



DATE	July 26, 2023
TIME	12:00 pm
LOCATION	CAPK Administrative Office 5005 Business Park North Bakersfield, CA 93309

## Executive Committee Agenda

### 1. Call to Order

### 2. Roll Call

Fred Plane (Chair)	Ana Vigil (Secretary)	Curtis Floyd
Maritza Jimenez (Vice Chair)	Michelle Jara-Rangel (Treasurer)	Jonathan Mullings

### 3. Public Forum

*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

- |   |  |
|---|--|
| a. Workers Compensation Insurance Renewal – <b>Action Item</b><br>(p. 3-19 )                            | Emilio Wagner, Director of Operations                    |
| b. CalFresh Healthy Living FFY 2023-2026 Grant Agreement –<br><b>Action Item</b> (p. 20-49)             | Alan Rodriguez, CalFresh Healthy Living<br>Administrator |
| c. Head Start / Early Head Start Budget to Actual Reports for May<br>2023 – <b>Info Item</b> (p. 50-56) | Tracy Webster, Chief Financial Officer                   |
| d. May 2023 Financial Statements – <b>Action Item</b> (p. 57-121)                                       | Tracy Webster, Chief Financial Officer                   |

### 5. Committee Member Comments

### 6. Closed Session

- a. Conference with Real Property Negotiators pursuant to Section 54956.8:

Property Address:	3101 Mall View Rd., Bakersfield, CA 93306
Agency Negotiators:	Jeremy Tobias, Tracy Webster, Louis Gill, Pritika Ram, and Emilio Wagner
Negotiating Parties:	Michael Heslov
Under Negotiation:	Concerning price and terms.

### 7. Closed Session Report

**8. Next Scheduled Meeting**

Executive Committee  
12:00 pm  
December 13, 2023  
5005 Business Park North  
Bakersfield, CA 93309

**9. Adjournment**

*This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at [www.capk.org](http://www.capk.org) by 12:00 pm, July 21, 2023. Paula Daoutis, Administrative Coordinator.*



## MEMORANDUM

To: Executive Committee

From: Emilio G. Wagner, Director of Operations

Date: July 26, 2023

Subject: *Agenda Item 4a: Workers Compensation Insurance Renewal – Emilio Wagner, Director of Operations – Action Item*

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### Background:

The workers' compensation policy of CAPK is due to expire on July 31, 2023, and requires a renewal to prevent a lapse of coverage. Bolton, CAPK's insurance broker, requested a renewal proposal from Berkshire Hathaway which was \$866,963 resulting in a \$186,544 or 27% increase in premium over the expiring year of \$680,419. The increase is attributed to the change in experience modification factor from 88 to 108 and a 10% increase in payroll.

The following is CAPK's actual losses for the last 3 years:

<u>Policy Year</u>	<u>Actual Loss</u>
2021 – 2022	\$381,136
2020 – 2021	\$163,082
2019 – 2020	\$388,183

The impact of the pandemic resulted in more work-from-home and center closures and reduced the number of claims during the 2020-2021 year. As business returned to normal the loss began to trend according to prior years as business returned to normal. As such the premium has adjusted accordingly to the loss ratio.

### Current Events:

This information was presented to the Board on June 28, 2023, where the Board was informed that Bolton would request comparative quotes from other carriers to ensure the premium is competitive. As a result, the following responses were received:

Cypress Insurance (Current- Berkshire Hathaway)	\$860,170
CompWest	\$1,000,000+
CopperPoint (Pacific Comp)	\$1,050,000
AmTrust	Declined
Employers	Declined
Hartford	Declined

Berkshire Hathaway has been a great partner over the years and provides several services to assist in our safety program, including site inspections, training resources, and policy reviews. These resources have assisted in mitigating potential claims.

### Recommendation:

Staff recommends the Board of Directors approve a renewal with Berkshire Hathaway and grant authority to the Chief Executive Officer to bind coverage for the 2023-2024 policy year.

### Attachment:

*2023-2024 Workers Compensation Proposal*

*A Revised Renewal Proposal for*

# Community Action Partnership of Kern County

Effective: July 31, 2023  
August 1, 2023

**Jonathan Schreter CIC, MBA**  
*Executive Vice President*

*Bolton Insurance Services, LLC*  
*License # 6004772*

Prepared: July 18, 2023

## Community Action Partnership of Kern County

Service Team			
Broker	Jonathan Schreter, Executive Vice President		Direct: (626) 535-1408    Fax: (626) 583-4609
	E-mail:	jschreter@boltonco.com	
Service Team	Debra Rosas, Associate Vice President		Direct: (626) 535-1829
	E-mail:	drosas@boltonco.com	
	Julio Lopez, Client Executive		Direct: (626) 535-1441
	E-mail:	jlopez@boltonco.com	
	Abigail Dankwah, Associate Client Manager		Direct: (626) 535-1443
	E-mail:	adankwah@boltonco.com	
	Service Team Fax:		(626) 583-2117
Property & Casualty Resources			
Certificates/ Evidences	Standard - Receipt in 24 Hours		Rush - Receipt in 3 Hours
	Email:	certrequest@boltonco.com	Email: rushcertrequest@boltonco.com
	Fax:	(626) 583-2117	
Property & Casualty Claims	Marianne Reyes, Senior Claim Consultant		
	Direct:	(626) 507-1344	Fax: (626) 583-2117
	E-mail:	mreyes@boltonco.com	
Workers' Comp Claims	Lorenda Edmundson, Sr. Workers' Comp Consultant		
	Direct:	(626) 535-1815	Fax: (626) 583-2117
	E-mail:	ledmundson@boltonco.com	
Risk Control	Stefanie Nobriga, Associate Vice President of Risk Control		
	Direct:	(626) 535-1436	Fax: (626) 583-2117
	E-mail:	snobriga@boltonco.com	
Bonds	Mary Smith, Associate Producer Surety		
	Direct:	(626) 535-1473	Fax: (626) 583-2124
	E-mail:	msmith@boltonco.com	
Department Leads			
Property & Casualty	Erin Powell, Senior Vice President, Property & Casualty		
	Direct:	(626) 535-1439	Fax: (626) 583-2117
	E-mail:	epowell@boltonco.com	
Employee Benefits	Jacqueline Roth, Director of Employee Benefits		
	Direct:	(626) 535-1968	Fax: (626) 583-2119
	E-mail:	jroth@boltonco.com	
Personal Risk Management	Jessica Gunnar, Senior Vice President		
	Direct:	(626) 535-1817	Fax: (626) 583-2116
	E-mail:	jgunnar@boltonco.com	

## Premium Comparison

### Community Action Partnership of Kern County

	2022-2023	2023-2024	\$	%
	Expiring Premium	Renewal Premium	Difference	Difference
Student and Volunteer Accident	\$ 6,793	\$ 6,793	\$ -	0%
Workers' Compensation	\$ 635,906	\$ 812,597	\$ 176,691	28%
State Taxes	\$ 37,720	\$ 47,573	\$ 9,853	26%
<b>TOTAL</b>	<b>\$ 680,419</b>	<b>\$ 866,963</b>	<b>\$ 186,544</b>	<b>27%</b>

This proposal is a summary of terms and conditions proposed by the insurers based on the information obtained from you. The policy must be reviewed for all of the coverages, terms, conditions, and exclusions. Policy forms will be made available at your request.

The issued policy will supersede this proposal.

Higher Limits May be Available for All Coverages

# Subjectivities

## WORKERS COMPENSATION

### **Independent Contractors and Subcontractors:**

In the event that an Insured utilizes subcontracted labor, the insured must furnish satisfactory evidence that the subcontractor has workers compensation insurance in force, covering the work performed for the insured. The following documents may be used to provide satisfactory evidence:

- Certificate of Insurance for the subcontractor's workers compensation policy
- Certificate of exemption (if available in their state - not available in CA)
- Copy of the Subcontractor's workers compensation policy

In the event any form of this documentation is not available for review or deemed otherwise insufficient, amounts paid to these subcontractors or independent contractors will be included as payroll and utilized in the calculation of final audit premium

Signed Acord Application

**Please be aware that your 15% Deposit will be applied to your twelfth policy month's premium, which will be handled as part of your final audit. Afterwards, any remaining Deposit will be returned to you.**

## Optional Coverage Quote/Indications

10% Additional Premium to Extend Accident Coverage Benefit Period to 104 Weeks. **\$7,472 Total Premium.**

## Schedule of Locations

1	5005 Business Park North, Bakersfield, CA 93309
2	300 19th St, Bakersfield, CA 93301
3	5704 Pioneer Dr, Bakersfield, CA 93306
4	7998 Alicante Ave, Lamont, CA 93241
5	347 E Poplar St, Stockton, CA 95202
6	9124 Catalpa Ave, California City, CA 93505
7	425 N California St #2, Stockton, CA 95202
8	23950 S Chrisman Rd, Tracy, CA 95304
9	1835 Cecil Ave, Delano, CA 93215
10	1900 East California Ave, Bakersfield, CA 93307
11	1500 S Fairfax Rd, Bakersfield, CA 93307
12	2320 Mount Vernon Ave, Bakersfield, CA 93306-3300
13	1145 N Hunter St, Stockton, CA 95202
14	8201 Palm Ave, Lamont, CA 93241
15	3811 River Blvd, Bakersfield, CA 93305
16	410 E Perkins, Mc Farland, CA 93250
17	1940 Inyo St, Mojave, CA 93501
18	814 North Norma, Ridgecrest, CA 93555
19	1111 Bush St, Arvin, CA 93203
20	10300-1/2 San Diego St, Lamont, CA 93241
21	2800 Agate St, Bakersfield, CA 93304
22	452 W Los Angeles St, Shafter, CA 93263
23	455 East Euclid Ave, Shafter, CA 93263
24	545 W Sonora St, Stockton, CA 95203
25	4032 Jewett Ave, Bakersfield, CA 93301
26	3000 Sterling Rd, Bakersfield, CA 93306
27	315 Stine Rd, Bakersfield, CA 93309
28	1600 Poplar Ave, Wasco, CA 93280
29	819 6th St, Taft, CA 93268
30	1120 S Curry, Tehachapi, CA 93561
31	14327 S Vineland Rd, Bakersfield, CA 93307
32	3301 Virginia Ave, Bakersfield, CA 93307
33	401 Willow, Bakersfield, CA 93308
34	3101 Mall View Rd, Bakersfield, CA 93306
35	1807 Feliz Dr, Bakersfield, CA 93307
36	11336 Bartlett Ave, Adelanto, CA 92301
37	24028 Lake Dr, Crestline, CA 92325
38	814 North Norma, Ridgecrest, CA 93555
39	1825 Feliz Dr, # B, Bakersfield, CA 93307-3577
40	5055 California Ave, #101, Bakersfield, CA 93309
41	1600 E Truxtun Avenue, Bakersfield, CA 93305
42	26904 Nicholas Street, Boron, CA 93516
43	277 E. Front, Buttonwillow, CA 93206
44	610 Blandy, China Lake, CA 93555
45	90 Farrell Drive, Bldg 5620, Edwards, CA 93524
46	6019 - 3 & 4 Niles, Bakersfield, CA 93302



## Schedule of Locations

47	525 Roberts Lane, Bakersfield, CA 93308
48	4600 Panama Lane, Bakersfield, CA 93313
49	8820 Sheep Creek Rd, Phelan, CA 92371-8988
50	2739 Diamond Street #B, Rosamond, CA 93560
51	650 James Street, Shafter, CA 93263
52	108 So. Robinson, Tehachapi, CA 93261
53	459 E Euclid Ave, Shafter, CA 93263
54	2424 Cottonwood Rd, Bakersfield, CA 93307
55	41820 Garstin Dr, Big Bear Lake, CA 92315
56	16804 Hwy 14, Mojave, CA 93501
57	8401 California City Blvd, #8, California City, CA 93505
58	21138 CA-46, Lost Hills, CA 93249
59	236 W 4th Street, Stockton, CA 95206
60	3500 Mojave, Mojave, CA 93501
61	1509 N Golden Gate, Stockton, CA 95205
62	2800 D Street, Stockton, CA 95206
63	701 S Hutchins St, Lodi, CA 95240
64	2584 Felsite Ave, Rosamond, CA 93560
65	1314 Oswell St, Bakersfield, CA 93306
66	1815 Van Ness, Fresno, CA 93721
67	525 East Yosemite, Madera, CA 93638
68	7000 Doe Ave, Visalia, CA 93291
69	5351 Olive Dr, Ste 200, Bakersfield, CA 93308-2926
70	929 Broadway St, Wasco, CA 93280
71	1840 Wardrobe Ave, Merced, CA 95341-6407
72	2101 7th St, Bldg E, Wasco, CA 93280
73	2323 16th St., #305, Bakersfield, CA 93301
74	244 G St, Ste A, Needles, CA 92363-2753
75	500 E California Ave, Bakersfield, CA 93307-1142
76	1410 11th St, Bakersfield, CA 93304-1432
77	1001 Main St, Delano, CA 93215-1731
78	819 6th Ave E, Taft, CA 93268
79	2550 E Belle Terrace, #200, Bakersfield, CA 93307
80	2550 E Belle Terrace, # 400-402, Bakersfield, CA 93307-6966
81	2900 M Street, Bakersfield, CA 93301
82	1825 Feliz Dr, Bakersfield, CA 93307
83	220 N. 11th Ave, Hanford, CA 93230
84	2800 S D St, Stockton, CA 95206
85	5055 California Ave, #220, Bakersfield, CA 93309

# Renewal Proposal of Insurance

2023-2024

## Community Action Partnership of Kern County

2022-2023 Expiring		2023-2024 Renewal	Remarks
<b>QBE Insurance Corp.</b>		<b>QBE Insurance Corp.</b>	
<b>Accident</b>		<b>A XV Admitted</b>	
Basic Medical Expense Limit	\$50,000	\$50,000	
Deductible	\$0	\$0	
Benefit Period	52 Weeks	52 Weeks	
Accidental Death/Accidental Dismemberment	\$10,000/\$10,000	\$10,000/\$10,000	
Coma	\$50,000	\$50,000	
Paralysis	\$50,000	\$50,000	
Dental - Per Accident	Included	Included	
AD&D Aggregate	\$250,000	\$250,000	
Medical Evacuation	N/A	\$25,000	
Repatriation of Remains	N/A	\$10,000	
<p><b>CONDITIONS:</b> This policy is excess over primary health insurance if available. Includes Volunteers and Daycare. Incurred Period is 180 Days for Medical Expenses and 365 days for AD&amp;D. Emergency Sickness Benefit is for overnight activities and field trips. Worldwide Coverage. 48 Hour Non-Network HMO/PPO Benefit Window; Medical Evacuation and Repatriation of Remains - must be more than 100 miles from principal residence for this coverage to take effect. 10% Additional Premium to Extend Benefit Period to 104 Weeks.</p> <p><b>EXCLUSIONS:</b> Please see the policy for a full list of exclusions.</p>			
<b>Cypress Ins Co</b>		<b>Cypress Ins Co</b>	
<b>Workers' Compensation</b>		<b>A++ XV Admitted</b>	
Employers Liability Limits	\$1,000,000	\$1,000,000	
Annual Payroll	\$34,642,552	\$38,036,044	
Ex-Mod	88%	108%	
<p>Quote is contingent upon the insured's participation in the Medical Provider Network (MPN); Subject to Final Audit; Volunteer Coverage Not Included. USL&amp;H Not Included.</p>			

# Workers' Compensation Comparison

## Community Action Partnership of Kern County

Coverage Description	2022-2023 Premium	2023-2024 Premium	\$ Difference	% Difference
Workers' Compensation	\$ 635,906	\$ 812,597	\$ 176,691	28%
Taxes & Fees	\$ 37,720	\$ 47,573	\$ 9,853	26%
<b>Total Premium</b>	<b>\$ 673,626</b>	<b>\$ 860,170</b>	<b>\$ 186,544</b>	<b>28%</b>

<b>Deposit:</b>	<b>\$169,462.55 (15%)</b>
<b>Payment Plan:</b>	11 monthly payroll reports

Classifications	2022-2023 Payroll	2023-2024 Payroll	\$ Difference	% Difference
5140 - Electrical Wiring	\$ 84,652	\$ -	\$ (84,652)	-100%
5146 - Cabinet Fixtures	\$ 232,040	\$ 255,244	\$ 23,204	10%
5479 - Insulation Work	\$ 175,276	\$ 192,804	\$ 17,528	10%
8018 - Stores Wholesale	\$ 1,009,386	\$ 1,110,325	\$ 100,939	10%
8227 - Construction/Erection Yards	\$ 39,825	\$ 66,161	\$ 26,336	66%
8742 - Salespersons	\$ 2,389,378	\$ 2,628,316	\$ 238,938	10%
8804 - Substance Use Recovery	\$ 707,442	\$ 778,186	\$ 70,744	10%
8810 - Clerical	\$ 9,660,139	\$ 10,626,153	\$ 966,014	10%
9059 - Day Care Centers	\$ 19,794,052	\$ 21,773,457	\$ 1,979,405	10%
9067 - Clubs Boys & Girls	\$ 550,362	\$ 605,398	\$ 55,036	10%
<b>Total Payroll</b>	<b>\$ 34,642,552</b>	<b>\$ 38,036,044</b>	<b>\$ 3,393,492</b>	<b>10%</b>

Classifications	2022-2023 Net Rate	2023-2024 Net Rate	# Difference	% Difference
5140 - Electrical Wiring	1.75	2.35	0.60	34%
5146 - Cabinet Fixtures	5.30	6.50	1.20	23%
5479 - Insulation Work	6.50	7.76	1.26	19%
8018 - Stores Wholesale	6.29	8.21	1.92	31%
8227 - Construction/Erection Yards	4.36	5.02	0.66	15%
8742 - Salespersons	0.40	0.49	0.09	23%
8804 - Substance Use Recovery	3.33	3.20	-0.13	-4%
8810 - Clerical	0.26	0.35	0.09	35%
9059 - Day Care Centers	2.52	2.76	0.24	10%
9067 - Clubs Boys & Girls	1.83	2.00	0.17	9%
Experience Modification	88%	108%	0.20	23%
Net Rates do not include Expense Constant, Terrorism, or CA Assessments & Fees.				

# Marketing Summary

## Community Action Partnership of Kern County

Company	Response
<b>WORKERS' COMPENSATION</b>	
Cypress Insurance (BHHC)	Presented - <b>\$860,170</b>
AmTrust	Declined - Class Codes
CompWest	Indication - \$1,000,000+
CopperPoint (Pacific Comp)	Indication - \$1,050,000
Employers	Declined - Class Codes
Hartford	Declined - Class Codes

# Insurance Coverage Checklist

Below is a list of usually available, but not all inclusive, coverages. Those items checked represent the coverages proposed. If the item is not checked, the coverage is not included. If you are interested in an explanation of and/or quotation for any of these coverages, please let us know.

<input type="checkbox"/> Property (Building and Contents, Including Property of Others)	<input type="checkbox"/> Crime/ERISA
<input type="checkbox"/> Building Ordinance	<input type="checkbox"/> Employee Dishonesty
<input type="checkbox"/> Equipment Breakdown	<input type="checkbox"/> Money and Securities
<input type="checkbox"/> Business Income	<input type="checkbox"/> Forgery and Alteration
<input type="checkbox"/> Extra Expense	<input type="checkbox"/> Computer Fraud
<input type="checkbox"/> Loss of Rents	<input type="checkbox"/> General Liability
<input type="checkbox"/> Flood	<input type="checkbox"/> Employee Benefits Liability
<input type="checkbox"/> Earthquake	<input type="checkbox"/> Aircraft Liability/Drone
<input type="checkbox"/> Earthquake Sprinkler Leakage	<input type="checkbox"/> Automobile
<input type="checkbox"/> Electronic Data Processing	<input type="checkbox"/> Foreign Property/Liability/WC
<input type="checkbox"/> Signs	<input checked="" type="checkbox"/> Umbrella/Excess Liability
<input type="checkbox"/> Motor Truck Cargo Liability	<input checked="" type="checkbox"/> Workers' Compensation Employers Liability
<input type="checkbox"/> Transportation	<input type="checkbox"/> Directors and Officers Liability
<input type="checkbox"/> Ocean Cargo	<input type="checkbox"/> Employment Practices Liability
<input type="checkbox"/> Employee's Tool Floater	<input type="checkbox"/> Fiduciary Liability
<input type="checkbox"/> Equipment Floater	<input type="checkbox"/> Kidnap & Ransom
<input type="checkbox"/> Installation Floater	<input type="checkbox"/> Cyber/Privacy Liability/Internet Exposure
<input type="checkbox"/> Valuable Papers (On & Off Premises)	<input type="checkbox"/> Educators Legal Liability
<input type="checkbox"/> Accounts Receivable	<input type="checkbox"/> Pollution Liability
<input type="checkbox"/> Mold	<input type="checkbox"/> Miscellaneous Professional Liability
<input type="checkbox"/> Terrorism	<input type="checkbox"/> Law Enforcement Liability
<input type="checkbox"/> Funds Transfer Fraud	<input checked="" type="checkbox"/> Student Accident
	<input type="checkbox"/> Active Assailant/Workplace Violence
	<input checked="" type="checkbox"/> Volunteer Accident

# Proposal Acceptance

## Community Action Partnership of Kern County

<u>Yes</u>	<u>No</u>	<u>Quote Option</u>
<hr/>	<hr/>	Workers Compensation Renewal - Cypress Insurance
<hr/>	<hr/>	Student & Volunteer Accident Renewal - QBE Insurance Corporation
<hr/>	<hr/>	Insurance Coverage Checklist – Would you like a quote for any of the coverages listed on the insurance coverage checklist section of our proposal?

(NOTES:)

This proposal is a summary of terms and conditions proposed by the insurers based on information obtained from you. The policy must be reviewed for all of the coverages, terms, conditions, and exclusions. Policy forms will be made available at your request. The issued policy will supersede this proposal.

Higher limits may be available for all coverages.

I have reviewed and accept the coverages and disclosures as summarized in this proposal with any changes indicated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## BEST FINANCIAL STRENGTH RATING GUIDE - (FSR)

A Best's Financial Strength Rating (FSR) is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. An FSR is not assigned to specific insurance policies or contracts and does not address any other risk, including, but not limited to, an insurer's claims-payment policies or procedures; the ability of the insurer to dispute or deny claims payment on grounds of misrepresentation or fraud; or any specific liability contractually borne by the policy or contract holder. An FSR is not a recommendation to purchase, hold or terminate any insurance policy, contract or any other financial obligation issued by an insurer, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. In addition, an FSR may be displayed with a rating identifier, modifier or affiliation code that denotes a unique aspect of the opinion.

### Best's Financial Strength Rating (FSR) Scale

Rating Categories	Rating Symbols	Rating Notches*	Category Definitions
Superior	A+	A++	Assigned to insurance companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.
Excellent	A+	A-	Assigned to insurance companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.
Good	B+	B++	Assigned to insurance companies that have, in our opinion, a good ability to meet their ongoing insurance obligations.
Fair	B	B-	Assigned to insurance companies that have, in our opinion, a fair ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Marginal	C+	C++	Assigned to insurance companies that have, in our opinion, a marginal ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Weak	C	C-	Assigned to insurance companies that have, in our opinion, a weak ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Poor	D	-	Assigned to insurance companies that have, in our opinion, a poor ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.

### Financial Strength Non-Rating Designations

Designation Symbols	Designation Definitions
E	Status assigned to insurance companies that are publicly placed under a significant form of regulatory supervision, control or restraint - including cease and desist orders, conservatorship or rehabilitation, but not liquidation - that prevents conduct of normal ongoing insurance operations; an impaired insurer.
F	Status assigned to insurance companies that are publicly placed in liquidation by a court of law or by forced liquidation; an impaired insurer.
S	Status assigned to rated insurance companies to suspend the outstanding FSR when sudden and significant events impact operations and rating implications cannot be evaluated due to lack of timely or adequate information; or in cases where continued maintenance of the previously published rating opinion is in violation of evolving regulatory requirements.
NR	Status assigned to insurance companies that are not rated; may include previously rated insurance companies of insurance companies that have never been rated by A.M. Best

### Rating Disclosure - Use and Limitations

A Best's Credit Rating (BCR) is a forward-looking independent and objective opinion regarding an insurer's, issuer's or financial obligation's relative creditworthiness. The opinion represents a comprehensive analysis consisting of a quantitative and qualitative evaluation of balance sheet strength, operating performance, business profile and enterprise risk management or, where appropriate, the specific nature and details of a security. Because a BCR is a forward-looking opinion as of the date it is released, it cannot be considered as a fact or guarantee of future credit quality and therefore cannot be described as accurate or inaccurate. A BCR is a relative measure of risk that implies credit quality and is assigned using a scale with a defined population of categories and notches. Entities or obligations assigned the same BCR symbol developed using the same scale, should not be viewed as completely identical in terms of credit quality. Alternatively, they are alike in category (or notches within a category), but given there is a prescribed progression of categories (and notches) used in assigning the ratings of a much larger population of entities or obligations, the categories (notches) cannot mirror the precise subtleties of risk that are inherent within similarly rated entities or obligations. While a BCR reflects the opinion of A.M. Best Rating Services, Inc. (AM Best) of relative creditworthiness, it is not an indicator or predictor of defined impairment or default probability with respect to any specific insurer, issuer or financial obligation. A BCR is not investment advice, nor should it be construed as a consulting or advisory service, as such; it is not intended to be utilized as a recommendation to purchase, hold or terminate any insurance policy, contract, security or any other financial obligation, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. Users of a BCR should not rely on it in making any investment decision; however, if used, the BCR must be considered as only one factor. Users must make their own evaluation of each investment decision. A BCR opinion is provided on an "as is" basis without any expressed or implied warranty. In addition, a BCR may be changed, suspended or withdrawn at any time for any reason at the sole discretion of AM Best.

BCRs are distributed via the AM Best website at [www.ambest.com](http://www.ambest.com). For additional information regarding the development of a BCR and other rating-related information and definitions, including outlooks, modifiers, identifiers and affiliation codes, please refer to the report titled "Understanding Best's Credit Ratings" available at no charge on the AM Best website. BCRs are proprietary and may not be reproduced without permission.

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Version 010219



# Types of Insurance Carriers

## Non-Admitted

This is an insurance carrier that is not licensed by the State of California, but is domiciled and admitted in other states and approved for use in California by the Department of Insurance. It is published on the List of Approved Surplus Lines Insurers (LASLI).

Carriers are strictly regulated by their state of domicile and must meet strict surplus lines laws and regulations in order to provide insurance in California.

These carriers are not backed by the California Insurance Guarantee Association (CIGA). They are used when coverage is not available from an admitted company either because domestic carriers feel it is too risky or because broader coverage may be available from a non-admitted carrier.

## Admitted

This is an insurance carrier that is licensed to do business in California and regulated by the Department of Insurance. Carriers are strictly regulated. Rates and policy forms must be filed with the Department of Insurance and approved before they can be offered to the insurance consumer.

The carrier is backed by the Insurance Guarantee Association (CIGA), which provides insurance against carriers which become insolvent. It assumes limited responsibility for all claims up to \$500,000, with the exception of Worker's Compensation, which has no limitation. Ocean Cargo and Crime coverages are not insured through the Association.



# **CERTIFIED TERRORISM Terrorism Risk Insurance Act – “TRIA” and Terrorism Risk Insurance Program Reauthorization Act of 2015 – “TRIPRA”)**

"Certified Terrorism" is coverage offered by insurance carriers that have the financial backing of the U. S. government under the Terrorism Act of 2002, the Terrorism Risk Insurance Extension Act of 2005, the Reauthorization Act of 2007 and the Reauthorization Act of 2015. The Act is known as “TRIA.”

"Certified Terrorism" is defined under the act as: Any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States, to be an act of terrorism. Criteria include:

- a. The act is an act of terrorism.
- b. The act is violent or dangerous to human life, property of infrastructure.
- c. The act resulted in damage within the United States, or outside of the United States Missions or certain air carriers or vessels.
- d. The act has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States government by coercion.
- e. The act must cause at least \$5,000,000 in overall insured losses attributable to all types of insurance subject to the Act.
- f. The Federal Government will pay based on formula established by law; 85% through 2015, 84% 2016; 83% 2017; 82% 2018; 81% 2019 and 80% 2020, but no more than 100 billion dollars. The carrier's maximum payment is 100 billion dollars in total for all losses.

No act may be certified as an act of terrorism if the act is committed as part of the course of a war declared by Congress (except for Workers' Compensation) or if losses resulting from the act, in the aggregate for insurance subject to TRIA, do not exceed \$5,000,000.

# IMPORTANT DECLARATION AND DISCLOSURE INFORMATION

This document and the information contained herein is designed in a format that is easy to understand and compare against previous insurance programs. As such, it is necessary to use generalized terminology. This document does not in any way confirm that coverage is, or will be, in effect. Coverage can only commence after your request for coverage is accepted by the insurance company, and a deposit premium has been received. This proposal does not in any way infer or suggest that coverage as proposed will be broader than the standard forms provided by the quoted insurance company unless the broadening features are specifically mentioned in writing in this format. The presenter of this proposal has no authority to broaden or infer coverages beyond those that are stated in writing. This proposal is only valid for 30 days.

This proposal is a summary of terms and conditions proposed by the insurers based on the information obtained from you. Therefore, you are solely responsible for the accuracy of the information furnished to the insurance carriers. We are not responsible for verifying any of this information which you have provided, nor shall we have any liability that arises from the inaccuracy of the information which you provided. All changes in your exposures to loss should be reported to us immediately so that proper coverage may be affected.

The policy must be reviewed for all of the coverages, terms, conditions, and exclusions. Policy forms will be made available at your request. The issued policy will supersede this proposal.

Upon acceptance of this proposal, it is necessary to effect insurance with proper values. Reviewing each of the coverages proposed and making changes and updates in accordance with current information and conditions is recommended. Higher limits may be available upon request.

It is important to note that any requests that you make, regarding this proposal or into the future, to change or bind your insurance coverage through email, voicemail or verbally with our staff will not take effect until written notice is received from us.

Any advice or guidance provided by any of our staff shall not be construed or relied upon as legal, accounting or actuarial advice. We encourage you to work with other professionals in those specific areas and for those specific matters.

Please also note that many insurance carriers have very strict claim reporting terms and conditions and can include wording that restricts or negates coverage should the carrier not be immediately notified of a potential claim. It is important that you refer to your actual policies for these requirements and follow them closely.

## **Compensation**

For the placement and service of your insurance program, we will receive commission-based compensation from selected insurance companies and/or wholesale intermediaries. The compensation received by us may differ depending on the product and the insurance company. We may receive additional contingent compensation from these insurance companies based upon other aggregate factors, such as claims experience, growth in new business, retention of the business, total premium volume placed, etc. We may also be reimbursed for services rendered under contract with selected premium finance companies that agree to finance your insurance premiums. Any additional fees in lieu of commissions or for services such as claims, loss control and general risk management, will be outlined in the proposal.

## **Data Protection and Use**

We are committed to protecting the privacy of your personal data. In our role as an insurance broker, we may use the data you provided us in the process of securing quotes or coverage, claims management, typical policy servicing, etc. and that data may be provided to various insurance carriers or intermediaries. If you have any specific questions about the use or access to this data, please let us know and we would be happy to discuss it with you.

## IMPORTANT DECLARATION AND DISCLOSURE INFORMATION

With respect to your logo(s) and unless otherwise instructed by you, we may, without notice or consent, use your logo(s) and other publicly available information in our marketing efforts and materials with the intent of adding additional clients and growing our business.


### **Insurance Carrier Rating**

If we have provided information in the proposal as to the current rating of an insurance carrier through the AM Best Company, which is an independent rating company, please understand that to the best of our ability we are providing their current rating as of the date of the proposal. However, these ratings are subject to change at any time. Therefore, if the rating of the carrier is important to you or your business, we advise that you check the current rating by accessing their website directly at [ambest.com](http://ambest.com) for the most current status and rating of your insurance carrier.




## MEMORANDUM

**To:** Executive Committee



**From:** Alan Rodriguez, Administrator of CalFresh Healthy Living Program

  
Susana Magana, Director of Health and Nutrition

**Date:** July 26, 2023

**Subject:** *Agenda Item 4b* - CalFresh Healthy Living FFY24-26 Grant Agreement  
- Action Item

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The CalFresh Healthy Living (CFHL) program provides nutrition education, physical activity education, training, and assists other community agencies to develop policies and systems that help build a healthy, food secure, and knowledgeable community. CFHL also supports state and county efforts by implementing a comprehensive program that includes building partnerships, collaborating with other community agencies to provide social services, and providing researched based educational opportunities that help enrich the lives of the residents of Kern County.

CAPK acquired and implemented the CFHL grant in September 2019. The Federal Fiscal Year extends from October to September, and the grant extends over a span of three years, 2024-2026. The award amount per year is \$1,824,793.00. The intent of the CFHL program is to continue to provide community-based services for low-income and CalFresh eligible recipients in Kern County which also supports CAPK Strategic Goal #1 that focuses on increasing access to healthy affordable food, that supports the health of Kern County residents.

### **Recommendation**

Staff recommends the Executive Committee approve, with resolution, the acceptance of the Federal Fiscal Year 2024-2026 Continued Funding contract for California Department of Public Health by way of the USDA/FNS and authorize the Chief Executive Officer to execute the agreement and any amendments throughout the term of the contract.

### **Attachments:**

*Resolution #2023-  
CDPH 1229 Grant Agreement  
Exhibit B Budget Details  
Exhibit C Standard Grant Conditions  
Exhibit E Additional Provisions  
Exhibit F Federal Terms & Conditions*



## RESOLUTION # 2023-13

### **A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Acceptance of the CalFresh Healthy Living (CFHL) Award from the California Department of Public Health (CDPH) for Federal Fiscal Years 2024-2026**

The Executive Committee of the Board of Directors of Community Action Partnership of Kern, met on July 26, 2023, at a regularly scheduled meeting, at the CAPK Administrative Offices located at 5005 Business Park North, Bakersfield, CA 93309 and resolved as follows:

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

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

**WHEREAS**, California Department of Public Health has requested Community Action Partnership of Kern submit a Resolution as authorization to execute the Grant Agreement; and

**WHEREAS**, CAPK’s CalFresh Healthy Living (CFHL) program is requesting approval by the CAPK Board of Directors to authorize the Chief Executive Officer to execute the Grant Agreement totaling \$1,824,793.00; and

**NOW, THEREFORE**, be it resolved that CAPK Board of Directors hereby authorize the Chief Executive Officer to act on behalf of the Board as CAPK’s representative signatory with regard to the CFHL grant agreement for FFY 2024-2026 and any amendments throughout the term of the agreement.

**APPROVED** by a majority vote of the Executive Committee of the Board of Directors of Community Action Partnership of Kern, this 26<sup>th</sup> day of July 2023.

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Fred Plane, Chair  
CAPK Board of Directors

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Date

***NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH  
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM-EDUCATION***

**Awarded By**  
**THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, hereinafter “Department”**  
**TO**  
**[Community Action Partnership of Kern], hereinafter “Grantee”**

**Implementing the [“CalFresh Healthy Living Program,” hereinafter “Project”**

**GRANT AGREEMENT NUMBER [23–10317]**

The Department awards this Grant and the Grantee accepts and agrees to use the Grant funds as follows:

**AUTHORITY:** The Department has authority to grant funds for the Project [Health and Safety Code \(HSC\), Section 131085\(a\)\(b\)](#)

**PURPOSE:** The Department administers a portion of the United States Department of Agriculture (USDA)-funded Supplemental Nutrition Assistance Program – Education (SNAP-Ed), known in California as the CalFresh Healthy Living program (CFHL). The purpose of the Grant is to provide allowable nutrition education and obesity prevention activities and interventions for low-income Californians under the CFHL program. The negative health effects of obesity and resulting chronic diseases, such as heart disease, high blood pressure, diabetes, arthritis, and some forms of cancer, are well-documented. Obesity rates continue to grow and remain high among children, adolescents, and adults. The focus of the project is upstream public health approaches and individual and organizational health promotion to help the CFHL target audience establish healthy eating habits, a physically active lifestyle, and for primary prevention of disease. The CalFresh Healthy Living program in California offers a comprehensive public health approach that enables partners to work together to prevent obesity and serve California’s individuals and families with low incomes. The target audience for CFHL is CFHL-eligible Californians. CFHL-eligible individuals refer to the SNAP-Ed eligible audience, specifically SNAP participants and other low-income individuals who qualify for SNAP (CalFresh Food) benefits or other means-tested Federal assistance programs. The term “means-tested Federal Assistance programs” is defined as Federal programs that require the populations, they serve have a gross individual or family income at or below 185 percent of the Federal Poverty Level. There may be additional eligibility requirements to receive these programs, which provide cash and noncash assistance to eligible individuals and families. |

**GRANT AMOUNT:** The maximum amount payable under this Grant Agreement shall not exceed the amount of [\$6,569,256.00]. The total budget authority for this grant includes an additional 20 percent above the FFY 2024-2026 funding allocation projections. This additional amount provides flexibility for budget allocations and minimizes the administrative burden in the event additional funds become available and are awarded to the Grantee. The maximum amount of this grant does not guarantee that the Grantee will receive this full amount. Funds awarded above the base funding allocation projection amount are contingent upon available funds.

**TERM OF GRANT AGREEMENT:** The term of the Grant shall begin on [October 1, 2023] and terminates on [September 30, 2026]. No funds may be requested or invoiced for services performed or costs incurred after [September 30, 2026].

**PROJECT REPRESENTATIVES.** The Project Representatives during the term of this Grant will be:

<b>California Department of Public Health</b>	Grantee: <b>Community Action Partnership of Kern</b>
Name: Kimmy Casjens	Name: Susana Magana, Director of Health and Nutrition
Address: 1616 Capitol Avenue	Address: 5005 Business Park North
Sacramento, CA 95814	Bakersfield, CA 93309
Phone: 916-449-5456	Phone: 661-336-5236
E-mail: Kimmy.casjens@cdph.ca.gov	E-mail: <a href="mailto:smagana@capk.org">smagana@capk.org</a>

Direct all inquiries to the following representatives:

<b>California Department of Public Health, Project Officer]</b>	Grantee: <b>Community Action Partnership of Kern</b>
Attention: Chris Bilbrey	Attention: Susana Magana, Director of Health and Nutrition
Address: 1616 Capitol Avenue	Address: 5005 Business Park North
Sacramento, CA 95814	Bakersfield, CA 93309
Phone: 916-319-9809	Phone: 661-336-5236
E-mail: <a href="mailto:Chris.bilbrey@cdph.ca.gov">Chris.bilbrey@cdph.ca.gov</a>	E-mail: <a href="mailto:smagana@capk.org">smagana@capk.org</a>

All payments from CDPH to the Grantee; shall be sent to the following address:

Remittance Address
Grantee: Community Action Partnership of Kern
Attention: Tracy Webster
Address: 5005 Business Park North Bakersfield, CA 93309
Phone: 661-336-5236
E-mail: <a href="mailto:twebster@capk.org">twebster@capk.org</a>

Either party may make changes to the Project Representatives, or remittance address, by giving a written notice to the other party. Said changes shall not require an amendment to this agreement but must be maintained as supporting documentation. Note: Remittance address changes will require the Grantee to submit a completed CDPH 9083 Governmental Entity Taxpayer ID Form or STD 204 Payee Data Record Form and the STD 205 Payee Data Supplement, which can be requested through the CDPH Project Representatives for processing.

**STANDARD GRANT PROVISIONS.** The Grantee must adhere to all Exhibits listed and any subsequent revisions. The following Exhibits are attached hereto or attached by reference and made a part of this Grant Agreement:

- Exhibit A GRANT APPLICATION FORMS (Response from applicant)
- Exhibit B BUDGET DETAIL AND PAYMENT PROVISIONS
- Exhibit C STANDARD GRANT CONDITIONS
- Exhibit D FEDERAL FISCAL YEAR 2024-2026 FUNDING APPLICATION PACKAGE – Including all the requirements and attachments contained therein
- Exhibit E ADDITIONAL PROVISIONS
- Exhibit F FEDERAL TERMS AND CONDITIONS



**GRANTEE REPRESENTATIONS:** The Grantee(s) accepts all terms, provisions, and conditions of this grant, including those stated in the Exhibits incorporated by reference above. The Grantee(s) shall fulfill all assurances and commitments made in the application, declarations, other accompanying documents, and written communications (e.g., e-mail, correspondence) filed in support of the request for grant funding. The Grantee(s) shall comply with and require its subgrantee’s to comply with all applicable laws, policies, and regulations.

IN WITNESS THEREOF, the parties have executed this Grant on the dates set forth below.

Executed By:

Date: \_\_\_\_\_  
|  
| Jeremy T. Tobias  
| Chief Executive Officer  
| Community Action Partnership of Kern  
| 5005 Business Park North  
| Bakersfield, CA 93309

Date: \_\_\_\_\_  
|  
| Maksim Lyulkin, Chief  
| Fiscal Services Unit  
| California Department of Public Health  
| 1616 Capitol Avenue, Suite 74.262  
| P.O. Box 997377, MS 1800- 1804  
| Sacramento, CA 95899-7377

**Exhibit B**  
Budget Detail and Payment Provisions

**1. Invoicing and Payment**

- A.** Upon completion of project activities as provided in Exhibit A Grant Application / Attachment 1 Grantee Written Modification, and upon receipt and approval of the invoices, the State agrees to reimburse the Grantee for activities performed and expenditures incurred in accordance with the total amount of this agreement.
- B.** Invoices shall include the Grant Number and shall be submitted not more frequently than monthly in arrears to:
- Kimmy Casjens, Contract Manager  
California Department of Public Health  
Nutrition Education and Obesity Prevention Branch  
[neopbfiscalrequest@cdph.ca.gov](mailto:neopbfiscalrequest@cdph.ca.gov)
- C.** Invoices shall:
- 1) Be submitted no more than thirty (30) calendar days following the last day of the reporting period, with a fifteen (15)-day grace period (45 days total).
  - 2) Be prepared on Grantee letterhead. If invoices are not on produced letterhead, invoices must be signed by an authorized official, employee, or agent certifying that the expenditures claimed represent activities performed and are in accordance with Exhibit A Grant Application under this Grant.
  - 3) Bear the Grantee's name as shown on the Grant.
  - 4) Identify the billing and/or performance period covered by the invoice.
  - 5) Itemize costs for the billing period in the same or greater level of detail as indicated in this Grant. Subject to the terms of this Grant, reimbursement may only be sought for those costs and/or cost categories expressly identified as allowable and approved by CDPH.
- D.** Amount awarded under this Grant amount is identified in the CDPH 1229 Grant Agreement.

**2. Budget Contingency Clause**

- A.** It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to fulfill any provisions of this Agreement.
- B.** If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State or offer an agreement amendment to Grantee to reflect the reduced amount.

**Exhibit B**  
Budget Detail and Payment Provisions

**3. Prompt Payment Clause**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

**4. Amounts Payable**

- A.** The amounts payable under this Grant shall not exceed \$6,569,256.00.
- B.** Payment Allocations shall be made for allowable expenses up to the amount annually encumbered commensurate with the state fiscal year in which services are fulfilled and / or goods are received.

**5. Timely Submission of Final Invoice**

- A.** A final undisputed invoice shall be submitted for payment no more than forty-five (45) calendar days following the expiration or termination date of this Grant, unless a later or alternate deadline is agreed to in writing by the program grant manager. Said invoice should be clearly marked "Final Invoice", indicating that all payment obligations of the State under this Grant have ceased and that no further payments are due or outstanding.
- B.** The State may, at its discretion, choose not to honor any delinquent final invoice if the Grantee fails to obtain prior written State approval of an alternate final invoice submission deadline.

**6. Travel and Per Diem Reimbursement**

Any reimbursement for necessary travel and per diem shall, unless otherwise specified in this Agreement, be at the rates currently in effect, as established by the California Department of Human Resources (Cal HR). If the Cal HR rates change during the term of the Agreement, the new rates shall apply upon their effective date and no amendment to this Agreement shall be necessary. No travel outside the State of California shall be reimbursed without prior authorization from the CDPH. Verbal authorization should be confirmed in writing. Written authorization may be in a form including fax or email confirmation.

## EXHIBIT C

### STANDARD GRANT CONDITIONS

1. **APPROVAL:** This Grant is of no force or effect until signed by both parties and approved by the Department of General Services, if required. The Grantee may not commence performance until such approval has been obtained
2. **AMENDMENT:** No amendment or variation of the terms of this Grant shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or Agreement not incorporated in the Grant is binding on any of the parties. In no case shall the Department materially alter the scope of the Project set forth in Exhibit A.
3. **ASSIGNMENT:** This Grant is not assignable by the Grantee, either in whole or in part, without the written consent of the Grant Manager in the form of a written amendment to the Grant.
4. **AUDIT:** Grantee agrees that the Department, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to this Grant. Grantee agrees to maintain such records for a possible audit for a minimum of three (3) years after final payment or completion of the project funded with this Grant, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to the project.
5. **CONFLICT OF INTEREST:** Grantee certifies that it is in compliance with all applicable state and/or federal conflict of interest laws.
6. **INDEMNIFICATION:** Grantee agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the project, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Grantee in the performance of any activities related to the Project.
7. **FISCAL MANAGEMENT SYSTEMS AND ACCOUNTING STANDARDS:** Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of all grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of any applicable state or federal law, or the provisions of this Grant. Grantee further agrees that it will maintain separate Project accounts in accordance with generally accepted accounting principles.
8. **GOVERNING LAW:** This Grant is governed by and shall be interpreted in accordance with the laws of the State of California.

- 9. INCOME RESTRICTIONS:** Grantee agrees that any refunds, rebates, credits, or other amounts (including any interest thereon) accruing to or received by the Grantee under this Grant shall be paid by the Grantee to the Department, to the extent that they are properly allocable to costs for which the Grantee has been reimbursed by the Department under this Grant.
- 10. INDEPENDENT CONTRACTOR:** Grantee, and its agents and employees of Grantee, in the performance of the Project, shall act in an independent capacity and not as officers, employees or agents of the Department.
- 11. MEDIA EVENTS:** Grantee shall notify the Department's Grant Manager in writing at least twenty (20) working days before any public or media event publicizing the accomplishments and/or results of the Project and provide the opportunity for attendance and participation by Department's representatives.
- 12. NO THIRD-PARTY RIGHTS:** The Department and Grantee do not intend to create any rights or remedies for any third- party as a beneficiary of this Grant or the project.
- 13. NOTICE:** Grantee shall promptly notify the Department's Grant Manager in writing of any events, developments or changes that could affect the completion of the project or the budget approved for this Grant.
- 14. PROFESSIONALS:** Grantee agrees that only licensed professionals will be used to perform services under this Grant where such services are called for.
- 15. RECORDS:** Grantee certifies that it will maintain Project accounts in accordance with generally accepted accounting principles. Grantee further certifies that it will comply with the following conditions for a grant award as set forth in the Request for Applications (Exhibit D) and the Grant Application (Exhibit A).
- A. Establish an official file for the Project which shall adequately document all significant actions relative to the Project;
  - B. Establish separate accounts which will adequately and accurately depict all amounts received and expended on this Project, including all grant funds received under this Grant;
  - C. Establish separate accounts which will adequately depict all income received which is attributable to the Project, especially including any income attributable to grant funds disbursed under this Grant;
  - D. Establish an accounting system which will adequately depict final total costs of the Project, including both direct and indirect costs; and,
  - E. Establish such accounts and maintain such records as may be necessary for the state to fulfill federal reporting requirements, including any and all reporting requirements under federal tax statutes or regulations.
- 16. RELATED LITIGATION:** Under no circumstances may Grantee use funds from any disbursement under this Grant to pay for costs associated with any litigation between the Grantee and the Department.

**17. RIGHTS IN DATA:** Grantee and the Department agree that all data, plans, drawings, specifications, reports, computer programs, operating manuals, notes, and other written or graphic work submitted under Exhibit A in the performance of the Project funded by this Grant shall be in the public domain. Grantee may disclose, disseminate and use in whole or in part, any final form data and information received, collected, and developed under this Project, subject to appropriate acknowledgment of credit to the Department for financial support. Grantee shall not utilize the materials submitted to the Department (except data) for any profit making venture or sell or grant rights to a third-party who intends to do so. The Department has the right to use submitted data for all governmental purposes.

**18. VENUE: (This provision does not apply to Local Governmental Entities)**

The Department and Grantee agree that any action arising out of this Grant shall be filed and maintained in the Superior Court, California. Grantee waives any existing sovereign immunity for the purposes of this Grant, if applicable.

**19. STATE-FUNDED RESEARCH GRANTS:**

- A. Grantee shall provide for free public access to any publication of a department-funded invention or department-funded technology. Grantee further agrees to all terms and conditions required by the California Taxpayer Access to Publicly Funded Research Act (Chapter 2.5 (commencing with Section 13989) of Part 4.5 of Division 3 of Title 2 of the Government Code).
- B. As a condition of receiving the research grant, Grantee agrees to the following terms and conditions which are set forth in Government Code section 13989.6 ("Section 13989.6"):
  - 1) Grantee is responsible for ensuring that any publishing or copyright agreements concerning submitted manuscripts fully comply with Section 13989.6.
  - 2) Grantees shall report to the Department the final disposition of the research grant, including, but not limited to, if it was published, when it was published, where it was published, when the 12-month time period expires, and where the manuscript will be available for open access.
  - 3) For a manuscript that is accepted for publication in a peer-reviewed journal, the Grantee shall ensure that an electronic version of the peer-reviewed manuscript is available to the department and on an appropriate publicly accessible database approved by the Department, including, but not limited to, the University of California's eScholarship Repository at the California Digital Library, PubMed Central, or the California Digital Open Source Library, to be made publicly available not later than 12 months after the official date of publication. Manuscripts submitted to the California Digital Open Source Library shall be exempt from the requirements in subdivision (b) of Section 66408 of the Education Code. Grantee shall make reasonable efforts to comply with this requirement by ensuring that their manuscript is accessible on an approved publicly accessible database, and notifying the Department that the manuscript is available on a department-approved database. If Grantee is unable to ensure that their manuscript is accessible on an approved publicly accessible database, Grantee may comply by providing the manuscript to the Department not later than 12 months after the official date of publication.

- 4) For publications other than those described in paragraph B.3 above,, including meeting abstracts, Grantee shall comply by providing the manuscript to the Department not later than 12 months after the official date of publication.
- 5) Grantee is authorized to use grant money for publication costs, including fees charged by a publisher for color and page charges, or fees for digital distribution.

Exhibit E  
Additional Provisions

**1. Additional Incorporated Documents**

A. The following documents and any subsequent updates are not attached but are incorporated herein and made a part hereof by this reference. CDPH will maintain on file, all documents referenced herein and any subsequent updates, as required by program directives. CDPH shall provide the Contractor with copies of said documents and any periodic updates thereto, under separate cover.

- 1) Administrative Guidelines Manual
- 2) LHD Program Letters:  
<https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/NEOPB/Pages/LHDProgramLetters.aspx>
- 3) SNAP-Ed Plan Guidance and Templates:  
<https://snaped.fns.usda.gov/program-administration/guidance-and-templates>

**2. Cancellation / Termination**

- A. This Grant may be cancelled by CDPH without cause upon thirty (30) calendar days advance written notice to the Grantee.
- B. CDPH reserves the right to cancel or terminate this Grant immediately for cause. The Grantee may submit a written request to terminate this Grant only if CDPH substantially fails to perform its responsibilities as provided herein.
- C. The term “for cause” shall mean that the Grantee fails to meet the terms, conditions, and/or responsibilities of this agreement. Causes for termination include, but are not limited to the following occurrences:
- 1) If the Grantee knowingly furnishes any statement, representation, warranty, or certification in connection with the agreement, which representation is materially false, deceptive, incorrect, or incomplete.
  - 2) If the Grantee fails to perform any material requirement of this Grant or defaults in performance of this agreement.
  - 3) Failure to adhere to the funding application parameters and or submitted plans to address the application deliverables.
  - 4) If the Grantee files for bankruptcy, or if CDPH determines that the Grantee becomes financially incapable of completing this agreement.
- D. Grant termination or cancellation shall be effective as of the date indicated in CDPH’s notification to the Grantee. The notice shall stipulate any final performance, invoicing or payment requirements.
- E. In the event of early termination or cancellation, the Grantee shall be entitled to compensation for services performed satisfactorily under this agreement and



Exhibit E  
Additional Provisions

expenses incurred up to the date of cancellation and any non-cancelable obligations incurred in support of this Grant.

- F.** In the event of termination, and at the request of CDPH, the Grantee shall furnish copies of all proposals, specifications, designs, procedures, layouts, copy, and other materials related to the services or deliverables provided under this Grant, whether finished or in progress on the termination date.
- G.** The Grantee will not be entitled to reimbursement for any expenses incurred for services and deliverables pursuant to this agreement after the effective date of termination.
- H.** Upon receipt of notification of termination of this Grant, and except as otherwise specified by CDPH, the Grantee shall:
  - 1) Place no further order or subgrants for materials, services, or facilities.
  - 2) Settle all outstanding liabilities and all claims arising out of such termination of orders and subgrants.
  - 3) Upon the effective date of termination of the Grant and the payment by CDPH of all items properly changeable to CDPH hereunder, Grantee shall transfer, assign and make available to CDPH all property and materials belonging to CDPH, all rights and claims to any and all reservations, grants, and arrangements with owners of media/PR materials, or others, and shall make available to CDPH all written information regarding CDPH's media/PR materials, and no extra compensation is to be paid to Grantee for its services.
  - 4) Take such action as may be necessary, or as CDPH may specify, to protect and preserve any property related to this agreement which is in the possession of the Grantee and in which CDPH has or may acquire an interest.
- I.** CDPH may, at its discretion, require the Grantee to cease performance of certain components of the Scope of Work as designated by CDPH and complete performance of other components prior to the termination date of the Grant.

**3. Avoidance of Conflicts of Interest by Grantee**

- A.** CDPH intends to avoid any real or apparent conflict of interest on the part of the Grantee, subgrants, or employees, officers and directors of the Grantee or subgrants. Thus, CDPH reserves the right to determine, at its sole discretion, whether any information, assertion or claim received from any source indicates the existence of a real or apparent conflict of interest; and, if a conflict is found to exist, to require the Grantee to submit additional information or a plan for resolving the conflict, subject to CDPH review and prior approval.
- B.** Conflicts of interest include, but are not limited to:

Exhibit E  
Additional Provisions

- 1) An instance where the Grantee or any of its subgrants, or any employee, officer, or director of the Grantee or any subgrant or has an interest, financial or otherwise, whereby the use or disclosure of information obtained while performing services under the grant would allow for private or personal benefit or for any purpose that is contrary to the goals and objectives of the grant.
  - 2) An instance where the Grantee's or any subgrant's employees, officers, or directors use their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business or other ties.
- C.** If CDPH is or becomes aware of a known or suspected conflict of interest, the Grantee will be given an opportunity to submit additional information or to resolve the conflict. A Grantee with a suspected conflict of interest will have five (5) working days from the date of notification of the conflict by CDPH to provide complete information regarding the suspected conflict. If a conflict of interest is determined to exist by CDPH and cannot be resolved to the satisfaction of CDPH, the conflict will be grounds for terminating the grant. CDPH may, at its discretion upon receipt of a written request from the Grantee, authorize an extension of the timeline indicated herein.

**4. Dispute Resolution Process**

- A.** A Grantee grievance exists whenever there is a dispute arising from CDPH's action in the administration of an agreement. If there is a dispute or grievance between the Grantee and CDPH, the Grantee must seek resolution using the procedure outlined below.
- 1) The Grantee should first informally discuss the problem with the CDPH Program Grant Manager. If the problem cannot be resolved informally, the Grantee shall direct its grievance together with any evidence, in writing, to the program Branch Chief. The grievance shall state the issues in dispute, the legal authority or other basis for the Grantee's position and the remedy sought. The Branch Chief shall render a decision within ten (10) working days after receipt of the written grievance from the Grantee. The Branch Chief shall respond in writing to the Grantee indicating the decision and reasons therefore. If the Grantee disagrees with the Branch Chief's decision, the Grantee may appeal to the second level.
  - 2) When appealing to the second level, the Grantee must prepare an appeal indicating the reasons for disagreement with Branch Chief's decision. The Grantee shall include with the appeal a copy of the Grantee's original statement of dispute along with any supporting evidence and a copy of the Branch Chief's decision. The appeal shall be addressed to the Deputy Director of the division in which the branch is organized within ten (10) working days from receipt of the Branch Chief's decision. The Deputy Director of the division in which the branch is organized or his/her designee shall meet with the Grantee to review the issues raised. A written decision signed by the Deputy Director of the division in which

Exhibit E  
Additional Provisions

the branch is organized or his/her designee shall be directed to the Grantee within twenty (20) working days of receipt of the Grantee's second level appeal.

- B.** If the Grantee wishes to appeal the decision of the Deputy Director of the division in which the branch is organized or his/her designee, the Grantee shall follow the procedures set forth in Division 25.1 (commencing with Section 38050) of the Health and Safety Code and the regulations adopted thereunder. (Title 1, Division 2, Chapter 2, Article 3 (commencing with Section 1140) of the California Code of Regulations).
- C.** Disputes arising out of an audit, examination of an agreement or other action not covered by subdivision (a) of Section 20204, of Chapter 2.1, Title 22, of the California Code of Regulations, and for which no procedures for appeal are provided in statute, regulation or the Agreement, shall be handled in accordance with the procedures identified in Sections 51016 through 51047, Title 22, California Code of Regulations.
- D.** Unless otherwise stipulated in writing by CDPH, all dispute, grievance and/or appeal correspondence shall be directed to the CDPH Grant Manager.
- E.** There are organizational differences within CDPH's funding programs and the management levels identified in this dispute resolution provision may not apply in every contractual situation. When a grievance is received and organizational differences exist, the Grantee shall be notified in writing by the CDPH Grant Manager of the level, name, and/or title of the appropriate management official that is responsible for issuing a decision at a given level.

**5. Executive Order N-6-22 - Economic Sanctions**

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Grantee is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this Agreement. The State shall provide Grantee advance written notice of such termination, allowing Grantee at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

Prior to awarding and executing grant, the State shall conduct its due diligence to determine if the proposed awardee is a named individual or entity on federal and any state Economic Sanctions lists. If the proposed awardee is listed, the State shall refrain from entering into the Grant. Resources for locating names of sanctioned individuals and entities are available on the DGS Office of Legal Services' webpage: [Ukraine-Russia \(ca.gov\)](https://dgs.ca.gov/ukraine-russia).

Exhibit E  
Additional Provisions

If this Agreement is valued at \$5 million or more, upon execution the State will send a separate notification outlining additional requirements specified under the EO. Compliance with this Economic Sanctions imposed in response to Russia's actions in Ukraine is required, including with respect to, but not limited to, the federal executive orders identified in the EO and the sanctions identified on the U.S. Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctionsprograms-and-country-information/ukraine-russia-related-sanctions>). Failure to comply may result in the termination of this Agreement.

**Exhibit F  
Federal Terms and Conditions**

*(For Federally Funded Grant Agreements)*

This exhibit contains provisions that require strict adherence to various contracting laws and policies.

**Index of Special Terms and Conditions**

1. Federal Funds
2. Federal Equal Employment Opportunity Requirements
3. Debarment and Suspension Certification
4. Covenant Against Contingent Fees
5. Lobbying Restrictions and Disclosure Certification
6. Additional Restrictions
7. Human Subjects Use Requirements
8. Audit and Record Retention
9. Federal Requirements

## 1. Federal Funds

(Applicable only to that portion of an agreement funded in part or whole with federal funds.)

- a. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Agreement were executed after that determination was made.
- b. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the fiscal years covered by the term of this Agreement. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this Agreement in any manner.
- c. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.
- d. CDPH has the option to invalidate or cancel the Agreement with 30-days advance written notice or to amend the Agreement to reflect any reduction in funds.

## 2. Federal Equal Opportunity Requirements

(Applicable to all federally funded grants entered into by the California Department of Public Health (CDPH) formerly known as California Department of Health Services (CDHS).)

- a. The Grantee will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. The Grantee will take affirmative action to ensure that qualified applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and career development opportunities and selection for training, including apprenticeship. The Grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government or CDPH, setting forth the provisions of the Equal Opportunity clause, Section 503 of the Rehabilitation Act of 1973 and the affirmative action clause required by the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212). Such notices shall state the Grantee's obligation under the law to take affirmative action to employ and advance in employment qualified applicants without discrimination based on their race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era and the rights of applicants and employees.
- b. The Grantee will, in all solicitations or advancements for employees placed by or on behalf of the Grantee, state that all qualified applicants will receive consideration for employment

without regard to race, color, religion, sex, national origin physical or mental handicap, disability, age or status as a disabled veteran or veteran of the Vietnam era.

- c. The Grantee will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice, to be provided by the Federal Government or the State, advising the labor union or workers' representative of the Grantee's commitments under the provisions herein and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The Grantee will comply with all provisions of and furnish all information and reports required by Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. 4212) and of the Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and of the rules, regulations, and relevant orders of the Secretary of Labor.
- e. The Grantee will furnish all information and reports required by Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," and the Rehabilitation Act of 1973, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the State and its designated representatives and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- f. In the event of the Grantee's noncompliance with the requirements of the provisions herein or with any federal rules, regulations, or orders which are referenced herein, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Grantee may be declared ineligible for further federal and state contracts in accordance with procedures authorized in Federal Executive Order No. 11246 as amended and such other sanctions may be imposed and remedies invoked as provided in Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g. The Grantee will include the provisions of Paragraphs a through g in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Federal Executive Order No. 11246 as amended, including by Executive Order 11375, 'Amending Executive Order 11246 Relating to Equal Employment Opportunity,' and as supplemented by regulation at 41 CFR part 60, "Office of the Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," or Section 503 of the Rehabilitation Act of 1973 or (38 U.S.C. 4212) of the Vietnam Era Veteran's Readjustment Assistance Act, so that such provisions will be binding upon each subgrantee or vendor. The Grantee will take such action with

respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs or CDPH may direct as a means of enforcing such provisions including sanctions for noncompliance provided, however, that in the event the Grantee becomes involved in, or is threatened with litigation by a subgrantee or vendor as a result of such direction by CDPH, the Grantee may request in writing to CDPH, who, in turn, may request the United States to enter into such litigation to protect the interests of the State and of the United States.

### **3. Debarment and Suspension Certification**

- a. By signing this Grant, the Grantee agrees to comply with applicable federal suspension and debarment regulations including, but not limited to 7 CFR Part 3017, 45 CFR 76, 40 CFR 32 or 34 CFR 85.
- b. By signing this Grant, the Grantee certifies to the best of its knowledge and belief, that it and its principals:
  - (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
  - (2) Have not within a three-year period preceding this application/proposal/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph b(2) herein; and
  - (4) Have not within a three-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State or local) terminated for cause or default.
  - (5) Shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under federal regulations (i.e., 48 CFR part 9, subpart 9.4), debarred, suspended, declared ineligible, or voluntarily excluded from participation in such transaction, unless authorized by the State.
  - (6) Will include a clause entitled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- c. If the Grantee is unable to certify to any of the statements in this certification, the Grantee shall submit an explanation to the CDPH Program Contract Manager.
- d. The terms and definitions herein have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549.



- e. If the Grantee knowingly violates this certification, in addition to other remedies available to the Federal Government, the CDPH may terminate this Agreement for cause or default.

#### 4. Covenant Against Contingent Fees

The Grantee warrants that no person or selling agency has been employed or retained to solicit/secure this Grant upon an agreement of understanding for a commission, percentage, brokerage, or contingent fee, except *bona fide* employees or *bona fide* established commercial or selling agencies retained by the Grantee for the purpose of securing business. For breach or violation of this warranty, CDPH shall have the right to annul this Grant without liability or in its discretion to deduct from the Grant price or consideration, or otherwise recover, the full amount of such commission, percentage, and brokerage or contingent fee.

#### 5. Lobbying Restrictions and Disclosure Certification

(Applicable to federally funded grants in excess of \$100,000 per Section 1352 of the 31, U.S.C.)

##### a. Certification and Disclosure Requirements

- (1) Each person (or recipient) who requests or receives a grant, subgrant, which is subject to Section 1352 of the 31, U.S.C., and which exceeds \$100,000 at any tier, shall file a certification (in the form set forth in Attachment 1, consisting of one page, entitled "Certification Regarding Lobbying") that the recipient has not made, and will not make, any payment prohibited by Paragraph b of this provision.
- (2) Each recipient shall file a disclosure (in the form set forth in Attachment 2, entitled "Standard Form-LLL 'disclosure of Lobbying Activities'") if such recipient has made or has agreed to make any payment using nonappropriated funds (to include profits from any covered federal action) in connection with a grant or any extension or amendment of that grant, which would be prohibited under Paragraph b of this provision if paid for with appropriated funds.
- (3) Each recipient shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affect the accuracy of the information contained in any disclosure form previously filed by such person under Paragraph a(2) herein. An event that materially affects the accuracy of the information reported includes:
  - (a) A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered federal action;
  - (b) A change in the person(s) or individuals(s) influencing or attempting to influence a covered federal action; or
  - (c) A change in the officer(s), employee(s), or member(s) contacted for the purpose of influencing or attempting to influence a covered federal action.
- (4) Each person (or recipient) who requests or receives from a person referred to in

Paragraph a(1) of this provision a grant or subgrant exceeding \$100,000 at any tier under a grant shall file a certification, and a disclosure form, if required, to the next tier above.

- (5) All disclosure forms (but not certifications) shall be forwarded from tier to tier until received by the person referred to in Paragraph a(1) of this provision. That person shall forward all disclosure forms to CDPH Program Contract Manager.

b. Prohibition

Section 1352 of Title 31, U.S.C., provides in part that no appropriated funds may be expended by the recipient of a federal contract or agreement, grant, loan, or cooperative agreement to pay 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 any of the following covered federal actions: the awarding of any federal contract or agreement, the making of any federal grant, the making of any federal loan, entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract or agreement, grant, loan, or cooperative agreement.

**6. Additional Restrictions**

Grantee shall comply with the restrictions under Division F, Title V, Section 503 of the Consolidated Appropriations Act, 2012 (H.R. 2055), which provides that:

“SEC. 503.(a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

(b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111–148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

(c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.”

## 7. Human Subjects Use Requirements

(Applicable only to federally funded agreements in which performance, directly or through a subgrantee/subaward, includes any tests or examination of materials derived from the human body.)

By signing this Agreement, Grantee agrees that if any performance under this Agreement or any subcontract or subagreement includes any tests or examination of materials derived from the human body for the purpose of providing information, diagnosis, prevention, treatment or assessment of disease, impairment, or health of a human being, all locations at which such examinations are performed shall meet the requirements of 42 U.S.C. Section 263a (CLIA) and the regulations thereunder.

## 8. Audit and Record Retention

(Applicable to agreements in excess of \$10,000.)

- a. The Grantee shall maintain books, records, documents, and other evidence, accounting procedures and practices, sufficient to properly reflect all direct and indirect costs of whatever nature claimed to have been incurred in the performance of this Agreement, including any matching costs and expenses. The foregoing constitutes "records" for the purpose of this provision.
- b. The Grantee's facility or office or such part thereof as may be engaged in the performance of this Agreement and his/her records shall be subject at all reasonable times to inspection, audit, and reproduction.
- c. Grantee agrees that CDPH, the Bureau of State Audits, or their designated representatives including the Comptroller General of the United States shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include a similar right of the State to audit records and interview staff in any subgrantee related to performance of this Agreement. (GC 8546.7, CCR Title 2, Section 1896).
- d. The Grantee shall preserve and make available his/her records (1) for a period of three years from the date of final payment under this Agreement, and (2) for such longer period, if any, as is required by applicable statute, by any other provision of this Agreement, or by subparagraphs (1) or (2) below.
  - (1) If this Agreement is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of three years from the date of any resulting final settlement.
  - (2) If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later.

- f. The Grantee may, at its discretion, following receipt of final payment under this Agreement, reduce its accounts, books and records related to this Agreement to electronic data storage device. Upon request by an authorized representative to inspect, audit or obtain copies of said records, the Grantee and/or Subgrantee must supply or make available applicable devices, hardware, and/or software necessary to view, copy and/or print said records.

## **9. Federal Requirements**

Grantee agrees to comply with and shall require all subgrantee's, if any, to comply with all applicable Federal requirements including but not limited to the United States Code, the Code of Federal Regulations, the Funding Opportunity Announcement, the Notice of Award, the funding agreement, and any memoranda or letter regarding the applicable Federal requirements.

## Attachment 1

**STATE OF CALIFORNIA**  
**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH**

## CERTIFICATION REGARDING LOBBYING

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 making, awarding or entering into of this Federal contract, Federal grant, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of this Federal contract, grant, 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 of the United States Government, 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, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities" 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 subGrantees, subgrants, and contracts under grants and cooperative agreements) of \$100,000 or more, and that all subrecipients 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.C., 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.

Community Action Partnership of Kern  
Name of Grantee

Printed Name of Person Signing for Grantee

[23-10317]

Contract / Grant Number

Signature of Person Signing for Grantee

Date \_\_\_\_\_

Title

After execution by or on behalf of Grantee, please return to:

California Department of Public Health  
Nutrition Education and Obesity Prevention Branch  
P.O. Box 997377, MS 7204  
Sacramento, CA 95899-7377  
Attn: Kimmy Casjens, Grant Manager

CDPH reserves the right to notify the Grantee in writing of an alternate submission address.

**Attachment 2****CERTIFICATION REGARDING LOBBYING**

Approved by OMB Complete this form to disclose lobbying  
activities pursuant to 31 U.S.C. 13520348-0046  
(See reverse for public burden disclosure)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: Year <input type="text"/> quarter <input type="text"/> date of last report <input type="text"/> .	
<b>4. Name and Address of Reporting Entity:</b>  <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier <input type="text"/> , if known:	<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b> <input type="text"/> <input type="text"/>		
<b>6. Federal Department/Agency</b> <input type="text"/>	<b>7. Federal Program Name/Description:</b> <input type="text"/>		
<b>8. Federal Action Number, if known:</b> <input type="text"/>	<b>9. Award Amount, if known:</b> <input type="text"/>		
<b>10.a. Name and Address of Lobbying Registrant</b> <i>(If individual, last name, first name, MI):</i> <input type="text"/>	<b>b. Individuals Performing Services (including address if different from 10a. (Last name, First name, MI):</b> <input type="text"/>		
<b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. required disclosure shall be subject to a not more than \$100,000 for each such failure.</b>	<b>Signature:</b> <input type="text"/>		
	<b>Print Name:</b> <input type="text"/>		
	<b>Title:</b> <input type="text"/>		
	<b>Telephone No.:</b> <input type="text"/> <b>Date:</b> <input type="text"/>		
<b>Federal Use Only</b>		<b>Authorized for Local Reproduction Standard Form-LLL (Rev. 7-97)</b>	

**INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.



10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
- (b) Enter the full names of the individual(s) performing services and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.



## MEMORANDUM

To: Executive Committee

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

Date: July 26, 2023

Subject: *Head Start*  
Budget to Actual Report for the period ended May 31, 2023 – **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 fifth-year budget period is March 1, 2023, through February 29, 2024.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2023, through May 31, 2023. Three months (25%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are at 17% of the budget.

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

Overall expenditures are at 44% of the budget.

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

The non-Federal share is at 31% of the budget.

**Community Action Partnership of Kern**  
**Head Start**  
**Budget to Actual Report**  
*Budget Period: March 1, 2023 - February 29, 2024*  
*Report Period: March 1, 2023 - May 31, 2023*  
 Month 03 of 12 (25%)

Prepared 07/18/2023

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	9,709,705	1,423,157	8,286,548	15%	85%
FRINGE BENEFITS	3,926,571	381,054	3,545,517	10%	90%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	717,567	202,018	515,549	28%	72%
CONTRACTUAL	129,742	81,883	47,859	63%	37%
CONSTRUCTION	-	-	-		
OTHER	2,369,344	716,340	1,653,004	30%	70%
INDIRECT	1,628,603	257,284	1,371,319	16%	84%
<b>TOTAL BASE FUNDING</b>	<b>18,481,532</b>	<b>3,061,735</b>	<b>15,419,797</b>	<b>17%</b>	<b>83%</b>

**TRAINING & TECHNICAL ASSISTANCE**

TRAVEL	41,904	15,968	25,936	38%	62%
SUPPLIES	23,986	5,327	18,659	22%	78%
CONTRACTUAL	22,800	442	22,358	2%	98%
OTHER	72,752	49,652	23,100	68%	32%
INDIRECT	16,144	7,163	8,981	44%	56%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>177,586</b>	<b>78,552</b>	<b>99,034</b>	<b>44%</b>	<b>56%</b>

**CARRYOVER**

SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER	-	-	-		
OTHER - CARES	-	-	-		
INDIRECT	-	-	-		
<b>TOTAL CARRYOVER</b>	<b>-</b>	<b>-</b>	<b>-</b>		

<b>GRAND TOTAL HS FEDERAL FUNDS</b>	<b>18,659,118</b>	<b>3,140,287</b>	<b>15,518,831</b>	<b>17%</b>	<b>83%</b>
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**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	1,958,398	1,090,051	868,347	56%	44%
CALIF DEPT OF ED	11,131,398	2,989,577	8,141,821	27%	73%
<b>TOTAL NON-FEDERAL</b>	<b>13,089,796</b>	<b>4,079,628</b>	<b>9,010,168</b>	<b>31%</b>	<b>69%</b>

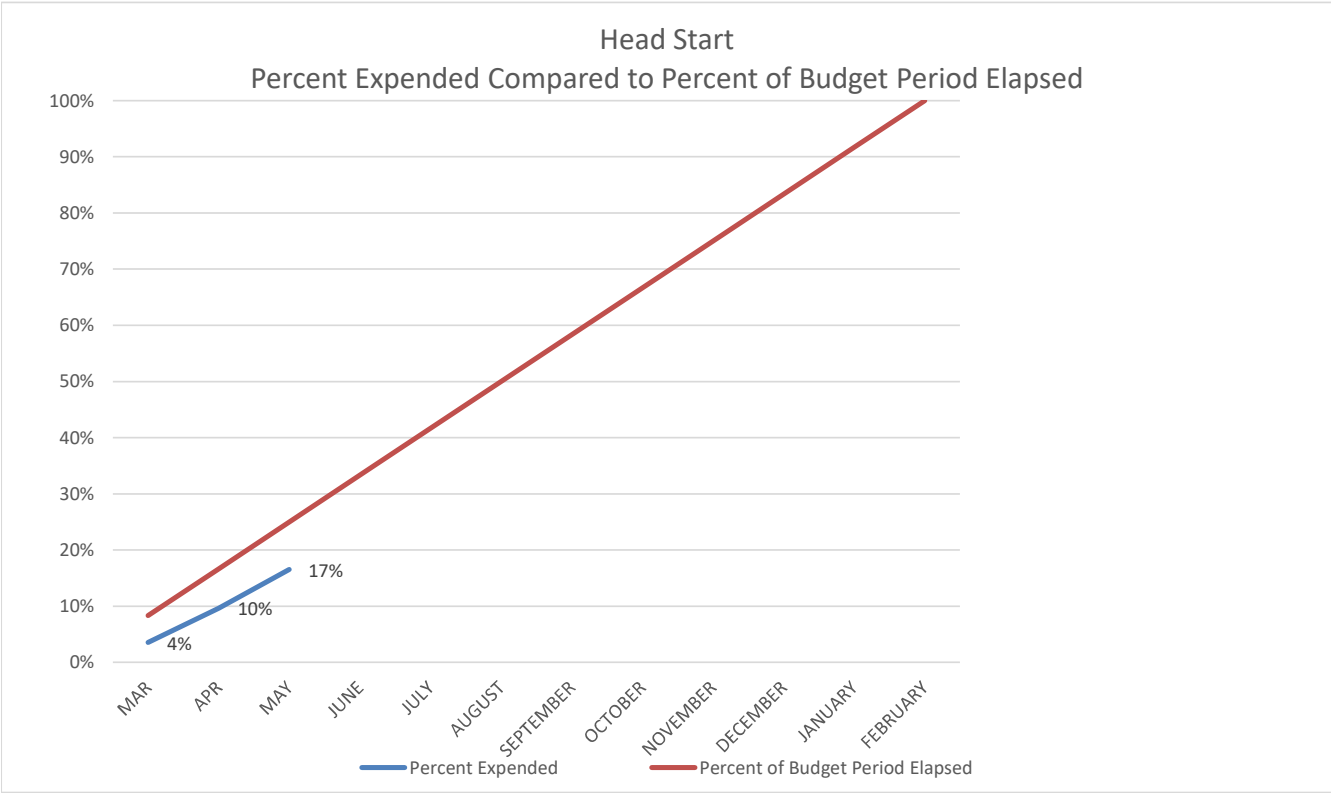
Budget reflects Notice of Award #09CH011132-05-00

Actual expenditures include posted expenditures and estimated adjustments through 05/31/2023

Administrative Cost for HS and EHS Combined 4.3%

**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>	55,036	-	-	-	<b>55,036</b>	6/1/2023
<b>Lowe's</b>	38,112		-	-	<b>38,112</b>	6/1/2023
<b>Smart &amp; Final</b>	794		-		<b>794</b>	6/1/2023
<b>Save Mart</b>	1,389				<b>1,389</b>	6/1/2023
<b>Chevron &amp; Texaco Business Card</b>	7,186	-	-	-	<b>7,186</b>	6/6/2023
<b>Home Depot</b>	18,779		-	-	<b>18,779</b>	6/5/2023
	<b>121,295</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>121,296</b>	





## MEMORANDUM

To: Executive Committee

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

Date: July 26, 2023

Subject: *Early Head Start*  
Budget to Actual Report for the period ended May 31, 2023 – **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 fifth-year budget period is March 1, 2023, through February 29, 2024.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2023, through May 31, 2023. Three months (25%) of the 12-month budget period has elapsed.

### **Base Funds**

Overall expenditures are at 17% of the budget.

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

Overall expenditures are at 14% of the budget.

**Community Action Partnership of Kern**  
**Early Head Start**  
**Budget to Actual Report**  
*Budget Period: March 1, 2023 - February 29, 2024*  
*Report Period: March 1, 2023 - May 31, 2023*  
 Month 03 of 12 (25%)

Prepared 07/18/2023

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	9,313,272	1,382,198	7,931,074	15%	85%
FRINGE BENEFITS	2,737,444	445,012	2,292,432	16%	84%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	859,126	170,489	688,637	20%	80%
CONTRACTUAL	985,671	241,880	743,791	25%	75%
CONSTRUCTION	-	-	-		
OTHER	2,024,865	526,326	1,498,539	26%	74%
INDIRECT	1,545,327	261,668	1,283,659	17%	83%
<b>TOTAL BASE FUNDING</b>	<b>17,465,705</b>	<b>3,027,573</b>	<b>14,438,132</b>	<b>17%</b>	<b>83%</b>

**TRAINING & TECHNICAL ASSISTANCE**

PERSONNEL	-	(6,165)	6,165		
FRINGE BENEFITS	-	(472)	472		
TRAVEL	44,192	9,995	34,197	23%	77%
SUPPLIES	30,013	2,592	27,421	9%	91%
CONTRACTUAL	26,080	308	25,772	1%	99%
OTHER	212,393	36,313	176,080	17%	83%
INDIRECT	31,268	4,444	26,824	14%	86%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>343,946</b>	<b>47,016</b>	<b>296,930</b>	<b>14%</b>	<b>86%</b>

**CARRYOVER**

PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER	-	-	-		
INDIRECT	-	-	-		
<b>TOTAL CARRYOVER</b>	<b>-</b>	<b>-</b>	<b>-</b>		

<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>17,809,651</b>	<b>3,074,589</b>	<b>14,735,062</b>	<b>17%</b>	<b>83%</b>
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Budget reflects Notice of Award #09CH011132-05-00

Actual expenditures include posted expenditures and estimated adjustments through 05/31/2023

**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, 2023 through February 29, 2024

Report for period ending April 30, 2023 (Month 2 of 12)

Percent of budget period elapsed: **16.7%**

LOCATION	Enroll- ment	March	April	May	YTD Totals	Kern/ SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	12,892	7,848	2,921	23,661	Kern	39,812	59%
Alicante	20	10,790	8,866	11,664	31,320	Kern	19,906	157%
Angela Martinez	60	8,111	9,761	13,103	30,975	Kern	59,718	52%
Broadway	40	5,844	8,557	3,794	18,195	Kern	39,812	46%
California City	20	3,962	3,239	1,334	8,535	Kern	19,906	43%
Cleo Foran	23	6,400	5,344	6,180	17,924	Kern	22,892	78%
Delano	76	21,542	21,398	9,573	52,513	Kern	75,643	69%
East California	52	6,966	7,627	16,470	31,063	Kern	51,756	60%
Fairfax	39	14,513	14,461	11,005	39,979	Kern	38,817	103%
Fairview	0	0	0	0	0	Kern	0	#DIV/0!
Harvey L. Hall	140	15,534	14,242	11,281	41,057	Kern	139,343	29%
Heritage	20	6,419	4,440	2,352	13,211	Kern	19,906	66%
Home Base	126	13,669	13,810	7,747	35,226	Kern	62,704	56%
Lamont	20	6,800	7,113	3,715	17,629	Kern	19,906	89%
Martha J. Morgan	71	17,685	17,418	12,330	47,434	Kern	70,667	67%
McFarland	20	18,674	14,243	11,391	44,308	Kern	19,906	223%
Mojave	20	2,344	950	89	3,383	Kern	19,906	17%
Oasis	45	13,334	12,110	9,243	34,687	Kern	44,789	77%
Pete H. Parra	128	28,157	26,790	25,089	80,036	Kern	127,399	63%
Planz	0	0	0	0	0	Kern	0	#DIV/0!
Primeros Pasos	76	16,591	28,786	32,100	77,477	Kern	75,643	102%
Rosamond	60	4,135	4,253	1,934	10,322	Kern	59,718	17%
San Diego	32	7,732	6,480	4,299	18,511	Kern	31,850	58%
Seibert	20	2,192	2,333	1,186	5,711	Kern	19,906	29%
Shafter	20	5,245	3,385	1,695	10,325	Kern	19,906	52%
Shafter HS/EHS	24	3,739	1,701	2,203	7,643	Kern	23,887	32%
Sterling	124	17,580	12,877	15,274	45,731	Kern	123,418	37%
Stockdale Head Start	60							
Sunrise Villa	20	2,987	3,977	1,656	8,619	Kern	19,906	43%
Taft	60	8,556	8,847	6,946	24,349	Kern	59,718	41%
Tehachapi	34	1,671	2,593	77	4,342	Kern	33,840	13%
Vineland	20	2,263	2,062	1,834	6,159	Kern	19,906	31%
Virginia	20	9,620	9,937	12,432	31,989	Kern	19,906	161%
Wesley	60	21,461	17,010	14,220	52,691	Kern	59,718	88%
Willow	40	10,607	10,172	6,779	27,558	Kern	39,812	69%
Administrative Services		0	0	0	0	Kern	0	0%
PC Planning		0	0	0	0	Kern	0	0%
PC By Laws		0	0	0	0			
Governance		451	166	0	617	Kern	15,000	4%
Program Services		13,092	4,791	0	17,882	Kern	74,265	24%
California Street	24	5,829	6,641	6,121	18,591	SJC	39,646	47%
Chrisman	16	4,794	4,540	2,987	12,321	SJC	26,431	47%
Gianone	0	0	0	0	0	SJC	0	#DIV/0!
Kennedy	16	1,373	2,054	886	4,313	SJC	26,431	16%
Lodi Home Base	30	8,307	13,348	11,998	33,653	SJC	24,779	136%
Lodi UCC	30	6,058	6,624	5,855	18,537	SJC	49,558	37%
Manteca Home Base	11	6,664	5,740	5,869	18,274	SJC	9,086	201%
Marci Massei	24	1,924	2,680	2,838	7,441	SJC	39,646	19%
St. Mary's	24	4,791	3,369	2,431	10,592	SJC	39,646	27%
Stockton Home Base	78	9,353	10,459	1,054	20,865	SJC	64,425	32%
Tracy Home Base	12	6,099	4,634	5,058	15,791	SJC	9,912	159%
Walnut	24	3,537	3,040	2,033	8,610	SJC	39,646	22%
Administrative Services		0	0	0	0	SJC	0	0%
Program Services		0	0	0	0	SJC	0	0%
Policy Council		0	0	0	0	SJC	0	0%
<b>SUBTOTAL IN-KIND</b>	<b>1,919</b>	<b>400,287</b>	<b>380,718</b>	<b>309,047</b>	<b>1,090,051</b>	<b>0</b>	<b>1,958,398</b>	<b>56%</b>
x								
State General Child Care*		273,064	254,458	266,636	794,158	Kern	3,297,554	24%
State Preschool*		623,046	525,600	542,386	1,691,032	Kern	6,413,658	26%
State Migrant Child Care*		5,212	7,596	7,442	20,250	Kern	245,034	8%
<b>SUBTOTAL CA DEPT of ED</b>		<b>901,323</b>	<b>787,654</b>	<b>816,465</b>	<b>2,505,441</b>		<b>9,956,246</b>	<b>25%</b>
x								
State General Child Care*		96,972	128,349	139,529	364,850	SJC	1,175,152	31%
<b>SUBTOTAL CA DEPT of ED</b>		<b>96,972</b>	<b>128,349</b>	<b>139,529</b>	<b>364,850</b>		<b>1,175,152</b>	<b>31%</b>
<b>GRAND TOTAL</b>		<b>1,398,582</b>	<b>1,296,721</b>	<b>1,265,041</b>	<b>3,960,342</b>		<b>13,089,796</b>	<b>30%</b>
119,286								
<u>4,079,628</u>								

Community Action Partnership of Kern  
 Early Head Start Child Care Partnerships  
 Non-Federal Share and In-Kind Year-to-Date Report  
 Budget Period: March 1, 2023 through March 31, 2023  
 Report for period ending March 31, 2023 (Month 1 of 12)

Percent of year elapsed: 0.083%

LOCATION	FUNDED ENROLL- MENT	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	2,332	2,225	2,631	0	0	0	0	0	0	0	0	0	7,188	103,398	7%
Kern Community College District - BC	32	27,579	662	0	0	0	0	0	0	0	0	0	0	28,240	137,864	20%
KCSOS - Blanton	16	33,685	0	0	0	0	0	0	0	0	0	0	0	33,685	68,932	49%
Garden Pathways	11	0	166	0	0	0	0	0	0	0	0	0	0	166	47,391	0%
Taft College	42	49,928	23	0	0	0	0	0	0	0	0	0	0	49,951	180,947	28%
Escuelita Hernandez	16	57	0	0	0	0	0	0	0	0	0	0	0	57	68,932	0%
TBD	11	0	0	0	0	0	0	0	0	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0	0	0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0	0	0	0	0	0	0		
<b>GRAND TOTAL</b>	<b>152</b>	<b>113,580</b>	<b>3,075</b>	<b>2,631</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>119,286</b>	<b>654,854</b>	<b>18%</b>

Budget reflects Notice of Award #09HP000163-03-04





*Helping People... Changing Lives.*

## COMMUNITY ACTION PARTNERSHIP OF KERN

### EXECUTIVE COMMITTEE

JULY 26, 2023

### FINANCIAL REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<b><u>UNRESTRICTED</u></b>						
GENERAL FUND			NOT APPLICABLE	03/01/23 - 02/28/24	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/23 - 02/28/24	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/23 - 02/28/24	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/23 - 02/28/24	505	DONATIONS
ENERGY			NOT APPLICABLE	03/01/23 - 02/28/24	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/23 - 02/28/24	531	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	533	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	534	DONATIONS
211			NOT APPLICABLE	03/01/23 - 02/28/24	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	541	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/23 - 02/28/24	545	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/23 - 02/28/24	595	DONATIONS
<b><u>RESTRICTED</u></b>						
EARLY HEAD START/HEAD START	29,150,876	93.600	09CH011132-05	03/01/23 - 02/28/24	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	7,317,893	93.600	09CH011132-05	03/01/23 - 02/28/24	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D042103	08/01/22 - 07/31/23	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	244,868	21.009	23VITAA0166	10/01/22 - 09/30/23	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,756,701	93.569	23F - 4015	01/01/23 - 12/31/23	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	9,438,248 7,083,340	93.568 93.568	22B - 4012 23B - 5013	11/01/21 - 06/30/23 11/01/22 - 06/30/24	122-31 122-32	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	208,133	93.568	22Q-4561	09/01/22 - 06/30/23	122-42	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
ESLIHEAP (EMERGENCY SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	5,432,583	93.568	22J-5716	04/15/23 - 05/31/25	122-43	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024**

A2

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
ESLIHEAP (EMERGENCY SUPPLEMENTAL LOW-INCOME ENERGY ASSISTANCE PROGRAM)	5,432,583	93.568	23J-5716	04/15/23 - 05/31/25	122-42	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	677,192	93.575	CCTR - 2058	07/01/22 - 06/30/23	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 2058	07/01/22 - 06/30/23	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	5,643,428	93.575	CMAF - 2000	07/01/22 - 06/30/23	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT CHILD CARE	2,088	93.575	CMIG - 2004	07/01/22 - 06/30/23	250	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
NEOPB CAL FRESH HEALTHY LIVING	1,816,697	10.561	19-10324 A01	10/01/22 - 09/30/23	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 CAPABILITY	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	10/01/22 - 09/30/23	105/111	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
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
LOCAL FOOD PURCHASE ASSISTANCE PROGRAM (LFPA)	815,097	10.182		PENDING	131	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
SAFE CAMPING - COUNTY OF KERN	1,212,423	21.027		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
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	437,459	10.565	MOU-20-6003	10/01/22 - 09/30/23	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	10/01/22 - 09/30/23	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,277,247	10.557	22 - 10236	10/01/22 - 09/30/23	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
ASTHO VACCINE EQUITY PROJECT	575,000	93.185	00-FE-3400-01-00	05/01/22 - 06/30/23	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	107,627	10.561	22 - CF - SUB - KERN	10/01/22 - 09/30/23	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	07/01/22 - 06/30/23	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)
CITY OF BAKERSFIELD - FHCC SPORTS FIELD	1,000,000	N/A	2023 - 073	07/01/2022 - 07/30/2026	231	STATE OF CALIFORNIA, DEPT OF PARKS AND RECREATION, CITY OF BAKERSFIELD
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, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	1,571,900	PO23-01122	N/A	07/01/22 - 06/30/23	248	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/22 - 06/30/23	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	23,809,862		CMAF - 2000	07/01/22 - 06/30/23	261	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	3,043,423		CCTR - 2058	07/01/22 - 06/30/23	253	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CALIFORNIA STATE PRESCHOOL PROGRAM	7,153,992		CSPP - 2120	07/01/22 - 06/30/23	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	291,239		CMIG - 2004	07/01/22 - 06/30/23	250	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT SPECIALIZED SERVICES	40,079		CMSS - 2004	07/01/22 - 06/30/23	252	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
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)	4,874,043		010 - 2023	07/01/22 - 06/30/23	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000		509-2019	07/01/22 - 06/30/23	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	311,248		012 - 2023	07/01/22 - 06/30/23	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY 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
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	07/01/22 - 06/30/23	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	242,527		15 MOU - 00118	07/01/22 - 06/30/23	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS	3,669,360		N/A	07/01/22 - 06/30/23	216-102	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
BOARD OF STATE AND COMMUNITY CORRECTIONS WARM HAND-OFF	750,000		BSCC 1012-22	10/01/22 - 04/30/26	277	STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS
DIFFERENTIAL RESPONSE SERVICES	240,727		N/A	07/01/22 - 06/30/23	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN

**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FIRST 5 KERN - HELPLINE 211	90,558 93,282		2020.2.05	07/01/22 - 06/30/23 07/01/23 - 06/30/24	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	144,951 147,799		2020.2.06	07/01/22 - 06/30/23 07/01/23 - 06/30/24	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	249,281 256,718		2020.1.06	07/01/22 - 06/30/23 07/01/23 - 06/30/24	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	169,156 173,165		2020.2.18	07/01/22 - 06/30/23	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	402,525			07/01/22 - 03/31/23	292	STATE OF CALIFORNIA, HOUSING HOMELESS ASSISTANCE AND PREVENTION, UNITED WAY OF STANISLAUS COUNTY
COUNTY OF KERN HELPLINE 211	45,000		604-2022	07/01/22 - 06/30/23	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/22 - 06/30/23	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
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	07/01/22 - 06/30/23	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/22 - 06/30/23	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	93,600		N/A	07/01/22 - 06/30/23	536-234	UNITED WAY OF STANISLAUS COUNTY
211 FRESNO AND MADERA COUNTIES	96,737		N/A	01/01/23 - 12/31/23	536-235	UNITED WAY OF FRESNO AND MADERA COUNTIES
211 MERCED & MARIPOSA	25,910		N/A	07/1/22 - 06/30/23	536-235	UNITED WAY OF MERCED & MARIPOSA COUNTIES
FEEDING AMERICA SERVICE INSIGHTS	100,000		N/A	01/01/23 - TBD	423	FEEDING AMERICA SERVICE INSIGHTS

**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FOOD BANK FREE FARMERS MARKET - WASCO	150,000		N/A	12/01/22 - 11/30/23	467	THE WONDERFUL COMPANY FOUNDATION
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST
KERN FAMILY HEALTH SYSTEMS CAL AIM	PER VISIT			07/01/22 - TBD	550	KERN FAMILY HEALTH SYSTEMS

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**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**FUNCTIONAL CLASSIFICATIONS BY FUND**  
**FISCAL YEAR 2023/24**

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 2023/24**

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 2023/24**

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 2023/24

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
03/31/23	n/a				
04/30/23	n/a				
05/31/23	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 15, 2023 for \$1.5 million during January , February, July, August 2023 and will decrease to \$350,000 during March - June 2023, Sept - Dec 2023. This agreement will terminate on January 15, 2024. A varied amount decrease to better manage the cash flow need during peak months.

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
12/31/22 - 3/31/23	90 days	\$ 642.01	8.69%
04/01/23 - 6/30/23	90 days		
07/01/23 - 9/30/23	90 days		
10/01/23 - 12/31/23	90 days		

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

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF MAY 31, 2023	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(156,455.42)
HEAD START/EARLY HEAD START	3,263,465.42
<b>SUBTOTAL</b>	<b>3,107,010.00</b>
GENERAL CHILD CARE	44,837.45
MIGRANT A/P	3,687,248.92
Child Development Reserve Fund No. 1	0.00
Child Development Reserve Fund No. 2	0.00
MIGRANT CHILD CARE	86,706.57
MIGRANT SPECIALIZED SERVICES	(7,070.93)
SAN JOAQUIN COE GENERAL CHILD CARE	(74,831.35)
STATE PRESCHOOL	2,870,129.15
<b>SUBTOTAL</b>	<b>6,607,019.81</b>
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(101,844.70)
EF&S	75,489.61
EFAP	(237,257.60)
HUD CPF Food Bank Expansion	0.00
FEEDING AMERICA SENIOR HUNGER	0.87
FEEDING AMERICA SERVICE INSIGHTS	83,352.42
FOOD BANK	(236,995.57)
FOOD BANK EXPANSION	758.19
FOOD BANK CAPACITY PROGRAM	646,615.93
FOOD BANK - STATE	(746,515.21)
WONDERFUL FOOD BANK EXPANSION	2,383,784.63
WONDERFUL FOUNDATION	119,620.87
<b>SUBTOTAL</b>	<b>1,987,009.44</b>
ENERGY	(89,414.99)
DOE WAP	0.00
LIHEAP	(965,138.75)
LIWHAP	(13,542.64)
PG&E	17,359.01
DAP (Disorgement Assistance Program)	0.13
TRANSFER NEGATIVE BALANCE	
<b>SUBTOTAL</b>	<b>(1,050,737.24)</b>
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
<b>SUBTOTAL</b>	<b>2,000.00</b>
211	435,271.13
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(46,583.27)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(26,622.37)
CALAIM HOMELESS PREVENTION SERVICES	232,888.59
CAL FRESH	(10,590.41)
CALEITC	(209,981.53)
CAPK FOUNDATION	(18,611.71)
COST POOLS	7,074.29
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(1,006,115.00)
CSBG	169,874.03
CSBG - DISCRETIONARY	(31,000.00)
DIFFERENTIAL RESPONSE	(83,669.10)
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	3,480,149.10
EAST KERN FAMILY RESOURCE CENTER	13,535.37
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(154,100.69)
ESG COORDINATED ENTRY SERVICE - COVID19	(201.01)
ASTHO VACCINE EQUITY	62,266.88
CITY OF BAKERSFIELD CAL VIP	(4,377.53)
FIRST 5 KERN 211	(8,726.99)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(26,980.83)
FIRST 5 HELP ME GROW	(15,303.06)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(38,727.70)
FRIENDSHIP HOUSE	15,048.27
FUNDRAISING	275,059.44
GENERAL FUND	572,906.41
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(13,494.30)
HOME VISIT INITIATIVE (CO OF KERN)	(171,721.43)
HOUSING FOR THE HARVEST STATE	3.02
HUD-COORDINATED ENTRY SYSTEM	(29,792.50)
COUNTY OF KERN - 211	0.03
INDIRECT FUND	386,108.24
IRS - VITA	(47,474.16)
TAX ASSISTANCE	29,288.32
M ST NAVIGATION CENTER	37,831.25
NEOPB CAL FRESH HEALTHY LIVING	(311,782.26)
POSITIVE YOUTH DEV SVC	(6,568.74)
POSITIVE YOUTH M	(52,267.31)
SHAFTER YOUTH CENTER	40,970.45
OASIS FAMILY RESOURCE CENTER	11,902.08
SIERRA FOUNDATION - ASTHMA MITIGATION	39,640.24
UNITED WAY 211	981.55
UW STANISLAUS CES	(67,630.27)
WELLS FARGO FOUNDATION	66,981.80
WIC	(547,630.68)
LESS: ENERGY NEGATIVE BALANCE	0.00
ADD: LINE OF CREDIT	0.00
<b>SUBTOTAL</b>	<b>2,948,876.34</b>
<b>TOTAL OPERATING CASH</b>	<b>13,601,178.35</b>

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

### **WELLS FARGO BANK ACCOUNTS**

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN  
5005 BUSINESS PARK NORTH  
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR THE MONTH ENDED  
May 31, 2023

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

OPERATING ACCOUNT  
ACCOUNT NO: XXXXX-X2976


BANK BALANCE AT	05/31/23		10,959,514.41
LESS: OUTSTANDING CHECKS		293,696.97	
ADJUSTED BANK BALANCE AT	05/31/23		10,665,817.44
GENERAL LEDGER BALANCE AT	04/30/23		7,360,207.68
ADD: DEPOSITS		1,322,925.57	
US TREAS DRAWDOWNS		3,028,751.46	
FUNDS FROM OTHER GRANTS		8,843,402.02	
TRANSFERS FROM RESTRICTED ACCOUNTS		-	
ADP /HEALTH EQUITY REFUND		5,614.74	
REIMBURSEMENT OF ALTERED PAYEE		57.64	
LESS: CHECKS		2,392,335.19	
ADP PAYROLL 5/05/23		1,629,717.80	
ADP PAYROLL 5/19/23		1,618,850.69	
ADP PAYROLL 6/01/23		1,248,656.10	
EFTS FOR HRA/HSA/ STD/403B		240,895.75	
REC LOAN PRINCIPAL/INT EXPENSES		23,790.70	
TRANSFERS FROM RESTRICTED ACCOUNTS		-	
CREDIT CARD		34,119.59	
BANK FEES		64,255.00	
ACH VOUCHERS		2,642,520.85	
GENERAL LEDGER BALANCE AT	05/31/23		10,665,817.44

DIFFERENCE: (0.00)

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 06/14/2023

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Jun 14, 2023

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

BANK RECONCILIATION FOR MONTH ENDING  
**May 31, 2023**

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

ACCOUNT NO.: XXXXX-X6256

**BANK BALANCE ENDING: 05/31/23 994,538.51**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE: 05/31/23 994,538.51**

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**BALANCE PER G/L 04/30/23 993,700.74**

ADD: DEPOSITS 0.00

INTEREST 837.77

ROUNDING ERROR 0.00

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

**BALANCE PER G/L 05/31/23 994,538.51**

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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: 06/15/23

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Jun 15, 2023

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

5005 BUSINESS PARK NORTH  
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING  
May 31, 2023**

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

ACCOUNT NO.: XXXXX-X1095

**BANK BALANCE ENDING: 05/31/23 687,858.57**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE: 05/31/23 687,858.57**

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**BALANCE PER G/L 04/30/23 687,279.13**

ADD: DEPOSITS 0.00

INTEREST 579.44

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

WIRE TRANSFER 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

**BALANCE PER G/L 05/31/23 687,858.57**

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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: Naomi Ibarra

TITLE: Accountant

DATE: 06/20/23

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Jun 20, 2023



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

BANK RECONCILIATION FOR MONTH ENDING  
**May 31, 2023**

WELLS FARGO BANK, N.A.  
P. O. BOX 63021  
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

<b>BANK BALANCE ENDING:</b>	<b>05/31/23</b>	<b>60,079.06</b>
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
<b>ADJUSTED BANK BALANCE</b>	<b>05/31/23</b>	<b>60,079.06</b>

<b>BALANCE PER GENERAL LEDGER</b>	<b>04/30/23</b>	<b>59,424.28</b>
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00
ONLINE DONATIONS		643.16
PAYPAL DEPOSIT		0.00
INTEREST		50.41
LESS: APPLIED MERCHANT DEBITS		0.00
CLIENT ANALYSIS SERVICE CHARGE		17.45
BANKCARD FEES		21.34
CASH CONCENTRATION FEE		0.00
FUND TRANSFER TO GENERAL FUND		0.00
<b>BALANCE PER GENERAL LEDGER:</b>	<b>05/31/23</b>	<b>60,079.06</b>

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

Difference: 0.00

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 06/16/23

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Jun 16, 2023

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

BANK RECONCILIATION FOR MONTH ENDING  
**May 31, 2023**

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

ACCOUNT NO.: XXXXX-X6264

**BANK BALANCE ENDING: 05/31/23 7,532.78**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE: 05/31/23 7,532.78**

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**BALANCE PER G/L 04/30/23 4,687.58**

ADD: DEPOSITS 0.00

INTEREST 6.20

BANK ACCOUNT TRANSFER FROM GENERAL FUND 2,839.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

**BALANCE PER G/L 05/31/23 7,532.78**

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DIFFERENCE: 0.00

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PREPARED BY: N. IBARRA TITLE: Accountant DATE: 06/15/23

APPROVED BY:  TITLE: Chief Financial Officer DATE: Jun 15, 2023

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

BANK RECONCILIATION FOR MONTH ENDING  
**May 31, 2023**

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

ACCOUNT NO.: XXXXX-X2049

**BANK BALANCE ENDING: 05/31/23 96,738.28**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE: 05/31/23 96,738.28**

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**BALANCE PER G/L 04/30/23 35,243.89**

ADD: DEPOSITS 0.00

INTEREST 78.39

BANK ACCOUNT TRANSFER FROM GENERAL FUND 61,416.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

**BALANCE PER G/L 05/31/23 96,738.28**

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DIFFERENCE: 0.00

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PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 06/15/23

APPROVED BY: *Nancy Webster* TITLE: Chief Financial Officer DATE: Jun 15, 2023

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**WELLS FARGO VISA SUMMARY**  
**STATEMENTS DATED May 1, 2023 - May 31, 2023**

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Catherine Anspach	Foundation Director of Development	-
Gloria Barbero	Administrator - EHS San Joaquin	3,089.00
Yolanda Gonzales	Director of Head Start/State Child Development Programs	16,395.35
Freddy Hernandez	Director of Youth and Community Services	3,185.65
Louis Gill	Chief Program Officer	2,650.99
Lisa McGranahan	Director of Human Resources	1,525.72
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	1,750.66
Pritika Ram	Chief Business Development Officer	2,907.85
Jeremy Tobias	Chief Executive Officer	3,284.99
Emilio Wagner	Director of Operations	1,814.54
Tracy Webster	Chief Financial Officer	9,694.52
Rebecca Moreno	Director of Housing Support Services	5,580.15
Susana Magana	Director of Nutrition Services	3,156.67
	Total	\$ 55,036.09



Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Capk Ap	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	Currency	US Dollar
Reporting Period	4/29/2023 - 5/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
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Transaction Count: 0  
Total: 0.00

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

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



Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Catherine Anspach	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-1647	Currency	US Dollar
Reporting Period	4/29/2023 - 5/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
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Transaction Count: 0  
Total: 0.00

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

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



Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Gloria Barbero			Company	Community Action Partnership O	
Account #	XXXX-XXXX-XXXX-7058			Currency	US Dollar	
Reporting Period	4/29/2023 - 5/31/2023					
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 5/9/2023	5/10/2023	Www Costco Com 800-955-2292, WA				130.78
Roses for staff wellness as a part of a mindful reflection activity to identify success, challenges, and new ideas for personal growth.						
2 5/10/2023	5/11/2023	Renaissance Hotel Phoe 602-333-0000, AZ				1,429.65
Hotel stay at the Renaissance for Tina Moua attending the 50th Annual National Head Start Conference in Phoenix, AZ						
3 5/10/2023	5/11/2023	Renaissance Hotel Phoe 602-333-0000, AZ				1,429.65
Hotel stay at the Renaissance for Gloriana Teixeira attending the 50th Annual National Head Start Conference in Phoenix, AZ						
4 5/11/2023	5/15/2023	Renaissance Hotel Phoe Phoenix, AZ				-0.01
Additional .01 cent charge to the Hotel stay at the Renaissance for Tina Moua attending the 50th Annual National Head Start Conference in Phoenix, AZ						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5 5/11/2023	5/15/2023	Renaissance Hotel Phoe Phoenix, AZ				-0.01
Additional .01 cent charge to the Hotel stay at the Renaissance for Gloriana Teixeira attending the 50th Annual National Head Start Conference in Phoenix, AZ						
6 5/30/2023	5/31/2023	Costco Whse #0038 Stockton, CA				98.94
Promotional items to be distributed at the 6/03/23 Early Education Job Fair Event.						

Transaction Count: 6  
**Total: 3,089.00**

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

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





Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Yolanda Gonzales			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7009			Currency	US Dollar		
Reporting Period	4/29/2023 - 5/31/2023						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 5/7/2023	5/9/2023	Renaissance Hotel Phoe Phoenix, AZ				1,429.65	
		Hotel for Ana Vigil for NHSA Annual Conference, Phoenix, AZ					
<hr/>							
2 5/8/2023	5/9/2023	Www Costco Com 800-955-2292, WA				519.51	
		Wellness Activity Supplies for Center staff					
<hr/>							
3 5/8/2023	5/10/2023	Renaissance Hotel Phoe Phoenix, AZ				280.30	
		Hotel stay for Ana Vigil for NHSA Annual Conference, Phoenix, AZ					
<hr/>							
4 5/8/2023	5/11/2023	Renaissance Hotel Phoe Phoenix, AZ				1,492.69	
		Hotel for Chase Rangel NHSA Annual Conference, Phoenix, AZ					
<hr/>							
5 5/9/2023	5/11/2023	Renaissance Hotel Phoe Phoenix, AZ				1,458.94	
		Hotel stay for Yolanda Gonzales NHSA Annual Conference Phoenix, AZ					
<hr/>							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/11/2023	5/15/2023	Renaissance Hotel Phoe Phoenix, AZ				-0.01
Hotel refund for Yolanda Gonzales for NHSA Annual Conference, Phoenix, AZ						
7 5/15/2023	5/17/2023	Renaissance Hotel Phoe Phoenix, AZ				-276.30
Hotel Refund for Anna Vigil for NHSA Annual Conference, Phoenix, AZ						
8 5/16/2023	5/17/2023	Traininng Llc Httpswww.Trai, CA				599.00
Reg for HRTrainOnline Webinar Letisha Brooks Plus 4 Program Managers						
9 5/17/2023	5/19/2023	Renaissance Hotel Phoe 602-333-0000, AZ				-4.00
Hotel Refund for Anna Vigil stay for NHSA Annual Conference, Phoenix, AZ						
10 5/18/2023	5/22/2023	Hyatt Regency Sacramento Sacramento, CA				75.00
Hotel Parking for HS CA Managers & Directors Institute, Sacramento, CA						
11 5/19/2023	5/22/2023	Zoom.Us 888-799-9666 Www.Zoom.Us, CA				10,733.57
Zoom Subscription Automatic Renewal 052023-042024						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12 5/23/2023	5/24/2023	Paypal 402-935-7733, VA				29.00
Registration for Pyramid Model - Gloria Gonzales						
13 5/23/2023	5/24/2023	Paypal 402-935-7733, VA				29.00
Registration for Pyramid Model - Jazmin Leon						
14 5/23/2023	5/24/2023	Paypal 402-935-7733, VA				29.00
Registration for Pyramid Model - Valerie Camacho						

Transaction Count: 14  
Total: 16,395.35

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

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



Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Freddy Hernandez				Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-8850				Currency	US Dollar		
Reporting Period	4/29/2023 - 5/31/2023							
Trans Date	Post Date	Merchant Name	Charge Codes			Approved	Receipt	Amount
1 5/10/2023	5/11/2023	Dept Parks Contact Cente Ca.Stateparks, CA						668.25
CA Parks Hearst Castle fieldtrip for summer program participants (FHCC)								
2 5/10/2023	5/11/2023	Eb Kern County Aces C 801-413-7200, CA						142.60
Eventbrite ticket purchase ACEs Conference: for 5 Youth & Community Services staff								
3 5/12/2023	5/15/2023	Irs Nationwide Tax Forums 202-4952919, DC						245.00
Registration for Jaquelyn Guerra to attend the IRS Nationwide Tax Forum 2023 Aug 21-24, 2023								
4 5/13/2023	5/15/2023	Caesars Place Adv Rsvn 8662094732, NV						201.82
Lodging for Abran Gonzalez to attend the Wipfli Stonger to Serve Las Vegas, NV conference July 9-14, 2023								

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5 5/13/2023	5/15/2023	Caesars Place Adv Rsvn 8662094732, NV				201.82
Lodging for Wilfredo Cruz to attend the Wipfli Stonger to Serve Las Vegas, NV conference July 9-14, 2023.						
6 5/24/2023	5/26/2023	La Costa Mariscos Inc Bakersfield, CA				1,683.32
VITA Annual Volunteer Appreciation Meeting 5/24/23						
7 5/30/2023	5/31/2023	Usps Po 0504720502 Bakersfield, CA				42.84
Postage for the East Kern Family Resource Center client letter mailing						

Transaction Count: 7  
Total: 3,185.65

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

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



Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Louis Gill			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-6829			Currency	US Dollar		
Reporting Period	4/29/2023 - 5/31/2023						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 5/3/2023	5/4/2023	Naeh 202-638-1526, DC				825.00	
Registration Fee for Louis Gill to attend the National Conference on Ending Homelessness & Capitol Hill Day in Washington DC in July 2023.							
2 5/3/2023	5/5/2023	Hilton Internationals 202-4833000, DC				291.03	
Hotel Deposit for Louis Gill to attend National Conference on Ending Homelessness & Capitol Hill Day in Washington, DC in July 2023.							
3 5/7/2023	5/9/2023	American Air Fort Worth, TX				30.00	
Baggage Fee for Louis Gill - To Phoenix, AZ for NHSA Conference							
4 5/8/2023	5/9/2023	Uber Trip Help.Uber.Com, CA				29.42	
Transportation from Airport to Hotel for L. Gill.							
5 5/9/2023	5/10/2023	National Head Start Asso 703-739-0875, VA				85.00	
Louis Gill attended a luncheon at the National Head Start Conference on May 9, 2023, in Phoenix, Arizona.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/11/2023	5/12/2023	Uber Trip Help.Uber.Com, CA				24.22
Transportation from hotel to Phoenix airport for Louis Gill						
7 5/11/2023	5/15/2023	Rps Bakersfield Bakersfield, CA				44.00
Airport vehicle parking for Louis Gill's (traveling to attend the National Head Start Conference in Phoenix, Arizona)						
8 5/11/2023	5/15/2023	Hyatt Place Downtown P Phoenix, AZ				1,292.32
Lodging for Louis Gill's travel to attend the National Head Start Conference in Phoenix, Arizona.						
9 5/11/2023	5/15/2023	American Air Fort Worth, TX				30.00
Baggage fee for Tracy Webster for NHSA conference						

Transaction Count: 9  
Total: 2,650.99

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

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



Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Lisa McGranahan	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	Currency	US Dollar
Reporting Period	4/29/2023 - 5/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 5/10/2023	5/12/2023	Biometrics4all Inc 714-568-9888, CA				18.00
Relay Fees for running New Hire Fingerprints Invoice Period 04/01/2023-4/30/2023 Invoice Date 05/01/2023						
2 5/11/2023	5/12/2023	Urbane Cafe Bakersfiel Bakersfield, CA				196.04
Personnel Committee Meeting May 10, 2023						
3 5/11/2023	5/15/2023	Fedex398199731081 Memphis, TN				16.68
COVID Test Kits sent to Stockton Location						
4 5/17/2023	5/18/2023	Societyforhumanresource 800-2837476, VA				1,295.00
SHRM Annual Conference & Expo 2023 Virtual Registration for Lisa McGranahan HR Director						

Transaction Count: 4  
Total: 1,525.72

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

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





Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Jerry Meade	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8086	Currency	US Dollar
Reporting Period	4/29/2023 - 5/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 5/11/2023	5/12/2023	Target.Com 800-591-3869, MN				112.30
Baby wipes for EHS Center Based Services (108)						
2 5/18/2023	5/22/2023	Hyatt Regency Sacramento 8885884384, CA				819.18
Housing for QA Admin at the Hyatt Sacramento for HS CA MDI.						
3 5/18/2023	5/22/2023	Hyatt Regency Sacramento Sacramento, CA				819.18
Housing for QA Admin at the Hyatt Sacramento for HS CA MDI.						

Transaction Count: 3  
Total: 1,750.66

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

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



Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Pritika Ram			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7074			Currency	US Dollar		
Reporting Period	4/29/2023 - 5/31/2023						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 4/27/2023	5/1/2023	Tst* El Puesto Cocina Y C Bakersfield, CA				99.47	
Lunch meeting to discuss Foundation Business. Attendees: P. Ram, C. Anspach, and L. Brust.							
2 5/1/2023	5/2/2023	Stk*shutterstock 866-6633954, NY				29.00	
Monthly Subscription Fee for Stock Photos							
3 5/6/2023	5/8/2023	Hoo*hootsuite Inc 778-5889767, TX				1,494.00	
Annual Fee for Social Media Platform Software.							
4 5/13/2023	5/15/2023	Sq *mari?s Guisados Bakersfield, CA				758.00	
Food for staff working the CAPK Resource Fair on Saturday, May 13, 2023. Sign-in sheet & flyer attached.							
5 5/13/2023	5/15/2023	Dollar General #14107 Shafter, CA				81.72	
Misc. Supplies for Community Action Day in Shafter on May 13, 2023							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/13/2023	5/15/2023	Sanchez Torres Catering 661-6997992, CA				150.00
Lunch for staff working at Community Action Day event in Shafter on 5/13/23						
7 5/20/2023	5/22/2023	Facebk My9bnrbem2 650-5434800, CA				99.86
Facebook Ad "Save the Date"						
8 5/23/2023	5/24/2023	Sq *bad Axe Prints Gosq.Com, MI				190.86
Additional graduation stoles needed for BC Leadership Graduation.						
9 5/25/2023	5/26/2023	Ca Secretary Of State Web 916-6951338, CA				5.00
Certified Copy Request - BE						

Transaction Count: 9  
Total: 2,907.85

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

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



Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Jeremy Tobias			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7066			Currency	US Dollar		
Reporting Period	4/29/2023 - 5/31/2023						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 5/4/2023	5/5/2023	Caplaw.Org Caplaw.Org, MA				725.00	
Registration Fee for Jeremy Tobias to attend CAPLAW Conference in Austin, TX in June 2023.							
<hr/>							
2 5/7/2023	5/9/2023	Arco #42226 Bakersfield, CA				68.65	
Gasoline for CEO's Agency Vehicle.							
<hr/>							
3 5/9/2023	5/10/2023	Sheraton 602-2622500, AZ				840.90	
Hotel fee for Board Member Yolanda Ochoa - NHSA Conference in Phoenix, AZ.							
<hr/>							
4 5/13/2023	5/15/2023	Panera Bread #601790 O 661-395-9300, CA				33.74	
Refreshments for Chief's meeting on May 12, 2023.							
<hr/>							
5 5/15/2023	5/17/2023	Old River Grill, Inc- 661-4127696, CA				52.38	
Breakfast Meeting with Board Chair Fred Plane & Jeremy Tobias.							
<hr/>							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/16/2023	5/17/2023	Sq *too Fat Sandwiches Gosq.Com, CA				130.81
Lunch for PRE Committee Meeting on May 17, 2023.						
7 5/17/2023	5/19/2023	Shell Oil 57445309107 Bakersfield, CA				79.45
Gasoline for CEO's Agency Vehicle.						
8 5/21/2023	5/23/2023	Arco#82356lakeside Ampm Elk Grove, CA				62.45
Gasoline for CEO's Agency Vehicle.						
9 5/23/2023	5/24/2023	Www.Calcapa.Org Www.Calcapa.O, CA				499.00
Registration Fee for CalCAPA Annual Conference in San Francisco.						
10 5/23/2023	5/24/2023	McW#1006-Coffee 866-2543229, CA				29.99
Mister Car Wash Monthly Fee for Jeremy Tobias						
11 5/24/2023	5/26/2023	Kimpton Sawyer Hotel Sacramento, CA				8.00
Unknown Hotel Fee for CalCAPA Board Retreat in Sacramento.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12 5/24/2023	5/26/2023	Kimpton Sawyer Hotel Sacramento, CA				121.33
Hotel Parking / refreshments for CalCAPA Board Retreat. CalCAPA paid for all room charges.						
13 5/25/2023	5/25/2023	Panera Bread #601790 O 661-395-9300, CA				135.48
Lunch for Budget & Finance Committee Meeting on May 24, 2023.						
14 5/25/2023	5/29/2023	Food-Ex Bakersfield, CA				375.65
Lunch for CSD Directors Visit on May 25, 2023.						
15 5/26/2023	5/26/2023	Panera Bread #601790 O 661-395-9300, CA				49.82
Coffee & Danish for CSD Director Visit on May 25, 2023.						
16 5/27/2023	5/29/2023	76 - Bakersfield Buena Vi Bakersfield, CA				72.34
Gasoline for CEO's Agency Vehicle						

Transaction Count: 16  
Total: 3,284.99

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

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



Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Emilio Wagner	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7041	Currency	US Dollar
Reporting Period	4/29/2023 - 5/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 5/11/2023	5/11/2023	Microsoft G022941347 701-2817490, WA				1,256.48
Monthly charge for Azure Virtual machine for Childplus Head Start						
2 5/16/2023	5/17/2023	Graybar Electric Company 314-573-9200, MO				96.08
Emergency purchase for fiber optic cables to restore internet at Pete Parra Center						
3 5/22/2023	5/23/2023	Mindbody 805-5462000, CA				461.98
Recurring charge for Energy program scheduling portal						

Transaction Count: 3  
Total: 1,814.54

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

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



Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Tracy Webster			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-6993			Currency	US Dollar		
Reporting Period	4/29/2023 - 5/31/2023						
Trans Date	Post Date	Merchant Name	Charge Codes		Approved	Receipt	Amount
1 4/28/2023	5/1/2023	Caesars Place Adv Rsvn 8662094732, NV					201.82
Hotel Reservation for Tim Bealesio for Wipfli Conference 071023-071423							
2 4/28/2023	5/1/2023	Caesars Place Adv Rsvn 8662094732, NV					201.82
Hotel reservations for Louis Rodriguez Wipfli conference 071023-071423							
3 4/28/2023	5/1/2023	Caesars Place Adv Rsvn 8662094732, NV					201.82
Hotel reservations for Naomi Ibarra for Wipfli conference 071023-071323							
4 4/28/2023	5/1/2023	Caesars Place Adv Rsvn 8662094732, NV					201.82
Hotel Reservations for Laura Alford to attend Wipfli Stronger to Serve conference on 071123-0711423 2023							
5 4/28/2023	5/1/2023	Wipfli Llp Madison, WI					6,800.00
Registration for Training in Las Vegas for Louis Rodriguez, Laura Alford, Tim Bealesio and Naomi Ibarra							



Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/3/2023	5/4/2023	Ca Secretary Of State Web 916-6951338, CA				25.00
ATTORNEY GENERAL OF CALIFORNIA ANNUAL REGISTRATION RENEWAL FEE REPORT						
<hr/>						
7 5/7/2023	5/9/2023	American Air Fort Worth, TX				30.00
Tracy Taxi from Hotel to Airport Phoenix, AZ HS training						
<hr/>						
8 5/7/2023	5/15/2023	Ac Hotel Phoenix Downt Phoenix, AZ				986.12
Hotel stay for Jennifer Davis to attend NHSA Conference						
<hr/>						
9 5/7/2023	5/15/2023	Ac Hotel Phoenix Downt Phoenix, AZ				986.12
Hotel for Tracy Webster for NHSA conference						
<hr/>						
10 5/11/2023	5/12/2023	Sq *taxi Phoenix, AZ				30.00
Taxi ride from Hotel to Airport for Tracy Webster						
<hr/>						
11 5/11/2023	5/15/2023	American Air Fort Worth, TX				30.00
Baggage fee for Tracy Webster for NHSA Conference						
<hr/>						

Transaction Count: 11  
**Total: 9,694.52**

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

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



Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Rebecca Moreno	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-4956	Currency	US Dollar
Reporting Period	4/29/2023 - 5/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 5/3/2023	5/5/2023	Hilton Internationals 202-4833000, DC				291.03
Hotel Deposit for Adam Ramos to attend National Conference on Ending Homelessness & Capitol Hill Day in Washington, DC in July 2023.						
2 5/3/2023	5/5/2023	Hilton Internationals 202-4833000, DC				291.03
Hotel Deposit for Keith Jackson to attend National Conference on Ending Homelessness & Capitol Hill Day in Washington, DC in July 2023.						
3 5/3/2023	5/5/2023	Hilton Internationals 202-4833000, DC				291.03
Hotel Deposit for Marlene Ruiz to attend National Conference on Ending Homelessness & Capitol Hill Day in Washington, DC in July 2023.						
4 5/3/2023	5/5/2023	Hilton Internationals 202-4833000, DC				291.03
Hotel Deposit for Joseph Aguilar to attend National Conference on Ending Homelessness & Capitol Hill Day in Washington, DC in July 2023.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5 5/3/2023	5/5/2023	Hilton Internationals 202-4833000, DC				291.03
Hotel Deposit for Rebecca Moreno to attend National Conference on Ending Homelessness & Capitol Hill Day in Washington, DC in July 2023.						
<hr/>						
6 5/4/2023	5/5/2023	Naeh 202-638-1526, DC				825.00
Registration Fee for Adam Ramos to attend the National Conference on Ending Homelessness & Capitol Hill Day in Washington, DC in July, 2023.						
<hr/>						
7 5/4/2023	5/5/2023	Naeh 202-638-1526, DC				825.00
Registration Fee for Keith Jackson to attend the National Conference on Ending Homelessness & Capitol Hill Day in Washington, DC in July, 2023.						
<hr/>						
8 5/4/2023	5/5/2023	Naeh 202-638-1526, DC				825.00
Registration Fee for Marlene Ruiz to attend the National Conference on Ending Homelessness & Capitol Hill Day in Washington, DC in July, 2023.						
<hr/>						
9 5/4/2023	5/5/2023	Naeh 202-638-1526, DC				825.00
Registration Fee for Joseph Aguilar to attend the National Conference on Ending Homelessness & Capitol Hill Day in Washington, DC in July, 2023.						
<hr/>						
10 5/4/2023	5/5/2023	Naeh 202-638-1526, DC				825.00
Registration Fee for Rebecca Moreno to attend the National Conference on Ending Homelessness & Capitol Hill Day in Washington, DC in July, 2023.						
<hr/>						

Transaction Count: 10  
**Total: 5,580.15**

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

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



Reporting Period : 4/29/2023 - 5/31/2023

Statement Summary

Name	Susana Magana			Company	Community Action Partnership O			
Account #	XXXX-XXXX-XXXX-6693			Currency	US Dollar			
Reporting Period	4/29/2023 - 5/31/2023							
Trans Date	Post Date	Merchant Name	Charge Codes			Approved	Receipt	Amount
1 5/2/2023	5/4/2023	Delta King Hotel Sacramento, CA						266.09
		Hotel Room in Sacramento, CA for Kelly Lowery to attend CAFB Annual Member Meeting.						
<hr/>								
2 5/3/2023	5/4/2023	Target 00006148 Bakersfield, CA						73.16
		Special Formula for Central Kitchen						
<hr/>								
3 5/3/2023	5/4/2023	Lassens Natural Foods-Bk Bakersfield, CA						132.87
		Special Diet Food for Central Kitchen						
<hr/>								
4 5/3/2023	5/4/2023	Wal-Mart #1624 Bakersfield, CA						89.70
		Special Formula for Central Kitchen						
<hr/>								
5 5/3/2023	5/4/2023	Target 00006148 Bakersfield, CA						131.96
		Special Formula for Central Kitchen						
<hr/>								

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 5/4/2023	5/8/2023	Holiday Inn Express Merced, CA				350.42
MCAP Family Enrollment and outreach travel lodging for Brenda Quintero Ayon 4/26/23						
7 5/4/2023	5/8/2023	Holiday Inn Express Merced, CA				350.42
MCAP Family Enrollment and outreach travel lodging for Belgica Hernandez Espero Ayon 4/26/23						
8 5/4/2023	5/8/2023	Holiday Inn Express Merced, CA				350.42
MCAP Family Enrollment and outreach travel lodging for Agustina Lorenzano Ayon 4/26/23						
9 5/18/2023	5/19/2023	Tst* Nothing Bundt Cakes 661-379-8120, CA				84.00
Food Bank Staff meeting 5/18/23						
10 5/22/2023	5/23/2023	Carquest 7353 Bakersfield, CA				240.25
Safety clubs for MCAP vehicles						
11 5/22/2023	5/24/2023	Autozone #3311 661-827-8300, CA				200.21
Safety Clubs for vehicles/incorrect charge						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12 5/22/2023	5/24/2023	Autozone #3311 661-827-8300, CA				200.21
		Safety Clubs for vehicles/incorrect charge				
<hr/>						
13 5/22/2023	5/24/2023	Autozone #3311 661-827-8300, CA				200.21
		Safety Clubs for vehicles/incorrect charge				
<hr/>						
14 5/23/2023	5/24/2023	Target.Com 800-591-3869, MN				73.26
		Special Formula				
<hr/>						
15 5/23/2023	5/24/2023	Walmart.Com 8009666546 800-966-6546, AR				89.70
		Special Baby Formula				
<hr/>						
16 5/23/2023	5/24/2023	Target.Com 800-591-3869, MN				-0.10
		Special Formula Credit				
<hr/>						
17 5/23/2023	5/24/2023	Sq *bravo Farms Restauran Tulare, CA				75.77
		Meeting expense for the Fresno/Madera Staff Meeting 5/23/23				
<hr/>						



Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
18 5/23/2023	5/25/2023	Autozone #5336 Bakersfield, CA				108.11
		Safety clubs for MCAP vehicles				
<hr/>						
19 5/24/2023	5/25/2023	Sequoia Sand Downtown Bakersfield, CA				298.15
		Lunch for the Central Kitchen Staff Development meeting 5/26/23				
<hr/>						
20 5/24/2023	5/25/2023	Lassens Natural Foods-Bk Bakersfield, CA				135.59
		Special Diet Food (Central Kitchen)				
<hr/>						
21 5/24/2023	5/25/2023	Smart And Final 362 Bakersfield, CA				53.05
		Meeting expense (Central Kitchen)				
<hr/>						
22 5/24/2023	5/29/2023	Autozone #3311 Bakersfield, CA				-200.21
		Safety Clubs for vehicles/incorrect charge				
<hr/>						
23 5/24/2023	5/29/2023	Autozone #3311 Bakersfield, CA				-200.21
		Safety Clubs for vehicles/incorrect charge				
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
24 5/24/2023	5/29/2023	Autozone #3311 Bakersfield, CA				-200.21
Safety Clubs for vehicles/incorrect charge						
25 5/26/2023	5/29/2023	Vons #2420 Bakersfield, CA				53.85
Meeting Expense for the Central Kitchen Staff Development meeting 5/26/23						
26 5/30/2023	5/31/2023	Paypal 402-935-7733, CA				200.00
California Academy of Nutrition and Dietetics WIC recruitment (Program Manager-Registered Dietician)						

Transaction Count: 26  
Total: 3,156.67

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

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

**COMMUNITY ACTION PARTNERSHIP OF KERN  
CENTRAL KITCHEN - BUDGET TO ACTUAL  
FOR THE PERIOD MARCH 1, 2023 TO FEBRUARY 28, 2024 (3 OF 12 MONTHS OR 25.0%)**

Line Item	2023/24 Budget	3/1/23 - 2/28/24 Actual	% Expended	Available Budget
USDA Revenue (Note A)	2,098,319	363,737	17.3%	1,734,582
Head Start Subsidy	<u>1,213,057</u>	<u>250,957</u>	20.7%	<u>962,100</u>
Total Revenue	<u>3,311,376</u>	<u>614,695</u>	18.6%	<u>2,696,681</u>
Expenditures (Note B)				
Salaries	843,039	140,587	16.7%	702,452
Benefits	258,634	44,911	17.4%	213,723
Vehicle Gasoline, Repair/Maintenance	47,000	8,346	17.8%	38,654
Space Costs	121,700	22,649	18.6%	99,051
Supplies - Office & Food Service	106,000	47,326	44.6%	58,674
Equipment Repair/Maintenance & Lease	35,300	3,408	9.7%	31,892
Communication	13,000	4,480	34.5%	8,520
Risk Insurance	12,700	3,214	25.3%	9,486
Printing	1,000	152	15.2%	848
Hiring & Employee Costs	100	224	224.0%	(124)
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	<u>1,552,853</u>	<u>262,070</u>	16.9%	<u>1,290,783</u>
Sub Total	2,991,826	537,367	18.0%	2,454,459
Adult Meals Prepared	128,794	41,701	32.4%	87,093
Indirect	<u>190,756</u>	<u>35,627</u>	18.7%	<u>155,129</u>
Total Expenditures	<u>3,311,376</u>	<u>614,695</u>	18.6%	<u>2,696,681</u>

	Prior Period	May 2023	Cumulative
Total Meals Prepared and Vended (Note C)	130,807	59,675	190,482
Total Meals Claimed	<u>84,901</u>	<u>39,903</u>	<u>124,804</u>
Difference	45,906	19,772	65,678

Percentage Claimed to Prepared/Vended		66.9%	65.5%
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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 (11 OF 12 MONTHS = 91.7%)

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	\$ 1,990,336	\$ 1,702,027	\$ 1,657,255	\$ 1,581,140	\$ 1,837,154	\$ 2,099,825	\$ 2,279,699	\$ -	\$ 16,770,502		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	-		
Net Provider Payments	\$ 613,374	\$ 813,746	\$ 954,574	\$ 1,241,372	\$ 1,990,336	\$ 1,702,027	\$ 1,657,255	\$ 1,581,140	\$ 1,837,154	\$ 2,099,825	\$ 2,279,699	\$ -	\$ 16,770,502	81.13%	
Maximum Reimbursable Amount (MRA) for Provider Payments													<b>23,857,165</b>		<b>70.30%</b>
<u>Administration &amp; Support Services Revenue</u>															
Provider Payments	\$ 613,374	\$ 813,746	\$ 954,574	\$ 1,241,372	\$ 1,990,336	\$ 1,702,027	\$ 1,657,255	\$ 1,581,140	\$ 1,837,154	\$ 2,099,825	\$ 2,279,699	\$ -	\$ 16,770,502		
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%		
Revenue Earned	\$ 163,049	\$ 216,312	\$ 253,748	\$ 329,985	\$ 529,077	\$ 452,438	\$ 440,536	\$ 420,303	\$ 488,358	\$ 558,182	\$ 605,996	\$ -	\$ 4,457,985		
Program Administration/Support Services Costs	101,870	115,425	139,282	139,997	144,668	246,553	168,847	286,178	305,397	201,963	207,297	-	2,057,477	9.95%	
Indirect (10% x MTDC) Costs	70,328	91,774	108,017	136,944	212,318	193,576	181,372	185,406	187,674	228,592	247,255	-	1,843,254	8.92%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	\$ 172,199	\$ 207,199	\$ 247,298	\$ 276,941	\$ 356,986	\$ 440,128	\$ 350,218	\$ 471,584	\$ 493,071	\$ 430,555	\$ 454,552	\$ -	\$ 3,900,732	18.87%	
Revenue Earned Over/(Under) Costs	\$ (9,150)	\$ 9,113	\$ 6,450	\$ 53,044	\$ 172,091	\$ 12,310	\$ 90,318	\$ (51,280)	\$ (4,713)	\$ 127,626	\$ 151,444	\$ -	\$ 557,254		
TOTAL COSTS - NET OF FAMILY FEES	\$ 785,573	\$ 1,020,945	\$ 1,201,872	\$ 1,518,313	\$ 2,347,322	\$ 2,142,155	\$ 2,007,473	\$ 2,052,724	\$ 2,330,225	\$ 2,530,380	\$ 2,734,251	\$ -	\$ 20,671,234	100.00%	

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

Provider payments	16,770,502
Reimbursement Rate (19% / 81%)	x 26.5823%
Revenue Earned	<u>4,457,985</u>

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

Provider Payments	23,857,165	81.00%
Administration	4,712,526	16.00%
Support Services	883,599	<u>3.00%</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 (11 OF 12 MONTHS = 91.7%)

	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-2058)</b>														
Adjusted Days of Enrollment - Certified	3,439	4,970	4,923	5,761	5,374	5,384	5,468	5,498	7,042	6,562	6,876	-	61,297	
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	
Revenue Earned	\$ 177,255	\$ 256,191	\$ 253,771	\$ 296,976	\$ 277,019	\$ 266,711	\$ 270,902	\$ 272,391	\$ 348,861	\$ 325,090	\$ 340,649	\$ -	\$ 3,085,817	<b>83.89%</b>
Maximum Reimbursable Amount (MRA)													<b>\$3,678,194</b>	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.61%	98.89%	98.84%	98.84%	98.27%	97.74%	97.83%	98.61%	97.31%	98.51%	98.15%			<b>97.91%</b>
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			100.00%
<b>CALIFORNIA STATE PRESCHOOL (CSPP-2120)</b>														
Adjusted Days of Enrollment - Certified	3,296	6,416	8,191	9,575	8,903	8,030	9,456	9,063	11,273	9,510	9,813		93,526	
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	
Revenue Earned	\$ 182,181	\$ 354,638	\$ 452,716	\$ 529,198	\$ 492,046	\$ 443,829	\$ 522,656	\$ 500,892	\$ 623,046	\$ 525,600	\$ 542,386	\$ -	\$ 5,169,188	<b>72.26%</b>
Maximum Reimbursable Amount (MRA)													<b>\$7,153,992</b>	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	98.41%	98.26%	98.67%	97.89%	96.47%	97.39%	96.11%	96.93%	96.89%	95.83%	97.08%			<b>96.72%</b>
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			100.00%
<b>MIGRANT CHILD CARE (CMIG-2004)</b>														
Adjusted Days of Enrollment - Certified	94	123	130	158	136	133	149	146	101	147	144		1,463	
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	
Revenue Earned	\$ 4,865	\$ 6,338	\$ 6,703	\$ 8,169	\$ 7,002	\$ 6,881	\$ 7,703	\$ 7,512	\$ 5,212	\$ 7,596	\$ 7,152	\$ -	\$ 75,133	<b>25.61%</b>
Maximum Reimbursable Amount (MRA)													<b>\$293,327</b>	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	100.00%	96.83%	98.39%	96.24%	98.41%	91.67%	97.79%	100.00%			<b>98.35%</b>
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	96.67%	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.

Note 3: CSPP Contract was amended from \$4,544,694 to \$7,153,992

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 (11 OF 12 MONTHS = 91.7%)

	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
<u>GENERAL CHILD CARE (CCTR-1242)</u>														
Adjusted Days of Enrollment - Certified	687	919	860	995	918	1,188	1,366	1,453	2,025	2,681	2,914		16,006	
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	\$ 31,629	\$ 42,283	\$ 39,571	\$ 45,804	\$ 42,254	\$ 54,680	\$ 62,899	\$ 66,865	\$ 93,226	\$ 123,390	\$ 134,138	\$ -	\$ 736,736	46.87%
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%	99.05%	96.92%	98.06%	96.48%	97.58%	97.97%			98.00%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	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: May-2023  
Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities		May 2023		Year to Date 03/1/23 - 05/31/23	
Description		Number	Amount		Amount
Bank Deposits		12	1,328,540	41	10,520,782
Wire Deposits		9	8,726,470	32	10,394,865
Head Start/IRS Drawdowns		7	3,058,429	18	12,625,299
Vendor Checks Issued		1279	5,068,918	4,669	19,034,960
Payroll Disbursed			3,248,568		9,181,061
Grant Reports Prepared		33		96	
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					
Homeless Safe Camping					
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					
Business Services					
Activity	Requested	In-Progress	Processed		Processed YTD
Purchase Orders	159	0	159		985
Contracts	20	3	17		89
Leases	3	18	2		13
Requests for Proposals	1	2	0		2
Business Services Projects					
Description			% Completed		Comments
Energy Subcontractor			100		Issued on April 26
Design Build Sports Field Lighting FHCC			100		Completed

Total Division Staffing

29 positions + 1 Vacancies

CFO	Accounting Technician (5)	Procurement Manager
Director of Finance	Accounting Specialist (2)	Business Contracts Specialist
Finance Administrator	AP Supervisor (1)	Business Technician (2)
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, 2023

### ASSETS

Cash in Bank	12,449,539
Cash - Vacation Reserve	1,050,719
Petty Cash	-
Accounts Receivable	11,180,611
Travel Advance	200
Prepaid Expense	999,684
Inventory	1,090,744
Net Fixed Assets - Unrestricted	703,156
Net Fixed Assets - Restricted	<u>30,074,237</u>

**Total Assets** 57,548,890

### LIABILITIES AND NET ASSETS

Accounts Payable	7,537,974
Accrued Expenses	2,980,360
Accrued Vacation	1,743,490
Line of Credit	-
Note Payable	704,130
Advance Payable	2,784,923
Deferred Revenue	<u>6,244,153</u>

**Total Liabilities** 21,995,030

**Total Net Assets** 35,553,860

**Total Liabilities and Net Assets** 57,548,890

## STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2022 TO FEBRUARY 28, 2023

### REVENUE

Grant Revenue	105,579,006
Donations	47,277,632
Other Revenue	756,165
In-Kind	<u>261,800</u>

**Total Revenue** 153,874,604

### EXPENDITURES

Salaries	36,431,542
Benefits	10,091,397
Travel	698,622
Space Costs	7,866,562
Supplies	2,886,851
Consultant/Contract Services	4,363,893
Other Costs	3,862,621
Program Costs	65,591,598
Capital Expenditures	-
Indirect	7,998,647
In-Kind	<u>261,800</u>

**Total Expenditures** 140,053,533

**Net Change in Assets** 13,821,071

**Net Assets, beginning** 21,732,790

**Net Assets, ending** 35,553,860



# Community Action of Partnership of Kern Agency Total

## STATEMENT OF POSITION (UNAUDITED) AS OF MAY 31, 2023

### ASSETS

Cash in Bank	12,763,736
Cash - Vacation Reserve	994,443
Petty Cash	-
Accounts Receivable	(0)
Travel Advance	4,225
Prepaid Expense	981,327
Inventory	1,118,502
Net Fixed Assets - Unrestricted	638,504
Net Fixed Assets - Restricted	<u>30,071,647</u>

**Total Assets** 46,572,384

### LIABILITIES AND NET ASSETS

Accounts Payable	5,843,436
Accrued Expenses	71,382
Accrued Vacation	979,259
Line of Credit	-
Note Payable	639,479
Advance Payable	2,784,923
Deferred Revenue	<u>387,264</u>

**Total Liabilities** 10,705,743

**Total Net Assets** 35,866,642

**Total Liabilities and Net Assets** 46,572,385

## STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2023 TO MAY 31, 2023

### REVENUE

Grant Revenue	23,966,286
Donations	130,663
Other Revenue	2,229,640
In-Kind	<u>3,151,771</u>

**Total Revenue** 29,478,360

### EXPENDITURES

Salaries	7,826,794
Benefits	2,496,444
Travel	173,736
Space Costs	2,250,770
Supplies	699,614
Consultant/Contract Services	1,612,992
Other Costs	1,277,082
Program Costs	7,380,150
Capital Expenditures	249,633
Indirect	2,046,592
In-Kind	<u>3,151,771</u>

**Total Expenditures** 29,165,578

**Net Change in Assets** 312,781

**Net Assets, beginning** 35,553,860

**Net Assets, ending** 35,866,642

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-23 TO 05-31-23 (25.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	44,051,888	7,437,576	36,614,312	17%
BENEFITS	14,158,980	2,299,744	11,859,236	16%
TRAVEL	860,927	162,802	698,125	19%
SPACE COST	5,119,714	2,152,674	2,967,040	42%
SUPPLIES	2,275,029	647,965	1,627,064	28%
EQUIPMENT	410,420	959,380	(548,960)	234%
CONSULTANT/CONTRACT SERVICES	3,053,138	1,302,640	1,750,498	43%
OTHER COSTS	2,757,892	1,089,760	1,668,132	40%
PROGRAM COSTS	26,485,434	7,371,893	19,113,541	28%
INDIRECT	9,589,595	2,108,158	7,481,437	22%
TOTAL	108,763,017	25,532,593	83,230,424	23%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-23 TO 05-31-23 (25.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	31,698,221	5,631,470	26,066,751	18%
BENEFITS	10,482,845	1,743,417	8,739,428	17%
TRAVEL	606,386	102,950	503,436	17%
SPACE COST	2,923,727	486,991	2,436,736	17%
SUPPLIES	1,779,693	415,851	1,363,842	23%
EQUIPMENT	396,870	153,567	243,303	39%
CONSULTANT/CONTRACT SERVICES	1,306,125	334,152	971,973	26%
OTHER COSTS	1,162,562	397,077	765,485	34%
PROGRAM COSTS	22,106,428	6,303,696	15,802,732	29%
INDIRECT	7,214,192	1,546,862	5,667,330	21%
TOTAL	79,677,049	17,116,033	62,561,016	21%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-23 TO 05-31-23 (25.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,689,341	684,260	4,005,081	15%
BENEFITS	1,454,798	211,314	1,243,484	15%
TRAVEL	110,349	38,480	71,869	35%
SPACE COST	765,375	961,036	(195,661)	126%
SUPPLIES	125,671	91,399	34,272	73%
EQUIPMENT	-	348,348	(348,348)	Not budgeted
CONSULTANT/CONTRACT SERVICES	648,910	103,268	545,642	16%
OTHER COSTS	409,174	156,659	252,515	38%
PROGRAM COSTS	3,068,971	818,340	2,250,631	27%
INDIRECT	918,707	200,827	717,880	22%
TOTAL	12,191,296	3,613,932	8,577,364	30%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-23 TO 05-31-23 (25.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,279,389	370,143	1,909,246	16%
BENEFITS	683,820	120,018	563,802	18%
TRAVEL	50,000	8,487	41,513	17%
SPACE COST	237,186	49,384	187,802	21%
SUPPLIES	109,499	74,904	34,595	68%
EQUIPMENT	-	64,572	(64,572)	Not budgeted
CONSULTANT/CONTRACT SERVICES	229,213	444,281	(215,068)	194%
OTHER COSTS	654,000	345,134	308,866	53%
PROGRAM COSTS	481,231	105,012	376,219	22%
INDIRECT	472,412	148,959	323,453	32%
TOTAL	5,196,750	1,730,893	3,465,857	33%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-23 TO 05-31-23 (25.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,219,812	548,610	3,671,202	13%
BENEFITS	1,226,969	165,228	1,061,741	13%
TRAVEL	55,702	10,740	44,962	19%
SPACE COST	953,189	635,171	318,018	67%
SUPPLIES	232,451	55,141	177,310	24%
EQUIPMENT	13,550	392,894	(379,344)	2900%
CONSULTANT/CONTRACT SERVICES	830,833	419,303	411,530	50%
OTHER COSTS	380,166	171,004	209,162	45%
PROGRAM COSTS	825,804	98,371	727,433	12%
INDIRECT	779,220	176,726	602,494	23%
TOTAL	9,517,696	2,673,188	6,844,508	28%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-23 TO 05-31-23 (25.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,007,969	180,771	827,198	18%
BENEFITS	261,830	55,769	206,061	21%
TRAVEL	13,740	2,144	11,596	16%
SPACE COST	234,537	20,092	214,445	9%
SUPPLIES	18,915	5,317	13,598	28%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	7,750	95	7,655	1%
OTHER COSTS	42,380	10,394	31,986	25%
PROGRAM COSTS	3,000	-	3,000	0%
INDIRECT	166,580	26,321	140,259	16%
TOTAL	1,756,701	300,903	1,455,798	17%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-23 TO 05-31-23 (25.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	157,156	22,321	134,835	14%
BENEFITS	48,718	3,999	44,719	8%
TRAVEL	24,750	-	24,750	0%
SPACE COST	5,700	-	5,700	0%
SUPPLIES	8,800	5,353	3,447	61%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	30,307	1,540	28,767	5%
OTHER COSTS	109,610	9,492	100,118	9%
PROGRAM COSTS	-	46,475	(46,475)	Not budgeted
INDIRECT	38,484	8,463	30,021	22%
TOTAL	423,525	97,642	325,883	23%



**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**INDIRECT FUND - FY 2023/24**  
**BUDGET TO ACTUAL - 03/01/23 TO 5/31/23 (3 OF 12 MONTHS = 25.0%)**

	Budget	Actual	% Earned/ Expended	Available Balance
<b>Revenue</b>	<b>\$ 9,589,595</b>	<b>\$ 2,108,158</b>	<b>22.0%</b>	<b>\$ 7,481,437</b>
Expenditures				
Salaries	4,599,831	814,468	17.7%	3,785,363
Benefits @ 23.6% actual	<u>1,190,237</u>	<u>227,523</u>	<u>19.1%</u>	<u>962,714</u>
Total Personnel Costs	5,790,068	1,041,991	18.0%	4,748,078
Operating Costs				
Travel	88,000	10,073	11.4%	77,927
Space Costs	386,450	36,336	9.4%	350,114
Supplies	262,650	46,573	17.7%	216,077
Consultant/Contract	1,049,000	310,352	29.6%	738,648
Other Operating Costs	<u>780,300</u>	<u>182,338</u>	<u>23.4%</u>	<u>597,962</u>
Total Operating Costs	2,566,400	585,671	22.8%	1,980,729
<b>Total Expenditures</b>	<b><u>\$ 8,356,468</u></b>	<b><u>\$ 1,627,662</u></b>	<b><u>19.5%</u></b>	<b><u>\$ 6,728,806</u></b>
<b>Excess (Deficit) Indirect Revenue</b>	<b><u>\$ 1,233,127</u></b>	<b><u>\$ 480,496</u></b>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 1,302,127	\$ 257,127	19.7%	\$ 1,045,000
Operations	2,700,165	522,130	19.3%	2,178,035
Executive	500,950	187,067	37.3%	313,883
Program Administration	-	189	Not budgeted	(189)
Finance	2,523,658	565,301	22.4%	1,958,357
Community Development	<u>1,329,568</u>	<u>95,846</u>	<u>7.2%</u>	<u>1,233,722</u>
	<b><u>\$ 8,356,468</u></b>	<b><u>\$ 1,627,662</u></b>	<b><u>19.5%</u></b>	<b><u>\$ 6,728,806</u></b>

Prepared Date: 07/12/23