indirect Costs	23	3,203	3,226
Total Expenditures	<u>251</u>	<u>35,237</u>	<u>35,488</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See Notes to Special Purpose Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF KERN
MIGRANT ALTERNATIVE PAYMENT
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. CMAP-8000
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019**

	July 1, 2018 through Feb. 28, 2019	Mar. 1, 2019 through June 30, 2019	TOTAL
REVENUE			
Federal Grant Revenue	\$ 3,135,432	\$ 1,831,866	\$ 4,967,298
State Grant Revenue	1,765,358	1,032,255	2,797,613
Family Fees	74,918	43,684	118,602
Total Revenue	4,975,708	2,907,805	7,883,513
EXPENDITURES			
Salaries	410,974	187,451	598,425
Fringe Benefits	78,597	39,965	118,562
Consultant/Contract Services	576	2,389	2,965
Travel	5,119	2,863	7,982
Space Costs	49,881	29,512	79,393
Consumable Supplies	8,606	7,201	15,807
Other Costs	49,764	21,291	71,055
Program Costs	4,146,767	2,356,662	6,503,429
Indirect Costs	225,424	260,471	485,895
Total Expenditures	4,975,708	2,907,805	7,883,513
REVENUE OVER/(UNDER) EXPENDITURES	\$ -	\$ -	\$ -

See Notes to Special Purpose Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT NO. 15-1248-OJ
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019**

	July 1, 2018 through Feb. 28, 2019	Mar. 1, 2019 through June 30, 2019	TOTAL
REVENUE			
Federal Grant Revenue	\$ 1,160,630	\$ 539,403	\$ 1,700,033
Head Start	-	-	-
Other Revenue	2,031	-	2,031
Total Revenue	<u>1,162,661</u>	<u>539,403</u>	<u>1,702,064</u>
EXPENDITURES			
Salaries	461,277	228,501	689,778
Fringe Benefits	146,058	74,103	220,161
Consultant/Contract Services	-	-	-
Travel	19,871	9,403	29,274
Space Costs	78,262	34,199	112,461
Consumable Supplies	102,506	46,187	148,693
Other Costs	40,860	24,979	65,839
Program Costs	206,966	71,820	278,786
Depreciation	2,819	1,410	4,229
Indirect Costs	104,042	48,801	152,843
Total Expenditures	<u>1,162,661</u>	<u>539,403</u>	<u>1,702,064</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

**COMMUNITY ACTION PARTNERSHIP OF KERN
QUALITY RATING AND IMPROVEMENT SYSTEM BLOCK GRANT
SCHEDULE OF REVENUE AND EXPENDITURES
FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019**

	July 1, 2018 through Feb. 28, 2019	Mar. 1, 2019 through June 30, 2019	TOTAL
REVENUE			
State Grant Revenue	\$ -	\$ 27,158	\$ 27,158
Total Revenue	<u>-</u>	<u>27,158</u>	<u>27,158</u>
EXPENDITURES			
Salaries	-	-	-
Fringe Benefits	-	-	-
Consultant/Contract Services	-	-	-
Travel	-	-	-
Space Costs	-	13,859	13,859
Consumable Supplies	-	11,445	11,445
Other Costs	-	-	-
Indirect Costs	-	1,854	1,854
Total Expenditures	<u>-</u>	<u>27,158</u>	<u>27,158</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

See Notes to Special Purpose Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF KERN
COMBINING SCHEDULE OF EXPENDITURES BY STATE CATEGORIES
FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019**

	GENERAL CHILD CARE CCTR - 8049	STATE PRESCHOOL CSPP - 8120	MIGRANT CHILD CARE CMIG - 8004	MIGRANT SPECIALIZED SERVICES CMSS - 8004	MIGRANT ALTERNATIVE PAYMENT CMAP - 8000	TOTAL REIMBURSABLE
1000 CERTIFICATED SALARIES	\$ 1,631,504	\$ 2,230,044	\$ 124,508	\$ 11,163	\$ -	\$ 3,997,219
1100 TEACHERS' SALARIES	1,625,093	2,197,810	122,464	11,163	-	3,956,530
1300 CERTIFICATED SUPERVISORS' & ADMINISTRATORS' SALARIES	6,411	32,234	2,044	-	-	40,689
2000 CLASSIFIED SALARIES	599,477	925,682	50,129	4,136	598,425	2,177,849
2100 INSTRUCTIONAL AIDES' SALARIES	578,421	717,037	35,606	4,136	15,122	1,350,322
2300 CLASSIFIED SUPERVISORS' & ADMINISTRATORS' SALARIES	18,711	92,959	6,029	-	-	117,699
2400 CLERICAL, TECHNICAL, & OFFICE STAFF SALARIES	2,345	115,686	8,494	-	583,303	709,828
3000 EMPLOYEE BENEFITS	682,304	1,069,957	59,396	3,280	118,562	1,933,499
3301 OASDI/MEDICARE/ALTERNATIVE CERTIFICATED	51,128	738,114	41,605	745	-	831,592
3302 OASDI/MEDICARE/ALTERNATIVE CLASSIFIED	18,787	306,388	16,750	276	44,877	387,078
3401 HEALTH AND WELFARE BENEFITS CERTIFICATED	330,496	15,515	641	1,375	-	348,027
3402 HEALTH AND WELFARE BENEFITS CLASSIFIED	121,437	6,440	258	509	61,275	189,919
3501 STATE UNEMPLOYMENT INSURANCE CERTIFICATED	23,344	574	24	-	-	23,942
3502 STATE UNEMPLOYMENT INSURANCE CLASSIFIED	8,578	238	10	-	8,255	17,081
3601 WORKERS' COMPENSATION INSURANCE CERTIFICATED	93,996	1,900	77	274	-	96,247
3602 WORKERS' COMPENSATION INSURANCE CLASSIFIED	34,538	788	31	101	4,155	39,613
4000 BOOKS AND SUPPLIES	41	3,953	4	5,230	15,807	25,035
4300 MATERIALS & SUPPLIES	41	3,953	4	5,230	15,807	25,035
5000 SERVICES AND OTHER OPERATING EXPENSES	5,323	19,635	543	8,453	6,664,824	6,698,778
5200 TRAVEL AND CONFERENCES	2,139	7,519	229	-	7,982	17,869
5300 DUES AND MEMBERSHIPS	1,802	-	-	-	4,250	6,052
5400 INSURANCE	-	-	-	-	8,649	8,649
5500 OPERATIONS AND HOUSEKEEPING SERVICES	-	-	-	-	41,780	41,780
5600 RENTALS, LEASES, REPAIRS & NONCAPITALIZED IMPROVEMENTS	-	-	-	-	69,611	69,611
5800 PROFESSIONAL/CONSULTING SVCS & OPERATING EXPENDITURES	1,382	12,116	314	8,453	6,503,429	6,525,694
5900 COMMUNICATIONS	-	-	-	-	29,123	29,123
Start Up Costs	-	125,841	-	-	-	125,841
Start Up Costs	-	125,841	-	-	-	125,841
INDIRECT COSTS	264,299	319,853	23,100	3,226	485,895	1,096,373
TOTAL	\$ 3,182,948	\$ 4,694,965	\$ 257,680	\$ 35,488	\$ 7,883,513	\$ 16,064,594

We have examined the claims filed for reimbursement and the original supporting records covering the transactions under these contracts to an extent considered necessary to assure ourselves that the amounts claimed by the Organization were proper.

See Notes to Special Purpose Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF KERN
COMBINING SCHEDULE OF ADMINISTRATIVE COSTS
FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019**

	GENERAL CHILD CARE CCTR - 8049	STATE PRESCHOOL CSPP - 8120	MIGRANT CHILD CARE CMIG - 8004	MIGRANT SPECIALIZED SERVICES CMSS - 8004	MIGRANT ALTERNATIVE PAYMENT CMAP - 8000	Total Costs
CLERICAL, TECHNICAL, AND OFFICE STAFF SALARIES	\$ 9,375	\$ 66,998	\$ 7,343	\$ -	\$ 429,562	\$ 513,278
EMPLOYEE BENEFITS	1,346	46,641	2,411	-	85,358	135,756
MATERIALS AND SUPPLIES	41	3,994	4	-	9,364	13,403
TRAVEL AND CONFERENCES	2,093	7,367	225	-	10,439	20,124
DUES AND MEMBERSHIPS	1,678	-	-	-	4,250	5,928
INSURANCE	-	-	-	-	7,064	7,064
OPERATIONS AND HOUSEKEEPING SERVICES	-	-	-	-	748	748
RENTALS, LEASES, REPAIRS AND NONCAPITALIZED IMPROVEMENTS	-	-	-	-	58,920	58,920
PROFESSIONAL/CONSULTING SERVICES AND OPERATING EXPENDITURES	1,382	276	302	-	22,465	24,425
COMMUNICATIONS	-	-	-	-	21,131	21,131
INDIRECT COSTS	264,299	319,853	23,100	3,226	485,895	1,096,373
TOTAL ADMINISTRATIVE COSTS	\$ 280,214	\$ 445,129	\$ 33,385	\$ 3,226	\$ 1,135,196	\$ 1,897,150

See Notes to Special Purpose Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF KERN
COMBINING SCHEDULE OF RENOVATION AND REPAIR EXPENDITURES
FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019**

	GENERAL CHILD CARE CCTR - 8049	STATE PRESCHOOL CSPP - 8120	MIGRANT CHILD CARE CMIG - 8004	MIGRANT SPECIALIZED SERVICES CMSS - 8004	MIGRANT ALTERNATIVE PAYMENT CMAP - 8000	Total Costs
<u>Unit Costs Under \$10,000 Items:</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Unit Costs Over \$10,000 Items With CDD Approval:</u>	-	-	-	-	-	-
<u>Unit Costs Over \$10,000 Items Without CDD Approval:</u>	-	-	-	-	-	-
Total Renovation and Repair Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

See Notes to Special Purpose Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF KERN
COMBINING SCHEDULE OF EQUIPMENT EXPENDITURES
FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019**

	GENERAL CHILD CARE CCTR - 8049	STATE PRESCHOOL CSPP - 8120	MIGRANT CHILD CARE CMIG - 8004	MIGRANT SPECIALIZED SERVICES CMSS - 8004	MIGRANT ALTERNATIVE PAYMENT CMAP - 8000	Total Costs
<u>Unit Costs Under \$7,500 Items:</u>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Unit Costs Over \$7,500 Items With CDD Approval:</u>	-	-	-	-	-	-
<u>Unit Costs Over \$7,500 Items Without CDD Approval:</u>	-	-	-	-	-	-
Total Equipment Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

See Notes to Special Purpose Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD PROGRAM
SCHEDULE OF REPORTED, ADJUSTED, AND ALLOWED MEALS AND EARNED REIMBURSEMENT
FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019**

FIXED PERCENTAGE METHOD

	Federal Meal Compensation	Reported	Meals Adjusted	Allowed	Food Service Rates July 2017 to June 2018	Revenue Recognized	Audit Adjustments	Earned Reimbursements
Breakfast								
Free		237,810	-	237,810	\$1.79	\$ 425,680	-	\$ 425,680
Reduced		-	-	-	\$1.49	-	-	-
Base		-	-	-	\$0.31	-	-	-
Total		<u>237,810</u>	<u>-</u>	<u>237,810</u>		<u>\$ 425,680</u>	<u>-</u>	<u>\$ 425,680</u>
Lunch								
Free		306,941	-	306,941	\$3.31	\$ 1,015,974	-	\$ 1,015,974
Reduced		-	-	-	\$2.91	-	-	-
Base		-	-	-	\$0.31	-	-	-
Total		<u>306,941</u>	<u>-</u>	<u>306,941</u>		<u>\$ 1,015,974</u>	<u>-</u>	<u>\$ 1,015,974</u>
HS Snack								
Free		85,352	-	85,352	\$0.91	\$ 77,670	-	\$ 77,670
Reduced		-	-	-	\$0.45	-	-	-
Base		-	-	-	\$0.08	-	-	-
Total		<u>85,352</u>	<u>-</u>	<u>85,352</u>		<u>\$ 77,670</u>	<u>-</u>	<u>\$ 77,670</u>
State Snack								
Free		119,314	-	119,314	\$0.91	\$ 108,576	-	\$ 108,576
Reduced		-	-	-	\$0.45	-	-	-
Base		-	-	-	\$0.08	-	-	-
Total		<u>119,314</u>	<u>-</u>	<u>119,314</u>		<u>\$ 108,576</u>	<u>-</u>	<u>\$ 108,576</u>
Total Rate X Meals		<u>749,417</u>	<u>-</u>	<u>749,417</u>		<u>\$ 1,627,900</u>	<u>-</u>	<u>\$ 1,627,900</u>
Cash-in-Lieu		<u>306,941</u>	<u>-</u>	<u>306,941</u>	\$0.2350	\$ 72,131	-	\$ 72,131
Total Federal Reimbursement						<u>\$ 1,700,031</u>	<u>-</u>	<u>\$ 1,700,031</u>

See Notes to Special Purpose Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD PROGRAM
SCHEDULE OF REPORTED, ADJUSTED, AND ALLOWED MEALS
FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019**

FIXED PERCENTAGE METHOD

	<u>Reported</u> <u>July 1, 2018 to July 31, 2018</u>	<u>Adjusted</u> <u>July 1, 2018 to July 31, 2018</u>	<u>Allowed</u> <u>July 1, 2018 to July 31, 2018</u>	<u>Reported</u> <u>August 1, 2018 to August 31, 2018</u>	<u>Adjusted</u> <u>August 1, 2018 to August 31, 2018</u>	<u>Allowed</u> <u>August 1, 2018 to August 31, 2018</u>	<u>Reported</u> <u>September 1, 2018 to September 30, 2018</u>	<u>Adjusted</u> <u>September 1, 2018 to September 30, 2018</u>	<u>Allowed</u> <u>September 1, 2018 to September 30, 2018</u>
<u>Breakfast</u>									
Free	6,294	-	6,294	18,468	-	18,468	23,398	-	23,398
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	<u>6,294</u>	<u>-</u>	<u>6,294</u>	<u>18,468</u>	<u>-</u>	<u>18,468</u>	<u>23,398</u>	<u>-</u>	<u>23,398</u>
<u>Lunch</u>									
Free	6,638	-	6,638	22,142	-	22,142	29,561	-	29,561
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	<u>6,638</u>	<u>-</u>	<u>6,638</u>	<u>22,142</u>	<u>-</u>	<u>22,142</u>	<u>29,561</u>	<u>-</u>	<u>29,561</u>
<u>HS Snack</u>									
Free	1,831	-	1,831	6,114	-	6,114	7,995	-	7,995
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	<u>1,831</u>	<u>-</u>	<u>1,831</u>	<u>6,114</u>	<u>-</u>	<u>6,114</u>	<u>7,995</u>	<u>-</u>	<u>7,995</u>
<u>State Snack</u>									
Free	3,914	-	3,914	9,740	-	9,740	11,753	-	11,753
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	<u>3,914</u>	<u>-</u>	<u>3,914</u>	<u>9,740</u>	<u>-</u>	<u>9,740</u>	<u>11,753</u>	<u>-</u>	<u>11,753</u>

See Notes to Special Purpose Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD PROGRAM
SCHEDULE OF REPORTED, ADJUSTED, AND ALLOWED MEALS (Continued)
FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019**

FIXED PERCENTAGE METHOD

	<u>Reported</u> October 1, 2018 to October 31, 2018	<u>Adjusted</u> October 1, 2018 to October 31, 2018	<u>Allowed</u> October 1, 2018 to October 31, 2018	<u>Reported</u> November 1, 2018 to November 30, 2018	<u>Adjusted</u> November 1, 2018 to November 30, 2018	<u>Allowed</u> November 1, 2018 to November 30, 2018	<u>Reported</u> December 1, 2018 to December 31, 2018	<u>Adjusted</u> December 1, 2018 to December 31, 2018	<u>Allowed</u> December 1, 2018 to December 31, 2018
<u>Breakfast</u>									
Free	28,907	-	28,907	22,991	-	22,991	18,752	-	18,752
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	<u>28,907</u>	<u>-</u>	<u>28,907</u>	<u>22,991</u>	<u>-</u>	<u>22,991</u>	<u>18,752</u>	<u>-</u>	<u>18,752</u>
<u>Lunch</u>									
Free	36,863	-	36,863	29,914	-	29,914	24,343	-	24,343
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	<u>36,863</u>	<u>-</u>	<u>36,863</u>	<u>29,914</u>	<u>-</u>	<u>29,914</u>	<u>24,343</u>	<u>-</u>	<u>24,343</u>
<u>HS Snack</u>									
Free	10,201	-	10,201	8,292	-	8,292	7,756	-	7,756
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	<u>10,201</u>	<u>-</u>	<u>10,201</u>	<u>8,292</u>	<u>-</u>	<u>8,292</u>	<u>7,756</u>	<u>-</u>	<u>7,756</u>
<u>State Snack</u>									
Free	14,982	-	14,982	11,848	-	11,848	8,976	-	8,976
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	<u>14,982</u>	<u>-</u>	<u>14,982</u>	<u>11,848</u>	<u>-</u>	<u>11,848</u>	<u>8,976</u>	<u>-</u>	<u>8,976</u>

See Notes to Special Purpose Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD PROGRAM
SCHEDULE OF REPORTED, ADJUSTED, AND ALLOWED MEALS (Continued)
FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019**

FIXED PERCENTAGE METHOD

	<u>Reported</u> January 1, 2019 to January 31, 2019	<u>Adjusted</u> January 1, 2019 to January 31, 2019	<u>Allowed</u> January 1, 2019 to January 31, 2019	<u>Reported</u> February 1, 2019 to February 28, 2019	<u>Adjusted</u> February 1, 2019 to February 28, 2019	<u>Allowed</u> February 1, 2019 to February 28, 2019	<u>Reported</u> March 1, 2019 to March 31, 2019	<u>Adjusted</u> March 1, 2019 to March 31, 2019	<u>Allowed</u> March 1, 2019 to March 31, 2019
<u>Breakfast</u>									
Free	22,579	-	22,579	22,219	-	22,219	25,298	-	25,298
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	<u>22,579</u>	<u>-</u>	<u>22,579</u>	<u>22,219</u>	<u>-</u>	<u>22,219</u>	<u>25,298</u>	<u>-</u>	<u>25,298</u>
<u>Lunch</u>									
Free	29,357	-	29,357	29,297	-	29,297	33,232	-	33,232
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	<u>29,357</u>	<u>-</u>	<u>29,357</u>	<u>29,297</u>	<u>-</u>	<u>29,297</u>	<u>33,232</u>	<u>-</u>	<u>33,232</u>
<u>HS Snack</u>									
Free	7,994	-	7,994	8,308	-	8,308	11,287	-	11,287
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	<u>7,994</u>	<u>-</u>	<u>7,994</u>	<u>8,308</u>	<u>-</u>	<u>8,308</u>	<u>11,287</u>	<u>-</u>	<u>11,287</u>
<u>State Snack</u>									
Free	11,910	-	11,910	11,246	-	11,246	11,371	-	11,371
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	<u>11,910</u>	<u>-</u>	<u>11,910</u>	<u>11,246</u>	<u>-</u>	<u>11,246</u>	<u>11,371</u>	<u>-</u>	<u>11,371</u>

See Notes to Special Purpose Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD PROGRAM
SCHEDULE OF REPORTED, ADJUSTED, AND ALLOWED MEALS (Continued)
FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019**

FIXED PERCENTAGE METHOD

	<u>Reported</u> <u>April 1, 2019 to April 30, 2019</u>	<u>Adjusted</u> <u>April 1, 2019 to April 30, 2019</u>	<u>Allowed</u> <u>April 1, 2019 to April 30, 2019</u>	<u>Reported</u> <u>May 1, 2019 to May 31, 2019</u>	<u>Adjusted</u> <u>May 1, 2019 to May 31, 2019</u>	<u>Allowed</u> <u>May 1, 2019 to May 31, 2019</u>	<u>Reported</u> <u>June 1, 2019 to June 30, 2019</u>	<u>Adjusted</u> <u>June 1, 2019 to June 30, 2019</u>	<u>Allowed</u> <u>June 1, 2019 to June 30, 2019</u>
<u>Breakfast</u>									
Free	22,303	-	22,303	22,209	-	22,209	4,392	-	4,392
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	<u>22,303</u>	<u>-</u>	<u>22,303</u>	<u>22,209</u>	<u>-</u>	<u>22,209</u>	<u>4,392</u>	<u>-</u>	<u>4,392</u>
<u>Lunch</u>									
Free	28,750	-	28,750	28,492	-	28,492	8,352	-	8,352
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	<u>28,750</u>	<u>-</u>	<u>28,750</u>	<u>28,492</u>	<u>-</u>	<u>28,492</u>	<u>8,352</u>	<u>-</u>	<u>8,352</u>
<u>HS Snack</u>									
Free	7,968	-	7,968	7,606	-	7,606	-	-	-
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	<u>7,968</u>	<u>-</u>	<u>7,968</u>	<u>7,606</u>	<u>-</u>	<u>7,606</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>State Snack</u>									
Free	11,881	-	11,881	11,693	-	11,693	-	-	-
Reduced	-	-	-	-	-	-	-	-	-
Base	-	-	-	-	-	-	-	-	-
Total	<u>11,881</u>	<u>-</u>	<u>11,881</u>	<u>11,693</u>	<u>-</u>	<u>11,693</u>	<u>-</u>	<u>-</u>	<u>-</u>

See Notes to Special Purpose Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD AND ADULT CARE FOOD PROGRAM – CHILD CARE CENTERS
SCHEDULE OF REPORTED, ADJUSTED, AND ALLOWED ENROLLMENT
FOR THE PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019**

FIXED PERCENTAGE METHOD

Enrollment	July	August	September	October	November	December	January	February	March	April	May	June
<u>Total</u>												
Reported	823	2,425	2,502	2,682	2,682	2,679	2,682	2,682	2,682	2,682	2,682	510
Adjusted	2,858	1,256	1,179	999	999	1,002	999	999	999	999	999	3,171
Allowed	3,681	3,681	3,681	3,681	3,681	3,681	3,681	3,681	3,681	3,681	3,681	3,681
<u>Free</u>												
Reported	823	2,425	2,502	2,682	2,682	2,679	2,682	2,682	2,682	2,682	2,682	510
Adjusted	2,858	1,256	1,179	999	999	1,002	999	999	999	999	999	3,171
Allowed	3,681	3,681	3,681	3,681	3,681	3,681	3,681	3,681	3,681	3,681	3,681	3,681
<u>Reduced</u>												
Reported	-	-	-	-	-	-	-	-	-	-	-	-
Adjusted	-	-	-	-	-	-	-	-	-	-	-	-
Allowed	-	-	-	-	-	-	-	-	-	-	-	-
<u>Base</u>												
Reported	-	-	-	-	-	-	-	-	-	-	-	-
Adjusted	-	-	-	-	-	-	-	-	-	-	-	-
Allowed	-	-	-	-	-	-	-	-	-	-	-	-

See Notes to Special Purpose Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF KERN
RECONCILIATION OF SINGLE AUDIT TO PROGRAM AUDIT
PERIODS ENDED FEBRUARY 28, 2019, AND JUNE 30, 2019**

	Single Audit 2/28/2019	Less: 03/01/18 thru 06/30/18 and Eliminations *	3/1/2019 Thru 6/30/2019	Program Audit 6/30/2019
ASSETS				
Current Assets				
Cash - Unrestricted	\$ 2,209,818	\$ (1,030,063)	\$ (1,108,383)	\$ 71,372
Grants and contracts receivable	4,389,972	(4,811,513)	1,216,589	795,048
Inventory	1,355,245	(1,355,245)	-	-
Prepaid expenses	274,336	(274,336)	33,166	33,166
Total current assets	8,229,371	(7,471,157)	141,372	899,586
Noncurrent Assets				
Property and equipment	11,324,632	(11,324,632)	-	-
Total assets	<u>\$ 19,554,003</u>	<u>\$ (18,795,789)</u>	<u>\$ 141,372</u>	<u>\$ 899,586</u>
LIABILITIES AND NET ASSETS				
Current liabilities				
Current maturities of long-term debt	\$ 360,933	\$ (346,467)	\$ -	\$ 14,466
Accounts payable	2,026,795	(1,414,613)	91,408	703,590
Accrued expenses	1,431,363	(1,379,128)	79,495	131,730
Advances payable	100,083	(99,842)	(98)	143
Deferred revenue	1,084,356	(1,030,579)	-	53,777
Total current liabilities	5,003,530	(4,270,629)	170,805	903,706
Noncurrent Liabilities				
Long-term debt, less current maturities	2,067,810	(2,067,693)	(14,583)	(14,466)
Total liabilities	7,071,340	(6,338,322)	156,222	889,240
Net Position:				
Temporarily restricted	79,421	(79,421)	-	-
Unrestricted	12,403,242	(12,393,439)	543	10,346
Total net position	12,482,663	(12,472,860)	543	10,346
Total liabilities and net position	<u>\$ 19,554,003</u>	<u>\$ (18,811,182)</u>	<u>\$ 156,765</u>	<u>\$ 899,586</u>
SUPPORT AND REVENUE				
Program Revenues				
Federal grants	\$ 53,255,061	\$ (47,115,638)	\$ 3,687,483	\$ 9,826,906
State grants	8,313,968	(3,091,902)	2,600,467	7,822,533
Local grants	384,068	(384,068)	-	-
Public Support				
Contributions in-kind	136,040	(136,040)	-	-
Donations				
Food	17,142,940	(17,142,940)	-	-
Cash	69,778	(69,778)	-	-
Other	900,676	(812,161)	45,540	134,055
Total support and revenue	80,202,531	(68,752,527)	6,333,490	17,783,494
EXPENDITURES	79,716,376	(68,266,372)	6,333,490	17,783,494
EXCESS SUPPORT AND REVENUE OVER (UNDER) EXPENDITURES	<u>\$ 486,155</u>	<u>\$ (486,155)</u>	<u>\$ -</u>	<u>\$ -</u>

* Eliminations are non-California Department

See Notes to Special Purpose Financial Statements.

**COMMUNITY ACTION PARTNERSHIP OF KERN
NOTES TO SPECIAL PURPOSE FINANCIAL STATEMENTS
JUNE 30, 2019**

NOTE 1 – NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities: Community Action Partnership of Kern (the Organization) is a non-profit organization which has been designated as the Community Action Agency of Kern County. The purpose of this organization is to mobilize and utilize public and private resources of the urban and rural communities in the County of Kern to combat poverty through community action programs.

These special purpose financial statements represent only specific information for the year ended June 30, 2019, and they are not intended to be a presentation in conformity with accounting principles generally accepted in the United States of America. The general purpose financial statements for the Organization for the year ended February 28, 2019, were prepared in conformity with accounting principles generally accepted in the United States of America. A copy can be obtained by contacting the Organization.

The Schedules of Revenue and Expenditures presented on pages 4 - 10 represent the program activity for each state grant for the year ended June 30, 2019. They are intended to assist the California Department of Education in reconciling to the Organization's fiscal year ended February 28, 2018.

The special purpose financial statements presented herein on pages 11 - 20 and 25 - 63 were prepared specifically to comply with California Department of Education reporting requirements at each program level, using the fiscal year of the state.

A summary of the Organization's significant accounting policies follows:

Basis of Presentation: The accompanying Schedule of Expenditures of State Awards includes the state grant activity of the Organization and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of U.S. Office of Management and Budget (OMB) Uniform Guidance, 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."

Property: Property purchased with California Department of Education contract funds during the fiscal year 2018-2019 has been separately accounted for in the property management system.

Claim Preparation: Due to the provisions in the Improving Head Start for School Readiness Act of 2007 (Public Law 110-134), any child enrolled in Head Start is now automatically eligible for free meals provided by the United States Department of Agriculture (USDA) National School Breakfast Program, National School Lunch Program, and the Child and Adult Care Food Program.

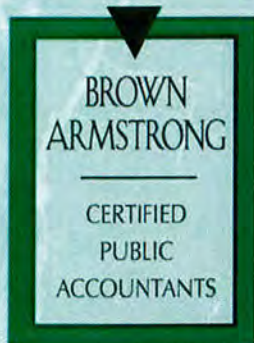
New Accounting Pronouncement: On August 18, 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2016-14, *Not-for-Profit Entities (Topic 958) – Presentation of Financial Statements of Not-for-Profit Entities*. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. The Organization has adjusted the presentation of these statements accordingly. The ASU has been applied retrospectively to all periods presented.

NOTE 2 – CONTINGENCIES AND COMMITMENTS

The Organization discovered that the eligibility requirements of the Community Action Partnership of Kern 401(a) Plan have not been applied correctly for certain individuals. The Organization has filed an application under the Voluntary Compliance Program with the Internal Revenue Service to provide for correction. The corrective contributions for the impacted individuals will be approximately \$200,000 plus applicable earnings.

NOTE 3 – SUBSEQUENT EVENTS

Subsequent to June 30, 2019, and through November 15, 2019, the date through which management evaluated subsequent events and the date of the Independent Auditor's Report, the Organization did not identify any subsequent events that require disclosure.



BROWN ARMSTRONG

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors
Community Action Partnership of Kern
Bakersfield, California

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTON AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the special purpose financial statements of Community Action Partnership of Kern (the Organization) for the year ended June 30, 2019, and the related notes to the financial statements, which comprise the Organization's special purpose financial statements, as noted in the table of contents, and have issued our report thereon dated November 15, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the special purpose financial statements, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the special purpose financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

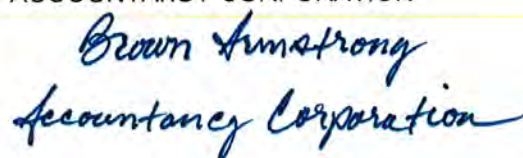
Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's special purpose financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

A handwritten signature in blue ink that reads "Brown Armstrong Accountancy Corporation". The signature is written in a cursive, flowing style.

Bakersfield, California
November 15, 2019

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED ATTENDANCE AND FISCAL REPORT FOR
CHILD DEVELOPMENT PROGRAMS
A U D 9500 Page 1 of 10 (06/19)

Fiscal Year Ending June 30, 2019
Contract Number CCTR 8049
Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Section 1 - Days of Enrollment Certified Children	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
Infants (up to 18 months) Full-time-plus	311		311	2.4426	759.6486
Infants (up to 18 months) Full-time	8,513		8,513	2.0700	17,621.91
Infants (up to 18 months) Three-quarters-time	1,574		1,574	1.5525	2,443.635
Infants (up to 18 months) One-half-time				1.1385	0
FCCH Infants (up to 18 months) Full-time-plus				2.2656	0
FCCH Infants (up to 18 months) Full-time				1.9200	0
FCCH Infants (up to 18 months) Three-quarters-time				1.4400	0
FCCH Infants (up to 18 months) One-half-time				1.0560	0
Toddlers (18 up to 36 months) Full-time-plus	1,127		1,127	1.8880	2,127.776
Toddlers (18 up to 36 months) Full-time	19,693		19,693	1.6000	31,508.8
Toddlers (18 up to 36 months) Three-quarters-time	4,119		4,119	1.2000	4,942.8
Toddlers (18 up to 36 months) One-half-time	0		0	0.8800	0
Three Years and Older Full-time-plus	113		113	1.1800	133.34
Three Years and Older Full-time	620		620	1.0000	620
Three Years and Older Three-quarters-time	375		375	0.7500	281.25
Three Years and Older One-half-time	9		9	0.5500	4.95

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CHILD DEVELOPMENT PROGRAMS
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Fiscal Year Ending June 30, 2019
Contract Number CCTR 8049
Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Section 1 - Days of Enrollment Certified Children	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
Exceptional Needs Full-time-plus				1.6166	0
Exceptional Needs Full-time				1.3700	0
Exceptional Needs Three-quarters-time				1.0275	0
Exceptional Needs One-half-time				0.7535	0
Limited and Non-English Proficient Full-time-plus				1.2980	0
Limited and Non-English Proficient Full-time				1.1000	0
Limited and Non-English Proficient Three-quarters-time				0.8250	0
Limited and Non-English Proficient One-half-time				0.6050	0
At Risk of Abuse or Neglect Full-time-plus				1.2980	0
At Risk of Abuse or Neglect Full-time				1.1000	0
At Risk of Abuse or Neglect Three-quarters-time				0.8250	0
At Risk of Abuse or Neglect One-half-time				0.6050	0

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED ATTENDANCE AND FISCAL REPORT FOR
CHILD DEVELOPMENT PROGRAMS
A U D 9500 Page 3 of 10 (06/19)

Fiscal Year Ending	June 30, 2019
Contract Number	CCTR 8049
Vendor Code	Y320

Full Name of Contractor Community Action Partnership of Kern

Section 1 - Days of Enrollment Certified Children	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
Severely Disabled Full-time-plus				2.0237	0
Severely Disabled Full-time				1.7150	0
Severely Disabled Three-quarters-time				1.2863	0
Severely Disabled One-half-time				0.9433	0

Section 1 - Days of Enrollment Certified Children	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
TOTAL DAYS OF ENROLLMENT	36,454		36,454	N/A	60,444.1096
DAYS OF OPERATION	245		245	N/A	N/A
DAYS OF ATTENDANCE	35,936		35,936	N/A	N/A

☐ NO NON-CERTIFIED CHILDREN Check this box (omit pages 4-6) and continue to Revenue Section on page 7.

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED ATTENDANCE AND FISCAL REPORT FOR
CHILD DEVELOPMENT PROGRAMS
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Fiscal Year Ending

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Vendor Code

Y320

Full Name of Contractor Community Action Partnership of Kern

Section 2 - Days of Enrollment Non-Certified Children	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
Infants (up to 18 months) Full-time-plus				2.4426	0
Infants (up to 18 months) Full-time				2.0700	0
Infants (up to 18 months) Three-quarters-time	600		600	1.5525	931.5
Infants (up to 18 months) One-half-time				1.1385	0
FCCH Infants (up to 18 months) Full-time-plus				2.2656	0
FCCH Infants (up to 18 months) Full-time				1.9200	0
FCCH Infants (up to 18 months) Three-quarters-time				1.4400	0
FCCH Infants (up to 18 months) One-half-time				1.0560	0
Toddlers (18 up to 36 months) Full-time-plus				1.8880	0
Toddlers (18 up to 36 months) Full-time				1.6000	0
Toddlers (18 up to 36 months) Three-quarters-time	4,062		4,062	1.2000	4,874.4
Toddlers (18 up to 36 months) One-half-time				0.8800	0
Three Years and Older Full-time-plus				1.1800	0
Three Years and Older Full-time				1.0000	0
Three Years and Older Three-quarters-time	107		107	0.7500	80.25
Three Years and Older One-half-time	16		16	0.5500	8.8

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CALIFORNIA DEPARTMENT OF EDUCATION
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CHILD DEVELOPMENT PROGRAMS
AUD 9500 Page 5 of 10 (06/19)

Fiscal Year Ending

June 30, 2019

Contract Number

CCTR 8049

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Full Name of Contractor Community Action Partnership of Kern

Section 2 - Days of Enrollment Non-Certified Children	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
Exceptional Needs Full-time-plus				1.6166	0
Exceptional Needs Full-time				1.3700	0
Exceptional Needs Three-quarters-time				1.0275	0
Exceptional Needs One-half-time				0.7535	0
Limited and Non-English Proficient Full-time-plus				1.2980	0
Limited and Non-English Proficient Full-time				1.1000	0
Limited and Non-English Proficient Three-quarters-time				0.8250	0
Limited and Non-English Proficient One-half-time				0.6050	0
At Risk of Abuse or Neglect Full-time-plus				1.2980	0
At Risk of Abuse or Neglect Full-time				1.1000	0
At Risk of Abuse or Neglect Three-quarters-time				0.8250	0
At Risk of Abuse or Neglect One-half-time				0.6050	0

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED ATTENDANCE AND FISCAL REPORT FOR
CHILD DEVELOPMENT PROGRAMS
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Fiscal Year Ending

June 30, 2019

Contract Number

CCTR 8049

Vendor Code

Y320

Full Name of Contractor

Community Action Partnership of Kern

Section 2 - Days of Enrollment Non-Certified Children	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
Severely Disabled Full-time-plus				2.0237	0
Severely Disabled Full-time				1.7150	0
Severely Disabled Three-quarters-time				1.2863	0
Severely Disabled One-half-time				0.9433	0

Section 2 - Days of Enrollment Non-Certified Children	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
TOTAL NON-CERTIFIED DAYS OF ENROLLMENT	4,785		4,785	N/A	5,894.95

CALIFORNIA DEPARTMENT OF EDUCATION
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CHILD DEVELOPMENT PROGRAMS
A U D 9500 Page 7 of 10 (06/19)

Fiscal Year Ending June 30, 2019
Contract Number CCTR 8049
Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Section 3 - Revenue	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit
Restricted Income - Child Nutrition Programs			
Restricted Income - County Maintenance of Effort (EC Section 8279)			
Restricted Income - Other:			
Restricted Income - Subtotal			
Transfer From Reserve			
Family Fees for Certified Children	3,958		3,958
Interest Earned on Child Development Apportionment Payments			
Unrestricted Income: Fees for Non-Certified Children			
Unrestricted Income: Head Start	282,840		282,840
Unrestricted Income - Other Refund Work Comp Premium	8,250		8,250
Total Revenue	295,048		295,048

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED ATTENDANCE AND FISCAL REPORT FOR
CHILD DEVELOPMENT PROGRAMS
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Fiscal Year Ending June 30, 2019
Contract Number CCTR 8049
Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Section 4 - Reimbursable Expenses			
Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit	
Direct Payments to Providers (FCCCH only)			
1000 Certificated Salaries	1,631,504	1,631,504	
2000 Classified Salaries	599,477	599,477	
3000 Employee Benefits	682,304	682,304	
4000 Books and Supplies	41	41	
5000 Services and Other Operating Expenses	5,323	5,323	
6100/6200 Other Approved Capital Outlay			
6400 New Equipment (program-related)			
6500 Equipment Replacement (program-related)			
Depreciation or Use Allowance			
Start-up Expenses (service level exemption)			
Budget Impasse Credit			
Indirect Costs (Include in Administrative Cost)	264,299	264,299	
Non-Reimbursable (State Use Only)			
Total Reimbursable Expenses	3,182,948	3,182,948	
Total Administrative Cost (included in Section 4 above)	280,214	280,214	

Approved Indirect Cost Rate: 10.0%

Comments:

☒ NO SUPPLEMENTAL REVENUE Check this box and omit Page 9.

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED ATTENDANCE AND FISCAL REPORT FOR
CHILD DEVELOPMENT PROGRAMS
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Fiscal Year Ending June 30, 2019
Contract Number CCTR 8049
Vendor Code

Full Name of Contractor Community Action Partnership of Kern

Section 5 - Supplemental Revenue			
	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit
Enhancement Funding	11,445		11,445
Other:			
Other:			
Total Supplemental Revenue	11,445		11,445

Section 6 - Supplemental Expenses			
	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit
1000 Certificated Salaries			
2000 Classified Salaries			
3000 Employee Benefits			
4000 Books and Supplies	11,445		11,445
5000 Services and Other Operating Expenses			
6000 Equipment/Capital Outlay			
Depreciation or Use Allowance			
Indirect Costs			
Non-reimbursable Expenses 6100-6500 Non-reimbursable Capital Outlay			
Total Supplemental Expenses	11,445		11,445

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED ATTENDANCE AND FISCAL REPORT FOR
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Fiscal Year Ending June 30, 2019
Contract Number CCTR 8049
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Full Name of Contractor Community Action Partnership of Kern

Section 7 - Summary			
Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit	
36,454		36,454	
245		245	
35,936		35,936	
4,785		4,785	
Total Certified Days of Enrollment			
Days of Operation			
Days of Attendance			
Total Non-Certified Days of Enrollment			
Restricted Program Income			
Transfer from Reserve			
Family Fees for Certified Children			
Interest Earned on Apportionment Payments			
Direct Payments to Providers			
Start-up Expenses (service level exemption)			
Total Reimbursable Expenses			
Total Administrative Cost			

Total Certified Adjusted
Days of Enrollment 60,444.1096

Total Non-Certified
Adjusted
Days of Enrollment 5,894.95

Independent Auditor's Assurances on Agency's Compliance with Contract Funding Terms and Conditions and Program Requirements of the California Department of Education, Early Learning and Care Division:

Eligibility, enrollment and attendance records are being maintained as required (check YES or NO):

☒ Yes
☐ No

Reimbursable expenses claimed on page 8 are eligible for reimbursement, reasonable, necessary, and adequately supported (check YES or NO):

☒ Yes
☐ No

Include any comments in the 'Comments' box on page 8. If necessary, attach additional sheets to explain adjustments.

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED ATTENDANCE AND FISCAL REPORT FOR
CALIFORNIA STATE PRESCHOOL PROGRAMS
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Fiscal Year Ending	June 30, 2019
Contract Number	CSPP 8120
Vendor Code	Y320

Full Name of Contractor Community Action Partnership of Kern

Section 1 - Days of Enrollment Certified Children	Column A Cumulative CDNFS 8501	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
Three Years and Older Full-time-plus	1,671		1,671	1.1800	1,971.78
Three Years and Older Full-time	18,433		18,433	1.0000	18,433
Three Years and Older Three-quarters-time	2,436		2,436	0.7500	1,827
Three Years and Older One-half-time	63,181		63,181	0.6193	39,127.9933
Exceptional Needs Full-time-plus	32		32	1.6166	51.7312
Exceptional Needs Full-time	440		440	1.3700	602.8
Exceptional Needs Three-quarters-time				1.0275	0
Exceptional Needs One-half-time	343		343	0.6193	212.4199
Limited and Non-English Proficient Full-time-plus	1,451		1,451	1.2980	1,883.398
Limited and Non-English Proficient Full-time	1,075		1,075	1.1000	1,182.5
Limited and Non-English Proficient Three-quarters-time	399		399	0.8250	329.175
Limited and Non-English Proficient One-half-time	3,586		3,586	0.6193	2,220.8098

Fiscal Year Ending

June 30, 2019

Contract Number

CSPP 8120

Vendor Code

Y320

Full Name of Contractor Community Action Partnership of Kern

Section 1 - Days of Enrollment Certified Children	Column A Cumulative CDNFS 8501	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
At Risk of Abuse or Neglect Full-time-plus	1		1	1.2980	1.298
At Risk of Abuse or Neglect Full-time	3,915		3,915	1.1000	4,306.5
At Risk of Abuse or Neglect Three-quarters-time	260		260	0.8250	214.5
At Risk of Abuse or Neglect One-half-time	1,424		1,424	0.6193	881.8832
Severely Disabled Full-time-plus				2.0237	0
Severely Disabled Full-time				1.7150	0
Severely Disabled Three-quarters-time				1.2863	0
Severely Disabled One-half-time				0.6193	0
TOTAL DAYS OF ENROLLMENT	98,647		98,647	N/A	73,246.7884
DAYS OF OPERATION	246		246	N/A	N/A
DAYS OF ATTENDANCE	96,743		96,743	N/A	N/A

☐ NO NON-CERTIFIED CHILDREN Check this box (omit pages 3-5) and continue to Revenue Section on page 6.

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED ATTENDANCE & FISCAL REPORT FOR
CALIFORNIA STATE PRESCHOOL PROGRAMS
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Fiscal Year Ending

June 30, 2019

Contract Number

CSPP 8120

Vendor Code

Y320

Full Name of Contractor Community Action Partnership of Kern

Section 2 - Days of Enrollment Non-Certified Children	Column A Cumulative CDNFS 8501	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
Toddlers (18 up to 36 months) Full-time-plus				1.8880	0
Toddlers (18 up to 36 months) Full-time				1.6000	0
Toddlers (18 up to 36 months) Three-quarters-time	Text			1.2000	0
Toddlers (18 up to 36 months) One-half-time				0.6193	0
Three Years and Older Full-time-plus				1.1800	0
Three Years and Older Full-time				1.0000	0
Three Years and Older Three-quarters-time				0.7500	0
Three Years and Older One-half-time	34,535	0	34,535	0.6193	21,387.5255
Exceptional Needs Full-time-plus				1.6166	0
Exceptional Needs Full-time				1.3700	0
Exceptional Needs Three-quarters-time				1.0275	0
Exceptional Needs One-half-time				0.6193	0

CALIFORNIA DEPARTMENT OF EDUCATION
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Fiscal Year Ending

June 30, 2019

Contract Number

CSPP 8120

Vendor Code

Y320

Full Name of Contractor Community Action Partnership of Kern

Section 2 - Days of Enrollment Non-Certified Children	Column A Cumulative CDNFS 8501	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
Limited and Non-English Proficient Full-time-plus				1.2980	0
Limited and Non-English Proficient Full-time				1.1000	0
Limited and Non-English Proficient Three-quarters-time				0.8250	0
Limited and Non-English Proficient One-half-time	6		6	0.6193	3.7158
At Risk of Abuse or Neglect Full-time-plus				1.2980	0
At Risk of Abuse or Neglect Full-time				1.1000	0
At Risk of Abuse or Neglect Three-quarters-time				0.8250	0
At Risk of Abuse or Neglect One-half-time				0.6193	0

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED ATTENDANCE AND FISCAL REPORT FOR
CALIFORNIA STATE PRESCHOOL PROGRAMS
A U D 8501 Page 5 of 9 (06/19)

Fiscal Year Ending	June 30, 2019
Contract Number	CSPP 8120
Vendor Code	Y320

Full Name of Contractor	Community Action Partnership of Kern
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Section 2 - Days of Enrollment Non-Certified Children	Column A Cumulative CDNFS 8501	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
Severely Disabled Full-time-plus				2.0237	0
Severely Disabled Full-time				1.7150	0
Severely Disabled Three-quarters-time				1.2863	0
Severely Disabled One-half-time				0.6193	0
TOTAL NON-CERTIFIED DAYS OF ENROLLMENT	34,541	0	34,541	N/A	21,391.2413

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED ATTENDANCE AND FISCAL REPORT FOR
CALIFORNIA STATE PRESCHOOL PROGRAMS
A U D 8501 Page 6 of 9 (06/19)

Fiscal Year Ending June 30, 2019
Contract Number CSPP 8120
Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Section 3 - Revenue	Column A Cumulative CDNFS 8501	Column B Audit Adjustments	Column C Cumulative Per Audit
Restricted Income - Child Nutrition Programs			
Restricted Income - County Maintenance of Effort (EC Section 8279)			
Restricted Income - Other:			
Restricted Income - Subtotal			
Transfer from Reserve - General	3		3
Transfer from Reserve - Professional Development			
Transfer from Reserve Total	3		3
Family Fees for Certified Children			
Interest Earned on Child Development Apportionment Payments	584		584
Unrestricted Income: Fees for Non-Certified Children			
Unrestricted Income: Head Start	1,032,769		1,032,769
Unrestricted Income - Other:			
Total Revenue	1,033,356		1,033,356

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED ATTENDANCE AND FISCAL REPORT FOR
CALIFORNIA STATE PRESCHOOL PROGRAMS

A U D 8501 Page 7 of 9 (06/19)

Fiscal Year Ending June 30, 2019
Contract Number CSPP 8120
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Full Name of Contractor

Community Action Partnership of Kern

Section 4 - Reimbursable Expenses			
Column A Cumulative CDFNS 8501	Column B Audit Adjustments	Column C Cumulative Per Audit	
Direct Payments to Providers (FCCH only)			
1000 Certificated Salaries	2,230,044	2,230,044	
2000 Classified Salaries	925,682	925,682	
3000 Employee Benefits	1,069,958	1,069,958	
4000 Books and Supplies	3,953	3,953	
5000 Services and Other Operating Expenses	19,634	19,634	
6100/6200 Other Approved Capital Outlay			
6400 New Equipment (program-related)			
6500 Equipment Replacement (program-related)			
Depreciation or Use Allowance			
Start-up Expenses (service level exemption)	125,841	125,841	
Budget Impasse Credit			
Indirect Costs (Include in Administrative Cost)	319,853	319,853	
Non-Reimbursable (State Use Only)			
Total Reimbursable Expenses	4,694,965	4,694,965	
Total Administrative Cost (included in section 4 above)	445,129	445,129	

Approved Indirect Cost Rate: 10.0%

Comments: Minor adjustments were made to prior period and reflected in the cumulative prior period column

☒ NO SUPPLEMENTAL REVENUE Check this box and omit Page 8.

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AUDITED ATTENDANCE & FISCAL REPORT FOR
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Full Name of Contractor Community Action Partnership of Kern

Section 5 - Supplemental Revenue			
	Column A Cumulative CDNFS 8501	Column B Audit Adjustments	Column C Cumulative Per Audit
Enhancement Funding	15,713		15,713
Other:			
Other:			
Total Supplemental Revenue	15,713		15,713

Section 6 - Supplemental Expenses			
	Column A Cumulative CDNFS 8501	Column B Audit Adjustments	Column C Cumulative Per Audit
1000 Certificated Salaries			
2000 Classified Salaries			
3000 Employee Benefits			
4000 Books and Supplies			
5000 Services and Other Operating Expenses	13,859		13,859
6000 Equipment/Capital Outlay			
Depreciation or Use Allowance			
Indirect Costs	1,854		1,854
Non-reimbursable Expenses 6100-6500 Non-reimbursable Capital Outlay			
Total Supplemental Expenses	15,713		15,713

CALIFORNIA DEPARTMENT OF EDUCATION AUDITED ATTENDANCE AND
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Fiscal Year Ending June 30, 2019
Contract Number CSPP 8120
Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Section 7 - Summary	Column A Cumulative CDNFS 8501	Column B Audit Adjustments	Column C Cumulative Per Audit
Total Certified Days of Enrollment	98,647		98,647
Days of Operation	246		246
Days of Attendance	96,743		96,743
Total Non-Certified Days of Enrollment	34,541	0	34,541
Restricted Program Income			
Transfer from Reserve	3		3
Family Fees for Certified Children			
Interest Earned on Apportionment Payments	584		584
Direct Payments to Providers			
Start-up Expenses (service level exemption)	125,841		125,841
Total Reimbursable Expenses	4,694,965		4,694,965
Total Administrative Cost	445,129		445,129

Total Certified Adjusted
Days of Enrollment 73,246.7884

Total Non-Certified
Adjusted
Days of Enrollment 21,391.2413

Independent Auditor's Assurances on Agency's Compliance with the Contract Funding Terms and Conditions and Program Requirements of the California Department of Education, Early Learning and Care Division:

Eligibility, enrollment and attendance records are being maintained as required (check YES or NO):
☒ Yes ☐ No
 Reimbursable expenses claimed on page 7 are eligible for reimbursement, reasonable, necessary, and adequately supported (check YES or NO):
☒ Yes ☐ No

Include any comments in the Comments box on page 7. If necessary, attach additional sheets to explain adjustments.

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED ATTENDANCE AND FISCAL REPORT FOR
CHILD DEVELOPMENT PROGRAMS
A U D 9500 Page 1 of 10 (06/19)

Fiscal Year Ending

June 30, 2019

Contract Number

CMIG 8004

Vendor Code

Y320

Full Name of Contractor

Community Action Partnership of Kern

Section 1 - Days of Enrollment Certified Children	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
Infants (up to 18 months) Full-time-plus				2.4426	0
Infants (up to 18 months) Full-time				2.0700	0
Infants (up to 18 months) Three-quarters-time				1.5525	0
Infants (up to 18 months) One-half-time				1.1385	0
FCCH Infants (up to 18 months) Full-time-plus				2.2656	0
FCCH Infants (up to 18 months) Full-time				1.9200	0
FCCH Infants (up to 18 months) Three-quarters-time				1.4400	0
FCCH Infants (up to 18 months) One-half-time				1.0560	0
Toddlers (18 up to 36 months) Full-time-plus				1.8880	0
Toddlers (18 up to 36 months) Full-time				1.6000	0
Toddlers (18 up to 36 months) Three-quarters-time				1.2000	0
Toddlers (18 up to 36 months) One-half-time				0.8800	0
Three Years and Older Full-time-plus	164		164	1.1800	193.52
Three Years and Older Full-time	213		213	1.0000	213
Three Years and Older Three-quarters-time	7		7	0.7500	5.25
Three Years and Older One-half-time				0.5500	0

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CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED ATTENDANCE AND FISCAL REPORT FOR
CHILD DEVELOPMENT PROGRAMS
A U D 9500 Page 2 of 10 (06/19)

Fiscal Year Ending

June 30, 2019

Contract Number

CMIG 8004

Vendor Code

Y320

Full Name of Contractor Community Action Partnership of Kern

Section 1 - Days of Enrollment Certified Children	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
Exceptional Needs Full-time-plus				1.6166	0
Exceptional Needs Full-time				1.3700	0
Exceptional Needs Three-quarters-time				1.0275	0
Exceptional Needs One-half-time				0.7535	0
Limited and Non-English Proficient Full-time-plus	3,764		3,764	1.2980	4,885.672
Limited and Non-English Proficient Full-time	204		204	1.1000	224.4
Limited and Non-English Proficient Three-quarters-time	150		150	0.8250	123.75
Limited and Non-English Proficient One-half-time				0.6050	0
At Risk of Abuse or Neglect Full-time-plus				1.2980	0
At Risk of Abuse or Neglect Full-time				1.1000	0
At Risk of Abuse or Neglect Three-quarters-time				0.8250	0
At Risk of Abuse or Neglect One-half-time				0.6050	0

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CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED ATTENDANCE AND FISCAL REPORT FOR
CHILD DEVELOPMENT PROGRAMS
A U D 9500 Page 3 of 10 (06/19)

Fiscal Year Ending June 30, 2019
Contract Number CMIG 8004
Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Section 1 - Days of Enrollment Certified Children	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
Severely Disabled Full-time-plus				2.0237	0
Severely Disabled Full-time				1.7150	0
Severely Disabled Three-quarters-time				1.2863	0
Severely Disabled One-half-time				0.9433	0

Section 1 - Days of Enrollment Certified Children	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
TOTAL DAYS OF ENROLLMENT	4,502		4,502	N/A	5,645.592
DAYS OF OPERATION	245		245	N/A	N/A
DAYS OF ATTENDANCE	4,444		4,444	N/A	N/A

☐ NO NON-CERTIFIED CHILDREN Check this box (omit pages 4-6) and continue to Revenue Section on page 7.

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED ATTENDANCE AND FISCAL REPORT FOR
CHILD DEVELOPMENT PROGRAMS
A U D 9500 Page 4 of 10 (06/19)

Fiscal Year Ending	June 30, 2019
Contract Number	CMIG 8004
Vendor Code	Y320

Full Name of Contractor Community Action Partnership of Kern

Section 2 - Days of Enrollment Non-Certified Children	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
Infants (up to 18 months) Full-time-plus				2.4426	0
Infants (up to 18 months) Full-time				2.0700	0
Infants (up to 18 months) Three-quarters-time				1.5525	0
Infants (up to 18 months) One-half-time				1.1385	0
FCCH Infants (up to 18 months) Full-time-plus				2.2656	0
FCCH Infants (up to 18 months) Full-time				1.9200	0
FCCH Infants (up to 18 months) Three-quarters-time				1.4400	0
FCCH Infants (up to 18 months) One-half-time				1.0560	0
Toddlers (18 up to 36 months) Full-time-plus				1.8880	0
Toddlers (18 up to 36 months) Full-time				1.6000	0
Toddlers (18 up to 36 months) Three-quarters-time				1.2000	0
Toddlers (18 up to 36 months) One-half-time				0.8800	0
Three Years and Older Full-time-plus				1.1800	0
Three Years and Older Full-time				1.0000	0
Three Years and Older Three-quarters-time				0.7500	0
Three Years and Older One-half-time	42		42	0.5500	23.1

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED ATTENDANCE AND FISCAL REPORT FOR
CHILD DEVELOPMENT PROGRAMS
A U D 9500 Page 5 of 10 (06/19)

Fiscal Year Ending

June 30, 2019

Contract Number

CMIG 8004

Vendor Code

Y320

Full Name of Contractor Community Action Partnership of Kern

Section 2 - Days of Enrollment Non-Certified Children	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
Exceptional Needs Full-time-plus				1.6166	0
Exceptional Needs Full-time				1.3700	0
Exceptional Needs Three-quarters-time				1.0275	0
Exceptional Needs One-half-time				0.7535	0
Limited and Non-English Proficient Full-time-plus				1.2980	0
Limited and Non-English Proficient Full-time				1.1000	0
Limited and Non-English Proficient Three-quarters-time				0.8250	0
Limited and Non-English Proficient One-half-time	65		65	0.6050	39.325
At Risk of Abuse or Neglect Full-time-plus				1.2980	0
At Risk of Abuse or Neglect Full-time				1.1000	0
At Risk of Abuse or Neglect Three-quarters-time				0.8250	0
At Risk of Abuse or Neglect One-half-time				0.6050	0

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED ATTENDANCE AND FISCAL REPORT FOR
CHILD DEVELOPMENT PROGRAMS
A U D 9500 Page 6 of 10 (06/19)

Fiscal Year Ending	June 30, 2019
Contract Number	CMIG 8004
Vendor Code	Y320

Full Name of Contractor Community Action Partnership of Kern

Section 2 - Days of Enrollment Non-Certified Children	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
Severely Disabled Full-time-plus				2.0237	0
Severely Disabled Full-time				1.7150	0
Severely Disabled Three-quarters-time				1.2863	0
Severely Disabled One-half-time				0.9433	0

Section 2 - Days of Enrollment Non-Certified Children	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit	Column D Adjustment Factor	Column E Adjusted Days Per Audit
TOTAL NON-CERTIFIED DAYS OF ENROLLMENT	107		107	N/A	62.425

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED ATTENDANCE AND FISCAL REPORT FOR
CHILD DEVELOPMENT PROGRAMS
A U D 9500 Page 7 of 10 (06/19)

Fiscal Year Ending June 30, 2019
Contract Number CMIG 8004
Vendor Code Y320

Full Name of Contractor

Community Action Partnership of Kern

Section 3 - Revenue	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit
Restricted Income - Child Nutrition Programs			
Restricted Income - County Maintenance of Effort (EC Section 8279)			
Restricted Income - Other:			
Restricted Income - Subtotal			
Transfer From Reserve			
Family Fees for Certified Children	308		308
Interest Earned on Child Development Apportionment Payments			
Unrestricted Income: Fees for Non-Certified Children			
Unrestricted Income: Head Start	2,995		2,995
Unrestricted Income - Other			
Total Revenue	3,303		3,303

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED ATTENDANCE AND FISCAL REPORT FOR
CHILD DEVELOPMENT PROGRAMS
A U D 9500 Page 8 of 10 (06/19)

Fiscal Year Ending June 30, 2019
Contract Number CMIG 8004
Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Section 4 - Reimbursable Expenses			
Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit	
Direct Payments to Providers (FCCH only)			
1000 Certificated Salaries	124,508	124,508	
2000 Classified Salaries	50,129	50,129	
3000 Employee Benefits	59,396	59,396	
4000 Books and Supplies	4	4	
5000 Services and Other Operating Expenses	543	543	
6100/6200 Other Approved Capital Outlay			
6400 New Equipment (program-related)			
6500 Equipment Replacement (program-related)			
Depreciation or Use Allowance			
Start-up Expenses (service level exemption)			
Budget Impasse Credit			
Indirect Costs (Include in Administrative Cost)	23,100	23,100	
Non-Reimbursable (State Use Only)			
Total Reimbursable Expenses	257,680	257,680	
Total Administrative Cost (included in Section 4 above)	33,385	33,385	

Approved Indirect Cost Rate: 10.0%

Comments: Minor adjustments were made to prior period and reflected in the cumulative prior period column

☒ NO SUPPLEMENTAL REVENUE Check this box and omit Page 9.

Fiscal Year Ending	June 30, 2019
Contract Number	CMIG 8004
Vendor Code	

Full Name of Contractor Community Action Partnership of Kern

Section 5 - Supplemental Revenue			
Enhancement Funding	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit
Other:			
Other:			
Total Supplemental Revenue			

Section 6 - Supplemental Expenses			
	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit
1000 Certificated Salaries			
2000 Classified Salaries			
3000 Employee Benefits			
4000 Books and Supplies			
5000 Services and Other Operating Expenses			
6000 Equipment/Capital Outlay			
Depreciation or Use Allowance			
Indirect Costs			
Non-reimbursable Expenses 6100-6500 Non-reimbursable Capital Outlay			
Total Supplemental Expenses			

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED ATTENDANCE AND FISCAL REPORT FOR
CHILD DEVELOPMENT PROGRAMS
A U D 9500 Page 10 of 10 (06/19)

Fiscal Year Ending June 30, 2019
Contract Number CMIG 8004
Vendor Code

Full Name of Contractor Community Action Partnership of Kern

Section 7 - Summary			
	Column A Cumulative CDNFS 9500	Column B Audit Adjustments	Column C Cumulative Per Audit
Total Certified Days of Enrollment	4,502		4,502
Days of Operation	245		245
Days of Attendance	4,444		4,444
Total Non-Certified Days of Enrollment	107		107
Restricted Program Income			
Transfer from Reserve			
Family Fees for Certified Children	308		308
Interest Earned on Apportionment Payments			
Direct Payments to Providers			
Start-up Expenses (service level exemption)			
Total Reimbursable Expenses	257,680		257,680
Total Administrative Cost	33,385		33,385

Total Certified Adjusted
Days of Enrollment 5,645.592

Total Non-Certified
Adjusted
Days of Enrollment 62.425

Independent Auditor's Assurances on Agency's Compliance with Contract Funding Terms and Conditions and Program Requirements of the California Department of Education, Early Learning and Care Division:

Eligibility, enrollment and attendance records are being maintained as required (check YES or NO):

☒ Yes
☐ No

Reimbursable expenses claimed on page 8 are eligible for reimbursement, reasonable, necessary, and adequately supported (check YES or NO):

☒ Yes
☐ No

Include any comments in the 'Comments' box on page 8. If necessary, attach additional sheets to explain adjustments.

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED FISCAL REPORT FOR
MIGRANT SPECIAL SERVICES CONTRACTS
A U D 9500-A Page 1 of 4 (06/19)

Fiscal Year Ending June 30, 2019
Contract Number CMSS 8004
Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Section 1 - Revenue	Column A Cumulative CDNFS 9500-A	Column B Audit Adjustments	Column C Cumulative Per Audit
Restricted Income Other:			
Restricted Income Other:			
Subtotal			
Interest Earned on Child Development Apportionment Payments			
Unrestricted Income Other:			
Total Revenue			

Fiscal Year Ending June 30, 2019
 Contract Number CMSS 8004
 Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Section 2 - Reimbursable Expenses			
Column A Cumulative CDNFS 9500-A	Column B Audit Adjustments	Column C Cumulative Per Audit	
1000 Certificated Salaries	11,163	11,163	
2000 Classified Salaries	4,136	4,136	
3000 Employee Benefits	3,280	3,280	
4000 Books and Supplies	5,230	5,230	
5000 Services and Other Operating Expenses	8,453	8,453	
Indirect Costs (Include in Administrative Cost)	3,226	3,226	
Non-Reimbursable (State Use Only)			
Total Reimbursable Expenses	35,488	35,488	
Total Administrative Cost (included in section 2 above)	3,226	3,226	
Days of Operation	245	245	

Approved Indirect Cost Rate: 10.0%

COMMENTS - If necessary, attach additional sheets to explain adjustments:

☒ NO SUPPLEMENTAL REVENUE Check this box and omit Page 3.

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED FISCAL REPORT FOR
MIGRANT SPECIAL SERVICES CONTRACTS
A U D 9500-A Page 3 of 4 (06/19)

Fiscal Year Ending June 30, 2019
Contract Number CMSS 8004
Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Section 3 - Supplemental Revenue		Column A Cumulative CDNFS 9500-A	Column B Audit Adjustments	Column C Cumulative Per Audit
Enhancement Funding				
Other:				
Other:				
Total Supplemental Revenue				
Section 4 - Supplemental Expenses		Column A Cumulative CDNFS 9500-A	Column B Audit Adjustments	Column C Cumulative Per Audit
1000 Certificated Salaries				
2000 Classified Salaries				
3000 Employee Benefits				
4000 Books and Supplies				
5000 Services and Other Operating Expenses				
6000 Equipment / Capital Outlay				
Depreciation or Use Allowance				
Indirect Costs				
Non-reimbursable Expenses 6100-6500 Non-reimbursable Capital Outlay				
Total Supplemental Expenses				

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED FISCAL REPORT FOR
MIGRANT SPECIAL SERVICES CONTRACTS
AUD 9500-A Page 4 of 4 (06/19)

Fiscal Year Ending June 30, 2019
Contract Number CMSS 8004
Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Section 5 - Summary	Column A Cumulative CDNFS 9500-A	Column B Audit Adjustments	Column C Cumulative Per Audit
Restricted Program Income			
Interest Earned on Apportionment Payments			
Total Reimbursable Expenses	35,488		35,488
Total Administrative Cost	3,226		3,226
Days of Operation	245		245

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED FISCAL REPORT FOR
CALWORKS, ALTERNATIVE PAYMENT OR
FAMILY CHILD CARE HOME PROGRAMS
A U D 9500-AP Page 1 of 4 (06/19)

Fiscal Year Ending June 30, 2019
Contract Number CMAP 8000
Vendor Code Y320

Full Name of Contractor

Community Action Partnership of Kern

Section 1 - Revenue	Column A1 Cumulative Prior Year AUD 9500-AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500-AP	Column B Audit Adjustments	Column C Cumulative Per Audit
Restricted Income - Child Nutrition Programs				
Restricted Income - County Maintenance of Effort (EC Section 8279)				
Restricted Income - Uncashed Checks to Providers				
Restricted Income - Other:				
Restricted Income Subtotal				
Transfer from Reserve (Alternative Payment Only)	322			322
Family Fees for Certified Children	118,602			118,602
Interest Earned on Child Development Apportionment Payments				
Unrestricted Income - Other: Work Comp Refund	248			248
Total Revenue	119,172			119,172

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Fiscal Year Ending June 30, 2019

Contract Number CMAP 8000

Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Section 2 - Reimbursable Expenses

	Column A1 Cumulative Prior Year AUD 9500-AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500-AP	Column B Audit Adjustments	Column C Cumulative Per Audit
Direct Payments to Providers	6,503,429			6,503,429
1000 Certificated Salaries				
2000 Classified Salaries	598,425			598,425
3000 Employee Benefits	118,562			118,562
4000 Books and Supplies	15,807			15,807
5000 Services and Other Operating Expenses	161,395			161,395
6100/6200 Other Approved Capital Outlay				
6400 New Equipment (program-related)				
6500 Equipment Replacement (program-related)				
Depreciation or Use Allowance				
Indirect Costs (Include in Administrative Cost)	485,895			485,895
Non-Reimbursable (State Use Only)				
Total Reimbursable Expenses	7,883,513			7,883,513
Total Administrative Cost (included in section 2 above)	1,135,196			1,135,196
Days of Operation	247			247

Approved Indirect Cost Rate: 10.0%

☒ NO SUPPLEMENTAL REVENUE Check this box and omit Page 3.

CALIFORNIA DEPARTMENT OF EDUCATION
 AUDITED FISCAL REPORT FOR
 CALWORKS, ALTERNATIVE PAYMENT OR
 FAMILY CHILD CARE HOME PROGRAMS
 A U D 9500-AP Page 3 of 4 (06/19)

Fiscal Year Ending June 30, 2019
 Contract Number CMAP
 Vendor Code Y320

Full Name of Contractor

Community Action Partnership of Kern

Section 3 - Supplemental Revenue		Column A1 Cumulative Prior Year AUD 9500-AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500- AP	Column B Audit Adjustments	Column C Cumulative Per Audit
Enhancement Funding					
Other:					
Total Supplemental Revenue					
Section 4 - Supplemental Expenses		Column A1 Cumulative Prior Year AUD 9500-AP	Column A2 Cumulative Current Year CDNFS 9500- AP	Column B Audit Adjustments	Column C Cumulative Per Audit
Direct Payments to Providers					
1000 Certificated Salaries					
2000 Classified Salaries					
3000 Employee Benefits					
4000 Books and Supplies					
5000 Services and Other Operating Expenses					
6000 Equipment/Capital Outlay					
Depreciation or Use Allowance					
Indirect Costs					
Non-reimbursable Expenses 6100-6500 Non-reimbursable Capital Outlay					
Total Supplemental Expenses					

Page 3

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED FISCAL REPORT FOR
CALWORKS, ALTERNATIVE PAYMENT OR
FAMILY CHILD CARE HOME PROGRAMS
A U D 9500-AP Page 4 of 4 (06/19)

Fiscal Year Ending June 30, 2019
Contract Number CMAP 8000
Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Section 5 - Summary				
	Column A1 Cumulative Prior Year AUD 9500-AP (Multi-Year Contract Only)	Column A2 Cumulative Current Year CDNFS 9500-AP	Column B Audit Adjustments	Column C Cumulative Per Audit
Restricted Program Income				
Interest Earned on Apportionment Payments				
Direct Payments to Providers	6,503,429			6,503,429
Total Administrative Costs	1,135,196			1,135,196
Days of Operation	247			247
Total Reimbursable Expenses	7,883,513			7,883,513

Comments

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED RESERVE ACCOUNT ACTIVITY REPORT
A U D 9530-A Page 1 of 1 (06/19)

Fiscal Year End
Reserve Account Type
Vendor Code

Full Name of Contractor

Prior Year - Reserve Account Activity		Per 2017-18 AUD 9530-A		
1. Beginning Balance (2017-18 Ending Balance)		3		
2. Plus Transfers to Reserve Account:		Per CDNFS 9530		
Contract No.				
Contract No.				
Contract No.				
Contract No.				
Contract No.				
Contract No.				
Total Transferred from PY Contracts to Reserve				
3. Less Excess Reserve to be Billed				
4. Ending Balance on PY Post-Audit CDNFS 9530		3		
Current Year - Reserve Account Activity		Column A CDNFS 9530-A	Column B Audit Adjustments	Column C Per Audit
5. Plus Interest Earned This Year on Reserve				
6. Less Transfers to Contracts from Reserve:				
CSPP General-Contract No.				
CSPP General-Contract No.				
CSPP Professional Development-Contract No.				
CSPP Professional Development-Contract No.				
Subtotal CSPP Transfers				
Other Contract No.				
Other Contract No.				
Other Contract No.				
Other Contract No.				
Other Contract No.				
Subtotal Other Contract Transfers				
Total Transferred to Contracts from Reserve Account				
7. Ending Balance on June 30, 2019		3		3

COMMENTS - If necessary, attach additional sheets to explain adjustments.

CALIFORNIA DEPARTMENT OF EDUCATION
AUDITED RESERVE ACCOUNT ACTIVITY REPORT
A U D 9530-A Page 1 of 1 (06/19)

Fiscal Year End June 30, 2019

Reserve Account Type Alternative Payment

Vendor Code Y320

Full Name of Contractor Community Action Partnership of Kern

Prior Year - Reserve Account Activity		Per 2017-18 AUD 9530-A	
1. Beginning Balance (2017-18 Ending Balance)		322	
2. Plus Transfers to Reserve Account:		Per CDNFS 9530	
Contract No.			
Contract No.			
Contract No.			
Contract No.			
Contract No.			
Contract No.			
Total Transferred from PY Contracts to Reserve			
3. Less Excess Reserve to be Billed			
4. Ending Balance on PY Post-Audit CDNFS 9530		322	
Current Year - Reserve Account Activity		Column A CDNFS 9530-A	Column B Audit Adjustments
5. Plus Interest Earned This Year on Reserve		2	2
6. Less Transfers to Contracts from Reserve:			
CSPP General-Contract No.			
CSPP General-Contract No.			
CSPP Professional Development-Contract No.			
CSPP Professional Development-Contract No.			
Subtotal CSPP Transfers			
Other Contract No.CMAP - 8000		322	322
Other Contract No.			
Other Contract No.			
Other Contract No.			
Other Contract No.			
Subtotal Other Contract Transfers		322	322
Total Transferred to Contracts from Reserve Account		322	322
7. Ending Balance on June 30, 2019		2	2

COMMENTS - If necessary, attach additional sheets to explain adjustments.

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2019**

No findings in the current year.

**COMMUNITY ACTION PARTNERSHIP OF KERN
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2019**

No findings in the prior year.

**COMMUNITY ACTION PARTNERSHIP OF KERN
DEFINED CONTRIBUTION PENSION PLAN
FINANCIAL STATEMENTS
WITH
INDEPENDENT AUDITOR'S REPORT
FEBRUARY 28, 2019 AND 2018**

**COMMUNITY ACTION PARTNERSHIP OF KERN
DEFINED CONTRIBUTION PENSION PLAN
FEBRUARY 28, 2019 AND 2018**

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BROWN ARMSTRONG

Certified Public Accountants

The Board of Directors
Community Action Partnership of Kern
Bakersfield, California

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTON AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

We have audited the special purpose financial statements of Community Action Partnership of Kern (the Organization) for the year ended June 30, 2019, and have issued our report thereon dated November 15, 2019. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 7, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Organization are described in Note 1 to the financial statements. In the current year, the Organization implemented Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. There are no significant accounting estimates reflected in the Organization's June 30, 2019 special purpose financial statements.

The special purpose financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no such misstatements.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 15, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of Board of Directors of the Organization and is not intended to be, and should not be, used by anyone other than this specified party.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
November 15, 2019



BROWN ARMSTRONG

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Community Action Partnership of Kern
Defined Contribution Pension Plan

Report on the Financial Statements

We were engaged to audit the accompanying financial statements of Community Action Partnership of Kern Defined Contribution Pension Plan (the Plan), which comprise the statements of net assets available for benefits as of February 28, 2019 and 2018, the related statements of changes in net assets available for benefits for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on conducting the audits in accordance with auditing standards generally accepted in the United States of America. Because of the matter described in the Basis for Disclaimer of Opinion paragraph, however, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion.

Basis for Disclaimer of Opinion

As permitted by 29 Code of Federal Regulations (CFR) 2520.103-8 of the Department of Labor's (DOL) Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974 (ERISA), the plan administrator instructed us not to perform, and we did not perform, any auditing procedures with respect to the information summarized in Note 3, which was certified by Standard Insurance Company, the trustee of the Plan in 2019, and Mutual of America, the trustee of the Plan in 2018, except for comparing the information with the related information included in the financial statements. We have been informed by the plan administrator that the trustee holds the Plan's investment assets and executes investment transactions. The plan administrator has obtained a certification from the trustee as of and for the years ended February 28, 2019 and 2018, that the information provided to the plan administrator by the trustee is complete and accurate.

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTON AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

Disclaimer of Opinion

Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion. Accordingly, we do not express an opinion on these financial statements.

Other Matter

The supplemental schedule, Schedule H, Line 4I – Schedule of Assets Held at End of Year for the year ended February 28, 2019, is required by the DOL Rules and Regulations for Reporting and Disclosure under ERISA and is presented for the purpose of additional analysis and is not a required part of the financial statements. Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we do not express an opinion on the supplemental schedule referred to above.

Report on Form and Content in Compliance with DOL Rules and Regulations

The form and content of the information included in the financial statements and supplemental schedule, other than that derived from the information certified by the trustee, have been audited by us in accordance with auditing standards generally accepted in the United States of America and, in our opinion, are presented in compliance with the DOL Rules and Regulations for Reporting and Disclosure under ERISA.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
December 13, 2019

**COMMUNITY ACTION PARTNERSHIP OF KERN
DEFINED CONTRIBUTION PENSION PLAN
STATEMENTS OF NET ASSETS AVAILABLE FOR BENEFITS
FEBRUARY 28, 2019 AND 2018**

	<u>2019</u>	<u>2018</u>
ASSETS:		
Cash	\$ 1,008	\$ -
Investments at Fair Value	<u>17,432,803</u>	<u>16,720,918</u>
Total Assets	<u>17,433,811</u>	<u>16,720,918</u>
Net Assets Available for Benefits	<u><u>\$ 17,433,811</u></u>	<u><u>\$ 16,720,918</u></u>

The accompanying notes are an integral part of these financial statements.

**COMMUNITY ACTION PARTNERSHIP OF KERN
DEFINED CONTRIBUTION PENSION PLAN
STATEMENTS OF CHANGES IN NET ASSETS AVAILABLE FOR BENEFITS
FOR THE YEARS ENDED FEBRUARY 28, 2019 AND 2018**

	<u>2019</u>	<u>2018</u>
ADDITIONS TO NET ASSETS ATTRIBUTED TO:		
Investment Income:		
Net Increase in Fair Value of Investments	\$ 415,909	\$ 1,563,754
Interest	36,555	16,339
Other Income	-	126,449
Contributions:		
Employer Contributions	1,265,451	1,077,811
Rollovers	<u>-</u>	<u>5,419</u>
Total Additions	<u>1,717,915</u>	<u>2,789,772</u>
DEDUCTIONS FROM NET ASSETS ATTRIBUTED TO:		
Benefits Paid to Participants	938,259	2,484,074
Administrative Expenses	<u>66,763</u>	<u>179</u>
Total Deductions	<u>1,005,022</u>	<u>2,484,253</u>
Net Increase	712,893	305,519
Net Assets Available for Benefits:		
Beginning of the Period	<u>16,720,918</u>	<u>16,415,399</u>
End of the Period	<u><u>\$ 17,433,811</u></u>	<u><u>\$ 16,720,918</u></u>

The accompanying notes are an integral part of these financial statements.

**COMMUNITY ACTION PARTNERSHIP OF KERN
DEFINED CONTRIBUTION PENSION PLAN
NOTES TO THE FINANCIAL STATEMENTS
FEBRUARY 28, 2019 AND 2018**

NOTE 1 – PLAN DESCRIPTION

The following description of the Community Action Partnership of Kern (the Organization) Defined Contribution Pension Plan (the Plan) provides only general information. The trustee of the Plan's assets is Standard Insurance Company and the Custodian of the Plan is Charles Schwab Trust Company. On March 1, 2018, trustee services switched over from Mutual of America to Standard Insurance Company. Participants should refer to the Plan agreement for a more complete description of the Plan's provisions.

General

The Plan is a defined contribution pension plan covering all employees who have been employed by the Organization for one year or more with at least 1,000 hours worked during the year and who are at least 21 years of age. It is subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA).

Contributions

The Plan's provisions stipulate that the Organization will contribute as follows:

Group "A" – 10% of the Participant's Compensation for that Plan Year. Group "A" is defined as "Executive Director".

Group "B" – 7.5% of the Participant's Compensation for that Plan Year. Group "B" is defined as "Division Director".

Group "C" – 5% of the Participant's Compensation for that Plan Year. Group "C" is defined as "all Participants who are not in Group A or Group B".

Participants direct the investment of the Organization's contribution into various investment options offered by the Plan.

Participants' Accounts

Each participant's account is credited with an allocation of (a) the Organization's contribution and (b) Plan earnings. Allocations are based on participants' earnings, as defined. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account. Any contributions made on behalf of a participant, for whom no investment direction is in effect, shall be allocated to a retirement fund appropriate to his or her age at the time of allocation.

Vesting

Vesting in the Organization's contributions plus earnings thereon is based on years of continuous service. A participant is 100 percent vested after 5 years of credited service.

<u>Year(s) of Vesting Service</u>	<u>Vesting Percentage</u>
Less than 2 years	0%
2 years	25%
3 years	50%
4 years	75%
5 years	100%

NOTE 1 – PLAN DESCRIPTION (Continued)

Payment of Benefits

On termination due to death, disability, or retirement, a participant may elect to receive an amount equal to the value of the participant's vested interest in his or her account either in a lump sum amount or as a joint and survivor annuity. For termination of service due to other reasons, a participant may receive the value of the vested interest in his or her account as a rollover distribution. Amounts allocated to accounts of persons who have elected to withdraw from the Plan but have not yet been paid as of February 28, 2019 and 2018, were \$0 for both years.

Forfeited Accounts

During fiscal years 2019 and 2018, forfeitures were allocated among the participants who were employees on the last day of the Plan year in the ratio that each such participant's compensation for that Plan year bears to the compensation of all such Plan participants for that Plan year. As of February 28, 2019, forfeitures reallocated to participant accounts were \$92,368. In fiscal year 2018, forfeitures reallocated to participant accounts were \$100,949.

Party-in-Interest Transactions

Plan investments include shares of registered investment company funds managed by Standard Insurance Company. Standard Insurance Company, as the trustee of the Plan, is a party-in-interest.

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements of the Plan are prepared on the accrual basis of accounting. Plan revenues and expenses are recognized when they become measurable.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of net assets available for benefits and changes therein. Actual results could differ from those estimates.

Investment Valuation and Income Recognition

Investments are recorded at fair value as determined by quoted market prices of the securities held in the funds. The unrealized appreciation or depreciation of the investments, based on the quoted market value at February 28, 2019 and 2018, is recorded as an increase or decrease to net assets available for plan benefits. See Note 3 for discussion of fair value measurements.

Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis of accounting. Net appreciation (depreciation) of the investments includes the Plan's gains and losses on investments bought and sold as well as held during the year.

Payment of Benefits

Benefits are recorded when paid.

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)

Recently Issued Accounting Pronouncements for the Future

- Accounting Standard Update (ASU) No. 2017-06, *Plan Accounting: Defined Pension Plans (Topic 960), Defined Contribution Pension Plans (Topic 962), Health and Welfare Benefit Plans (Topic 965), Employee Benefit Plan Master Trust Reporting (a Consensus of the Emerging Issues Taskforce)*. This update was issued in February 2017 and relates primarily to the reporting by an employee benefit plan for its interest in a master trust. The amendments in this update are effective for fiscal years beginning after December 15, 2018. Early adoption is permitted. The Plan currently does not have any investments in master trusts; as such, this update does not affect the Plan.
- ASU No. 2016-01, *Financial Instruments – Overall (Subtopic 825-10): Recognition and Measurement of Financial Assets and Financial Liabilities*. This update addresses certain aspects of recognition, measurement, presentation, and disclosure of financial instruments. The provisions of this update are effective for Plan years beginning after December 15, 2018. With certain exceptions, early adoption is permitted. This update is not expected to have a material impact on the financial statements.
- ASU No. 2018-03, *Technical Corrections and Improvements to Financial Improvements – Overall (Subtopic 825-10) Recognition and Measurement of Financial Assets and Financial Liabilities*. This update addresses certain aspects of recognition, measurement, presentation, and disclosure of financial instruments. In addition to amending Topic 825, *Financial Instruments*, the amendments in this update include certain aspects of the guidance issued in Update No. 2016-01. The provisions of this update are the same effective date in Update No. 2016-01 as described above. This update is not expected to have a material impact on the financial statements.
- ASU No. 2018-09, *Codification Improvements*. This update amends several Subtopics including Subtopic 962-325, *Plan Accounting – Defined Contribution Pension Plans – Investments – Other*, which removes the stable value common collective trust fund from the illustrative example in paragraph 962-325-55-17 to avoid the interpretation that such an investment would never have a readily determinable fair value and, therefore, would always use the net asset value per share practical expedient. The transition and effective date guidance is based on the facts and circumstances of each amendment. Subtopic 962-325 is effective for Plan years beginning after December 15, 2019. Early adoption is allowed. The Plan has opted not to early implement and is determining the impact of this update on its financial statements.
- ASU No. 2018-13, *Fair Value Measurement (Topic 820): Disclosure Framework, Changes to the Disclosure Requirements for Fair Value Measurement*. This update modifies the disclosure requirements on fair value measurements in Topic 820, *Fair Value Measurement*, based on the concepts in the Concepts Statement, including the consideration of costs and benefits. The ASU is effective for fiscal years beginning after December 15, 2019. Early adoption is permitted. Management has not yet determined the impact of this update on its financial statements.
- ASU No. 2019-04, *Codification Improvements to Topic 326, Financial Instruments – Credit Losses, Topic 815, Derivatives and Hedging, and Topic 825, Financial Instruments*. This update is to clarify and correct previous updates issued, including ASU No. 2016-01, *Financial Instruments – Overall (Subtopic 825-10)*, ASU No. 2016-13, *Financial Instruments – Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments*, and ASU No. 2017-012, *Derivatives and Hedging (Topic 815): Targeted Improvements to Accounting for Hedging Activities*. The amendments in this update apply to all reporting entities within the scope of the affected accounting guidance. The amendments on recognizing and measuring financial instruments are effective for fiscal years beginning after December 15, 2019, including interim periods in those years. Management has not yet determined the impact of this update on its financial statements.

NOTE 3 – FAIR VALUE MEASUREMENTS

The Organization has adopted Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) Topic 820-10, *Fair Value Measurements* (formerly Statement of Financial Accounting Standards (SFAS) No. 157). ASC Topic 820-10 defines fair value, establishes a framework for measuring fair value, and expands disclosures regarding fair value measurements.

ASC Topic 820-10 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

ASC Topic 820-10 also establishes a fair value hierarchy which requires the use of observable inputs and to minimize the use of unobservable inputs when measuring fair value. The standard describes three levels of inputs that may be used to measure fair value:

- Level 1 Quoted prices in active markets for identical assets or liabilities that the Plan has the ability to access at the measurement date.
- Level 2 Inputs other than quoted prices included within Level 1 that are observable for assets or liabilities, either directly or indirectly through corroboration with observable market data. Level 2 inputs include (a) quoted prices for similar assets or liabilities in active markets, (b) quoted prices for identical or similar assets or liabilities in markets that are not active, (c) inputs other than quoted prices that are observable for the asset or liability (for example, interest rates and yield curves observable at commonly quoted intervals, volatilities, prepayment speeds, loss severities, credit risks, and default rates), and (d) inputs that are derived principally from or corroborated by observable market data by correlation or other means.
- Level 3 Unobservable inputs used to measure fair value to the extent that observable market based inputs are not available and that are supported by little or no market activity for the asset or liability. These unobservable inputs reflect the Plan's own estimates about the assumptions that market participants would use in pricing the asset or liability.

Level 1 Fair Value Measurements

The fair value of mutual funds is based on quoted net asset values of the shares as reported by the fund. The mutual funds held by the Plan are open-end mutual funds registered with the U.S. Securities and Exchange Commission. The funds must publish their daily net asset value and transact at that price. The mutual funds held by the Plan are considered to be actively traded. The fair values of mutual funds are based on the closing price reported on the active market where the individual securities are traded.

Level 2 Fair Value Measurements

There are no plan assets requiring the use of Level 2 inputs for the periods presented.

Level 3 Fair Value Measurements

There are no plan assets requiring the use of Level 3 inputs for the periods presented.

The following tables set forth by level, within the fair value hierarchy, the Plan's fair value measurements at February 28, 2019 and 2018:

NOTE 3 – FAIR VALUE MEASUREMENTS (Continued)

Investments at Fair Value as of February 28, 2019				
Description	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	Total
Vanguard Tot Bd Mkt Idx Adm	\$ 434,045	\$ -	\$ -	\$ 434,045
Putnam Dynamic AA Growth Y	424,115	-	-	424,115
Putnam Dynamic AA Conserv Y	376,483	-	-	376,483
BlackRock LifePth Idx Ret K	464,389	-	-	464,389
BlackRock LifePth Idx 2020 K	1,620,860	-	-	1,620,860
BlackRock LifePth Idx 2025 K	2,001,533	-	-	2,001,533
BlackRock LifePth Idx 2030 K	1,415,484	-	-	1,415,484
BlackRock LifePth Idx 2035 K	1,726,534	-	-	1,726,534
BlackRock LifePth Idx 2040 K	1,267,091	-	-	1,267,091
BlackRock LifePth Idx 2045 K	1,722,850	-	-	1,722,850
BlackRock LifePth Idx 2050 K	498,914	-	-	498,914
BlackRock LifePth Idx 2055 K	153,654	-	-	153,654
BlackRock LifePth Idx 2060 K	14,919	-	-	14,919
Putnam Dynamic AA Balanced Y	819,096	-	-	819,096
MFS Value R6	979,784	-	-	979,784
iShares S&P 500 Index K	481,710	-	-	481,710
TIAA-CREF Inst Lg Cp Gr Inst	180,290	-	-	180,290
Wells Fargo Spec MdCpVal Ins	3,907	-	-	3,907
Vanguard Mid Cap Index Adm	76,615	-	-	76,615
MassMutual Select MidCapGr I	612,588	-	-	612,588
DFA US Small Cap Value I	181,365	-	-	181,365
Janus Henderson Triton T	135,631	-	-	135,631
American Funds New World R6	283,935	-	-	283,935
Principal Real Estate Sec I	5,673	-	-	5,673
Total Mutual Funds	<u>\$ 15,881,465</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 15,881,465</u>
<u>Investments Measured at Net Asset Value (NAV)</u>				
Group Annuity Contract (1)	<u>\$ 1,551,338</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,551,338</u>
Total Investments Measured at NAV	<u>\$ 1,551,338</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,551,338</u>
Total Investments	<u>\$ 17,432,803</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 17,432,803</u>

(1) In accordance with ASU Subtopic 820-10, certain investments that were measured at NAV per share (or its equivalent) have not been classified in the fair value hierarchy. The fair value amounts presented in this table are intended to permit reconciliation of the fair value hierarchy to the line items presented in the Statement of Net Assets Available for Plan Benefits.

NOTE 3 – FAIR VALUE MEASUREMENTS (Continued)

Investments at Fair Value as of February 28, 2018				
Description	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	Total
Mutual of America General Account Fund	\$ 1,561,411	\$ -	\$ -	\$ 1,561,411
Pooled Separate Funds:				
Mutual of America All America Fund	3,303	-	-	3,303
Mutual of America Bond Fund	306,344	-	-	306,344
Mutual of America Composite Fund	17,283	-	-	17,283
Mutual of America Mid-Term Bond Fund	122,360	-	-	122,360
Mutual of America Mid-Cap Equity Index	64,545	-	-	64,545
Mutual of America Equity Index Fund	429,825	-	-	429,825
Mutual of America Conservative Allocation	400,519	-	-	400,519
Mutual of America Moderate Allocation	543,808	-	-	543,808
Mutual of America Aggressive Allocation	417,650	-	-	417,650
Mutual of America Mid-Cap Value Fund	8,888	-	-	8,888
Mutual of America Small Cap Growth Fund	112,553	-	-	112,553
Mutual of America Small Cap Value Fund	178,506	-	-	178,506
Mutual of America International Fund	3,869	-	-	3,869
Mutual of America Retirement Income Fund	1,944	-	-	1,944
Mutual of America 2010 Retirement Fund	1,443	-	-	1,443
Mutual of America 2015 Retirement Fund	504,480	-	-	504,480
Mutual of America 2020 Retirement Fund	1,601,267	-	-	1,601,267
Mutual of America 2025 Retirement Fund	1,893,101	-	-	1,893,101
Mutual of America 2030 Retirement Fund	1,338,776	-	-	1,338,776
Mutual of America 2035 Retirement Fund	1,662,043	-	-	1,662,043
Mutual of America 2040 Retirement Fund	1,226,089	-	-	1,226,089
Mutual of America 2045 Retirement Fund	1,573,151	-	-	1,573,151
Mutual of America 2050 Retirement Fund	378,105	-	-	378,105
Mutual of America 2055 Retirement Fund	51,656	-	-	51,656
DWS Capital Growth	25,907	-	-	25,907
VP Capital Appreciation	219,734	-	-	219,734
Calvert VP SRI Balanced Portfolio	5,103	-	-	5,103
Fidelity Investments VIP Asset Manager	269,354	-	-	269,354
Fidelity Investments VIP Equity Income	109,221	-	-	109,221
Fidelity Investments VIP Contra Fund	732,204	-	-	732,204
Fidelity Investments VIP Mid-Cap	349,785	-	-	349,785
Vanguard VIF Diversified Value	244,655	-	-	244,655
Vanguard VIF International	309,890	-	-	309,890
T. Rowe Price Blue Chip Growth Fund	42,526	-	-	42,526
Oppenheimer Main Street VA	3,038	-	-	3,038
American Funds Insurance Series New World Fund	2,072	-	-	2,072
Vanguard VIF REIT Index Portfolio	4,510	-	-	4,510
Total:	\$ 16,720,918	\$ -	\$ -	\$ 16,720,918

NOTE 4 – CERTIFIED INFORMATION

The fiscal years 2019 and 2018 financial statements and the financial information presented in Note 3 are prepared from information supplied by the Plan's trustee, Mutual of America in 2018 and Standard Insurance Company in 2019. Specifically, investments and contributions received as of and for the years ended February 28, 2019 and 2018, were supplied by the trustee and such information has been certified by the trustee as being complete and accurate.

NOTE 5 – PLAN ADMINISTRATION

As trustee of the Plan, Standard Insurance Company provides recordkeeping and investment services to the Plan. Organization contributions are managed by the trustee who invests cash received, interest and dividend income, and makes distributions to participants. The Plan assets are held by Charles Schwab Trust Company, the custodian.

NOTE 5 – PLAN ADMINISTRATION (Continued)

Administrative functions are jointly performed by Standard Insurance Company and by officers or employees of the Organization. No office or employee receives compensation from the Plan. Trustee administrative expenses, along with fees paid to Pensionmark, the Plan's investment advisor, are absorbed by the Plan and allocated among the participants' accounts. The independent auditor's fees are paid directly by the Organization.

Administrative fees consist of trustee and advisor fees, which totaled \$66,762 and \$179 for the years ended February 28, 2019 and 2018.

NOTE 6 – PLAN TERMINATION

Although it has not expressed any intent to do so, the Organization has the right under the Plan to discontinue its contributions at any time and to terminate the Plan subject to the provisions of ERISA. In the event of Plan termination, participants shall become 100 percent vested in their accounts. Upon such termination, the Organization may direct either a complete distribution of the Plan assets in a manner consistent with Plan requirements, or continue to hold the investments of the Plan as though the Plan had not been terminated. In the event that the Plan is terminated, the trustee will have the right to charge a fair value assessment on funds withdrawn prior to maturity. The amount of this assessment is equal to the amount required to cover the investment losses, if any, resulting from making an early payment of funds.

NOTE 7 – TAX STATUS

The Internal Revenue Service has determined and informed the Organization with a letter dated June 23, 2016, that the Plan and related trust are designed in accordance with applicable sections of the Internal Revenue Code (IRC). The Plan has been amended since receiving the determination letter. However, the Plan administrator and the Plan's tax counsel believe the Plan is currently being operated in compliance with the applicable provisions of the IRC.

The FASB issued guidance on accounting for uncertainty in income taxes. The Plan adopted this guidance for the year ended February 28, 2010. Management evaluated the Plan's tax positions and concluded that the Plan had maintained its tax exempt status and had taken no uncertain tax positions that require adjustment to the financial statements. Therefore, no provision for income taxes has been included in the financial statements.

Uncertain Tax Positions

Accounting principles generally accepted in the United States of America require Plan management to evaluate tax positions taken by the Plan and recognize a tax liability (or asset) if the Plan has taken an uncertain tax position that, more likely than not, would not be sustained upon examination by the Internal Revenue Service. The Plan administrator has analyzed the tax positions taken by the Plan, and has concluded that as of February 28, 2019 and 2018, there are no uncertain tax positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements.

NOTE 8 – CONTINGENCIES AND COMMITMENTS

The Plan Sponsor discovered that a group of employees were inadvertently excluded from participation in the Plan. The Plan Sponsor has filed a filing under the Voluntary Compliance Program ("VCP") with the Internal Revenue Service to obtain a compliance statement in order to retain the Plan's qualified status. The filing is currently active with the Internal Revenue Service.

Subsequent to the filing with the Internal Revenue Service, the Plan Sponsor has discovered an additional operational defect in which the definition of compensation for new participants was inadvertently changed during the transition from different service providers. The Plan Sponsor is in the process of preparing an amendment to the VCP filing to obtain approval for correction of the operational defect.

NOTE 9 – RISK AND UNCERTAINTIES

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market, and credit risks. Due to the level or risk associated with certain investment securities, it is at least reasonably possible that changes in the value of investment securities will occur in the near-term and that such changes could materially affect participants' account balances and the amounts reported in the Statements of Net Assets Available for Benefits.

NOTE 10 – TRANSACTIONS WITH PARTIES-IN-INTEREST

The Plan invests in annuities sponsored by the Plan's trustee, as defined by the Plan, and therefore, these transactions qualify as party-in-interest transactions. Administrative fees related to the administration of the Plan are paid by the Plan. Administrative expenses will be allocated either proportionately based on the value of the account balances or as an equal dollar amount based on the number of participants in the Plan. The method of allocating the expenses depends on the nature of the expense itself.

NOTE 11 – SUBSEQUENT EVENTS

Subsequent to February 28, 2019, and through December 13, 2019, the date through which management evaluated subsequent events and on which the financial statements were issued, the Organization did not identify any other subsequent events that require disclosure.

SUPPLEMENTAL SCHEDULE

**COMMUNITY ACTION PARTNERSHIP OF KERN
DEFINED CONTRIBUTION PENSION PLAN
EIN 95-2402760 – PN 001
SCHEDULE H, LINE 4I – SCHEDULE OF ASSETS HELD AT END OF YEAR
FEBRUARY 28, 2019**

(A)	(B) Identity of Issuer, Borrower, Lessor, or Similar Party	(C) Description of Investment, Including Maturity Date, Rate of Interest, Collateral, Par, or Maturity Value	(D) Cost	(E) Carrying Value
*	The Standard	Group Annuity Contract	\$ -	\$ 1,551,338
	Vanguard Tot Bd Mkt Idx Adm	Mutual Funds	-	434,045
	Putnam Dynamic AA Growth Y	Mutual Funds	-	424,115
	Putnam Dynamic AA Conserv Y	Mutual Funds	-	376,483
	BlackRock LifePth Idx Ret K	Mutual Funds	-	464,389
	BlackRock LifePth Idx 2020 K	Mutual Funds	-	1,620,860
	BlackRock LifePth Idx 2025 K	Mutual Funds	-	2,001,533
	BlackRock LifePth Idx 2030 K	Mutual Funds	-	1,415,484
	BlackRock LifePth Idx 2035 K	Mutual Funds	-	1,726,534
	BlackRock LifePth Idx 2040 K	Mutual Funds	-	1,267,091
	BlackRock LifePth Idx 2045 K	Mutual Funds	-	1,722,850
	BlackRock LifePth Idx 2050 K	Mutual Funds	-	498,914
	BlackRock LifePth Idx 2055 K	Mutual Funds	-	153,654
	BlackRock LifePth Idx 2060 K	Mutual Funds	-	14,919
	Putnam Dynamic AA Balanced Y	Mutual Funds	-	819,096
	MFS Value R6	Mutual Funds	-	979,784
	iShares S&P 500 Index K	Mutual Funds	-	481,710
	TIAA-CREF Inst Lg Cp Gr Inst	Mutual Funds	-	180,290
	Wells Fargo Spec MdCpVal Ins	Mutual Funds	-	3,907
	Vanguard Mid Cap Index Adm	Mutual Funds	-	76,615
	MassMutual Select MidCapGr I	Mutual Funds	-	612,588
	DFA US Small Cap Value I	Mutual Funds	-	181,365
	Janus Henderson Triton T	Mutual Funds	-	135,631
	American Funds New World R6	Mutual Funds	-	283,935
	Principal Real Estate Sec I	Mutual Funds	-	5,673
			<u>-</u>	<u>5,673</u>
	Total assets held for investment purposes		<u>\$ -</u>	<u>\$ 17,432,803</u>

Cost omitted as investments are participant directed.

*Represents a party-in-interest



BROWN ARMSTRONG

Certified Public Accountants

To the Board of Directors
Community Action Partnership of Kern
Defined Contribution Pension Plan

We have conducted a Department of Labor (DOL) limited-scope audit of the financial statements and supplemental schedule of Community Action Partnership of Kern Defined Contribution Pension Plan (the Plan) for the year ended February 28, 2019, and have issued our report thereon December 13, 2019. As permitted by 29 Code of Federal Regulations (CFR) 2520.103-8 of the DOL's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974 (ERISA), the Plan administrator instructed us not to perform, and we did not perform, any auditing procedures with respect to the information summarized in Note 3 to those financial statements. Because of the significance of the information that we did not audit, we are unable to, and have not, expressed an opinion on those financial statements and supplemental schedule as a whole. We did, however, audit the form and content of the information included in the financial statements and supplemental schedule, other than that derived from the information certified by the trustee, in accordance with auditing standards generally accepted in the United States of America and found them to be presented in compliance with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 7, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Plan are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Plan during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the fair value of investments is based on various methods as detailed in the notes to the financial statements. We evaluated the key factors and assumptions used to develop the estimate of the fair value of investments in determining that it is reasonable in relation to the financial statements taken as a whole.

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTON AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was the disclosure of Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) Topic 820-10 in Note 3 to the financial statements which expands the disclosure about the fair value measurement.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. There were no such misstatements noted as a result of our audit procedures.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 13, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Plan's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Plan's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of Board of Directors and management of the Plan and is not intended to be, and should not be, used by anyone other than these specified parties.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
December 13, 2019

**COMMUNITY ACTION PARTNERSHIP
OF KERN'S 403(B) PLAN**

**FINANCIAL STATEMENTS
WITH INDEPENDENT AUDITOR'S REPORT**

FOR THE YEAR ENDED DECEMBER 31, 2018

**COMMUNITY ACTION PARTNERSHIP
OF KERN'S 403(B) PLAN
FOR THE YEAR ENDED DECEMBER 31, 2018**

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BROWN ARMSTRONG

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of the
Community Action Partnership of
Kern's 403(b) Plan
Bakersfield, California

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

Report on the Financial Statements

We were engaged to audit the accompanying financial statements of Community Action Partnership of Kern's 403(b) Plan (the Plan), which comprise the statement of net assets available for plan benefits as of December 31, 2018, the related statement of changes in net assets available for plan benefits for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on conducting the audit in accordance with auditing standards generally accepted in the United States of America. Because of the matter described in the Basis for Disclaimer of Opinion paragraph, however, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion.

Basis for Disclaimer of Opinion

As permitted by 29 Code of Federal Regulations (CFR) 2520.103-8 of the Department of Labor's (DOL) Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974 (ERISA), the plan administrator instructed us not to perform, and we did not perform, any auditing procedures with respect to the information summarized in Note 4, which was certified by the Standard Insurance Company, the trustee of the Plan, except for comparing the information with the related information included in the financial statements. We have been informed by the plan administrator that the trustee holds the Plan's investment assets and executes investment transactions. The Plan administrator has obtained a certification from the trustee as of and for the year ended December 31, 2018, that the information provided to the plan administrator by the trustee is complete and accurate.

Disclaimer of Opinion

Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we have not been able to obtain sufficient, appropriate audit evidence to provide a basis for an audit opinion on the financial statements.

Other Matter—Supplemental Schedule

The supplemental schedule, Schedule H, Line 4i – Schedule of Assets Held at End of Year for the year ended December 31, 2018, is required by the DOL's Rules and Regulations for Reporting and Disclosure under ERISA. It is presented for the purpose of additional analysis and is not a required part of the financial statements. Because of the significance of the matter described in the Basis for Disclaimer of Opinion paragraph, we do not express an opinion on the supplemental schedule referred to above.

Report on Form and Content in Compliance with the DOL's Rules and Regulations

The form and content of the information included in the financial statements and supplemental schedule, other than that derived from the information certified by the trustee, have been audited by us in accordance with auditing standards generally accepted in the United States of America and, in our opinion, are presented in compliance with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
October 15, 2019

**COMMUNITY ACTION PARTNERSHIP
OF KERN'S 403(B) PLAN
STATEMENT OF NET ASSETS AVAILABLE FOR PLAN BENEFITS
DECEMBER 31, 2018**

	<u>2018</u>
ASSETS:	
Cash and Cash Equivalents	\$ 246
Investments at Fair Value (Note 6):	
Mutual Funds	3,743,955
Group Annuity Contract	<u>720,487</u>
Total Assets	<u>4,464,688</u>
NET ASSETS AVAILABLE FOR PLAN BENEFITS	<u><u>\$ 4,464,688</u></u>

The accompanying notes are an integral part of these financial statements.

**COMMUNITY ACTION PARTNERSHIP
OF KERN'S 403(B) PLAN
STATEMENT OF CHANGES IN NET ASSETS AVAILABLE FOR PLAN BENEFITS
FOR THE YEAR ENDED DECEMBER 31, 2018**

	<u>2018</u>
ADDITIONS TO NET ASSETS ATTRIBUTED TO:	
Contributions:	
Participants	\$ 637,746
Rollovers	98,180
Investment Income:	
Interest/Dividends	12,026
Net Depreciation in Fair Value of Investments	<u>(225,664)</u>
Total Additions	<u>522,288</u>
DEDUCTIONS FROM NET ASSETS ATTRIBUTED TO:	
Benefits Paid to Participants	464,620
Administrative Expenses	<u>18,619</u>
Total Deductions	<u>483,239</u>
Change in Net Assets Available for Plan Benefits	39,049
Net Assets Available for Plan Benefits:	
Beginning of Year	<u>4,425,639</u>
End of Year	<u><u>\$ 4,464,688</u></u>

The accompanying notes are an integral part of these financial statements.

**COMMUNITY ACTION PARTNERSHIP
OF KERN'S 403(B) PLAN
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018**

NOTE 1 – DESCRIPTION OF PLAN

Community Action Partnership of Kern (the Administrator or the Agency) originally established a tax deferred annuity plan (the Plan) under Section 403(b) of the Internal Revenue Code (IRC), effective date of January 27, 2010. The Plan's restated effective date is February 1, 2018. The total number of participants in the Plan with account balances as of December 31, 2018, was 628. The trustee of the Plan's assets is Standard Insurance Company and the Custodian of the Plan is Charles Schwab Trust Company. On March 1, 2018, trustee services switched over from Mutual of America to Standard Insurance Company.

The following brief description of the Plan is provided for general information purposes only. Participants should refer to the Plan agreement for a more complete description of the Plan's provisions.

General

The Agency established the Plan to provide employees with a systematic means of saving and investing for the future. All eligible employees are able to enter the Plan and participate for the purposes of making elective deferrals upon his or her employment commencement date. This date is the entry date. All eligible employees are able to enter the Plan and participate for the purposes of receiving an allocation of matching contributions or non-elective contributions upon completing 1,000 hours worked. The Plan is a defined contribution plan subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA).

Plan Contributions

Participants may contribute from \$1 up to the maximum amount allowed by law and certain discrimination tests prescribed by the IRC. For 2018, the 403(b) elective deferral limit was \$18,500 (the limit is increased by \$6,000 for participants that have reached age 50 by the end of the Plan year and make catch-up contributions).

Participant Accounts

Each participant's account is credited with the participant's contributions, allocation of the Agency's contribution, plan earnings, and an allocation of administrative expenses. The benefit to which a participant is entitled is the vested benefit that can be provided from the participant's account.

Investment Options

All contributions to the Plan are directed by the participants into investments in funds made available through a contract with the trustee.

Vesting

A participant's vested interest will be 100% at all times, meaning participants are entitled to all of the amounts in their accounts attributable to the following:

- Elective deferrals including Roth elective deferrals and catch-up contributions
- Rollover contributions

NOTE 1 – DESCRIPTION OF PLAN (Continued)

Distributions

Upon termination of employment, retirement, or death, a participant or his/her beneficiary may elect to have the benefits distributed in one lump sum cash payment or elect to have a transfer of the vested interest directly to an individual retirement account (IRA) of the participant's choosing.

If a participant terminates employment for any reason and at any age (including retirement), and the value of their vested benefit does not exceed \$5,000, including any rollover contributions, then a distribution will automatically be paid to them even if they do not consent. Any distribution under this paragraph will be paid to in a lump-sum distribution within a year after termination.

If the vested benefit exceeds \$5,000, then the participant will be entitled to a distribution in a reasonable time after termination.

Participant Investment Rollovers

Participants are allowed to transfer or rollover funds into the Plan from other qualified plans, tax shelter annuity plans, government 457 plans, or traditional IRAs that qualify.

NOTE 2 – SUMMARY OF ACCOUNTING POLICIES

The financial statements of the Plan have been prepared in conformity with accounting principles generally accepted in the United States of America and in accordance with the terms of the Plan agreement.

The following are the significant accounting policies followed by the Plan:

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America, except for distributions paid to participants which are prepared on the cash basis of accounting.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of certain assets, liabilities, and changes therein, and disclosures of contingent assets and liabilities. Accordingly, the actual amounts could differ from those estimates. Any adjustments applied to estimated amounts are recognized in the year in which such adjustments are determined.

Valuation of Investments and Income Recognition

At December 31, 2018, the Plan's investments were held in mutual funds and unallocated contracts and are stated at fair value as certified by the Plan's trustee. The net appreciation/depreciation in the fair value of investments includes realized and unrealized gains and losses on the fair value of investments held by the Plan. Purchases and sales of investments are recorded on a settlement date basis. Interest and dividend income are accrued as it is earned.

NOTE 2 – SUMMARY OF ACCOUNTING POLICIES (Continued)

Excluded Contracts and Accounts

As allowed by the Department of Labor (DOL) Field Assistance Bulletin (FAB) 2009-02, the plan administrator has the ability to exclude certain contracts and accounts from Plan assets. Certain contracts and accounts may be excluded due to the fact that:

- The contract or account was issued to a current or former employee before January 1, 2009;
- The employer ceased to have any obligation to make contributions (including employee salary reduction contributions), and in fact stopped making contributions to the contract on or before January 1, 2009;
- All the rights under the contract or account are legally enforceable against the insurer or custodian by the individual owner of the contract or account without any involvement by the employer; and
- The individual owner of the contract is fully vested in the contract or account.

For the year ended December 31, 2018, there were no contracts or accounts excluded. The Plan assets include all the contracts and accounts.

Contributions

Contributions from employees and the employer are recorded in the period in which the Agency makes the payroll deductions from participant earnings.

Distributions

Distributions are recorded when paid. At December 31, 2018, there were no benefits processed and approved for payment, but not paid.

Expenses

A certain amount of the Plan's administrative expenses are paid by the Agency. Other expenses such as loan fees are paid from Plan assets and deducted from participant accounts in accordance with the Plan document.

NOTE 3 – FUNDING POLICY

A summary of the funding policy of the Plan is as follows:

Contributions:

1. Employee Salary Reduction: At participant's discretion up to maximum permitted by law.
2. Matching: Employer may elect to make a matching contribution each Plan year in an amount to be determined by the Employer.
3. Non-Elective: Employer may also make other discretionary contributions to the Plan. In any Plan year in which non-elective contributions are made, an allocation is made to an employee's non-elective contribution account based on the ratio that each employee's compensation bears to the total compensation of all eligible participants for that year.

Limits:

1. Maximum Employee Contribution for 2018: \$18,500.
2. Maximum Contribution Limit – Employer plus Employee for 2018: \$55,000.
3. Maximum Compensation for 2018: \$275,000.

Vesting: Employee: 100% full and immediate

NOTE 4 – INVESTMENTS

Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) Topic 820, *Fair Value Measurements and Disclosures*, defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. FASB ASC Topic 820 also established a fair value hierarchy which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The standard describes three levels of inputs that may be used to measure fair value:

- Level 1 Quoted prices in active markets for identical assets or liabilities that the Agency has the ability to access at the measurement date.
- Level 2 Inputs other than quoted prices included within Level 1 that are observable for assets or liabilities, either directly or indirectly, through corroboration with observable market data. Level 2 inputs include (a) quoted prices for similar assets or liabilities in active markets, (b) quoted prices for identical or similar assets or liabilities in markets that are not active, (c) inputs other than quoted prices that are observable for the asset or liability (for example, interest rates and yield curves observable at commonly quoted intervals, volatilities, prepayment speeds, loss severities, credit risks, and default rates), and (d) inputs that are derived principally from or corroborated by observable market data by correlation or other means.
- Level 3 Unobservable inputs used to measure fair value to the extent that observable market based inputs are not available and that are supported by little or no market activity for the asset or liability. These unobservable inputs reflect the Agency's own estimates about the assumptions that market participants would use in pricing the asset or liability.

Level 1 Fair Value Measurements

The fair value of mutual funds is based on quoted net asset values of the shares as reported by the fund. The mutual funds held by the Plan are open-end mutual funds registered with the U.S. Securities and Exchange Commission. The funds must publish their daily net asset value and transact at that price. The mutual funds held by the Plan are considered to be actively traded. The fair values of mutual funds are based on the closing price reported on the active market where the individual securities are traded.

Level 2 Fair Value Measurements

There are no Plan assets requiring the use of Level 2 inputs for the periods presented.

Level 3 Fair Value Measurements

There are no Plan assets requiring the use of Level 3 inputs for the periods presented.

NOTE 4 – INVESTMENTS (Continued)

The following table sets forth by level, within the fair value hierarchy, the Plan's fair value measurements at December 31, 2018:

Fair Value Measurements at December 31, 2018				
	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	Total
Mutual Funds:				
Equity Index Funds	\$ 3,406,926	\$ -	\$ -	\$ 3,406,926
Balanced Funds	89,969	-	-	89,969
Value Funds	110,908	-	-	110,908
Growth Funds	136,152	-	-	136,152
Total Mutual Funds	3,743,955	-	-	3,743,955
Total Assets at Fair Value	<u>\$ 3,743,955</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,743,955</u>

Investments Measured at Net Asset Value (NAV)

Group Annuity Contract (1)	<u>\$ 720,487</u>
Total Investments Measured at NAV	<u>\$ 720,487</u>
Total Investments	<u>\$ 4,464,442</u>

(1) In accordance with Accounting Standards Update (ASU) Subtopic 820-10, certain investments that were measured at NAV per share (or its equivalent) have not been classified in the fair value hierarchy. The fair value amounts presented in this table are intended to permit reconciliation of the fair value hierarchy to the line items presented in the Statement of Net Assets Available for Plan Benefits.

NOTE 5 – INVESTMENTS CERTIFIED BY PLAN TRUSTEE

Standard Insurance Company, trustee, certified all investments (at fair value) and investment transactions (individually and in summary) as of December 31, 2018, and for the year then ended. The certifications include realized and unrealized gains and losses and certain supplemental schedule information.

NOTE 6 – ADMINISTRATION OF PLAN NET ASSETS

As trustee of the Plan, Standard Insurance Company provides recordkeeping and investment services to the Plan. Agency contributions are management by the trustee who invests cash received, interest and dividend income and makes distributions to participants. The Plan assets are held by Charles Schwab Trust Company, the custodian.

Administrative functions are jointly performed by Standard Insurance Company and by officers or employees of the Agency. No office or employee receives compensation from the Plan. Trustee administrative expenses, along with fees paid to Pensionmark, the Plan's investment advisor, are absorbed by the Plan and allocated among the participants' accounts. The independent auditor's fees are paid directly by the Agency.

Administrative fees consist of trustee and advisor fees, which totaled \$18,619 for the year ended December 31, 2018.

NOTE 7 – RISKS AND UNCERTAINTIES

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market, and credit risks. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect participants' account balances and the amounts reported in the Statement of Net Assets Available for Plan Benefits.

NOTE 8 – PLAN TERMINATION

Although it has not expressed any intent to do so, the Agency has the right under the Plan to discontinue its contribution at any time and to terminate the Plan subject to the provisions of ERISA. However, no such action may deprive any participant or beneficiary under the Plan of any vested right.

NOTE 9 – TRANSACTIONS WITH PARTIES-IN-INTEREST

The Plan invests in annuities sponsored by the Plan's trustee, as defined by the Plan, and therefore, these transactions qualify as party-in-interest transactions. Administrative fees related to the administration of the Plan are paid by the Plan.

NOTE 10 – RECENTLY ISSUED PRONOUNCEMENTS APPLICABLE TO FUTURE YEARS

Accounting Standard Update (ASU) No. 2017-06, *Plan Accounting: Defined Pension Plans (Topic 960), Defined Contribution Pension Plans (Topic 962), Health and Welfare Benefit Plans (Topic 965), Employee Benefit Plan Master Trust Reporting (a consensus of the Emerging Issues Taskforce)*. This update was issued in February 2017 and relates primarily to the reporting by an employee benefit plan for its interest in a master trust. The amendments in this update are effective for fiscal years beginning after December 15, 2018. Early adoption is permitted. The Plan currently does not have any investments in master trusts, as such, this update does not affect the Plan.

ASU No. 2016-01, *Financial Instruments – Overall (Subtopic 825-10): Recognition and Measurement of Financial Assets and Financial Liabilities*. This update addresses certain aspects of recognition, measurement, presentation, and disclosure of financial instruments. The provisions of this update are effective for Plan years beginning after December 15, 2018. With certain exceptions, early adoption is permitted. This update is not expected to have a material impact on the financial statements.

ASU 2018-03, *Technical Corrections and Improvements to Financial Improvements – Overall (Subtopic 825-10) Recognition and Measurement of Financial Assets and Financial Liabilities*. This update addresses certain aspects of recognition, measurement, presentation, and disclosure of financial instruments. In addition to amending Topic 825, *Financial Instruments*, the amendments in this update include certain aspects of the guidance issued in Update 2016-01. The provisions of this update are the same effective date in Update 2016-01 as described above. This update is not expected to have a material impact on the financial statements.

ASU 2018-09, *Codification Improvements*. This update amends several Subtopics including Subtopic 962-325, *Plan Accounting – Defined Contribution Pension Plans – Investments – Other*, which removes the stable value common collective trust fund from the illustrative example in paragraph 962-325-55-17 to avoid the interpretation that such an investment would never have a readily determinable fair value and, therefore, would always use the net asset value per share practical expedient. The transition and effective date guidance is based on the facts and circumstances of each amendment. Subtopic 962-325 is effective for Plan years beginning after December 15, 2019. Early adoption is allowed. The Plan has opted not to early implement and is determining the impact of this update on its financial statements.

NOTE 10 – RECENTLY ISSUED PRONOUNCEMENTS APPLICABLE TO FUTURE YEARS
(Continued)

ASU 2018-13, *Fair Value Measurement (Topic 820): Disclosure Framework, Changes to the Disclosure Requirements for Fair Value Measurement*. This update modifies the disclosure requirements on fair value measurements in Topic 820, *Fair Value Measurement*, based on the concepts in the Concepts Statement, including the consideration of costs and benefits. The ASU is effective for fiscal years beginning after December 15, 2019. Early adoption is permitted. Management has not yet determined the impact of this update on its financial statements.

ASU 2019-04, *Codification Improvements to Topic 326, Financial Instruments – Credit Losses, Topic 815, Derivatives and Hedging, and Topic 825, Financial Instruments*. This update is to clarify and correct previous updates issued, including ASU 2016-01, *Financial Instruments – Overall (Subtopic 825-10)*, 2016-13, *Financial Instruments – Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments*, and 2017-012, *Derivatives and Hedging (Topic 815): Targeted Improvements to Accounting for Hedging Activities*. The amendments in this update apply to all reporting entities within the scope of the affected accounting guidance. The amendments on recognizing and measuring financial instruments are effective for fiscal years beginning after December 15, 2019, including interim periods in those years. Management has not yet determined the impact of this update on its financial statements.

NOTE 11 – SUBSEQUENT EVENTS

For the year ended December 31, 2018, the Agency has evaluated subsequent events for potential recognition and disclosure through October 15, 2019, the date the financial statements were available to be issued. No material subsequent event items that required recognition or disclosure were identified.

SUPPLEMENTAL SCHEDULE

**COMMUNITY ACTION PARTNERSHIP
OF KERN COUNTY'S 403(B) PLAN
SCHEDULE H, LINE 4I – SCHEDULE OF ASSETS HELD AT END OF YEAR
EIN – 95-2410253 PN - 001
FOR THE YEAR ENDED DECEMBER 31, 2018**

(A)	(B) Identity of Issuer, Borrower, Lessor, or Similar Party	(C) Description of Investment, Including Maturity Date, Rate of Interest, Collateral, Par, or Maturity Value	(D) Cost**	(E) Current Value
*	Standard Stable Asset	Group Annuity Contract	\$ -	\$ 720,487
	Vanguard Total Bond Market Index Adm	Mutual Funds	-	106,626
	Putnam Dynamic AA Growth Y	Mutual Funds	-	136,152
	Blackrock LifePath Index Retiree K	Mutual Funds	-	83,419
	Blackrock LifePath Index Retiree 2020 K	Mutual Funds	-	353,908
	Blackrock LifePath Index Retiree 2025 K	Mutual Funds	-	622,602
	Blackrock LifePath Index Retiree 2030 K	Mutual Funds	-	366,597
	Blackrock LifePath Index Retiree 2035 K	Mutual Funds	-	367,976
	Blackrock LifePath Index Retiree 2040 K	Mutual Funds	-	340,386
	Blackrock LifePath Index Retiree 2045 K	Mutual Funds	-	348,347
	Blackrock LifePath Index Retiree 2050 K	Mutual Funds	-	200,501
	Blackrock LifePath Index Retiree 2055 K	Mutual Funds	-	20,924
	Blackrock LifePath Index Retiree 2060 K	Mutual Funds	-	7,768
	Putnam Dynamic AA Balanced	Mutual Funds	-	89,969
	MFS Value R6	Mutual Funds	-	110,908
	IShares S&P 500 Index	Mutual Funds	-	47,672
	Putnam Dynamic AA Conservative	Mutual Funds	-	60,254
	TIAA-CREF Lifecycle Retire Income Instl	Mutual Funds	-	194,204
	Wells Fargo Special Small Cap Value Inst	Mutual Funds	-	929
	Vanguard Mid-Cap Growth Index Admiral	Mutual Funds	-	9,203
	MassMutual Select Mid Cap GR 1	Mutual Funds	-	139,922
	DFA US Small Cap I	Mutual Funds	-	26,448
	Janus Henderson Triton T	Mutual Funds	-	40,314
	Hartford Intl Opportunities R6	Mutual Funds	-	292
	American Funds New Perspective R6	Mutual Funds	-	59,570
	Principal Real Estate Sec I	Mutual Funds	-	9,064
			<u>\$ -</u>	<u>\$ 4,464,442</u>

* Party-in-interest to the Plan.

** Cost omitted for participant directed accounts.



BROWN ARMSTRONG

Certified Public Accountants

To the Board of Directors of the
Community Action Partnership of
Kern's 403(b) Plan
Bakersfield, California

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTON AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

We have conducted a Department of Labor (DOL) limited-scope audit of the financial statements of Community Action Partnership of Kern's 403(b) Plan (the Plan) for the year ended December 31, 2018, and have issued our report thereon dated October 15, 2019. As permitted by 29 Code of Federal Regulations (CFR) 2520.103 of the DOL's Rules and Regulations for Reporting and Disclosure under the Employee Retirement Income Security Act of 1974 (ERISA), the plan administrator instructed us not to perform, and we did not perform, any auditing procedures with respect to the information summarized in Note 4 to those financial statements. Because of the significance of the information that we did not audit, we are unable to, and have not, expressed an opinion on those financial statements and supplemental schedule as a whole. We did, however, audit the form and content of the information included in the financial statements and supplemental schedule, other than that derived from the information certified by the trustee, in accordance with auditing standards generally accepted in the United States of America and found them to be presented in compliance with the DOL's Rules and Regulations for Reporting and Disclosure under ERISA. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 7, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Plan are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the Plan during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the fair value of investments is based on various methods as detailed in the notes to the financial statements. We evaluated the key factors and assumptions used to develop the estimated fair value of investments in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of Fair Value Measurements in Note 4 to the financial statements, which expands the disclosure about the fair value measurements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no such misstatements.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 15, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Plan's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Plan's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management of Community Action Partnership of Kern's 403(b) Plan and is not intended to be, and should not be, used by anyone other than these specified parties.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
October 15, 2019



MEMORANDUM

TO: Audit & Pension Committee

FROM: Tracy Webster, Chief Financial Officer *Tracy Webster*

DATE: January 16, 2020

RE: *Agenda Item 5d*: 2018 Information Returns and Attorney General Report
– **Info Item**

Community Action Partnership of Kern (CAPK) is required to file information returns annual with the Internal Revenue Service and the Franchise Tax Board. The 2018 returns were prepared by Brown Armstrong Accountancy Corporation from data provided by CAPK for the year ended February 28, 2019. The following information returns were submitted electronically by Brown Armstrong by the filing deadline date of January 15, 2020:

- 2018 IRS Form 990 – Return of Organization Exempt from Income Tax
- 2018 Form 199 – California Exempt Organization Annual Information Return

Annually, CAPK is required to file the registration renewal fee report to the Attorney General's Registry of Charitable Trusts. The purpose of the report is to assist the Attorney General's Office with early detection of charity fiscal mismanagement and unlawful diversion of charitable assets. Organizations with total gross revenue or assets of \$25,000 or more must also provide a copy of the IRS Form 990 with the renewal report. The report is required to be filed with the Attorney General no later than the date the IRS Form 990 is required to be filed with the IRS. CAPK met the filing deadline.

For your information, the information returns and the Attorney General report are attached.

Attachments:

2018 IRS Form 990 – Return of Organization Exempt from Income Tax
2018 Form 199 California Exempt Organization Annual Information Return
Annual Registration Renewal Fee Report to Attorney General of California

Form **8879-EO****IRS e-file Signature Authorization
for an Exempt Organization**

OMB No. 1545-1878

For calendar year 2018, or fiscal year beginning 3/01, 2018, and ending 2/28, 20 2019

▶ Do not send to the IRS. Keep for your records.

▶ Go to www.irs.gov/Form8879EO for the latest information.**2018**Department of the Treasury
Internal Revenue Service

Name of exempt organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Name and title of officer

JEREMY T. TOBIASCEO**Part I Type of Return and Return Information (Whole Dollars Only)**

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, or 5a, below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, or 5b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1 a Form 990 check here.	<input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1 b <u>80,175,607.</u>
2 a Form 990-EZ check here.	<input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2 b _____
3 a Form 1120-POL check here.	<input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3 b _____
4 a Form 990-PF check here.	<input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4 b _____
5 a Form 8868 check here.	<input type="checkbox"/>	b Balance Due (Form 8868, line 3c)	5 b _____

Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2018 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

☒ I authorize BROWN ARMSTRONG ACCOUNTANCY CORP to enter my PIN 17649 as my signature

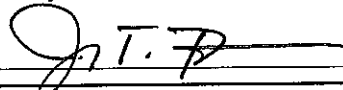
ERO firm name

Enter five numbers, but
do not enter all zeros

on the organization's tax year 2018 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2018 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature ▶



Date ▶

12/27/19**Part III Certification and Authentication**

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN

77508827800

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2018 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶

CLINT W. BAIRD

Date ▶

12/26/19

**ERO Must Retain This Form — See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So**

BAA For Paperwork Reduction Act Notice, see instructions.

Form **8879-EO** (2018)

Form **8868**

(Rev. January 2019)

Department of the Treasury
Internal Revenue Service**Application for Automatic Extension of Time to File an Exempt Organization Return**▶ **File a separate application for each return.**▶ **Go to www.irs.gov/Form8868 for the latest information.**

OMB No. 1545-1709

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Enter filer's identifying number, see instructions

Type or print	Name of exempt organization or other filer, see instructions.	Employer identification number (EIN) or
	COMMUNITY ACTION PARTNERSHIP OF KERN	95-2402760
	Number, street, and room or suite number. If a P.O. box, see instructions.	Social security number (SSN)
File by the due date for filing your return. See instructions.	5005 BUSINESS PARK NORTH	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions.	
	BAKERSFIELD, CA 93309	

Enter the Return Code for the return that this application is for (file a separate application for each return) **01**

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (section 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

• The books are in the care of ▶ TRACY WEBSTER

Telephone No. ▶ 661-336-5236 Fax No. ▶ 661-322-2237

- If the organization does not have an office or place of business in the United States, check this box ▶ ☐
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box ▶ ☐. If it is for part of the group, check this box ... ▶ ☐ and attach a list with the names and EINs of all members the extension is for.

1 I request an automatic 6-month extension of time until 1/15, 20 20, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

- ▶ ☐ calendar year 20 ____ or
- ▶ ☒ tax year beginning 3/01, 20 18, and ending 2/28, 20 19.

2 If the tax year entered in line 1 is for less than 12 months, check reason: ☐ Initial return ☐ Final return
☐ Change in accounting period

3a If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit	3b	\$	0.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions	3c	\$	0.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

BAA For Privacy Act and Paperwork Reduction Act Notice, see instructions.Form **8868** (Rev. 1-2019)

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

- ▶ Do not enter social security numbers on this form as it may be made public.
 ▶ Go to www.irs.gov/Form990 for instructions and the latest information.

2018

Open to Public Inspection

Department of the Treasury
Internal Revenue Service**A** For the 2018 calendar year, or tax year beginning 3/01, 2018, and ending 2/28, 2019**B** Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

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

D Employer identification number

95-2402760

E Telephone number

661-336-5236

G Gross receipts \$ 80,202,531.**F** Name and address of principal officer:

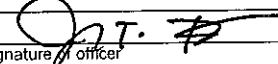
SAME AS C ABOVE

H(a) Is this a group return for subordinates? ☐ Yes ☒ No**H(b)** Are all subordinates included? ☐ Yes ☐ No
If "No," attach a list. (see instructions)**I** Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () ▶ (insert no.) ☐ 4947(a)(1) or ☐ 527**J** Website: ▶ WWW.CAPK.ORG**H(c)** Group exemption number ▶**K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶**L** Year of formation: 1965 **M** State of legal domicile: CA**Part I Summary**

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: PROVIDE/ADVOCATE FOR RESOURCES THAT WILL EMPOWER MEMBERS OF THE COMMUNITY WE SERVE TO BE SELF-SUFFICIENT.		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a).....	3	15
	4 Number of independent voting members of the governing body (Part VI, line 1b).....	4	15
	5 Total number of individuals employed in calendar year 2018 (Part V, line 2a).....	5	1,076
	6 Total number of volunteers (estimate if necessary).....	6	233
	7a Total unrelated business revenue from Part VIII, column (C), line 12.....	7a	0.
b Net unrelated business taxable income from Form 990-T, line 38.....	7b	0.	
Revenue	8 Contributions and grants (Part VIII, line 1h).....	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g).....	73,196,960.	79,301,855.
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d).....	385,130.	359,109.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e).....	16,530.	1,570.
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)....	1,160,922.	513,073.
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3).....	74,759,542.	80,175,607.
	14 Benefits paid to or for members (Part IX, column (A), line 4).....		
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10).....	36,306,129.	37,778,876.
	16a Professional fundraising fees (Part IX, column (A), line 11e).....		
	b Total fundraising expenses (Part IX, column (D), line 25) ▶		
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e).....	37,464,805.	41,910,576.
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25).....	73,770,934.	79,689,452.
Net Assets or Fund Balances	19 Revenue less expenses. Subtract line 18 from line 12.....	988,608.	486,155.
	20 Total assets (Part X, line 16).....	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26).....	21,012,720.	19,554,003.
	22 Net assets or fund balances. Subtract line 21 from line 20.....	9,016,212.	7,071,340.
		11,996,508.	12,482,663.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here		Date	1/7/2020
	JEREMY T. TOBIAS	CEO	
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date
	CLINT W. BAIRD	CLINT W. BAIRD	12/26/19
	Firm's name ▶ BROWN ARMSTRONG ACCOUNTANCY CORP	Check <input type="checkbox"/> if self-employed	PTIN P01318969
	Firm's address ▶ 4200 TRUXTUN AVE STE 300 BAKERSFIELD, CA 93309-0668	Firm's EIN ▶ 95-3109182	Phone no. (661) 324-4971

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

BAA For Paperwork Reduction Act Notice, see the separate instructions.

TEEA0101L 08/20/18

Form 990 (2018)

Part III Statement of Program Service AccomplishmentsCheck if Schedule O contains a response or note to any line in this Part III. ☒ **X****1** Briefly describe the organization's mission:

SEE SCHEDULE O

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.**4a** (Code:) (Expenses \$ 41,216,023. including grants of \$) (Revenue \$ 41,844,813.)

CHILD EDUCATION AND DEVELOPMENT SERVICES: TO PROVIDE COMPREHENSIVE CHILD EDUCATION AND DEVELOPMENT SERVICES FOR 2,738 INCOME ELIGIBLE CHILDREN SIX WEEKS TO FIVE YEARS OF AGE, AND THEIR FAMILIES. ALSO INCLUDES A STATEWIDE CHILD CARE PROGRAM TO PROVIDE CHILDREN OF MIGRANT FARM WORKERS WITH A SAFE, NURTURING AND EDUCATIONALLY GROWING ENVIRONMENT.

4b (Code:) (Expenses \$ 27,046,078. including grants of \$) (Revenue \$ 26,552,067.)

NUTRITION SERVICES: INCLUDES THE (1) CHILD AND ADULT CARE FOOD PROGRAM WHICH PROVIDES NUTRITIONAL LUNCH MEALS AND SNACKS TO THE 2,682 CHILDREN ENROLLED IN THE CHILD EDUCATION AND DEVELOPMENT SERVICES PROGRAM, (2) THE WOMEN, INFANTS AND CHILDREN PROGRAM WHICH PROVIDES TEMPORARY NUTRITIONAL ASSISTANCE AND COUNSELING FOR 19,770 PREGNANT AND NON-PREGNANT WOMEN, MEN AND GRANDPARENTS PER MONTH WHO ARE RAISING INFANTS AND CHILDREN WHO ARE NUTRITIONALLY AT RISK AND (3) THE FOOD BANK PROGRAM WHICH IS ONE OF THE LARGEST FOOD BANKS IN CALIFORNIA PROVIDING EMERGENCY FOOD ASSISTANCE AND DISTRIBUTING 13.5 MILLION POUNDS OF FOOD ANNUALLY.

4c (Code:) (Expenses \$ 4,050,918. including grants of \$) (Revenue \$ 4,022,502.)

ENERGY SERVICES: THE AGENCY PROVIDES UTILITY ASSISTANCE TO MORE THAN 6,500 HOUSEHOLDS ON AN ANNUAL BASIS. AN APPLICANT CAN ONLY RECEIVE THIS BENEFIT ONCE IN A 12 MONTH PERIOD. THE APPLICANT MUST RESIDE IN KERN COUNTY: HAVE A TOTAL HOUSEHOLD INCOME AT OR BELOW 150 PERCENT OF THE FEDERAL POVERTY INCOME GUIDELINES AND HAVE A UTILITY BILL WITH AT LEAST 30 DAYS OF SERVICE.

WEATHERIZATION SERVICES: THE AGENCY PROVIDES ASSISTANCE TO MORE THAN 400 HOUSEHOLDS ON AN ANNUAL BASIS. A RESIDENT CAN RECEIVE WEATHERIZATION ASSISTANCE ONCE EVERY SEVEN YEARS. TO QUALIFY THE APPLICANT MUST RESIDE IN KERN COUNTY AND HAVE A TOTAL HOUSEHOLD INCOME AT OR BELOW 150 PERCENT OF THE FEDERAL POVERTY INCOME GUIDELINES.

4d Other program services (Describe in Schedule O.) SEE SCHEDULE O

(Expenses \$ 2,014,774. including grants of \$) (Revenue \$ 1,185,499.)

4e Total program service expenses ▶ 74,327,793.

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If 'Yes,' complete Schedule A.	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I.		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If 'Yes,' complete Schedule C, Part II.		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If 'Yes,' complete Schedule C, Part III.		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If 'Yes,' complete Schedule D, Part I.		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If 'Yes,' complete Schedule D, Part II.		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If 'Yes,' complete Schedule D, Part III.		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? If 'Yes,' complete Schedule D, Part IV.		X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If 'Yes,' complete Schedule D, Part V.		X
11 If the organization's answer to any of the following questions is 'Yes,' then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If 'Yes,' complete Schedule D, Part VI.	X	
b Did the organization report an amount for investments — other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part VII.		X
c Did the organization report an amount for investments — program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part VIII.		X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part IX.		X
e Did the organization report an amount for other liabilities in Part X, line 25? If 'Yes,' complete Schedule D, Part X.	X	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If 'Yes,' complete Schedule D, Part X.		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? If 'Yes,' complete Schedule D, Parts XI and XII.	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? If 'Yes,' and if the organization answered 'No' to line 12a, then completing Schedule D, Parts XI and XII is optional.		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E.		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If 'Yes,' complete Schedule F, Parts I and IV.		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If 'Yes,' complete Schedule F, Parts II and IV.		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If 'Yes,' complete Schedule F, Parts III and IV.		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If 'Yes,' complete Schedule G, Part I (see instructions).		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If 'Yes,' complete Schedule G, Part II.	X	
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If 'Yes,' complete Schedule G, Part III.		X
20a Did the organization operate one or more hospital facilities? If 'Yes,' complete Schedule H.		X
b If 'Yes' to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If 'Yes,' complete Schedule I, Parts I and II.		X

Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If 'Yes,' complete Schedule I, Parts I and III.		X
23 Did the organization answer 'Yes' to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If 'Yes,' complete Schedule J.	X	
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If 'Yes,' answer lines 24b through 24d and complete Schedule K. If 'No,' go to line 25a.		X
24b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
24c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
24d Did the organization act as an 'on behalf of' issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If 'Yes,' complete Schedule L, Part I.		X
25b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If 'Yes,' complete Schedule L, Part I.		X
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? If 'Yes,' complete Schedule L, Part II.		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? If 'Yes,' complete Schedule L, Part III.		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
28a A current or former officer, director, trustee, or key employee? If 'Yes,' complete Schedule L, Part IV.		X
28b A family member of a current or former officer, director, trustee, or key employee? If 'Yes,' complete Schedule L, Part IV.		X
28c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If 'Yes,' complete Schedule L, Part IV.		X
29 Did the organization receive more than \$25,000 in non-cash contributions? If 'Yes,' complete Schedule M.	X	
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If 'Yes,' complete Schedule M.		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? If 'Yes,' complete Schedule N, Part I.		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If 'Yes,' complete Schedule N, Part II.		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If 'Yes,' complete Schedule R, Part I.		X
34 Was the organization related to any tax-exempt or taxable entity? If 'Yes,' complete Schedule R, Part II, III, or IV, and Part V, line 1.	X	
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
35b If 'Yes' to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If 'Yes,' complete Schedule R, Part V, line 2.		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If 'Yes,' complete Schedule R, Part V, line 2.		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If 'Yes,' complete Schedule R, Part VI.		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O.	X	

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response or note to any line in this Part V. ☐

	Yes	No
1a Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable.		
1b Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable.		
1c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

	Yes	No
2 a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
2 a 1,076		
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	X	
2 b		
Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)		
3 a Did the organization have unrelated business gross income of \$1,000 or more during the year?		X
3 a		
b If 'Yes,' has it filed a Form 990-T for this year? If 'No' to line 3b, provide an explanation in Schedule O		
3 b		
4 a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
4 a		
b If 'Yes,' enter the name of the foreign country: ▶ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5 a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
5 a		
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
5 b		
c If 'Yes,' to line 5a or 5b, did the organization file Form 8886-T?		
5 c		
6 a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		X
6 a		
b If 'Yes,' did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
6 b		
7 Organizations that may receive deductible contributions under section 170(c).		
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	X	
7 a		
b If 'Yes,' did the organization notify the donor of the value of the goods or services provided?	X	
7 b		
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		X
7 c		
d If 'Yes,' indicate the number of Forms 8282 filed during the year		
7 d		
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		X
7 e		
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		X
7 f		
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
7 g		
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
7 h		
8 Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
8		
9 Sponsoring organizations maintaining donor advised funds.		
a Did the sponsoring organization make any taxable distributions under section 4966?		
9 a		
b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
9 b		
10 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on Part VIII, line 12	10 a	
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10 b	
11 Section 501(c)(12) organizations. Enter:		
a Gross income from members or shareholders	11 a	
b Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11 b	
12 a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12 a	
b If 'Yes,' enter the amount of tax-exempt interest received or accrued during the year	12 b	
13 Section 501(c)(29) qualified nonprofit health insurance issuers.		
a Is the organization licensed to issue qualified health plans in more than one state?	13 a	
Note. See the instructions for additional information the organization must report on Schedule O.		
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13 b	
c Enter the amount of reserves on hand	13 c	
14 a Did the organization receive any payments for indoor tanning services during the tax year?	14 a	X
b If 'Yes,' has it filed a Form 720 to report these payments? If 'No,' provide an explanation in Schedule O	14 b	
15 Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year?	15	X
If 'Yes,' see instructions and file Form 4720, Schedule N.		
16 Is the organization an educational institution subject to the section 4968 excise tax on net investment income?	16	X
If 'Yes,' complete Form 4720, Schedule O.		

Part VI Governance, Management, and Disclosure For each 'Yes' response to lines 2 through 7b below, and for a 'No' response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.Check if Schedule O contains a response or note to any line in this Part VI. ☒ X**Section A. Governing Body and Management**

	Yes	No
1 a Enter the number of voting members of the governing body at the end of the tax year. 1 a 15 If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.		
b Enter the number of voting members included in line 1a, above, who are independent. 1 b 15		
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2	X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?	3	X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4	X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?	5	X
6 Did the organization have members or stockholders?	6	X
7 a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7 a	X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7 b	X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a The governing body?	8 a	X
b Each committee with authority to act on behalf of the governing body?	8 b	X
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If 'Yes,' provide the names and addresses in Schedule O.	9	X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10 a Did the organization have local chapters, branches, or affiliates?	10 a	X
b If 'Yes,' did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10 b	
11 a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11 a	X
b Describe in Schedule O the process, if any, used by the organization to review this Form 990. SEE SCHEDULE O		
12 a Did the organization have a written conflict of interest policy? If 'No,' go to line 13.	12 a	X
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12 b	X
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If 'Yes,' describe in Schedule O how this was done.	12 c	X
13 Did the organization have a written whistleblower policy?	13	X
14 Did the organization have a written document retention and destruction policy?	14	X
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official	15 a	X
b Other officers or key employees of the organization. SEE SCHEDULE O	15 b	X
If 'Yes' to line 15a or 15b, describe the process in Schedule O (see instructions).		
16 a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16 a	X
b If 'Yes,' did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16 b	

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ▶ CA

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☒ Own website ☐ Another's website ☒ Upon request ☐ Other (explain in Schedule O)

19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year. SEE SCHEDULE O

20 State the name, address, and telephone number of the person who possesses the organization's books and records ▶

TRACY WEBSTER 5005 BUSINESS PARK NORTH BAKERSFIELD CA 93309 661-336-5236

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck if Schedule O contains a response or note to any line in this Part VII. ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1 a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of 'key employee.'
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) JONATHAN MULLINGS DIRECTOR	4 0	X						0.	0.	0.
(2) MARIAN PANOS DIRECTOR	4 0	X						0.	0.	0.
(3) FRED PLANE SECRETARY	4 0	X						0.	0.	0.
(4) GARTH CORRIGAN CHAIRMAN	4 0	X						0.	0.	0.
(5) ULYSES RODRIGUEZ DIRECTOR	4 0	X						0.	0.	0.
(6) GUADALUPE PEREZ DIRECTOR	4 0	X						0.	0.	0.
(7) CURTIS FLOYD VICE-CHAIR	4 0	X						0.	0.	0.
(8) ANA VIGIL DIRECTOR	4 0	X						0.	0.	0.
(9) YOLANDA OCHOA DIRECTOR	4 0	X						0.	0.	0.
(10) WARREN PETERSON TREASURER	4 0	X						0.	0.	0.
(11) JIMMIE CHILDRESS DIRECTOR	4 0	X						0.	0.	0.
(12) CRAIG HENDERSON DIRECTOR	4 0	X						0.	0.	0.
(13) MIKE MAGGARD DIRECTOR	4 0	X						0.	0.	0.
(14) SHARIF HASSAN DIRECTOR	4 0	X						0.	0.	0.

BAA

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Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(15) JANE A BENTON DIRECTOR	4 0	X						0.	0.	0.
(16) LORENA FERNANDEZ DIRECTOR	4 0	X						0.	0.	0.
(17) TRACY WEBSTER CFO	40 0			X				60,050.	0.	395.
(18) JEREMY T. TOBIAS CEO	40 0			X				186,544.	0.	35,263.
(19) CHRISTINE ANAMI CFO	40 0			X				104,793.	0.	10,623.
(20) YOLANDA GONZALES DIV. DIRECTOR	40 0					X		127,796.	0.	22,638.
(21) RALPH MARTINEZ DIV. DIRECTOR	40 0					X		105,779.	0.	21,563.
(22) PRITIKA RAM DIV. DIRECTOR	40 0					X		117,449.	0.	10,483.
(23) CARMEN SEGOVIA DIV. DIRECTOR	40 0					X		109,430.	0.	25,163.
(24) EMILIO WAGNER DIV. DIRECTOR	0 0					X		119,093.	0.	25,945.
(25)										
1 b Sub-total								930,934.	0.	152,073.
c Total from continuation sheets to Part VII, Section A								0.	0.	0.
d Total (add lines 1b and 1c)								930,934.	0.	152,073.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **7**

3 Did the organization list any **former** officer, director, or trustee, key employee, or highest compensated employee on line 1a? If 'Yes,' complete Schedule J for such individual.

	Yes	No
3		X

4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If 'Yes,' complete Schedule J for such individual.

	Yes	No
4	X	

5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If 'Yes,' complete Schedule J for such person.

	Yes	No
5		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
PLC SYSTEM SERVICES 11509 ORCHARD PARK DRIVE BAKERSFIELD, CA 93311	AC & HEATING	394,717.
ANDREA BUENROSTRO 112 S. RANCH STREET SANTA MARIA, CA 93454-5319	CHILD CARE SERVICES	139,452.
VIRGINIA FERREIRA 221 NORTH BENWILEY AVENUE SANTA MARIA, CA 93458	CHILD CARE SERVICES	102,914.
MARIA B CRUZ DE PULIDO P.O. BOX 601 KETTLEMAN CITY, CA 93239	CHILD CARE SERVICES	100,997.

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **4**

Part VIII Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII. ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1 a				
	b Membership dues	1 b				
	c Fundraising events	1 c				
	d Related organizations	1 d				
	e Government grants (contributions)	1 e 61,953,097.				
	f All other contributions, gifts, grants, and similar amounts not included above. ...	1 f 17,348,758.				
	g Noncash contributions included in lines 1a-1f: \$	17,278,980.				
h Total. Add lines 1a-1f.		79,301,855.				
Program Service Revenue	Business Code					
	2 a <u>SHARED MAINTENANCE FEES</u>	624200	232,671.	232,671.		
	b <u>PROGRAM AND PARENT FEES</u>	624200	126,438.	126,438.		
	c -----					
	d -----					
	e -----					
	f All other program service revenue.					
g Total. Add lines 2a-2f.		359,109.				
Other Revenue	3 Investment income (including dividends, interest and other similar amounts)		1,570.			1,570.
	4 Income from investment of tax-exempt bond proceeds. ...					
	5 Royalties					
	6 a Gross rents	(i) Real 73,604.				
	b Less: rental expenses					
	c Rental income or (loss)	73,604.				
	d Net rental income or (loss)		73,604.			73,604.
	7 a Gross amount from sales of assets other than inventory	(i) Securities (ii) Other				
	b Less: cost or other basis and sales expenses.					
	c Gain or (loss)					
	d Net gain or (loss)					
	8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18	a 77,827.				
	b Less: direct expenses	b 26,924.				
	c Net income or (loss) from fundraising events.		50,903.			50,903.
	9 a Gross income from gaming activities. See Part IV, line 19	a				
	b Less: direct expenses	b				
	c Net income or (loss) from gaming activities					
10 a Gross sales of inventory, less returns and allowances	a					
b Less: cost of goods sold	b					
c Net income or (loss) from sales of inventory						
Miscellaneous Revenue		Business Code				
11 a <u>OTHER MISCELLANEOUS</u>	624200	388,566.	388,566.			
b -----						
c -----						
d All other revenue						
e Total. Add lines 11a-11d.		388,566.				
12 Total revenue. See instructions		80,175,607.	747,675.	0.	126,077.	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX. ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	372,241.	0.	372,241.	0.
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)	0.	0.	0.	0.
7 Other salaries and wages	28,977,797.	26,674,225.	2,303,572.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	1,265,647.	1,156,179.	109,468.	
9 Other employee benefits	4,802,462.	4,545,555.	256,907.	
10 Payroll taxes	2,360,729.	2,143,319.	217,410.	
11 Fees for services (non-employees):				
a Management				
b Legal	92,829.	1,155.	91,674.	
c Accounting	88,615.		88,615.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	2,235,185.	1,544,957.	690,228.	
12 Advertising and promotion	2,875.	2,875.		
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy	2,545,226.	2,441,781.	103,445.	
17 Travel	622,180.	552,947.	69,233.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	355,641.	331,201.	24,440.	
20 Interest	95,992.	80,404.	15,588.	
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	1,181,940.	892,213.	289,727.	
23 Insurance	285,325.	163,986.	121,339.	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a PROGRAM COST	28,356,341.	28,356,124.	217.	
b CONSUMABLE SUPPLIES	2,297,982.	2,183,230.	114,752.	
c REPAIRS AND MAINTENANCE	2,100,555.	1,997,055.	103,500.	
d TELEPHONE AND INTERNET	592,361.	553,030.	39,331.	
e All other expenses	1,057,529.	707,557.	349,972.	
25 Total functional expenses. Add lines 1 through 24e	79,689,452.	74,327,793.	5,361,659.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance SheetCheck if Schedule O contains a response or note to any line in this Part X. ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash — non-interest-bearing		1	
	2 Savings and temporary cash investments	3,850,166.	2	2,209,818.
	3 Pledges and grants receivable, net	3,672,278.	3	4,389,972.
	4 Accounts receivable, net		4	
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use	1,265,045.	8	1,355,245.
	9 Prepaid expenses and deferred charges	398,620.	9	274,336.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 31,479,105.		
	b Less: accumulated depreciation	10b 20,154,473.		
		11,826,611.	10c	11,324,632.
	11 Investments — publicly traded securities		11	
	12 Investments — other securities. See Part IV, line 11		12	
	13 Investments — program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
15 Other assets. See Part IV, line 11		15		
16 Total assets. Add lines 1 through 15 (must equal line 34)	21,012,720.	16	19,554,003.	
Liabilities	17 Accounts payable and accrued expenses	4,483,364.	17	3,458,158.
	18 Grants payable		18	
	19 Deferred revenue	1,728,320.	19	1,084,356.
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23 Secured mortgages and notes payable to unrelated third parties	2,781,720.	23	2,428,743.
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	22,808.	25	100,083.
	26 Total liabilities. Add lines 17 through 25	9,016,212.	26	7,071,340.
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.			
	27 Unrestricted net assets	11,926,069.	27	12,403,242.
	28 Temporarily restricted net assets	70,439.	28	79,421.
	29 Permanently restricted net assets		29	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.			
	30 Capital stock or trust principal, or current funds		30	
	31 Paid-in or capital surplus, or land, building, or equipment fund		31	
	32 Retained earnings, endowment, accumulated income, or other funds		32	
	33 Total net assets or fund balances.	11,996,508.	33	12,482,663.
	34 Total liabilities and net assets/fund balances.	21,012,720.	34	19,554,003.

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TEEA0111L 08/03/18

Form 990 (2018)

Part XI Reconciliation of Net AssetsCheck if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	80,175,607.
2	Total expenses (must equal Part IX, column (A), line 25)	2	79,689,452.
3	Revenue less expenses. Subtract line 2 from line 1	3	486,155.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	11,996,508.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	12,482,663.

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII ☐

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____		
If the organization changed its method of accounting from a prior year or checked 'Other,' explain in Schedule O.		
2 a Were the organization's financial statements compiled or reviewed by an independent accountant?		X
If 'Yes,' check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both:		
<input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		
2 b Were the organization's financial statements audited by an independent accountant?	X	
If 'Yes,' check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both:		
<input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		
2 c If 'Yes' to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	X	
If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.		
3 a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	X	
3 b If 'Yes,' did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits	X	

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TEEA0112L 08/03/18

Form 990 (2018)

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

► Attach to Form 990 or Form 990-EZ.

► Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2018

Open to Public
Inspection

Name of the organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 ☐ An organization that normally receives: (1) more than 33-1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33-1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations. _____
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any 'unusual grants'.)	62242512.	68387777.	73196274.	73118223.	79165815.	356110601.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf.						0.
3 The value of services or facilities furnished by a governmental unit to the organization without charge.						0.
4 Total. Add lines 1 through 3.	62242512.	68387777.	73196274.	73118223.	79165815.	356110601.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f).						0.
6 Public support. Subtract line 5 from line 4.						356110601.

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
7 Amounts from line 4.	62242512.	68387777.	73196274.	73118223.	79165815.	356110601.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources.	81,215.	78,840.	79,174.	73,373.	75,174.	387,776.
9 Net income from unrelated business activities, whether or not the business is regularly carried on.						0.
10 Other income. Do not include gain or loss from the sale of capital assets. (Explain in Part VI.) SEE PART VI	5,229.	16,107.	1,769.	3,921.	4,883.	31,909.
11 Total support. Add lines 7 through 10.						356530286.
12 Gross receipts from related activities, etc. (see instructions)					12	0.
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ▶ <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2018 (line 6, column (f) divided by line 11, column (f))	14	99.88 %
15 Public support percentage from 2017 Schedule A, Part II, line 14.	15	99.86 %

16a **33-1/3% support test—2018.** If the organization did not check the box on line 13, and line 14 is 33-1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization. ▶ ☒

b **33-1/3% support test—2017.** If the organization did not check a box on line 13 or 16a, and line 15 is 33-1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization. ▶ ☐

17a **10%-facts-and-circumstances test—2018.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and **stop here.** Explain in Part VI how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization. ▶ ☐

b **10%-facts-and-circumstances test—2017.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and **stop here.** Explain in Part VI how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization. ▶ ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions. ▶ ☐

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any 'unusual grants'.)						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose.						
3 Gross receipts from activities that are not an unrelated trade or business under section 513.						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf.						
5 The value of services or facilities furnished by a governmental unit to the organization without charge.						
6 Total. Add lines 1 through 5.						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons.						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year.						
c Add lines 7a and 7b.						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
9 Amounts from line 6.						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources.						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975.						
c Add lines 10a and 10b.						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on.						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						
14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here ▶ <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2018 (line 8, column (f), divided by line 13, column (f)).	15	%
16 Public support percentage from 2017 Schedule A, Part III, line 15.	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2018 (line 10c, column (f), divided by line 13, column (f)).	17	%
18 Investment income percentage from 2017 Schedule A, Part III, line 17.	18	%
19a 33-1/3% support tests—2018. If the organization did not check the box on line 14, and line 15 is more than 33-1/3%, and line 17 is not more than 33-1/3%, check this box and stop here . The organization qualifies as a publicly supported organization. ▶ <input type="checkbox"/>		
b 33-1/3% support tests—2017. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33-1/3%, and line 18 is not more than 33-1/3%, check this box and stop here . The organization qualifies as a publicly supported organization. ▶ <input type="checkbox"/>		
20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions. ▶ <input type="checkbox"/>		

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

- 1** Are all of the organization's supported organizations listed by name in the organization's governing documents? If 'No,' describe in **Part VI** how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.
- 2** Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If 'Yes,' explain in **Part VI** how the organization determined that the supported organization was described in section 509(a)(1) or (2).
- 3a** Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If 'Yes,' answer (b) and (c) below.
- b** Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If 'Yes,' describe in **Part VI** when and how the organization made the determination.
- c** Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If 'Yes,' explain in **Part VI** what controls the organization put in place to ensure such use.
- 4a** Was any supported organization not organized in the United States ('foreign supported organization')? If 'Yes' and if you checked 12a or 12b in Part I, answer (b) and (c) below.
- b** Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If 'Yes,' describe in **Part VI** how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.
- c** Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If 'Yes,' explain in **Part VI** what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.
- 5a** Did the organization add, substitute, or remove any supported organizations during the tax year? If 'Yes,' answer (b) and (c) below (if applicable). Also, provide detail in **Part VI**, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).
- b Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?
- c Substitutions only.** Was the substitution the result of an event beyond the organization's control?
- 6** Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If 'Yes,' provide detail in **Part VI**.
- 7** Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If 'Yes,' complete Part I of Schedule L (Form 990 or 990-EZ).
- 8** Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If 'Yes,' complete Part I of Schedule L (Form 990 or 990-EZ).
- 9a** Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If 'Yes,' provide detail in **Part VI**.
- b** Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If 'Yes,' provide detail in **Part VI**.
- c** Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If 'Yes,' provide detail in **Part VI**.
- 10a** Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If 'Yes,' answer 10b below.
- b** Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)

	Yes	No
1		
2		
3a		
3b		
3c		
4a		
4b		
4c		
5a		
5b		
5c		
6		
7		
8		
9a		
9b		
9c		
10a		
10b		

Part IV Supporting Organizations (continued)

11 Has the organization accepted a gift or contribution from any of the following persons?

a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?

b A family member of a person described in (a) above?

c A 35% controlled entity of a person described in (a) or (b) above? If 'Yes' to a, b, or c, provide detail in **Part VI**.

	Yes	No
11a		
11b		
11c		

Section B. Type I Supporting Organizations1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If 'No,' describe in **Part VI** how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If 'Yes,' explain in **Part VI** how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.

	Yes	No
1		
2		

Section C. Type II Supporting Organizations1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If 'No,' describe in **Part VI** how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).

	Yes	No
1		

Section D. All Type III Supporting Organizations

1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?

2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If 'No,' explain in **Part VI** how the organization maintained a close and continuous working relationship with the supported organization(s).3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If 'Yes,' describe in **Part VI** the role the organization's supported organizations played in this regard.

	Yes	No
1		
2		
3		

Section E. Type III Functionally Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).

a ☐ The organization satisfied the Activities Test. Complete line 2 below.b ☐ The organization is the parent of each of its supported organizations. Complete line 3 below.c ☐ The organization supported a governmental entity. Describe in **Part VI** how you supported a government entity (see instructions).

2 Activities Test. Answer (a) and (b) below.

a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If 'Yes,' then in **Part VI** identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If 'Yes,' explain in **Part VI** the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.

3 Parent of Supported Organizations. Answer (a) and (b) below.

a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in **Part VI**.b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If 'Yes,' describe in **Part VI** the role played by the organization in this regard.

	Yes	No
2a		
2b		
3a		
3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income

		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B – Minimum Asset Amount

		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C – Distributable Amount

			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	

- 7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

BAA

Schedule A (Form 990 or 990-EZ) 2018

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)**Section D — Distributions**

Current Year

1	Amounts paid to supported organizations to accomplish exempt purposes	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	
4	Amounts paid to acquire exempt-use assets	
5	Qualified set-aside amounts (prior IRS approval required)	
6	Other distributions (describe in Part VI). See instructions.	
7	Total annual distributions. Add lines 1 through 6.	
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9	Distributable amount for 2018 from Section C, line 6	
10	Line 8 amount divided by line 9 amount	

Section E — Distribution Allocations (see instructions)

	(i) Excess Distributions	(ii) Underdistributions Pre-2018	(iii) Distributable Amount for 2018
1	Distributable amount for 2018 from Section C, line 6		
2	Underdistributions, if any, for years prior to 2018 (reasonable cause required — explain in Part VI). See instructions.		
3	Excess distributions carryover, if any, to 2018		
a	From 2013.....		
b	From 2014.....		
c	From 2015.....		
d	From 2016.....		
e	From 2017.....		
f	Total of lines 3a through e		
g	Applied to underdistributions of prior years		
h	Applied to 2018 distributable amount		
i	Carryover from 2013 not applied (see instructions)		
j	Remainder. Subtract lines 3g, 3h, and 3i from 3f.		
4	Distributions for 2018 from Section D, line 7: \$		
a	Applied to underdistributions of prior years		
b	Applied to 2018 distributable amount		
c	Remainder. Subtract lines 4a and 4b from 4.		
5	Remaining underdistributions for years prior to 2018, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.		
6	Remaining underdistributions for 2018. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.		
7	Excess distributions carryover to 2019. Add lines 3j and 4c.		
8	Breakdown of line 7:		
a	Excess from 2014.....		
b	Excess from 2015.....		
c	Excess from 2016.....		
d	Excess from 2017.....		
e	Excess from 2018.....		

BAA

Schedule A (Form 990 or 990-EZ) 2018

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information.
(See instructions.)

PART II, LINE 10 - OTHER INCOME

NATURE AND SOURCE	2018	2017	2016	2015	2014
	\$ 4,883.	\$ 3,921.	\$ 1,769.	\$ 16,107.	\$ 5,229.
TOTAL	<u>\$ 4,883.</u>	<u>\$ 3,921.</u>	<u>\$ 1,769.</u>	<u>\$ 16,107.</u>	<u>\$ 5,229.</u>

Schedule B
(Form 990, 990-EZ,
or 990-PF)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

- **Attach to Form 990, Form 990-EZ, or Form 990-PF.**
► **Go to www.irs.gov/Form990 for the latest information.**

OMB No. 1545-0047

2018

Name of the organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Organization type (check one):

Filers of:

Form 990 or 990-EZ

Section:

- ☒ 501(c)(3) (enter number) organization
☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
☐ 527 political organization

Form 990-PF

- ☐ 501(c)(3) exempt private foundation
☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation
☐ 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

- ☐ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

- ☒ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33-1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering 'N/A' in column (b) instead of the contributor name and address), II, and III.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year. ► \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer 'No' on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

BAA For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990, 990-EZ, or 990-PF) (2018)

Name of organization	Employer identification number
COMMUNITY ACTION PARTNERSHIP OF KERN	95-2402760

Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) Number	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	U.S. DEPT. OF HEALTH AND HUMAN SERV PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93301	\$ 43,309,472.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	U.S. DEPT. OF AGRICULTURE PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93301	\$ 9,422,438.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input checked="" type="checkbox"/> (Complete Part II for noncash contributions.)
3	STATE OF CA - DEPT. OF EDUCATION PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93301	\$ 4,397,568.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Employer identification number

95-2402760

Part II

[illegible]

Schedule B (Form 990, 990-EZ, or 990-PF) (2018)

Employer identification number

95-2402760

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
-----	N/A		
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee	

	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee	

	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee	

	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee	

	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee	

**SCHEDULE D
(Form 990)**

Department of the Treasury
Internal Revenue Service

Name of the organization

Supplemental Financial Statements

► Complete if the organization answered 'Yes' on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
► Attach to Form 990.

► Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2018

Open to Public
Inspection

Employer identification number

COMMUNITY ACTION PARTNERSHIP OF KERN

95-2402760

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.
Complete if the organization answered 'Yes' on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year.		
2 Aggregate value of contributions to (during year).		
3 Aggregate value of grants from (during year).		
4 Aggregate value at end of year.		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Part II Conservation Easements.
Complete if the organization answered 'Yes' on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

<input type="checkbox"/> Preservation of land for public use (e.g., recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2 a
b Total acreage restricted by conservation easements	2 b
c Number of conservation easements on a certified historic structure included in (a).	2 c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register.	2 d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ►

4 Number of states where property subject to conservation easement is located ►

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ►

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ► \$

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.
Complete if the organization answered 'Yes' on Form 990, Part IV, line 8.

1 a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1. ► \$

(ii) Assets included in Form 990, Part X. ► \$

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1. ► \$

b Assets included in Form 990, Part X. ► \$

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- ☐ a Public exhibition
☐ b Scholarly research
☐ c Preservation for future generations
☐ d Loan or exchange programs
☐ e Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered 'Yes' on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1 a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If 'Yes,' explain the arrangement in Part XIII and complete the following table:

	Amount
1 c Beginning balance	
1 d Additions during the year	
1 e Distributions during the year	
1 f Ending balance	

2 a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If 'Yes,' explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

Part V Endowment Funds. Complete if the organization answered 'Yes' on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1 a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment %
 b Permanent endowment %
 c Temporarily restricted endowment %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3 a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

	Yes	No
(i) unrelated organizations	3a(i)	
(ii) related organizations	3a(ii)	
b If 'Yes' on line 3a(ii), are the related organizations listed as required on Schedule R?	3b	

(i) unrelated organizations

3a(i)

3a(ii)

(ii) related organizations

b If 'Yes' on line 3a(ii), are the related organizations listed as required on Schedule R?

3b

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1 a Land		1,776,669.		1,776,669.
b Buildings		18,411,488.	11,044,350.	7,367,138.
c Leasehold improvements		5,949,584.	4,883,364.	1,066,220.
d Equipment		5,341,364.	4,226,759.	1,114,605.
e Other				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				11,324,632.

BAA

Schedule D (Form 990) 2018

Part VII Investments – Other Securities.

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
(I)		
Total. (Column (b) must equal Form 990, Part X, column (B) line 12.)		

Part VIII Investments – Program Related.

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
Total. (Column (b) must equal Form 990, Part X, column (B) line 13.)		

Part IX Other Assets.

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
Total. (Column (b) must equal Form 990, Part X, column (B) line 15.)	

Part X Other Liabilities.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

(a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) ADVANCES PAYABLE	100,083.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
(11)	
Total. (Column (b) must equal Form 990, Part X, column (B) line 25.)	100,083.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII ☐

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements	1	80,175,607.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2 a	
b	Donated services and use of facilities	2 b	
c	Recoveries of prior year grants	2 c	
d	Other (Describe in Part XIII.)	2 d	
e	Add lines 2 a through 2 d	2 e	
3	Subtract line 2 e from line 1	3	80,175,607.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4 a	
b	Other (Describe in Part XIII.)	4 b	
c	Add lines 4 a and 4 b	4 c	
5	Total revenue. Add lines 3 and 4 c . (This must equal Form 990, Part I, line 12.)	5	80,175,607.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements	1	79,689,452.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2 a	
b	Prior year adjustments	2 b	
c	Other losses	2 c	
d	Other (Describe in Part XIII.)	2 d	
e	Add lines 2 a through 2 d	2 e	
3	Subtract line 2 e from line 1	3	79,689,452.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4 a	
b	Other (Describe in Part XIII.)	4 b	
c	Add lines 4 a and 4 b	4 c	
5	Total expenses. Add lines 3 and 4 c . (This must equal Form 990, Part I, line 18.)	5	79,689,452.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

SCHEDULE G
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental information Regarding Fundraising or Gaming Activities

Complete if the organization answered 'Yes' on Form 990, Part IV, line 17, 18, or 19, or if the organization entered more than \$15,000 on Form 990-EZ, line 6a.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2018

Open to Public
Inspection

Name of the organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Part I Fundraising Activities. Complete if the organization answered 'Yes' on Form 990, Part IV, line 17.
Form 990-EZ filers are not required to complete this part.

1 Indicate whether the organization raised funds through any of the following activities. Check all that apply.

- | | |
|--------------------------------------------------------------------|-------------------------------------------------------------------------|
| a <input type="checkbox"/> Mail solicitations | e <input type="checkbox"/> Solicitation of non-government grants |
| b <input type="checkbox"/> Internet and email solicitations | f <input type="checkbox"/> Solicitation of government grants |
| c <input type="checkbox"/> Phone solicitations | g <input type="checkbox"/> Special fundraising events |
| d <input type="checkbox"/> In-person solicitations | |

2 a Did the organization have a written or oral agreement with any individual (including officers, directors, trustees, or key employees listed in Form 990, Part VII) or entity in connection with professional fundraising services? ☐ Yes ☒ No

b If 'Yes,' list the 10 highest paid individuals or entities (fundraisers) pursuant to agreements under which the fundraiser is to be compensated at least \$5,000 by the organization.

(i) Name and address of individual or entity (fundraiser)	(ii) Activity	(iii) Did fundraiser have custody or control of contributions?		(iv) Gross receipts from activity	(v) Amount paid to (or retained by) fundraiser listed in column (i)	(vi) Amount paid to (or retained by) organization
		Yes	No			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total						0.

3 List all states in which the organization is registered or licensed to solicit contributions or has been notified it is exempt from registration or licensing.

Part II Fundraising Events. Complete if the organization answered 'Yes' on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events
		AWARDS BANQUET (event type)	(event type)	NONE (total number)	(add column (a) through column (c))
REVENUE	1 Gross receipts	77,827.			77,827.
	2 Less: Contributions				
	3 Gross income (line 1 minus line 2)	77,827.			77,827.
DIRECT EXPENSES	4 Cash prizes				
	5 Noncash prizes				
	6 Rent/facility costs	26,924.			26,924.
	7 Food and beverages				
	8 Entertainment				
	9 Other direct expenses				
	10 Direct expense summary. Add lines 4 through 9 in column (d)				26,924.
11 Net income summary. Subtract line 10 from line 3, column (d)				50,903.	

Part III Gaming. Complete if the organization answered 'Yes' on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add column (a) through column (c))
REVENUE	1 Gross revenue				
DIRECT EXPENSES	2 Cash prizes				
	3 Noncash prizes				
	4 Rent/facility costs				
	5 Other direct expenses				
	6 Volunteer labor	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7 Direct expense summary. Add lines 2 through 5 in column (d)					
8 Net gaming income summary. Subtract line 7 from line 1, column (d)					

9 Enter the state(s) in which the organization conducts gaming activities: _____

a Is the organization licensed to conduct gaming activities in each of these states? ☐ Yes ☐ No

b If 'No,' explain: _____

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? ☐ Yes ☐ No

b If 'Yes,' explain: _____

- 11 Does the organization conduct gaming activities with nonmembers? ☐ Yes ☐ No
- 12 Is the organization a grantor, beneficiary or trustee of a trust, or a member of a partnership or other entity formed to administer charitable gaming? ☐ Yes ☐ No
- 13 Indicate the percentage of gaming activity conducted in:
- | | | |
|--------------------------------|-----|---|
| a The organization's facility. | 13a | % |
| b An outside facility. | 13b | % |
- 14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶ _____

Address ▶ _____

- 15 a Does the organization have a contract with a third party from whom the organization receives gaming revenue? ☐ Yes ☐ No
- b If 'Yes,' enter the amount of gaming revenue received by the organization ▶ \$ _____ and the amount of gaming revenue retained by the third party ▶ \$ _____
- c If 'Yes,' enter name and address of the third party:

Name ▶ _____

Address ▶ _____

16 Gaming manager information:

Name ▶ _____

Gaming manager compensation ▶ \$ _____

Description of services provided ▶ _____

☐ Director/officer

☐ Employee

☐ Independent contractor

17 Mandatory distributions:

- a Is the organization required under state law to make charitable distributions from the gaming proceeds to retain the state gaming license? ☐ Yes ☐ No
- b Enter the amount of distributions required under state law to be distributed to other exempt organizations or spent in the organization's own exempt activities during the tax year ▶ \$ _____

Part IV **Supplemental Information.** Provide the explanations required by Part I, line 2b, columns (iii) and (v); and Part III, lines 9, 9b, 10b, 15b, 15c, 16, and 17b, as applicable. Also provide any additional information. See instructions.

SCHEDULE J
(Form 990)

Department of the Treasury
Internal Revenue Service

Compensation Information

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

▶ Complete if the organization answered 'Yes' on Form 990, Part IV, line 23.

▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2018

Open to Public
Inspection

Name of the organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Part I Questions Regarding Compensation

1 a Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

☐ First-class or charter travel

☐ Travel for companions

☐ Tax indemnification and gross-up payments

☐ Discretionary spending account

☐ Housing allowance or residence for personal use

☐ Payments for business use of personal residence

☐ Health or social club dues or initiation fees

☐ Personal services (such as maid, chauffeur, chef)

b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If 'No,' complete Part III to explain

2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?

3 Indicate which, if any, of the following the filing organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

☐ Compensation committee

☒ Independent compensation consultant

☐ Form 990 of other organizations

☐ Written employment contract

☒ Compensation survey or study

☒ Approval by the board or compensation committee

4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

a Receive a severance payment or change-of-control payment?

b Participate in, or receive payment from, a supplemental nonqualified retirement plan?

c Participate in, or receive payment from, an equity-based compensation arrangement?

If 'Yes' to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.

Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.

5 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

a The organization?

b Any related organization?

If 'Yes' on line 5a or 5b, describe in Part III.

6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

a The organization?

b Any related organization?

If 'Yes' on line 6a or 6b, describe in Part III.

7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If 'Yes,' describe in Part III

8 Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)?
If 'Yes,' describe in Part III

9 If 'Yes' on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?

Yes No

1 b

2

4 a

4 b

4 c

5 a

5 b

6 a

6 b

7

8

9

X

X

X

X

X

X

X

X

X

BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) 2018

Part I Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title	(B) Breakdown of W-2 and/or 1099-MISC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
	(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
JEREMY T. TOBIAS							
1 CEO	(i) 176,046.	0.	10,498.	18,596.	16,667.	221,807.	0.
	(ii) 0.	0.	0.	0.	0.	0.	0.
YOLANDA GONZALES							
2 DIV. DIRECTOR	(i) 121,016.	0.	6,780.	9,854.	12,784.	150,434.	0.
	(ii) 0.	0.	0.	0.	0.	0.	0.
3							
	(i)						
	(ii)						
4							
	(i)						
	(ii)						
5							
	(i)						
	(ii)						
6							
	(i)						
	(ii)						
7							
	(i)						
	(ii)						
8							
	(i)						
	(ii)						
9							
	(i)						
	(ii)						
10							
	(i)						
	(ii)						
11							
	(i)						
	(ii)						
12							
	(i)						
	(ii)						
13							
	(i)						
	(ii)						
14							
	(i)						
	(ii)						
15							
	(i)						
	(ii)						
16							
	(i)						
	(ii)						

Part III Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

SCHEDULE M
(Form 990)

Noncash Contributions

OMB No. 1545-0047

2018

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Department of the Treasury
Internal Revenue Service

- ▶ Complete if the organizations answered 'Yes' on Form 990, Part IV, lines 29 or 30.
- ▶ Attach to Form 990.
- ▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Name of the organization

Employer identification number

COMMUNITY ACTION PARTNERSHIP OF KERN

95-2402760

Part I Types of Property

	(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1 Art — Works of art				
2 Art — Historical treasures				
3 Art — Fractional interests				
4 Books and publications				
5 Clothing and household goods				
6 Cars and other vehicles				
7 Boats and planes				
8 Intellectual property				
9 Securities — Publicly traded				
10 Securities — Closely held stock				
11 Securities — Partnership, LLC, or trust interests				
12 Securities — Miscellaneous				
13 Qualified conservation contribution — Historic structures				
14 Qualified conservation contribution — Other				
15 Real estate — Residential				
16 Real estate — Commercial				
17 Real estate — Other				
18 Collectibles				
19 Food inventory	X	1	3,313,272.	
20 Drugs and medical supplies				
21 Taxidermy				
22 Historical artifacts				
23 Scientific specimens				
24 Archeological artifacts				
25 Other ▶ (.....)				
26 Other ▶ (.....)				
27 Other ▶ (.....)				
28 Other ▶ (.....)				

29 Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part IV, Donee Acknowledgement

29

30a During the year, did the organization receive by contribution any property reported in Part I, lines 1 through 28, that it must hold for at least three years from the date of the initial contribution, and which isn't required to be used for exempt purposes for the entire holding period?

b If 'Yes,' describe the arrangement in Part II.

31 Does the organization have a gift acceptance policy that requires the review of any nonstandard contributions?

32a Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?

b If 'Yes,' describe in Part II.

33 If the organization didn't report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II.

	Yes	No
30 a		X
31		X
32 a		X

BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule M (Form 990) 2018

Part II **Supplemental Information.** Provide the information required by Part I, lines 30b, 32b, and 33, and whether the organization is reporting in Part I, column (b), the number of contributions, the number of items received, or a combination of both. Also complete this part for any additional information.

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

► Attach to Form 990 or 990-EZ.

► Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2018

Open to Public
Inspection

Name of the organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

VOLUNTEER ESTIMATE

VOLUNTEERS PARTICIPATE FOR THE MOST PART IN THE FOOD BANK, YOUTH CENTERS IN SHAFTER AND BAKERSFIELD, HEAD START AND VOLUNTEER INCOME TAX ASSISTANCE PROGRAMS OF THE ORGANIZATION.

FORM 990, PART III, LINE 1 - ORGANIZATION MISSION

COMMUNITY ACTION PARTNERSHIP OF KERN SHALL PROVIDE AND ADVOCATE FOR RESOURCES THAT WILL EMPOWER MEMBERS OF THE COMMUNITIES WE SERVE TO BE SELF-SUFFICIENT. COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK) IS THE FEDERALLY DESIGNATED ANTI-POVERTY AGENCY FOR KERN COUNTY AND HAS BEEN WORKING TO PROVIDE AN INTEGRATED NETWORK OF SERVICES SINCE 1965. THROUGH A VARIETY OF PROGRAMS AND IN COLLABORATION WITH OTHER COMMUNITY SERVICE AGENCIES, CAPK HELP PARTICIPANTS PURSUE THEIR EDUCATION GOALS, SECURE AND RETAIN EMPLOYMENT, MAINTAIN ADEQUATE HOUSING, RECEIVE MEDICAL SERVICES, OBTAIN ENERGY SUBSIDY AND WEATHERIZATION ASSISTANCE, ENCOURAGES PARENT PARTICIPATION, COUNTERACTS HUNGER AND MALNUTRITION, PROVIDES CHILD CARE AND PRESCHOOL EDUCATION, AND OTHER PERSONAL AND FAMILY DEVELOPMENT OPPORTUNITIES TO BUILD AND ACHIEVE INDIVIDUAL AND FAMILY SELF-SUFFICIENCY.

FORM 990, PART III, LINE 4D - OTHER PROGRAM SERVICES DESCRIPTION

OTHER PROGRAM SERVICES INCLUDE (1) COMPREHENSIVE INFORMATION AND REFERRAL SERVICES THAT LINK KERN COUNTY RESIDENTS TO COMMUNITY HEALTH AND HUMAN SERVICES AND SUPPORT. CAPK HAS BEEN DESIGNATED BY THE CALIFORNIA PUBLIC UTILITIES COMMISSION AS THE 2-1-1 PROVIDER FOR KERN COUNTY. SERVICES ARE AVAILABLE 24 HOURS A DAY, SEVEN DAYS A WEEK. (2) FREE TAX PREPARATION SERVICES TO LOW-TO-MODERATE INCOME INDIVIDUALS, FAMILIES AND SENIORS. (3) YOUTH SERVICES TO PROVIDE PROGRAMS THAT FOCUS ON NUTRITION, EDUCATION, RECREATION, TEEN PREGNANCY PREVENTION, AND ACTIVE HEALTHY LIVING.

Name of the organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

FORM 990, PART VI, LINE 11B - FORM 990 REVIEW PROCESS

THE CHIEF FINANCIAL OFFICER OF THE ORGANIZATION REVIEWS THE PREPARED FORM 990 BEFORE IT IS SIGNED BY THE CHIEF EXECUTIVE OFFICER OF THE ORGANIZATION AND BEFORE IT IS SUBMITTED TO THE IRS.

FORM 990, PART VI, LINE 15B - COMPENSATION REVIEW & APPROVAL PROCESS - OFFICERS & KEY EMPLOYEES

EVERY THREE YEARS AND PERIODICALLY DURING THIS TIME FRAME, AN INDEPENDENT SALARY SURVEY INCLUDING BENEFIT PACKAGE IS CONDUCTED. ALSO, THE RECENTLY ENACTED HEAD START ACT CONTAINS LANGUAGE REGARDING LIMITATIONS ON THE COMPENSATION OF HEAD START STAFF, INCLUDING THE CHIEF EXECUTIVE OFFICER, CHIEF FINANCIAL OFFICER, AND OTHER KEY EMPLOYEES. SPECIFICALLY, IT PRECLUDES USING ANY FEDERAL FUNDS TO PAY ANY PART OF THE COMPENSATION OF AN INDIVIDUAL IF THAT INDIVIDUALS COMPENSATION EXCEEDS THE RATE PAYABLE FOR LEVEL II OF THE EXECUTIVE SCHEDULE (\$189,600 EFFECTIVE CALENDAR YEAR 2018). ANY CHANGE IN THE SALARY GRADE OF A POSITION IS APPROVED BY THE BOARD OF DIRECTORS BEFORE THE CHANGE IS IMPLEMENTED.

FORM 990, PART VI, LINE 19 - OTHER ORGANIZATION DOCUMENTS PUBLICLY AVAILABLE

COPIES OF THE ABOVE DOCUMENTS ARE MADE AVAILABLE TO THE PUBLIC ON THE ORGANIZATION'S WEBSITE, UPON REQUEST, AND ARE ALSO AVAILABLE FOR INSPECTION AT THE MAIN OFFICE OF THE ORGANIZATION.

SCHEDULE R
(Form 990)**Related Organizations and Unrelated Partnerships**

▶ Complete if the organization answered 'Yes' on Form 990, Part IV, line 33, 34, 35b, 36, or 37.
▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Department of the Treasury
Internal Revenue Service**2018**Open to Public
Inspection

Name of the organization:

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Part I Identification of Disregarded Entities. Complete if the organization answered 'Yes' on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity
(1) ----- ----- ----- -----					
(2) ----- ----- ----- -----					
(3) ----- ----- ----- -----					

Part II Identification of Related Tax-Exempt Organizations. Complete if the organization answered 'Yes' on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Sec 512(b)(13) controlled entity?	
						Yes	No
(1) FRIENDSHIP HOUSE COMMUNITY CENTER 5005 BUSINESS PARK NORTH BAKERSFIELD, CA 93309 95-2419401	COMMUNITY CENTER	CA	501 (C) (4)		CAPK		X
(2) ----- ----- ----- -----							
(3) ----- ----- ----- -----							
(4) ----- ----- ----- -----							

Part III Identification of Related Organizations Taxable as a Partnership. Complete if the organization answered 'Yes' on Form 990, Part IV, line 34, because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Dispropor- tionate allocations?		(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
							Yes	No		Yes	No	
(1) -----												

(2) -----												

(3) -----												

Part IV Identification of Related Organizations Taxable as a Corporation or Trust. Complete if the organization answered 'Yes' on Form 990, Part IV, line 34, because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of- year assets	(h) Percentage ownership	(i) Sec 512(b)(13) controlled entity?	
								Yes	No
(1) -----									

(2) -----									

(3) -----									

BAA

TEEA5002L 10/02/18

Schedule R (Form 990) 2018

Part V Transactions With Related Organizations. Complete if the organization answered 'Yes' on Form 990, Part IV, line 34, 35b, or 36.**Note:** Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

1 During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?

	Yes	No
a Receipt of (i) interest, (ii) annuities, (iii) royalties, or (iv) rent from a controlled entity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b Gift, grant, or capital contribution to related organization(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c Gift, grant, or capital contribution from related organization(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d Loans or loan guarantees to or for related organization(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e Loans or loan guarantees by related organization(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f Dividends from related organization(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g Sale of assets to related organization(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h Purchase of assets from related organization(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i Exchange of assets with related organization(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
j Lease of facilities, equipment, or other assets to related organization(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
k Lease of facilities, equipment, or other assets from related organization(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
l Performance of services or membership or fundraising solicitations for related organization(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
m Performance of services or membership or fundraising solicitations by related organization(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
n Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
o Sharing of paid employees with related organization(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
p Reimbursement paid to related organization(s) for expenses	<input type="checkbox"/>	<input checked="" type="checkbox"/>
q Reimbursement paid by related organization(s) for expenses	<input type="checkbox"/>	<input checked="" type="checkbox"/>
r Other transfer of cash or property to related organization(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
s Other transfer of cash or property from related organization(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2 If the answer to any of the above is 'Yes,' see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

	(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				

Part VI **Unrelated Organizations Taxable as a Partnership.** Complete if the organization answered 'Yes' on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

(a) Name, address, and EIN of entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(e) Are all partners section 501(c)(3) organizations?		(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations?		(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
				Yes	No			Yes	No		Yes	No	
(1) -----													
(2) -----													
(3) -----													
(4) -----													
(5) -----													
(6) -----													
(7) -----													
(8) -----													

Part VII Supplemental Information.

Provide additional information for responses to questions on Schedule R. See instructions.

Date Accepted _____

DO NOT MAIL THIS FORM TO THE FTB

TAXABLE YEAR

2018**California e-file Return Authorization for
Exempt Organizations**

FORM

8453-EO

Exempt Organization name

COMMUNITY ACTION PARTNERSHIP OF KERN

Identifying number

95-2402760

Part I Electronic Return Information (whole dollars only)

1	Total gross receipts (Form 199, line 4)	1	80,202,531.
2	Total gross income (Form 199, line 8)	2	80,202,531.
3	Total expenses and disbursements (Form 199, Line 9)	3	79,716,376.

Part II Settle Your Account Electronically for Taxable Year 2018

4 ☐ Electronic funds withdrawal 4a Amount _____ 4b Withdrawal date (mm/dd/yyyy) _____

Part III Banking Information (Have you verified the exempt organization's banking information?)

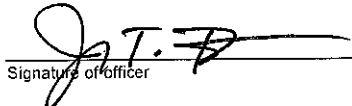
5 Routing number _____
 6 Account number _____ 7 Type of account: ☐ Checking ☐ Savings

Part IV Declaration of Officer

I authorize the exempt organization's account to be settled as designated in Part II. If I check Part II, Box 4, I authorize an electronic funds withdrawal for the amount listed on line 4a.

Under penalties of perjury, I declare that I am an officer of the above exempt organization and that the information I provided to my electronic return originator (ERO), transmitter, or intermediate service provider and the amounts in Part I above agree with the amounts on the corresponding lines of the exempt organization's 2018 California electronic return. To the best of my knowledge and belief, the exempt organization's return is true, correct, and complete. If the exempt organization is filing a balance due return, I understand that if the Franchise Tax Board (FTB) does not receive full and timely payment of the exempt organization's fee liability, the exempt organization will remain liable for the fee liability and all applicable interest and penalties. I authorize the exempt organization return and accompanying schedules and statements be transmitted to the FTB by the ERO, transmitter, or intermediate service provider. **If the processing of the exempt organization's return or refund is delayed, I authorize the FTB to disclose to the ERO or intermediate service provider the reason(s) for the delay.**

Sign
Here


 Signature of officer

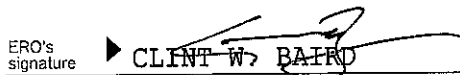
12/27/19
 Date

CEO
 Title

Part V Declaration of Electronic Return Originator (ERO) and Paid Preparer. See instructions.

I declare that I have reviewed the above exempt organization's return and that the entries on form FTB 8453-EO are complete and correct to the best of my knowledge. (If I am only an intermediate service provider, I understand that I am not responsible for reviewing the exempt organization's return. I declare, however, that form FTB 8453-EO accurately reflects the data on the return.) I have obtained the organization officer's signature on form FTB 8453-EO before transmitting this return to the FTB; I have provided the organization officer with a copy of all forms and information that I will file with the FTB, and I have followed all other requirements described in FTB Pub. 1345, 2018 Handbook for Authorized e-file Providers. I will keep form FTB 8453-EO on file for **four** years from the due date of the return or **four** years from the date the exempt organization return is filed, whichever is later, and I will make a copy available to the FTB upon request. If I am also the paid preparer, under penalties of perjury, I declare that I have examined the above exempt organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

ERO
Must
Sign

ERO's signature  CLINT W. BAIRO Date 12/26/19 Check if also paid preparer ☒ Check if self-employed ☐ ERO's PTIN P01318969

Firm's name (or yours if self-employed) and address **BROWN ARMSTRONG ACCOUNTANCY CORP**
4200 TRUXTUN AVE STE 300
BAKERSFIELD CA FEIN 95-3109182 ZIP code 93309-0668

Under penalties of perjury, I declare that I have examined the above organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

Paid
Preparer
Must
Sign

Paid preparer's signature _____ Date _____ Check if self-employed ☐ Paid preparer's PTIN _____

Firm's name (or yours if self-employed) and address _____ FEIN _____ ZIP code _____

For Privacy Notice, get FTB 1131 ENG/SP.

FTB 8453-EO 2018

2018

California Exempt Organization
Annual Information Return

199

Calendar Year 2018 or fiscal year beginning (mm/dd/yyyy) 3/01/2018, and ending (mm/dd/yyyy) 2/28/2019

Corporation/Organization name

COMMUNITY ACTION PARTNERSHIP OF KERN

California corporation number

0490460

Additional information. See instructions.

FEIN

95-2402760

Street address (suite or room)

5005 BUSINESS PARK NORTH

PMB no.

City

BAKERSFIELD

State

CA

Zip code

93309

Foreign country name

Foreign province/state/county

Foreign postal code

A First Return. ☐ Yes ☒ NoB Amended Return. ☐ Yes ☒ NoC IRC Section 4947(a)(1) trust. ☐ Yes ☒ No

D Final Information Return?

☐ Dissolved ☐ Surrendered (Withdrawn) ☐ Merged/Reorganized

Enter date: (mm/dd/yyyy)

E Check accounting method:

1 ☐ Cash 2 ☒ Accrual 3 ☐ OtherF Federal return filed? 1 ☐ 990T 2 ☐ 990-PF 3 ☐ Sch H (990)4 ☐ Other 990 seriesG Is this a group filing? See instructions. ☐ Yes ☒ NoH Is this organization in a group exemption? ☐ Yes ☒ No
If 'Yes,' what is the parent's name?I Did the organization have any changes to its guidelines
not reported to the FTB? See instructions. ☐ Yes ☒ NoJ If exempt under R&TC Section 23701d, has the
organization engaged in political activities?See instructions. ☐ Yes ☒ NoK Is the organization exempt under R&TC Section 23701g? ☐ Yes ☒ NoIf 'Yes,' enter the gross receipts from
nonmember sources. \$L If organization is a public charity exempt under
R&TC Section 23701d and meets the filing fee
exception, check box. No filing fee is required. ☒M Is the organization a Limited Liability Company? ☐ Yes ☒ NoN Did the organization file Form 100 or Form 109 to report
taxable income? ☐ Yes ☒ NoO Is the organization under audit by the IRS or has the IRS
audited in a prior year? ☐ Yes ☒ NoP Is federal Form 1023/1024 pending? ☐ Yes ☐ No
Date filed with IRS

Part I Complete Part I unless not required to file this form. See General Information B and C.

Receipts and Revenues	1	Gross sales or receipts from other sources. From Side 2, Part II, line 8.	1	900,676.
	2	Gross dues and assessments from members and affiliates.	2	
	3	Gross contributions, gifts, grants, and similar amounts received. SEE SCH. B	3	79,301,855.
	4	Total gross receipts for filing requirement test. Add line 1 through line 3. This line must be completed. If the result is less than \$50,000, see General Information B.	4	80,202,531.
	5	Cost of goods sold.	5	
Expenses	6	Cost or other basis, and sales expenses of assets sold.	6	
	7	Total costs. Add line 5 and line 6.	7	
	8	Total gross income. Subtract line 7 from line 4.	8	80,202,531.
Expenses	9	Total expenses and disbursements. From Side 2, Part II, line 18.	9	79,716,376.
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8.	10	486,155.
Filing Fee	11	Total payments.	11	
	12	Use tax. See General Information K.	12	
	13	Payments balance. If line 11 is more than line 12, subtract line 12 from line 11.	13	
	14	Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12.	14	
	15	Filing fee \$10 or \$25. See General Information F.	15	
	16	Penalties and Interest. See General Information J.	16	
	17	Balance due. Add line 12, line 15, and line 16. Then subtract line 11 from the result.	17	0.
Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.			
Paid Preparer's Use Only	Signature of officer	J.T. TO	Title	CEO
	Preparer's signature	CLIENT W. BAIRD	Date	1/3/2020
	Firm's name (or yours, if self-employed) and address	BROWN ARMSTRONG ACCOUNTANCY CORP 4200 TRUXTUN AVE STE 300 BAKERSFIELD, CA 93309-0668		
	Check if self-employed	<input type="checkbox"/>	Telephone	661-336-5236
PTIN P01318969 Firm's FEIN 95-3109182 Telephone (661) 324-4971				
May the FTB discuss this return with the preparer shown above? See instructions. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				

Part II Organizations with gross receipts of more than \$50,000 and private foundations
regardless of amount of gross receipts – complete Part II or furnish substitute information.

Receipts from Other Sources	1	Gross sales or receipts from all business activities. See instructions.	•	1	
	2	Interest.	•	2	
	3	Dividends.	•	3	
	4	Gross rents.	•	4	73,604.
	5	Gross royalties.	•	5	
	6	Gross amount received from sale of assets (See Instructions).	•	6	
	7	Other income. Attach schedule. SEE STATEMENT 1	•	7	827,072.
	8	Total gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1.	•	8	900,676.
	9	Contributions, gifts, grants, and similar amounts paid. Attach schedule.	•	9	
	10	Disbursements to or for members.	•	10	
Expenses and Disbursements	11	Compensation of officers, directors, and trustees. Attach schedule.	•	11	372,241.
	12	Other salaries and wages.	•	12	28,977,797.
	13	Interest.	•	13	95,992.
	14	Taxes.	•	14	2,360,729.
	15	Rents.	•	15	2,545,226.
	16	Depreciation and depletion (See instructions).	•	16	1,181,940.
	17	Other Expenses and Disbursements. Attach schedule. SEE STATEMENT 2	•	17	44,182,451.
	18	Total expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9.	•	18	79,716,376.

Schedule L Balance Sheet

		Beginning of taxable year		End of taxable year	
Assets		(a)	(b)	(c)	(d)
1	Cash.		3,850,166.	•	2,209,818.
2	Net accounts receivable.		3,672,278.	•	4,389,972.
3	Net notes receivable.			•	
4	Inventories.		1,265,045.	•	1,355,245.
5	Federal and state government obligations.			•	
6	Investments in other bonds.			•	
7	Investments in stock.			•	
8	Mortgage loans.			•	
9	Other investments. Attach schedule.			•	
10 a	Depreciable assets.	29,075,872.		29,702,436.	
b	Less accumulated depreciation.	19,025,930.	10,049,942.	20,154,473.	9,547,963.
11	Land.		1,776,669.	•	1,776,669.
12	Other assets. Attach schedule. STM 3		398,620.	•	274,336.
13	Total assets.		21,012,720.		19,554,003.
Liabilities and net worth					
14	Accounts payable.		4,483,364.	•	3,458,158.
15	Contributions, gifts, or grants payable.			•	
16	Bonds and notes payable.			•	
17	Mortgages payable.		2,781,720.	•	2,428,743.
18	Other liabilities. Attach schedule. STM 4		1,751,128.		1,184,439.
19	Capital stock or principal fund.		11,996,508.	•	12,482,663.
20	Paid-in or capital surplus. Attach reconciliation.			•	
21	Retained earnings or income fund.			•	
22	Total liabilities and net worth.		21,012,720.		19,554,003.

Schedule M-1 Reconciliation of income per books with income per return

Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than \$50,000.

1	Net income per books.	•	486,155.	7	Income recorded on books this year not included in this return. Attach schedule.	•	
2	Federal income tax.	•		8	Deductions in this return not charged against book income this year.	•	
3	Excess of capital losses over capital gains.	•			Attach schedule.	•	
4	Income not recorded on books this year.	•		9	Total. Add line 7 and line 8.	•	
5	Expenses recorded on books this year not deducted in this return. Attach schedule.	•		10	Net income per return.	•	
6	Total. Add line 1 through line 5.	•	486,155.		Subtract line 9 from line 6.	•	486,155.

Schedule B
(Form 990, 990-EZ,
or 990-PF)

Department of the Treasury
Internal Revenue Service

CALIFORNIA COPY
Schedule of Contributors

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2018

Name of the organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Organization type (check one):

Filers of:

Form 990 or 990-EZ

Section:

- ☒ 501(c)(3) (enter number) organization
☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
☐ 527 political organization

Form 990-PF

- ☐ 501(c)(3) exempt private foundation
☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation
☐ 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

- ☒ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

- ☐ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33-1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering 'N/A' in column (b) instead of the contributor name and address), II, and III.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year. . . . ▶ \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer 'No' on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

BAA For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990, 990-EZ, or 990-PF) (2018)

Name of organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) Number	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	U.S. DEPT. OF HEALTH AND HUMAN SERV PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93301	\$ 43,309,472.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	U.S. DEPT. OF AGRICULTURE PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93301	\$ 9,422,438.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input checked="" type="checkbox"/> (Complete Part II for noncash contributions.)
3	STATE OF CA - DEPT. OF EDUCATION PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93301	\$ 4,397,568.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Employer identification number

95-2402760

Part II

[illegible]

Schedule B (Form 990, 990-EZ, or 990-PF) (2018)

Name of organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Part III Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this information once. See instructions.) \$ N/A

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
	N/A		
	<div style="text-align: center;">(e) Transfer of gift</div> <div> <div>Transferee's name, address, and ZIP + 4</div> <div>Relationship of transferor to transferee</div> </div>		
	<div style="text-align: center;">(e) Transfer of gift</div> <div> <div>Transferee's name, address, and ZIP + 4</div> <div>Relationship of transferor to transferee</div> </div>		
	<div style="text-align: center;">(e) Transfer of gift</div> <div> <div>Transferee's name, address, and ZIP + 4</div> <div>Relationship of transferor to transferee</div> </div>		
	<div style="text-align: center;">(e) Transfer of gift</div> <div> <div>Transferee's name, address, and ZIP + 4</div> <div>Relationship of transferor to transferee</div> </div>		
	<div style="text-align: center;">(e) Transfer of gift</div> <div> <div>Transferee's name, address, and ZIP + 4</div> <div>Relationship of transferor to transferee</div> </div>		

COMMUNITY ACTION PARTNERSHIP OF KERN

95-2402760

STATEMENT 1
FORM 199, PART II, LINE 7
OTHER INCOME

INCOME FROM SPECIAL EVENTS.....	\$	77,827.
OTHER INVESTMENT INCOME.....		1,570.
OTHER MISCELLANEOUS.....		388,566.
PROGRAM SERVICE REVENUE.....		359,109.
	TOTAL	\$ 827,072.

STATEMENT 2
FORM 199, PART II, LINE 17
OTHER EXPENSES

ACCOUNTING FEES.....	\$	88,615.
ADVERTISING AND PROMOTION.....		2,875.
BANK CHARGES.....		14,231.
BOARD COSTS.....		5,930.
CONFERENCES, CONVENTIONS, AND MEETINGS.....		355,641.
CONSUMABLE SUPPLIES.....		2,297,982.
DUES AND SUBSCRIPTIONS.....		40,232.
EMPLOYEE COSTS.....		23,558.
EQUIPMENT RENT/LEASE.....		114,526.
FINES/PENALTIES.....		1,507.
FIRST AID.....		20,166.
INDIRECT EXPENSE.....		237,576.
INSURANCE.....		285,325.
LEGAL FEES.....		92,829.
MISCELLANEOUS EXPENSE.....		7,192.
OTHER EMPLOYEE BENEFIT.....		4,802,462.
OTHER FEES.....		2,235,185.
OUTREACH.....		293,277.
PENSION PLAN CONTRIBUTIONS.....		1,265,647.
POSTAGE AND SHIPPING.....		40,840.
PRE-EMPLOYMENT PHYSICAL.....		72,870.
PRINTING AND PUBLICATIONS.....		115,837.
PROGRAM COST.....		28,356,341.
REPAIRS AND MAINTENANCE.....		2,100,555.
SPECIAL EVENT EXPENSES.....		26,924.
TAXES AND LICENSES.....		69,787.
TELEPHONE AND INTERNET.....		592,361.
TRAVEL.....		622,180.
	TOTAL	\$44,182,451.

STATEMENT 3
FORM 199, SCHEDULE L, LINE 12
OTHER ASSETS

PREPAID EXPENSES AND DEFERRED CHARGES.....		274,336.
	TOTAL	\$ 274,336.

2018

CALIFORNIA STATEMENTS

PAGE 2

COMMUNITY ACTION PARTNERSHIP OF KERN

95-2402760

STATEMENT 4
FORM 199, SCHEDULE L, LINE 18
OTHER LIABILITIES

ADVANCES PAYABLE.....	100,083.
DEFERRED REVENUE.....	<u>1,084,356.</u>
TOTAL \$	<u><u>1,184,439.</u></u>

COMMUNITY ACTION PARTNERSHIP OF KERN

95-2402760

RENTAL INCOME WORKSHEET
FORM 990

RENTAL PROPERTY

GROSS RENTAL INCOME.....	\$	73,604.
EXPENSES		
TOTAL EXPENSES.....	\$	0.
NET RENTAL INCOME OR LOSS		\$ <u>73,604.</u>

FORM 990, PART III, LINE 4E
PROGRAM SERVICES TOTALS

	PROGRAM SERVICES TOTAL	FORM 990	SOURCE
TOTAL EXPENSES	74,327,793.	74,327,793.	PART IX, LINE 25, COL. B
GRANTS	0.	0.	PART IX, LINES 1-3, COL. B
REVENUE	73,604,881.	359,109.	PART VIII, LINE 2, COL. A

FORM 990, PART IX, LINE 11G
OTHER FEES FOR SERVICES

	(A) TOTAL	(B) PROGRAM SERVICES	(C) MANAGEMENT & GENERAL	(D) FUND- RAISING
CONSULTING FEES	678,076.	577,732.	100,344.	
IN KIND EXPENSE-CONSULTANT	5,332.	5,332.		
PAYROLL SERVICE FEES	197,862.		197,862.	
SOFTWARE SUPPORT/ MAINTENANCE	451,167.	152,819.	298,348.	
SUBAWARD	8,639.	8,639.		
SUBCONTRACT LABOR	894,109.	800,435.	93,674.	
TOTAL	\$ 2,235,185.	\$ 1,544,957.	\$ 690,228.	\$ 0.

FORM 990, PART IX, LINE 24E
OTHER EXPENSES

	(A) TOTAL	(B) PROGRAM SERVICES	(C) MANAGEMENT & GENERAL	(D) FUNDRAISING
BANK CHARGES	14,231.	218.	14,013.	
BOARD COSTS	5,930.		5,930.	
DUES AND SUBSCRIPTIONS	40,232.	25,781.	14,451.	
EMPLOYEE COSTS	23,558.	1,050.	22,508.	
EQUIPMENT RENT/LEASE	114,526.	96,224.	18,302.	
FINES/PENALTIES	1,507.	500.	1,007.	
FIRST AID	20,166.	20,141.	25.	
INDIRECT EXPENSE	237,576.		237,576.	
MISCELLANEOUS EXPENSE	7,192.	5,640.	1,552.	
OUTREACH	293,277.	285,439.	7,838.	

FORM 990, PART IX, LINE 24E (CONTINUED)
OTHER EXPENSES

	(A) <u>TOTAL</u>	(B) <u>PROGRAM SERVICES</u>	(C) <u>MANAGEMENT & GENERAL</u>	(D) <u>FUNDRAISING</u>
POSTAGE AND SHIPPING	40,840.	32,346.	8,494.	
PRE-EMPLOYMENT PHYSICAL	72,870.	67,695.	5,175.	
PRINTING AND PUBLICATIONS	115,837.	108,025.	7,812.	
TAXES AND LICENSES	69,787.	64,498.	5,289.	
TOTAL	<u>\$ 1,057,529.</u>	<u>\$ 707,557.</u>	<u>\$ 349,972.</u>	<u>\$ 0.</u>

MAIL TO:

Registry of Charitable Trusts
P.O. Box 903447
Sacramento, CA 94203-4470
(916) 210-6400

WEB SITE ADDRESS:

www.ag.ca.gov/charities/

ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

Section 12586 and 12587, California Government Code
11 Cal. Code Regs. section 301-307, 311, and 312

Failure to submit this report annually no later than the 15th day of the 5th month after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$800, plus interest, and/or fines or filing penalties as defined in Government Code section 12586.1. IRS extensions will be honored.



State Charity Registration Number <u>61855</u> COMMUNITY ACTION PARTNERSHIP OF KERN Name of Organization 5005 BUSINESS PARK NORTH Address (Number and Street) BAKERSFIELD, CA 93309-1651 City or Town, State and ZIP Code	Check if: <input type="checkbox"/> Change of address <input type="checkbox"/> Amended report Corporate or Organization No. <u>D-490460</u> Federal Employer I.D. No. <u>95-2402760</u>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311, and 312)
Make Check Payable to Attorney General's Registry of Charitable Trusts

Gross Annual Revenue	Fee	Gross Annual Revenue	Fee	Gross Annual Revenue	Fee
Less than \$25,000	0	Between \$100,001 and \$250,000	\$50	Between \$1,000,001 and \$10 million	\$150
Between \$25,000 and \$100,000	\$25	Between \$250,001 and \$1 million	\$75	Between \$10,000,001 and \$50 million	\$225
				Greater than \$50 million	\$300

PART A - ACTIVITIES

For your most recent full accounting period (beginning 3 / 01 / 2018 ending 02 / 28 / 2019) list:

Gross annual revenue \$ 80,175,607 Total assets \$ 19,554,003

PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT

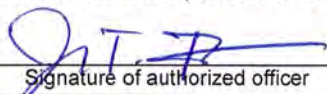
Note: If you answer "yes" to any of the questions below, you must attach a separate page providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.

	Yes	No
1. During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof either directly or with an entity in which any such officer, director or trustee had any financial interest?		X
2. During this reporting period, were there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?		X
3. During this reporting period, did non-program expenditures exceed 50% of gross revenue?		X
4. During this reporting period, were any organization funds used to pay any penalty, fine or judgment? If you filed a Form 4720 with the Internal Revenue Service, attach a copy.		X
5. During this reporting period, were the services of a commercial fundraiser or fundraising counsel for charitable purposes used? If "yes," provide an attachment listing the name, address, and telephone number of the service provider.		X
6. During this reporting period, did the organization receive any governmental funding? If so, provide an attachment listing the name of the agency, mailing address, contact person, and telephone number.	X	
7. During this reporting period, did the organization hold a raffle for charitable purposes? If "yes," provide an attachment indicating the number of raffles and the date(s) they occurred.		X
8. Does the organization conduct a vehicle donation program? If "yes," provide an attachment indicating whether the program is operated by the charity or whether the organization contracts with a commercial fundraiser for charitable purposes.		X
9. Did your organization have prepared an audited financial statement in accordance with generally accepted accounting principles for this reporting period?	X	

Organization's area code and telephone number (661) 336 - 5236

Organization's e-mail address WWW.CAPK.ORG

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, the content is true, correct and complete.


Signature of authorized officer

JEREMY T. TOBIAS
Printed Name

CHIEF EXECUTIVE OFFICER
Title

11/18/19
Date

COMMUNITY ACTION PARTNERSHIP OF KERN
2018/19 FORM RRF-1 (3-05)
REGISTRATION RENEWAL FEE REPORT
TO ATTORNEY GENERAL OF CALIFORNIA

State Charity Registration Number: 61855
Corporate Number: D-0490460
Federal Employer I.D. No.: 95-2402760

PART B – QUESTION #6

Governmental funding for the period 3/1/18 to 2/28/19 was as follows:

U.S. Department of Agriculture

Women, Infants and Children
U.S. Department of Agriculture
California Department of Public Health
WIC Supplemental Nutrition Branch
3901 Lennane Drive
Sacramento, California 95834

Lavinia Fakih (916) 928-8827

The Emergency Food Assistance Program
U.S. Department of Agriculture
California Department of Social Services
Food Assistance Program Bureau
744 P Street, MS 8-16-04
Sacramento, California 95814

Vincent Schenck (916) 229-3338

Child and Adult Care Food Program/Summer Food Program
U.S. Department of Agriculture
California Department of Education
Nutrition Services Division
1430 N Street, Suite 1500
Sacramento, California 95814

Shakshi Sharma (916) 327-5456

COMMUNITY ACTION PARTNERSHIP OF KERN
2017/18 FORM RRF-1 (3-05)
REGISTRATION RENEWAL FEE REPORT
TO ATTORNEY GENERAL OF CALIFORNIA

PART B – QUESTION #6 (CONTINUED)

Supplemental Nutrition Assistance Program – Cal Fresh Outreach
U.S. Department of Agriculture
Infoline of San Diego County, dba 2-1-1 San Diego
3860 Calle Fortunada, Suite 101
San Diego, California 92123

Brian Nolan (858) 300-1206

Commodity Supplemental Food Program
U.S. Department of Agriculture
California Department of Social Services
744 P Street, MS 19-51
Sacramento, California 95814

Lori Coopwood (916) 229-3339

U.S. Department of Energy

Weatherization Assistance Program
U.S. Department of Energy
California Department of Community Services and Development
2389 Gateway Oaks Drive
Sacramento, California 95833

Darrell Scheidegger (916) 576-4356

U.S. Department of Health and Human Services

Head Start/Early Head Start
U.S. Department of Health and Human Services
Administration for Children and Families
90 7th Street, Ninth Floor
San Francisco, California 94103

Gabriela Aranda (415) 437-8423

COMMUNITY ACTION PARTNERSHIP OF KERN
2017/18 FORM RRF-1 (3-05)
REGISTRATION RENEWAL FEE REPORT
TO ATTORNEY GENERAL OF CALIFORNIA

PART B – QUESTION #6 (CONTINUED)

Community Services Block Grant and Low Income Home Energy Assistance Program
U.S. Department of Health and Human Services
California Department of Community Services and Development
2389 Gateway Oaks Drive
Sacramento, California 95833

Darrell Scheidegger (916) 576-4356

Child Care and Development Fund and Child Care and Development Block Grant
U.S. Department of Health and Human Services
California Department of Education
Child Development Division
1430 N Street, Suite 2213
Sacramento, California 95814

Kimberly Conover (916) 445-1068

Information and Education Grant
U.S. Department of Health and Human Services
California Department of Public Health
Maternal, Child & Adolescent Health Division
1615 Capitol Avenue
Sacramento, California 95814

Michael Neff (916) 341-6726

Hospital Preparedness – Emergency Response
U.S. Department of Health and Human Services
Kern County Department of Public Health
1800 Mt. Vernon Avenue
Bakersfield, California 93306

Matthew Constantine (661) 868-0300

Office of Child Abuse Prevention – Economic Empowerment Grant
U.S. Department of Health and Human Services
California Department of Social Services
744 P Street
Sacramento, California 95814

Carrie Szeto (951) 651-6960

COMMUNITY ACTION PARTNERSHIP OF KERN
2017/18 FORM RRF-1 (3-05)
REGISTRATION RENEWAL FEE REPORT
TO ATTORNEY GENERAL OF CALIFORNIA

PART B – QUESTION #6 (CONTINUED)

U.S. Department of Homeland Security

Emergency Food and Shelter
U.S. Department of Homeland Security
Federal Emergency Management Agency
United Way of Kern County Local Board
5405 Stockdale Hwy, Suite 200
Bakersfield, California 93309

Della Hodson (661) 834-1820

U.S. Department of Housing and Urban Development

Community Development Block Grant
U.S. Department of Housing and Urban Development
Kern County Planning & Natural Resources Department
1115 Truxtun Avenue, Fifth Floor
Bakersfield, California 93301

Community Development Block Grant
U.S. Department of Housing and Urban Development
City of Bakersfield
1600 Truxtun Avenue
Bakersfield, California 93301

Housing and Urban Development Continuum of Care Planning Grant
U.S. Department of Housing and Urban Development
City of Bakersfield
1600 Truxtun Avenue
Bakersfield, California 93301

COMMUNITY ACTION PARTNERSHIP OF KERN
2017/18 FORM RRF-1 (3-05)
REGISTRATION RENEWAL FEE REPORT
TO ATTORNEY GENERAL OF CALIFORNIA

PART B – QUESTION #6 (CONTINUED)

U.S. Department of Justice

Justice Assistance Grant
U.S. Department of Justice
California Board of State & Community Corrections
Kern County Probation Department
2005 Ridge Road
Bakersfield, California 93305

Jeremy Roberts (661) 868-4135

U.S. Department of Treasury

Volunteer Income Tax Assistance Program
U.S. Department of Treasury
Internal Revenue Service
401 W. Peachtree Street, Stop 420-D
Atlanta, Georgia 30308

Azell Turner (470) 639-2935

U.S. Department of Education

Quality Rating and Improvement System – San Joaquin
U.S. Department of Education
Department of Education-First 5 California
102 S. San Joaquin Street
Stockton, California 95202

Lani Schiff-Ross (209) 468-0250

California Children and Families Commission

First 5 California
First 5 Kern
2724 L Street
Bakersfield, California 93301

Roland Maier (661) 328-8888

COMMUNITY ACTION PARTNERSHIP OF KERN
2017/18 FORM RRF-1 (3-05)
REGISTRATION RENEWAL FEE REPORT
TO ATTORNEY GENERAL OF CALIFORNIA

PART B – QUESTION #6 (CONTINUED)

California Department of Community Services and Development

Low Income Weatherization Program
California Department of Community Services and Development
2389 Gateway Oaks Drive
Sacramento, California 95833

Darrell Scheidegger (916) 576-4356

California Department of Corrections and Rehabilitation

Shafter Youth Center
Board of State and Community Corrections
California Department of Corrections and Rehabilitation
2590 Venture Oaks Way, Suite 200
Sacramento, California 95833

Kathleen Howard (916) 324-2626

California Department of Education

Child Care Contracts (Migrant Alternative Payment, General Center Child Care,
State Preschool, Migrant Child Care and Migrant Specialized Services)
California Department of Education
Child Development Division
1430 N Street, Suite 2213
Sacramento, California 95814

Kimberly Conover (916) 445-1068

California Department of Social Services

Differential Response
California Department of Social Services
Kern County Network for Children
1212 18th Street
Bakersfield, California 93301

Jayne Stuart (661) 588-7949



SONIA Y. ANGELL, MD, MPH
State Public Health Officer & Director

State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

December 18, 2019

Ms. Kathlyn Lujan
WIC Program Manager
Community Action Partnership of Kern County
500 East California Avenue
Bakersfield, CA 93307

Dear Ms. Lujan,

I am writing to inform you that all three issues related to the December 3-6, 2018 Program Monitoring Visit (PMV) are resolved. Based on our reviews of your agency's staff training materials and attendance logs, quality assurance documentation and Breastfeeding Mismatch Reports, we have concluded that the proposals in your Corrective Action Plan (CAP) dated February 12, 2019, have been implemented. We have verified that:

- Designated staff review the Breastfeeding Mismatch Report on a quarterly basis, make necessary corrections to the affected Management Information System (MIS) records, and provide staff training as needed to minimize future errors.
- Staff place voided food instruments in locked storage, and designated staff verify compliance through monthly facility inspection reports.
- Staff working as Competent Professional Authorities (CPA) have received a series of trainings to improve nutrition assessment and education skills; supervisors conduct regular post-training staff observations; CPA staff show improved ability to provide nutrition education messages that align with participants' interests or needs.

Thank you for taking corrective action to further improve and enhance the quality of services provided by the Community Action Partnership of Kern County WIC Program.



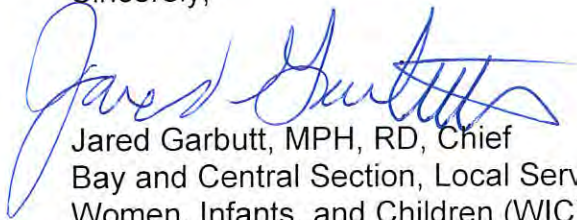
CDPH Women, Infants and Children (WIC) Division
3901 Lennane Drive MS 8600 Sacramento, CA 95834
P.O. Box 997375 MS 8600 Sacramento, CA 95899-7375
(916) 928-8500 [Division Website](http://www.wicworks.ca.gov) (www.wicworks.ca.gov)



Ms. Kathlyn Lujan
Page 2
December 18, 2019

If you have any questions, please contact your Contract Manager, Lavi Fakih, at 916-928-8827, or your Nutrition Consultant, Trish Kearney, at 916-928-8859.

Sincerely,



Jared Garbutt, MPH, RD, Chief
Bay and Central Section, Local Services Branch
Women, Infants, and Children (WIC) Division
California Department of Public Health

cc: Jeremy T. Tobias
Chief Executive Officer
Community Action Partnership of Kern
jtobias@capk.org

COMMUNITY ACTION PARTNERSHIP *of* KERN
BOARD OF DIRECTORS
BUDGET & FINANCE COMMITTEE MEETING
5005 Business Park North, Bakersfield, CA
January 22, 2020
12:00 pm

MEETING MINUTES

1. Call to Order

Committee Chair Janea Benton called the meeting to order at 12:05 pm at the Community Action Partnership of Kern administrative building, located at 5005 Business Park North, Bakersfield, CA.

2. Roll Call

Roll Call was taken with a quorum present.

Present: Janea Benton, Jimmie Childress, Guadalupe Perez, Ana Vigil

Absent: None

Others Present: Jeremy Tobias, Chief Executive Officer; Pritika Ram, Director of Administration; Carmen Segovia; Director of Health & Nutrition; Tracy Webster, Chief Financial Officer; and other CAPK staff.

3. Approval of Agenda

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

4. Public Forum

No one addressed the Committee.

5. Special Presentation

Tracy Webster provided a copy of the proposed Program Budget Update template to be used for the monthly program presentations.

Janea Benton confirmed that the format meets the criteria of what was requested. Janea would like the programs to identify potential financial risks and alternate plans and requested that the presentations be displayed on the TV screens during the meeting.

6. New Business

a. Head Start & Early Head Start Budget to Actual Reports – *Info Item*

1. Kern Head Start Budget to Actual for the Period Ended December 31, 2019.
2. Kern Early Head Start Budget to Actual for the Period Ended December 31, 2019.
3. San Joaquin Early Head Start Budget to Actual for the Period Ended December 31, 2019.
4. Early Head Start Child Care Partnerships & Expansion Budget to Actual for the Period Ended December 31, 2019.

Heather McCarley provided the Head Start Kern Budget to Actual Report for the Period Ended October 31, 2019. Six months (75%) of the eight-month budget period has elapsed and overall Base Fund expenditures are at 76% of budget. Training & Technical Assistance Funds (T&TA) are at 98% of budget and Non-Federal Share is at 84% of budget. Additional funds were awarded for the purpose of converting 4 pre-k classrooms to 6 toddler classrooms and for the constructing and furnishing additional modular classrooms at 4 existing CAPK facilities. The funding award was issued on July 27, 2019 and the overall expenditures are at 21% of budget and a carryover request will be made.

Heather McCarley provided the Early Head Start Kern Budget to Actual Report for the Period Ended October 31, 2019. Six months (75%) of the eight-month budget period has elapsed and overall Base Funds are at 54% of budget, T&TA expenditures are at 80% of budget. Donna reported that the CAPK was awarded additional funds for the purpose of converting 4 pre-k classrooms to 6 toddler classrooms and constructing and furnishing additional modular classrooms at 4 CAPK facilities. The start-up activities began immediately following the issue of funds on July 27, 2019 and the overall expenditures are at 10% of budget, and a carryover request will be made.

Heather McCarley provided the San Joaquin Early Head Start budget to Actual Report for the Period Ended October 31, 2019. Eleven months (92%) of the 12-month budget period have elapsed and overall Base Fund expenditures are at 90% of budget. T&TA Funds are at 83% of budget and the Non-Federal Share is at 87% of budget.

Heather McCarley provided the Early Head Start Child Care Partnerships & Expansion Budget to Actual Report for the period ended December 31, 2019. Effective September 1, 2019, funds formerly awarded under Early Head Start Child Care Partnerships were rolled into Early Head Start Child Care Expansion. The Budget to Actual period is from March 1, 2019 through September 30, 2019. Ten months (83%) of the 12-month budget period have elapsed. Overall Base Fund expenditures are at 17% of budget due to 24 expansion slots at the Jewett facility that has not been completed. Another provider RFP has gone out. A request to carryover funds will be requested. T&TA funds are incurred as needed and are currently at 24% of budget.

The Non-Federal Share is at 14% of budget. A request for a waiver for the Non-Federal Share will be presented at a future meeting.

Janea commented that when she was at the CAP National Conference, she learned that including graphs are very important additions to the financial reporting and thanked staff for including the graphs.

b. Annual Budget for FY 2020/21 – Tracy Webster, Chief Financial Officer – ***Info Item***

Tracy Webster provided a copy of the proposed annual budget for the 2020/21 fiscal year as an info item to allow the committee adequate time to review and ask questions prior to the February meeting when it will be presented as an action item.

The proposed annual budget includes 3 functional categories: Program Services (Education, Nutrition, Energy Conservation, Community Services, CSBG); Support Services (Discretionary & Fundraising); and Indirect. The annual operating budget was developed using individual grant or program budgets and represents a 13.6% increase over the prior year budget. The Indirect budget for the five support divisions (Executive, Human Resources, Finance, Operations and Community Development) is 18% greater than the prior year budget. FY 2020/21 represents the fifth year using the 10% indirect cost rate and Tracy provided a comparison of the Indirect budget for five years.

Janea Benton said that she appreciates seeing the comparison reports and would like to see additional comparisons of the prior year budget vs. the current year budget to actual year-to-date. Tracy explained that a comparison to the prior year budget vs. actual year-to-date will be skewed as not all expenses or income have been booked. Tracy will include an additional report/graph that will show the prior year budget vs. the proposed budget for 2020/21 to accommodate Janea's request.

Janea also requested footnotes be added when salaries are transferred from one division to another. Tracy also announced that a request to create a new position, a Fingerprint Technician, is forthcoming. This position will eliminate the need to outsource this function and provide greater flexibility.

c. Financial Statements, December 2019 – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented a copy of the Financial Statements for December 2019 and reported that we did not require a cash draw from the line of credit. The Central Kitchen expenditures are at 75.9% at December 31, 2019 and the USDA revenue is at 75.9%. Expenditures are below the target of 83.33% at month 10 of the 12-month period.

CMAF is on target to fully receive the contract. Subsidized child care payments are currently at 42.14% with a target for the period of 41.67% and the operational expenditures are also within target.

Center based programs are reflecting low enrollment for the months of July through December 2019, due to construction and refurbishments.

Tracy reported that the Finance Division has one vacancy for an Accountant. All 4 audited financial statements have been published and presented to the Audit & Pension Committee on January 16, 2020. Forms 990 and 199 have also been submitted to their respective agencies and a Financial Review is being conducted this week by Wipfli to explore our processes, efficiencies, and opportunities for improvement in the Finance Division.

The agency expenditures are at 72% for the year, which is less than the 83.3% budgeted. The Indirect Fund budget to actual report for June month end showed that revenue exceeded expenditures by \$596,883, which is 114.4% of the budgeted indirect surplus. Overall expenditures are at 75.7% of budget and less than 83.33% at month 10 of the 12-month budget period.

Motion was made and seconded to approve the Financial Statements for December 2019. Carried by unanimous vote (Vigil/Childress).

7. Consent

- a. Application Status Reports for November & December 2019
- b. Funding Request: JP Morgan Chase & Company for CAPK Multi-Family Housing Initiative, Advancing Cities
- c. Funding Requests under \$50,000

Motion was made and seconded to approve the Consent items. Carried by unanimous vote (Vigil/Perez).

8. Committee Member Comments

Ana thanked the Staff for a good job, and said she appreciates the work.

Janea requested that the Treasurer be added as a check signer, and asked how many outstanding checks or canceled checks are on the books. Tracy said the information is in the bank reconciliation and all stale dated checks are being reported to the state and said that there are processes in place to ensure that checks are clearing.

Janea also asked if CAPK has a fraud hotline. Tracy said it is a good idea and best practice and should be independent from the CEO. Tracy will investigate this option and report back to the Committee.

9. Next Scheduled Meeting

Budget & Finance Committee Meeting
Wednesday, February 19, 2020
12:00 pm
5005 Business Park North
Bakersfield, CA 93309

10. Adjournment

The meeting was adjourned at 12:47 pm.



Helping People... Changing Lives.

Program Update

Presented by

Program Summary

What the Program does
Who the Program serves.
Why the Program is important.

Budget

How are we spending?
Are we on track?

COMMUNITY ACTION PARTNERSHIP OF KERN BUDGET TO ACTUAL FOR THE PERIOD 03-01-18 TO 5-31-19 (25.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	28,962,816	6,429,304	22,533,512	22%
BENEFITS	9,271,446	1,995,436	7,276,010	22%
TRAVEL	623,443	154,171	469,272	25%
SPACE COST	3,898,195	987,742	2,910,453	25%
SUPPLIES	1,771,879	476,162	1,295,717	27%
EQUIPMENT	1,000	-	1,000	0%
CONSULTANT/CONTRACT SERVICES	2,218,012	498,476	1,719,536	22%
OTHER COSTS	2,495,921	507,331	1,988,590	20%
PROGRAM COSTS	9,489,435	1,721,791	7,767,644	18%
INDIRECT	5,375,703	1,248,369	4,127,334	23%
TOTAL	64,107,850	14,018,783	50,089,067	22%



Opportunities

(Barriers to Success)

- Start with the top three
- Two
- Three



Successes

- Start with the top five
- Two
- Three
- Four
- Five

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 6a:* Head Start - Kern
Budget to Actual Report for the Period Ended December 31, 2019 – **Info Item**

Date: January 22, 2020

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 December 31, 2019. Six months (75%) of the eight-month budget period have elapsed.

Base Funds

Overall expenditures are at 76% 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 98% 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 84% 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 and are in progress. Overall expenditures are at 21% of the budget.

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 - December 31, 2019

Month 6 of 8 (75%)

Prepared 1/16/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	6,054,933	4,479,752	1,575,181	74%	26%
FRINGE BENEFITS	2,052,975	1,450,223	602,752	71%	29%
TRAVEL	0	1,274	(1,274)		
EQUIPMENT	0	0	0		
SUPPLIES	413,860	221,724	192,136	54%	46%
CONTRACTUAL	51,529	67,748	(16,219)	131%	-31%
CONSTRUCTION	0	0	0		
OTHER	1,934,691	1,746,780	187,911	90%	10%
INDIRECT	1,012,616	796,649	215,967	79%	21%
TOTAL BASE FUNDING	11,520,604	8,764,150	2,756,454	76%	24%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	24,336	41,661	(17,325)	171%	-71%
SUPPLIES	17,206	12,229	4,977	71%	29%
CONTRACTUAL	5,657	0	5,657	0%	100%
OTHER	60,429	51,408	9,021	85%	15%
INDIRECT	10,763	10,530	233	98%	2%
TOTAL TRAINING & TECHNICAL ASSISTANCE	118,391	115,828	2,563	98%	2%

START-UP

SUPPLIES	0	0	0		
CONSTRUCTION	1,812,348	0	1,812,348	0%	100%
OTHER	0	342,355	(342,355)		
INDIRECT	0	34,198	(34,198)		
TOTAL CARRYOVER	1,812,348	376,554	1,435,794	21%	79%

GRAND TOTAL HS FEDERAL FUNDS	13,451,343	9,256,532	4,194,811	69%	31%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,319,728	1,073,414	246,314	81%	19%
CALIF DEPT OF ED	2,953,796	2,522,595	431,201	85%	15%
TOTAL NON-FEDERAL	4,273,524	3,596,009	677,515	84%	16%

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)**

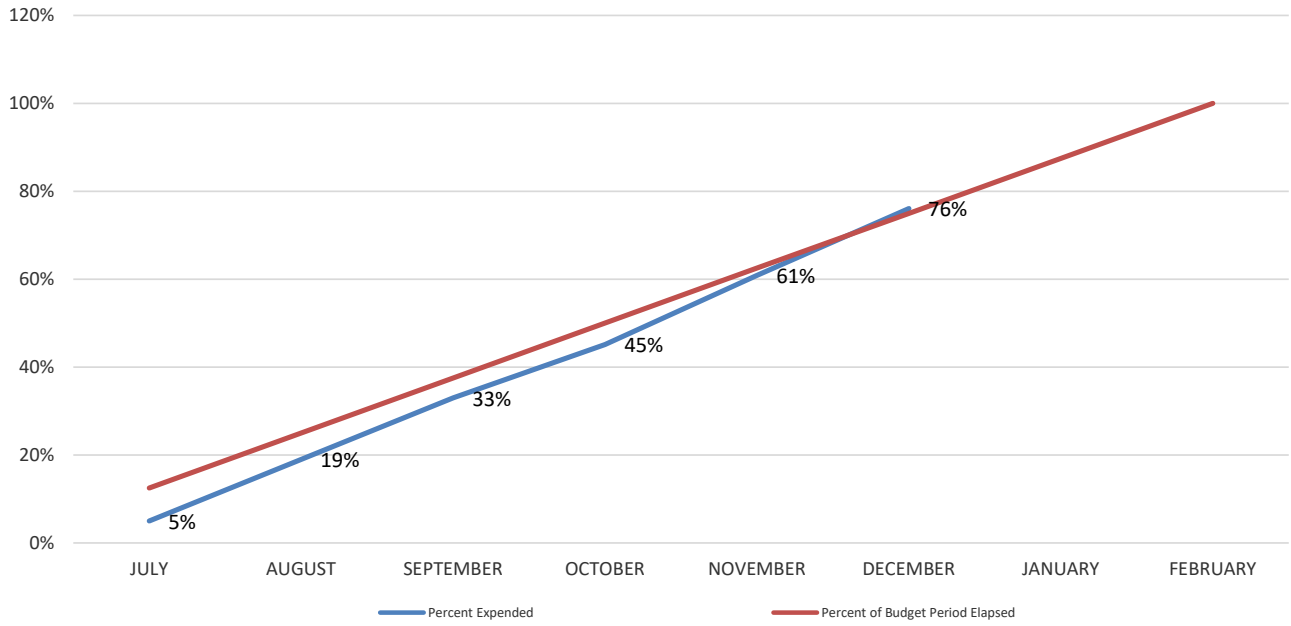
Actual expenditures include posted expenditures and estimated adjustments through 12/31/2019

Administrative Cost for HS and EHS Kern 11.0%

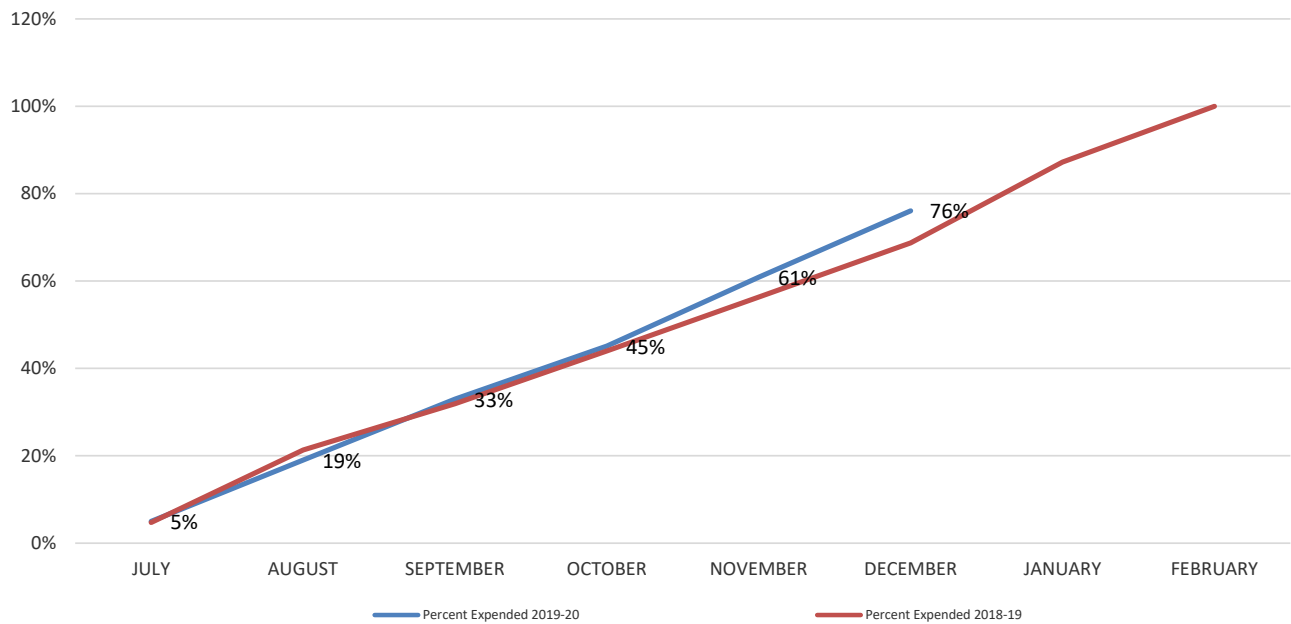
Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	38,275				38,275	1/6/2020
Lowe's	10,729	16,482			27,211	12/25/2019
Smart & Final	75				75	1/2/2020
Save Mart	2,320				2,320	1/3/2020
Chevron & Texaco Business Card	6,589				6,589	1/6/2020
Home Depot	7,425				7,425	1/5/2020
	65,413	16,482	0	0	81,895	

Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed



Head Start Kern
Percent Expended Compared to Prior Year



COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 6a:* Early Head Start – Kern
Budget to Actual Report for the Period Ended December 31, 2019 – **Info Item**

Date: January 22, 2020

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 December 31, 2019. Six months (75%) of the eight-month budget period have elapsed.

Base Funds

Overall expenditures are at 54% 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 80% 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 and are in progress. Overall expenditures are at 10% of the budget.

**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 - December 31, 2019
Month 6 of 8 (75%)

Prepared 12/11/2019

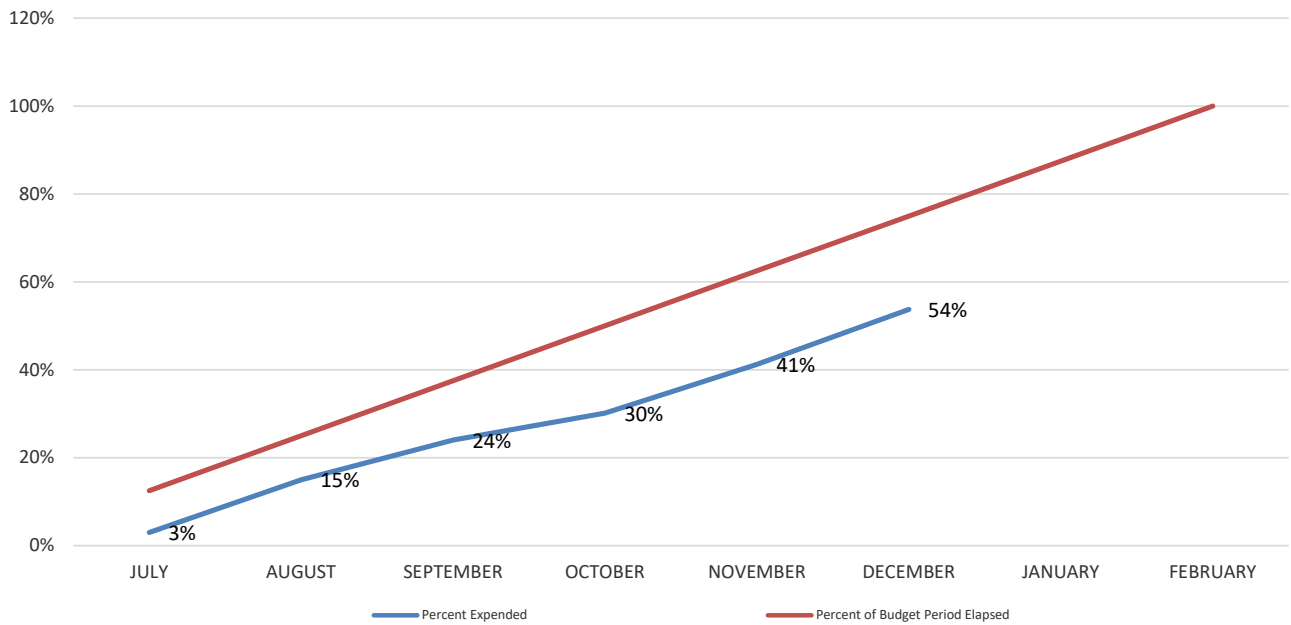
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,254,967	1,741,965	1,513,002	54%	46%
FRINGE BENEFITS	1,153,189	514,493	638,695	45%	55%
TRAVEL	0	378	(378)		
EQUIPMENT	0	0	0		
SUPPLIES	245,740	101,852	143,888	41%	59%
CONTRACTUAL	17,923	34,450	(16,527)	192%	-92%
CONSTRUCTION	0	0	0		
OTHER	533,536	401,108	132,428	75%	25%
INDIRECT	513,643	279,425	234,218	54%	46%
TOTAL BASE FUNDING	5,718,998	3,073,672	2,645,326	54%	46%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	30,119	19,110	11,009	63%	37%
SUPPLIES	3,319	4,156	(837)	125%	-25%
CONTRACTUAL	5,793	7,500	(1,707)	129%	-29%
OTHER	62,942	51,471	11,471	82%	18%
INDIRECT	10,217	8,224	1,993	80%	20%
TOTAL TRAINING & TECHNICAL ASSISTANCE	112,390	90,460	21,930	80%	20%
START-UP					
SUPPLIES	349,500	70,588	278,912	20%	80%
CONSTRUCTION	1,492,427	0	1,492,427	0%	100%
OTHER	295,325	123,666	171,659	42%	58%
INDIRECT	0	19,392	(19,392)		
TOTAL CARRYOVER	2,137,252	213,646	1,923,606	10%	90%
GRAND TOTAL EHS FEDERAL FUNDS	7,968,640	3,377,778	4,590,862	42%	58%

Budget reflects Notice of Award #09CH011132-01-01 (adjusted for Child Care Food Subsidy).

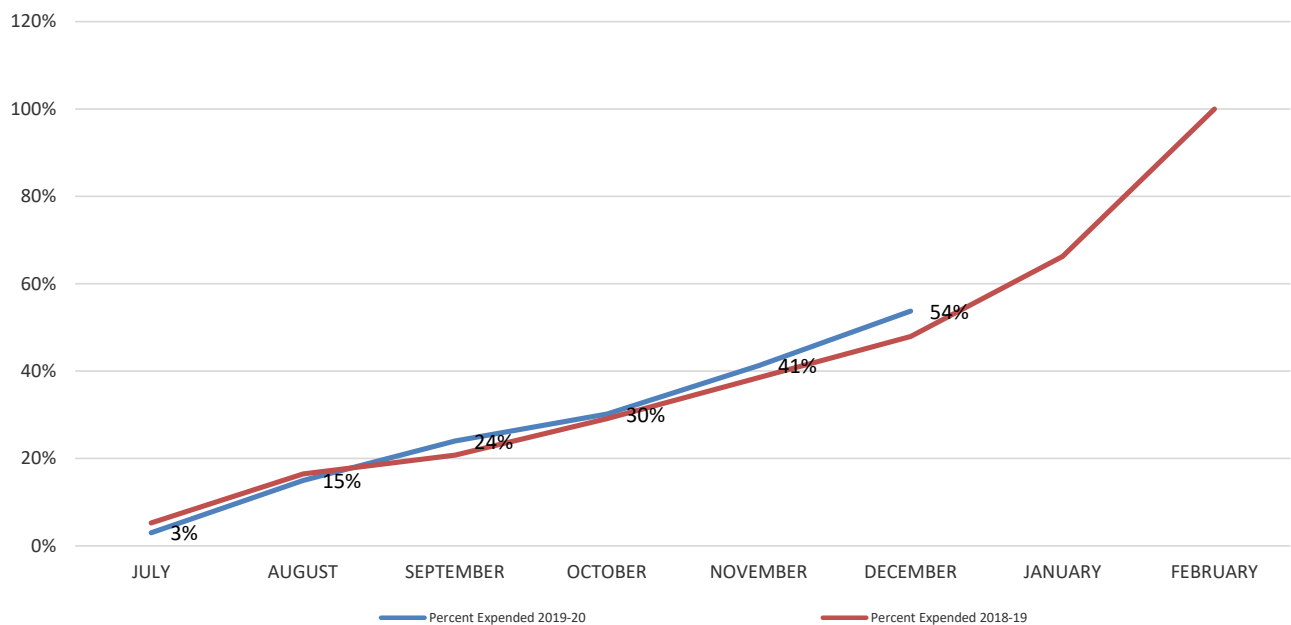
Award is prorated for **eight months (07/01/2019 - 02/29/2019)**

Actual expenditures include posted expenditures and estimated adjustments through 12/31/2019

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 December 31, 2019 (Month 6 of 8)

Page 1 of 1

Percent of year elapsed: 75.0%

LOCATION	Enroll- ment	July	Aug	Sep	Oct	Nov	Dec	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	80	0	8,691	18,514	12,522	241	0	39,967	75,133	53%
Alicante	20	1,832	1,534	1,977	1,812	135	2,616	9,906	18,783	53%
Broadway	40	0	5,037	12,489	15,299	9,886	5,642	48,353	37,566	129%
California City	34	0	3,043	2,668	6,349	5,837	4,922	22,818	31,931	71%
Cleo Foran	23	0	0	0	718	856	1,038	2,613	21,601	12%
Delano	76	0	7,546	16,320	22,221	5,713	15,850	67,652	71,376	95%
East California	56	0	3,020	9,812	12,099	25	11,581	36,537	52,593	69%
Fairfax	40	0	4,362	11,644	9,124	9,604	7,362	42,096	37,566	112%
Fairview	40	0	1,733	9,969	233	116	7,529	19,580	37,566	52%
Harvey L. Hall	156	14,027	15,171	20,758	11,002	9,962	15,901	86,822	146,508	59%
Heritage	40	0	2,979	12,178	15,657	316	9,453	40,583	37,566	108%
Home Base	124	3,164	1,881	2,748	590	93	2,012	10,487	58,228	18%
Lamont	40	0	1,156	8,549	124	125	7,021	16,975	37,566	45%
Martha J. Morgan	44	0	2,851	8,037	9,337	116	8,043	28,384	41,323	69%
McFarland	20	0	0	2,983	133	125	1,507	4,747	18,783	25%
Mojave	20	0	0	2,421	70	58	2,464	5,013	18,783	27%
Oasis	57	0	2,520	8,735	6,747	823	6,542	25,367	53,532	47%
Pete H. Parra	128	11,208	14,041	20,776	366	116	9,395	55,902	120,212	47%
Planz	20	0	2,549	6,267	6,263	9,836	6,819	31,734	18,783	169%
Primeros Pasos	80	4,041	8,164	7,548	245	7,037	9,217	36,252	75,133	48%
Rosamond	80	0	6,131	17,498	182	329	8,597	32,737	75,133	44%
San Diego Street	40	2,269	1,761	4,746	4,039	3,496	2,339	18,650	37,566	50%
Seibert	40	0	0	7,603	6,226	2,334	2,633	18,796	37,566	50%
Shafter	20	3,439	9,391	9,544	166	8,470	6,865	37,876	18,783	202%
Shafter HS/EHS	26	3,464	4,378	2,820	3,777	2,086	2,043	18,567	24,418	76%
Sterling	124	11,837	12,270	13,241	366	12,952	16,347	67,012	116,455	58%
Sunrise Villa	20	0	1,729	9,403	12,367	10,252	8,068	41,819	18,783	223%
Taft	66	0	5,094	14,576	125	10,725	7,774	38,293	61,984	62%
Tehachapi	34	0	1,148	3,028	3,006	2,810	166	10,158	31,931	32%
Vineland	20	0	595	1,278	257	300	138	2,568	18,783	14%
Virginia	40	0	2,575	11,651	14,359	9,552	9,546	47,683	37,566	127%
Wesley	60	0	5,804	10,030	17,381	16,811	11,008	61,033	56,349	108%
Willow	55	0	2,994	10,379	15,721	6,731	2,182	38,006	51,654	74%
Administrative Services	1,763	0	0	0	0	0	0	0	0	NA
Program Services		1,372	6,661	23	0	0	0	8,056	26,302	31%
Policy Council and RPC		0	0	81	290	0	0	372	27,093	1%
SUBTOTAL IN-KIND	1,763	56,653	146,808	300,294	209,175	147,869	212,615	1,073,414	1,650,901	65%
State General Child Care*		164,884	149,146	142,941	209,463	172,503	187,306	1,026,243	1,181,518	87%
State Preschool*		94,393	98,908	160,287	359,757	358,376	372,375	1,444,097	1,654,126	87%
State Migrant Child Care*		14,766	12,732	11,317	7,073	2,701	3,665	52,255	118,152	44%
SUBTOTAL CA DEPT of ED		274,043	260,787	314,546	576,293	533,580	563,346	2,522,595	2,953,796	85%
GRAND TOTAL		330,696	407,595	614,840	785,468	681,449	775,961	3,596,009	4,604,697	78%

*May include estimates

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 6a:* Early Head Start – San Joaquin
Budget to Actual Report for the Period Ended December 31, 2019 – **Info Item**

Date: January 22, 2020

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period February 1, 2019 through December 31, 2019. Eleven months (92%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 90% of the budget, which is on trend compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 83% of the budget. The combined personnel and fringe benefits expenses are at 86% of the budget.

Non-Federal Share

Non-Federal share is at 87% 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 - December 31, 2019
Month 11 of 12 (92%)

Prepared 1/15/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,114,932	2,859,634	255,298	92%	8%
FRINGE BENEFITS	923,567	790,029	133,538	86%	14%
TRAVEL	20,232	16,751	3,481	83%	17%
SUPPLIES	140,925	123,259	17,666	87%	13%
CONTRACTUAL	12,078	6,741	5,337	56%	44%
OTHER	600,638	533,866	66,772	89%	11%
INDIRECT	456,781	408,081	48,700	89%	11%
TOTAL	5,269,153	4,738,361	530,792	90%	10%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	39,312	24,880	14,432	63%	37%
FRINGE BENEFITS	11,534	12,464	(930)	108%	-8%
TRAVEL	15,673	14,017	1,656	89%	11%
SUPPLIES	7,900	0	7,900	0%	100%
CONTRACTUAL	3,500	7,680	(4,180)	219%	-119%
OTHER	30,423	30,946	(523)	102%	-2%
INDIRECT	10,833	8,997	1,836	83%	17%
TOTAL	119,175	98,984	20,191	83%	17%

GRAND TOTAL EHS FEDERAL FUNDS	5,388,328	4,837,345	550,983	90%	10%
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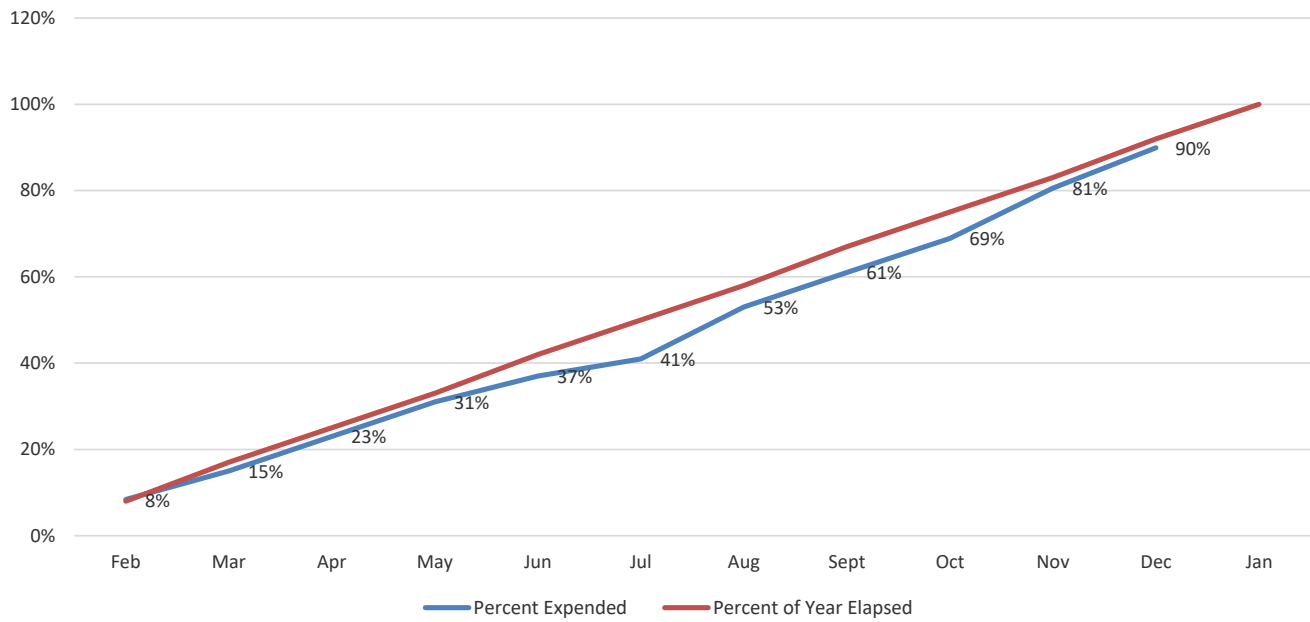
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,347,083	1,175,641	171,442	87%	13%
TOTAL NON-FEDERAL FUNDS	1,347,083	1,175,641	171,442	87%	13%

Centralized Administrative Cost	6.9%
Program Administrative Cost	2.4%
Total Administrative Cost	9.4%

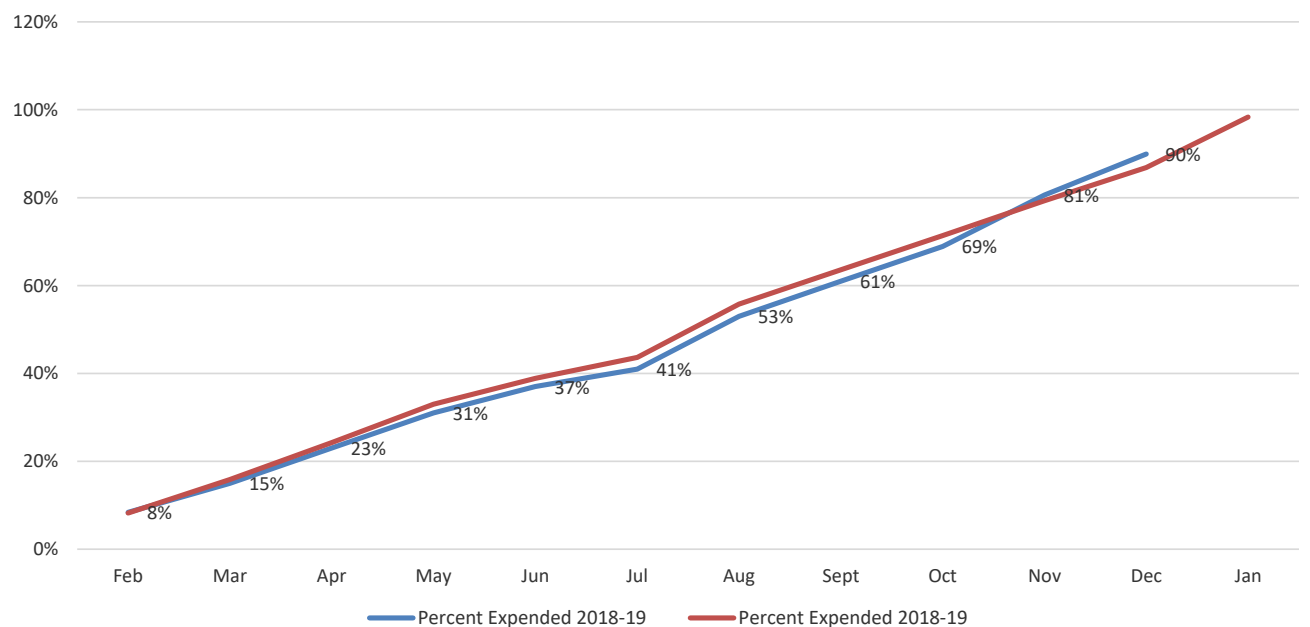
Budget reflects Notice of Award #09CH010071-05-01

Actual expenditures include posted expenditures and estimated adjustments through 12/31/2019

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 December 31, 2019 (Month 11 of 12)

Percent of year elapsed: 92%

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	9,349	9,973	9,716	7,545	5,825	6,346	10,529	9,532	10,786	9,603	50	89,253	133,083	67%
Chrisman	30	12,312	16,785	11,548	8,822	3,809	8,606	14,384	13,673	11,890	14,384	100	116,313	166,354	70%
Home Base - Lodi	35	12,150	16,320	16,251	16,904	2,077	10,424	10,550	10,075	9,152	11,981	2,963	118,846	97,040	122%
Home Base - Manteca	12	3,172	5,472	4,045	5,249	2,063	3,395	4,433	3,426	5,649	5,848	100	42,852	33,271	129%
Home Base - Stockton	90	18,088	24,844	21,476	23,400	12,523	18,992	21,259	20,822	17,231	15,543	3,785	197,961	249,531	79%
Home Base - Tracy	12	233	1,607	1,689	2,025	0	683	504	2,083	1,193	1,116	0	11,133	33,271	33%
Kennedy	16	7,180	5,402	7,334	4,740	2,063	5,560	6,831	5,897	6,432	6,613	200	58,251	88,722	66%
Lodi UCC	30	11,372	11,887	12,830	10,884	8,821	10,755	14,363	12,824	13,343	13,939	233	121,251	166,354	73%
Marci Massei	24	5,173	6,050	6,373	5,055	4,171	6,333	13,332	11,065	11,092	10,334	320	79,299	133,083	60%
St. Mary's	16	5,144	6,702	5,927	4,858	3,210	5,422	5,994	6,580	7,916	7,553	150	59,455	88,722	67%
Walnut	24	11,221	13,005	12,719	10,174	9,667	11,556	13,927	13,037	13,383	11,535	100	120,323	133,083	90%
Administrative Services		251	1,678	0	0	0	0	0	0	0	0	0	1,928	0	
Program Services		11,721	11,575	22,146	31,202	8,953	13,819	15,127	11,078	13,040	10,823	8,655	158,138	21,858	723%
Policy Council		57	187	0	175	48	0	0	57	0	114	0	638	2,713	24%
SUBTOTAL IN-KIND	313	107,421	131,485	132,053	131,033	63,230	101,891	131,234	120,148	121,107	119,384	16,654	1,175,641	1,347,083	87%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Budget & Finance Committee



From: Donna Holland, Fiscal Administrator

Subject: *Agenda Item 6a:* Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report for the Period Ended December 31, 2019 – **Info Item**

Date: January 22, 2020

Effective September 1, 2019, funds formerly awarded under Early Head Start Child Care Partnerships (grant #09HP0036) were rolled into Early Head Start Child Care Expansion (grant #09HP000163).

The following are highlights of the Early Head Start Child Care Partnerships & Expansion Budget to Actual Report for the period March 1, 2018 through December 31, 2019. Ten months (83%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 17% of the budget.

Training & Technical Assistance (T&TA)

Overall expenditures are at 24% of the budget.

Start-Up

Start-up funds were awarded for the purpose of preparing and furnishing 12 new classrooms for CAPK and Partnership locations. Overall expenditures are at 14% of the budget.

Non-Federal Share

Non-Federal share is at 13% of the budget.

**Community Action Partnership of Kern
Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report**

Budget Period: March 1, 2019 - February 29, 2020

Report Period: March 1, 2019 - December 31, 2019

Month 10 of 12 (83.33%)

Prepared 1/15/2020

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	608,125	109,356	498,769	18%	82%
FRINGE BENEFITS	192,825	24,752	168,073	13%	87%
SUPPLIES	46,656	3,931	42,725	8%	92%
CONTRACTUAL	766,959	159,114	607,845	21%	79%
OTHER	153,605	18,071	135,534	12%	88%
INDIRECT	167,944	21,491	146,453	13%	87%
TOTAL BASE FUNDING	1,936,114	336,716	1,599,398	17%	83%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	3,088	4,748	(1,660)	154%	-54%
SUPPLIES	14,930	0	14,930	0%	100%
OTHER	26,696	5,976	20,720	22%	78%
INDIRECT	4,471	1,048	3,423	23%	77%
TOTAL TRAINING & TECHNICAL ASSISTANCE	49,185	11,772	37,413	24%	76%

START UP

SUPPLIES	258,000	54,470	203,530	21%	79%
OTHER	196,545	7,542	189,003	4%	96%
INDIRECT	45,455	5,738	39,717	13%	87%
TOTAL START UP	500,000	67,750	432,250	14%	86%

GRAND TOTAL EHS FEDERAL FUNDS	2,485,299	416,238	2,069,061	17%	83%
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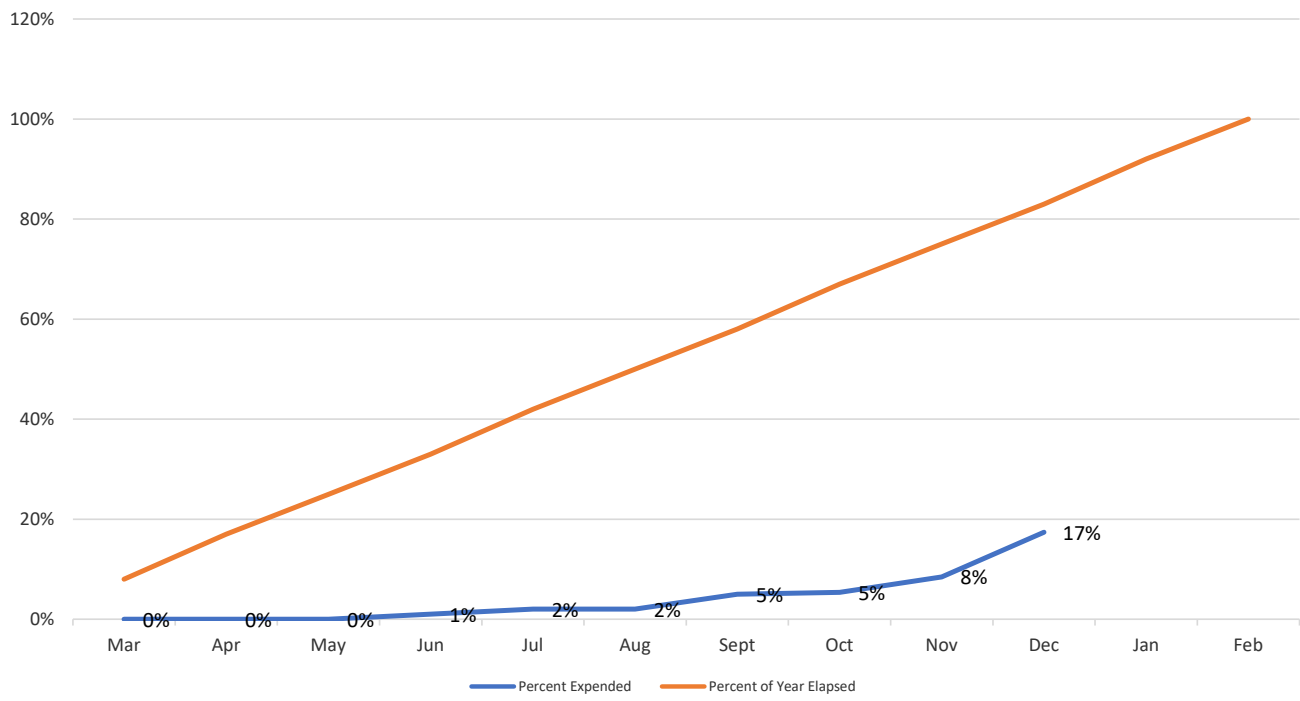
NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	528,694	67,161	461,533	13%	87%
TOTAL NON-FEDERAL	528,694	67,161	461,533	13%	87%

Budget reflects Notice of Award #09HP000163-01-01


Actual expenditures include posted expenditures and estimated adjustments through 12/31/2019

Early Head Start Kern Percent Expended Compared to Percent of Year Elapsed





MEMORANDUM

TO: Budget and Finance Committee
FROM: Tracy Webster, Chief Financial Officer 
Date: January 22, 2020
RE: *Agenda Item 6b:* Annual Budget for FY 2020/21 – Info Item

The annual budget for the 2020/21 fiscal year is presented using the following functional categories:

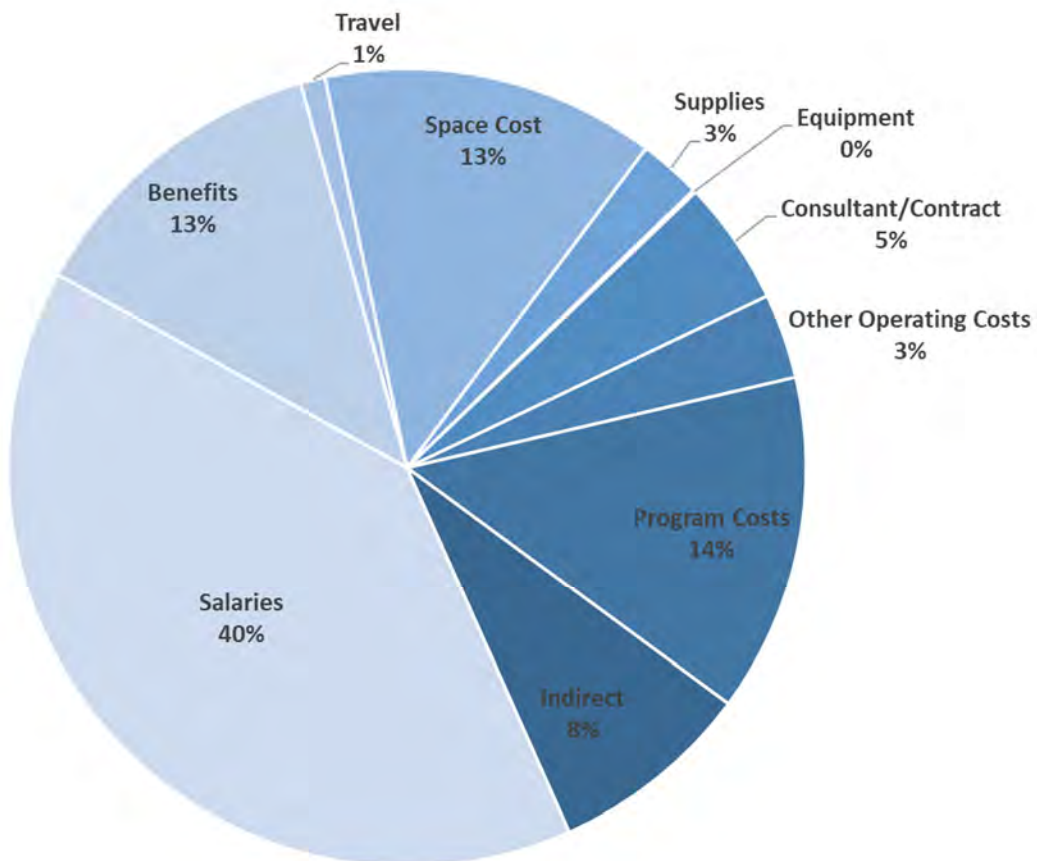
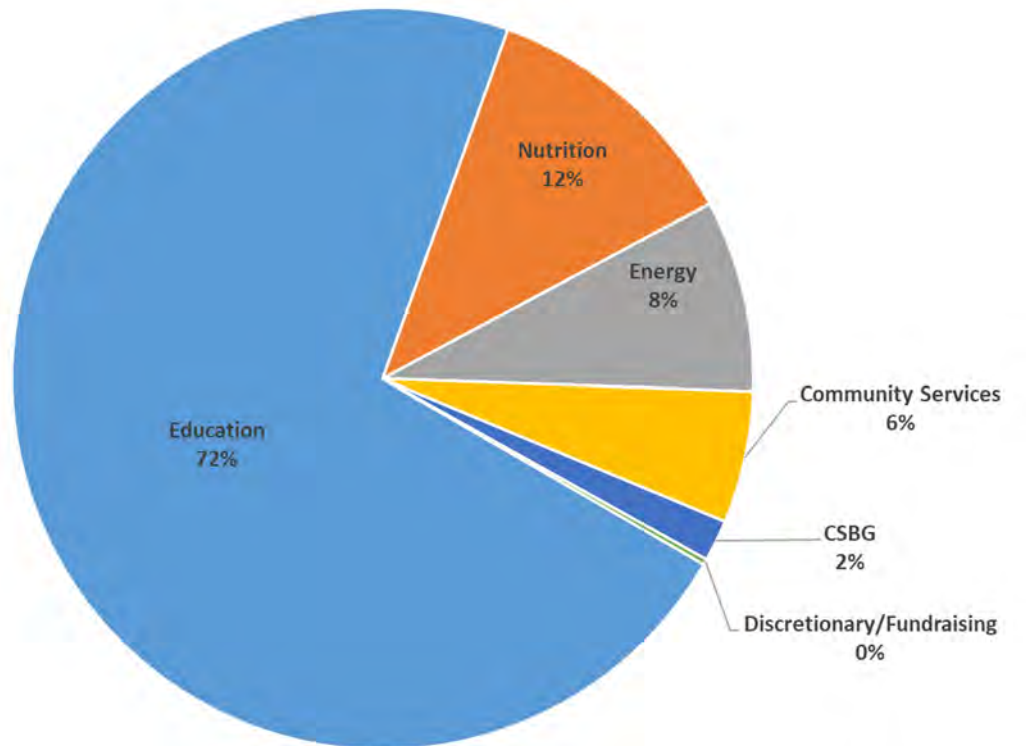
1. Program Services
 - Education
 - Nutrition
 - Energy Conservation
 - Community Services
 - CSBG
2. Support Services
 - Discretionary & Fund Raising
3. Indirect

The annual operating budget (program services and support services) of \$82,230,140 was developed using individual grant or program budgets prepared by program staff that were combined into the above functional categories. The annual budget for FY 2020/21 is 13.6% greater than the prior year. The Education category includes a projected 1.77% COLA to Head Start as well as projected carryover for ongoing construction projects. The Nutrition category reflects an increase of \$1,491,998 for the Snap-Ed program. The Community Services category includes new funding for Americorps in the amount of \$670,080 and Homeless Services in the amount of \$2,365,393. Attached is the FY 2020/21 annual budget with category support schedules.

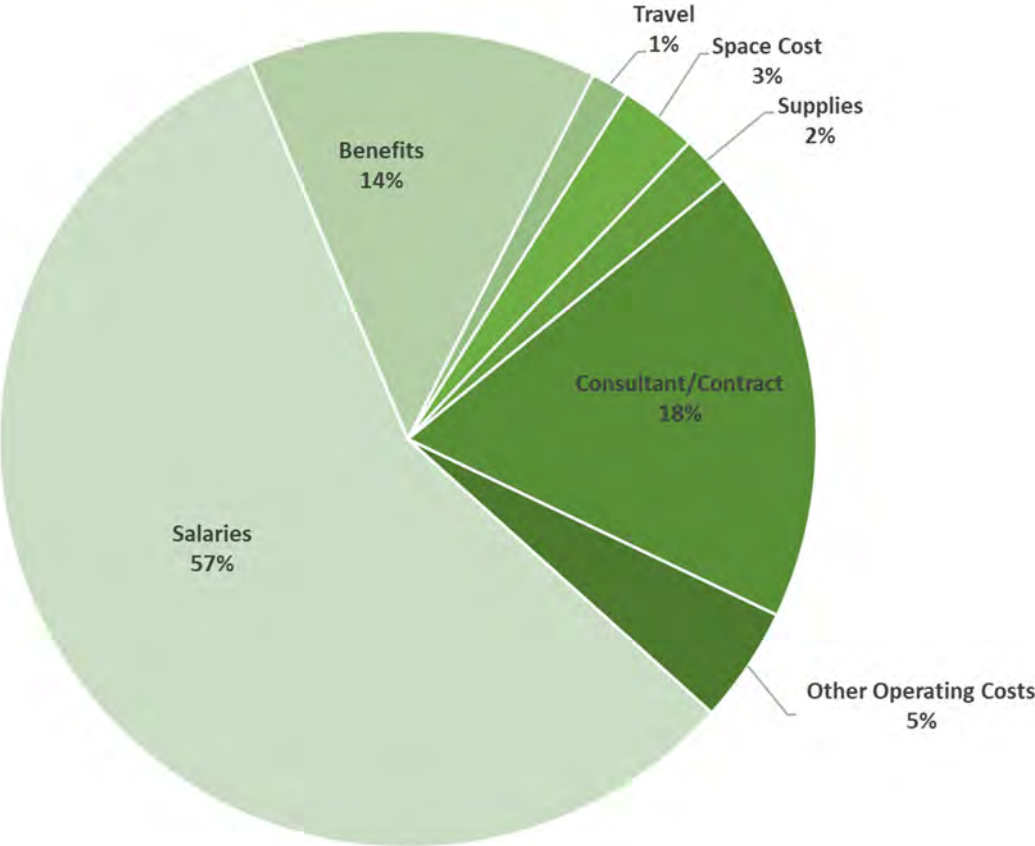
The Indirect budget of \$6,225,845 for the five support divisions: Executive, Human Resources, Finance, Operations and Community Development is 18.0% greater than the prior year. FY 2020/21 will be the fifth year using the 10% indirect cost rate. 70.8% of the Indirect budget is for personnel costs and 29.2% is for operating costs. Attached is a comparison of the Indirect budget for five years.

Attachments: (1) Annual Budget for FY 2020/21 (8 pages)
(2) Indirect Budget Comparison for Five Years

AGENCY BUDGET



INDIRECT BUDGET BREAKDOWN



**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2020/21**

	Program Services					Support Services		Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	TOTAL	
Revenue								
Government Revenue	\$ 59,989,348	\$ 8,544,108	\$ 6,867,228	\$ 4,157,899	\$ 1,489,531	\$ -	\$ 81,048,114	\$ -
Head Start Subsidy for CACFP	(692,776)	692,776	-	-	-	-	-	-
Private Revenue	-	30,000	-	483,111	-	-	513,111	-
Other Revenue	35,645	221,000	-	74,581	-	1,205	332,431	6,768,370
Donations	-	140,000	-	-	-	10,000	150,000	-
Total Revenue	\$ 59,332,217	\$ 9,627,884	\$ 6,867,228	\$ 4,715,591	\$ 1,489,531	\$ 11,205	\$ 82,043,656	\$ 6,768,370
Expenditures								
Salaries	24,254,440	3,883,096	1,872,858	1,869,380	685,727	86,196	32,651,697	3,549,957
Benefits	8,093,456	1,149,013	487,438	476,632	183,376	20,867	10,410,782	859,588
Travel	420,236	173,890	136,389	64,888	21,690	-	817,093	92,300
Space Cost	9,595,969	588,060	283,566	219,141	124,900	2,200	10,813,836	170,300
Supplies	1,555,024	256,622	95,488	148,196	19,420	6,100	2,080,850	122,700
Equipment	-	87,760	-	5,000	-	-	92,760	-
Consultant/Contract	1,319,386	561,751	1,714,880	505,975	1,750	50,000	4,153,742	1,123,000
Other Operating Costs	1,194,260	409,191	835,065	334,442	41,955	13,810	2,828,723	285,000
Program Costs	8,019,281	1,755,159	817,251	708,132	3,000	-	11,302,823	-
Depreciation	300,884	8,580	-	-	-	-	309,464	23,000
Indirect	4,579,281	754,762	624,293	383,805	407,713	18,516	6,768,370	-
Total Expenditures	\$ 59,332,217	\$ 9,627,884	\$ 6,867,228	\$ 4,715,591	\$ 1,489,531	\$ 197,689	\$ 82,230,140	\$ 6,225,845
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (186,484)	\$ (186,484)	\$ 542,525

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2020/21
EDUCATION

	Head Start	State Dept. of Education	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
Revenue					
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ 301,580	\$ 301,580
Other Government Revenue	40,322,876	8,204,779	1,877,011	9,584,682	59,989,348
Head Start Subsidy for CACFP	(692,776)	-	-	-	(692,776)
Private Revenue	-	-	-	-	-
Other Revenue	18,251	17,394	-	-	35,645
Donations	-	-	-	-	-
Total Revenue	\$ 39,648,351	\$ 8,222,173	\$ 1,877,011	\$ 9,886,262	\$ 59,633,797
Expenditures					
Salaries	17,019,188	5,571,031	972,872	691,349	24,254,440
Benefits	5,835,330	1,823,907	261,219	173,000	8,093,456
Travel	350,378	8,938	46,820	14,100	420,236
Space Cost	9,106,412	42,676	359,981	86,900	9,595,969
Supplies	1,499,521	17,277	24,226	14,000	1,555,024
Equipment	-	-	-	-	-
Consultant/Contract	1,293,813	10,873	7,500	7,200	1,319,386
Other Operating Costs	1,053,851	-	46,809	93,600	1,194,260
Program Costs	111,918	-	-	7,907,363	8,019,281
Depreciation	299,340	-	1,544	-	300,884
Indirect	3,078,600	747,471	156,040	898,750	4,880,861
Total Expenditures	\$ 39,648,351	\$ 8,222,173	\$ 1,877,011	\$ 9,886,262	\$ 59,633,797
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	34.3%	32.7%	26.9%	25.0%	33.4%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2020/21
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)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328,061	\$ 328,061
Other Government Revenue	4,001,061	1,491,998	1,944,268	165,000	2,109,268	941,781	8,544,108
Head Start Subsidy for CACFP	-	-	632,776	60,000	692,776	-	692,776
Private Revenue	-	-	-	-	-	30,000	30,000
Other Revenue	-	-	-	-	-	221,000	221,000
Donations	-	-	-	-	-	140,000	140,000
Total Revenue	\$ 4,001,061	\$ 1,491,998	\$ 2,577,044	\$ 225,000	\$ 2,802,044	\$ 1,660,842	\$ 9,955,945
Expenditures							
Salaries	2,378,713	518,882	682,557	-	682,557	532,357	4,112,509
Benefits	666,039	165,667	225,244	-	225,244	160,887	1,217,837
Travel	49,316	48,124	27,000	-	27,000	49,450	173,890
Space Cost	326,604	41,856	101,200	-	101,200	118,400	588,060
Supplies	33,491	34,084	120,000	-	120,000	69,047	256,622
Equipment	-	5,760	-	-	-	82,000	87,760
Consultant/Contract	-	551,751	-	-	-	10,000	561,751
Other Operating Costs	171,586	40,305	94,800	-	94,800	102,500	409,191
Program Costs	3,000	-	1,149,490	-	1,149,490	392,669	1,545,159
- Vended Meals	-	-	-	210,000	210,000	-	210,000
Depreciation	8,580	-	-	-	-	-	8,580
Indirect	363,732	85,569	176,753	15,000	191,753	143,532	784,586
Total Expenditures	\$ 4,001,061	\$ 1,491,998	\$ 2,577,044	\$ 225,000	\$ 2,802,044	\$ 1,660,842	\$ 9,955,945
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	28.0%	31.9%	33.0%		33.0%	30.2%	29.6%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2020/21
ENERGY CONSERVATION

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	\$ -
Other Government Revenue	6,867,228
Private Revenue	-
Other Revenue	-
Donations	-
Total Revenue	\$ 6,867,228
Expenditures	
Salaries	1,872,858
Benefits	487,438
Travel	136,389
Space Cost	283,566
Supplies	95,488
Equipment	-
Consultant/Contract	1,714,880
Other Operating Costs	835,065
Program Costs	817,251
Depreciation	-
Indirect	624,293
Total Expenditures	\$ 6,867,228
Gain/(Loss)	\$ -
Benefit Rate	26.0%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2020/21
COMMUNITY SERVICES

	211	Homeless Services	E Kern Family Resource Center	VITA	Americorps	Youth Centers	TOTAL
Revenue							
Community Services Block Grant (CSBG)	\$ 189,853	\$ 17,083	\$ 14,593	\$ 202,724	\$ -	\$ 435,637	\$ 859,890
Other Government Revenue	337,474	2,348,310	428,417	303,618	670,080	70,000	4,157,899
Private Revenue	463,434	-	4,677	-	-	15,000	483,111
Other Revenue	4,581	-	-	-	-	70,000	74,581
Donations	-	-	-	-	-	-	-
Total Revenue	\$ 995,342	\$ 2,365,393	\$ 447,687	\$ 506,342	\$ 670,080	\$ 590,637	\$ 5,575,481
Expenditures							
Salaries	597,841	916,866	272,529	225,835	60,725	251,898	2,325,694
Benefits	148,819	246,246	78,289	44,872	13,166	59,792	591,184
Travel	11,270	9,500	15,036	13,420	17,703	19,649	86,578
Space Cost	55,500	90,300	25,000	34,066	-	139,175	344,041
Supplies	24,832	95,950	9,107	9,184	13,543	15,000	167,616
Equipment	-	-	1,000	-	-	4,000	5,000
Consultant/Contract	7,600	403,000	500	95,000	-	1,625	507,725
Other Operating Costs	58,995	208,166	13,522	35,398	17,478	42,838	376,397
Program Costs	-	180,675	3,000	3,000	520,437	4,020	711,132
Depreciation	-	-	-	-	-	-	-
Indirect	90,485	214,690	29,704	45,567	27,028	52,640	460,114
Total Expenditures	\$ 995,342	\$ 2,365,393	\$ 447,687	\$ 506,342	\$ 670,080	\$ 590,637	\$ 5,575,481
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	24.9%	26.9%	28.7%	19.9%	21.7%	23.7%	25.4%

**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2020/21
COMMUNITY SERVICES BLOCK GRANT (CSBG)**

	MCAP	Food Bank	211	Homeless Services	E Kern	VITA	Youth Ctrs	TOTAL
Revenue								
Community Services Block Grant (CSBG)	\$ 301,580	\$ 328,061	\$ 189,853	\$ 17,083	\$ 14,593	\$ 202,724	\$ 435,637	\$ 1,489,531
Other Government Revenue	-	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-
Total Revenue	\$ 301,580	\$ 328,061	\$ 189,853	\$ 17,083	\$ 14,593	\$ 202,724	\$ 435,637	\$ 1,489,531
Expenditures								
Salaries	-	229,413	138,075	-	9,435	115,570	193,234	685,727
Benefits	-	68,824	34,519	-	2,831	28,893	48,309	183,376
Travel	-	-	-	7,000	1,000	5,200	8,490	21,690
Space Cost	-	-	-	3,800	-	12,200	108,900	124,900
Supplies	-	-	-	3,200	-	6,620	9,600	19,420
Equipment	-	-	-	-	-	-	-	-
Consultant/Contract	-	-	-	-	-	1,000	750	1,750
Other Operating Costs	-	-	-	1,875	-	12,275	27,805	41,955
Program Costs	-	-	-	-	-	3,000	-	3,000
Depreciation	-	-	-	-	-	-	-	-
Indirect	301,580	29,824	17,259	1,208	1,327	17,966	38,549	407,713
Total Expenditures	\$ 301,580	\$ 328,061	\$ 189,853	\$ 17,083	\$ 14,593	\$ 202,724	\$ 435,637	\$ 1,489,531
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate		30.0%	25.0%	0.0%	30.0%	25.0%	25.0%	26.7%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2020/21
DISCRETIONARY FUND & FUND RAISING FUND

	Discretionary	Fund Raising	Total
Revenue			
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -
Other Government Revenue	-	-	-
Private Revenue	-	-	-
Other Revenue	1,205	-	1,205
Donations	10,000	-	10,000
Total Revenue	\$ 11,205	\$ -	\$ 11,205
Expenditures			
Salaries	500	85,696	86,196
Benefits	300	20,567	20,867
Travel	-	-	-
Space Cost	2,200	-	2,200
Supplies	200	5,900	6,100
Equipment	-	-	-
Consultant/Contract	-	50,000	50,000
Other Operating Costs	5,260	8,550	13,810
Program Costs	-	-	-
Depreciation	-	-	-
Indirect	845	17,671	18,516
Total Expenditures	\$ 9,305	\$ 188,384	\$ 197,689
Gain/(Loss)	\$ 1,900	\$ (188,384)	\$ (186,484)
Benefit Rate	60.0%	24.0%	24.2%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2020/21
INDIRECT FUND

	Human Resources	Operations	Executive	Community Development	Finance	TOTAL
Revenue						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Government Revenue	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	6,768,370
Donations	-	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,768,370
Expenditures						
Salaries	608,745	695,350	571,378	555,739	1,118,745	3,549,957
Benefits	146,099	178,002	155,986	133,377	246,124	859,588
Travel	12,000	23,000	35,600	11,700	10,000	92,300
Space Cost	-	168,500	-	-	1,800	170,300
Supplies	18,000	50,000	13,200	11,500	30,000	122,700
Equipment	-	-	-	-	-	-
Consultant/Contract	115,000	672,000	2,500	11,500	322,000	1,123,000
Other Operating Costs	18,000	176,900	42,700	18,450	28,950	285,000
Program Costs	-	-	-	-	-	-
Depreciation	-	23,000	-	-	-	23,000
Indirect	-	-	-	-	-	-
Total Expenditures	\$ 917,844	\$ 1,986,752	\$ 821,364	\$ 742,266	\$ 1,757,619	\$ 6,225,845
Gain/(Loss)						\$ 542,525
Benefit Rate	24.0%	25.6%	27.3%	24.0%	22.0%	24.2%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2020/21
INDIRECT FUND - FIVE YEAR HISTORY

Line Items	FY 2016/17 Budget	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/2021 Budget	% Change 2020/21 Budget to 2019/20 Budget
Revenue	\$ 4,626,905	\$ 4,827,346	\$ 5,059,589	\$ 5,799,844	\$ 6,768,370	16.7%
Expenditures						
Personnel Costs						
Salaries	2,400,911	2,614,903	2,820,260	3,070,550	3,549,957	15.6%
Benefits	576,218	605,877	674,091	756,241	859,588	13.7%
<i>Benefit Rate</i>	24.0%	23.2%	23.9%	24.6%	24.2%	
Total Personnel Costs	\$ 2,977,129	\$ 3,220,780	\$ 3,494,351	\$ 3,826,791	\$ 4,409,545	15.2%
	70.0%	67.6%	71.3%	72.5%	70.8%	
Operating Costs						
Travel	41,800	79,900	88,750	93,650	92,300	-1.4%
Space Costs	123,000	190,700	187,900	186,800	193,300	3.5%
Supplies	115,000	147,277	138,400	166,500	122,700	-26.3%
Equipment	-	5,223	-	-	-	0.0%
Consultant/Contract	715,500	783,320	630,725	659,100	1,123,000	70.4%
Other Operating Costs	280,000	339,600	363,950	345,050	285,000	-17.4%
Total Operating Costs	\$ 1,275,300	\$ 1,546,020	\$ 1,409,725	\$ 1,451,100	\$ 1,816,300	25.2%
	30.0%	32.4%	28.7%	27.5%	29.2%	
Total Expenditures	\$ 4,252,429	\$ 4,766,800	\$ 4,904,076	\$ 5,277,891	\$ 6,225,845	18.0%
Excess Indirect Revenue	\$ 374,476	\$ 60,546	\$ 155,513	\$ 521,953	\$ 542,525	3.9%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2016/17 Budget	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	% Change 2020/21 Budget to 2019/20 Budget
Operations	\$ 1,461,898	\$ 1,526,000	\$ 1,394,366	\$ 1,355,800	\$ 1,986,752	46.5%
Human Resources	985,536	1,151,500	1,223,465	1,034,632	917,844	-11.3%
Finance	971,946	1,049,800	1,046,900	1,563,775	1,757,619	12.4%
Community Development	456,804	525,400	704,410	705,930	742,266	5.1%
Executive	376,245	514,100	534,935	612,204	821,364	34.2%
TOTAL	\$ 4,252,429	\$ 4,766,800	\$ 4,904,076	\$ 5,272,341	\$ 6,225,845	18.1%



Helping People... Changing Lives.

COMMUNITY ACTION PARTNERSHIP OF KERN

BUDGET AND FINANCE COMMITTEE

JANUARY 22, 2020

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**

A1

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
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
<u>RESTRICTED</u>						
EARLY HEAD START EXPANSION	2,114,774	93.600	09HP000163-01	03/01/19 - 02/29/20	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/HEAD START - START UP FUNDS	4,324,691	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	94,012 122,216	21.009	19VITAA0228	08/01/18 - 07/31/19 08/01/19 - 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 DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG DISCRETIONARY (COMMUNITY SERVICES BLOCK GRANT)	35,000	93.569	18F - 5015	01/01/18 - 05/31/19	175/000	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG DISCRETIONARY (COMMUNITY SERVICES BLOCK GRANT)	30,000	93.569	19F - 4417	06/01/19 - 05/31/20	175/000	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020**

A2

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CSBG DISCRETIONARY RIDGECREST EARTHQUAKE RESPONSE (COMMUNITY SERVICES BLOCK GRANT)	177,018	93.569	19F - 4463	09/01/19 - 03/31/20	175/032	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 9,615,849 4,415,991	93.568	18B - 4012 19B - 5012 20B - 2012	10/01/17 - 07/31/19 10/01/18 - 06/30/20 10/01/19 - 06/30/21	122-38 122-39 122-30	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	1,364,399	81.042	17C-4010	06/01/18 - 06/30/20	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
MIGRANT ALTERNATIVE PAYMENT	5,411,000 5,411,000	93.575 93.575	CMAF - 8000 CMAF - 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
NEOPB CAL FRESH HEALTHY LIVING	1,491,998	10.561	19-10324	10/01/19 - 09/30/20	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
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 C	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	121,906 172,569	10.568/569	15 - MOU - 00118	10/01/18 - 09/30/19 10/01/19 - 09/30/20	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020**

A3

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
TRADE MITIGATION BONUS OFFERING	\$2,000 PER TRUCK LOAD			10/01/18 - 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 4,001,061	10.557	15 - 10064 19 - 10139	10/01/18 - 09/30/19 10/01/19 - 09/30/20	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PRO	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	10/01/18 - 07/31/19	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 4,173,682		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 2,659,082		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 3,846,369		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	254,377 262,661		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 39,399		CMSS - 8004 CMSS - 9004	07/01/18 - 06/30/19 07/01/19 - 06/30/20	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	175,000 174,000		18T - 8012 19T - 9011	10/15/18 - 06/30/19 10/01/19 - 06/30/20	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

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020**

A4

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	35,000 35,000		509-2019	08/13/19 - 06/30/20	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM	57,000		18-CESH-12453	10/03/19 - 07/24/24	272	STATE OF CALIFORNIA, DEPT OF GENERAL SERVICES, UNITED WAY 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	07/01/17 - 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	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	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 45,000		105 - 2018	07/01/18 - 06/30/19 07/01/19 - 06/30/20	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	07/01/18 - 06/30/19	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
EAST KERN HEALTH LINK - RESOURCE FAIRS	3,000		N/A	06/01/19 - 05/31/20	501-005	BORAX VISITOR CENTER FOUNDATION
EAST KERN FAMILY RESOURCE CENTER EMERGENCY SUPPLIES CLOSET	2,000		N/A	05/20/19 - 12/31/19	501-005	KERN HEALTH SYSTEMS
SHAFTER YOUTH CENTER - MAKE BAKERSFIELD	2,000		N/A	05/20/19 - 12/31/19	527-260	KERN HEALTH SYSTEMS
A.R.T CURRICULUM	10,125		N/A	09/10/18 - 06/30/19	531-070	KERN COUNTY SUPERINTENDENT OF SCHOOLS

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2019 THROUGH FEBRUARY 29, 2020**

A5

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FRIENDSHIP HOUSE - MUSEUM ON THE MOVE	2,000		N/A	05/20/19 - 12/31/19	531-260	KERN HEALTH SYSTEMS
HOMELESS COLLABORATIVE - HEARING TO HELP INCENTIVE BAGS	2,000		N/A	05/20/19 - 12/31/19	536-260	KERN HEALTH SYSTEMS
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/19 - 08/31/19	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/19 - 08/31/19	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
SOUTHERN CA EDISON - 211 CUSTOMER RELATIONS MANAGEMENT (CRM) DEVELOPMENT PROGRAM	35,000		N/A	1/1/20 - 10/1/20	429	SOUTHERN CALIFORNIA EDISON
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	66,000		N/A	01/01/19 - 12/31/19	467	THE WONDERFUL COMPANY FOUNDATION
DAP (DISGORGEMENT ASSISTANCE PROGRAM)	346,238		20D - 1012	10/01/19 - 12/31/20	484	STATE OF CALIFORNIA, DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT, BARCLAY'S BANK SETTLEMENT WITH FETC
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				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
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			

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
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	<u>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		
271	Positive Youth Development Svcs				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		
272	United Way - CESH				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		
08/31/19	n/a				
09/30/19	n/a				
10/31/19	n/a				
11/30/19	n/a				
12/31/19	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 October 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%
6/30/19 - 9/30/19	90 days	\$ 1,261.11	0.25%
10/31/19 - 12/31/19	90 days	\$ 1,277.78	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 DECEMBER 31, 2019	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(241,681.55)
HEAD START/EARLY HEAD START	(172,143.24)
SUBTOTAL	(413,824.79)
CHILD DEVELOPMENT RESERVE No. 1	(0.30)
CHILD DEVELOPMENT RESERVE No. 2	0.00
GENERAL CHILD CARE	35,302.71
MIGRANT A/P	748,631.40
MIGRANT CHILD CARE	59,294.69
MIGRANT SPECIALIZED SERVICES	6,251.01
STATE PRESCHOOL	1,237,126.76
SUBTOTAL	2,086,606.27
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(73,687.30)
EF&S	39,799.00
EFAP	155,475.68
FOOD BANK	285,576.79
FOOD BANK CAPACITY PROGRAM	(59,458.32)
FOOD BANK - STATE	(206,183.92)
SOCAL GAS	2,305.66
WONDERFUL FOUNDATION	11,844.23
SUBTOTAL	155,671.82
ENERGY	(88,792.57)
DOE WAP	(151,126.87)
LIHEAP	(356,840.21)
LIWP SOLAR PV	(125.40)
LIWP SINGLE FAMILY	(250.90)
PG&E	(15,175.53)
WATER TANK	0.00
TRANSFER NEGATIVE BALANCE	612,311.48
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	132,707.97
211 HOSPITAL PREPAREDNESS	(381.32)
BANK OF THE WEST	20,924.56
CAL FRESH	(19,820.24)
CALEITC	(3,129.97)
COST POOLS	54,310.80
COUNTY OF KERN - 2-1-1	45,000.00
CSBG	(14,126.67)
CSBG DISCRETIONARY	(32.25)
DIFFERENTIAL RESPONSE	(53,693.00)
DIGNITY HEALTH	4,677.72
DISCRETIONARY FUND	1,780,457.55
ECONOMIC EMPOWERMENT	(13,386.70)
FIRST 5 KERN 211	(19,359.87)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(12,963.43)
FIRST 5 HELP ME GROW	(2,031.79)
FRIENDSHIP HOUSE	(6,225.21)
FUNDRAISING	333,612.70
GANG PREVENTION	(37.75)
GENERAL FUND	208,809.44
HOME VISIT INITIATIVE (CO OF KERN)	(151,193.63)
HUD-COORDINATED ENTRY SYSTEM	(27,800.59)
INDIRECT FUND	623,021.72
IRS - VITA	(19,101.40)
INFORMATION & EDUCATION	(14,368.28)
NEOPB CAL FRESH HEALTHY LIVING	(127,136.42)
POSITIVE YOUTH DEV SVC	(9,152.65)
READYKERN	(12.76)
REALIGNMENT FOR SUCCESS	(2,640.92)
SHAFTER YOUTH CENTER	(8,862.83)
SO CA EDISON - 211 CUSTOMER RELATIONS	35,000.00
TRADE MITIGATION	(42,722.31)
UNITED WAY 211	(18,903.29)
UNITED WAY CESH	55,832.68
WELLS FARGO FOUNDATION	10,762.50
WIC	(1,398,234.50)
LESS: ENERGY NEGATIVE BALANCE	(612,311.48)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	727,488.38
TOTAL OPERATING CASH	2,557,941.68

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

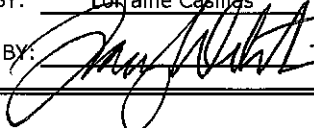
BANK RECONCILIATION FOR THE MONTH ENDED
December 31, 2019

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	12/31/19		3,325,166.41
LESS: OUTSTANDING CHECKS		395,934.10	
ADJUSTED BANK BALANCE AT	12/31/19		2,929,232.31
GENERAL LEDGER BALANCE AT	11/31/2019		3,798,033.54
ADD: DEPOSITS		1,380,725.54	
US TREAS DRAWDOWNS		3,443,747.06	
FUNDS FROM OTHER GRANTS		248,080.39	
TRANSFERS FROM RESTRICTED ACCOUNT LIHEAP/DOE		610,000.00	
ONLINE DEPOSITS		660.00	
ACH REFUND		403.24	
ADP REFUND		754.30	
LESS: CHECKS		2,331,213.61	
ADP PAYROLL 12/06/19		1,274,606.02	
ADP PAYROLL 12/20/19		1,305,226.78	
ADP PAYROLL 12/31/19		958,434.48	
EFTS FOR HRA/HSA/ STD/403B		216,532.19	
REC LOAN PRINCIPAL/INT EXPENSES		31,518.30	
CREDIT CARD		37,289.50	
BANK FEES		2,441.08	
ACH VOUCHERS		395,909.80	
GENERAL LEDGER BALANCE AT	12/31/19		2,929,232.31

DIFFERENCE: -

PREPARED BY: Lorraine Casillas TITLE: Controller DATE: 01/06/2020
APPROVED BY:  TITLE: Chief Financial Officer DATE: 01/06/2020

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

BANK RECONCILIATION FOR MONTH ENDING
December 31, 2019

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	12/31/19	682,512.39
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	12/31/19	682,512.39

BALANCE PER G/L	11/30/19	645,585.69
ADD:		
DEPOSITS		0.00
INTEREST		86.83
ROUNDING ERROR		0.00
BANK ACCOUNT TRANSFER FROM GENERAL FUND		36,839.87
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00
BALANCE PER G/L	12/31/19	682,512.39

DIFFERENCE: 0.00

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

PREPARED BY: Lorraine Casillas

TITLE: Controller

DATE: 01/06/20

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 01/06/20

**COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT****

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
December 31, 2019**

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 12/31/19 826,940.02

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 12/31/19 826,940.02

BALANCE PER G/L 11/30/19 782,638.72

ADD: DEPOSITS 654,183.50

INTEREST 117.80

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

WIRE TRANSFER 610,000.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 12/31/19 826,940.02

* 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: Lorraine Casillas TITLE: Controller DATE: 01/06/20

APPROVED BY:  TITLE: Chief Financial Officer DATE: 01/06/20

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

BANK RECONCILIATION FOR MONTH ENDING
December 31, 2019

WELLS FARGO BANK, N.A.
P. O. BOX 63021
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	12/31/19	6,658.01
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE	12/31/19	6,658.01

BALANCE PER GENERAL LEDGER	11/30/19	6,248.50
ADD: DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	570.04	
PAYPAL DEPOSIT	0.00	
INTEREST	0.82	
LESS: APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	142.45	
BANKCARD FEES	18.90	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
	0.00	
BALANCE PER GENERAL LEDGER:	12/31/19	6,658.01

* 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: Lorraine Casillas

TITLE: Controller

DATE: 01/06/20

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 01/06/20

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

BANK RECONCILIATION FOR MONTH ENDING
December 31, 2019

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: 12/31/19 2.11

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 12/31/19 2.11

BALANCE PER G/L 11/30/19 2.11

ADD: DEPOSITS 0.00

INTEREST 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 12/31/19 2.11

DIFFERENCE: 0.00

PREPARED BY: Lorraine Casillas TITLE: Controller DATE: 01/03/20

APPROVED BY:  TITLE: Chief Financial Officer DATE: 01/03/20

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED December 1, 2019 - December 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	7,301.62
Donna Holland	Fiscal Administrator	8,009.10
Pritika Ram	Director of Administration	4,110.94
Carmen Segovia	Director of Health & Nutrition Services	5,608.12
Jeremy Tobias	Chief Executive Officer	2,769.92
Emilio Wagner	Director of Operations	6,712.86
Tracy Webster	Chief Financial Officer	3,762.31
	Total	\$ 38,274.87



Statement Expenses

01/06/2020 09:54 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	AP, CAPK	Start Date:	12/01/2019
Card Number:	xxxx-xxxx-xxxx-7017	End Date:	12/31/2019
Status:	Open	Reminder Period:	
Charges:	0.00 USD	01/01/2020 through	01/03/2020
Out-of-pocket:	0.00 USD	Grace Period:	
Total Amount:	0.00 USD	01/04/2020 through	01/06/2020
		Approval Period:	
		01/07/2020 through	01/10/2020
		Download Period:	
		01/11/2020 through	01/28/2020

Charges

There are no results.

---End of Report---

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Statement Expenses

01/06/2020 09:55 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	BARBERO, GLORIA	Start Date:	12/01/2019
Card Number:	xxxx-xxxx-xxxx-7058	End Date:	12/31/2019
Status:	Open	Reminder Period:	
Charges:	0.00 USD	01/01/2020 through	01/03/2020
Out-of-pocket:	0.00 USD	Grace Period:	
Total Amount:	0.00 USD	01/04/2020 through	01/06/2020
		Approval Period:	
		01/07/2020 through	01/10/2020
		Download Period:	
		01/11/2020 through	01/28/2020

Charges

There are no results.

---End of Report---

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Statement Expenses

 01/06/2020 09:56 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	GONZALES, YOLANDA	Start Date:	12/01/2019
Card Number:	xxxx-xxxx-xxxx-7009	End Date:	12/31/2019
Status:	Cardholder Reviewed	Reminder Period:	
Charges:	7,301.62 USD	01/01/2020 through	01/03/2020
Out-of-pocket:	0.00 USD	Grace Period:	
Total Amount:	7,301.62 USD	01/04/2020 through	01/06/2020
		Approval Period:	
		01/07/2020 through	01/10/2020
		Download Period:	
		01/11/2020 through	01/28/2020

Charges

1.	Transaction Date 12/04/2019	Posting Date 12/05/2019	Merchant Victory Outreach Sw Bak Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 91.50 USD / 91.50
2.	Transaction Date 12/04/2019	Posting Date 12/06/2019	Merchant Hobby Lobby #556 Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 48.06 USD / 48.06
3.	Transaction Date 12/05/2019	Posting Date 12/06/2019	Merchant Dollar Tree Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 12.83 USD / 12.83
4.	Transaction Date 12/07/2019	Posting Date 12/09/2019	Merchant Exxonmobil 96836655 Kettleman Cit,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 47.00 USD / 47.00
5.	Transaction Date 12/07/2019	Posting Date 12/09/2019	Merchant Enterprise Rent-a-car San Francisco,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 312.36 USD / 312.36
6.	Transaction Date 12/05/2019	Posting Date 12/09/2019	Merchant 608 Amf 8003425263 Ec	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 1,929.18 USD / 1,929.18

661-834-2695,CA							
7.	Transaction Date 12/08/2019	Posting Date 12/09/2019	Merchant Courtyard By Marriott San Francisco,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 208.71 USD / 208.71
8.	Transaction Date 12/08/2019	Posting Date 12/09/2019	Merchant Courtyard By Marriott San Francisco,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 208.71 USD / 208.71
9.	Transaction Date 12/10/2019	Posting Date 12/11/2019	Merchant 60776 - Sfo Parkingcentra San Francisco,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 10.00 USD / 10.00
10.	Transaction Date 12/10/2019	Posting Date 12/12/2019	Merchant Hilton Hotels Anaheim,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 370.84 USD / 370.84
11.	Transaction Date 12/13/2019	Posting Date 12/16/2019	Merchant Hilton Hotels San Francisco,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 198.36 USD / 198.36
12.	Transaction Date 12/13/2019	Posting Date 12/17/2019	Merchant Hilton Hotels Anaheim,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 924.60 USD / 924.60
13.	Transaction Date 12/18/2019	Posting Date 12/19/2019	Merchant Wm Supercenter #1574 Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 96.56 USD / 96.56
14.	Transaction Date 12/19/2019	Posting Date 12/23/2019	Merchant Luigis Restaurant And Del Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 594.79 USD / 594.79
15.	Transaction Date 12/20/2019	Posting Date 12/23/2019	Merchant 608 Amf 8003425263 Ec 661-834-2695,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 2,248.12 USD / 2,248.12
Total Charges: 7,301.62 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

 01/06/2020 09:57 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	HOLLAND, DONNA	Start Date:	12/01/2019
Card Number:	xxxx-xxxx-xxxx-7033	End Date:	12/31/2019
Status:	Cardholder Reviewed	Reminder Period:	
Charges:	8,009.10 USD	01/01/2020 through	01/03/2020
Out-of-pocket:	0.00 USD	Grace Period:	
Total Amount:	8,009.10 USD	01/04/2020 through	01/06/2020
		Approval Period:	
		01/07/2020 through	01/10/2020
		Download Period:	
		01/11/2020 through	01/28/2020

Charges

1.	Transaction Date 12/02/2019	Posting Date 12/04/2019	Merchant Hilton Hotels 714-7504321,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 491.76 USD / 491.76
2.	Transaction Date 12/02/2019	Posting Date 12/04/2019	Merchant Hilton Hotels 714-7504321,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 491.76 USD / 491.76
3.	Transaction Date 12/02/2019	Posting Date 12/04/2019	Merchant Hilton Hotels 714-7504321,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 491.76 USD / 491.76
4.	Transaction Date 12/02/2019	Posting Date 12/04/2019	Merchant Hilton Hotels 714-7504321,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 491.76 USD / 491.76
5.	Transaction Date 12/02/2019	Posting Date 12/04/2019	Merchant Hilton Hotels 714-7504321,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 491.76 USD / 491.76
6.	Transaction Date 12/02/2019	Posting Date 12/04/2019	Merchant Hilton Hotels 714-7504321,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 491.76 USD / 491.76
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency

	12/02/2019	12/04/2019	Hilton Hotels 714-7504321,CA		CAPK Pcard (CAPL Pcard)	No	491.76 USD / 491.76
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/02/2019	12/04/2019	Hilton Hotels 714-7504321,CA		CAPK Pcard (CAPL Pcard)	No	491.76 USD / 491.76
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/02/2019	12/04/2019	Hilton Hotels 714-7504321,CA		CAPK Pcard (CAPL Pcard)	No	491.76 USD / 491.76
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/02/2019	12/04/2019	Hilton Hotels 714-7504321,CA		CAPK Pcard (CAPL Pcard)	No	491.76 USD / 491.76
11.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/02/2019	12/04/2019	Hilton Hotels 714-7504321,CA		CAPK Pcard (CAPL Pcard)	No	491.76 USD / 491.76
12.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/02/2019	12/04/2019	Hilton Hotels 714-7504321,CA		CAPK Pcard (CAPL Pcard)	No	491.76 USD / 491.76
13.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/11/2019	12/11/2019	Target.com 800-591-3869,MN		CAPK Pcard (CAPL Pcard)	No	114.04 USD / 114.04
14.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/13/2019	12/16/2019	Crowne Plaza Costa Mesa Costa Mesa,CA		CAPK Pcard (CAPL Pcard)	No	133.43 USD / 133.43
15.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/13/2019	12/16/2019	Crowne Plaza Costa Mesa Costa Mesa,CA		CAPK Pcard (CAPL Pcard)	No	266.86 USD / 266.86
16.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/13/2019	12/16/2019	Crowne Plaza Costa Mesa Costa Mesa,CA		CAPK Pcard (CAPL Pcard)	No	266.86 USD / 266.86
17.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/12/2019	12/16/2019				No	126.00 USD / 126.00

Hilton Hotels 714-7504321,CA				CAPK Pcard (CAPL Pcard)			
18.	Transaction Date 12/12/2019	Posting Date 12/16/2019	Merchant Hilton Hotels 714-7504321,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 63.00 USD / 63.00
19.	Transaction Date 12/17/2019	Posting Date 12/19/2019	Merchant Dollar-general Mkt#13226 Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 75.44 USD / 75.44
20.	Transaction Date 12/17/2019	Posting Date 12/19/2019	Merchant Dollar-general Mkt#13226 Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 62.74 USD / 62.74
21.	Transaction Date 12/17/2019	Posting Date 12/19/2019	Merchant Dollar-general Mkt#13226 Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 60.74 USD / 60.74
22.	Transaction Date 12/17/2019	Posting Date 12/19/2019	Merchant Dollar General #17387 Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 64.35 USD / 64.35
23.	Transaction Date 12/17/2019	Posting Date 12/19/2019	Merchant Dollar General #17387 Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 61.13 USD / 61.13
24.	Transaction Date 12/17/2019	Posting Date 12/19/2019	Merchant Dollar General #17387 Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 80.97 USD / 80.97
25.	Transaction Date 12/17/2019	Posting Date 12/19/2019	Merchant Dollar General #17387 Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 80.97 USD / 80.97
26.	Transaction Date 12/19/2019	Posting Date 12/20/2019	Merchant Lassens Natural Foods-bk Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 139.58 USD / 139.58

27.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/18/2019	12/20/2019	Dollar General #14019 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	121.38 USD / 121.38
28.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/20/2019	12/23/2019	Target 00027151 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	216.49 USD / 216.49
29.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/23/2019	12/24/2019	Paypal Iristrifo 402-935-7733,OR		CAPK Pcard (CAPL Pcard)	No	29.00 USD / 29.00
30.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/23/2019	12/24/2019	Paypal Iristrifo 402-935-7733,OR		CAPK Pcard (CAPL Pcard)	No	29.00 USD / 29.00
31.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/23/2019	12/24/2019	Paypal Iristrifo 402-935-7733,OR		CAPK Pcard (CAPL Pcard)	No	29.00 USD / 29.00
32.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/23/2019	12/24/2019	Paypal Iristrifo 402-935-7733,OR		CAPK Pcard (CAPL Pcard)	No	29.00 USD / 29.00
33.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/23/2019	12/24/2019	Paypal Iristrifo 402-935-7733,OR		CAPK Pcard (CAPL Pcard)	No	29.00 USD / 29.00
34.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/23/2019	12/24/2019	Paypal Iristrifo 402-935-7733,OR		CAPK Pcard (CAPL Pcard)	No	29.00 USD / 29.00

Total Charges: 8,009.10 USD

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---End of Report---



Statement Expenses

 01/06/2020 09:58 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	RAM, PRITIKA	Start Date:	12/01/2019
Card Number:	xxxx-xxxx-xxxx-7074	End Date:	12/31/2019
Status:	Cardholder Reviewed	Reminder Period:	
Charges:	4,110.94 USD	01/01/2020 through 01/03/2020	
Out-of-pocket:	0.00 USD	Grace Period:	
Total Amount:	4,110.94 USD	01/04/2020 through 01/06/2020	
		Approval Period:	
		01/07/2020 through 01/10/2020	
		Download Period:	
		01/11/2020 through 01/28/2020	

Charges

1.	Transaction Date 12/02/2019	Posting Date 12/04/2019	Merchant Foundation Center-fdol 800-4249836,NY	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 1,499.00 USD / 1,499.00
	Description	Subscription Renewal					
2.	Transaction Date 12/08/2019	Posting Date 12/09/2019	Merchant Walmart.com 8009666546 800-966-6546,AR	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 64.00 USD / 64.00
	Description	Hygiene Kits for Homeless Outreach - KFHC Grant					
3.	Transaction Date 12/08/2019	Posting Date 12/09/2019	Merchant Walmart.com 8009666546 800-966-6546,AR	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 83.64 USD / 83.64
	Description	Hygiene Kits for Homeless Outreach - KFHC Grant					
4.	Transaction Date 12/10/2019	Posting Date 12/11/2019	Merchant Walmart.com 8009666546 800-966-6546,AR	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 1,607.41 USD / 1,607.41
	Description	Hygiene Kits for Homeless Outreach - KFHC Grant					
5.	Transaction Date 12/09/2019	Posting Date 12/11/2019	Merchant Four Points Bakersfield F Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 85.61 USD / 85.61

Description Lunch w/ Deb Johnson - CA Veterans Assistance Foundation and 3 Staff						
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡
	12/17/2019	12/18/2019	Latino Tax Professionals 866-936-2587,CA		CAPK Pcard (CAPL Pcard)	No
						Amount / Original Currency 299.00 USD / 299.00
	Description Registration Fee for J. Guerra for Latino Tax Professionals Conf.					
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡
	12/17/2019	12/18/2019	Michaels #9490 800-642-4235,TX		CAPK Pcard (CAPL Pcard)	No
						Amount / Original Currency (72.51) USD / (72.51)
	Description Refund - Frame Purchase from previous statement					
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡
	12/17/2019	12/18/2019	Michaels #9490 800-642-4235,TX		CAPK Pcard (CAPL Pcard)	No
						Amount / Original Currency (72.52) USD / (72.52)
	Description Refund - Frame Purchase from previous statement					
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡
	12/20/2019	12/23/2019	La Costa Mariscos Inc Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No
						Amount / Original Currency 557.79 USD / 557.79
	Description Staff Development Day for Admin Staff on 12/20/19					
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡
	12/27/2019	12/30/2019	Michaels #9490 800-642-4235,TX		CAPK Pcard (CAPL Pcard)	No
						Amount / Original Currency 59.52 USD / 59.52

Total Charges: 4,110.94 USD

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---End of Report---



Statement Expenses

 01/06/2020 09:59 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	SEGOVIA, CARMEN	Start Date:	12/01/2019
Card Number:	xxxx-xxxx-xxxx-7025	End Date:	12/31/2019
Status:	Open	Reminder Period:	01/01/2020 through 01/03/2020
Charges:	5,608.12 USD	Grace Period:	01/04/2020 through 01/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	01/07/2020 through 01/10/2020
Total Amount:	5,608.12 USD	Download Period:	01/11/2020 through 01/28/2020

Charges

1.	Transaction Date 12/03/2019	Posting Date 12/04/2019	Merchant Wpy California Breastfeed 855-469-3729,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 355.00 USD / 355.00
2.	Transaction Date 12/06/2019	Posting Date 12/09/2019	Merchant Vioc Gn0163 Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 146.80 USD / 146.80
3.	Transaction Date 12/06/2019	Posting Date 12/09/2019	Merchant Vioc Gn0163 Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 91.60 USD / 91.60
4.	Transaction Date 12/11/2019	Posting Date 12/12/2019	Merchant Hotelscom9210666113545 Hotels.com,NV	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 188.50 USD / 188.50
5.	Transaction Date 12/11/2019	Posting Date 12/12/2019	Merchant Golden Empire Towing Bakersfield,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 900.00 USD / 900.00
6.	Transaction Date 12/13/2019	Posting Date 12/16/2019	Merchant	General Ledger Code	Unit CAPK Pcard	Receipt Submitted ‡ No	Amount / Original Currency 158.03 USD / 158.03

		Office Depot #952 Bakersfield,CA		(CAPL Pcard)			
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/18/2019	12/19/2019	Michaels Stores 3551 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	65.56 USD / 65.56
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/17/2019	12/19/2019	Pf Changs #9817 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	172.65 USD / 172.65
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/18/2019	12/20/2019	Albertsons 3129 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	136.31 USD / 136.31
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/19/2019	12/20/2019	Ezcatercafe Rio 800-488-1803,MA		CAPK Pcard (CAPL Pcard)	No	1,086.95 USD / 1,086.95
11.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/18/2019	12/20/2019	Homedepot.com 800-430-3376,GA		CAPK Pcard (CAPL Pcard)	No	493.94 USD / 493.94
12.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/19/2019	12/23/2019	Mountain Mikes Pizza Visa Visalia,CA		CAPK Pcard (CAPL Pcard)	No	233.40 USD / 233.40
13.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/20/2019	12/23/2019	Best Buy 00008565 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	526.57 USD / 526.57
14.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/21/2019	12/23/2019	The Firehouse - Calloway Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	425.29 USD / 425.29
15.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/19/2019	12/23/2019	A Royal Place Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No	250.00 USD / 250.00

16.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/23/2019	12/26/2019	Svm Prepaid Card 800-720-6428,IL		CAPK Pcard (CAPL Pcard)	No	328.60 USD / 328.60
17.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/27/2019	12/30/2019	Walmart.com 8009666546 800-966-6546,AR		CAPK Pcard (CAPL Pcard)	No	48.92 USD / 48.92

Total Charges: 5,608.12 USD

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Statement Expenses

 01/06/2020 10:00 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	TOBIAS, JEREMY	Start Date:	12/01/2019
Card Number:	xxxx-xxxx-xxxx-7066	End Date:	12/31/2019
Status:	Cardholder Reviewed	Reminder Period:	
Charges:	2,769.92 USD	01/01/2020 through 01/03/2020	
Out-of-pocket:	0.00 USD	Grace Period:	
Total Amount:	2,769.92 USD	01/04/2020 through 01/06/2020	
		Approval Period:	
		01/07/2020 through 01/10/2020	
		Download Period:	
		01/11/2020 through 01/28/2020	

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/11/2019	12/13/2019	American Air0012393453389 Fort Worth, TX		CAPK Pcard (CAPL Pcard)	No	766.77 USD / 766.77
	Description	Airline Ticket for J. Benton to attend CAP Leadership conf. in San Juan, Puerto Rico					
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/12/2019	12/16/2019	Sheraton 787-9933500		CAPK Pcard (CAPL Pcard)	No	273.13 USD / 273.13
	Description	Hotel Deposit for J. Tobias - CAP Natl Leadership Conf. in San Juan Puerto Rico					
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/12/2019	12/16/2019	Sheraton 787-9933500		CAPK Pcard (CAPL Pcard)	No	265.33 USD / 265.33
	Description	Hotel Deposit for F. Plane - CAP Natl Leadership Conf. in San Juan Puerto Rico					
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/12/2019	12/16/2019	Sheraton 787-9933500		CAPK Pcard (CAPL Pcard)	No	265.33 USD / 265.33
	Description	Hotel Deposit for J. Mullings - CAP Natl Leadership Conf. in San Juan Puerto Rico					
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/12/2019	12/16/2019	Sheraton 787-9933500		CAPK Pcard (CAPL Pcard)	No	265.33 USD / 265.33

Description Hotel Deposit for J. Benton - CAP Natl Leadership Conf. in San Juan Puerto Rico						
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡
	12/12/2019	12/16/2019	Sheraton 787-9933500		CAPK Pcard (CAPL Pcard)	No
						265.33 USD / 265.33
Description Hotel Deposit for Y. Ochoa - CAP Natl Leadership Conf. in San Juan Puerto Rico						
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡
	12/18/2019	12/19/2019	Food-ex Bakersfield,CA		CAPK Pcard (CAPL Pcard)	No
						279.28 USD / 279.28
Description Lunch for Executive Committee Meeting on 12/18/19						
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡
	12/20/2019	12/23/2019	Residence Inn Downtown Sacramento,CA		CAPK Pcard (CAPL Pcard)	No
						184.71 USD / 184.71
Description Hotel Receipt for R. Martinez - CalCAPA Meeting on 12/20/19						
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡
	12/20/2019	12/23/2019	Residence Inn Downtown Sacramento,CA		CAPK Pcard (CAPL Pcard)	No
						184.71 USD / 184.71
Description Hotel Receipt for J. Tobias - CalCAPA Meeting on 12/20/19						
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡
	12/21/2019	12/24/2019	Residence Inn Downtown Sacramento,CA		CAPK Pcard (CAPL Pcard)	No
						20.00 USD / 20.00
Description Hotel Parking Fee - CalCAPA Meeting on 12/20/19 Fee included on J. Tobias Hotel Receipt						

Total Charges: 2,769.92 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

 01/06/2020 10:02 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	WAGNER, EMILIO	Start Date:	12/01/2019
Card Number:	xxxx-xxxx-xxxx-7041	End Date:	12/31/2019
Status:	Cardholder Reviewed	Reminder Period:	
Charges:	6,712.86 USD	01/01/2020 through	01/03/2020
Out-of-pocket:	0.00 USD	Grace Period:	
Total Amount:	6,712.86 USD	01/04/2020 through	01/06/2020
		Approval Period:	
		01/07/2020 through	01/10/2020
		Download Period:	
		01/11/2020 through	01/28/2020

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/01/2019	12/02/2019	Lyft Ride Sun 4pm Lyft.com,CA		CAPK Pcard (CAPL Pcard)	Yes	42.28 USD / 42.28
	Description	WIPFLI Winter Conference transportation cost for E Wagner 6120-999-901-000-000-00-5-1					
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/01/2019	12/03/2019	United 0161551077540 800-932-2732,TX		CAPK Pcard (CAPL Pcard)	Yes	30.00 USD / 30.00
	Description	WIPFLI Winter Conference baggage cost for E Wagner 6120-999-901-000-000-00-5-1					
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/02/2019	12/03/2019	Airserver Kopavogur		CAPK Pcard (CAPL Pcard)	Yes	47.96 USD / 47.96
	Description	Four software licenses.					
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/02/2019	12/03/2019	Cross Border Trans Fee		CAPK Pcard (CAPL Pcard)	Yes	0.48 USD / 0.48
	Description	Four software licenses 6320-109-001-120-000-16-1-1 36.33 / 6320-108-001-120-000-16-1-1 12.11					
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/02/2019	12/04/2019	Doubletree Orlando Orlando,FL		CAPK Pcard (CAPL Pcard)	Yes	133.88 USD / 133.88

Description WIPFLI Winter Conference lodging cost for E Wagner first night 6120-999-901-000-000-00-5-1						
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡
	12/05/2019	12/06/2019	Springhill Suites Sacramento, CA		CAPK Pcard (CAPL Pcard)	Yes
	Amount / Original Currency					
	357.10 USD / 357.10					
	Description Energy Roundtable LSP Meeting lodging cost for T Payne					
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡
	12/06/2019	12/09/2019	Doubletree Orlando Orlando, FL		CAPK Pcard (CAPL Pcard)	Yes
	Amount / Original Currency					
	558.00 USD / 558.00					
	Description WIPFLI Winter Conference lodging cost for S Elias 6120-999-901-000-000-00-5-1					
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡
	12/06/2019	12/09/2019	Doubletree Orlando Orlando, FL		CAPK Pcard (CAPL Pcard)	Yes
	Amount / Original Currency					
	418.50 USD / 418.50					
	Description WIPFLI Winter Conference lodging cost for E Wagner 6120-999-901-000-000-00-5-1					
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡
	12/06/2019	12/09/2019	Lyft Ride Fri 9am Lyft.com, CA		CAPK Pcard (CAPL Pcard)	Yes
	Amount / Original Currency					
	33.78 USD / 33.78					
	Description WIPFLI Winter Conference transportation cost for E Wagner 6120-999-901-000-000-00-5-1					
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡
	12/09/2019	12/10/2019	Expedia 7502029511155 Expedia.com, NV		CAPK Pcard (CAPL Pcard)	Yes
	Amount / Original Currency					
	117.50 USD / 117.50					
	Description Lodging cost for Todd Payne Energy Program 6120-524-002-138-000-00-3-1					
11.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡
	12/10/2019	12/11/2019	Cdw Govt #wbk2365 800-808-4239, IL		CAPK Pcard (CAPL Pcard)	Yes
	Amount / Original Currency					
	152.07 USD / 152.07					
	Description Food Bank Capacity Program Cost					
12.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡
	12/12/2019	12/13/2019	Cdw Govt #wcc3366 800-808-4239, IL		CAPK Pcard (CAPL Pcard)	Yes
	Amount / Original Currency					
	57.51 USD / 57.51					
	Description Food Bank Capacity Program Cost					
13.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡
	12/14/2019	12/16/2019	The Firehouse - White Lan Bakersfield, CA		CAPK Pcard (CAPL Pcard)	Yes
	Amount / Original Currency					
	1,169.16 USD / 1,169.16					

Description		Operations Staff Development Day					
14.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/13/2019	12/16/2019	Holiday Inn Express Sacramento,CA		CAPK Pcard (CAPL Pcard)	Yes	1,049.75 USD / 1,049.75
Description		Lodging cost for Andres Gonzalez Energy Program					
15.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/13/2019	12/16/2019	Costco Whse #0688 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	Yes	163.77 USD / 163.77
Description		Operations Staff Development Day					
16.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/13/2019	12/16/2019	Sees Candy 0199 Bakersfield,CA		CAPK Pcard (CAPL Pcard)	Yes	66.00 USD / 66.00
Description		Operations Staff Development Day					
17.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/12/2019	12/16/2019	Sheraton 787-9933500		CAPK Pcard (CAPL Pcard)	Yes	265.33 USD / 265.33
Description		Lodging cost for Board Member Jonathan Mullings January 2020 travel 6125-999-902-000-000-00-5-1					
18.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/17/2019	12/18/2019	Sq Angry Barnyard Bakersfield,CA		CAPK Pcard (CAPL Pcard)	Yes	39.24 USD / 39.24
Description		CCEDA Lunch Meeting with Roberto from CCEDA, Pritika Ram and Emilio Wagner 6685-999-902-000-000-00-5-1					
19.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/19/2019	12/20/2019	Onestepgpscom 181-865-9203,CA		CAPK Pcard (CAPL Pcard)	Yes	209.25 USD / 209.25
Description		Monthly subscription renewal order with OneStepGps.com 6667-524-000-147-000-00-3-1					
20.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/20/2019	12/23/2019	Mindbody, Inc 805-4762700,CA		CAPK Pcard (CAPL Pcard)	Yes	445.40 USD / 445.40
Description		MindBody Premier Basic Monthly Charge and Subscription Fee for Service Dec 2019					
21.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/19/2019	12/23/2019				Yes	

		Holiday Inn Express Sacr Sacramento,CA		CAPK Pcard (CAPL Pcard)	313.87 USD / 313.87	
Description		QCI Focus Group lodging cost for Andres Gonzalez Energy Program 6120-123-002-138-000-65-3-1				
22.						
Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
12/20/2019	12/23/2019	Residence Inn Downtown Sacramento,CA		CAPK Pcard (CAPL Pcard)	Yes	184.71 USD / 184.71
Description		CALCAPA Meeting on Dec 20, 2019 Sacramento Downtown at Capital Park lodging for E Wagner 6120-999-902-000-000-00-5-1				
23.						
Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
12/25/2019	12/26/2019	Residence Inn Downtown Sacramento,CA		CAPK Pcard (CAPL Pcard)	Yes	439.12 USD / 439.12
Description		Hotel charged wrong amount S/B credited back and recharged correctly: CALCAPA Meeting on January 6-8, 2020 at Capital Park lodging cost for E Wagner 6120-999-902-000-000-00-5-1				
24.						
Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
12/28/2019	12/30/2019	Residence Inn Downtown Sacramento,CA		CAPK Pcard (CAPL Pcard)	Yes	428.66 USD / 428.66
Description		CALCAPA Meeting on January 6-8, 2020 at Capital Park lodging cost for E Wagner 6120-999-902-000-000-00-5-1				
25.						
Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
12/28/2019	12/30/2019	Residence Inn Downtown Sacramento,CA		CAPK Pcard (CAPL Pcard)	Yes	428.66 USD / 428.66
Description		CALCAPA Meeting on January 6-8, 2020 at Capital Park lodging cost for T Webster 6120-999-902-000-000-00-5-1				
26.						
Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
12/28/2019	12/30/2019	Residence Inn Downtown Sacramento,CA		CAPK Pcard (CAPL Pcard)	Yes	(439.12) USD / (439.12)
Description		Hotel charged wrong amount refund credit: CALCAPA Meeting on January 6-8, 2020 at Capital Park lodging cost for E Wagner 6120-999-902-000-000-00-5-1				

Total Charges: 6,712.86 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

 01/06/2020 10:03 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	WEBSTER, TRACY	Start Date:	12/01/2019
Card Number:	xxxx-xxxx-xxxx-6993	End Date:	12/31/2019
Status:	Open	Reminder Period:	01/01/2020 through 01/03/2020
Charges:	3,762.31 USD	Grace Period:	01/04/2020 through 01/06/2020
Out-of-pocket:	0.00 USD	Approval Period:	01/07/2020 through 01/10/2020
Total Amount:	3,762.31 USD	Download Period:	01/11/2020 through 01/28/2020

Charges

1.	Transaction Date 12/05/2019	Posting Date 12/06/2019	Merchant Paypal Kerncountyc 402-935- 7733,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 25.00 USD / 25.00
2.	Transaction Date 12/05/2019	Posting Date 12/06/2019	Merchant Paypal Kerncountyc 402-935- 7733,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 25.00 USD / 25.00
3.	Transaction Date 12/05/2019	Posting Date 12/06/2019	Merchant Paypal Kerncountyc 402-935- 7733,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 35.00 USD / 35.00
4.	Transaction Date 12/06/2019	Posting Date 12/09/2019	Merchant Holiday Inn Express & Su Fresno,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 563.92 USD / 563.92
5.	Transaction Date 12/09/2019	Posting Date 12/10/2019	Merchant Sq Nv Catering 877-417- 4551,CA	General Ledger Code	Unit CAPK Pcard (CAPL Pcard)	Receipt Submitted ‡ No	Amount / Original Currency 284.64 USD / 284.64
6.	Transaction Date	Posting Date	Merchant		Unit	Receipt Submitted ‡	Amount / Original Currency

			General Ledger Code			
12/13/2019	12/16/2019	Wipflillp 715-843-7449,WI		CAPK Pcard (CAPL Pcard)	No	2,800.00 USD / 2,800.00
Description 01/27-01/29	Lorraine Casillas, Louis Hernandez, Heather McCray, Tim Bealessio Wipfli Conference in Burbank					
7.						
Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
12/24/2019	12/24/2019	Fieldprint Inc 888-291-1369,PA		CAPK Pcard (CAPL Pcard)	No	28.75 USD / 28.75
Description	AmeriCorps fingerprint clearance for Carmen Segovia					
Total Charges: 3,762.31 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---

**COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2019 TO FEBRUARY 29, 2020 (10 OF 12 MONTHS OR 83.33%)**

Line Item	2019/20 Budget	3/1/19 - 12/31/19 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,472,134	1,117,292	75.9%	354,842
Head Start Subsidy	<u>709,204</u>	<u>822,779</u>	116.0%	<u>(113,575)</u>
Total Revenue	<u><u>2,181,338</u></u>	<u><u>1,940,071</u></u>	88.9%	<u><u>241,267</u></u>
Expenditures (Note B)				
Salaries	650,054	547,042	84.2%	103,012
Benefits	214,518	179,143	83.5%	35,375
Vehicle Gasoline, Repair/Maintenance	70,000	45,859	65.5%	24,141
Space Costs	101,200	112,059	110.7%	(10,859)
Supplies - Office & Food Service	114,900	103,757	90.3%	11,143
Equipment Repair/Maintenance & Lease	6,000	21,386	356.4%	(15,386)
Communication	13,000	10,254	78.9%	2,746
Risk Insurance	12,700	13,579	106.9%	(879)
Printing	1,700	427	25.1%	1,273
Hiring & Employee Costs	1,800	25	1.4%	1,775
First Aid	2,600	1,660	63.9%	940
Other Miscellaneous Costs	-	28	-	Not budgeted
Raw Food/Vended Meals	<u>1,047,490</u>	<u>664,268</u>	63.4%	<u>383,222</u>
Sub Total	2,235,962	1,699,487	76.0%	536,475
Adult Meals Prepared	188,000	136,344	72.5%	51,656
Indirect	<u>133,376</u>	<u>104,240</u>	78.2%	<u>29,136</u>
Total Expenditures	<u><u>2,557,338</u></u>	<u><u>1,940,071</u></u>	75.9%	<u><u>617,267</u></u>

	Prior Period	December 2019	Cumulative
Total Meals Prepared and Vended (Note C)	536,269	63,212	599,481
Total Meals Claimed	<u>393,483</u>	<u>43,315</u>	<u>436,798</u>
Difference	142,786	19,897	162,683

Percentage Claimed to Prepared/Vended		68.5%	72.9%
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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 7/1/19 - 6/30/20 (5 OF 12 MONTHS = 41.67%)

Contract CMAP-9000	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	Total	%	% Earned to MRA
Provider Payments	\$ 463,474	\$ 625,316	\$ 713,655	\$ 729,041	\$ 750,790	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,282,276		
Add: Family Fees	<u>7,020</u>	<u>9,948</u>	<u>10,275</u>	<u>10,730</u>	<u>11,617</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 49,591</u>		
Net Provider Payments	\$ 470,495	\$ 635,264	\$ 723,930	\$ 739,771	\$ 762,407	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,331,867	82.16%	
Maximum Reimbursable Amount (MRA) for Provider Payments													7,907,363		42.14%
Administration & Support Services Revenue															
Provider Payments	\$ 470,495	\$ 635,264	\$ 723,930	\$ 739,771	\$ 762,407	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,331,867		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	<u>\$ 99,802</u>	<u>\$ 134,753</u>	<u>\$ 153,561</u>	<u>\$ 156,921</u>	<u>\$ 161,723</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 706,759</u>		
Program Administration/Support Services Costs	44,434	95,913	122,945	78,013	70,436	-	-	-	-	-	-	-	411,741	10.15%	
Indirect (10% x MTDC) Costs	50,744	72,175	78,548	81,011	82,374	-	-	-	-	-	-	-	364,852	7.68%	
Transfer Indirect to CSBG	-	-	(53,276)	-	-	-	-	-	-	-	-	-	(53,276)		
Total Operating Costs	<u>\$ 95,178</u>	<u>\$ 168,088</u>	<u>\$ 148,217</u>	<u>\$ 159,024</u>	<u>\$ 152,810</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>723,317</u>	17.84%	
Revenue Earned Over/(Under) Costs	<u>\$ 4,624</u>	<u>\$ (33,335)</u>	<u>\$ 5,344</u>	<u>\$ (2,103)</u>	<u>\$ 8,913</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>(16,558)</u>		
TOTAL COSTS - NET OF FAMILY FEES	<u>\$ 565,673</u>	<u>\$ 803,352</u>	<u>\$ 872,147</u>	<u>\$ 898,795</u>	<u>\$ 915,217</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>4,055,184</u>	100.00%	

Note 1: Administration and Support Services revenue is earned based on the amount of provider payments incurred. Example:

Provider payments	3,331,867
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	<u>706,759</u>

Note 2: The maximum reimbursable amount per the 2019/20 State contract is as follows

Provider Payments	7,907,363	82.50%
Administration	1,437,702	15.00%
Support Services	<u>239,617</u>	<u>2.50%</u>
Maximum Reimbursable Amount (MRA)	<u>9,584,682</u>	<u>100.00%</u>

Note 3: The MRA for 2019/20 is \$1,126,877 greater than 2018/19

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2019/20 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/19 - 6/30/20 (6 OF 12 MONTHS = 50.0%)

	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-9050)</u>														
Adjusted Days of Enrollment - Certified	5,071	4,597	4,408	5,621	4,629	5,026	-	-	-	-	-	-	29,353	
Reimbursement Rate per Child per Day	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	
Revenue Earned	\$ 251,240	\$ 227,736	\$ 218,379	\$ 278,463	\$ 229,327	\$ 249,008	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,454,152	41.14%
Maximum Reimbursable Amount (MRA)													\$3,535,022	
<u>CALIFORNIA STATE PRESCHOOL (CSPP-9121)</u>														
Adjusted Days of Enrollment - Certified	1,905	1,995	3,219	7,217	7,189	7,470	-	-	-	-	-	-	28,994	
Reimbursement Rate per Child per Day	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	
Revenue Earned	\$ 94,952	\$ 99,451	\$ 160,457	\$ 359,757	\$ 358,372	\$ 372,375	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,445,363	33.09%
Maximum Reimbursable Amount (MRA)													\$4,367,697	
<u>MIGRANT CHILD CARE (CMIG-9004)</u>														
Adjusted Days of Enrollment - Certified	298	257	228	143	55	74	-	-	-	-	-	-	1,055	
Reimbursement Rate per Child per Day	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	
Revenue Earned	\$ 14,766	\$ 12,732	\$ 11,317	\$ 7,073	\$ 2,725	\$ 3,665	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,279	20.55%
Maximum Reimbursable Amount (MRA)													\$254,377	

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2019/20 State contracts.

Division/CFO: Tracy Webster, CFO		Month/Year: DECEMBER 2019		
Program/Work Unit: Not Applicable		Controller: Lorraine Casillas		
Services: Overall financial and accounting functions of the organization				
Activities	DECEMBER 2019		Year to Date (3/1/19 -12/31/19)	
Description	Number	Amount	Number	Amount
Bank Deposits	11	1,380,726	90	24,631,420
Wire Deposits	6	227,703	37	1,580,707
Head Start/IRS Drawdowns	6	3,429,124	52	26,604,606
Vendor Checks Issued	1,045	2,764,413	9,403	24,906,028
Payroll Disbursed		3,538,267		25,951,182
Grant Reports Prepared in December 2019	17		152	
Cal EITC Outreach				
Cal Food				
Cal Fresh Outreach				
CESH				
CSBG Discretionary				
CSBG Discretionary - Ridgecrest				
Differential Response				
DOE				
Economic Empowerment				
First 5 Kern – Help Me Grow				
Home Visit Initiative				
HUD – Coordinated Entry System				
LIHEAP 2019				
Positive Youth				
Tax Check-Off				
Trade Mitigation				
WIC				

Other: Total Division Staffing: 22 positions , 1 vacancy (Accountant)

CFO
Accounting Manager
Payroll Manager
Accountant (3)
Accounting Technician (5)

Controller
Finance Manager
Fiscal Technician (2)
Accounting Specialist
Payroll Specialists (2)

Administrative Assistant to CFO
Benefits Technician
Benefits Specialist

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 28, 2019

ASSETS

Cash in Bank	1,733,256
Cash - Vacation Reserve	476,062
Petty Cash	500
Accounts Receivable	4,705,840
Travel Advance	2,095
Prepaid Expense	272,240
Inventory	1,355,245
Net Fixed Assets - Unrestricted	2,167,561
Net Fixed Assets - Restricted	<u>9,157,072</u>

Total Assets 19,869,871

LIABILITIES AND NET ASSETS

Accounts Payable	2,026,795
Accrued Expenses	428,916
Accrued Vacation	1,002,447
Line of Credit	-
Note Payable	2,428,743
Advance Payable	100,083
Deferred Revenue	<u>1,400,224</u>

Total Liabilities 7,387,208

Total Net Assets 12,482,663

Total Liabilities and Net Assets 19,869,871

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2018 TO FEBRUARY 28, 2019

REVENUE

Grant Revenue	38,124,514
Donations	20,603,817
Other Revenue	824,446
In-Kind	<u>136,040</u>

Total Revenue 59,688,817

EXPENDITURES

Salaries	26,678,137
Benefits	7,845,375
Travel	553,461
Space Costs	5,249,662
Supplies	2,109,732
Consultant/Contract Services	1,548,442
Other Costs	2,140,679
Program Costs	7,842,627
Capital Expenditures	40,125
Indirect	5,058,384
In-Kind	<u>136,040</u>

Total Expenditures 59,202,662

Net Change in Assets 486,155

Net Assets, beginning 11,996,508

Net Assets, ending 12,482,663

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF DECEMBER 31, 2019

ASSETS

Cash in Bank	3,390,524
Cash - Vacation Reserve	682,512
Petty Cash	500
Accounts Receivable	(635,695)
Travel Advance	20,518
Prepaid Expense	241,605
Inventory	1,333,685
Net Fixed Assets - Unrestricted	1,595,731
Net Fixed Assets - Restricted	<u>8,760,029</u>

Total Assets 15,389,410

LIABILITIES AND NET ASSETS

Accounts Payable	1,191,789
Accrued Expenses	107,568
Accrued Vacation	669,210
Line of Credit	-
Note Payable	1,904,108
Advance Payable	7,555
Deferred Revenue	<u>(2,757,787)</u>

Total Liabilities 1,122,442

Total Net Assets 14,266,967

Total Liabilities and Net Assets 15,389,410

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2019 TO DECEMBER 31, 2019

REVENUE

Grant Revenue	52,719,590
Donations	344,072
Other Revenue	5,375,336
In-Kind	<u>7,193,403</u>

Total Revenue 65,632,400

EXPENDITURES

Salaries	25,038,541
Benefits	7,099,470
Travel	598,222
Space Costs	4,850,069
Supplies	2,137,170
Consultant/Contract Services	2,342,157
Other Costs	2,248,912
Program Costs	7,410,663
Capital Expenditures	315,941
Indirect	4,613,548
In-Kind	<u>7,193,403</u>

Total Expenditures 63,848,096

Net Change in Assets 1,784,304

Net Assets, beginning 12,482,663

Net Assets, ending 14,266,967

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 12-31-19 (83.33%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	30,858,989	22,668,400	8,190,589	73%
BENEFITS	9,798,353	6,546,111	3,252,242	67%
TRAVEL	604,666	521,786	82,880	86%
SPACE COST	7,859,253	4,239,512	3,619,741	54%
SUPPLIES	2,343,556	2,023,163	320,393	86%
EQUIPMENT	99,000	182,023	(83,023)	184%
CONSULTANT/CONTRACT SERVICES	2,765,704	1,748,567	1,017,137	63%
OTHER COSTS	2,888,001	1,951,360	936,641	68%
PROGRAM COSTS	9,513,508	7,526,387	1,987,121	79%
INDIRECT	5,722,325	4,593,695	1,128,630	80%
TOTAL	72,453,355	52,001,004	20,452,351	72%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 12-31-19 (83.33%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	24,084,209	17,683,859	6,400,350	73%
BENEFITS	7,856,788	5,246,357	2,610,431	67%
TRAVEL	323,485	334,212	(10,727)	103%
SPACE COST	6,811,540	3,328,139	3,483,401	49%
SUPPLIES	1,974,004	1,439,869	534,135	73%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,219,180	661,451	557,729	54%
OTHER COSTS	1,377,998	1,004,989	373,009	73%
PROGRAM COSTS	7,120,305	5,912,952	1,207,353	83%
INDIRECT	4,119,108	3,523,236	595,872	86%
TOTAL	54,886,617	39,135,064	15,751,553	71%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 12-31-19 (83.33%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,648,579	2,631,842	1,016,737	72%
BENEFITS	1,115,935	703,575	412,360	63%
TRAVEL	118,450	117,825	625	99%
SPACE COST	573,934	534,210	39,724	93%
SUPPLIES	213,074	366,683	(153,609)	172%
EQUIPMENT	98,000	119,512	(21,512)	122%
CONSULTANT/CONTRACT SERVICES	8,985	1,336	7,649	15%
OTHER COSTS	599,558	316,404	283,154	53%
PROGRAM COSTS	1,685,551	1,168,665	516,886	69%
INDIRECT	625,888	505,968	119,920	81%
TOTAL	8,687,954	6,466,019	2,221,935	74%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 12-31-19 (83.33%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,592,186	1,354,602	237,584	85%
BENEFITS	416,928	297,236	119,692	71%
TRAVEL	106,561	42,701	63,860	40%
SPACE COST	252,069	158,815	93,254	63%
SUPPLIES	82,222	159,516	(77,294)	194%
EQUIPMENT	-	62,511	(62,511)	Not budgeted
CONSULTANT/CONTRACT SERVICES	1,446,739	1,054,329	392,410	73%
OTHER COSTS	730,217	525,881	204,336	72%
PROGRAM COSTS	683,802	430,725	253,077	63%
INDIRECT	435,584	394,016	41,568	90%
TOTAL	5,746,308	4,480,333	1,265,975	78%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 12-31-19 (83.33%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	807,941	462,746	345,195	57%
BENEFITS	221,237	126,403	94,834	57%
TRAVEL	39,380	16,389	22,991	42%
SPACE COST	94,385	79,579	14,806	84%
SUPPLIES	55,481	40,672	14,809	73%
EQUIPMENT	1,000	-	1,000	0%
CONSULTANT/CONTRACT SERVICES	88,550	11,379	77,171	13%
OTHER COSTS	95,417	62,277	33,140	65%
PROGRAM COSTS	17,350	11,082	6,268	64%
INDIRECT	128,571	78,203	50,368	61%
TOTAL	1,549,312	888,731	660,581	57%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 12-31-19 (83.33%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	680,074	527,100	152,974	78%
BENEFITS	180,940	171,419	9,521	95%
TRAVEL	16,790	10,635	6,155	63%
SPACE COST	123,125	134,897	(11,772)	110%
SUPPLIES	16,575	13,684	2,891	83%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	2,250	281	1,969	12%
OTHER COSTS	58,551	28,401	30,150	49%
PROGRAM COSTS	6,500	2,861	3,639	44%
INDIRECT	404,726	88,382	316,344	22%
TOTAL	1,489,531	977,660	511,871	66%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-19 TO 12-31-19 (83.33%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	46,000	8,251	37,749	18%
BENEFITS	6,525	1,121	5,404	17%
TRAVEL	-	23	(23)	Not budgeted
SPACE COST	4,200	3,872	328	92%
SUPPLIES	2,200	2,739	(539)	124%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	-	19,791	(19,791)	Not budgeted
OTHER COSTS	26,260	13,408	12,852	51%
PROGRAM COSTS	-	102	(102)	Not budgeted
INDIRECT	8,448	3,890	4,558	46%
TOTAL	93,633	53,197	40,436	57%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2019/2020
BUDGET TO ACTUAL - 3/1/19 TO 12/31/19 (10 OF 12 MONTHS =83.33%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 5,799,844	\$ 4,593,695	79.2%	\$ 1,206,149
Expenditures				
Salaries	3,070,550	2,354,757	76.7%	715,793
Benefits @ 24.11% actual	<u>756,241</u>	<u>533,796</u>	<u>70.6%</u>	<u>222,445</u>
Total Personnel Costs	3,826,791	2,888,553	75.5%	938,238
Operating Costs				
Travel	93,650	67,485	72.1%	26,165
Space Costs	186,800	168,671	90.3%	18,129
Supplies	166,500	139,736	83.9%	26,764
Consultant/Contract	659,100	460,647	69.9%	198,453
Other Operating Costs	<u>345,050</u>	<u>271,721</u>	<u>78.7%</u>	<u>73,329</u>
Total Operating Costs	1,451,100	1,108,259	76.4%	342,841
Total Expenditures	<u>\$ 5,277,891</u>	<u>\$ 3,996,812</u>	<u>75.7%</u>	<u>\$ 1,281,079</u>
Excess Indirect Revenue	<u>\$ 521,953</u>	<u>\$ 596,883</u>		

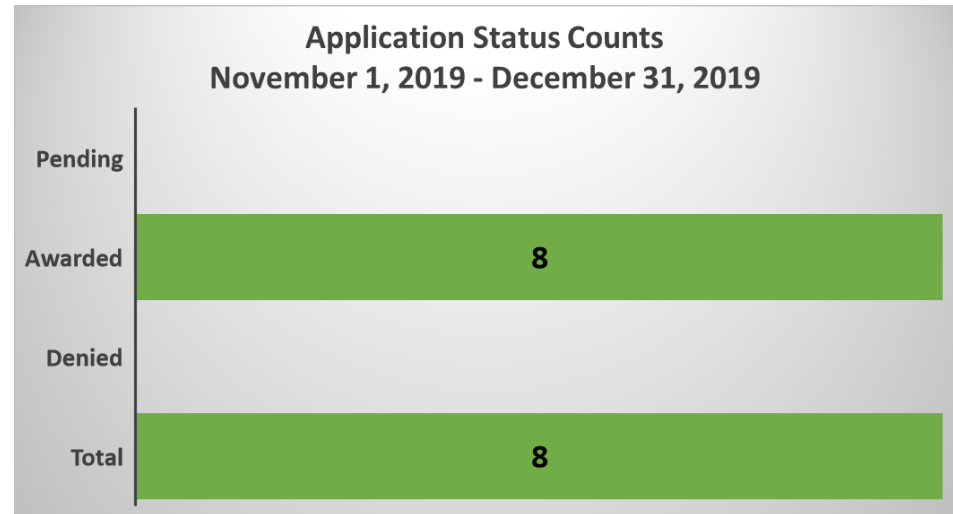
RECAP BY SUPPORT DIVISION	Revised Budget	Actual	% Expended	Available Balance
HR	\$ 1,034,632	\$ 710,894	68.7%	\$ 323,738
Operations	1,361,350	1,086,649	79.8%	274,701
Executive	612,204	463,754	75.8%	148,450
Community Development	705,930	484,177	68.6%	221,753
Finance	<u>1,563,775</u>	<u>1,251,338</u>	<u>80.0%</u>	<u>312,437</u>
	<u>\$ 5,277,891</u>	<u>\$ 3,996,812</u>	<u>75.7%</u>	<u>\$ 1,281,079</u>

Prepared Date: 01/15/2020

**Community Development Division
Application Status Report
November and December 2019**

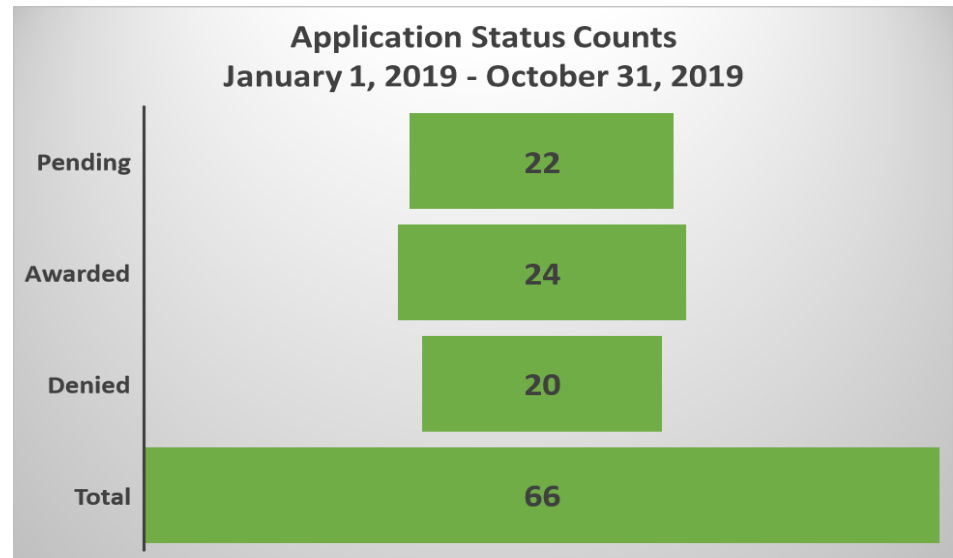
November 1, 2019 - December 31, 2019

Status	Dollars	Count
Pending	None	0
Awarded	\$2,538,075	8
Denied	None	0
Total	\$2,538,075	8
Win Percentage		100%

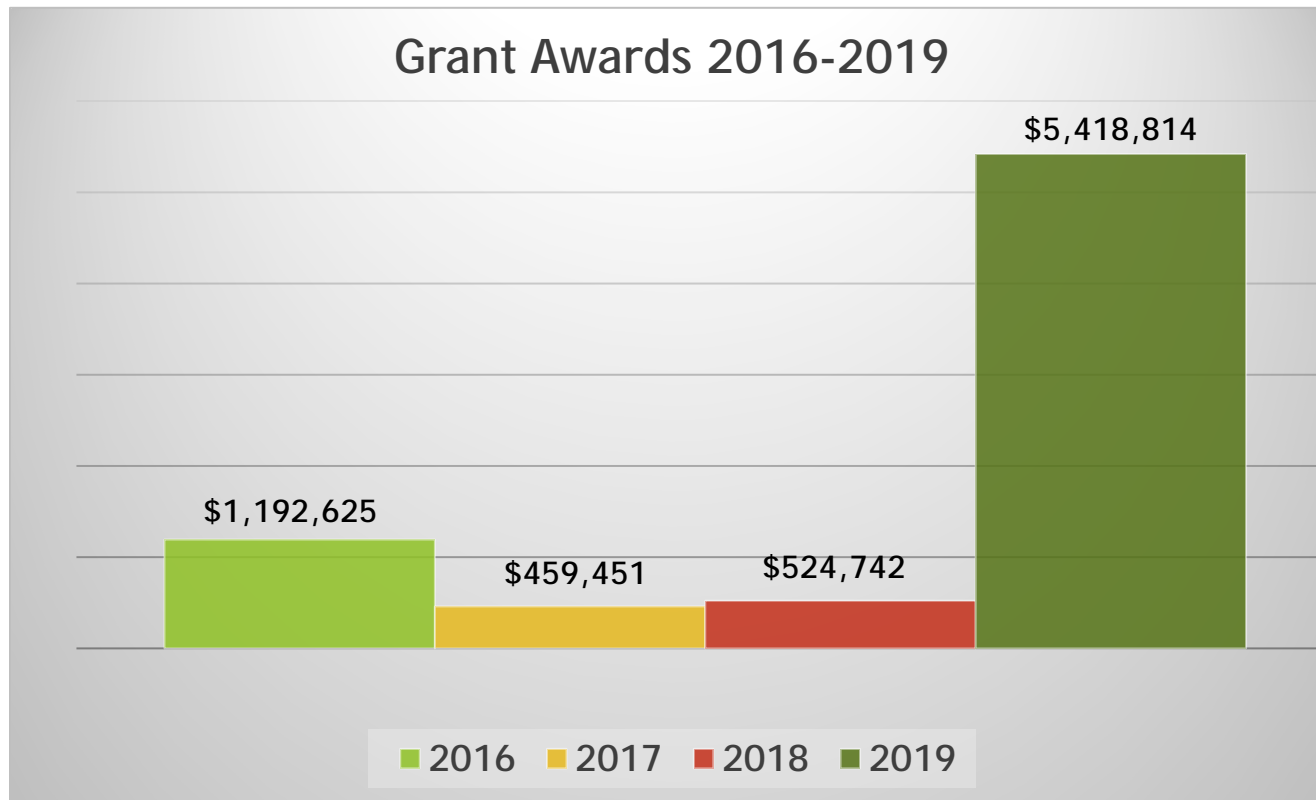


January 1, 2019 - October 31, 2019 (YTD)

Status	Dollars	Count
Pending	\$2,625,786	19
Awarded	\$5,418,814	31
Denied	\$8,064,964	20
Total	\$16,109,564	70
Win Percentage		61%



Community Development Division
Application Status Report
November and December 2019



**Community Development Division
Application Status Report
November and December 2019**

Application Status Detail November and December 2019

Funder	Program	Amount Requested	Amount Awarded	Decision Date	Deadline	Submitted Date	Status
Citizens Bank	CAPK	\$5,000.00	\$5,000.00	12/30/2019	10/4/2019	10/2/2019	Awarded
SoCal Edison International	211 Kern/CRM	\$35,000.00	\$35,000.00	12/27/2019	12/18/2019	12/6/2019	Awarded
Sierra Health Foundation	EKFRC	\$40,000.00	\$40,000.00	12/20/2019	10/31/2019	10/4/2019	Awarded
Pacific Gas and Electric Company	Food Bank	\$5,000.00	\$5,000.00	12/12/2019	11/22/2019	11/22/19	Awarded
Bank of the West	CDD	\$25,000.00	\$25,000.00	11/15/2019	9/30/2019	9/30/2019	Awarded
First 5 Kern	EKFRC	\$808,863.00	\$725,000.00	10/14/2019	7/30/2019	7/30/2019	Awarded
First 5 Kern	211 Kern	\$892,242.00	\$850,000.00	10/14/2019	7/30/2019	7/30/2019	Awarded
First 5 Kern	211 Kern	\$726,970.00	\$450,000.00	10/14/2019	7/31/2019	7/30/2019	Awarded

Community Action Partnership of Kern Funding Request Profile

Source of Funds: Private
Project Name: *AdvancingCities*
Funder Name: JP Morgan Chase & Co
Program Name: CAPK Multi-Story Housing Initiative
Funding Period: 9/1/2020-8/31/2024

Award Amount: \$5MM
CFDA: N/A
Division Director: Pritika Ram
Program Manager: Emilio Wagner
☒ **New Funding**
☐ **Re-Application**

A. Narrative description of funding request, including goals:



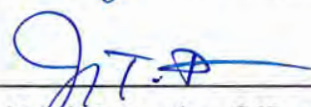
CAPK is applying to JP Morgan Chase and Company for up to \$5 MM for a 3 year construction project for a multi-family affordable housing complex on the CAPK owned land at the southwest corner of Feliz Drive and South Washington Street. The completed project will be approximately 112 new housing units including retail space for a fresh food market & grocery store for local residents.

This area has begun to see recent growth including development of a new high school and planned improvements for Belle Terrace Park. New housing provided by this grant opportunity will be a natural extension of a community revitalization that has begun and align with CAPK's commitment to provide affordable housing as surveyed from clients and detailed from CAPK's 2019 Community Action Needs Report.

B. Use of Funds:

The requested funds of up to \$5MM (\$2.5 MM for Capital and \$2.5 MM for operations) will be utilized for Phase 1 Development to cover the costs of design and technical assistance provided by an Architect/Civil Engineer for construction and engineering documents, environmental studies as well as meet building code standards and other regulatory County, City and State compliance requirements. Additional Technical Support will be provided by CCEDA and Project Evaluation will be provided by a local Community College/University.

C. Approvals:

1. _____ Division Director Date	3.  Chief Financial Officer Date
2.  Director of Community Development Date	4.  Chief Executive Officer Date

D. Board:

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

**Community Action Partnership of Kern
Consent Funding Request
January 2020**


Funding Type	Private	CAPK Program	CAPK Administration
Funding Agency	So. Cal Edison	Project Name	Customer Relationship Management (CRM) Project
CFDA	N/A	Target Population	N/A
Request	\$35,000	Division Director	Pritika Ram
Award Period	1/1/2020-09/30/2020	Program Manager	N/A
Description	Funding towards Phase 1 of the CRM software implementation.		
Funding Type	Private	CAPK Program	Community Development
Funding Agency	NALEO Educational Fund	Project Name	NALEO California Regrant
CFDA	N/A	Target Population	Hard-to-Count Latino population for 2020 Census
Request	\$15,000	Division Director	Pritika Ram
Award Period	December 18, 2019 – September 30, 2020	Program Manager	James Burger
Description	Supplement CAPK's outreach efforts to encourage participation in the hard-to-reach Latino community by providing tablets for CAPK kiosk sites and printed educational materials.		

Date Presented/Approved

Policy Council: _____ PRE Presentation: _____ B&F Approval: _____ Board Approval: _____

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: Board of Directors
From: Lisa Price, Program Governance Coordinator 
Date: January 29, 2020
Subject: *Agenda Item VIII(a):* January Policy Council Report – **Action Item**

The Policy Council met on two occasions since the CAPK Board of Directors last convened. The Council held its first meeting of the 2019-2020 term on November 26, 2019 and met again on December 17, 2019 with quorum established on both occasions.

Donna Holland, Fiscal Administrator presented the following action items to the Council at the December meeting:

- Head Start/Early Head Start Kern Budget Revision for the 2019 – 2020 Funding Year
- Early Head Start Child Care Partnerships Budget Revision for the 2019 – 2020 Funding Year

Information specific to each action item was shared, independent from one another. Upon conclusion of each presentation a motion was made with subsequent approval obtained.

Additional “new business” action items voted on and approved by the Council included the nomination and election of Executive Board members as well as the nomination and election of members to various subcommittees including the Board of Directors Representative. Members also voted and approved to conduct standing Policy Council meetings on the fourth Tuesday of the month.

The next Policy Council Meeting will be held on Tuesday, February 25, 2020.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
November 26, 2019
5005 Business Park North ~ CAPK Administrative Building

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 The Promise of Community Action
“Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.”
2. **Roll Call/Set Quorum** – Chairperson, Amber Dunlap; quorum was established.
Policy Council Members Present: Amber Dunlap, Dalila, Castillo, Rosie Castillo, Yvonne Hernandez, Megan Bailey, Isabel Everly, Daisy Valencia, Nila Hogan, Nicole Cabe, Hernan Lozano, Juanita Garcia, Helena Conolly, Brittany Dunbar, Destiny Thompson Butler, Kaylonie Howard, Ana Vega and Bianca Garibay.
3. **Approval of Agenda** – Chairperson (**ACTION)
A motion to approve the November 26, 2019 meeting agenda was made by Destiny Thompson Butler; Daisy Valencia seconded. Motion carried unanimously.
4. **Approval of Minutes** – Chairperson (**ACTION)
A motion to approve the October 22, 2019 Policy Council minutes was made by Nila Hogan; Megan Bailey seconded. Motion carried unanimously.
5. **Presentation of Guests/Public Forum**
The following guests were in attendance: Yolanda Gonzales, Director Head Start/State Child Development; Gloria Barbero, Program Administrator; Jerry Meade, Program Design & Management Administrator; Letisha Brooks, Program Manager; Elizabeth Williams, HVP Program Manager; Nicole Niño, Family Engagement Specialist & Home Base Supervisor; Lisa Price, Program Governance Coordinator; Leticia Villegas, Translator/ Program Assistant and Janey Felsoci, Content Area Specialist. At the request of the Chairperson Policy Council members introduced themselves sharing a little background information and their motivation for participation on Policy Council.
 - 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)
There were no reports to share as standing committees have not yet been established.
 - a. **School Readiness Committee**
 - b. **Planning Committee**
 - c. **Finance Committee**
 - d. **By-Laws Committee**
7. **Presentations**
None
8. **New Business** – Chairperson (**ACTION)
 - a. **Nomination and election of Policy Council Chairperson.** Amber Dunlap requested nominations for the position of Policy Council Chairperson. Destiny Thompson Butler and Nila Hogan each self-nominated. Candidates were given the opportunity to address the group prior to voting. Upon conclusion of such and after voting, Nila Hogan received the majority of votes. Motion was made by Destiny Thompson Butler to approve the election of Nila Hogan as Policy Council Chairperson; seconded by Helena Conolly. Motion carried unanimously.
 - b. **Nomination and election of Policy Council Vice-Chairperson.** Chairperson, Nila Hogan requested nominations for the position of Vice-Chairperson; Destiny Thompson Butler was nominated. Motion to approve Destiny Thompson Butler as Policy Council Vice-Chairperson was made by Daisy Valencia; seconded by Brittany Dunbar. Motion carried unanimously.
 - c. **Nomination and election of Policy Council Secretary.** Self-nomination for this position was made by Kaylonie Howard. A motion to approve the election of Kaylonie Howard as Policy Council Secretary was made by Dalila Castillo; seconded by Rosie Castillo. Motion carried unanimously.
 - d. **Nomination and election of Policy Council Treasurer.** Hernan Lozano self-nominated for this position. A motion to approve the election of Hernan Lozano as Policy Council Treasurer was made by Juanita Garcia; seconded by Bianca Garibay. Motion carried unanimously.
 - e. **Nomination and election of Policy Council Parliamentarian.** Self-nomination for Policy Council Parliamentarian was made by Yvonne Hernandez. A motion to approve Yvonne Hernandez as Policy Council Parliamentarian was made by Megan Bailey; Nicole Cabe seconded. Motion was carried unanimously.

- f. **Nomination and election of Policy Council Planning Committee Members.** The following members were interested in participating on the Policy Council Planning Committee: Nila Hogan, Yvonne Hernandez, Rosie Castillo, Dalila Castillo, Nicole Cabe, Megan Bailey. Motion to approve the nominees as presented was made by Megan Bailey; seconded by Helena Conolly. Motion approved unanimously.
 - g. **Nomination and election of Policy Council Budget and Finance Committee Members.** There was no interest expressed at this time for participation on the Policy Council Budget and Finance Committee. Member nominations will be revisited at the next Policy Council Meeting.
 - h. **Nomination and election of Policy Council Head Start Board of Directors Representative.** Nila Hogan self-nominated for this position. A motion to approve Nila Hogan as the Board of Directors Representative was made by Brittany Dunbar; seconded by Yvonne Hernandez. Motion carried unanimously.
 - i. **Request for approval of proposed Policy Council Meeting days and time.** Chairperson requested a motion to approve the proposed Policy Council Meeting dates and time as outlined in the November 26, 2019 Policy Council Packet. Motion to approve meeting dates and time as proposed was made by Rosie Castillo; seconded by Destiny Thompson Butler. Motion carried unanimously.
9. **Communications**
- a. Kern Head Start Budget vs. Actual Expenditures, July 1, 2019 through October 31, 2019
 - b. Kern Early Head Start Budget vs. Actual Expenditures, July 1, 2019 through October 31, 2019
 - c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2019 through October 31, 2019
 - d. Early Head Start Child Care Partnerships vs Actual Expenditures, March 1, 2019 through October 31, 2019
 - e. Parent Local Travel & Child Care through October 31, 2019
 - f. Parent Activity Funds through October 31, 2019
 - g. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, July 1, 2019 through October 31, 2019
 - h. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2019 through October 31, 2019
 - i. Recruitment & Selection Plan Meeting ~ December 12, 2019, CAPK Board Room
 - j. Homeless Youth Sleeping Bag Drive through December 13, 2019
 - k. No Cost Tax Preparation
 - l. Head Start/Early Head Start School Readiness Meeting Dates
 - m. Warm Clothing Drive ~ Supervisor David Couch
- The Chairperson called for a motion to receive and file communication items (a)-(m). Motion was made by Destiny Thompson Butler to receive and file.
10. **School Readiness Report** – Leslie Mitchell, Education & Support Services Administrator
On behalf of Leslie Mitchell, Jerry Meade presented the School Readiness report. Mr. Meade stated that each month Ms. Mitchell will be sharing with Policy Council program wide school readiness information. The Council can expect to an updated report (next month) from Ms. Mitchell or a representative from her team. In addition to this monthly report, the Council will also receive a verbal report from the Policy Council School Readiness Committee Chairperson.
11. **Program Governance Report/Training** – Lisa Price, Program Governance Coordinator
Ms. Price expressed her appreciation to Council members for their attendance. She also shared information regarding holiday tips for making healthy choices. A flyer was distributed containing information about making subtle changes to help create healthier meals. Ms. Price added that this information can be shared by members with their respective center or home base program. Ms. Price expressed her enthusiasm about the months to come and she's shared that she is looking forward to working with everyone and getting to know them. She reminded the group to please call or e-mail if they are unable to attend any meetings.
12. **Community Representative Report** – Vacant
No report as this position is currently vacant.
13. **Early Head Start San Joaquin Report** – Nicole Niño, Family Engagement Specialist & Home Base Supervisor
On behalf of Nicole Niño, Ana Vega presented the report. Ms. Vega informed the group that the Father Engagement activity in January will highlight stories from father's and families. One of the questions that will be presented is: "What does being a father mean to you?" Participants will also be asked to share a saying used in their family's lives and the reason/meaning as to it is used. Staff is also working on obtaining donations for the purchase of a canvas for each child/parent that attends the father engagement Activity. Ms. Vega also stated that San Joaquin EHS met full enrollment for the month of November. Additionally, a Ready Rosie Workshop will take place on January 23, 2020 from 10:00 a.m. to 11:30 a.m. The theme will be, *Relationships Matter*.
14. **Early Head Start Partnership Report** – Esperanza Contreras, Partnership Administrator
Elizabeth Williams presented the report on behalf of Esperanza Contreras. She shared the new partnership with Taft College has begun, and there are currently 20 families being served in this program option. Staff is actively meeting with families to complete applications and the licensing process. The program has hired a Family Advocate for the Taft College Partnership. Ms. Williams added that Bakersfield College had their State Review and passed with flying colors. They scored a 6.7 (out of a possible 7) on their ITERS report (Infant/Toddler Environment Rating Scale.) In January, the Partnership Family Advocates

will kick off the year by offering Parents on a Mission classes. These classes will support and provide skills in a positive manner to assist parents in becoming a stronger advocate for their children.

15. **Board of Directors Representatives Report** – Yolanda Ochoa, Board of Directors Representative

Nila Hogan provided the report on behalf of Yolanda Ochoa. At the most recent meeting of the CAPK Board of Directors they voted to approve the submission of the San Joaquin Refunding application for the 2020 – 2021 funding term. Ms. Hogan shared there has been conversation about the new homeless shelter, which will be located on Golden State Highway. The Board has to vote whether or not, CAPK will undertake the management of the shelter an additional service provided by the agency once is finalized by the County of Kern. She also added that the Board learned that WIC will be issuing cards in February 2020, instead of the traditional vouchers, to which members expressed great pleasure at.

16. **Director's Report (HS/State Child Development)** – Yolanda Gonzales, Director Head Start/State Child Development

Jerry Meade presented the Director's Report on behalf of Ms. Gonzales. He stated that this is the portion of the agenda where Yolanda will typically address the Council and share any information and updates with regard to the program. Members can then take the information back to their corresponding centers or home base program to share. Mr. Meade stated that here is currently a lot of activity taking place in the Head Start/State Child Development Division. Ms. Gonzales and Mr. Meade recently attended a Thanksgiving feast hosted by the Martha J. Morgan Center. The children at the center prepared mashed potatoes and corn for all. Mr. Meade added that during this time of the year, the media is present at the centers for a variety of reasons, one being is many organizations "adopt" a center or classrooms and provide toys, books, etc. Jerry stated that Ms. Gonzales wanted to let members know there will be an opportunity for participation and attendance at the National Head Start Conference which will take place in 2020. Ms. Gonzales usually attends to the conference along with the Council members that are elected to attend. This will provide an opportunity for members to learn more about the program. Mr. Meade closed by again thanking members for their participation and wished them safe travels and Happy Holidays.

17. **Policy Council Chairperson/Announcements** – Nila Hogan, Chairperson

Ms. Hogan expressed her appreciation to the Council and added that she is looking forward to working with the members stating that she thinks this will be a fun group and that they seem eager to learn.

18. **Adjournment** –Chairperson

The meeting was adjourned at 6:40 p.m. by the Chairperson. The next Policy Council Meeting will be held December 17, 2019 with a light dinner at 5:00 p.m. and the meeting to begin at 5:30 p.m. at CAPK Administrative Offices.

COMMUNITY ACTION PARTNERSHIP OF KERN

POLICY COUNCIL MEETING MINUTES

December 17, 2019

5005 Business Park North ~ CAPK Administrative Building

1. **Call to Order** – Chairperson, Nila Hogan called the meeting to order at 5:34 p.m.
 - a. Moment of Silence, Pledge of Allegiance
 - b. Reading of The Promise of Community Action
“Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.”
2. **Roll Call/Set Quorum** – Secretary, Kaylonie Howard; quorum was established.
Policy Council Members Present: Dalila Castillo, Rosie Castillo, Isabelle Diaz, Megan Bailey, Nila Hogan, Nicole Cabe, Hernan Lozano, Destiny Thompson Butler, Kaylonie Howard, Yolanda Ochoa, Ana Vega and Bianca Garibay
3. **Approval of Agenda** – Chairperson **(**ACTION)**
 - a. A motion to approve the December 17, 2019 meeting agenda was made by Destiny Thompson Butler; Nicole Cabe seconded. Motion carried unanimously.
4. **Approval of Minutes** – Chairperson **(**ACTION)**
 - a. A motion to approve the November 26, 2019 Policy Council minutes was made by Yolanda Ochoa; Nicole Cabe seconded. Motion carried unanimously.
5. **Presentation of Guests/Public Forum**

The following guests were in attendance: Yolanda Gonzales, Director Head Start/State Child Development; Rosita Curry Child Care Partnership Program Manager; Gloria Barbero, Program Administrator; Nicole Niño, Family Engagement Specialist & Home Base Supervisor; Lisa Price, Program Governance Coordinator; Leticia Villegas, Translator/Program Assistant; Heather McCarley, Finance Manager; Tracy Webster, Chief Financial Officer; Lorraine Casillas, Controller; Donna Holland, Fiscal Administrator and Jaquelin Byrd, WIC Outreach and Public Relations Coordinator

 - 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)**

There were no reports to share as standing committees have not yet met.

 - a. **School Readiness Committee**
 - b. **Planning Committee**
 - c. **Finance Committee**
 - d. **By-Laws Committee**
7. **Presentations**
 - a. **CAPK WIC ~ Jaqueline Byrd, WIC Outreach Coordinator**

Women, Infants & Children (WIC) is a supplemental nutrition program for women, infants and children. It is a short-term intervention program designed to influence a lifetime of nutrition and health behaviors in a targeted high-risk population. In the United States, approximately 7.3 million women and children receive WIC benefits every month with the program serving 53% of all infants in the nation. WIC also provides nutrition education through registered dietitians, nutritionists and trained professionals who can help inform, educate and counsel participants on the best nutrition for them and their growing family. Anyone who has a child up to the age of five is welcome to apply for the program. The program is currently providing vouchers valued at \$80.00 per person to aid participants in the purchase of healthy and nutritious foods. CAPK WIC is the only program that offers a breastfeeding peer counseling program. Those applying for the program must meet income eligibility requirements or be deemed at nutritional risk by a health professional. Council members were informed of the transition from vouchers to a WIC card. Families will receive one card for all their food benefits. The card will provide a more convenient and flexible way for families to shop for WIC items. There is a WIC app that can be downloaded and will allow participants to keep track of appointments, food balance and will also enable them to scan items to verify if they are obtaining WIC authorized products. The tentative start date for distribution of the WIC card is February 18, 2020.
8. **New Business** – Chairperson **(**ACTION)**
 - a. **Head Start/Early Head Start Kern Budget Revision 2019 – 2020 ~ Donna Holland, Fiscal Administrator**

Ms. Holland shared through the review and monitoring process of the Budget to Actuals of the Head Start/Early Head Start Kern budget a savings was identified. The primary category from which this savings was derived being EHS Personnel and Fringe. This is due to the fact that positions which were previously figured into this budget have not yet been hired for because the sites where these positions would be placed are still undergoing construction. She further shared that we must obligate these funds before the end of the fiscal year (February 29, 2020). It was felt that the most prudent category

to move the Personnel & Fringe savings of \$1,500,000 to would be the Construction category. Moving these funds there would support additional expenses for major construction projects. Approval is also being sought to submit a non-federal share waiver request in the amount of \$750,000. Motion was made by Megan Bailey to approve the submission of the Head Start/Early Head Start Kern Budget Revision and the Non-Federal Waiver request to the Office of Head Start for the 2019-2020 funding year; seconded by Rosie Castillo. Motion was approved unanimously.

b. **Early Head Start Child Care Partnership Budget Revision 2019 – 2020 ~ Donna Holland, Fiscal Administrator**

Ms. Holland shared that this grant was awarded in March 2019 with a designation to support the cost of 24 center-based slots at the Jewett Center, which is currently under remodel. At this time all funds have not been expended and a savings has been identified in the amount of \$540,500. This savings is due to budgeted staffing positions not yet filled pending the completion of the Jewett construction project which is currently in process. Staff is seeking approval to submit a budget revision to the Office of Head Start which would allow for transfer of the identified savings from the Personnel and Fringe category to the Other category. Transfer to the Other category will support additional expenses for minor renovation and repair projects for our partners and the Jewett Center. Additionally, approval is being sought for a non-federal share waiver in the amount of \$125,000. Motion was made by Yolanda Ochoa to approve the submission of the Early Head Start Child Care Partnership Budget Revision and the Non-Federal Waiver request to the Office of Head Start for the 2019-2020 funding year; seconded by Nicole Cabe. Motion was approved unanimously.

c. **Nomination and election of Policy Council School Readiness Committee Members**

Bianca Garibay and Ana Vega self-nominated to serve on the School Readiness Committee. Motion was made by Destiny Thompson Butler; Nicole Cabe seconded. Motion carried unanimously.

d. **Nomination and election of Policy Council Bylaws Committee Members**

Isabelle Diaz and Nicole Cabe self-nominated to serve on the Bylaws Committee. Motion was made by Dalila Castillo; Yolanda Ochoa seconded. Motion carried unanimously.

e. **Nomination and election of Policy Council Budget and Finance Committee Members**

Destiny Thompson Butler self-nominated to serve on the Budget and Finance Committee. Motion was made by Megan Bailey; Isabelle Diaz seconded. Motion carried unanimously.

9. **Communications**

- a. Kern Head Start Budget vs. Actual Expenditures, July 1, 2019 through November 30, 2019
- b. Kern Early Head Start Budget vs. Actual Expenditures, July 1, 2019 through November 30, 2019
- c. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2019 through November 30, 2019
- d. Early Head Start Child Care Partnerships vs Actual Expenditures, March 1, 2019 through November 30, 2019
- e. Parent Local Travel & Child Care through November 30, 2019
- f. Parent Activity Funds through November 30, 2019
- g. Kern Head Start and Early Head Start Non-Federal Share and In-Kind Report, July 1, 2019 through November 30, 2019
- h. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2019 through November 30, 2019
- i. California's Low-Cost Auto Insurance
- j. Mobile Immunizations ~ December 2019 (English/Spanish)
- k. Santa's Secret Workshop ~ H. E.A.R.T.S. Connection, December 16 – 20, 2019
- l. League of Dreams Baseball 2020 ~ January 1 – 31, 2020
- m. Bullying and Violence Prevention Summit ~ Kern County Superintendent of Schools, January 17, 2020
- n. Point-In-Time Homeless Count ~ Kern County Homeless Collaborative, January 24, 2020
- o. Drugs Trends & Effective Strategies Symposium ~ Kern Family Health Care/Kern County Superintended of Schools, February 7, 2020
- p. Policy Council Meeting Dates
- q. Head Start/ Early Head Start School Readiness Meeting Dates

The Chairperson called for a motion to receive and file communication items (a)-(q). Motion was made by Nicole Cabe to receive and file.

10. **School Readiness Report** – Leslie Mitchell, Education & Support Services Administrator

Yolanda Gonzales presented the School Readiness report on behalf of Leslie Mitchell. Mrs. Gonzales stated that staff will be working with parents to share the outcomes of the children. Children are assessed in various areas, such as literacy, cognition etc. The outcomes of these assessments generate data which determine the trainings that will be offered to the staff. Mrs. Gonzales added that PC members who sign up for the School Readiness Committee, will have the opportunity to look at the tools that are being offered to the children that will be transitioning from preschool to kindergarten. Mrs. Gonzales also shared that teachers are assigned to a mentor coach. The mentor coach conducts classroom observations providing feedback and recommendations to help strengthen their skills in serving children in the program. In the upcoming months the program will begin identifying trainings that would be most beneficial to teaching staff. Based on this data a training calendar is then developed.

11. **Program Governance Report/Training** – Lisa Price, Governance Coordinator
Ms. Price expressed her appreciation to the members for their time and commitment. She emphasized the importance of attendance to ensure quorum is met. Ms. Price spoke about the significance and positive impact that spending quality family time has on children. It builds their self-esteem, strengthens family bonds while developing positive behaviors and creating memories. Spending quality time helps parents and children to reconnect. A video on this subject was shared with members.
12. **Community Representative Report** – Vacant
None
13. **Early Head Start San Joaquin Report** – Bianca Garibay, Policy Council Member
Bianca shared that our San Joaquin program received a \$300 donation from the Stockton Police Officers Association, \$150 from Target as well as 86 canvases from individual donors for their Father Engagement activity in January. These donations have allowed them to purchase the remaining canvases needed for the event. The Father Engagement activity will take place during the week of January 13 – 17, 2020. Bianca added that centers will be closed for the holidays from December 23, 2019 through January 3, 2020. Staff will have the opportunity to take vacation or work on child files, Learning Genie observations, deep cleaning, reorganization and sanitation of classrooms. The CCR Strengths and Needs Fall Survey data will be shared with staff and parents at their upcoming VIP meetings, resources will also be provided based upon the data. There will be a Ready Rosie Workshop on January 23, 2020 from 10:00 a.m. to 11:30 a.m. The theme of the workshop will be, *Relationships Matter*.
14. **Early Head Start Partnership Report** – Rosita Curry, Child Care Partnership Program Manager
Rosita shared that Cindy Ruiz has been hired as a Family Advocate for the Taft College Partnership. Cindy is a former teacher at Taft College Children’s Center and is a resident of Taft. She has completed a series of trainings provided by Head Start support services teams. Cindy is actively meeting with families to complete applications and licensing paperwork. They are working really hard to become fully enrolled. Ms. Curry is working closely with Meghan Hall, Director of Taft College to ensure that the new partnership is successful. Ms. Curry is also working alongside Ms. Contreras to establish additional partnerships within the community. In January, the Partnership Family Advocates will kick off the year by offering *Parents on a Mission* classes. These parenting classes will provide positive skills and support for parents in helping them to become an advocate for their children.
15. **Board of Directors Representatives Report** – Yolanda Ochoa, Board of Directors Representative
Ms. Ochoa welcomed the members to the Policy Council. She shared that she was absent at last’s month’s Board of Directors meeting. However, Ms. Ochoa did state that the Board doesn’t make program decisions without the input of Policy Council. She added that the Board of Directors is engaged in all of the decision processes of the agency. Ms. Ochoa concluded by thanking the group for their participation.
16. **Director’s Report (HS/State Child Development)** – Yolanda Gonzales, Director Head Start/State Child Development
Ms. Gonzales thanked the group for their participation. She added that the Policy Council gives participants the opportunity to make decisions about their children’s education. Ms. Gonzales shared the development process of the program since the start of the new school year in August. She noted that children and staff returned for the new school year (in August), remodeling was well underway at several center, a new Policy Council was elected and much more. Ms. Gonzales shared that the agency has accomplished a lot over the past few months. She stated that the Council also supports CAPK staff and she is very thankful for their involvement and acknowledged that parent participation is what makes the program a success. Ms. Gonzales encouraged the group to remain committed to Policy Council, because without meeting quorum it would not be possible to make decisions that affect the classrooms as well as the future of the program. She added that the Human Resources Department is working on the recruitment and training of new teachers to get them ready for the classroom. In conclusion, Ms. Gonzales shared that this is a busy time of the year. This is the time when local businesses and organizations choose to “adopt” children, complete classrooms and sometimes even entire centers to make donations of gifts and other items bringing happiness and joy to children participating in the program. She directed members attention to a gift they each were given which was a CAPK duffel bag compliments of the agency.
17. **Policy Council Chairperson/Announcements** – Nila Hogan, Chairperson
Ms. Hogan expressed her appreciation to Yolanda Ochoa acknowledging the vital role Ms. Ochoa played in teaching Ms. Hogan all there was to learn about the Board of Directors and the agency as a whole. She added that Ms. Ochoa will be missed.
18. **Adjournment** –Chairperson
The meeting was adjourned at 6:54 p.m. by the chairperson. The next Policy Council meeting will be held January 28, 2020 with a light dinner at 5:00 p.m. and the meeting to begin at 5:30 p.m. at CAPK Administrative offices.