



DATE	August 17, 2023
TIME	12:00 pm
LOCATION	CAPK Administrative Office 5005 Business Park North Bakersfield, CA 93309

## Audit & Pension Committee Agenda

### 1. Call to Order

### 2. Roll Call

Curtis Floyd (Chair)	Jeff Flores	Guadalupe Perez
Jimmie Childress	Yolanda Ochoa	

### 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. Pension Plan Update for Q2 2023– <b>Info Item (p.2-8)</b>  | Tom Ming, Managing Director at Pensionmark   |
| b. Change of Pension Plan Provider for Plans 401(a), 403(b) and 457(b) from The Standard to Nationwide – <b>Action Item (p. 9-14)</b> | Tracy Webster, Chief Financial Officer<br>Tom Ming, Managing Director at Pensionmark |
| c. First 5 Kern - Administrative Review of the Help Me Grow Program – <b>Info Item (p. 15-16)</b>                                     | Sabrina Jones-Roberts, 2-1-1 Call Center Program Administrator                       |
| d. First 5 Kern – Administrative Review of 2-1-1 Kern County – <b>Info Item (p. 17-18)</b>  | Sabrina Jones-Roberts, 2-1-1 Call Center Program Administrator                       |
| e. First 5 Kern – Administrative Review of the Oasis Family Resource Center – <b>Info Item (p. 19-20)</b>                             | Eric Le Barbé, Youth & Community Services Supervisor                                 |
| f. CSD Comprehensive Inspection Report of the CAPK Energy Program – <b>Info Item (p. 21-24)</b>                                       | Wilfredo Cruz, Energy Program Administrator  |

### 5. Committee Member Comments

### 6. Next Scheduled Meeting

Audit & Pension Committee  
12:00 pm  
November 16, 2023  
5005 Business Park North  
Bakersfield, CA 93309

### 7. Adjournment

*This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at [www.capk.org](http://www.capk.org) by 5:00 pm, August 14, 2023. Paula Daoutis, Administrative Coordinator.*



# Audit & Pension Committee Meeting

August 17, 2023

Q2 2023 Investment Review

Plan Re-Pricing Review

planadviser.2023  
**TOP** RETIREMENT  
PLAN ADVISERS



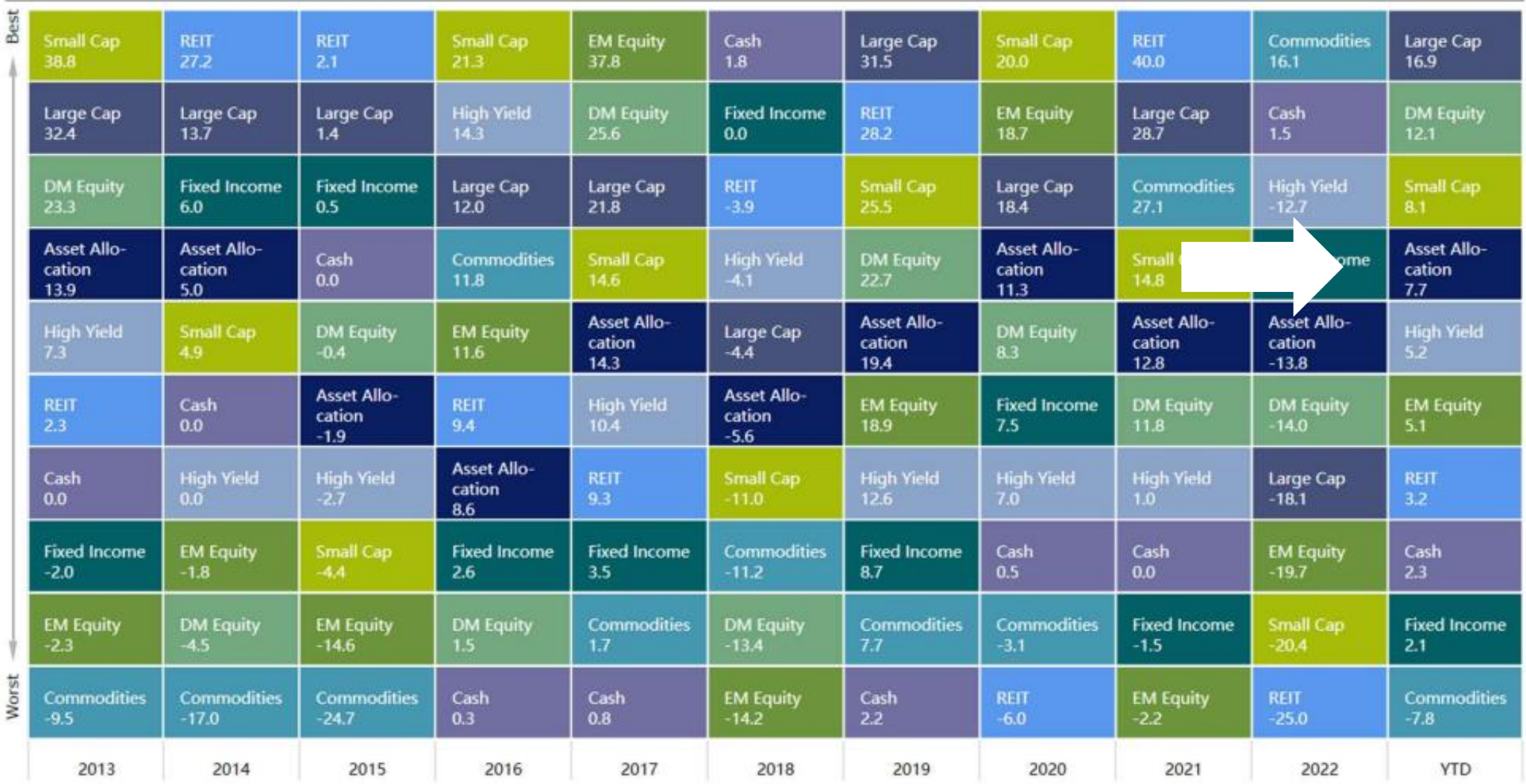
Pensionmark Financial Group, LLC ("Pensionmark") is an investment adviser registered under the Investment Advisers Act of 1940. Financial Advisors at Pensionmark may also be registered representatives of CapFinancial Securities, LLC (member SIPC), which is affiliated with Pensionmark through common ownership.

## Domestic Equity

- Q2 2023 looked much like Q1 2023 for US equity markets.
- The S&P 500 continued to rally in the second quarter gaining 8.39% and extending its YTD gains to over 16% by the end of June.
- Large Caps (Russell 1000) continue to outpace Small Caps (Russell 2000), with the largest “mega cap” Technology and Communication Services companies leading the charge. News and prospects for “artificial intelligence” have led to increased interest from many investors and traders in tech stocks related to AI.
- Growth stocks (Russell 1000 Growth) outperformed Value (Russell 1000 Value), with many Growth stocks recovering most or all of their losses experienced in 2022. This boom in growth stocks continues despite continued hawkishness from the Fed in their fight against inflation.
- Technology, Consumer Discretionary, and Communications were once again the best performing sectors during the quarter. Energy, Consumer Staples, and Utilities were the worst performing sectors.

# The Importance of Diversification

## THE IMPORTANCE OF DIVERSIFICATION

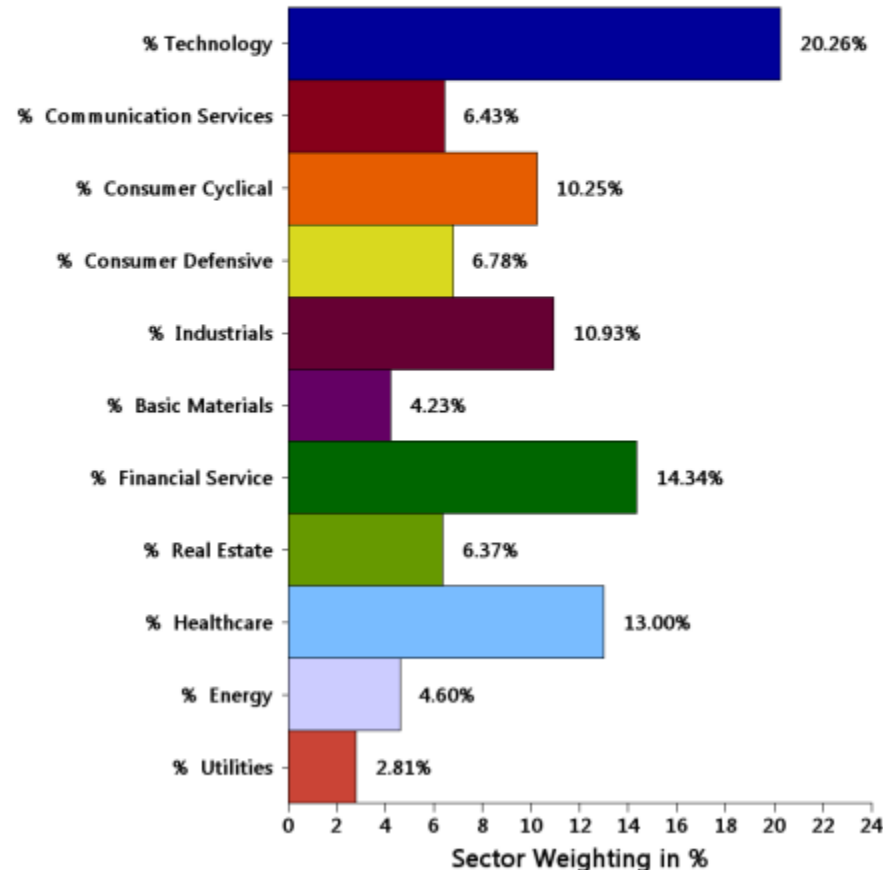
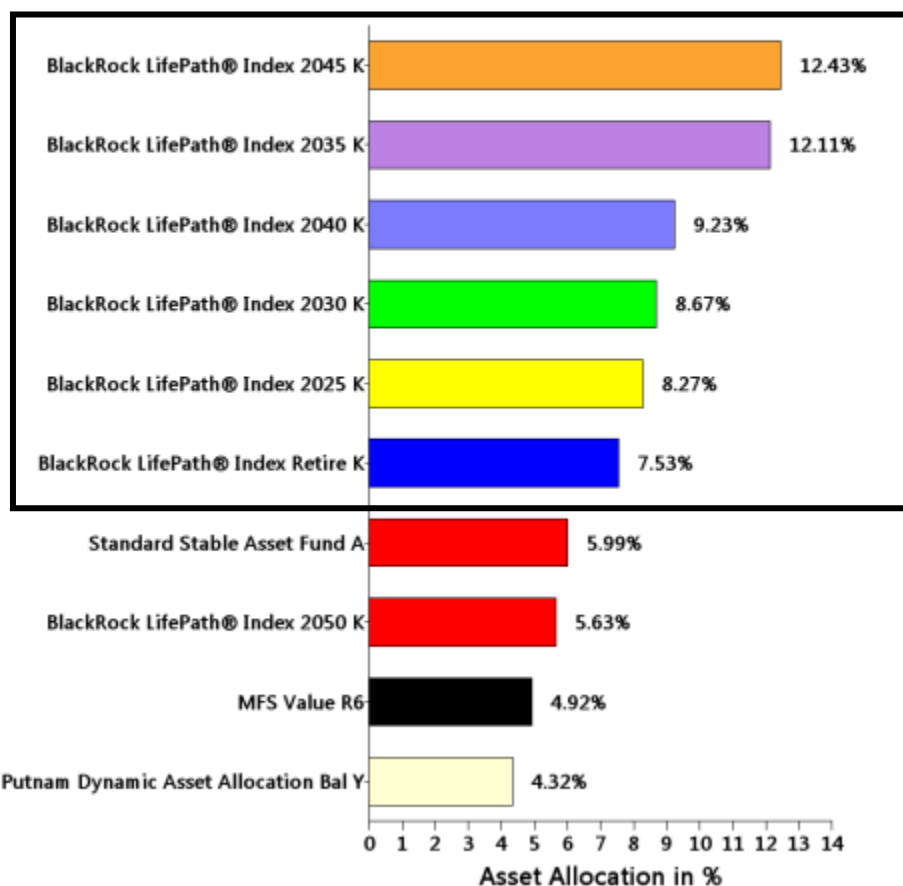


# The Importance of Diversification

## PORTFOLIO | HOLDINGS & SECTOR ALLOCATION

Top 10 Holdings

Sector Allocation



For source information, please see the "Important Disclosures" section of this report.

## EXECUTIVE SUMMARY



### Investment Scoring Summary

Passing	Watch	Review	Not Scored	Total
24	0	0	1	25

### Investment Additions

Investment Name	Status	Morningstar Rating
No current investment additions		

### Investments on Watch

Investment Name	Status	Quarters Failing Criteria	Morningstar Rating
No investments are currently on the watch list			

### Investments Targeted for Review

Investment Name	Status	Morningstar Rating
No investments are currently targeted for review		

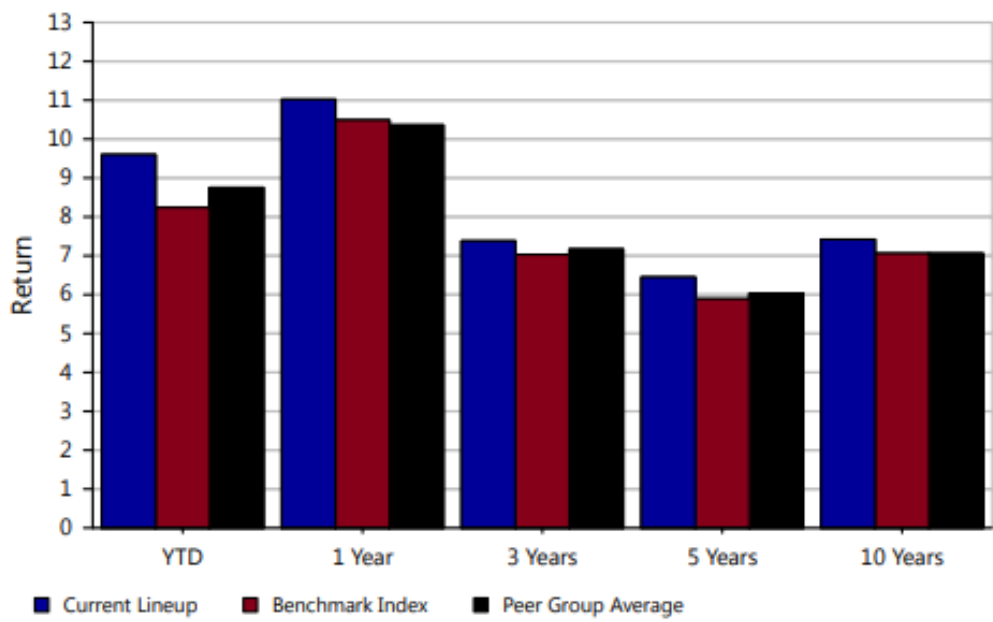
Review : ✖ Watch : ▲ Addition : +

For source information, please see the "Important Disclosures" section of this report.

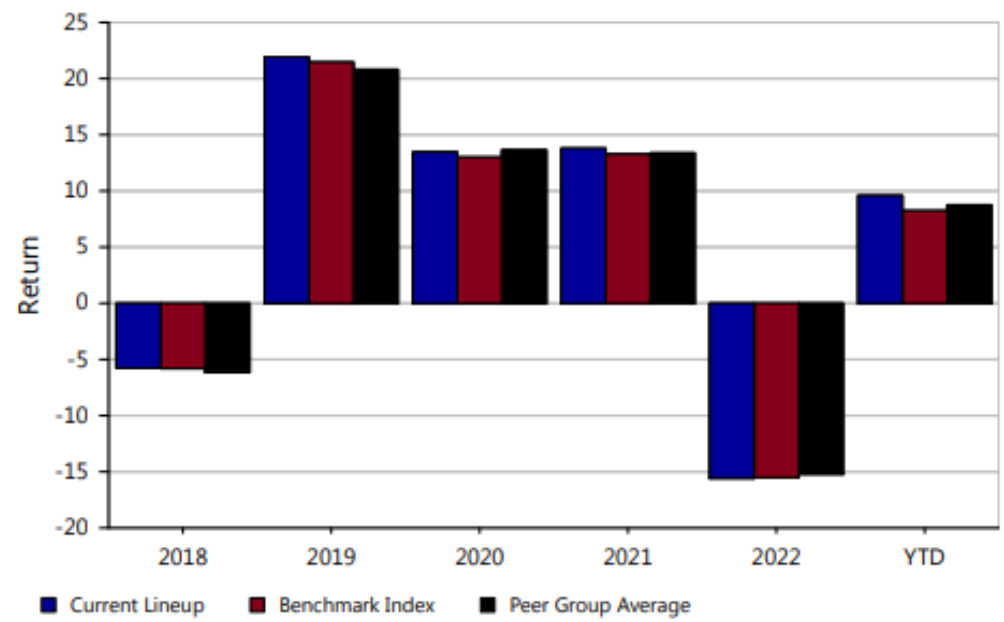
# CAPK Q2 2023

## PORTFOLIO | RETURNS

### Annualized Returns



### Calendar Year Returns



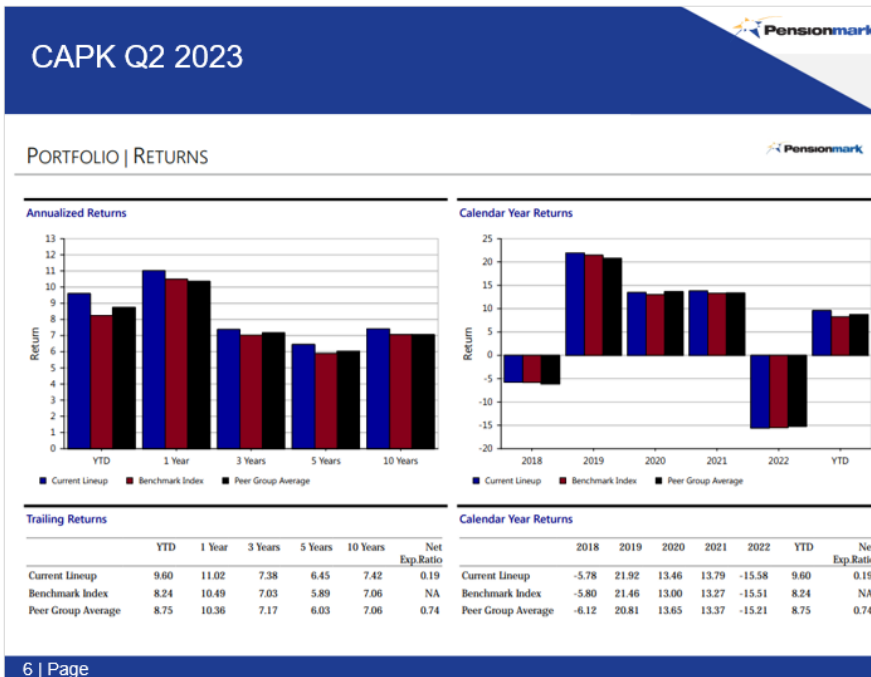
### Trailing Returns

	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	9.60	11.02	7.38	6.45	7.42	0.19
Benchmark Index	8.24	10.49	7.03	5.89	7.06	NA
Peer Group Average	8.75	10.36	7.17	6.03	7.06	0.74

### Calendar Year Returns

	2018	2019	2020	2021	2022	YTD	Net Exp.Ratio
Current Lineup	-5.78	21.92	13.46	13.79	-15.58	9.60	0.19
Benchmark Index	-5.80	21.46	13.00	13.27	-15.51	8.24	NA
Peer Group Average	-6.12	20.81	13.65	13.37	-15.21	8.75	0.74

# CAPK Q2 2023 - Summary of Plan Returns



## Trailing Returns

	YTD	1 Year
Current Lineup	9.60	11.02
Benchmark Index	8.24	10.49
Peer Group Average	8.75	10.36





# MEMORANDUM

**To:** Audit and Pension Committee

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

**Date:** August 17, 2023




**Subject:** *Agenda Item 4b*: Change of Pension Plan Provider for Plans 401(a), 403(b) and 457(b) from The Standard to Nationwide – **Action Item**

CAPK utilizes the services of Pensionmark to support the evaluation of the agency pension plans. Pensionmark provides full-service retirement plan consulting services to ensure retirement plan optimization, fiduciary investment services, compliance and ERISA support, and employee financial wellness. An essential component of the services of Pensionmark is routine pension plan benchmarking to ensure that the agency pension plan is performing well and that plan costs are competitive.

During the most recent review of plan costs, the following providers were evaluated: Empower Retirement, The Standard, Principal and Nationwide.

401a Fee Analysis:





The fee breakdown for the 401a plan is as follows:

	QUALITATIVE SCORE	TOTAL PLAN COST	COST DIFFERENCE (AS A % OF ASSETS)	COST DIFFERENCE (AS A DOLLAR AMOUNT)
	8.3	0.57%	-0.19%	(\$46,799)
✓ 	8.1	0.76%	0.00%	\$0
	8.0	0.53%	-0.23%	(\$56,682)
<input type="checkbox"/> Nationwide	7.0	0.48%	-0.28%	(\$69,036)

The savings in fees equates to approximately \$69 per plan participant per year.

403b Fee Analysis:

The fee breakdown for the 403b plan is as follows:

	QUALITATIVE SCORE	TOTAL PLAN COST	COST DIFFERENCE (AS A % OF ASSETS)	COST DIFFERENCE (AS A DOLLAR AMOUNT)
	8.3	0.62%	-0.09%	(\$7,496)
✓ 	8.1	0.71%	0.00%	\$0
 Principal®	8.0	0.88%	0.17%	\$15,108
	7.0	0.53%	-0.18%	(\$15,321)

The savings in fees equates to approximately \$21 per plan participant per year.

Evaluation of Services:

CAPK staff met with Nationwide to review the service and technology in place to assist employees will financial wellness goals. Nationwide has robust service and offers a mobile app to participants to assist with retirement planning. Employees are able to gain a holistic view of their financial wellness and understand gaps in achieving a secure retirement. Nationwide additionally provides tools to employees who may have public retirement in CalPERS, CalSTRS or other systems. This allows for more accurate retirement planning.

Recommendation

Staff recommends that the Audit and Pension Committee approve the change in pension plans from The Standard to Nationwide commencing January 1, 2024.

**Attachment:**

*Analysis from Pensionmark*

# CAPK - Assumptions of Recordkeeper Pricing

## Assumptions

Community Action Partnership of Kern 401(a) Plan Provider Fee Summary 2023

### Plan Demographics 401(a)

Total Plan Assets:	\$24,000,000
Participant Balances:	998
Annual Contributions:	\$1,415,568

### Plan Demographics 403(b)

Total Plan Assets:	\$8,000,000
Participant Balances:	714
Annual Contributions:	\$1,415,568

### Client Weightings

Investment Flexibility:	10
Plan Sponsor Support:	10
Technology:	10
Fiduciary Support:	10
Participant Experience:	10

### Providers Reviewed







Principal\*



# CAPK - Summary of Recordkeeper Pricing

## Executive Summary

Community Action Partnership of Kern 401(a) & 4013(b) Plan  
Provider Fee Summary 2023

	QUALITATIVE SCORE	TOTAL PLAN COST	COST DIFFERENCE (AS A % OF ASSETS)	COST DIFFERENCE (AS A DOLLAR AMOUNT)
	8.3	0.67%	-0.12%	(\$38,400)
✓ 	8.1	0.76%	0.00%	\$0
 Principal®	8.0	0.63%	-0.17%	(\$54,400)
 Nationwide®	8.2	0.58%	-0.24%	(\$76,800)

# Nationwide Highlights

## 1926

We began as an American company with mutual heritage

## 45+

Years serving plan sponsors and helping employees prepare for retirement

## #76

On Fortune 100<sup>1</sup>

## \$173B+

In assets<sup>2</sup>

Approximately

## 34,000

Retirement plans<sup>2</sup>

## 2.6M+

Participants<sup>2</sup>

Our **Participant Engagement Program (PEP)** engages your people and motivates them to act by using sophisticated data and analytics combined with simple, strong messaging.

Data and behavioral insights let us know which message to send to the individual participant at the right time using the medium(s) that they prefer. By knowing the participant, PEP goes beyond lifestage communications to create more personalized and integrated journeys that change and evolve with your participants.

### 2020 Results<sup>4</sup>:

## ↑ 19%

Increase in the number of participants who increased their contributions

## ↑ 26%

Increase in the number of participants who rolled in outside assets

## ↑ 42%

Increase in conversations between participants and their Nationwide representative

# Nationwide Highlights

## Tools & technology help participants prepare.

We've invested in a mobile experience that makes it easy for participants to engage.

Participants expect anytime access to their retirement account. That's why Nationwide offers a **mobile app** for participants to manage their accounts from personal devices, which they can access using fingerprint or facial recognition.

Our website is also 100% **mobile-responsive**, with a layout that adapts to mobile devices of all makes and sizes, for a consistent experience.

# #1

In **DALBAR's** review of mobile websites for Retirement Plan Providers 2014-2020<sup>6</sup>



**DALBAR's** Communication Seal for Plan Participant's online experience each year since 2016.



April 19, 2023

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

**Commissioners**

- John Nilon  
Chair
- Debbie Wood  
Vice Chairperson
- Jennie Sill  
Secretary
- Brynn Carrigan  
Treasurer
- Supervisor Leticia Perez
- Lito Morillo
- Aaron Resendez
- Deborah Murr
- Lisa Gilbert, Ed.D.

**Alternate Commissioners**

- Supervisor Phillip Peters
- Maria Bermudez
- Ana Mena, Psy.D
- Amy Rutledge

**Executive Director**

- Amy Travis

Re: 2020.1.06 – Help Me Grow Kern County

Dear Mr. Tobias:

This letter addresses the results of an annual administrative review analysis conducted of the Help Me Grow Kern County program. The objective of the annual administrative review is to determine if the program has fulfilled the evaluation, fiscal, and program contractual requirements outlined in the agreement. The summary below captures an examination of the fiscal year 2021-22 as well as the current progress in the fiscal year 2022-23 quarters one and two (Q1, Q2).

**Program Summary**

Quarterly reports were analyzed to verify the progress of performance measures, timeliness, program activities, and potential issues/challenges detailed in the program executive summary. Performance measure progress is based on quarterly target projections set by the program coordinator.

**Performance Measure Review:**

- Fiscal Year 2021-22:
  - All performance measure annual targets listed in the Scope of Work-Evaluation Plan were met.
- Fiscal Year 2022-23:
  - After reviewing Q1 and Q2 performance measures, there are no areas of concern.

**Timeliness:** The following items are tracked for timeliness throughout the fiscal year: Performance Measures, Program Executive Summary entries, and response to the Program Officer’s feedback.

- Fiscal Year 2021-22:
  - All program entries and follow-up items were submitted on time.
- Fiscal Year 2022-23:
  - All program entries and follow-up items were submitted on time for Q1 and Q2.

**Fiscal Summary**

Annual compliance components were reviewed to ensure current documentation is on file. Quarterly invoices, Fiscal Executive Summary entries, and Sustainability entries were reviewed to document reliability, accuracy, and timeliness. Annual Audit reports were reconciled and summarized.

**Fiscal Compliance Review:**

- Fiscal Year 2021-22:
  - All fiscal compliance items were met.
- Fiscal Year 2022-23:
  - All fiscal compliance items were met for Q1 and Q2.

**Timeliness:** The following items are tracked for timeliness throughout the fiscal year: Quarterly invoice submission, Fiscal Executive Summary entries, Sustainability, and the Annual Audit report.

- Fiscal Year 2021-22:
  - All fiscal items were submitted on time.
- Fiscal Year 2022-23:
  - All fiscal items were submitted on time for Q1 and Q2.

**Recommendations**

Fiscal Year 2021-22:

- No recommendations.

Fiscal Year 2022-23:

- No recommendations.

The reports are maintained on file and are available at your request. If you have any questions or comments regarding this correspondence, please contact your respective program or finance officer.

First 5 Kern is grateful for your passionate and tireless work on behalf of children and families. We value you as a community partner sharing in our mission of strengthening and supporting the children of Kern County 0 to 5 years old and their families. First 5 Kern is dedicated to your success; please continue to provide program updates and address challenges with the assigned First 5 Kern staff as they arise.

Sincerely,



Amy Travis  
Executive Director

cc: Pritika Ram, Chief Business Development Officer  
Sabrina Jones-Roberts, Program Administrator





April 19, 2023

**Commissioners**

- John Nilon  
Chair
- Debbie Wood  
Vice Chairperson
- Jennie Sill  
Secretary
- Brynn Carrigan  
Treasurer
- Supervisor Leticia Perez
- Lito Morillo
- Aaron Resendez
- Deborah Murr
- Lisa Gilbert, Ed.D.

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

Re: 2020.2.05 – 2-1-1 Kern County

Dear Mr. Tobias:

This letter addresses the results of an annual administrative review analysis conducted on the 2-1-1 Kern County program. The objective of the annual administrative review is to determine if the program has fulfilled the evaluation, fiscal, and program contractual requirements outlined in the agreement. The summary below captures an examination of the fiscal year 2021-22 as well as the current progress in the fiscal year 2022-23 quarters one and two (Q1, Q2).

**Program Summary**

Quarterly reports were analyzed to verify the progress of performance measures, timeliness, program activities, and potential issues/challenges detailed in the program executive summary. Performance measure progress is based on quarterly target projections set by the program coordinator.

**Alternate Commissioners**

- Supervisor Phillip Peters
- Maria Bermudez
- Ana Mena, Psy.D
- Amy Rutledge

**Performance Measure Review:**

- Fiscal Year 2021-22:
  - All performance measure annual targets listed in the Scope of Work-Evaluation Plan were met.
- Fiscal Year 2022-23:
  - After reviewing Q1 and Q2 performance measures, there are no areas of concern.

**Executive Director**

- Amy Travis

**Timeliness:** The following items are tracked for timeliness throughout the fiscal year: Performance Measures, Program Executive Summary entries, and response to the Program Officer's feedback.

- Fiscal Year 2021-22:
  - All program entries and follow-up items were submitted on time.
- Fiscal Year 2022-23:
  - All program entries and follow-up items were submitted on time for Q1 and Q2.

**Fiscal Summary**

Annual compliance components were reviewed to ensure current documentation is on file. Quarterly invoices, Fiscal Executive Summary entries, and Sustainability entries were reviewed to document reliability, accuracy, and timeliness. Annual Audit reports were reconciled and summarized.

**Fiscal Compliance Review:**

- Fiscal Year 2021-22:
  - All fiscal compliance items were met.
- Fiscal Year 2022-23:
  - All fiscal compliance items were met for Q1 and Q2.

**Timeliness:** The following items are tracked for timeliness throughout the fiscal year: Quarterly invoice submission, Fiscal Executive Summary entries, Sustainability, and the Annual Audit report.

- Fiscal Year 2021-22:
  - All fiscal items were submitted on time.
- Fiscal Year 2022-23:
  - All fiscal items were submitted on time for Q1 and Q2.

**Recommendations**

Fiscal Year 2021-22:

- No recommendations.

Fiscal Year 2022-23:

- No recommendations.

The reports are maintained on file and are available at your request. If you have any questions or comments regarding this correspondence, please contact your respective program or finance officer.

First 5 Kern is grateful for your passionate and tireless work on behalf of children and families. We value you as a community partner sharing in our mission of strengthening and supporting the children of Kern County 0 to 5 years old and their families. First 5 Kern is dedicated to your success; please continue to provide program updates and address challenges with the assigned First 5 Kern staff as they arise.

Sincerely,



Amy Travis  
Executive Director

cc: Pritika Ram, Chief Business Development Officer  
Sabrina Jones-Roberts, Program Administrator



April 20, 2023

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

Re: 2020.2.18 – Oasis Family Resource Center

Dear Mr. Tobias:

This letter addresses the results of an annual administrative review analysis conducted of the Oasis Family Resource Center. The objective of the annual administrative review is to determine if the program has fulfilled the evaluation, fiscal, and program contractual requirements outlined in the agreement. The summary below captures an examination of the fiscal year 2021-22 as well as the current progress in the fiscal year 2022-23 quarters one and two (Q1, Q2).

**Program Summary**

Quarterly reports were analyzed to verify the progress of performance measures, timeliness, program activities, and potential issues/challenges detailed in the program executive summary. Performance measure progress is based on quarterly target projections set by the program coordinator.

**Performance Measure Review:**

- Fiscal Year 2021-22:
  - Of the 11 performance measures listed in the Scope of Work-Evaluation Plan, 1 was not met:
    - Articulation Meetings [Providers] (83%)
- Fiscal Year 2022-23:
  - After reviewing Q1 and Q2 performance measures, there are no areas of concern.

**Timeliness:** The following items are tracked for timeliness throughout the fiscal year: Performance Measures, Program Executive Summary entries, and response to the Program Officer’s feedback.

- Fiscal Year 2021-22:
  - All program entries and follow-up items were submitted on time.
- Fiscal Year 2022-23:
  - All program entries and follow-up items were submitted on time for Q1 and Q2.

**Commissioners**

John Nilon  
Chair  
Debbie Wood  
Vice Chairperson

Jennie Sill  
Secretary

Brynn Carrigan  
Treasurer

Supervisor Leticia Perez

Lito Morillo

Aaron Resendez

Deborah Murr

Lisa Gilbert, Ed.D.

**Alternate Commissioners**

Supervisor Phillip Peters

Maria Bermudez

Ana Mena, Psy.D

Amy Rutledge

**Executive Director**

Amy Travis

**Fiscal Summary**

Annual compliance components were reviewed to ensure current documentation is on file. Quarterly invoices, Fiscal Executive Summary entries, and Sustainability entries were reviewed to document reliability, accuracy, and timeliness. Annual Audit reports were reconciled and summarized.

**Fiscal Compliance Review:**

- Fiscal Year 2021-22:
  - All fiscal compliance items were met.
- Fiscal Year 2022-23:
  - All fiscal compliance items were met for Q1 and Q2.

**Timeliness:** The following items are tracked for timeliness throughout the fiscal year: Quarterly invoice submission, Fiscal Executive Summary entries, Sustainability, and the Annual Audit report.

- Fiscal Year 2021-22:
  - All fiscal items were submitted on time.
- Fiscal Year 2022-23:
  - All fiscal items were submitted on time for Q1 and Q2.

**Recommendations**

Fiscal Year 2021-22:

- No recommendations.

Fiscal Year 2022-23:

- No recommendations.

The reports are maintained on file and are available at your request. If you have any questions or comments regarding this correspondence, please contact your respective program or finance officer.

First 5 Kern is grateful for your passionate and tireless work on behalf of children and families. We value you as a community partner sharing in our mission of strengthening and supporting the children of Kern County 0 to 5 years old and their families. First 5 Kern is dedicated to your success; please continue to provide program updates and address challenges with the assigned First 5 Kern staff as they arise.

Sincerely,



Amy Travis  
Executive Director

cc: Freddy Hernandez, Director of Youth & Community Services  
Eric Le Barbe, Youth & Community Services Supervisor

## CSD COMPREHENSIVE INSPECTION REPORT (CIR) Ver3.29.23

<b>Agency's Name</b>				
CAP of Kern				
<b>Agency Representative</b>		<b>Title of Representative</b>		<b>Representative Phone Number</b>
Wilfredo Cruz Jr		Program Administrator		661-407-2845 Ext 4347
<b>ConSol Inspector / QCI certification #</b>			<b>Primary Reason For Visit</b>	
Geoff Cox BPI#5020580			Regular Inspection	
<b>CSD Representative's Name</b>			<b>CSD Representative Present</b>	
N/A			No	
<b>Additional Personnel Attending The Exit Interview</b>				
Abran Gonzalez, Andres Gonzalez & Gary Steves				
<b>Inspection Dates</b>		<b>Exit Interview Date</b>	<b>Last Inspection Date</b>	
From	Thru		From	Thru
07/31/23	08/03/23	08/03/23	01/09/23	01/12/23
<b>Inspection Results Totals</b>				
	<b>Standard</b>	<b>Enhanced</b>	<b>Re-Inspection</b>	<b>Total</b>
<b>Total Units Inspected</b>	9	1	0	10
<b>"Fail" Units</b>	4	0	0	4
<b>"Haz-Fail" Units</b>	0	0	0	0
<b>"Paper Fail" Units</b>	2	0	0	2
<b>"Remedied" Units</b>	4	0	0	4
<b>"File Review" Units</b>	1			
<b>"Fail" Measures</b>	5	0	0	5
<b>"Haz-Fail" Measures</b>	0	0	0	0
<b>"Paper Fail" Measures</b>	3	0	0	3
<b>"Remedied" Measures</b>	8	0	0	8
<b>"File Review" Measures</b>	0			
<b>Single Family Units</b>	9	<b>Multi Family Units</b>	1	<b>Mobile Home Units</b> 1
<b>Total WIPS Completed</b>		8	<b>Assessment Stage WIPS</b> 4	
<b>Weatherization Stage WIPS</b>		4	<b>Post Inspection Stage WIPS</b> 0	
<b>Total # of Inspection During This Visit (QA + WIPS)</b>		19		
<b>Training Referral</b>		No		
<b>Subject of Training</b>		N/A		
<b>Names of Individuals Referred for Training</b>		N/A		
<b>Quality of Work Since Last Inspection</b>				
About the Same				

Agency's Name	Inspection Dates	
CAP of Kern	07/31/23	08/03/23
<b>CAS</b> - Knowledge of test protocols - Accuracy of tests performed - Feasibility of tests performed		
<b>Rating</b>		
Success (Meets Standard)		
<b>BLOWER DOOR</b> - Knowledge of test protocols - Accuracy of tests performed - Feasibility of tests performed		
<b>Rating</b>		
Success (Meets Standard)		
<b>DUCT BLAST</b> - Knowledge of test protocols - Accuracy of tests performed - Feasibility of tests performed		
<b>Rating</b>		
Success (Meets Standard)		
<b>LOT FILES AND DOCUMENTATION</b> - Organization of documentation - Accuracy of documentation - Completeness of files	Equipment Calibration Logs Present and Complete?	Yes
<b>Rating</b>		
Success (Meets Standard)		
<b>WORKMANSHIP</b> - General quality of work - Appropriate material selection - Customer Satisfaction		
<b>Rating</b>		
Success (Meets Standard)		
Agency's Name	Inspection Dates	
CAP of Kern	07/31/23	08/03/23



**Inspection Correction Transmittal**

This following pages list the units that have unresolved Fails. Fails are described on the Weatherization Inspection Reports (WIRs). After Fails are remedied, complete this form by filling in "Date Remedied" & "Authorized Signature" columns for each dwelling listed. **Note: File Review only lot files include observations only and do not require corrections. Refer to Section 4., below.**

**1. "Hazardous Fails" (HF):**

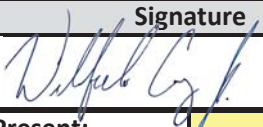
- Eliminate the immediate hazard within 18 hours of written notification, and completely resolve the Hazardous Fail within 5 working days of written notification. (Deadline for remedy is shown in the "HF" box of the "Remedy By (Date)" section.)
- On each WIR: (a) indicate what corrective/remedial action was taken for each HF, (b) complete the "Installer's Signature & Date" line, and (c) you must obtain the customer signature somewhere on the WIR to verify HFs have been remedied. This constitutes a "completed" WIR.
- Provide a photo and work order / invoice showing that the Hazardous failure has been remedied. This will constitute a completed CIR and can be submitted to CSD.

**2. "Non-Hazardous "Fails" (F) and "Paperwork Fails" (PF) for which a physical remedy is *feasible*" :**

- Remedy within 20 working days of written notification. (Deadline for remedy is shown in "F/PF" box of the "Remedy By (Date)" section.)
- On each WIR: (a) indicate what corrective/remedial action was taken for each unit, and (b) complete the "Installer's/Contractor's Signature & Date" line. This constitutes a "completed" WIR (a client signature is not required for Fs and PFs.)
- Non Hazardous failures, provide photos and invoice showing that the failure was remedied. Paper failures, please identify on the WIR what measure was corrected or for "missing permit" paper failures provide the permit. Billing paper failures, please provide the corrected EARS report and or credit memos showing that the billing has been adjusted. This will constitute a completed CIR and can be submitted to CSD.

**3. When corrections to all Fails have been made:**

- Fax Or Email completed CIR, WIRs & questions to:
  - Email: anegd@consol.org
  - Attn: Phone: (925) 580-7275
  - Include only WIRs for jobs listed on this CIR

Last Name & First Initial Street Address and City	# Of Corrections By Type			Date Notified	Remedy By Date		Date Remedied		Authorized Signature
	HF	F	PF		HF	F/PF*	H	F/PF*	
Name of Person Receiving the CIR				Signature			Date		
Wilfredo Cruz Jr.							8/3/2023		
Continuation Page Present:					Page		1 of		
Agency's Name				Inspection Dates					
CAP of Kern				07/31/23		08/03/23			