DATE	June 4, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 2nd Floor Executive Conference Room 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 146 102 17#

Executive Committee Agenda

Per Governor's Executive Order N-25-20, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

1. **Call to Order**

2. **Roll Call**

Janea Benton	Nila Hogan	Guadalupe Perez
Curtis Floyd	Jonathan Mullings	Fred Plane

3. **Public Comments**

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.

4. **New Business**

a.	Cost of Living Adjustment (COLA) for All Employee Wages – ***Action Item (p. 3-15)***	Tracy Webster, Chief Financial Officer
b.	Kern Head Start / Early Head Start Carryover Requests 2021 - ***Action Item (p. 16-19)***	Jerry Meade, Assistant Director of Head Start - Program
c.	Request to Approve 2021-2022 California Department of Education Program Contracts (CMAP, CSPP, CMIG, CMSS, CCTR) – ***Action Item (p. 20-28)***	Yolanda Gonzales, Director of Head Start / State Child Development
d.	Discussion and Direction on Property Purchase Located at 4032 Jewett Ave. – ***Action Item***	Jeremy Tobias, Chief Executive Officer

5. **Committee Member Comments**

6. **Closed Session**

7. **Closed Session Report**

8. **Next Scheduled Meeting**

Executive Committee
12:00 pm
Wednesday, July 21, 2021
5005 Business Park North
Bakersfield, CA 93309

9. 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, June 1, 2021. Paula Daoutis, Administrative Coordinator.

MEMORANDUM

TO: Executive Committee

FROM: Tracy Webster, Chief Financial Officer

DATE: June 4, 2021

RE: *Agenda Item 4a:* Cost of Living Adjustment (COLA) for All Employee Wages – **Action Item**

The Board of Directors previously approved the applications to receive the 1.22% COLA for Kern Head Start and San Joaquin Early Head Start. Both of these applications have been received and approved by the Office of Head Start. The approval for COLA is retroactive to the full contract year starting March 1, 2021. However, the budgets for each of these programs can accommodate a further increase up to a 2.0% COLA

The agency has occasionally offered higher COLA rates beyond the Head Start amount. CAPK leadership is proposing 2.0% to elevate staff who have worked tirelessly during the pandemic.

In addition, it is the intention of the agency to eliminate the sick leave payout for the upcoming fiscal period. The sick leave payout has historically benefited exempt management staff. Non-exempt hourly staff do not participate in the sick leave payout program. Due to this lack of equity, CAPK leadership is proposing the elimination of this program and an escalation of the Cost-of-Living Adjustment to 2.0% over the proposed 1.22%. The following represents the historic participation in the sick leave payout:

Year	Non-Exempt	Exempt	Total
2019	58	28	89
2020	114	39	153

CAPK leadership intends to propose the full elimination of the sick leave payout policy during the June Personnel Committee. At the same time, leadership will bring a new Catastrophic Leave Policy and revised Vacation Leave Policy for exempt staff.

With respect to the Cost-of-Living Adjustment, leadership proposing a universal 2.0% wage adjustment for all employees in the Head Start family of programs. The Head Start family of programs, comprising Head Start, Early Head Start, State Childcare, Central Kitchen, Partnerships and San Joaquin County includes approximately 600 employees of the CAPK total 900 employees.

Historically, we have not been able to offer a regular schedule of COLA increases to our employees. We are bound by federal and state budgets and ultimately contracts that dictate our funding levels. Occasionally one of our funding sources approves a budget increase specifically

designated for an employee wage COLA. When that does occur, especially in a large group such as Head Start, we utilize and leverage the increase to spread a COLA to the entire CAPK staff. The most recent COLA approved for employee wages was a 2.0% increase effective March 2020, a 1.77% increase effective March 2019 and a 2.6% increase effective in March 2018.

The Division Directors and Program Managers routinely work at planning and budgeting for a possible COLA. All program budgets included a wage COLA in their operational budgets for the 2021-22 budget year. The effective date of the COLA for each program or contract may vary, depending on each contract's requirements and funding levels.

Recommendation:

Staff recommends approval to implement the agency-wide COLA of 2.0% retroactive to March 1, 2021. This increase would not apply to the Chief Executive Officer. Staff recommends that the COLA be applied with the attached effective dates subject to each individual contract requirements and funding levels. Staff also recommends that CAPK leadership provide the Personnel Committee with the proposal to eliminate of the Sick-Leave Pay Out Policy in the month of June 2021.

Attachments:
Resolution No. 2021-08
Attachment A
2021-22 CAPK Compensation Schedule

RESOLUTION # 2021-08

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Cost-of-Living Adjustment (COLA) For CAPK Head Start Staff And Staff Not Covered with the Head Start / Early Head Start COLA

The Executive Committee of Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met remotely on June 4, 2021, 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 Head Start / Early Head Start programs will submit a 2.0 percent Cost of Living Adjustment (COLA) funding application for the Head Start / Early Head Start Kern (09CH011132); Early Head Start Child Care Partnership and Expansion (09HP000163); and the Early Head Start San Joaquin (09CH010071); and

WHEREAS, the Executive Leadership Staff identified all employees are not covered by the Head Start / Early Head Start COLA, and recommends a similar COLA as detailed in Attachment "A".

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to initiate a wage COLA for CAPK staff covered by the Head Start funding and staff not covered by the Head Start / Early Head Start COLA, and as detailed in Attachment "A".

APPROVED by a majority vote of the Executive Committee of the Board of Directors of Community Action Partnership of Kern, this 4th day of June 2021.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

Agenda Item VI (e): Cost of Living Adjustment (COLA) for all employee wages: Resolution No. 2021-XX Attachment A

COMMUNITY ACTION PARTNERSHIP OF KERN
Cost of Living Adjustment (COLA)
FISCAL YEAR 2021/22

	% COLA		RETRO	
Fund Description	**Effective Date**	**Pay Date**	**Effective Day**	**Pay Date**
Migrant Childcare Alternative Payment	6/30/2021	TBD by Payroll	3/1/2021	TBD by Payroll
WIC Family	6/30/2021	TBD by Payroll	3/1/2021	TBD by Payroll
East Kern Family	6/30/2021	TBD by Payroll	3/1/2021	TBD by Payroll
Senior Food Program	6/30/2021	TBD by Payroll	3/1/2021	TBD by Payroll
Youth Centers Family	6/30/2021	TBD by Payroll	3/1/2021	TBD by Payroll
Energy Family	6/30/2021	TBD by Payroll	3/1/2021	TBD by Payroll
211 Family	6/30/2021	TBD by Payroll	3/1/2021	TBD by Payroll
CSBG Funds *(Includes the Food Bank, Friendship House, VITA, Shafter Youth Center, and 211)*	6/30/2021	TBD by Payroll	3/1/2021	TBD by Payroll
Indirect Fund	6/30/2021	TBD by Payroll	3/1/2021	TBD by Payroll
Employee Cost Pool	6/30/2021	TBD by Payroll	3/1/2021	TBD by Payroll
Head Start & State Child Care Family	6/30/2021	TBD by Payroll	3/1/2021	TBD by Payroll

NOTES:
1.) EFFECTIVE DATE: In order to be elibigle for the COLA and the retroactive payment(s), employees must be employed on the effective date. Those that are not an active employee on the effective date will not receive the COLA or any retroactive payment(s).
2.) TBD BY PAYROLL: Payroll will determine the pay date for the retro-active payments, and will begin applying the COLA approved rates by program as identified in this document on the effective date.
3.) All effective and retro-active dates and increase are contingent upon the approval of the Head Start program COLA increase.
4.) All effective and retro-active COLA increases are subject to the individual contract provisions of each program. Some program contracts may not permit COLA salary increases and/or retro-active payments.

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
2021-22
Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
211 Program Specialist	6	
211 Supervisor - 211/Operations	8	X
Accountant - Finance	9	
Accountant II - Finance	10	
Accounting Clerk - Finance	5	
Accounting Manager - Finance	11	X
Accounting Specialist	8	
Accounting Technician	8	
Activity Specialist - FHCC SYC - Community Development	4	
Administrative Analyst	9	
Administrative Assistant - FHCC - Community Development	6	
Administrative Assistant - Head Start	6	
Administrative Assistant - Community Development	1	
Administrative Assistant - VITA	1	
Administrative Clerk - Food Bank - Health Nutrition	1	
Administrative Clerk - MCAP - Health & Nutrition	1	
Administrative Coordinator - CEO/Administration	9	
Agency Relations Coordinator - Food Bank	8	
Assessor - Energy	7	
Assistant Director of EHS - San Joaquin	13	X
Assistant Director of Head Start/ State Child Development	13	X
Assistant Director of Operations	13	X
Assistant Teacher - Head Start	2	
Assistant Teacher Substitute - Head Start	2	
Assistant to the Director	8	
Assistant to the Director Head Start / State Child Development	8	
Associate Director of Development	12	
Associate Teacher - Head Start	3	
Associate Teacher Floater- Head Start	3	
Attendance Coordinator	9	X
Attendance Technician	5	
Benefits Specialist - HR	9	
Billing Technician - Energy	6	
Breastfeeding Education Coordinator - WIC	10	
Business Contracts Specialist - Operations	9	
Business Manager - Operations	11	X

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
2021-22
Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
Business Technician - Operations	8	
Cal Fresh Health Living Health Educator	8	
Cal Fresh Health Living Program Assistant	4	
Cal Fresh Health Living Program Coordinator	10	
Cal Fresh Health Living Program Administrator	12	X
Case Manager - Eastern Kern Resource Center - Health& Nutrition	6	
Chief Financial Officer	16	X
Chief Program Officer	16	X
Child Care Partnership Program Manager	11	X
Community Development Specialist - Comm. Development	8	
Content Area Specialist - Disabilities	8	
Content Area Specialist - Health	8	
Content Area Specialist - Nutrition	8	
Content Area Specialist - Wellness	8	
Controller	14	X
Cook - Central Kitchen - Health & Nutrition	2	
Coordinated Entry Services (CES) Supervisor	9	X
CSFP Coordinator	7	
CSFP Program Assistant - Food Bank - Health & Nutrition	4	
Curriculum Specialist	8	
Custodian Head Start	1	
Data Analyst - Head Start	8	
Data Entry Clerk - San Joaquin	2	
Data Entry Technician - Energy	2	
Development Specialist - 211	6	
Director of Administration	14	X
Director of Community Development	14	X
Director of Head Start/ State Child Development	14	X
Director of Health & Nutrition	14	X
Director of Human Resources	14	X
Director of Operations	14	X
Driver - Food Bank - Health & Nutrition	1	
Early Childhood Educator/Case Manager - EKFRC - Health & Nutrition	6	
Early Head Start Teacher AA Degree - Head Start	5	
Early Head Start Teacher BA Degree - Head Start	7	
East Kern Family Resource Center Program Supervisor - Health & Nutrition	9	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
2021-22
Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
Education Coordinator - Head Start	9	X
Education Manager - Head Start	10	X
Education Support Services Administrator - Head Start	12	X
EHS Assistant Teacher - Head Start	2	
EHS Program Coordinator	11	X
Eligibility Specialist - Energy	6	
Eligibility Technician - Energy	3	
Enrollment and Attendance Coordinator	9	X
Enrollment and Attendance Manager	10	X
Enrollment Specialist	8	
Enrollment Technician	5	
Equipment Supply Clerk - WIC	1	
Facilities Specialist - Operations	8	
Facility Manager - Operations	10	X
Family Advocate	5	
Family Engagement Specialist	8	
Family Service Coordinator - MCAP - Health & Nutrition	9	
Family Service Specialist - MCAP - Health Nutrition	8	
Family Service Worker I - Head Start	5	
Family Service Worker II - Head Start	6	
Family Services & Disability Supervisor - Head Start	9	X
Finance Manager	11	X
Fingerprint Clerk	5	
Fiscal Administrator - Head Start	12	X
Fiscal Coordinator - Energy	9	X
Fiscal Specialist - Head Start	9	
Fiscal Specialist - Operations	7	
Fiscal Technician - Energy	5	
Food Production Driver - Central Kitchen - Health & Nutrition	2	
Food Production Supervisor	7	
Food Service Administrator - Central Kitchen - Health & Nutrition	12	
Food Service Clerk - Central Kitchen - Health & Nutrition	2	
Food Service Manager - Central Kitchen - Health & Nutrition	11	X
Food Service Technician - Central Kitchen - Health & Nutrition	5	
Food Service Worker - Head Start	1	
Food Services Supervisor - Central Kitchen - Health & Nutrition	7	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
2021-22
Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
Food Sourcer - Food Bank - Health & Nutrition	7	
Health & Nutrition Supervisor - Head Start	9	X
Health & Safety Supervisor - HR	10	X
Health Coordinator - Head Start	8	
Health Educator - SYC - Community Development	8	
Health Service Nurse - Head Start	8	
Home Base Educator - Head Start	6	
Home Base Educator EHS - Head Start	6	
Home Base Supervisor - Head Start	8	
Home Visiting Initiative Home Visitor	6	
Home Visiting Initiative Liaison	9	
Home Visiting Initiative Program Manager	11	X
Homeless Food Prep Assistant	2	
Homeless Food Prep Lead	2	
Homeless Navigator	4	
Homeless Operations Supervisor	8	X
Homeless Program Coordinator	6	
Homeless Program Manager	11	X
Homeless Program Specialist	6	
Homeless Program Supervisor	8	X
Homeless Shelter Worker	2	
Homeless Volunteer Coordinator	6	
Housing Navigator - CES	6	
Housing Services Program Manager	10	X
HR Specialist - HR San Joaquin	9	
Human Resource Technician - HR	6	
Human Resources Administrator - HR	12	X
Human Resources Generalist/Recruiting Supervisor - HR	10	X
Inclusion and Wellness Coordinator	8	
Inclusion and Wellness Coordinator - San Joaquin	9	
Information & Referral Specialist -211/Operations	3	
Information Systems Business Analyst	11	X
Information Systems Specialist I - Operations	8	
Information Systems Specialist II - Operations	9	
Lead Administrative Clerk - Food Bank - Health & Nutrition	3	
Lead Driver- Central Kitchen - Health & Nutrition	3	

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
2021-22
Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
Lead Warehouse Specialist - Food Bank - Health & Nutrition	6	
Local Vendor Liaison - WIC	8	
Maintenance Supervisor - Operations	9	X
Maintenance Technician I - Operations	2	
Maintenance Technician II - Operations	3	
Mentor Coach - Head Start	8	
Mentor Coach II - Head Start	8	
Nutrition Education Coordinator - WIC	11	X
Office Assistant - EKFRC - Health Nutrition	1	
Operations Coordinator - WIC	9	
Operations Supervisor - Food Bank - Health & Nutrition	9	
Operations Technician - Energy	5	
Outreach & Public Relations Coordinator - WIC	7	
Outreach and Advocacy Coordinator	10	X
Outreach and Grant Administrator - Community Development	12	X
Outreach Specialist - Energy	6	
Outreach Specialist - Food Bank - Health & Nutrition	6	
Partnership Administrator	12	X
Partnership Coordinator - EHS- Head Start	11	X
Payroll Specialist - Finance	8	
Payroll/HRIS Administrator - Finance	12	X
Professional Development Coordinator	8	X
Professional Development Technician	4	
Program Administrator - Energy	12	X
Program Assistant - Head Start	3	
Program Assistant/Translator Head Start	4	
Program Coordinator Coordinated Entry Systems	8	X
Program Design & Management Administrator - Head Start	12	X
Program Education Assistant - Head Start	3	
Program Educator - FHCC - Comm. Development	8	
Program Educator - Housing Services	6	
Program Governance Coordinator - Head Start	8	
Program Administrator - Food Bank	12	X
Program Administrator - MCAP	12	X
Program Manager - 211	9	X
Program Manager - Americorps	10	X

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
2021-22
Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
Program Manager - Energy	11	X
Program Manager - FHCC - Comm. Development	9	X
Program Manager - Head Start	11	X
Program Manager - SYC - Comm. Development	9	X
Program Manager - WIC	11	X
Program Manager VITA - Comm. Development	9	X
Program Specialist Coordinated Entry System	6	
Quality Assurance Assistant	3	
Quality Assurance Coordinator	8	
Quality Assurance Manager	10	X
Quality Assurance Technician	4	
Receptionist - Administration	3	
Receptionist - WIC	3	
Regional Breast Feeding Liaison - WIC	9	
Regional Breast Feeding Liaison Assistant - WIC	4	
Rental Assistance Program Supervisor	9	X
Resource & Outreach Coordinator - Community Development	8	
Risk Management Supervisor - Operations	9	X
Senior Community Development Specialist	9	X
Senior Information and Referral Specialist - 211/Operations	4	
Services Clerk - MCAP - Health & Nutrition	1	
Shift Leader - Central Kitchen - Health & Nutrition	2	
Site Coordinator - VITA - Community Development	6	
Site Supervisor I - Head Start	7	
Site Supervisor II - Head Start	8	
Staff Development Coordinator - WIC	10	
Staffing Specialist - HR	8	
Subsidized Reimbursement Coordinator - MCAP - Health & Nutrition	9	
Subsidized Reimbursement Specialist - MCAP - Health & Nutrition	8	
Teacher - AADegree - Head Start	5	
Teacher - BA Degree - Head Start	7	
Teacher Floater - AA Degree - Head Start	5	
Teacher Floater - BA Degree - Head Start	7	
Technology Services Manager - Operations	11	X
Transport Driver	2	
Utility Assistance & Outreach Manager - Energy	10	X

COMMUNITY ACTION PARTNERSHIP OF KERN

COMPENSATION SCHEDULE
2021-22
Effective March 1, 2021

Job Classification/Position Title	Salary Grade	Exempt Status
Utility Assistance Supervisor - Energy	8	
Warehouse Operations Coordinator Food Bank	8	
Warehouse Specialist - Food Bank - Health & Nutrition	3	
Weatherization Inspector - Energy	9	
Weatherization Installer - Energy	6	
Weatherization Manager - Energy	11	X
Weatherization Scheduler	3	
WIC Administrative Coordinator	10	
WIC Clerk - WIC	1	
WIC Degreed Nutritionist - WIC	9	
WIC Nutrition Assistant - WIC	2	
WIC Nutrition Assistant II - WIC	2	
WIC Nutrition Assistant III - WIC	3	
WIC Nutrition Assistant IV - WIC	4	
WNA/Peer Counselor - WIC	2	
WNAIII/Peer Counselor Supervisor - WIC	3	
WNAIII/Peer Counselor Support - WIC	2	

SEIU BARGAINING UNIT COMPENSATION SCHEDULE
2021-22 - 2.0% COLA

Board Approved: TBD

UNIT A

Head Start Teacher	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Permit	17.69	-	-	-	-	-	-	-
AA	20.81	21.12	21.44	21.76	22.09	-	-	-
BA	22.52	22.86	23.20	23.55	23.90	24.26	24.62	24.99
EHS Teacher								
Permit	17.69	-	-	-	-	-	-	-
AA	20.81	21.12	21.44	21.76	22.09	-	-	-
BA	22.52	22.86	23.20	23.55	23.90	24.26	24.62	24.99
Head Start Associate								
Permit	16.08	-	-	-	-	-	-	-
AA	17.69	17.96	18.23	18.50	18.78	-	-	-
Family Service Worker I	16.39	16.64	16.89	17.14	17.40	-	-	-
Family Service Worker II	17.69	17.96	18.23	18.50	18.78	-	-	-
Assistant Teacher	14.28	-	-	-	-	-	-	-
Food Service Worker	14.28	-	-	-	-	-	-	-

UNIT B	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Food Production Driver	15.19	15.42	15.65	15.88	16.12	-	-	-
Lead Production Driver	16.86	17.11	17.37	17.63	17.89	-	-	-
Shift Leader	16.86	17.11	17.37	17.63	17.89	-	-	-
Cook	14.61	14.83	15.05	15.28	15.51	-	-	-
Custodian	14.28	-	-	-	-	-	-	-

UNIT C	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Maintenance Tech I	15.92	16.16	16.40	16.65	16.90	-	-	-
Maintenance Tech II	17.11	17.37	17.63	17.89	18.16	-	-	-

2.00%

Community Action Partnership of Kern

2021-22 - PROPOSED 2.0% COLA

Board Approved: TBD

Compensation Structure							
Grade	Annual Breakdown*				Hourly Breakdown		
	Minimum	Midpoint	Maximum		Minimum	Midpoint	Maximum
17	$142,729.60	$178,380.80	$214,073.60		$68.62	$85.76	$102.92
16	$124,113.60	$155,105.60	$186,139.20		$59.67	$74.57	$89.49
15	$107,931.20	$134,888.00	$161,886.40		$51.89	$64.85	$77.83
14	$93,828.80	$117,291.20	$140,774.40		$45.11	$56.39	$67.68
13	$81,598.40	$101,982.40	$122,387.20		$39.23	$49.03	$58.84
12	$70,969.60	$88,691.20	$106,433.60		$34.12	$42.64	$51.17
11	$61,713.60	$77,147.20	$92,580.80		$29.67	$37.09	$44.51
10	$53,684.80	$67,059.20	$80,496.00		$25.81	$32.24	$38.70
9	$46,633.60	$58,344.00	$70,012.80		$22.42	$28.05	$33.66
8	$40,601.60	$50,710.40	$60,860.80		$19.52	$24.38	$29.26
7	$37,481.60	$44,096.00	$50,710.40		$18.02	$21.20	$24.38
6	$34,860.80	$41,038.40	$47,174.40		$16.76	$19.73	$22.68
5	$32,427.20	$38,168.00	$43,867.20		$15.59	$18.35	$21.09
4	$30,160.00	$35,547.20	$40,851.20		$14.50	$17.09	$19.64
3	$29,120.00	$33,030.40	$38,001.60		$14.00	$15.88	$18.27
2	$29,120.00	$30,700.80	$35,318.40		$14.00	$14.76	$16.98
1	$29,120.00	$29,120.00	$32,843.20		$14.00	$14.00	$15.79

* Based on 2,080 annual hours

Updated: 5/25/2021

MEMORANDUM

To: Executive Committee

From: Jerry Meade, Head Start Assistant Director - Program

Date: June 4, 2021

Subject: Kern Head Start /Early Head Start Carryover Requests 2021– ***Action Item***

The Head Start and State Child Development division is requesting carryover requests for the HS/EHS Kern and EHS Childcare Partnership grants. This request will permit the transfer of the balances from budget period 2020-21 to the 2021-22 budget year. These funds will support projects from the previous budget period in which funds were originally awarded. Both of our Kern Head Start and Early Head Start program budgets carryover totals $7,456,394 Kern HS/EHS and $2,619,907 EHS Child Care Partnership. The Budget Detail in the attachment will note the quantities by grant and major category.

The majority of the HS/EHS Kern (09CH011132) remaining funds will be utilized to supplement the construction projects already approved. T&TA funds will be utilized to deliver training on Trauma Informed Care. This training is a critical component of early childhood education whose principals enable providers to better identify health risk and determine critical steps for supporting children's care. CAREs Act Funding will continue to support the purchasing of personal protective equipment and disinfecting equipment required for the COVID-19 pandemic.

The EHS Childcare Partnership (09HP000163) carryover from 2019 and remaining Base funds will be utilized to support the purchase of 4032 Jewett Ave property. The T&TA funding will be used to support a 3 Month Training Series for our Child Care Partners. The training will include Trauma Informed Care as described above, as well as other training topics. CAREs Act funding will be used for expenses that result from the pandemic.

This proposal was formulated through discussions with the Region IX Office, as well as with members of our Board of Directors. In consultation with Finance, we have determined that the un-obligated balance is equal to the amount that is being requested. These consultations have supported CAPK's request to carryover the $10,076,301 balance into the 2021-2022 fiscal year.

These projects align with CAPK's strategic goal to support school readiness by increasing the number of classrooms and supporting the delivery of services. The Office of Head Start has approved the funding for the construction projects and construction will begin in the coming weeks when the budget carryover has been awarded. Staff have started the appropriate approval requirements the facility purchase, pending approval from the Office of Head Start.

Recommendation

Staff recommends the Executive Committee approves with resolution the submission of the Head Start and Early Head Start Carryover Requests 2021 fiscal year.

Attachment:

Resolution #2021-09

Kern Carryover Budget Detail -21

RESOLUTION # 2021-09

A Resolution of the Board of Directors
of the Community Action Partnership of Kern
Approving the Carry Over Requests for Head Start / Early Head Start
Child Care Partnerships

The Executive Committee of the Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met virtually on June 4, 2021, 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 Head Start and Early Head Start Kern Grant #09CH011132 and Early Head Start Child Care Partnerships #09HP00163 has requested to submit a Carryover Request for the 2021-2022 budget year; and Early Head Start Child Care Partnerships #09HP00163

WHEREAS, the Head Start and Early Head Start Kern Grant #09CH011132 seeks a budget carryover of $7,456,394; and Early Head Start Child Care Partnerships #09HP00163 seeks a budget carryover of $2,619,907

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

NOW, THEREFORE, be it resolved that the Executive Committee of the Board of Directors hereby authorizes the Chief Executive Officer, to act on behalf of the Board as CAPK's representative signatory with regard to the Carry Over requests and any related documents.

APPROVED by a majority vote of the Executive Committee of the Board of Directors of Community Action Partnership of Kern, this 4th day of June 2021.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

Community Action Partnership of Kern

Head Start Early Head Start Kern Budget Detail:

Carryover Request Utilizing the Budget to Actual Report

Budget Period: March 1, 2020 - February 28, 2021

BASE FUNDS	BUDGET		ACTUAL		REMAINING		CARRYOVER	
	HS	EHS	HS	EHS	HS	EHS	HS	EHS
PERSONNEL	9,818,776	4,462,290	8,793,543	4,388,817	1,025,233	73,473	0	0
FRINGE BENEFITS	3,060,914	1,659,459	2,701,501	1,232,129	359,413	427,330	0	0
TRAVEL	0	0	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0
SUPPLIES	544,252	390,472	579,317	302,726	(35,065)	87,746	0	0
CONTRACTUAL	110,999	37,099	114,577	33,277	(3,578)	3,822	0	0
CONSTRUCTION	0	610,998	0	0	0	610,998	756,617	1,287,581
OTHER	2,688,652	953,456	3,343,349	985,694	(654,697)	(32,238)	0	0
TOTAL DIRECT COST	16,223,593	8,113,774	15,532,287	6,942,643	691,306	1,171,131	756,617	1,287,581
INDIRECT	1,561,956	799,530	1,496,645	683,080	65,311	116,450	-	-
TOTAL	**17,785,549**	**8,913,304**	**17,028,932**	**7,625,723**	**756,617**	**1,287,581**	**756,617**	**1,287,581**

TRAINING AND TECHNICAL	BUDGET		ACTUAL		REMAINING		CARRYOVER	
	HS	EHS	HS	EHS	HS	EHS	HS	EHS
TRAVEL	45,136	36,140	2,035	843	43,101	35,297		
SUPPLIES	23,986	6,807	12,132	4,443	11,854	2,364	2,295	1,168
CONTRACTUAL	10,005	7,169	4,125	5,918	5,880	1,251	15,000	13,000
OTHER	82,315	103,144	105,855	102,265	(23,540)	879	20,000	26,000
TOTAL DIRECT COST	161,442	153,260	124,147	113,469	37,295	39,791	37,295	40,168
INDIRECT	16,144	15,326	12,391	10,932	3,753	4,394	3,753	4,017
TOTAL	**177,586**	**168,586**	**136,538**	**124,401**	**41,048**	**44,185**	**41,048**	**44,185**

CARRYOVER	BUDGET		ACTUAL		REMAINING		CARRYOVER	
	HS	EHS	HS	EHS	HS	EHS	HS	EHS
CONSTRUCTION	1,874,586	3,178,199	131,938	116,393	1,742,648	3,061,806	1,547,718	3,032,724
OTHER	0	0	36,541	26,441	(36,514)	(26,441)	0	0
TOTAL DIRECT COST	1,874,586	3,178,199	168,479	142,834	1,706,134	3,035,365	1,547,718	3,032,724
INDIRECT	0	0	3,644	2,641	(3,644)	(2,641)	154,772	0
TOTAL	**1,874,586**	**3,178,199**	**172,123**	**145,475**	**1,702,490**	**3,032,724**	**1,702,490**	**3,032,724**

COVID CARES	BUDGET		ACTUAL		REMAINING		CARRYOVER	
	HS	EHS	HS	EHS	HS	EHS	HS	EHS
PERSONNEL	0		205,656	86,606	(205,656)	(86,606)	100,000	2,000
FRINGE BENEFITS	0		29,287	12,968	(29,287)	(12,968)	16,442	700
SUPPLIES	631,304	213,789	335,969	146,868	295,335	66,921	200,000	55,000
OTHER	420,869	142,527	30,368	24,760	390,500	117,767	135,892	27,920
TOTAL DIRECT COST	1,052,173	356,316	601,280	271,202	450,892	85,114	452,334	85,620
INDIRECT	105,217	35,632	58,542	26,564	46,675	9,068	45,233	8,562
TOTAL	**1,157,390**	**391,948**	**659,822**	**297,766**	**497,567**	**94,182**	**497,567**	**94,182**

Total Carry Over	2,997,722	4,458,672
Grand Total Carry Over		**7,456,394**

Revised 5/26/2021

Community Action Partnership of Kern

EHS Child Care Partnership Budget Detail:

Carryover Request Utilizing the Budget to Actual Report

Budget Period: March 1, 2020 - February 28, 2021

BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**CARRYOVER**
PERSONNEL	761,292	477,486	283,806	
FRINGE BENEFITS	222,791	101,910	120,881	
SUPPLIES	28,175	54,890	26,715	
CONTRACTUAL	1,030,071	496,868	533,203	
CONSTRUCTION	0	0	0	993,618
OTHER	143,707	152,278	8,571	
TOTAL DIRECT COSTS	2,186,036	1,283,432	902,604	993,618
INDIRECT	212,371	121,357	91,014	-
TOTAL	**2,398,407**	**1,404,789**	**993,618**	**993,618**
TRAINING & TECHNICAL ASSISTANCE	**BUDGET**	**ACTUAL**	**REMAINING**	**CARRYOVER**
TRAVEL	5,294	0	5,294	
SUPPLIES	16,391	481	15,910	16,000
CONTRACTUAL	0	2,750	2,750	14,000
OTHER	29,393	3,726	25,667	14121
TOTAL DIRECT COSTS	51,078	6,957	44,121	44,121
INDIRECT	5,107	695	4,412	4,412
TOTAL	**56,185**	**7,652**	**48,533**	**48,533**
CARRYOVER	**BUDGET**	**ACTUAL**	**REMAINING**	**CARRYOVER**
SUPPLIES	229,928	29,778	200,150	0
CONSTRUCTION	566,959	0	566,959	1,465,454
OTHER	565,121	0	565,121	0
TOTAL DIRECT COSTS	1,362,008	29,778	1,332,230	1,465,454
INDIRECT	136,201	2,977	133,224	0
TOTAL	**1,498,209**	**32,755**	**1,465,454**	**1,465,454**
COVID CARES	**BUDGET**	**ACTUAL**	**REMAINING**	**CARRYOVER**
PERSONNEL	0	7,541	(7,541)	
FRINGE BENEFITS	0	1,056	(1,056)	
SUPPLIES	91,077	9,096	81,981	50,000
OTHER	30,359	1,680	28,679	52,093
TOTAL DIRECT COSTS	121,436	19,373	102,063	102,093
INDIRECT	12,143	1,904	10,239	10,209
TOTAL	**133,579**	**21,277**	**112,302**	**112,302**

Grand Total Carry Over	**2,619,907**

Revised 5/26/2021

MEMORANDUM

To: Executive Committee

From: Yolanda Gonzales, Director of Head Start/State Child Development
Carmen Segovia, Director of Health and Nutrition

Date: June 4, 2021

Subject: Request to Execute the Fiscal Year 2021-2022 California Department of Education (CDE) Programs Contracts (CMAP, CSPP, CMIG, CMSS, CCTR) – **Action Item**

CAPK is requesting approval to execute the 2021 – 2022 fiscal year contracts. This fiscal year represents a continuation of existing services. The intent of the program is to continue to provide community-based services under the Migrant Alternative Payment, State Preschool, Migrant Child Care/Specialized Services, and General Child Care grants. The CDE grant will support services that are also currently funded by OHS and USDA. The funding levels for the period 07/01/2021 through 06/30/2022 are as follow:

- Migrant Alternative Payment (CMAP): $9,584,682
- State Preschool (CSPP): $4,367,697
- Migrant Child Care (CMIG): $262,661
- Migrant Specialized Services (CMSS): $39,399
- General Child Care (CCTR): $3,535,022

With these contracts, CAPK will manage the Head Start Approach to School Readiness through the application of early learning theories and practices, as well as provide childcare services to migrant agriculturally working families. Non-federal share details noted within the budget of each Head Start program that receives CDE funding will indicate program costs supported by CAPK. This program supports state and county efforts to improve communities by promoting educational opportunities and social services that enrich the lives of children and their families.

Recommendation

Staff recommends the Executive Committee authorize the Chief Executive Officer, to act on behalf of the Board as CAPK's representative signatory with regard to the State Preschool (CSPP), General Child Care (CCTR), Migrant Child Care (CMIG), Migrant Specialized Services (CMSS), and Migrant Alternative Payment (CMAP) contracts and any subsequent amendments during the contract period.

Attachments:
Resolution 2021–10
Contracts (CMAP, CSPP, CMIG, CMSS, CCTR)

RESOLUTION # 2021-10

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Execution of the 2021-2022 California Department of Education Contracts

The Executive Committee of the Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met virtually on June 4, 2021, 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, program is requesting authorization to execute the California Department of Education contracts for State Preschool (CSPP), Migrant Child Care (CMIG), General Child Care (CCTR), Migrant Specialized Services (CMSS) and Migrant Alternative Payment (CMAP) from July 1, 2021 through June 30, 2022; and

WHEREAS, the California Department of Education requires that an authorized signatory be named for the CDE contracts: and

NOW, THEREFORE, be it resolved that the Executive Committee of the CAPK Board of Directors of hereby authorizes the Chief Executive Officer, to act on behalf of the Board as CAPK's representative signatory with regard to the State Preschool (CSPP), General Child Care (CCTR), Migrant Child Care (CMIG), Migrant Specialized Services (CMSS), and Migrant Alternative Payment (CMAP) contracts and any subsequent amendments during the contract period.

APPROVED by a majority vote of the Executive Committee of the Board of Directors of Community Action Partnership of Kern, this 4th day of June 2021.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date

STATE OF CALIFORNIA

F.Y. 21 - 22

DATE: July 01, 2021

CONTRACT NUMBER: CMAP-1000

PROGRAM TYPE: MIGRANT ALTERNATVE PAYMENT

PROJECT NUMBER: 15-Y320-00-1

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

STATE AGENCY: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC04/2017)*; the MIGRANT ALTERNATIVE PAYMENT PROGRAM REQUIREMENTS*; and the FUNDING TERMS AND CONDITIONS (FT&C)*, which are by this reference made a part of this Agreement. Where the GTC04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this contract is contingent upon appropriation and availability of sufficient funds. This contract may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this contract.

The period of performance for this contract is July 01, 2021 through June 30, 2022. For satisfactory performance of the required services, the contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, for the Maximum Reimbursable Amount (MRA) of $9,584,682.00. During the term of this contract, the MRA may be adjusted through an Allocation Letter issued to the Contractor by State Agency.

SERVICE REQUIREMENTS
Operation (MDO) Requirement 248

Any provision of this contract found to be in violation of Federal or State statute or regulation shall be invalid but such a finding shall not affect the remaining provisions of this contract.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. Amendments to any of these asterisked documents during the term of this contract shall be incorporated by reference as of the date issued by State Agency without need for formal amendment. These documents can be viewed at https://www.cdss.ca.gov/inforesources/cdss-programs/calworks-child-care/child-care-transition.

STATE OF CALIFORNIA	**CONTRACTOR**
BY (AUTHORIZED SIGNATURE)	BY (AUTHORIZED SIGNATURE)
PRINTED NAME OF PERSON SIGNING	PRINTED NAME AND TITLE OF PERSON SIGNING Jeremy T. Tobias, Chief Executive Officer
TITLE Manager or Agent for CDSS	ADDRESS 5005 Business Park North Bakersfield, CA 93309

AMOUNT ENCUMBERED BY THIS DOCUMENT $ 9,584,682	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE	Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT $ 0	(OPTIONAL USE) See Attached			
TOTAL AMOUNT ENCUMBERED TO DATE $ 9,584,682	ITEM See Attached	CHAPTER	STATUTE	FISCAL YEAR
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.			T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER See Attached			DATE	

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

CONTRACT NUMBER: CMAP-1000

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)			FUND TITLE
$ 5,411,000	Child Development Programs			Federal
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE)0656	FC# 93.575	PC# 000324	
$ 0	13968-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.004	CHAPTER	STATUTE	FISCAL YEAR
$ 5,411,000	5180-101-0890	B/A	2021	2021-2022
	OBJECT OF EXPENDITURE (CODE AND TITLE)			
	706 SACS: Res-0000 Rev-0000			

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)			FUND TITLE
$ 4,173,682	Child Development Programs			General
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE)0656			
$ 0	23036-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.004	CHAPTER	STATUTE	FISCAL YEAR
$ 4,173,682	5180-101-0001	B/A	2021	2021-2022
	OBJECT OF EXPENDITURE (CODE AND TITLE)			
	706 SACS: Res-6065 Rev-8530			

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.	T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER	DATE	

CALIFORNIA DEPARTMENT OF EDUCATION

F.Y. 21 - 22

DATE: July 01, 2021

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACT NUMBER: CSPP-1123
PROGRAM TYPE: CALIFORNIA STATE PRESCHOOL PROGRAM
PROJECT NUMBER: 15-Y320-00-1

STATE AGENCY: CALIFORNIA DEPARTMENT OF EDUCATION
CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC04/2017)*; the CALIFORNIA STATE PRESCHOOL PROGRAM REQUIREMENTS*; the FUNDING TERMS AND CONDITIONS (FT&C)* and any subsequent changes to the FT&C*, which are by this reference made a part of this Agreement. Where the GTC04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this contract is contingent upon appropriation and availability of sufficient funds. This contract may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this contract.

The period of performance for this contract is July 01, 2021 through June 30, 2022. For satisfactory performance of the required services, the contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed $49.85 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of $4,367,697.00. During the term of this contract, the MRA may be adjusted through an Allocation Letter issued to the Contractor by State Agency.

SERVICE REQUIREMENTS
Minimum Child Days of Enrollment (CDE) Minimum Days of Operation (MDO) Requirement 246 87,617.0

Any provision of this contract found to be in violation of Federal or State statute or regulation shall be invalid but such a finding shall not affect the remaining provisions of this contract.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. Amendments to any of these asterisked documents during the term of this contract shall be incorporated by reference as of the date issued by State Agency without need for formal amendment. These documents can be viewed at http://www.cde.ca.gov/fg/aa/cd/ftc2021.asp.

STATE OF CALIFORNIA	**CONTRACTOR**
BY (AUTHORIZED SIGNATURE)	BY (AUTHORIZED SIGNATURE)
PRINTED NAME OF PERSON SIGNING: Jaymi Brown,	PRINTED NAME AND TITLE OF PERSON SIGNING: Jeremy T. Tobias, Chief Executive Officer
TITLE: Contract Manager	ADDRESS: 5005 Business Park North Bakersfield, CA 93309

AMOUNT ENCUMBERED BY THIS DOCUMENT: $ 4,367,697	PROGRAM/CATEGORY (CODE AND TITLE): Child Development Programs		FUND TITLE: General	Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT: $ 0	(OPTIONAL USE) 0656 25451-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE: $ 4,367,697	ITEM 30.10.020.001 6100-194-0001	CHAPTER: B/A	STATUTE: 2021	FISCAL YEAR: 2021-2022
	OBJECT OF EXPENDITURE (CODE AND TITLE): 706 SACS: Res-0000 Rev-0000			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.			T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER			DATE	

STATE OF CALIFORNIA

F.Y. 21 - 22

DATE: July 01, 2021

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACT NUMBER: CMIG-1004
PROGRAM TYPE: MIGRANT CHILD CARE
PROJECT NUMBER: 15-Y320-00-1

STATE AGENCY: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC04/2017)*; the MIGRANT CHILD CARE AND DEVELOPMENT PROGRAM REQUIREMENTS*; the FUNDING TERMS AND CONDITIONS (FT&C)*, which are by this reference made a part of this Agreement. Where the GTC04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this contract is contingent upon appropriation and availability of sufficient funds. This contract may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this contract.

The period of performance for this contract is July 01, 2021 through June 30, 2022. For satisfactory performance of the required services, the contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed $49.54 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of $262,661.00. During the term of this contract, the MRA may be adjusted through an Allocation Letter issued to the Contractor by State Agency.

SERVICE REQUIREMENTS
Minimum Child Days of Enrollment (CDE) Minimum Days of Operation (MDO) Requirement 246 5,302.0

Any provision of this contract found to be in violation of Federal or State statute or regulation shall be invalid but such a finding shall not affect the remaining provisions of this contract.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. Amendments to any of these asterisked documents during the term of this contract shall be incorporated by reference as of the date issued by State Agency without need for formal amendment. These documents can be viewed at https://www.cdss.ca.gov/inforesources/cdss-programs/calworks-child-care/child-care-transition

STATE OF CALIFORNIA	**CONTRACTOR**
BY (AUTHORIZED SIGNATURE)	BY (AUTHORIZED SIGNATURE)
PRINTED NAME OF PERSON SIGNING	PRINTED NAME AND TITLE OF PERSON SIGNING Jeremy T. Tobias, Chief Executive Officer
TITLE Manager or Agent for CDSS	ADDRESS 5005 Business Park North Bakersfield, CA 93309

AMOUNT ENCUMBERED BY THIS DOCUMENT $ 262,661	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE General	Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT $ 0	(OPTIONAL USE) 0656 23036-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE $ 262,661	ITEM 30.10.020.004 5180-101-0001	CHAPTER B/A	STATUTE 2021	FISCAL YEAR 2021-2022
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706 SACS: Res-6065 Rev-8530			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.			T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER			DATE	

STATE OF CALIFORNIA

F.Y. 21 - 22

DATE: July 01, 2021

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACT NUMBER: CMSS-1004
PROGRAM TYPE: MIGRANT SPECIALIZED SERVICES
PROJECT NUMBER: 15-Y320-00-1

STATE AGENCY: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC04/2017)*; the MIGRANT CHILDCARE AND DEVELOPMENT PROGRAM REQUIREMENTS*; the FUNDING TERMS AND CONDITIONS (FT&C)*, which are by this reference made a part of this Agreement. Where the GTC04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this contract is contingent upon appropriation and availability of sufficient funds. This contract may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this contract.

The period of performance for this contract is July 01, 2021 through June 30, 2022. For satisfactory performance of the required services, the contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, for a Maximum Reimbursable Amount (MRA) of $39,399.00. During the term of this contract, the MRA may be adjusted through an Allocation Letter issued to the Contractor by State Agency.

Any provision of this contract found to be in violation of Federal or State statute or regulation shall be invalid but such a finding shall not affect the remaining provisions of this contract.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. Amendments to any of these asterisked documents during the term of this contract shall be incorporated by reference as of the date issued by State Agency without need for formal amendment. These documents can be viewed at https://www.cdss.ca.gov/inforesources/cdss-programs/calworks-child-care/child-care-transition.

STATE OF CALIFORNIA	CONTRACTOR
BY (AUTHORIZED SIGNATURE)	BY (AUTHORIZED SIGNATURE)
PRINTED NAME OF PERSON SIGNING	PRINTED NAME AND TITLE OF PERSON SIGNING Jeremy T. Tobias, Chief Executive Officer
TITLE Manager or Agent for CDSS	ADDRESS 5005 Business Park North Bakersfield, CA 93309

AMOUNT ENCUMBERED BY THIS DOCUMENT $ 39,399	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE General	Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT $ 0	(OPTIONAL USE) 0656 23360-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE $ 39,399	ITEM 30.10.020.004 5180-101-0001	CHAPTER B/A	STATUTE 2021	FISCAL YEAR 2021-2022
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706 SACS: Res-6070 Rev-8530			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.	B.R. NO.	
SIGNATURE OF ACCOUNTING OFFICER		DATE		

STATE OF CALIFORNIA

F.Y. 21 - 22

DATE: July 01, 2021

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACT NUMBER: CCTR-1057
PROGRAM TYPE: GENERAL CHILD CARE & DEV PROGRAMS
PROJECT NUMBER: 15-Y320-00-1

STATE AGENCY: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

This Agreement is entered into between the State Agency and the Contractor named above. The Contractor agrees to comply with the terms and conditions of the CURRENT APPLICATION; the GENERAL TERMS AND CONDITIONS (GTC04/2017)*; the GENERAL CHILD CARE AND DEVELOPMENT PROGRAM REQUIREMENTS*; the FUNDING TERMS AND CONDITIONS (FT&C)*, which are by this reference made a part of this Agreement. Where the GTC04/2017 conflicts with either the Program Requirements or the FT&C, the Program Requirements or the FT&C will prevail.

Funding of this contract is contingent upon appropriation and availability of sufficient funds. This contract may be terminated immediately by the State if funds are not appropriated or available in amounts sufficient to fund the State's obligations under this contract.

The period of performance for this contract is July 01, 2021 through June 30, 2022. For satisfactory performance of the required services, the contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, at a rate not to exceed $49.54 per child per day of full-time enrollment and a Maximum Reimbursable Amount (MRA) of $3,535,022.00. During the term of this contract, the MRA may be adjusted through an Allocation Letter issued to the Contractor by State Agency.

SERVICE REQUIREMENTS
Minimum Child Days of Enrollment (CDE) Minimum Days of Operation (MDO) Requirement 246 71,357.0

Any provision of this contract found to be in violation of Federal or State statute or regulation shall be invalid but such a finding shall not affect the remaining provisions of this contract.

Items shown with an Asterisk (*), are hereby incorporated by this reference and made part of this Agreement as if attached hereto. Amendments to any of these asterisked documents during the term of this contract shall be incorporated by reference as of the date issued by State Agency without need for formal amendment. These documents can be viewed at https://www.cdss.ca.gov/inforesources/cdss-programs/calworks-child-care/child-care-transition.

STATE OF CALIFORNIA	**CONTRACTOR**
BY (AUTHORIZED SIGNATURE)	BY (AUTHORIZED SIGNATURE)
PRINTED NAME OF PERSON SIGNING	PRINTED NAME AND TITLE OF PERSON SIGNING Jeremy T. Tobias, Chief Executive Officer
TITLE Manager or Agent for CDSS	ADDRESS 5005 Business Park North Bakersfield, CA 93309

AMOUNT ENCUMBERED BY THIS DOCUMENT $ 3,535,022	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE	Department of General Services use only
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT $ 0	(OPTIONAL USE) See Attached			
TOTAL AMOUNT ENCUMBERED TO DATE $ 3,535,022	ITEM See Attached	CHAPTER	STATUTE	FISCAL YEAR
	OBJECT OF EXPENDITURE (CODE AND TITLE) 706			
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.			T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER See Attached			DATE	

CONTRACTOR'S NAME: COMMUNITY ACTION PARTNERSHIP OF KERN

CONTRACT NUMBER: CCTR-1057

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)			FUND TITLE
$ 600,085	Child Development Programs			Federal
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE) 0656	FC# 93.596		PC# 000321
$ 0	13609-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.001	CHAPTER	STATUTE	FISCAL YEAR
$ 600,085	5180-101-0890	B/A	2021	2021-2022
	OBJECT OF EXPENDITURE (CODE AND TITLE)			
	706 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)			FUND TITLE
$ 275,855	Child Development Programs			Federal
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE) 0656	FC# 93.575		PC# 000324
$ 0	15136-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.001	CHAPTER	STATUTE	FISCAL YEAR
$ 275,855	5180-101-0890	B/A	2021	2021-2022
	OBJECT OF EXPENDITURE (CODE AND TITLE)			
	706 SACS: Res-5025 Rev-8290			

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)			FUND TITLE
$ 2,659,082	Child Development Programs			General
PRIOR AMOUNT ENCUMBERED	(OPTIONAL USE) 0656			
$ 0	23254-Y320			
TOTAL AMOUNT ENCUMBERED TO DATE	ITEM 30.10.020.001	CHAPTER	STATUTE	FISCAL YEAR
$ 2,659,082	5180-101-0001	B/A	2021	2021-2022
	OBJECT OF EXPENDITURE (CODE AND TITLE)			
	706 SACS: Res-6105 Rev-8590			

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.	T.B.A. NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER	DATE	