



DATE	January 18, 2023
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	<a href="#">Click here to join the meeting</a>
PHONE NUMBER	(213) 204-2374 / ID: 554 954 960#

## Budget & Finance Committee Agenda

Per Governor’s Executive Order N-29-20 and Assembly Bill 361, 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

Craig Henderson

Nila Hogan

Guadalupe Perez

### 3. Public Comments

*The public may address the Committee on items not on the agenda but under the jurisdiction of the Committee. 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

- |   |   |
|---|---|
| <p>a. Head Start / Early Head Start Budget to Actual Reports for November 2022 – <b>Info Item</b></p> <ol style="list-style-type: none"> <li>1. Head Start Budget to Actual for the Period Ended November 30, 2022 <b>(p.3-5)</b></li> <li>2. Early Head Start budget to Actual for the Period Ended November 30, 2022 <b>(p. 6-8)</b></li> <li>3. Early Head Start San Joaquin (No Cost Extension) Period Ended November 30, 2022 <b>(p.9-10)</b></li> <li>4. Early Head Start Child Care Partnership (No Cost Extension) Period Ended November 30, 2022 <b>(p.11-12)</b></li> <li>5. American Rescue Plan Funding Budget to Actual for the Period Ended November 30, 2022 <b>(p.13-15)</b></li> </ol> | <p>Tracy Webster, Chief Financial Officer</p>   |
| <p>b. Food Bank Purchase Order Request <b>Action Item (p.16-22)</b></p>   | <p>Susana Magana, Director of Health and Nutrition/ Kelly Lowery, Food Bank Administrator</p> |
| <p>c. Early Head Start Child Care Partnership COLA- <b>Action Item (p.23-33)</b></p>  | <p>Esperanza Contreras, Partnership Administrator</p>   |
| <p>d. Approval of Energy Program RFP Awards for Subcontractors - <b>Action Item (p.34-62)</b></p>   | <p>Wilfredo Cruz, Energy Program Administrator</p>  |
| <p>e. Annual Budget for Fiscal Year 2023/2024 – <b>Info Item (p.63-238)</b></p>   | <p>Tracy Webster, Chief Financial Officer</p>   |
| <p>f. November 2022 Financial Statements - <b>Action Item (p.239-296)</b></p>   | <p>Tracy Webster, Chief Financial Officer</p>   |

**5. Committee Member Comments**

**6. Next Scheduled Meeting**

Budget & Finance Committee Meeting  
12:00 pm  
February 15, 2023  
5005 Business Park North  
Bakersfield, CA 93309

**7. Adjournment**

*This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at [www.capk.org](http://www.capk.org) by 5: 00 pm, January 13, 2023. Laura Alford, Assistant to CFO.*



## MEMORANDUM

To: Budget and Finance Committee

*Tracy Webster*

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: January 18, 2023

Subject: *Agenda Item 4a: Head Start Budget to Actual Report for the period ended November 30, 2022 – Info Item*

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The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the fourth-year budget period is March 1, 2022, through February 28, 2023.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2022, through November 30, 2022. Nine months (75%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are at 66% of the budget.

### **Training & Technical Assistance Funds**

Overall expenditures are at 70% of the budget.

### **Non-Federal Share (Head Start and Early Head Start combined)**

The non-Federal share is at 56% of the budget.

**Community Action Partnership of Kern  
Head Start  
Budget to Actual Report**  
Budget Period: March 1, 2022 - February 28, 2023  
Report Period: March 1, 2022 - November 30, 2022  
Month 9 of 12 (75%)

Prepared 01/06/2023

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	9,267,039	5,113,903	4,153,136	55%	45%
FRINGE BENEFITS	3,776,726	1,590,908	2,185,818	42%	58%
TRAVEL	-	-	-		
EQUIPMENT	55,000	-	55,000	0%	100%
SUPPLIES	890,498	440,755	449,743	49%	51%
CONTRACTUAL	165,175	201,414	(36,239)	122%	-22%
CONSTRUCTION	-	-	-		
OTHER	2,724,977	2,848,324	(123,347)	105%	-5%
INDIRECT	1,630,902	1,035,873	595,029	64%	36%
<b>TOTAL BASE FUNDING</b>	<b>18,510,317</b>	<b>11,231,178</b>	<b>7,279,139</b>	<b>61%</b>	<b>39%</b>

**TRAINING & TECHNICAL ASSISTANCE**

TRAVEL	44,192	59,498	(15,306)	135%	-35%
SUPPLIES	30,013	17,096	12,917	57%	43%
CONTRACTUAL	26,080	1,605	24,475	6%	94%
OTHER	212,393	140,112	72,281	66%	34%
INDIRECT	31,268	21,017	10,251	67%	33%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>343,946</b>	<b>239,329</b>	<b>104,617</b>	<b>70%</b>	<b>30%</b>

**CARRYOVER**

SUPPLIES	923,529	923,529	-	100%	0%
CONTRACTUAL	-	-	-		
CONSTRUCTION	666,925	1,052,677	(385,752)	158%	-58%
OTHER - CARES	91,015	84,786	6,229	93%	7%
INDIRECT	-	16,950	(16,950)		
<b>TOTAL CARRYOVER</b>	<b>1,681,469</b>	<b>2,077,942</b>	<b>(396,473)</b>	<b>124%</b>	

**GRAND TOTAL HS FEDERAL FUNDS**                      **20,535,732**                      **13,548,449**                      **6,987,283**                      **66%**                      **34%**

**HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE**

<b>SOURCE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	2,340,055	1,317,472	1,022,583	56%	44%
CALIF DEPT OF ED	7,988,651	4,097,317	3,891,334	51%	49%
<b>TOTAL NON-FEDERAL</b>	<b>10,328,706</b>	<b>5,414,789</b>	<b>4,913,917</b>	<b>52%</b>	<b>48%</b>

Budget reflects Notice of Award #09CH011132-04-01

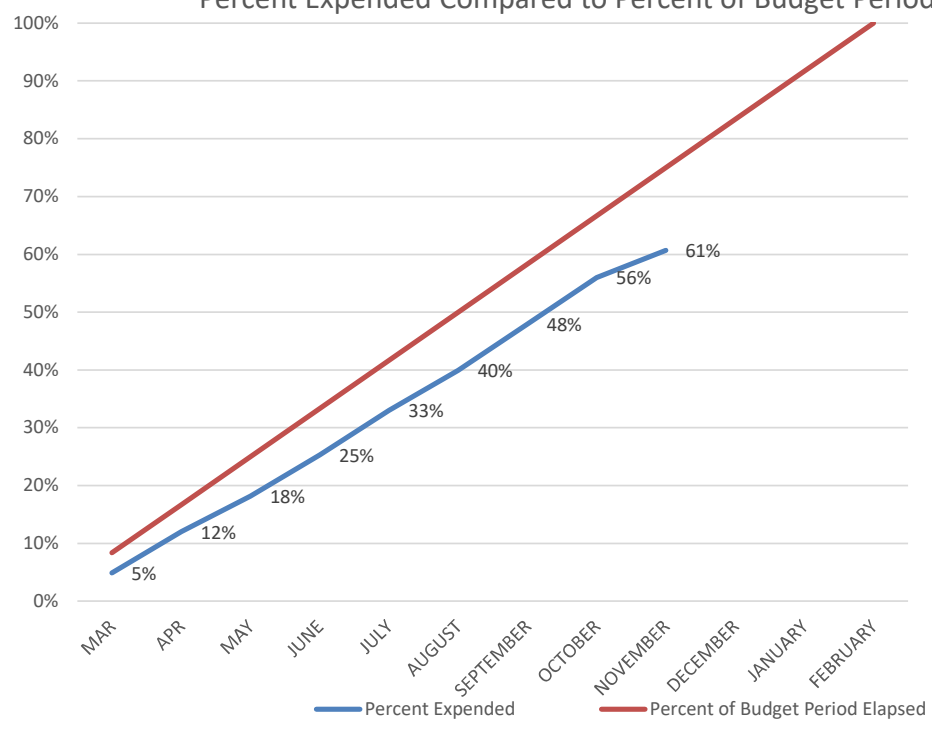
Actual expenditures include posted expenditures and estimated adjustments through 11/30/2022

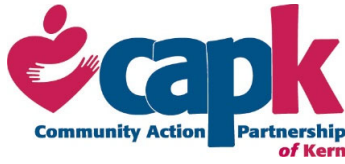
**Administrative Cost for HS and EHS Combined**                      **6.2%**

**Agency-Wide Credit Card Report**

	<b>CURRENT</b>	<b>1 TO 30</b>	<b>31 TO 60</b>	<b>61 TO 90</b>	<b>TOTAL</b>	<b>STATEMENT DATE</b>
<b>Wells Fargo</b>	31,791	-	-	-	<b>31,791</b>	12/1/2022
<b>Lowe's</b>	5,573		-	-	<b>5,573</b>	12/6/2022
<b>Smart &amp; Final</b>	781	527	148	14	<b>1,469</b>	12/1/2022
<b>Save Mart</b>	799				<b>799</b>	12/1/2022
<b>Chevron &amp; Texaco Business Card</b>	9,046	-	-	-	<b>9,046</b>	12/6/2022
<b>Home Depot</b>	6,479	-	-	-	<b>6,479</b>	12/5/2022
	<b>54,469</b>	<b>527</b>	<b>148</b>	<b>14</b>	<b>55,157</b>	

Head Start  
Percent Expended Compared to Percent of Budget Period Elapsed





## MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: January 18, 2023

Subject: *Early Head Start*  
Budget to Actual Report for the period ended November 30, 2022 – **Info Item**

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The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the fourth-year budget period is March 1, 2022, through February 28, 2023.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2022, through November 30, 2022. Nine months (75%) of the 12-month budget period has elapsed.

### **Base Funds**

Overall expenditures are at 57% of the budget.

### **Training & Technical Assistance Funds**

Overall expenditures are at 61% of the budget.

**Community Action Partnership of Kern  
Early Head Start  
Budget to Actual Report**  
Budget Period: March 1, 2022 - February 28, 2023  
Report Period: March 1, 2022 - November 30, 2022  
Month 9 of 12 (75%)

Prepared 01/06/2023

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	9,701,422	5,312,893	4,388,529	55%	45%
FRINGE BENEFITS	2,363,974	1,521,625	842,349	64%	36%
TRAVEL	-	-	-		
EQUIPMENT	45,000	-	45,000	0%	100%
SUPPLIES	916,242	580,022	336,220	63%	37%
CONTRACTUAL	1,025,838	480,731	545,107	47%	53%
CONSTRUCTION	-	-	-		
OTHER	1,527,720	1,785,959	(258,239)	117%	-17%
INDIRECT	1,512,778	918,693	594,085	61%	39%
<b>TOTAL BASE FUNDING</b>	<b>17,092,974</b>	<b>10,599,923</b>	<b>6,493,051</b>	<b>62%</b>	<b>38%</b>

**TRAINING & TECHNICAL ASSISTANCE**

TRAVEL	44,192	53,127	(8,935)	120%	-20%
SUPPLIES	30,013	9,522	20,491	32%	68%
CONTRACTUAL	26,080	14,757	11,323	57%	43%
OTHER	212,393	113,746	98,647	54%	46%
INDIRECT	31,268	20,153	11,115	64%	36%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>343,946</b>	<b>211,305</b>	<b>132,641</b>	<b>61%</b>	<b>39%</b>

**CARRYOVER**

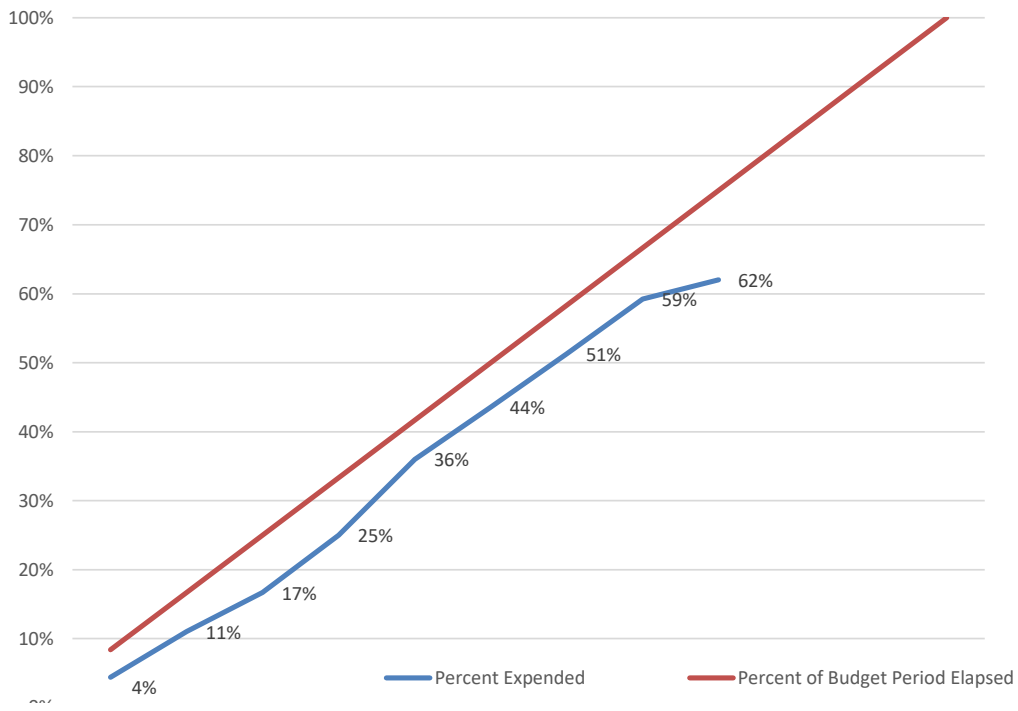
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	1,601,144	20,223	1,580,921	1%	99%
OTHER	24,512	45,626	(21,114)	186%	-86%
INDIRECT	-	-	-		
<b>TOTAL CARRYOVER</b>	<b>1,625,656</b>	<b>65,850</b>	<b>1,559,806</b>	<b>4%</b>	

<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>19,062,576</b>	<b>10,877,078</b>	<b>8,185,498</b>	<b>57%</b>	<b>43%</b>
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Budget reflects Notice of Award #09CH011132-04-01

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2022

### Early Head Start Percent Expended Compared to Percent of Budget Period Elapsed







## MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: January 18, 2023

Subject: *Early Head Start – San Joaquin (No Cost Extension)*  
Budget to Actual Report for the period ended November 30, 2022 – **Info Item**

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The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period of February 1, 2021, through February 28, 2023. Twenty-two months (88%) of the 25-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2023. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

### **Base Funds**

Overall expenditures are at 104% of the budget.

### **Training & Technical Assistance Funds**

Overall expenditures are at 100% of the budget.

### **Carryover Funds**

Overall expenditures are at 52% of the budget.

### **COVID Cares Funds**

Overall expenditures are at 100% of the budget.

### **Non-Federal Share**

Non-Federal share is at 117% of the budget.

**Community Action Partnership of Kern  
Early Head Start - San Joaquin County  
Budget to Actual Report**

Budget Period: February 1, 2021 - February 28, 2023 (No Cost Extension)

Report Period: February 1, 2021 - November 30, 2022

Month 22 of 25 (88%)

Prepared 01/06/2022

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	3,509,263	3,633,330	(124,067)	104%	-4%
FRINGE BENEFITS	985,996	939,379	46,617	95%	5%
TRAVEL	0	46,889	(46,889)		
EQUIPMENT	45,000	31,190	13,810	69%	31%
SUPPLIES	143,912	222,535	(78,623)	155%	-55%
CONTRACTUAL	10,244	28,736	(18,491)	281%	-181%
OTHER	776,728	848,060	(71,331)	109%	-9%
INDIRECT	536,733	488,066	48,667	91%	9%
<b>TOTAL</b>	<b>6,007,877</b>	<b>6,238,185</b>	<b>(230,309)</b>	<b>104%</b>	<b>-4%</b>

**TRAINING & TECHNICAL ASSISTANCE FUNDS**

PERSONNEL	53,809	52,188	1,621	97%	3%
FRINGE BENEFITS	23,718	21,722	1,996	92%	8%
TRAVEL	3,519	3,975	(456)	113%	-13%
SUPPLIES	7,355	3,094	4,261	42%	58%
CONTRACTUAL	7,924	10,383	(2,458)	131%	-31%
OTHER	20,817	25,788	(4,971)	124%	-24%
INDIRECT	11,675	11,667	7	100%	0%
<b>TOTAL</b>	<b>128,816</b>	<b>128,817</b>	<b>(0)</b>	<b>100%</b>	<b>0%</b>

**CARRYOVER**

EQUIPMENT	21,035	0	21,035	0%	100%
SUPPLIES	29,804	0	29,804	0%	100%
CONTRACTUAL	8,000	0	8,000	0%	100%
OTHER	381,242	174,921	206,321	46%	54%
INDIRECT	41,905	76,756	(34,851)	183%	-83%
<b>TOTAL</b>	<b>481,986</b>	<b>251,677</b>	<b>230,309</b>	<b>52%</b>	<b>48%</b>

**COVID CARES - Carried over from 2020-21**

PERSONNEL		19,203	(19,203)		
FRINGE BENEFITS		3,331	(3,331)		
SUPPLIES	75,407	69,273	6,134	92%	8%
OTHER	21,681	3,128	18,553	14%	86%
INDIRECT	9,709	11,861	(2,152)	122%	-22%
<b>TOTAL</b>	<b>106,797</b>	<b>106,797</b>	<b>0</b>	<b>100%</b>	<b>0%</b>

**GRAND TOTAL EHS FEDERAL FUNDS**

**6,725,476    6,725,476    0    100%    0%**

<b>NON-FEDERAL SHARE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	1,630,480	1,913,366	(282,885)	117%	-17%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>1,630,480</b>	<b>1,913,366</b>	<b>(282,885)</b>	<b>117%</b>	<b>-17%</b>

Centralized Administrative Cost    6.6%  
Program Administrative Cost    2.8%  
**Total Administrative Cost    9.4%**

Budget reflects Notice of Award #09CH011406-02-02 and NOA 09CH011406-02-04

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2022



## MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: January 18, 2023

Subject: *Early Head Start Child Care Partnerships (No Cost Extension)*  
Budget to Actual Report for the period ended November 30, 2022 – **Info Item**

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The following are highlights of the Early Head Start Child Care Partnership Budget to Actual Report for the period of March 1, 2021, through November 30, 2022. Twenty-one months (88%) of the 24-month budget period have elapsed. The Office of Head Start processed a no cost extension to the prior year contract through February 28, 2023. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

### **Base Funds**

Overall expenditures are at 87% of the budget.

### **Training & Technical Assistance Funds**

Overall expenditures are at 35% of the budget.

### **Carryover Funds**

Overall expenditures are at 103% of the budget.

### **COVID Cares Funds**

Overall expenditures are at 19% of the budget.

### **Non-Federal Share**

Non-Federal share is at 134% of the budget.

**Community Action Partnership of Kern  
Early Head Start Child Care Partnerships + Expansion  
Budget to Actual Report**

Budget Period: March 1, 2021 - February 28, 2023 (No Cost Extension)

Report Period: March 1, 2021 - November 30, 2022

Month 21 of 24 (88%)

Prepared 01/06/2023

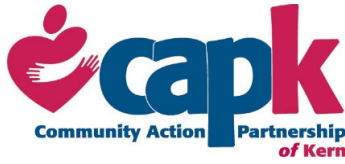
<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	668,881	565,607	103,274	85%	15%
FRINGE BENEFITS	183,736	150,179	33,557	82%	18%
TRAVEL	0	0	0		
SUPPLIES	37,083	128,104	(91,021)	345%	-245%
CONTRACTUAL	1,091,504	861,445	230,059	79%	21%
OTHER	231,300	257,348	(26,048)	111%	-11%
INDIRECT	215,164	151,161	64,003	70%	30%
<b>TOTAL BASE FUNDING</b>	<b>2,427,668</b>	<b>2,113,844</b>	<b>313,824</b>	<b>87%</b>	<b>13%</b>
<b>TRAINING &amp; TECHNICAL ASSISTANCE</b>					
TRAVEL	5,294	2,741	2,553	52%	48%
SUPPLIES	16,391	2,488	13,903	15%	85%
CONTRACTUAL		3,346	(3,346)		
OTHER	29,393	9,487	19,906	32%	68%
INDIRECT	5,107	1,794	3,313	35%	65%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>56,185</b>	<b>19,857</b>	<b>36,328</b>	<b>35%</b>	<b>65%</b>
<b>CARRYOVER</b>					
SUPPLIES	16,000	0	16,000	0%	100%
CONSTRUCTION	2,458,581	2,401,541	57,041	98%	2%
CONTRACTUAL	14,000	23,198	(9,198)	166%	-66%
OTHER	14,121	138,059	(123,938)	978%	-878%
INDIRECT	4,412	19,956	(15,544)	452%	-352%
<b>TOTAL CARRYOVER</b>	<b>2,507,114</b>	<b>2,582,754</b>	<b>(75,640)</b>	<b>103%</b>	<b>-3%</b>
<b>COVID CARES</b>					
PERSONNEL		3,622			
FRINGE BENEFITS		579			
SUPPLIES	77,735	6,962	70,773	9%	91%
OTHER	24,361	7,926	16,435	33%	67%
INDIRECT	10,206	1,904	8,302	19%	81%
<b>TOTAL COVID</b>	<b>112,302</b>	<b>20,993</b>	<b>95,510</b>	<b>19%</b>	<b>81%</b>
<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>5,103,269</b>	<b>4,737,448</b>	<b>370,022</b>	<b>93%</b>	<b>7%</b>

**NON-FEDERAL SHARE**

<b>SOURCE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	588,256	790,157	(201,901)	134%	-34%
<b>TOTAL NON-FEDERAL</b>	<b>588,256</b>	<b>790,157</b>	<b>(201,901)</b>	<b>134%</b>	<b>-34%</b>

Budget reflects Notice of Award #09HP000163-03-02

Actual expenditures include posted expenditures and estimated adjustments through 01/06/2023



## MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: January 18, 2023

Subject: *American Rescue Plan Funding*  
Budget to Actual Report for the period ended November 30, 2022 – **Info Item**

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The following are highlights of the American Rescue Plan Budget to Actual Report for the period of April 1, 2021, through October 31, 2022, twenty months (83.33%) of the 24-month budget period have elapsed.

### **COVID**

Overall expenditures are at 100% of the budget. These funds are being utilized to support the Summer Bridge Program options.

### **American Rescue Plan Act**

Overall expenditures are at 56% of the budget. These funds are being utilized to support the retention incentive for staff and Construction.

**Community Action Partnership of Kern**

**American Rescue Plan**

**Budget to Actual Report**

Budget Period: April 1, 2021 - March 31, 2023

Report Period: April 1, 2021 - November 30, 2022

Month 20 of 24 (83.33%)

Prepared 01/06/2023

<b>COVID</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL		502,095	(502,095)		
FRINGE BENEFITS		107,505	(107,505)		
TRAVEL					
EQUIPMENT					
SUPPLIES	500,000	0	500,000		
CONTRACTUAL					
OTHER	170,559	0	170,559		
INDIRECT	0	60,959	(60,959)		
<b>TOTAL</b>	<b>670,559</b>	<b>670,559</b>	<b>0</b>	<b>100%</b>	<b>0%</b>

**American Rescue Plan Act**

PERSONNEL	763,438	490,000	273,438	64%	36%
FRINGE BENEFITS	251,934	37,485	214,449	15%	85%
TRAVEL					
SUPPLIES	553,540	400,000	153,540	72%	28%
CONTRACTUAL					
OTHER	830,310	500,000	330,310	60%	40%
INDIRECT	266,580	52,749	213,831	20%	80%
<b>TOTAL</b>	<b>2,665,802</b>	<b>1,480,234</b>	<b>1,185,568</b>	<b>56%</b>	<b>44%</b>

<b>GRAND TOTAL ARP FEDERAL FUNDS</b>	<b>3,336,361</b>	<b>2,150,793</b>	<b>1,185,568</b>	<b>64%</b>	<b>36%</b>
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Centralized Administrative Cost	5.3%
Program Administrative Cost	0.0%
<b>Total Administrative Cost</b>	<b>5.3%</b>

Budget reflects Notice of Award #09HE000432-01-01

Actual expenditures include posted expenditures and estimated adjustments through 01/06/2023

**Community Action Partnership of Kern  
Head Start and Early Head Start Kern  
Year-to-Date Non-Federal Share and In-Kind Report**  
Budget Period: March 1, 2022 through February 28, 2023  
Report for period ending October 31, 2022 (Month 8 of 12)

Percent of budget period elapsed: 66.7%

LOCATION	Enrollment	March	April	May	June	July	Aug	Sep	Oct	Nov	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	6,091	6,995	6,460	0	0	2,344	8,249	9,010	8,105	47,254	Kern	40,535	117%
Alicante	20	6,683	6,417	5,282	5,603	1,531	2,196	4,548	5,769	5,410	43,439	Kern	20,268	214%
Angela Martinez	60	5,074	6,024	10,633	5,480	1,148	776	312	2,491	1,386	33,324	Kern	60,803	55%
Broadway	40	3,607	2,961	1,979	0	0	919	1,695	2,998	2,458	16,617	Kern	40,535	41%
California City	34	13,517	9,646	8,632	0	0	4,637	8,575	7,637	102	52,746	Kern	34,455	153%
Cleo Foran	23	5,334	3,038	3,203	2,393	2,032	1,065	2,672	2,707	802	23,245	Kern	23,308	100%
Delano	76	13,615	10,753	8,740	0	0	5,146	9,870	8,771	9,495	66,391	Kern	77,017	86%
East California	52	12,674	12,159	12,553	7,210	3,713	6,436	5,564	7,805	8,372	76,484	Kern	52,696	145%
Fairfax	40	4,711	4,469	3,010	0	0	1,084	3,019	4,436	6,004	26,734	Kern	40,535	66%
Fairview	40	11,153	11,122	9,377	0	0	0	0	0	0	31,652	Kern	40,535	78%
Harvey L. Hall	156	14,849	12,921	12,144	10,731	8,322	9,204	9,448	8,532	8,047	94,198	Kern	158,087	60%
Heritage	20	1,210	1,497	398	0	0	1,318	2,892	4,208	3,493	15,017	Kern	20,268	74%
Home Base	123	4,900	6,931	6,657	4,793	7,050	6,653	5,451	7,412	3,737	53,584	Kern	62,323	86%
Lamont	20	3,579	105	0	0	0	0	4,257	4,402	5,555	17,898	Kern	20,268	88%
Martha J. Morgan	72	8,977	9,258	10,741	7,007	5,257	5,572	9,202	11,596	8,342	75,952	Kern	72,963	104%
McFarland	20	14,755	13,839	6,654	0	0	2,153	2,245	7,487	9,266	56,398	Kern	20,268	278%
Mojave	20	0	0	0	0	0	113	511	2,087	2,879	5,590	Kern	20,268	28%
Oasis	60	6,311	7,403	5,303	0	0	4,271	8,508	6,489	6,390	44,676	Kern	60,803	73%
Pete H. Parra	128	22,284	22,653	23,904	19,486	8,987	14,599	13,498	7,823	143	133,376	Kern	129,713	103%
Planz	20	1,051	909	506	0	0	0	0	0	0	2,466	Kern	20,268	12%
Primeros Pasos	78	10,068	9,300	12,109	10,241	3,707	7,301	7,296	6,098	5,282	71,403	Kern	79,044	90%
Rosamond	80	7,713	6,819	1,418	0	0	1,530	362	792	29	18,664	Kern	81,070	23%
San Diego	40	3,964	3,724	3,973	3,725	4,793	3,394	3,833	3,115	3,922	34,444	Kern	40,535	85%
Seibert	40	107	65	0	0	0	2,119	3,067	2,216	2,089	9,663	Kern	40,535	24%
Shafter	20	8,891	9,422	7,989	9,690	2,325	2,784	2,958	4,001	2,648	50,706	Kern	20,268	250%
Shafter HS/EHS	25	6,293	5,298	5,028	3,947	3,540	5,404	3,783	4,384	114	37,791	Kern	25,334	149%
Sterling	124	8,587	8,286	8,237	6,427	5,825	4,592	5,601	9,222	8,134	64,912	Kern	125,659	52%
Sunrise Villa	20	2,893	2,246	1,353	0	0	302	1,909	12,223	9,294	30,220	Kern	20,268	149%
Taft	63	3,570	3,771	2,365	0	0	145	1,384	1,529	2,233	14,997	Kern	63,843	23%
Tehachapi	34	1,674	1,695	787	0	0	0	166	1,495	1,222	7,039	Kern	34,455	20%
Vineland	20	849	1,325	0	0	0	0	161	1,188	2,661	6,183	Kern	20,268	31%
Virginia	40	7,331	6,314	5,408	0	0	1,558	6,378	6,373	6,402	39,766	Kern	40,535	98%
Wesley	60	17,881	16,343	11,003	0	0	3,590	12,546	19,245	20,220	100,828	Kern	60,803	166%
Willow	55	6,419	5,852	3,338	0	0	247	2,437	3,531	3,804	25,628	Kern	55,736	46%
Administrative Services		0	0	0	0	0	0	0	0	0	0	Kern	0	#DIV/0!
PC Planning		0	0	0	339	0	195	0	0	0	534	Kern	0	#DIV/0!
PC By Laws		0	0	0	53	0	49	0	0	0	101			
Governance		368	213	210	34	0	0	251	277	0	1,353	Kern	15,000	9%
Program Services		370	0	0	0	0	0	0	179	101	650	Kern	74,265	1%
California Street	24	7,215	6,419	6,840	5,260	4,612	4,930	3,680	1,964	3,348	44,268	SJC	39,646	112%
Chrisman	20	4,462	4,206	4,631	4,070	4,567	5,748	5,476	5,158	5,231	43,547	SJC	33,039	132%
Gianone	16	0	0	0	0	0	0	0	0	0	0	SJC	26,431	0%
Kennedy	16	4,837	4,626	2,588	1,947	3,098	3,605	2,886	2,843	724	27,154	SJC	26,431	103%
Lodi Home Base	35	3,908	5,003	4,033	2,349	3,663	2,483	784	1,597	39	23,858	SJC	28,909	83%
Lodi UCC	30	2,870	2,612	3,750	3,525	6,254	5,480	8,456	7,303	3,959	44,210	SJC	49,558	89%
Manteca Home Base	12	2,868	4,914	3,505	3,762	4,168	5,464	5,442	4,743	3,950	38,816	SJC	9,912	392%
Marci Massei	24	2,393	2,890	2,761	2,665	3,221	2,806	2,045	2,037	2,149	22,967	SJC	39,646	58%
St. Mary's	24	942	1,384	891	467	1,482	1,859	2,243	4,339	2,193	15,800	SJC	39,646	40%
Stockton Home Base	90	7,730	6,630	5,460	3,656	6,544	5,276	3,912	6,275	2,537	48,019	SJC	74,337	65%
Tracy Home Base	12	2,221	3,607	4,076	3,855	3,099	2,086	3,283	3,714	0	25,942	SJC	9,912	262%
Walnut	24	4,677	5,014	4,176	5,093	5,042	4,208	4,619	3,201	481	36,510	SJC	39,646	92%
Administrative Services		0	0	0	0	0	0	0	0	0	0	SJC	0	0
Program Services		100	100	697	518	75	88	88	458	200	2,322	SJC	0	#DIV/0!
Policy Council		0	0	0	0	0	0	0	0	0	0	SJC	0	#DIV/0!
<b>SUBTOTAL IN-KIND</b>	<b>2,090</b>	<b>291,574</b>	<b>277,177</b>	<b>242,805</b>	<b>134,326</b>	<b>104,055</b>	<b>145,725</b>	<b>195,560</b>	<b>231,161</b>	<b>182,955</b>	<b>1,805,338</b>	<b>0</b>	<b>2,230,643</b>	<b>81%</b>
State General Child Care*		225,590	215,386	223,645	214,040	124,811	189,617	230,755	225,176	0	1,649,021	Kern	2,821,834	58%
State Preschool*		468,476	403,837	407,462	237,630	132,607	275,374	356,282	415,171	0	2,696,839	Kern	3,865,832	70%
State Migrant Child Care*		8,159	10,870	12,275	10,345	4,912	6,401	6,757	8,225	0	67,944	Kern	125,833	54%
<b>SUBTOTAL CA DEPT of ED</b>		<b>702,225</b>	<b>630,094</b>	<b>643,382</b>	<b>462,015</b>	<b>262,330</b>	<b>471,393</b>	<b>593,793</b>	<b>648,572</b>	<b>0</b>	<b>4,413,804</b>		<b>6,813,499</b>	<b>65%</b>
State General Child Care*		71,287	70,881	72,768	60,412	31,031	43,982	41,161	47,645	0	439,167	SJC	1,175,152	37%
<b>SUBTOTAL CA DEPT of ED</b>		<b>71,287</b>	<b>70,881</b>	<b>72,768</b>	<b>60,412</b>	<b>31,031</b>	<b>43,982</b>	<b>41,161</b>	<b>47,645</b>	<b>0</b>	<b>439,167</b>		<b>1,175,152</b>	<b>37%</b>
<b>GRAND TOTAL</b>		<b>1,065,086</b>	<b>978,152</b>	<b>958,955</b>	<b>656,753</b>	<b>397,416</b>	<b>661,100</b>	<b>830,514</b>	<b>927,378</b>	<b>182,955</b>	<b>6,658,309</b>		<b>10,219,294</b>	<b>65%</b>
											<u><b>3,872</b></u>			
											<u><b>6,662,181</b></u>			



## MEMORANDUM

To: Budget and Finance Committee

A handwritten signature in blue ink that reads 'Susana Magana'.

From: Susana Magana, Director of Health and Nutrition/ Kelly Lowery, Food Bank Administrator

Date: Wednesday, January 18, 2023

Subject: *Agenda Item 4b*: Food Bank Purchase Order Request - **Action Item**

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CAPK Strategic Goal 1 is “Increased access to healthy affordable food to support the health of the communities we serve.” To achieve this goal, the CAPK Food Bank operates multiple programs including, but not limited to, the Community Pantry program, and the Free Farmers Market program. To operate these programs effectively, the CAPK Food Bank must supplement donations with the purchase of various types of canned, packaged, and fresh foods. CAPK has received a significant source of funding through the Department of Social Services called the CalFood Grant for over \$3,000,000. To utilize this source of funding, the food must be grown or distributed in California. This creates challenges with sourcing the food and limits the pool of vendors we have to choose from.

Additionally, some reduced-cost loads become available and must be procured immediately. With these limitations in mind, CAPK Food Bank has identified three vendors, the California Association of Food Banks, Grimmway Farms and Cal Logistics as sources that meet these narrow limitations of the funding source and will enable our programs to continue moving CAPK toward our goal of greater access to healthy affordable food to support the health of the communities we serve.

Food Bank is requesting approval of Blanket Purchase Orders to be in place with the above listed vendors to purchase the necessary food expeditiously with the CalFood Grant as it becomes available to best serve the food insecure population of Kern County.

### **Recommendation**

Staff Recommends the Budget & Finance Committee approve the creation of Blanket Purchase Orders with California Association of Food Banks, Grimmway Farms and Cal Logistics to purchase the food as needed with the available CalFood Grant.

### ***Attachment:***

*CalFood Allocation Memo from the State of California*





KIM JOHNSON  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



GAVIN NEWSOM  
GOVERNOR

DATE: July 19, 2022

TO: ALL TEFAP PROVIDERS

FROM: BRIAN KAISER, Chief  
CalFresh and Nutrition Programs Bureau

SUBJECT: ONGOING CALFOOD AND ONE TIME CALFOOD FUNDING  
ALLOCATIONS FOR FY 2022-23

The purpose of this memo is to notify The Emergency Food Assistance Program (TEFAP) providers (referred to as Providers) of their CalFood funding allocations for Fiscal Year (FY) 2022-23. Assembly Bill 152 (Chapter 503, Statutes of 2011) established the CalFood program within the California Department of Social Services (CDSS) and the Department is allocating **\$8 million** of General Funds for FY 2022-23 to Providers to operate the CalFood program. **New this year:** Assembly Bill 178 (Chapter 45, Statutes of 2022) established an *additional* One Time CalFood program within CDSS and the Department is allocating **\$112 million** of General Funds for FY 2022-23 to Providers to operate the One Time CalFood program. Funds allocated for the One Time CalFood program must be spent within **three** fiscal years, compared to **one** fiscal year for the original/ongoing CalFood program. Below are the following the guidelines for both programs:

### **\$8 million Ongoing CalFood Funding Guidelines**

- CalFood funds will be disbursed only to Providers that have a current TEFAP Memorandum of Understanding with CDSS.
- Each Provider will receive a base amount of \$35,000, with the remaining funds allocated using the 60/40 allocation methodology currently utilized for TEFAP allocations.
- CalFood funds can only be used to purchase, store, and transport food grown or produced in California and must be distributed to recipients free of charge. “Produced in California” is defined as being substantially made in California where at least 51 percent of the food product was produced in California.

- Storage, transportation, and other operational expenses, after receipt of food, may not exceed 25 percent of the claimed food amount and must be clearly itemized on the *Request for Reimbursement of Expenses* (EFAP-4) form.
- Providers must purchase food from an outside vendor and not from its own agency.
- Providers may request a one-time cash advance up to 25%. All cash advances must be reconciled by December 30, 2022. **Any providers who do not reconcile by December 30, 2022 will not be eligible for any cash advances for the FY 2023-24 CalFood Program.**
- Providers that have not invoiced and claimed at least **40** percent of the CalFood funds by **December 30, 2022** will lose their unclaimed allocation and the funds will be redistributed to other Providers.
- Providers not able to spend the above-mentioned redistributed funds will have the opportunity to opt out and will not be awarded the additional funds.
- The funds are to be used for the purchase of additional food and are not to supplant existing food supplies or funds.

Please continue using the existing *Request for Reimbursement of Expenses* (EFAP-4) form to claim reimbursement of CalFood expenses. Reimbursement claims for CalFood expenses must include an invoice and receipts. Providers must also state the following statement in box 8 of the EFAP-4 form:

**“I certify that these funds were used to purchase, store, and transport food grown or produced in California for distribution to recipients free of charge.”**

Any claim submitted for reimbursement that does not include the certification statement, the transportation and storage itemization (if necessary), the required invoice and receipts will be denied.

Requests for CalFood reimbursement must follow standard TEFAP procedures. Please submit *Request for Reimbursement of Expenses* forms immediately once you have expended the funds. **All claims for reimbursement must be received as indicated below:**

<b>FOR ALL AGENCIES WHO HAVE RECEIVED A CALFOOD ALLOCATION:</b>		
<b>CLAIM DUE TO THE STATE</b>	<b>PERCENTAGE TO SPEND</b>	<b>VALID DATES FOR SUPPORTING INVOICES AND RECEIPTS</b>
December 30, 2022	40%	July 1, 2022 - December 30, 2022
<b>May 31, 2023</b>	<b>100%</b>	<b>July 1, 2022 – May 31, 2023</b>

## **\$112 million One Time CalFood Funding Guidelines**

- One Time CalFood funds will be disbursed only to Providers that have a current TEFAP Memorandum of Understanding with CDSS.
- Each Provider will receive a base amount of \$75,000, with the remaining funds allocated using the 60/40 allocation methodology currently utilized for TEFAP allocations.
- One Time CalFood funds can only be used to purchase, store, and transport food grown or produced in California and must be distributed to recipients free of charge. “Produced in California” is defined as being substantially made in California where at least 51 percent of the food product was produced in California.
- Storage, transportation, and other operational expenses, after receipt of food, may not exceed 25 percent of the claimed food amount and must be clearly itemized on the *Request for Reimbursement of Expenses* (EFAP-4) form.
- Providers must purchase food from an outside vendor and not from its own agency.
- Providers may request a one-time cash advance up to 25%. All cash advances must be reconciled by December 30, 2023.
- Providers that have not invoiced and claimed at least **40** percent of the One Time CalFood funds by **December 30, 2023** will lose their unclaimed allocation and the funds will be redistributed to other Providers.
- Providers not able to spend the above-mentioned redistributed funds will have the opportunity to opt out and will not be awarded the additional funds.
- The funds are to be used for the purchase of additional food and are not to supplant existing food supplies or funds.

Please continue using the existing *Request for Reimbursement of Expenses* (EFAP-4) form to claim reimbursement of CalFood expenses. Reimbursement claims for CalFood expenses must include an invoice and receipts. Providers must also state the following statement in box 8 of the EFAP-4 form:

**“I certify that these funds were used to purchase, store, and transport food grown or produced in California for distribution to recipients free of charge.”**

Any claim submitted for reimbursement that does not include the certification statement, the transportation and storage itemization (if necessary), the required invoice and receipts will be denied.

Requests for One Time CalFood reimbursement must follow standard TEFAP procedures. Please submit *Request for Reimbursement of Expenses* forms immediately once you have expended the funds. **All claims for reimbursement must be received as indicated below:**

<b>FOR ALL AGENCIES WHO HAVE RECEIVED ONE TIME CALFOOD ALLOCATION:</b>		
<b>CLAIM DUE TO THE STATE</b>	<b>PERCENTAGE TO SPEND</b>	<b>VALID DATES FOR SUPPORTING INVOICES AND RECEIPTS</b>
December 30, 2023	40%	July 1, 2022 - December 30, 2023
<b>April 30, 2025</b>	<b>100%</b>	<b>July 1, 2022 – April 30, 2025</b>

The attachment to this letter details the total amount available and each Provider’s allocation. Attachment A allocates funds for the \$8 million CalFood program and Attachment B allocates funds for the \$112 million One Time CalFood program.

An additional \$52 million in funding for the CalFood program is expected for the upcoming fiscal year 2023-2024 (on top of the regularly budgeted \$8 million) and will also have a three year timeline to expend. This may be important to note while implementing a spending plan for your agency. More details on this additional CalFood allocation for FY 2023-24 will come later in this fiscal year.

If you need further information or have any questions, please contact Lizethe Chavez, Emergency Food Programs Unit Acting Manager, by phone at (916) 651-0807 and by email at [Lizethe.Chavez@dss.ca.gov](mailto:Lizethe.Chavez@dss.ca.gov).

c: TEFAP Coordinators

County	Eligible Recipient Agency	MOU #	Base	60/40 Percentage	60/40 Funding	Total Annual Allocation
Alameda	Alameda County Community Foodbank	15-MOU-00105	\$35,000	3.2112%	\$200,697	\$235,697
Amador	Interfaith Council of Amador	15-MOU-00107	\$35,000	0.0854%	\$5,337	\$40,337
Butte	Community Action Agency of Butte County	15-MOU-00108	\$35,000	0.8473%	\$52,957	\$87,957
Calaveras	The Resource Connection	15-MOU-00109	\$35,000	0.1004%	\$6,274	\$41,274
Contra Costa/Solano	Food Bank of Contra Costa & Solano	15-MOU-00110	\$35,000	2.9286%	\$183,040	\$218,040
Del Norte	Rural Human Services, Inc.	15-MOU-00112	\$35,000	0.0700%	\$4,372	\$39,372
Del Norte	Family Resource Center of the Redwoods	20-MOU-6059	\$35,000	0.0175%	\$1,093	\$36,093
El Dorado/Alpine	Food Bank of El Dorado County	15-MOU-00113	\$35,000	0.3372%	\$21,076	\$56,076
Fresno	Central California Food Bank	15-MOU-00114	\$35,000	3.7174%	\$232,339	\$267,339
Humboldt	Food for People, Inc.	15-MOU-00115	\$35,000	0.4345%	\$27,156	\$62,156
Imperial	Community Food Bank of Imperial	15-MOU-00116	\$35,000	0.8020%	\$50,122	\$85,122
Inyo/Mono	Inyo/Mono Advocates for Community Action	15-MOU-00117	\$35,000	0.0725%	\$4,534	\$39,534
Kern (CAP)	Community Action Partnership of Kern	15-MOU-00118	\$35,000	3.3204%	\$207,527	\$242,527
Kings	Kings Community Action Organization	15-MOU-00119	\$35,000	0.4951%	\$30,946	\$65,946
Lake	Clear Lake Gleaners, Inc.	15-MOU-00120	\$35,000	0.2108%	\$13,172	\$48,172
Lassen/Modoc	CFL/Food Bank of Northern Nevada	20-MOU-6030	\$35,000	0.1030%	\$6,440	\$41,440
Los Angeles (FBSC)	Food Bank of Southern California	15-MOU-00122	\$35,000	8.9090%	\$556,810	\$591,810
Los Angeles (RFB)	Los Angeles Regional Food Bank	15-MOU-00123	\$35,000	20.7876%	\$1,299,223	\$1,334,223
Madera	Madera County Food Bank	15-MOU-00124	\$35,000	0.5323%	\$33,266	\$68,266
Mendocino	Mendocino Food and Nutrition Program, Inc.	15-MOU-00125	\$35,000	0.2560%	\$16,002	\$51,002
Merced/Mariposa	Merced County Food Bank	15-MOU-00126	\$35,000	1.0955%	\$68,466	\$103,466
Monterey	Food Bank for Monterey County	15-MOU-00127	\$35,000	1.1968%	\$74,801	\$109,801
Napa	Community Action of Napa Valley	15-MOU-00128	\$35,000	0.2623%	\$16,391	\$51,391
Nevada	Food Bank of Nevada County	15-MOU-00129	\$35,000	0.2006%	\$12,538	\$47,538
Orange (CAP)	Community Action Partnership of Orange County	15-MOU-00130	\$35,000	2.9875%	\$186,720	\$221,720
Orange (SHFB)	Second Harvest Food Bank of Orange County	15-MOU-00131	\$35,000	3.6514%	\$228,213	\$263,213
Placer	Placer Food Bank	15-MOU-00132	\$35,000	0.6118%	\$38,238	\$73,238
Riverside FIND	Food in Need of Distribution	18-MOU-06006	\$35,000	2.4108%	\$150,674	\$185,674
Riverside FA	Feeding America Serving Riverside & San Bernardino	15-MOU-00133	\$35,000	3.6162%	\$226,011	\$261,011
Sacramento	Sacramento Food Bank & Family Services	15-MOU-00134	\$35,000	4.1177%	\$257,359	\$292,359
San Benito	Community Food Bank of San Benito County	15-MOU-00135	\$35,000	0.1319%	\$8,241	\$43,241
San Bernardino	Community Action Partnership of San Bernardino Cou	15-MOU-00136	\$35,000	5.9698%	\$373,113	\$408,113
San Diego	Jacobs & Cushman San Diego Food Bank	15-MOU-00137	\$35,000	7.3757%	\$460,984	\$495,984
San Francisco/ Marin	San Francisco Food Bank	15-MOU-00138	\$35,000	2.2091%	\$138,072	\$173,072
San Joaquin	San Joaquin County Aging & Community Services	15-MOU-00139	\$35,000	2.1566%	\$134,787	\$169,787
San Luis Obispo	Food Bank Coalition of San Luis Obispo County	15-MOU-00140	\$35,000	0.6295%	\$39,341	\$74,341
Santa Barbara	Food Bank of Santa Barbara	15-MOU-00141	\$35,000	1.0323%	\$64,517	\$99,517
Santa Clara/San Mateo	Second Harvest Food Bank of Silicon Valley	15-MOU-00142	\$35,000	4.2336%	\$264,598	\$299,598
Santa Cruz	Second Harvest Food Bank Serving Santa Cruz	15-MOU-00143	\$35,000	0.6569%	\$41,058	\$76,058
Shasta	Dignity Health Connected Living	15-MOU-00144	\$35,000	0.4720%	\$29,499	\$64,499
Siskiyou	Great Northern Services	15-MOU-00145	\$35,000	0.1279%	\$7,992	\$42,992
Sonoma	Redwood Empire Food Bank	15-MOU-00146	\$35,000	0.9571%	\$59,817	\$94,817
Stanislaus	Salvation Army Modesto Citadel	15-MOU-00147	\$35,000	1.5984%	\$99,899	\$134,899
Tehama	Tehama County Gleaners	15-MOU-00148	\$35,000	0.1852%	\$11,577	\$46,577
Trinity	Trinity County Food Bank	15-MOU-00149	\$35,000	0.0492%	\$3,077	\$38,077
Tulare	Foodlink for Tulare County	15-MOU-00150	\$35,000	1.8609%	\$116,305	\$151,305
Tuolumne	Tuolumne Community Action Agency	15-MOU-00151	\$35,000	0.1244%	\$7,777	\$42,777
Ventura	Food Share Inc. of Ventura County	15-MOU-00152	\$35,000	1.6285%	\$101,783	\$136,783
Yolo	Yolo Food Bank	15-MOU-00153	\$35,000	0.6935%	\$43,346	\$78,346
Yuba/Sutter	Gleaners Food Bank, Inc.	15-MOU-00154	\$35,000	0.5188%	\$32,423	\$67,423
<b>Food Bank Total</b>			<b>\$1,750,000</b>	<b>100.0000%</b>	<b>\$6,250,000</b>	<b>\$8,000,000</b>

(B) One Time CalFood  
Allocation SFY 2022-23

County	Eligible Recipient Agency	MOU #	Base	60/40 Percentage	60/40 Funding	Total One Time Allocation
Alameda	Alameda County Community Foodbank	15-MOU-00105	\$75,000	3.2112%	\$3,476,078	\$3,551,078
Amador	Interfaith Council of Amador	15-MOU-00107	\$75,000	0.0854%	\$92,441	\$167,441
Butte	Community Action Agency of Butte County	15-MOU-00108	\$75,000	0.8473%	\$917,207	\$992,207
Calaveras	The Resource Connection	15-MOU-00109	\$75,000	0.1004%	\$108,662	\$183,662
Contra Costa/Solano	Food Bank of Contra Costa & Solano	15-MOU-00110	\$75,000	2.9286%	\$3,170,256	\$3,245,256
Del Norte	Rural Human Services, Inc.	15-MOU-00112	\$75,000	0.0700%	\$75,722	\$150,722
Del Norte	Family Resource Center of the Redwoods	20-MOU-6059	\$75,000	0.0175%	\$18,931	\$93,931
El Dorado/Alpine	Food Bank of El Dorado County	15-MOU-00113	\$75,000	0.3372%	\$365,028	\$440,028
Fresno	Central California Food Bank	15-MOU-00114	\$75,000	3.7174%	\$4,024,113	\$4,099,113
Humboldt	Food for People, Inc.	15-MOU-00115	\$75,000	0.4345%	\$470,344	\$545,344
Imperial	Community Food Bank of Imperial	15-MOU-00116	\$75,000	0.8020%	\$868,115	\$943,115
Inyo/Mono	Inyo/Mono Advocates for Community Action	15-MOU-00117	\$75,000	0.0725%	\$78,533	\$153,533
Kern (CAP)	Community Action Partnership of Kern	15-MOU-00118	\$75,000	3.3204%	\$3,594,360	\$3,669,360
Kings	Kings Community Action Organization	15-MOU-00119	\$75,000	0.4951%	\$535,989	\$610,989
Lake	Clear Lake Gleaners, Inc.	15-MOU-00120	\$75,000	0.2108%	\$228,147	\$303,147
Lassen/Modoc	CFL/Food Bank of Northern Nevada	20-MOU-6030	\$75,000	0.1030%	\$111,544	\$186,544
Los Angeles (FBSC)	Food Bank of Southern California	15-MOU-00122	\$75,000	8.9090%	\$9,643,944	\$9,718,944
Los Angeles (RFB)	Los Angeles Regional Food Bank	15-MOU-00123	\$75,000	20.7876%	\$22,502,535	\$22,577,535
Madera	Madera County Food Bank	15-MOU-00124	\$75,000	0.5323%	\$576,169	\$651,169
Mendocino	Mendocino Food and Nutrition Program, Inc.	15-MOU-00125	\$75,000	0.2560%	\$277,155	\$352,155
Merced/Mariposa	Merced County Food Bank	15-MOU-00126	\$75,000	1.0955%	\$1,185,835	\$1,260,835
Monterey	Food Bank for Monterey County	15-MOU-00127	\$75,000	1.1968%	\$1,295,545	\$1,370,545
Napa	Community Action of Napa Valley	15-MOU-00128	\$75,000	0.2623%	\$283,897	\$358,897
Nevada	Food Bank of Nevada County	15-MOU-00129	\$75,000	0.2006%	\$217,156	\$292,156
Orange (CAP)	Community Action Partnership of Orange County	15-MOU-00130	\$75,000	2.9875%	\$3,233,983	\$3,308,983
Orange (SHFB)	Second Harvest Food Bank of Orange County	15-MOU-00131	\$75,000	3.6514%	\$3,952,645	\$4,027,645
Placer	Placer Food Bank	15-MOU-00132	\$75,000	0.6118%	\$662,274	\$737,274
Riverside FIND	Food in Need of Distribution	18-MOU-06006	\$75,000	2.4108%	\$2,609,673	\$2,684,673
Riverside FA	Feeding America Serving Riverside & San Bernardino	15-MOU-00133	\$75,000	3.6162%	\$3,914,510	\$3,989,510
Sacramento	Sacramento Food Bank & Family Services	15-MOU-00134	\$75,000	4.1177%	\$4,457,456	\$4,532,456
San Benito	Community Food Bank of San Benito County	15-MOU-00135	\$75,000	0.1319%	\$142,740	\$217,740
San Bernardino	Community Action Partnership of San Bernardino Cou	15-MOU-00136	\$75,000	5.9698%	\$6,462,318	\$6,537,318
San Diego	Jacobs & Cushman San Diego Food Bank	15-MOU-00137	\$75,000	7.3757%	\$7,984,243	\$8,059,243
San Francisco/ Marin	San Francisco Food Bank	15-MOU-00138	\$75,000	2.2091%	\$2,391,399	\$2,466,400
San Joaquin	San Joaquin County Aging & Community Services	15-MOU-00139	\$75,000	2.1566%	\$2,334,515	\$2,409,515
San Luis Obispo	Food Bank Coalition of San Luis Obispo County	15-MOU-00140	\$75,000	0.6295%	\$681,389	\$756,389
Santa Barbara	Food Bank of Santa Barbara	15-MOU-00141	\$75,000	1.0323%	\$1,117,435	\$1,192,435
Santa Clara/San Mateo	Second Harvest Food Bank of Silicon Valley	15-MOU-00142	\$75,000	4.2336%	\$4,582,837	\$4,657,837
Santa Cruz	Second Harvest Food Bank Serving Santa Cruz	15-MOU-00143	\$75,000	0.6569%	\$711,117	\$786,117
Shasta	Dignity Health Connected Living	15-MOU-00144	\$75,000	0.4720%	\$510,915	\$585,915
Siskiyou	Great Northern Services	15-MOU-00145	\$75,000	0.1279%	\$138,418	\$213,418
Sonoma	Redwood Empire Food Bank	15-MOU-00146	\$75,000	0.9571%	\$1,036,033	\$1,111,033
Stanislaus	Salvation Army Modesto Citadel	15-MOU-00147	\$75,000	1.5984%	\$1,730,255	\$1,805,256
Tehama	Tehama County Gleaners	15-MOU-00148	\$75,000	0.1852%	\$200,519	\$275,519
Trinity	Trinity County Food Bank	15-MOU-00149	\$75,000	0.0492%	\$53,295	\$128,295
Tulare	Foodlink for Tulare County	15-MOU-00150	\$75,000	1.8609%	\$2,014,407	\$2,089,407
Tuolumne	Tuolumne Community Action Agency	15-MOU-00151	\$75,000	0.1244%	\$134,704	\$209,704
Ventura	Food Share Inc. of Ventura County	15-MOU-00152	\$75,000	1.6285%	\$1,762,875	\$1,837,876
Yolo	Yolo Food Bank	15-MOU-00153	\$75,000	0.6935%	\$750,761	\$825,761
Yuba/Sutter	Gleaners Food Bank, Inc.	15-MOU-00154	\$75,000	0.5188%	\$561,573	\$636,574
<b>Food Bank Total</b>			<b>\$3,750,000</b>	<b>100.0000%</b>	<b>\$108,250,000</b>	<b>\$112,000,000</b>



## MEMORANDUM

To: Budget & Finance Committee

From: Esperanza Contreras, Partnership Administrator

Date: January 18, 2023

Subject: *Agenda Item 4c*: Early Head Start Child Care Partnership COLA– **Action Item**

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The Board of Directors previously approved the application to receive the 2.28% COLA for Kern Early Head Start Child Care Partnership. This application was received and approved by the Office of Head Start. The approval for the COLA is retroactive to the full contract year starting March 1, 2022, to include the increase to the contractual payments for service.

The annual contractual increases are as follows:

<u>Child Care Partner</u>	<u>Current Rate</u>	<u>Difference</u>	<u>2.28% COLA Rate</u>
Escuelita Hernandez Little School	\$116,605.44	\$2,658.60	\$119,264.04
Garden Pathways, Inc.	\$80,652.00	\$2,844.69	\$83,496.69
Kern Community College District	\$257,311.72	\$5,866.68	\$263,177.40
Kern Superintendent of Schools	\$128,655.36	\$2,933.34	\$131,588.70
West Kern Community College District	\$306,089.28	\$6,978.84	\$313,068.12

This request supports the CAPK Strategic Plan Goal 2.1 Expand access to services and resources for health and safety of children and youth by providing a safe environment. 2.1.3 Identify and secure additional funding to support facility and capacity development required to expand geographic coverage.

**Recommendation:**

Staff recommends the Board of Directors approve the Early Head Start Child Care Partnership Amendments to contracts and authorize the Chief Executive Officer (CEO) to execute the Amendments to Contract for Service Agreement on behalf of CAPK.

**Attachments:**

*Escuelita Hernandez Little School Amendment II Contract for Services Agreement*

*Garden Pathways, Inc. Amendment II Contract for Services Agreement*

*Kern County Community College District Amendment I Contract for Services Agreement*

*Kern County Superintendent of Schools Amendment III Contract for Services Agreement*

*West Kern Community College District Amendment I Contract for Services Agreement*



**AMENDMENT II TO CONTRACT FOR SERVICES AGREEMENT**

This is Amendment II to the Contract for Services Agreement (“Agreement”) dated January 1, 2020 by and between Escuelita Hernandez Little School (“Contractor”) and Community Action Partnership of Kern (“CAPK”). The effective date for Amendment II will be March 1, 2022.

**Section 3 of the original Agreement is revised to read as follows:**

**Payment for Services.** The identified Contractor may receive one or more increases to their funding as presented in each Consolidated Appropriations Act that is signed into law during the term of this contract. Consolidated Appropriation Acts are signed on an annual or bi-annual basis (every two years) and includes funding for a Cost-of-Living Adjustment (COLA). The COLA will permanently increase payments to the contractor by the percentage noted on each act; the percentage fluctuates in quantity per act. The Contractor will receive notice of the COLA when CAPK receives the official Funding Guidance letter from the Office of Head Start. CAPK will utilize Amendments to the original contract to report the adjustment made to Contractor’s payments in current or future budget periods. The increase will be implemented to payments beginning on March 1 of the fiscal year in which the act is enacted; retroactive payments may be required.

**Consolidated Appropriations Act, 2021**

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.28% COLA from the Office of Head Start.

As such, payment for services shall hereafter be six hundred twenty-one and seventeen cents (\$621.17) per child per calendar month, up to a maximum of eight (8) infants and eight (8) toddlers in Early Head Start children. The total maximum monthly charges are nine thousand nine hundred thirty-eight and sixty-seven cents (\$9,938.67) as shown below.

- Budget Period 1 01/01/2020-08/31/2020 8 months x \$9,600.00 \$76,800.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x \$9,600.00 \$57,600.00
- Budget Period 2 03/01/2021-08/31/2021 6 months x \$9,717.12 \$58,302.72
- Budget Period 3 09/01/2021-02/28/2022 6 months x \$9,717.12 \$58,302.72
- Budget Period 3 03/01/2022-08/31/2022 6 months x \$9,938.67 \$59,632.02
- Budget Period 4 09/01/2022-08/31/2023 12 months x \$9,938.67 \$119,264.04
- Budget Period 5 09/01/2023-08/31/2024 12 months x \$9,938.67 \$119,264.04

As noted above, later budget periods may indicate a new funding increase once a Consolidated Appropriate Act has been signed.

Any additional services not approved by CAPK in advance will be at the Contractor’s own expense. A copy of CAPK’s signed approval is to be submitted with Contractor’s invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10<sup>th</sup> day of the following month. Terms are Net 30 from the date the invoice is received in CAPK’s Accounting Department. Additionally, Contractor invoices shall be in accordance with Attachment B contained in and attached hereto for reference.

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

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



The quantities below are subject to change upon the enactment of a Consolidated Appropriations Act. As noted in Section 3, the Consolidated Appropriations Act, signed into law annually or bi-annually (every two years), includes a COLA that increases the Federal funds received by the Contractor. As such, the Non-Federal share requirement will also increase to reflect an updated total of Federal Funds received by the Contractor.

**Consolidated Appropriations Act, 2021**

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.28% COLA from the Office of Head Start. Budget Periods 2 through 5 indicate the Non-Federal share requirement per the funding increase.

- Budget Period 1 01/01/2020-08/31/2020 8 months x \$2,400.00 @ 25% \$19,200.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x \$2,400.00 @ 25% \$14,400.00
- Budget Period 2 03/01/2021-08/31/2021 6 months x \$2,429.28 @ 25% \$14,575.68
- Budget Period 3 09/01/2021-02/28/2022 6 months x \$2,429.28 @ 25% \$29,151.36
- Budget Period 3 03/01/2022-08/31/2022 6 months x \$2,489.67 @ 25% \$14,908.02
- Budget Period 4 09/01/2022-08/31/2023 12 months x \$2,484.67 @ 25% \$29,816.04
- Budget Period 5 09/01/2023-08/31/2024 12 months x \$2,484.67 @ 25% \$29,816.04

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

**VENDOR: ESCUELITA HERNANDEZ LITTLE SCHOOL**

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

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

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

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

**CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN**

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

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



**AMENDMENT II TO CONTRACT FOR SERVICES AGREEMENT**

This is Amendment II to Contract for Services Agreement (“Agreement”) dated August 31, 2019, by and between Garden Pathways, Inc., and Community Action Partnership of Kern (“CAPK”). The effective date for Amendment II will be March 1, 2022.

**Section 3 of the original Agreement is revised to read as follows:**

**Payment for Services.** The identified Contractor may receive one or more increases to their funding as presented in each Consolidated Appropriations Act that is signed into law during the term of this contract. Consolidated Appropriation Acts are signed on an annual or bi-annual basis (every two years) and include funding for a Cost-of-Living Adjustment (COLA). The COLA will permanently increase payments to the contractor by the percentage noted on each act; the percentage fluctuates in quantity per act. The Contractor will receive notice of the COLA when CAPK receives the official Funding Guidance letter from the Office of Head Start. CAPK will utilize Amendments to the original contract to report the adjustment made to Contractor’s payments in current or future budget periods. The increase will be implemented to payments beginning on March 1, 2021, of the fiscal year in which the act is enacted; retroactive payments may be required.

**Consolidated Appropriations Act, 2021**

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.28% COLA from the Office of Head Start.

As such, payment for services shall hereafter be six hundred thirty-two dollars and fifty-five cents (\$632.55) per child per calendar month, up to a maximum of eleven (11) Early Head Start children. The total maximum monthly charges are six thousand nine hundred fifty-eight dollars and sixty-nine cents (\$6,958.69) as shown below.

- Budget Period 1 09/01/2019-08/31/2020 12 months x \$6,721.00 \$80,652.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x \$6,721.00 \$40,326.00
- Budget Period 2 03/01/2021-08/31/2021 6 months x \$6,802.95 \$40,817.70
- Budget Period 3 09/01/2021-02/28/2022 6 months x \$6,802.95 \$40,817.70
- Budget Period 3 03/01/2022-08/31/2022 6 months x \$6,958.06 \$41,748.36
- Budget Period 4 09/01/2022-08/31/2023 12 months x \$6,958.06 \$83,496.69
- Budget Period 5 09/01/2023-08/31/2024 12 months x \$6,958.06 \$83,496.69

As noted above, later budget periods may indicate a new funding increase once a Consolidated Appropriate Act has been signed.

Any additional services not approved by CAPK in advance will be at the Contractor’s own expense. A copy of CAPK’s signed approval is to be submitted with Contractor’s invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10<sup>th</sup> day of the following month. Terms are Net 30 from the date the invoice is received in CAPK’s Accounting Department. Additionally, Contractor invoices shall be in accordance with Attachment B contained in and attached hereto for reference.

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

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

The quantities below are subject to change upon the enactment of a Consolidated Appropriations Act. As noted in Section 3, the Consolidated Appropriations Act, signed into law annually or bi-annually (every two years), includes a COLA that increases the Federal funds received by the Contractor. As such, the Non-Federal share requirement will also increase to reflect an updated total of Federal Funds received by the Contractor.

**Consolidated Appropriations Act, 2021**

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.28% COLA from the Office of Head Start. Budget Periods 3 through 5 indicate the Non-Federal share requirement per the funding increase.

- Budget Period 1 09/01/2019-08/31/2020 12 months x \$1,680.25 @ 25% \$20,163.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x \$1,680.25 @ 25% \$10,081.50
- Budget Period 2 03/01/2021-08/31/2021 6 months x \$1,700.74 @ 25% \$10,204.43
- Budget Period 3 09/01/2021-02/28/2022 6 months x \$1,700.74 @ 25% \$10,204.44
- Budget Period 3 03/01/2022-08/31/2022 6 months x \$1,739.52 @ 25% \$10,437.12
- Budget Period 4 09/01/2022-08/31/2023 12 months x \$1,739.52 @ 25% \$20,874.24
- Budget Period 5 09/01/2023-08/31/2024 12 months x \$1,739.52 @ 25% \$20,874.24

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

**VENDOR: GARDEN PATHWAYS, INC**

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

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

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

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

**CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN**

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

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



**AMENDMENT I TO CONTRACT FOR SERVICES AGREEMENT**

This is Amendment I to the Contract for Services Agreement (“Agreement”) dated October 10, 2019 by and between Kern Community College District c/o Bakersfield Community College (“Contractor”) and Community Action Partnership of Kern (“CAPK”). The effective date for Amendment I will be March 1, 2022.

**Section 3 of the original Agreement is revised to read as follows:**

**Payment for Services.** The identified Contractor may receive one or more increases to their funding as presented in each Consolidated Appropriations Act that is signed into law during the term of this contract. Consolidated Appropriation Acts are signed on an annual or bi-annual basis (every two years) and includes funding for a Cost-of-Living Adjustment (COLA). The COLA will permanently increase payments to the contractor by the percentage noted on each act; the percentage fluctuates in quantity per act. The Contractor will receive notice of the COLA when CAPK receives the official Funding Guidance letter from the Office of Head Start. CAPK will utilize Amendments to the original contract to report the adjustment made to Contractor’s payments in current or future budget periods. The increase will be implemented to payments beginning on March 1 of the fiscal year in which the act is enacted; retroactive payments may be required.

**Consolidated Appropriations Act, 2021**

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.28% COLA from the Office of Head Start.

As such, payment for services shall hereafter be six hundred eighty-five dollars and thirty cents (\$685.36) per child per calendar month, up to a maximum of thirty-two (32) Early Head Start children. The total maximum monthly charges are twenty-one thousand nine hundred thirty-one and forty-five cents (\$21,931.45) as shown below.

- Budget Period 1 09/01/2019-08/31/2020 12 months x \$21,184.00 \$254,208.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x \$21,184.00 \$127,104.00
- Budget Period 2 03/01/2021-08/31/2021 6 months x \$21, 442.56 \$128,655.36
- Budget Period 3 03/01/2021-02/28/2022 6 months x \$21, 442.56 \$128,655.36
- Budget Period 3 03/01/2022-08/31/2022 6 months x \$21,931.45 \$131,588.70
- Budget Period 4 09/01/2022-08/31/2023 12 months x \$21,931.45 \$263,177.40

As noted above, later budget periods may indicate a new funding increase once a Consolidated Appropriate Act has been signed.

Any additional services not approved by CAPK in advance will be at the Contractor’s own expense. A copy of CAPK’s signed approval is to be submitted with Contractor’s invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10<sup>th</sup> day of the following month. Terms are Net 30 from the date the invoice is received in CAPK’s Accounting Department. Additionally, Contractor invoices shall be in accordance with Attachment B contained in and attached hereto for reference.

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

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

The quantities below are subject to change upon the enactment of a Consolidated Appropriations Act. As noted in Section 3, the Consolidated Appropriations Act, signed into law annually or bi-annually (every two years), includes a COLA that increases the Federal funds received by the Contractor. As such, the Non-Federal share requirement will also increase to reflect an updated total of Federal Funds received by the Contractor.

**Consolidated Appropriations Act, 2021**

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.28% COLA from the Office of Head Start. Budget Periods 3 through 4 indicate the Non-Federal share requirement per the funding increase.

- Budget Period 1 09/01/2019-08/31/2020 12 months x \$5,296.00 @ 25% \$63,552.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x \$5,296.00 @ 25% \$31,776.00
- Budget Period 2 03/01/2021-08/31/2021 6 months x \$5,360.64 @ 25% \$32,163.84
- Budget Period 3 09/01/2021-02/28/2022 6 months x \$5,360.64 @ 25% \$32,163.84
- Budget Period 3 03/01/2022-08/31/2022 6 months x \$5,482.86 @ 25% \$32,897.16
- Budget Period 4 09/01/2022-08/31/2023 12 months x \$5, 482.86 @ 25% \$65,794.32

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

**VENDOR: KERN COMMUNITY COLLEGE DISTRICT c/o BAKERSFIELD COMMUNITY COLLEGE**

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

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

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

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

**CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN**

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

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



**AMENDMENT III TO CONTRACT FOR SERVICES AGREEMENT**

This is Amendment III to the Contract for Services Agreement (“Agreement”) dated September 1, 2016 by and between Kern County Superintendent of Schools (“Contractor”) and Community Action Partnership of Kern (“CAPK”). The effective date for Amendment III will be March 1, 2022.

**Section 3 of the original Agreement is revised to read as follows:**

**Payment for Services.** The identified Contractor may receive one or more increases to their funding as presented in each Consolidated Appropriations Act that is signed into law during the term of this contract. Consolidated Appropriation Acts are signed on an annual or bi-annual basis (every two years) and includes funding for a Cost-of-Living Adjustment (COLA). The COLA will permanently increase payments to the contractor by the percentage noted on each act; the percentage fluctuates in quantity per act. The Contractor will receive notice of the COLA when CAPK receives the official Funding Guidance letter from the Office of Head Start. CAPK will utilize Amendments to the original contract to report the adjustment made to Contractor’s payments in current or future budget periods. The increase will be implemented to payments beginning on March 1 of the fiscal year in which the act is enacted; retroactive payments may be required.

**Consolidated Appropriations Act, 2021**

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.28% COLA from the Office of Head Start.

As such, payment for services shall hereafter be six hundred eighty-five and thirty-six cents (\$685.36) per child per calendar month, up to a maximum of sixteen (16) Early Head Start children. The total maximum monthly charges are ten thousand nine hundred sixty-five dollars and seventy-three cents (\$10,965.73) as shown below.

- Budget Period 1 09/01/2019-08/31/2020 12 months x \$10,592.00 \$127,104.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x \$10,592.00 \$63,552.00
- Budget Period 2 03/01/2021-08/31/2021 6 months x \$10,721.28 \$64,327.68
- Budget Period 2 09/01/2021-02/28/2022 6 months x \$10,721.28 \$64,327.68
- Budget Period 3 03/01/2022-08/31/2022 6 months x \$10,965.73 \$65,794.38
- Budget Period 4 09/01/2022-08/31/2023 12 months x \$10, 965.73 \$131,588.70
- Budget Period 5 09/01/2023-08/31/2024 12 months x \$10, 965.73 \$131,588.70

As noted above, later budget periods may indicate a new funding increase once a Consolidated Appropriate Act has been signed.

Any additional services not approved by CAPK in advance will be at the Contractor’s own expense. A copy of CAPK’s signed approval is to be submitted with Contractor’s invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10<sup>th</sup> day of the following month. Terms are Net 30 from the date the invoice is received in CAPK’s Accounting Department. Additionally, Contractor invoices shall be in accordance with Attachment B contained in and attached hereto for reference.

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

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

The quantities below are subject to change upon the enactment of a Consolidated Appropriations Act. As noted in Section 3, the Consolidated Appropriations Act, signed into law annually or bi-annually (every two years), includes a COLA that increases the Federal funds received by the Contractor. As such, the Non-Federal share requirement will also increase to reflect an updated total of Federal Funds received by the Contractor.

**Consolidated Appropriations Act, 2021**

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.28% COLA from the Office of Head Start. Budget Periods 3 through 5 indicate the Non-Federal share requirement per the funding increase.

- Budget Period 1 09/01/2019-08/31/2020 12 months x \$2,648.00 @25% \$31,776.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x \$2,648.00 @25% \$15,888.00
- Budget Period 2 03/01/2021-08/31/2021 6 months x \$2,680.32 @25% \$16,081.92
- Budget Period 3 09/01/2021-02/28/2022 6 months x \$2,680.32 @25% \$16,081.92
- Budget Period 3 03/01/2022-08/31/2022 6 months x \$2,741.43 @25% \$16,448.58
- Budget Period 4 09/01/2022-08/31/2023 12 months x \$2,741.43 @25% \$32,897.16
- Budget Period 5 09/01/2023-08/31/2024 12 months x \$2,741.43 @25% \$32,897.16

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

**VENDOR: KERN COUNTY SUPERINTENDENT OF SCHOOLS**

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

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

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

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

**CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN**

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

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



**AMENDMENT I TO CONTRACT FOR SERVICES AGREEMENT**

This is Amendment I to the Contract for Services Agreement (“Agreement”) dated July 23, 2019 by and between West Kern Community College District C/O Taft College Child Care Center (“Contractor”) and Community Action Partnership of Kern (“CAPK”). The effective date for Amendment I will be March 1, 2022.

**Section 3 of the original Agreement is revised to read as follows:**

**Payment for Services.** The identified Contractor may receive one or more increases to their funding as presented in each Consolidated Appropriations Act that is signed into law during the term of this contract. Consolidated Appropriation Acts are signed on an annual or bi-annual basis (every two years) and includes funding for a Cost-of-Living Adjustment (COLA). The COLA will permanently increase payments to the contractor by the percentage noted on each act; the percentage fluctuates in quantity per act. The Contractor will receive notice of the COLA when CAPK receives the official Funding Guidance letter from the Office of Head Start. CAPK will utilize Amendments to the original contract to report the adjustment made to Contractor’s payments in current or future budget periods. The increase will be implemented to payments beginning on March 1 of the fiscal year in which the act is enacted; retroactive payments may be required.

**Consolidated Appropriations Act, 2021**

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.28% COLA from the Office of Head Start.

As such, payment for services shall hereafter be six hundred twenty-one and seventeen cents (\$621.17) per child per calendar month, up to a maximum of forty-two (42) Early Head Start children. The total maximum monthly charges are twenty-six thousand eighty-nine and one cent (\$26,089.01) as shown below.

- Budget Period 1 09/01/2019-08/31/2020 12 months x \$25,200.00 \$302,400.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x \$25,200.00 \$151,200.00
- Budget Period 2 03/01/2021-08/31/2021 6 months x \$25, 507.44 \$153,044.64
- Budget Period 3 09/01/2021-02/28/2022 6 months x \$25,507.44 \$153,044.64
- Budget Period 3 03/01/2021-08/31/2022 6 months x \$26,089.01 \$156,534.84
- Budget Period 4 09/01/2022-08/31/2023 12 months x \$26,089.01 \$313,534.84
- Budget Period 5 09/01/2023-08/31/2024 12 months x \$26,089.01 \$313,068.12

As noted above, later budget periods may indicate a new funding increase once a Consolidated Appropriate Act has been signed.

Any additional services not approved by CAPK in advance will be at the Contractor’s own expense. A copy of CAPK’s signed approval is to be submitted with Contractor’s invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10<sup>th</sup> day of the following month. Terms are Net 30 from the date the invoice is received in CAPK’s Accounting Department. Additionally, Contractor invoices shall be in accordance with Attachment B contained in and attached hereto for reference.

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

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



The quantities below are subject to change upon the enactment of a Consolidated Appropriations Act. As noted in Section 3, the Consolidated Appropriations Act, signed into law annually or bi-annually (every two years), includes a COLA that increases the Federal funds received by the Contractor. As such, the Non-Federal share requirement will also increase to reflect an updated total of Federal Funds received by the Contractor.

**Consolidated Appropriations Act, 2021**

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 2.28% COLA from the Office of Head Start. Budget Periods 3 through 5 indicate the Non-Federal share requirement per the funding increase.

- Budget Period 1 09/01/2019-08/31/2020 12 months x \$6,300.00 @25% \$75,600.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x \$6,300.00 @25% \$37,800.00
- Budget Period 2 03/01/2021-08/31/2021 6 months x \$6,376.86 @25% \$38,261.16
- Budget Period 3 09/01/2021-02/28/2022 6 months x \$6,376.86 @25% \$39,133.50
- Budget Period 3 03/01/2022-08/31/2022 6 months x \$6,522.25 @25% \$78,267.00
- Budget Period 4 09/01/2022-08/31/2023 12 months x \$6,522.25 @25% \$76,522.32
- Budget Period 5 09/01/2023-08/31/2024 12 months x \$6,522.25 @25% \$76,522.32

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

**VENDOR: WEST KERN COMMUNITY COLLEGE DISTRICT C/O TAFT COLLEGE CHILD CARE CENTER**

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

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

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

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

**CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN**

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

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



## MEMORANDUM

To: Budget & Finance Committee

From: Wilfredo Cruz – Energy Program Administrator

Date: January 18, 2023

Subject: Agenda Item 4d: Approval of Energy Program RFP Awards for Subcontractors – **Action Item**

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On December 8, 2022, a Request for Proposals (RFP) was issued seeking qualified vendors, possessing a State of California Class “B” General Building Contractor’s License issued by the Contractor’s State License Board (CSLB) to provide full-service weatherization services to low-income, single, and multi-family households located in Kern County.

One (1) proposal was received on a timely basis, which complied with the requirements contained in the RFP.

A comprehensive bid analysis was completed for Huffman & Down (HD) Maintenance, and it was determined that it is in the best interest of CAPK and our clients to enter into a Contract for Services Agreement with them for a term of three (3) years. This will allow the Energy Program to continue working within the community while simultaneously expending our contracts to assist low-income families. The Agreement contains a “not to exceed” amount of \$500,000 over the three (3) year term, which requires approval of the Board of Directors.

The work to be completed by this subcontractor connects to CAPK’s mission and Strategic Goal 3, advancing economic empowerment and financial stability for low-income people in the community we serve.

### **Recommendation:**

Staff recommends that the Budget & Finance Committee approve the execution of this contract and authorizes the Chief Executive Officer to execute the contract and any future amendments.

### **Attachment:**

*Contract for Services Agreement (1)*



ACCOUNT CODE:
Contract Log:

**CONTRACT FOR SERVICES AGREEMENT**

This Contract for Services Agreement (the “Agreement”) is made and entered into as of this 1st day of January 2023 by and between HD Maintenance, Inc (“Vendor”) and Community Action Partnership of Kern (“CAPK”). In consideration of mutual promises and agreements of the parties as herein set forth, the parties agree as follows:

**1. SERVICES.**

- a. **SCOPE.** Vendor is to perform all services and install all equipment and materials as per scope of work contained in the proposal submitted by Vendor in response to RFP Energy 2022-001. Vendor’s Bid Form for RFP Energy 2022-001 is found in **Attachment A** attached hereto and incorporated herein by reference.
- b. **VENDOR QUALIFICATIONS AND COMPLIANCE WITH LAWS.** Vendor and all persons engaged by Vendor to perform the Services shall possess all necessary licensing, training, permits and experience to perform the Services, safely, in a workmanlike and professional manner according to best practices. Vendor shall comply with all laws and regulations bearing on the Services. If any portions of the Services will involve work requiring governmental permission or approval, including but not limited to a permit, Vendor shall secure such permission or approval as required to perform the Services, before commencing such Services.
- c. **VENDOR PROJECT MANAGEMENT.** Vendor shall perform the Services in a timely manner and shall keep CAPK informed of progress and any developments that may affect the timeline for the completion of the Services or cause any variance to the Services as described on **Attachment A**. CAPK shall provide on a timely basis all information and documents requested by Vendor necessary for Vendor’s effective representation of CAPK’s interests in performing the Services.
- d. **CHANGES IN WORK.** During the course of providing the Service, CAPK may require changes in their scope. Such changes, including any increase or decrease in the amount of the Vendor’s fees for such changes shall be agreed to by the parties in writing, through an addendum to this Agreement, at which time the scope of work shall be changed in accordance therewith. Vendor shall not deviate from the Services identified in **Attachment A** without such written amendment. Vendor shall not be entitled to any change in compensation for performing work that deviates from the Services identified in Exhibit A, that is not approved by CAPK in writing, prior to the performance of such Services.
- e. While performing the Services, Vendor shall abide by all instructions provided by CAPK and shall ensure that Vendor and all persons engaged by Vendor to perform the Services conduct themselves in a professional manner.

**2. TERM.**

- a. This agreement shall be effective, and all Services shall be provided for that period of time from January 1st, 2023, through August 31st, 2025.

**3. TERMINATION.**

- a. **TERMINATION BY CAPK.** CAPK may discharge Vendor at any time, for any reason, by written notice provide according to this agreement, which shall be effective immediately if hand-delivered to Vendor, or upon forty-eight (48) hours of mailing such written notice. Unless specifically agreed to between Vendor and CAPK, Vendor will provide no further services and incur no further costs on CAPK’s behalf upon receipt of the notice. Vendor shall be entitled to compensation for satisfactory work completed by Vendor, and all unfinished work in any form shall, at the option of CAPK, become CAPK’s property.
- b. **TERMINATION BY VENDOR.** Vendor may terminate this Agreement for a material breach by CAPK that is not cured within sixty (60) days’ notice of such breach to CAPK.
- c. **TERMINATION BY MUTUAL AGREEMENT.** The parties may mutually terminate this Agreement at any time by mutual agreement in writing.

#### 4. PAYMENT FOR SERVICES.

- a. **INVOICES.** Services shall be billed according to **Attachment A**. Vendor will submit a monthly invoice detailing i) the Services provided ii) the identity of each employee or independent contractor of Vendor providing the Services iii) the hours spent by each such person in providing the Services, and any additional costs incurred in providing the services, as provided in **Attachment A**. The total aggregate amount on this Agreement is not to exceed \$500,000.00.

Vendor shall mail all invoices, with required detail, to:

Community Action Partnership of Kern,  
Attn: Accounts Payable,  
5005 Business Park North,  
Bakersfield, CA 93309.

- b. **PAYMENT OF INVOICES/DISPUTES.** CAPK shall make payment of undisputed portion of a Vendor invoice within forty-five (45) days from the date the original invoice is received at CAPK's Finance Department. CAPK shall identify any dispute as to invoicing within thirty (30) of receipt of the invoice containing a disputed charge. Notwithstanding any provision in this Agreement, non-payment of a portion of any portion of a disputed invoice of Vendor shall not be grounds for Vendor to terminate this Agreement.
- c. **BILLING LIMITATION.** Unless Vendor and CAPK otherwise agree in writing, Vendor billing to CAPK according to this Agreement shall not exceed the "Not to Exceed" amount identified in **Attachment A**. In the event that service or item exceeds the maximum allowed cost by our funding source, CAPK may request a waiver to approve the additional cost. If the additional cost is not approved by the funding source, the cost will not be allowed.

#### 5. RELATIONSHIP OF PARTIES.

- a. **INDEPENDENT CONTRACTOR.** The relationship established with Vendor through this Agreement is that of independent contractor. This agreement shall not be construed to create a relationship of employment, or principal and agent between Vendor and CAPK, nor shall this Agreement be deemed to create any business relationship, such a partnership or joint venture. Vendor operates an independent business through which Vendor provides services similar to the Services to third parties.
- b. **TAXES.** Vendor and solely Vendor shall be responsible for paying all taxes related to the fees that Vendor receives from CAPK pursuant to this Agreement and withholding any monies from such fee that Vendor may be required to withhold, whether on behalf of Vendor, or any employee, independent contractor or agent engaged by Vendor.
- c. **WAIVER OF EMPLOYMENT RIGHTS.** Vendor hereby waives any right to any and all compensation or benefits of any kind that Vendor would be entitled to as an employee of CAPK.
- d. **VENDOR'S CONTROL.** Vendor shall have full control over the performance of the Services, including the tools, personnel and materials used and the manner in which the Services are performed.
- e. **NO EXCLUSIVITY.** No provision of this Agreement shall be construed to require Vendor to provide the Services exclusively to CAPK during the term of this Agreement.

#### 6. REPRESENTATIONS OF THE PARTIES

##### a. **VENDOR REPRESENTATIONS. VENDOR REPRESENTS AND WARRANTS:**

- i. The party executing this Agreement on behalf of the Vendor is duly authorized by Vendor to contract with CAPK.
- ii. Vendor operates an independent business through which Vendor customarily provides services similar to the Services, and Vendor is experienced and qualified to provide the Services.
- iii. Vendor possesses all licensing, permitting or other requirements by federal, state and local law required to provide the Services.
- iv. Neither Vendor, nor any person associated with Vendor as an owner, partner, director, officer, member, principal or manager of Vendor:

1. Is under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency, nor or any of the foregoing actions pending against such person.
  2. Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years.
  3. Has 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.
- v. Neither Vendor nor any owner, partner, director, officer, member, principal, manager, employee or independent contractor engaged by Vendor is an officer or employee of CAPK, or a relative of any officer or employee of CAPK, and no individual who was an officer or employee of CAPK within the 12 months prior to the bid, is an employee, owner, partner, director, officer, member, principal, manager or independent contractor of Vendor.
  - vi. Vendor has no agreement, whether written or oral, with any officer or employee of CAPK, or a relative of any officer or employee of CAPK that would give such person a financial interest in this Agreement.
  - vii. Vendor has not offered or provided any gratuity to any CAPK employee or officer to influence CAPK's decision to engage Vendor to provide the Services.
- b. CAPK REPRESENTATIONS. CAPK REPRESENTS AND WARRANTS:**
- i. The Services consist of work that is outside the usual course of CAPK's business.
  - ii. CAPK does not possess the skills or expertise to provide the Services.
  - iii. To the best of CAPK's knowledge, no employee or officer of CAPK has solicited any gratuity or any financial benefit whatsoever from Vendor, to influence CAPK's decision to retain Vendor to provide the Services.
- 7. INSURANCE.** Vendor shall procure, furnish and maintain at all times for the duration of this Agreement the types and limits of insurance specified hereinbelow, and comply with the requirements hereunder.
- a. **COMMERCIAL GENERAL LIABILITY.** Commercial General Liability insurance coverage (ISO form CG 00 01 11 85 or 88) with limits of no less than One Million Dollars (\$1,000,000) per occurrence. Such insurance shall:
    - i. State that Vendor is an independent contractor in relation to CAPK and will include a statement that the Vendor is insured for the Services required under this Agreement and which provides contractual liability coverage for the terms of this Agreement.
    - ii. Contain an additional insured endorsement in favor in favor of CAPK, its board, officers, agents, employees and volunteers.
  - b. **AUTOMOBILE LIABILITY INSURANCE.** 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:
    - i. Provide coverage for owned, non-owned and hired autos.
    - ii. Contain an additional insured endorsement in favor of CAPK, its board, officers, agents, employees and volunteers.
  - c. **WORKERS' COMPENSATION INSURANCE.** Vendor shall at all times during the performance of the Services, maintain Workers' compensation insurance in accordance with applicable law, and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence.
  - d. **REQUIREMENTS APPLICABLE TO ALL INSURANCE POLICIES.** All policies required of Vendor in this Agreement:
    - i. Shall contain a waiver of subrogation endorsement in favor of CAPK, its board, officers, agents, employees and volunteers.
    - ii. Shall be primary insurance as to CAPK, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by CAPK, its board, officers, agents employees and designated volunteers shall be in addition to 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).
    - iii. Insurance is to be placed with insurers with a Best's rating of no less than A:VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by this Agreement, or insurance rated below Best's A:VII, must be declared prior to execution of this Agreement and approved by CAPK in writing.

- iv. All policies shall contain an endorsement providing CAPK 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.
- v. Vendor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of Agreement or cancel this Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of this Agreement.

## 8. RESTRICTIVE COVENANTS.

- a. **CONFIDENTIAL INFORMATION.** Vendor acknowledges and agrees that this Agreement creates a relationship of confidence and trust on the part of Vendor, and that during the term of this Agreement, Vendor may acquire or have access to, certain Confidential Information (as hereinafter defined) of CAPK. During the term of this Agreement and at all times thereafter, Vendor shall preserve as confidential all Confidential Information that it may acquire or have access to during the term of this Agreement. Without the CAPK's prior written consent, which may be given or withheld in CAPK's sole and absolute discretion, Vendor shall not (i) disclose any Confidential Information to any third party nor give any third party access thereto, (ii) use any Confidential Information except to perform the Services hereunder, nor (iii) disclose the terms and conditions of this Agreement; provided, however, that the foregoing will not apply to the extent Vendor, in the opinion of counsel, is required to disclose any Confidential Information by applicable law or legal process as long as Vendor promptly notifies CAPK of such pending disclosure and consults with CAPK prior to such disclosure as to the advisability of seeking a protective order or other means of preserving the confidentiality of the Confidential Information. In the event that Vendor is required by applicable law or legal process to disclose any Confidential Information, Vendor agrees to use reasonable efforts to obtain assurances that the information so disclosed will continue to be accorded confidential treatment.
- b. **VENDOR'S INTELLECTUAL PROPERTY.** If, during the course of providing Services, Vendor:
  - i. utilizes or discloses existing, writings, products, inventions, discoveries, developments, improvements, ideas, technical notes, programs, specifications, computer or other apparatus programs and related documentation, and other works of authorship, tangible and intangible property, whether or not patentable, copyrightable or subject to other forms of protection, made, created, developed, discovered, written or conceived by Vendor, (the "Vendor's Intellectual Property") in whole or in part, to CAPK; or
  - ii. develops any of the foregoing which constitute Vendor's Intellectual Property,Then Vendor shall identify such intellectual property in writing, and Vendor shall provide CAPK a limited license to use Vendor's Intellectual Property for so long as it is needed by CAPK, in CAPK's sole discretion, without further cost, expense, royalty or other fee.
- c. **REMEDIES.** Any breach by Vendor of the restrictive covenants contained herein at Section 8 shall be a material breach of this Agreement by Vendor. If Vendor breaches any covenants restricting Vendor's use or disclosure of Confidential Information set forth herein, CAPK shall have the rights and may resort to all of the remedies available to it under existing law or in equity, by statute or otherwise. Vendor hereby acknowledges and agrees that the restrictive covenants described in herein are of a special and unique character that gives them a peculiar value, the loss of which cannot be reasonably or adequately compensated in damages or in an action at law. Vendor therefore expressly agrees that CAPK shall be entitled to seek and obtain injunctive or other equitable relief, without the necessity of proving actual damages or posting a bond, to prevent or remedy a breach by Vendor of any of said covenants.
- d. **DEFINITIONS:**
  - i. "Confidential Information" shall mean (i) information owned by CAPK, that gives or could give CAPK some competitive advantage or the disclosure of which could be detrimental to such owner's interests, (ii) information or material which is owned by CAPK, or in which CAPK has an interest, (iii) all information (in writing or otherwise) concerning CAPK (including, without limitation, information concerning such party's business, assets, liabilities, operations, affairs, financial condition, projections, contracts, customers, products, future plans or prospects) which is not generally known by the public, (iv) all analyses, compilations, studies, reports, records or other documents or materials which contain, or are prepared on the basis of any information or material which either CAPK furnishes to Vendor, or which are prepared by CAPK for Vendor, for the purpose of providing the Services, and (v) information regarding CAPK's future

engagements and operations that may require the future services of Vendor. Vendor acknowledges that each of the foregoing items of Confidential Information constitute valuable trade secrets that are not owned by Vendor and that the use of such Confidential Information in contravention of this Agreement would constitute the misappropriation of trade secrets under California law. Notwithstanding the above, "Confidential Information" does not include any information or material that (a) is or becomes public knowledge otherwise than by act or omission of Vendor; or (b) is or becomes available to Vendor without obligation of confidence from a source having the legal right to disclose such information; or (c) is already in the Vendor's knowledge and/or possession and was not received by the non-owner as a result of a prior relationship with the other party to this Agreement.

- ii. "CAPK" shall also include any and all employees, independent contractors (other than Vendor) and affiliates of CAPK.
- iii. "Vendor" shall include any and all shareholders, employees, assistants, agents, advisors, independent contractors and affiliates of Vendor.

**9. RELEASE OF PAPERS AND PROPERTY.** Upon termination of this Agreement, Vendor will return to CAPK all records, notes, documentation and other items that were used, created or controlled by Vendor on behalf of CAPK during the term of this Agreement, regardless of whether such information constitutes Confidential Information. In the event that CAPK requests that Vendor relinquish CAPK's original documents in its file, CAPK agrees to give Vendor at least ten (10) working days written notice of CAPK's request in order to provide Vendor sufficient time to make a copy for Vendor's records.

**10. NOTICES.** Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by Certified Mail, to the address set forth below.

Vendor:  
HD Maintenance, Inc.  
ATTN: Shaun Seaborn  
PO Box 1632  
Bakersfield, CA 93302  
Phone: (661)479-8020

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

**11. INDEMNIFICATION.** Vendor agrees to protect, defend, indemnify and hold CAPK and each of its officers, employees, independent Vendors, volunteers and agents, free and harmless from and against any and all losses, claims, liens, demands, and causes of action of every kind and character including the amount of judgment, penalties, interest, court costs, and legal fees incurred by CAPK in defense of same, arising in favor of any party, including governmental agencies or bodies on account of taxes, liens, claims, debts, personal injuries, death (including, but not limited to, CAPK, its employees, independent contractors or volunteers, and third parties), or damages to property (including, but not limited to, property of CAPK, its employees, independent contractors, volunteers or agents, and third parties), and without limitation by enumeration all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, (i) the Services to be performed by Vendor hereunder; (ii) a breach by Vendor of any representation (meaning such representation shall not be true during the term of this Agreement), covenant, or agreement contained in this Agreement which is otherwise required to be performed or observed by Vendor; (iii) the intentional, reckless or negligent act or omission by Vendor, its employees or independent contractors while performing Services; (iv) any taxes owed by Vendor generally, or due to a determination that Vendor is something other than an independent contractor of CAPK; or (v) any violation(s) of applicable law bearing on Vendor's performance of Services. Vendor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand or suit at its expense (with counsel selected and directed by CAPK and reasonably acceptable to both parties) and agrees to bear all other costs and expenses related thereto, even if said claim, demand or suit is groundless, false or fraudulent.

**12. INCORPORATION OF ADDENDUMS BY REFERENCE.** Signature below indicates acceptance of all CAPK addendums that are attached hereto and incorporated by reference as if set forth fully herein:

- a. Addendum A: Federal Assurances.
- b. Addendum B: Certification Regarding Lobbying.
- c. Addendum C: Debarment and Suspension Certification.
- d. Addendum D: Non-collusion Affidavit.

- e. Addendum E: Equal Opportunity.
- f. Addendum F: Utilization of Women & Minority Business Enterprises.
- g. Addendum G: Equal Opportunity for Special Disabled Veterans.
- h. Addendum H: Certification of Workmen's Compensation.
- i. Addendum I: Insurance Requirements.
- j. Addendum J: Prevailing Wage Compliance Certification (if required);
- k. Addendum K: Material and Workmanship Warranty (if required).
- l. Addendum L: Additional Terms and Conditions

### 13. MISCELLANEOUS PROVISIONS.

- a. **CONFLICT OF INTEREST.** The parties hereto shall at all times comply with California Public Contract Code 10410 prohibiting conflicts of interest as defined therein and CAPK's policy against any employee of CAPK personally soliciting, demanding or receiving any gratuity of any kind from a Vendor in connection with any decision affecting this Agreement.
- b. **AFFIRMATIVE ACTION.** The Vendor agrees to abide by all State and Federal Affirmative Action policies and laws.
- c. **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.
- d. **ENTIRE AGREEMENT; MODIFICATION.** This Agreement sets forth the final and entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings and representations, whether oral or written, with respect thereto. This Agreement may only be modified by a written instrument duly executed by the parties.
- e. **WAIVER.** The failure of either party hereto at any time to enforce performance by the other party of any provision of this Agreement shall in no way affect such party's rights thereafter to enforce the same, nor shall the waiver by either party of any breach of any provision hereof be deemed to be a waiver by such party of any other breach of the same or any other provision hereof.
- f. **ASSIGNMENT.** Vendor may not assign or transfer this Agreement, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of this Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to this Agreement and must be included as such.
- g. **FURTHER ASSURANCES.** The parties agree to execute and deliver such additional documents or instruments as may be necessary or appropriate to carry out the terms of this Agreement.
- h. **SEVERABILITY.** All sections, clauses and covenants contained in this Agreement are severable, and in the event any of them shall be held to be invalid by any court, this Agreement shall be interpreted as if such invalid sections, clauses or covenants were not contained herein.
- i. **ATTORNEY'S FEES.** In the event of any dispute concerning the enforcement or interpretation of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and expenses (including expert witness fees), in addition to any other relief to which that party may be entitled. This provision shall be construed as applicable to the entire Agreement.
- j. **CONSTRUCTION.** The provisions of this Agreement shall be construed as to their fair meaning, and not for or against any party based upon any attribution to such party as the source of the language in question. Headings used in this Agreement are for convenience of reference only and shall not be used in construing this Agreement. The parties further agree that they both have been represented by independent counsel, and have freely negotiated the terms of this Agreement, such that it shall be construed neutrally and not in favor of or against any party who drafted the Agreement.
- k. **AUTHORITY.** The parties hereto represent and warrant that they are authorized to enter into this agreement and have heretofore taken all acts necessary to authorize them to so act and establish the rights and obligations between the parties hereto.
- l. **COUNTERPARTS.** This Agreement may be executed and delivered, including by facsimile, in one or more counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.



- m. **APPLICABLE LAW.** The laws of the State of California shall govern this Agreement. The sole and exclusive venue for any action filed to interpret or enforce this Agreement shall be the Superior Court of Kern County, California or the U.S. District Court for the Eastern District of California, Fresno Division, and each party hereby consents to any motion filed by the other to move to one of those venues any action filed in any other venue or jurisdiction.
- n. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of this Agreement, including any claims for breach of this Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.

**SIGNATURE PAGE TO FOLLOW**

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

**VENDOR: HD MAINTENANCE, INC**

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

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

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

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

**CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN**

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

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

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

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

**ATTACHMENT A**



December 8, 2022

Kerri Davis  
Business Manager  
Community Action Partnership of Kern  
5005 Business Park North  
Bakersfield, CA 93309

**RE: PROCUREMENT – RFP ENERGY 2022 -001**

Community Action partnership of Kern (CAPK)  
RFP No. Energy 2022-001  
ATTN: Business Services  
5005 Business Park North  
Bakersfield, CA 93309

Proposed Energy Contactor: HD Maintenance, Inc.

Mailing Address:  
HD Maintenance, Inc.  
P. O. Box 1632  
Bakersfield, CA 93302

Physical Address:  
HD Maintenance, Inc.  
603 H Street  
Bakersfield, CA 93304

Federal Tax ID #83-2231485  
California Contractors Licenses #824529

Contact: - President - Shaun Seaborn  
[Shaun@HDMaint.com](mailto:Shaun@HDMaint.com)  
Office 661-479-8020  
Cell 661-303-8073

P.O. Box 1632

Bakersfield, CA 93302

(661) 479-8020



Exhibit A  
Proposed Approach:

1. HD Maintenance, Inc. propose to undertake the following projects:
  - a. Assessments/Diagnostic-8
  - b. Health and Safety-Section - 1,2,4,5,6,7,8,9,10,11,12
  - c. Mandatory- 1,2,3,4,6,7,8,9,10,11,12
  - d. Measure- 13,14,15,17,18,19,20,21,23
  - e. Optional- Section- 1,2,5,7
2. HD Maintenance, Inc. will perform the above listed categories of work by coordinating between CAPK and its clients a date and time that is within the agreed time limits set by CAPK to perform said scope of work with all tools and parts necessary.

HD Maintenance, Inc Proposes to Complete the Following:

	<u>Scope and Fee's</u>
<u>Assessments/Diagnostics</u>	
Dwelling Assessment	N/A
REM/Design Energy Audit	N/A
Combustion Appliance Safety Test	N/A
Blower Door Test	N/A
Duct Leakage Test	N/A
Environmental Testing	N/A
HERS Rater	N/A
Permits	\$200.00
Contractor Post-Weatherization Inspector	N/A

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Health and Safety

Carbon Monoxide Alarm	\$68.00 per alarm
Smoke Alarm	\$68.00 per alarm
Cooking appliance repair	N/A
Cooking Appliance Replacement Free Standing Range or Cooktop	\$1135.00 per dwelling
Cooling Repair	
AC/Window	\$820.00 per dwelling or 50% of replacement
Evaporative Cool	\$1100.00 per dwelling or 50% of replacement
FAU	N/A
Multi-Unit	N/A
Cooling Replacement	
AC Wall/Window	\$1644.00 per dwelling
Evaporative Cooler Roof	\$2200.00 per dwelling
Evaporative Wall/Window	\$2200.00 per dwelling
FAU	N/A
Multi-Unit	N/A
CVA Venting	
All Other	\$200.00 per dwelling
Louver Doors Only	\$495.00 per dwelling
Environmental Hazard Work	
Lead Safe	\$600.00
Heating Source Repair	N/A
Heating Source Replacement	
Exterior wall direct vent, Interior wall and floor furnace	\$4500.00 per dwelling
FAU	N/A
Multi-Unit	N/A
Heat Pump	N/A
Dual Pack	N/A
Wood-Fueled	N/A

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Water Heater Repair	
Electric	\$1180.00 per dwelling or 50% of replacement
Gas and Propane	\$1180.00 per dwelling or 50% of replacement
Mobile Home	\$1180.00 per dwelling or 50% of replacement
Multi-Unit	N/A

Water Heater Replacement	
Electric	\$2360.00 per dwelling
Natural gas and Propane	\$2360.00 per dwelling
Mobile Home	\$2360.00 per dwelling
Multi-Unit	N/A

Mandatory

Attic Ventilation	\$435.00 per dwelling
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Ceiling Insulation	
R-value 0-11	\$1.10 per sq. foot
R-value 12-19	\$1.30 per sq. foot
R-value 20-30	\$1.45 per sq. foot
R-value 31-38	\$1.75 per sq. foot

Door Exterior	
Repair	\$250 per door-1 repair per dwelling
Replacement-Catastrophic Leak	\$500.00 per door-1 occurrence per dwelling

Door/Sliding Glass	
Repair – 72” x 80” or smaller	\$713.00 per door
Repair – greater than 72” x 80”	\$850.00 per door
Replacement 72” x 80” or smaller	\$1425.00. per door
Replacement greater than 72” x 80”	\$1782.00 per door

Duct Insulation	N/A
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Duct Repair and Replacement	\$2500.00 per dwelling
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Filter Replacement	
Air Conditioning	\$100.00 per dwelling
Furnace	\$100.00 per dwelling

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Hot Water Flow Restrictor	
Faucet Restrictor	\$8.00 per dwelling-1 occurrence- no maximum
Low Flow-Handheld Showerhead	\$35.00 per showerhead-1 occurrence-no maximum
Low Flow Showerhead	\$27.00 per showerhead-1 occurrence-no maximum
HVAC Blower Upgrades	N/A
Infiltration Reduction (Excludes both windows and door repair and replacement)	\$600.00
Kitchen Exhaust Installation, Repair and Replacement Rangehood-Wall/Ceiling Mounted	\$350.00
Kneewall Insulation	
R-value 0-11	\$1.50 per sq. foot
R-value 12-19	\$1.65 per sq. foot
Lighting-LED Downlight Retrofit Kit	\$60.00 per kit
LED Hardwire Exterior Porch light	\$100.00 per luminaire
LED Hardwired Light Interior-Ceiling	\$90.00 per luminaire
LED Hardwired Light Interior Wall/Sconce	\$70.00 per luminaire
LED Night Lights	\$6.00 per light
LED Replacement Bulbs	\$25.00 per bulb
LED Torchiere Lamp Replacement	\$150.00 per dwelling
Limited Home Repair	\$650.00 per dwelling

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Low Flow Toilet Replacement	\$325.00 per dwelling
Mechanical Ventilation	N/A
Microwave Oven	\$284.00 per oven-1 oven per dwelling
Refrigerator Replacement under 19 sq. feet	\$1250.00 per appliance-1 per dwelling
Refrigerator Replacement over 19 sq. feet	\$1445.00 per appliance-1 per dwelling
Thermostat Manual	\$65.00 per thermostat
Thermostat Programmable-Standard	\$157.00 per thermostat
Thermostat Smart	\$250.00 per thermostat
Water Heater Insulation	\$55.00 per blanket
Water Heater Pipe Insulation	\$3.90 per linear foot-1 occurrence-no maximum
Whole House Fan	\$1250.00 per dwelling
Window Repair-Catastrophic-Leaks	\$1455.00 per dwelling-1 occurrence-no maximum
Window Replacement-Catastrophic	\$2910.00 per dwelling-1 occurrence-no maximum
Vacancy Sensor Switch	\$50.00
Ceiling Fan	\$250.00 per fan-1 occurrence-no maximum
Exterior Water Pipe Insulation	\$3.80 per linear foot-1 occurrence-no maximum
Floor Foundation Venting	N/A
Floor Insulation	N/A
Hot Water Flow Restrictor	
Thermostatic Shower Valve	\$50.00
Thermostatic Low Flow, Shower Head-TSV+LFSH	\$60.00

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Mechanical Ventilation	N/A
Power Strips- Tier 2 Advanced	\$100.00
Shade Screens	N/A
Storm Windows	N/A
Timer, Electric Water Heater	N/A
Tinted Window Film	N/A
Wall Insulation, Stucco, Wood	N/A

Materials Statement

When possible and depending on availability all materials, tools and parts used on any and all CAPK projects will be American made but does not guarantee that they will be due to price, availability and or quantity to perform scope of work in a timely manner.

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Bakersfield, CA 93302

(661) 479-8020



**ADDENDUM "A"**  
**FEDERAL ASSURANCES**

The Vendor:

- A. Will give the awarding agency (Grantee), the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- B. Will provide and maintain competent and adequate supervision to ensure that the completed work conforms to approved specifications and will furnish progress reports and such other information as may be required by the awarding agency or State.
- C. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title Vi of the Civil Rights Act of 1964 (P.O. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; © Section 504 of the rehabilitation acts of discrimination on the basis of handicaps; (d) the U.S.C. 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to not-discrimination in the sale, rental or financing of housing; (I) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements on any other non-discrimination Statue(s) which may apply to the application.
- D. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- E. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7),the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874)
- F. The Contact Work Hours and Safety Standards Act (40 U.S. 327-333), regarding labor standards for federally assisted construction sub agreements (if applicable).
- G. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
- H. Will comply, as applicable, with the Wild and Scenic Rivers Act of 1968 (16U.S.C. , 1271 et Seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- I. Will assist, as applicable, with the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.)
- J. Will comply, as applicable, with P.L. 93-348 regarding the protection of human subjects Involved in research, development, and related activities supported by this award of assistance.
- K. Will comply, as applicable, with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling and treatment of warm blooded animals held for research, teaching or other activities supported by this award of assistance.
- L. Will comply, as applicable, with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- M. Will comply with all applicable requirements of all other Federal laws, executive Orders, regulations, and policies governing this program.
- N. Will comply, as applicable, with environmental standards which may be prescribed pursuant to the following : (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C.

1451 et seq.); (f) conformity of Federal actions to State Clean Air Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered Species Act of 1973, as amended (P.L. 93-205)

**ADDENDUM "B"**

**CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

\_\_\_\_\_  
Signature of Vendor

\_\_\_\_\_  
Date

**ADDENDUM "C"**

**TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29  
DEBARMENT AND SUSPENSION CERTIFICATION**

VENDOR, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

If there are any exceptions to the Certifications, 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.

\_\_\_\_\_  
Signature of Vendor

\_\_\_\_\_  
Date

**ADDENDUM "D"**

**NONCOLLUSION AFFIDAVIT**  
(Public Contract Code Section 7106)

In accordance with Title 23 United States Code Section 112 and Public Contract Code 7106, \_\_\_\_\_  
Name of Vendor

deposes and says that he or she is \_\_\_\_\_ of \_\_\_\_\_  
Title Company Name

party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Under penalty of perjury, the Vendor declares that neither the Vendor nor any subcontractor to be engaged by the Vendor for this project has been convicted of any offense referred to in the California Public Contract Code.

X

\_\_\_\_\_  
Signature of Vendor Date

X

\_\_\_\_\_  
Address

**ADDENDUM "E"**  
**EQUAL OPPORTUNITY**  
**(48CFR 52.22-26)**

- A.** If, during any 12-month period (including the 12 months preceding the award of this Agreement), the Vendor has been or is awarded nonexempt Federal contracts and/or subcontracts that have an aggregate value in excess of \$10,000, the Vendor shall comply with subparagraphs (B)(1) through (11) below. Upon request, the Vendor shall provide information necessary to determine the applicability of this clause.
- B.** During performing this Agreement, the Vendor agrees as follows:
- 1.** The Vendor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
  - 2.** The Vendor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. This shall include, but not be limited to (i) employment, (ii) upgrading, (iii) demotion, (iv) transfer, (v) recruitment or recruitment advertising, (vi) layoff compensation, and (viii) selection for training, including apprenticeship.
  - 3.** The Vendor shall post in conspicuous places available to employees and applicants for employment the notices to be provided by the Contracting Officer that explain this clause.
  - 4.** The Vendor shall, in all solicitations or advertisement for employees placed by or on behalf of the Vendor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
  - 5.** The Vendor shall send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, the notice to be provided by the Contracting Officer advising the labor union or workers' representative of the Vendor's commitments under this clause, and post copies of the notice in conspicuous places available to employees and applicants for employment.
  - 6.** The Vendor shall comply with Executive Order 11246, as amended, and the rules, regulations, and orders of the Secretary of Labor.
  - 7.** The Vendor shall furnish to the contracting agency all information required by Executive Order 11246, as amended, and by the rules, regulations, and orders of the Secretary of Labor. Standard Form 100 (EEO-1), or any successor form, is the prescribed form to be filed within 30 days following the award, unless filed within 12 months preceding the date of award.
  - 8.** The Vendor shall permit access to its books, records, and accounts by the contracting agency of the Office of Federal Contract Compliance Programs (OFCCP) for the purposed of investigation to ascertain the Vendor's compliance with the applicable rules regulations, and orders.
  - 9.** If the OFCCP determines that the Vendor is not in compliance with this clause or any rule, regulation, or order of the Secretary of Labor, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Vendor may be declared ineligible for further Government contracts, under the procedures authorized in Executive Order 11246, as amended. In addition, sanctions may be imposed and remedies invoked against the Vendor as provided in Executive Order 11246, as amended, the rules, regulations, and orders of the Secretary of Labor, or as otherwise provided by law.
  - 10.** The Vendor shall include the terms and conditions of subparagraph (b)(1) through (11) of this clause in every subcontract or purchase order that is not exempted by the rules, regulations, or orders of the Secretary of Labor issued under Executive order 11246, as amended, so that these items and conditions will be binding upon each subcontractor or vendor.
  - 11.** The Vendor shall take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing these terms and conditions, including sanctions for noncompliance; provided, that if the Vendor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of any direction, the Vendor may request the United States to enter into the litigation to protect the interests of the United States.

---

Signature of Vendor

---

Date

**ADDENDUM "F"**

**UTILIZATION OF WOMEN AND MINORITY BUSINESS ENTERPRISES**

- A. It is the policy of the Government that women and minority owned business enterprises shall have the maximum practicable opportunity to participate in the performance of Government contracts.
  
- B. The Vendor agrees to use his/her best efforts to carry out this policy in the award of subcontracts to the fullest extent consistent with the efficient performance of this Agreement. As used in this Agreement, the term "minority business enterprise" means a business, at least 50 percent of which is owned by minority group members or, in case of publicly owned businesses, at least 51 percent of the stock of which is owned by women or minority group members. For the purposes of this definition, minority group members are Negroes, Spanish-speaking American persons, American-Oriental, American Indians, American-Eskimos, and American Aleuts. Vendors may rely on written representations by subcontractors regarding their status as minority business enterprises in lieu of an independent investigation.

\_\_\_\_\_  
Signature of Vendor

\_\_\_\_\_  
Date

## ADDENDUM "G"

### EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS (52.222-35)(DEC 2001)

(a) Definitions. As used in this clause--

"All employment openings" means all positions except executive and top management, those positions that will be filled from within the Vendor's organization, and positions lasting 3 days or less. This term includes full-time employment, temporary employment of more than 3 days duration, and part-time employment.

"Executive and top management" means any employee--

(1) Whose primary duty consists of the management of the enterprise in which the individual is employed or of a customarily recognized department or subdivision thereof;

(2) Who customarily and regularly directs the work of two or more other employees;

(3) Who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight;

(4) Who customarily and regularly exercises discretionary powers; and

(5) Who does not devote more than 20 percent or, in the case of an employee of a retail or service establishment, who does not devote more than 40 percent of total hours of work in the work week to activities that are not directly and closely related to the performance of the work described in paragraphs (1) through (4) of this definition. This paragraph (5) does not apply in the case of an employee who is in sole charge of an establishment or a physically separated branch establishment, or who owns at least a 20 percent interest in the enterprise in which the individual is employed.

"Other eligible veteran" means any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

"Positions that will be filled from within the Vendor's organization" means employment openings for which the Vendor will give no consideration to persons outside the Vendor's organization (including any affiliates, subsidiaries, and parent companies) and includes any openings the Vendor proposes to fill from regularly established "recall" lists. The exception does not apply to a particular opening once an employer decides to consider applicants outside of its organization.

"Qualified special disabled veteran" means a special disabled veteran who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such veteran holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

"Special disabled veteran" means--

(1) A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability--

(i) Rated at 30 percent or more; or

(ii) Rated at 10 or 20 percent in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap (i.e., a significant impairment of the veteran's ability to prepare for, obtain, or retain employment consistent with the veteran's abilities, aptitudes, and interests); or

(2) A person who was discharged or released from active duty because of a service-connected disability.

"Veteran of the Vietnam era" means a person who--

(1) Served on active duty for a period of more than 180 days and was discharged or released from active duty with other than a dishonorable discharge, if any part of such active duty occurred--

(i) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or

(ii) Between August 5, 1964, and May 7, 1975, in all other cases; or

(2) Was discharged or released from active duty for a service-connected disability if any part of the active duty was performed--

(i) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or

(ii) Between August 5, 1964, and May 7, 1975, in all other cases.

(b) General. (1) The Vendor shall not discriminate against the individual because the individual is a special disabled veteran, a veteran of the Vietnam era, or other eligible veteran, regarding any position for which the employee or



applicant for employment is qualified. The Vendor shall take affirmative action to employ, advance in employment, and otherwise treat qualified special disabled veterans, veterans of the Vietnam era, and other eligible veterans without discrimination based upon their disability or veterans' status in all employment practices such as--

- (i) Recruitment, advertising, and job application procedures;
- (ii) Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
- (iii) Rate of pay or any other form of compensation and changes in compensation;
- (iv) Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- (v) Leaves of absence, sick leave, or any other leave;
- (vi) Fringe benefits available by virtue of employment, whether or not administered by the Vendor;
- (vii) Selection and financial support for training, including apprenticeship, and on-the-job training under 38 U.S.C. 3687, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;
- (viii) Activities sponsored by the Vendor including social or recreational programs; and
- (ix) Any other term, condition, or privilege of employment.

(2) The Vendor shall comply with the rules, regulations, and relevant orders of the Secretary of Labor issued under the Vietnam Era Veterans' Readjustment Assistance Act of 1972 (the Act), as amended (38 U.S.C. 4211 and 4212).

(c) Listing openings. (1) The Vendor shall immediately list all employment openings that exist at the time of the execution of this Agreement and those which occur during the performance of this Agreement, including those not generated by this Agreement, and including those occurring at an establishment of the Vendor other than the one where the Agreement is being performed, but excluding those of independently operated corporate affiliates, at an appropriate local public employment service office of the State wherein the opening occurs. Listing employment openings with the U.S. Department of Labor's America's Job Bank shall satisfy the requirement to list jobs with the local employment service office.

(2) The Vendor shall make the listing of employment openings with the local employment service office at least concurrently with using any other recruitment source or effort and shall involve the normal obligations of placing a bona fide job order, including accepting referrals of veterans and nonveterans. This listing of employment openings does not require hiring any particular job applicant or hiring from any particular group of job applicants and is not intended to relieve the Vendor from any requirements of Executive orders or regulations concerning nondiscrimination in employment.

(3) Whenever the Vendor becomes contractually bound to the listing terms of this clause, it shall advise the State public employment agency in each State where it has establishments of the name and location of each hiring location in the State. As long as the Vendor is contractually bound to these terms and has so advised the State agency, it need not advise the State agency of subsequent contracts. The Vendor may advise the State agency when it is no longer bound by this Agreement clause.

(d) Applicability. This clause does not apply to the listing of employment openings that occur and are filled outside the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, the Virgin Islands of the United States, and Wake Island.

(e) Postings. (1) The Vendor shall post employment notices in conspicuous places that are available to employees and applicants for employment.

(2) The employment notices shall--

- (i) State the rights of applicants and employees as well as the Vendor's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants who are special disabled veterans, veterans of the Vietnam era, and other eligible veterans; and
- (ii) Be in a form prescribed by the Deputy Assistant Secretary for Federal Contract Compliance Programs, Department of Labor (Deputy Assistant Secretary of Labor), and provided by or through the Contracting Officer.

(3) The Vendor shall ensure that applicants or employees who are special disabled veterans are informed of the contents of the notice (e.g., the Vendor may have the notice read to a visually disabled veteran, or may lower the posted notice so that it can be read by a person in a wheelchair).

(4) The Vendor shall notify each labor union or representative of workers with which it has a collective bargaining agreement, or other contract understanding, that the Vendor is bound by the terms of the Act and is

committed to take affirmative action to employ, and advance in employment, qualified special disabled veterans, veterans of the Vietnam era, and other eligible veterans.

(f) Noncompliance. If the Vendor does not comply with the requirements of this clause, the Government may take appropriate actions under the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

(g) Subcontracts. The Vendor shall insert the terms of this clause in all subcontracts or purchase orders of \$25,000 or more unless exempted by rules, regulations, or orders of the Secretary of Labor. The Vendor shall act as specified by the Deputy Assistant Secretary of Labor to enforce the terms, including action for noncompliance.

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Signature of Vendor

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Date

**ADDENDUM "H"**

**VENDOR'S CERTIFICATE  
REGARDING 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."

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

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

**ADDENDUM "I"**  
**INSURANCE REQUIREMENTS**

**Insurance:** Vendor shall procure, furnish and maintain for the duration of this Agreement the following types and limits of insurance ("basic insurance requirements") herein:

1. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall:
  - a. Provide coverage for owned, non-owned and hired autos.
  - b. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents employees and volunteers.
2. 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:
  - a. Provide Contractual Liability coverage for the terms of this Agreement.
  - b. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents employees and volunteers.
3. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents employees and volunteers.

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

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

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

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

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

**ADDENDUM "J"**  
**MATERIAL AND WORKMANSHIP WARRANTY**

Vendor hereby unconditionally guarantees that the Work performed will be done in accordance with the requirements of the Agreement therefore and further guarantees the Work of the Agreement to be and remain free of defects in workmanship and materials for a period of one (1) year from and after the completion of all Agreement obligations by the Vendor. The Vendor specifically waives any right to claim or rely on the statutory definition of completion set forth in Civil Code section 3086. The Vendor specifically acknowledges and agrees that completion shall mean the Vendor's complete performance of all Work required by the Agreement, amendments, change orders, construction change directives and punch lists, and CAPK's formal acceptance of the Project, without regard to prior occupancy, substantial completion doctrine, beneficial occupancy, or otherwise. The Vendor hereby agrees to repair or replace any and all Work, together with any adjacent Work which may have been damaged or displaced in so doing, that may prove to be not in accordance with the requirements of the Agreement or that may be defective in its workmanship or materials within the guarantee period specified, without any expense whatsoever to CAPK, ordinary wear and tear and unusual abuse and neglect only excepted.

The Vendor further agrees that within ten (10) calendar days after being notified in writing by CAPK of any Work not in accordance with the requirements of the Agreement or any defects in the Work, it will commence and prosecute with due diligence all Work necessary to fulfill the terms of this guarantee, and to complete the Work within a period of time stipulated in writing. In the event it fails to so comply, Vendor does hereby authorize CAPK to proceed to have such Work done at the Vendor's expense and it will pay the cost thereof upon demand. CAPK shall be entitled to all costs, including reasonable attorneys' fees, necessarily incurred upon the Vendor's refusal to pay the above costs. The guarantee period for corrected defective work shall continue for a duration equivalent to the original guarantee period.

Notwithstanding the foregoing paragraph, in the event of an emergency constituting an immediate hazard to the health or safety of CAPK's clients, or its property, CAPK may undertake at the Vendor's expense without prior notice, all Work necessary to correct such hazardous condition when it was caused by the Work of the Vendor not being in accordance with the requirements of this Agreement, or being defective, and to charge the same to the Vendor as specified in the preceding paragraph. The guarantee set forth herein is not intended by the parties, nor shall it be construed, as in any way limiting or reducing CAPK's rights to enforce all terms of the Agreement referenced hereinabove or the time for enforcement thereof. This guarantee is provided in addition to, and not in lieu of, CAPK's rights on such Agreement.

**ADDENDUM "K"**  
**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. **INSURANCE.** Vendor shall procure, furnish and maintain for the duration of this Agreement all insurances listed in Addendums G & H.
3. **ASSIGNMENT OF SUBCONTRACTING.** The Vendor may not assign or transfer this Agreement, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of this Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to this Agreement and must be included as so.
4. **TERMINATION FOR CONVENIENCE OF CAPK.** CAPK may terminate this Agreement at any time by giving written notice to the Vendor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Agreement is terminated by CAPK as provided herein, the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Vendor hereby expressly waives any and all claims for damages or compensation arising under this Agreement except as set forth in this section in the event of such termination.
5. **CHANGES.** CAPK may from time to time, require changes in the scope of the services of the Vendor be performed hereunder. Such changes, including any increase or decrease in the amount of the Vendor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Agreement. Amendments shall be valid only after approval by Vendor and CAPK's Executive Director.
6. **CLAIMS.** All claims for money due or to become due to the Vendor from CAPK under this Agreement may not be assigned to a bank, trust company, or other financial institution without such approval. Notice, or requests, of any such assignment or transfer shall be furnished promptly in writing to CAPK.
7. **NOTICE.** Any notice or notices required or permitted to be given pursuant to this agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.
8. **AFFIRMATIVE ACTION.** The Vendor agrees to abide by all State and Federal Affirmative Action policies and laws.
9. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of this Agreement, including any claims for breach of this Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
10. **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.
11. **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.
12. **CONFIDENTIALITY.** The Vendor shall use his or her best efforts to keep confidential any information obtained during the performance of this agreement.
13. **RESPONSIBILITY.** If Vendor is part of a corporation, the individual or individuals who sign this Agreement on behalf of the corporation are jointly responsible for performance of this Agreement.
14. **PROTEST BY VENDOR:** If the Vendor wishes to file a protest against CAPK for any action, the Vendor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in this agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal Agency.

Also, no relative of an employee of CAPK may enter into or bid on a Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on a Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily.

It is contrary to Policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Vendor in connection with any decision affecting a CAPK purchase or Agreement for 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."



## MEMORANDUM

To: Budget & Finance Committee

*Tracy Webster*

From: Tracy Webster, Chief Financial Officer

Date: January 18, 2023

Subject: *Agenda Item 4e*: Annual Budget for Fiscal Year 2023/2024; 2023-24 Budget Presentations - **Info Item**

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The annual budget for the 2023/2024 fiscal year is presented using the following functional categories:

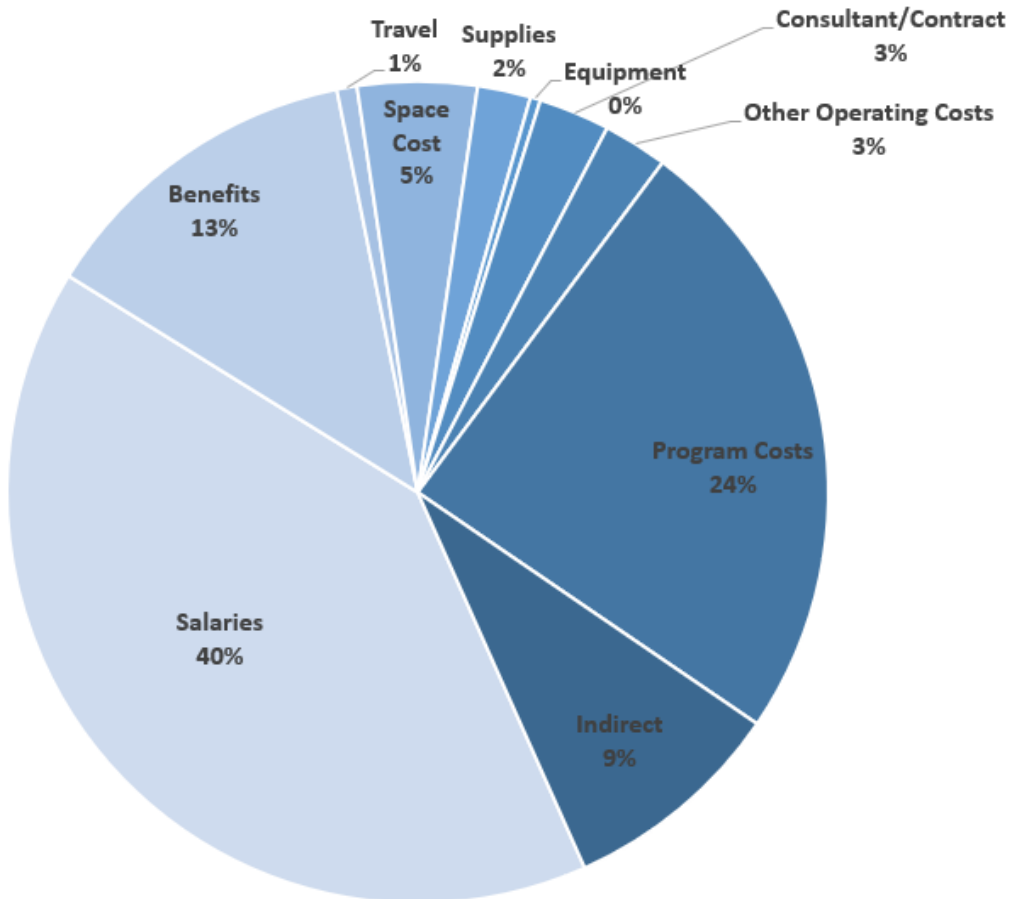
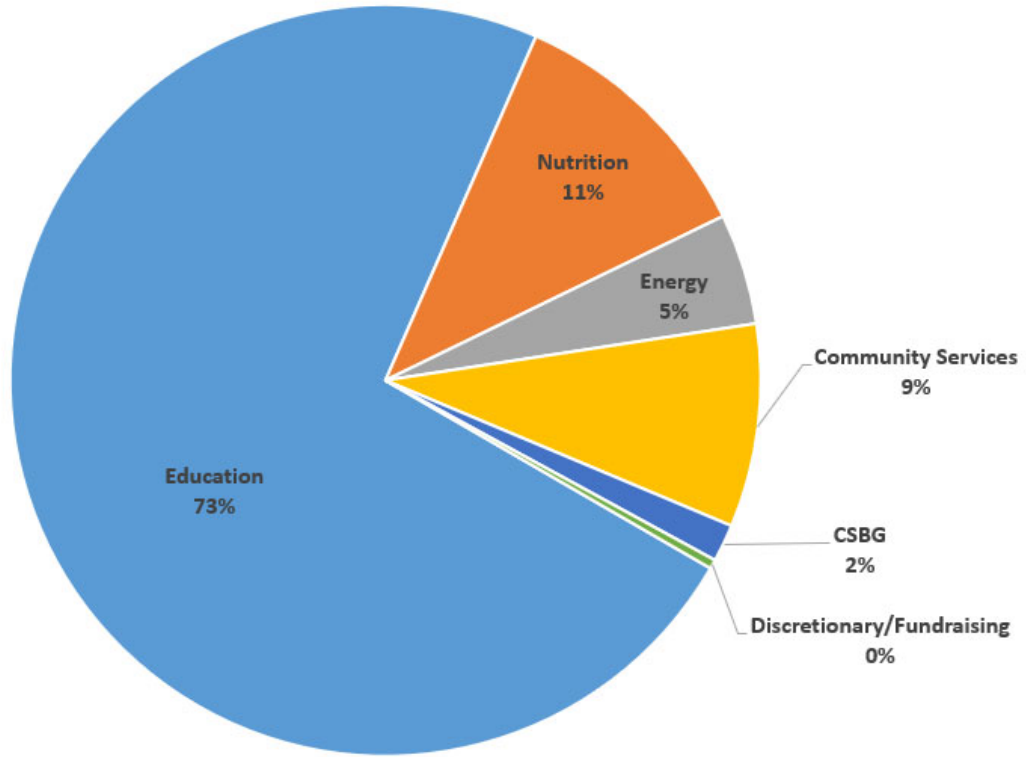
1. Program Services
  - Education
  - Nutrition
  - Energy Conservation
  - Community Services
  - CSBG
2. Support Services
  - Discretionary & Fund Raising
3. Indirect

The annual operating budget (program services and support services) of \$109,269,816 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 2023/2024 is 4.9% greater than the prior year. Attached is the FY 2023/2024 annual budget with category support schedules.

The Indirect budget of \$8,356,468 for the five support divisions: Executive, Human Resources, Finance, Operations, and Community Development Administration is 9.9% greater than the prior year. The Indirect Budget reflects projected costs for additional staff in Information Technology and Outreach staff. Fiscal Year 2023/2024 will be the eighth year using the 10% indirect cost rate. 69.3% of the Indirect budget is for personnel costs and 30.7% is for operating costs. Attached is a comparison of the Indirect budget for five years.

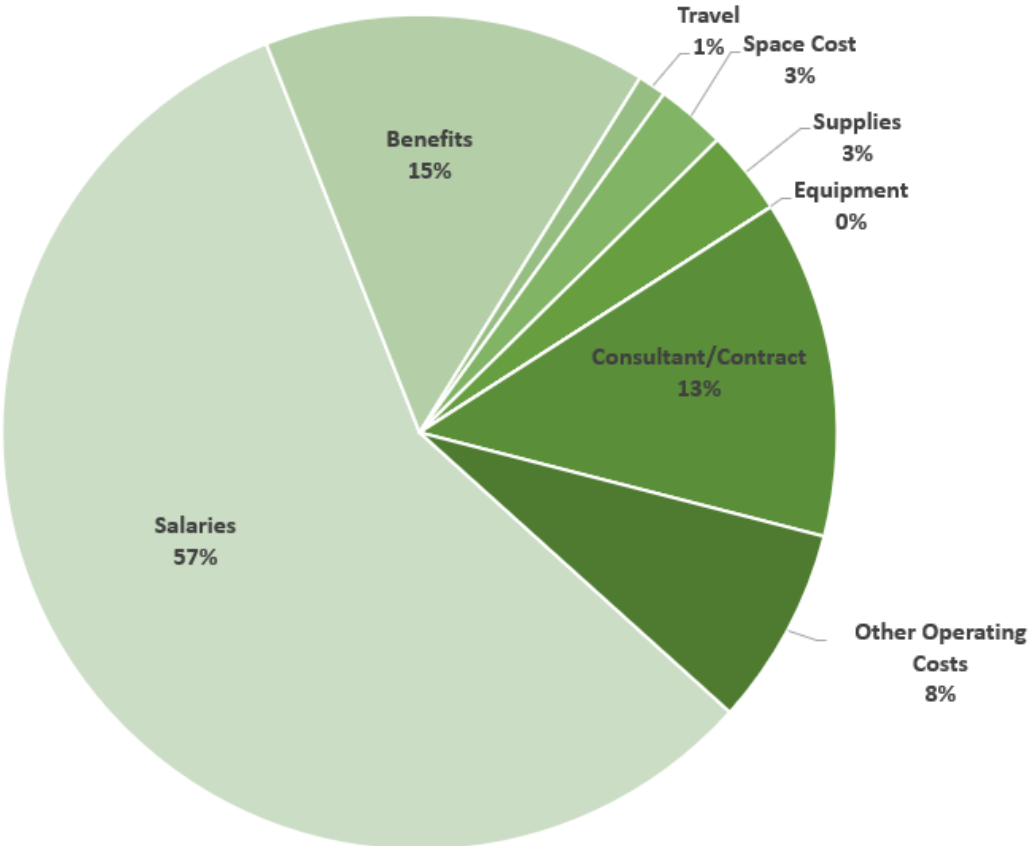
Attachments: (1) Annual Budget for FY 2023/24  
(2) Indirect Budget Comparison for Five Years

# AGENCY BUDGET





# INDIRECT BUDGET BREAKDOWN



**COMMUNITY ACTION PARTNERSHIP OF KERN  
PROPOSED ANNUAL BUDGET 2023/24**

	Program Services					Support Services		Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	TOTAL	
<b>Revenue</b>								
Government Revenue	\$ 81,177,384	\$ 10,291,714	\$ 5,196,750	\$ 10,004,495	\$ 1,756,701	\$ -	\$ 108,427,044	\$ -
Head Start Subsidy for CACFP	(1,500,335)	1,500,335	-	-	-	-	-	-
Private Revenue	-	50,000	-	-	-	11,520	61,520	-
Other Revenue	-	244,247	-	-	-	8,464	252,711	9,633,850
Donations	-	130,000	-	-	-	10,000	140,000	-
<b>Total Revenue</b>	<b>\$ 79,677,049</b>	<b>\$ 12,216,296</b>	<b>\$ 5,196,750</b>	<b>\$ 10,004,495</b>	<b>\$ 1,756,701</b>	<b>\$ 29,984</b>	<b>\$ 108,881,275</b>	<b>\$ 9,633,850</b>
<b>Expenditures</b>								
Salaries	31,698,221	4,689,341	2,279,389	4,559,481	1,007,969	157,156	44,391,557	4,599,831
Benefits	10,482,845	1,454,798	683,820	1,332,571	261,830	48,718	14,264,582	1,190,237
Travel	606,386	110,349	50,000	55,702	13,740	24,750	860,927	88,000
Space Cost	2,611,487	760,375	237,186	953,189	234,537	5,700	4,802,474	354,950
Supplies	1,779,693	125,671	109,499	232,451	18,915	8,800	2,275,029	262,650
Equipment	396,870	25,000	-	13,550	-	-	435,420	-
Consultant/Contract	1,306,125	648,910	229,213	836,414	7,750	30,307	3,058,719	1,049,000
Other Operating Costs	1,162,562	409,174	654,000	371,858	42,380	109,610	2,749,584	780,300
Program Costs	22,106,428	3,068,971	481,231	825,804	3,000	-	26,485,434	-
Depreciation	312,240	5,000	-	-	-	(5,000)	312,240	31,500
Indirect	7,214,192	918,707	472,412	823,475	166,580	38,484	9,633,850	-
<b>Total Expenditures</b>	<b>\$ 79,677,049</b>	<b>\$ 12,216,296</b>	<b>\$ 5,196,750</b>	<b>\$ 10,004,495</b>	<b>\$ 1,756,701</b>	<b>\$ 418,525</b>	<b>\$ 109,269,816</b>	<b>\$ 8,356,468</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (388,541)</b>	<b>\$ (388,541)</b>	<b>\$ 1,277,382</b>

**COMMUNITY ACTION PARTNERSHIP OF KERN  
ANNUAL BUDGET 2023/24  
EDUCATION**

	<b>Head Start</b>	<b>State Dept. of Education</b>	<b>San Joaquin COE</b>	<b>County of Kern Home Visit Initiative</b>	<b>Migrant Alternative Payment</b>	<b>TOTAL</b>
<b>Revenue</b>						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Government Revenue	38,770,294	8,539,285	1,571,900	4,874,043	27,421,862	<b>81,177,384</b>
Head Start Subsidy for CACFP	(1,500,335)	-	-	-	-	<b>(1,500,335)</b>
Private Revenue	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Donations	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 37,269,959</b>	<b>\$ 8,539,285</b>	<b>\$ 1,571,900</b>	<b>\$ 4,874,043</b>	<b>\$ 27,421,862</b>	<b>\$ 79,677,049</b>
<b>Expenditures</b>						
Salaries	19,866,016	5,981,879	1,097,982	2,785,694	1,966,650	<b>31,698,221</b>
Benefits	6,922,649	1,760,125	347,456	894,331	558,284	<b>10,482,845</b>
Travel	343,886	-	-	232,000	30,500	<b>606,386</b>
Space Cost	2,368,787	-	-	96,000	146,700	<b>2,611,487</b>
Supplies	1,613,545	-	-	110,148	56,000	<b>1,779,693</b>
Equipment	-	-	-	-	396,870	<b>396,870</b>
Consultant/Contract	1,235,043	20,982	3,600	25,000	21,500	<b>1,306,125</b>
Other Operating Costs	944,918	-	-	78,284	139,360	<b>1,162,562</b>
Program Costs	247,157	-	-	196,000	21,663,271	<b>22,106,428</b>
Depreciation	297,840	-	-	14,400	-	<b>312,240</b>
Indirect	3,430,118	776,299	122,862	442,186	2,442,727	<b>7,214,192</b>
<b>Total Expenditures</b>	<b>\$ 37,269,959</b>	<b>\$ 8,539,285</b>	<b>\$ 1,571,900</b>	<b>\$ 4,874,043</b>	<b>\$ 27,421,862</b>	<b>\$ 79,677,049</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Benefit Rate	34.8%	29.4%	31.6%	32.1%	28.4%	33.1%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
ANNUAL BUDGET 2023/24  
NUTRITION**

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
<b>Revenue</b>							
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 376,079	\$ 376,079
Other Government Revenue	4,346,698	1,814,696	2,098,319	203,206	2,301,525	1,828,795	10,291,714
Head Start Subsidy for CACFP	-	-	1,213,057	287,278	1,500,335	-	1,500,335
Private Revenue	-	-	-	-	-	50,000	50,000
Other Revenue	-	-	-	-	-	244,247	244,247
Donations	-	-	-	-	-	130,000	130,000
<b>Total Revenue</b>	<b>\$ 4,346,698</b>	<b>\$ 1,814,696</b>	<b>\$ 3,311,376</b>	<b>\$ 490,484</b>	<b>\$ 3,801,860</b>	<b>\$ 2,629,121</b>	<b>\$ 12,592,375</b>
<b>Expenditures</b>							
Salaries	2,518,623	655,319	843,039	-	843,039	935,352	4,952,333
Benefits	780,773	197,066	258,634	-	258,634	297,223	1,533,696
Travel	12,000	33,307	27,000	-	27,000	38,042	110,349
Space Cost	402,948	49,627	121,700	-	121,700	186,100	760,375
Supplies	40,657	16,887	6,000	-	6,000	62,127	125,671
Equipment	25,000	-	-	-	-	-	25,000
Consultant/Contract	-	648,910	-	-	-	-	648,910
Other Operating Costs	165,816	48,608	62,600	-	62,600	132,150	409,174
Program Costs	3,000	-	1,801,647	-	1,801,647	792,313	2,596,960
- Vended Meals	-	-	-	472,011	472,011	-	472,011
Depreciation	5,000	-	-	-	-	-	5,000
Indirect	392,881	164,972	190,756	18,473	209,229	185,814	952,896
<b>Total Expenditures</b>	<b>\$ 4,346,698</b>	<b>\$ 1,814,696</b>	<b>\$ 3,311,376</b>	<b>\$ 490,484</b>	<b>\$ 3,801,860</b>	<b>\$ 2,629,121</b>	<b>\$ 12,592,375</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Benefit Rate	31.0%	30.1%	30.7%		30.7%	31.8%	31.0%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
ANNUAL BUDGET 2023/24  
ENERGY CONSERVATION**

	<b>Energy Conservation</b>
<b>Revenue</b>	
Community Services Block Grant (CSBG)	\$ -
Other Government Revenue	<b>5,196,750</b>
Private Revenue	-
Other Revenue	-
Donations	-
<b>Total Revenue</b>	<b>\$ 5,196,750</b>
<b>Expenditures</b>	
Salaries	<b>2,279,389</b>
Benefits	<b>683,820</b>
Travel	<b>50,000</b>
Space Cost	<b>237,186</b>
Supplies	<b>109,499</b>
Equipment	-
Consultant/Contract	<b>229,213</b>
Other Operating Costs	<b>654,000</b>
Program Costs	<b>481,231</b>
Depreciation	-
Indirect	<b>472,412</b>
<b>Total Expenditures</b>	<b>\$ 5,196,750</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>
Benefit Rate	<b>30.0%</b>

**COMMUNITY ACTION PARTNERSHIP OF KERN  
ANNUAL BUDGET 2023/24  
COMMUNITY SERVICES**

	<b>211</b>	<b>Housing Services</b>	<b>E Kern Family Resource Center</b>	<b>Ridgecrest Resource Center</b>	<b>VITA</b>	<b>Vaccine Equity Project</b>	<b>School Community Partnership</b>	<b>Youth Centers</b>	<b>TOTAL</b>
<b>Revenue</b>									
Community Services Block Grant (CSBG)	\$ 235,916	\$ 217,116	\$ 24,778	\$ -	\$ 233,491	\$ -	\$ -	\$ 585,587	\$ 1,296,888
Other Government Revenue	1,494,337	5,652,920	260,000	168,205	1,082,924	377,000	500,000	469,109	10,004,495
Private Revenue	-	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 1,730,253</b>	<b>\$ 5,870,036</b>	<b>\$ 284,778</b>	<b>\$ 168,205</b>	<b>\$ 1,316,415</b>	<b>\$ 377,000</b>	<b>\$ 500,000</b>	<b>\$ 1,054,696</b>	<b>\$ 11,301,383</b>
<b>Expenditures</b>									
Salaries	1,044,847	2,698,008	171,888	117,000	434,191	7,900	282,422	484,767	5,241,023
Benefits	313,672	772,136	37,978	35,100	119,828	2,500	87,551	134,051	1,502,816
Travel	2,620	17,500	7,350	2,000	9,772	600	17,500	12,100	69,442
Space Cost	78,000	801,269	23,700	4,500	33,252	-	-	247,005	1,187,726
Supplies	53,483	140,396	866	1,000	5,082	2,000	34,342	14,197	251,366
Equipment	-	-	-	-	13,550	-	-	-	13,550
Consultant/Contract	4,000	30,000	-	-	519,974	285,000	-	5,190	844,164
Other Operating Costs	76,335	129,778	13,371	2,136	100,827	-	32,730	59,061	414,238
Program Costs	-	749,104	-	-	3,500	72,700	-	3,500	828,804
Depreciation	-	-	-	-	-	-	-	-	-
Indirect	157,296	531,845	29,625	6,469	76,439	6,300	45,455	94,825	948,254
<b>Total Expenditures</b>	<b>\$ 1,730,253</b>	<b>\$ 5,870,036</b>	<b>\$ 284,778</b>	<b>\$ 168,205</b>	<b>\$ 1,316,415</b>	<b>\$ 377,000</b>	<b>\$ 500,000</b>	<b>\$ 1,054,696</b>	<b>\$ 11,301,383</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Benefit Rate</b>	<b>30.0%</b>	<b>28.6%</b>	<b>22.1%</b>	<b>30.0%</b>	<b>27.6%</b>	<b>31.6%</b>	<b>31.0%</b>	<b>27.7%</b>	<b>28.7%</b>

**COMMUNITY ACTION PARTNERSHIP OF KERN  
ANNUAL BUDGET 2023/24  
COMMUNITY SERVICES BLOCK GRANT (CSBG)**

	<b>Food Bank</b>	<b>211</b>	<b>E Kern</b>	<b>VITA</b>	<b>Youth Ctrs</b>	<b>Housing Services</b>	<b>Program Admin</b>	<b>TOTAL</b>
<b>Revenue</b>								
Community Services Block Grant (CSBG)	\$ 376,079	\$ 235,916	\$ 24,778	\$ 233,491	\$ 585,587	\$ 217,116	\$ 83,734	\$ 1,756,701
Other Government Revenue	-	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 376,079</b>	<b>\$ 235,916</b>	<b>\$ 24,778</b>	<b>\$ 233,491</b>	<b>\$ 585,587</b>	<b>\$ 217,116</b>	<b>\$ 83,734</b>	<b>\$ 1,756,701</b>
<b>Expenditures</b>								
Salaries	262,992	171,575	9,888	130,367	227,584	142,128	63,435	1,007,969
Benefits	78,898	42,894	1,978	28,681	56,896	39,796	12,687	261,830
Travel	-	-	-	3,450	5,790	4,500	-	13,740
Space Cost	-	-	-	24,400	207,637	2,500	-	234,537
Supplies	-	-	-	4,720	9,695	4,500	-	18,915
Equipment	-	-	-	-	-	-	-	-
Consultant/Contract	-	-	-	2,000	750	5,000	-	7,750
Other Operating Costs	-	-	-	16,575	25,055	750	-	42,380
Program Costs	-	-	-	3,000	-	-	-	3,000
Depreciation	-	-	-	-	-	-	-	-
Indirect	34,189	21,447	12,912	20,298	52,180	17,942	7,612	166,580
<b>Total Expenditures</b>	<b>\$ 376,079</b>	<b>\$ 235,916</b>	<b>\$ 24,778</b>	<b>\$ 233,491</b>	<b>\$ 585,587</b>	<b>\$ 217,116</b>	<b>\$ 83,734</b>	<b>\$ 1,756,701</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Benefit Rate</b>	<b>30.0%</b>	<b>25.0%</b>	<b>20.0%</b>	<b>22.0%</b>	<b>25.0%</b>	<b>0.0%</b>	<b>20.0%</b>	<b>26.0%</b>

**COMMUNITY ACTION PARTNERSHIP OF KERN  
ANNUAL BUDGET 2023/24  
DISCRETIONARY FUND & FUND RAISING FUND**

	<b>Discretionary</b>	<b>CAPK Foundation</b>	<b>Total</b>
<b>Revenue</b>			
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -
Other Government Revenue	-	-	-
Private Revenue	11,520	-	<b>11,520</b>
Other Revenue	1,205	-	<b>1,205</b>
Donations	10,000	-	<b>10,000</b>
Transfer Released From Restriction	(408,080)	408,080	-
<b>Total Revenue</b>	<b>\$ (385,355)</b>	<b>\$ 408,080</b>	<b>\$ 22,725</b>
<b>Expenditures</b>			
Salaries	-	157,156	<b>157,156</b>
Benefits	-	48,718	<b>48,718</b>
Travel	-	24,750	<b>24,750</b>
Space Cost	2,200	3,500	<b>5,700</b>
Supplies	-	8,800	<b>8,800</b>
Equipment	-	-	-
Consultant/Contract	-	30,307	<b>30,307</b>
Other Operating Costs	5,260	104,350	<b>109,610</b>
Program Costs	-	-	-
Depreciation	(5,000)	-	<b>(5,000)</b>
Indirect	726	37,758	<b>38,484</b>
<b>Total Expenditures</b>	<b>\$ 3,186</b>	<b>\$ 415,339</b>	<b>\$ 418,525</b>
<b>Fund Balance</b>	-	7,259	<b>7,259</b>
<b>Gain/(Loss)</b>	<b>\$ (388,541)</b>	<b>\$ -</b>	<b>\$ (388,541)</b>
Benefit Rate	0.0%	31.0%	<b>31.0%</b>



**COMMUNITY ACTION PARTNERSHIP OF KERN  
ANNUAL BUDGET 2023/24  
INDIRECT FUND**

	Human Resources	Operations	Executive	Finance	Community Development	TOTAL
<b>Revenue</b>						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -		\$ -
Other Government Revenue	-	-	-	-		-
Private Revenue	-	-	-	-		-
Other Revenue	-	-	-	-		9,633,850
Donations	-	-	-	-		-
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 9,633,850</b>
<b>Expenditures</b>						
Salaries	877,925	1,158,641	266,107	1,552,526	744,632	4,599,831
Benefits	210,702	278,074	82,493	388,132	230,836	1,190,237
Travel	9,000	25,000	25,450	9,000	19,550	88,000
Space Cost	-	351,700	-	3,250	-	354,950
Supplies	78,000	108,000	16,000	30,000	30,650	262,650
Equipment	-	-	-	-	-	-
Consultant/Contract	103,500	253,000	16,500	498,500	177,500	1,049,000
Other Operating Costs	23,000	494,250	94,400	42,250	126,400	780,300
Program Costs	-	-	-	-	-	-
Depreciation	-	31,500	-	-	-	31,500
Indirect	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,302,127</b>	<b>\$ 2,700,165</b>	<b>\$ 500,950</b>	<b>\$ 2,523,658</b>	<b>\$ 1,329,568</b>	<b>\$ 8,356,468</b>
<b>Gain/(Loss)</b>						<b>\$ 1,277,382</b>
Benefit Rate	24.0%	24.0%	31.0%	25.0%	31.0%	25.9%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
ANNUAL BUDGET 2023/24  
INDIRECT FUND - FIVE YEAR HISTORY**

Line Items	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	PROPOSED FY 2023/24 Budget	% Change 2023/24 Budget to 2022/23 Budget
Revenue	\$ 5,059,589	\$ 5,799,844	\$ 6,862,349	\$ 7,471,110	\$ 7,917,489	\$ 9,633,850	21.7%
Expenditures							
Personnel Costs							
Salaries	2,820,260	3,070,550	3,601,982	3,983,144	4,342,212	4,599,831	5.9%
Benefits	674,091	756,241	875,486	931,312	982,302	1,190,237	21.2%
<i>Benefit Rate</i>	23.9%	24.6%	24.3%	23.4%	22.6%	25.9%	
Total Personnel Costs	\$ 3,494,351	\$ 3,826,791	\$ 4,477,468	\$ 4,914,456	\$ 5,324,514	\$ 5,790,068	8.7%
	71.3%	72.5%	71.2%	71.9%	70.0%	69.3%	
Operating Costs							
Travel	88,750	93,650	56,750	62,350	71,150	88,000	23.7%
Space Costs	187,900	186,800	193,300	206,370	215,700	386,450	79.2%
Supplies	138,400	166,500	119,400	150,200	195,000	262,650	34.7%
Equipment	-	-	-	196,000	-	-	0.0%
Consultant/Contract	630,725	659,100	1,144,066	956,000	1,288,000	1,049,000	-18.6%
Other Operating Costs	363,950	345,050	298,600	352,750	511,107	780,300	52.7%
Total Operating Costs	\$ 1,409,725	\$ 1,451,100	\$ 1,812,116	\$ 1,923,670	\$ 2,280,957	\$ 2,566,400	12.5%
	28.7%	27.5%	28.8%	28.1%	30.0%	30.7%	
Total Expenditures	\$ 4,904,076	\$ 5,277,891	\$ 6,289,584	\$ 6,838,126	\$ 7,605,471	\$ 8,356,468	9.9%
Excess Indirect Revenue	\$ 155,513	\$ 521,953	\$ 572,765	\$ 632,984	\$ 312,018	\$ 1,277,382	309.4%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	PROPOSED FY 2023/24 Budget	% Change 2023/24 Budget to 2022/23 Budget
Operations	\$ 1,394,366	\$ 1,355,800	\$ 2,113,869	\$ 2,324,790	\$ 2,272,794	\$ 2,700,165	18.8%
Human Resources	1,223,465	1,034,632	917,844	1,262,307	1,288,307	1,302,127	1.1%
Finance	1,046,900	1,563,775	1,757,619	1,786,550	2,256,840	2,523,658	11.8%
Community Development	704,410	705,930	-	-	-	1,329,568	0.0%
Executive	534,935	612,204	1,145,335	1,133,815	1,337,079	500,950	-62.5%
TOTAL	\$ 4,904,076	\$ 5,272,341	\$ 5,934,667	\$ 6,507,462	\$ 7,605,471	\$ 8,356,468	9.9%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
ANNUAL BUDGET 2023/24  
AGENCY-WIDE - FIVE YEAR HISTORY**

<b>EXPENDITURES BY PROGRAM SERVICE</b>	<b>FY 2018/19 Budget</b>	<b>FY 2019/20 Budget</b>	<b>FY 2020/21 Budget</b>	<b>FY 2021/22 Budget</b>	<b>FY 2022/23 Budget</b>	<b>PROPOSED FY 2023/24 Budget</b>	<b>% Change 2023/24 Budget to 2022/23 Budget</b>
Education	\$ 42,473,221	\$ 54,886,617	\$ 60,024,566	\$ 61,574,517	\$ 61,141,000	\$ 79,677,049	30.3%
Nutrition	7,569,576	8,687,954	9,221,197	9,378,845	24,852,123	12,216,296	-50.8%
Energy Conservation	4,138,200	5,746,308	6,867,228	6,424,164	6,322,316	5,196,750	-17.8%
Community Services	1,194,256	1,549,312	4,715,591	4,764,987	6,414,298	10,004,495	56.0%
CSBG	1,469,183	1,489,531	1,489,531	1,535,543	1,530,496	1,756,701	14.8%
Discretionary & Fund Raising	41,035	41,233	203,689	284,270	311,758	418,525	34.2%
COVID Response	-	-	-	4,259,035	3,602,032	-	-100.0%
<b>Total Annual Budget</b>	<b>\$ 56,885,471</b>	<b>\$ 72,400,955</b>	<b>\$ 82,521,802</b>	<b>\$ 88,221,361</b>	<b>\$ 104,174,023</b>	<b>\$ 109,269,816</b>	<b>4.9%</b>

<b>RECAP - EXPENDITURES BY CATEGORY</b>	<b>FY 2018/19 Budget</b>	<b>FY 2019/20 Budget</b>	<b>FY 2020/21 Budget</b>	<b>FY 2021/22 Budget</b>	<b>FY 2022/23 Budget</b>	<b>PROPOSED FY 2023/24 Budget</b>	<b>% Change 2023/24 Budget to 2022/23 Budget</b>
Salaries	\$ 25,995,600	\$ 30,816,989	\$ 33,631,062	\$ 38,932,538	\$ 38,578,242	\$ 44,391,557	15.1%
Benefits	7,979,525	9,792,653	10,374,228	11,352,568	11,160,531	14,264,582	27.8%
Travel	536,271	604,666	814,611	723,003	721,930	860,927	19.3%
Space Cost	3,458,335	7,496,553	10,436,885	8,378,137	23,204,587	4,802,474	-79.3%
Supplies	1,796,041	2,343,556	2,061,180	2,639,488	3,253,861	2,275,029	-30.1%
Equipment	211,038	99,000	92,760	291,353	831,379	435,420	-47.6%
Consultant/Contract	954,462	2,765,704	4,177,786	4,224,507	3,795,550	3,058,719	-19.4%
Other Operating Cost	2,259,160	2,805,782	2,720,184	2,571,193	3,452,283	2,749,584	-20.4%
Program Costs	8,328,674	9,513,508	11,039,753	11,336,024	11,277,182	26,485,434	134.9%
Depreciation	306,776	362,700	311,004	301,440	301,440	312,240	3.6%
Indirect	5,059,589	5,799,844	6,862,349	7,471,110	7,597,038	9,633,850	26.8%
<b>TOTAL</b>	<b>\$ 56,885,471</b>	<b>\$ 72,400,955</b>	<b>\$ 82,521,802</b>	<b>\$ 88,221,361</b>	<b>\$ 104,174,023</b>	<b>\$ 109,269,816</b>	<b>4.9%</b>



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## **2023-24 Budget Presentations**



## **Education Services**





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# Migrant Childcare Program

## 2023-24 Budget Development

PRESENTED BY: LAURA PORTA  
DIRECTOR: SUSANA MAGAÑA

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### Migrant Childcare

*Childcare that migrates with you.*

**1-800-259-8866**

Estamos certificando familias en los condados de: Kern,  
Tulare, Kings, Fresno, Madera, & Merced.

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Funded by the California Department of Social Services (CDSS)

Our Mission is to help provide the children of migrant agriculturally working families a safe, nurturing, and educationally growing environment.



**CAPK holds the only contract of its type!**

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The Migrant Childcare Program has the following offices available to help you with your application.

<p><b>Madera County</b> 1-559-385-2503</p> <p>Office: 525 East Yosemite Ave. Madera, CA 93638 Fax: 1-559-664-3302</p>	<p><b>Tulare County</b> 1-559-474-8902</p> <p>Office: 700 Doe Ave. Building 200, Suite C, Door 7 Visalia, CA 93291 Fax: 1-559-661-3311</p>	<p><b>Kings County</b> Mail: P.O. Box 1101 Hanford, CA 93232 1-559-385-2502</p> <p>Office: 216 W. 7th Street Hanford, CA 93230 Fax: 1-559-664-3305</p>
<p><b>Fresno County</b> 1-559-334-3629</p> <p>Office: 1815 Van Ness Ave Fresno CA, 93721 Fax: 1-559-664-3304</p>	 <p><b>Migrant Childcare</b></p> <p>Mail: 5005 Business Park North Bakersfield, CA 93309</p> <p><b>Regional Office - Kern County</b> 1-800-259-8866</p> <p>Office: 5351 Olive Dr., Suite 200 Bakersfield, CA 93308 Fax: 661-396-1746</p>	<p><b>Merced County</b> 1-209-259-6556</p> <p>Office: 1850 Wardrobe Ave. Merced, CA 95341 Fax: 1-209-780-4041</p>

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## Migrant Childcare Program Requirements

- Migrant Families
- Low Income & 50% wages from Agriculture
- Need Verification
- Children 0-12 yrs. old



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## Migrant Childcare Program Childcare Options

Families can select from the following types of childcare settings available.

- Licensed Childcare Provider
- Licensed Childcare Center
- License Exempt Trust line Provider
- License Exempt Relative Provider
- In-home Provider

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## Client Outcomes 2022-2023

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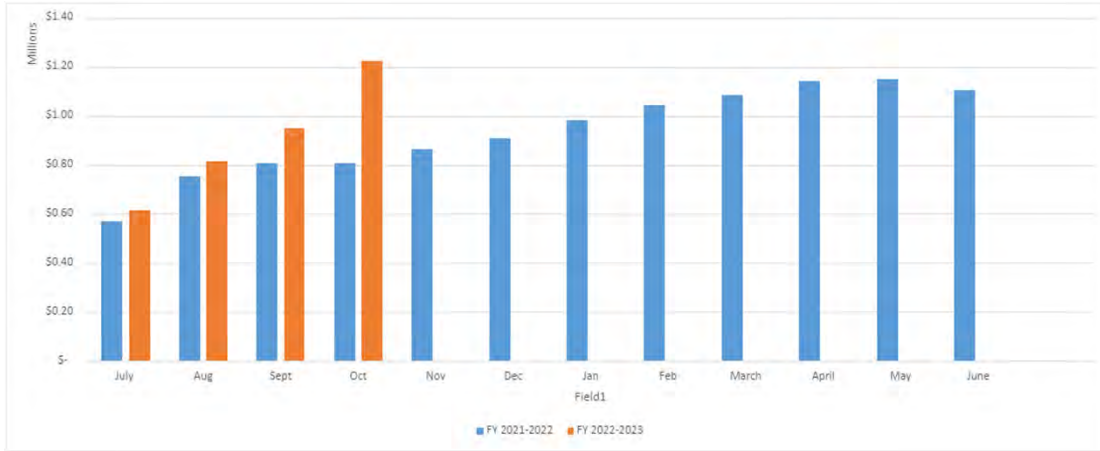
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- At the end of 2021, MCAP was awarded a significant increase in funding; a total of \$17.5 million.
- MCAP's current contract amount is \$ 27.4 million
- MCAP served a total of 2749 children during 2022-2023
- The total number of children served includes 914 children of essential workers.
- We worked with over 400 childcare providers across

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## FY 2021-2022 vs. FY 2022-2023



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## Goals for 2023-24

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- # 1- Fully earn MCAP's contract.
- #2 – Expand our operations in our satellite offices
- #3- Fully absorb program growth effectively
- #4 – Maintain MCAP's high compliance and excellent quality of services
- #5- Find additional funding streams


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## 2023-24 Budget

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Program Budget		
Childcare Payments	79%	\$ 21,663,270.98
Administration	18.5%	\$ 5,073,044.47
Support Services	2.5%	\$ 685,546.55
MRA	100%	\$ 27.4 Million

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# Opportunities and Challenges

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## Challenges



### Time

- Fiscal Year
- Hiring/onboarding process
- Setting up program infrastructure

### Residual Covid-19 Challenges

- 12-month income, not meeting the 50% requirement due to benefits received.

### Shortage of Childcare Providers

- We are competing for the same families & childcare providers in our communities.

### Operating without a Waiting List for MCAP

- We are enrolling and conducting outreach in our communities daily.

### Childcare Provider Union

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## Opportunities

### Availability of Resources

- Serving additional families

### Revision of MCAP's Organizational Chart

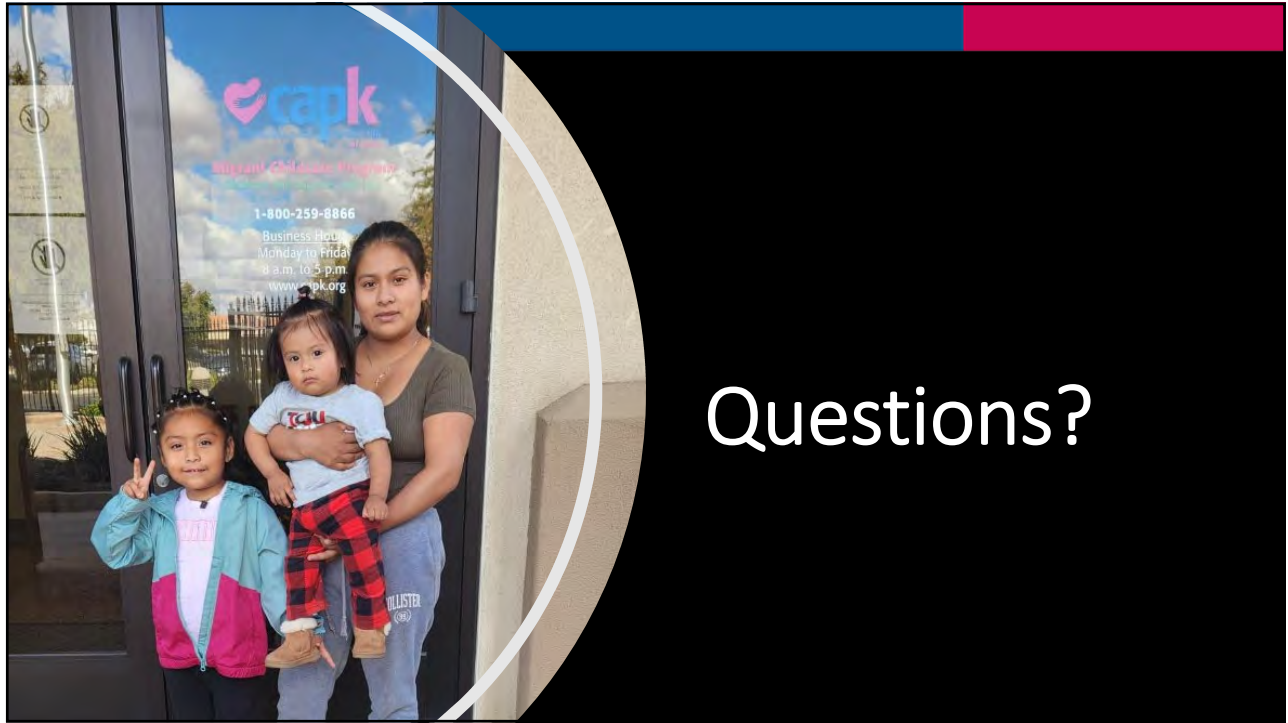
- Growth opportunities for our staff

### Implement initiatives that benefit staff directly

### Building Connections and new partnerships -

- CAPK Programs, local growers, field supervisors & other community partners who serve the same population.
- State representatives, new consultants, child development organizations and other child development contractors.

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Questions?



## **Nutrition Services**





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**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**FOOD BANK**

## 2023-24 Budget Development

PRESENTED BY:  
SUSANA MAGANA, DIRECTOR, HEALTH & NUTRITION  
KELLY LOWERY, FOOD BANK ADMINISTRATOR

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**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**FOOD BANK**

## Program Overview

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**TEFAP**  
Federal Funding


**CSFP**  
State Funding

**Grants**  
Various Organizations

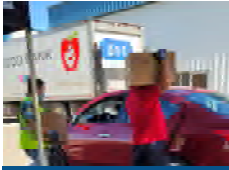
**Food Drives**  
Community Partners




Pantry Partners




Commodity Distribution




CSFP Distribution




Free Farmers Markets



Brighter Bites Program




Coming in 2023  
Food2Door Program



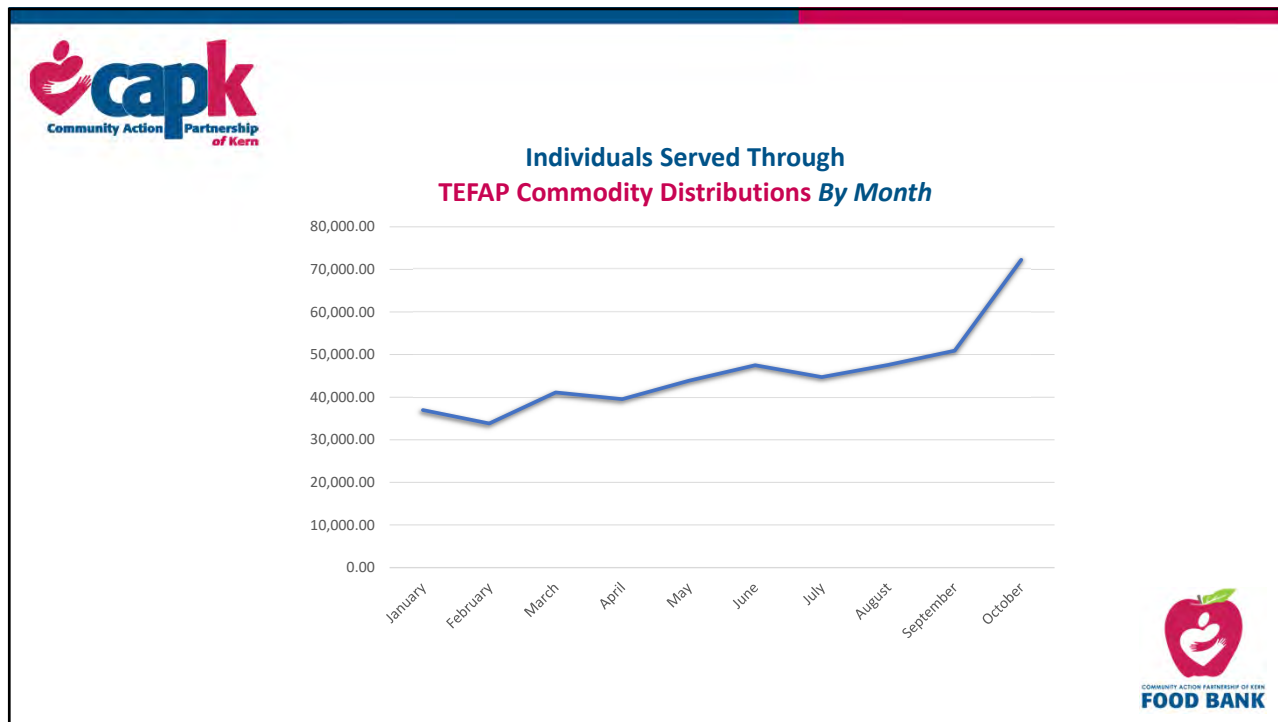
Community Events

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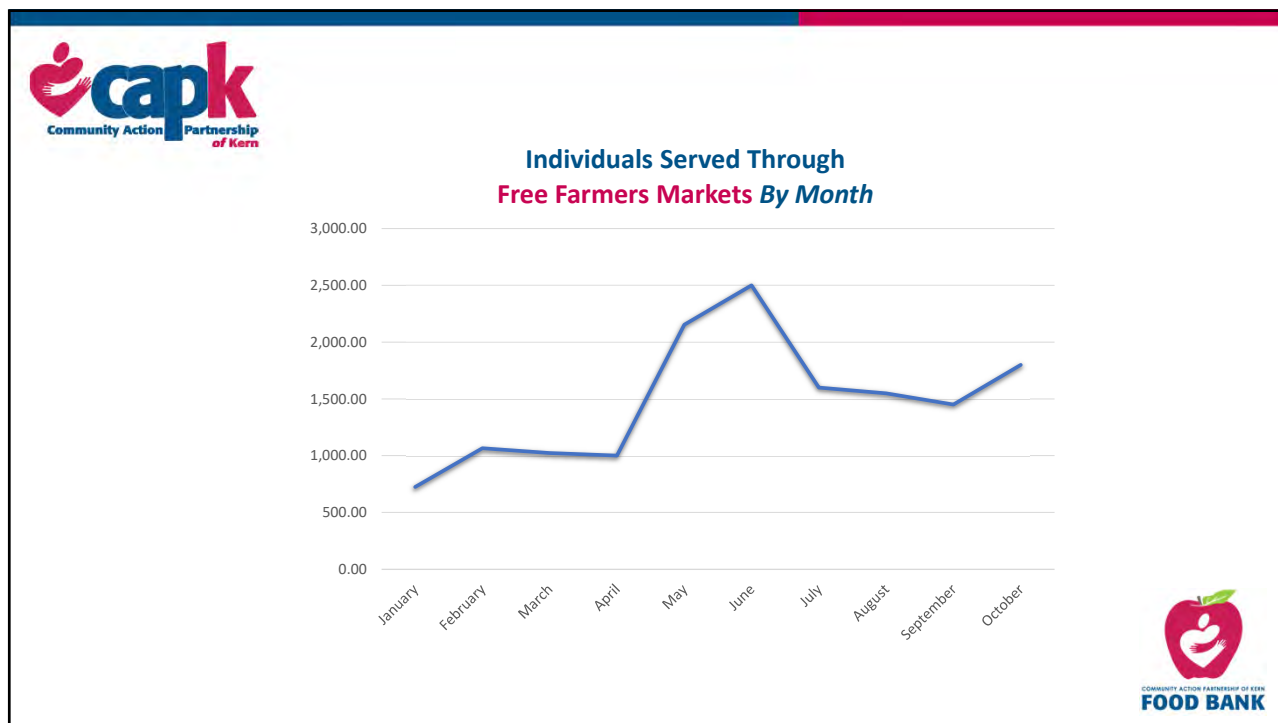


# Client Outcomes 2022-2023

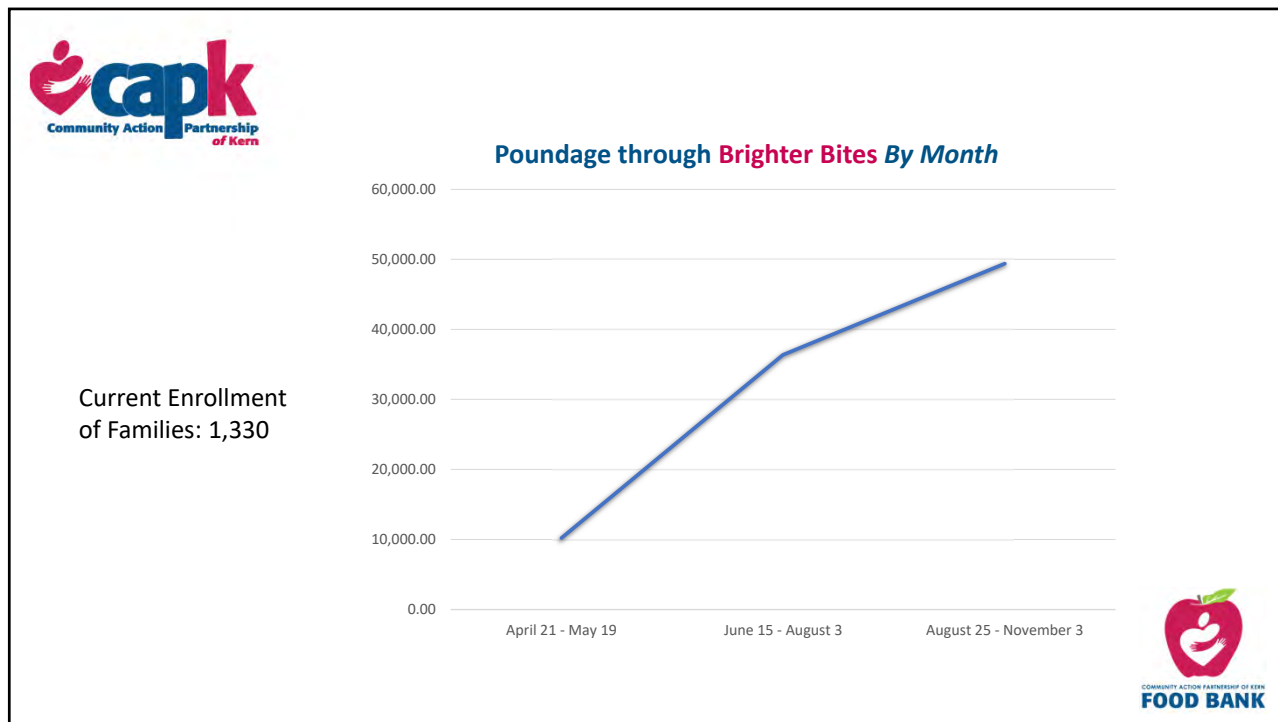
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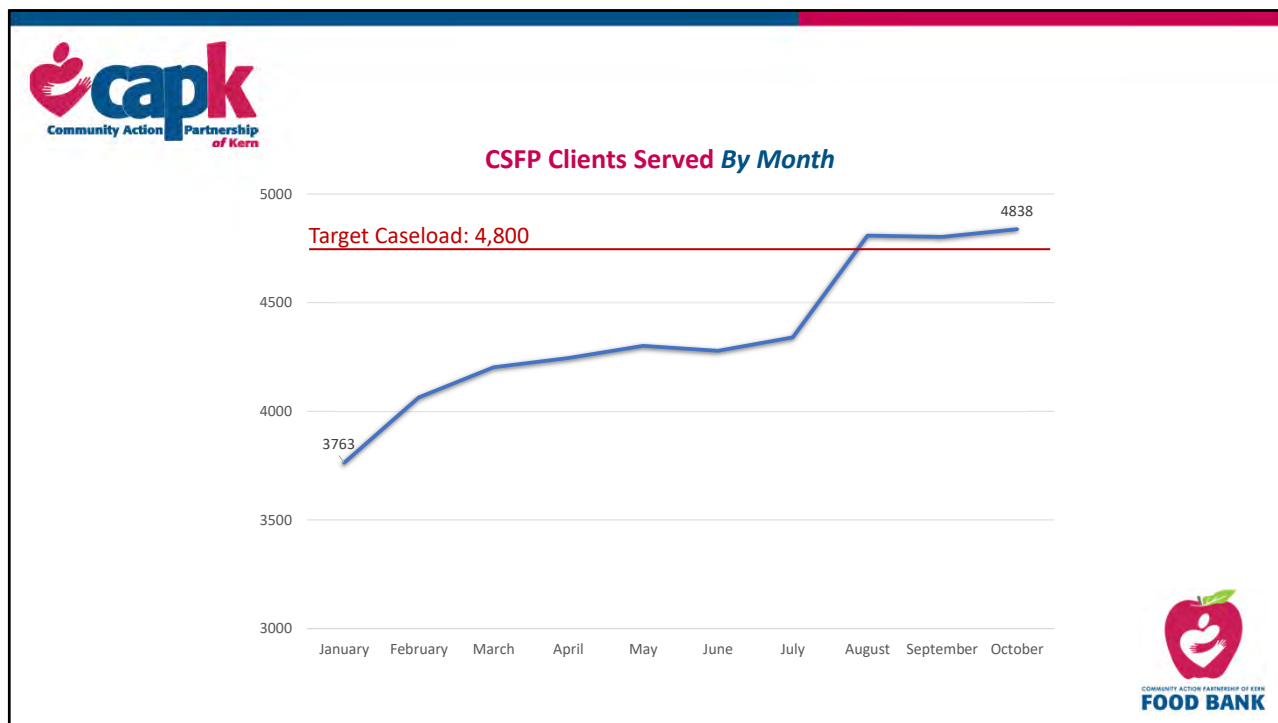
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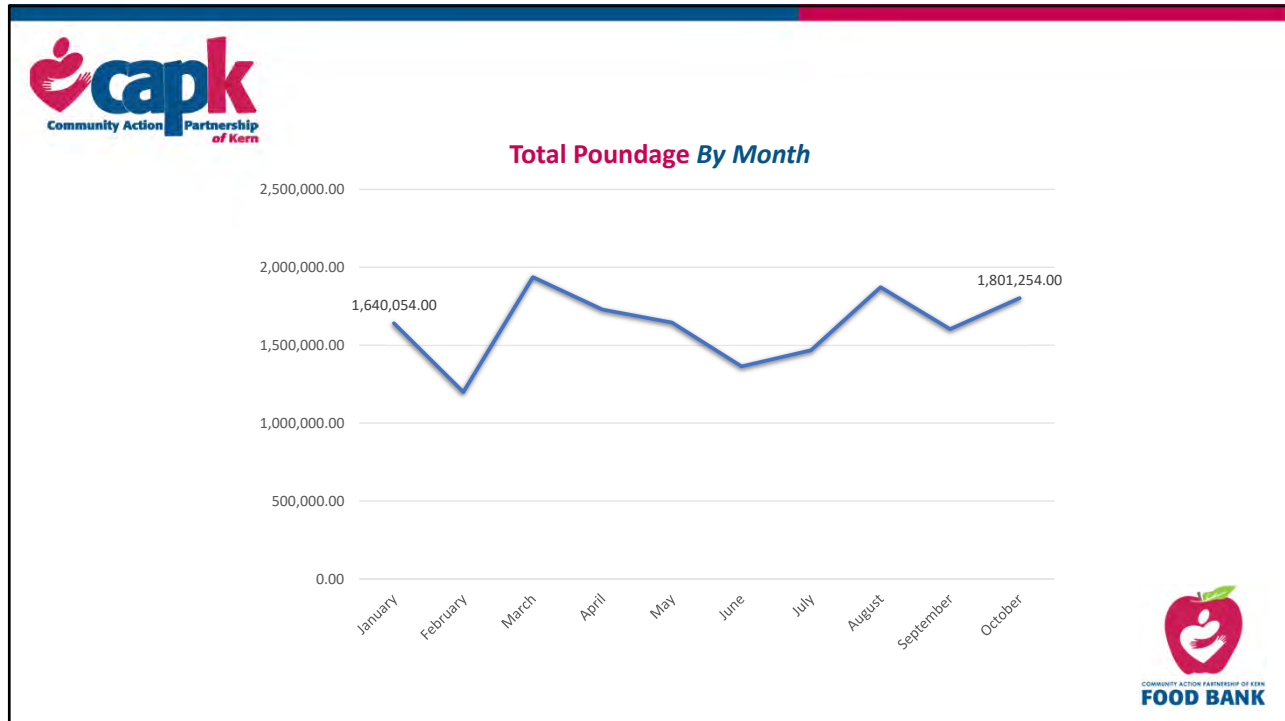
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## Goals for 2023-24

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of Kern


**FOOD BANK**  
COMMUNITY ACTION PARTNERSHIP OF KERN  
"No one should go hungry"

**The Food Bank goals align with CAPK's Strategic Goal #1:  
Increased access to healthy, affordable food  
to support the health of the communities we serve.**

**ACCESS = More open doors for the community to receive resources.**

- Goal #1: Cultivate A Strong Voice In The Food Policy Council
- Goal #2: New Direct Home Delivery Program
- Goal #3: Targeted Increase of Pantry Partners
- Goal #4: Increased Pantry Hours, Nights & Weekends
- Goal #5: Develop a Classification System To Measure and Increase the Healthiness of Total Food Distributed


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# 2023-24 Budget


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12




**Food Bank BTA**

	81%	77%	48%	89%	100%	82%	0%	81%	
<b>FINANCE DATA</b>	Farmers Market- Wonderful Company Wasco, Delano & Shafter		2022 CSBG	Food Bank	EFAP	TEFAP Food and Diaper Allocation	CSFP	PG&E	Total
Fund-Activity	467	103-020	504	105	105-097	147			
	Paid by ACH						\$25.00 Box fee		
	12/1/21 - 11/30/22	1/1/22- 12/31/22	3/1/22 - 2/28/23	10/1/21- 9/30/22	4/1/2021 - 2/28/2022	10/1/21 - 9/30/22	3/1/2021 - 02/28/22		
Payments Received	\$ 75,000.00	\$ 397,316.00	\$ 424,247.00		\$ 31,938.00		\$ 46,565.00		
Allocation	150,000.00	397,316.00	424,247.00	364,020.00	31,938.00	386,388.55	46,565.00		2,664,158.05
YTD Expenses	46,733.36	304,250.74	204,783.99	324,659.52	31,938.00	241,874.81			2,017,902.60
Encumbered	75,000.00	-	-	-	-	73,249.76			148,249.76
Poundage									-
Total Expenses	121,733.36	304,250.74	204,783.99	324,659.52	31,938.00	315,124.57	-		2,166,152.36
Difference	28,266.64	93,065.26	219,463.01	39,360.48	-	71,263.98	46,565.00		498,005.69
Payments not received	75,000.00	-	-	364,020.00	-	386,388.55	-		
Notes				Refrigerator Doors			In 504 (Food Bank)		
Reporting	Grantee will provide three status reports for the duration of the funding cycle. The mid-cycle reports will be due no later than January 31, 2022 and July 31, 2022 with the end of cycle report no later than January 31, 2023. Each report must have status of expected outcomes and deliverables along with any qualitative data on outcomes.								
Submission Dates:									



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**Food Bank BTA**

	142%	98%	90%	129%	140%	80%	105%	0%	55%	97%			
<b>FINANCE DATA</b>	CABF Farmworkers Initiative -FAFI		Capacity Program - Food Bank Expansion	State Drought Food	SFMNP	State Disaster Boxes	Rapid Response Fund	Health Net Food Truck	EF&S Phase 39	EF&S ARPA	TEFAP Build Back Better	PG&E	Total
Fund-Activity	461	104-020	215-100	216-088	113	216-093	216-096	418	114-000	114-101	105-099	494-000	
	Paid by ACH		Paid by ACH		Paid by ACH		Paid by ACH						
	12/1/21 - 11/30/22	3/27/20-5/31/22	3/1/22 - 6/30/24	Tracking Only	Tracking only	Tracking Only	Tracking Only	7/1/21 - 12/31/22	11/1/21 - 4/30/23	11/1/21 - 4/30/23	10/1/21 - 9/30/22		
Payments Received	\$ 265,290.16	\$ 767,107.00		\$ 92,622.76	\$ 28,588.00	\$ 135,744.11	\$ 23,625.33	\$ 130,000.00					
Allocation	202,830.09	767,107.00	4,859,606.00	92,622.76	28,588.00	135,744.11	23,625.33	130,000.00	50,638.00	156,509.00	299,960.00	33,080.00	7,498,518.05
YTD Expenses	142,858.30	684,092.43	-	72,187.38	13,552.69	110,785.17	-	-	-	-	164,314.61	-	1,895,540.06
Encumbered	144,746.53	67,696.88	4,859,606.00	11,111.59	23,198.67	79,779.91	18,797.79	136,960.70	-	-	-	-	5,341,888.07
Poundage													-
Total Expenses	287,604.83	751,789.31	4,859,606.00	83,298.97	36,751.36	190,565.08	18,797.79	136,960.70	-	-	164,314.61	-	7,237,438.13
Difference	(84,774.74)	15,317.69	-	9,323.79	(8,163.36)	(54,820.97)	4,827.54	(6,960.70)	50,638.00	156,509.00	135,645.39	33,080.00	261,079.92
Payments not received	(62,460.07)	-	4,859,606.00	-	-	-	-	-	50,638.00	156,509.00	299,960.00	-	
Notes	Refrigerated Truck, PO-2020-1808								PO-2021-2394 Refrigerated Food Truck for \$136,960.70				FB Expansion - Pallet Racks
	only 192,462 is extended till December												
Reporting	Grantee will provide three status reports for the duration of the funding cycle. The mid-cycle reports will be due no later than January 31, 2022 and July 31, 2022 with the end of cycle report no later than January 31, 2023. Each report must have status of expected outcomes and deliverables along with any qualitative data on outcomes.												
Submission Dates:													

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# Opportunities and Challenges

15





**Opportunities:**

- Current tenured staff
- Expanded warehouse capacity
- CalFood grant
- Surplus of vehicles, forklifts
- Untapped tools within the inventory software platform
- Re-direction of funds currently allocated to lease of auxiliary warehouse space



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### Challenges:

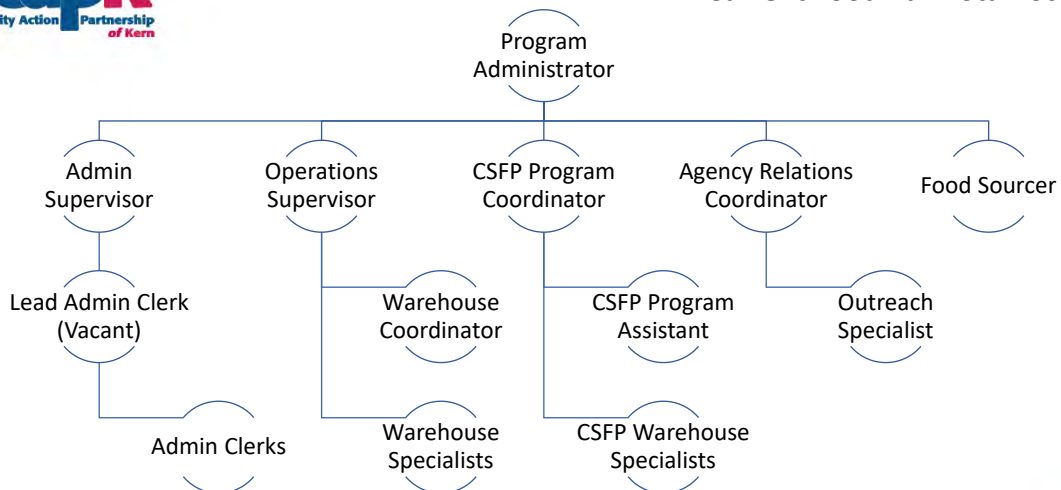
- **Critically** understaffed in the warehouse
- Current warehouse staff is underpaid
- Agency Relations Department priorities alignment
- Staff development: professional and personal
- Discretionary funds



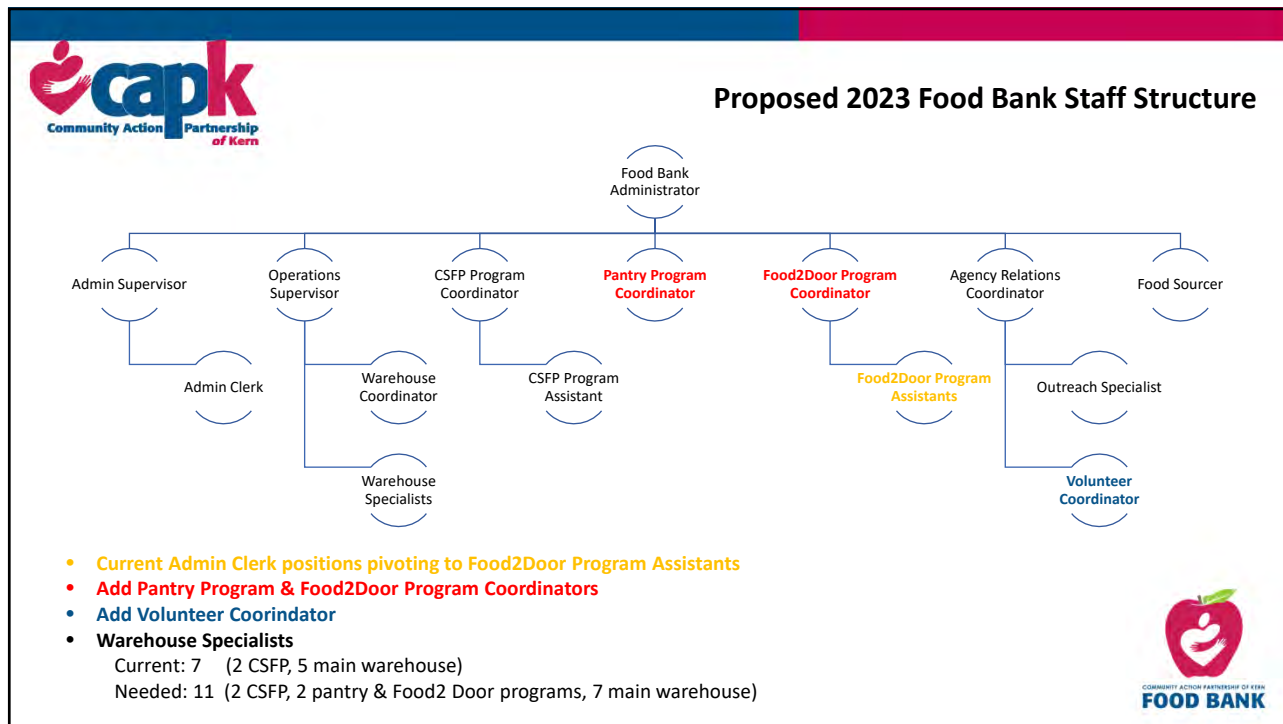
17



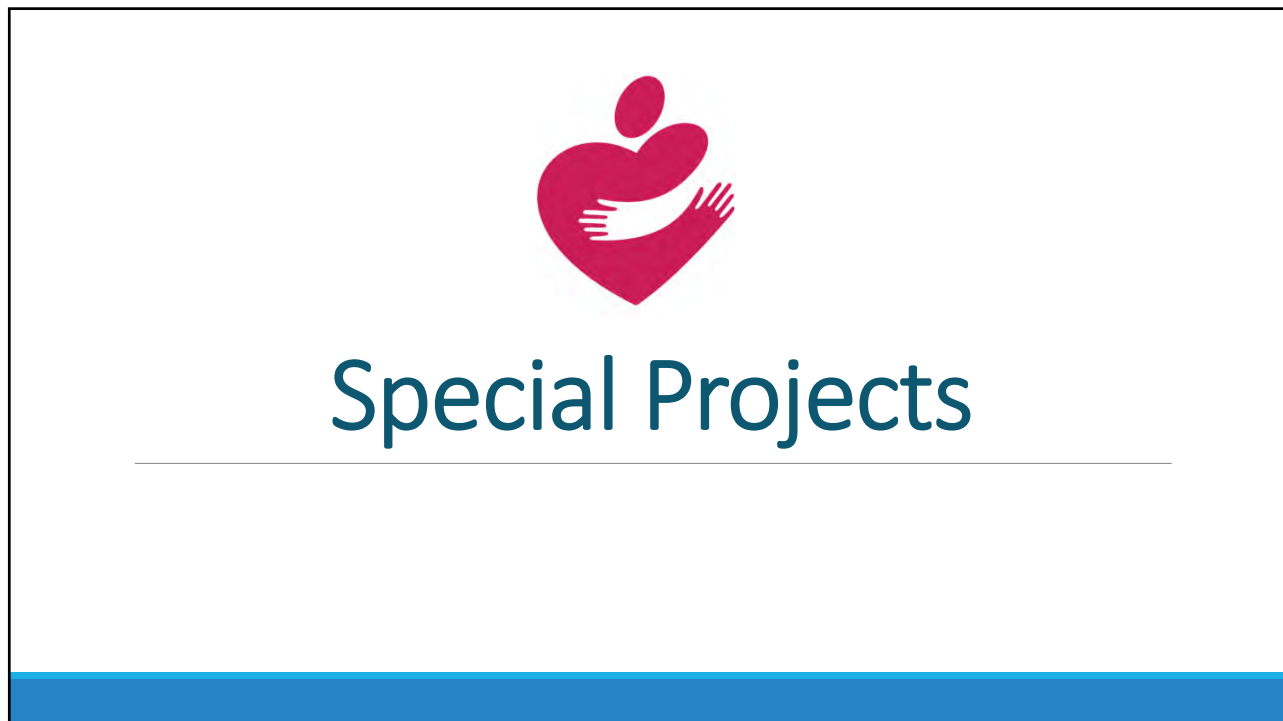
### Current Food Bank Staff Structure



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19

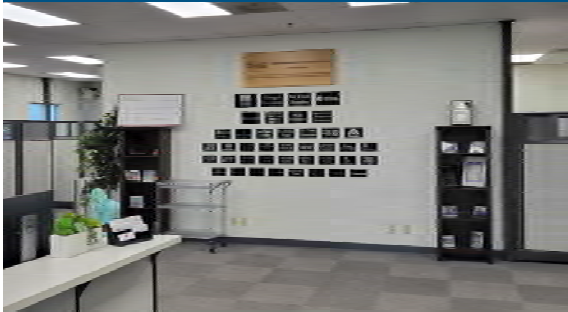


20



# Lobby Refresh Project

Current East Wall



Proposed East Wall *(Inspiration, CAPK food bank logo instead)*

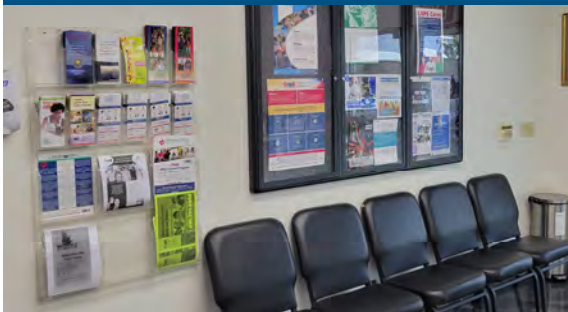


21



# Lobby Refresh Project

Current South Wall



Proposed South Wall *(Inspiration, CAPK logo instead)*



22



# Lobby Refresh Project

Current North Wall



Proposed North Wall



23



# Lobby Refresh Project



East Wall	Donor Wall	\$17,500
South Wall	Metal CAPK Logo	\$1,850
North Wall	TV	\$1,500
Various	Paint/Misc.Equip	\$1,500
<b>Total Project:</b>		<b>\$22,350</b>



24



## Community Farm Project



25



Thank you for the opportunity to serve.



26



*Helping People... Changing Lives.*

# CalFresh Healthy Living: 2023-24 Budget Development

PRESENTED BY:

PROGRAM STAFF-YESENIA FERNANDEZ

DIRECTOR-SUSANA MAGANA

1



## Program Overview

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2



## CalFresh Healthy Living

CAPK CalFresh Healthy Living improves the nutritional health of low-income Kern County residents by providing access to nutrition education, physical activity education, and leadership toward healthy community initiatives.

LIVE Domain: Healthcare clinics and hospitals

- Nutrition standards
- Water access and appeal
- Nutrition standards: Community

SHOP Domain: Food assistance sites, food banks, and food pantries

- Access to farmers markets
- Improving existing markets

3



## Client Outcomes 2022-2023

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4



## Program Goals for Federal Fiscal Years October 1, 2020, until September 30,2023

- *reach 90,000 unduplicated SNAP-Ed eligible residents*
- *work with 146 community partners*
- *work in 161 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*

5



## Goals for 2023-24

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6





- Create partnerships with community members/organizations to implement the Nutrition Pantry Program (NPP)
- Branch out into the California City FM
- Bring the Farmers Market Navigator program to the F St FM with the help of our supplemental grant
- Partner with a healthcare professional to initiate the “Walk with a Doc” program

7



## 2023-24 Budget

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8



CALFRESH	Approved Budget
SALARIES AND BENEFITS	\$ 857,144.45
NON-CAPITAL EQUIPMENT	\$ 19,647.00
MATERIALS	\$ 29,148.00
TRAVEL & PER DIEM	\$ 33,307.35
BUILDING/SPACE	\$ 26,707.20
MAINTENANCE	\$ 29,259.92
EQUIPMENT & OTHER CAPITAL EQUIP	
CONTRACT/SUB CONTRACT AGREEMENTS	\$ 648,910.45
<b>TOTAL</b>	<b>\$ 1,644,124.37</b>

9



## Opportunities and Challenges

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10



## Opportunities

- Increased in-person activities
- COVID-19 is no longer limiting in person interactions
- Partnerships for “Train the Trainer”
- Promote Market Match at other farmers markets (California City)

## Challenges

- High staff turnover rate
- Grant restrictions
- Community garden partnerships
- Not well known in the community, often mistaken for CalFresh Food
- Client are hesitant to participate at in-person events or classes

11



Questions?

12



*Helping People... Changing Lives.*

# WIC Program: 2023-24 Budget Development

PRESENTED BY: LORNA SPEIGHT

DIRECTOR: SUSANA MAGANA

PROGRAM LEADER: LORNA SPEIGHT

1



## Program Overview

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2



Mission of the Program:

- Nourish – providing nutritious supplemental food benefits
- Educate – provide education on healthy eating and active living
- Support – support families in achieving their nutrition/health goals, offer support to Breastfeeding mothers
- Provide referral to community resources

Assigned Case Load:

- 14, 610

Clients served included:

- Pregnant Women
- Post-Partum Women
- Breastfeeding Women
- Infants
- Children up to 5 years of Age

3



Area Served: Kern County and portions of San Bernardino County

- 15 sites in Kern County
- 4 Sites in San Bernardino County

Special Project funding included in the WIC grant:

- Farmers Market Nutrition Program
- Breast Feeding Peer Counselor Program
- Books for Kids

4



## Client Outcomes 2022-2023

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5



Access to health foods, nutrition education, breastfeeding support will result in:

- Improved nutrition
- Improved hemoglobin values
- Improved birth outcomes
- Lower rates of obesity

6



## Goals for 2023-24

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7



- Increase our participation rates by not only recruiting new participants but by re-engaging with participants who are enrolled and not fully participating in the program.
- Complete the State Nutrition Service Plan goals:
  - 1) Staff who deliver Nutrition Education will be provided with at least 4 hours of annual maternal, infant, and child nutrition topics and 4 hours of breastfeeding education.
  - 2) Modernize WIC Services by incorporating at least 2 virtual interactive options for nutrition education to participants.
  - 3) All staff will complete Level 1 of the new USDA WIC Breastfeeding curriculum.

8



# 2023-24 Budget

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9



## WIC Budget

WIC Grant: \$4,346,698

Expenses:

- Salaries and Benefits \$3,299,396
- Operating costs 652,148
- Indirect Costs 395,154

10





# Opportunities and Challenges

11



## **Opportunities:**

- Opportunity to improve literacy by providing books for children 0-5 years in languages spoken by the family.
- Expand our use of interactive options for nutrition education by utilizing the doxy.me tele-health platform and online learning.
- Make more appointments available for certifications/recertifications by utilizing online education for those appointments that don't require in-person presence.

## **Challenges:**

- Due to being spread out across Kern/San Bernardino counties providing staff support has been a challenge.
- Rents in some of the outlying areas has increased by 1.5 to 2 times the previous rent in the past year. With rising costs, supporting these offices will be difficult.
- Finding and retaining qualified staff is a challenge. It takes a whole year to train and certify a WIC Nutrition Assistant. Due to increased costs of sites this leaves less funds to support wage increases for staff.
- Due to staff shortages having sufficient appointments to service all participants has been a challenge. Once the USDA waivers expire serving participants will be more challenging.
- An increase in the number of homeless camping out around some of our locations has made it difficult to keep clean and safe for staff and participants.

12



Questions?



**Energy**



*Helping People... Changing Lives.*

# Energy Program: 2023-24 Budget Development

PRESENTED BY: WILFREDO CRUZ JR

DIRECTOR: FREDDY HERNANDEZ

PROGRAM LEADER: WILFREDO CRUZ JR

1



## Program Overview

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2



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

HOME ENERGY ASSISTANCE PROGRAM (HEAP)	WEATHERIZATION
Energy Bill Assistance Water Bill Assistance	Energy Conservation in Homes

3



Current Contracts for the 2023-2024 Fiscal Year

The Energy Program currently has 5 open contracts:

- 2022 LHEAP
- 2023 LHEAP
- 2021 ARPA
- 2021 SLHEAP
- 2021 LHWAP

We are expecting two new contracts within the upcoming fiscal year:

- 2022 DOEBIL (early part of 2023)
- 2024 LHEAP (expected start date 11/1/23)

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## 2022 LIHEAP

- The contract deadline is 6/30/23
- The budgeted contract amount for this fiscal year is \$960,600
- 57% (\$547,738) of this contract is tied to salaries & benefits expenses
- 43% (\$412,862) of this contract is tied to operational funds

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## 2022 LIHEAP - Operational Funds

### Major line items

#### Subcontractor Labor & Materials - \$129,271

- Currently focusing on improving process to reduce the amount of days client files are staying open
- Increasing number of projects closed out monthly
- We have obtained new subcontractors and are in the process of assigning client files to them
- New measures on LIHEAP contracts now include washers, dryers, built-in ovens

#### Outreach - \$90,937

- Continuing marketing push with the help of Hey Salty Marketing
  - Includes utilizing television, radio, interviews, outreach events, geo-fencing
- Will focus more attention in Western Kern
  - Lost Hills, Maricopa, Taft, McKittrick areas

6

## 2023 LHEAP

- The contract deadline is 6/30/24
- The budgeted contract amount for this fiscal year is \$2,881,550
- 57% (\$1,643,072) of this contract is tied to salaries & benefits expenses
- 43% (\$1,238,478) of this contract is tied to operational funds

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## 2023 LHEAP – Operational Funds

### Major line items – similar to 2022 LHEAP

#### Subcontractor Labor & Materials - \$333,870

- We are fully staffed in Weatherization but still require training to increase client files being closed monthly
- By the time we start to focus on this contract, entire Weatherization crew should have appropriate certifications to completed CSD related work on our contracts
- Creation of two new positions – Energy Program Assistant and Weatherization Assistant Manger

#### Client Utility (WPO) Payments - \$81,000

- Based off past years, we will be able to expend this amount with out issues

#### Outreach - \$241,783

- Funds will be used to determine best way to market to Western Kern County, this will include a mix of using Hey Salty Marketing and in-house Outreach staff

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### 2021 ARPA

- The contract deadline is 3/31/23
- This contract is for Utility Assistance services only
- The budgeted contract amount for this fiscal year is \$142,100
- 57% (\$81,026) of this contract is tied to salaries & benefits expenses
- 43% (\$61,074) of this contract is tied to operational funds

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### 2022 SLHEAP

- The contract deadline is 6/30/23
- This contract is for Utility Assistance services only
- The budgeted contract amount for this fiscal year is \$83,300
- 57% (\$47,498) of this contract is tied to salaries & benefits expenses
- 43% (\$35,802) of this contract is tied to operational funds

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## 2021 LHW AP

- The contract deadline is 8/31/23
- This contract is for Utility Assistance services only
- The budgeted contract amount for this fiscal year is \$168,600
- 57% (\$96,136) of this contract is tied to salaries & benefits expenses
- 43% (\$72,464) of this contract is tied to operational funds

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## 2021 LHW AP - Operational Funds

### Major line item

#### Outreach - \$20,000

- This contract is strictly for Utility Assistance. We will be completing mail drops in Western Kern as our main form of outreach.
- We already have one city in Kern County that has included our information on their water utility disconnection notices. Attempting to speak to other water districts to see if we can create the same type of relationship.

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## Goals for 2023-24

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- Expend all contracts by using strategies we've recently implemented– this will enable us to serve the maximum number of clients in Kern County
- Fully train employees in Utility Assistance & Weatherization – including obtaining necessary certifications
- Start aggressive outreach efforts in Western Kern County
- Continue to work on new procedures and workflows to reduce the amount of days client files are open for Weatherization Work
- Continue to collaborate with community partners who have a vested interest in our community
- Continue to work with all other CAPK programs, as much as possible, to market our services as “One CAPK”
- Continue working with Hancock to eventually develop a paperless system for our program
- Continue work on determining appropriate data entry and needs to design a full and detailed project management process

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# 2023-24 Budget

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	SLIHEAP 2022	LIHEAP 2022	LIHEAP 2023	ARPA 2021	DOE BIL	LIHEAP 2024	LIHWAP 2021	TOTAL
<b>REVENUE</b>								
4120 State Grant Revenue	83,300.00	960,600.00	2,881,550.00	142,100.00	-	960,600.00	168,600.00	5,196,750.00
<b>SALARIES</b>								
5105 Salaries	36,537.00	421,336.00	1,263,900.00	62,328.00	-	421,337.00	73,951.00	2,279,389.00
<b>BENEFITS</b>								
5205 FICA/FICA-MED Expense	3,617.00	41,713.00	125,127.00	6,170.00	-	41,713.00	7,321.00	225,661.00
5210 SUI Expense	329.00	3,792.00	11,375.00	561.00	-	3,792.00	666.00	20,515.00
5215 Workman's Compensation	1,498.00	17,279.00	51,833.00	2,556.00	-	17,279.00	3,033.00	93,478.00
5220 Health Insurance	3,111.00	35,885.00	107,647.00	5,310.00	-	35,885.00	6,297.00	194,135.00
5225 Dental Insurance	64.00	733.00	2,199.00	108.00	-	733.00	129.00	3,966.00
5230 Life Insurance	64.00	733.00	2,199.00	108.00	-	733.00	129.00	3,966.00
5235 Long Term Disability Insurance	47.00	544.00	1,630.00	80.00	-	544.00	95.00	2,940.00
5240 Retirement (Pension)	2,231.00	25,723.00	77,162.00	3,805.00	-	25,723.00	4,515.00	139,159.00
	10,961.00	126,402.00	379,172.00	18,698.00	-	126,402.00	22,185.00	683,820.00
<b>TRAVEL</b>								
6105 Local Travel - Staff	10.00	119.00	360.00	18.00	-	119.00	21.00	647.00
6120 Out of Town Travel - Staff	220.00	2,542.00	7,625.00	376.00	-	2,542.00	447.00	13,752.00
6135 Per Diem - Staff	50.00	577.00	1,732.00	85.00	-	577.00	101.00	3,122.00
6150 Vehicle Gasoline	521.00	6,004.00	18,008.00	888.00	-	6,004.00	1,054.00	32,479.00
	801.00	9,242.00	27,725.00	1,367.00	-	9,242.00	1,602.00	50,000.00
<b>SPACE COSTS</b>								
6205 Rent/Lease	1,656.00	19,100.00	57,290.00	2,825.00	-	19,100.00	3,352.00	103,323.00
6210 Repair/Maintenance/Incidental Alterations	1,198.00	13,817.00	41,430.00	2,043.00	-	13,817.00	2,425.00	74,730.00
6230 Security/Alarm	156.00	1,798.00	5,400.00	266.00	-	1,798.00	316.00	9,734.00
6235 Utilities	792.00	9,128.00	27,397.00	1,352.00	-	9,128.00	1,602.00	49,395.00
	3,802.00	43,843.00	131,517.00	6,486.00	-	43,843.00	7,695.00	237,186.00
<b>SUPPLIES</b>								
6305 Supplies	9,001.00	7,554.00	22,650.00	15,354.00	-	7,553.00	18,238.00	80,350.00
6310 Computer & Peripheral Supplies	369.00	4,260.00	12,784.00	630.00	-	4,260.00	747.00	23,050.00
6315 IT Communication Supplies	99.00	1,126.00	3,380.00	168.00	-	1,126.00	200.00	6,099.00
	9,469.00	12,940.00	38,814.00	16,152.00	-	12,939.00	19,185.00	109,499.00

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<b>CONSULTANT/CONTRACT SERVICES</b>									
6525	Software Support/Maintenance	1,334.00	461.00	10,000.00	2,275.00	-	-	2,700.00	16,770.00
6530	Subcontract Labor	-	37,920.00	136,141.00	-	-	38,382.00	-	212,443.00
		1,334.00	38,381.00	146,141.00	2,275.00	-	38,382.00	2,700.00	229,213.00
<b>OTHER OPERATING COSTS</b>									
6605	Communication Services	1,068.00	12,318.00	36,951.00	1,822.00	-	12,318.00	2,162.00	66,639.00
6610	Postage	167.00	1,922.00	5,767.00	284.00	-	1,922.00	337.00	10,399.00
6615	Printing	177.00	2,041.00	6,122.00	302.00	-	2,041.00	358.00	11,041.00
6620	Risk Insurance	494.00	5,693.00	17,078.00	842.00	-	5,693.00	999.00	30,799.00
6625	Hiring Costs	69.00	799.00	2,395.00	118.00	-	799.00	140.00	4,320.00
6640	First Aid	29.00	340.00	1,020.00	50.00	-	340.00	60.00	1,839.00
6660	Equipment Rent/Lease	306.00	3,534.00	10,602.00	523.00	-	3,534.00	620.00	19,119.00
6665	Equipment Repair/Maintenance	533.00	6,152.00	18,453.00	910.00	-	6,152.00	1,080.00	33,280.00
6675	Outreach	9,881.00	90,937.00	241,783.00	16,855.00	-	90,937.00	19,999.00	470,692.00
6690	Membership Dues	10.00	114.00	342.00	17.00	-	114.00	20.00	617.00
6710	Vehicle License Fees	89.00	1,027.00	3,080.00	152.00	-	1,027.00	180.00	5,555.00
		12,823.00	124,877.00	343,593.00	21,875.00	-	124,877.00	25,955.00	654,000.00
<b>DIRECT PROGRAM COSTS</b>									
7105	Weatherization Materials	-	91,251.00	197,729.00	-	-	51,251.00	-	340,231.00
7107	Waste Breakage Weatherization Materials	-	5,000.00	10,000.00	-	-	5,000.00	-	20,000.00
7120	Client Utility Payments	-	-	81,000.00	-	-	40,000.00	-	121,000.00
		-	96,251.00	288,729.00	-	-	96,251.00	-	481,231.00
<b>INDIRECT</b>									
9900	Indirect Subsidy	-	-	-	-	-	-	-	-
9999	Indirect Expense	7,573.00	87,328.00	261,959.00	12,919.00	-	87,327.00	15,327.00	472,433.00
		7,573.00	87,328.00	261,959.00	12,919.00	-	87,327.00	15,327.00	472,433.00
<b>REVENUE LESS EXPENSES MUST EQUAL ZERO</b>		-	-	-	-	-	-	-	-

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# Opportunities and Challenges

18



## Challenges

### Utility Assistance

- Finding qualified staff/proper training
- Sudden increase in incoming applications
- LIHEAP contract
- Implementation of new Technology - Hancock
- Salaries

### Weatherization

- Fully training Weatherization staff
- DOE/EL contract
- Lack of glass vendors
- Implementation of new Technology - Hancock
- Vandalism /Security
- Salaries

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## Outcomes

### Utility Assistance

- Fully spent LIHEAP 2021
- Utility Assistance fully staffed
- On track to fully expend UA allocation of LIHEAP 2022 by EOY
- Created and staffed Outreach Supervisor position
- Established relationship with Hey Salty Marketing
- Increased wages to Utility Assistance Technicians
- Successfully partnered with various CAPK programs to complete Outreach efforts

### Weatherization

- Fully spent LIHEAP 2021
- Weatherization Fully Staffed
- Created Energy Program Assistant position
- Created new work process to expediate the Weatherization process
- Created relationships with vested organizations to partner with

20



Questions?



# **Community Development Services**



*Helping People... Changing Lives.*

# Program 211: 2023-24 Budget Development

PRESENTED BY: JENNIFER JORDAN AND MARTHA GONZALEZ

DIRECTOR: PRITIKA RAM

1



## Program Overview

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2





- The 2-1-1 Call Center Program is a free, 3-digit telephone number that links residents to community health and human service resources 24 hours a day, 7 days a week.
- 2-1-1 Kern serves the following counties
  - Kern
  - Kings
  - Tulare
  - Stanislaus
  - Fresno/Madera
  - Merced/Mariposa

3



## Goals for 2023-24

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4



- Improve staff retention by ongoing praise, support, and kudos
- Monitor high call volume and adjust accordingly
- Certify staff members who are eligible for AIRS Certified Resource Specialists.
- Successfully renew county contracts with an enhanced fee schedule for Kings, Tulare, and Stanislaus.

5



## 2023-24 Budget

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6



## Medi-Cal Health Enrollment Navigator Project

- Total amount: \$311,248
- Length of the contract: 1 year (October 1, 2022- June 30,2023)
- Salaries
  - 1 FTE Program Specialist who completes the applications on the client's behalf.
  - 1 FTE Information & Referral Specialists who are identifying callers that have expressed interest in completing a Medi-Cal
- Scope of Work
  - Medi-Cal is insurance for low-income individuals and families in California, which pays for health care services
    - Identify 2-1-1 help seekers that are uninsured
    - Assist in Medi-Cal benefit enrollment via the telephone
    - Provide data on a monthly basis, regarding the total number of enrollments completed.

7



## Rapid Telecommunication System I&R Referral Government Services (389)- County of Kern

- Total amount: \$45,000
- Length of the contract: 1 year (7/1/2022-6/30/2023)
- Scope of work
  - No deliverables, utilized to support the 2-1-1 Call Center operations.
- Salaries: N/A

8



## United Way of Tulare County (536-232)- United Way

- Total amount:
  - Year 1: \$80,099.00
  - Year 2: \$83,564.95
  - Year 3: \$87,204.20
- Length of Contract: 3 years (7/1/2021-6/30/2024)
- Scope of Work
  - 24/7
- Salaries
  - Varies

9



## United Way of Stanislaus County (536-234) United Way

- Total amount
  - Year 1: \$77,021.00
  - Year 2: \$97,372.05
  - Year 3: 101,415.65
- Length of Contract: 1 year
- Scope of Work
  - 24/7 Information and Referral Services via the 2-1-1 Kern Call Center.
- Salaries
  - Varies

10



## United Way of Kings County (536-231)- United Way

- Total amount:
  - Year 1: \$25,155
  - Year 2: \$25,909.65
  - Year 3: \$26,686.94
- Length of Contract: 3 years (7/1/2021-6/30/2024)
- Scope of Work:
  - 24/7 Information and Referral Services via the 2-1-1 Kern Call Center. Including live chat, bi-directional texting, and disaster call handling.
- Salaries
  - Varies

11



## United Way of Fresno County (536-235)- United Way

- Total amount: Year 1: \$121,281.60 Year 2: \$125,139.77
- Length of contract: 2 years (1/1/23-12/31/24)
- Scope of Work:
  - 24/7 Information and Referral Services via the 2-1-1 Kern Call Center and disaster call handling. Call handling includes the below special projects.
    - Special projects include: VITA call handling and scheduling, Smoking Cessation, Relief for Energy Assistance through Community Help (REACH)
    - Public Safety Power Shutoff (PSPS)
- Salaries:
  - Varies

12



## United Way Mountain Valley

- Length of Contract: 3 years (3/1/2022-6/30/2025)
  - Year 1: \$25,155
  - Year 2: \$25,909.65
  - Year 3: \$26,686.94
- Scope of work:
  - After hours and weekend coverage to complete Information & Referral Services via the 2-1-1 Kern call center.
- Salaries
  - Varies

13



## Cal-Fresh 2-1-1 San Diego (164)- State

- Total amount:
  - Year 1: \$52,246
  - Year 2: \$53,813
  - Year 3: \$55,428
- Scope of Work:
  - Cal Fresh appointments are offered to clients who are interested in receiving Cal Fresh benefits. The 2-1-1 Program specialist along with the client, complete a Cal Fresh application using the BenefitsCal website. The Program Specialist submits all documentation to the Department of Human Services Processing Center on behalf of the client.
- Salaries:
  - Administrator and Information & Referral Specialists

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## Goodwill Industries of Sacramento Valley & Northern Nevada Inc (430)

- Total amount:\$90,680.59
- Length of the contract: 4/1/2022-6/30/2023
- Scope of work:
  - 24/7 Information & Referral Services via the 2-1-1 Call Center and disaster handling, specifically to provide support during the COVID-19 Pandemic.
- Salaries:
  - Varies

15



## Sierra Health Foundation Asthma Mitigation Project (290)- State

- Total amount: \$500,000
- Length of the contract: 3 years (8/1/2020-5/15/2023)
- Scope of Work:
  - CAPK, CCAC (Central California Asthma Collaborative) and KFHC Partnership ensures high risk asthma patients in Kern County are automatically referred to their coordinated service network via the 2-1-1 call center.
- Salaries:
  - 1 FTE Program Supervisor

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## First 5 Kern-2-1-1 Kern Call Center Services (288)- State

- Total amount: \$450,000
  - Year 1: \$172,862
  - Year 2: \$182,799
  - Year 3: \$188,128
  - Year 4: \$193,648
  - Year 5: \$199,333
- Length of Contract: 5 years (7/1/2020-6/30/2025)
- Scope of Work:
  - Utilized to support the 2-1-1 call center operations. Reports are generated through Persimmony on a quarterly basis to record progress.
- Salaries
  - Administrator, I&R Specialists

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## First 5 Kern- 2-1-1 Help Me Grow (284)- State

- Total amount: 1,149,130.00
- Year 1: \$156,092.00
- Year2: \$222,555.00
- Year 3: \$249,281.00
- Year 4: \$256,716.00
- Year 5: \$264,386.00
- Length of Contract: 5 years (7/1/2020-6/30/2025)
- Scope of Work:
  - Help Me Grow is a collaborative system with a critical mission; to identify children ages 0-5 at risk for delays and link them to necessary services. Along with a parent, 2-1-1 Development Specialist and/or Care Coordinator can complete an online screening tool known as ASQ, that provides a quick snapshot of a child's development. An ASQ evaluated gross motor, fine motor, problem solving, personal social, and communication skills as well as social and emotional skills
- Salaries:
  - Administrator, 2 Development Specialists, 1 Care Coordinator and various I&R Specialists

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## LIHEAP Energy Calls (536-000)- State

- Current Cost per call: \$8.02
- Methodology has been developed to analyze the data to determine an annual cost per call.
- Scope of Work
  - 2-1-1 Kern County is the call center for the CAPK Home Energy Assistance Program (HEAP) and Weatherization program. Call Specialist schedule appointments, link clients to Energy services and provide status updates on pending applications for the utility assistance program.
- Salaries
  - Various

19



## Grants Pending

- Stanislaus County Coordinated Entry
- CalAim (California Advancing and Innovating Medi-Cal)
- CA vs. Hate Hotline Project

20



## Opportunities and Challenges


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## Opportunities/Challenges

- The volume of HEAP calls has increased over the last several months. To assist with this call handling specifically, we added in the Program Specialist and Senior I&R specialist to assist with the influx of HEAP calls.
- Finding the right fit for the Care Coordinator role. Initially after several rounds of interviews, we identified a candidate. A few months after being onboarded, we were back at square one to fill the position. This posed a challenge to the program as other staff members temporarily filled in to complete those tasks.
- Help Me Grow- competing with other agencies who also complete ASQ screenings.
- Outreach has been successful for the 2-1-1 program. On average, the team attends between 3-5 outreach events per month to bolster the 2-1-1 program.


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GL	Description	P.B.A.M TO COMPLETE										TOTAL	
		Kern County Public Health Emergency CAL FRESH	284	196	284	FIRST 5 HELP ME GROW 288	FIRST 5 211 KERN 290	SIERRA FOUNDATION ASTHMA 290	Goodwill Industries - CDPH 430	COURTY OF KERN 389	Positive Youth Medi-Cal Project 274-271		211, KINGS, TULARE, STANISLAUS, FRESNO & MADERA, ENERGY 536   231,232,234,235
<b>REVENUE</b>													
4110	Federal Grant Revenue	161,440.00	-	-	-	-	-	-	-	-	-	-	161,440.00
4120	State Grant Revenue	-	-	-	-	-	-	90,680.59	-	-	-	-	90,680.59
4130	County/City Grant Revenue	-	-	249,281.00	90,558.00	-	-	-	45,000.00	116,587.90	-	699,048.88	1,200,617.78
4210	Private Revenue	-	-	-	-	41,742.00	-	-	-	-	-	-	41,742.00
		161,440.00	-	249,281.00	90,558.00	41,742.00	-	90,680.59	45,000.00	116,587.90	-	699,048.88	1,484,138.37
<b>SALARIES</b>													
5105	Salaries	112,022.00	-	166,501.00	62,837.09	28,776.35	56,706.00	-	-	80,919.00	-	363,505.42	873,266.86
		112,022.00	-	166,501.00	62,837.09	28,776.35	56,706.00	-	-	80,919.00	-	363,505.42	873,266.86
<b>BENEFITS</b>													
5205	PICAFICA-MED Expense	34,726.82	-	52,239.31	19,479.50	8,920.67	17,578.86	-	-	15,084.89	-	112,686.66	270,712.73
		34,726.82	-	52,239.31	19,479.50	8,920.67	17,578.86	-	-	15,084.89	-	112,686.66	270,712.73
<b>TRAVEL</b>													
6105	Local Travel - Staff	-	-	1,000.00	-	250.00	-	-	1,370.00	-	-	-	2,620.00
		-	-	1,000.00	-	250.00	-	-	1,370.00	-	-	-	2,620.00
<b>SPACE COSTS</b>													
6205	Rent/Lease	-	-	-	-	-	-	-	-	-	-	70,000.00	70,000.00
		-	-	-	-	-	-	-	-	-	-	70,000.00	70,000.00
<b>SUPPLIES</b>													
6305	Supplies	-	-	-	-	-	-	-	-	-	-	7,500.00	7,500.00
6310	Computer & Peripheral Supplies	-	-	-	-	-	8,144.00	25,539.00	-	-	-	12,300.00	45,983.00
		-	-	-	-	-	8,144.00	25,539.00	-	-	-	19,300.00	51,483.00
<b>EQUIPMENT PURCHASE</b>													
6405	Equipment Purchase	-	-	-	-	-	-	-	-	-	-	-	-
<b>CONSULTANT/CONTRACT SERVICES</b>													
6525	Software Support/Maintenance	-	-	4,000.00	-	-	-	-	-	-	-	-	4,000.00
		-	-	4,000.00	-	-	-	-	-	-	-	-	4,000.00
<b>OTHER OPERATING COSTS</b>													
6605	Communication Services	-	-	-	-	-	-	-	14,000.00	-	-	20,000.00	34,000.00
6610	Postage	-	-	850.00	-	-	-	-	-	-	-	9,185.00	10,035.00
6615	Printing	-	-	-	-	-	-	-	-	-	-	1,200.00	1,200.00
6630	Employee Costs	-	-	-	-	-	-	-	-	-	-	10,500.00	10,500.00
6645	Tuition and Registration Fees - Staff	-	-	-	-	-	-	-	-	-	-	5,500.00	5,500.00
6675	Outreach	-	-	-	-	-	-	-	-	-	-	6,000.00	6,000.00
6690	Membership Dues	-	-	-	-	-	-	-	-	-	-	8,500.00	8,500.00
		-	-	850.00	-	-	-	-	14,000.00	-	-	61,485.00	76,335.00
<b>INDIRECT</b>													
9000	Indirect Subsidy	14,691.18	-	22,694.69	8,241.41	5,794.98	8,251.73	4,091.00	-	10,584.01	-	63,571.78	135,920.78
9090	Indirect Expense	14,691.18	-	22,694.69	8,241.41	5,794.98	8,251.73	4,091.00	-	10,584.01	-	63,571.78	135,920.78
		14,691.18	-	22,694.69	8,241.41	5,794.98	8,251.73	4,091.00	-	10,584.01	-	63,571.78	135,920.78
	<b>REVENUE LESS EXPENSES</b>	-	-	-	0.00	0.00	-	-	-	(0.00)	-	(0.00)	0.00
	<b>MUST EQUAL ZERO</b>	-	-	-	0.00	0.00	-	-	-	(0.00)	-	(0.00)	0.00

[FY2023-2024 Budget Tool](#)

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# Questions?

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## Community School Partnership Program: 2023-24 Budget Development

PRESENTED BY:

SABRINA JONES-ROBERTS

1



Community School Partnership Program is partnered with Bakersfield City School District (BCSD) to serve students and their families. The program has been developed to provide wrap around case management services and linkage for school families and students to key community-based services addressing food insecurity, housing stability, and other related basic services. The program is designed to maximize its potential by having one Case Manager co-located at BCSD's Community Schools including Dr. Martin Luther King Jr Elementary, Stella Hills Elementary, McKinley Elementary, and Emerson Middle School. Overall, the program will support the needs of students ranging from Kindergarten to 8th grade by implementing the whole family approach.

2



### Scope of work

Case Managers will be assigned student families by BCSD Multi-Tiered System of Support to initiate contact to the parent or guardian. Case Managers will schedule a meeting with the family to complete an intake form, pre-assessment of needs, and create a family goal plan. The assessment will be utilized to benchmark the family's level of needs, determine a timeframe to achieve goals, offer case management congruent with their goals, and submit internal referrals using IRM and/or external referrals via 2-1-1.

3



Community School Partnership Program (205) – State

August 3, 2022 – June 30, 2027

### Contract and Award Details

- Grant funds are awarded by California Department of Education to Bakersfield City School District (BCSD)
- Community School Partnership Program is the Contractor of BCSD
- The District will pay \$2,500,000 total for the duration of the contract
- The District will pay \$500,000 total yearly compensation

4



Community School Partnership Program (205) – State

August 3, 2022 – June 30, 2027

### Salaries

- 1 FTE Program Supervisor
- 4 FTE Case Managers

### Deliverables

- Community School Partnership Program is expected to serve up to 230 families per Case Manager per academic year

5



### Goals

- Onboard and provide program level training to 4 Case Managers between November - December 2022.
- Introduce Case Managers to Executors at BCSD after training has been received.
- Initiate school site tours for Case Managers.
- Acquaint Case Managers with BCSD Liaisons and get them acclimated to their workspace on the school sites.

6



- 2 Case Managers onboarded on 11/14/2022
- 2 offers accepted and Individuals began pre-employment process
  - 1 candidate on 10/20/2022
  - 1 candidate on 11/2/2022
- Each Case Manager is anticipated to begin orientation after all requirements for the position have been satisfied.

7




Budget	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Total Revenue</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>
Salaries	\$290,648	\$299,367	\$308,348	\$317,597	\$327,124
Benefits	\$72,662	\$74,842	\$77,087	\$79,400	\$81,782
Travel	\$17,500	\$17,500	\$17,500	\$17,500	\$17,500
Supplies	\$34,342	\$8,650	\$9,365	\$15,153	\$11,018
Other Operating Costs	\$39,395	\$54,185	\$42,247	\$24,897	\$17,123
Administrative Indirect	\$45,453	\$45,456	\$45,453	\$45,453	\$45,453
<b>Total Expenditures</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>

8



Questions?






**Vaccine Equity Project:  
2023-24 Budget  
Development**

PRESENTED BY: JAMES BURGER  
OUTREACH AND ADVOCACY COORDINATOR

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**Vaccine Equity Project**

The Vaccine Equity Project is focused on connecting historically underserved communities, which have had traditionally negative relationships with the public health system, with COVID-19 education and life-saving vaccinations. CAPK is one of five CAAs, nationwide, who were chosen to pilot this effort during the 2022 and 2023 calendar years.

2



## Scope of Work

Community Action Partnership of Kern researched the communities and zip codes which had the lowest rate of vaccine participation in underserved populations. Then we partnered with other community organizations who are trusted messengers in those communities to provide educational outreach and vaccination clinics for target populations there. Currently we are partnering with South Kern Sol and the Bakersfield American Indian Health Project.

3



# Success

4



## Next Steps

- |  |  |  |  |  |
|--|--|--|--|--|
| <div style="background-color: #d9e1f2; padding: 10px; border: 1px solid #ccc;"> <div style="background-color: #4f81bd; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; font-size: 24px; font-weight: bold;">1</div> <p style="margin-top: 10px;">Wrap up Year One relationship with Bakersfield American Indian Health Project.</p> </div> | <div style="background-color: #d9e1f2; padding: 10px; border: 1px solid #ccc;"> <div style="background-color: #4f81bd; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; font-size: 24px; font-weight: bold;">2</div> <p style="margin-top: 10px;">Invest in continued partnership with South Kern Sol through end of grant period.</p> </div> | <div style="background-color: #d9e1f2; padding: 10px; border: 1px solid #ccc;"> <div style="background-color: #4f81bd; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; font-size: 24px; font-weight: bold;">3</div> <p style="margin-top: 10px;">Coordinate with ASTHO and Grammercy to meet grant standards.</p> </div> | <div style="background-color: #d9e1f2; padding: 10px; border: 1px solid #ccc;"> <div style="background-color: #4f81bd; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; font-size: 24px; font-weight: bold;">4</div> <p style="margin-top: 10px;">Expand vaccine efforts to additional target communities as needed.</p> </div> | <div style="background-color: #d9e1f2; padding: 10px; border: 1px solid #ccc;"> <div style="background-color: #4f81bd; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto; font-size: 24px; font-weight: bold;">5</div> <p style="margin-top: 10px;">Complete full second year performance by first or second quarter 2023.</p> </div> |
|--|--|--|--|--|

5

Year One Activity	
Y1 Grant Revenue	\$425,000
Y2 Grant Revenue	\$150,000
<b>Total Revenue</b>	<b>\$575,000</b>
Y1 Expenditures (Projected)	\$198,000
<b>Revenue Remaining</b>	<b>377,000</b>

Budget	Year 2
<b>Revenue Remaining</b>	<b>\$377,000</b>
CAPK Costs	\$13,000
CAPK Indirect	\$1,300
South Kern Sol	\$190,000
BAIHP	\$100,000
Client Incentives	\$72,700
<b>Total Expenditures</b>	<b>\$377,000</b>

6



# Questions?

7



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## **East Kern Family Resource Center**

# **Budget Development: 2023-2024**

PRESENTED BY: ANNA SAAVEDRA  
DIRECTOR: FREDDY HERNANDEZ  
PROGRAM LEADER: ANNA SAAVEDRA

1



# **Program Overview**

2



## East Kern Family Resource Center

The East Kern Family Resource Center provides a variety of services to individuals and families in East Kern County. EKFRFC is a central location for services in the following communities: Mojave, Tehachapi, Boron, Keene, California City, Rosamond and Edwards.

### **First 5 program provides families with children 0-5**

- Case Management Services
- Home-Based Program Educational Services
- Center-Based Program Educational Services
- Summer Bridge Program Educational Services
- Court Mandated Nurturing Parenting Classes
- Referral Services
- Monthly Collaborative Meetings

3



## First 5 – (281) **2023-24 Budget**

4



## East Kern Family Resource Center

- First 5 (281) – \$132,000
  - 83% Salaries & Benefits
  - 17% Operational Expenses
    - Travel
    - Space Cost
    - Supplies
    - Communications
    - Indirect Services

5



## East Kern Family Resource Center

### **Differential Response Services**

- Case Management Services
- Family Crisis Services
- Support Child Protective Services Social Workers
- Referrals Services
- Provide Family Assistance Services
- Child Abuse Prevention

6



DR – (280)  
**2023-24 Budget**

7



**East Kern Family Resource Center**

- Differential Response (280) – \$128,000
  - 68% Salaries & Benefits
  - 32% Operational Expenses
    - Travel
    - Space Cost
    - Supplies
    - Communications
    - Indirect Services

8





## East Kern Family Resource Center

### Other Program Services

- Referrals Services
- HEAP Utility Assistance
- VITA Volunteer Income Tax Assistance
- WIC
- Salvation Army Collaboration
- Career Center Collaboration
- Emergency Assistance - Food, household items, gas cards, COVID supplies, clothing
- Department of Human services – CalFresh, Medi-Cal, Welfare to Work
- Transportation Services
- Office Support Services
- Homeless Assistance Services
- Holiday Food & Gift Baskets

9



## **Client Outcomes 2022-2023**

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10



## East Kern Family Resource Center

### Clients Outcomes

- Food & Household Assistance – 738
- Referral & Administrative Services – 1,765
- DR Services
  - 207 Families
  - 263 Children
- First 5 - Services
  - 49 Parents
  - 57 Children

11



## Goals for 2023-24

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12



## East Kern Family Resource Center

1. Become fully staffed
2. Relocate to a larger facility
3. Find Additional Funding
4. Expand Community Partnerships
5. Expand Services
6. Update Office Equipment
7. Provide Training Opportunities for Staff
8. Grow the Collaboration Meeting

13



## Opportunities and Challenges

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14



## East Kern FRC Challenges

- Rental Assistance program ended with no other resource available
- Homeless cases rising:
  - ✓ There are no resources throughout East Kern for homeless assistance, forcing clients to travel to Bakersfield for placement
- Scarcity in Food supply:
  - ✓ There are no local resources available for emergency food boxes
  - ✓ We are in need of local vendors to help supply food to our location
- Transportation Needs:
  - ✓ Clients enlisted in our programs have difficulty accessing transportation to resources
  - ✓ Traveling to gather resources for our facility takes time and money away from our staff and program
- Facility Maintenance:
  - ✓ There currently is no janitorial services available at EKFRFC
  - ✓ Discouragement is felt handling client cases in a timely manner when time is used to clean instead
- Limited Facility Space:
  - ✓ There is not enough storage space, limiting our supply
- Unstable Funding for Next Year
- Finding and Retaining Qualified Staff

15



## East Kern FRC Opportunities

- We are looking to extend our program availability throughout more locations in East Kern
  - ✓ Partner with CAPK food bank in order to provide emergency food boxes to families in our area
  - ✓ Work with CES to improve services throughout East Kern for homeless assistance
  - ✓ Continue to provide HEAP services
- Increase resources for our First 5 programs will accomplish goals set with Summer Bridge, Home Base Activities, Child Case Management, and our Center Base- Play & Learn Programs
  - ✓ Seeking more funds and donations for families within the programs.
- Seeking resources and donations for families and individuals outside our programs who are in need throughout East Kern from children 6-18, seniors, and homeless individuals
  - ✓ Applying for additional funds
  - ✓ Localize nearby resources for homeless clients and their families

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# Questions?

17



**Anna Saavedra**  
Program Supervisor  
East Kern Family Resource  
Center  
Youth & Community Services

16804 Highway 14, Unit C  
Mojave, CA 93501  
Phone: (661) 824-4118 ext.3701

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*Helping People... Changing Lives.*

## Oasis Family Resource Center: 2023-24 Budget Development

PRESENTED BY: ERIC LE BARBE

DIRECTOR: FREDDY HERNANDEZ

PROGRAM LEADER: ERIC LE BARBE


1



## Program Overview

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2



## Oasis Family Resource Center

The Oasis Family Resource Center assists individuals and families in N. Eastern Kern County. This FRC is the central location for services in Ridgecrest and neighborhood communities.

**Program provides families with children 0-5:**


- Case Management Services: direct family support services, educational programs
- Summer Bridge Program
- Baby and children's items: diapers, baby wipes, books, educational toys, etc.

**Program provides parental education classes to families with children 0-18:**


- Court Mandated Nurturing Parenting Classes

**Program provides all families and individuals needing help (upon meeting requirements):**

- Referrals to community partners
- Utility Assistance
- Volunteer Income Tax Assistance
- Emergency Assistance: Food, household items, bus passes, COVID supplies, DMV vouchers, etc.
- Special tailored programs: Baby shower for low-income pregnant moms, Christmas toy give away for children



3



# Client Outcomes 2022-2023

4




## Client Outcomes 2022-2023

**Meet and exceed all First 5 Kern Goals: See next slide results**


- Case Management Services including home activities
- Summer Bridge Program: Double goal with June and July Sessions
- Court Mandated Nurturing Parenting Classes: Offer 12-week classes every other quarter
- Provide walk-in services for babies and children's 0-5 (F5K Aggregate Data). Partner with Head Start & WIC for referrals
  - 199 Unduplicated parents with children 0-5 received walk in services in 2021-2022.
  - 71 unduplicated parents with children 0-5 received walk in services YTD Q1 2022-2023
  - Provided services to 37 pregnant moms in last 12 months
  - Provided services to 188 families (unduplicated) in last 12 months for 528 inquiries providing baby items (Duplicated).




5



## First 5 Kern Services



Focus Area	Service Category	Client Type	2021-2022 Results	Annual Target	YTD Results 2022-2023	% YTD (July-Oct 2022)
Parent Education & Support Services	General Case Management	Parents/Guardians	32	30	23	77%
Parent Education & Support Services	General Case Management	Children	44	30	30	100%
Parent Education & Support Services	Parent Education (Court-Mandated)	Parents/Guardians	12	10	18	180%
Early Childcare & Education	Home-Based Activities (Children)	Children	36	15	28	187%
Early Childcare & Education	Summer Bridge	Children	23	10	12	120%

All goals are on track or already exceeded for current fiscal year.  
 4 month-period 33% expired

6





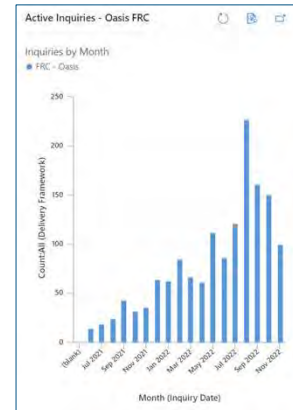
## Client Outcomes 2022-2023

### Provide CAPK & Non-First 5 Kern Services

1233 Inquiries in last 12 Months (Duplicated Services)

- Utility Assistance: Intake in Ridgecrest
- Volunteer Income Tax Assistance: Partner with Alta One Credit Union to expand services
- Emergency Assistance: Food, household items, bus passes, COVID supplies, DMV vouchers, etc.

Forecast 20% increase in next 12 months to provide services for 1500 inquires (Duplicated Services)



7



## Goals for 2023-2024

8




## First 5 Kern Services 2023-2024 Goals

Focus Area	Service Category	Client Type	Annual Target
Parent Education & Support Services	General Case Management	Parents/Guardians	30
Parent Education & Support Services	General Case Management	Children	30
Parent Education & Support Services	Parent Education (Court-Mandated)	Parents/Guardians	10
Early Childcare & Education	Home-Based Activities (Children)	Children	15
Early Childcare & Education	Summer Bridge	Children	10

All F5K goals remain the same for next fiscal year 2023-2024  
 Attempt to renegotiate F5K contract with increased target for additional resources

9



# 2023-2024 Budget

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10



## Oasis FRC Budget 2023-2024



Oasis Family Resource Center



		Budget	%
<b>I. PERSONNEL SERVICES</b>			
Site Supervisor	Le Barbe, Eric Jean Marie	60,486.00	34.93%
Case Manager	Harpster, Ada Evelia	42,578.00	24.59%
Office Assistant	To Be Hired	16,068.00	9.28%
<b>Total Salaries</b>		119,132.00	68.80%
<b>Benefits</b>		29,783.00	17.20%
<b>Total Personnel</b>		148,915.00	86.00%
<b>I. SERVICES AND SUPPLIES</b>			
	Office and Program Supplies	1,500.00	0.87%
	Rent/Occupancy Costs	9,000.00	5.20%
	Communications/IT Support	3,000.00	1.73%
	Travel/Mileage	2,000.00	1.15%
	Postage	50.00	0.03%
	Printing and Duplication	50.00	0.03%
	Recruitment	250.00	0.14%
	Insurance	1,000.00	0.58%
	Equipment Repair/Maintenance	740.00	0.43%
<b>Total Services/Supplies</b>		17,590.00	10.16%
Subtotal I & II		166,505.00	96.15%
<b>III. INDIRECT</b>			
Indirect @ 4%		6,660.00	3.85%
<b>GRAND TOTAL</b>		173,165.00	100.00%

## Fund 286

11



# Opportunities and Challenges

12



## Oasis FRC Opportunities



- Continue to extend CAPK Services to the rural area of Ridgecrest.
  - ✓ Seek additional resources within the agency for the Ridgecrest Community
  - ✓ Collaborate with CES to complete intakes in Ridgecrest
  - ✓ Collaborate with the HEAP program to hire a full time HEAP Technician
- Seek more funding from First 5 Kern to increase goals (Summer Bridge, Home Base Activities, and Children case management) and resources
  - ✓ Hire full time Office Assistant
  - ✓ Increase benefits & supplies
- Increase VITA services partnering with Alta One Credit Union
- Continue to apply for additional funding and donations to extend range of services outside First 5 clients for under-served families (Children 6-18, seniors, and homeless individuals)
- Continue to collaborate with CAPK Food Bank to receive food deliveries
- Improve procurement choice of suppliers to lower cost of emergency needs & improve delivery services

13




## Oasis FRC Challenges








- Lack of space
  - ✓ Limited Storage
  - ✓ No space for additional employees if increasing head count
- Rental assistance program ended
- Increase in benefit costs
- Increase in homelessness
  - ✓ No resources for homelessness in Ridgecrest unless victim of domestic violence
- Increase in food insecurity
  - ✓ Challenged to keep food pantry stocked up
  - ✓ Salvation Army not keeping up with the demand
- Unmet emergency needs
  - ✓ Diapers insecurity: family are not able to afford essentials baby items
  - ✓ Lack of resources to afford feminine products, toiletries, and essential household products
- Transportation
  - ✓ Clients lack transportation
  - ✓ Costly and time consuming to access Bakersfield services
  - ✓ Delivery services are poor including Amazon
- Procurement
  - Higher cost of supplies
  - Slow deliveries
- No Janitorial Services
  - ✓ Affect staff morale in WIC, HEAD Start, and OFRC
  - ✓ Not best use of staff time when busy meeting program needs

14



Questions?



15



**Eric Le Barbé**  
**Supervisor Youth & Community Services**

(760) 248-3221 X7160  
Oasis Family Resource Center  
814 N. Norma St.  
Ridgecrest, CA. 93555

[Oasis Family Resource Center – CAPK](#)  
[Oasis Family Resource Center | Facebook](#)

16



*Helping People... Changing Lives.*

# Friendship House Community Center : 2023-24 Budget Development

PRESENTED BY: LOIS HANNIBLE

DIRECTOR: FREDDY HERNANDEZ

PROGRAM LEADER: LOIS HANNIBLE

1



## Mentor Program Overview

**Program Provides:**

- Individual Mentoring Services
- Group Mentoring
- Tutoring
- Afterschool & Summer Programs
- Behavioral Intervention Groups
- Enrichment Activities

**Mentees:**

- Youth ages 6-18 receive in person mentoring, phone/video calls
- Parent registration is required for participation

**Mentors:**

- 18 or older
- Complete a mentor application & interview
- Pass a criminal background check
- Commit to being a mentor for 1 hour/week for 1 year
- Complete mentor training



2



## Mentor Program Client Outcomes 2022-2023

The Positive Youth Development Mentor Program is currently providing mentor services to 40 youth, through the assistance of 10 volunteer mentors.



3



## Mentor Program Goals for 2023-24

100 youth between the ages of 6-18 shall be provided the following services through the Positive Youth Development Mentor Program:

- Mentor Services
- Afterschool Program
- Learning Pod
- Summer Program



4

## 2023-24 Budget for the Mentor Program



- Salaries & Benefits (\$57,087): Provides for 1FTE Program Educator.  
Operational Expenses (\$6,549):
- Travel: to allow for mentor/mentee recruitment, pick-up gift cards from Finance at BPN, and to pick-up program supplies.
- Space Costs: to pay the space costs at the FHCC for program staff housed at the center (Program Educator).
- Supplies: to purchase incentives for the program participants.
- Hiring Costs: to secure new staff if needed.



5



## Mentor Program Opportunities and Challenges

### Opportunities:

- Provides continued mentor services for community youth in need.
- The funding will alleviate expenses to CSBG, as the budget includes space costs.

### Challenges:

- This is a year-to-year contract with the County. Continued funding is not certain.
- The upcoming increase in benefits and property & liability coverage will result in some program budget line items being eliminated, which includes the .10 FTE for the Program Manager salaries/benefits and program incentives which is needed for program retention.



6



## Medi-Cal Program Overview



Friendship House- Provides outreach services to inform low-income individuals and families in California about Medi-Cal, which pays for health care services.

211- Provides Medi-Cal application assistance.

\*New- Friendship House Medi-Cal program staff has now been trained to provide Medi-Cal application assistance, and will offer this service in partnership with 211 staff.



7



## Medi-Cal Client Outcomes 2022-2023

- The Medi-Cal Program has provided outreach services via social media, emails, and impressions to 278,152 people YTD, exceeding its' goal of reaching 3,000 people through these methods.
- The Medi-Cal Program has also provided outreach services via canvassing, phone calls, and flyers to 23,510 people YTD, exceeding its' goal of reaching 15,300 people through these efforts.



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## Medi-Cal Program Goals for 2023-24

To provide social media outreach/impressions/mailings to 3,000 people; to provide outreach through flier distributions to 15,000 people; to provide outreach to 300 Head Start, FHCC, and SYC parents.



9

## 2023-24 Budget for the Medi-Cal Program



- Salaries & Benefits (\$140,671): Provides for 2 FTE Program Educators, and a .10 FTE Program Manager.
- Supplies (\$3,000): to obtain office supplies for the program.
- Mileage (\$9,000): to allow for travel to provide program outreach.
- Postage (\$2,000): to provide a mass mailing to CalFresh recipients informing them of their eligibility for Medi-Cal.
- Outreach (\$37,000): to provide program outreach through use of billboards, GET bus ads, and online ads.



10

## 2023-24 Medi-Cal Budget Continued



- Printing cost (\$8,571): the printing of program flyers for outreach, and the printing of postcards and/or flyers to be used for the mass mailing to CalFresh recipients regarding Medi-Cal services,
- Space Costs (\$7,318): to pay costs at the FHCC for the two Program Educators and the Program Manager housed at the FHCC.
- Misc Expense (\$1,964): the County provided approval for the program to purchase hand sanitizer keychains, stating Medi-Cal with the number for 211.
- Hiring Costs (\$500): to secure new staff, if needed.



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## Medi-Cal Program Opportunities and Challenges



### Opportunities:

- CAPK was awarded a new 3-year Medi-Cal Navigator Project.
- The contract allows for continued services & employment for staff.
- Funding alleviates expenses to CSBG, as the budget includes space costs and a portion of the Program Manager's salary/benefits.

### Challenges:

- The program was funded at almost 50% less than what was requested.
- A decrease in funding dictated a staff reduction from 211, who partners with the FHCC to facilitate this program. This will mean less Medi-Cal applications being completed.
- The decrease in funding, coupled with the increase in benefit and property & liability costs means having to reduce and/or eliminate certain budget line items (i.e., incentives & computers).



12

## CalVIP Program Overview



Subcontract of the City of Bakersfield to facilitate the California Violence Intervention and Prevention Program (CalVIP) to stop gun violence.

Program provides a mentor program for those that have either been a victim of a crime or have committed a crime.

### Community partners include:

- The Bakersfield Police Department
- Compassion Christian Center
- Wendale Davis Foundation
- Mothers Against Gang Violence
- Henrietta Weill Child Guidance Clinic
- Stay Focused Ministries



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## CalVIP Client Outcomes 2022-2023

- The CalVIP program is a new program for CAPK and is still in the start-up phase.
- Although this is cohort four for the City, they have brought on new program partners and strategies, so they too are in the start-up phase.



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## CalVIP Goals for 2023-24



- Provide mentor services to 20 mentees to prevent and/or reduce incidences of gun violence for those in the program.
- Provide effective collaborative responses to incidents of gun violence as to reduce the recurrence of the incident.
- Connect victims and their families that are referred to the program to support and opportunity services as appropriate.

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## CalVIP 2023-24 Budget

- Salaries (\$94,051) & Benefits (\$23,513): Provides for 2 FTE Program Educators and a Program Manager at .15 FTE.
- Travel (\$750): to allow for travel to and from meetings.
- Space Costs (\$971): to pay the space costs at the FHCC where program staff are housed (Program Educators & Program Manager).
- Client Incentives (\$8,667): to assist with program retention and participation.
- Supplies (\$2,500): to purchase program supplies for the new program..
- Hiring Costs (\$500): to secure new staff.



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## CalVIP Program Opportunities and Challenges

### Opportunities:

- CAPK Friendship House was awarded a new 3-year CalVIP grant as a sub-contract with the City of Bakersfield to provide mentor services to community youth and adults in an effort, to reduce gun violence.
- The new contract will allow the FHCC to build capacity by employing additional staff and by offering additional services to the community.
- The funding will alleviate expenses to CSBG, as the budget includes space costs and a portion of the Program Manager's salary/benefits.



### Challenges:

- The CalVIP program received less funding than was requested.
- The decrease in funding, coupled with the increase in benefit and property & liability costs will mean having to reduce and/or eliminate certain budget line items, such as monetary incentive stipends that were originally planned to be provided to mentees and mentors and computer & peripheral supplies.

17

## Additional FHCC Programs & Offerings

- Afterschool Program
- Summer Program
- Mexican Consulate Services (facility rental)
- Kern High School District Sports (facility rental)
- Albertson's STEM Project
- Whale Tail Program
- Adopt A Beach Program
- Friendship House Advisory Board
- Fundraising Events: Zumba Party & Chipotle Fundraiser



18

## FHCC Additional Programs: Opportunities & Challenges

### Opportunity:

- Being able to offer a variety of programs and activities for the community.



### Challenges:

- Tight budget does not allow for growth or staff advancement.
- No funds to hire staff, such as an Activity Specialist, to facilitate the programs and activities that the center has to offer or could offer.
- Sufficient funds are not available to upkeep the center, such as painting the interior & exterior of the facility.

19



## Questions?



20



*Helping People... Changing Lives.*

# Shafter Youth Center: 2023-24 Budget Development

PRESENTED BY:  
DIRECTOR, FREDDY HERNANDEZ  
PROGRAM MANAGER, ANGIE NELSON

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## Program Overview

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- Provide After School programming to children ages 6 yrs through 18 yrs old during the academic year.
- Provide Summer programming to children ages 6 yrs through 18 yrs old during summer months.
- Provide Community access to the center for fitness and exercise programming, space for meetings, use of computers for research and resume building.
- Offer opportunities for field trips and new class experiences with the assistance of grant funding.
- We collaborate with community partners in order to provide additional services to the Shafter Community.
- Provide VITA and Energy services.
- Collaborate with Dignity Health for mental health services.

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## Client Outcomes 2022-2023

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- Students reading scores are increasing – 18 Students
- Students grades improving
- Enrollment increasing
- Energy Program - Clients being served on site once per month
- VITA Program – Clients being served on site February through April
- Food Bank Program – Senior Food clients are being serve each month
- Partners such as Dignity Health, Girls Scouts, community sports clubs are providing services on site

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## Goals for 2023-24

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- Increase the number of services that we currently provide to the community.
- Provide Adult programming during the day and evening hours.
- Make the center more available for the community to rent.
- Attract partnerships to extend services provided at the center.
- Provide incentives for students.
- Updating the interior and exterior of the building.
- Locate additional funding for facility upgrades and staff.
- Upgrade computer lab furniture.

7



## 2023-24 Budget

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8



## Shafter Youth Center – Fund 527

### Revenue

City Revenue	\$ 50,000.00
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### Expenses

Salaries	\$ 0
Travel	\$ 603.00
Space Costs	\$ 32,738.00
Supplies	\$ 4,000.00
Other Operating Costs	\$ 8,114.00
Indirect Expenses	\$ 4,545.00

9



## Opportunities and Challenges

10



**Opportunities & Successes:**

- Facility improvements made
  - Paint interior complete
  - Paint exterior needed, entrance has been painted
  - New furniture in offices and classrooms purchased
  - New facility vehicle
  - IT Equipment & Internet Equipment has been upgraded
  - New computer lab equipment and chrome books for students
  - Office equipment, furniture, and student desks have been upgraded after 11 years
  - Exterior landscaping has been repaired and updated
  - Acquire funding for outdoor fitness and obstacle course

**Challenges:**

- Computer furniture needs to be replaced its 11 years old
- Grant opportunities have been increasing, although being awarded has been the challenge
- Additional funding to hire more staff, provide more student resources, and maintain the facility
- Finding additional community partners in order to offer more services
- We have seen an increase of homeless individuals sleeping throughout the facility campus
- Property vandalism remains a challenge
  - Need a perimeter fence built
  - Need exterior paint to eliminate “calico” effect

11




Questions?

12




1




**Volunteer Income Tax Assistance**

**Program Provides:**

- Year-round Tax Preparation for tax year 2017 & forward
- CAA Services
- Recovering EIP (stimulus payments)
- Assist in responding to IRS/FTB letters & audits
- Promote and Educate Tax Credits
- Free tax law training and certifications for volunteers




2




## Volunteer Income Tax Assistance


IRS(149) Grant Budget: \$244,868<sup>(\$44,175 increase from 2021-22)</sup>  
 Period of Performance: Oct 1, 2022 –September 30, 2023  
 Performance expectation: 8,470 federal tax returns<sup>(1,040 increase from 2021-22)</sup>



**CAPK budget:**  
 Salary totals: \$115,934  
 Fringe benefits: \$17,390  
 Site upgrade (cubicles, chairs, desks): \$21,890  
 Staff mileage: \$4,873  
 Volunteer costs: \$500  
 Space costs: \$4,425 (\$1,475 x 3 months)  
 Indirect: \$19,249 (total budget - space cost – subcontractor amount + 1<sup>st</sup> \$25k of subcontractor amount)  
 Tax Law Instructor: \$6,400 (5 trainings total, 2 Spanish, 3 English)

Subcontractor: United Way of Kern County  
 Contract amount: \$47,300  
 UWKC Performance expectation: 2,470 federal tax returns  
 CAPK performance expectation: 6,000 federal tax returns






PARTNERS

United Way  
United Way of Kern County

3



## Volunteer Income Tax Assistance


CalEITC (234) Grant Budget: \$838,056<sup>(\$209,514)</sup>  
 Period of Performance: Dec 1, 2021 –June 30, 2023

IT'S YOUR MONEY  
GET IT!


EARNED INCOME TAX CREDIT

**CAPK budget: \$373,782**  
 Salary and fringe benefits: \$251,428  
 Website: \$7,150  
 Staff mileage: \$1,875  
 Media outreach through Hey Salty: \$61,000  
 Software subscription: \$104 (\$14 x 8 months)  
 Group events: \$150  
 Equipment purchase: \$13,550 (7 laptops and 4 scanner/printers)  
 Indirect: \$38,525 (10% -subcontractor amount + 1<sup>st</sup> \$25k of subcontractor)



**Subcontractors budget: \$464,274**  
 Subcontractor: Community Services & Employment Training (CSET)  
 Contract amount: \$168,000  
 Subcontractor: United Way of Kern County (UWKC)  
 Contract amount: \$296,274



California Department of  
Community Services & Development




Community Services  
Employment Training  
*Where community happens.*

Performance expectation: Education & Outreach, Free Tax Prep Services, & ITIN Application Assistance

4




## Volunteer Income Tax Assistance

2020 Success' vs. 2021 Success' vs upcoming Success

- Office upgrades – cubicles, desks, chairs, computer equipment
- Spent 100% VITA budget
- Marketing outreach- billboards, GET bus, new vendors
- Tax Return increase
  - 2020-21: 4,213
  - 2021-22: 4,937
  - 2022-23: 6,100 goal
- Site expansion
  - 2020-21: 5 sites
  - 2021-22: 9 sites
  - 2022-23: 14 sites
- Increase in refunds to Kern County residents
  - 2020-21 refunds: \$7,029,309
  - 2021-22 refunds: \$10,322,553
  - 2022-23 refunds: \$14,383,303

VITA remained an in-person program to continue providing services throughout the pandemic.  
 CalEITC- added 2<sup>nd</sup> subcontractor for additional outreach, FTPA services and ITIN services.

5







## Volunteer Income Tax Assistance

### Challenges

- Grant demand of production vs staffing support
  - Tax preparation
  - Outreach and partnership opportunities
  - Vendor agreements
- Year-round funding for year-round program
- Volunteer reliability

### Opportunities

- Financial Education Component
- Staffing Support
- Year-round site expansion
- Unrestricted funding

6





QUESTIONS?

7



**Jacquelyn Guerra**  
**Program Manager**  
(661) 407-2829 Ext 3201  
300 19<sup>th</sup> Street  
Bakersfield, CA 93301

8



# Community Action Partnership of Kern

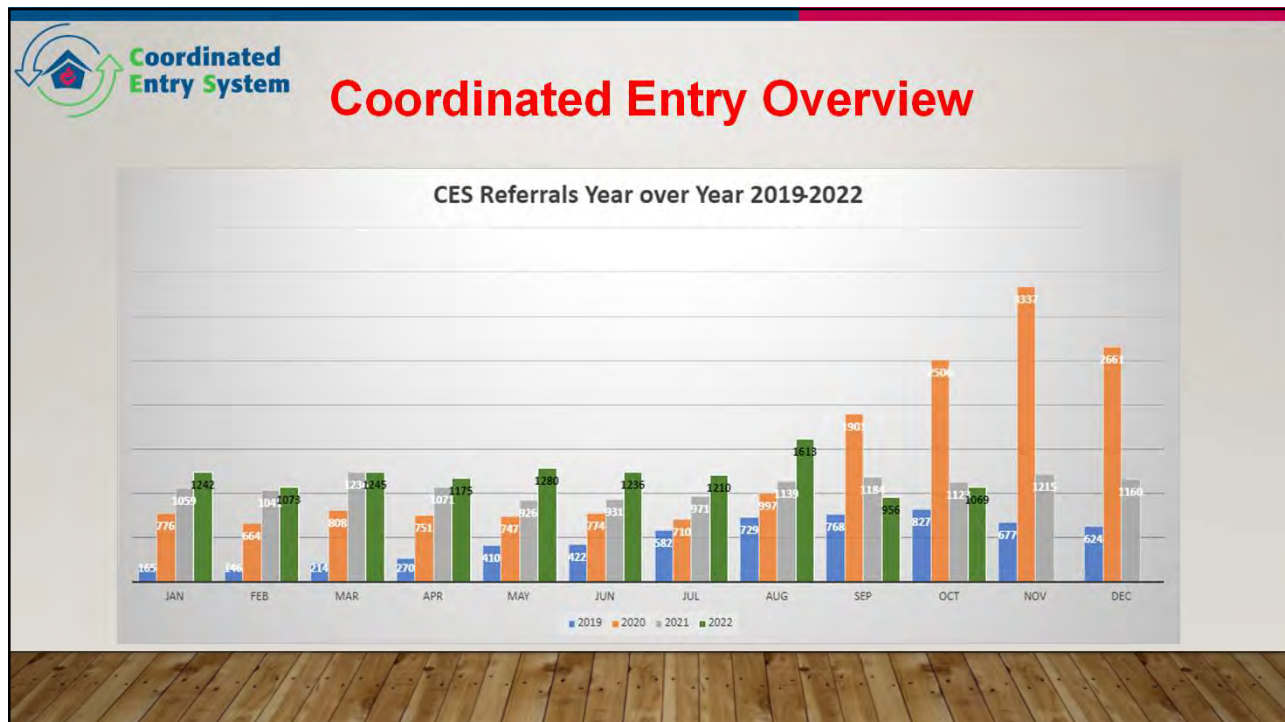
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**capk**  
Community Action Partnership  
of Kern

 **Coordinated  
Entry System**

**COORDINATED ENTRY SYSTEM**

2



3

## Coordinated Entry Budget

HHAP/BKRHC (276)	Funding for Homeless Housing, Assistance and Prevention Program	<b>\$229,514</b>
City of BKFD- ESG CARES R2 (143)	ESG Grant	<b>\$29,706</b>
Stanislaus CES (292)	CE Funding for County of Stanislaus	<b>\$375,443</b>
CalAIM (550)	KHS-CalAIM	<b>\$523,502</b>
Re-Entry Grant (277)	Adult Re-Entry Warm Hand-Off Funding	<b>\$750,000</b>
HUD (160)	Continuum of Care Program	<b>\$237,920</b>
<b>Total :</b>		<b>\$2,146,085</b>

4

## Coordinated Entry In the Works

### CAPK CES & Stanislaus

**CES has been looked to by the County of Stanislaus to aid them in community resource referrals for individuals experiencing homeless**

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\*Referrals to Community Resources \*Data Tracking for County of Stanislaus  
 \*Homeless Data Base Data Management \*Enact as a centralized place for individuals to check status of pending referrals, update information, and gather information on existing/new community resources



5

## Coordinated Entry In the Works

### CAPK CES & KHS CalAim

**CES has joined the efforts of Kern Health System to arrange the provision of Community Supports Services**

---

Referrals for Medi-Cal recipients to Community Resources, arranging support services of housing navigations services, housing deposit assistance, and housing sustaining services



6

# Coordinated Entry In the Works

## CAPK CES & Adult Re-Entry

**CES has joined the efforts of Kern Health System to arrange the provision of Community Supports Services**

*Delivery of services for people formerly incarcerated in state prison. Funding consists of reentry services, specifically Warm Handoff Reentry Services. These will include extensive case management, housing navigation, and reach in services.*




7

**COMMUNITY DEVELOPMENT OPEN POSITIONS: 20  
INTERVIEWS SCHEDULED FOR NEXT WEEK**



VACANT		Homeless Services Navigator	Community Development	Homeless Services	100	Program Office 19th St
VACANT		Homeless Services Navigator	Community Development	Homeless Services	100	Program Office 19th St
VACANT		Homeless Services Navigator	Community Development	Homeless Services	100	Program Office 19th St
VACANT		Homeless Services Navigator	Community Development	Homeless Services	100	Program Office 19th St
VACANT		Homeless Services Navigator	Community Development	Homeless Services	100	Program Office 19th St
VACANT		Homeless Services Navigator	Community Development	Homeless Services	100	Program Office 19th St
VACANT		Information & Referral Specialist	Community Development	211 Kern	171	211 Program Kern
VACANT		IT Data Analyst	Community Development	IT	120	BPN
VACANT		RE-Entry Manager	Community Development	Homeless Services	100	Program Office 19th St
VACANT		RE-Entry Supervisor	Community Development	Homeless Services	100	Program Office 19th St
VACANT		CES Housing Navigator	Community Development	Homeless Services	100	Program Office 19th St
VACANT		CES Housing Navigator	Community Development	Homeless Services	100	Program Office 19th St
VACANT		CES Housing Navigator	Community Development	Homeless Services	100	Program Office 19th St
VACANT		CES Housing Navigator	Community Development	Homeless Services	100	Program Office 19th St

8



**Coordinated  
Entry System**

**Questions**

**Contacts**

Rebecca Moreno, Director of Community Development  
(661)379-8221 or (661)336-5236 ext. 1150  
[rmoreno@capk.org](mailto:rmoreno@capk.org)

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Visit our website at:  
[www.capk.org](http://www.capk.org)

9



**capk**  
Community Action Partnership  
of Kern

*Helping People... Changing Lives.*



**M STREET  
NAVIGATION  
CENTER**

**M Street  
Navigation Center:  
2023-24 Budget  
Development**

PRESENTED BY: LAURIE HUGHEY  
DIRECTOR: REBECCA MORENO  
PROGRAM LEADER: LAURIE HUGHEY

1



**M STREET  
NAVIGATION  
CENTER**

**Program  
Overview**

2



3

Client  
Outcomes  
2022-2023

4










**May 2020—April 2022**

- 1601 Residents
- 142 Safe Camping/Parking
- 52 Pets
- 172 Housing Placements

5




# Goals for 2023-24

6



### Relapse Prevention, Job Training, and Educational Programs at M Street:




- Daily check-ins with navigators
- Recognition; weekly resident town hall meetings
- Weekly navigator meetings
- Weekly Staff meetings
- Monthly Staff Trainings with Kern BHRS
- Project Hire Up - M Street graduates (18)
- Relapse Classes (6)
- Financial Literacy with Chase Bank (42)
- Be finally Free (2)
- Recycling Lives (2)
- Bakersfield Homeless Shelter Job Program (2)
- Serve Safe Certification ( 5)
- New transport vehicle
- Security Guard Shacks with Heating/Cooling
- Site/Other Improvements

7



# 2023-24 Budget

8




## Safe Camping/Parking Budget

CONTRACT YEAR TO DATE

	1	2	3	4				
	June 2022	July 2022	August 2022	September 2022	Total Expended	Budget Remaining	Budget	Expended
<b>Salaries</b>					-	365,608.00	365,608.00	0.00%
<b>Benefits</b>					-	102,370.00	102,370.00	0.00%
<b>Total Personnel</b>					-	<b>467,978.00</b>	<b>467,978.00</b>	<b>0.00%</b>
<b>Operational Expenses</b>								
Facility Repairs/Maintenance	4,783.56	11,634.09	279.00	1,089.72	17,786.37	(7,786.37)	10,000.00	177.86%
Utilities					-	9,425.00	9,425.00	0.00%
Security	30,402.73	31,388.54	30,893.22	39,022.91	131,707.40	268,292.60	400,000.00	32.93%
Equipment Lease	7,013.52	310.17	4,047.87	7,570.73	18,942.29	(6,642.29)	12,300.00	154.00%
<b>Total Operational Expenses</b>	<b>42,199.81</b>	<b>43,332.80</b>	<b>35,220.09</b>	<b>47,683.36</b>	<b>168,436.06</b>	<b>263,288.94</b>	<b>431,725.00</b>	<b>39.01%</b>
<b>Client Services &amp; Supplies</b>								
Client Services					-	102,300.00	102,300.00	0.00%
Supplies	16,301.38	1,698.84	4,344.89	2,383.39	24,728.50	(24,728.50)	-	-
Computer Equipment			1,393.83		1,393.83	(1,393.83)	-	-
Training & First Aid					-	-	-	-
<b>Total Client Services &amp; Supplies</b>	<b>16,301.38</b>	<b>1,698.84</b>	<b>5,738.72</b>	<b>2,383.39</b>	<b>26,122.33</b>	<b>76,177.67</b>	<b>102,300.00</b>	<b>25.54%</b>
<b>Contingency</b>						100,200.00	100,200.00	0.00%
<b>Indirect @ 10%</b>	5,148.44	4,472.15	3,691.09	4,249.60	17,561.28	92,658.72	110,220.00	15.93%
<b>GRAND TOTAL</b>	<b>63,649.63</b>	<b>49,503.79</b>	<b>44,649.90</b>	<b>54,316.35</b>	<b>212,119.67</b>	<b>1,000,303.33</b>	<b>1,212,423.00</b>	<b>17.50%</b>

Accounting Use Only

9



## M Street Navigation Center Budget

CONTRACT YEAR TO DATE


	1	2				
	July 2021	August 2021	Total Expended	Budget Remaining	Budget	Expended
<b>Salaries</b>	41,127.75	59,477.44	100,605.19	687,194.81	787,800.00	12.77%
<b>Benefits</b>	14,590.51	11,347.03	25,937.54	196,262.46	222,200.00	11.67%
<b>Total Personnel</b>	<b>55,718.26</b>	<b>70,824.47</b>	<b>126,542.73</b>	<b>883,457.27</b>	<b>1,010,000.00</b>	<b>12.53%</b>
<b>Operational Expenses</b>						
Facility Repairs/Maintenance	17,137.79	5,021.81	22,159.60	47,840.40	70,000.00	31.66%
Risk Insurance	410.78	410.78	821.56	2,378.44	3,200.00	25.67%
Communications	1,424.57	1,418.87	2,843.44	9,656.56	12,500.00	22.75%
Utilities	12,662.90	3,391.64	16,054.54	63,945.46	80,000.00	20.07%
Security	32,251.72	31,922.78	64,174.50	349,826.50	414,000.00	15.50%
Membership Dues			-	-	-	-
Equipment Purchase			-	-	-	-
Equipment Lease	390.62	390.62	781.24	-	-	-
<b>Total Operational Expenses</b>	<b>64,278.38</b>	<b>42,556.50</b>	<b>106,834.88</b>	<b>473,646.36</b>	<b>579,700.00</b>	<b>18.43%</b>
<b>Client Services &amp; Supplies</b>						
Client Services	4,335.55	24,612.44	28,947.99	151,052.01	180,000.00	16.08%
Supplies	3,981.37	3,628.32	7,609.69	77,390.31	85,000.00	8.95%
Training & First Aid	2,511.00	131.25	2,642.25	12,357.75	15,000.00	17.62%
Travel & Mileage	5,671.87		5,671.87	1,828.13	7,500.00	75.62%
<b>Total Client Services &amp; Supplies</b>	<b>16,499.79</b>	<b>28,372.01</b>	<b>44,871.80</b>	<b>242,628.20</b>	<b>287,500.00</b>	<b>15.61%</b>
<b>Contingency</b>				187,720.00	187,720.00	0.00%
<b>Indirect @ 10%</b>	13,610.58	14,136.24	27,746.82	178,745.18	206,492.00	13.44%
<b>GRAND TOTAL</b>	<b>150,107.01</b>	<b>155,889.22</b>	<b>305,996.23</b>	<b>1,965,415.77</b>	<b>2,271,412.00</b>	<b>13.47%</b>

10



# Opportunities and Challenges

11




M Street has seen an increase in security concerns.

- Leadership met with Allied Security: 1. Updated post orders for guards. 2. Allied will be submitting a proposal to include an increase in pay for guards from \$16.00 to \$18.00 an hour and will also include a site supervisor to assist with training and security risks.
- This will create an increase to the contract budget.

Safe Camping is anticipating an increase in the number of supplies.

- Tents and canopies are not sturdy enough to withstand the elements.
- A more permanent structure (canopy) is suggested to save long term cost.
- An additional dumpster is needed in order to keep up with demand of cleaning areas after a client has been exited.



12



Questions?




## **Administrative Services**



# Human Resources: 2023-24 Budget Development

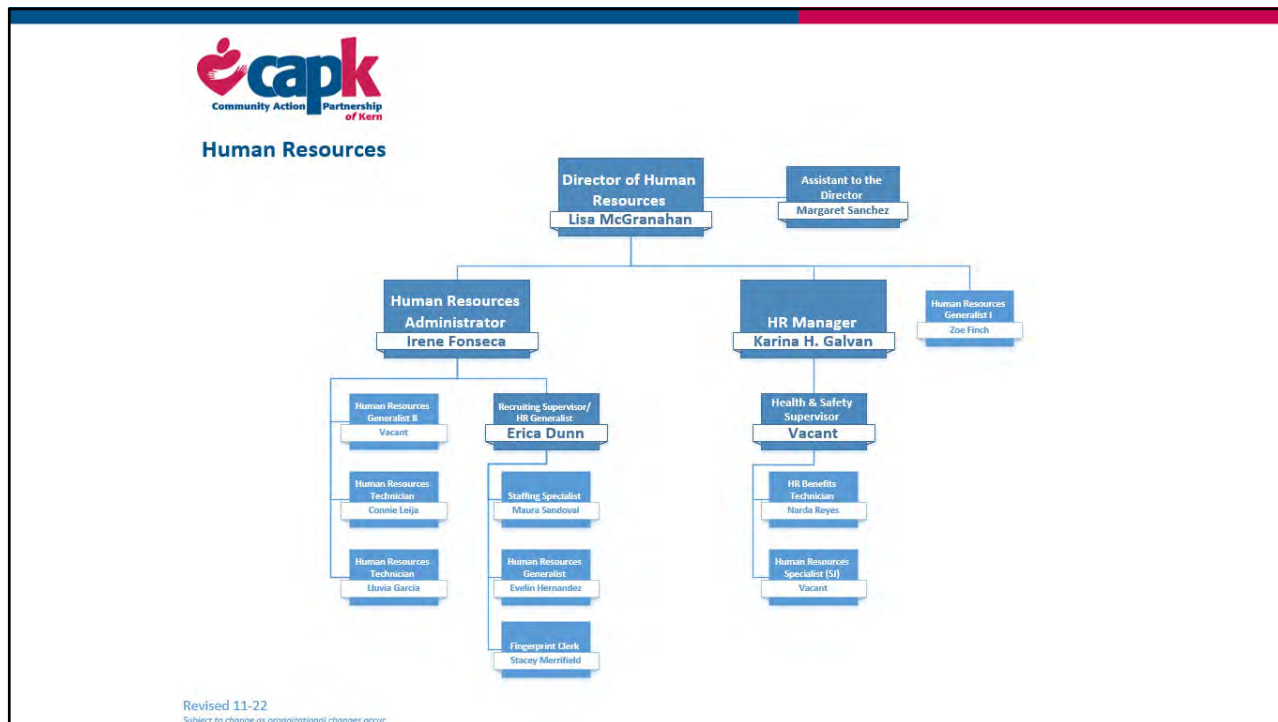
PRESENTED BY: LISA MCGRANAHAN  
DIRECTOR OF HUMAN RESOURCES

1



# Department Overview

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## Who do we serve?

**Research indicates that the rule-of-thumb staff ratio for an organization is 1.4 full-time HR staff per 100 employees.**

- Current Count of CAPK Employees: 881
- 881 employees = 12.3 HR team members
- Current HR staff: 11 team members

Source: <https://www.shrm.org/resourcesandtools/tools-and-samples/hr-forms/pages/hr-to-staff-ratio.aspx>

5



## Goals for 2023-24

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**CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results.**

- Complete development and consolidation of revised job descriptions.
- Launch new software system for compensation, performance, and learning management.
- Launch new range of On-Demand web enabled learning resources (Brainstorm).
- Revise HR handbook.
- Automate more human resource processes (pre-onboarding, status changes, etc.)
- Transition to electronic files.


7



## 2023-24 Budget

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**COMMUNITY ACTION PARTNERSHIP OF KERN  
INDIRECT FUND - HUMAN RESOURCES DIVISION  
PROPOSED BUDGET REVISION 2023/24**

	Original Budget	Proposed Budget	Difference	Remarks
Salaries	\$ 901,071	\$ 877,925	\$ (23,146)	See attached Personnel
Benefits	<u>198,236</u>	<u>210,702</u>	<u>12,466</u>	See attached Personnel
<b>TOTAL PERSONNEL COSTS</b>	<b>1,099,307</b>	<b>1,088,627</b>	<b>(10,680)</b>	<b>Decrease is 1.3%</b>
<b>TOTAL OPERATING COSTS</b>	<b><u>189,000</u></b>	<b><u>213,500</u></b>	<b><u>24,500</u></b>	<b>Increase is 11.3%</b>
<b>TOTAL</b>	<b><u>\$ 1,288,307</u></b>	<b><u>\$ 1,302,127</u></b>	<b><u>\$ 13,820</u></b>	<b>Increase is 1.3%</b>
Date Prepared: 10/25/2022				

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# Opportunities and Challenges

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### Challenges

- Still discovering and correcting archaic practices (e.g. excessive amount of job titles, paper-driven processes, etc.).
- Slowly evolving company culture.
- Retention, compensation, and lack of competitive and/or modern benefits (e.g. work from home, etc.).
- Frontline leadership development.

### Opportunities

- A relatively new team with fresh perspective and employees with tenure experience.
- Cultivating a new company culture based on the strategic plan
- Continuing our improvement of a DEI savvy workforce.
- Develop staff and avoid future legal claims.

11

Overall Item Scores

Category	Item Description	Score
LEADERSHIP AND MISSION	1. Leadership models, values, and promotes open and respectful communication among staff.	3.65
	2. Leadership proactively addresses vicarious trauma in the organization's long-term vision and	3.21
	3. Leadership recognizes and values my role within the organization.	3.35
	4. Leaders model a healthy work/life balance.	3.41
	5. Leadership communicates and enforces a no-tolerance policy concerning—sexual harassment	4.63
	6. Leadership communicates and enforces a no-tolerance policy concerning workplace violence.	4.48
	7. Leadership communicates and enforces a no-tolerance policy concerning discrimination (age,	4.54
MANAGEMENT AND SUPERVISION	1. My organization uses a protocol to address staff affected by organizational/administrative	3.13
	2. My organization uses a protocol to address staff affected by trauma.	3.09
	3. My organization uses a protocol to address staff affected by low moral, substance abuse and	3.1
	4. Meetings with my supervisor provide a forum for addressing exposure to trauma.	3.09
	5. I am able to discuss concerns about the organization or my job with my supervisor(s) without	3.54
	6. Staff meetings are highly valued as a mode of team communication and collaboration.	3.81
	7. Staff meetings are an opportunity to address topics related to trauma and stress management.	3.29
	8. My supervisor takes steps to ensure that staff have access to adequate resources to perform	3.97
EMPLOYEE EMPOWERMENT AND WORK ENVIRONMENT	1. My organization provides opportunities for all staff members to provide input into the	3.36
	2. My organization provides opportunities for all staff members to provide input into the	3.35
	3. My organization shows appreciation for employee efforts in meaningful ways.	3.13
	4. My organization evaluates staff satisfaction, including job duties, organization policies, etc.	3.35
	5. My organization shows that respect for each person is highly valued.	3.49
	6. Diversity is welcomed, respected, and valued.	4.39
	7. I experience a genuine sense of positive teamwork in my organization.	3.64
	8. My organization provides employees with a private, comfortable, and safe workspace.	3.92
TRAINING AND PROFESSIONAL DEVELOPMENT	1. My organization provides training and education to all staff on work-related trauma and its	3.53
	2. My organization provides training and education to all staff on strategies on how to address	3.3
	3. My organization provides onsite opportunities for training and professional development.	3.83
	4. My organization supports attendance at outside meetings and trainings.	3.46
	5. I am prepared to cover for coworkers who are absent.	4.13
	6. I am encouraged to network and collaborate with coworkers and other organizations.	3.62
STAFF HEALTH AND WELLNESS	1. My organization offers services that support individual staff members (e.g., employee	3.24
	2. My organization provides opportunities for peers to support one another.	3.31
	3. My organization conducts exit interviews that include questions related to trauma and the	2.88
	4. Differentiation between work and non-work hours is recognized and respected.	4.04
	5. My organization's policies support mental health and wellness.	3.41
	6. My organization's policies support physical health and wellness.	3.53
	7. My organization provides wellness activities (e.g., a fitness program, mindfulness/meditation,	3.93
	8. My organization encourages wellness activities (e.g., a fitness program,	2.97

Source: UCLA HCI Trauma Informed Care Cohort 3

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SHRM Webinar

nexben.

# Changing work patterns and the role of benefits

Sept. 27, 2022

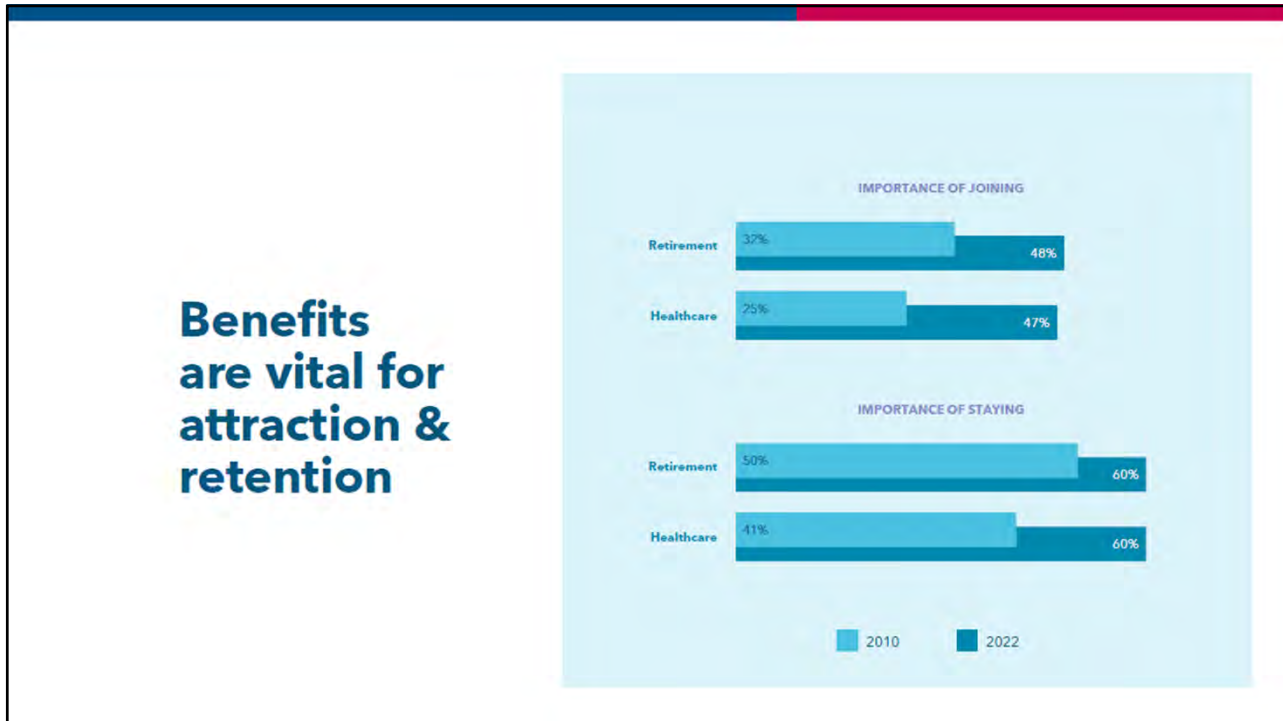
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## More than half of employees are open to leaving their employer

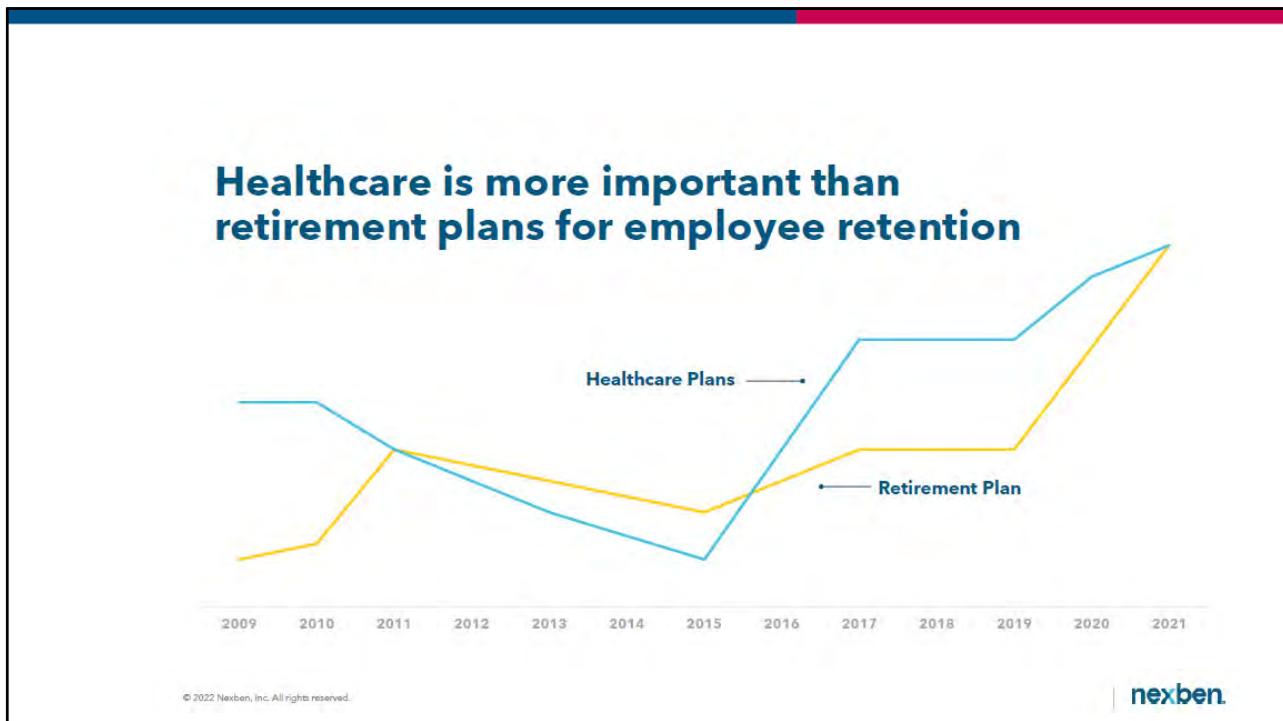
Employers face substantial risk of employee departure



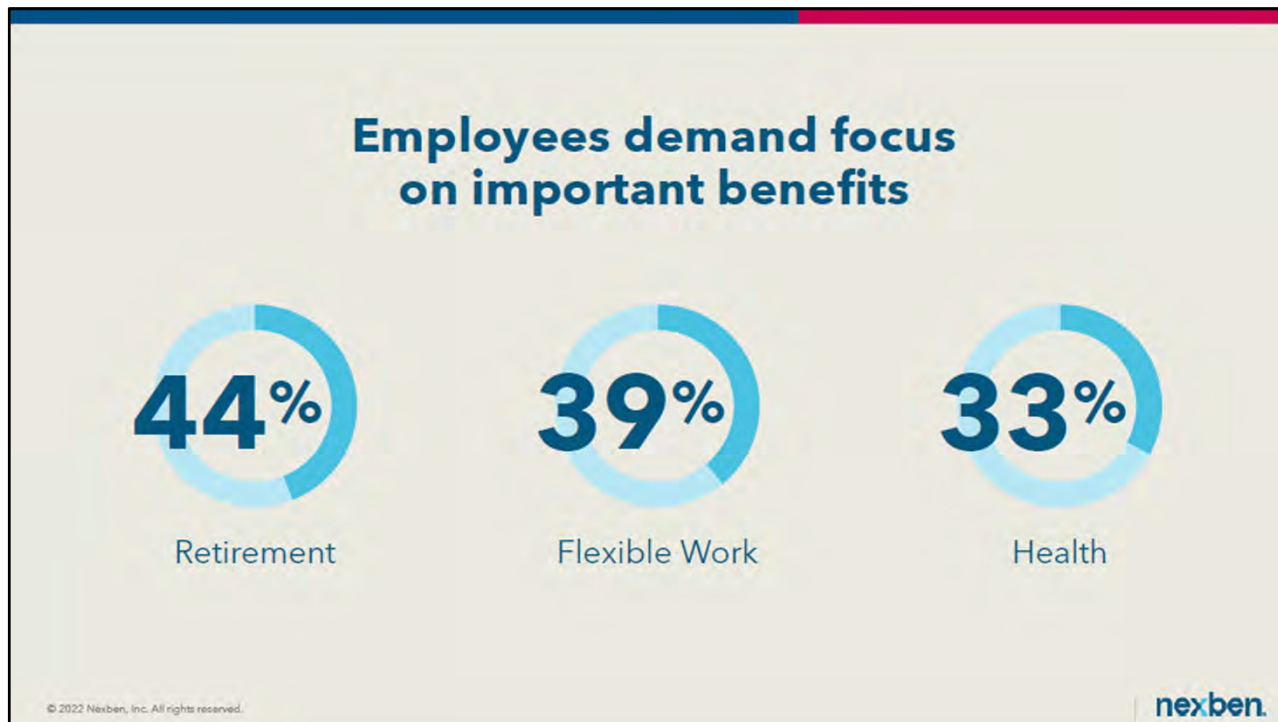
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## Questions?

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*Helping People... Changing Lives.*

# Operations: 2023-24 Budget Development

PRESENTED BY:  
EMILIO WAGNER, DIRECTOR

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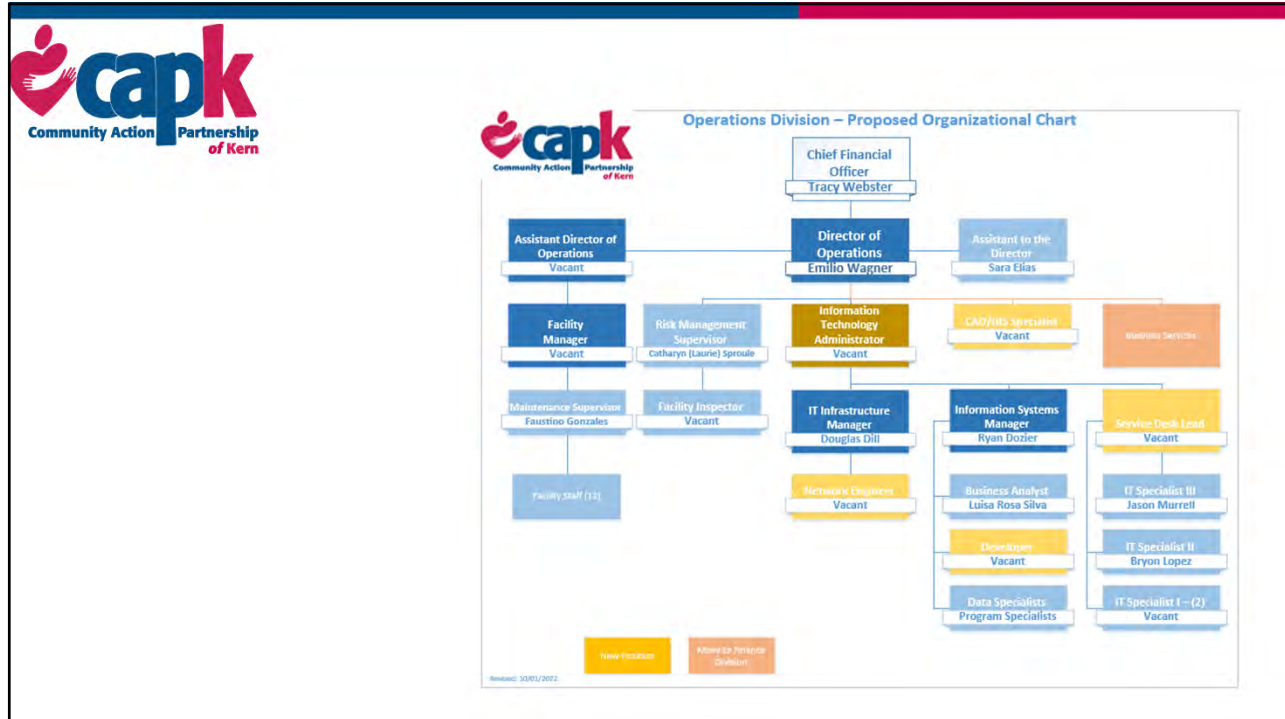


## Division Overview

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# Service Outcomes 2022-2023

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## Facilities

### Building Maintenance

- 2,850 Work orders processed
- Average 285 work orders per month
- Head Start Vehicle Maintenance
- Upgrade of building access system
- Installation of asset cameras:
  - Operations
  - Sterling
  - Pete Parra

### Building Renovations

- Food Bank: Restroom remodel
- M&O building: Restroom remodel, Security fencing upgrades
- Angela Martinez: Restrooms remodel & re-roof
- Oasis: ADA access, new parking lot, playground improvements
- Harvey Hall: Exterior finishes and re-paint
- LBNC: Safe camping improvements
- Primeros Pasos: Play ground improvements

### Construction

- Head Start Expansion:
  - Harvey Hall
  - Pete Parra
  - Sterling
  - Martha J Morgan
- Food Bank Expansion
- FHCC: Sports Field lighting & Fencing
- Barnett House Tenant Improvements
- Angela Martinez warehouse conversion to teacher resource room.

5



## Information Technology

### Ticketing

- 2,600 Help desk tickets processed
- Average 260 tickets per month
- Common tickets:
  - Password reset
  - Printer Access
  - SharePoint access
  - Account creation
  - Network connectivity

### Projects

- Head Start iPad upgrade
- Network upgrades
  - Access points Head Start
  - Fire Walls various programs
  - ISP upgrades
  - New hardware at new classrooms
- Cellular carrier evaluation and transfer
  - T-Mobile 5G reliability testing
- PC replacement hardware deployment
- E-rate renewal application

### Infrastructure

- Network security testing
- ISP upgrades
- Server software patch schedule

6



## Information Systems

### Application Services Life Cycle

- Application planning
- Application Development
- Application User testing
- Application goes live
- Application enhancements
  - Follows same life cycle

### Projects

- Universal Intake
- Volunteer Management
- Contract Management
- In-Kind Management
- Cheers for Peers
- Case Management Application
- CalAIMS – KHS – Data upload process
- Field Service – Customized Maintenance work order system
- Food Bank data capturing

7



## Risk Management

### Insurance

- Successful Worker's Compensation renewal major reduction in the experience modification 5% reduction in premium.
- Reported COVID cases are down 10 from the 2021 year.
- Vehicle Incidents are down from 42 in 2021 to 26 for 2022
- Property vandalism & theft is up from 19 in 2021 to 43.
- Expecting a 13% increase overall in Insurance.

### Projects


- Finalizing Worker's Compensation annual audit.
- Implemented auto GPS tracking as required by the auto insurance carrier.

8



## Goals for 2023-24

9



## Strategic Goals


<p><b>Facilities</b></p> <ul style="list-style-type: none"> <li>▪ Pool to allocate maintenance staff based on time spent on work order</li> <li>▪ Develop a deferred maintenance plan</li> <li>▪ Transition to field service work order system</li> <li>▪ Customer Service training</li> <li>▪ Trade training</li> <li>▪ Develop facility mapping &amp; document management</li> </ul>	<p><b>Information Systems &amp; Technology</b></p> <ul style="list-style-type: none"> <li>▪ Build the department structure to enhance all services</li> <li>▪ Migrate to new cellular service provider – reliability and cost (T-mobile)</li> <li>▪ Develop Internet Service Provider RFP for E-rate. Availability of bandwidth at 18<sup>th</sup> Street</li> <li>▪ Completion of Client Data Platform</li> <li>▪ Hire Help Desk Supervisor to enhance customer service</li> <li>▪ Develop Data workflow for Food Bank using Feeding America funding</li> <li>▪ Customer Service training</li> <li>▪ Technology Training</li> <li>▪ Develop GIS mapping standards</li> </ul>	<p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>▪ Fill the vacant inspector position</li> <li>▪ Update safety policies/format and establish approval cycle</li> <li>▪ Research and update the business continuity plan</li> <li>▪ Enhance inspection/reporting process and frequency</li> </ul>
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# 2023-24 Budget

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Proposed Budget		2021-2022 Budget		Difference	
SALARIES	1,158,641.00	SALARIES	1,156,364.00	2,277.00	Additional Positions
BENEFITS	278,074.00	BENEFITS	300,655.00	(22,581.00)	Actual Fringe tracking at 23.6% reduced from estimated 27.9%
TRAVEL	25,000.00	TRAVEL	23,500.00	1,500.00	Additional Proposed IT Training
SPACE COSTS	392,870.00	SPACE COSTS	212,600.00	180,270.00	Estimated space cost increase due to 18th Street
SUPPLIES	108,000.00	SUPPLIES	62,000.00	46,000.00	Proposed IT enhancements for 18th Street
CONSULTANT/CONTRACT SERVICES	253,000.00	CONSULTANT/CONTRACT SERVICES	219,500.00	33,500.00	Client Data platform Development
OTHER OPERATING COSTS	<u>494,250.00</u>	OTHER OPERATING COSTS	<u>298,075.00</u>	<u>196,175.00</u>	Increase in Property Casualty & D&O Insurance
<b>Proposed Budget 2022-2023</b>	<b>2,709,835.00</b>	<b>Budget 2021-2022</b>	<b>2,272,694.00</b>	<b>437,141.00</b>	

12



<b>SALARIES</b>			<b>CONSULTANT/CONTRACT SERVICES</b>		
5105	Salaries	<u>1,158,641.00</u>	6505	Legal Fees	3,000.00
		<b>1,158,641.00</b>	6520	Consultant Services	150,000.00
<b>BENEFITS</b>			6525	Software Support/Maintenance	<u>100,000.00</u>
5205	FICA/FICA-MED Expense	<u>278,074.00</u>			<b>253,000.00</b>
		<b>278,074.00</b>	<b>OTHER OPERATING COSTS</b>		
<b>TRAVEL</b>			6605	Communication Services	42,000.00
6105	Local Travel - Staff	6,000.00	6610	Postage	150.00
6120	Out of Town Travel - Staff	10,000.00	6620	Risk Insurance	410,000.00
6135	Per Diem - Staff	3,000.00	6625	Hiring Costs	500.00
6150	Vehicle Gasoline	<u>6,000.00</u>	6640	First Aid	600.00
		<b>25,000.00</b>	6645	Tuition and Registration Fees - Staff	8,000.00
<b>SPACE COSTS</b>			6660	Equipment Rent/Lease	9,500.00
6205	Rent/Lease	181,200.00	6665	Equipment Repair/Maintenance	5,000.00
6210	Repair/Maintenance/Incidental Alterations	70,000.00	6667	Vehicle Repair/Maintenance	5,000.00
6230	Security/Alarm	30,000.00	6680	Training Expenses	5,000.00
6235	Utilities	70,000.00	6715	Licensing/Misc Fees	<u>8,500.00</u>
		<b>500.00</b>			<b>494,250.00</b>
6240	Property Taxes	<u>351,700.00</u>	<b>DEPRECIATION</b>		
		<b>351,700.00</b>	7905	Depreciation Expense	<u>31,500.00</u>
<b>SUPPLIES</b>					<b>31,500.00</b>
6305	Supplies	28,000.00	<b>Proposed Budget</b>		<b>2,700,165.00</b>
6310	Computer & Peripheral Supplies	25,000.00			
6315	IT Communication Supplies	45,000.00			
6320	Computer Software	<u>10,000.00</u>			
		<b>108,000.00</b>			

13



# Opportunities and Challenges

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### Opportunities

- Enhance the customer experience
- Develop efficiencies to provide better service
- Evenly distribute the workload
- Develop pathways of growth

### Challenges

- Budget limitations
- Availability of resources
- Availability and experience of potential candidates

15



Questions?

16



*Helping People... Changing Lives.*

## Executive Division: 2023-24 Budget Development

PRESENTED BY: JEREMY T. TOBIAS  
CHIEF EXECUTIVE OFFICER

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## Program Overview

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2





General administration and oversight of the agency, including Board of Directors management, contract routing and management, point of contact for program contracts and agreements.

3



## Goals for 2023-24

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4



- Board of Directors
  - Implement Board of Directors Training program
  - Fill Board vacancies and conduct appropriate recruitment
- Process Improvement
  - Contract routing and tracking (including repository)

5



## 2023-24 Budget

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- Roughly 37% decrease in the budget due to the following:
- Removal of the Community Development Division
    - Grant Development
    - Marketing and Outreach
    - CAPK Foundation
    - Programs (211 and Community Schools)
  - All sponsorships (CAPK-paid) will be routed to 999-902

7



## Opportunities and Challenges

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- Opportunities
  - Board recruitment
  - Improved board orientation/onboarding and development trainings
  - Streamline processes around Contract Management
- Challenges
  - Training of administrative assistants to lead full cycle of Committee packets and meeting
  - Training on travel advancements and reconciliation
  - Credit card tracking and reconciliation among Directors and Chiefs, and their respective administrative assistants

9



## Questions?

10



*Helping People... Changing Lives.*

# Community Development : 2023-24 Budget Development

PRESENTED BY: PRITIKA RAM  
CHIEF BUSINESS DEVELOPMENT OFFICER

1



## Program Overview

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2



The services under the Community Development Division (formerly the Executive Division) range from fund and grant development/research to outreach and media/public relations, as well as new business development. This includes project management of agency level initiatives, such as the 2021-25 Strategic Plan, Community Services Block Grant (CSBG) items, Results Oriented Management and Accountability (ROMA) model, and CAA-related plans, Program, Review and Evaluation Committee (PRE), and special projects. Further, the Division includes oversight of the CAPK Foundation and programs, such as the 2-1-1 Call Center and the Community Schools program in partnership with the Bakersfield City School District, 4 Pillars.

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## Goals for 2023-24

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- Enhance Training for programs and staff
  - Results Oriented Management and Accountability (ROMA)
  - Training Schedule (CAPK Overview, Marketing, Grants Management, Volunteer Management, Board packets and contract management)
- Data Tracking and Implementation
  - Client Data Platform, in conjunction with Data Services and technology consultant
    - Use of dashboard
  - Program, Review, and Evaluation (PRE) Committee and program reports
  - Volunteer Management
  - Interagency Referrals
- Outreach and Promotion
  - Resource Fairs
  - Increased Marketing and Targeted Campaigns
  - Staff centric trainings
- Strategic Plan Management and Use
- Increased grant-based initiative and programs
- New or Perspective Growth
  - Financial Education/Literacy Program, components of CDFI
  - Affordable Housing Plan

5



## 2023-24 Budget

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- Removal of the Executive Division (personnel and operational costs)
- Staffing
  - Enhancing the capacity of the marketing and outreach staff, current 2.0 FTE. Based on volume of program requests and need for improved quality and turnaround time, propose adding 2.0 FTE to focus on collateral development, videography, grant-related facilitation and community engagement, lead/participation in resource fairs.
- Special Projects
  - Diversity, Equity, and Inclusion (DEI) Committee

7



## Opportunities and Challenges

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- Opportunities
  - Build capacity of staff among the grants and marketing service lines
    - Potential to decrease use of consultants (grant writing and marketing)
  - Increase grant applications and submissions
  - Increase unrestricted funds through the CAPK Foundation
  - Increase visibility and positive engagement
- Challenges
  - Volume and pace of new opportunities
  - Identifying the right opportunities that align with the agency's goals
  - Meeting quality of service expectations during growth periods
  - Improve data collection among program staff

9



## Questions?

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*Helping People... Changing Lives.*

Finance  
Department:  
2023-24 Budget  
Development

PRESENTED BY:  
GABRIELLE ALEXANDER  
DIRECTOR OF FINANCE

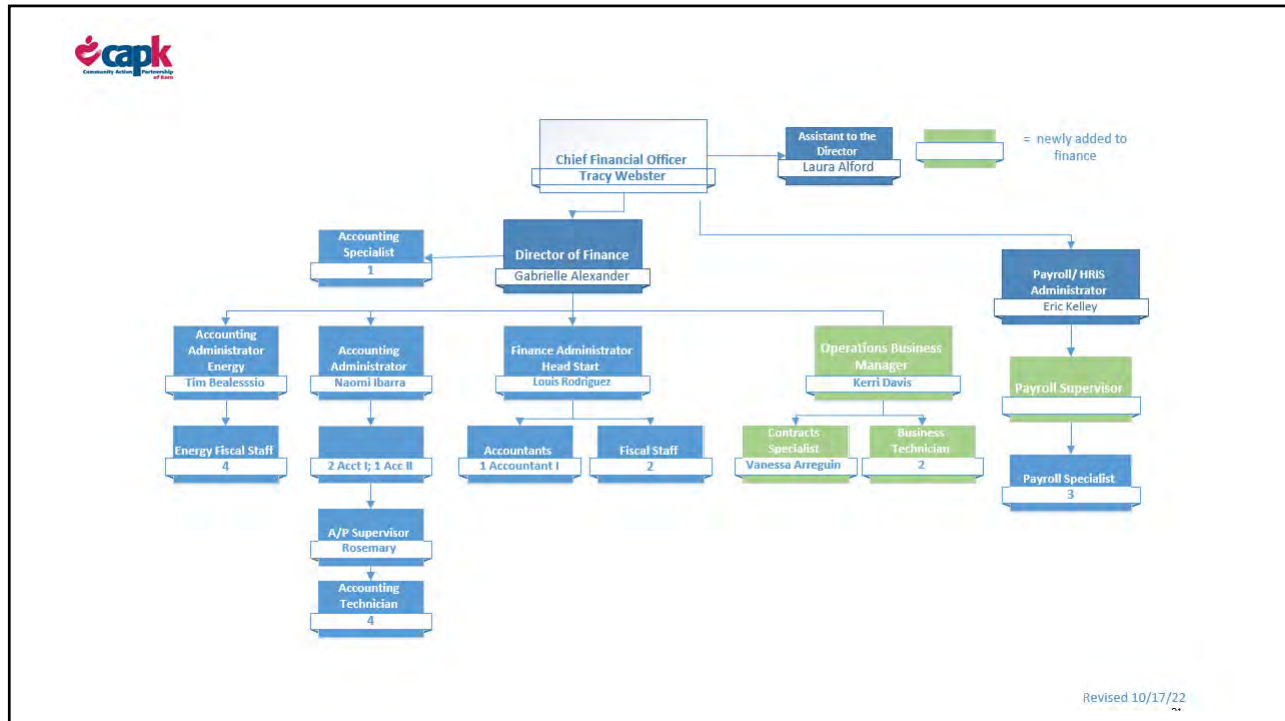
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# Finance Overview

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## Goals for 2023-24

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- Improved Automation
  - Sage Implementation
    - Strategic plan goal 6.3
  - Move to more paperless environment
- Streamline Accounts Receivable
  - Implement AR module in Sage
  - Improve Food Bank processes
- Manage cash flow through move to new building and possible recession
- Continue to provide real time financial information to program staff through monthly Budget to Actual meetings
- Continue to implement the Position Control system using RESNAV software
  - Strategic plan goal 6.1.1

6



# 2023-24 Budget

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Discription	2022/2023 Budget	2023/2024 Proposed Budget	Difference	% Change
Salaries	1,202,450	1,556,894	354,444	29%
Benefits	240,490	389,224	148,734	62%
<b>Total Personnel Cost</b>	<b>1,442,940</b>	<b>1,946,118</b>	<b>503,178</b>	<b>35%</b>
Operating Costs	876,500	583,000	(293,500)	-33%
<b>Total</b>	<b>2,319,440</b>	<b>2,529,118</b>	<b>209,678</b>	<b>9%</b>

8



# Opportunities and Challenges

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## Opportunities

- Staffing
  - Grow staff from within into specialties and promotions
- Training
  - Sage Implementation
    - Goal 6 of the Strategic Plan
    - Greater data reliability
- Merging of Business Services with Finance
  - More synergy and communication in Procurement and Accounts Payable
  - Improve workflows and reduce bottle necks

## Challenges

- Staffing
  - Unable to find qualified accountants and other fiscal staff
- Training
  - Sage Implementation will be disruptive
  - Additional Supervisor Training is needed for Time Management and Attendance tracking. These are issues that Payroll deals with on a frequent basis and creates a burden on a small team.

10



## Finance Trends for 2023

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1. Cash flow is important in 2023/2024 as we approach recession. Recession due to multiple global factors is imminent and implementing appropriate measures now will help soften the impact.
2. Strategic planning in partnership with Finance needs to be in the moment and based on financial and community-based data. Having programs rely on Finance will help with long term planning and will lead to resiliency and success in the program and organization as a whole
3. Tap into business intelligence to improve financial efficiency and assist with planning and analysis. Continue automation of business and IT strategies to ensure data accuracy and save time.
4. Continue to keep a proactive pulse on CAPK Staff.
  - #1 asset which is our people.
  - Find innovative ways to attract and retain qualified people in a competitive environment
5. Be prepared to pivot and ready to communicate the changes in a way the program understands, and not just our finance teams. This can be achieved with greater data clarity and reporting.

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Questions?





# **CAPK Foundation**



*Helping People... Changing Lives.*

# CAPK Foundation 601: 2023-24 Budget Development

PRESENTED BY: CATHERINE ANSPACH  
DIRECTOR OF DEVELOPMENT

1



## Program Overview

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2



The CAPK Foundation was created to address the immediate funding needs of Community Action Partnership of Kern (CAPK) and to develop unrestricted funding sources to support programs that serve people who are facing poverty and economic disadvantage.

It is the philanthropic catalyst that provides the essential tools and resources CAPK needs to transform communities into places where poverty is rare, homelessness is brief, the hungry are nourished, and children and families have an equal chance to reach their full potential.

3



## Goals for 2023-24

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- Establish standardized process
  - Internal Programs
    - Messaging, campaigns, meetings w/donors and sponsors
  - Finance workflow and process
- Meeting Critical Needs
  - Areas of need, funding gaps
- Increase Foundation Awareness
  - Story telling
  - Increase traffic and engagement on website
  - Foundation sponsored events and campaigns
- Increase Board membership and select individuals with fundraising background and/or connections
- Establish sources of funding
  - Annual Fund
  - Grants and Sponsorship Proposals
  - Donations

5



## 2023-24 Budget

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- Carryover from FY 2022 to FY 2023 totaling \$7,300.
  - Based on BTA as of 09/30/2022 less the average expenditures per month x 3 months. [\$201,304.29-(\$13,500 x 5 months)]
- Staffing\*
  - Proposed adding 1.0 FTE Development Assistant
  - This includes associated expenses (e.g., desktop and laptop, employee costs)
- Consultant Services\*
  - Endowment Planning and Development
    - Potentially could hold 2024.
- Events and Campaigns
  - 1 (one) Foundation Mixer and 1 (one) Fundraiser
  - Program targeted campaigns and fundraisers

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## Opportunities and Challenges

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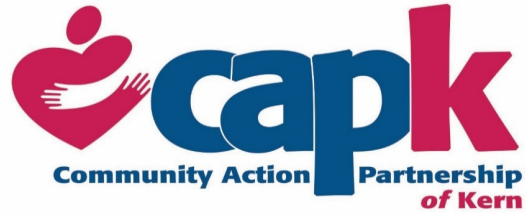
- Opportunities
  - Increase visibility of the CAPK Foundation (e.g., mixers, sponsored events)
  - Promotion of Campaigns
  - Donor Engagement and Cultivation
  - Researching alternative forms of funding sources
    - Endowment Planning and Development
    - Grants and proposals
- Challenges
  - Board Development to include philanthropic board members
  - Building donor database
  - Establishing continued sources of funding
    - Annual Fund
    - Giving Campaigns

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## Questions?

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## BUDGET AND FINANCE COMMITTEE

JANUARY 18, 2023

### FINANCIAL REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<b><u>UNRESTRICTED</u></b>						
GENERAL FUND			NOT APPLICABLE	03/01/22 - 02/28/23	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/22 - 02/28/23	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/22 - 02/28/23	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/22 - 02/28/23	505	DONATIONS
ENERGY			NOT APPLICABLE	03/01/22 - 02/28/23	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/22 - 02/28/23	531	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	533	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	534	DONATIONS
211			NOT APPLICABLE	03/01/22 - 02/28/23	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	541	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/22 - 02/28/23	545	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/22 - 02/28/23	595	DONATIONS
<b><u>RESTRICTED</u></b>						
EARLY HEAD START/HEAD START	27,829,010	93.600	09CH011132-04	03/01/22 - 02/28/23	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	7,700,832	93.600	09CH011132-04	03/01/22 - 02/28/23	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041901	08/01/21 - 07/31/22	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	200,693	21.009	22VITAA0297	10/01/21 - 09/30/22	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,530,496 1,756,701	93.569	22F - 5015 23F - 4015	01/01/22 - 12/31/22 01/01/23 - 12/31/23	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG CARES ACT	2,082,493	93.569	20F - 3654	03/27/20 - 05/31/22	104	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	9,323,755 7,129,494	93.568 93.568	21B - 5012 22B - 4012	11/01/20 - 06/30/22 11/01/21 - 06/30/23	122-31 122-32	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

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**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) ARPA	9,870,655	93.568	21V-5561	08/01/21 - 03/31/23	122-41	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	450,000	81.042	20C-6008	07/01/20 - 06/30/22	123-60 123-60	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHWAP (LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM)	537,098	93.499	21Z-9556	04/01/22 - 08/31/23	124	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085 8,241 677,192	93.575	CCTR - 1057 CCTR - 1057 CCTR - 2058	07/01/21 - 06/30/22 07/01/21 - 06/30/22 07/01/22 - 06/30/23	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855 275,855	93.596	CCTR - 1057 CCTR - 2058	07/01/21 - 06/30/22 07/01/22 - 06/30/23	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 138,128 5,643,428	93.575	CMAP - 1000 CMAP - 1000 CMAP - 2000	07/01/21 - 06/30/22 07/01/21 - 06/30/22 07/01/22 - 06/30/23	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	0	93.575	CSPP - 9121	07/01/21 - 06/30/22	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	0	93.596	CSPP - 9121	07/01/21 - 06/30/22	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
NEOPB CAL FRESH HEALTHY LIVING	1,835,459	10.561	19-10324	10/01/21 - 09/30/22	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE C	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	388,468	10.568/569	15 - MOU - 00118	10/01/21 - 09/30/22	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP BUILD BACK BETTER (BBB) SUPPLEMENTAL	299,960	10.568	15 - MOU - 00118	10/01/21 - 09/30/22	105-099	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP REACH AND RESILIENCY	96,159	10.568	15 - MOU - 00118	06/13/22 - 06/30/24	105-103	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
SNFMP (SENIOR FARMERS MARKET NUTRITION PROGRAM)	17,000	10.576		7/1/2020 - TBD	113	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S Phase 39	50,638	97.024		4/1/2022 - 5/31/2023	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

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**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
EF&S ARPA	156,509	97.024		7/1/2022 - 3/31/2023	114-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TRADE MITIGATION BONUS OFFERING	\$1,992.62 PER TRUCK LOAD	10.178		10/01/21 - 09/30/22	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
LOCAL FOOD PURCHASE ASSISTANCE PROGRAM (LFPA)	815,097	10.182			131	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
ESG CARES ACT HOMELESS SERVICES	3,800,000	14.231	752-2020	3/1/2020 - 9/30/2022	141	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COMMUNITY PLANNING AND DEVELOPMENT, EMERGENCY SHELTER GRANTS PROGRAM CARES, COUNTY OF KERN
SAFE CAMPING - COUNTY OF KERN (START UP)	161,272	21.027		3/1/2022 - 6/30/2022	142-007	U S DEPT OF TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN
SAFE CAMPING - COUNTY OF KERN	303,106 1,212,423	21.027		4/1/2022 - 6/30/2022 7/1/2022 - 6/30/2023	142-000	U S DEPT OF TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN
ESG COORDINATED ENTRY SERVICES COVID-19	120,000		2021-017	03/01/21 - 02/28/22	143	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COMMUNITY PLANNING AND DEVELOPMENT, EMERGENCY SHELTER GRANTS PROGRAM CARES, CITY OF BAKERSFIELD
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	398,229	10.565	MOU-20-6003	10/01/21 - 09/30/22	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	10/01/21 - 09/30/22 10/01/22 - 09/30/23	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,101,059 4,277,247	10.557	19 - 10139 22 - 10236	10/01/21 - 09/30/22 10/01/22 - 09/30/23	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
ASTHO VACCINE EQUITY PROJECT	425,000	93.185	00-FE-3400-01-00	05/01/22 - 07/30/22	151	US DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS OF DISEASE CONTROL AND PREVENTION, ASSOCIATION OF STATE AND TERRITORIAL HEALTH OFFICIALS (ASTHO)
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM	104,492	10.561	18 - 7012 - SUB - CAPK	10/01/21 - 09/30/22	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
HUD COMMUNITY PROJECT FUNDING - FOOD BANK EXPANSION	3,000,000	14.251	B-22-CP-CA-0119	11/01/22 - 08/31/30	168	DEPARTMENT OF URBAN HOUSING AND DEVELOPMENT
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/21 - 06/30/22	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
BCSD CA SCHOOL COMMUNITY PARTNERSHIP	500,000	N/A		08/03/2022 - 06/30/2027	205	STATE OF CALIFORNIA, DEPT OF EDUCATION, BAKERSFIELD CITY SCHOOL DISTRICT (BCSD)

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**COMMUNITY ACTION PARTNERSHIP OF KERN  
 SCHEDULE OF PROGRAMS (FUNDS)  
 FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CITY OF BAKERSFIELD CALVIP	578,731	N/A	2022-199	9/21/22-12/31/25	247	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, CITY OF BAKERSFIELD
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	2,852,203		N/A	07/01/21 - 06/30/22	248	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/21 - 06/30/22	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	22,010,862 23,809,862		CMAF - 1000 CMAF - 2000	07/01/21 - 06/30/22 07/01/22 - 06/30/23	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,802,254 3,043,423		CCTR - 1057 CCTR - 2058	07/01/21 - 06/30/22 07/01/22 - 06/30/23	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	4,577,394 7,153,992		CSPP - 1123 CSPP - 2120	07/01/21 - 06/30/22 07/01/22 - 06/30/23	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	273,427 273,318		CMIG - 1004 CMIG - 2004	07/01/21 - 06/30/22 07/01/22 - 06/30/23	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	40,079 40,079		CMSS - 1004 CMSS - 2004	07/01/21 - 06/30/22 07/01/22 - 06/30/23	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	1,466,598		21T-1015	12/01/21 - 06/30/23	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	4,227,141		N/A	07/01/21 - 06/30/22	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000		509-2019	07/01/21 - 06/30/22	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	552,772		509-2019	07/01/21 - 06/30/22	274	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
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,108,229		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000		N/A	10/01/20 - 09/30/23	276	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE

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**COMMUNITY ACTION PARTNERSHIP OF KERN  
 SCHEDULE OF PROGRAMS (FUNDS)  
 FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CITY OF BAKERSFIELD HOMELESS HOUSING ASSISTANCE AND PREVENTION	42,000		2020-213	10/01/20 - 09/30/22	278	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, CITY OF BAKERSFIELD
FOOD BANK CAPACITY PROGRAM	537,628		SGRT-19-0012	06/01/20 - 06/30/22	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
FOOD BANK CAPACITY PROGRAM - FOOD BANK EXPANSION	4,859,606		SGRT-22-0012	07/01/21 - 06/30/26	215-100	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,749		15 MOU - 00118	07/01/21 - 06/30/22	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	274,249		15 MOU - 00118	07/01/21 - 06/30/22	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD COVID-19 DISASTER BOXES (FOOD BANK)	10,667		N/A	07/01/21 - 06/30/22	216-093	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	230,726		N/A	07/01/21 - 06/30/22	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	87,948		2020.2.05	07/01/21 - 06/30/22	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	142,167		2020.2.06	07/01/21 - 06/30/22	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	163,032		2020.1.06	07/01/21 - 06/30/22	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	154,174		2020.2.18	07/01/21 - 06/30/22	286	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
SIERRA FOUNDATION - ASTHMA MITIGATION	500,000		N/A	08/01/20 - 05/15/23	290	STATE OF CALIFORNIA, DEPARTMENT OF HEALTH CARE SVCS, SIERRA FOUNDATION
UNITED WAY STANISLAUS - CES	123,161 402,525			03/01/22 - 06/30/22 07/01/22 - 06/30/23	292	STATE OF CALIFORNIA, HOUSING HOMELESS ASSISTANCE AND PREVENTION, UNITED WAY OF STANISLAUS COUNTY
COUNTY OF KERN HELPLINE 211	45,000		669-2019	07/01/21 - 06/30/22	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/21 - 06/30/22	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
KAISER FOUNDATION - FOOD ASSISTANCE	95,000		N/A	TBD	419	KAISER FOUNDATION
SIERRA AFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	527-261	CALIFORNIA COASTAL COMMISSION, WHARF TAIL FUND GRANT

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**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND
FRIENDSHIP HOUSE - ALBERTSONS STEM	4,868				531-266	ALBERTSONS COMPANIES FOUNDATION
211 LA County	10,000 15,000		N/A	11/01/22 - 06/30/23 07/01/23 - 06/30/24	536-230	CALIFORNIA 211 PROVIDERS NETWORK
211 KINGS COUNTY	22,868		N/A	07/01/21 - 06/30/22	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/21 - 06/30/22	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	93,600		N/A	07/01/21 - 06/30/22	536-234	UNITED WAY OF STANISLAUS COUNTY
211 FRESNO AND MADERA COUNTIES	92,130 96,737		N/A	12/28/21 - 12/31/22 01/01/23 - 12/31/23	536-235	UNITED WAY OF FRESNO AND MADERA COUNTIES
FEEDING AMERICA SERVICE INSIGHTS	100,000		N/A		423	FEEDING AMERICA SERVICE INSIGHTS
SOUTHERN CA EDISON - 211 CUSTOMER RELATIONS MANAGEMENT (CRM) DEVELOPMENT PROGRAM	35,000		N/A	TBD	429	SOUTHERN CALIFORNIA EDISON
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
BLUE SHIELD OF CALIFORNIA	25,000		N/A	01/01/22 - 06/30/22	455	BLUE SHIELD OF CALIFORNIA
FOOD BANK FREE FARMERS MARKET - WASCO	150,000		N/A	12/01/21 - 11/30/22	467	THE WONDERFUL COMPANY FOUNDATION
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST

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**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**FUNCTIONAL CLASSIFICATIONS BY FUND**  
**FISCAL YEAR 2022/23**

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	
108	Early Head Start	X					
109	Head Start	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
248	San Joaquin COE General Child Care (CCTR)	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
270	Home Visit Initiative	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	<u>Food Bank</u>		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
175-032	CSBG Discretionary - Ridgecrest		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				
422	Feeding America Senior Hunger		X				
423	Feeding America Service Insights		X				
475	Wonderful Company Food Bank Expansion		X				
485	Southern California Gas Company (Solar)		X				
461	CAFB Food Access for Farmworkers Initiative		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
505	Food Bank - Expansion		X				

**COMMUNITY ACTION PARTNERSHIP OF KERN  
FUNCTIONAL CLASSIFICATIONS BY FUND  
FISCAL YEAR 2022/23**

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>Energy</u>						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
124	Low Income Home Water Assistance			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
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>East Kern Family Resource Center</u>						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
286	First 5 Oasis Family Resource Center				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
534	Oasis Family Resource Center				X		
	<u>Youth Services</u>						
120	Information & Education				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	<u>Homeless Services</u>						
141	ESG CARES Act Homeless Services				X		
142	County of Kern LBNC - Safe Camping				X		
160	HUD Coordinated Entry System				X		
275	County of Kern LBNC				X		
276	BKRHC HHAP				X		
278	City of Bakersfield HHAP				X		
292	United Way Stanislaus CES				X		
550	CalAIM Homeless Prevention Services				X		

**COMMUNITY ACTION PARTNERSHIP OF KERN  
FUNCTIONAL CLASSIFICATIONS BY FUND  
FISCAL YEAR 2022/23**

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>2-1-1</u>						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
429	Southern CA Gas CRM Development Program				X		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		
	<u>Other</u>						
151	ASTHO Vaccine Equity				X		
205	BCSD Community School Partnership Program				X		



COMMUNITY ACTION PARTNERSHIP OF KERN  
**LINE OF CREDIT ADVANCES AND REPAYMENTS**  
 FISCAL YEAR 2022/23

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
03/31/22	n/a				
04/30/22	n/a				
05/31/22	n/a				
06/30/22	n/a				
07/31/22	n/a				
08/31/22	n/a				
09/30/22	n/a				
10/31/22	n/a				
11/30/22	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 15, 2021 for \$1.5 million during January , February, July, August 2021 and will increase to \$350,000 during March - June 2021, Sept - Dec 2021. This agreement will terminate on January 15, 2022.

A varied amount decrease to better manage the cash flow need during peak months.

Note 2: Interest expense is calculated at 3.75% above daily one month LIBOR.

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
12/31/21 - 3/31/22	90 days	\$ 406.25	4.13%
04/01/22 - 6/30/22	90 days	\$ 221.16	5.35%
07/01/22 - 9/30/22	90 days	\$ 718.75	6.83%
10/01/22 - 12/31/22	90 days		

Note 3: The interest expense and commitment fee are automatically deducted from CAPK's operating bank account at Wells Fargo Bank.

<b>COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF NOVEMBER 30, 2022</b>	
<b>PROGRAM (FUND)</b>	<b>CASH BALANCE</b>
CHILD AND ADULT CARE FOOD PROGRAM	(227,115.14)
HEAD START/EARLY HEAD START	2,122,692.89
<b>SUBTOTAL</b>	<b>1,895,577.75</b>
GENERAL CHILD CARE	391,460.89
MIGRANT A/P	8,491,571.48
MIGRANT CHILD CARE	113,864.83
MIGRANT SPECIALIZED SERVICES	(17,949.59)
SAN JOAQUIN COE GENERAL CHILD CARE	137,375.77
STATE PRESCHOOL	2,559,782.01
<b>SUBTOTAL</b>	<b>11,676,105.39</b>
ANTHEM BLUE CROSS FOOD BANK	0.00
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	1,728.00
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(59,987.74)
EF&S	102,583.06
EFAP	(162,255.26)
FEEDING AMERICA SENIOR HUNGER	(2,158.34)
FEEDING AMERICA SERVICE INSIGHTS	100,000.00
FOOD BANK	(460,352.94)
FOOD BANK EXPANSION	(859,189.74)
FOOD BANK CAPACITY PROGRAM	2,024,673.13
FOOD BANK - STATE	(47,799.54)
KAISER	1,739.36
SENIOR FARMERS MARKET NUTRITION PROGRAM	18,451.31
WONDERFUL FOOD BANK EXPANSION	1,282,883.51
WONDERFUL FOUNDATION	77,364.24
<b>SUBTOTAL</b>	<b>2,017,679.05</b>
ENERGY	(176,049.14)
DOE WAP	(762.06)
LIHEAP	(1,538,815.64)
LIWHAP	(9,589.89)
PG&E	17,359.01
DAP (Disgorgement Assistance Program)	0.13
TRANSFER NEGATIVE BALANCE	1,707,857.59
<b>SUBTOTAL</b>	<b>0.00</b>
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
<b>SUBTOTAL</b>	<b>2,000.00</b>
211	409,151.79
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CSPP)	(20,408.77)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(23,806.71)
CALAIM HOMELESS PREVENTION SERVICES	(37,581.07)
CAL FRESH	(13,525.18)
CALEITC	(9,928.18)
CAPK FOUNDATION	(238,777.51)
COST POOLS	12,845.20
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	1,125.98
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(205,930.22)
CSBG	(39,800.76)
CSBG - DISCRETIONARY	(6,646.75)
DIFFERENTIAL RESPONSE	(45,959.47)
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	3,991,332.81
EAST KERN FAMILY RESOURCE CENTER	19,378.04
ESG CARES ACT HOMELESS SERVICES	(1,208,942.80)
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(308,709.23)
ESG COORDINATED ENTRY SERVICE - COVID19	9,303.19
ASTHO VACCINE EQUITY	184,532.35
FIRST 5 KERN 211	(34,014.61)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(42,745.07)
FIRST 5 HELP ME GROW	(44,568.55)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(63,270.53)
FRIENDSHIP HOUSE	7,233.43
FUNDRAISING	275,059.44
GENERAL FUND	(18,516.74)
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(56,866.32)
Health Net	(6,901.97)
HOME VISIT INITIATIVE (CO OF KERN)	(148,899.15)
HOUSING FOR THE HARVEST STATE	(1,809.22)
HUD-COORDINATED ENTRY SYSTEM	(75,209.12)
COUNTY OF KERN - 211	(511.00)
INDIRECT FUND	(63,840.02)
IRS - VITA	(36,947.02)
TAX ASSISTANCE	19,188.24
M ST NAVIGATION CENTER	44,606.86
NEOPB CAL FRESH HEALTHY LIVING	(501,385.93)
POSITIVE YOUTH DEV SVC	(12,749.78)
POSITIVE YOUTH M	(66,943.65)
SHAFTER YOUTH CENTER	41,030.13
OASIS FAMILY RESOURCE CENTER	22,045.12
SIERRA FOUNDATION - ASTHMA MITIGATION	117,645.50
UNITED WAY 211	981.55
UW STANISLAUS CES	(21,700.46)
WELLS FARGO FOUNDATION	66,981.80
WIC	(873,289.34)
LESS: ENERGY NEGATIVE BALANCE	(1,707,857.59)
ADD: LINE OF CREDIT	0.00
<b>SUBTOTAL</b>	<b>(714,552.59)</b>
<b>TOTAL OPERATING CASH</b>	<b>14,876,809.60</b>

## **COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)**

### **WELLS FARGO BANK ACCOUNTS**

1. Operating Account: Used to make all CAPK disbursements and for deposits of all cash receipts unless there are requirements to deposit cash to a restricted bank account.
2. Head Start Accrued Vacation: This is an interest bearing restricted bank account that holds cash reserved for the payment of accrued vacation for Head Start and Early Head Start employees.
3. CSD Advances Account: This is an interest bearing restricted bank account for CSBG and Energy grants. Advances on the Community Services Block Grant (CSBG), Department of Energy – Weatherization Assistance Program (DOE WAP) and Low Income Home Energy Assistance Program (LIHEAP) grants are required to be deposited to a restricted bank account until there is an immediate need for the cash. Once the immediate need is determined, the cash is transferred to the Operating Account to make disbursements.
4. On-Line Donations Account: This is an interest bearing restricted bank account that is designated for internet donations to CAPK. The deposits are subsequently transferred to the Operating Account.
5. Child Development Reserve #1: This is an interest bearing restricted bank account that is required by the California Department of Education for center-based contracts, such as General Child Care (CCTR), State Preschool (CSPP) and State Migrant (CMIG) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.
6. Child Development Reserve #2: This is an interest bearing restricted bank account that is required by the California Department of Education for alternative payment contracts, such as Migrant Childcare Alternative Payment (CMAP) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

Note: All CAPK bank accounts are with Wells Fargo Bank.



**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**HEADSTART ACCRUED VACATION\***  
 5005 BUSINESS PARK NORTH  
 BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING  
**November 30, 2022**

WELLS FARGO BANK, N.A.  
 P. O. BOX 63020  
 SAN FRANCISCO, CA 94163


ACCOUNT NO.: XXXXX-X6256

<b>BANK BALANCE ENDING:</b>	<b>11/30/22</b>	<b>1,081,480.51</b>
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
<b>ADJUSTED BANK BALANCE:</b>	<b>11/30/22</b>	<b>1,081,480.51</b>

<b>BALANCE PER G/L</b>	<b>10/31/22</b>	<b>1,080,953.24</b>
ADD:		
DEPOSITS		0.00
INTEREST		527.27
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
<b>BALANCE PER G/L</b>	<b>11/30/22</b>	<b>1,081,480.51</b>

DIFFERENCE: 0.00

\* This account changed name in March 2011 from "Discretionary Fund" to "Head Start Accrued Vacation".

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 12/07/22  
 APPROVED BY:  TITLE: Chief Financial Officer DATE: Dec 7, 2022

**COMMUNITY ACTION PARTNERSHIP OF KERN  
CSD ADVANCES ACCOUNT\*\***

5005 BUSINESS PARK NORTH  
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING  
**November 30, 2022**

WELLS FARGO BANK, N.A.  
P. O. BOX 63020  
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1095

<b>BANK BALANCE ENDING:</b>	<b>11/30/22</b>	<b>74,159.37</b>
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
<b>ADJUSTED BANK BALANCE:</b>	<b>11/30/22</b>	<b>74,159.37</b>

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<b>BALANCE PER G/L</b>	<b>10/31/22</b>	<b>74,123.21</b>
ADD:		
DEPOSITS		0.00
INTEREST		36.16
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
WIRE TRANSFER		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00
<b>BALANCE PER G/L</b>	<b>11/30/22</b>	<b>74,159.37</b>

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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.

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PREPARED BY: <u>Naomi Ibarra</u>	TITLE: <u>Accountant</u>	DATE: <u>12/07/22</u>
APPROVED BY: <u></u>	TITLE: <u>Chief Financial Officer</u>	DATE: <u>Dec 7, 2022</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**ON-LINE DONATIONS ACCOUNT**  
 5005 BUSINESS PARK NORTH  
 BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING  
**November 30, 2022**


WELLS FARGO BANK, N.A.  
 P. O. BOX 63020  
 SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

<b>BANK BALANCE ENDING:</b>	<b>11/30/22</b>	<b>42,015.30</b>
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
<b>ADJUSTED BANK BALANCE</b>	<b>11/30/22</b>	<b>42,015.30</b>

<b>BALANCE PER GENERAL LEDGER</b>	<b>10/31/22</b>	<b>37,914.10</b>
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)		0.00
ONLINE DONATIONS		4,194.90
PAYPAL DEPOSIT		0.00
INTEREST		19.53
LESS:		
APPLIED MERCHANT DEBITS		0.00
CLIENT ANALYSIS SERVICE CHARGE		95.78
BANKCARD FEES		17.45
CASH CONCENTRATION FEE		0.00
FUND TRANSFER TO GENERAL FUND		0.00
		0.00
<b>BALANCE PER GENERAL LEDGER:</b>	<b>11/30/22</b>	<b>42,015.30</b>

\* October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing. Difference: 0.00  
 \*\* August 2010 name changed from CSBG ARRA Account to HOPE Program Account.  
 \*\*\* January 2018 name changed from HOPE Program Account to On-line Donations Account.

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 12/16/22  
 APPROVED BY:  TITLE: Chief Financial Officer DATE: Dec 16, 2022

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**CHILD DEVELOPMENT RESERVE #1**  
 5005 BUSINESS PARK NORTH  
 BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING  
**November 30, 2022**

WELLS FARGO BANK, N.A.  
 P. O. BOX 63020  
 SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6264

<b>BANK BALANCE ENDING:</b>	<b>11/30/22</b>	<b>4,672.47</b>
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
<b>ADJUSTED BANK BALANCE:</b>	<b>11/30/22</b>	<b>4,672.47</b>

<b>BALANCE PER G/L</b>	<b>10/31/22</b>	<b>4,670.20</b>
ADD:		
DEPOSITS		0.00
INTEREST		2.27
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00

<b>BALANCE PER G/L</b>	<b>11/30/22</b>	<b>4,672.47</b>
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DIFFERENCE: 0.00

PREPARED BY: N. IBARRA TITLE: Accountant DATE: 12/07/22  
 APPROVED BY: *Gacey Webster* TITLE: Chief Financial Officer DATE: Dec 7, 2022



**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**CHILD DEVELOPMENT RESERVE #2**  
 5005 BUSINESS PARK NORTH  
 BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING  
**November 30, 2022**

WELLS FARGO BANK, N.A.  
 P. O. BOX 63020  
 SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X2049

<b>BANK BALANCE ENDING:</b>	<b>11/30/22</b>	<b>35,130.35</b>
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
<b>ADJUSTED BANK BALANCE:</b>	<b>11/30/22</b>	<b>35,130.35</b>

<b>BALANCE PER G/L</b>	<b>10/31/22</b>	<b>35,113.22</b>
ADD:		
DEPOSITS		0.00
INTEREST		17.13
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00

<b>BALANCE PER G/L</b>	<b>11/30/22</b>	<b>35,130.35</b>
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DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 12/07/22  
 APPROVED BY: *Amy Webster* TITLE: Chief Financial Officer DATE: Dec 7, 2022

**COMMUNITY ACTION PARTNERSHIP OF KERN  
WELLS FARGO VISA SUMMARY  
STATEMENTS DATED November 1, 2022 - November 30, 2022**

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Catherine Anspach	Foundation Director of Development	1,462.09
Gloria Barbero	Administrator - EHS San Joaquin	-
Yolanda Gonzales	Director of Head Start/State Child Development Programs	14,259.94
Freddy Hernandez	Director of Youth and Community Services	5,471.99
Traco Matthews	Chief Program Officer	-
Lisa McGranahan	Director of Human Resources	140.28
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	1,702.44
Pritika Ram	Chief Business Development Officer	1,810.18
Jeremy Tobias	Chief Executive Officer	1,231.95
Emilio Wagner	Director of Operations	1,912.15
Tracy Webster	Chief Financial Officer	400.00
Rebecca Moreno	Director of Community Development	2,351.00
Susana Magana	Director of Nutrition Services	1,049.21
	Total	\$ 31,791.23





Reporting Period : 11/1/2022 - 11/30/2022

**Statement Summary**

<b>Name</b>	Catherine Anspach	<b>Company</b>	Community Action Partnership O
<b>Account #</b>	XXXX-XXXX-XXXX-1647	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	11/1/2022 - 11/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 10/31/2022	11/1/2022	Trek/Bakersfield Blue				55.00
Set Up Charge for CAPK Foundation Logo at TREK Imaging						
<hr/>						
2 11/3/2022	11/4/2022	Chevron 0357803				64.64
Gasoline for Rental Vehicle - Catherine Anspach's trip to San Diego for CalCAPA Conference						
<hr/>						
3 11/3/2022	11/7/2022	West Gate Hotel				516.00
Hotel for Catherine Anspach - CalCAPA Conference in San Diego						
<hr/>						
4 11/5/2022	11/7/2022	Costco Gas #0643				45.15
Gasoline for Rental Vehicle - Catherine Anspach's trip to San Diego for CalCAPA Conference						
<hr/>						
5 11/7/2022	11/8/2022	Jasmine And The New Taste				50.08
Foundation Sponsor Prospect Meeting. Attendees: Catherine Anspach, Traco Matthews, and Robin Woodward.						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 11/7/2022	11/8/2022	Enterprise Rent-A-Car				505.36
Rental Car for Catherine Anspach to attend CalCAPA Conference in San Diego						
<hr/>						
7 11/29/2022	11/30/2022	Food-Ex				225.86
Lunch for Foundation Board Meeting. See attached agenda & attendee list.						
<hr/>						
						Transaction Count: 7
						<b>Total: 1,462.09</b>

\_\_\_\_\_  
**Employee Signature** **Date**

\_\_\_\_\_  
**Authorized Approver Signature** **Date**





Reporting Period : 11/1/2022 - 11/30/2022

**Statement Summary**

<b>Name</b>	Yolanda Gonzales	<b>Company</b>	Community Action Partnership O
<b>Account #</b>	XXXX-XXXX-XXXX-7009	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	11/1/2022 - 11/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 11/10/2022	11/11/2022	Zoom.Us 888-799-9666				5,348.01
Zoom membership licenses purchased for Policy Council Meetings						
<hr/>						
2 11/14/2022	11/15/2022	Smore.Com - Educator				79.00
S'more renewal membership for Education team						
<hr/>						
3 11/14/2022	11/16/2022	American Air				581.20
Flight Ticket 2022 Parent & Engagement NHSA Conf 121222-121522 Dallas, TX Rosita Baron						
<hr/>						
4 11/14/2022	11/16/2022	American Air				611.21
Flight Ticket 2022 Parent & Engagement NHSA Conf 121222-121522 - Dallas, TX Rosa Del Toro						
<hr/>						
5 11/14/2022	11/16/2022	American Air				611.21
Flight ticket for 2022 Parent & Engagement NHSA Conf 121222-121522 Dallas, TX Mary Lopez						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 11/14/2022	11/16/2022	American Air				611.21
Flight Ticket for 2022 Parent & Engagement NHSA Conf 121222-121522 Dallas, TX Lisa Gonzales						
7 11/14/2022	11/16/2022	American Air				611.21
Flight Ticket for 2022 Parent & Engagement NHSA Conf 121222-121522 Dallas, TX Janey Felsoci						
8 11/14/2022	11/16/2022	American Air				581.20
Flight Ticket for 2022 Parent & Engagement NHSA Conf 121222-121522- Dallas, TX Nicole Callahan						
9 11/14/2022	11/16/2022	American Air				611.21
Flight Ticket for 2022 Parent & Engagement NHSA Conf 121222-121522 Dallas, TX Candice Lujan						
10 11/14/2022	11/16/2022	American Air				611.21
Flight Ticket for 2022 Parent & Engagement NHSA Conf 121222-121522 - Dallas, TX Carolyn Coffey						
11 11/15/2022	11/16/2022	Smore.Com - Educator				79.00
S'more renewal membership for Esperanza Contreras						
12 11/18/2022	11/21/2022	American Air				482.20
Flight ticket for 2022 Parent Engagement NHSA Conf 121222-121522 - Dallas, TX Ruby Reyes Cruz						



Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 11/18/2022	11/21/2022	American Air				629.20
Flight ticket for 2022 Parent & Engagement NHSA Conf 121222-121522 in Dallas, TX for Fatima Echeverria						
14 11/18/2022	11/21/2022	American Air				609.21
Flight Ticket for 2022 Parent & Engagement NHSA conf 121222-121522 Dallas, TX for Gabriel Rios						
15 11/18/2022	11/21/2022	American Air				629.20
Flight Ticket for 2022 Parent & Engagement NHSA Conf 121222-121522 to Dallas, TX - Anilu Saldana						
16 11/21/2022	11/22/2022	National Head Start Asso				85.00
2022 Parent & Engagement NHSA Conf - Parent Policy Council Dinner - Fatima Echeverria						
17 11/21/2022	11/22/2022	National Head Start Asso				85.00
2022 Parent & Engagement NHSA Conf - Parent Policy Council Dinner - Gabriel Rios						
18 11/21/2022	11/22/2022	National Head Start Asso				85.00
2022 Parent & Engagement NHSA Conf - Parent Policy council Dinner - Lisa Gonzales						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
19 11/21/2022	11/22/2022	National Head Start Asso				85.00
2022 Parent & Engagement NHSA Conf - Parent Policy Council Dinner - Yolanda Gonzales						
<hr/>						
20 11/29/2022	11/30/2022	Sq *senor Pepes				1,234.46
HS/SCD Division End of the Year Professional Development Day on December 09, 2022						
<hr/>						
						Transaction Count: 20
						<b>Total: 14,259.94</b>

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**Employee Signature** **Date**

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**Authorized Approver Signature** **Date**



Reporting Period : 11/1/2022 - 11/30/2022

**Statement Summary**

<b>Name</b>	Freddy Hernandez	<b>Company</b>	Community Action Partnership O
<b>Account #</b>	XXXX-XXXX-XXXX-8850	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	11/1/2022 - 11/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 11/4/2022	11/7/2022	Holiday Inn Exp Stockton		_____	_____	990.68
Holiday Inn hotel stay for Adam Wages to attend PG&E training in Stockton.						
<hr/>						
2 11/4/2022	11/7/2022	West Gate Hotel		_____	_____	1,032.00
Hotel stay for Freddy Hernandez to attend the CalCAPA conference in San Diego.						
<hr/>						
3 11/4/2022	11/7/2022	Holiday Inn Exp Stockton		_____	_____	990.68
Holiday Inn hotel stay for Arturo Flores to attend PG&E training in Stockton.						
<hr/>						
4 11/4/2022	11/7/2022	West Gate Hotel		_____	_____	987.00
Westgate Hotel stay for Wilfredo Cruz to attend the CalCAPA conference in San Diego.						
<hr/>						
5 11/4/2022	11/7/2022	Holiday Inn Exp Stockton		_____	_____	990.68
Holiday Inn hotel stay for Rene Ambriz to attend PG&E training in Stockton.						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 11/5/2022	11/7/2022	West Gate Hotel				90.00
Westgate hotel parking charge for Freddy Hernandez when he attended the CalCAPA conference in San Diego. The hotel has agreed that this is a duplicate charge and it will be refunded.						
<hr/>						
7 11/8/2022	11/9/2022	Green Training Usa				378.00
Employee training for Andres Gonzalez.						
<hr/>						
8 11/25/2022	11/28/2022	Canva* I03615-27165392				12.95
Software needed for VITA.						
<hr/>						

Transaction Count: 8

**Total: 5,471.99**

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**Employee Signature** **Date**

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**Authorized Approver Signature** **Date**



Reporting Period : 11/1/2022 - 11/30/2022

**Statement Summary**

<b>Name</b>	Traco Matthews	<b>Company</b>	Community Action Partnership O
<b>Account #</b>	XXXX-XXXX-XXXX-4787	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	11/1/2022 - 11/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 9/22/2022	11/4/2022	Dispute-Zoom.Us 888-799-9				-549.90
Traco thought this was a Fraud purchase, turned out to a renewal of purchase of Zoom that was done prior year.						
<hr/>						
2 9/22/2022	11/22/2022	Reversal-Zoom.Us 888-799-				549.90
Recharge of the Fraud credit that turned out not to be Fraud						
<hr/>						

Transaction Count: 2

**Total: 0.00**

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Employee Signature

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Date

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Authorized Approver Signature

\_\_\_\_\_  
Date



Reporting Period : 11/1/2022 - 11/30/2022

**Statement Summary**

<b>Name</b>	Lisa McGranahan	<b>Company</b>	Community Action Partnership O
<b>Account #</b>	XXXX-XXXX-XXXX-9914	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	11/1/2022 - 11/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 11/10/2022	11/14/2022	Biometrics4all Inc		_____	_____	14.25
Relay Fees for running New Hire Fingerprints Invoice Period 10/01/2022-10/31/2022 Invoice Date 11/01/2022						
<hr/>						
2 11/20/2022	11/21/2022	Facebk *fbxybkem2		_____	_____	26.03
Facebook AD Charge for Posting Chief Program Officer position.						
<hr/>						
3 11/28/2022	11/29/2022	Facebk Fay4akpem2		_____	_____	100.00
Facebook AD Charge for Posting Chief Program Officer position.						
<hr/>						

Transaction Count: 3  
**Total: 140.28**

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**Employee Signature** **Date**

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**Authorized Approver Signature** **Date**



Reporting Period : 11/1/2022 - 11/30/2022

**Statement Summary**

<b>Name</b>	Jerry Meade	<b>Company</b>	Community Action Partnership O
<b>Account #</b>	XXXX-XXXX-XXXX-8086	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	11/1/2022 - 11/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 11/2/2022	11/3/2022	Paypal				29.00
Registration for Staff to attend online training Pyramid Model Training - Maria Flores Torres						
2 11/3/2022	11/4/2022	Westin (Westin Hotels)				231.23
Hotel Reservation for the EveryChild California Conference October 2022						
3 11/9/2022	11/10/2022	In *united Way Of Kern Co				25.00
United Way of Kern Vendor Booth Registration for Enrollment outreach event						
4 11/9/2022	11/11/2022	Everychild California				199.00
Webinar registration for Sandra Acevedo - Fiscal Essentials 11/15/2022						
5 11/14/2022	11/16/2022	American Air				644.21
Flight reservation for NHSA Dallas Conference 12/12-12/15, Assistant Director						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 11/14/2022	11/16/2022	Everychild California				199.00
Webinar registration for Louis Rodriguez - Fiscal Essentials 11/15/2022						
<hr/>						
7 11/15/2022	11/17/2022	Region Ix Head Start Asso				375.00
Registration for Governance Coordinator to attend the Governance virtual training, 12/01/2022						
<hr/>						
						Transaction Count: 7
						<b>Total: 1,702.44</b>

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**Employee Signature** **Date**

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**Authorized Approver Signature** **Date**





Reporting Period : 11/1/2022 - 11/30/2022

**Statement Summary**

<b>Name</b>	Pritika Ram	<b>Company</b>	Community Action Partnership O
<b>Account #</b>	XXXX-XXXX-XXXX-7074	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	11/1/2022 - 11/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 11/4/2022	11/7/2022	West Gate Hotel				729.00
Hotel for Vanessa Cortez - CalCAPA Conference in San Diego						
<hr/>						
2 11/4/2022	11/7/2022	West Gate Hotel				729.00
Hotel Receipt for Board Member Yolanda Ochoa - CalCAPA Conference in San Diego						
<hr/>						
3 11/8/2022	11/9/2022	Ads*y67epthem2				100.00
Facebook Ad for Microbusiness						
<hr/>						
4 11/16/2022	11/17/2022	Ads*f3e7yjpem2				52.18
Facebook Ad - Microbusiness						
<hr/>						
5 11/30/2022	11/30/2022	Candid Training				100.00
Online Writing Course for Karen Vazquez						
<hr/>						





Reporting Period : 11/1/2022 - 11/30/2022

**Statement Summary**

<b>Name</b>	Jeremy Tobias	<b>Company</b>	Community Action Partnership O
<b>Account #</b>	XXXX-XXXX-XXXX-7066	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	11/1/2022 - 11/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 11/4/2022	11/7/2022	West Gate Hotel				1,042.16
Hotel for Jeremy Tobias - CalCAPA Conference in San Diego						
<hr/>						
2 11/5/2022	11/7/2022	West Gate Hotel				90.00
Parking Fee for the night of 11/3/22 for Jeremy Tobias for the CalCAPA Conference. The \$90 was incorrect, the charge should be \$45 and those corrections are reflected on the revised invoice.						
<hr/>						
3 11/6/2022	11/8/2022	West Gate Hotel				7.00
Charge for Water - Included on Revised Hotel Invoice for Jeremy Tobias - CalCAPA Conference in San Diego.						
<hr/>						
4 11/8/2022	11/10/2022	Shell Oil 12822045006				92.17
Gasoline for CEO's Agency Vehicle						
<hr/>						
5 11/15/2022	11/17/2022	West Gate Hotel				-45.00
Parking Refund for Jeremy Tobias' hotel in San Diego for Cal CAPA Conference. See revised hotel receipt with \$45 credit applied.						
<hr/>						





Reporting Period : 11/1/2022 - 11/30/2022

**Statement Summary**

<b>Name</b>	Emilio Wagner	<b>Company</b>	Community Action Partnership O
<b>Account #</b>	XXXX-XXXX-XXXX-7041	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	11/1/2022 - 11/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 11/4/2022	11/7/2022	Best Buy 00008565				38.41
		Construction Food Bank Expenditure Supplies				
2 11/18/2022	11/21/2022	Microsoft Msbill.Info				1,411.76
		Microsoft#g009792710- Microsoft Azure - Software Support HS				
3 11/21/2022	11/22/2022	Mindbody				461.98
		MindBody - Premier Basic monthly charge and subscription fee November 2022				

Transaction Count: 3  
**Total: 1,912.15**

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**Employee Signature** **Date**

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**Authorized Approver Signature** **Date**



Reporting Period : 11/1/2022 - 11/30/2022

**Statement Summary**

<b>Name</b>	Tracy Webster	<b>Company</b>	Community Action Partnership O
<b>Account #</b>	XXXX-XXXX-XXXX-6993	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	11/1/2022 - 11/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 11/22/2022	11/23/2022	Sq *real Escape				400.00
Finance Staff Development event on December 22, 2022						

Transaction Count: 1

**Total: 400.00**

\_\_\_\_\_  
**Employee Signature** **Date**

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**Authorized Approver Signature** **Date**



Reporting Period : 11/1/2022 - 11/30/2022

**Statement Summary**

<b>Name</b>	Rebecca Moreno	<b>Company</b>	Community Action Partnership O
<b>Account #</b>	XXXX-XXXX-XXXX-4956	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	11/1/2022 - 11/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 11/4/2022	11/7/2022	West Gate Hotel		_____	_____	639.00
Westgate hotel stay for Laurie Hughey to attend the CalCAPA conference in San Diego.						
<hr/>						
2 11/4/2022	11/7/2022	West Gate Hotel		_____	_____	987.00
Westgate hotel stay for Rebecca Moreno to attend the CalCAPA conference in San Diego.						
<hr/>						
3 11/18/2022	11/21/2022	Naeh		_____	_____	725.00
Registration for Megan Ruth to attend NAEH conference in Oakland.						
<hr/>						

Transaction Count: 3  
**Total: 2,351.00**

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**Employee Signature** **Date**

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**Authorized Approver Signature** **Date**



Reporting Period : 11/1/2022 - 11/30/2022

**Statement Summary**

<b>Name</b>	Susana Magana	<b>Company</b>	Community Action Partnership O
<b>Account #</b>	XXXX-XXXX-XXXX-6693	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	11/1/2022 - 11/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 10/31/2022	11/1/2022	162- Brimhall Mini Stor		_____	_____	149.00
Mini Storage monthly charge. The WIC Montclair office closed and needed extra temporary storage space to house items due to no space in current WIC locations or CAPK warehouse.						
<hr/>						
2 11/15/2022	11/17/2022	Holiday In Rsort Lodge B		_____	_____	141.24
Holiday Inn hotel stay for Christina Clayson. Christina was sent to Big Bear Community Healthcare District for work.						
<hr/>						
3 11/18/2022	11/21/2022	Olive Garden 0021068		_____	_____	449.20
Lunch provided for Health & Nutrition staff training/meeting.						
<hr/>						
4 11/18/2022	11/21/2022	Lassens Natural Foods-Bk		_____	_____	160.77
Special diet food purchased by Central Kitchen.						
<hr/>						
5 11/29/2022	11/30/2022	162- Brimhall Mini Stor		_____	_____	149.00
Mini Storage monthly charge. The WIC Montclair office closed and needed extra temporary storage space to house items due to no space in current WIC locations or CAPK warehouse.						
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Transaction Count: 5

**Total: 1,049.21**

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**Employee Signature**

**Date**

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**Authorized Approver Signature**

**Date**

**COMMUNITY ACTION PARTNERSHIP OF KERN  
CENTRAL KITCHEN - BUDGET TO ACTUAL  
FOR THE PERIOD MARCH 1, 2022 TO FEBRUARY 28, 2023 (9 OF 12 MONTHS OR 75.0%)**

Line Item	2022/23 Budget	3/1/22 - 2/28/23 Actual	% Expended	Available Budget
USDA Revenue (Note A)	2,183,659	753,124	34.5%	1,430,535
Head Start Subsidy	<u>377,301</u>	<u>1,077,398</u>	<u>285.6%</u>	<u>(700,097)</u>
Total Revenue	<u><u>2,560,960</u></u>	<u><u>1,830,522</u></u>	<u>71.5%</u>	<u><u>730,438</u></u>
Expenditures (Note B)				
Salaries	724,671	510,991	70.5%	213,680
Benefits	200,399	156,479	78.1%	43,920
Vehicle Gasoline, Repair/Maintenance	27,000	37,818	140.1%	(10,818)
Space Costs	121,700	73,743	60.6%	47,957
Supplies - Office & Food Service	92,500	98,287	106.3%	(5,787)
Equipment Purchase	-	68,536	Not budgeted	(68,536)
Consultant Services	-	8,112	Not budgeted	(8,112)
Equipment Repair/Maintenance & Lease	35,300	30,250	85.7%	5,050
Communication	14,000	12,344	88.2%	1,656
Risk Insurance	12,700	10,770	84.8%	1,930
Printing	1,000	281	28.1%	719
Hiring & Employee Costs	100	170	169.8%	(70)
First Aid	500	25	5.0%	475
Raw Food/Vended Meals	<u>1,015,580</u>	<u>656,313</u>	<u>64.6%</u>	<u>359,267</u>
Sub Total	2,245,450	1,664,118	74.1%	581,332
Adult Meals Prepared	128,794	99,829	77.5%	28,965
Indirect	<u>186,716</u>	<u>66,574</u>	<u>35.7%</u>	<u>120,142</u>
Total Expenditures	<u><u>2,560,960</u></u>	<u><u>1,830,522</u></u>	<u>71.5%</u>	<u><u>730,438</u></u>

	Prior Period	NOVEMBER 2022	Cumulative
Total Meals Prepared and Vended (Note C)	504,038	58,040	562,078
Total Meals Claimed	<u>282,122</u>	<u>31,653</u>	<u>313,775</u>
Difference	221,916	26,387	248,303

Percentage Claimed to Prepared/Vended	54.5%	55.8%
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Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.

Note B: Expenditures are for meals prepared, including vended meals.

Note C: Total number of meals delivered to the centers and homebase excluding adult prepared and adult meals vended. The total represents the number of meals available to be served to center and homebase children.

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT**  
**FOR THE PERIOD 7/1/22 - 6/30/23 (5 OF 12 MONTHS = 41.7%)**

Contract CMAP-1000	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	Total	%	% Earned to MRA
Provider Payments	\$ 613,374	\$ 813,746	\$ 954,574	\$ 1,241,372	\$ 1,966,899	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,589,964		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	\$ -		
Net Provider Payments	\$ 613,374	\$ 813,746	\$ 954,574	\$ 1,241,372	\$ 1,966,899	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,589,964	81.93%	
Maximum Reimbursable Amount (MRA) for Provider Payments													<b>24,298,964</b>		<b>23.00%</b>
<b>Administration &amp; Support Services Revenue</b>															
Provider Payments	\$ 613,374	\$ 813,746	\$ 954,574	\$ 1,241,372	\$ 1,966,899	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,589,964		
Reimbursement Rate	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	
Revenue Earned	\$ 163,049	\$ 216,312	\$ 253,748	\$ 329,985	\$ 522,847	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,485,941		
Program Administration/Support Services Costs	101,757	115,317	139,173	140,073	142,806	-	-	-	-	-	-	-	639,126	9.37%	
Indirect (10% x MTDC) Costs	70,328	91,774	108,006	136,952	187,019	-	-	-	-	-	-	-	594,078	8.71%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	\$ 172,085	\$ 207,090	\$ 247,179	\$ 277,024	\$ 329,826	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,233,204	18.07%	
Revenue Earned Over/(Under) Costs	\$ (9,036)	\$ 9,222	\$ 6,569	\$ 52,961	\$ 193,021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	252,737		
<b>TOTAL COSTS - NET OF FAMILY FEES</b>	<b>\$ 785,460</b>	<b>\$ 1,020,836</b>	<b>\$ 1,201,753</b>	<b>\$ 1,518,396</b>	<b>\$ 2,296,724</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>6,823,169</b>	<b>100.00%</b>	

Note 1: Administration and Support Services revenue is earned based on the amount of provider payments incurred. Example:

Provider payments	5,589,964
Reimbursement Rate (17.5% / 82.5%)	x 26.5823%
Revenue Earned	<u>1,485,941</u>

Note 2: The maximum reimbursable amount per the 2022/23 State contract is as follows:

Provider Payments	24,298,964	82.50%
Administration	4,417,994	15.00%
Support Services	<u>736,332</u>	<u>2.50%</u>
Maximum Reimbursable Amount (MRA)	<u>29,453,290</u>	<u>100.00%</u>

Note 3: Increase to contract was received December 2022 in the amount of \$2,031,428.

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**STATE DEPARTMENT OF EDUCATION 2022/23 CONTRACTS - EARNED REVENUE**  
**FOR THE PERIOD 7/1/22 - 6/30/23 (5 OF 12 MONTHS = 41.7%)**

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL	% Earned to MRA
<b>GENERAL CHILD CARE (CTTR-2058)</b>														
Adjusted Days of Enrollment - Certified	3,185	4,839	5,889	5,746	5,366	-	-	-	-	-	-	-	25,025	
Reimbursement Rate per Child per Day	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55
Revenue Earned	\$ 164,192	\$ 249,446	\$ 303,564	\$ 296,225	\$ 276,634	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,290,061	<b>35.07%</b>
Maximum Reimbursable Amount (MRA)													<b>\$3,678,194</b>	
<b>Flex Factor</b>														
Attendance Percentage (Attendance/Enrollment)	99.61%	98.89%	98.84%	98.84%	98.27%									<b>98.82%</b>
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%									100.00%
<b>CALIFORNIA STATE PRESCHOOL (CSPP-2120)</b>														
Adjusted Days of Enrollment - Certified	3,798	8,058	10,492	12,199	8,984								43,531	
Reimbursement Rate per Child per Day	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27
Revenue Earned	\$ 209,942	\$ 445,371	\$ 579,870	\$ 674,228	\$ 496,557	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,405,967	<b>52.94%</b>
Maximum Reimbursable Amount (MRA)													<b>\$4,544,694</b>	
<b>Flex Factor</b>														
Attendance Percentage (Attendance/Enrollment)	98.41%	98.26%	98.67%	97.89%	96.47%									<b>97.81%</b>
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%									100.00%
<b>MIGRANT CHILD CARE (CMIG-2004)</b>														
Adjusted Days of Enrollment - Certified	95	124	131	160	137								647	
Reimbursement Rate per Child per Day	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55
Revenue Earned	\$ 4,913	\$ 6,404	\$ 6,759	\$ 8,228	\$ 7,053	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,358	<b>12.20%</b>
Maximum Reimbursable Amount (MRA)													<b>\$273,318</b>	
<b>Flex Factor</b>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	100.00%	96.83%									<b>99.33%</b>
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%									100.00%

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2022/23 State contracts.

COMMUNITY ACTION PARTNERSHIP OF KERN  
STATE DEPARTMENT OF EDUCATION 2022/23 CONTRACTS - EARNED REVENUE  
SAN JOAQUIN COUNTY OFFICE OF EDUCATION  
FOR THE PERIOD 7/1/22 - 6/30/23 (5 OF 12 MONTHS = 41.7%)

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL	% Earned to MRA
<b>GENERAL CHILD CARE (CCTR-1242)</b>														
Adjusted Days of Enrollment - Certified	648	919	860	995	918								4,339	
Reimbursement Rate per Child per Day	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	
Revenue Earned	\$ 29,832	\$ 42,283	\$ 39,571	\$ 45,804	\$ 42,254	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 199,744	12.71%
Maximum Reimbursable Amount (MRA)													\$1,571,900	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	100.00%	97.54%									99.47%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%									100.00%

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2022/23 Cooperative Agreement with the San Joaquin County Office of Education

Division/CFO: Tracy Webster, CFO  
 Program/Work Unit: Not Applicable

Month/Year: November-2022  
 Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	November-2022		Year to Date 03/1/22 - 11/30/22	
	Description	Number	Amount	Amount
Bank Deposits	6	1,270,198	142	24,507,269
Wire Deposits	12	1,758,100	104	24,126,345
Head Start/IRS Drawdowns	7	4,344,123	49	31,831,718
Vendor Checks Issued	1211	5,807,812	9,892	52,235,357
Payroll Disbursed		3,050,802		27,306,967
Grant Reports Prepared	32		331	
ASTHO Vaccine Equity				
CalFresh Outreach				
CalFresh Healthy Living				
CALEITC				
CAL Food				
City of Bakersfield Homeless Housing & Prevention				
City of Bakersfield CDBG Food Bank Expansion				
Commodity Supplemental Food Prog				
County of Kern CDBG Food Bank Expansion				
CMAP Fiscal Report & Caseload				
CSBG Discretionary				
CSBG 2022				
Differential Response				
EFAP				
ESG CARES Act Homeless				
Food Bank Farmers Market				
First 5 Kern – Help Me Grow				
Head Start Expansion SF-425				
Head Start San Joaquin SF-425				
Homeless LBNC				
Home Visit Program				
Homeless Housing Assistance & Prevention				
HUD				
LIHEAP 2021				
LIHEAP 2022				
LIHEAP ARPA				
Postive Youth				
Postive Youth Medi-Cal				
San Joaquin COE General Child Care				
VITA				
UW STANISLAUS CES				
WIC				

**Total Division Staffing** 25 positions + 3 Vacancies

CFO	Accounting Technician (5)
Director of Finance	Accounting Specialist (2)
Finance Administrator	AP Supervisor (1)
Payroll/HRIS Manager	Fiscal Technician (2)
Accounting Administrator	Payroll Specialists (3)
Accounting Administrator - Energy	Payroll Supervisor (1)
Accountant (2)	Administrative Assistant to CFO
Accountant II (2)	

# Community Action of Partnership of Kern Agency Total

## STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 28, 2022

### ASSETS

Cash in Bank	7,377,795
Cash - Vacation Reserve	986,470
Petty Cash	-
Accounts Receivable	12,434,357
Travel Advance	6,231
Prepaid Expense	542,407
Inventory	1,045,253
Net Fixed Assets - Unrestricted	1,017,341
Net Fixed Assets - Restricted	<u>17,003,012</u>

**Total Assets** 40,412,866

### LIABILITES AND NET ASSETS

Accounts Payable	6,079,346
Accrued Expenses	3,351,345
Accrued Vacation	1,667,283
Line of Credit	-
Note Payable	1,083,367
Advance Payable	2,168,574
Deferred Revenue	<u>4,330,162</u>

**Total Liabilites** 18,680,076

**Total Net Assets** 21,732,790

**Total Liabilities and Net Assets** 40,412,866

## STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2021 TO FEBRUARY 28, 2022

### REVENUE

Grant Revenue	87,203,662
Donations	30,640,997
Other Revenue	915,618
In-Kind	<u>206,161</u>

**Total Revenue** 118,966,438

### EXPENDITURES

Salaries	33,857,168
Benefits	9,214,698
Travel	394,937
Space Costs	7,091,036
Supplies	3,164,960
Consultant/Contract Services	2,978,688
Other Costs	2,917,985
Program Costs	44,753,361
Capital Expenditures	(0)
Indirect	6,862,436
In-Kind	<u>206,161</u>

**Total Expenditures** 111,441,431

**Net Change in Assets** 7,525,007

**Net Assets, beginning** 14,207,782

**Net Assets, ending** 21,732,790

# Community Action of Partnership of Kern Agency Total

## STATEMENT OF POSITION (UNAUDITED) AS OF NOVEMBER 30, 2022

### ASSETS

Cash in Bank	15,030,050
Cash - Vacation Reserve	1,081,481
Petty Cash	-
Accounts Receivable	0
Travel Advance	11,748
Prepaid Expense	625,823
Inventory	1,063,729
Net Fixed Assets - Unrestricted	763,330
Net Fixed Assets - Restricted	<u>16,938,096</u>

**Total Assets** 35,514,255

### LIABILITES AND NET ASSETS

Accounts Payable	1,199,471
Accrued Expenses	273,794
Accrued Vacation	1,085,816
Line of Credit	-
Note Payable	767,947
Advance Payable	5,323,065
Deferred Revenue	<u>4,380,075</u>

**Total Liabilites** 13,030,169

**Total Net Assets** 22,484,085

**Total Liabilities and Net Assets** 35,514,254

## STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2022 TO NOVEMBER 30, 2022

### REVENUE

Grant Revenue	69,450,581
Donations	224,968
Other Revenue	5,883,999
In-Kind	<u>6,755,880</u>

**Total Revenue** 82,315,428

### EXPENDITURES

Salaries	26,913,285
Benefits	7,608,072
Travel	565,574
Space Costs	13,979,932
Supplies	2,070,185
Consultant/Contract Services	3,793,637
Other Costs	3,285,369
Program Costs	10,745,243
Capital Expenditures	535,324
Indirect	5,311,631
In-Kind	<u>6,755,880</u>

**Total Expenditures** 81,564,133

**Net Change in Assets** 751,295

**Net Assets, beginning** 21,732,790

**Net Assets, ending** 22,484,085



COMMUNITY ACTION PARTNERSHIP OF KERN  
 BUDGET TO ACTUAL  
 FOR THE PERIOD 03-01-22 TO 11-30-22 (75.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	38,578,242	24,620,241	13,958,001	64%
BENEFITS	11,160,531	6,996,094	4,164,437	63%
TRAVEL	721,930	508,759	213,171	70%
SPACE COST	23,506,027	12,903,126	10,602,901	55%
SUPPLIES	3,253,861	1,966,674	1,287,187	60%
EQUIPMENT	831,379	1,628,432	(797,053)	196%
CONSULTANT/CONTRACT SERVICES	3,798,580	2,865,514	933,066	75%
OTHER COSTS	3,449,253	2,751,255	697,998	80%
PROGRAM COSTS	11,277,182	10,098,931	1,178,251	90%
INDIRECT	7,597,038	5,327,531	2,269,507	70%
TOTAL	104,174,023	69,666,558	34,507,465	67%

COMMUNITY ACTION PARTNERSHIP OF KERN  
 BUDGET TO ACTUAL  
 FOR THE PERIOD 03-01-22 TO 11-30-22 (75.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	27,451,264	18,192,036	9,259,228	66%
BENEFITS	8,315,926	5,331,612	2,984,314	64%
TRAVEL	492,583	298,938	193,645	61%
SPACE COST	6,603,218	5,965,363	637,855	90%
SUPPLIES	2,644,635	1,384,736	1,259,899	52%
EQUIPMENT	100,000	562,951	(462,951)	563%
CONSULTANT/CONTRACT SERVICES	1,369,385	692,586	676,799	51%
OTHER COSTS	1,130,700	1,115,874	14,826	99%
PROGRAM COSTS	7,769,839	8,286,304	(516,465)	107%
INDIRECT	5,263,450	3,829,334	1,434,116	73%
TOTAL	61,141,000	45,659,733	15,481,267	75%

COMMUNITY ACTION PARTNERSHIP OF KERN  
 BUDGET TO ACTUAL  
 FOR THE PERIOD 03-01-22 TO 11-30-22 (75.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,210,991	2,496,147	1,714,844	59%
BENEFITS	1,260,035	667,016	593,019	53%
TRAVEL	91,246	80,121	11,125	88%
SPACE COST	15,209,213	5,694,044	9,515,169	37%
SUPPLIES	211,553	223,441	(11,888)	106%
EQUIPMENT	724,960	855,524	(130,564)	118%
CONSULTANT/CONTRACT SERVICES	563,961	286,619	277,342	51%
OTHER COSTS	378,585	372,630	5,955	98%
PROGRAM COSTS	1,436,167	1,239,507	196,660	86%
INDIRECT	765,412	483,189	282,223	63%
TOTAL	24,852,123	12,398,237	12,453,886	50%

COMMUNITY ACTION PARTNERSHIP OF KERN  
 BUDGET TO ACTUAL  
 FOR THE PERIOD 03-01-22 TO 11-30-22 (75.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,971,121	1,202,750	1,768,371	40%
BENEFITS	553,144	306,360	246,784	55%
TRAVEL	65,110	37,411	27,699	57%
SPACE COST	299,407	174,623	124,784	58%
SUPPLIES	110,076	93,124	16,952	85%
EQUIPMENT	6,419	63,649	(57,230)	992%
CONSULTANT/CONTRACT SERVICES	1,056,518	1,299,071	(242,553)	123%
OTHER COSTS	1,341,076	840,190	500,886	63%
PROGRAM COSTS	868,172	175,249	692,923	20%
INDIRECT	755,931	404,755	351,176	54%
TOTAL	8,026,974	4,597,182	3,429,792	57%

COMMUNITY ACTION PARTNERSHIP OF KERN  
 BUDGET TO ACTUAL  
 FOR THE PERIOD 03-01-22 TO 11-30-22 (75.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,830,412	1,898,057	932,355	67%
BENEFITS	737,565	484,945	252,620	66%
TRAVEL	27,313	38,329	(11,016)	140%
SPACE COST	1,206,276	852,484	353,792	71%
SUPPLIES	220,349	247,164	(26,815)	112%
EQUIPMENT	-	146,308	(146,308)	Not budgeted
CONSULTANT/CONTRACT SERVICES	767,936	496,608	271,328	65%
OTHER COSTS	491,102	370,021	121,081	75%
PROGRAM COSTS	1,105,101	346,254	758,847	31%
INDIRECT	613,244	464,240	149,004	76%
TOTAL	7,999,298	5,344,409	2,654,889	67%

COMMUNITY ACTION PARTNERSHIP OF KERN  
 BUDGET TO ACTUAL  
 FOR THE PERIOD 03-01-22 TO 11-30-22 (75.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	990,854	739,618	251,236	75%
BENEFITS	267,905	192,966	74,939	72%
TRAVEL	23,578	52,846	(29,268)	224%
SPACE COST	182,213	214,918	(32,705)	118%
SUPPLIES	52,498	13,562	38,937	26%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	5,780	8,111	(2,331)	140%
OTHER COSTS	51,480	34,648	16,832	67%
PROGRAM COSTS	97,903	51,618	46,285	53%
INDIRECT	170,659	125,632	45,027	74%
TOTAL	1,842,870	1,433,920	408,950	78%

COMMUNITY ACTION PARTNERSHIP OF KERN  
 BUDGET TO ACTUAL  
 FOR THE PERIOD 03-01-22 TO 11-30-22 (75.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	123,600	91,634	31,966	74%
BENEFITS	25,956	13,194	12,762	51%
TRAVEL	22,100	1,114	20,986	5%
SPACE COST	5,700	1,693	4,007	30%
SUPPLIES	14,750	4,648	10,102	32%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	35,000	82,520	(47,520)	236%
OTHER COSTS	56,310	17,893	38,417	32%
PROGRAM COSTS	-	-	-	0%
INDIRECT	28,342	20,381	7,961	72%
TOTAL	311,758	233,077	78,681	75%

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**INDIRECT FUND - FY 2022/23**  
**BUDGET TO ACTUAL - 03/01/22 TO 11/30/22 (9 OF 12 MONTHS = 75.0%)**

	Budget	Actual	% Earned/ Expended	Available Balance
<b>Revenue</b>	<b>\$ 7,597,038</b>	<b>\$ 5,260,925</b>	<b>69.2%</b>	<b>\$ 2,336,113</b>
Expenditures				
Salaries	4,122,037	2,691,412	65.3%	1,430,625
Benefits @ 23.6% actual	<u>927,258</u>	<u>641,479</u>	<u>69.2%</u>	<u>285,779</u>
Total Personnel Costs	5,049,295	3,332,891	66.0%	1,716,404
Operating Costs				
Travel	67,900	56,815	83.7%	11,085
Space Costs	215,700	173,672	80.5%	42,028
Supplies	252,500	105,267	41.7%	147,233
Consultant/Contract	1,288,000	939,298	72.9%	348,702
Other Operating Costs	<u>474,125</u>	<u>512,234</u>	<u>108.0%</u>	<u>(38,109)</u>
Total Operating Costs	2,298,225	1,787,285	77.8%	510,940
<b>Total Expenditures</b>	<b><u>\$ 7,347,520</u></b>	<b><u>\$ 5,120,176</u></b>	<b><u>69.7%</u></b>	<b><u>\$ 2,227,344</u></b>
<b>Excess (Deficit) Indirect Revenue</b>	<b><u>\$ 249,518</u></b>	<b><u>\$ 140,749</u></b>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 1,288,307	\$ 918,087	71.3%	\$ 370,220
Operations	2,272,694	1,772,874	78.0%	499,821
Executive	1,337,079	893,501	66.8%	443,578
Program Administration	130,000	103,433	79.6%	26,567
Finance	<u>2,319,440</u>	<u>1,432,282</u>	<u>61.8%</u>	<u>887,158</u>
	<b><u>\$ 7,347,520</u></b>	<b><u>\$ 5,120,176</u></b>	<b><u>69.7%</u></b>	<b><u>\$ 2,227,344</u></b>

Prepared Date: 12/13/22